

**HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ORGANIZATIONAL MEETING
JULY 6, 2020 STUART M. TOWNSEND ES – 6:00 PM**

**ORGANIZATIONAL AGENDA
(PA) Public Access Document**

1. CALL TO ORDER BY THE DISTRICT CLERK

2. PLEDGE OF ALLEGIANCE

3. NOMINATION OF SUPERINTENDENT AS ACTING CHAIRMAN

RESOLVED, that Beecher Baker is appointed Chairman of the Board of Education of the Hadley-Luzerne Central School District for the 2020-2021 school year.

CHAIRMAN:

4. NOMINATION FOR PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2020-2021 SCHOOL YEAR

RESOLVED, that _____ be elected President of the Board of Education of the Hadley-Luzerne Central School District for the 2020-2021 school year.

5. ADMINISTER OATH OF OFFICE TO BOARD PRESIDENT

6. D. CLERK ADMINISTERS OATH OF OFFICE TO NEW TERM BOE MEMBER – EDDIE JOE MOULTON

7. NOMINATION FOR VICE PRESIDENT OF THE BOARD OF EDUCATION FOR THE 2020-2021 SCHOOL YEAR

RESOLVED, that _____ be elected Vice President of the Board of Education of the Hadley-Luzerne Central School District for the 2020-2021 school year.

8. CLERK ADMINISTERS OATH OF OFFICE TO BOARD VICE PRESIDENT

9. APPOINTMENTS

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following persons be granted appointment to the position indicated below for the 2020-2021 school year.

DISTRICT TREASURER	Kathryn Bailey-Brewer
DEPUTY TREASURER	Michelle Taylor
DISTRICT CLERK	Regina York
TAX COLLECTOR	Darcey Hastings
DEPUTY TAX COLLECTOR	Michelle Taylor
CLAIMS AUDITOR	Mariagnes DeMeo
CENTRAL TREASURER for Extra-classroom Fund	Darcey Hastings
SCHOOL REGISTRAR	Stephanie Gordon

10. BONDING OF TREASURER AND TAX COLLECTOR:

BE IT RESOLVED, that the present insurance policy carried by the district covers bonding for the H-L District Treasurer, Deputy Treasurer and the Tax Collector in the amount of \$1,000,000., in additional to standard \$100,000 per employee amount.

11. ISSUE OF RECEIPTS BY DISTRICT TREASURER:

BE IT RESOLVED, that the Treasurer of the H-L District be required to issue receipts for all monies received by her for the district from all sources; these receipts to be of an approved form and in duplicate; the original copy to be delivered to the person from whom payment is received, the second copy to be retained in the files of the District Treasurer.

12. METHOD OF REPORTING BY TREASURER:

BE IT RESOLVED, that the H-L District Treasurer shall be required to make reports to the Board of Education each month showing the balance in her hands at the close of the month and
BE IT FURTHER RESOLVED, that at the close of the school year the books be properly audited.

13. DESIGNATE DEPOSITORY FOR DISTRICT FUNDS:

BE IT RESOLVED, that the Luzerne Branch of the Glens Falls National Bank and Trust Company be, and they are hereby designated, the official depository of funds of the Hadley-Luzerne Central School District No. 1 for the 2020-2021 school year.

14. ISSUE OF VOUCHERS:

BE IT RESOLVED, that the Board of Education shall adopt and use an approved form of voucher checks for the payment of all monies expended, which shall require the signature or facsimile signature of the District Treasurer or Deputy Treasurer in the absence of the Treasurer to make them valid and

BE IT FURTHER RESOLVED, that the District Clerk be and hereby is directed to notify the Luzerne Branch of the Glens Falls National Bank and Trust Company, the regular designated depository of the Hadley-Luzerne Central School District, to honor only such checks that the signature of the following officer with the proper title for the 2020-2021 school year:

Kathryn Bailey-Brewer, DISTRICT TREASURER
Michelle Taylor, DEPUTY TREASURER

15. CERTIFY PAYROLLS/ISSUE PAYROLL CHECKS:

BE IT RESOLVED, that for the 2020-2021 school year a single check to be used for all payrolls, requiring only the signature of the District Treasurer or Deputy Treasurer in the absence of the Treasurer and

BE IT FURTHER RESOLVED, that the District Treasurer or Deputy Treasurer in the absence of the Treasurer be authorized to issue a check from the General Fund, Federal Fund, and the School Lunch Fund or other District Fund as applicable to cover all payrolls as they fall due which are properly certified by the Superintendent.

16. SET ALLOWABLE MEAL REIMBURSEMENT:

BE IT RESOLVED, that the allowable meal reimbursement will be set at a maximum of \$30 per meal, reimbursable after submission of a claim voucher to the District Treasurer. Amounts in excess of \$30 must be substantiated by documentation and attached detailed receipts and subject to the discretion of the Superintendent and Business Official.

17. SET MILEAGE RATE:

BE IT RESOLVED, that the 2020-2021 mileage reimbursement rate for staff and Board members for use of their personal vehicles on official business shall be the rate set by the Federal Internal Revenue Service.

18. SET APPROVED TUITION RATE FOR 2020-2021:

BE IT RESOLVED, that the 2020-2021 tuition rate will be based upon the calculation derived from the New York State Non-Resident Tuition Worksheet.

19. APPOINT PURCHASING AGENT:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Michelle Taylor, as the Purchasing Agent for the 2020-2021 school year.

20. APPOINT SUPERINTENDENT TO AUTHORIZE ATTENDANCE AT CONFERENCES:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Superintendent Beecher Baker Sr. to authorize attendance at all conferences, conventions, workshops, with expenses and the like for the 2020-2021 school year.

21. APPOINT RECORDS MANAGEMENT OFFICER:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Michelle Taylor as Records Management Officer for the 2020-2021 school year with no additional stipend.

22. APPOINT RECORDS ACCESS (FOIL) OFFICER:

BE IT RESOLVED, that the Hadley-Luzerne Central School District appoint Regina York as Records Access Officer for the 2020-2021 school year with no additional stipend.

23. APPOINT RECORDS DISTRICT DATA OFFICER:

BE IT RESOLVED, that the District appoint Leonard Locke as District Data Officer for the 2020-2021 school year with no additional stipend.

24. APPOINT RECORDS APPEAL OFFICER:

BE IT RESOLVED, that the District appoint Superintendent, Beecher Baker Sr., as Records Appeal Officer for the 2020-2021 school year with no additional stipend.

25. APPOINT COMPLIANCE OFFICER AND DASA COORDINATORS

RESOLVED, The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by federal and state law.

WHEREAS, the said board appoints the District Wide Title IX/Section 504/ADA Compliance Officer, Michelle Taylor (SMTES 696-2378) Address: 27 Hyland Drive, Lake Luzerne, NY 12846 for the 2020-2021 school year. Student reports of harassment shall be forwarded to the District Wide DASA Coordinator and Building level DASA Coordinators:

WHEREAS, the said board appoints the District Wide DASA Coordinator, Counselor-Laura Schrepper (Jr. HS 696-2112) and Building level DASA Coordinators, Principal – Burgess Ovitt(HS 696-2112 and Principal – Jonathan Baker (ES 696-2378) for the 2020-2021 school year.

26. APPOINT HOMELESS LIASION – Laura Schrepper

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that Laura Schrepper be appointed as Homeless Liaison for the District for the 2020-2021 school year.

27. APPOINT BUILDING/DISTRICT WIDE SAFETY TEAM MEMBERS**

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to appoint the following members to the 2020-2021 Building and ****District Safety Committees:**

SMT Elementary School – Jonathan Baker

Counselor, Stephanie Gordon

Teacher, Julia Bradley

Teacher, Timothy Brown

Parent, Lauren Wittenberg

****Warren County Sherriff, ES SRO, Christopher Eggleston**

Junior-Senior High School – Burgess Ovitt

**** Athletic Director, Gary Wilson**

**** Warren County Sherriff, HS SRO, Jim Trottier**
**** Teacher, Joseph Winters**
**** Parent, Community Member, Lonnie Willett and Kevin Wheaton**
Student, _____
Guidance Counselor, Ashley Osborne

**** District Wide Safety Team Member**
Superintendent of Schools, Beecher Baker Sr.
School Business Official, Michelle Taylor
Director of Facilities, Brian Gereau
HS Principal: Burgess Ovitt
ES Principal: Jonathan Baker
Director of Special Education: Robert Mark
BOCES Safety Officer: Lynette Holman
Community Member: Colin Hagadorn

28. SET DATE/TIME AND PLACE FOR MEETINGS OF THE BOARD OF EDUCATION: (PA)
BE IT RESOLVED, that the Board approves regular meetings be generally held on the third Monday of the month at 6:30 pm, unless they conflict with holidays or school vacations and
BE IT FURTHER RESOLVED, the Board approves the attached board meeting schedule for the 2020-2021 school year inclusive of one public hearing and one vote as follows:
Monday, May 10, 2021 for the Public Hearing on the proposed budget
Tuesday, May 18, 2021 for the Annual Budget Vote and Election.

29. COMMITTEE APPOINTMENTS:

1. Athletic;
2. Negotiations;
3. Finance/Audit;
4. Policy/Programs;
5. Scholarship;
6. Technology;
7. Facilities and Grounds;
8. Committee on Special Education; *Whole Board*

30. ANNUAL REVIEW OF SPECIFIC POLICIES AS REQUIRED BY EDUCATION AND GENERAL MUNICIPAL LAWS;

Code of Conduct on School Property #3410
Investments #5220
Purchasing #5410
Student Attendance #7110
Student Records: Access & Challenge #7240
Code of Conduct #7310

31. APPOINT SCHOOL PHYSICIAN: (PA)

BE IT RESOLVED, that the District appoint Hudson Headwaters as the provider of the School Physician (Director of School Health Services) for 2020-2021 and set the salary at \$15,000 plus \$100 per physical for greater than ten physicals as noted in the terms and directs the Superintendent to sign and implement the agreement.

32. INDEPENDENT AUDITOR

BE IT RESOLVED, that the District appoint Jenkins, Beecher & Bethel, LLP as External Auditor extending their services for the 2020-2021 school year for the amount of \$ _____ and directs the Superintendent to sign and implement the agreement.

33. INVESTMENT RESOLUTION:

BE IT RESOLVED, that the District Treasurer or Deputy Treasurer be authorized, to transfer monies

from the General Fund for the purpose of investing surplus monies when they are available, pursuant to the guidelines of the State Comptrollers Office and review and approval of the Superintendent of Schools. The monies may be invested in a financial institution, other than Glens Falls National Bank, should the interest rate be more favorable.

34. BOND ISSUE INTEREST PAYMENT RESOLUTION:

BE IT RESOLVED, that the District Treasurer and the District Deputy Treasurer be authorized to issue checks in the payment for all bond issues as they fall due during the 2020-2021 school year.

35. ESTABLISH PETTY CASH FUNDS:

BE IT RESOLVED that the total petty cash fund for the District will be set at two hundred seventy five dollars (\$275);

BE IT FURTHER RESOLVED that the petty cash fund amounts will be designated, dispersed as follows:

K-6 Principal responsible for - Fifty Dollars (\$50), 7-12 Principal responsible for – One Hundred Dollars (\$100), Food Service Department responsible for - Fifty Dollars (\$50), Central Office Treasurer responsible for - Fifty Dollars (\$50) and the Transportation Department will be designated and be responsible for Twenty-Five Dollars (\$25).

36. DESIGNATION OF OFFICIAL NEWSPAPER:

BE IT RESOLVED, the Board Designates The Post Star as the official school newspaper for the 2020-2021 school year.

37. APPOINT HOME-SCHOOL LIAISON

BE IT RESOLVED, the Board appoints Merrill Durham, as Home School Liaison for the 2020-2021 school year.

38. APPOINT ASBESTOS (LEA) DESIGNEE AND DESIGNATED PERSON (DP): AHERA

BE IT RESOLVED, the Board appoints Brian Gereau, as Asbestos (LEA) Designee: AHERA of the District and Asbestos (LEA) Designated Person (DP): AHERA for the school year 2020-2021.

39. APPOINT FINANCIAL ADVISORS

BE IT RESOLVED, the Board appoints Fiscal Advisors & Marketing, Inc. be appointed Financial Advisors for the school year 2020-2021.

40. APPOINT BOND COUNSEL

BE IT RESOLVED, the Board appoints Barclay & Damon, LLP, 80 State Street, Albany, N.Y. 12207, be appointed Bond Counsel for the school year 2020-2021.

41. APPOINTMENT OF SCHOOL ATTORNEY:

BE IT RESOLVED, to appoint BARTLETT, PONTIFF, STEWART & RHODES, P.C., located at 1 Washington Street, Glens Falls, New York, as HL School Attorney for the 2020-2021 school year.

BE IT FURTHER RESOLVED, the Superintendent may execute the fee and legal counsel agreement effective July 1, 2020 through June 30, 2021.

42. MULTI-YEAR LEASE PURCHASE AGREEMENT

WHEREAS, the Board of Education of the Hadley-Luzerne Central School “District” may desire to enter into multiple Multi-Year Lease-Purchase Agreement(s) throughout the 2020-2021 school year with the Washington-Saratoga-Hamilton-Essex (“WSWHE”) BOCES to furnish certain services to the District pursuant to Education Law 1950(4)(jj), those services being: CoSer 504 Instructional Technology Services.

WHEREAS, the Board of Education of the Hadley-Luzerne Central School District may enter into

agreements for the lease-purchase of instructional equipment with the WSWHE BOCES, in accordance with section 1725-a of the Education Law, with the payments to be applied against the purchase price of the equipment. Said agreement(s) will be reviewed by Hadley-Luzerne Central School District to ensure that any Multi-Year Lease Purchase Agreement(s) are in the best financial interest of the Hadley-Luzerne Central School District.

WHEREAS, the Multi-Year Lease Purchase Agreement(s) with the WSWHE BOCES will not exceed five year terms and not exceed \$46,000.00 per each Lease-Purchase Agreement. The Multi-Year Lease Purchase Agreement(s) may include related borrowing fees, support and coordination fees, and insurance costs for the duration of each contract, subject to the approval of the Commissioner of Education.

BE IT RESOLVED, that the Board of Education of the Hadley-Luzerne Central School District authorizes the District to enter into Multi Lease-Purchase Agreement(s) throughout the 2020-2021 school year with the WSWHE BOCES for the provision of Instructional Technology Services to the District in an amount or amounts not to exceed \$46,000.00, subject to approval of the Commissioner of Education.

43. PUBLIC LIBRARY FUNDING:

- I. BE IT RESOLVED, by said board to approve payment to Stony Creek Library following the collection of taxes for the amount approved by school district voters on May 15, 2012 - \$6,500 annually.
- II. BE IT RESOLVED, by said board to approve payment to Rockwell Falls Public Library following the collection of taxes for the amount approved by school district voters on June 25, 2019 - \$190,000 annually.

PLEASE PROCEED TO REGULAR BOARD MEETING AGENDA.....

**HADLEY- LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Monday, July 6, 2020

STUART M. TOWNSEND ES

6:30 pm

27 Hyland Drive Lake Luzerne, NY

**Regular AGENDA
(PA) Public Access Document**

Continued from organizational agenda....

1. CORRESPONDENCE

2. PRESENTATIONS/DISCUSSIONS/ADMINISTRATIVE COMMENTS

3. OLD BUSINESS (ACTION)

A. Contract for Health Services with Glens Falls City School District (PA)

Resolution #

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School to approve the invoice dated June 15, 2020 between the district and Glens Falls City School District for the purpose of providing health and welfare services for approximately five (5) children residing in said school district and attending non-public schools in the Glens Falls City School District, City of Glens Falls, County of Warren, New York, to begin on September 5, 2019 and to ended on June 15, 2020 as required by the provisions of Section 912 of the Education Law, in the amount of \$3,041.25.

B. Rural Schools Membership

Resolution #

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School to approve the invoice for membership between Rural Schools Association and the District for July 1, 2020 to June 30, 2021 in the amount of \$750.

C. Board Meeting Minutes (PA)

Resolution #

As recommended by the Superintendent, to approve the June 22, 2020 board meeting minutes with edits.

4. NEW BUSINESS (ACTION)

A. Obsolete Books (PA)

Resolution #

As recommended by the Superintendent, that the Hadley-Luzerne Board of Education declare the attached list of books as obsolete and authorize district administration to properly dispose of the items in the most economic means possible.

5. PERSONNEL (ACTION)

A. RETIREMENT

Mary Jane Scanlan

Resolution #

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept with appreciation the resignation for the purpose of retirement from Teaching Assistant, Mary Jane Scanlan effective June 30, 2020. Mary Jane has served 25 years in the district.

B. HLTA EXTRA-CURRICULAR

Special Education Teacher –
Resolution #

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board of Education of the Hadley-Luzerne School District appoint NAME to a four year probationary appointment as a full time Special Education Teacher in the Special Education tenure area, commencing on August 1, 2020 and ending on July 31, 2024, pending all NYSED certification requirements are met. NAME 2020-2021 salary will be Step _C (\$) as stated in the collective bargaining agreement between the District and the Hadley-Luzerne Teacher’s Association.

Resolution #

As recommended by the superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following person be granted appointment to the position(s) below pending all certifications and clearances, as per the HLTA agreement; *Such appointments and the employment of the following individual(s) are subject to the existence of the activity and not a cancellation due to pandemic reasons.*

Name		Position	Effective	Stipend/Wage
Denise	Haraughty	Summer Curriculum Hours	Summer 2020	\$30 per hour
Chad	York	Modified Football Coach	2020-2021	\$

6. SCHEDULE OF BILLS (ACTION) (PA)

Resolution #

As recommended by the superintendent for the board of education to accept warrants #53(\$400,622.02), #54(\$250,312.76),

7. STUDENT /PUBLIC COMMENTS

The Hadley-Luzerne Board of Education welcomes district residents, parents and other interested persons to its meeting. It is our goals to work together to create an environment of high expectations, high performance and constant improvement, yielding excellent results. Community involvement at board meetings is encouraged so that the board can better understand and represent the views of its constituents. Please be aware that by law individual student information or particular personnel issues cannot be discussed at public sessions of the board. Please reserve comments or questions for the designated time on the agenda. When recognized by the Board President, please state your name and town of residence. Statements are restricted to a maximum of two minutes and speakers will be notified by the Board President when their time has expired. The Board President reserves the right to extend the speakers comment time, if there is no objection. The board and the district staff take public comment very seriously and careful notes of questions and concerns expressed will be taken. However, the board generally does not respond while the meeting is in public session. The board asks the public's cooperation in maintaining a safe and respectful decorum and the Board President does reserve the right to limit individual comments if it is deemed necessary. Thank you.

