

Regular meeting of the  
**Oneida City School District**  
**Board of Education**

November 10, 2020  
at the Willard Prior Elementary School



**District Mission:** To educate, inspire and empower.  
**District Vision:** Students reaching their fullest potential.

**Agenda**

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Public Forum (20 Minutes)**
- IV. Presentation**
  - a. Athletic Reopening
- V. Consent Agenda**
  - a. Meeting Minutes
    - i. October 13, 2020 Regular Meeting
  - b. Special Education
    - i. Committee on Special Education
    - ii. 504 Committee
    - iii. Committee on Preschool Special Education
- VI. Finance**
  - a. Financial Reports
  - b. Quarterly Appropriation Status Report
  - c. Appropriation Transfers
- VII. Resolutions**
  - a. Personnel
  - b. NYSPHSAA Section III Combining Contract
  - c. Resolution Appointing Election Inspectors
  - d. 2021-2022 Budget Timeline
  - e. Textbook for Approval: Exploring Microsoft Office Excel 2019 Comprehensive
  - f. Textbook for Approval: I'm Not Dying With You Tonight
  - g. Textbook for Approval: Patron Saints of Nothing
  - h. Textbook for Approval: Clap When You Land
  - i. Textbook for Approval: American Street
  - j. Extra Classroom Activity Fund Corrective Action Plan

- k. Excessing of School Buses
- l. Donation to Seneca Street Elementary 3<sup>rd</sup> Grade Classrooms
- m. Donation to Seneca Street Elementary
- n. Records Retention
- o. State Comptroller Audit Corrective Action Plan
- p. Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity
- q. Electricity Cooperative Energy Purchasing Service Billing Schedule and Agreement (Joinder)
- r. Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Natural Gas
- s. Natural Gas Cooperative Energy Purchasing Service Billing Schedule and Agreement (Joinder)
- t. Rescind OCSD Data Processor I position
- u. Creation of OCSD Civil Service positions
- v. Project Account Expenditure
- w. Excessing of Maintenance Equipment
- x. Donation to Oneida City School District
- y. Policies for Review

**VIII. Communications**

- a. Committee Chair Reports
- b. BOE President Report
- c. Superintendent Report
- d. Assistant Superintendent for Finance Report

**IX. Executive Session**

The Employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**X. Adjournment**

## Upcoming Events:

### Wednesday, November 18

- ✦ BOE Finance & Facility Committee Mtg
- ✦ BOE Governance Committee Mtg

5:00 PM at Administrative Offices

6:00 PM at Administrative Offices

### Tuesday, December 8

- ✦ BOE CIT Committee Meeting
- ✦ Board of Education Meeting

4:30 PM at Durhamville Elementary School

6:00 PM at Durhamville Elementary School

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: CONSENT ITEMS**  
**DATE: NOVEMBER 10, 2020**

The following consent items are submitted for your approval:

- Meeting Minutes
  - i. October 13, 2020 Regular Meeting
- Special Education
  - ii. Committee on Special Education
  - iii. 504 Committee
  - iv. Committee on Preschool Special Education

**RECOMMENDED ACTION**

**Motion to approve consent items as submitted for November 10, 2020.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

**REGULAR MEETING OF THE  
ONEIDA CITY SCHOOL DISTRICT'S  
BOARD OF EDUCATION**

October 13, 2020  
6:00 PM at Otto Shortell Middle School

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**MEMBERS PRESENT:**

Mr. Robert Group, President  
Mr. James Maio, Vice President  
Ms. Melinda Bowe  
Ms. Heather Denby  
Mr. Martin Kelly  
Mr. Brad Myatt  
Ms. Jennifer Parker

**MEMBERS ABSENT:**

**ADMINISTRATORS PRESENT:**

Ms. Mary-Margaret Zehr, Superintendent  
Mr. James Rowley, Assistant Superintendent for  
Finance and Clerk of the Board

**SPECTATORS PRESENT:**

J. Poyer, G. Brauner, M. Larson, Teachers, parents  
and students

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The regular meeting of the Oneida City School District's Board of Education for October 13, 2020 was called to order by President Mr. Robert Group at 6:03 PM. The Pledge of Allegiance was said and Ms. Larson introduced Ms. Martin-Pearson and Ms. Kelly who updated the Board on Home & Careers and Social Studies at the middle school. Eight speakers spoke on sports and extra-curricular activities. President Group referred to the agenda.

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**CONSENT ITEMS**

**MOVED BY Denby, SECONDED BY Parker,** to approve the consent items for the October 13, 2020 Board of Education Meeting as submitted.

**VOTE ON THE MOTION      AYES 7 NAYS 0**  
**MOTION CARRIED**

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**Consent Items**

**ACTION NO. 84**

**AUDIT REPORT – D'ARCANGELO**

**MOVED BY Kelly, SECONDED BY Maio,** to approve the Audit Report from D'Arcangelo for the 2019-2020 school year as submitted.

**VOTE ON THE MOTION      AYES 7 NAYS 0**  
**MOTION CARRIED**

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**Audit Report –  
D'Arcangelo**

**ACTION NO. 85**

**FINANCE**

**MOVED BY Denby, SECONDED BY Myatt,** to approve the financial reports for the October 13, 2020 Board of Education Meeting as submitted.

**VOTE ON THE MOTION      AYES 7 NAYS 0**  
**MOTION CARRIED**

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**Finance**

**ACTION NO. 86**





**TEXTBOOK FOR REVIEW – I'M NOT DYING WITH YOU TONIGHT**

**Textbook for Review**  
NO ACTION

The high school textbook I'm Not Dying With You Tonight was presented for Board review only with approval at a future Board of Education Meeting.

FOR REVIEW ONLY

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**TEXTBOOK FOR REVIEW – PATRON SAINTS OF NOTHING**

**Textbook for Review**  
NO ACTION

The high school textbook Patron Saints of Nothing was presented for Board review only with approval at a future Board of Education Meeting.

FOR REVIEW ONLY

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**TEXTBOOK FOR REVIEW – CLAP WHEN YOU LAND**

**Textbook for Review**  
NO ACTION

The high school textbook Clap When You Land was presented for Board review only with approval at a future Board of Education Meeting.

FOR REVIEW ONLY

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**TEXTBOOK FOR REVIEW – AMERICAN STREET**

**Textbook for Review**  
NO ACTION

The high school textbook American Street was presented for Board review only with approval at a future Board of Education Meeting.

FOR REVIEW ONLY

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**COMMITTEE CHAIR REPORTS**

The Committee Chair Audit, Curriculum, Instruction & Technology, Finance & Facility, and Governance Reports were presented.

**Committee Chair Reports**  
NO ACTION

FOR INFORMATION ONLY

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**BOE PRESIDENT REPORT**

Mr. Robert Group presented his BOE President Report.

**BOE President Report**  
NO ACTION

FOR INFORMATION ONLY

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**DISCUSSION – BOE RETREAT**

Discussion regarding BOE Retreat.

**Discussion Item**  
NO ACTION

FOR DISCUSSION ONLY

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BOE Retreat



**DISCUSSION – BUILDING PROJECT**

Discussion regarding Building Project.

**FOR DISCUSSION ONLY**

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**Discussion Item**

**NO ACTION**

Building Project

**DISCUSSION – LEGAL SERVICES**

Discussion regarding legal services.

**FOR DISCUSSION ONLY**

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**Discussion Item**

**NO ACTION**

Legal Services

**DISCUSSION – TECHNOLOGY SUPPORT**

Discussion regarding technology support.

**FOR DISCUSSION ONLY**

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**Discussion Item**

**NO ACTION**

Technology support

**RESOLUTION OF NECESSITY**

**MOVED BY Kelly, SECONDED BY Maio**, to approve the Resolution of Necessity as submitted.

**VOTE ON THE MOTION            AYES 7 NAYS 0**  
**MOTION CARRIED**

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**Resolution of Necessity**

**ACTION NO. 98**

Capital Project

**RESOLUTION TO HOLD REFERENDUM**

**MOVED BY Denby, SECONDED BY Myatt**, to approve the Resolution to Hold Referendum as submitted.

**VOTE ON THE MOTION            AYES 7 NAYS 0**  
**MOTION CARRIED**

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**Resolution to Hold Referendum**

**ACTION NO. 99**

Capital Project

**BOND RESOLUTION AND REFERENDUM PROCEEDINGS**

**MOVED BY Parker, SECONDED BY Bowe**, to approve the Bond Resolution and Referendum Proceedings as submitted.

**VOTE ON THE MOTION            AYES 7 NAYS 0**  
**MOTION CARRIED**

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**Bond Resolution and Referendum**

**Proceedings**  
**ACTION NO. 100**

Capital Project

**NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT – ELEMENTARY SCHOOLS**

**MOVED BY Maio, SECONDED BY Kelly**, to approve the New York State Environmental Quality Review Act for the Durhamville, North Broad, Seneca Street and Willard Prior Elementary Schools as submitted.

**VOTE ON THE MOTION            AYES 7 NAYS 0**  
**MOTION CARRIED**

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**NYS Environmental Quality Review Act – Elementary Schools**

**ACTION NO. 101**



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: FINANCIAL REPORTS**  
**DATE: NOVEMBER 10, 2020**

Financial reports for the month of September 2020:

General Fund Revenue Report  
Treasurer's Report  
OHS Classroom Activity Funds  
OSMS Student Activity Accounts

**RECOMMENDED ACTION**

**Motion to approve the financial reports as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

# ONEIDA CITY SCHOOL DISTRICT

## TREASURER'S REPORT - GENERAL FUND

Cash Per Books:	<b>September 1, 2020</b>	\$	<u>5,837,433.47</u>	
Cash receipts - State/BOCES Aid			<u>3,656,716.87</u>	
- Other			<u>10,448,713.94</u>	
Receipts and Cash Balance			<u>19,942,864.28</u>	
Cash Disbursements		(	<u>3,657,679.96</u>	)
<b>Cash Per Books:</b>	<b>September 30, 2020</b>	<b>\$</b>		<b><u>16,285,184.32</u></b>

### BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>128,284.83</u>	
	CD/Savings		<u>16,217,800.61</u>	
	subtotal		<u>16,346,085.44</u>	
<b>Less:</b>				
Outstanding Checks:		(	<u>60,901.12</u>	)
<b>Reconciled Balance:</b>	<b>September 30, 2020</b>	<b>\$</b>		<b><u>16,285,184.32</u></b>

**TREASURER'S REPORT - SCHOOL LUNCH FUND**

Cash Per Books:	September 1, 2020	\$	<u>72,239.93</u>	
Cash receipts:			<u>20,317.86</u>	
Receipts and Cash Balance			<u>92,557.79</u>	
Cash Disbursements		(	<u>36,508.50</u>	)
<b>Cash Per Books:</b>	<b>September 30, 2020</b>	<b>\$</b>		<b><u><u>56,049.29</u></u></b>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>56,049.29</u>	
<b>Less:</b>				
Outstanding Checks		(	<u>0.00</u>	)
<b>Add:</b>				
Lunch deposits			0.00	
MSB In-Transit			0.00	
Heartland In-Transit			<u>0.00</u>	
<b>Reconciled Balance:</b>	<b>September 30, 2020</b>	<b>\$</b>		<b><u><u>56,049.29</u></u></b>

**TREASURER'S REPORT - SPECIAL AID FUND**

Cash Per Books:	September 1, 2020	\$	<u>193,805.13</u>	
Cash receipts:			<u>0.92</u>	
Receipts and Cash Balance			<u>193,806.05</u>	
Cash Disbursements		(	<u>192,558.02</u>	)
<b>Cash Per Books:</b>	<b>September 30, 2020</b>	<b>\$</b>		<b><u><u>1,248.03</u></u></b>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$	<u>1,248.03</u>	
	subtotal		<u>1,248.03</u>	
<b>Less:</b>				
Outstanding Checks		(	<u>0.00</u>	)
<b>Reconciled Balance:</b>	<b>September 30, 2020</b>	<b>\$</b>		<b><u><u>1,248.03</u></u></b>

**TREASURER'S REPORT - CAPITAL FUND**

<b>Cash Per Books: September 1, 2020</b>		\$ <u>1,044,913.96</u>	
Cash receipts:		<u>11.74</u>	
Receipts and Cash Balance		\$ <u>1,044,925.70</u>	
Cash Disbursements		<u>( 0.00 )</u>	
<b>Cash Per Books: September 30, 2020</b>			\$ <u><u>1,044,925.70</u></u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$ <u>851,870.95</u>	
	CD/Savings	<u>193,054.75</u>	
	Subtotal	\$ <u>1,044,925.70</u>	
Less:			
Outstanding Checks		<u>( 0.00 )</u>	
<b>Reconciled Balance:</b>	<b>September 30, 2020</b>		\$ <u><u>1,044,925.70</u></u>

**TREASURER'S REPORT - TRUST AND AGENCY/SCHOLARSHIP FUNDS**

<b>Cash Per Books: September 1, 2020</b>		\$ <u>695,393.67</u>	
Cash receipts:		2,514,954.95	
Receipts and Cash Balance		\$ <u>3,210,348.62</u>	
Cash Disbursements		<u>( 2,555,408.64 )</u>	
<b>Cash Per Books: September 30, 2020</b>			\$ <u><u>654,939.98</u></u>

BANK RECONCILIATION

Balance as Per Statement:	Checking	\$ <u>596,995.09</u>	
	Payroll Checking	<u>4,862.36</u>	
	Scholarship Savings	<u>62,158.30</u>	
	Subtotal	\$ <u>664,015.75</u>	
<b>Plus:</b>			
ERS - 3 employees that had ERS issues		<u>226.37</u>	
<b>Less:</b>			
Outstanding Checks: Trust & Agency		<u>( 4,678.43 )</u>	
Payroll		<u>( 4,004.68 )</u>	
Payroll (ERS wires less than was posted to nVision)		<u>( 619.03 )</u>	
<b>Reconciled Balance:</b>	<b>September 30, 2020</b>		\$ <u><u>654,939.98</u></u>

# ONEIDA CITY SCHOOL DISTRICT - GENERAL FUND REVENUE REPORT

Month Ending September 30, 2020

		<u>Budgeted Revenues</u>	<u>Revenues Received</u>	<u>Balance Unearned</u>
A1001	Real Property Tax	\$ 15,252,094.00	\$ 10,357,088.68	\$ 4,895,005.32
A1081	Payments in Lieu of Taxes	132,440.00	0.00	132,440.00
A1085	School Tax Relief Reimbursement	2,870,700.00	0.00	2,870,700.00
A1090	Interest & Penalties on Taxes	70,000.00	3,955.90	66,044.10
A1310	Day School Tuition (Includes Foster)	0.00	0.00	0.00
A1330	Textbook Charges from Individuals	300.00	0.00	300.00
A1410	Admissions	15,000.00	0.00	15,000.00
A1489	Other Charges/Services	0.00	0.00	0.00
A2280	Health Services-Other Districts	25,000.00	0.00	25,000.00
A2308	Transportation-BOCES	0.00	0.00	0.00
A2401.A	Interest and Earnings	4,000.00	1,467.39	2,532.61
A2410	Rental of Property	11,000.00	0.00	11,000.00
A2413	Rental of Property-BOCES	76,000.00	0.00	76,000.00
A2414	Rental of Buses	12,000.00	0.00	12,000.00
A2450	Commissions	0.00	17.60	(17.60)
A2650	Sale of Scrap and Excess	0.00	0.00	0.00
A2655	Minor Sales/Machine	0.00	0.00	0.00
A2660	Sale of Real Property	0.00	0.00	0.00
A2665	Sale of Equipment	3,500.00	0.00	3,500.00
A2666	Sale of Transportation Equipment	0.00	0.00	0.00
A2670-2	Sale of Instr. Supplies	0.00	0.00	0.00
A2680	Insurance Recoveries	0.00	0.00	0.00
A2690	Other Compensation for Loss	0.00	5.00	(5.00)
A2700	Reimb. Medicare Part D Expenditures	150,000.00	0.00	150,000.00
A2701	Refund-Prior Yrs. Expenditures/BOCES aided	150,000.00	0.00	150,000.00
A2703	Refund-Prior Yrs. Expenditures	100,000.00	42,719.09	57,280.91
A2705	Gifts and Donations	0.00	0.00	0.00
A2707	Special Program Revenue	0.00	0.00	0.00
A2725	VLT/Tribal Compact Monies	0.00	0.00	0.00
A2770	Miscellaneous Revenues	100,000.00	7.01	99,992.99
A3089	Star Program/Reimbursement/Admin.	0.00	0.00	0.00
A3101.A	Basic Aid & Building	16,358,207.00	9,028.00	16,349,179.00
A3101.E	Excess Cost Aid	2,674,279.00	0.00	2,674,279.00
A3102	Lottery Aid	2,604,567.00	2,785,281.43	(180,714.43)
A3103	BOCES	2,334,376.00	0.00	2,334,376.00
A3104	Tuition Aid/Students w/Disabilities	0.00	0.00	0.00
A3260	Textbooks	114,546.00	29,670.00	84,876.00
A3262	Computer Software Aid	70,011.00	0.00	70,011.00
A3263	Library Loan Program	12,858.00	0.00	12,858.00
A3289.A	Other State Aid-Incar. Youth	50,000.00	0.00	50,000.00
A3289	Other State Aid	0.00	0.00	0.00
A4286	Federal Aid - CARES Act Education Stabilization Fund	837,525.00	0.00	837,525.00
A4601	Medicaid Assistance	115,000.00	5,314.70	109,685.30
A5031	Interfund Transfers - Other than Debt	0.00	0.00	0.00
A5031.E	Transfers From Debt Service Fund	50,000.00	0.00	50,000.00
A5050	Interfund Transfer for Debt	0.00	0.00	0.00
	Subtotal	\$ 44,193,403.00	\$ 13,234,554.80	\$ 30,958,848.20
20-21	Appropriated Fund Balance	2,428,689.50	0.00	2,428,689.50
	Appropriated Reserves	32,500.00	0.00	32,500.00
	<b>TOTAL REVENUES</b>	<b>\$ 46,654,592.50</b>	<b>\$ 13,234,554.80</b>	<b>\$ 33,420,037.70</b>

# EXTRA CLASSROOM ACTIVITY FUNDS

## ONEIDA SENIOR HIGH SCHOOL

### Report of Accounts

Month Ended				As of:	30-Sep-20
	Beginning				Ending
Activity	Balance	Receipts	Total	Disbursements	Balance
Advanced Placement	4,727.15		4,727.15		4,727.15
Art Club	404.72		404.72		404.72
Banking Fees & Interest	148.35	16.45	164.80		164.80
Business Club*	-		-		-
Class of 2021	4,124.22		4,124.22		4,124.22
Class of 2022	4,661.64		4,661.64		4,661.64
Class of 2023	2,000.18		2,000.18		2,000.18
Class of 2024	-		-		-
Concert Choir	2,649.07		2,649.07		2,649.07
Drama Club--Fall Play	2,723.50		2,723.50		2,723.50
Drama Club--Spring Musical	9,976.35		9,976.35	342.14	9,634.21
Environmental Club	6.28		6.28		6.28
French Travel	164.68		164.68		164.68
Future Bus. Leaders of America	183.41		183.41		183.41
International Relations Club	2,170.75		2,170.75		2,170.75
Japanese Exchange Club	517.14		517.14		517.14
LGBTQ*	20.00		20.00	20.00	-
Marching Band	568.89		568.89		568.89
National Honor Society	1,202.30		1,202.30		1,202.30
NYS Sales Tax Due	264.00		264.00	264.00	(0.00)
Photography Club	80.39		80.39		80.39
Projects (Yearbook)	2,372.44		2,372.44		2,372.44
Retailers (Bookstore)	2,581.92		2,581.92		2,581.92
Ski Club	851.45		851.45		851.45
Spanish Club	42.61		42.61		42.61
Sports Club	1,206.11		1,206.11		1,206.11
Stage Band	2,992.90		2,992.90		2,992.90
Student Council	1,364.24	20.00	1,384.24		1,384.24
Technology	6,561.01		6,561.01		6,561.01
Technology Student Association	479.87		479.87		479.87
Teens For A Better World	31.17		31.17		31.17
Wind Ensemble	742.92		742.92		742.92
Z Club	2,209.98		2,209.98		2,209.98
<b>Total</b>	<b>58,029.64</b>	<b>36.45</b>	<b>58,066.09</b>	<b>626.14</b>	<b>57,439.95</b>

Checking Account ... 9146

Money Market Account ... 4977

Deposits in Transit

Less Checks Outstanding

Working Balance

18,985.62

39,602.33

-

1,148.00

**57,439.95**



Laura J. Reff, Central Treasurer

**This report and supporting evidence examined and approved except as follows:**

Date

Auditor

\* Account closed due to inactivity



**OTTO SHORTELL MIDDLE SCHOOL  
EXTRACLASROOM ACTIVITY FUND  
REPORT OF ACCOUNTS**

For the month

Sep-20

ACTIVITY	BEGINNING BALANCE	MONTHLY RECEIPTS	Total RECEIPTS	Monthly PAYMENTS	ENDING BALANCE
STUDENT COUNCIL	\$ 19,340.88		\$ 19,340.88	\$ 385.00	\$ 18,955.88
	\$ -		\$ -	\$ -	\$ -
MUSIC CLUB (Band/Chorus)	\$ 6,674.23	\$ 620.00	\$ 7,294.23		\$ 7,294.23
LIBRARY CLUB	\$ 862.31		\$ 862.31		\$ 862.31
FOREIGN LANGUAGE	\$ 1,225.19		\$ 1,225.19		\$ 1,225.19
DRAMA	\$ 6,628.98		\$ 6,628.98		\$ 6,628.98
ART	\$ 478.20		\$ 478.20		\$ 478.20
YEARBOOK	\$ 4,210.78		\$ 4,210.78		\$ 4,210.78
<b>TOTALS</b>	<b>\$ 39,420.57</b>	<b>\$ 620.00</b>	<b>\$ 40,040.57</b>	<b>\$ 385.00</b>	<b>\$ 39,655.57</b>

OUTSTANDING CHECKS

4375 \$ 15.00  
4513 \$ 70.00  
4525 \$ 70.00

**\$155.00**

STATEMENT OF BANK BALANCE #614309154  
CHECKING \$ 39,810.57  
Less Outstanding Chks. \$ 155.00  
Plus Outstanding Deps. \$ -  
Working Balance \$ 39,655.57

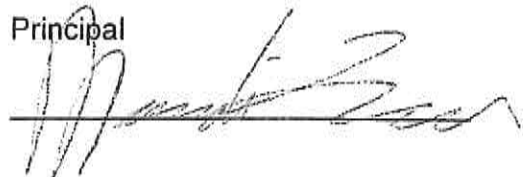
This report and supporting evidence  
examined and approved except as follows:

Auditor

Treasurer



Principal



10/27/2020  
DATE

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: QUARTERLY APPROPRIATION STATUS REPORT**  
**DATE: NOVEMBER 10, 2020**

The Quarterly Appropriation Status Report ending September 30, 2020 is submitted for review.

**FOR INFORMATION ONLY**

# ONEIDA CITY SCHOOL

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A.1001</u>	REAL PROPERTY TAXES	15,252,094.00	0.00	15,252,094.00	10,357,088.68	4,895,005.32
<u>A.1081</u>	PAYMENTS IN LIEU OF TAXES	132,440.00	0.00	132,440.00	0.00	132,440.00
<u>A.1085</u>	SCHOOL TAX RELIEF REIMBURSEMENT	2,870,700.00	0.00	2,870,700.00	0.00	2,870,700.00
<u>A.1090</u>	INTEREST AND PENALTIES ON REAL PROP TAX	70,000.00	0.00	70,000.00	3,955.90	66,044.10
<u>A.1330</u>	TEXTBOOK CHARGES FROM INDIVIDUALS	300.00	0.00	300.00	0.00	300.00
<u>A.1410</u>	ADMISSIONS FROM INDIVIDUALS	15,000.00	0.00	15,000.00	0.00	15,000.00
<u>A.2280</u>	HEALTH SERVICES FOR OTHER DISTRICTS	25,000.00	0.00	25,000.00	0.00	25,000.00
<u>A.2401.A</u>	INTEREST AND EARNINGS/W/O CAPT PROJECTS	4,000.00	0.00	4,000.00	1,467.39	2,532.61
<u>A.2410</u>	RENTAL OF PROPERTY	11,000.00	0.00	11,000.00	0.00	11,000.00
<u>A.2413</u>	RENTAL OF PROPERTY - BOCES	76,000.00	0.00	76,000.00	0.00	76,000.00
<u>A.2414</u>	RENTAL OF BUSES	12,000.00	0.00	12,000.00	0.00	12,000.00
<u>A.2450</u>	COMMISSIONS	0.00	0.00	0.00	17.60	-17.60
<u>A.2665</u>	SALE OF EQUIPMENT	3,500.00	0.00	3,500.00	0.00	3,500.00
<u>A.2690</u>	OTHER COMPENSATION FOR LOSS	0.00	0.00	0.00	5.00	-5.00
<u>A.2700</u>	REIMB MEDICARE PART D EXPENDITURES	150,000.00	0.00	150,000.00	0.00	150,000.00
<u>A.2701</u>	REFUNDS FOR BOCES AIDED SERVICES	150,000.00	0.00	150,000.00	0.00	150,000.00
<u>A.2703</u>	REFUND PRIOR YEARS EXP./NOT TRANSPORTATI	100,000.00	0.00	100,000.00	42,719.09	57,280.91
<u>A.2770</u>	MISCELLANEOUS REVENUES	100,000.00	0.00	100,000.00	7.01	99,992.99
<u>A.3101.A</u>	NYS AID - FOUNDATION	17,195,732.00	-837,525.00	16,358,207.00	9,028.00	16,349,179.00
<u>A.3101.E</u>	EXCESS COST AID/HIGH COST	2,674,279.00	0.00	2,674,279.00	0.00	2,674,279.00
<u>A.3102</u>	NYS AID - LOTTERY AID	2,604,567.00	0.00	2,604,567.00	2,785,281.43	-180,714.43
<u>A.3103</u>	NYS AID - BOCES AID	2,334,376.00	0.00	2,334,376.00	0.00	2,334,376.00
<u>A.3260</u>	NYS AID - TEXTBOOKS	114,546.00	0.00	114,546.00	29,670.00	84,876.00
<u>A.3262</u>	NYS AID - COMPUTER SOFTWARE AID	70,011.00	0.00	70,011.00	0.00	70,011.00
<u>A.3263</u>	NYS AID - LIBRARY AV LOAN PROGRAM	12,858.00	0.00	12,858.00	0.00	12,858.00
<u>A.3289.A</u>	NYS AID - MISC. AID - INCARCERATED YOUTH	50,000.00	0.00	50,000.00	0.00	50,000.00
<u>A.4286</u>	FEDERAL AID - CARES ACT EDUCATION STABILIZATION FUND	0.00	837,525.00	837,525.00	0.00	837,525.00
<u>A.4601</u>	FEDERAL AID - MEDICAID REIMBURSEMENT	115,000.00	0.00	115,000.00	5,314.70	109,685.30
<u>A.5031.E</u>	TRANSFERS FROM DEBT SERVICE FUND	50,000.00	0.00	50,000.00	0.00	50,000.00
<u>A.5031.J</u>	TRANSFER FROM MANDATORY DEBT SERVICE	32,500.00	0.00	32,500.00	0.00	32,500.00
<b>A Totals:</b>		<b>44,225,903.00</b>	<b>0.00</b>	<b>44,225,903.00</b>	<b>13,234,554.80</b>	<b>30,991,348.20</b>

ONEIDA CITY SCHOOL

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	Grand Totals:	44,225,903.00	0.00	44,225,903.00	13,234,554.80	30,991,348.20

**ONEIDA CITY SCHOOL**

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C.1440</u>	SALE OF MEALS	110,000.00	0.00	110,000.00	0.00	110,000.00
<u>C.1445</u>	OTHER REIMBURSABLE SALES	95,000.00	0.00	95,000.00	195.35	94,804.65
<u>C.2401</u>	SCH.LUNCH INTEREST EARNED	20.00	0.00	20.00	1.26	18.74
<u>C.2650</u>	SALES - VENDING	8,500.00	0.00	8,500.00	0.00	8,500.00
<u>C.2701</u>	REFUND OF PRIOR YEARS EXPENSE	3,000.00	0.00	3,000.00	0.00	3,000.00
<u>C.3190.FB</u>	STATE AID CLAIMS REIMB/FED.BREAKFAST	100,000.00	0.00	100,000.00	0.00	100,000.00
<u>C.3190.FL</u>	STATE CLAIMS REIMB/FED.LUNCH	415,000.00	0.00	415,000.00	0.00	415,000.00
<u>C.3190.SB</u>	STATE CLAIMS REIMB/STATE BREAKFAST	5,000.00	0.00	5,000.00	0.00	5,000.00
<u>C.3190.SL</u>	STATE CLAIMS REIMB/STATE LUNCH	12,000.00	0.00	12,000.00	0.00	12,000.00
<u>C.4190</u>	FEDERAL AID - SURPLUS FOOD	50,000.00	0.00	50,000.00	0.00	50,000.00
<u>C.4192.SMR</u>	Summer Food Service Program for Children	5,000.00	0.00	5,000.00	25,264.00	-20,264.00
<u>C.4192.SMR</u>	Summer Food Service Program for Children	0.00	0.00	0.00	536.00	-536.00
<u>C.5031</u>	TRANSFER FROM GENERAL FUND	42,000.00	0.00	42,000.00	0.00	42,000.00
	<b>C Totals:</b>	<b>845,520.00</b>	<b>0.00</b>	<b>845,520.00</b>	<b>25,996.61</b>	<b>819,523.39</b>

