

August 11, 2023

The following is a tentative agenda for the regularly scheduled meeting to be held on Tuesday, August 15, 2023 at 6:00 p.m. in room 301.

6:00 p.m. **Call to Order**

Reading of the State Fire Code Regulation
Pledge to the flag

6:05 p.m. **Recommended Actions- Routine Matters**

Superintendent recommends: THAT that the Board approve the following recommended actions:

- Minutes of the reorganizational meeting and regular board meeting held on July 6, 2023.
- Claims Auditor's Report for the months of July and August 2023
- Treasurer's Report and Outstanding Check Listing for June 2023
- Extra Classroom Activity Fund Report for the month of June 2023

6:25 p.m. **Administrative Reports**

1. PK-12 Principal's Report/Athletic Report- E. Peck
2. CSE/Curriculum Report- K Bay
3. Business Admin/Superintendent's Report – K. Bay

6:45 p.m. **Discussion**

1. District Safety Plan
2. Internal Audit- TST BOCES Memo #3917-24
3. Use of Facilities
4. Student Handbook/Code of Conduct
5. Board of Education Seats
6. Pilot Educational Programming Memo #3919-24
7. Final School/Library Tax Levy

7:00 p.m. **Recommendations**

1. Superintendent recommends: THAT the Board approve the school's District Safety Plan for the 2023-2024 school year.
2. Superintendent recommends: THAT the Board select a review of _____ as the option for the Internal Audit to be performed by TST BOCES for 2023-2024.
3. Superintendent recommends: THAT the Board approve the Use of Facilities Request while following district policy and procedures for the Healthy Kids

Program to use a classroom for their before and after school program for the 2023-2024 school year.

4. Superintendent recommends: THAT the Board approve the Student Handbook/Code of Conduct revisions.
5. Superintendent recommends: THAT the Board approve the final School/Library Tax Levy as shown on the final report.

7:05 p.m. **Executive Session**

1. CSE Recommendations
2. Personnel- Substitute List 2023-24, Resignations, Board Member Resignation, Appointments, Tenure, Club Advisor, Volunteer Program Assistants, Board of Education Seats

7:35 p.m. **Additional Discussion- if needed**

7:40 p.m. **Other Recommendations**

7:45 p.m. **Adjournment**

DATE: July 6, 2023

KIND OF MEETING: Reorganizational and Regular

MEMBERS PRESENT: Amy Dlugos, Stephanie Randall, Mark Bristol, Joel Sanford

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck, PK-12 Principal, Brianna Sick, Assistant Principal, Roxanne Elward, District Clerk; Joseph Castrechino- Newly Elected Board Member

CALL TO ORDER: President Randall called the meeting to order at 6:01 p.m.
The pledge to the flag was given.

SWEARING IN OF NEW BOARD MEMBER- Joseph Castrechino

ELECTION OF BOARD OFFICERS: Mark Bristol made a motion, seconded by Joseph Castrechino that Joel Sanford be elected President of the Board of Education. Motion carried by all members present.

Mark Bristol made a motion, seconded by Joseph Castrechino that Stephanie Randall be elected Vice President of the Board of Education. Motion carried by all members present.

Amy Dlugos exited the meeting after 11 years of service.

APPOINTMENT OF OFFICERS:

Stephanie Randall made a motion, seconded by Mark Bristol that the Board appoint Roxanne G. Elward as Clerk of the Board for the 2023-2024 school year. Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint Jeffrey A. Black as District Treasurer and Roxanne G. Elward as Deputy Treasurer for the 2023-2024 school year. Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint Roxanne Elward as Tax Collector at an annual rate of \$2,701.40 for the 2023-2024 school year. Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint Bridget Robbins as Claims Auditor for the 2023-2024 school year. Motion carried by all members present.

Stephanie Randall made a motion, seconded by Mark Bristol that the Board appoint the duties of Internal Auditor to be performed by staff from TST BOCES. Motion carried by all members present.