8. ADMINISTRATIVE COMMENTS FOR THE GOOD OF THE ORDER

9. ADJOURNMENT



HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT

2020-2021 BOARD OF EDUCATION /MEETING DATES

DATE	MEETING TYPE	LOCATION/TIME
JULY 6 , 2020 Monday	ORGANIZATIONAL/REG MEETING	SMTES/6:00 PM
AUGUST 17	REGULAR MEETING	SMTES/6:00 PM
SEPTEMBER 21	REGULAR MEETING	SMTES LGI/6:30 PM
OCTOBER 19	REGULAR MEETING	SMTES LGI/6:30 PM
NOVEMBER	<i>Individual Board</i> Committees Meet: Tech, B & G, Policy, Athletics, Audit	Times /Locations TBA
NOVEMBER 16	REGULAR MEETING	SMTES LGI/6:30 PM
DECEMBER 21	REGULAR MEETING	SMTES LGI/6:30 PM
JANUARY 25 , 2021 (4th Mon.)	REGULAR MEETING	SMTES LGI/6:30 PM
FEBRUARY 22 (4th MON)	COMMITTEE & REGULAR MEETING & Budget Workshop	SMTES LGI/6:30 PM
MARCH 15	REGULAR MEETING/Budget Work- shop	SMTES LGI/6:30 PM
APRIL 12	Regular BOE Mtg./Budget Workshop	SMTES LGI/6:30 PM
April 20 (Tues.)	BOCES VOTE / HL Budget Approval	SMTES LGI/6:30 PM
MAY 10	Regular BOE Mtg. PUBLIC HEARING	SMTES LGI/6:30 PM SMTES LGI/6:30 PM
MAY 18 (Tues.)	BUDGET VOTE & ELECTIONS	Noon to 8 PM in ES LGI
JUNE 14	REGULAR BOE MEETING	SMTES LGI/6:30 PM

HLCS POLICY

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PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.
16. Smoke a cigarette, cigar, pipe, electronic cigarette, or use chewing or smokeless tobacco.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Adoption date: 7/30/2007
Revised date I: 11/21/2011
Revised date II: 6/18/2012
Public Hearing: 1/7/2013
Revised date III: 2/25/2013
Public Hearing: 3/24/2014
Revised date IV: 4/7/2014

HLCS POLICY

2018

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Non-Instructional/Business
Operations

INVESTMENTS

The objectives of the district's investment policy are to safeguard district funds and to minimize risk, to ensure that investments mature when cash is required to finance operations and to ensure a competitive rate of return. In accordance with this policy, the Treasurer or his/her designee is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

To the extent feasible, investments and deposits shall be made in and through local or regional financial institutions. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged. Investments may be made either directly from an authorized trading partner, or by participation in a cooperative investment agreement with other authorized municipal corporations pursuant to General Municipal Law Article 5-G and in accordance with General Municipal Law Article 3-A.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652

Local Finance Law § 24.00, 25.00, 165.00

General Municipal Law §§6-d; 6-j; 6-l-n; 6-p; 6-r; 10; 11; 39; Article 3-A; Article 5-G

Adoption date: 7/30/2007

Revised: 12/17/2018

HLCS POLICY

5220-REGULATION

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INVESTMENTS REGULATION

Authorized Investments

A. The Treasurer is authorized to invest all available district funds, including proceeds of obligations and Reserve Funds, in the following types of investment instruments:

Savings Accounts or Money Market Accounts of designated banks;

Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State;

4. Demand Deposit Accounts in a bank or trust company located in and authorized to do business in New York State; Obligations of New York State; Obligations of the United States Government (U.S. Treasury Bills and Notes);

Repurchase Agreements involving the purchase and sale of direct obligations of the United States;

B. All funds may be invested in Revenue Anticipation Notes or Tax Anticipation Notes of other school districts and municipalities, with the approval of the State Comptroller.

C. Only Reserve Funds established by section 6-d, 6-j, 6-l, 6-m and 6-n of the General Municipal Law may be invested in obligations of the school district.

Direct or Cooperative Investments

Investments may be made either directly from an authorized trading partner, or by participation in a cooperative investment agreement.

A. Cooperative investment agreements may be made with certain municipal corporations: any New York State county (outside New York City), city, town, village, BOCES, fire district, or school district, pursuant to General Municipal Law Article 5-G.

HLCS POLICY

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B. Cooperative investment agreements, pursuant to General Municipal Law Article 3-A, must address: the governing board of the cooperative, lead participant, proportional interest, the cooperative's investment policy, contributions and distributions, apportionment of administrative expenses and costs, methodology to determine participants' interest, determination of market value at least monthly, portfolio interest rate testing at least monthly, irrevocable letter of credit, professional services, contribution confirmations, monthly statements, notification of distribution deferrals or unanticipated losses or material adverse events, annual independent audit, annual information statements, annual investment reports, and governing board rating disclosure.

Conditions

All direct investments made pursuant to this investment policy will comply with the following conditions:

A. Collateral

1. Savings accounts, money market accounts, time deposit accounts and certificates of deposit will be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, the United States, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States. The market value of collateral will at all times exceed the principal amount of the certificate of deposit. Collateral will be monitored no less frequently than on a weekly basis.

2. Collateral will not be required with respect to the direct purchase of obligations of New York State, the United States and federal agencies, the principal and interest of which are guaranteed by the United States Government.

B. Delivery of Securities

1. Payment of funds may only be made upon receipt of collateral or other acceptable form of security, or upon the delivery of government obligations whether such obligations are purchased outright, or pursuant to a repurchase agreement. Written confirmation of delivery shall be obtained from the custodial bank.

2. Every Repurchase Agreement will make payment to the seller contingent upon the seller's delivery of obligations of the United States to the Custodial Bank designated by the school district, which shall not be the repurchase, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian's Federal Reserve account. The seller will not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The Custodial Bank shall confirm all transactions in writing to insure that the school district's ownership of the securities is properly reflected in the records of the Custodial Bank.

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C. Written Contracts

1. Written contracts are required for certificates of deposit and custodial undertakings and Repurchase Agreements. With respect to the purchase of direct obligations of U.S., New York State, or other governmental entities in which monies may be invested, the interests of the school district will be adequately protected by conditioning payment on the physical delivery of purchased securities to the school district or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed promptly in writing to the school district.

2. The following written contracts are required:

- a. Written agreements will be required for the purchase of all certificates of deposit.
- b. A written contract will be required with the Custodial Bank(s).
- c. Written contracts shall be required for all Repurchase Agreements. Only credit-worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the school district.

The written contract will stipulate that only obligations of the United States may be purchased and that the school district shall make payment upon delivery of the securities or the appropriate book-entry of the purchased securities. No specific repurchase agreement will be entered into unless a master repurchase agreement has been executed between the school district and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement will not exceed thirty (30) days.

D. Designation of Custodial Bank

1. The Board will designate a commercial bank or trust company authorized to do business in the State of New York to act as Custodial Bank of the school district's investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.

2. When purchasing eligible securities, the seller will be required to transfer the securities to the district's Custodial Bank.

E. Selection of Financial Institutions

1. The Treasurer will periodically monitor, to the extent practical but not less than annually, the financial strength, credit-worthiness, experience, size and any other criteria of importance to the district, of all institutions and trading partners through which the district's investments are made.

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2. Investments in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as permitted by law.

F. Operations, Audit, and Reporting

1. The Treasurer or designee will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the school district. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The school district will pay for purchased securities upon the simultaneous delivery or book-entry thereof.
2. The school district will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least three quotations.
3. The independent auditors will audit the investment proceeds of the school district for compliance with the provisions of this Investment Regulation.
4. Monthly investment reports will be furnished to the Board of Education.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652

Local Finance Law §24.00, 25.00, 65.00

General Municipal Law §§6-d; 6-j; 6-l-n; 6-p; 6-r; 10; 11; 39 Article 3-A; Article 5-G;

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PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors.

Where permitted by law, purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS),

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departments or agencies of New York State, any New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district or will result in cost savings to the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity,

appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. Other exceptions to competitive bidding are outlined below.

In addition, the Board authorizes the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

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The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Exceptions to Competitive Bidding

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items);
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services);
4. purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals ; or
5. where the district is purchasing through (or is "piggybacking" onto) the contract of another governmental entity.

Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

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General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Cross-ref: 6710, Purchasing Authority 6741, Contracting for Professional Services

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a), (9), (14), (22); 2503(7-a); 2554(7-a)
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.
State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a
County Law §408-a(2)
8 NYCRR Part 114

Adoption date: 6/20/2011
Revised date I: 11/21/2011
Revised date II: 2/25/2013
Revised date III: 11/17/2014

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PURCHASING REGULATION

The following sets forth the procedures for the procurement of goods and services by the district:

I. Definitions

Best value: optimizing quality, cost and efficiency. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law §163.

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies, services or equipment

Public Work Contract: a contract involving labor or both materials and labor for a project such as construction

II. General Municipal Law

The General Municipal Law requires that purchase contracts for services, materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.

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2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. All advertised bids shall include the following statement required by General Municipal Law 103-g: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law."

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

The Purchasing Agent will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Purchasing Agent), who has furnished the required security after responding to an advertisement for sealed bids.

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1). Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

E. Purchase of Instructional Materials

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as a accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format).

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

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Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The purchasing agent will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

IV. Exceptions to Competitive Bidding Requirements

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. the situation arises out of an accident or unforeseen occurrence or condition;
 - b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
 - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes, as appropriate;

2. When the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

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Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. when the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from New York State producers or growers or associations of producers and growers, subject to the requirements of General Municipal Law §103(9) and Commissioner's Regulations §114.3.

Documentation: The district will maintain documentation consistent with section 114.3 of the Regulations of the Commissioner of Education;

4. When the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. when the district purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The district will maintain the legal authorization, Board authorization and market price comparisons;

6. When there is only one possible source from which to procure goods or services required in the public interest;

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to

conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

7. When the district purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The district will keep proper documentation in accordance with policy 6741; or

8. When the district purchases through the contracts of (or “piggybacks” onto) other governmental entities, as authorized by law, for certain goods and services permitted by law. Factors relevant to the decision to “piggyback” may include cost, staff time, delivery arrangements, quality of goods and services, and suitability of such goods and services to the district’s needs.

Documentation: The district will keep documentation indicating why “piggybacking” is in the best interests of the district, and that the originating contract was let in a manner consistent with applicable competitive bidding requirements.

V. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor’s representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the district will maintain

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documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.

3. Requests for Proposals: the district will utilize RFP's to engage professional services providers in accordance with policy 6741.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements; Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
 - a. Contracts from \$100 to \$1,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$1,000 to \$20,000: Written quotes
2. Public Work Contracts up to \$35,000
 - a. Contracts from \$1,000 to \$10,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$10,000 to \$35,000: Written quotes

VI. Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotations for those procurements as permitted by state law:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

VII. Procurements from Other than the "Lowest Responsible Dollar Offeror"

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The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

VIII. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All district regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.

STUDENT ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- A plain language summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
 - When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
 - A back-to-school event will be held at the beginning of each school year to emphasize that every day of attendance counts, explain this policy, and stress the parent's responsibility for their ensuring their children's attendance.
 - School newsletters and publications will include periodic reminders of the components of this policy.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.

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Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

General Procedures/Data Collection

- Attendance will be taken during each class period.
- At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately.
Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- Monthly lottery drawings to award prizes for perfect or improved attendance. Three prizes will be awarded each month at each grade level. Names of students with perfect attendance will be placed in the drawing by grade and three names will be drawn for the award of prizes each month, subject to parental consent and applicable confidentiality rules.
- An attendance honor roll shall be maintained and published monthly identifying those students with perfect attendance as well as those students whose attendance has improved significantly, subject to parental consent and applicable confidentiality rules.
- At the building and classroom levels, Building Principals and teachers are encouraged to schedule special events (quizzes, game days, debates, etc.) for days of chronically high absenteeism, like Mondays and Fridays.
- At the classroom levels, teachers are encouraged to assign special responsibilities (distribute and collect materials, lead groups, assist the teacher, etc.) to students who may need extra motivation to come to school.

Consequences of Excessive ATEDs

A designated staff member(s) will contact the student's parents and the student's guidance counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined as: **5 ATED's in one academic quarter**. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Students identified as chronically absent will be considered for a mentor program.

Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

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In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 7530, Child Abuse in a Domestic Setting, and advise the **building principal**.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs will affect a student's class participation grade for the marking period.

4.

At the high school level, any student with more than nine unexcused ATEDs for one-half year or 18 unexcused ATEDs for a full year will not receive credit for that course. However, students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance standard.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone and mail at appropriate intervals prior to the student reaching nine or 18 unexcused ATEDs.

5.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

Annual Review

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The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Ref: 42 USC §11432(g)(1)(I) (McKinney-Vento Homeless Assistance Act)
Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225
8 NYCRR §§104.1; 175.6
Social Service Law §34-a

Adoption date: 10/19/2009
Revised date: 4/13/2015
Revised date II: 12/5/2016

STUDENT RECORDS: ACCESS AND CHALLENGE

The School District shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the School District.

Education Records

The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student, and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend a public school district, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA. As such, they are subject to the confidentiality provisions of both Acts.

Personal notes made by teachers or other staff, on the other hand, are not considered education records if they are:

- a) Kept in the sole possession of the maker;
- b) Not accessible or revealed to any other person except a temporary substitute; and
- c) Used only as a memory aid.

Additionally FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded.

Access to Student Records

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available to the parents/guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students who are eighteen (18) years of age or older or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

Under FERPA, unless otherwise exempted in accordance with law and regulation, the District may release personally identifiable information (PII) contained in student education records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

Exceptions

Directory Information and Limited Directory Information Disclosure

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Limited Directory Information Disclosure means that the District may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, but restrict disclosure for more potentially dangerous purposes. The District shall limit disclosure of its designated directory information as otherwise specified in its public notice to parents of students in attendance and eligible students in attendance.

Health and Safety Emergency Exception

School districts must balance the need to protect students' personally identifiable information with the need to address issues of school safety and emergency preparedness. Under FERPA, if an educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals during the period of the health or safety emergency.

School districts may release information from records to appropriate parties including, but not limited to, parents, law enforcement officials, law enforcement and medical personnel. A school district's determination that there is an articulable and significant threat to the health or safety of a student or other individuals shall be based upon a totality of the circumstances, including the information available, at the time the determination is made. The school district must record the articulable and significant threat that formed the basis for the disclosure and maintain this record for as long as the student's education records are maintained.

Government or Agency Exception

The school district may release information from student records to authorized government officials, court agencies and departments as required by law.

Release of Information to Another Educational Institution

The District may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary institution at which the student seeks or intends to enroll, or after the student has enrolled or transferred, so long as the disclosure is for

purposes related to the student's enrollment or transfer. Parental consent is not required for transferring education records if the school's annual FERPA notification indicates that such disclosures may be made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing.

Audit/Evaluation Exception

The audit or evaluation exception allows for the disclosure of PII from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, and State or local educational authorities ("FERPA permitted" entities). Under this exception, PII from education records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal legal requirements that relate to those education programs (audit, evaluation, or enforcement or compliance activity).

The District may, from time to time, disclose PII from education records without consent to authorized representatives of the entities listed above. The District may also, from time to time, designate its own authorized representative who may access PII without consent in connection with an audit or evaluation of an education program within the District. As an example, the District might designate a university as its authorized representative in order to disclose, without consent, PII from education records on its former students to the university. The university could then disclose, without consent, transcript data on those former students attending the university to allow the District to evaluate how effectively the District prepared its students for success in postsecondary education.

Studies Exception

This exception allows for the disclosure of PII from education records without consent to organizations conducting studies for, or on behalf of, schools, school districts or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction.

The District may, from time to time, disclose PII from education records without consent to such organizations conducting studies for the District, in accordance with its obligations under FERPA.

In addition, other entities outside of the District may, from time to time, disclose PII from education records that the District has previously shared with that entity, to organizations conducting studies on behalf of the District. For example, a State Education Agency (SEA) may disclose PII from education records provided by the District without consent to an organization for the purpose of conducting a study that compares program outcomes across school districts to further assess the effectiveness of such programs with the goal of providing the best instruction.

Required Agreements for the Studies or Audit/Evaluation Exceptions

To the extent required by law, the District shall enter into a written agreement with organizations conducting studies for the District, or, with its designated authorized representatives in connection with audits or evaluations of education programs within the District. In the event that the District discloses PII from education records to its own designated authorized representative in connection with an audit or evaluation of an educational program

within the District, it shall use reasonable methods to ensure to the greatest extent practicable that its designated authorized representative complies with FERPA and its regulations.

Challenge to Student Records

Parents/guardians of a student under the age of eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, shall have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Disclosures to Parents of Eligible Students

Even after a student has become an "eligible student" under FERPA (which is defined as a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education) an educational agency or institution may disclose education records to an eligible student's parents, without the student's consent:

- a) If the student is claimed as a dependent for Federal income tax purposes by either parent;
- b) In connection with a health or safety emergency;
- c) If the student attends an institution of postsecondary education, is under twenty-one (21) years of age and the disclosure is regarding the student's violation of law, an institutional rule or policy governing the use of alcohol or a controlled substance at that institution; or
- d) If the disclosure falls within any other exception to the consent requirements under FERPA or its Regulations, such as the disclosure of directory information or in compliance with a court order or lawfully issued subpoena.

Release of Information to the Noncustodial Parent

The District may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232g
34 Code of Federal Regulations (CFR) Part 99

NOTE: Refer also to Policies #7241 -- Student Directory Information
#7242 -- Military Recruiters' Access to Secondary School
Students and Information on Students
#7643 -- Transfer Students with Disabilities

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HADLEY LUZERNE CENTRAL SCHOOL

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Policy 7240

Parent/Guardian Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hadley Luzerne Central School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Hadley Luzerne Central School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational



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interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Note that the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Hadley Luzerne Central School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Below is a list of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education

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programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

To satisfy their responsibilities regarding the provision of education to students in pre-kindergarten through grade twelve, "educational agencies" (as defined below) in the State of New York collect and maintain certain personally identifiable information from the education records of their students. As part of the Common Core Implementation Reform Act, Education Law §2-d requires that each educational agency in the State of New York must develop a Parents' Bill of Rights for Data Privacy and Security (Parents' Bill of Rights). The Parents' Bill of Rights must be published on the website of each educational agency, and must be included with every contract the educational agency enters into with a "third party contractor" (as defined below) where the third party contractor receives student data, or certain protected teacher/principal data related to Annual Professional Performance Reviews that is designated as confidential pursuant to Education Law §3012-c ("APPR data").

The purpose of the Parents' Bill of Rights is to inform parents (which also include legal guardians or persons in parental relation to a student, but generally not the parents of a student who is age eighteen or over) of the legal requirements regarding privacy, security and use of student data. In addition to the federal Family Educational Rights and Privacy Act (FERPA), Education Law §2-d provides important new protections for student data, and new remedies for breaches of the responsibility to maintain the security and confidentiality of such data.

A. What are the essential parents' rights under the Family Educational Rights and Privacy Act (FERPA) relating to personally identifiable information in their child's student records?

The rights of parents under FERPA are summarized in the Model Notification of Rights prepared by the United States Department of Education for use by schools in providing annual notification of rights to parents. It can be accessed at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>, and a copy is attached to this Parents' Bill of Rights. Complete student records are maintained by schools and school districts, and not at the New York State Education Department (NYSED). Further, NYSED would need to establish and implement a means to verify a parent's identity and right of access to records before processing a request for records to the school or school district. Therefore, requests to access student records will be most efficiently managed at the school or school district level.

Parents' rights under FERPA include:

1. The right to inspect and review the student's education records within 45 days after the day the school or school district receives a request for access.
2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Complete student records are maintained by schools and school districts and not at NYSED, which is the secondary repository of

data, and NYSED make amendments to school or school district records. Schools and school districts are in the best position to make corrections to students' education records.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent (including but not limited to disclosure under specified conditions to: (i) school officials within the school or school district with legitimate educational interests; (ii) officials of another school for purposes of enrollment or transfer; (iii) third party contractors providing services to, or performing functions for an educational agency; (iv) authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as NYSED; (iv) (v) organizations conducting studies for or on behalf of educational agencies) and (vi) the public where the school or school district has designated certain student data as "directory information" (described below). The attached FERPA Model Notification of Rights more fully describes the exceptions to the consent requirement under FERPA).
4. Where a school or school district has a policy of releasing "directory information" from student records, the parent has a right to refuse to let the school or school district designate any all of such information as directory information. Directory information, as defined in federal regulations, includes: the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended. Where disclosure without consent is otherwise authorized under FERPA, however, a parent's refusal to permit disclosure of directory information does not prevent disclosure pursuant to such separate authorization.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

B. What are parents' rights under the Personal Privacy Protection Law (PPPL), Article 6-A of the Public Officers Law relating to records held by State agencies?