**Grand Totals: 845,520.00 0.00 845,520.00 25,996.61 819,523.39**

**ONEIDA CITY SCHOOL**

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F005 2770</u>	DG Libr&Literacy/ Other Revenue	8,746.00	0.00	8,746.00	0.00	8,746.00
	<b>F005 Totals:</b>	<b>8,746.00</b>	<b>0.00</b>	<b>8,746.00</b>	<b>0.00</b>	<b>8,746.00</b>
<u>F121 4256</u>	State Aid	546,755.00	0.00	546,755.00	0.00	546,755.00
	<b>F121 Totals:</b>	<b>546,755.00</b>	<b>0.00</b>	<b>546,755.00</b>	<b>0.00</b>	<b>546,755.00</b>
<u>F220 4126</u>	Title IIA State Aid	13,482.16	0.00	13,482.16	0.00	13,482.16
	<b>F220 Totals:</b>	<b>13,482.16</b>	<b>0.00</b>	<b>13,482.16</b>	<b>0.00</b>	<b>13,482.16</b>
<u>F221 4126</u>	STATE AID	103,018.00	0.00	103,018.00	0.00	103,018.00
	<b>F221 Totals:</b>	<b>103,018.00</b>	<b>0.00</b>	<b>103,018.00</b>	<b>0.00</b>	<b>103,018.00</b>
<u>F321 4256</u>	State Aid	22,741.00	0.00	22,741.00	0.00	22,741.00
	<b>F321 Totals:</b>	<b>22,741.00</b>	<b>0.00</b>	<b>22,741.00</b>	<b>0.00</b>	<b>22,741.00</b>
<u>F621 4126</u>	STATE AID	59,367.00	0.00	59,367.00	0.00	59,367.00
	<b>F621 Totals:</b>	<b>59,367.00</b>	<b>0.00</b>	<b>59,367.00</b>	<b>0.00</b>	<b>59,367.00</b>
<u>F821 4126</u>	STATE AID	35,678.00	0.00	35,678.00	0.00	35,678.00
	<b>F821 Totals:</b>	<b>35,678.00</b>	<b>0.00</b>	<b>35,678.00</b>	<b>0.00</b>	<b>35,678.00</b>
<u>F920SI 4126</u>	Title I - School Improvement	114,809.61	0.00	114,809.61	0.00	114,809.61
	<b>F920SI Totals:</b>	<b>114,809.61</b>	<b>0.00</b>	<b>114,809.61</b>	<b>0.00</b>	<b>114,809.61</b>
<u>F921D 4126</u>	STATE AID	3,091.00	0.00	3,091.00	0.00	3,091.00
	<b>F921D Totals:</b>	<b>3,091.00</b>	<b>0.00</b>	<b>3,091.00</b>	<b>0.00</b>	<b>3,091.00</b>
<u>F921SI 4126</u>	TITLE I - SCHOOL IMPROVEMENT	300,000.00	0.00	300,000.00	0.00	300,000.00
	<b>F921SI Totals:</b>	<b>300,000.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.00</b>	<b>300,000.00</b>
<u>FP21 3289</u>	State Aid	274,186.00	0.00	274,186.00	0.00	274,186.00
	<b>FP21 Totals:</b>	<b>274,186.00</b>	<b>0.00</b>	<b>274,186.00</b>	<b>0.00</b>	<b>274,186.00</b>

**ONEIDA CITY SCHOOL**

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>FT20.2770</u>	REVENUE FROM OTHER DISTRICTS	9,401.90	0.00	9,401.90	0.00	9,401.90
	<b>FT20 Totals:</b>	<b>9,401.90</b>	<b>0.00</b>	<b>9,401.90</b>	<b>0.00</b>	<b>9,401.90</b>
<u>FTI20.4126</u>	STATE AID	80,779.17	0.00	80,779.17	0.00	80,779.17
	<b>FTI20 Totals:</b>	<b>80,779.17</b>	<b>0.00</b>	<b>80,779.17</b>	<b>0.00</b>	<b>80,779.17</b>
<u>FTI21.4126</u>	STATE AID	765,036.00	0.00	765,036.00	0.00	765,036.00
	<b>FTI21 Totals:</b>	<b>765,036.00</b>	<b>0.00</b>	<b>765,036.00</b>	<b>0.00</b>	<b>765,036.00</b>
	<b>Grand Totals:</b>	<b>2,337,090.84</b>	<b>0.00</b>	<b>2,337,090.84</b>	<b>0.00</b>	<b>2,337,090.84</b>

**ONEIDA CITY SCHOOL**

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H005 3297</u>	Smart Schools Bond Act Rev.	126,169.68	0.00	126,169.68	0.00	126,169.68
	<b>H005 Totals:</b>	<b>126,169.68</b>	<b>0.00</b>	<b>126,169.68</b>	<b>0.00</b>	<b>126,169.68</b>
<u>H008 5031</u>	Interfund Transfer from General Fund	24,125.78	0.00	24,125.78	0.00	24,125.78
	<b>H008 Totals:</b>	<b>24,125.78</b>	<b>0.00</b>	<b>24,125.78</b>	<b>0.00</b>	<b>24,125.78</b>
<u>H009 5730</u>	Serial Bonds	2,750.00	0.00	2,750.00	0.00	2,750.00
	<b>H009 Totals:</b>	<b>2,750.00</b>	<b>0.00</b>	<b>2,750.00</b>	<b>0.00</b>	<b>2,750.00</b>
<u>H121 5031</u>	Interfund Transfer from General Fund	100,000.00	0.00	100,000.00	100,000.00	0.00
	<b>H121 Totals:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>0.00</b>
	<b>Grand Totals:</b>	<b>253,045.46</b>	<b>0.00</b>	<b>253,045.46</b>	<b>100,000.00</b>	<b>153,045.46</b>



**ONEIDA CITY SCHOOL**

Revenue Status Report From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V.2401	INTEREST AND EARNINGS	0.00	0.00	0.00	36.01	-36.01
<b>V Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.01</b>	<b>-36.01</b>
<b>Grand Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.01</b>	<b>-36.01</b>

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-00-0100	BD OF ED CONTRACTUAL	2,800.00	0.00	2,800.00	833.40	0.00	1,966.60
<b>1010</b>	<b>Board of Education</b>	<b>2,800.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>833.40</b>	<b>0.00</b>	<b>1,966.60</b>
A 1040.150-00-0100	DISTRICT CLERK INST SAL	1,000.00	0.00	1,000.00	269.22	0.00	730.78
<b>1040</b>	<b>District Clerk</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>269.22</b>	<b>0.00</b>	<b>730.78</b>
A 1060.400-00-0100	DIST MEETING CONTRACTUAL	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>1060</b>	<b>District Meeting</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
<b>10</b>	<b>Board of Education</b>	<b>6,800.00</b>	<b>0.00</b>	<b>6,800.00</b>	<b>1,102.62</b>	<b>0.00</b>	<b>5,697.38</b>
A 1240.150-00-0100	SUPERINTENDENT INST SAL	182,568.00	0.00	182,568.00	47,721.17	0.00	134,846.83
A 1240.161-00-0200	SUPERINTENDENT CLER SAL	44,466.00	0.00	44,466.00	11,562.25	0.00	32,903.75
A 1240.400-00-0800	SUPERINTENDENT CONTR.	7,500.00	0.00	7,500.00	3,576.89	0.00	3,923.11
A 1240.500-00-0800	SUPERINTENDENT MAT & SUP	8,000.00	0.00	8,000.00	1,816.71	29.44	6,153.85
<b>1240</b>	<b>Chief School Administrator</b>	<b>242,534.00</b>	<b>0.00</b>	<b>242,534.00</b>	<b>64,677.02</b>	<b>29.44</b>	<b>177,827.54</b>
<b>12</b>	<b>Central Administration</b>	<b>242,534.00</b>	<b>0.00</b>	<b>242,534.00</b>	<b>64,677.02</b>	<b>29.44</b>	<b>177,827.54</b>
A 1310.150-00-0100	SCHOOL BUS OFF INST SAL	144,680.00	0.00	144,680.00	38,952.34	0.00	105,727.66
A 1310.161-00-0200	SCHOOL BUS OF CLERICAL	221,236.00	0.00	221,236.00	59,104.01	0.00	162,131.99
A 1310.400-00-0100	SCHOOL BUS OF CONTR	12,000.00	0.00	12,000.00	26.73	0.00	11,973.27
A 1310.490-00-0100	SCHOOL BUS OF BOCES	140,978.00	0.00	140,978.00	7,632.46	0.00	133,345.54
A 1310.500-00-0100	SCHOOL BUS OF MAT & SUP	7,000.00	0.00	7,000.00	638.92	1,223.96	5,137.12
<b>1310</b>	<b>Business Administration</b>	<b>525,894.00</b>	<b>0.00</b>	<b>525,894.00</b>	<b>106,354.46</b>	<b>1,223.96</b>	<b>418,315.58</b>
A 1320.400-00-0100	AUDIT INDP CPA	27,000.00	0.00	27,000.00	11,250.00	0.00	15,750.00
A 1320.400-00-0200	Audit Int. Audit Function	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00
<b>1320</b>	<b>Auditing</b>	<b>38,000.00</b>	<b>0.00</b>	<b>38,000.00</b>	<b>11,250.00</b>	<b>0.00</b>	<b>26,750.00</b>
A 1330.160-00-0200	TAX COLLECTOR NON-INST.SALARY	5,080.00	0.00	5,080.00	1,367.66	0.00	3,712.34
A 1330.400-00-0300	TAX COLLECTOR CONT	18,000.00	0.00	18,000.00	6,621.11	0.00	11,378.89
A 1330.500-00-0300	TAX COL MAT & SUP	1,000.00	0.00	1,000.00	30.50	0.00	969.50
<b>1330</b>	<b>Tax Collector</b>	<b>24,080.00</b>	<b>0.00</b>	<b>24,080.00</b>	<b>8,019.27</b>	<b>0.00</b>	<b>16,060.73</b>
A 1345.490-00-0100	PURCHASING BOCES	8,575.00	0.00	8,575.00	857.47	0.00	7,717.53
<b>1345</b>	<b>Purchasing</b>	<b>8,575.00</b>	<b>0.00</b>	<b>8,575.00</b>	<b>857.47</b>	<b>0.00</b>	<b>7,717.53</b>
<b>13</b>	<b>Finance</b>	<b>596,549.00</b>	<b>0.00</b>	<b>596,549.00</b>	<b>126,481.20</b>	<b>1,223.96</b>	<b>468,843.84</b>
A 1420.400-00-0100	LEGAL EXP SCHOOL ATTORNEY	90,000.00	0.00	90,000.00	3,457.00	0.00	86,543.00
<b>1420</b>	<b>Legal</b>	<b>90,000.00</b>	<b>0.00</b>	<b>90,000.00</b>	<b>3,457.00</b>	<b>0.00</b>	<b>86,543.00</b>
A 1430.400-00-0100	PERSONNEL-CIVIL SERVICE	12,000.00	0.00	12,000.00	10,150.00	0.00	1,850.00
A 1430.490-00-0100	PERSONNEL-BOCES	14,000.00	0.00	14,000.00	1,399.99	0.00	12,600.01

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1430	Personnel	26,000.00	0.00	26,000.00	11,549.99	0.00	14,450.01
14	Staff	116,000.00	0.00	116,000.00	15,006.99	0.00	100,993.01
A.1620.160-00-0200	OP CUST.SAL DW	574,906.00	0.00	574,906.00	153,211.76	0.00	421,694.24
A.1620.164-00-0100	OP CUST. SAL DW SUBS	50,746.00	0.00	50,746.00	4,168.58	0.00	46,577.42
A.1620.169-22-0100	OP CUST. SAL OT HS	5,000.00	0.00	5,000.00	121.32	0.00	4,878.68
A.1620.200-00-0500	OPERATIONS EQUIP DW	0.00	8,800.00	8,800.00	8,800.00	0.00	0.00
A.1620.400-00-0148	OPERATIONS RENT	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A.1620.400-00-0184	OPERATIONS SERV. CONTRACTS	78,000.00	0.00	78,000.00	38,142.85	39,857.15	0.00
A.1620.400-00-0186	OPERATIONS WATER	21,000.00	0.00	21,000.00	1,875.29	15,624.71	3,500.00
A.1620.400-00-0187	OPERATIONS ELECTRICITY	380,000.00	0.00	380,000.00	143,449.16	0.00	236,550.84
A.1620.400-00-0192	OPERATIONS FUEL OIL	60,000.00	0.00	60,000.00	0.00	60,000.00	0.00
A.1620.400-00-0193	OPERATIONS NATURAL GAS	189,000.00	0.00	189,000.00	41,188.97	1,678.25	146,132.78
A.1620.400-00-0500	OPERATIONS CONTRACTUAL	28,000.00	0.00	28,000.00	19,585.15	2,554.65	5,860.20
A.1620.400-00-0501	OPERATIONS BLDG CONDITIONS SURVEY	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
A.1620.490-00-0100	OPERATIONS BOCES	94,959.00	0.00	94,959.00	9,795.95	0.00	85,163.05
A.1620.500-00-0500	OPERATIONS MATL & SUPP	75,000.00	0.00	75,000.00	9,263.29	48,702.04	17,034.67
1620	Operation of Plant	1,607,811.00	8,800.00	1,616,611.00	429,602.32	168,416.80	1,018,591.88
A.1621.160-00-0200	MAINTENANCE NON-INST SAL	302,126.00	0.00	302,126.00	81,158.07	0.00	220,967.93
A.1621.169-00-0100	MAINTENANCE OT & EXTRA	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
A.1621.400-00-0500	MAINTENANCE CONTRACTUAL	49,700.00	0.00	49,700.00	0.00	0.00	49,700.00
A.1621.490-00-0100	MAINTENANCE BOCES	10,000.00	0.00	10,000.00	1,000.00	0.00	9,000.00
A.1621.500-00-0500	MAINTENANCE MATL & SUPP	75,000.00	0.00	75,000.00	17,331.52	57,486.88	181.60
1621	Maintenance of Plant	454,826.00	0.00	454,826.00	99,489.59	57,486.88	297,849.53
A.1670.400-00-0100	CENTRAL PRINT MAIL CONTRACTUAL	225.00	0.00	225.00	50.00	0.00	175.00
A.1670.490-00-0100	CENTRAL PRINT & MAIL BOCES	50,000.00	0.00	50,000.00	5,300.00	0.00	44,700.00
A.1670.500-00-0100	CENTRAL PRINT & MAIL MATL & SUPP	36,100.00	0.00	36,100.00	12,160.00	1,340.00	22,600.00
1670	Central Printing and Mailing	86,325.00	0.00	86,325.00	17,510.00	1,340.00	67,475.00
A.1680.490-00-0100	CENTRAL DATA PROCESSING	258,239.00	0.00	258,239.00	133,368.14	0.00	124,870.86
1680	Central Data Processing	258,239.00	0.00	258,239.00	133,368.14	0.00	124,870.86
16	Central Services	2,407,201.00	8,800.00	2,416,001.00	679,970.05	227,243.68	1,508,787.27
A.1910.400-00-0100	UNALLOCATED INSURANCE	138,131.00	0.00	138,131.00	128,542.41	0.00	9,588.59
1910	UNALLOCATED INSURANCE	138,131.00	0.00	138,131.00	128,542.41	0.00	9,588.59
A.1984.400-00-0100	REFUNDS ON REAL PROPERTY TAXES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00

# ONEIDA CITY SCHOOL

## Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>1964</b>	<b>REFUND ON REAL PROPERTY TAXES</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
<u>A 1981.490-00-0100</u>	ADMINISTRATIVE CHARGES BOCES	176,013.00	0.00	176,013.00	17,601.30	0.00	158,411.70
<b>1981</b>	<b>ADMIN CHARGE-BOCES</b>	<b>176,013.00</b>	<b>0.00</b>	<b>176,013.00</b>	<b>17,601.30</b>	<b>0.00</b>	<b>158,411.70</b>
<u>A 1983.490-00-0100</u>	CAPITAL EXPENSES BOCES	211,388.00	0.00	211,388.00	21,138.80	0.00	190,249.20
<b>1983</b>	<b>BOCES Capital Expenses</b>	<b>211,388.00</b>	<b>0.00</b>	<b>211,388.00</b>	<b>21,138.80</b>	<b>0.00</b>	<b>190,249.20</b>
<b>19</b>	<b>General Support</b>	<b>528,532.00</b>	<b>0.00</b>	<b>528,532.00</b>	<b>167,282.51</b>	<b>0.00</b>	<b>361,249.49</b>
<b>1</b>	<b>General Support</b>	<b>3,897,616.00</b>	<b>8,800.00</b>	<b>3,906,416.00</b>	<b>1,054,520.39</b>	<b>228,497.08</b>	<b>2,623,398.53</b>
<u>A 2010.150-00-0100</u>	CURRICULUM DEVEL ASST SUPT	175,646.00	0.00	175,646.00	47,531.46	0.00	128,114.54
<u>A 2010.161-00-0200</u>	CURRICULUM DEVEL SAL SECRETARIAL	38,267.00	0.00	38,267.00	10,302.67	0.00	27,964.33
<u>A 2010.400-00-0400</u>	CURRICULUM DEVEL CONTRACTUAL K-6	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2010.500-00-0400</u>	CURRICULUM DEVEL MATL & SUPP	1,720.00	0.00	1,720.00	0.00	0.00	1,720.00
<b>2010</b>	<b>CURR. DEV./SUPERVISION</b>	<b>220,633.00</b>	<b>0.00</b>	<b>220,633.00</b>	<b>57,834.13</b>	<b>0.00</b>	<b>162,798.87</b>
<u>A 2020.150-10-0200</u>	SUPERVISION PRINCIPALS ELEM	433,396.00	0.00	433,396.00	124,584.43	0.00	308,811.57
<u>A 2020.150-21-0200</u>	SUPERVISION PRINCIPALS MS	120,918.00	0.00	120,918.00	32,545.10	0.00	88,372.90
<u>A 2020.150-22-0200</u>	SUPERVISION PRINCIPALS HS	360,269.00	0.00	360,269.00	92,743.88	0.00	267,525.12
<u>A 2020.156-00-0164</u>	SUPERVISION DIRECTOR & DEPT CHAIR	54,599.00	0.00	54,599.00	5,229.90	0.00	49,369.10
<u>A 2020.156-10-0165</u>	SUPERVISION NOON & BUS DUTY ELEM	44,084.00	0.00	44,084.00	4,171.04	0.00	39,912.96
<u>A 2020.156-21-0164</u>	SUPERVISION TEAM LEADER/DEAN OF STUDENTS	6,828.00	0.00	6,828.00	715.72	0.00	6,112.28
<u>A 2020.156-21-0165</u>	SUPERVISION NOON & BUS DUTY MS	40,306.00	0.00	40,306.00	3,728.50	0.00	36,577.50
<u>A 2020.156-22-0165</u>	SUPERVISION NOON & BUS DUTY/LIBRARY HS	40,730.00	0.00	40,730.00	3,491.10	0.00	37,238.90
<u>A 2020.160-00-0100</u>	SUPERVISION PARKING MONITOR HS	55,167.00	0.00	55,167.00	5,254.00	0.00	49,913.00
<u>A 2020.161-10-0200</u>	SUPERVISION BLDG SECRETARY ELEM	157,220.00	0.00	157,220.00	36,035.11	0.00	121,184.89
<u>A 2020.161-21-0200</u>	SUPERVISION BLDG SECRETARY MS	67,000.00	0.00	67,000.00	11,834.83	0.00	55,165.17
<u>A 2020.161-22-0200</u>	SUPERVISION BLDG SECRETARY HS	154,783.00	0.00	154,783.00	36,509.39	0.00	118,273.61
<u>A 2020.500-12-1200</u>	SUPERVISION MATL & SUPP DV	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 2020.500-13-1300</u>	SUPERVISION MATL & SUPP WP	700.00	22.25	722.25	22.25	0.00	700.00
<u>A 2020.500-15-1500</u>	SUPERVISION MATL & SUPP NB	700.00	0.00	700.00	173.31	0.00	526.69
<u>A 2020.500-16-1600</u>	SUPERVISION MATL & SUPP SS	700.00	0.00	700.00	59.99	101.24	538.77
<u>A 2020.500-21-2100</u>	SUPERVISION MATL & SUPP MS	2,300.00	0.00	2,300.00	380.50	0.00	1,919.50
<u>A 2020.500-22-2200</u>	SUPERVISION MATL & SUPP HS	2,800.00	0.00	2,800.00	521.35	88.42	2,190.23
<b>2020</b>	<b>Supervision - Regular School</b>	<b>1,543,200.00</b>	<b>22.25</b>	<b>1,543,222.25</b>	<b>358,000.40</b>	<b>189.66</b>	<b>1,185,032.19</b>
<u>A 2070.150-00-0400</u>	INSERVICE TRAINING INST SAL STAFF DEV	15,000.00	25,700.00	40,700.00	20,398.99	0.00	20,301.01

**ONEIDA CITY SCHOOL**

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2070.400-00-0400	INSERVICE TRAINING CONTRACTUAL STAFF DEV	5,000.00	0.00	5,000.00	1,475.00	0.00	3,525.00
A 2070.490-00-0100	INSERVICE TRAINING BOCES	203,691.00	0.00	203,691.00	-18,292.45	0.00	221,983.45
2070	Inservice Training - Instruction	223,691.00	25,700.00	249,391.00	3,581.54	0.00	245,809.46
20	Administration and Improvement	1,987,524.00	25,722.25	2,013,246.25	419,416.07	189.66	1,593,640.52
A 2110.120-00-0212	TEACH INST SAL K-6 ART	126,927.00	0.00	126,927.00	11,083.52	0.00	115,843.48
A 2110.120-00-0217	TEACH INST SAL K-6 PE	224,924.00	0.00	224,924.00	16,410.40	0.00	208,513.60
A 2110.120-00-0222	TEACH INST SAL K-6 MUSIC	201,432.00	0.00	201,432.00	16,879.46	0.00	184,552.54
A 2110.120-12-0200	TEACH INST SAL K-6 DV	982,704.00	0.00	982,704.00	82,812.48	0.00	899,891.52
A 2110.120-13-0200	TEACH INST SAL K-6 WP	595,242.50	0.00	595,242.50	43,031.68	0.00	552,210.82
A 2110.120-15-0200	TEACH INST SAL K-6 NB	959,177.00	0.00	959,177.00	70,193.76	0.00	888,983.24
A 2110.120-16-0200	TEACH INST SAL K-6 SS	1,049,112.50	0.00	1,049,112.50	83,453.66	0.00	965,658.84
A 2110.129-10-0100	TEACH INST SAL K-6 COCURR/1TIME/CRHR/M	8,741.00	0.00	8,741.00	180.56	0.00	8,560.44
A 2110.130-00-0100	TEACH INST SAL TUTORS	92,000.00	0.00	92,000.00	0.00	0.00	92,000.00
A 2110.130-00-0212	TEACH INST SAL 7-12 ART	389,408.00	0.00	389,408.00	32,105.56	0.00	357,302.44
A 2110.130-00-0217	TEACH INST SAL 7-12 PE	320,242.00	0.00	320,242.00	21,495.44	0.00	298,746.56
A 2110.130-00-0222	TEACH INST SAL 7-12 MUSIC	408,637.00	0.00	408,637.00	33,565.52	0.00	375,071.48
A 2110.130-21-0200	TEACH INST SAL 7-8 MS	2,059,008.00	0.00	2,059,008.00	173,652.48	0.00	1,885,355.52
A 2110.130-22-0200	TEACH INST SAL 9-12 HS	2,454,563.00	0.00	2,454,563.00	191,915.40	0.00	2,262,647.60
A 2110.139-21-0100	TEACH INST SAL 7-8 COCURR/1TIME/CRHR/M	30,831.00	0.00	30,831.00	1,262.86	0.00	29,568.14
A 2110.139-22-0100	TEACH INST SAL 9-12 COCURR/1TIME/CRHR/MA	105,664.00	0.00	105,664.00	7,486.24	0.00	98,177.76
A 2110.140-00-0100	TEACH INST SAL SUBSTITUTES	370,460.00	0.00	370,460.00	1,340.30	0.00	369,119.70
A 2110.162-00-0200	TEACH NON-INST SAL CONTRACT AIDES	354,529.00	0.00	354,529.00	40,817.47	0.00	313,711.53
A 2110.169-00-0100	TEACH NON-INST SAL HOURLY AIDES	125,000.00	0.00	125,000.00	1,213.34	0.00	123,786.66
A 2110.400-00-0100	TEACH CONTRACTUAL DW	350,000.00	0.00	350,000.00	66,118.12	10,308.00	273,573.88
A 2110.400-00-3112	TEACH CONTRACTUAL ART	450.00	0.00	450.00	0.00	0.00	450.00
A 2110.400-00-3222	TEACH CONTRACTUAL MUSIC	26,000.00	0.00	26,000.00	1,030.00	2,012.00	22,958.00
A 2110.400-21-2100	TEACH CONTRACTUAL MS	2,700.00	0.00	2,700.00	-180.00	0.00	2,880.00
A 2110.400-22-2200	TEACH CONTRACTUAL HS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 2110.470-00-0100	TEACH TUITION	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
A 2110.480-00-0900	TEACH TEXTBOOKS DW	120,722.00	0.00	120,722.00	16,684.80	52,754.04	51,283.16
A 2110.490-00-0100	TEACH BOCES	373,177.00	0.00	373,177.00	142,799.64	0.00	230,377.36

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.491-00-0900	Teach BOCES Learning Managment system	44,952.00	0.00	44,952.00	4,526.25	0.00	40,425.75
A 2110.500-00-0100	TEACH MATL & SUPP DW	4,500.00	61,000.00	65,500.00	26,688.92	20,965.69	17,845.39
A 2110.500-00-0900	TEACH MATL&SUPP LIMITED ENG PROFICIENCY	670.00	0.00	670.00	0.00	0.00	670.00
A 2110.500-00-3112	TEACH MATL & SUPP ART	16,220.00	0.00	16,220.00	0.00	15,746.99	473.01
A 2110.500-00-3222	TEACH MATL & SUPP MUSIC	10,805.00	0.00	10,805.00	0.00	1,500.00	9,305.00
A 2110.500-00-3517	TEACH MATL & SUPPLIES PE	4,180.00	0.00	4,180.00	0.00	1,386.55	2,793.45
A 2110.500-12-1200	TEACH MATL & SUPP DV	9,368.00	0.00	9,368.00	245.60	3,895.80	5,226.60
A 2110.500-13-1300	TEACH MATL & SUPP WP	5,342.00	0.00	5,342.00	393.50	935.17	4,013.33
A 2110.500-15-1500	TEACH MATL & SUPP NB	8,531.00	0.00	8,531.00	2,650.28	2,216.50	3,664.22
A 2110.500-16-1600	TEACH MATL & SUPP SS	7,547.00	0.00	7,547.00	718.79	3,936.15	2,892.06
A 2110.500-21-2100	TEACH MATL & SUPP MS	21,406.00	0.00	21,406.00	2,266.49	9,382.72	9,756.79
A 2110.500-22-2200	TEACH MATL & SUPP HS	28,754.00	259.70	29,013.70	5,054.45	13,038.87	10,920.38
<b>2110</b>	<b>Teaching - Regular School</b>	<b>11,923,926.00</b>	<b>61,259.70</b>	<b>11,985,185.70</b>	<b>1,097,896.97</b>	<b>138,078.48</b>	<b>10,749,210.25</b>
<b>21</b>	<b>Teaching</b>	<b>11,923,926.00</b>	<b>61,259.70</b>	<b>11,985,185.70</b>	<b>1,097,896.97</b>	<b>138,078.48</b>	<b>10,749,210.25</b>
A 2250.150-00-0100	HANDICAPPED INST SAL PSYCHOLOGISTS	238,018.00	0.00	238,018.00	64,081.78	0.00	173,936.22
A 2250.151-00-0200	HANDICAPPED INST SAL	1,218,047.00	0.00	1,218,047.00	97,501.96	0.00	1,120,545.04
A 2250.156-00-0100	HANDICAPPED INST SAL TUTORS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 2250.160-00-0200	HANDICAPPED NON-INST SAL CLERICAL	26,158.00	0.00	26,158.00	9,734.83	0.00	16,423.17
A 2250.200-00-0400	HANDICAPPED EQUIPMENT DW	2,500.00	5,159.00	7,659.00	5,898.40	675.00	1,085.60
A 2250.400-00-0400	HANDICAPPED CONTRACTUAL DW	75,000.00	0.00	75,000.00	12,952.02	74.80	61,973.18
A 2250.470-00-0400	HANDICAPPED TUITION	425,000.00	0.00	425,000.00	10,090.98	0.00	414,909.02
A 2250.490-00-0100	HANDICAPPED BOCES	3,453,206.00	-4,500.00	3,448,706.00	356,305.70	0.00	3,092,400.30
A 2250.500-00-0400	HANDICAPPED MATL & SUPP DW	7,500.00	0.00	7,500.00	120.46	1,632.56	5,746.98
<b>2250</b>	<b>HANDICAPPED PROGRAM</b>	<b>5,450,429.00</b>	<b>659.00</b>	<b>5,451,088.00</b>	<b>556,686.13</b>	<b>2,382.36</b>	<b>4,892,019.51</b>
A 2280.156-00-0200	OCCUPATIONAL EDUCATION INST SAL	341,559.00	0.00	341,559.00	29,126.24	0.00	312,432.76
A 2280.490-00-0100	OCCUPATIONAL EDUCATION BOCES	1,059,826.00	0.00	1,059,826.00	105,982.60	0.00	953,843.40
<b>2280</b>	<b>Occupational Education</b>	<b>1,401,385.00</b>	<b>0.00</b>	<b>1,401,385.00</b>	<b>135,108.84</b>	<b>0.00</b>	<b>1,266,276.16</b>
<b>22</b>	<b>Special Apportionment Programs</b>	<b>6,851,814.00</b>	<b>659.00</b>	<b>6,852,473.00</b>	<b>691,794.97</b>	<b>2,382.36</b>	<b>6,158,295.67</b>
A 2330.490-00-0100	TEACH SPEC SCH BOCES	73,725.00	0.00	73,725.00	3,535.50	0.00	70,189.50
A 2330.491-00-0100	ALTERNATIVE EDUCATION BOCES	251,638.00	0.00	251,638.00	0.00	0.00	251,638.00
<b>2330</b>	<b>Teaching - Special Schools</b>	<b>325,363.00</b>	<b>0.00</b>	<b>325,363.00</b>	<b>3,535.50</b>	<b>0.00</b>	<b>321,827.50</b>
<b>23</b>	<b>Teaching</b>	<b>325,363.00</b>	<b>0.00</b>	<b>325,363.00</b>	<b>3,535.50</b>	<b>0.00</b>	<b>321,827.50</b>
A 2610.156-10-0200	SCHOOL LIBRARY & AV INST SAL EL	65,660.00	0.00	65,660.00	5,116.48	0.00	60,543.52