OTHER APPOINTMENTS:

Stephanie Randall made a motion, seconded by Amy Mark Bristol that the Board appoint the following individuals to the following positions for the 2023- 2024 school year:

1. School Physician or Nurse Practitioner –Werner K. Brammer, M.D.
2. School Attorney – Ferrara Fiorenza PC of East Syracuse, NY
3. Census Enumerator – Roxanne Elward
4. Central Treasurer – Extra Classroom Activity Account – Amy Shick and Roxanne Elward as Deputy
5. Copyright Officer(s)- PK-12 Principal
6. Attendance Officer – School Nurse
7. Independent Auditor – Buffamante, Whipple, Buttafaro, P.C.
8. Records Management Officer – District Clerk
9. Records Access Officer – District Clerk
10. LEA Designee for AHERA – Superintendent
11. Purchasing Agent – Superintendent with PK-12 Principal acting in his absence
12. Chemical Hygiene Officer- School Nurse
13. Title IX/Section 504/ADA Compliance Officer- Superintendent
14. Liaison for Homeless children and Youth- PK-12 Principal
15. School Pesticide Representative- Superintendent
16. Dignity for All Students Act Coordinator- School Principals
17. Designated Educational Official (DEO)- Superintendent
18. Reviewing Official- PK-12 Principal
19. Integrated Pest Management Coordinator- Head Custodian
20. Data Protection Officer- Superintendent
21. Workers Comp Representative- Kory Bay and Erin Peck as alternate

Motion carried by all members present.

DESIGNATIONS:

Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the following designations for the 2023-2024 school year:

1. Official Bank Depository, All funds – Five Star Bank
2. Official Bank Signatory, All funds- Five Star Bank
3. Regular Meetings – per memo #3909.23
4. Official Newspaper – The Shopper (Hammondsport, NY)

Motion carried by all members present.

AUTHORIZATIONS:

Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the following Authorizations for the 2023-2024 school year.

1. To certify payroll – Superintendent with PK-12 Principal certifying in his absence.
2. Conferences, conventions, workshop attendance – Superintendent with PK-12 Principal acting in his absence. Board of Education for items pertaining to Superintendent.
3. To establish 2 petty cash fund not to exceed \$100 each – Roxanne Elward and Cassie Kennard.

4. Designation of signatures on checks – District Treasurer and PK-12 Principal in Treasurer's absence.
5. Budget transfers on Chief School Officer's approval – Superintendent to be authorized according to board policy without board approval, to make budget transfers in an amount up to 10% of the account or \$50,000 (whichever is greater). All executed transfers must then be reported to the Board monthly.
6. Superintendent to apply for Grants in Aid (State and Federal)
7. Entire body of the School Board to serve as district audit committee.

Motion carried by all members present.

OFFICIAL UNDERTAKINGS:

Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the following positions be covered under a Faithful Performance Blanket Bond for the 2023-2024 school year.

Business Administrator, District Treasurer, Deputy Treasurer, District Tax Collector, Central Treasurer and Deputy Treasurer for Activity Funds, Claims Auditor

Motion carried by all members present.

OTHER ITEMS:

Mark Bristol made a motion, seconded by Stephanie Randall that PCS re-adopt all Policies and Codes of Ethics that were in effect during the previous school year. Motion was carried by all members present.

Stephanie Randall made a motion, seconded by Mark Bristol that the mileage reimbursement rate be established at 65.5 cents per mile. (Current IRS rate is 65.5 cents per mile) Motion was carried by all members present.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board adjourn the Reorganizational Meeting at 6:15 p.m.

PUBLIC HEARING: Purpose: District Safety Plan

ADJOURNMENT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board adjourn the Public Hearing at 6:17 p.m.

CALL TO ORDER: President Sanford called the regular meeting to order at 6:17 p.m.

EXECUTIVE SESSION: Mark Bristol made a motion, seconded by Stephanie Randall that the Board go into Executive Session at 6:17 p.m. for Pending Litigation and Board Member Seat discussion w/ Ferrara Fiorenza . Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board comes out of Executive Session at 7:00 p.m. Motion carried by all members present.