The PPPL (Public Officers Law §§91-99) applies to all records of State agencies and is not specific to student records or to parents. It does not apply to school districts or other local educational agencies. It imposes duties on State agencies to have procedures in place to protect from disclosure of "personal information," defined as information which because of a name, number, symbol, mark or other identifier, can be used to identify a "data subject" (in this case the student or the student's parent). Like FERPA, the PPPL confers a right on the data subject (student or the student's parent) to access to State agency records relating to them and requires State agencies to have procedures for correction or amendment of records.

A more detailed description of the PPPL is available from the Committee on Open Government of the New York Department of State. Guidance on what you should know about the PPPL can be accessed at <http://www.dos.ny.gov/coog/shldno1.html>. The Committee on Open Government's address is Committee on Open Government, Department of State, One Commerce Plaza, 99 Washington Avenue, suite 650, Albany, NY 12231, their email address is coog@dos.ny.gov, and their telephone number is (518) 474-2518.

C. Parents' Rights Under Education Law §2-d relating to Unauthorized Release of Personally Identifiable Information

1. What "educational agencies" are included in the requirements of Education Law §2-d?

- The New York State Education Department ("NYSED");
- Each public school district;
- Each Board of Cooperative Educational Services or BOCES; and
- All schools that are:
 - a public elementary or secondary school;
 - a universal pre-kindergarten program authorized pursuant to Education Law §3602-e;
 - an approved provider of preschool special education services;
 - any other publicly funded pre-kindergarten program;
 - a school serving children in a special act school district as defined in Education Law 4001; or
 - certain schools for the education of students with disabilities - an approved private school, a state-supported school subject to the provisions of Education Law Article 85, or a state-operated school subject to Education Law Article 87 or 88.

2. What kind of student data is subject to the confidentiality and security requirements of Education Law §2-d?

The law applies to personally identifiable information contained in student records of an educational agency listed above. The term "student" refers to any person attending or seeking to enroll in an educational agency, and the term "personally identifiable information" ("PII") uses the definition provided in FERPA. Under FERPA, personally identifiable information or PII includes, but is not limited to:

- (a) The student's name;
- (b) The name of the student's parent or other family members;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number, student number, or biometric record;
- (e) Other indirect identifiers, such as the student's date of birth, place of birth, and Mother's Maiden Name¹;

¹ Please note that NYSED does not collect certain information defined in FERPA, such as students' social security numbers, biometric records, mother's maiden name (unless used as the mother's legal name).

- (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- (g) Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

3. What kind of student data is *not* subject to the confidentiality and security requirements of Education Law §2-d?

The confidentiality and privacy provisions of Education Law §2-d and FERPA extend only to PII, and not to student data that is not personally identifiable. Therefore, de-identified data (e.g., data regarding students that uses random identifiers), aggregated data (e.g., data reported at the school district level) or anonymized data that could not be used to identify a particular student is not considered to be PII and is not within the purview of Education Law §2-d or within the scope of this Parents' Bill of Rights.

4. What are my rights under Education Law § 2-d as a parent regarding my student's PII?

Education Law §2-d ensures that, in addition to all of the protections and rights of parents under the federal FERPA law, certain rights will also be provided under the Education Law. These rights include, but are not limited to, the following elements:

- (A) A student's PII cannot be sold or released by the educational agency for any commercial or marketing purposes.
 - PII may be used for purposes of a contract that provides payment to a vendor for providing services to an educational agency as permitted by law.
 - However, sale of PII to a third party solely for commercial purposes or receipt of payment by an educational agency, or disclosure of PII that is not related to a service being provided to the educational agency, is strictly prohibited.
- (B) Parents have the right to inspect and review the complete contents of their child's education record including any student data stored or maintained by an educational agency.
 - This right of inspection is consistent with the requirements of FERPA. In addition to the right of inspection of the educational record, Education Law §2-d provides a specific right for parents to inspect or receive copies of any data in the student's educational record.
 - NYSED will develop policies for annual notification by educational agencies to parents regarding the right to request student data. Such policies will specify a reasonable time for the educational agency to comply with such requests.

- o The policies will also require security measures when providing student data to parents, to ensure that only authorized individuals receive such data. A parent may be asked for information or verifications reasonably necessary to ensure that he or she is in fact the student's parent and is authorized to receive such information pursuant to law.

- (C) State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including, but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.

Education Law §2-d also specifically provides certain limitations on the collection of data by educational agencies, including, but not limited to:

- (A) A mandate that, except as otherwise specifically authorized by law, NYSED shall only collect PII relating to an educational purpose;
- (B) NYSED may only require districts to submit PII, including data on disability status and student suspensions, where such release is required by law or otherwise authorized under FERPA and/or the New York State Personal Privacy Law; and
- (C) Except as required by law or in the case of educational enrollment data, school districts shall not report to NYSED student data regarding juvenile delinquency records, criminal records, medical and health records or student biometric information.
- (D) Parents may access the NYSED Student Data Elements List, a complete list of all student data elements collected by NYSED, at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>. or may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234; and
- (E) Parents have the right to file complaints with an educational agency about possible breaches of student data by that educational agency's third party contractors or their employees, officers, or assignees, or with NYSED. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov. The complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed.
 - o Specifically, the Commissioner of Education, after consultation with the Chief Privacy Officer, will promulgate regulations establishing procedures for the submission of complaints from parents, classroom teachers or building principals, or other staff of an educational agency, making allegations of improper disclosure of student data and/or teacher or principal APPR data by a third party contractor or its officers, employees or assignees.

- o When appointed, the Chief Privacy Officer of NYSED will also provide a procedure within NYSED whereby parents, students, teachers, superintendents, school board members, principals, and other persons or entities may request information pertaining to student data or teacher or principal APPR data in a timely and efficient manner.

5. Must additional elements be included in the Parents' Bill of Rights.?

Yes. For purposes of further ensuring confidentiality and security of student data, as an appendix to the Parents' Bill of Rights each contract an educational agency enters into with a third party contractor shall include the following supplemental information:

- (A) the exclusive purposes for which the student data, or teacher or principal data, will be used;
- (B) how the third party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
- (C) when the agreement with the third party contractor expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
- (D) if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
- (E) where the student data or teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
 - a. In addition, the Chief Privacy Officer, with input from parents and other education and expert stakeholders, is required to develop additional elements of the Parents' Bill of Rights to be prescribed in Regulations of the Commissioner.

6. What protections are required to be in place if an educational agency contracts with a third party contractor to provide services, and the contract requires the disclosure of PII to the third party contractor?

Education Law §2-d provides very specific protections for contracts with "third party contractors", defined as any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency. The term "third party contractor" also includes an educational partnership organization that receives student and/or teacher or principal APPR data from a school district to carry out its responsibilities pursuant to Education Law §211-e, and a not-for-profit corporation or other non-profit organization, which are not themselves covered by the definition of an "educational agency."

Services of a third party contractor covered under Education Law §2-d include, but not limited to, data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs.

When an educational agency enters into a contract with a third party contractor, under which the third party contractor will receive student data, the contract or agreement must include a data security and privacy plan that outlines how all state, federal, and local data security and privacy contract requirements will be implemented over the life of the contract, consistent with the educational agency's policy on data security and privacy. However, the standards for an educational agency's policy on data security and privacy must be prescribed in Regulations of the Commissioner that have not yet been promulgated. A signed copy of the Parents' Bill of Rights must be included, as well as a requirement that any officers or employees of the third party contractor and its assignees who have access to student data or teacher or principal data have received or will receive training on the federal and state law governing confidentiality of such data prior to receiving access.

Each third party contractor that enters into a contract or other written agreement with an educational agency under which the third party contractor will receive student data or teacher or principal data shall:

- limit internal access to education records to those individuals that are determined to have legitimate educational interests
- not use the education records for any other purposes than those explicitly authorized in its contract;
- except for authorized representatives of the third party contractor to the extent they are carrying out the contract, not disclose any PII to any other party (i) without the prior written consent of the parent or eligible student; or (ii) unless required by statute or court order and the party provides a notice of the disclosure to NYSED, district board of education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute or court order;
- maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody; and
- use encryption technology to protect data while in motion or in its custody from unauthorized disclosure.

7. What steps can and must be taken in the event of a breach of confidentiality or security?

Upon receipt of a complaint or other information indicating that a third party contractor may have improperly disclosed student data, or teacher or principal APPR data, NYSED's Chief Privacy Officer is authorized to investigate, visit, examine and inspect the third party contractor's facilities and records and obtain documentation from, or require the testimony of,

any party relating to the alleged improper disclosure of student data or teacher or principal APPR data.

Where there is a breach and unauthorized release of PII by a third party contractor or its assignees (e.g., a subcontractor): (i) the third party contractor must notify the educational agency of the breach in the most expedient way possible and without unreasonable delay; (ii) the educational agency must notify the parent in the most expedient way possible and without unreasonable delay; and (iii) the third party contractor may be subject to certain penalties including, but not limited to, a monetary fine; mandatory training regarding federal and state law governing the confidentiality of student data, or teacher or principal APPR data; and preclusion from accessing any student data, or teacher or principal APPR data, from an educational agency for a fixed period up to five years.

8. Data Security and Privacy Standards

Upon appointment, NYSED's Chief Privacy Officer will be required to develop, with input from experts, standards for educational agency data security and privacy policies. The Commissioner will then promulgate regulations implementing these data security and privacy standards.

9. No Private Right of Action

Please note that Education Law §2-d explicitly states that it does not create a private right of action against NYSED or any other educational agency, such as a school, school district or BOCES.

BOE Adopted: August 18, 2014

HLCS POLICY

2014

#7310

7310 CODE OF CONDUCT

STUDENTS

DEFINITIONS

Page 1 of 8

For purposes of this code, the following definitions apply.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Gender" means actual or perceived sex and shall include a person's gender identity or expression.

"Gender expression" is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

"Gender identity" is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity.

"Sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

ESSENTIAL PARTNERS

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the district to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children are dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the district.

9. Build positive, constructive relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

B. Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Maintain confidentiality in conformity with federal and state law.
6. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan.
7. Communicate regularly with students, parents and other teachers concerning growth and achievement.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.

C. Guidance Counselors

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
3. Initiate teacher /student /counselor conferences and parent/ teacher/ student/ counselor conferences, as necessary, as a way to resolve problems.
4. Regularly review with students their educational progress and career plans.
5. Maintain confidentiality in accordance with federal and state law.
6. Provide information to assist students with career planning.
7. Encourage students to benefit from the curriculum and extracurricular programs.
8. Make known to students and families the resources in the community that are available to meet their needs.
9. Participate in school-wide efforts to provide adequate supervision in all school spaces.

10. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
11. Address personal biases that may prevent equal treatment of all students.

D. Other School Personnel

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Be familiar with the code of conduct.
4. Help children understand the district's expectations for maintaining a safe, orderly environment.
5. Participate in school-wide efforts to provide adequate supervision in all school spaces.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.

E. Principals/Administrators

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal/administrators and have access to the principal/administrators for redress of grievances.
3. Maintain confidentiality in accordance with federal and state law.
4. Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
5. Support the development of and student participation in appropriate extracurricular activities.
6. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
7. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
8. Participate in school-wide efforts to provide adequate supervision in all school spaces.
9. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
10. Address personal biases that may prevent equal treatment of all students and staff.

F. The Dignity Act Coordinators

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Oversee and coordinate the work of the district-wide and building-level bullying prevention committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.

4. Coordinate, with the Professional Development Committee, training in support of the bullying prevention committee.
5. Be responsible for monitoring and reporting on the effectiveness of the district's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

G. Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Inform the Board about educational trends relating to student discipline
3. Review with district administrators the policies of the Board of education and state and federal laws relating to school operations and management.
4. Maintain confidentiality in accordance with federal and state law.
5. Work to create instructional programs that minimize incidence of misconduct and are sensitive to student and teacher needs.
6. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.

H. Board of Education

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
3. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
4. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
5. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students and staff.

PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 - 1. Running in hallways.
 - 2. Making unreasonable noise.
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 - 4. Obstructing vehicular or pedestrian traffic.
 - 5. Engaging in any willful act which disrupts the normal operation of the school community.
 - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2. Lateness for, missing or leaving school without permission.
 - 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 - 2. Inappropriate public sexual contact.
 - 3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.

2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.

3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

4. Displaying what appears to be a weapon.

5. Threatening to use any weapon.

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.

2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.

5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See policy, 7554, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)

6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.

7. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 7554 for a more complete definition).

8. Selling, using, distributing or possessing obscene material.

9. Using vulgar or abusive language, cursing or swearing.

10. Smoking a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.

11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.

12. Inappropriately using or sharing prescription and over-the-counter drugs.

13. Gambling.

14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of

911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 7554, Student Harassment and Bullying Prevention and Intervention).

Adoption date: 7/30/07

Public Hearing: 1/7/13

Revised date: 2/25/13

Public Hearing: 3/24/14

Revised date II: 4/7/14



SCHOOL SERVICES AGREEMENT Hadley Luzerne Central School District

This Agreement entered into as of the first day of September 2020, by and between HUDSON HEADWATERS HEALTH NETWORK (“HHN”), whose principal administrative place of business is located at 9 Carey Road, Queensbury, NY 12804 and the HADLEY LUZERNE CENTRAL SCHOOL DISTRICT, whose principal administrative place of business is 27 Hyland Drive, Lake Luzerne, New York 12846 (“District”).

RECITALS

- I. HHHN is an IRC §501(c)(3) corporation, licensed under Article 28 of the New York State Public Health Law and a community health center receiving funds pursuant to Section 330 of the Public Health Service Act, 42 USCA Section 256.
- II. HHHN serves rural communities in upstate northeastern New York and, in many communities, is the main or only provider of health care services.
- III. The Hadley Luzerne Central School District desires to contract with HHHN to provide certain medical services for the District as described in Section II below.

AGREEMENT

I. Attachments

- A. Attachment A – Compensation
- B. Attachment B – Business Associates Agreement
- C. Attachment C – Letter to Parents for Scheduling Health Center Appointments

II. Program Operation

- A. HHHN will provide a qualified health professional to serve as Director of School Health Services (the “Director”) for the District, with respect to its school situated at 27 Hyland Drive, Lake Luzerne, New York (the “School”), in accordance with New York Education Law, Article 19, Sections 901 et. seq. and regulations promulgated under such law. HHHN initially designates Irene Flatau, M.D. to provide such services. In the event that a designated Director becomes unavailable for any reason, HHHN shall designate another and notify the District of the replacement. The Director shall be an employee of HHHN and shall be qualified to perform the services required under this Agreement. In addition, HHHN may provide the services other health professionals in its employ to assist the Director or to otherwise perform services under this

SCHOOL SERVICES AGREEMENT

Hadley Luzerne Central School District

Agreement under the direction of the Director. The Director and any other health professional employed by HHHN are referred to as "HHHN Provider".

The Director shall perform the duties set forth below. To the extent permitted by applicable laws and regulations, the Director may delegate and oversee the performance of such duties by other HHHN Provider or other health professionals employed by the District, rather than perform such duties directly.

- a. Student Physicals and General Care
 - i. To provide annual physical examinations for students in grades Pre-K or K, 1, 3, 5, 7, 9, and 11 and to ensure examinations provided by student's private physician are adequate.
 - ii. To provide physical examinations for student working permits.
 - iii. To follow up, as needed, with the School Nurse regarding the conduct examinations as a result of referrals by teachers or other staff members.
 - iv. To act as liaison, as needed, between the District and the student's personal physician(s).
 - v. To follow up, as needed, with the School Nurse regarding the exclusion or readmission of pupils in connection with any infections or contagious disease.
 - vi. To assist the District in determining appropriateness of special accommodations for children with bona fide medical needs, such as one-on-one monitors, door-to-door transportation, home instruction, chronic school absenteeism, school refusal, or behavioral and mental health concerns that pose a threat to a student or school community.
- b. Athletic Program
 - i. To assist in the implementation of Athletic Advanced Placement and Mixed Competition Processes, as required by State regulations.
 - ii. To examine participants in competitive sports, as required by State regulations.
 - iii. To assist in developing or review of return to play protocols, athletic trainer oversight and emergency sideline management.
 - iv. To participate in the implementation of the District's concussion management program, as required by State regulations.
 - v. To assist in the development of standards for participation in physical education and interscholastic sports for athletes with special health care needs or disabling conditions.
- c. Special Education
 - i. To review student files with significant medical needs;

SCHOOL SERVICES AGREEMENT

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- ii. To conduct examinations or follow up with the School Nurse regarding such examinations, as required for Committee on Special Education (CSE) student referrals/reviews.
 - iii. To be available as a consultant to CSE and periodically consult with the student's personal physicians.
 - iv. To attend CSE meetings up to once per year, if required by State Regulations and requested by the District.
 - d. Preventative Guidance
 - i. To consult with the District regarding sanitary and safety aspects of buildings and grounds at the request of the District.
 - ii. To consult with the District in matters of health education, public health law and related medical problems, and emergency treatment procedures.
 - e. Health Services Personnel
 - i. To be accessible to consult with nursing staff and athletic trainers on medical issues.
 - ii. To consult with the District, as needed, in the review or development of health practice and procedures.
 - iii. To serve as Medical Director in connection with the Automated External Defibrillator (AED) Program.
 - f. Public Health
 - i. To consult with the District, as needed, regarding issues of public health concern.
 - ii. To be part of a crisis management team, such as pandemic planning, emergency sheltering or evacuation of students with special health care needs.
 - iii. To consult with the District, as needed, regarding nursing staff development programs, parent education meetings, and policy development on matters pertaining to health and safety.
 - iv. To advise the District on the validity of requests for medical exemptions to vaccinations.
 - v. To consult with the District, as needed, regarding the development and update of an exposure control program for blood borne pathogens.
- B. The District shall employ at least one registered professional nurse to serve as School Nurse for the District, shall provide all necessary support and cooperate with the Director, and shall perform all other obligations and duties as required or appropriate to fulfill the requirements of applicable law and regulations, including, without limitation, New York State Education Article 19

SCHOOL SERVICES AGREEMENT Hadley Luzerne Central School District

and 8 NYCRR Part 136. The District and the Director shall meet periodically to review the operation of this Agreement and the coordination of their activities and responsibilities in fulfillment of the terms of this Agreement.

- C. The diagnosis and treatment of medical problems discovered during the course of the physical are not covered by this Agreement unless specifically itemized. If a medical problem is discovered by an HHHN Provider, the HHHN Provider will document the issue in detail on the school physical form and notify the School Nurse. It is the District's responsibility to ensure the parents or guardian of the student is notified.
- D. All Student Physicals, as described above in Section A, will be performed at the School. This Agreement will include ten (10) student physicals per school year that can be performed at a HHHN Health Center, if there are extenuating circumstances which prevent the student from attending the scheduled date at the School. HHHN will bill the District separately for physicals performed in excess of ten per school year per Attachment A. If any physical needs to be conducted at an HHHN Health Center, it is the responsibility of the District to notify the parents or guardian of the student with the letter provided in Attachment C.
- E. All 19-A Bus Driver Physicals and Cafeteria Personnel Physicals will be performed at the School unless a mutually agreeable time cannot be established and then they will take place at a HHHN Health Center.
- F. All Bus Driver DOT Physicals will be performed at a HHHN Health Center by a Certified Medical Examiner.
- G. Physicals do not include special and ancillary lab work.
- H. Working papers, if needed, will be completed as part of the regularly scheduled Physical.
- I. HHHN Providers will be available to perform, or coordinate the performance of, up to one 913 Medical Exam per year, and will consult with the District regarding related physical evaluations received from other health care providers.
- J. A representative from the District (i.e. School Nurse) will meet by phone with HHHN's Scheduling Coordinator by July 15th or earlier if possible to determine a scheduled time for all student physicals, sports physicals, bus driver physicals, and cafeteria staff physicals. HHHN requires that sufficient notice (at least four

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months) is given to HHHN in order for HHHN to be able to schedule the physicals. It is critical that this notice be given so patient care is not comprised. If sufficient notice is not given as per this paragraph, HHHN reserves the right to schedule sessions at HHHN's discretion within a time frame determined by both parties.