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2610.156-21-0200</u>	SCHOOL LIBRARY & AV INST SAL MS	80,330.00	0.00	80,330.00	7,569.34	0.00	72,760.66
<u>A 2610.156-22-0200</u>	SCHOOL LIBRARY & AV INST SAL HS	65,962.00	0.00	65,962.00	5,208.80	0.00	60,753.20
<u>A 2610.161-00-0200</u>	SCHOOL LIBRARY & AV CLERKS DW	69,899.00	0.00	69,899.00	6,507.14	0.00	63,391.86
<u>A 2610.460-00-3469</u>	SCHOOL LIBRARY & AV LOAN PROG	21,000.00	0.00	21,000.00	0.00	2,674.50	18,325.50
<u>A 2610.490-00-0169</u>	SCHOOL LIBRARY & AV BOCES	123,679.00	0.00	123,679.00	12,422.72	0.00	111,256.28
<u>A 2610.491-00-0100</u>	SCHOOL LIBRARY (email/internet)	12,350.00	0.00	12,350.00	1,235.00	0.00	11,115.00
<u>A 2610.500-00-3469</u>	SCHOOL LIBRARY & AV MATL & SUPP	27,000.00	0.00	27,000.00	5,999.28	1,736.71	19,264.01
<b>2610</b>	<b>School Library and Audiovisual</b>	<b>465,880.00</b>	<b>0.00</b>	<b>465,880.00</b>	<b>44,058.76</b>	<b>4,411.21</b>	<b>417,410.03</b>
<u>A 2630.150-00-0100</u>	COMPUTER ASSTED INSTRUCTIONAL SALARY	96,854.00	0.00	96,854.00	25,833.86	0.00	71,020.14
<u>A 2630.161-00-0200</u>	COMPUTER ASSTED SALARY SECRETARY	66,511.00	0.00	66,511.00	17,706.15	0.00	48,804.85
<u>A 2630.220-00-0900</u>	COMPUTER ASSTED INSTR EQUIPMENT DW	55,000.00	179,089.00	234,089.00	147,924.60	46,741.07	39,423.33
<u>A 2630.460-00-0900</u>	COMPUTER ASSTED INSTR SOFTWARE DW	42,000.00	0.00	42,000.00	19,509.96	6,806.60	15,683.44
<u>A 2630.490-00-0100</u>	COMPUTER ASSTED INSTR BOCES	168,789.00	0.00	168,789.00	83,325.86	0.00	85,463.14
<b>2630</b>	<b>Computer Assisted Instruction</b>	<b>429,154.00</b>	<b>179,089.00</b>	<b>608,243.00</b>	<b>294,300.43</b>	<b>53,547.67</b>	<b>260,394.90</b>
<b>26</b>	<b>Instructional Media</b>	<b>895,034.00</b>	<b>179,089.00</b>	<b>1,074,123.00</b>	<b>338,359.19</b>	<b>57,958.88</b>	<b>677,804.93</b>
<u>A 2805.161-00-0200</u>	ATTENDANCE CLERICAL	11,116.00	0.00	11,116.00	2,890.58	0.00	8,225.42
<u>A 2805.490-00-0100</u>	ATTENDANCE BOCES	54,051.00	0.00	54,051.00	5,405.10	0.00	48,645.90
<b>2805</b>	<b>Attendance - Regular School</b>	<b>65,167.00</b>	<b>0.00</b>	<b>65,167.00</b>	<b>8,295.68</b>	<b>0.00</b>	<b>56,871.32</b>
<u>A 2810.156-00-0200</u>	GUIDANCE INST SAL	465,277.00	0.00	465,277.00	95,914.56	0.00	369,362.44
<u>A 2810.161-00-0200</u>	GUIDANCE SECRETARY	74,292.00	0.00	74,292.00	21,741.63	0.00	52,550.37
<u>A 2810.400-00-3600</u>	GUIDANCE CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2810.490-00-0100</u>	GUIDANCE BOCES	92,937.00	0.00	92,937.00	8,774.59	0.00	84,162.41
<u>A 2810.500-00-3600</u>	GUIDANCE MATL & SUPP	3,150.00	0.00	3,150.00	265.67	0.00	2,884.33
<b>2810</b>	<b>Guidance - Regular School</b>	<b>637,156.00</b>	<b>0.00</b>	<b>637,156.00</b>	<b>126,696.45</b>	<b>0.00</b>	<b>510,459.55</b>
<u>A 2815.160-00-0200</u>	HEALTH SERVICES NURSES	299,205.00	0.00	299,205.00	31,048.35	0.00	268,156.65
<u>A 2815.200-00-3300</u>	HEALTH SERVICES EQUIPMENT	3,110.00	0.00	3,110.00	0.00	0.00	3,110.00
<u>A 2815.400-00-0100</u>	HEALTH SERVICES CONTRACT	17,000.00	0.00	17,000.00	621.55	0.00	16,378.45
<u>A 2815.400-00-3300</u>	HEALTH SERVICES CONTRACTUAL	2,500.00	0.00	2,500.00	5.52	0.00	2,494.48
<u>A 2815.500-00-3300</u>	HEALTH SERVICES MATL & SUPP	8,400.00	0.00	8,400.00	115.31	4,675.37	3,609.32
<b>2815</b>	<b>Health Services - Regular School</b>	<b>330,215.00</b>	<b>0.00</b>	<b>330,215.00</b>	<b>31,790.73</b>	<b>4,675.37</b>	<b>293,748.90</b>
<u>A 2820.500-00-0400</u>	PSYCHOLOGICAL SERVICES MATL & SUPP	1,500.00	834.15	2,334.15	834.15	1,058.55	441.45
<b>2820</b>	<b>PSYCHOLOGY SERVICES</b>	<b>1,500.00</b>	<b>834.15</b>	<b>2,334.15</b>	<b>834.15</b>	<b>1,058.55</b>	<b>441.45</b>

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.150-00-00-0100	INTERSCHOLASTIC ATHL INST SAL	307,617.00	0.00	307,617.00	0.00	0.00	307,617.00
A 2855.400-00-00-3500	INTERSCHOLASTIC ATHL CONTRACTUAL	79,468.00	0.00	79,468.00	4,647.64	102.00	74,718.36
A 2855.490-00-00-0100	INTERSCHOLASTIC ATH BOCES SERVICES	512.00	0.00	512.00	0.00	0.00	512.00
A 2855.500-00-00-3500	INTERSCHOLASTIC ATHL MATL & SUPP	44,460.00	0.00	44,460.00	83.00	0.00	44,377.00
<b>2855</b>	<b>INTERSCHOLASTIC ACT.</b>	<b>432,057.00</b>	<b>0.00</b>	<b>432,057.00</b>	<b>4,730.64</b>	<b>102.00</b>	<b>427,224.36</b>
<b>28</b>	<b>Pupil Services</b>	<b>1,466,095.00</b>	<b>834.15</b>	<b>1,466,929.15</b>	<b>172,347.65</b>	<b>5,835.92</b>	<b>1,288,745.58</b>
<b>2</b>	<b>Instruction</b>	<b>23,449,756.00</b>	<b>267,564.10</b>	<b>23,717,320.10</b>	<b>2,723,350.35</b>	<b>204,445.30</b>	<b>20,789,524.45</b>
A 5510.160-00-00-0200	TRANSPORTATION SUPERVISION	144,568.00	0.00	144,568.00	45,089.29	0.00	99,478.71
A 5510.168-00-00-0100	TRANSPORTATION REGULAR DRIVING	936,128.00	0.00	936,128.00	92,597.02	0.00	843,530.98
A 5510.169-00-00-0100	TRANSPORTATION EXTRA DRIVING	253,315.00	0.00	253,315.00	9,265.50	0.00	244,049.50
A 5510.400-00-00-0600	TRANSPORTATION CONTRACTUAL	575,000.00	16,000.00	591,000.00	574,124.48	423.36	16,452.16
A 5510.401-00-00-0300	TRANSPORTATION INSURANCE	47,801.00	0.00	47,801.00	41,318.00	0.00	6,483.00
A 5510.402-00-00-0100	TRANSPORTATION BOCES BUS MAINT	166,745.00	0.00	166,745.00	16,674.50	0.00	150,070.50
A 5510.490-00-00-0100	TRANSPORTATION BOCES	11,953.00	0.00	11,953.00	1,014.40	0.00	10,938.60
A 5510.500-00-00-0600	TRANSPORTATION MATL & SUPP	3,150.00	0.00	3,150.00	749.07	864.97	1,535.96
A 5510.500-00-00-0696	TRANSPORTATION BUS FUEL	180,000.00	0.00	180,000.00	104.83	179,895.17	0.00
<b>5510</b>	<b>District Transportation Services</b>	<b>2,318,660.00</b>	<b>16,000.00</b>	<b>2,334,660.00</b>	<b>780,937.09</b>	<b>181,183.50</b>	<b>1,372,539.41</b>
A 5530.400-00-00-018Z	BUS GARAGE POWER	8,000.00	0.00	8,000.00	2,176.12	0.00	5,823.88
A 5530.400-00-00-0193	BUS GARAGE GAS	7,500.00	0.00	7,500.00	1,810.58	0.00	5,689.42
A 5530.400-00-00-0600	BUS GARAGE CONTRACTUAL	2,100.00	0.00	2,100.00	0.00	0.00	2,100.00
A 5530.500-00-00-0600	BUS GARAGE MATL & SUPP	250.00	0.00	250.00	0.00	0.00	250.00
<b>5530</b>	<b>Garage Building</b>	<b>17,850.00</b>	<b>0.00</b>	<b>17,850.00</b>	<b>3,986.70</b>	<b>0.00</b>	<b>13,863.30</b>
<b>55</b>	<b>Pupil Transportation</b>	<b>2,336,510.00</b>	<b>16,000.00</b>	<b>2,352,510.00</b>	<b>784,923.79</b>	<b>181,183.50</b>	<b>1,386,402.71</b>
<b>5</b>	<b>Transportation</b>	<b>2,336,510.00</b>	<b>16,000.00</b>	<b>2,352,510.00</b>	<b>784,923.79</b>	<b>181,183.50</b>	<b>1,386,402.71</b>
A 9010.800-00-00-0100	EMPLOYEES' RETIREMENT	377,262.40	0.00	377,262.40	0.00	0.00	377,262.40
A 9010.800-00-00-0155	EMPLOYEE'S RETIREMENT TRANSPORTATION	150,595.00	0.00	150,595.00	0.00	0.00	150,595.00
<b>9010</b>	<b>EMP. RETIREMENT SYSTEM</b>	<b>527,857.40</b>	<b>0.00</b>	<b>527,857.40</b>	<b>0.00</b>	<b>0.00</b>	<b>527,857.40</b>
A 9020.800-00-00-0100	TEACHERS' RETIREMENT	1,565,382.84	-288,620.00	1,276,762.84	-724.80	0.00	1,277,487.64
<b>9020</b>	<b>TEACHERS RETIRE. SYSTEM</b>	<b>1,565,382.84</b>	<b>-288,620.00</b>	<b>1,276,762.84</b>	<b>-724.80</b>	<b>0.00</b>	<b>1,277,487.64</b>
A 9030.800-00-00-0100	SOCIAL SECURITY	1,429,475.66	0.00	1,429,475.66	164,261.46	0.00	1,265,214.20
A 9030.800-00-00-0155	SOCIAL SECURITY TRANSPORTATION	99,503.00	0.00	99,503.00	10,642.31	0.00	88,860.69
<b>9030</b>	<b>FICA</b>	<b>1,528,978.66</b>	<b>0.00</b>	<b>1,528,978.66</b>	<b>174,903.77</b>	<b>0.00</b>	<b>1,354,074.89</b>
A 9040.800-00-00-0100	WORKERS' COMPENSATION	209,450.00	0.00	209,450.00	174,971.00	0.00	34,479.00



**ONEIDA CITY SCHOOL**



**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9040.800-00-0155	WORKER'S COMP. TRANS.	85,550.00	0.00	85,550.00	74,988.00	0.00	10,562.00
9040	WORKMEN'S COMPENSATION	295,000.00	0.00	295,000.00	249,959.00	0.00	45,041.00
A 9050.800-00-0100	UNEMPLOYMENT INSURANCE	75,180.00	0.00	75,180.00	25,952.57	0.00	49,227.43
9050	UNEMPLOYMENT	75,180.00	0.00	75,180.00	25,952.57	0.00	49,227.43
A 9055.800-00-0100	DISABILITY INSURANCE	78,033.20	0.00	78,033.20	14,931.35	0.00	63,101.85
A 9055.800-00-0155	DISABILITY INS. TRANSPORTATION	4,134.00	0.00	4,134.00	981.06	0.00	3,152.94
9055	DISABILITY INSURANCE	82,167.20	0.00	82,167.20	15,912.41	0.00	66,254.79
A 9060.801-00-0100	HOSP & MED INSURANCE	8,836,110.96	0.00	8,836,110.96	2,138,323.99	0.00	6,697,786.97
A 9060.801-00-0155	HOSP & MED TRANS	566,983.00	0.00	566,983.00	124,830.00	0.00	442,153.00
A 9060.802-00-0100	VISION INSURANCE	111,187.28	0.00	111,187.28	26,804.78	0.00	84,382.50
A 9060.802-00-0155	VISION INSURANCE TRANS	7,132.00	0.00	7,132.00	1,380.12	0.00	5,751.88
A 9060.804-00-0100	HOSP & MED INSURANCE-LIFE	8,057.00	0.00	8,057.00	1,349.38	0.00	6,707.62
A 9060.805-00-0100	HOSP & MED INSURANCE-DENTAL	270,922.16	0.00	270,922.16	59,931.40	0.00	210,990.76
A 9060.805-00-0155	DENTAL INSURANCE TRANS	19,837.00	0.00	19,837.00	5,520.11	0.00	14,316.89
9060	HEALTH INSURANCE	9,820,229.40	0.00	9,820,229.40	2,358,139.78	0.00	7,462,089.62
A 9089.800-00-0400	ANNUITY ADMINISTRATION (403b)	7,625.00	0.00	7,625.00	5,772.00	0.00	1,853.00
9089	OTHER	7,625.00	0.00	7,625.00	5,772.00	0.00	1,853.00
90	Employee Benefits	13,902,420.50	-288,620.00	13,613,800.50	2,829,914.73	0.00	10,783,885.77
A 9711.600-00-0300	CONSTRUCTION BONDS-PRINCIPLE	2,065,000.00	0.00	2,065,000.00	1,400,000.00	0.00	665,000.00
A 9711.700-00-0300	CONSTRUCTION BONDS-INTEREST	803,290.00	0.00	803,290.00	166,725.00	0.00	636,565.00
9711	SERIAL BOND	2,868,290.00	0.00	2,868,290.00	1,566,725.00	0.00	1,301,565.00
97	Term Bonds - Other (Specify)	2,868,290.00	0.00	2,868,290.00	1,566,725.00	0.00	1,301,565.00
A 9901.930-00-0000	TRANSFER TO SCHOOL LUNCH FUND	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
A 9901.950-00-0300	TRANSFER TO SPECIAL AID FUNDS	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9901	TRANSFER TO SPECIAL AID	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
A 9950.900-00-0100	TRANS TO CAPITAL FUND	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
9950	TRANSFER TO CAPITAL	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
99	Capital Fund Expenditures	200,000.00	0.00	200,000.00	100,000.00	0.00	100,000.00
9	Employee Benefits & Interfund Transfers	16,970,710.50	-288,620.00	16,682,090.50	4,496,639.73	0.00	12,185,450.77
	<b>Fund A Totals:</b>	<b>46,654,592.50</b>	<b>3,744.10</b>	<b>46,658,336.60</b>	<b>9,059,434.26</b>	<b>614,125.88</b>	<b>36,984,776.46</b>
	<b>Grand Totals:</b>	<b>46,654,592.50</b>	<b>3,744.10</b>	<b>46,658,336.60</b>	<b>9,059,434.26</b>	<b>614,125.88</b>	<b>36,984,776.46</b>

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C.2860.160	NON INST SALARY	216,000.00	0.00	216,000.00	23,040.19	0.00	192,959.81
C.2860.169	NON INST EXTRA PAY	30,000.00	0.00	30,000.00	10,973.90	0.00	19,026.10
C.2860.200	EQUIPMENT	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
C.2860.400	CONTRACTUAL EXPENSE	7,500.00	0.00	7,500.00	3,601.87	1,530.00	2,368.13
C.2860.410	FOOD	330,000.00	0.00	330,000.00	5,576.77	271,503.22	52,920.01
C.2860.490	BOCES	97,632.00	0.00	97,632.00	9,763.14	87,868.86	0.00
C.2860.500	MATERIALS & SUPPLIES	40,000.00	0.00	40,000.00	3,750.98	27,701.88	8,547.14
2860		726,132.00	0.00	726,132.00	56,705.85	388,603.96	280,821.19
28		726,132.00	0.00	726,132.00	56,705.85	388,603.96	280,821.19
2		726,132.00	0.00	726,132.00	56,705.85	388,603.96	280,821.19
C.9010.800	EMPLOYEES RETIREMENT	36,800.00	0.00	36,800.00	0.00	0.00	36,800.00
9010		36,800.00	0.00	36,800.00	0.00	0.00	36,800.00
C.9030.800	SOCIAL SECURITY	18,800.00	0.00	18,800.00	2,532.81	0.00	16,267.19
9030		18,800.00	0.00	18,800.00	2,532.81	0.00	16,267.19
C.9060.800	HEALTH INSURANCE	125,000.00	0.00	125,000.00	0.00	0.00	125,000.00
9060		125,000.00	0.00	125,000.00	0.00	0.00	125,000.00
90		180,600.00	0.00	180,600.00	2,532.81	0.00	178,067.19
9		180,600.00	0.00	180,600.00	2,532.81	0.00	178,067.19
	<b>Fund CTotals:</b>	<b>906,732.00</b>	<b>0.00</b>	<b>906,732.00</b>	<b>59,239.66</b>	<b>388,603.96</b>	<b>458,888.38</b>
	<b>Grand Totals:</b>	<b>906,732.00</b>	<b>0.00</b>	<b>906,732.00</b>	<b>59,239.66</b>	<b>388,603.96</b>	<b>458,888.38</b>

ONEIDA CITY SCHOOL

Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
F005 2110.400-00-00	DG Library & Literacy/Contractual	8,059.60	0.00	8,059.60	0.00	0.00	8,059.60
F005 2110.500-00-00	DG Libr&Literacy Materials &Supplies	686.40	0.00	686.40	0.00	0.00	686.40
2110	*	8,746.00	0.00	8,746.00	0.00	0.00	8,746.00
21	**	8,746.00	0.00	8,746.00	0.00	0.00	8,746.00
2	***	8,746.00	0.00	8,746.00	0.00	0.00	8,746.00
	<b>Fund F005Totals:</b>	<b>8,746.00</b>	<b>0.00</b>	<b>8,746.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,746.00</b>
F121 2250.150-00-00	Instructional Salaries	490,093.00	0.00	490,093.00	39,835.22	0.00	450,257.78
F121 2250.400-00-00	Purchased Services	56,662.00	0.00	56,662.00	0.00	0.00	56,662.00
2250	*	546,755.00	0.00	546,755.00	39,835.22	0.00	506,919.78
22	**	546,755.00	0.00	546,755.00	39,835.22	0.00	506,919.78
2	***	546,755.00	0.00	546,755.00	39,835.22	0.00	506,919.78
	<b>Fund F121Totals:</b>	<b>546,755.00</b>	<b>0.00</b>	<b>546,755.00</b>	<b>39,835.22</b>	<b>0.00</b>	<b>506,919.78</b>
F220 2110.150-00-00	INSTRUCTIONAL SALARIES	7,078.93	0.00	7,078.93	5,148.93	0.00	1,930.00
F220 2110.400-00-00	CONTRACTUAL	2,244.43	0.00	2,244.43	2,244.43	0.00	0.00
F220 2110.400-00-02	CONTRACTUAL (HOLY CROSS)	841.00	0.00	841.00	0.00	0.00	841.00
F220 2110.490-11-14	BOCES SERVICES (ST. PAT'S)	1,124.00	0.00	1,124.00	0.00	0.00	1,124.00
F220 2110.802-00-00	TEACHERS RETIREMENT SYSTEM	724.80	0.00	724.80	724.80	0.00	0.00
F220 2110.804-00-00	HEALTH INSURANCE	1,469.00	0.00	1,469.00	1,469.00	0.00	0.00
2110	*	13,482.16	0.00	13,482.16	9,587.16	0.00	3,895.00
21	**	13,482.16	0.00	13,482.16	9,587.16	0.00	3,895.00
2	***	13,482.16	0.00	13,482.16	9,587.16	0.00	3,895.00
	<b>Fund F220Totals:</b>	<b>13,482.16</b>	<b>0.00</b>	<b>13,482.16</b>	<b>9,587.16</b>	<b>0.00</b>	<b>3,895.00</b>
F221 2110.150-00-00	INSTRUCTIONAL SALARIES	70,467.00	0.00	70,467.00	5,547.86	0.00	64,919.14
F221 2110.160-00-00	SUPPORT STAFF SALARIES	1,121.00	0.00	1,121.00	0.00	0.00	1,121.00
F221 2110.400-00-01	PURCHASED SERVICES (ST. PAT'S)	1,181.00	0.00	1,181.00	0.00	0.00	1,181.00
F221 2110.802-00-00	TEACHERS RETIREMENT SYSTEM	6,749.00	0.00	6,749.00	0.00	0.00	6,749.00
F221 2110.803-00-00	SOCIAL SECURITY	5,391.00	0.00	5,391.00	412.90	0.00	4,978.10
F221 2110.804-00-00	HEALTH INSURANCE	18,109.00	0.00	18,109.00	0.00	0.00	18,109.00
2110	*	103,018.00	0.00	103,018.00	5,960.76	0.00	97,057.24
21	**	103,018.00	0.00	103,018.00	5,960.76	0.00	97,057.24

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2		103,018.00	0.00	103,018.00	5,960.76	0.00	97,057.24
	***						
	<b>Fund F221Totals:</b>	103,018.00	0.00	103,018.00	5,960.76	0.00	97,057.24
F321 2250.150-00-00	Professional Salaries	10,866.00	0.00	10,866.00	869.28	0.00	9,996.72
F321 2250.400-00-00	Purchased Services	11,458.00	0.00	11,458.00	0.00	0.00	11,458.00
F321 2250.500-00-00	Materials and Supplies	417.00	0.00	417.00	0.00	0.00	417.00
2250	*	22,741.00	0.00	22,741.00	869.28	0.00	21,871.72
22	**	22,741.00	0.00	22,741.00	869.28	0.00	21,871.72
2	***	22,741.00	0.00	22,741.00	869.28	0.00	21,871.72
	<b>Fund F321Totals:</b>	22,741.00	0.00	22,741.00	869.28	0.00	21,871.72
F621 2110.150-00-00	PROFESSIONAL SALARIES	38,180.00	0.00	38,180.00	3,006.90	0.00	35,173.10
F621 2110.490-00-00	PURCHASED SERVICES - BOCES	297.00	0.00	297.00	0.00	0.00	297.00
F621 2110.500-11-14	MATERIALS & SUPPLIES (ST. PAT'S)	1,640.00	0.00	1,640.00	0.00	0.00	1,640.00
F621 2110.500-11-15	MATERIALS & SUPPLIES (HOLY CROSS)	1,485.00	0.00	1,485.00	0.00	0.00	1,485.00
F621 2110.802-00-00	TEACHERS RETIREMENT SYSTEM	3,639.00	0.00	3,639.00	0.00	0.00	3,639.00
F621 2110.803-00-00	SOCIAL SECURITY	2,921.00	0.00	2,921.00	217.71	0.00	2,703.29
F621 2110.804-00-00	HEALTH INSURANCE	11,205.00	0.00	11,205.00	0.00	0.00	11,205.00
2110	*	59,367.00	0.00	59,367.00	3,224.61	0.00	56,142.39
21	**	59,367.00	0.00	59,367.00	3,224.61	0.00	56,142.39
2	***	59,367.00	0.00	59,367.00	3,224.61	0.00	56,142.39
	<b>Fund F621Totals:</b>	59,367.00	0.00	59,367.00	3,224.61	0.00	56,142.39
F621 2110.150-00-00	PROFESSIONAL SALARIES	30,447.00	0.00	30,447.00	2,341.80	0.00	28,105.20
F621 2110.802-00-00	TEACHERS RETIREMENT SYSTEM	2,902.00	0.00	2,902.00	0.00	0.00	2,902.00
F621 2110.803-00-00	SOCIAL SECURITY	2,329.00	0.00	2,329.00	170.63	0.00	2,158.37
2110	*	35,678.00	0.00	35,678.00	2,512.43	0.00	33,165.57
21	**	35,678.00	0.00	35,678.00	2,512.43	0.00	33,165.57
2	***	35,678.00	0.00	35,678.00	2,512.43	0.00	33,165.57
	<b>Fund F621Totals:</b>	35,678.00	0.00	35,678.00	2,512.43	0.00	33,165.57
F920SI 2110.150-00-00	Instructional Salaries	25,869.42	0.00	25,869.42	16,209.78	0.00	9,659.64
F920SI 2110.400-00-00	Purchased Services	52,614.76	0.00	52,614.76	6,131.63	0.00	46,483.13

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>F920SI 2110.479-00-00</u>	Travel	59.12	0.00	59.12	0.00	0.00	59.12
<u>F920SI 2110.500-00-00</u>	Materials and Supplies	28,694.31	0.00	28,694.31	706.76	0.00	27,987.55
<u>F920SI 2110.804-00-00</u>	Health Insurance	7,572.00	0.00	7,572.00	7,572.00	0.00	0.00
2110		114,809.61	0.00	114,809.61	30,620.17	0.00	84,189.44
21		114,809.61	0.00	114,809.61	30,620.17	0.00	84,189.44
2		114,809.61	0.00	114,809.61	30,620.17	0.00	84,189.44
<b>Fund F920SI Totals:</b>		<b>114,809.61</b>	<b>0.00</b>	<b>114,809.61</b>	<b>30,620.17</b>	<b>0.00</b>	<b>84,189.44</b>
<u>F921D 2110.490-00-00</u>	BOCES SERVICES	3,091.00	0.00	3,091.00	0.00	0.00	3,091.00
2110		3,091.00	0.00	3,091.00	0.00	0.00	3,091.00
21		3,091.00	0.00	3,091.00	0.00	0.00	3,091.00
2		3,091.00	0.00	3,091.00	0.00	0.00	3,091.00
<b>Fund F921D Totals:</b>		<b>3,091.00</b>	<b>0.00</b>	<b>3,091.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,091.00</b>
<u>F921SI 2110.150-00-00</u>	INSTRUCTIONAL SALARIES	168,060.00	0.00	168,060.00	7,621.66	0.00	160,438.34
<u>F921SI 2110.400-00-00</u>	PURCHASED SERVICES	42,000.00	0.00	42,000.00	24,000.00	0.00	18,000.00
<u>F921SI 2110.490-00-00</u>	PURCHASED SERVICES (BOCES)	67,404.00	0.00	67,404.00	42,135.00	0.00	25,269.00
<u>F921SI 2110.500-00-00</u>	MATERIALS & SUPPLIES	22,536.00	0.00	22,536.00	99.00	0.00	22,437.00
2110		300,000.00	0.00	300,000.00	73,855.66	0.00	226,144.34
21		300,000.00	0.00	300,000.00	73,855.66	0.00	226,144.34
2		300,000.00	0.00	300,000.00	73,855.66	0.00	226,144.34
<b>Fund F921SI Totals:</b>		<b>300,000.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>73,855.66</b>	<b>0.00</b>	<b>226,144.34</b>
<u>FP21 2510.150-00-00</u>	Professional Salaries	146,221.00	0.00	146,221.00	12,797.92	0.00	133,423.08
<u>FP21 2510.160-00-00</u>	Support Salaries	32,748.00	0.00	32,748.00	3,122.84	0.00	29,625.16
<u>FP21 2510.400-00-00</u>	Purchased Services	30,464.00	0.00	30,464.00	0.00	0.00	30,464.00
<u>FP21 2510.500-00-00</u>	Materials & Supplies	10,786.00	0.00	10,786.00	0.00	0.00	10,786.00
<u>FP21 2510.800-00-01</u>	Social Security	13,691.00	0.00	13,691.00	1,128.10	0.00	12,562.90
<u>FP21 2510.800-00-03</u>	Health Insurance	40,276.00	0.00	40,276.00	0.00	0.00	40,276.00
2510		274,186.00	0.00	274,186.00	17,048.86	0.00	257,137.14
25		274,186.00	0.00	274,186.00	17,048.86	0.00	257,137.14
2		274,186.00	0.00	274,186.00	17,048.86	0.00	257,137.14
<b>Fund FP21 Totals:</b>		<b>274,186.00</b>	<b>0.00</b>	<b>274,186.00</b>	<b>17,048.86</b>	<b>0.00</b>	<b>257,137.14</b>

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
FT20 2110.400-00-00	2110 PURCHASED SERVICES	9,401.90	0.00	9,401.90	0.00	0.00	9,401.90
21	*	9,401.90	0.00	9,401.90	0.00	0.00	9,401.90
2	**	9,401.90	0.00	9,401.90	0.00	0.00	9,401.90
	***	9,401.90	0.00	9,401.90	0.00	0.00	9,401.90
	<b>Fund FT20Totals:</b>	<b>9,401.90</b>	<b>0.00</b>	<b>9,401.90</b>	<b>0.00</b>	<b>0.00</b>	<b>9,401.90</b>
FT20 2110.150-00-00	PROFESSIONAL SALARIES	63,091.00	0.00	63,091.00	45,332.75	0.00	17,758.25
FT20 2110.400-11-15	PURCHASED SERVICES (HOLY CROSS)	3,161.00	0.00	3,161.00	0.00	0.00	3,161.00
FT20 2110.500-00-00	MATERIALS & SUPPLIES	14,495.17	0.00	14,495.17	0.00	0.00	14,495.17
FT20 2110.500-11-15	MATERIALS & SUPPLIES (HOLY CROSS)	32.00	0.00	32.00	0.00	0.00	32.00
FT20 2110.803-00-00	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
2110	*	80,779.17	0.00	80,779.17	45,332.75	0.00	35,446.42
21	**	80,779.17	0.00	80,779.17	45,332.75	0.00	35,446.42
2	***	80,779.17	0.00	80,779.17	45,332.75	0.00	35,446.42
	<b>Fund FTI20Totals:</b>	<b>80,779.17</b>	<b>0.00</b>	<b>80,779.17</b>	<b>45,332.75</b>	<b>0.00</b>	<b>35,446.42</b>
FTI21 2110.150-00-00	PROFESSIONAL SALARIES	525,297.00	0.00	525,297.00	44,368.20	0.00	480,928.80
FTI21 2110.400-11-14	PURCHASED SERVICES (ST. PAT'S)	4,980.00	0.00	4,980.00	0.00	0.00	4,980.00
FTI21 2110.400-11-15	PURCHASED SERVICES (HOLY CROSS)	2,490.00	0.00	2,490.00	0.00	0.00	2,490.00
FTI21 2110.500-00-00	MATERIALS & SUPPLIES	11,075.00	0.00	11,075.00	0.00	0.00	11,075.00
FTI21 2110.500-11-14	MATERIALS & SUPPLIES (ST. PAT'S)	50.00	0.00	50.00	0.00	0.00	50.00
FTI21 2110.500-11-15	MATERIALS & SUPPLIES (HOLY CROSS)	25.00	0.00	25.00	0.00	0.00	25.00
FTI21 2110.802-00-00	TEACHERS RETIREMENT	50,061.00	0.00	50,061.00	0.00	0.00	50,061.00
FTI21 2110.803-00-00	SOCIAL SECURITY	40,185.00	0.00	40,185.00	3,251.37	0.00	36,933.63
FTI21 2110.804-00-00	HEALTH INSURANCE	130,873.00	0.00	130,873.00	0.00	0.00	130,873.00
2110	*	765,036.00	0.00	765,036.00	47,619.57	0.00	717,416.43
21	**	765,036.00	0.00	765,036.00	47,619.57	0.00	717,416.43
2	***	765,036.00	0.00	765,036.00	47,619.57	0.00	717,416.43
	<b>Fund FTI21Totals:</b>	<b>765,036.00</b>	<b>0.00</b>	<b>765,036.00</b>	<b>47,619.57</b>	<b>0.00</b>	<b>717,416.43</b>
	<b>Grand Totals:</b>	<b>2,337,090.84</b>	<b>0.00</b>	<b>2,337,090.84</b>	<b>276,466.47</b>	<b>0.00</b>	<b>2,060,624.37</b>