APPROVAL OF MINUTES: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approves the minutes of the June 21, 2023 regular meeting. Motion carried by all members present.

DISCUSSION

- RAN Resolution
- Tax Warrant
- UPK Program Plan
- Response to Intervention (Rtl) Handbook
- GST Self Insured Workers' Comp
- Credit Card Policy- 2nd Reading
- Avoca-Prattsburgh Athletic Policy
- Transportation Study
- Library Re-Vote Tellers
- Cooperative Electricity Supply Bid

OTHER RECOMMENDATIONS:

APPROVE RAN RESOLUTION: Stephanie Randall made a motion, seconded by Mark Bristol to adopt a Revenue Anticipation Note dated July 1, 2023 delegating power to the president of the Board of Education to authorize, from time to time and year to year, the issuance and sale of revenue anticipation notes of the Prattsburgh Central School District, New York, in anticipation of the collection of revenues to be received as State Aid by the school district from the State of New York. Motion carried by all members present.

UPK APPLICATION PROGRAM: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the 2023-24 UPK Program. Motion was carried by all members present.

CREDIT CARD POLICY 2ND READING: Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the 2nd reading of the Credit Card Policy. Motion was carried by all members present.

APPR: Mark Bristol made a motion, seconded by Stephanie Randall that the Board appoint the Superintendent to serve as the lead negotiator in the event that there are additional state required changes to the Annual Professional Performance Review document. Motion was carried by all members present.

RTI HANDBOOK: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the Response to Intervention (Rtl) Handbook. Motion was carried by all members present.

TAX WARRANT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board establish the school tax warrant in the amount of \$2,595,000 for the 2023-2024 school year and directs the district tax collector to levy and collect said amount in accordance with state law and regulation. Motion was carried by all members present.

ATHLETIC POLICY: Mark Bristol made a motion, seconded by Stephanie Randall that the Board approve the Avoca-Prattsburgh Athletic Policy. Motion was carried by all members present.

LIBRARY RE-VOTE TELLERS: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the inspectors and tellers for the library re-vote on August 1, 2023 as stated in memo #3916-24. Motion was carried by all members present.

WORKERS COMP: Stephanie Randall made a motion, seconded by Mark Bristol that the Board hereby adopt in all respects the Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan Municipal Cooperation Agreement. Motion was carried by all members present.

COOPERATIVE ELECTRIC BID: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the Cooperative Electric Bid as stated below:

WHEREAS, The Board of Education, Prattsburgh School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of electricity. And...

WHEREAS, The Board of Education, Prattsburgh School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Prattsburgh School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Prattsburgh School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education Prattsburgh School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education Prattsburgh School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Superintendent on behalf of the Board of Education, Prattsburgh School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Motion was carried by all members present.

EXECUTIVE SESSION: Stephanie Randall made a motion, seconded by Mark Bristol that the Board go into Executive Session at 7:22 p.m. for Personnel (Class/Club Advisors, Re-Appointments, and Board Member Resignation). Motion carried by all members present.

Mark Bristol made a motion, seconded by Stephanie Randall that the Board comes out of Executive Session at 7:34 p.m. Motion carried by all members present.

ADDITIONAL RECOMMENDATIONS:

REAPPOINTMENT: Stephanie Randall made a motion, seconded by Mark Bristol that the Board re-appointment of Amy Shick as .6FTE Family Worker and .4FTE Student Accounts Treasurer/Office Aide effective September 1, 2023. Motion was carried by all members present.

REAPPOINTMENT: Mark Bristol made a motion, seconded by Stephanie Randall that the Board re-appointment Joseph Campbell as Building Maintenance Mechanic effective July 1, 2023 at a rate of \$25 per hour. Motion was carried by all members present.

BOARD MEMBER RESIGNATION: Stephanie Randall made a motion, seconded by Mark Bristol that the Board accept the resignation of Mr. Terry Moore from the Prattsburgh Central School District Board of Education effective June 28, 2023. Motion was carried by all members present.