III. HHHN Obligations

- A. *Licensing.* HHHN warrants and represents that all staff will be duly licensed and qualified to provide all services contemplated in this Agreement and under applicable state and federal laws and regulations.

IV. Compensation

- A. HHHN and the District have freely negotiated the payment terms provided in Attachment A, and none has offered or received any inducement or other consideration from the other party for entering into this Agreement, except as stated in this Agreement. The compensation to be paid has been negotiated through an arm's length transaction and is consistent with fair market value of services. The parties further agree that: (i) the District is under any express or implied obligation to refer patients to HHHN; (ii) no payment under this Agreement is made for the referral of patients and no payment is intended to act as an inducement for referrals; and (iii) the transactions performed under this Agreement do not involve the counseling or promotion of a business arrangement or other activity that violates any state or federal law.
- B. *Amount of Payment.* Compensation due to HHHN will be payable by the District to HHHN in accordance with Attachment A.

V. General Terms

- A. *Independent Contractor.* None of the provisions of this Agreement are intended to create, nor shall they be deemed or construed to create any relationship between the parties other than that of independent entities contracting solely for the purposes of effecting the provisions of this Agreement. Neither party nor any of its employees or personnel shall be construed to be the partner, employee or representative of the other.

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- B. Confidentiality.* The parties recognize that HHHN is a healthcare provider and a covered entity within the meaning of the Federal Health Insurance Portability and Accountability Act (HIPAA) and therefore, responsible for compliance with HIPAA standards for electronic transactions. Accordingly, to ensure compliance with HIPAA privacy and security standards in the event that the District receives protected health information as a Business Associate of HHHN, the parties have executed the Business Associate Agreement (Attachment B). The parties further agree to observe all applicable State and Federal laws regarding the confidentiality and disclosure of information pursuant to this Agreement, including FERPA.
- C. Term and Termination.*
1. This Agreement shall commence on the effective date of September 1, 2020 and be effective for the term of one (1) year. Termination of this Agreement shall not relieve any party from any obligations accruing prior to termination, including without limitation any liability for breach.
 2. Either Party may terminate this Agreement upon ninety (90) days advance written notice, unless this Agreement would expire or terminate earlier by its terms.
- D. Non-Assignment.* This Agreement may not be assigned by any party without the prior written consent of the non-assigning parties.
- E. Waiver.* Any party's waiver or failure to take action with respect to another party's failure to comply with any term or provision of this Agreement shall not be deemed to be a waiver of a party's right to insist on future compliance with such term or provision.
- F. Non-Discrimination.* Each party agrees not to discriminate in the provision of services under this Agreement on any basis, including but not limited to: age, sex, race, creed, color, religion, national origin, marital status, economic status, physical or mental disability, sexual orientation or type of illness or condition consistent with all state and federal laws. Each party agrees to comply with the Americans with Disabilities Act of 1990 and §504 of the Rehabilitation Act of 1973.

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- G. *Choice of Law.* This Agreement shall be governed by the laws of the State of New York.
- H. *Entire Agreement.* This Agreement represents the entire understanding of the parties with respect to its subject matter. There are no other representations, agreements or understandings between the parties, either oral or written, relating to such subject matter. Any amendments to this Agreement shall be in writing and signed by all parties.
- I. *Arbitration.* In the event of a dispute between the Parties regarding any controversy or claim arising out of, or relating to, this Agreement or the breach hereof, including any dispute as to whether a material breach has occurred or been cured, the matter shall be submitted to final and binding arbitration as specified in this Section. Such arbitration shall be settled in Albany, New York, in accordance with the commercial rules of the American Arbitration Association; provided, however, that the arbitrator selected shall be satisfactory to both the District and HHHN, and judgment upon the award rendered shall be final and binding on the Parties and their successors and assigns and may be entered in any court having jurisdiction thereof. The arbitrator shall also have the authority and discretion to award reasonable attorneys' fees and costs to the prevailing Party in the arbitration proceeding
- J. *Notices.* All notices and requests required pursuant to this Agreement shall be sent as follows:

To HHHN:

D. Tucker Slingerland, MD, CEO
And separately to
Christopher Tournier, CFO
Hudson Headwaters Health Network
9 Carey Road
Queensbury, NY 12804

To School:

Beecher Baker, Superintendent
Hadley Luzerne Central School District
27 Hyland Drive, PO Box 200
Lake Luzerne, New York 12846

SCHOOL SERVICES AGREEMENT
Hadley Luzerne Central School District

or at such other addresses as the parties may designate in writing either by personal delivery, overnight courier, or by certified or registered mail, return receipt requested, all with proof of delivery. Notices shall be deemed given upon receipt or refusal of receipt.

- K. *Non-Exclusion.* HHHN represents and warrants that it shall comply with all applicable state and federal laws and (i) is not excluded from participation in any federal health care program, as defined under 43 U.S.C. §1320a-7b (f), for the provision of items or services for which payment may be made under such federal health care programs and (ii) has not arranged or contracted (by employment or otherwise) with any employee, contractor or agent that such party or its affiliates know or should know are excluded from participation in any federal health care program, to provide items or services hereunder. Each party represents and warrants that no final adverse action, as such term is defined under 42 U.S.C. §1320a-7e (g), has occurred against it or to its knowledge against any employee, contractor or agent engaged to provide items or services under this Agreement.

[Signatures On Next Page]

SCHOOL SERVICES AGREEMENT
Hadley Luzerne Central School District

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first written above.

Hudson Headwaters Health Network

By:

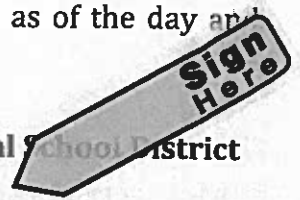


Christopher Tournier
Chief Financial Officer

Hadley Luzerne Central School District

By: _____

Beecher Baker
Superintendent



ATTACHMENT A **Compensation**

The contracted rate for the services of the Director of School Health Services and related HHHN Provider services and support for the 2020-2021 School year is **\$15,000.00**. This is payable by the District to HHHN by January 31, 2021.

In addition, HHHN will separately bill the District weekly for the following services:

- **\$100.00** per physical if the District exceeds ten (10) physicals at the Health Center pursuant to Section II E.

ATTACHMENT B

Business Associate Agreement

THIS AGREEMENT is entered into on the 1st day of September, 2020 (the "Effective Date"), between **Hudson Headwaters Health Network**, a New York not-for-profit corporation, with offices at 9 Carey Road, Queensbury, NY 12804 ("Covered Entity"), and **Hadley Luzerne Central School District**, organized in accordance with laws of the State of New York, with offices at 27 Hyland Drive, Lake Luzerne, New York 12846 ("Business Associate") (Covered Entity and Business Associate being referred to collectively as the "Parties", and individually, as a "Party").

RECITALS

- A. The Parties have entered into a School Services Agreement dated September 1, 2020, as it may be amended from time to time (the "Underlying Agreement"), pursuant to which Business Associate is obtaining services from Covered Entity that may require the disclosure and use of Protected Health Information (defined below) to Business Associate.
- B. Both Parties are committed to complying with HIPAA Rules (defined below) promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health ("HITECH") Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009, and regulations promulgated thereunder.
- C. This Agreement sets forth terms and conditions to provide adequate assurances that Business Associate will comply with HIPAA Rules, during the term of the Underlying Agreement and after its termination.

In consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties, the Parties agree as follows:

1. Definitions.

- a. The following terms used in this Agreement (whether or not capitalized) shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

b. The following terms shall have the meaning ascribed to them below.
BUSINESS ASSOCIATE shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **Hadley Luzerne Central School District**.

COVERED ENTITY shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **Hudson Headwaters Health Network**.

HIPAA Rules means the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 164, subparts A and E, and the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. parts 160, 162 and 164, subpart C, as they may be amended from time to time.

c. Other capitalized terms not otherwise defined above shall have the meaning ascribed to them in the context in which they first appear in this Agreement.

2. **Term.** The term of this Contract shall commence as of the Effective Date and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created, maintained or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity pursuant to Section 17 of this Agreement.
3. **Limits on Use and Disclosure.** Business Associate agrees that it shall not use or disclose Protected Health Information for any purposes other than as expressly permitted or required by this Agreement, as necessary to perform its obligations under the Underlying Agreement, or as Required by Law. Business Associate further agrees that it shall not use or disclose Protected Health Information in a manner that would violate HIPAA Rules if used or disclosed by Covered Entity. Business Associate further agrees to comply with all other applicable state and federal confidentiality laws applicable to information that it receives, creates or maintains pursuant to the Underlying Agreement. In the event of any conflict between this Agreement and the Underlying Agreement, this Agreement shall control.
4. **Appropriate Safeguards.** Business Associate will establish and maintain appropriate safeguards and shall comply with Subpart C of 45 CFR Part 164 with respect to Protected Health Information, to prevent any use or disclosure of the Protected Health Information other than as allowed by this Agreement.

- 5. Reports of Improper Use or Disclosure.** Business Associate shall use reasonable and diligent efforts to review and investigate any potential use or disclosure of Protected Health Information not provided for by this Agreement. Business Associate shall report to Covered Entity any use or disclosure of Protected Health Information not provided for by this Agreement, including any Breach or Security Incident, of which it becomes aware, within five (5) days of identifying the event. Business Associate shall provide to Covered Entity such available information as Covered Entity may request or which it is required to include in a notification to individuals affected by the Breach and to the Secretary, in accordance with HIPAA Rules, including 45 CFR §164.404(c) and 164.410. In the event of a government investigation or audit related to a Security Incident or Breach of Protected Health Information by Business Associate, Covered Entity shall manage any and all communications and responses with the investigators or auditors and control any and all issues related to a potential defense and settlement with the assistance and reasonable consideration of Business Associate.
- 6. Subcontractors and Agents.** In accordance with 45 CFR 164.502 (e)(1)(ii) and 164.308 (b) (2), Business Associate shall ensure that all of its agents or Subcontractors, to whom it provides Protected Health Information or who create, receive, maintain, or transmit Protected Health Information on behalf of Business Associate, shall agree in writing to comply with all provisions set forth in the HIPAA Rules, and shall agree to the same restrictions and conditions that apply to Business Associate with respect to such Protected Health Information. Business Associate shall be liable to Covered Entity for any acts, failures or omissions of the agent or Subcontractor providing services as if they were Business Associate's own acts, failures or omissions.
- 7. Access - Designated Record Set.** At the request of Covered Entity, Business Associate shall make available to Covered Entity or, as directed by Covered Entity, to an Individual, in a reasonable time and manner, access to Protected Health Information in a Designated Record Set in its possession related to the Individual, to the extent required to comply with 45 CFR § 164.524. To the extent permitted by HIPAA Rules, the obligations of Business Associate in this Section apply only to Designated Record Sets in Business Associate's possession or control.
- 8. Amendment - Designated Record Set.** At the request of Covered Entity or the Individual, Business Associate shall make Protected Health Information or a record in a Designated Record Set available for amendment and to incorporate any amendments to said Protected Health Information or record in a reasonable time and manner in accordance with 45 CFR §164.526. To the extent permitted by HIPAA Rules, the obligations of Business Associate in this Section apply only to Designated Record Sets in Business Associate's possession or control.

- 9. Accounting.** Business Associate shall document disclosures as required under HIPAA Rules and shall maintain and make available information related to such disclosures to Covered Entity, within 30 days of its request, to provide an accounting of disclosures to Covered Entity as necessary to satisfy Covered Entity's obligations under HIPAA Rules (45 CFR § 164.528).
- 10. Policies and Procedures.** Business Associate shall implement written policies and procedures as appropriate to comply with and implement the standards and specifications required to comply with Applicable Privacy and Security Laws and this Agreement, including, but limited to, a system of sanctions for any employee, subcontractor or agent who violates this Agreement or the HIPAA Rules.
- 11. Governmental Access.** Business Associate agrees to make its internal practices, books, and records relating to its use and disclosure of Protected Health Information available to the Secretary or the Secretary's designee, or to Covered Entity, for purposes of determining compliance with the HIPAA Rules.
- 12. Permitted Uses.** Business Associate may only use or disclose Protected Health Information provided or made available from Covered Entity, or created, received or maintained by Business Associate on behalf of Covered Entity, as permitted by this Agreement, as necessary to perform services pursuant to the Underlying Agreement, or as Required By Law.
- 13. Covered Entity Obligations.** To the extent that Business Associate is to carry out one or more of Covered Entity's obligations under Subpart E of 45 CFR Part 164, Business Associate shall comply with the requirements of Subpart E that apply to the Covered Entity in performing such obligations.
- 14. Minimum Necessary.** Business Associate shall ensure that all uses and disclosures of, and requests for, Protected Health Information are limited to the Minimum Necessary to accomplish the intended purpose, in accordance with HIPAA Rules.
- 15. Other Permitted Uses – Management and Administration.** Business Associate may use Protected Health Information if necessary for the proper management and administration of Business Associate or to carry out legal responsibilities of Business Associate, provided:

 - a. The disclosure is Required By Law; or

- b. Business Associate obtains reasonable assurances from the person to whom the Protected Health Information is disclosed that it will remain confidential and will be used or further disclosed only as Required By Law, or for the purposes for which it was disclosed to the person, the person will use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the Protected Health Information, and the person immediately notifies the Business Associate of any instance of which it is aware in which the confidentiality of the Protected Health Information has been breached.

16. Other Permitted Uses – Data Aggregation Services. Business Associate is also permitted to use or disclose Protected Health Information to provide Data Aggregation Services, relating to the Health Care Operations of Covered Entity.

17. Return or Destruction of Protected Health Information. At termination of the Underlying Agreement, for any reason, with respect to Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, Business Associate shall:

- a. retain only Protected Health Information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal obligations as provided by Section 15;
- b. return [or, if agreed to by Covered Entity, destroy] all other Protected Health Information, which Business Associate maintains in any form.
- c. continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as Business Associate retains the protected health information;
- d. not use or disclose the Protected Health Information retained by Business Associate other than for the purposes for which such Protected Health Information was retained and subject to the same conditions set out in this Agreement which applied prior to termination;
- e. return to Covered Entity [or, if agreed to by Covered Entity, destroy] the Protected Health Information retained by Business Associate, when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities;

- f. if requested by Covered Entity, transmit the Protected Health Information to another Business Associate of Covered Entity at termination; and
- g. obtain or ensure the destruction of Protected Health Information created, received, or maintained by its Subcontractors, in accordance with this Section.

18. Mitigation Procedures. Business Associate shall mitigate, to the maximum extent practicable, any harmful effect to impacted Individuals that is known to Business Associate or Covered Entity from a use or disclosure of Protected Health Information by Business Associate or its agents and subcontractors in violation of the requirements of this Agreement or HIPAA Rules. Business Associate shall provide Covered Entity, upon request, with any document or information necessary for Covered Entity to take similar reasonable and appropriate steps to mitigate the Breach. Business Associate shall document that the harmful effect was corrected to the extent possible and provide such documentation to Covered Entity for satisfactory assurance.

19. Encryption. Business Associate may not transmit electronic Protected Health Information obtained from Covered Entity or created by Business Associate over any open network unless the data in such transmission is encrypted or secured from unauthorized access or modification in a manner that is consistent with 45 CFR § 164.312(e)(1) of the Security Rule, or guidance from the Secretary setting forth different or additional requirements or standards. For purposes of this section, the term "open network" includes the Internet, extranets (using Internet technology to link a business with information only accessible to collaborating Parties), leased lines, dialup lines, and private networks. For purposes of this section, the term "encryption" means the reversible coding or scrambling of information so that it can only be decoded and read by someone who has the correct decoding key.

20. Required Written Authorizations. The Parties acknowledge that this Agreement is intended to supplement any and all other federal and state laws and regulations that impose obligations to maintain the confidentiality of Protected Health Information. Nothing in this Agreement will be construed to require or permit Business Associate to use or disclose Protected Health Information without a written authorization from an Individual or an Individual's authorized representative, where such authorization would be required under the applicable federal or state laws or regulations for such use or disclosure.

21. Obligations and Activities of Covered Entity.

- a. Covered Entity shall notify Business Associate of any limitation(s) or change in its notice of privacy practices in accordance with 45 CFR § 164.520 to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
- b. Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may impact Business Associate's use or disclosure of Protected Health Information.
- c. Covered Entity shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

22. Property Rights. All Protected Health Information shall be and remain the property of Covered Entity. Business Associate agrees that it acquires no title or rights to the Protected Health Information, including any de-identified Protected Health Information, as a result of this Agreement or the Underlying Agreement.

23. Breach of Agreement. Business Associate agrees that Covered Entity has the right to immediately terminate this Agreement and the Underlying Agreement and to seek relief if Covered Entity determines that Business Associate has violated a material term of this Agreement. Any non-compliance by Business Associate with the terms of this Agreement or the HIPAA Rules will automatically be considered to be grounds for termination of this Agreement and the Underlying Agreement, if Business Associate knew or reasonably should have known of such non-compliance and failed to immediately take reasonable steps to notify Covered Entity and cure the noncompliance. Notwithstanding any rights or remedies provided for in this Agreement, Covered Entity retains all rights to seek injunctive relief to prevent or stop the unauthorized use or disclosure of Protected Health Information by Business Associate or any agent, contractor or third party that received Protected Health Information from Business Associate.

24. Amendment.

- a. **Amendment to Comply with Law.** The Parties acknowledge that state and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such

developments. The Parties agree to take such action as is necessary to implement the standards and requirements of the applicable laws.

- b. **Amendment of Underlying Agreement.** Any Underlying Agreement may be modified or amended as provided in such Underlying Agreement by the Parties at any time without amendment of this Agreement.
- c. **Amendment of this Agreement.** This Agreement may be amended only by a written instrument executed by both Parties.

25. Governing Law. This Agreement shall be governed by the laws of the State of New York, exclusive of its conflicts of law principles.

26. Binding Nature and Assignment. This Agreement shall be binding on the Parties and their successors and assigns, but neither Party may assign this Agreement, without the prior written consent of the other, which consent shall not be unreasonably withheld. This Agreement is intended for the sole benefit of Covered Entity and Business Associate and does not create any third party beneficiary rights, except as required under the HIPAA Rule.

27. Notices. Whenever under this Agreement a Party is required or permitted to give notice to the other, such notice shall be deemed given if mailed by a reputable overnight courier, or by certified mail, postage prepaid, return receipt requested. Notice shall be deemed given on date of receipt or refusal of receipt. All notices shall be addressed to the appropriate Party as follows:

COVERED ENTITY:

Hudson Headwaters Health Network
9 Carey Road
Queensbury, NY 12804
Attention: Compliance Officer

BUSINESS ASSOCIATE:

Hadley Luzerne Central School District
27 Hyland Drive, PO Box 200
Lake Luzerne, New York 12846

Either Party may at any time change its address for notification purposes by mailing a notice stating the change and setting forth the new address.

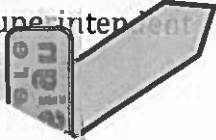
28. Article Headings. The article headings used are for reference and convenience only and shall not enter into the interpretation of this Contract.

29. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior or contemporaneous understandings as to such subject matter.

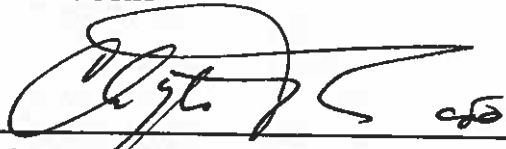
IN WITNESS WHEREOF, Business Associate and Covered Entity have caused this Agreement to be signed and delivered by their duly authorized representatives, as of the date set forth above.