**ONEIDA CITY SCHOOL**

**Appropriation Status Detail Report By Function From 7/1/2020 To 9/30/2020**



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H005 2110.200-00-SS-1</u>	District Wide/Smart Schools Equipment Ph 1	126,169.68	114,115.64	240,285.32	0.00	126,169.68	114,115.64
2110	*	126,169.68	114,115.64	240,285.32	0.00	126,169.68	114,115.64
21	**	126,169.68	114,115.64	240,285.32	0.00	126,169.68	114,115.64
2	***	126,169.68	114,115.64	240,285.32	0.00	126,169.68	114,115.64
	<b>Fund H005Totals:</b>	<b>126,169.68</b>	<b>114,115.64</b>	<b>240,285.32</b>	<b>0.00</b>	<b>126,169.68</b>	<b>114,115.64</b>
<u>H008 1620.400-00-00</u>	District Wide - Contractual	24,125.78	2,429.36	26,555.14	0.00	16,199.26	10,355.88
1620	*	24,125.78	2,429.36	26,555.14	0.00	16,199.26	10,355.88
16	**	24,125.78	2,429.36	26,555.14	0.00	16,199.26	10,355.88
1	***	24,125.78	2,429.36	26,555.14	0.00	16,199.26	10,355.88
	<b>Fund H008Totals:</b>	<b>24,125.78</b>	<b>2,429.36</b>	<b>26,555.14</b>	<b>0.00</b>	<b>16,199.26</b>	<b>10,355.88</b>
<u>H009 2110.240-00-00</u>	District Wide Alterations - Incidentals	2,750.00	0.00	2,750.00	0.00	2,750.00	0.00
2110	*	2,750.00	0.00	2,750.00	0.00	2,750.00	0.00
21	**	2,750.00	0.00	2,750.00	0.00	2,750.00	0.00
2	***	2,750.00	0.00	2,750.00	0.00	2,750.00	0.00
	<b>Fund H009Totals:</b>	<b>2,750.00</b>	<b>0.00</b>	<b>2,750.00</b>	<b>0.00</b>	<b>2,750.00</b>	<b>0.00</b>
<u>H121 1620.293-00-00</u>	Willard Prior Elementary School Reconstruction - General Construction	86,000.00	0.00	86,000.00	0.00	0.00	86,000.00
1620	*	86,000.00	0.00	86,000.00	0.00	0.00	86,000.00
16	**	86,000.00	0.00	86,000.00	0.00	0.00	86,000.00
1	***	86,000.00	0.00	86,000.00	0.00	0.00	86,000.00
<u>H121 2110.240-00-00</u>	Willard Prior Elementary School Reconstruction - Incidentals	2,000.00	0.00	2,000.00	109.75	0.00	1,890.25
2110	*	12,000.00	0.00	12,000.00	9,000.00	0.00	3,000.00
21	**	14,000.00	0.00	14,000.00	9,109.75	0.00	4,890.25
2	***	14,000.00	0.00	14,000.00	9,109.75	0.00	4,890.25
	<b>Fund H121Totals:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>9,109.75</b>	<b>0.00</b>	<b>90,890.25</b>
	<b>Grand Totals:</b>	<b>253,045.46</b>	<b>116,545.00</b>	<b>369,590.46</b>	<b>9,109.75</b>	<b>145,118.94</b>	<b>215,361.77</b>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: APPROPRIATION TRANSFERS**  
**DATE: NOVEMBER 10, 2020**

The attached Appropriation Transfers for October 2020 are submitted for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the appropriation transfers as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_



**BUDGET MODIFICATION  
REQUEST FORM**

2020-21

GENERAL FUND   X   OTHER:           

REQUESTED BY: J. Rowley

DATE 10/31/2020

FOR BOARD APPROVAL   XX   PRESENTATION:           

INCREASE (BUDGET CODE)	AMOUNT	COMMENTS
1 A 2770	\$3,750.00	Gifts & Donations
2 A 2630.220-00-0900	\$3,750.00	Computer Asst Instr Equipment
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Approved  Disapproved           

*[Signature]*

Assistant Superintendent for Finance

10/16/20

Date

Approved  Disapproved           

*[Signature]*  
Superintendent

10/16/2020

Date

# ONEIDA CITY SCHOOL DISTRICT

## APPROPRIATION TRANSFER REQUEST FORM

GENERAL FUND  OTHER:   
 REQUESTED BY: J. Rowley  
 DATE: 10/30/2020  
 FOR BOARD APPROVAL  PRESENTATION: \_\_\_\_\_

#	FROM (BUDGET CODE)	TO (BUDGET CODE)	AMOUNT	COMMENTS
1	C 2860.410	C 2860.200	\$4,000.00	Food to equipment (Freezer at MS)
2	A 9901.930-00-0000	A 9950.900-00-0100	\$2,750.00	Transfer to School Lunch to Transfer to Capital Fund
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Approved  Disapproved \_\_\_\_\_ Date 10/30/2020  
 Assistant Superintendent for Finance  
 Approved  Disapproved \_\_\_\_\_ Date 10/30/2020  
 Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: PERSONNEL**  
**DATE: NOVEMBER 10, 2020**

We are recommending approval of the attached personnel items for the November 10, 2020 Board of Education Meeting as submitted.

**RECOMMENDED ACTION**

**Motion to approve the attached personnel items for the November 10, 2020 Board of Education Meeting as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
Personnel Report  
November 10, 2020  
Board of Education Meeting

**RECOMMENDED INSTRUCTIONAL LEAVE**

<b>Personnel</b>	<b>Building</b>	<b>Position</b>	<b>Effective</b>
Spencer, Jill	OSMS	Reading Teacher	Nov 4, 2020 – approx. Jan 4, 2021

**RECOMMENDED INSTRUCTIONAL LONG TERM SUBSTITUTE APPOINTMENT**

<b>Personnel</b>	<b>Building</b>	<b>Position</b>	<b>Effective</b>
Mercer, Pat	OSMS	Reading LTS	Nov 4, 2020 – approx. Jan 4, 2021
Barber, Alissa	DV	Spec Educ LTS	Approx Nov 27, 2020 – approx. Feb 5, 2021

**RECOMMENDED ONE-TIME SALARY ADJUSTMENT**

<b>Staff</b>	<b>Building</b>	<b>Tenure Area</b>	<b>Effective</b>
Wilczak, Randall	OHS	Art	2021-2022 School Year
Anderalli, Nick	OSMS	Music	2021-2022 School Year

**RECOMMENDED SUBSTITUTE TEACHERS**

AS ATTACHED

**CLASSIFIED PERSONNEL**

AS ATTACHED

Oneida City School District  
November 10, 2020  
Board of Education Meeting

Recommended Substitute Teachers

<b>Substitute Name</b>	<b>Area(s) to Sub</b>	<b>Certification</b>
Joshua Allen	K-8 ONLY	Non-Certified
Jessica Emmerich	Any	Non-Certified
Kaleigh Nish	Any	Non-Certified
Courtney Schneider	Any	Non-Certified

Oneida City School District  
 Personnel Report  
 November 10, 2020

Board of Education Meeting

CLASSIFIED PERSONNEL

**RECOMMENDED CLASSIFIED PROVISIONAL APPOINTMENT**

NAME	TITLE	LOCATION	PAYRATE	EFFECTIVE DATE
Susan Hartley	School Secretary FT – 11 Month	DV	30,052 per/year	1/1/21

**RECOMMENDED CLASSIFIED PROBATIONARY APPOINTMENT**

NAME	TITLE	LOCATION	PAYRATE	EFFECTIVE DATE
Courtney Hess	Teacher Aide Temp FT – 6 hours/day	WP	11.80 per/hour	10/19/20
Lindsey George	Child and Family Support Teacher Assistant – Full Time	WP	21,009 per/year	10/22/20
Nicole Parsons	Teacher Aide Temp FT – 6 hours/day	MS	11.80 per/hour	10/13/20

**RECOMMENDED CLASSIFIED RESIGNATION**

NAME	TITLE	LOCATION	EFFECTIVE DATE
Cheryl Cole	Food Service Helper	DV	10/23/20
Brianne Kent	Teacher Aide Full Time - 5.5 Hour	DV	10/23/20

Oneida City School District  
 Personnel Report  
 November 10, 2020  
 Board of Education Meeting

CLASSIFIED PERSONNEL

**RECOMMENDED CLASSIFIED SUBSTITUTE APPOINTMENTS**

NAME	TITLE	LOCATION
Joshua Allen	Teacher Aide	District Wide
Cheryl Cole	Food Service Helper	District Wide
Jessica Emmerich	Teacher Aide	District Wide
Nadia Farra	Clerical, Food Service Helper, Teacher Aide	District Wide
Carolyn Hayes	Teacher Aide	District Wide
Marlie Kling	Bus Monitor	Trans. Center
Regina Orsaio	Custodian	District Wide
Courtney Schneider	Teacher Aide	District Wide
Joshua Snyder	Custodian	District Wide
Pamela Tamburro	Library Clerk	District Wide
Erika Wright	Clerical, Teacher Aide	District Wide

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: NYSPHSAA SECTION III COMBINING CONTRACT**  
**DATE: NOVEMBER 10, 2020**

The attached 2020-2021 NYSPHSAA Section III Combining Contract between Oneida City School District and VVS School District for Varsity and Modified Wrestling is attached for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the 2020-2021 NYSPHSAA Section III Combining Contract between Oneida City School District and VVS School District for Varsity and Modified Wrestling as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_



  
**NYSPHSAA**  
**Section III**

**Combining Contract**

The Oneida City School District will combine with  
the VVS School District (Host) based  
on the approval of each school's Board of Education to compete in the sport/gender of:

wrestling

for the following level(s)  
(please circle appropriate level(s))

Varsity   
 JV   
 Freshmen   
 Modified

This document confirms the combination of the above two schools for athletic  
competition in the stated sport for the following school year: 2020-21

Date that this proposed combination was approved by your league: \_\_\_\_\_

<u>Mary M. K.</u> Superintendent	<u>Oneida CSD</u> School	<u>10/30/20</u> Date
-------------------------------------	-----------------------------	-------------------------

_____ Superintendent (Host)	_____ School	_____ Date
--------------------------------	-----------------	---------------

**Please Note:**

- **This contract must be completed before any competition begins for the season.**
- **The Host School is responsible for gathering the required signatures and sending copies to the merged school, league president and sport coordinator. The completed packet is then submitted to the Section Office for approval.**

C:    Sports Coordinator  
Section III Office  
League President

**FOR OFFICE USE ONLY**

Received \_\_\_\_\_  
Executive Committee Approval \_\_\_\_\_  
NYSPHSAA notified \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: RESOLUTION APPOINTING ELECTION INSPECTORS**  
**DATE: NOVEMBER 10, 2020**

The Resolution Appointing Election Inspectors is attached for your review and approval as submitted.

**RECOMMENDED ACTION**

**Motion to approve the Resolution Appointing Election Inspectors as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

RESOLUTION APPOINTING ELECTION INSPECTORS  
AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

At a regular meeting of the Board of Education of the City School District of the City of Oneida, Madison County, New York, held at 205 East Avenue, in Oneida, New York, in said School District, on the 10th day of November, 2020, at 6:00 o'clock P.M., Prevailing Time.

The meeting was called to order by \_\_\_\_\_, and upon roll being called, the following were

PRESENT:

ABSENT

The following resolution was offered by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_, to-wit:

WHEREAS, the Board of Education of the City School District of the City of Oneida, Madison County, New York, has called a Special City School District Referendum of the qualified voters of said School District to be held on the 9th day of December, 2020; and

WHEREAS, it is now desired to provide for the appointment of inspectors of election and other matters in connection therewith for said Special City School District Referendum in each Election District; NOW, THEREFORE, BE IT

RESOLVED, by the Board of Education of City School District of the City of Oneida, Madison County, New York, as follows:

Section 1. The following named resident qualified voters of said School District are hereby appointed as the inspectors of election for the Special City School District Referendum referred to in the preambles hereof, so that in accordance with Section 2607 of the Education Law there shall be three (3) such inspectors for each school election district:

School Election District Durhamville Elementary: Kathleen Erdo, Head Inspector \$150.00

Rita Behr, Inspector \$125.00

School Election Oneida Senior High School: James Tuggey, Head Inspector \$150.00

Gail Hood, Inspector \$125.00

Irene Tooker, Inspector \$125.00

Alternate: Linda Tuggey

Section 2. The Clerk of said School District is hereby authorized and directed to give written notice of appointment to the persons herein respectively appointed as such inspectors of election for said Special City School District Referendum.

Section 3. Each inspector of election appointed for said Special City School District Referendum, as herein provided, shall be entitled to compensation at the rate of \$125 for each day actually and necessarily spent on the duties of his office, which compensation shall not exceed the compensation

paid to inspectors of election at the preceding general election of the City of Oneida as fixed by the governing body thereof.

Section 4. Before the opening of the polls the inspectors of election for each election district shall organize by appointing one of their members as Chairman and one of their members as Polling Clerk.

Section 5. This resolution shall take effect immediately.

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

_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____
_____	VOTING	_____

The resolution was thereupon declared duly adopted.

\* \* \* \* \*

**CERTIFICATION FORM**

STATE OF NEW YORK            )  
  ) ss.:  
COUNTY OF MADISON         )

I, the undersigned Clerk of the City School District of the City of Oneida, Madison County, New York (the "Issuer"), DO HEREBY CERTIFY:

1. That a meeting of the Issuer was duly called, held and conducted on the 10th day of November, 2020.
2. That such meeting was a special regular (circle one) meeting.
3. That attached hereto is a proceeding of the Issuer which was duly adopted at such meeting by the Board of the Issuer.
4. That such attachment constitutes a true and correct copy of the entirety of such proceeding as so adopted by said Board.
5. That all members of the Board of the Issuer had due notice of said meeting.
6. That said meeting was open to the general public in accordance with Section 103 of the Public Officers Law, commonly referred to as the "Open Meetings Law".
7. That notice of said meeting (the meeting at which the proceeding was adopted) was caused to be given PRIOR THERETO in the following manner:

**PUBLICATION** (Oneida Daily Dispatch, on or about October 26, 2020)

**POSTING** (All District buildings and website, by October 26, 2020)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Issuer this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(CORPORATE SEAL)

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

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: 2021-2022 BUDGET TIMELINE**  
**DATE: NOVEMBER 10, 2020**

Attached is the timeline for next year's budget work. As required by law, the proposal seeks public vote on the third Tuesday of the month of May: May 18, 2021. The annual School Board Election will take place on this same date.

**RECOMMENDED ACTION**

**Motion to approve the Oneida City School District's Budget Timeline for the 2021-2022 school year in accordance with Chapter 436, Laws of 1997.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

**A \_\_\_\_\_ N \_\_\_\_\_**

**BUDGET TIMELINE  
2021-22**

<u>November 11, 2020</u>	Distribution of Timeline
<u>January 4-8, 2021</u>	Administrators, Principals, Directors and Supervisors will review completed budget requests including staffing and program issues. Budget workbooks and staff changes will be reviewed at this time.
<u>January 12, 2021</u>	Superintendent's Budget – <b>FIRST DRAFT</b> (BOE Meeting)
<u>February &amp; March, 2021</u>	Budget review by Board Sub-Committee.
<u>March 1, 2021</u>	Tax Cap form filed with OSC
<u>March 9, 2021</u>	Regular Board of Education meeting (Review Budget)
<u>March 30, 2021</u>	Clerk gives <b>FIRST NOTICE</b> of Budget Vote and Board Election 7 weeks prior to such election in a newspaper having general circulation in the City of Oneida (45 day notice). Nomination Petition Packets and application for Absentee Ballots available.
<u>April 8, 2021</u>	<b>SECOND NOTICE</b> of Budget Vote
<u>April 20, 2021</u>	<b>REGULAR BOARD OF EDUCATION MEETING –</b> Review and adopt Preliminary Budget by Board of Education.  Board of Education appoints – at least 10 days prior to the election –three (3) qualified voters as election inspectors for each election district.
<u>April 21, 2021</u>	Property Tax Report Card submitted to SED
<u>April 27, 2021</u>	<b>THIRD NOTICE</b> of Budget Vote;
<u>April 28, 2021</u>	<b>LAST DAY FOR BOARD NOMINATING PETITIONS TO BE FILED WITH THE BOARD CLERK.</b>



May 4, 2021

Budget Statement available.

May 11, 2021

**PUBLIC HEARING** on Budget

May 12, 2021

Budget Newsletter Mailed

May 13, 2021

**FOURTH NOTICE** of Budget Vote

May 18, 2021

**BUDGET VOTE AND BOARD  
ELECTION.  
REGULAR BOARD OF  
EDUCATION MEETING.**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: TEXTBOOK FOR APPROVAL – EXPLORING MICROSOFT OFFICE EXCEL 2019 COMPREHENSIVE**  
**DATE: NOVEMBER 10, 2020**

The Oneida High School is requesting approval for a textbook purchase.

Title: Exploring Microsoft Office Excel 2019 Comprehensive  
Publisher: Pearson  
Copyright: 2020;  
To Be Used By: Computer Applications 9-12 (30 copies)  
\$159.99 per book

**RECOMMENDED ACTION**

**Motion to approve the textbook: Exploring Microsoft Office Excel 2019 Comprehensive as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

Office of the Superintendent  
 City School District  
 Oneida, NY 13421  
Score Card for Textbooks

RECEIVED  
 SEP 15 2020  
 By: [Signature]

SEP 20 2020

Title: - *EXPLORING MICROSOFT OFFICE EXCEL 2019 COMPREHENSIVE* Copies Needed: 30

Author or Editor: Mary Anne Poatsy, Keith Mulbery and Jason Davidson Publisher: Pearson

Copyright Date: 2020 Latest Revision Date: 1/14/19 Price: \$159.99

To be used by: Computer Applications Level Pupils in Grade: 9-12

Readability Review Reviewer:  
 Reading level:  
 Of these Pupils \_\_\_ are estimated to be reading one or more grade levels below this level.  
 Recommendations for use: at and above for content \_\_\_ and above for text complexity \_\_\_

II. Selector Review (See also pages 2 & 3)

Reviewer: Jill Gallagher Representing: Business Dept. OHS

What provisions will be made for pupils reading one or more grades below reading level of book?

*Follow IEP & RTI Plan for student*

How will this text be used?

*within class as a supplement*

Recommended

(Approved)

III. Recommendation and Approval  
 Routing

Yes No

Signature

Date

Department Chairperson

*Dail [Signature] 8-31-20*

Principal

*[Signature] 9/22/20*

Curriculum Coordinator

*[Signature] 9/24/20*

Superintendent

*Mary M. [Signature] 9/28/20*

Board of Education

\*Please submit the original (along with one copy of the book) to the Superintendent no later than the first of the month for review. The Board will review the request and vote at the next monthly board meeting.  
 Score Card for Textbooks

- A. Content and Method *C* Excellent Good Fair Poor None N/A
1. Contribution to Intelligent Thinking *Good*
  2. Appeals to Pupils *Good*
  3. Relation to Course of Study *Good*
  4. Organization (check each item) *Good*
  - a. Table of Contents *Good*

- b. Arrangement
- c. Development of Ideas
- d. Paragraph & Sentence Structure
- e. Chapter & Marginal Ideas
- f. Summaries
- g. Provision for Reviews
- h. Drills and Tests
- i. Aids
- j. Suggestions to Teachers and Pupils
- k. Index
- l. Bibliography
- m. Appendix
- 5. Style of Writing
- 6. Vocabulary
- 7. Charts, maps, tables are accurate and clear
- 8. Questions: Factual
  - Inductive
  - Interpretive
- B. Physical Features
  - 1. General Attractiveness
  - 2. Size of Book
  - 3. Paper
  - 4. Type
  - 5. Binding: Durability
    - Color and Design
  - 6. Illustrations & Captions
  - 7. Book Lies Flat When Open

good

## Score Card for Textbooks

### C. Teacher's Edition

Not Available

Yes No

1. Is the teacher's manual written in such a manner as to explain completely the objectives of the individual lessons, units and sections? → I did
2. Are directions provided for the teacher in terms of overall aims and objectives?
3. Are references listed for teachers in such a manner as to be of maximum use?
4. If appropriate, are workbooks challenging for the student and do they reinforce major concepts presented by the textbook?
5. Are workbook materials so organized that student weaknesses in particular areas may be identified?
6. Are appropriate testing materials available to the teacher for an adequate standard program?
7. Are interesting activities suggested which will challenge youngsters to do further research in meaningful areas?
8. Is an attempt made by the publisher to keep content material current by the issuance of supplementary bulletins?

not rec. teacher's manual but would like one.

n/a

### D. Other Information

1. How does text fit into a sequential development of this subject in grades below and above? This text will supplement instruction for Microsoft office software.
2. How closely does this text follow Oneida curriculum? On target with current curriculum.

In what ways is it different? How will these areas be handled?

3. Name and author of current text:

Publisher: Copyright Date:

Adoption Date: Number of Copies on Hand

4. What advantage does this text have over current text? There is  
no current text -- teacher makes up all  
assignments, etc.
5. Reaction of professional textbook reviews.  
n/a

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: TEXTBOOK FOR APPROVAL – I'M NOT DYING WITH YOU TONIGHT**  
**DATE: NOVEMBER 10, 2020**

The Oneida High School is requesting approval for a textbook purchase.

Title: I'm Not Dying With You Tonight  
Publisher: Sourcebooks, Inc.  
Copyright: 2019;  
To Be Used By: English Grade 9 (10 copies)  
\$20.98 per book

**RECOMMENDED ACTION**

**Motion to approve the textbook: I'm Not Dying With You Tonight as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
Oneida, NY 13421

Request for New Textbook

RECEIVED  
SEP 24 2020  
BY: \_\_\_\_\_

Title: *I'm Not Dying With You Tonight*

Copies Needed: 10

Author or Editor: Gilly Segal and Kimberly Jones

Publisher: Sourcebooks, Inc.

Copyright date: 2019

Latest revision date: 2019

Price: \$20.98

Textbook to be used by: English 9 Book Clubs

Grade level: 9th

Readability Review

Reviewer: Permabound

Reading level: 4.3

**Comments: ALA Booklist**

Lena is sassy and fashionable, and she dreams of fame. Campbell is quiet and reserved, and she just wants to survive the year at her new school. These two high-school girls one black and one white and themselves caught in the middle of chaos at a Friday night football game. Despite being strangers, they must rely on each other in order to escape the frightful scene. On their journey towards safety, they encounter several dangerous situations, such as riots, fights, and looting, which force them to learn about and appreciate each other. In their first collaboration, authors Segal and Jones have produced a novel that addresses the racial tension in our nation, including current issues such as police brutality. This is a book that is sure to make young readers think, highlighting the importance of understanding different perspectives as its chapters alternate between Lena's and Campbell's points of view. An eye-opening read that will be useful for starting conversations in group settings.

Recommendations for use: Grades 9-12 for content

Selector Review

Reviewer: Marie Bamberger

Representing: 9<sup>th</sup> grade ELA

What provisions will be made for pupils reading one or more grades below reading level of book?

Scaffolded study guides, cooperative activities, differentiated instruction techniques, etc.

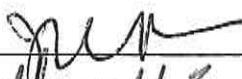
How will this text be used?

*I'm Not Dying With You Tonight* presents a variety of social issues applicable to today's society, which will reinforce other areas of the ninth grade curriculum such as the article of the week and the research paper. This text will be offered as one of the choices for our social/cultural issues book club and will serve to include the realistic fiction genre. It has: high interest and appeal, readability, lasting themes, and mature concepts applicable to a middle/high school audience.

Recommending and Approval Routing

	Yes / No	Signature	Date
Department Chairperson	X / <u>    </u>	<u>Thomas L Kirby, MEd</u>	<u>9/22/20</u>
Principal	✓ / <u>    </u>	<u>[Signature]</u>	<u>9/22/20</u>

Curriculum Coordinator

✓ 9/24/20 

Superintendent

9/28/20 

Board of Education

Date of Meeting: \_\_\_\_\_



Working with you tonight

**Text Complexity Rubric**

**Tim Shanahan**

	Simple Texts	Somewhat Simple Texts	Complex Texts	Very Complex Texts
Layout	<p>Consistent placement of text, regular word and line spacing, often large plain font</p> <p>Extensive illustrations that directly support and help interpret the written text</p> <p>Supportive signposting and enhancements</p>	<p>May have longer passages of uninterrupted text, often plain font</p> <p>A range of illustrations that support selected parts of the text</p> <p>Reduced signposting and enhancements</p>	<p>Longer passages of uninterrupted text may include columns or other variations in layout, often smaller more elaborate font</p> <p>A few illustrations that support the text</p> <p>Minimal signposting and/or enhancements</p>	<p>Very long passages of uninterrupted text that may include columns or other variations in layout, often small densely packed print</p> <p>Minimal illustrations that support the text</p> <p>Integrated signposting conforming to literary devices. No enhancements</p>
Purpose and Meaning	<p>Purpose usually stated explicitly in the title or in the beginning of the text</p> <p>One level of meaning</p> <p>Theme is obvious and revealed early in the text</p>	<p>Purpose tends to be revealed early in the text, but may be conveyed with some subtlety</p> <p>More than one level of meaning, with levels clearly distinguished from each other</p> <p>Theme is clear and revealed early in the text, but may be conveyed with some subtlety</p>	<p>Purpose is implicit and may be revealed over the entirety of the text</p> <p>Several levels of meaning that may be difficult to identify/separate</p> <p>Theme may be implicit or subtle, is sometimes ambiguous and may be revealed over the entirety of the text</p>	<p>Purpose implicit or subtle, is sometimes ambiguous and revealed over the entirety of the text</p> <p>Several levels and competing elements of meaning that are difficult to identify/separate and interpret</p> <p>Theme is implicit or subtle, is often ambiguous, and is revealed over the entirety of the text</p>
Structure	<p>The organization of the text is clear, chronological and/or easy to predict</p> <p>Connections between events or ideas are explicit and clear</p> <p>One text type is evident</p>	<p>The organization of the text may have additional characters, two or more storylines and is occasionally difficult to predict</p> <p>Connections among events or ideas are sometimes implicit or subtle</p> <p>Includes different text types</p>	<p>The organization of the text may include, subplots, time shifts and more complex characters</p> <p>Connections among events or ideas are often implicit or subtle</p> <p>Includes different text types of varying complexity</p>	<p>The organization of the text is intricate with regard to elements such as narrative viewpoint, time shifts, multiple characters, storylines and detail</p> <p>Connections among events or ideas are implicit or subtle throughout the text.</p> <p>Includes sustained complex text types and hybrid or non-linear texts</p>
Language Features	<p>Mainly simple sentences</p> <p>Simple, literal language</p> <p>Vocabulary is mostly familiar</p>	<p>Simple and compound sentences with some more complex constructions</p> <p>Mainly literal, common language</p> <p>Some unfamiliar vocabulary</p>	<p>Many complex sentences with increased subordinate phrases and clauses</p> <p>Some figurative or literary language</p> <p>Includes much new vocabulary and some domain specific (content) vocabulary</p>	<p>Many complex sentences, often containing intricate detail or concepts</p> <p>Much figurative or literary language such as metaphor, analogy, and connotative language</p> <p>Includes extensive unfamiliar vocabulary, and possibly archaic language</p>
Knowledge Demands	<p>Little assumed personal experience or cultural knowledge</p> <p>Simple ideas</p>	<p>Some assumed personal experience and/or cultural knowledge</p> <p>Both simple and more complicated ideas</p>	<p>Much assumed personal experience and/or cultural knowledge</p> <p>A range of recognizable ideas and challenging concepts</p>	<p>Extensive, demanding, assumed personal experience and/or cultural knowledge</p> <p>Many new ideas and/or complex, challenging concepts</p>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: TEXTBOOK FOR APPROVAL – PATRON SAINTS OF NOTHING**  
**DATE: NOVEMBER 10, 2020**

The Oneida High School is requesting approval for a textbook purchase.

Title: Patron Saints of Nothing  
Publisher: Penguin  
Copyright: 2020;  
To Be Used By: English Grade 9 (10 copies)  
\$16.02 per book

**RECOMMENDED ACTION**

**Motion to approve the textbook: Patron Saints of Nothing as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
Oneida, NY 13421

Request for New Textbook

RECEIVED  
SEP 24 2020  
BY: \_\_\_\_\_

Title: *Patron Saints of Nothing*

Copies Needed: 10

Author or Editor: Randy Ribay

Publisher: Penguin

Copyright date: 2020

Latest revision date: 2020

Price: \$16.02

Textbook to be used by: English 9 Book Clubs

Grade level: 9th

Readability Review

Reviewer: Permabound

Reading level: 5.3

**Comments: A NATIONAL BOOK AWARD FINALIST**

"Brilliant, honest, and equal parts heartbreaking and soul-healing." --Laurie Halse Anderson, author of *SHOUT*

"A singular voice in the world of literature." --Jason Reynolds, author of *Long Way Down*

**A powerful coming-of-age story about grief, guilt, and the risks a Filipino-American teenager takes to uncover the truth about his cousin's murder.**

Jay Reguero plans to spend the last semester of his senior year playing video games before heading to the University of Michigan in the fall. But when he discovers that his Filipino cousin Jun was murdered as part of President Duterte's war on drugs, and no one in the family wants to talk about what happened, Jay travels to the Philippines to find out the real story.

Hoping to uncover more about Jun and the events that led to his death, Jay is forced to reckon with the many sides of his cousin before he can face the whole horrible truth -- and the part he played in it.

As gripping as it is lyrical, *Patron Saints of Nothing* is a page-turning portrayal of the struggle to reconcile faith, family, and immigrant identity.

Recommendations for use: Grades 9-12 for content

Selector Review

Reviewer: Marie Bamberger

Representing: 9<sup>th</sup> grade ELA

What provisions will be made for pupils reading one or more grades below reading level of book?  
Scaffolded study guides, cooperative activities, differentiated instruction techniques, etc.


How will this text be used?

*Patron Saints of Nothing* presents a variety of social issues applicable to today's society, which will reinforce other areas of the ninth grade curriculum such as the article of the week and the research paper. This text will be offered as one of the choices for our social/cultural issues book club and will serve to include the realistic fiction genre. It has: high interest and appeal, readability, lasting themes, and mature concepts applicable to a middle/high school audience.