CLASS/CLUB ADVISORS: Stephanie Randall made a motion, seconded by Mark Bristol that the Board approve the following list of class and club advisors:

6th grade- Korynne House and Cody Clement
7th grade – Melinda Ditzell and Craig Smith
8th grade – Jon Carpenter and Lori Clark
9th grade – Patty Barkalow and Jeff Herrick
10th grade – Brooke Pevear and Thaddeus Snaith
11th grade- Brad Burd and Trista Sullivan
12th grade – Christina Edwards and Curt James
National Honor Society – Melinda Ditzell
Academic All-Stars – Curt James
Music Director – Laura Moore
Marching Guard – Aimee Bristol
Student Council – TBD
Varsity Club- Roxanne Elward
Drama Club – Laura Moore
Senior Play – Laura Moore
FFA---Andrea Elward
Yearbook- Elizabeth Baxter and Madelyn Belanger

Motion was carried by all members present.

President Sanford asked for any further discussion.

ADJOURNMENT: Mark Bristol made a motion, seconded by Stephanie Randall that the Board adjourns their reorganizational and regular meeting at 7:37 p.m. Motion carried by all members present.

Roxanne G. Elward
District Clerk

TO: Board of Education
FROM: Bridget Robbins, Internal Claims Auditor
DATE: July 12, 2023
RE: Warrant '1 July 12, 2023

General Fund

Amount: \$268,547.04 7/12/2023 Sequence 029471-029506
6/14/2023 (Checks) Ending 029470
7/12/2023 ACH000443-ACH000451

School Lunch Fund

Amount \$2,941.02 7/12/2023 Sequence 002399-002402
6/14/2023 (Checks) Ending 002398

Capital Fund

Amount: \$62,123.28 7/12/2023 Sequence 000182-000186
6/14/2023 (Checks) Ending 000181

Comments:

Cash receipts for June 2023 were reviewed. All was in order.

Extracurricular accounts were available to review for June 2023. All was in order.

May 2023 Check sequence ended 1336
June 2023 Check sequence ended 1368

If you have anything you would like me to check, please let me know. As always, it is a pleasure working with everyone.

I have reviewed the recommended actions/routine matters on the Board Agenda; and as your agent, I recommend your approval for all items.

I certify that these claims have been audited and allowed in the total amount of \$333,611.34 for Warrant 1. The treasurer is authorized and directed to pay the claimant the amount allowed and charge the proper fund.

Additional items:

Additional warrant from the TE fund: Graduation Awards, check # (000127-000155) in the amount of \$14,590.00

Prattsburgh CSD
Warrant Report
Fiscal Year: 2024

Warrant: 0001-Graduation Awards 2023

Account	Description	Payment Amt.
	Total for computer generated checks	14,590.00
	Total for manual checks	0.00
	Total for automated payments	0.00
	Total for electronic transfers (manual)	0.00
	Certified warrant amount	14,590.00
	Total of credits associated with cash replacement checks issued	0.00
	Total for Warrant Report	14,590.00
	Net Disbursement by Fund - All Payments	

Fund Summary	TE	Computer Checks	Cash Replacement	Auto Payments	EFT's	Transactions	
Bank Account Summary		29 Checks (000127-000155)	0	0	0	29	\$ 14,590.00
TE FUND SCHOLARSHIP							\$ 14,590.00

I hereby certify that I have audited the claims for the 29 checks and 0 electronic disbursements above, in the total amount of \$ 14,590.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/12/2023 *Budget Robbins*
Date Claims Auditor

[Signature]
Date Business Manager

Prattsburgh CSD

Warrant Report
Fiscal Year: 2024

Warrant: 0002-July Accounts Payable

Account	Description	Payment Amt.
	Total for computer generated checks	286,451.15
	Total for manual checks	0.00
	Total for automated payments	47,160.19
	Total for electronic transfers (manual)	0.00
	ACH: 47,160.19	
	Certified warrant amount	333,611.34
	Total of credits associated with cash replacement checks issued	0.00
	Total for Warrant Report	333,611.34
	Net Disbursement by Fund - All Payments	