**HADLEY LUZERNE CENTRAL SCHOOL
DISTRICT**

Beecher Baker
Superintendent



**HUDSON HEADWATERS HEALTH
NETWORK**



Christopher Tournier
Chief Financial Officer

ATTACHMENT C

Letter to Parents for Scheduling Health Center Appointments

See next page



9 Carey Road, Queensbury, NY 12804 • (518) 761-0300 • www.hhhn.org

Please contact the nearest Hudson Headwaters Health Network location to schedule your child's school physical*. These services will be provided to you free of charge.

When calling for your child's appointment, please indicate that this is an exam for **Hadley Luzerne Central School District**. This will insure that your private insurance is not billed for this visit.

Health Center	Address	Phone Number	Hours of Operation
Fort Edward Kingsbury Health Center	48 East Street Fort Edward, NY 12828	518-792-2223	M-F 8am - 5pm
Health Center on Broad Street	100 Broad Street Glens Falls, NY 12801	518-824-8630	M-F 8am - 5pm
Moreau Family Health	1299 Route 9 Gansevoort, NY 12831	518-761-6961	M-F 8am - 5pm
Pediatric & Adolescent Health	28 S. Western Avenue Queensbury, NY 12804	518-798-6400	M-F 8am - 4pm
Warrensburg Health Center	3767 Main Street Warrensburg, NY 12885	518-623-2844	M-Sat 8am - 5pm
West Mountain Health Services - Bldg. 2	161 Carey Rd Queensbury, NY 12804	518-824-8610	M-F 8am - 5pm

*Immunizations are not covered under the district agreement. These services will be billed to your insurance.

**HADLEY- LUZERNE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Monday, June 22, 2020

STUART M. TOWNSEND ES LGI

6:30 pm

27 Hyland Drive Lake Luzerne, NY

MINUTES

Meeting Place: Stuart M. Townsend Elementary School, LGI
Members Present: Mr. Moulton, Mrs. Hoffman, Mr. Novotarski, Mrs. Braico
Members Absent: Mrs. Visscher
Others in Attendance: Superintendent – Beecher Baker, Jr./Sr. HS Principal-Burgess Ovitt and School Business Manager – Michelle Taylor; and 8 others.

CALL TO ORDER

President Moulton called the meeting to order at 6:31 PM.

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

Ron Bordeaux, Janice Waterhouse and Jennifer Ceas

PRESENTATIONS/DISCUSSIONS/ADMINISTRATIVE COMMENTS

Mr. Beecher Baker introduced Mr. Jim LaFarr, Warren County Sheriff, who was present to discuss our graduation plan. Mr. Burgess Ovitt presented the attached plan. Everyone attending will sign a waiver that they will practice social distancing. Unfortunately, there will be no candle light ceremony but the names will be added to the candles for continuing the tradition next year with the assistance of Mrs. Susan Hoffman. The graduation is at the Painted Pony Arena that has a capacity of 2600 allowing for adequate spacing. Mr. LaFarr stated the plan is very thoughtful and great. He doesn't have the authorization to circumvent the governor's executive order – yet he feels all issues have been taken into consideration for the graduation plan. Jim will be providing two officers for traffic control. Lenny and staff will be filming then posting on the website and Facebook after the event. Mr. Baker ended with appreciation for the sheriff and the entire Warren County Sheriff's department for all they do for our community.

OLD BUSINESS

School Bus Bond Anticipation Note

Motion by Mrs. Hoffman

Resolution #184

BOND RESOLUTION DATED JUNE 22, 2020 OF THE BOARD OF EDUCATION OF THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT AUTHORIZING NOT TO EXCEED \$345,000 AGGREGATE PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS TO FINANCE THE ACQUISITION OF SCHOOL BUSES AT AN AGGREGATE ESTIMATED MAXIMUM COST OF \$345,000, LEVY OF TAX IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF TAKING INTO ACCOUNT STATE AID RECEIVED, THE EXPENDITURE OF SUCH SUM FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the qualified voters of the Hadley-Luzerne Central School District, New York (the "School District"), at the annual meeting of such voters duly held on the 9th day of June, 2020, duly approved propositions authorizing the issuance of general obligation bonds and in an aggregate principal amount of not to exceed \$345,000 to finance the acquisition of two (2) sixty-five passenger school buses and one (1) thirty-five passenger handicapped accessible bus, the expenditure of such sum for such purposes, and the levy of the necessary tax therefor, to be levied upon the taxable property of the District and collected in annual installments as provided by Section 416 of the Education Law, taking into account state-aid received;

NOW THEREFORE, BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

Section 1. The School District shall acquire two (2) sixty-five passenger school buses and one (1) thirty-five passenger handicapped accessible bus at a cost not to exceed \$345,000, as more particularly described in Section 3 hereof, and as generally outlined to and considered by the voters of the School District at the annual District meeting of June 9, 2020.

Section 2. The School District is hereby authorized to issue its general obligation bonds (the "Bonds") in the aggregate principal amount of not to exceed \$345,000 pursuant to the Local Finance Law of New York, in order to finance the class of objects or purposes described herein.

Section 3. The class of objects or purposes to be financed pursuant to this Resolution (the "Purpose") is the acquisition of two (2) sixty-five passenger school buses and one (1) thirty-five passenger handicapped accessible bus.

Section 4. It is hereby determined and declared that (a) the maximum cost of the Purpose, as estimated by the Board of Education is \$345,000, (b) no money has heretofore been authorized to be applied to the payment of the cost of the Purpose, and (c) the School District plans to finance the cost of the Purpose from funds raised by the issuance of the Bonds and bond anticipation notes hereinafter referred and the aid received from the State of New York.

Section 5. It is hereby determined that the Purpose is one of the class of objects or purposes described in Subdivision 29 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of the Purpose is five (5) years.

Section 6. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the sale of the Bonds, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer.

Section 7. The power to further authorize the issuance of the Bonds and bond anticipation notes, including renewal notes, and to prescribe the terms, form and contents of the Bonds and bond anticipation notes, including the consolidation with other issues and the use of substantially level or declining debt service, subject to the provisions of this Resolution and the Local Finance Law, and to sell and deliver the Bonds and bond anticipation notes, is hereby delegated to the President of the Board of Education. The President of the Board of Education is hereby authorized to sign and the District Clerk is hereby authorized to attest any Bonds and bond anticipation notes issued pursuant to this Resolution, and the District Clerk is hereby authorized to affix to such Bonds and bond anticipation notes the corporate seal of the School District.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

Board Meeting Minutes (Declare results of Canvas-Vote)

Motion by Mr. Novotarski

Resolution #185

Resolved, that the Board of Education, upon the recommendation of the Superintendent of Schools, approve the May 11, 2020 regular, May 18, 2020 special, May 26, 2020 public hearing, meeting minutes and the June 16, 2020 canvas of voting results.

Seconded by Mrs. Braico

Yes: 4 No: 0 Abstain: 0

Motion Carried

Breakfast Prices for 2020-2021

Motion by Mrs. Hoffman

Resolution #186

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School to approve the increase in school breakfast price by 15 cents:

PK-6 Breakfast increase to \$1.25

7-12 Breakfast increase to \$1.50

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

MOA BETWEEN HLCSD AND HLTA

Motion by Mrs. Braico

Resolution #187

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School to approve the Memorandum of Agreement between the District and the HLTA dated May 22, 2020.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

MOA BETWEEN HLCSD AND CSEA

Motion by Mrs. Hoffman

Resolution #188

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School to approve the Memorandum of Agreement between the District and the CSEA dated May 1, 2020.

Seconded by Mrs. Braico

Yes: 4 No: 0 Abstain: 0

Motion Carried

Supplemental Health Care

Motion by Mr. Novotarski

Resolution #189

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the school staffing service agreement between the District and Supplemental Health Care effective for the 2020-2021 school year for the purpose of providing OT and PT services to the district.

Be It Further Resolved the board approves summer hours as needed, in addition to the regular school year.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

CBD Connections

Motion by Mrs. Hoffman

Resolution #190

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the service agreement between the District and CBD Connections effective for the summer of 2020 and 2020-2021 school year for the purpose of providing services to district students for the terms outlined in the agreement.

Seconded by Mrs. Braico

Yes: 4 No: 0 Abstain: 0

Motion Carried

Emcor Services

Motion by Mrs. Braico

Resolution #191

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the service agreement between the District and Emcor Services effective July 1, 2020 for the purpose of providing HVAC services to district.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

Northern Rivers

Motion by Mr. Novotarski

Resolution #192

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the service agreement between the District and Parsons Child and Family Center (Parsons) effective July 1, 2020 for the purpose of providing mental health services to district students for the terms outlined in the agreement.

Seconded by Mrs. Hoffman followed by a brief discussion regarding the possible increased need for services.

Yes: 4 No: 0 Abstain: 0

Motion Carried

Expressive Journeys

Motion by Mrs. Hoffman

Resolution #193

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the service agreement between the District and Expressive Journeys, effective July 1, 2020 for the purpose of providing music therapy services to district students for the terms outlined in the agreement.

Seconded by Mrs. Braico

Yes: 4 No: 0 Abstain: 0

Motion Carried

NEW BUSINESS

EBLAR Reserve

Motion by Mrs. Hoffman

Resolution #194

WHEREAS: At the April 25, 2011 meeting of the Hadley Luzerne Central School District Board of Education, the Board established a reserve to be known as the EBLAR Reserve Fund effective April 25, 2011; and

WHEREAS: The above noted reserve fund was created and funded with the intention of reserving funds to help offset accrued benefits due to employees upon termination of service (retirement) for vacation, sick leave and personal leave; and

WHEREAS: The current balance of the EBLAR reserve fund is \$521,351.97; and

WHEREAS: The current EBLAR expense for 2019-2020 school year is \$71,313.93 all of which shall be paid from this EBLAR Reserve.

THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the expenditure of \$71,313.93 from the EBLAR Reserve Fund for payment of the accrued benefits for vacation, sick and/or personal leave due to employees upon their retirement in 2019-2020.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

TRS Retirement Reserve

Motion by Mr. Novotarski

Resolution #195

WHEREAS: At the June 10, 2019 meeting of the Hadley Luzerne Central School District Board of Education, the Board established a reserve to be known as the TRS Reserve effective June 10, 2019; and

WHEREAS: The above noted reserve fund was created and funded with the intention of reserving funds to help offset the cost of financing retirement contributions payable to the NY State Teachers' Retirement System; and

WHEREAS, The current balance of the TRS Reserve Fund is \$682,800; and

WHEREAS: The current amount due and owing to the NYS Teachers' Retirement System for the 2020-21 school year is approximately \$780,000 of which \$524,000 shall be accounted for and paid from monies in the General Fund; and

WHEREAS: In satisfaction of the remaining amount due, the District seeks to authorize a payment of \$256,000 from the TRS Reserve Fund.

THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the expenditure of \$256,000 from the TRS Reserve Fund for payment of retirement contributions in satisfaction of the amount due and owing to the NYS Teachers' Retirement System.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

ERS Retirement Reserve

Motion by Mrs. Hoffman

Resolution #196

WHEREAS: At the June 20, 2011 meeting of the Hadley Luzerne Central School District Board of Education, the Board established a reserve fund to be known as the Employees Retirement System Contribution Reserve Fund effective June 20, 2011; and

WHEREAS: The above noted reserve fund was created and funded with the intention of reserving funds to help offset the cost of financing retirement contributions payable to the NY State and Local Employees Retirement System other than contributions to the NYS Teachers' Retirement System; and

WHEREAS: The current balance of the Retirement Contribution Reserve Fund is \$1,095,076; and

WHEREAS; The current amount due and owing to the NYS Employees Retirement System for the 2020-21 school year is approximately \$265,000, of which \$15,000 shall be accounted for and paid from monies in the General Fund; and

WHEREAS: In satisfaction of the remaining amount due, the District seeks to authorize a payment of \$250,000 from the Retirement Contribution Reserve Fund.

THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the expenditure of \$250,000 from the Retirement Contribution Reserve Fund for payment of retirement contributions, other than for contributions to the NYS Teachers' Retirement System, in satisfaction of the amount due and owing to the NYS Employees Retirement System.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

Cafeteria Budget

Motion by Mrs. Hoffman

Resolution #197

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, upon the recommendation of the Superintendent of Schools, the 2020-2021 Cafeteria Budget, as proposed, is approved.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

Center For Disability Services

Motion by Mr. Novotarski

Resolution #198

Be It Resolved, by the Board of Education of the Hadley-Luzerne Central School District, upon the recommendation of the Superintendent, hereby approves the agreement with The Center for Disability Services for the 2020-2021 school year, summer of 2020, and terms within.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

Oak Hill School

Motion by Mrs. Braico

Resolution #199

Be It Resolved, by the Board of Education of the Hadley-Luzerne Central School District, upon the recommendation of the Superintendent, hereby approves the agreement with Oak Hill for the 2020-2021 school year, summer of 2020, and terms within.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

Schedule Organizational Meeting

Motion by Mrs. Hoffman

Resolution #200

Be It Resolved, by the Board of Education of the Hadley-Luzerne Central School District, upon the recommendation of the Superintendent, hereby votes to hold its annual organizational/regular meeting on Monday, July 6, 2020 at 6:00 PM in the SMTES LGI.

Seconded by Mr. Novotarki

Yes: 4 No: 0 Abstain: 0

Motion Carried

PERSONNEL

RETIREMENT/RESIGNATION

Ronald Bordeaux

Motion by Mr. Novotarski

Resolution #201

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept with appreciation the resignation for the purpose of retirement from Head Custodian, Ronald Bordeaux effective June 27, 2020. Ron has served 25 years in the district.

Seconded by Mrs. Hoffman followed by Beecher Baker expressing his appreciation for how dependable, likable Ron is and he will be greatly missed, everyone agreed.

Yes: 4 No: 0 Abstain: 0

Motion Carried

Janice Waterhouse – Amended Retirement Date

Motion by Mrs. Hoffman

Resolution #202

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept with appreciation the amended resignation for the purpose of retirement from English Teacher, Janice Waterhouse, effective June 30, 2020. Mrs. Waterhouse will continue as senior class advisor for the 2020-2021 school year.

Seconded by Mrs. Braico followed by Beecher Baker expressing what a great lady she is and truly cares about the students and she will be missed in the English department - everyone agreed.

Yes: 4 No: 0 Abstain: 0

Motion Carried

Jennifer Ceas

Motion by Mr. Novotarski

Resolution #203

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District to accept with appreciation the resignation from Jennifer Cease, Science Teacher, effective July 31, 2020. Seconded by Mrs. Hoffman followed by a brief discussion.

Yes: 4 No: 0 Abstain: 0

Motion Carried

APPOINTMENTS - HLTA

Science Teacher (FT) – Matthew Flint

Motion by Mrs. Hoffman

Resolution #204

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Board of Education of the Hadley-Luzerne School District appoint Matthew Flint to a four year probationary appointment as a full time Science Teacher in the General Science tenure area, commencing on August 1, 2020 and ending on July 31, 2024, pending all NYSED certification requirements are met. Matthew's 2020-2021 salary will be Step 4C (\$49,413) as stated in the collective bargaining agreement between the District and the Hadley-Luzerne Teacher's Association.

Seconded by Mr. Novotarski followed by an introduction by Beecher Baker.

Yes: 4 No: 0 Abstain: 0

Motion Carried

Erin Lysogorski

Part Time (.6 FTE) Music Teacher

Motion by Mrs. Hoffman

Resolution #205

BE IT RESOLVED, that the Board of Education of the Hadley-Luzerne School District, upon the recommendation of Superintendent, Beecher Baker Sr., hereby appoints Erin Lysogorski as a part-time (.6 FTE) Music Teacher for the 2020-2021 school year, effective September 1, 2020 and terminating no later than June 30, 2021; Erin will be paid at the rate of .6 of step 6C of the 2020-2021 Salary Schedule (\$31,319.40) according to the .6 FTE status of the HLTA agreement.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

Tanya White

Part Time (.47 FTE) Art Teacher

Motion by Mrs. Hoffman

Resolution #206

BE IT RESOLVED, that the Board of Education of the Hadley-Luzerne School District, upon the recommendation of Superintendent, Beecher Baker Sr., hereby appoints Tanya White as a part-time (.47 FTE) Art Teacher for the 2020-2021 school year, effective approximately September 1, 2020 and terminating no later than June 30, 2021; Tanya will be paid at the rate of .47 of step 10C of the 2020-2021 Salary Schedule (\$27,163.18) according to the .47 FTE status of the HLTA agreement.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

Robin Rose-Jenkins
Part Time (.4 FTE) Speech Teacher
Motion by Mrs. Hoffman
Resolution #207

BE IT RESOLVED, that the Board of Education of the Hadley-Luzerne School District, upon the recommendation of Superintendent, Beecher Baker Sr., hereby appoints Robin Rose-Jenkins as a part-time (.4 FTE) Speech Teacher for the 2020-2021 school year, effective September 1, 2020 and terminating no later than June 30, 2021; Robin will be paid at the rate of .4 of step 21C of the 2020-2021 Salary Schedule (\$32,666.40) according to the .4 FTE status of the HLTA agreement.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

HLTA EXTRA-CURRICULAR APPOINTMENTS

Motion by Mrs. Hoffman
Resolution #208

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following person be granted appointment to the positions below pending all certifications and clearances, as per the HLTA agreement; *Such appointments and the employment of the following individual(s) are subject to the existence of the activity and not a cancellation due to pandemic reasons.* Positions with club accounts assigned will be the responsibility of the Club Advisor/Varsity Coach and student treasurer. 2019-2020 Approved chaperones are also approved for the 2020-2021 school year.