Recommending and Approval Routing

	Yes / No	Signature	Date
Department Chairperson	X / _____	Thomas & Kubyshov	9/22/20
Principal	✓ / _____	[Signature]	9/22/20

Curriculum Coordinator

X 9/24/20 

Superintendent

9/28/20 

Board of Education

Date of Meeting: \_\_\_\_\_

# Text Complexity Rubric

## Patron Saints of Nothing

## Tim Shanahan

	Simple Texts	Somewhat Simple Texts	Complex Texts	Very Complex Texts
Layout	<p>Consistent placement of text, regular word and line spacing, often large plain font</p> <p>Extensive illustrations that directly support and help interpret the written text</p> <p>Supportive signposting and enhancements</p>	<p>May have longer passages of uninterrupted text, often plain font</p> <p>A range of illustrations that support selected parts of the text</p> <p>Reduced signposting and enhancements</p>	<p>Longer passages of uninterrupted text may include columns or other variations in layout, often smaller more elaborate font</p> <p>A few illustrations that support the text</p> <p>Minimal signposting and/or enhancements</p>	<p>Very long passages of uninterrupted text that may include columns or other variations in layout, often small densely packed print</p> <p>Minimal illustrations that support the text</p>
Purpose and Meaning	<p>Purpose usually stated explicitly in the title or in the beginning of the text</p> <p>One level of meaning</p> <p>Theme is obvious and revealed early in the text</p>	<p>Purpose tends to be revealed early in the text, but may be conveyed with some subtlety</p> <p>More than one level of meaning, with levels clearly distinguished from each other</p> <p>Theme is clear and revealed early in the text, but may be conveyed with some subtlety</p>	<p>Purpose is implicit and may be revealed over the entirety of the text</p> <p>Several levels of meaning that may be difficult to identify/separate</p> <p>Theme may be implicit or subtle, is sometimes ambiguous and may be revealed over the entirety of the text</p>	<p>Purpose implicit or subtle, is sometimes ambiguous and revealed over the entirety of the text</p> <p>Several levels and competing elements of meaning that are difficult to identify/separate and interpret</p> <p>Theme is implicit or subtle, is often ambiguous, and is revealed over the entirety of the text</p>
Structure	<p>The organization of the text is clear, chronological and/or easy to predict</p> <p>Connections between events or ideas are explicit and clear</p> <p>One text type is evident</p>	<p>The organization of the text may have additional characters, two or more storylines and is occasionally difficult to predict</p> <p>Connections among events or ideas are sometimes implicit or subtle</p> <p>Includes different text types</p>	<p>The organization of the text may include subplots, time shifts and more complex characters</p> <p>Connections among events or ideas are often implicit or subtle</p> <p>Includes different text types of varying complexity</p>	<p>The organization of the text is intricate with regard to elements such as narrative viewpoint, time shifts, multiple characters, storylines and detail</p> <p>Connections among events or ideas are implicit or subtle throughout the text</p> <p>Includes sustained complex text types and hybrid or non-linear texts</p>
Language Features	<p>Mainly simple sentences</p> <p>Simple, literal language</p> <p>Vocabulary is mostly familiar</p>	<p>Simple and compound sentences with some more complex constructions</p> <p>Mainly literal, common language</p> <p>Some unfamiliar vocabulary</p>	<p>Many complex sentences with increased subordinate phrases and clauses</p> <p>Some figurative or literary language</p> <p>Includes much new vocabulary and some domain specific (content) vocabulary</p>	<p>Many complex sentences, often containing intricate detail or concepts</p> <p>Much figurative or literary language such as metaphor, analogy, and connotative language</p> <p>Includes extensive unfamiliar vocabulary, and possibly archaic language</p>
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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: TEXTBOOK FOR APPROVAL – CLAP WHEN YOU LAND**  
**DATE: NOVEMBER 10, 2020**

The Oneida High School is requesting approval for a textbook purchase.

Title: Clap When You Land  
Publisher: Quill Tree Books  
Copyright: 2020;  
To Be Used By: English Grade 9 (10 copies)  
\$21.83 per book

**RECOMMENDED ACTION**

**Motion to approve the textbook: Clap When You Land as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
Oneida, NY 13421

Request for New Textbook

RECEIVED  
SEP 24 2020

Title: *Clap When You Land*

BY: \_\_\_\_\_  
Copies Needed: 10

Author or Editor: Elizabeth Acevedo

Publisher: Quill Tree Books

Copyright date: 2020

Latest revision date: 2020

Price: \$21.83

Textbook to be used by: English 9 Book Clubs

Grade level: 9th

Readability Review

Reviewer: Permabound

Reading level: 6

**Comments:** In a novel-in-verse that brims with grief and love, National Book Award-winning and New York Times bestselling author Elizabeth Acevedo writes about the devastation of loss, the difficulty of forgiveness, and the bittersweet bonds that shape our lives. Camino Rios lives for the summers when her father visits her in the Dominican Republic. But this time, on the day when his plane is supposed to land, Camino arrives at the airport to see crowds of crying people... In New York City, Yahaira Rios is called to the principal's office, where her mother is waiting to tell her that her father, her hero, has died in a plane crash. Separated by distance--and Papi's secrets--the two girls are forced to face a new reality in which their father is dead and their lives are forever altered. And then, when it seems like they've lost everything of their father, they learn of each other. Great for summer reading or anytime *Clap When You Land* is a Today show pick for "25 children's books your kids and teens won't be able to put down this summer Plus don't miss Elizabeth Acevedo's *The Poet X* and *With the Fire on High* --School Library Journal (starred review)

Recommendations for use: Grades 9-12 for content

Selector Review

Reviewer: Marie Bamberger

Representing: 9<sup>th</sup> grade ELA

What provisions will be made for pupils reading one or more grades below reading level of book?

Scaffolded study guides, cooperative activities, differentiated instruction techniques, etc.

How will this text be used?

*Clap When You Land* presents a variety of social issues applicable to today's society, which will reinforce other areas of the ninth grade curriculum such as the article of the week and the research paper. This text will be offered as one of the choices for our social/cultural issues book club and will serve to include the realistic fiction genre. It has: high interest and appeal, readability, lasting themes, and mature concepts applicable to a middle/high school audience.

Recommending and Approval Routing

	Yes / No	Signature	Date
Department Chairperson	X / <u>    </u>	<u>Thomas G. Kolby, Jr.</u>	<u>9/22/20</u>
Principal	<u>  </u> / <u>  </u>	<u>[Signature]</u>	<u>9/22/20</u>

Curriculum Coordinator

9/24/20 [Signature] \_\_\_\_\_

Superintendent

9/28/20 [Signature] \_\_\_\_\_

Board of Education

Date of Meeting: \_\_\_\_\_



**Text Complexity Rubric**

*Clap When You Land*

**Tim Shanahan**

	Simple Texts	Somewhat Simple Texts	Complex Texts	Very Complex Texts
Layout	<p>Consistent placement of text, regular word and line spacing, often large plain font</p> <p>Extensive illustrations that directly support and help interpret the written text</p> <p>Supportive signposting and enhancements</p>	<p>May have longer passages of uninterrupted text, often plain font</p> <p>A range of illustrations that support selected parts of the text</p> <p>Reduced signposting and enhancements</p>	<p>Longer passages of uninterrupted text may include columns or other variations in layout, often smaller more elaborate font</p> <p>A few illustrations that support the text</p> <p>Minimal signposting and/or enhancements</p>	<p>Very long passages of uninterrupted text that may include columns or other variations in layout, often small densely packed print</p> <p>Minimal illustrations that support the text</p> <p>Integrated signposting conforming to literary devices. No enhancements</p>
Purpose and Meaning	<p>Purpose usually stated explicitly in the title or in the beginning of the text</p> <p>One level of meaning</p> <p>Theme is obvious and revealed early in the text</p>	<p>Purpose tends to be revealed early in the text, but may be conveyed with some subtlety</p> <p>More than one level of meaning, with levels clearly distinguished from each other</p> <p>Theme is clear and revealed early in the text, but may be conveyed with some subtlety</p>	<p>Purpose is implicit and may be revealed over the entirety of the text</p> <p>Several levels of meaning that may be difficult to identify/separate</p> <p>Theme may be implicit or subtle, is sometimes ambiguous and may be revealed over the entirety of the text</p>	<p>Purpose implicit or subtle, is sometimes ambiguous and revealed over the entirety of the text</p> <p>Several levels and competing elements of meaning that are difficult to identify/separate and interpret</p> <p>Theme is implicit or subtle, is often ambiguous, and is revealed over the entirety of the text</p>
Structure	<p>The organization of the text is clear, chronological and/or easy to predict</p> <p>Connections between events or ideas are explicit and clear</p> <p>One text type is evident</p>	<p>The organization of the text may have additional characters, two or more storylines and is occasionally difficult to predict</p> <p>Connections among events or ideas are sometimes implicit or subtle</p> <p>Includes different text types</p>	<p>The organization of the text may include subplots, time shifts and more complex characters</p> <p>Connections among events or ideas are often implicit or subtle</p> <p>Includes different text types of varying complexity</p>	<p>The organization of the text is intricate with regard to elements such as narrative viewpoint, time shifts, multiple characters, storylines and detail</p> <p>Connections among events or ideas are implicit or subtle throughout the text</p> <p>Includes sustained complex text types and hybrid or non-linear texts</p>
Language Features	<p>Mainly simple sentences</p> <p>Simple, literal language</p> <p>Vocabulary is mostly familiar</p>	<p>Simple and compound sentences with some more complex constructions</p> <p>Mainly literal, common language</p> <p>Some unfamiliar vocabulary</p>	<p>Many complex sentences with increased subordinate phrases and clauses</p> <p>Some figurative or literary language</p> <p>Includes much new vocabulary and some domain specific (content) vocabulary</p>	<p>Many complex sentences, often containing intricate detail or concepts</p> <p>Much figurative or literary language such as metaphor, analogy, and connotative language</p> <p>Includes extensive unfamiliar vocabulary, and possibly archaic language</p>
Knowledge Demands Fiction	<p>Little assumed personal experience or cultural knowledge</p> <p>Simple ideas</p>	<p>Some assumed personal experience and/or cultural knowledge</p> <p>Both simple and more complicated ideas</p>	<p>Much assumed personal experience and/or cultural knowledge</p> <p>A range of recognizable ideas and challenging concepts</p>	<p>Extensive, demanding, assumed personal experience and/or cultural knowledge</p> <p>Many new ideas and/or complex, challenging concepts</p>

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: TEXTBOOK FOR APPROVAL – AMERICAN STREET**  
**DATE: NOVEMBER 10, 2020**

The Oneida High School is requesting approval for a textbook purchase.

Title: American Street  
Publisher: Harper Collins  
Copyright: 2017;  
To Be Used By: English Grade 9 (10 copies)  
\$15.06 per book

**RECOMMENDED ACTION**

**Motion to approve the textbook: American Street as submitted.**

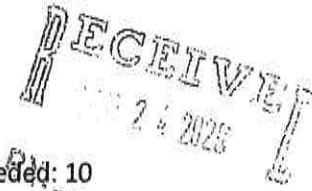
**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
Oneida, NY 13421

Request for New Textbook



Title: *American Street*

Copies Needed: 10

Author or Editor: Ibi Zoboi

Publisher: Harper Collins

Copyright date: 2017

Latest revision date: 2017

Price: \$15.06

Textbook to be used by: English 9 Book Clubs

Grade level: 9th

Readability Review

Reviewer: Permabound

Reading level: 4.4

Comments: A National Book Award Finalist with five starred reviews!

*A New York Times* Notable Book \* *Publishers Weekly* Flying Start \* *Publishers Weekly* Best Book of the Year \*  
ALA Booklist Editors' Choice of 2017 (Top of the List winner) \* *School Library Journal* Best Book of the  
Year \* *Kirkus* Best Book of the Year \* BookPage Best YA Book of the Year

*American Street* is an evocative and powerful coming-of-age story perfect for fans of *Everything, Everything*; *Bone Gap*; and *All American Boys*.

In this stunning debut novel, Pushcart-nominated author Ibi Zoboi draws on her own experience as a young Haitian immigrant, infusing this lyrical exploration of America with magical realism and *vodou* culture.

On the corner of American Street and Joy Road, Fabiola Toussaint thought she would finally find *une belle vie*—a good life.

But after they leave Port-au-Prince, Haiti, Fabiola's mother is detained by U.S. immigration, leaving Fabiola to navigate her loud American cousins, Chantal, Donna, and Princess; the grittiness of Detroit's west side; a new school; and a surprising romance, all on her own.

Just as she finds her footing in this strange new world, a dangerous proposition presents itself, and Fabiola soon realizes that freedom comes at a cost. Trapped at the crossroads of an impossible choice, will she pay the price for the American dream?

Recommendations for use: Grades 7-12 for content

Selector Review

Reviewer: Marie Bamberger

Representing: 9<sup>th</sup> grade ELA

What provisions will be made for pupils reading one or more grades below reading level of book?

Scaffolded study guides, cooperative activities, differentiated instruction techniques, etc.

How will this text be used?

*American Street* presents a variety of social issues applicable to today's society, which will reinforce other areas of the ninth grade curriculum such as the article of the week and the research paper. This text will be offered as one of the choices for our social/cultural issues book club and will serve to include the realistic fiction genre. It has: high interest and appeal, readability, lasting themes, and mature concepts applicable to a middle/high school audience.

Recommending and Approval Routing

	Yes / No	Signature	Date
Department Chairperson	X / <u>    </u>	<u>Thomas &amp; Kirby Arnold</u>	<u>9/22/20</u>
Principal	✓ / <u>    </u>	<u>[Signature]</u>	<u>9/22/20</u>
Curriculum Coordinator	X / <u>    </u>	<u>[Signature]</u>	<u>9/24/20</u>
Superintendent	X / <u>    </u>	<u>[Signature]</u>	<u>10/14/20</u>
Board of Education		Date of Meeting: <u>                    </u>	

# Text Complexity Rubric

## Tim Shanahan

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**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXTRACLASSROOM ACTIVITY FUND CORRECTIVE ACTION PLAN**  
**DATE: NOVEMBER 10, 2020**

The attached Oneida City School District Extra-classroom Activity Fund Corrective Action Plan for the Year Ended June 30, 2020 is attached for your review and approval as submitted.

**RECOMMENDED ACTION**

**Motion to approve the Extra-classroom Activity Fund Corrective Action Plan as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_ N\_\_\_

Oneida City School District  
Extraclassroom Activity Fund  
Corrective Action Plan  
For the Year Ended June 30, 2020

The Oneida City School District recognizes the importance of safeguarding the financial assets of the Extraclassroom Activity Fund. Our auditors have consistently informed us that many school districts struggle to comply with the internal control requirements necessary to receive a “clean” opinion on the Extraclassroom Activity Fund audit and that “clean” opinions in this area are the exception rather than the norm. With nearly 40 student clubs, Oneida has limited resources to consistently monitor activity within the clubs to ensure the internal control environment is adequate to satisfy audit requirements.

The Oneida City School District recognizes its responsibility in this area and is in the midst of a multi-year effort to improve the internal control environment within the Extraclassroom Activity Fund. Our plan is engage our internal auditors and other sources to provide annual training to the central treasurers, club advisors, and district treasurer before the start of each school year. This training will address internal control weaknesses in the areas of cash receipts, cash disbursements, activity fund management, student ledgers and inactive clubs utilizing guidance contained in the Safeguarding, Accounting and Auditing of Extraclassroom Activity Funds – Finance Pamphlet 2, issued by the State Education Department. Unfortunately, dealing with the COVID-19 crisis has more than consumed available resources and has severely impinged on our ability to follow through on our plan in the short term. As conditions improve, we will recommit ourselves to this effort.

Contact person: James Rowley, Asst. Superintendent for Finance  
jrowley@oneidacsd.org  
315-363-2550

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXCESSING OF SCHOOL BUSES**  
**DATE: NOVEMBER 10, 2020**

We are requesting approval of the below listed buses to be excessed and sold at auction as submitted.

Bus #59	VIN # 1BAKFCPA2AF271044	Year 2010
Bus #60	VIN # 1BAKFCPA4AF271045	Year 2010
Bus #65	VIN # 4DRBUSKNXCB673142	Year 2012
Bus #66	VIN # 4DRBUSKN1CB673143	Year 2012
Bus #67	VIN # 4DRBUSKN3CB673144	Year 2012

**RECOMMENDED ACTION**

**Motion to approve the excessing of buses as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A\_\_\_\_ N\_\_\_\_



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: DONATION TO SENECA STREET ELEMENTARY 3<sup>RD</sup> GRADE CLASSROOMS**  
**DATE: NOVEMBER 10, 2020**

We are requesting approval for the generous donation of indoor recess items for the Seneca Street Elementary School Grade 3 classrooms from Anthony and Diane Farina as submitted.

**RECOMMENDED ACTION**

**Motion to approve the donation to Seneca Street Elementary School 3<sup>rd</sup> Grade classrooms as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: DONATION TO SENECA STREET ELEMENTARY**  
**DATE: NOVEMBER 10, 2020**

We are requesting approval for the generous donation of money donated by David and Deresa Durkee to go towards student needs such as clothing, holiday baskets, etc. as submitted.

**RECOMMENDED ACTION**

**Motion to approve the donation to Seneca Street Elementary School as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: RECORDS RETENTION**  
**DATE: NOVEMBER 10, 2020**

**RESOLVED**, By the Board of Education of the Oneida City School District that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:(a)only those records will be disposed of that are described in *Retentionand Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;(b)only those records will be disposed of that do not have sufficientadministrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**RECOMMENDED ACTION**

**Motion to approve the adoption of the new records retention as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_ N \_\_\_

## **Proposed Major Revisions to the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)***

*Note that these revisions have not been adopted by the Board of Regents. Local governments may not apply these revisions until the LGS-1 has been adopted and is issued on August 1, 2020. If adopted by the Board, the LGS-1 will supersede and replace Schedules CO-2, MU-1, MI-1, and ED-1, previously issued by the State Archives. Governing boards of local governments will have a five-month period – between August 1, 2020 when LGS-1 is issued and January 1, 2021 when the four existing schedules expire – to adopt LGS-1 by resolution.*

### **Overall Changes/Introduction**

- Consolidated Schedules CO-2, MU-1, MI-1, and ED-1 into a new LGS-1 Schedule. This allows expanded use of items by various local governments and ensures that schedule items are consistent for various local governments.
- Added a new requirement that local government must adopt the LGS-1 Schedule prior to using it even if the local government had previously adopted Schedules CO-2, MU-1, MI-1, or ED-1. The LGS-1 will supersede existing local government schedules and be issued August 1, 2020. Local governments will have until January 1, 2021 to adopt it. A model resolution will be available in the introduction to the Schedule and as a separate document on the State Archives website.
- Assigned new unique numbers to each item. There are references to former schedule numbers for each item. In addition, there are plans to provide a spreadsheet and database with cross references to the new and old item numbers on the State Archives website.
- Added a reference to NYS Department of Health’s vital records (e.g., birth, marriage, death, and burial transit records) to introduction, along with a summary of their retention and disposition requirements.
- Confirmed with New York City Department of Records and Information Services (DORIS) that retention periods for records of New York City public administrators are established by the DORIS. All other public administrators should follow the retention periods in the LGS-1.
- Removed references to specific types of media (e.g., videotapes) and made media neutral (e.g., video recordings).
- Updated references to Office of Victim Services (formerly Crime Victims Board), New York State Joint Commission on Public Ethics (formerly NYS Commission on Lobbying), NYS Gaming Commission (formerly NYS Racing and Wagering Board), Office of Real Property Tax Services (formerly Office of Real Property Services), and SED ACCES (formerly SED VESID).
- Ensured consistency with State General Schedule and agency-specific schedules where appropriate.
- Eliminated the “Miscellaneous” section and added items to the “General Administration” section. Some items from the “County Clerk” section were also added to the “General Administration” section.
- Updated legal references as appropriate.
- Updated references to specific forms.

## **General Administration**

- Renamed this section, formerly titled “General.”
- Reduced the retention period for course registration records from 3 years to 0 after no longer needed. Made consistent with similar item in State General Schedule.
- Added a subitem to meeting files item to clarify and reduce retention of meeting notes.
- Added a new item for internal meeting records or those meetings not governed under Open Meetings Law.
- Added a new item to cover records of external group meeting files where employee is a representative of the government.
- Clarified the public access television item to distinguish from video recordings of public meetings.
- Increased the retention period to 5 years from 3 years for records covering photocopying and other reproductions. Satisfies the statute of limitations for criminal litigation involving copyright infringement (17 USC §507(b)).
- Split the training records item (ED-1, item 400) to allow for Continuing Teacher and Leader Education (CTLE) sponsors courses and workshops that have 8-year retention periods. Eligible entities include school districts, BOCES, teacher centers, local governments, and colleges/universities.
- Added a reference to “disadvantage-owned business” (DBE) records to the existing “minority and women-owned business” (MWBE) records schedule item.
- Added a note to voice recordings item: industrial development agencies must post recordings on website for at least 5 years.
- Updated the retention period for child abuse reports to age 55 based on Child Victims Act.
- Folded consent forms into publications and photos item.

## **Aging or Senior Services**

- Expanded the retention of client files to account for minors.
- Added a new item for records of nutrition providers. Such providers are typically non-government and are regulated by the local government office for the aging, but in some cases these providers can be local government offices.

## **Archives/Records Management**

- Made the items in this section consistent with similar items in State General Schedule.
- Revised the records disposition documentation item to include lists of records that have inadvertently been destroyed. 16 NYCRR, Sect 733.9 requires that a record be created each time records are destroyed or lost before their retention period expires and that a copy of this record be sent to the Public Service Commission.

## **Attorney, Counsel, or Public Defender**

- Added a clarifying note regarding video and audio recording evidence.
- Reviewed the draft legal section of State General Schedule and made any necessary changes (e.g., added subpoenaed records, evidence logs).
- Expanded the subpoena item from ED-1 Schedule (item 403) for use by other local governments.

### **Building and Property Regulation**

- Added a subitem to housing maintenance or building inspection records to accommodate minor building issues.
- Made zoning, mandatory planning review, and building permit types of records consistent by adding a subitem for incomplete applications.
- Added a new item to cover escrow accounts related to building projects. Builders and developers set up escrow accounts from which municipal professionals are paid for reviews and inspections that they perform.

### **Civil Defense/Disaster Preparedness**

- Added a new subitem to disaster response and damage files to cover emergency distribution records for food, medical and other supplies, and equipment.
- Added a new item to cover test evacuation and mock disaster response records.
- Added a new item to cover disaster preparedness and emergency management training materials.
- Added a new item to include Federal Emergency Management Agency (FEMA) grants and a new cross reference to “general” grant records item.
- Added a new item to cover dam safety records.

### **Community College**

- Updated the campus safety item to include additional document types per U.S. Department of Education, Office of Postsecondary Education's “The Handbook for Campus Safety and Security Reporting”, Chapter 9, and increased the retention period from 3 to 6 years after end of calendar year.
- Updated the campus safety item to cover any new requirements brought about by changes to the Campus Security Act (Clery Act (20 USC 1092(j)): missing person procedures including notification and emergency response, evacuation policy and procedures, and fire safety disclosure records on on-campus student housing.
- Added a new item to cover class assignments, homework, and the like.
- Added a new item to cover assignment of program (AOP) lists showing cumulative teaching hours and used in the assignment and selection of courses to teach.
- Reinstated the “radiation use log” item that appeared in previous schedule editions within this section.
- Increased the retention period of applicants who apply to community college who are not accepted or do not attend per 8 NYCRR 605.3(b)(2) (i.e., from 2 years to 3 years).
- Updated the student information system item to clarify retention period for student basic information and financial aid data.

### **Cooperative Extension Association**

- Updated references to Expanded Food and Nutrition Education Program (EFNEP) to Supplemental Nutrition Assistance Program Education (SNAP-Ed) or Eat Smart New York (ESNY).
- Added a new item for 4-H membership records.

### **County Clerk**

- Moved some items to General Administration section: chattel mortgages and conditional sales, assumed business name certificates, out-of-state or other unofficial vital records, census records, register of professions, notary public and Commissioner of deeds, and domestic partnership statement.
- Revised the assignment of real and personal property item and building loan item to eliminate the authorization that assignments of mortgages, which were previously covered by CO-2 Schedule item 177b, can be destroyed after a period of time. Instead, the revised item will specify that such assignments of mortgages should be managed consistent with CO-2 Schedule item 211, which requires permanent retention. No changes were made to item 211.
- Added language to the description of CO-2 Schedule item 194 to include certificate of honorable discharge of an exempt volunteer fireman. Also increased the retention period from 2 years to 5 years. If a volunteer fireman serves a full 5-year term, he/she is entitled to an honorable discharge.

### **Dog Identification and Control**

- Removed references to Department of Agriculture and Markets. As of January 1, 2011, the New York State Department of Agriculture and Markets no longer provides dog tags, issues license renewals or maintains dog licensing data. Municipalities that were authorized to issue dog licenses assumed the dog licensing functions.
- Expanded the scope of reports to include animal population and control program and surcharge fees.
- Clarified the retention event for reports of rabies vaccinations so it reads "3 years after receipt or after certificate expires."
- Clarified the retention event for affidavit for spayed or neutered dog to be "no longer needed."

### **Election**

- Added the following section note: items in this section pertain to elections not conducted as part of a general election. NYS Election Law § 1-102 states that the provisions of the law apply to elections "at the time of a general election." General elections occur on the first Tuesday of November and are usually administered by county boards of elections. Elections occurring any other time of the year would not be considered a general election (often called "special election") and would be administered by municipalities or school districts.
- Added a subitem for registration challenge records.
- Added a note that unused ballots of non-general elections are not considered records and can be destroyed when no longer needed. Added a subitem to cover unused general election ballots which must be retained a minimum of 6 months.

### **Electric and Gas Utility**

- Added the following section note: this section covers records of a local government that generates its own power and/or operates its own electric and gas utilities.

- Added an item covering resident application to connect to municipal electric system which would mirror that of MU-1 Schedule item 229 which covers the public water supply connection application process.
- Expanded the subsidiary ledger or journal item to include general ledgers, general journals, and journal vouchers.
- Added an item to cover cash books.
- Added an item to cover "life or mortality study data [created] for depreciation purposes." 16 NYCRR 733.14(e) requires this be retained permanently.

### **Electronic Data Processing**

- Renamed the section title to "Information Technology."
- Reduced the retention period for backup tapes and expanded to include other incremental backup periods.
- Made consistent with similar items in State General Schedule.
- Struck language that seemingly requires retention of the original records by the program unit as well as the IT unit for the "input records" item. Deleted language which indicates these are only for centralized data entry operations, as well as implication that records need to be kept by original unit.
- Added a new item to cover security breach notifications.
- Reduced the retention for computer system security records from 10 to 6 years.

### **Energy**

- Clarified the retention event for weatherization client case files.
- Increased the retention period for interagency referral form from 1 to 6 years.

### **Environmental Health**

- Ensured that stormwater systems are covered by items in this section. Some stormwater systems are separate from sewer systems.
- Added "including utilities" to billing records item description in Fiscal section. Clarifies that that item covers water meter readings/billing.
- Reduced the retention period from 10 years to 7 years for solid waste tonnage reports for solid waste management facilities. Confirmed with DEC that 6 NYCRR 360-1.14.(i) clearly stipulates a 7-year retention period for these reports (part a.). Also, reduced retention of subitem b. to 7 years and increased retention of subitem e. to 7 years.
- Added a new item to cover retention of wastewater facility operation reports for a private wastewater facility. Expanded to include other utilities.
- Added a new item to cover local climate action plans.
- Added a subitem to MU-1 Schedule item 230 to cover records of annual inspection of each bottled and bulk water facility for certification purposes.
- Added a new item to cover audio-visual files, including video inspection of environmental facilities, public water supply, and wastewater disposal systems.
- Revised the community sanitation reports of operation and inspection item to allow earlier destruction of routine operation reports after 1 year (from 21 years).



- Added a new item to include inspection and health risk assessments for residential or commercial properties with a minimum of 1,100 gals. of oil or gasoline on the site that must be registered and monitored.
- Added a new item to cover radon detection records.
- Added a rabies subitem to cover wildlife vaccination records. Aligns with 10-year records retention requirement in United States Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), retention schedule for Animal Diseases.
- Added a new item to cover junk yard license records.
- Added a subitem to reports regarding the public water supply for septic tank cleaner reports.

#### **Executive, Supervisor, Mayor, Manager, and/or Administrator**

- Added a new section called "Executive" which replaces the various executive-related sections.
- Folded all the various executive items into one item, including city or village mayors, town supervisors, county executives, managers, or administrators, county sheriffs, police chiefs, and school superintendents.
- Added calendar to the description of executive's office files.

#### **Fiscal**

- Added a note to introduction regarding False Claims Act
- Removed a note at beginning of "Banking and Investment" section. Sect. 239.7 of the Banking Law was repealed in 2002. MU-1 Schedule item 280 was revised to remove subitems a. and b. and keep only the 6-year retention period.
- Added a new item to cover electronic checks.
- Added a new item to cover requirements found in Governmental Accounting Standards Board (GASB) 45 and 75. GASB 45, or GASB Statement 45, is an accounting and financial reporting provision requiring government employers to measure and report the liabilities associated with other (than pension) postemployment benefits (or OPEB). Reported OPEBs may include post-retirement medical, pharmacy, dental, vision, life, long-term disability and long-term care benefits that are not associated with a pension plan.
- Added requests for proposals, vouchers, and bills to description of purchasing file item. Also added "equipment" to list of purchasing file item (e.g., materials, supplies, services, and equipment).
- Fixed the discrepancy in retention periods between CO-2/MI-1/ED-1 Schedule items for 1099 form, employer's copy of federal tax return, Employee's Withholding Exemption Certificate, and employer's copy of NYS income tax records (4 years) and MU-1 item (5 years). Retention period is now 4 years.
- Added a new item in "General Accounting and Miscellaneous" subsection to cover case files for each account containing court-controlled funds held by the fiscal office.
- Added a new item for "Budget" subsection regarding school budget notices mailed to voters and residents.
- Added a new item to cover records of universal telecommunications and information services (E-rate) program for schools and libraries.

- Added a new subitem to ED-1 Schedule item 105 (billing records) to cover student financial aid records.
- Added a new item to cover tuition reimbursement records for training related to and unrelated to an employee's job.
- Added a note to "Payroll" subsection: The copy of payroll, or payroll report, submitted to civil service office for certification or approval, is covered by item no. 685 in the Personnel/Civil Service section, Civil Service subsection. Employee benefit records, including declination statements for insurance plans and retirement systems, are covered by item no. 645 in the Personnel/Civil Service section, Personnel subsection.
- Clarified the description of employee's salary garnishments item to include pension loan paybacks and time buybacks and retention event to cover garnishments that were executed and withdrawn.
- Clarified the description of employee's voluntary payroll deduction records to include deferred comp and health saving account requests.
- Added a note to payroll report submitted to external retirement systems that local governments may wish to retain the records longer for social security or retirement documentation purposes.
- Expanded the abstract of receipts, disbursements, and claims item.

#### **Human Rights/Economic Opportunity**

- Reduced the retention period of case file to 3 years to be consistent with recent reduction in retention period for Division of Human Rights (DHR) case files. The original retention period of 6 years was established to coincide with DHR case files retention period.
- Revised the case file description to exclude summary record which is covered under another item. Standardized the case files item across all 4 schedules.
- Reduced the retention period of periodic statistical or narrative activity or progress reports to 3 years based on EEO-04, Title 29, Ch XIV, CFR, Sect. 1602.32

#### **Insurance/Self Insurance**

- Added a subitem to workers' compensation case records item to address financial records and allow their earlier destruction.
- Eliminated "until the report on examination is filed" retention event for the insurance policy item.
- Incorporated "waivers of liability" into the existing "certificate of insurance" item.

#### **Library/Library System**

- Added a new item to cover interlibrary loan records.
- Added a new item for library card application records.
- Added a new item to cover program records including program enrollment lists and parental consent records.
- Added a new item to cover program and exhibit files.

#### **Licenses and Permits**

- Revised the "Notice of intent to apply for alcoholic beverage license" to reflect change in ABC §110-B so that renewals do not have to be submitted to the Town Clerk, only new

alcoholic beverage licenses are submitted to towns. NYC locations do still have to send in their renewals.

- Clarified the description of conservation licenses which could include “sporting” or “marine” licenses and added a subitem to cover Certification of Military Active Service Status form.

### **Miscellaneous (now part of General Administration section)**

- Added a new item for photo release/consent forms.
- Added a subitem to Section 8 of the housing assistance records item to cover monthly reports.
- Added a new item for "notices of appearances" which are notices filed by persons appearing before a governing body in the capacity of representing another party.
- Two similar items for agricultural district establishment, change, or dissolution appear in the schedule: one in the “Miscellaneous” section and the other in the “Soil and Water Conservation District” section. Eliminated the “Soil and Water Conservation” section item and added a cross reference within that section instead.
- Expanded the use of annual environmental audit report records item to public benefit corporations who are subject to this statutory requirement.
- Added an appraisal note to chattel mortgages item.
- Removed "individual reporter designation records" from the lobbying activity records item.
- Added a new item for local governments who operate raffles, lotteries, or other fundraising game or events (rather than those that license the operation of those games by organizations per Games of Chance/Bingo/Lottery section of MU-1 Schedule).
- Added an item to cover copies of court orders of protection for student or employee at school or place of employment.

### **Museum**

- Expanded the program and exhibit files item.
- Added a membership records item.

### **Personnel/Civil Service**

- Added new items or subitems to cover Family and Medical Leave Act (FLMA) and Consolidated Omnibus Budget Reconciliation Act (COBRA) compliance records.
- Renamed the “health and life insurance” item to more broadly cover “employee benefit records” which also includes retirement records, beneficiary designation records, and health insurance pay-out program records.
- Added a new item for retirement incentive records.
- Added a new item for mentor teacher internship program records.
- Added a new item for annual or other periodic financial or ethics disclosure statements.
- Added a new item to include annual occupational injury and illness surveys submitted to Dept. of Labor.
- Added a new item to cover mini-PERB records case files. Local governments, under Section 212 of the Taylor Law, have the option to handle their own public employment

relations matters (except improper practice charges, which must be handled by Public Employment Relations Board (PERB)).

- Added a new item to cover employment verification requests received for employees, former employees, or individuals who are not employees.
- Added a new item to cover employee ethics records.
- Added a new item to cover workplace violence prevention program records.
- Added a new item to cover personnel records of local government 3<sup>rd</sup> party contractors (e.g., cafeteria workers) including fingerprint cards and related records.
- Added a new subitem to personnel case file. Teachers' personnel files must be retained 7 years per records retention requirement in NYS Education Law §3013.
- Added a subitem to personnel case file to authorize shorter retention of I-9 forms per 8 CFR 274a.2 (three years after the date of the hire or one year after the date the individual's employment is terminated, whichever is later).
- Increased the retention period for health and life insurance records to 6 years.
- Revised the retention period for training records related to teaching certification (ED-1 Schedule item 203). The retention will need to be "6 years after termination of employment, but no less than 7 years for records documenting professional development programs completed by employees in positions requiring teaching certification."
- Increased the retention period for employment applications and affirmative action records to 4 years. A 2004 Supreme Court decision (Jones v. Donnelley) suggests that a 4-year period applies if litigation is based on allegations of racial discrimination under U.S. Civil Rights Law.
- Increased the retention period (from 3 to 5 years) and eliminated part b. for driver's license review records to reflect changes to federal statute.
- Clarified the oath of office item to include "public officers."
- Made revisions to fully cover annual professional performance review (APPR) records:
  - Revised the retention for training records related to teaching certification.
  - Revised and added a subitem to the professional performance review records item.
  - Added a new item for staff evaluation rating verification report and related statement of confirmation.

### **Probation**

- Added a new item to cover sex-offender records. These are separate from those found in the client case files.
- Added a new item to cover lists of probationers and other clients, which is similar to the list of registered sex offenders maintained by local probation departments and submitted to and received from NYS Division of Criminal Justice Services (DCJS).
- Added a new item to cover probation-related reports, studies, or data queries. Divided into four types: annual, quarterly/monthly, reports have legal or fiscal value, and reports that have no legal/fiscal value.
- Added a new item for probation client data system. Series should cover summary data on individuals, detailed data on individuals, and macros/queries.
- Added a subitem to case files to cover results of routine drug tests. Also added a subitem to cover monitoring of ignition locks for DWI drivers.

### **Public Access to Records**

- Added a new item to cover public records exemptions for pistol license holders, as mandated under the NYSAFE Act, as well as other possible exemptions, excluding FERPA which is covered separately.
- Added the following note: “Records relating to access and disclosure of student education records under Family Educational Rights and Privacy Act of 1974 (FERPA) are covered by items no. 209 (Community College section) and 972 (School District and BOCES: Student Records subsection). Records relating to access and disclosure of private health information under Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) are covered by item no. 756 (Public Health section).”

### **Public Administrator**

- Added the following note: “Public administrators are responsible for handling the estates of decedents who have no close relatives or named executors eligible or willing to serve as the fiduciary of their estates. Public administrators serve in the City of New York, and in Erie, Monroe, Onondaga, Nassau, Suffolk, and Westchester Counties. In the counties not served by a public administrator, the public administrator’s function is carried out by the Chief Fiscal Officer of each county, usually the county treasurer. Retention periods for records of New York City public administrators are established by the New York City Department of Records and Information Services (DORIS). All other public administrators should follow the retention periods in this section.”

### **Public Health**

- Lengthened the retention period for specified records related to prescription drugs subject to Medicaid Part D. Refer to 42 CFR 423.505(d) which requires a minimum retention period of 10 years.
- Revised existing items to cover preschool special education screening and assessment records and referrals and preschool special education claim records (Physically Handicapped Children's Program).
- Added a new item for OMH emergency admission forms completed pursuant to Mental Hygiene Law Sect. 9.45 (Emergency admissions for immediate observation, care, and treatment; powers of directors of community services).
- Reduced the retention period for mental health case files. An update to 14 NYCRR Part 599.11 reduces the retention period of case records from 10 years after discharge or last contact with patient, or 3 years after individual attains age 18, whichever is longer to 6 years from the date of the last service in an episode of service.
- Added a subitem to lead poisoning reports and screening results item covering negative results of screening, when not posted to summary record.
- Added a new item covering public health incident files, including records related to public health emergencies, communicable disease occurrences, and epidemics.
- Added a subitem to vaccine distribution records to include medical director standing orders with a shorter retention period. Standing orders programs authorize nurses and pharmacists to administer vaccinations according to an institution- or physician-approved protocol without a physician's exam.

- Eliminated the laboratory specimens items. These are not "records" subject to State Archives disposition approval.
- Added a new item to cover credential files. Some hospitals maintain credential files for all billable providers, including physicians, physical therapists, and others. A credential file is opened when a provider applies for hospital privileges.
- Lavern's Law, passed in 2018, impacts NYS Civil Practice Law and Rules (CPLR) §217-a and CPLR §214-a by extending the statute of limitations a patient has to file a medical malpractice lawsuit for a missed cancer diagnosis from 15 months (municipal hospitals) and 2.5 years (private, nonprofit hospitals or doctors), respectively, from date of medical error to date of discovery up to 7 years from date of the last treatment. This change impacts the retention period of items in the public health section, including patient case files. The retention period was updated to "7 years after death or discharge of patient, but not until 3 years after individual attains age 18."
- Added a new item to cover compliance and disclosure records for Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH).
- Added a new item to cover alcoholism, substance abuse, and tobacco use prevention program records for youth and adults.
- Updated and clarified several "Laboratory" and "Miscellaneous" subsection items based on discussions with NYS DOH staff.
- Revised the retention for the film or tracing item. It indicates a retention of 6 years and notes that the retention pertains "when report of film or tracing is retained as long as medical case record." The item was revised, in part because the wording raises the question of what the retention is if the report isn't retained as long as the case records. The item was rewritten to cover films and tracings that have not been made part of a patient medical record with a retention of "6 years or 3 years after minor patient reaches age 18, whichever is longer" rather than simply 6 years (see 10 NYCRR 405.15(a)(5)).

### **Public Property and Equipment**

- The Chapter 8 of the Laws of 2008 effectively revised Section 220 (3-a) of the Labor Law upon which the retention and disposition of contractor records item was based. The revised law lengthens the retention period of contractor records to five years after contract completion.
- Added a note to direct users to a legal definition of "capital construction projects."
- Added a subitem to "maintenance, testing, service, operational and repair records for equipment and vehicle" item to cover permits issued to allow vehicles to be used for various purposes, such as waste transporters, overweight loads, etc.
- Added a new item to cover annual environmental self-audits.
- Added a subitem to petroleum bulk storage registration records to cover documentation on underground piping that may be needed long after the registration has expired and the storage tank itself has been removed.
- Expanded the scope of asbestos abatement item to include lead abatement. Split the item into asbestos and lead abatement subitems.
- Updated the "building and facility security records" item to account for the issuance and cancellation of building or room keys or passes.

- Updated the school facility report card as its creation is no longer required. Because report cards were only mandated from 2001 to 2011, Archives staff determined these records don't have sufficient long-term historical value.
- Increased the retention for superseded property inventories.
- Moved the facility health and safety inspection records from “Personnel” section to “Public Property and Equipment” section and clarified the description of records and retention event.

### **Public Safety**

- Clarified the existing law enforcement items to include license plate readers, body worn cameras, shot spotters, red light cameras, toll booth cameras, etc. Worked with NYS DCJS Municipal Police Training Council staff on this.
- Defined “case closure” for law enforcement investigation records.
- Made the life expectancy retention period consistent, i.e., 90 years.
- Added a new item to cover criminal background checks that police run for employment purposes.
- Updated the accreditation records for law enforcement item to reflect more accurate and reasonable need for these records. Worked with NYS DCJS staff on this.
- Added a new item for supplemental information on persons and places used for E-911 or CAD.
- Added a new item to cover bike helmet inspection records.
- Added a new item to cover community outreach and education program records.
- Added a new item to cover ride-along program records.
- Added a new item to cover burn injury reports.
- Added a new item to cover confidential information received, e.g., tip hotline.
- Added a new Length of Service Award Program (LOSAP) subsection, which pertains to both volunteer firefighters and volunteer ambulance workers, and updated LOSAP schedule items. Worked with Penflex, Inc. staff on this.
- Updated the retention periods based on extended statutes of limitations for child victims of sexual abuse (Child Victims Act, Chapter 11 of the Laws of 2019). Under the current law, after age 23, survivors no longer have the option to press charges against their abuser. The Child Victims Act changes the statute of limitations on child sexual abuse crimes to age 28 in criminal cases (CPL §30.10) and age 55 in civil cases (CPLR §208). This legislation has an impact on existing retention schedule items, including the case investigation record and the child abuse or maltreatment reports items.
- Added a new item to cover DMV photo request records. Federal law (18 USC §2721) limits release and use of personal information from state motor vehicle records; government agencies are permitted access for legitimate business reasons.
- Updated the training records item.
- Clarified the police blotter item. The term “blotter” is not legally defined and has different interpretations. The item is reworded to remove references to blotter and allow copies of records or data submitted to NYS DCJS to have less than a permanent retention status.
- Updated references to “NYSPIN” to say instead “eJustice NY Integrated Justice Portal.”

- Clarified the “missing person records” item. This item covers only those records where another has jurisdiction in the case.
- Revised the pistol permit item to include recertification under NYS SAFE Act, added reference to “pistol permit,” and added subitem c. for incomplete applications. It now requires recertification of pistol permits (NYC, Westchester, Suffolk, and Nassau counties) are exempt from recertification). This change was reviewed and approved by the State Police. Added a note to cross reference to FOIL exemption records.

### **Social Services (County)**

- Created two separate sections to account for county social services department functions and records and those social service records held by other local governments: “Social Services (County)” and “Social Services (Other Than County).”
- Added a new item to cover welfare fraud complaint and investigation file.
- Added a new item to cover county records of reviews of youth and nursing facilities and other types of facilities regulated by the county.
- Added a new item to cover applications for foster home.
- Increased the retention period for records involving Medicare or Medicaid to 10 years per False Claims Act.
- Worked with the NYS Office of Children and Family Services (OCFS) to clarify retention events for several items.
- Split Home Energy Assistance Program (HEAP) case files into two: one covers regular benefit, emergency benefit, and clean and tune benefit with an increased retention period of 6 program years, including the current program year and the other covers Heating Equipment Repair and Replacement (HERR) and Cooling Assistance Component benefits with an increased retention period of 10 years (case record item).
- Increased the retention period for adoption subsidy to 10 years after child attains age 21 to cover any potential false claims that may be brought with regard to the subsidy (case record item).
- Updated the retention event for domestic violence residential program, safe home network, and safe dwelling records Domestic violence residential program records are governed by 18 NYCRR Section 452.9 (b) and are to be retained for 6 years “following termination of operation of the program.” Domestic violence safe home network records and safe dwelling program records are addressed in 18 NYCRR Section 454.11 with reference back to Section 452.9 (b) to be retained for 6 years following termination of the operation of the program.

### **Soil and Water Conservation**

- Added the following section note: Records documenting the establishment, change, or dissolution of agricultural district are covered by item no. 43 in General Administration section.

### **Taxation and Assessment**

- Added a subitem to tax exemption or abatement file to cover records documenting exemptions under payments in lieu of taxes (PILOT).
- Added clarifying notes to assessment and tax rolls item to distinguish between the various types of rolls.



- Added a subitem to assessment and tax rolls item to cover non-warrant copies of tax rolls sent to cities and towns by the county, showing county taxes. These copies, with a retention period of 5 years, are required by Sect. 900.3 of NYS Real Property Tax Law.
- Added an item to cover non-official copies of tentative and final assessment rolls which local governments may maintain for administrative purposes.
- Added a subitem to tax collection item to account for a form that senior citizens can request to have a copy of their tax bill sent to a third-party designee. Once someone files this form, it stays in effect until it is revoked, the person dies, or the property is sold.

### **Transportation and Engineering**

- Expanded the "handicapped parking permit records" item to cover all parking permits.
- Added a subitem to MU-1 Schedule item 609 in the "Airport" subsection to cover a security plan and airport registration, which are required by Transportation Law, Article 2 §14-M.
- Added a subitem to "project file for capital transportation improvement" to cover records related to New York State Department of Transportation-issued grants or the Consolidated Local Street and Highway Improvement (CHIPS) and Extreme Winter Recovery (EWR) programs.

### **School Districts and BOCES**

Added references to Annual Professional Performance Review (APPR) wherever appropriate.

#### **Administration**

- Added a new item to cover questionnaires titled "Student Race & Ethnicity Update" which are sent to all parents.
- Added new items to make consistent with Community College section including for commencement records and alumni directory.
- Revised the residency determination records item to more accurately reflect how schools file records and their retention period. This item was removed from ED-1 Schedule's "Miscellaneous" section to the "Administration" section.
- Expanded the appeals to Commissioner of Education item, so not limited to those filed pursuant to NYS Education Law Sect. 310, but includes Sects. 3012-c and -d which relate to annual professional performance reviews (APPRs) and other appeals. This item was removed from ED-1 Schedule's "Miscellaneous" section to the "Administration" section.

#### **Health**

- Added a subitem to student health record item to include physician authorizations to resume athletic activity after a traumatic brain injury. By law, it has a permanent retention.

#### **Instruction**

- Added a new item to cover unused Regents exams.

- Increased the retention period for testing papers from 1 to 2 years per SED Test Security Unit request.

### **School Safety**

- Added a section note indicating items removed to other sections, including building security records and video recordings to “Public Property and Equipment” section and child abuse or maltreatment reports to “General Administration” section.
- Updated the school violence and dangerous school records item to include Dignity for All Students Act (DASA) records.
- Updated the title and description of safety and emergency response plans.

### **Special Education**

- Addressed an inconsistency in retention of health records in special education student file item and student health record item. Removed the reference to "health records," as these should be maintained with the student health records.

### **Student Records**

- Added a note clarifying students covered under this item and filing of transgender names: This covers resident full-time students, including those receiving home instruction and non-resident full-time students paying tuition. The birth names of transgender and gender nonconforming students should be stored in a separate folder from the student’s permanent academic record in part "a" and kept confidential, but maintained permanently.
- Added the following section note: Provisions of the Common Core Implementation Reform Act ( Chapter 56 of the Laws of 2014, Part AA, Subpart B), NYS Education Law § 305(45) and (46)), and SED’s implementing regulations (Section 104.3 of the Regulations of the Commissioner of Education), prohibit school districts and BOCES from including a student’s individual scores on a State administered standardized English language arts (ELA) or mathematics assessment for grades 3 through 8 on the student’s transcript, and from maintaining these scores in the student’s permanent record.
- Updated the “student records covering non-district students” item to include drivers’ education records and adult education records. Clarified the item by adding to note: “It also covers records of resident students taking high school equivalency or non-diploma courses and adult residents taking BOCES career and technical education courses.”
- Added references to “home schooling” as appropriate.
- Added a new item to cover student emergency contact record.
- Added references to "skills and achievement commencement credential" and "New York State career development and occupational studies (CDOS) commencement credential" and employability profile & career plan to item 275a.
- Added screening references to item 275b to English proficiency records, including home language questionnaire and English language proficiency identification assessment results.
- Added a subitem to student academic item (275) to cover unclaimed diplomas.

- Clarified the description for item 275i. The item pertains to instances such as a public school district which does not operate a high school (such as Menands and Maplewood) which only provides education through the 8th grade, receive records from high schools that their students attend (Watervliet, North Colonie, etc.). These children remain "students" of the district where they reside for state aid, special education, and other purposes. This duplicate recordkeeping also occurs on Long Island with those 4 central high school districts which only operate high schools. In this situation, both copies need to have a minimum retention because two separate local governments are keeping them. Also "high school" was amended to read "high school, middle, or intermediate school" because some districts only provide education through grade 6 and then send their students to a nearby middle or intermediate school in another district.
- Added a subitem to cumulative education record (275) to cover "proof of residency" records. Most recent proof of residency is usually filed with student records, and 6 years after graduation is consistent with retention of supporting documentation in 275b. Older proofs do not need to be retained for the same period of time once obsolete, but do still need to meet CPLR §213 requirements in case of litigation. Residency investigations and hearing records are covered under item 462.
- Added a new item to cover parental and other consents for release of student record information (per FERPA). Modeled item on existing item in Community College section.
- Eliminated the student's attendance exemption record item (ED-1 Schedule item 45). Federal statute it related too has been repealed (Public Law 94.142), although it morphed into federal Individuals with Disabilities Education Act (IDEA) which does not address this issue because all children are entitled to an IEP and thus there are no more attendance exemption records. Staff from SED's P12 Student Support Services says that everyone is entitled to an IEP (even if it is simply physical therapy), so this item is no longer needed.

#### **Teacher Resource and Computer Training Center**

- Updated the retention periods of training records items to reflect NYSED's requirements that Continuing Teacher and Leader Education (CTLE) sponsors' training records must be retained for at least 8 years (per <http://www.highered.nysed.gov/tcert/resteachers/ctlesponsorhome.html>).

#### **(School) Transportation**

- Added a subitem to cover records relating to training BOCES provides for school bus drivers who are not BOCES employees. Taking these courses is mandated by the state under Article 19-A of the Vehicle and Traffic Law.
- Added a new item to cover school bus photo violation monitoring system records.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: STATE COMPTROLLER AUDIT CORRECTIVE ACTION PLAN**  
**DATE: NOVEMBER 10, 2020**

The attached Corrective Action Plan in response to the State Comptroller Audit is attached for your review and approval as submitted.

**RECOMMENDED ACTION**

**Motion to approve the Corrective Action Plan as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_\_ N \_\_\_\_



# ONEIDA CITY SCHOOL DISTRICT

## DISTRICT OFFICE

educate • inspire • empower

November 10, 2020

Oneida City School District Information Technology  
Report of Examination  
2020M-80

To Whom It May Concern:

For each recommendation included in the audit report, the following is our corrective actions taken or proposed. For the recommendations where corrective action has not been taken or proposed, we have included the following explanations.

**Audit recommendation 1:**

- Review network user accounts and permissions, disable unnecessary accounts, remove excessive permissions, periodically review for necessity and appropriateness.
- Review administrative permissions for all users on the network and user computers and remove excessive user permissions for those users who have access to information system assets and data that are not appropriate for their job duties.

**Implementation Plan of Action:** The corrective action plan for these recommendations began as soon as the auditors identified the concerns. The District immediately evaluated existing accounts and disabled any deemed unnecessary. We also immediately assessed user permissions for all users and removed excessive user permissions. The District is in the process of developing a clearly articulated and sequential process for onboarding and offboarding employees which requires administrative approval before rights are assigned. Within the backend of the onboarding and offboarding platform are user rights necessary for each position within the District. This will ensure that each employee gets only the rights necessary to carry out the functions of his/her job.

The Administrator for Technology and Special Programs or a designee will sign off on each employee and continue to monitor user permissions to ensure that employees have access to only those areas or data they were approved for.

**Implementation date:** Summer 2020-Winter 2020

**Persons responsible for implementation:** The Administrator for Technology and Special Programs is responsible for developing and administering procedures in accordance with District policy.

**Audit Recommendation 2:**

- Monitor employees' Internet use and enforce the District's acceptable use policy (AUP).

**Implementation Plan of Action:**

The district AUP was updated in August 2020 to reflect changes and include consequences for violations. This was communicated to all staff this fall and will be communicated to all employees annually

and to new staff at orientation. The District currently utilizes Lightspeed filtering to track internet use. The District will establish a schedule to review and monitor internet use.

**Implementation date:** Fall 2020

**Persons responsible for implementation:** The Administrator for Technology and Special Programs is responsible for monitoring employees' Internet use and enforcement of the District's AUP.

**Audit recommendation 3:**

- Develop a comprehensive written disaster recovery plan and ensure it is distributed to all responsible parties, periodically tested and updated as needed.

**Implementation Plan of Action:** The District recognizes the importance of having plans in place to minimize the risk of data loss and interruption to our operations in the event of a cyber disaster or ransomware attack. The District has relied for many years on the MORIC Disaster Recovery process as our own. However, given the increased threats in our cyber environment, the District understands the need to develop our own individual plans. The District's team has been in the process of developing a Disaster Recovery Plan, inclusive of incident response measures. These plans will refer to a scope of actions to be taken during an incident as well as actions to be taken after an incident occurs to minimize the impact of an unexpected event, recover from it, and return to normal production level as soon as possible.

**Implementation date:** Winter 2020

**Persons responsible for implementation:** The Superintendent and Administrator for Technology and Special Programs is responsible for writing, testing, and updating the disaster recovery plan.

Sincerely,

Mary-Margaret  
Superintendent of Schools

Robert Group  
Board of Education President

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: RESOLUTION AUTHORIZING PARTICIPATION IN  
COOPERATIVE ENERGY PURCHASING SERVICE  
(NYSMEC) FOR ELECTRICITY**  
**DATE: NOVEMBER 10, 2020**

We are recommending the approval of the attached resolution.

**RECOMMENDED ACTION**

**Motion to approve the Resolution Authorizing Participation in  
Cooperative Energy Purchasing Service (NYSMEC) for Electricity  
as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

**A\_\_\_\_\_ N\_\_\_\_\_**

**RESOLUTION AUTHORIZING PARTICIPATION IN  
COOPERATIVE ENERGY PURCHASING SERVICE  
(NYSMEC) FOR ELECTRICITY**

**WHEREAS**, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

**WHEREAS**, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

**WHEREAS**, Oneida City School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

**WHEREAS**, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

**NOW THEREFORE, BE IT RESOLVED**, that this Board hereby determines that it is in the interests of the Oneida City School District to participate in the NYSMEC, and authorizes and directs Superintendent of Schools to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

**BE IT FURTHER RESOLVED**, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$0.0736 cents per kWh for a term of at least one year and no more than three years commencing May 1,2021, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

**BE IT FURTHER RESOLVED**, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

**BE IT FURTHER RESOLVED**, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

---

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: \_\_\_\_\_

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstaining/Absent \_\_\_\_\_

\_\_\_\_\_  
Clerk of governing body  
of municipal Participant

\_\_\_\_\_  
Date

SEAL



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: ELECTRICITY COOPERATIVE ENERGY PURCHASING  
SERVICE BILLING SCHEDULE AND AGREEMENT (JOINDER)**  
**DATE: NOVEMBER 10, 2020**

We are recommending the approval of the attached billing schedule and agreement (Joinder).

**RECOMMENDED ACTION**

**Motion to approve the Electricity Cooperative Energy Purchasing Service Billing Schedule and Agreement (Joinder) as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A\_\_\_\_\_ N\_\_\_\_\_

# ELECTRICITY COOPERATIVE ENERGY PURCHASING SERVICE

## BILLING SCHEDULE AND AGREEMENT (JOINDER)

### *Participation Period*

The terms of the energy purchasing contracts entered into with one or more energy suppliers pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") have been determined by NYSMEC and/or the Administrative Participant based on the responses to the public bidding process and its good faith determination of the best interests of the Participants as a whole. The term of the agreement shall be between one and three years.

### *Billing Period – Electricity Consumption*

Each Participant's electric bills are estimated, based upon a three-year consumption average, factoring in other variables such as, but not limited to, previous weather patterns, energy improvements at sites and construction. The Participant will be billed in six (6) installments invoiced on or about the following dates:

Installment 1	June 1	Installment 4	December 1
Installment 2	August 1	Installment 5	February 1
Installment 3	October 1	Installment 6	April 1

### *Billing Period - Energy Services Coordination*

For school districts, the billing period for the participation/coordination of energy services is ten (10) relatively equal monthly installments from September through June.

For all other municipalities, the billing period for the participation/coordination of energy services is one (1) initial lump sum payment due on or about January 1 or within thirty (30) days of the invoice date, whichever is later.

### *Reconciliation*

Reconciliation is the balancing between the amount paid based on estimates and the amount due based on actual costs and consumption. The Administrative Participant performs an annual reconciliation, balancing the amount paid for the six (6) installments and the amount of actual electricity consumed based upon the Participant's actual bills.

The reconciliation balance also reflects any unpaid prior balances and losses to the NYSMEC due to unpaid or uncollectable accounts payable, termination costs and/or other costs or liabilities under the energy purchasing contracts and/or the Agreement. Except as provided otherwise in the Agreement or this Billing Schedule and Agreement all gains or losses to the NYSMEC are prorated to the Participants in proportion to the relative costs of each Participant's purchases of electricity in the year during which such services are rendered, or in accordance with any other reasonable formula.

The reconciliation for the previous year occurs in September of the next year. If the Participant has overpaid, then the Participant will receive a refund of the credit balance. If the Participant has underpaid, then the Participant will be invoiced for the balance due.

### *Payments for Electricity Consumption and Installment Billing*

The Participant agrees to pay all installment and other invoices within thirty (30) days of the invoice date. The Participant's bill is prepared and mailed through the NYSMEC. Payments must be made payable to the "New York School and Municipal Energy Consortium" or "NYSMEC". A 0.75% per month late charge will be assessed on the outstanding balance of any unpaid invoices exceeding thirty (30) days from the original invoice date. Late payments

may affect the Participant's share of NYSMEC's year-end surplus, if any. The Administrative Participant may calculate and impose any necessary assessment on the Participants for additional payments if actual costs (e.g., due to energy consumed, administrative expenses and/or other liabilities or expenses) exceed amounts held on behalf of the Participants and will refund amounts in excess of amounts required.

**Termination**

If a Participant voluntarily terminates its participation in a multi-year energy purchasing contract in accordance with such contract's terms, it will be liable for and will pay to the NYSMEC or directly to the energy supplier as may be directed by the NYSMEC any termination charges or other expense determined in accordance with the energy purchasing contract.

The Agreement and NYSMEC's services to an individual Participant may be terminated with respect to such Participant at the discretion of the Administrative Participant, after consultation with the Advisory Council, for non-payment exceeding sixty (60) days from the original invoice date. If a Participant is in jeopardy of being terminated, it will be given written notice and ten (10) days to pay in full. Upon termination, the Participant will be given written notice. In such event, all outstanding balances owed by the Participant to the NYSMEC remain due and payable and the terminated Participant shall be directly liable to the energy supplier for all payment due for energy provided to it pursuant to the energy purchasing contract. In the event of termination, the Administrative Participant may in its discretion refuse future requests for participation from the Participant.

*By signing below, the Participant agrees to all of the terms and conditions of the Agreement and of this Electricity Billing Schedule and Agreement for the service period terminating as described above. Furthermore, it authorizes the Administrative Participant to act on its behalf to execute and deliver contracts for the purchase and delivery of electricity as is more fully set forth in the Resolution adopted by its governing body, a certified copy of which is attached.*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Representative's Name: \_\_\_\_\_

Oneida City School District  
Name of the School District or Municipality

Address of School District or Municipality  
Oneida City School District  
565 Sayles Street  
Oneida, NY 13421

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: RESOLUTION AUTHORIZING PARTICIPATION IN  
COOPERATIVE ENERGY PURCHASING SERVICE  
(NYSMEC) FOR NATURAL GAS**  
**DATE: NOVEMBER 10, 2020**

We are recommending the approval of the attached resolution.

**RECOMMENDED ACTION**

**Motion to approve the Resolution Authorizing Participation in  
Cooperative Energy Purchasing Service (NYSMEC) for Natural Gas  
as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

**A** \_\_\_\_\_ **N** \_\_\_\_\_

**RESOLUTION AUTHORIZING PARTICIPATION IN  
COOPERATIVE ENERGY PURCHASING SERVICE  
(NYSMEC) FOR NATURAL GAS**

**WHEREAS**, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

**WHEREAS**, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

**WHEREAS**, Oneida City School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

**WHEREAS**, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

**NOW THEREFORE, BE IT RESOLVED**, that this Board hereby determines that it is in the interests of the Oneida City School District to participate in the NYSMEC, and authorizes and directs Superintendent of Schools to sign the Agreement/and or the Billing Schedule and Agreement for natural gas on its behalf; and

**BE IT FURTHER RESOLVED**, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of natural gas delivered to the city gate of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity natural gas not to exceed \$0.583 cents per therm for a term of at least one year and no more than three years commencing May 1, 2021, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

**BE IT FURTHER RESOLVED**, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

**BE IT FURTHER RESOLVED**, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

---

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: \_\_\_\_\_

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstaining/Absent \_\_\_\_\_

\_\_\_\_\_  
Clerk of governing body  
of municipal Participant

\_\_\_\_\_  
Date

SEAL

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: NATURAL GAS COOPERATIVE ENERGY PURCHASING  
SERVICE BILLING SCHEDULE AND AGREEMENT (JOINDER)**  
**DATE: NOVEMBER 10, 2020**

We are recommending the approval of the attached billing schedule and agreement (Joinder).