Name		Position	Effective	Stipend/Wage
Jeremy	Duers	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Sara	Kenna	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Benjamin	Reynolds	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Samantha	Godfrey	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Matthew	Flint	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Sped Teacher	TBD	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Robert	Duffy	Chaperone/Score Clock Op.	2020-2021	\$60 per event
James	Kneeshaw	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Susan	Ostrander	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Marion	Allan	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Tino	Demarco	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Alyssa	Miller	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Barbara	Winnek	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Jennifer	Bourdeau	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Kathleen	McGinnis	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Sharon	O'Neil	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Erin	Lysogorski	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Amanda	Grab	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Darcey	Hastings	Chaperone/Score Clock Op.	2020-2021	\$60 per event
Jack	Conway	Shot Clock Operator	2020-2021	\$45 per event
Julie	Canavan	Shot Clock Operator	2020-2021	\$45 per event
Robert	Duffy	Shot Clock Operator	2020-2021	\$45 per event

Denise	Haraughty	Shot Clock Operator	2020-2021	\$45 per event
Wayne	Strong	Shot Clock Operator	2020-2021	\$45 per event
Jennifer	Dobroski	Shot Clock Operator	2020-2021	\$45 per event
Carrie	Wilson	Shot Clock Operator	2020-2021	\$45 per event
Gary	Wilson	Shot Clock Operator	2020-2021	\$45 per event
Laura	Schrepper	State Assessment Prep	2020-2021	\$30 per hour
Ashley	Osborne	Regents, SAT, ACT Prep	2020-2021	\$30 per hour
Karen	Love	SAT,ACT Prep	2020-2021	\$30 per hour
Lauren	Wittenberg	Co-Class Advisor-Gr. 9 Grades: 10/11/12	2020-2024	\$500 yr. \$625/\$750/\$1000
Christa	Terry	Co-Class Advisor-Gr. 9 Grades: 10/11/12	2020-2024	\$500 yr. \$625/\$750/\$1000
Margaret	Nelson	HS Play Director	2020-2021	\$2,000 yr.
Emily	Szelest	HS Play Assistant	2020-2021	\$1,000 yr.
John	Hubbs	HS Play Music Assistant	2020-2021	\$1,500 yr.
Margaret	Nelson	ES Play Director	2020-2021	\$800 yr.
Margaret	Nelson	Drama Club Co-Advisor	2020-2021	\$800 yr.
Maya	Puchkoff	Art Advisor for Productions	2020-2021	\$750 yr.
Andrea	Palmer	Art Advisor	2020-2021	\$1,800 yr.
Margo	Nelson	Elementary Arts n Education	2020-2021	\$600 yr.
Michaela	Trackey	Concerts/Parades	2020-2021	\$175 per event
Erin	Lysogorski	Concerts/Parades	2020-2021	\$175 per event
Joseph	Iachetta	Concerts/Parades	2020-2021	\$175 per event
Amanda	Grab	Concerts/Parades	2020-2021	\$175 per event
Michaela	Trackey	Music Festivals	2020-2021	\$250 per event
Amanda	Grab	Music Festivals	2020-2021	\$250 per event
Joseph	Iachetta	Music Festivals	2020-2021	\$250 per event
Erin	Lysogorski	Music Festivals	2020-2021	\$250 per event
Joseph	Iachetta	Jazz Ensemble Director	2020-2021	\$800 yr.
Andrea	Palmer	Co-Encompass Club Advisor	2020-2021	\$250 yr.
Kathleen	Jones	Co-Encompass Club Advisor	2020-2021	\$250 yr.
Kathleen	Jones	Writers Guild	2020-2021	\$600 yr.
Julie	Canavan	Extra-Curricular Auditor	2020-2021	\$775 yr.
Ashley	Osborne	National Honor Society Advisor	2020-2021	\$1500 yr.
Carrie	Wilson	N. Junior Honor Society Advisor	2020-2021	\$1000 yr.
Carrie	Wilson	Jr. High Student Council Advisor	2020-2021	\$1000 yr.
Jeremy	Insull	Guitar Club	2020-2021	\$500 yr.
Kristin	Saheim	Co. HS Student Council Advisor	2020-2021	\$750 yr.
Megan	Moulton	Co. HS Student Council Advisor	2020-2021	\$750 yr.
Barbie	Eichorst	SADD Advisor	2020-2021	\$1500 yr.
Tracy	Ziegler	Key Club Advisor	2020-2021	\$1000 yr.
Lauren	Wittenberg	HS Yearbook Advisor	2020-2021	\$3200 yr.
Julie	Canavan	ES Yearbook Advisor	2020-2021	\$2000 yr.
Denise	Haraughty	Unified BB Advisor	2020-2021	\$1000 yr.
Christa	Terry	Teacher Leader	2020-2021	\$2500 yr.
Kathleen	Maguire	Teacher Leader	2020-2021	\$2500 yr.

Nicole	McFarlane	Teacher Leader	2020-2021	\$2500 yr.
Julia	Bradley	Teacher Leader	2020-2021	\$2500 yr.
Claire	Dyer	Teacher Leader	2020-2021	\$2500 yr.
Wayne	Strong	Teacher Leader	2020-2021	\$2500 yr.
Claire	Dyer	Mentor for English Teacher	2020-2021	\$1,500 yr.
Jay	Connelly	Mentor Coordinator	2020-2021	\$2500 yr.
Jay	Connelly	Mentor for Social Studies	2020-2021	\$1,500 yr.
Christa	Terry	Mentor for Special Education	2020-2021	\$1,500 yr.
Tim	Brown	Mentor for Science	2020-2021	\$1,500 yr.
Jay	Ellis	Football Coach (Var.)	2020-2021	\$4140 Step B4/6 yrs.
Tim	Brown	Cross-Country Varsity/JV Coach	2020-2021	\$3932 Step B2/2 yrs.
Jack	Conway	Modified Cross Country Coach	2020-2021	\$3196 Step D3/4 yrs.
Jay	Connelly	Golf Coach (Var.)	2020-2021	\$4764 Step CL/>15 yrs.
Tyler	Byrnes	Boys Varsity Soccer Coach	2020-2021	\$3932 Step B2/3 yrs.
Robert	Horvath	Boys Mod. Soccer Coach	2020-2021	\$3100 Step EL/>10 13 yrs.
Elizabeth	Lent	Girls Varsity Soccer Coach	2020-2021	\$4036 Step B3/5 yrs.
Andrea	Palmer	Girls Mod. Soccer Coach	2020-2021	\$3100 Step EL/>10 13 yrs.
Kristen	Saheim	Varsity Volleyball Coach	2020-2021	\$4244 Step B5/8 yrs.
Kristal	Allen	JV Volleyball Coach	2020-2021	\$3348 Step D5/9 yrs.
Emily	Szelest	Modified Volleyball Coach	2020-2021	\$2372 Step E2/2 yr.
Denise	Haraughty	Unified Basketball Coach	2020-2021	\$1,000 yr.
Wayne	Strong	Varsity Boys Basketball Coach	2020-2021	\$4,556 Step A4 6 yrs.
Tim	Brown	JV Boys Basketball Coach	2020-2021	\$4764 Step CL >15
Thomas	Boucher	Modified Boys Basketball Coach	2020-2021	\$3474 Step D6/10 yrs.
Tyler	Byrnes	Varsity Girls Basketball Coach	2020-2021	\$4660 Step A5/ 8 yrs.
Jay	Ellis	JV Girls Basketball Coach	2020-2021	\$3724 Step C4/7 yrs.
Elizabeth	Lent	Girls Mod. Basketball Coach	2020-2021	\$4270 Step DL/>15
Francis	Allen	Bowling Coach	2020-2021	\$3516 Step C2/3 yrs.
Kristal	Allen	Cheerleading Coach	2020-2021	\$3828 Step C5/9 yrs.
Curtis	Schreiner	Nordic Ski Coach	2020-2021	\$3724 Step C4/7 yrs.
Jeff	Varmette	Varsity Wrestling	2020-2021	\$5596 Step A >15L
Mike	Varmette	Modified Wrestling	2020-2021	\$4270 Step D >15L
Rexford	Reynolds III	Varsity Baseball Coach	2020-2021	\$5076 Step BL/19 yrs.
Jay	Connelly	JV Baseball Coach	2020-2021	\$3854 Step DL>10 11 yrs.
Jay	Ellis	Modified Baseball	2020-2021	\$2,476 E3 5 Yrs.
Jennifer	Dobroski	Varsity Softball Coach	2020-2021	\$4556 Step B4/7 yrs.
Kristin	Saheim	JV Softball Coach	2020-2021	\$3196 Step D3/5 yrs.
Tyler	Byrnes	Modified Softball Coach	2020-2021	\$2684 Step E5/8 yrs.
Jack	Conway	Varsity Tennis Coach	2020-2021	\$4764 Step CL/>15
Tim	Brown	Modified Tennis Coach	2020-2021	\$2372 Step E2/2 yrs.
Sped Teacher	TBD	Summer Curriculum Hours	Summer 2020	\$30 per hour
Matthew	Flint	Summer Curriculum Hours	Summer 2020	\$30 per hour
Ben	Reynolds	Summer Curriculum Hours	Summer 2020	\$30 per hour

Jeremy	Duers	Summer Curriculum Hours	Summer 2020	\$30 per hour
Julia	Moulton	Summer Curriculum Hours	Summer 2020	\$30 per hour
Mikaela	Flewelling	Summer Curriculum Hours	Summer 2020	\$30 per hour
H. Lee	Firlit	Summer Curriculum Hours	Summer 2020	\$30 per hour
Shannon	McLean	Summer Curriculum Hours	Summer 2020	\$30 per hour
Cindy	Cook	Summer Curriculum Hours	Summer 2020	\$30 per hour
Anne	Green	Summer Curriculum Hours	Summer 2020	\$30 per hour
Carrie	Wilson	Summer Curriculum Hours	Summer 2020	\$30 per hour
Tom	Boucher	Summer Curriculum Hours	Summer 2020	\$30 per hour
Jennifer	Bourdeau	Summer Curriculum Hours	Summer 2020	\$30 per hour
Jennifer	Sheerer	Summer Curriculum Hours	Summer 2020	\$30 per hour
Julie	Canavan	Summer Curriculum Hours	Summer 2020	\$30 per hour
Barbara	Winnek	Summer Curriculum Hours	Summer 2020	\$30 per hour
Alyssa	Miller	Summer Curriculum Hours	Summer 2020	\$30 per hour
Tim	Brown	Summer Curriculum Hours	Summer 2020	\$30 per hour
Heather	Davis	Summer Curriculum Hours	Summer 2020	\$30 per hour
Julia	Bradley	Summer Curriculum Hours	Summer 2020	\$30 per hour
Diana	Berrigan	Summer Curriculum Hours	Summer 2020	\$30 per hour
Tino	DeMarco	Summer Curriculum Hours	Summer 2020	\$30 per hour
Sandra	Lemery	Summer Curriculum Hours	Summer 2020	\$30 per hour
Kathleen	Maguire	Summer Curriculum Hours	Summer 2020	\$30 per hour
Laura	Arcate	Summer Curriculum Hours	Summer 2020	\$30 per hour
Sharon	O'Neil	Summer Curriculum Hours	Summer 2020	\$30 per hour
Audrey	Elliott	Summer Curriculum Hours	Summer 2020	\$30 per hour
Susan	Ostrander	Summer Curriculum Hours	Summer 2020	\$30 per hour
Erin	Lysogorski	Summer Curriculum Hours	Summer 2020	\$30 per hour
Donna M.	Robertson	Summer Curriculum Hours/PD	Summer 2020	\$30 per hour
Hannah	Breason	Summer Curriculum Hours/PD	Summer 2020	\$30 per hour
Marissa	Townsend	Summer Curriculum Hours/PD	Summer 2020	\$30 per hour
Jessica	Davis	Summer Curriculum Hours	Summer 2020	\$30 per hour
Patti	Cook	Summer Curriculum Hours	Summer 2020	\$30 per hour
Carol	Zibro	Summer Curriculum Hours	Summer 2020	\$30 per hour
Lori	Bouton	Summer Curriculum Hours	Summer 2020	\$30 per hour
Gordon	Haynes	Summer Curriculum Hours	Summer 2020	\$30 per hour
Kathleen	McGinnis	Summer Curriculum Hours	Summer 2020	\$30 per hour
Nicole	McFarlane	Summer Curriculum Hours	Summer 2020	\$30 per hour
Margaret	Albohn	Summer Curriculum Hours	Summer 2020	\$30 per hour
Fay	Gorton	Summer Curriculum Hours	Summer 2020	\$30 per hour
Gary	Wilson	Summer Curriculum Hours	Summer 2020	\$30 per hour
Kathleen	Jones	Summer Curriculum Hours	Summer 2020	\$30 per hour
Mel	Brooks	Summer Curriculum Hours	Summer 2020	\$30 per hour

Barbie	Eichorst	Summer Curriculum Hours	Summer 2020	\$30 per hour
Jay	Connelly	Summer Curriculum Hours	Summer 2020	\$30 per hour

Seconded by Mr. Novotarski followed by a question from the public – asking if the new coaches will continue volunteering to run the summer programs, youth programs, and Hudson Falls Basketball programs. There was a brief discussion.

Yes: 4(3) No: 0 Abstain: 0 (1) Mr. Moulton abstained on Megan Moulton’s appointment.

Motion Carried

APPOINTMENTS – OTHER

Motion by Mrs. Hoffman

Resolution #209

As recommended by the Superintendent, BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District that the following person be granted appointment to the position below; *Such appointments and the employment of the following individual(s) are subject to the existence of the activity and not a cancellation due to pandemic reasons.*

Name		Position	Effective	Wage/Stipend
Gary	Wilson	Athletic Director	2020-2021	\$7,500 yr.
Laura	Schrepper	P-Tech Liaison	2020-2021	\$2100 yr.
Laura	Schrepper	20 Summer Days	Summer 2020	Per Diem Rate
Ashley	Osborne	20 Summer Days	Summer 2020	Per Diem Rate
Stephanie	Gordon	20 Summer Days	Summer 2020	Per Diem Rate
Julie	Canavan	Tutor	2020-2021	\$30 per hour
Marion	Allan	Tutor	2020-2021	\$30 per hour
Anne	Green	Tutor	2020-2021	\$30 per hour
Barbie	Eichorst	Tutor	2020-2021	\$30 per hour
Kathleen	Jones	Tutor	2020-2021	\$30 per hour
Sharon	O’Neil	Tutor	2020-2021	\$30 per hour
Kathleen	Maguire	Tutor	2020-2021	\$30 per hour
Shannon	McLean	Tutor	2020-2021	\$30 per hour
Nicole	McFarlane	Tutor	2020-2021	\$30 per hour
Ashley	Osborne	Tutor	2020-2021	\$30 per hour
Susan	Ostrander	Tutor	2020-2021	\$30 per hour
Laura	Schrepper	Tutor	2020-2021	\$30 per hour
Christa	Terry	Tutor	2020-2021	\$30 per hour
Carrie	Wilson	Tutor	2020-2021	\$30 per hour
Jake	Osgood	ITL Program Trainer	2020-2021	\$1000/yr.
Diana	Berrigan	Innovative Teacher Leader	2020-2021	\$800/yr.
Julia	Bradley	Innovative Teacher Leader	2020-2021	\$800/yr.
Timothy	Brown	Innovative Teacher Leader	2020-2021	\$800/yr.
Julie	Canavan	Innovative Teacher Leader	2020-2021	\$800/yr.
Kathleen	Maguire	Innovative Teacher Leader	2020-2021	\$800/yr.
Nicole	McFarlane	Innovative Teacher Leader	2020-2021	\$800/yr.
Jennifer	Sheerer	Innovative Teacher Leader	2020-2021	\$800/yr.
Jeremy	Insull	Innovative Teacher Leader	2020-2021	\$800/yr.
Robin	Rose-Jenkins	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Angela	Petrino	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Shannon	McLean	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour

Sharon	O'Neil	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Barbie	Eichorst	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Sandi	Lemery	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Julia	Bradley	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Heather	Davis	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Anne	Green	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Donna M.	Robertson	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Christa	Terry	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Fay	Gorton	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Emily	Szelest	Summer CSE Mtg. Attendance/work	Summer 2020	\$30 per hour
Laura	Arcate	Summer Kindergarten Round-up, PK Testing	Summer 2020	\$30 per hour
Cindy	Cook	Summer Kindergarten Round-up, PK Testing	Summer 2020	\$30 per hour
Hannah	Breason	Summer Kindergarten Round-up, PK Testing	Summer 2020	\$30 per hour
Heather	Davis	Summer Kindergarten Round-up, PK Testing	Summer 2020	\$30 per hour
Julia	Bradley	Summer Kindergarten Round-up, PK Testing	Summer 2020	\$30 per hour
Sharon	O'Neil	Summer Kindergarten Round-up, PK Testing	Summer 2020	\$30 per hour
Leah	Sach	Election Worker	June 16, 2020	Sub Teacher Rate
Lynn	Gebo	Summer Cleaner	Summer 2020	\$11.80 per hour
Mara	Spotswood	Summer Cleaner	Summer 2020	\$11.80 per hour
Kelly	Allen	Summer Cleaner	Summer 2020	\$11.80 per hour
Alicia	Podwirny	Summer Cleaner	Summer 2020	\$11.80 per hour

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

CSEA LEAVE OF ABSENCE

Kevin McFarlane – Unpaid Leave of Absence

Motion by Mr. Novotarski

Resolution #210

BE IT RESOLVED, that the Board of Education of the Hadley-Luzerne Central School District hereby approves the request for an unpaid leave of absence as requested by, Cleaner, Kevin McFarlane, for five (5) working days August 5-11, 2020 as an unpaid leave;

Pursuant to the CSEA Agreement Article XVII – Other Leave, Section 2.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

SCHOOL BUSINESS OFFICIAL MOA

Motion by Mr. Novotarski

Resolution #211

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the memorandum of agreement between the District and the School Business Official dated June 15, 2020.

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

SUPERINTENDENT MOA

Motion by Mrs. Braico

Resolution #212

BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne Central School District, to approve the memorandum of agreement between the District and the Superintendent dated June 15, 2020

Seconded by Mrs. Hoffman

Yes: 4 No: 0 Abstain: 0

Motion Carried

CONFIDENTIAL SUPERVISORS & CLERICAL TERMS & CONDITIONS

Resolution #213

Motion by Mr. Novotarski

As recommended by the Superintendent - BE IT RESOLVED, by the Board of Education of the Hadley-Luzerne School District hereby approves the Terms and Conditions for the following positions effective July 1, 2020 through June 30, 2021;

- 1) Director of Facilities, Brian Gereau
- 2) Account Clerk, Secretary to the Business Official, Tax Collector, Darcey Hastings
- 3) Account Clerk, Marcia Miller
- 4) Superintendent's Secretary, District Clerk, Regina York
- 5) Food Service Director, Jaclyn Adler
- 6) Dean of Students, Megan Moulton
- 7) District Treasurer, Kathryn Bailey-Brewer (Part Time)

Seconded by Mrs. Hoffman

Roll Call

Yes: 3 No: 0 Abstain: 1 (Mr. Moulton)

Motion Carried

SCHEDULE OF BILLS

Motion by Mrs. Hoffman

Resolution #214

As recommended by the Superintendent for the board of education to accept warrants #47(\$111,854.47), #48(\$8,628,320.40), #49(\$132,913.23), #50(\$453,007.49), #51(\$142,110.22) #52(\$573,487.46).

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

TREASURER'S REPORT

Motion by Mr. Novotarski

Resolution #215

As recommended by the Superintendent, for the board of education to accept the April and May 2020 Treasurer's Report.

Seconded by Mrs. Braico

Yes: 4 No: 0 Abstain: 0

Motion Carried

CSE/CPSE RECOMMENDATIONS (ACTION)

Motion by Mrs. Hoffman
Resolution #216

As recommended by the Superintendent, for the board of education to accept the CSE/CPSE recommendations dated June 15, 2020.

Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

STUDENT /PUBLIC COMMENTS

Mary Alice, parent: Asked if there is going to be summer school. Mr. Baker noted that the online piece was not beneficial to our students. Mr. Ovitt stated that if Queensbury opens up a HS summer school we can look at their model for late July. There can be no elementary summer school because it has to be online. Mr. Baker noted we hope and pray that we are in school next fall. Kids are not getting what they need. He expressed concern about the "re-imagining NY theme."

Mary Alice, parent: Asked if we are forming committees. Mr. Baker noted yes but we are awaiting the NYS guidelines. There will be committees to plan our school opening. BOCES already has a regional group that will share their guidelines.

Mel Brook, teacher, parent: If you form committees please have a psychologist on the committee. She expressed concern about kids being yelled at for not wearing masks. Mr. Baker shared a Pennsylvania model where all staff is required to wear masks but for students it is optional. We will do whatever it takes to open school. Mr. Ovitt noted that ¼ of our students don't have internet. A parent noted that even with a booster in her house the Wi-Fi does not support all the students in the household. Mr. Baker noted in March we closed a month before the governor made the decision to close schools. There was further discussion regarding the executive order saying the opposite of what the governor stated in the press conference regarding waiving the 180 days. Therefore we adjusted and worked through the April break.

ADMINISTRATIVE COMMENTS FOR THE GOOD OF THE ORDER

Mrs. Hoffman thanked all the staff for how the closing was handled – all teachers, cafeteria workers and bus drivers work very hard. It was noted over 50,000 meals were delivered and this Wednesday is the last day for delivery and the homes will be receiving 5 meals.

Mrs. Braico echoed the same and thanked everyone.