**RECOMMENDED ACTION**

**Motion to approve the Natural Gas Cooperative Energy Purchasing Service Billing Schedule and Agreement (Joinder) as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

**A \_\_\_\_\_ N \_\_\_\_\_**

# NATURAL GAS COOPERATIVE ENERGY PURCHASING SERVICE

## BILLING SCHEDULE AND AGREEMENT (JOINDER)

### *Participation Period*

The term of the energy purchasing contracts entered into with one or more energy suppliers pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1<sup>st</sup> day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") have been determined by NYSMEC and/or the Administrative Participant based on the responses to the public bidding process and its good faith determination of the best interests of the Participants as a whole. The term of the agreement shall be between one and three years.

### *Billing Period - Natural Gas Consumption*

Each Participant's natural gas bills are estimated, based upon a three-year consumption average, factoring in other variables such as, but not limited to, previous weather patterns, energy improvements at sites and construction. The Participant will be billed in six (6) installments invoiced on or about the following dates:

Installment 1	June 1	Installment 4	December 1
Installment 2	August 1	Installment 5	February 1
Installment 3	October 1	Installment 6	April 1

### *Billing Period - Energy Services Coordination*

For school districts, the billing period for the participation/coordination of energy services is ten (10) relatively equal monthly installments from September through June.

For all other municipalities, the billing period for the participation/coordination of energy services is one (1) initial lump sum payment due on or about January 1 or within thirty (30) days of the invoice date, whichever is later.

### *Reconciliation*

Reconciliation is the balancing between the amount paid based on estimates and the amount due based on actual costs and consumption. The Administrative Participant performs an annual reconciliation, balancing the amount paid for the six (6) installments and the amount of actual natural gas consumed based upon the Participant's actual bills.

The reconciliation balance also reflects any unpaid prior balances and losses to the NYSMEC due to unpaid or uncollectable accounts payable, termination costs and/or other costs or liabilities under the energy purchasing contracts and/or the Agreement. Except as provided otherwise in the Agreement or this Billing Schedule and Agreement all gains or losses to the NYSMEC are prorated to the Participants in proportion to the relative costs of each Participant's purchases of natural gas in the year during which such services are rendered, or in accordance with any other reasonable formula.

The reconciliation for the previous year occurs in September of the next year. If the Participant has overpaid, then the Participant will receive a refund of the credit balance. If the Participant has underpaid, then the Participant will be invoiced for the balance due.

***Payments for Natural Gas Consumption and Installment Billing***

The Participant agrees to pay all installment and other invoices within thirty (30) days of the invoice date. The Participant's bill is prepared and mailed through the NYSMEC. Payments must be made payable to the "New York School and Municipal Energy Consortium" or "NYSMEC". A 0.75% per month late charge will be assessed on the outstanding balance of any unpaid invoices exceeding thirty (30) days from the original invoice date. Late payments may affect the Participant's share of NYSMEC's year-end surplus, if any. The Administrative Participant may calculate and impose any necessary assessment on the Participants for additional payments if actual costs (e.g., due to energy consumed, administrative expenses and/or other liabilities or expenses) exceed amounts held on behalf of the Participants and will refund amounts in excess of amounts required.

***Termination***

If a Participant voluntarily terminates its participation in a multi-year energy purchasing contract in accordance with such contract's terms, it will be liable for and will pay to the NYSMEC or directly to the energy supplier as may be directed by the NYSMEC any termination charges or other expense determined in accordance with the energy purchasing contract.

The Agreement and NYSMEC's services to an individual Participant may be terminated with respect to such Participant at the discretion of the Administrative Participant, after consultation with the Advisory Council, for non-payment exceeding sixty (60) days from the original invoice date. If a Participant is in jeopardy of being terminated, it will be given written notice and ten (10) days to pay in full. Upon termination, the Participant will be given written notice. In such event, all outstanding balances owed by the Participant to the NYSMEC remain due and payable and the terminated Participant shall be directly liable to the energy supplier for all payment due for energy provided to it pursuant to the energy purchasing contract. In the event of termination, the Administrative Participant may in its discretion refuse future requests for participation from the Participant.

***By signing below, the Participant agrees to all of the terms and conditions of the Agreement and of this Natural Gas Billing Schedule and Agreement for the service period terminating as described above. Furthermore, it authorizes the Administrative Participant to act on its behalf execute and deliver contracts for the purchase and delivery of natural gas as is more fully set forth in the Resolution adopted by its governing body, a certified copy of which is attached.***

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Representative's Name: \_\_\_\_\_

Oneida City School District  
Name of the School District or Municipality

Address of School District or Municipality

Oneida City School District  
565 Sayles Street  
Oneida, NY 13421



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: RESCIND DATA PROCESSOR I POSITION**  
**DATE: NOVEMBER 10, 2020**

We are recommending approval to rescind the 11 month Data Processor I position that was previously approved at the June 13, 2017 Board of Education Meeting.

**RECOMMENDED ACTION**

**Motion to approve the rescinding of the Data Processor I position as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: CREATION OF ONEIDA CITY SCHOOL DISTRICT  
CIVIL SERVICE POSITIONS**  
**DATE: NOVEMBER 10, 2020**

We are recommending approval of the creation of the following Oneida City School District Civil Service positions:

**Position to be created:**

1. School Licensed Practical Nurse – attached is the job description from Civil Service
2. 12 month Data Processor – attached is the job description from Civil Service

**RECOMMENDED ACTION**

**Motion to approve the creation of Oneida City School District Civil Service positions as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission- Effective 1978

### New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit

Forward one typed copy to this Commission.

1. Department

Bureau, Division, Unit or Section

Location of Position

District Wide

Oneida City School District 565 Sayles Street Oneida, NY 13421

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job, Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: **School Licensed Practical Nurse**

Percent of Work Time

Job Duty

The incumbent performs routine nursing services in the School district. An employee in this class is responsible for giving care to students within the limits allowed by the license and the New York Education Department. The work requires the understanding of and skill in routine practical nursing procedures and practices. The work is performed under the supervision of either a Registered Professional Nurse (RN) or Licensed Physician. The incumbent does related work as required.

- Gathers data and assists with planning, implementation, and evaluation of the health needs of students and staff;
- Administers medication and treatments per health care providers' orders and parental written authorization based on established guidelines and district policy;
- Follows communicable disease control procedures and informs and advises administration and/or parents regarding school exclusion and readmission;
- Provides care for student illnesses and accidents according to the school policies and protocols;
- Completes accident and incident reports as needed;
- Consults with attendance officer regarding chronic absenteeism;
- Readmits students following absences and issues special passes and excuses;
- Assists with school screening programs by scheduling appointments, performing initial screening assessments, and assisting with follow-up procedures;
- Reviews immunization records for compliance with mandates;
- Participates in the management of the school health office by assisting with organizational structure, updating cumulative health records and immunization records, and collecting statistical information according to district policies and procedures;
- Consults with Registered Professional Nurse regarding unusual or difficult problems;
- Assists the Registered Professional Nurse in the development of Individual Health Care Plans;
- Reports physical and sexual abuse and neglect of children as mandated by law;
- May maintain an inventory of health office supplies and equipment.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Eric Coriale	Director for Nursing Dept.	Immediate
Registered Nurses DW	School Building RN	Secondary
Mary-Margaret Zehr	Superintendent	Superintendent

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
NA		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
NA		

6. What minimum qualifications do you think should be required for this position?

Education: High School  
College

Graduation or GED  
Graduate from a Licensed Practical Nursing Program


Experience: (list amount and type)

Essential knowledge, skills and abilities: Nursing skills as described in job duties.

Type of license or certificate required: Licensed Practical Nurse

7. The above statements are accurate and complete.

Date: 10/21/20 Title: Asst. Superintendent for Finance

Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the appropriate civil service title for the position described is:

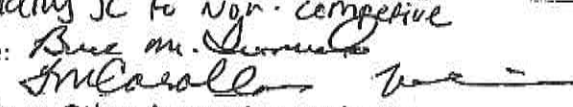
Civil Service Commission certifies that

Title: LPN

Jurisdictional

Classification: Competitive bidding job to non-competitive

Date: 10/26/20

Signature: 

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved  
Disapproved

Date:

Signature:

Return One Completed Copy to Civil Service Commission

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission- Effective 1978

### New Position Duties Statement

Department head or other authority requesting the creation of a new position. prepare separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit

Forward one typed copy to this Commission.

1. Department Bureau, Division, Unit or Section Location of Position

**Technology** **Oneida High School 560 Seneca Street Oneida, NY 13421**

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job, Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: **Data Processor**

Percent of Work Time

Job Duty

- Locates, prepares and makes changes, additions or corrections to source material prior to data entry;
- Returns improperly coded or incomplete documents to either the supervisor or other predetermined source;
- Enters data into proper database, spreadsheet, welfare management system, etc. to create and update records;
- Visually compares data previously entered and printed on computer-generated copy with source documents to identify and correct errors;
- Searches and retrieves data from computerized records;
- Records requested information on an appropriate form or other document or relays the data to the requestor;
- Maintains logs and controls of data source materials and performs routine posting, recording and coding of information associated with data entry;
- Completes batches of source documents, records specific information on work sheets, and indicates completion of the work on the batch;
- Produces a variety of printouts, letters and forms as requested by professional and/or technical staff;
- Notifies supervisor of machine malfunctions;
- Performs clerical duties and/or administrative tasks as needed;
- May serve as a receptionist when necessary;
- May operate printer, typewriter, copier and/or other office equipment;
- May clean and maintain computer and other office equipment.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Genevieve Brauner	Administrator for Technology and Special Programs	Immediate
Mary-Margaret Zehr	Superintendent	

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
NA		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
NA		

6. What minimum qualifications do you think should be required for this position?

**Education: High School**  
College

**Graduation or GED**  
NA

**Experience: (list amount and type) Two (2) years of clerical, data processing or keyboarding experience.**

**Essential knowledge, skills and abilities: Operation and maintenance of office/technology equipment.**

**Type of license or certificate required: NA**

7. The above statements are accurate and complete.

Date: 10/13/20

Title: Asst. Superintendent for Finance

Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Queens Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: data processor (already exists)

Jurisdictional

Classification: competitive

Russ M. Daniels  
Signature: [Signature]

Date: 10/26/20

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved  
Disapproved

Date:

Signature:

Return One Completed Copy to Civil Service Commission

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: PROJECT ACCOUNT EXPENDITURE**  
**DATE: NOVEMBER 10, 2020**

We are recommending approval of the following expenditure from the Oneida Castle Building Sale proceeds project (H008) in the approximate amount of \$5,400.00.

1. Two (2) Amana "Premium" AMES920804CNE 80K "SINGLE STAGE" High Efficiency Forced Air Furnace at District Office

**RECOMMENDED ACTION**

**Motion to approve the expenditure from the Project Account (H008) as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXCESSING OF MAINTENANCE EQUIPMENT**  
**DATE: NOVEMBER 10, 2020**

We are recommending the approval of excessing the following maintenance items to be auctioned as submitted.

**RECOMMENDED ACTION**

**Motion to approve the excessing of maintenance items to be auctioned as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_



**November 10, 2020**  
**Maintenance Items to be excessed**

Quantity	Item
1	Hack Saw (Powered)
1	Roe Wood Lathe
1	Dewalt Band Saw (110)
1	Delta Scroll Saw (110)
1	Power Matic Scroll Saw
1	Delta Table Saw/Jointer 2 in 1
4	Tailgates (Ford) – 2 for 11-14 F350 and 2 for 17-20 F350
3	Bumpers (Ford) – 1 for 11-14 F350 and 2 for 17-20 F350
1	2004 Ferris IS3000 Mower with bagger attachment and weights
1	Bridgeport Milling Machine (some dyes included)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: DONATION TO ONEIDA CITY SCHOOL DISTRICT**  
**DATE: NOVEMBER 10, 2020**

We are recommending the approval of the generous donation of school supplies from the Oneida Walmart as submitted.

**RECOMMENDED ACTION**

**Motion to approve the donation of school supplies from the Oneida Walmart as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: MARY-MARGARET ZEHR**

**RE: POLICIES FOR REVIEW**

**DATE: NOVEMBER 10, 2020**

The attached policies are submitted for your first reading. Vote for approval will be at a future Board of Education Meeting:

- 8002 School Calendar and School Day
- 8011 Computing Final Grade Averages For Rank in Class
- 8100 Grade Placement, Retention and Promotion and Recording and Recording Student Achievement
- 8101 Graduation Credentials
- 8103 Alternative Educational Programs
- 8200 Home Instruction
- 8201 Homebound Instruction
- 8202 Courses Including Dissection of Animals
- 8203 Limited English Proficiency Instruction English Language Learners

Recommended for deletion:

- 8001 Instructional Goals and Objectives
- 8044 District Responsibilities Under Title I Programming
- 8201.1 Homebound Instruction
- 8203.1 Limited English Proficiency Instruction English Language Learners

**FOR REVIEW ONLY**

## SCHOOL CALENDAR AND SCHOOL DAY

### I. School Calendar

The Superintendent of Schools shall submit a recommended calendar to the Board of Education (the Board) prior to June. The Board of Education shall adopt the school calendar annually.

### II. School Day *will be consistent w/ NY ed. day regulations, start & end times will be listed on the school website*

A. ~~Consistent with State regulations~~, the Board of Education recognizes that the minimum length of the school day for students, exclusive of time for lunch, is as follows:

Grades K – 6                    --                    5 hours

Grades 7 – 12                --                5 ½ hours

B. The Board of Education recognizes that the school day schedules may vary at each building due to transportation run. The following time schedules for students shall be established for each building:

Senior High School	7:40 AM	-	2:16 PM
Otto Shortell Middle School	7:45 AM	-	2:26 PM
Durhamville School	9:00 AM	-	3:05 PM
North Broad School	9:00 AM	-	3:05 PM
Seneca Street School	9:00 AM	-	3:05 PM
Willard Prior School	9:00 AM	-	3:05 PM

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Oneida City School District

Legal Ref: 8 NYCRR §175.5

Adopted: 02/14/84

Revised: 03/16/87, 01/09/96, 09/08/15, \_\_\_\_\_

## INSTRUCTION

### COMPUTING FINAL GRADE AVERAGES FOR RANK IN CLASS

- I. Class ranking is computed at the end of the seventh semester using weighted grade point average. Averages will be rounded to the nearest hundredth place (.01). Averages have a two place decimal point for both weighted and unweighted averages (example: 96.126 rounds to 96.13) All numerically graded, credit bearing courses, will be included using a weighted calculation method.
  - A. A weighted average is one that takes into account the relative rigor of the course content, curriculum, and assessments in the calculation of the overall combined course average.
  - B. A weighted average is calculated by multiplying the individual course average by an index (greater than 1.0 assigned to upper level courses) for the purpose of calculating the cumulated GPA.
  - C. An upper level course is one whose academic rigor is significantly greater than that of a traditional Regents credit bearing course.
  - D. The specific index assigned to a course is based on the academic rigor of the course curriculum.
  - E. The weighted cumulative GPA will be used for rank in class. The unweighted cumulative GPA will be sent to colleges/universities.
- II. Calculations Relating to Graduation Ranking  
6% will be added for Advanced Placement (AP, CEA, DE, POE, CIM, Effective 7/1/2020 for the 2020-2021 school year) and (3% weighting will be added 2021 will be added for dual credit college coursework (Introduction to Engineering and Design (IED), and all honor classes) to the final average for the purpose of graduation ranking only).
- III. In a course with a Regents exam, the higher grade of the final average or the Regents exam grade ~~may~~ will be used in determining cumulative average. (School Tools takes Regents for final average if higher and students need to pass course for course credit.)
- IV. If a student's AP course grade is lower than their cumulative weighted GPA it will not be calculated after their seventh semester senior year for class ranking.  
(This will sunset July 1, 2020).
- V. All students qualifying and electing to receive a diploma are considered part of the graduating class and will be included in the ranking process.

## COMPUTING FINAL GRADE AVERAGES FOR RANK IN CLASS

- VI. Students transferring into the Oneida City School District must complete their final two (2) years of secondary education at Oneida High School in order to be eligible for the positions of salutatorian and valedictorian. Such transfers will be ranked, and are eligible for all other awards.
- VII. The Valedictorian and Salutatorian will be number one (#1) and number two (#2) from the class rankings and they will be speakers at graduation.

In the event of a tie <sup>for</sup> at valedictorian, the averages of the tied students will be rounded to the nearest thousandth (.001) in order to resolve the tie. If after rounding to the nearest thousandth (.001) there is still a tie, the students will be recognized as co-valedictorians and no salutatorian will be recognized.

If a tie occurs <sup>for</sup> at salutatorian, the averages of the tied students will be rounded to the nearest thousandth (.001) in order to resolve the tie. If a tie at the number two (#2) ranking still exists after rounding to the nearest thousandth (.001), the tied students will be recognized as co-salutatorians.

- VIII. Each senior student's transcript shall report class rank.
- IX. Grades from previous schools will be accepted as submitted on the student's official transcript. Numerical grades are accepted at par value and letter grades are converted by letter/numerical conversion table as follows:

A+ = 99, A = 95, A- = 92,  
 B+ = 89, B = 85, B- = 82  
 C+ = 79, C = 75, C- = 72,  
 D+ = 70 D = 68 D- = 66,  
 F = 64 and below

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Oneida City School District  
 Adopted: \_\_\_\_\_

INSTRUCTION

Policy <sup>is</sup> Required

GRADE PLACEMENT, RETENTION AND PROMOTION AND RECORDING AND REPORTING STUDENT ACHIEVEMENT

I. STATEMENT OF POLICY

It is the responsibility of the Board of Education to prescribe the course of study by which students shall be graded and classified, and to regulate the admissions of students and their transfer from one class or department to another, as their scholarship shall warrant. It is the responsibility of the Superintendent to supervise and direct the courses of study, and the examination and promotion of pupils. Accordingly, decisions regarding the grade level at which a student is admitted, and whether a student is retained in grade or promoted to the next grade shall be made by the Superintendent in consultation with appropriate administrators, and consistent with this Policy.

II. EVIDENCE FOR GRADE PLACEMENT

- A. The decision regarding the grade level placement, retention, or promotion of a student shall be based on multiple measures, including: student performance on written assessments prepared by Oneida City School District (the District) staff or prepared by BOCES staff or vendors; student performance on the State administered standardized English language arts and mathematics assessments, including those for grades three through eight; student performance on other state administered written assessments; student performance on other standardized tests (e.g., ~~Iowa Test of Basic Skills, California Achievement Test~~); other measures of classroom achievement and attitude; the student's social and emotional development; and teacher recommendations based on observations of student mastery of material and skills.
- B. The selection of assessment instruments shall be consistent with the District's Annual Professional Performance Review Plan approved by the Commissioner, *if applicable*.
- C. No promotion or placement decision shall be based solely or primarily on a student's performance on the State administered English language arts or the mathematics elementary assessments administered in grades three through eight.
- D. In accordance with their *I* individualized *E* education *Plan* programs, students with disabilities instructed in alternate academic achievement standards shall be administered a State alternate assessment to measure their achievement.

III. RECORDING AND REPORTING STUDENT ACHIEVEMENT

- A. Parents and persons in parental relation to students shall receive an appropriate report of student achievement at regular intervals. Parents and persons in parental relation to students shall be provided notice of this Policy and an explanation of how the Policy was developed, by the posting of that information on the District's website.

POLICY

Draft 8/13/2020  
8100

INSTRUCTION

Policy is Required

GRADE PLACEMENT, RETENTION AND PROMOTION AND RECORDING AND REPORTING STUDENT ACHIEVEMENT

- B. The District shall maintain accurate records of all individual test scores, including those from State administered standardized English language arts and mathematics for grades three through eight. This information shall be available for compliance with State and federal reporting requirements, and for diagnostic purposes.
  - 1. ~~During the period commencing on April 1, 2014 and expiring on December 31, 2018,~~ A student’s score on any State administered standardized English language arts or mathematics assessment for grades three through eight shall not be included on a student’s official transcript or maintained in a student’s permanent record.
  - 2. ~~During the period commencing on April 1, 2014 and expiring on December 31, 2018,~~ When a parent or person in parental relation is sent or otherwise informed of a student’s score on any State administered standardized English language arts or mathematics assessment for grades three through eight, they shall also be provided with a clear and conspicuous notice that such score will not be included on the student’s official transcript or in the student’s permanent record, and that the score is being provided to the student and parent for diagnostic purposes.

IV. Notice of Policy

Parents shall annually be provided with a notice of this Policy, including an explanation of how the policy was developed.

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Oneida City School District

Legal Ref: NYS Education Law §§ 305, 1709, 1711; 8 NYCRR §§ 100.2, 100.3, 100.4.3

Adopted: 12/09/80

Revised: 09/08/15, \_\_\_\_\_



INSTRUCTION

GRADUATION CREDENTIALS

I. Statement of Policy

The Oneida City School District (the District) recognizes that there are many ways to successfully complete the high school experience. The District awards students exiting credentials consistent with the standards established by the State Education Department.

II. Accelerated and Deferred Completion

- A. In the case of a student who completes exiting requirements in four or more years, the student's graduation credential shall be determined by the standards in effect in the year the student first entered grade nine.
- B. In the case of a student who completes exiting requirements in less than four years, the student's graduation credential shall be determined by the standards in effect four years prior to the year in which the exiting credential will be awarded. Where a student seeks to exit at the conclusion of the Fall Semester, eligibility shall be determined as though the student was exiting at the conclusion of the prior school year.

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Oneida City School District

Legal Ref: 8 NYCRR §§ 100.1, 100.2, 100.4, 100.5, 100.6, 200.4 and 200.5; NYS Education Law §§ 3202 and 4402

Adopted: 07/10/07

Revised: 09/08/15, \_\_\_\_\_

# Policy

INSTRUCTION

Draft 8/13/2020  
8103

## ALTERNATIVE EDUCATIONAL PROGRAMS

- I. ~~The Oneida City School District~~ Board of Education (the Board) recognizes that alternative education programs other than regular classroom experiences may be necessary to meet the needs of students. ~~Alternative education programs recognized by the Board include:~~

II

- a. Assignment to a special program by the Committee on Special Education.
- b. High School Equivalency Programs.
- c. Summer School Programs.
- d. Tutorial Programs.
- e. Work-Study Program.
- f. High School-College Dual Credit Courses. *online and credit recovery programs*
- g. Alternative Education Programs (BOCES)

II

Placement opportunities outside the regular classroom shall be made only when it is obvious that the student's best interests cannot be served in the regular classroom or when his/her continued presence will be detrimental to the best interests of other students.

III *Advanced education programs recognized by the Board include:*

- a. *High School - ~~the~~ College Dual Credit Courses.*
- b. *Honors courses*
- c. *Work study*
- d. *Advanced Placement courses*
- e. *College seminars*

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Oneida City School District

Adopted: 01/14/86

Revised: 09/08/15, \_\_\_\_\_

## INSTRUCTION

### HOME INSTRUCTION

#### I. Rationale

Under Sections 3204(2), 3210(2)(d) and 3212(2) of the Education Law, the Board of Education (the Board) has the responsibility to ensure that all students residing within the Oneida City School District (the District) who are between the ages of six (6) and sixteen (16) receive a quality education and competent instruction. The Board recognizes that such instruction may be provided in the home, pursuant to the Regulations of the Commissioner of Education. The Board also believes that the legality of the concept of home instruction does not diminish the District's responsibility to see that every student of compulsory age receives instruction from a competent instructor that is substantially equivalent to the instruction provided in State-regulated schools. In order to accomplish this goal, a framework of mutual cooperation, respect and interaction must exist between the District and parents who desire home instruction for their children. It is with this framework in mind that the following policy is implemented.

Home instruction is highly-individualized approach that can only be undertaken after a great deal of careful preparation. It is the obligation of both parents and school officials to make sure that no child is deprived of the right to an appropriate instructional program.

*- not to be confused with synchronous or asynchronous programs*  
*Approved by the Board 8/13/2020*

#### II. Definitions

- A. Parent: The term "parent" is used to mean the person or persons standing in parental relation to the student.
- B. Superintendent: The term "Superintendent" refers to the Superintendent of Schools of the District or the person the Superintendent designates to act on his/her behalf.
- C. Teacher: The term "teacher" refers to either the parent or a tutor, depending on who is doing the actual teaching and providing the actual instruction to the student.
- D. IHIP: The term "IHIP" means Individualized Home Instruction Plan.

#### III. Notification and Approval Procedure

- A. ~~1.~~ Parents who desire to provide home instruction for a student of compulsory school attendance age shall annually provide written notice to the Superintendent of their intention by July 1st of each school year. Parents who choose to commence such instruction after the start of the school year, or who establish residence in the District after the start of the

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Draft 8/13/2020  
8200

INSTRUCTION

HOME INSTRUCTION

school year, shall provide the written notice within fourteen (14) days following the commencement of home instruction.

~~2. Any request for home instruction must include a statement signed by the parents which releases the Board of Education, the Superintendent of Schools, and the district staff from any liability for the quality of education received by any child being taught at home.~~

- B. Within ten (10) business days of receipt of the written notice of intent, the District shall send to the parent(s) a copy of this policy, a copy of Section 100.10 of the Commissioner's Regulations and a form on which to submit an individualized home instruction plan (hereafter referred to as "IHIP") for a child of compulsory attendance age.
- C. Within four (4) weeks of the receipt of the materials described in (B) above or by August 15th, whichever is later, the parents shall submit the completed IHIP to the District containing the following information:
1. The child's name, age and grade level;
  2. A list of the syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects listed in Section 100.10(e) of the Commissioner's Regulations;
  3. The dates for submission to the School District of the parents' quarterly reports, as required. These reports shall be spaced in even and logical periods; and
  4. The names of the individual(s) providing instruction.
  5. A statement that the child will be meeting his/her compulsory education requirements through full-time study at a degree-granting institution (meaning enrollment for at least 12 semester hours in a semester or its equivalent), if that is the case. In this situation, the IHIP shall identify the degree-granting institution and the subjects to be covered by that study.

The District shall provide assistance in preparation of the IHIP, if requested by the parents.

- D. Within ten (10) business days of receipt of the IHIP, or by August 31st, whichever is later, the District shall either notify the parent(s) that the IHIP complies with the Commissioner's Regulations or give the parent(s) notice of any deficiency in the IHIP.

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Draft 8/13/2020  
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HOME INSTRUCTION

- E. Within fifteen (15) days of receipt of a notice of deficiency in the IHIP, or by September 15th, whichever is later, the parent(s) shall submit a revised IHIP which corrects any such deficiencies.
- F. Within fifteen (15) days of receipt of the revised IHIP, or by September 30th, whichever is later, the Superintendent shall review the revised IHIP and shall notify the parent(s) as to whether the revised IHIP is in compliance. If the revised IHIP is determined not to be in compliance, then the parents shall be notified in writing of the reasons for such determination.

Such notice shall also contain the date of the next regularly scheduled meeting of the Board of Education that will be held at least ten (10) days after the date of mailing of the notice.

- G. If the parents wish to contest the determination of noncompliance, the parents must notify the Board of Education at least three (3) business days prior to the scheduled meeting. At such meeting, the parents shall have the right to present proof of compliance and the Board shall make a final determination of compliance or noncompliance.

IV. Right of Appeal

- A. The parents shall have the right to appeal any final School District determination of noncompliance to the Commissioner of Education within thirty (30) days after receipt of such determination.
- B. When administrative review of a School District determination is completed (i.e. the parents fail to contest a determination at any level or receive a decision from the Commissioner of Education upholding the School District's final determination), the parents shall immediately provide for the instruction of their children at a public school or elsewhere in compliance with Sections 3204 and 3210 of the Education Law.
- C. Within ten (10) days after administrative review is completed, the parents shall furnish the Superintendent with written notice of arrangements for instruction provided to their children; except that such notice is not required if parents enroll their children in a public school.

V. Attendance Requirements

- A. ~~1-~~ Each child shall attend the substantial equivalent of one hundred eighty (180) days of instruction each school year.

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HOME INSTRUCTION

a-2. The cumulative hours of instruction shall be nine hundred (900) hours per year for Grades 1-6 and nine hundred ninety (990) hours for Grades 7-12.

- B. Absences shall be permitted on the same basis as provided for District students.
- C. Parents are required to maintain attendance records and such records shall be made available to the District upon request.

VI. Quarterly Reports

- A. On or before the dates specified in the IHIP, a quarterly report for a child shall be furnished by the parent to the District.
- B. The quarterly report shall contain the following information:
  - a1. The number of hours of instruction during said quarter;
  - b2. A description of the material covered in a subject listed in the IHIP;
  - e3. Either a grade for the child in a subject or a written narrative evaluating the child's progress; and
  - d4. Evidence that the course materials as set forth in the IHIP have been covered.

VII. Annual Assessment

- A. At the time of submission of the fourth (4th) quarterly report, the parents also shall file an annual assessment.
- B. The annual assessment shall include the results of a commercially published norm-referenced achievement test, or an alternative form of evaluation, which meets the requirements of Section 100.1(h)(1) or (2) of the Commissioner's Regulations.
- C. Any commercially published norm-referenced achievement tests shall be administered in accordance with one of the following options, to be selected by the parents:
  - a1. At the public school, by its professional staff; or

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INSTRUCTION

HOME INSTRUCTION

- ~~b~~2. At a registered non-public school by its professional staff, provided that the consent of the Chief School Officer of the non-public school is obtained; or
  - ~~e~~3. At a non-registered non-public school, by its professional staff, provided that the consent of the Chief School Officer of the non-public school and of the Superintendent is obtained; or
  - ~~d~~4. At the parents' home, or at any other reasonable location, by a New York State certified teacher or by another qualified person, provided that the Superintendent has consented to said individual administering the test.

    - ~~1~~a. The test shall be provided by the School District upon request by the parent, provided that the cost of any testing facilities, transportation and/or personnel for testing conducted at any location other than the public school shall be borne by the parents.
    - ~~2~~b. The test shall be scored by the person(s) administering the test or by other persons who are mutually agreeable to the parents and the Superintendent.
- D.~~3~~ An alternative form of evaluation shall be permitted to be chosen by the parent, as follows:
- ~~a~~1. A written narrative for Grades 1-3;
  - ~~b~~2. A written narrative, used no more often than every other year, for Grades 4-8.

    - ~~1~~a. The person(s) who prepare(s) the written narrative shall be a New York State certified teacher, a home instruction peer group review panel, or other person selected by the parent with the consent of the Superintendent, who has interviewed the child and received a portfolio of the child's work.
    - ~~2~~b. Such person shall certify whether the child has made adequate academic progress.
  - ~~e~~3. Any resulting costs shall be borne by the parent(s).

## POLICY

Draft 8/13/2020  
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### INSTRUCTION

#### HOME INSTRUCTION

4. In the event that the child has failed to make adequate progress the home instruction shall be placed on probation pursuant to Section VIII of this policy.
- E. If a dispute arises between the parent(s) and the Superintendent, including disputes over the administration of tests or alternative evaluation methods, the parent(s) may appeal to the Board of Education. If the parent(s) disagree with the determination of the Board of Education, they may appeal to the Commissioner within thirty (30) days of the receipt of such determination.

#### VIII. Probation

- A. If a child's annual assessment fails to comply with the provisions of Section VII of this policy and the corresponding Commissioner's Regulations, the home instruction program shall be placed on probation for a period of up to two (2) school years.
- B. The parent(s) shall be required to submit a plan of remediation, which addresses the deficiencies in the child's achievement. Such plan shall be reviewed by the School District. The School District may require the parents to make changes in the plan prior to acceptance.
- C. If after the end of any semester of the probationary period the child progresses to the level specified in the remediation plan, then the program shall be removed from probation.
- D. If the child does not attain seventy-five percent (75%) or more of the objectives specified in the remediation plan at the end of any semester of the probationary period, or if after two (2) years of probation one hundred percent (100%) of the objectives of the remediation plan have not been met, the Superintendent shall issue a notice of noncompliance.
- E. The Board shall review any determination of noncompliance issued in (D) above, except that the parents' consent to such review is not required.
- F. If, during the period of probation, the Superintendent has grounds to believe that the program of home instruction is in substantial noncompliance with this policy and the corresponding Regulations of the Commissioner, the Superintendent may require one or more home visitations. Such visits shall be made only after three (3) days written notice; and shall be conducted by the Superintendent or his/her designee.



POLICY

Draft 8/13/2020  
8200

INSTRUCTION

HOME INSTRUCTION

IX. Participation in School Activities

- A. Home instruction students must be enrolled in the public school to participate in organized school activities such as clubs, sports, intramurals, school band/chorus, occupational/vocational education programs and gifted programs.
- B. Children who receive home instruction may not participate in instructional programs except that the District must provide special education services, recommended on the Individual Education Program (IEP) by the Committee on Special Education.
- C. The District will open Regents Examination admissions to any district resident, including home schooled students, who is seeking to fulfill his/her preliminary education requirements to take five specific Regents Examinations or approved alternative examinations. If possible, the resident should provide the District with reasonable advance notice of his/her intent to take a specific Regents Examination.

X. Verification of Preliminary Education Requirements:

- A. The District is aware that individuals seeking a college degree may have to verify to college administrators that they have completed certain "preliminary education requirements." The district will take the following steps to help these individuals provide colleges with that verification:
  - 1. If requested by a student, the Superintendent will perform an evaluation of substantial equivalency of the student's IHIP.
  - 2. If requested by a student or former student, the Superintendent will certify in writing to the student, whether the student's program was substantially equivalent to a four year high school program.

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Oneida City School District

Legal Ref: NYS Education Law §§ Sections 3204(2), 3210(2)(d) and 3212(2) of the New York State Education Law; 8 N.Y.C.R.R., Section § 100.10

Adopted: 11/90

Revised: 07/13/98, 09/08/15, \_\_\_\_\_

## INSTRUCTION

### HOMEBOUND INSTRUCTION

- I. Homebound instruction is a temporary service provided to students who are unable to attend school due to a short-term physical, mental or emotional illness or injury as substantiated by a licensed physician or licensed psychologist. A student will be eligible for homebound instruction if the student's illness is expected to extend beyond ten (10) school days.
- II. Referrals for homebound instruction must be accompanied by a physician's or licensed psychologist statement that:
  - A. Clearly indicates that the student will be unable to attend school for at least ten (10) school days; and
  - B. Clearly specifies the diagnosis necessitating home instruction, the limitations concerning the kind or duration of instruction, and any possible precautions the homebound instructor should take.
- III. The Oneida City School District (the District) will provide at least five (5) hours of homebound instruction a week for eligible elementary students (K-6), to the extent possible at least one (1) hour per day. The District will provide at least ten (10) hours of homebound instruction per week for eligible secondary school students (7-12), to the extent possible at least two (2) hours per day.
- IV. Students with disabilities who are recommended for homebound instruction by the Committee on Special Education (CSE) shall be provided instruction and appropriate related services as determined by the CSE in consideration of the student's unique needs. Such homebound instruction shall only be recommended if such placement is in the least restrictive environment. Home instruction will begin as soon as possible following such notification and shall be limited to the approved school calendar.
- V. Homebound instruction shall be terminated when the period of probable absence as certified by the physician or licensed psychologist has expired. Should any extension of homebound instruction be requested, the District reserves the right to obtain a separate opinion.
- VI. At the conclusion of this interim service the tutor will submit to the District a report of the pupil's progress during the period of homebound instruction.

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Oneida City School District

Legal Ref: Revised Handbook on Services to Pupils Attending Non-Public Schools, NYS Education Department, § 2004; 8 NYCRR §§ 175.21 and 200.6(h).

Adopted: 10/09/01

Revised: 09/08/15, \_\_\_\_\_

## INSTRUCTION

Policy is Required  
COURSES INCLUDING DISSECTION OF ANIMALS

### I. Statement of Policy

- A. Students enrolled in a course that includes the dissection of an animal shall be given reasonable notice of that fact, and information about the student's right under Section 809 of the Education Law and this Policy to be excused from witnessing or conducting animal dissection. This notice shall be distributed at the beginning of the school year, and shall be available upon request at the school office.
- B. Students will be excused from witnessing or conducting animal dissection if the student:
  - 1. provides a written statement from the student's parent or legal guardian substantiating the fact that the student has a moral or religious objection to witnessing or conducting animal dissection, and
  - 2. agrees to undertake and complete an alternative project approved by the student's teacher.
- C. Students who perform alternative projects who do not perform or witness the dissection of animals will not be penalized.

### II. Implementation of Policy

The Superintendent of Schools shall prepare a notice that complies with the requirements of Section 809 of the Education Law and insure that teachers are aware of this Policy and that the notice is distributed as required.

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Oneida City School District

Legal Ref: NYS Education Law ~~Section~~ § 809(4)

Adopted: 09/08/15

Review: \_\_\_\_\_

## INSTRUCTION

Policy is Required

### LIMITED ENGLISH PROFICIENCY INSTRUCTION ENGLISH LANGUAGE LEARNERS

- I. The Board of Education believes that students, ~~who, by reason of foreign birth or ancestry,~~ have limited English proficiency, will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The Oneida City School District (the District) will therefore make every effort to ensure that limited English proficient (English Language Learners (ELL)) students are provided with an appropriate program of transitional bilingual education or English as a second language program.
- II. It is the policy of the District that the Superintendent be directed to develop appropriate administrative regulations, in accordance with Parts 117 and 154 of the Commissioner's Regulations, to ensure that ELL students are:
  - A. Screened for limited English proficiency, as part of the overall diagnostic evaluation, upon student's initial enrollment or reentry in the New York State public school system.
  - B. Identified, as appropriate, as an ELL student and notification and information provided to the parent, person in parental relation, or students 18 years of age or older.
  - C. Evaluated annually in areas prescribed by the Commissioner;
  - D. Assured of access to appropriate instructional and support services, including guidance programs;
  - E. Assured of having equal opportunities to participate in all school programs and extracurricular activities as non-ELL students; and
- III.
  - A. The Superintendent shall be responsible for ensuring that a description of the nature and scope of the instructional programs and services to help them acquire English proficiency is available to limited English proficient pupils.
  - B. The Superintendent shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the District provides appropriate school-related information to the parents of ELL students in English, or, when necessary, in the language they understand.
  - C. The Superintendent shall ensure that all teachers employed for any bilingual and/or ELL program are properly certified in accordance with the Commissioner's Regulations.

POLICY

Draft 8/13/2020  
8203

INSTRUCTION

Policy is Required

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

- IV. The District shall develop and update as necessary, a comprehensive plan ("Plan") in accordance with the Commissioner's Regulations to meet the needs of ELL students enrolled in the District. The Plan will be kept on file in the District office and made available for review by the State Education Department upon request.

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Oneida City School District

Legal Ref: 8 NYCRR., Sections §§ 117 and 154; NYS Education Law, Section § 3204.

Adopted: 08/14/90

Revised: 12/08/15, \_\_\_\_\_

DELETE

# Policy

INSTRUCTION

Draft

8001 Revise/Renumber 8010

## INSTRUCTIONAL GOALS AND OBJECTIVES

- I. The Board of Education (the Board) recognizes that the focus of the Oneida City School District's (the District) educational programs is on the learner, the student. Each student's educational development is the central concern of the instructional goals and objectives.
- II. The Board of Education recognizes that the teacher serves as a key figure in carrying out the District's responsibility in the educational process. The Board of Education also recognizes the need for administrative leadership and organization in order to establish conditions in order for teachers to be effective.
- III. The Board of Education will continue to examine and seek to provide facilities, personnel, equipment and materials necessary for the education of all students for whom the District is responsible.
- IV. The Board of Education, therefore, establishes the following as the instructional goals for the Oneida City School District:
  - A. To assist students in developing and maintaining good physical and good mental health.
  - B. To assist student in the development of basic academic skills.
  - C. To assist students in developing intellectual curiosity and creativity.
  - D. To assist students in understanding our constitutional form of government, gaining knowledge of the history of the United States, and encouraging students to accept the obligations of good citizenship.
  - E. To help students understand the scientific approach to the problems of life, recognizing the need for conservation of human and natural resources, and the contributions made by science.
  - F. To assist students in acquiring the skills necessary to further pursue a career in their chosen field.
  - G. To help students become intelligent consumers of material goods, cultural products and services.
  - H. To assist students in recognizing the ethical, esthetic and moral values of experience, and to act accordingly.

POLICY

INSTRUCTION

Draft  
8001 Revise/Renumber 8010

INSTRUCTIONAL GOALS AND OBJECTIVES

- V. The Board of Education also expects the following:
- A. It shall be the responsibility of each building staff member, under the direction of the Building Principal, to establish specific educational objectives consistent with the stated instructional goals.
  - B. Since there is responsibility for the achievement of the stated goals, it is important that both staff and Principal work together to obtain unity of effort in achieving the objectives.
  - C. The administrative and teaching staff shall present evidence of achievement, or lack of achievement, of students annually.

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Oneida City School District  
Adopted: 10/14/80  
Revised: \_\_\_\_\_

## DISTRICT RESPONSIBILITIES UNDER CHAPTER I PROGRAMMING

- I. The Oneida City School District recognizes that the purpose of financial assistance under a Chapter I Project is to improve the educational opportunities of educationally deprived children by helping such children succeed in the regular program of the District, attain grade level proficiency and improve achievement in basic and more advanced skills.
- II. The District shall ensure that each pupil who receives Chapter I services is monitored and evaluated for progress, beyond report cards and parent/pupil conferences.
- III. The Board of Education of the District recognizes that the schools have the following major responsibilities under Chapter I funded programs:
  - A. Conducting an Annual Review of Effectiveness (ARE) for each building operating a Chapter I Program, as measured by aggregate performance and the desired outcomes of the Chapter I application;
  - B. Identifying each school building, if any, that does not show substantial progress towards meeting desired outcomes contained in the District's Chapter I application, or showing no improvement or decline in aggregate performance of participating pupils;
  - C. Developing a Chapter I Program Improvement Plan for each building, identified in "B" above;
    1. Identifying each pupil who has participated in a Chapter I project for a school year and who has not shown substantial progress toward meeting the desired outcomes established for participating children or whose achievement shows no improvement or a decline; and implementing improvement for students so identified;
    2. conducting a thorough assessment of the educational needs of children who remain in the district's Chapter I project after two (2) consecutive years of participation and who have not shown substantial progress toward meeting the desired outcomes established for participating children or whose achievement shows no improvement or decline, and using the result of the needs assessment to modify the project to better meet the children's needs;



DISTRICT RESPONSIBILITIES UNDER CHAPTER I PROGRAMMING

3. In conducting an assessment of the progress of participating children, the District should include in such assessment the following:
  - a) Available Diagnostic Data
  - b) Cumulative Record
  - c) Attendance Record
  - d) Handicapping Conditions
  - e) Local Conditions
  - f) Student Self-Assessment, as appropriate;
4. In each building, identifying the process and persons responsible for conducting such assessments. Both parents and teachers should participate in the assessment process.

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Oneida City School District

Legal Ref: New York State Elementary and Secondary Educational Act of 1965, as amended; Hawkins-Stafford Act of 1988, P.L. 100-297; ESEA Chapter I, State Education Agency Program Improvement Plan, June 16, 1989 (NYSED).

Adopted: 08/14/90

Revised: \_\_\_\_\_

DELETED  
Regulation

Draft 8/13/2020  
8201.1

INSTRUCTION

HOMEBOUND INSTRUCTION

I. Instructions to be Followed Regarding Homebound Program

- A. The Oneida City School District will assign a qualified tutor at a rate per hour as per the current OTA contract.
- B. Tutoring should be provided after the school day if provided by district staff, and terminates upon the student's return to school. Staff is expected to make every effort to provide additional support once the student returns to school.
- C. Homebound teachers are to contact the home school for books and assignments.
- D. Homebound teachers must contact parent or guardian to set up time of instruction. If it is to be conducted in the home, the parent or guardian should be present during the period of instruction. If the student is from the high school or middle school, the homebound teacher should contact the student's counselor within one week of entrance date of homebound.
- E. A separate time sheet is to be submitted for each student. Time sheets from substitute homebound teachers are to be submitted weekly with the parent's or guardian's signature.
- F. The payroll period for substitute homebound teachers is from the first day to the last day of each month. If the last day of the month falls within the week, two time sheets would be submitted that week – one reflecting the end of the month and the other the beginning of the next month.
- G. Three copies of the Progress Reports are to be submitted to the Guidance/Principal's Office at the end of each marking period the student is on homebound instruction.
- H. When a student is to be transferred from homebound to regular instruction, a final Progress Report must be submitted to the Guidance/Principal's Office and/or CSE as appropriate.

II. End of Year Instructions Regarding Homebound Instruction

- A. It will be the responsibility of the homebound teachers to return all books to the same person who originally supplied the books, i.e., Principal, Counselors, etc.

HOMEBOUND INSTRUCTION

- B. All homebound teachers are to submit End of Year Reports on each student indicating grade earned in each subject with recommendation for school and class placement for the following year.
- C. Permanent Record Cards: It is the responsibility of regular homebound teachers to complete permanent record cards of elementary and middle school students whose names appear on their registers.
- D. Homebound teachers will advise their students of grades earned as well as the teacher's recommendation for placement for the following year.
- E. The High School will send copies of report cards to parents of the High School students and special education upper grade students at the High School who have been on homebound instruction.

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Oneida City School District

Approved by the Superintendent: 09/08/15

Revised: \_\_\_\_\_

DELETE  
**Regulation**

Draft 8/13/2020  
8203.1

INSTRUCTION

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

I. Identification Process

The Oneida City School District (the District) implements the following identification process to determine if a student is an English Language Learner (ELL) upon the student's initial enrollment or reentry in the New York State public school system.

- A. Step 1: Administration of the Home Language Questionnaire;
- B. Step 2: An individual interview with the student by qualified personnel in English and the student's home language, and a review of the student's abilities or work samples of math, reading and writing in English and the student's home language;
- C. Step 3: For students with a disability, the Language Proficiency Team shall make a recommendation as to whether the student shall take the statewide English Language proficiency exam and whether the student should be identified as an English Language Learner;
- D. Step 4: Administration of the statewide English language proficiency identification assessment, unless excepted in Step 3.

The identification process shall commence no later than the date of the student's initial enrollment or reentry, except the assessment may not be administered before July 15 for students enrolling in grades 1-12 in September. For kindergarten students enrolling in September, the assessment may not be administered before June 1st. The student shall be provisionally placed until the identification process is completed.

II. Review of Identification Determination

- A. If the District receives a written request for review of the determination within the first forty-five (45) days after a student's initial determination, it shall initiate and complete a review. Such request may be submitted by (1) parent or person in parental relation, (2) a student's teacher with parental consent, or (3) the student who is 18 years or older, and shall be in such form as prescribed by the Commissioner.
- B. The review shall be completed by the principal and qualified school personnel and a determination made within ten (10) school days of the receipt of a written request, unless consultation with the CSE is required in which case a determination shall be made within twenty (20) school days.
- C. If the Principal determines that a student designation should change and the parent or person in parental relation consents to the change, the Superintendent shall review and make the final determination within ten (10) days of receipt. If the Superintendent accepts the change,

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Draft 8/13/2020  
8203.1

INSTRUCTION

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

the District must inform the Commissioner, principal and parent or person in parental relation.

- D. If the student designation is changed, the principal, no less than six months and no later than one school year following the determination shall review the decision to ensure that the student's academic progress has not been adversely affected by the determination.

III. Notification and Information to be Provided to the Parent, Persons in Parental Relation or Students 18 Years of Age or Older

- A. All notices to the parent, person in parental relation, or a student 18 years of age or older shall be in writing, in English and in the language and mode of communication best understood by the recipient. Notification shall be given upon each of the following events:
1. Within five (5) school days of identification of the student as an English Language Learner, including the determination that the student scored less than the state required level on the proficiency exam, and/or that the student has a disability, and the right to seek review of the determination; and
  2. Upon determination of the placement of the student in an English as a New Language Program or Bilingual Education Program, of the options concerning choice of program, withdrawal from the program or transfer; and
  3. If a review of identification or placement results in a proposed change in the student's designation; and
  4. A decision by the Superintendent concerning a change in designation of the student; and
  5. A decision made upon subsequent review of a decision of placement of the student in a program which reverses a prior decision or proposes a change in placement.
- B. Upon a determination of placement of the student, the parent or person in parental relation will be notified that, where available, Bilingual Education shall be the default Program. The notification shall:
1. Explain the goals and purpose;
  2. State that the program will not restrict the student's access to extracurricular activities offered in the District;
  3. If the program is not available in the school, explain the option to transfer to a school within the District and that transportation is provided by the District; and
  4. If the District has been granted an exemption, the notification must explain how the District will offer to support home language and provide a summary of its plans for instituting a Bilingual Education program the following year.

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

- C. Upon notification, the parent or person in relation has ten (10) school days to sign and return to the District a statement of agreement with the child being placed or directs the District to place the child in a Bilingual Education program or English as a new Language program.
- D. Prior to enrollment of the student, the parent or person in parental relation will be provided an orientation session on the state standards and assessments, the District's expectations for the student, and goals and requirements for the Bilingual Education and English as a New Language Programs.
- E. In addition to parent-teacher conferences, quarterly or other scheduled meetings, the District shall individually meet with the parents or persons in parental relation to the English Language Learner at least once a year to discuss the goals of the program, their child's progress, assessment results and needs.

IV. Placement

Upon the student's initial enrollment or reentry identification and parent notification, orientation, and placement shall be completed such that a student is placed in either a Bilingual Education or an English as a New Language program within ten (10) school days. Students identified more than ten (10) business days prior the first day of school in September shall be placed by such date.

V. Program Requirements

The District shall provide either a Bilingual Education or English as a New Language program to each student identified as English Language Learners.

- A. The District shall annually prepare, submit to the Commissioner and make widely available through public means, an estimate of the number of English Language Learners who are expected to be enrolled the following school year in each school and in each grade within each school who speak the same home language.
- B. If the estimate of enrollment of English Language Learners equals 20 or more English Language Learners of the same grade level, all of whom have the same language other than English, the District shall provide a sufficient number of Bilingual Education programs in the District in the following school year.
- C. Each English Language Learner shall be provided the opportunity to transfer to another school in the District that operates a Bilingual Education program serving the same grade level and language, if such does not exist in the school in which the student is enrolled. Transportation shall be provided for such student according to Education Law §3635 and District policy.

## INSTRUCTION

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

- D. The District may seek permission on an annual basis from the Commissioner for a one-year exemption from providing Bilingual Education programs for a language spoken by less than five percent (5%) of the total statewide ELL population, if the District:
1. Does not have qualified staff; or
  2. Has been unable to recruit a sufficient number of qualified staff; or
  2. Overestimated the number of English Language Learners that will be enrolled and the actual number is fewer than 20; and
  4. The District can meet the requirements for providing alternative home language supports.
- E. In order to ensure program continuity, the District will continue providing a Bilingual Education program if at least 15 students who speak the same home language were enrolled in such a program in the previous school year.

VI. Students with Disabilities for English Language learners

## A. Determination:

The Language Proficiency Team (LPT) shall make a recommendation regarding the initial assessment of English Language Learner status for a student with a disability pursuant to Subpart 154-3 of the Regulations of the Commissioner of Education.

## B. Assessment Criteria

The CSE shall annually make an individual determination in accordance with the student's IEP whether the student will continue to be identified as an ELL. The CSE shall decide whether the student shall take:

1. The statewide English language proficiency assessment without the use of testing accommodations;
2. The statewide English language proficiency assessment with appropriate testing accommodations in accordance with the student's IEP; or
3. An alternate assessment prescribed by the commissioner.

VII. Professional Development

The District shall provide professional development pursuant to Commissioner's Regulations for all teachers, level III teaching assistants and administrators that specifically address the needs of English Language Learners.

VIII. Annual Assessment

REGULATION

Draft 8/13/2020  
8203.1

INSTRUCTION

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

The District shall annually assess the English language proficiency of each student using such assessment as prescribed by the Commissioner. For each English Language Learner who scores below specified levels of performance on the annual English language proficiency assessment, the District shall determine the additional support services to provide to the student.

IX. Exit Criteria

The following criteria shall be used to make a determination to exit a student from English Language Learners status:

- A. Scores at or above the state designated level of proficient/commanding on the annual English language proficiency assessment; or
- B. Scores at or above the state designated level of advanced/expanding on the annual English language proficiency assessment in all modalities, and at or above proficiency on the English Language Arts assessment or met or exceeded proficiency standards in Comprehensive English or the Regents Examination in ELA or an approved alternative.
- C. Students with Inconsistent/Interrupted Formal Education (SIFE) status shall continue to be identified as such until they are performing at the transitioning /intermediate level on the annual English language proficiency assessment.
- D. The District will provide at least two years of Former English Language Learners services to support students who exit out of English Language Learners status.

X. Assurances, Plan and Reporting

- A. Prior to the start of each year, the District will submit to the Commissioner the following assurances, signed by the Superintendent:
  - 1. Access to appropriate instructional and support services, including guidance programs;
  - 2. Equal opportunities to participate in all school programs and extracurricular activities;
  - 3. Bilingual Education and/or English as a New Language programs are offered;
  - 4. The District provides the requisite number of Bilingual education programs or has a one-year exemption;
  - 5. Parents or other persons in parental relation receive orientation and notification about programs;
  - 6. The requisite amount of English as a New Language and Home language Arts instruction are prescribed;
  - 7. Teachers in the District's Bilingual Education and English as a New Language programs are appropriately certified;
  - 8. Teachers receive the requisite number of in-service professional development;



## REGULATION

Draft 8/13/2020  
8203.1

### INSTRUCTION

#### LIMITED ENGLISH PROFICIENCY INSTRUCTION ENGLISH LANGUAGE LEARNERS

9. The District complies with the Commissioner's Regulations and Education Law governing programs for students designated as English Language Learners;
  10. The programs are administered in accordance with applicable federal and state law and regulations and the District's comprehensive plan.
- B. Prior to the start of each year the District will develop a Comprehensive Plan in a form specified by the Commissioner. The Plan will be submitted to the Commissioner prior to the start of each school year by a date specified by the Commissioner. The plan shall include the following:
1. The District's philosophy regarding the education of its English Language Learners, including but not limited to programs offered in the District;
  2. The District's administrative practices to screen identify and place English Language Learners in appropriate programs;
  3. The District's plan to provide parents and other persons in parental relation with information about all Bilingual Education and English as a New Language programs available and notices regarding program placement and their rights, in the language or mode of communication that parents or persons in parent relation best understand;
  4. The District's system to annually measure and track the academic progress and use of data to drive instruction;
  5. The District's curricular and extracurricular services provided;
  6. The District's administrative practices to annually evaluate English Language Learners;
  7. The District's procedure to identify support services for English Language Learners;
  8. A copy of the District's English Language Learners policy;
  9. The District's exit procedures; and
  10. The District's services to support Former English Language Learners.
- C. The District will annually submit to the Commissioner a data and information report in such forms and timelines as prescribed by the Commissioner. The report includes the following:
1. Summary of the number of English Language Learners students in the District;
  2. Number of English Language Learners students by building identified in the preceding school year by grade level, home language and program type;
  3. Number of English Language Learners students, if any, by building who have not received either Bilingual Education or English as a New Language instruction;
  4. Summary of annual English language proficiency assessments;
  5. Summary of teacher qualifications;
  6. Expenditures; and
  7. Summary of students for whom the District has requested an extension of services.
- .I. Retention of Identification and Review Records

REGULATION

Draft 8/13/2020  
8203.1

INSTRUCTION

LIMITED ENGLISH PROFICIENCY INSTRUCTION  
ENGLISH LANGUAGE LEARNERS

The District shall maintain all documents related to the initial identification and any subsequent review process, including Home Language Questionnaire, English language proficiency identification assessment results, and any other records generated as part of the identification process and review process. Such information shall be maintained as part of the student's cumulative record.

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Oneida City School District

Approved by the Superintendent: 12/08/15

Adopted: 08/14/90

Revised: \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: COMMITTEE CHAIR REPORTS**  
**DATE: NOVEMBER 10, 2020**

The Committee Chair Reports will be presented.

Audit:

Policy

Curriculum, Instruction  
& Technology

Finance & Facility:

Governance:

**FOR INFORMATION ONLY**

## Curriculum, Instruction & Technology

10/13/2020

Present: Martin Kelly, Brad Myatt, Bob Group, Mary-Margaret Zehr, Jessica Poyer, Genevieve Brauner, Jim Rowley

Committee members participated in a web-based exercise using Pearcheck that was facilitated by Jessica Poyer. The exercise was used to walk through DCIP goal #3 – curriculum mapping. The exercise included the following areas of focus: Change Theory (Fullan), how do we achieve DCIP goal #3 and progress – curriculum mapping at OCSD. Committee members also participated in a padlet exercise after watching videos from OCSD teachers. The timeline for K-2 math, 3-5 reading and earth science curriculum mapping was presented.

Genevieve Brauner update the committee on technology initiatives.

Next meetings:

November – Social Emotional learning update

December going forward – focus on DCIP priorities with a potential break in April to get a report for the counseling staff. Updates on technology as warranted.

Governance Committee

10-21-2020

Present: Jim Maio, Bob Group, Melinda Bowe, Mary-Margaret Zehr, Jim Rowley

- The committee had a brief discussion and recap of the role of the Board of Education.
- The committee discussed communications in general and suggested a review of what the District is currently doing to get information in the public realm and identify any gaps. It was suggested a Q&A format of communications, especially around controversial topics, would be helpful in addressing concerns up front from the public.
- A draft of Return to Athletics Guidelines was shared with committee members and discussed.
- A draft of the OSC audit response was shared with the committee and discussed.

**Finance and Facilities Committee Meeting Minutes**  
**October 21, 2020**

Present:

Jen Parker, Marty Kelly, Jim Maio, Mary-Margaret Zehr, Jim Rowley

- The committee discussed various ideas for upcoming negotiations with the OTA, whose contract ends June 30. There was some concerns expressed regarding negotiations as the district expects state aid reductions over the next few years. Jim has been tasked with putting together a synopsis of negotiations from 2008.
- A general budget timeline for the 2021-22 budget was discussed with committee members

**Policy Committee Meeting Minutes  
October 28, 2020**

Present:

Jennifer Parker  
Heather Denby  
Mary-Margaret Zehr  
Jim Rowley

Absent:

Melinda Bowe

The following policies were approved and will be presented at the next Board meeting:

8002 – School Calendar and School Day – approved as modified: II.A – after the word regulations add, “the start and end times for each building will be listed on the district website”, delete the rest of the paragraph. II.B – delete everything after the first sentence.

8011 – Computing Final Grade Averages for Rank in Class – approved as modified: VII – replace the word “at” with the word “for” in the second and third paragraphs.

8044 – District Responsibilities Under Chapter I Programing – MMZ will check with BOCES about replacing the word “Chapter” with Title” throughout the policy. In III. C. 3. – replace the word “handicapping” with “disability”.

8100 – Grade Placement, Retention and Promotion – approved as modified: II. A – remove reference to Iowa Test and California Achievement Test. II. B – add “if applicable” after the word Commissioner. II. D – capitalize “Individual Education Plan” (“program” is changed to “plan”). NOTE – MMZ verified that “Parents and person in parental relation” is appropriate language and is consistent with the definition of “Parent” in policy 8200, therefore no change is required.

8101 – Graduation Credentials

8103 – Alternative Education Programs – approved as modified: add new paragraph III. “Options for Enhanced Learning” (MMZ to determine final verbiage). I. add to list “Online and/or credit recovery program”. II. – add sentence indicating “Board approved alternatives include” (MMZ to determine final verbiage), move letter f. from section I. to this section, add to list “Advanced placement, Honor Classes, Colgate Seminar”.

8200– Home Instruction – approved as modified: I. second paragraph add “not to be confused with synchronous and/or asynchronous learning provided by the District” after the words Home instruction.

8201 – Homebound Instruction

8202 – Courses Including Dissection of Animals

8203 – Limited English Proficiency Instruction English Language Learners – approved as modified: I. – delete “by reason of foreign birth or ancestry” from first sentence. NOTE – MMZ reviewed the term ELL on the NYSED website and there are references to ELL as well as ENL, therefore the term is appropriate and no change is necessary.

The following policies / regulations were recommended for deletion:

8102 – Education of Major Achievers

8201.1 – Homebound Instruction (regulation)

8203.1 – Limited English Proficient Instruction (regulation)

The following policy was tabled and will be added to the running list of policies to review outside of the normal review process:

8104 – Class Size



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BOE PRESIDENT REPORT**  
**DATE: NOVEMBER 10, 2020**

Mr. Bob Group will give his Board President's Report.

**FOR INFORMATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: SUPERINTENDENT REPORT**  
**DATE: NOVEMBER 10, 2020**

Ms. Mary-Margaret Zehr will give her Superintendent's Report.

**FOR INFORMATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: ASSISTANT SUPERINTENDENT FOR FINANCE REPORT**  
**DATE: NOVEMBER 10, 2020**

Mr. Jim Rowley will give his Assistant Superintendent for Finance Report.

**FOR INFORMATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXECUTIVE SESSION**  
**DATE: NOVEMBER 10, 2020**

We are recommending approval to enter into Executive Session for the purpose of discussions regarding the Employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**RECOMMENDED ACTION**

**Motion to enter into Executive Session as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_