Mr. Moulton thanked Mrs. Taylor for all her hard work on the budget and Mrs. York for her work on the vote. Mr. Ovitt thanked his staff for all their hard work on the graduation ceremony. It was noted that only Mr. Baker, the Valedictorian, (Shannon Price) and Salutatorian (Niamh Doherty) will be giving speeches. The Booster Club did a great job on the sports banquet at the drive in.

ADJOURNMENT

Motion by Mrs. Hoffman to adjourn the meeting at 7:23 PM.

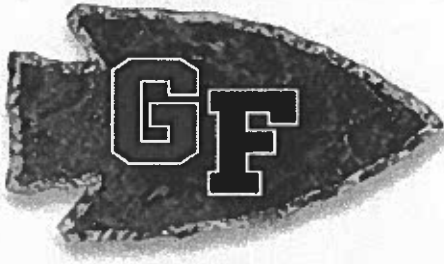
Seconded by Mr. Novotarski

Yes: 4 No: 0 Abstain: 0

Motion Carried

Respectfully Submitted by Regina York – District Clerk

Glens Falls City School District



RECEIVED
JUN 23 2020

Invoice Date 6/15/2020

BY:

Hadley-Luzerne Central School District
C/O Michelle Taylor
27 Hyland Drive
Lake Luzerne, New York 12846

Remit To:

Glens Falls City School District
15 Quade Street
Glens Falls, New York 12801
(518) 792-1451

Qty	Description	Unit Price	Total
5	For Health and Welfare Services for the 2019-2020 school year. *See supporting documentation attached.	608.250	3,041.25
			\$ 3,041.25
			-
			\$ 3,041.25

Remittance Copy or Received by _____

**GLENS FALLS CITY SCHOOL DISTRICT
HEALTH SERVICES PER PUPIL COST
FOR THE 2019-2020 SCHOOL YEAR**

Salaries	
Instructional Salaries	902,409.25
Nurses	29,500.00
Total Salaries	<u><u>931,909.25</u></u>
Fringe Benefits	
Social Security	71,291.06
TRS Retirement	84,260.46
Workers' Compensation	5,311.88
Health Insurance	173,326.32
Dental Insurance	5,442.80
Total Fringe Benefits	<u><u>339,632.52</u></u>
Supplies	<u><u>7,359.00</u></u>
Contracted Physician Services	<u><u>23,370.00</u></u>
Total Health Services Cost	<u><u><u>1,302,270.77</u></u></u>
Enrollment	
Glens Falls City School District	2,026
Non-Public (St. Mary's/St. Alphonsus)	115
Total Enrollment	<u><u>2,141</u></u>
Health Services Per Pupil Cost	
(Total Health Services Cost/Total Enrollment)	\$ 608.25

Obsolete Books

7/6/20 BoE Mtg.

Author	Title	ISBN	Pub. Date
Berry, Joy Wilt.	A children's book about disobeying		c1988.
Jacques, Brian	Martin The Warrior	441001866	1995
Jacques, Brian	Mattimeo	039921741X :	[1990]
Jacques, Brian	Redwall	399214240	[1986]
Jacques, Brian	Salamandastron	329056042	1994
Jacques, Brian	Marief Of Redwall	441006949	2000
Jacques, Brian	The Legend Of Luke	441007732	[1999]
Jacques, Brian	Lord Brocktree	441008720	2001
Jacques, Brian	Mossflower	780412753	2002
Berry, Joy Wilt.	A children's book about overdoing it		Â©1988.
Berry, Joy Wilt.	A children's book about being mean		c1988.
Berry, Joy Wilt.	A children's book about being wasteful		c1988.
Berry, Joy Wilt.	A children's book about teasing		c1988.
Berry, Joy Wilt.	A children's book about being selfish		c1988.
Berry, Joy Wilt.	A children's book about throwing tantrums	9.78E+12	Â©1988.
Berry, Joy Wilt.	A children's book about being bullied		Â©1988.
Berry, Joy Wilt.	A children's book about lying		c1988.
Berry, Joy Wilt.	A children's book about fighting		c1988.
Berry, Joy Wilt.	A children's book about being careless		c1988.
Berry, Joy Wilt.	A children's book about being lazy	516026658	c1988.
Berry, Joy Wilt.	A children's book about breaking promises		c1988.
Berry, Joy Wilt.	A children's book about complaining		c1988.
Berry, Joy Wilt.	A children's book about being greedy		Â©1988.
Berry, Joy Wilt.	A children's book about stealing	516026704	c1988.
Berry, Joy Wilt.	A children's book about interrupting		c1988.
Berry, Joy Wilt.	A children's book about being rude		c1988.
Berry, Joy Wilt.	A children's book about being a bad sport		c1988.
Berry, Joy Wilt.	A children's book about being forgetful	516026976	c1988.
Berry, Joy Wilt.	A children's book about being destructive		c1988.

Berry, Joy Wilt.	A children's book about whining	c1988.	
Berry, Joy Wilt.	A children's book about showing off	c1988.	
Berry, Joy Wilt.	A children's book about being bossy	9.78E+12	Â@1988.
Berry, Joy Wilt.	A children's book about gossiping	c1988.	
Berry, Joy Wilt.	A children's book about tattling	516026917	c1988.
Berry, Joy Wilt.	A children's book about snooping	c1988.	
Wood, Audrey.	The napping house	p2004.	
Llewellyn, Claire.	Why should I share?	9.78E+12	2005
Rosenthal, Amy Krouse.	It's not fair	9780061152573	2008
Westheimer, Ruth K.	Dr. Ruth, Grandma on wheels!	307982394	2001
Carlisle, Bob	Butterfly kisses	307988724	1997
Greenwald, Tom	My dog is better than your dog	9.78E+12	2015
Gergely, Tibor	Fire engine book	307020959	c1959.
Regan, Lisa	Science is awesome!: 101 incredible things ev	9.78E+12	c2016.
De Groat, Diane.	Roses are pink, your feet really stink	688136044	c1995.
Groom, Juliet.	Silent night	9.78E+12	c2010.
	Why why why can't penguins fly?.	1422215733	2009, c2006.
Birney, Betty.	Oh, bother! Someone's jealous!	307128202	c1994.
Fremont, Eleanor.	Pooh, just be nice-- and not too rough!	307100111	c1996.
Birney, Betty.	Oh, bother! someone's afraid of the dark	307128431	c1994.
Zoehfeld, Kathleen Weidner.	Pooh plays doctor	786831243	c1997.
Birney, Betty.	Oh, bother!, somebody's grumpy!	307126676	c1992.
Piper, Watty	The little engine that could and the snowy, bl	448418509	c1998.

Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Bank Account: GFNB AP

Warrant: 0053-PR 25 6/11/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
CSEA Inc.							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002790]	G/L Acct: TA024.00	CSEA Dues	06/11/2020	2,090.14	2,090.14		
Check total for 000209-CSEA Inc. (**Fiscal Year Paid to Date 44,867.29)							
New York State Teach Ret Sys							
Invoice: 5/1-5/31/2020 TRS Loan MAY 2020[AP ID# 002782]	G/L Acct: TA027.00	Teachers' Retirement Loan	06/11/2020	3,677.00	3,677.00		
Check total for 000600-New York State Teach Ret Sys (**Fiscal Year Paid to Date 30,357.14)							
NYS Higher Education Services Corp							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002788]	G/L Acct: TA023.00	Income Executions	06/11/2020	1,168.75	1,168.75		
Check total for 001057-NYS Higher Education Services Corp (**Fiscal Year Paid to Date 6,109.47)							
NYSUT Benefit Trust							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002791]	G/L Acct: TA020.0B	NYSUT Benefit Trust	06/11/2020	324.21	324.21		
Check total for 000845-NYSUT Benefit Trust (**Fiscal Year Paid to Date 6,445.38)							
Office of the Sheriff Saratoga County							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002789]	G/L Acct: TA023.00	Income Executions	06/11/2020	189.32	189.32		
Check total for 001245-Office of the Sheriff Saratoga County (**Fiscal Year Paid to Date 1,781.58)							
People							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002792]	G/L Acct: TA024.00	CSEA Dues	06/11/2020	4.77	4.77		

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0053-PR 25 6/11/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Check total for 001870-People (**Fiscal Year Paid to Date 233.66)							
Preferred Group Plans, Inc.							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002786]	G/L Acct: TA020.0A	Preferred Health Flex	06/11/2020	150.00	150.00	023895	6/11/2020
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002787]	G/L Acct: TA020.0A	Preferred Health Flex	06/11/2020	680.00	680.00		
Check total for 000700-Preferred Group Plans, Inc. (**Fiscal Year Paid to Date 17,862.00)							
NYS & Local Employee Ret. Sys.							
Invoice: 5/1-5/31/2020 MAY 2020 NYSLR Report[AP ID# 002778]	G/L Acct: TA018.00	ERS	06/09/2020	34.22	34.22	2024ERS5	6/9/2020
Check total for 000621-NYS & Local Employee Ret. Sys. (**Fiscal Year Paid to Date 37,286.99)							
NYS & Local Employee Ret. Sys.							
Invoice: 5/1-5/31/2020 MAY 2020 NYSLR Report[AP ID# 002779]	G/L Acct: TA018.00	ERS	06/09/2020	1,908.16	1,908.16	2024ERS6	6/9/2020
Check total for 000621-NYS & Local Employee Ret. Sys. (**Fiscal Year Paid to Date 37,286.99)							
NYS & Local Employee Ret. Sys.							
Invoice: 5/1-5/31/2020 MAY 2020 NYSLR Report[AP ID# 002780]	G/L Acct: TA018.00	ERS	06/09/2020	150.00	150.00		
Check total for 000621-NYS & Local Employee Ret. Sys. (**Fiscal Year Paid to Date 37,286.99)							
NYS & Local Employee Ret. Sys.							
Invoice: 5/1-5/31/2020 MAY 2020 NYSLR Report[AP ID# 002781]	G/L Acct: TA018.00	ERS	06/09/2020	1,138.00	1,138.00	2024ERSARR	6/9/2020
Check total for 000621-NYS & Local Employee Ret. Sys. (**Fiscal Year Paid to Date 37,286.99)							

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0053-PR 25 6/11/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002794]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	300.00	300.00		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002795]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	4,245.36	4,245.36		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
EFTPS Enrollment Processing							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002783]							
	G/L Acct: TA022.00	Federal Income Tax	06/11/2020	136,904.60	136,904.60		
Check total for 001010-EFTPS Enrollment Processing (**Fiscal Year Paid to Date 2,297,331.84)							
EFTPS Enrollment Processing							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002784]							
	G/L Acct: TA026.00	Social Security Tax	06/11/2020	143,038.84	143,038.84		
Check total for 001010-EFTPS Enrollment Processing (**Fiscal Year Paid to Date 2,297,331.84)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002796]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	2,040.00	2,040.00		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002797]							
				2,070.00	2,040.00		

FinCap Ver. 20.06.15.2010 ** Vendor fiscal year to date amounts include payments on this warrant. Totals exclude expenses for prior year payables.

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0053-PR 25 6/11/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
NYS Tax Department							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002793]							
	G/L Acct: TA021.00	New York State Income Tax	06/11/2020	56,632.39	56,632.39		
Check total for 001027-NYS Tax Department (**Fiscal Year Paid to Date 397,425.80)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002802]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	100.00	100.00		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002803]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	600.00	600.00		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002804]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	250.00	250.00		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002805]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	700.00	700.00		
Check total for 000651-The Omni Group (**Fiscal Year Paid to Date 224,612.74)							
The Omni Group							
Invoice: 06/11/2020 PR 25 6/11/2020[AP ID# 002806]							
	G/L Acct: TA029.00	Tax Sheltered Annuities	06/11/2020	5,845.00	5,845.00		

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020

Bank Account: GFNB AP
Warrant: 0053-PR 25 6/11/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Check total for 000651-The Omni Group							
		(**Fiscal Year Paid to Date 224,612.74)			5,845.00	E	2025VOYA 6/11/2020
AFLAC	Invoice: 467513 MAY ACC MAY 2020 AFLAC ACCIDENT[AP ID# 002807]		06/15/2020	463.30	463.30		
	G/L Acct: TA020.0A	Preferred Health Flex					
Check total for 000028-AFLAC							
		(**Fiscal Year Paid to Date 18,667.07)			463.30	E	MAY20ACC 6/15/2020
AFLAC	Invoice: 467513 MAY CANCER MAY 2020 AFLAC CANCER[AP ID# 002808]		06/15/2020	818.66	818.66		
	G/L Acct: TA020.0A	Preferred Health Flex					
Check total for 000028-AFLAC							
		(**Fiscal Year Paid to Date 18,667.07)			818.66	E	MAY20CNCR 6/15/2020
AFLAC	Invoice: 467513 MAY DISAB MAY 2020 AFLAC DISABLITY[AP ID# 002810]		06/15/2020	573.37	573.37		
	G/L Acct: TA019.00	Disability Insurance					
Check total for 000028-AFLAC							
		(**Fiscal Year Paid to Date 18,667.07)			573.37	E	MAY20DISB 6/15/2020
AFLAC	Invoice: 467513 MAY HOSP MAY 2020 AFLAC HOSPITAL[AP ID# 002809]		06/15/2020	102.96	102.96		
	G/L Acct: TA019.00	Disability Insurance					
Check total for 000028-AFLAC							
		(**Fiscal Year Paid to Date 18,667.07)			102.96	E	MAY20HOSP 6/15/2020
AFLAC	Invoice: 467513 MAY SPEVNT MAY 2020 AFLAC SPEVNT[AP ID# 002811]		06/15/2020	20.59	20.59		
	G/L Acct: TA019.00	Disability Insurance					
Check total for 000028-AFLAC							
		(**Fiscal Year Paid to Date 18,667.07)			20.59	E	MAY20SPEVN 6/15/2020
Total for Bank Account: G NB Cash AP GFNB AP					400,622.02		

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020

Warrant: 0053-PR 25 6/11/2020

Selection Criteria	Payment Amt.	Check Date
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- Show check numbers
- Don't show address
- Don't show Non-PO Item Descriptions
- Show check dates
- Don't show voided notes
- Don't show page with voided items
- Sort by: Check
- Printed by Darcey Hastings

COPY

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020

Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
A. White & Son, Inc.							
Invoice: 518570 HS Maint. supplies[AP ID# 002813]							
20-00393	A-1621-450-06-0000	Maintenance Supplies HS	06/15/2020	16.66	16.66		
Invoice: 518657 HS Maint. supplies[AP ID# 002813]							
20-00393	A-1621-450-06-0000	Maintenance Supplies HS	06/15/2020	14.99	14.99		
Invoice: 518759 HS Maint. supplies[AP ID# 002813]							
20-00393	A-1621-450-06-0000	Maintenance Supplies HS	06/15/2020	4.99	4.99		
Check total for 000004-A. White & Son, Inc. (**Fiscal Year Paid to Date 942.44)							
36.64 C 023897 6/15/2020							
Ace Carting							
Invoice: 16038466 6/3/-6/30/20 ES[AP ID# 002814]							
20-00143	A-1620-408-00-0000	Water & Trash	06/15/2020	267.05	267.05		
Invoice: 16038468 6/3/-6/30/20 HS[AP ID# 002814]							
20-00143	A-1620-408-00-0000	Water & Trash	06/15/2020	267.05	267.05		COPY
Check total for 001875-Ace Carting (**Fiscal Year Paid to Date 11,149.25)							
534.10 C 023898 6/15/2020							
Barrier Free Elevators, Inc.							
Invoice: 20037 Qtrlyly Maint.[AP ID# 002815]							
20-00220	A-1620-409-00-0000	Permits & Inspections	06/15/2020	125.00	125.00		
Check total for 000079-Barrier Free Elevators, Inc. (**Fiscal Year Paid to Date 864.00)							
125.00 C 023899 6/15/2020							
Bartlett, Pontiff, Stewart & Rhodes, P.C							
Invoice: JUNE # 476 Legal Retainer June[AP ID# 002816]							
20-00211	A-1420-400-00-0000	Legal Counsel	06/15/2020	1,000.00	1,000.00		
Invoice: 1366593 5/1/-5/28/20 Other Legal Matters[AP ID# 002817]							
20-00212	A-1420-401-00-0000	Special Ed Litigation	06/15/2020	2,740.00	360.00		
20-00213	A-1420-400-00-0000	Legal Counsel	06/15/2020	2,740.00	2,380.00		
Subtotal for group							
2,740.00 2,740.00							
Check total for 001873-Bartlett, Pontiff, Stewart & Rhodes, P.C (**Fiscal Year Paid to Date 29,263.08)							
3,740.00 C 023900							

Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Bank Account: GFNB AP

Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number Check Date
CASDA						
Invoice: 1920-1063 5/2/-5/15/20[AP ID# 002818]						
20-00798	F-20SIG1-2110-400	Purchased Services	06/15/2020	1,740.00	1,740.00	023901 6/15/2020
Invoice: 1920-1074 5/16-5/29/20[AP ID# 002818]						
20-00798	F-20SIG1-2110-400	Purchased Services	06/15/2020	1,232.50	1,232.50	
Check total for 000159-CASDA (**Fiscal Year Paid to Date 17,301.25)						
Center for Disability Service Inc/Prospe						
Invoice: 9243667 6/1/-6/24/20[AP ID# 002819]						
20-00494	A-2250-472-00-0000	Tuition Private Schools	06/15/2020	14,651.70	14,651.70	023902 6/15/2020
Check total for 000713-Center for Disability Service Inc/Prospe (**Fiscal Year Paid to Date 197,863.80)						
CodeHS Inc.						
Invoice: 20269 2nd year agreement[AP ID# 002836]						
20-01103	A-2110-480-06-0000	Textbooks Jr/Sr HS	06/15/2020	2,400.00	2,400.00	023903 6/15/2020
Check total for 002042-CodeHS Inc. (**Fiscal Year Paid to Date 4,800.00)						
Curtis Lumber Co.						
Invoice: 2006-115751 HS tech supplies[AP ID# 002820]						
20-00507	A-2110-450-06-0016	Tech Supplies Jr/Sr HS	06/15/2020	346.28	346.28	023904 6/15/2020
Check total for 000213-Curtis Lumber Co. (**Fiscal Year Paid to Date 1,569.89)						
Michelle M. D'Angelico-Taylor						
Invoice: 4/23/-5/22/2020 Phone Reimb. 4/23/-5/22/2020[AP ID# 002834]						
20-00544	A-1310-400-00-0000	BO Contractual	06/15/2020	80.00	80.00	023905 6/15/2020
Check total for 002034-Michelle M. D'Angelico-Taylor (**Fiscal Year Paid to Date 1,240.60)						

Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Bank Account: GFNB AP

Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Deere Credit, Inc.							
Invoice: 2335776 JD WLD R 524KBT Lease payment[AP ID# 002847]							
20-01070	A-1620-404-00-0000	Rentals	06/15/2020	14,848.83	14,848.83		
Check total for 009432-Deere Credit, Inc. (**Fiscal Year Paid to Date 14,848.83)							
Earth Networks Inc.							
Invoice: WBB0041731 Earth Network STEM 2nd year Software[AP ID# 002838]							
20-01085	A-2110-400-04-0000	Elementary Contractual	06/15/2020	799.00	799.00		
Check total for 001432-Earth Networks Inc. (**Fiscal Year Paid to Date 799.00)							
Eastern							
Invoice: IN2182297 HS Printers[AP ID# 002839]							
20-01110	A-2110-200-06-0000	Equipment Jr/Sr HS	06/15/2020	1,080.40	1,080.40		COPY
Check total for 000258-Eastern (**Fiscal Year Paid to Date 1,080.40)							
Estate of Nick Picicchio							
Invoice: Refund of Health Ins. Nick Picicchio Health Ins. Refund[AP ID# 002858]							
	G/L Acct. TA020.0R	Retiree Health & Dental Insur	06/15/2020	50.01	50.01		
Check total for 002144-Estate of Nick Picicchio (**Fiscal Year Paid to Date 50.01)							
Falls Farm & Garden Equip							
Invoice: 590621 Maint. supplies[AP ID# 002821]							
20-00229	A-1621-450-00-0000	Maintenance Supplies DW	06/15/2020	116.26	116.26		
Check total for 000282-Falls Farm & Garden Equip (**Fiscal Year Paid to Date 3,167.17)							
George Weston Bakeries							
Invoice: 66412523553 677 bread[AP ID# 002840]							
20-00730	C-2860-451-00-0000	Food	06/15/2020	43.20	43.20		

Win/Can Ver. 20.06.15.2010 ** Vendor fiscal year to date amounts include payments on this warrant. Totals exclude expenses for prior year payables.

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Invoice: 66412523653 6/14 Bread[AP ID# 002840]							
20-00730	C-2860-451-00-0000	Food	06/15/2020	250.72	250.72		
Check total for 000326-George Weston Bakeries (**Fiscal Year Paid to Date 3,549.33)							
Brian E. Gereau							
Invoice: 4/21-5/20/20 4/21/-5/20/20 Phone[AP ID# 002822]							
20-00418	A-1620-430-00-0000	Telephone Services	06/15/2020	60.00	60.00		
Check total for 001748-Brian E. Gereau (**Fiscal Year Paid to Date 1,018.80)							
Glens Falls Produce Company							
Invoice: 172-023 5/4 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	887.35	887.35		
Invoice: 172-098 5/7 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	687.14	687.14		
Invoice: 172-155 5/11 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	975.64	975.64		
Invoice: 172-227 5/14 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	733.27	733.27		
Invoice: 172-291 5/18 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	1,156.37	1,156.37		
Invoice: 172-362 5/20 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	600.74	600.74		
Invoice: 172-440 5/26 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	907.55	907.55		
Invoice: 172-487 5/28 milk & produce[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	467.10	467.10		
Credit: 5443 Crate Credit 5/4[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-40.00	-40.00		

COPY

Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Bank Account: GFNB AP

Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Credit: 5636 Crate Credit 5/7[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-104.00	-104.00		
Credit: 5544 Crate Credit 5/14[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-106.00	-106.00		
Credit: 5612 Crate Credit 5/11[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-52.00	-52.00		
Credit: 5638 Crate Credit 5/18[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-64.00	-64.00		
Credit: 5656 Crate Credit 5/21[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-100.00	-100.00		
Credit: 5662 Crate Credit 5/26[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-66.00	-66.00		
Credit: 5670 Crate Credit 5/28[AP ID# 002841]							
20-00727	C-2860-451-00-0000	Food	06/15/2020	-94.00	-94.00		
Check total for 000341-Glens Falls Produce Company (**Fiscal Year Paid to Date 32,779.94)							
5,789.16 C 023913 6/15/2020							
Jillian Granger							
Invoice: Play Choreography Play Choreography[AP ID# 002842]							
20-01111	A-2850-400-06-0501	Drama Contractual	06/15/2020	400.00	400.00		
Check total for 002142-Jillian Granger (**Fiscal Year Paid to Date 400.00)							
400.00 C 023914 6/15/2020							
Hadley-Luzerne Yearbook Club							
Invoice: HS Yrbs 2019-20 BOE, SUPT, Sheriffs Office[AP ID# 002843]							
20-00684	A-1010-450-00-0000	BOE Materials & Supplies	06/15/2020	360.00	360.00		
Invoice: HS yearbook 19-20 ES principals yearbook[AP ID# 002844]							
20-01101	A-2020-450-04-0000	Principal Supplies ES	06/15/2020	48.00	48.00		
Check total for 000364-Hadley-Luzerne Yearbook Club (**Fiscal Year Paid to Date 408.00)							
408.00 C 023915 6/15/2020							

Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Bank Account: GFNB AP

Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Hill & Markes, Inc.							
Invoice: 2321154-00 Cafe 6/5/20 supplies[AP ID# 002845]							
20-00729	C-2860-450-00-0000	Supplies & Materials	06/15/2020	950.70	950.70		
Check total for 000383-Hill & Markes, Inc. (**Fiscal Year Paid to Date 14,355.56)							
Hillyard Floor Care Supply/NY							
Invoice: 603896263 ES custodial supplies[AP ID# 002846]							
20-01078	A-1620-450-04-0000	Custodial Supplies ES	06/15/2020	250.32	250.32		
Check total for 000387-Hillyard Floor Care Supply/NY (**Fiscal Year Paid to Date 6,056.14)							
Howell To Sports							
Invoice: 1 Windscreens[AP ID# 002867]							
20-01014	A-2855-200-00-0000	Equipment	06/15/2020	3,596.58	3,596.58		
Check total for 002134-Howell To Sports (**Fiscal Year Paid to Date 3,596.58)							
John Keal Music Co.							
Invoice: 1914774 Clarinet Vito[AP ID# 002823]							
20-00809	A-2110-400-04-0015	Music Repairs ES	06/15/2020	300.00	300.00		
20-00809	A-2110-450-04-0015	Music Supplies ES	06/15/2020	0.00	0.00		
Subtotal for group						300.00	
Check total for 000433-John Keal Music Co. (**Fiscal Year Paid to Date 2,606.76)							
Jostens							
Invoice: 24598284 Diplomas[AP ID# 002848]							
20-00889	A-1010-402-00-0000	Graduation Expenses	06/15/2020	143.36	143.36		
Invoice: 24633875 Diploma covers[AP ID# 002848]							
20-00889	A-1010-402-00-0000	Graduation Expenses	06/15/2020	327.71	327.71		
Check total for 000439-Jostens (**Fiscal Year Paid to Date 471.07)							

COPY

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Lowe's							
	Invoice: 706326 HS supplies 5/12[AP ID# 002824]			13.48			
	Invoice: 906273 ES supplies 4/28[AP ID# 002824]			7.70			
	Invoice: 906526 HS supplies 5/13[AP ID# 002824]			10.89			
	Invoice: 906776 HS supplies 5/4[AP ID# 002824]			50.63			
	Invoice: 907589 HS supplies 5/6[AP ID# 002824]			43.06			
	Invoice: 907598 HS supplies 4/29[AP ID# 002824]			78.61			
	Invoice: 907920 HS supplies 5/7[AP ID# 002824]			50.26			
	Invoice: 930652 HS supplies 5/20[AP ID# 002824]			368.51			
	20-00392 A-1621-450-00-0000	Maintenance Supplies DW	06/15/2020		368.51		
	20-00392 A-1621-450-04-0000	Maintenance Supplies ES	06/15/2020		7.70		
	20-00392 A-1621-450-06-0000	Maintenance Supplies HS	06/15/2020		246.93		
	Subtotal for group			623.14	623.14		
Check total for 000490-Lowe's				(**Fiscal Year Paid to Date 11,512.70)	623.14	C	023921 6/15/2020
Mahoney Notify-Plus, Inc.							
	Invoice: 0287890-IN June HS[AP ID# 002825]			243.50			
	20-00238 A-1620-402-00-0000	Safety & Security	06/15/2020		243.50		
	Invoice: 0287891-IN June ES[AP ID# 002825]			38.50			
	20-00238 A-1620-402-00-0000	Safety & Security	06/15/2020		38.50		
Check total for 000496-Mahoney Notify-Plus, Inc.				(**Fiscal Year Paid to Date 13,711.76)	282.00	C	023922 6/15/2020
Robert P. Mark							
	Invoice: 4/13/-5/12/20 May phone 4/13/-5/12/20[AP ID# 002826]			80.00			
	20-00342 A-2250-400-00-0000	SPED Contractual	06/15/2020		80.00		
	Invoice: mileage May 2020 may meeting mileage[AP ID# 002827]			9.20			
	A-2250-400-00-0000	SPED Contractual	06/15/2020		9.20		
Check total for 002021-Robert P. Mark				(**Fiscal Year Paid to Date 3,127.82)	89.20	C	023923 6/15/2020

WinCap Ver. 20.06.15.2010 ** Vendor fiscal year to date amounts include payments on this warrant. Totals exclude expenses for prior year payables.

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Martin Aimee							
Invoice: 5/20 5/4/-5/27/20[AP ID# 002828]							
20-00426	A-2250-400-00-0000	SPED Contractual	06/15/2020	984.00	984.00		
Check total for 001719-Martin Aimee (**Fiscal Year Paid to Date 10,802.00)							
Master Teacher, The							
Invoice: 116776566 EE awards[AP ID# 002849]							
20-00693	A-1010-450-00-0000	BOE Materials & Supplies	06/15/2020	1,115.00	1,115.00		
Check total for 000513-Master Teacher, The (**Fiscal Year Paid to Date 1,115.00)							
McBain Electric Inc.							
Invoice: 20C044 New Receiving Bell/ES Cafe[AP ID# 002850]							
20-01071	A-1620-401-00-0000	Repairs	06/15/2020	1,270.57	1,270.57		
Check total for 001932-McBain Electric Inc. (**Fiscal Year Paid to Date 9,495.69)							
Meme's Country Florist							
Invoice: 6/5/2020 NJHS NJHS flowers & bows for awards[AP ID# 002851]							
20-01079	A-2810-450-06-0000	Guidance Supplies HS	06/15/2020	123.50	123.50		
Check total for 000537-Meme's Country Florist (**Fiscal Year Paid to Date 695.50)							
Jovanni Mosca							
Invoice: Play lighting Play Lighting[AP ID# 002852]							
20-00966	A-2850-400-06-0501	Drama Contractual	06/15/2020	320.00	320.00		
Check total for 001841-Jovanni Mosca (**Fiscal Year Paid to Date 320.00)							
Margaret A. Nelson							
Invoice: Proctors Play fees Proctors Play fees[AP ID# 002853]							
	A-2110-400-04-0000	Elementary Contractual	06/15/2020	8.00	8.00		

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Invoice: Rapunzel Hair play ES Play Rapunzel supplies[AP ID# 002854]							
A-2110-400-04-0000	Elementary Contractual	06/15/2020	62.56	62.56			
Invoice: Uninvited Ticket Reimb. 10/18 Town Theatre Group ticket reimb.[AP ID# 002855]							
A-2110-400-06-0000	Jr/Sr HS Contractual	06/15/2020	12.00	12.00			
Invoice: HS Play Items reimb. HSPlay Costume, Set Props Reimb.[AP ID# 002856]							
A-2850-450-06-0501	Drama Supplies	06/15/2020	283.86	283.86			
Check total for 002713-Margaret A. Nelson (**Fiscal Year Paid to Date 396.02)							
North Country Pest Control							
Invoice: 3231 May Traps[AP ID# 002829]							
20-00381	A-1620-400-00-0000	Misc Contractual	06/15/2020	60.00	60.00		
Check total for 001662-North Country Pest Control (**Fiscal Year Paid to Date 1,155.00)							
Our Town Theater Group							
Invoice: HS Play Costume rental HS Play Costume Rental[AP ID# 002857]							
A-2850-450-06-0501	Drama Supplies	06/15/2020	50.00	50.00			
Check total for 002020-Our Town Theater Group (**Fiscal Year Paid to Date 50.00)							
Burgess N. Ovitt							
Invoice: 5/26-6/25/20 May phone 5/25-6/25/20[AP ID# 002830]							
20-00162	A-2020-400-06-0000	Principal Contractual HS	06/15/2020	76.22	76.22		
Check total for 001652-Burgess N. Ovitt (**Fiscal Year Paid to Date 915.43)							
Pitney Bowes Global Financial Services L							
Invoice: 3311308839 mail machine lease 3/30-6/29/2020[AP ID# 002831]							
20-00369	A-1670-400-00-0000	Mail Expenses	06/15/2020	887.58	887.58		
Check total for 000683-Pitney Bowes Global Financial Services L (**Fiscal Year Paid to Date 3,867.60)							

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020

Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number Check Date
Maya Puchkoff						
Invoice: Play set supplies reimb HS Play Set Materials Reimb.[AP ID# 002859]						
	A-2850-450-06-0501	Drama Supplies	06/15/2020	52.50	52.50	023934 6/15/2020
Check total for 001031-Maya Puchkoff (**Fiscal Year Paid to Date 52.50)						
Mark Rogers						
Invoice: Play Sound Tech HS play Sound Tech[AP ID# 002860]						
20-00974	A-2850-400-06-0501	Drama Contractual	06/15/2020	500.00	500.00	023935 6/15/2020
Check total for 000754-Mark Rogers (**Fiscal Year Paid to Date 500.00)						
SHC Services Inc.						
Invoice: 427165 5/18-5/22/20[AP ID# 002833]						
20-00533	A-2250-400-00-0000	SPED Contractual	06/15/2020	3,193.00	3,193.00	COPY
Invoice: 429492 5/26-5/29/20[AP ID# 002833]						
20-00533	A-2250-400-00-0000	SPED Contractual	06/15/2020	2,852.00	2,852.00	
Check total for 000879-SHC Services Inc. (**Fiscal Year Paid to Date 114,292.00)						
Sports Journal Photos						
Invoice: 25991 Joe Hanlon EE award Plaque[AP ID# 002837]						
20-00686	A-1010-401-00-0000	Miscellaneous	06/15/2020	25.00	25.00	023937 6/15/2020
Check total for 000856-Sports Journal Photos (**Fiscal Year Paid to Date 1,480.00)						
Staples						
Invoice: 3447410662 Ballot clips[AP ID# 002861]						
20-01075	A-1060-450-00-0000	Election Supplies	06/15/2020	92.70	92.70	023938 6/15/2020
Check total for 000861-Staples (**Fiscal Year Paid to Date 12,898.82)						
State Chemical Solutions						

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
Invoice: 901523670 ES custodial supplies[AP ID# 002862]							
20-01077	A-1620-450-04-0000	Custodial Supplies ES	06/15/2020	538.16	538.16		
Check total for 001746-State Chemical Solutions (**Fiscal Year Paid to Date 3,495.05)							
Swish White River Ltd.							
Invoice: N121038 ES Custodial Supplies Partial order[AP ID# 002863]							
20-01043	A-1620-450-04-0000	Custodial Supplies ES	06/15/2020	662.48	662.48		
Check total for 000886-Swish White River Ltd. (**Fiscal Year Paid to Date 662.48)							
Emily G. Szelest							
Invoice: Proctors Play Reimb. Entry fee for Play ticket[AP ID# 002864]							
	A-2110-400-04-0000	Elementary Contractual	06/15/2020	8.00	8.00		
Check total for 001998-Emily G. Szelest (**Fiscal Year Paid to Date 88.00)							
Taylor Welding Supply Co							
Invoice: 00770199 may lease[AP ID# 002835]							
20-00372	A-1620-420-04-0000	Heating ES	06/15/2020	43.34	6.05		
20-00372	A-2110-400-06-0000	Jr/Sr HS Contractual	06/15/2020		18.14		
20-00372	A-5510-400-00-0000	Trans Contractual	06/15/2020		19.15		
Subtotal for group							
				43.34	43.34		
Check total for 000891-Taylor Welding Supply Co (**Fiscal Year Paid to Date 1,402.58)							
The Post-Star							
Invoice: 95039 Budget Vote notification[AP ID# 002832]							
20-00484	A-1010-400-00-0000	BOE Contractual	06/15/2020	178.90	178.90		
Check total for 000696-The Post-Star (**Fiscal Year Paid to Date 400.20)							
Gary A. Wilson							
Invoice: AD mileage 35/-5/22/20 AD mileage 35/-5/22/20[AP ID# 002865]							
				171.70			

WizCap Ver: 20.06.15.2010 *** Vendor fiscal year to date amounts include payments on this warrant. Totals exclude expenses for prior year payables.

Hadley-Luzerne Central School District

Warrant Report
Fiscal Year: 2020
Bank Account: GFNB AP
Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
	A-2855-400-00-0000	Athletics Contractual	06/15/2020		171.70		
Check total for 001052-Gary A. Wilson (**Fiscal Year Paid to Date 1,199.80)							
WSWHE BOCES							
Invoice: C0484-20 Model Schools Sub. Reimb.[AP ID# 002866]							
20-01095	A-2070-490-00-0000	BOCES Services	06/15/2020	3,500.00	3,500.00		
Check total for 000999-WSWHE BOCES (**Fiscal Year Paid to Date 1,889,961.23)							
Chase Manhattan Bank, N.A. The							
Invoice: 6/15 BOND Principal 6/15 BOND Principal[AP ID# 002812]							
Invoice: 6/15/ BOND Interest 6/15 BOND Interest[AP ID# 002812]							
20-00385	A-9711-600-00-0000	Principal-Serial Bonds	06/15/2020	155,000.00	155,000.00		
20-00385	A-9711-700-00-0000	Interest-Serial Bonds	06/15/2020	22,946.88	22,946.88		
Subtotal for group				177,946.88	177,946.88		
Check total for 000177-Chase Manhattan Bank, N.A. The (**Fiscal Year Paid to Date 9,490,027.09)							
				177,946.88	E	61520BOND	6/15/2020
Total for Bank Account: G NB Cash AP GFNB AP					250,312.76		

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Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Warrant: 0054-AP 6/15/2020

P.O. Number	Account	Description	Trans/Payment	Invoice Amt. For This Check	Payment Amt.	Check Number	Check Date
		Total for assigned computer checks			72,365.88		
		Total for unassigned payments			0.00		
		Total for manual checks			0.00		
		Total for electronic transfers (manual)			177,946.88		
		Certified warrant amount			250,312.76		
		Total of credits associated with cash replacement checks issued			0.00		
		Total for Warrant Report			250,312.76		
		Net Disbursement by Fund - All Payments					

Fund Summary	Computer Checks	Cash Replacement	EFT's	Transactions	
A					\$ 240,286.47
C					7,053.78
F					2,972.50
TA					50.01
Total for All Funds					\$ 250,312.76
Bank Account Summary	49 Checks (023897-023945)	0	1	56	\$ 250,312.76
GFNB AP					

I hereby certify that I have audited the claims for the 49 checks and 1 electronic disbursements above, in the total amount of \$ 250,312.76. 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.

JUNE 16 2020 MARILYN S. D'ALBUI 6/17/2020
 Date Claims Auditor Date

Michelle Ruggieri
 SBO Signature

Hadley-Luzerne Central School District

Warrant Report

Fiscal Year: 2020

Warrant: 0054-AP 6/15/2020

Payment Amt. Check Date

Selection Criteria

- Show check numbers
 - Don't show address
 - Don't show Non-PO Item Descriptions
 - Show check dates
 - Don't show voided notes
 - Don't show page with voided items
 - Sort by: Check
- Printed by Darcey Hastings

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Cornell Office &
Rural School Program
Cornell University
Warren Hall 275 Flex
Ithaca, NY 14853
Office: 607-255-8709
Fax: 607-254-2896



Latham Office
24 Century Hill Drive,
Suite 200-A
Latham, NY 12110
dal295@cornell.edu
Tel: 518-250-5710
Cell: 518-888-4598

Annual Dues Invoice: # 2021261

To:
Hadley-Luzerne Central School District
Beecher Baker, Superintendent of Schools
27 Hyland Drive
Lake Luzerne, NY 12846

For: July 1, 2020 – June 30, 2021 Rural Schools Association Annual Membership...
\$750.00

Please return this form with your payment.

Annual Dues Invoice: #2021261

Dues Amount \$ 750.00

From:
Hadley-Luzerne Central School District
Beecher Baker, Superintendent of Schools
27 Hyland Drive
Lake Luzerne, NY 12846

_____ Authorization signature for Rural Schools Association
services provided to district.

Please make checks payable to **Rural Schools Association**. Thank you!

**Return to: Rural Schools Association
Warren Hall 275 Flex
Cornell University
Ithaca, NY 14853**



Communities Committed to Educational Excellence

Cornell **CALS**
College of Agriculture and Life Sciences