Fund Summary	Computer Checks	Cash Replacement	Auto Payments	EFT's	Transactions	
Bank Account Summary						
GENERAL FUND CHECKIN	36 Checks (029471-029506)	0	9	0	47	\$ 268,547.04
LUNCH FUND - 5 STAR	4 Checks (002399-002402)	0	0	0	4	2,941.02
CAPITAL FUND - 5 STA	5 Checks (000182-000186)	0	0	0	5	62,123.28
Total for All Computer Checks						\$ 333,611.34

RE General - ACTH000443 - ActH 000451

I hereby certify that I have audited the claims for the 45 checks and 9 electronic disbursements above, in the total amount of \$ 333,611.34 You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/12/2023 Budget Robbins
Date Claims Auditor

Business Manager

TREASURER'S REPORT (June 30, 2023) *Jeffrey A. Black*

General Fund

Checking Account Balance	\$3,228.69
Outstanding Checks and ACH	outstanding -\$2,124.68
Reconciled to WINCAP GL 200.02	\$1,104.01
Difference	\$0.00

Savings Account Balance	\$545,696.75
In Transit	+\$12,097.93 from F Fund
Reconciled to WINCAP GL 201.03	\$557,794.68
Difference	\$0.00

Investments in Securities Balance	\$1,634,929.12
In Transit	\$0.00
Reconciled to WINCAP GL 450.00	\$1,634,929.12
Difference	\$0.00

ACH/EFT Funds Transfer Account Balance	\$323.66
In Transit	\$0.00
Reconciled to WINCAP	\$323.66
Difference	\$0.00

Petty Cash Accounts Balance	\$200.00
Paid out and not yet reimbursed	\$0.00
Reconciled to WINCAP GL 210.00	\$200.00
Difference	\$0.00

TA Checking Account Balance	\$2,856.66
Outstanding checks and in transit	-\$1,121.20 outstanding +\$270.00 in transit
Reconciled to WINCAP A 200.TA	\$2,005.46
Difference	\$0.00

PAYROLL Checking Account Balance	\$38.50
Outstanding checks and in transit	\$0.00
Reconciled to WINCAP GL A200.1T	\$38.50
Difference	\$0.00

Scholarship Savings Account Balance	\$8,286.38
Reconciled to WINCAP	\$8,286.38
Difference	\$0.00

Scholarship Investments in Securities	\$48,064.17
Reconciled to WINCAP	\$48,064.17
Difference	\$0.00

Scholarship Checking	\$0.01
Outstanding Checks and ACH	\$0.00
Reconciled to WINCAP	\$0.01
Difference	\$0.00

TREASURER'S REPORT (June 30, 2023)*Jeffrey A. Black***School Lunch Fund**

Checking Account Balance	\$4,565.36
Outstanding Checks	Outstanding \$0.00
Reconciled to WINCAP GL 200.00	\$4,565.36
Difference	\$0.00

Savings Account Balance	\$51,006.36
Parent debit deposits and in transit	In transit -\$270.00 C631 Tax due -\$47.56
Reconciled to WINCAP GL 201.03	\$50,688.80
Difference	\$0.00

Investments in Securities	\$123,056.94
In Transit	\$0.00
Reconciled to WINCAP GL 450.00	\$123,056.94
Difference	\$0.00

Special Aid Fund

Savings Account Balance	\$57,787.18
In Transit	-\$12,097.93 to A fund
Reconciled to WINCAP GL 201.03	\$45,689.25
Difference	\$0.00

Checking Account Balance	\$5.83
Outstanding Checks	\$0.00
Reconciled to WINCAP GL 201.00	\$5.83
Difference	\$0.00

Capital Fund

Checking Account Balance	\$7.66
Outstanding Checks	-\$0.00
Reconciled to WINCAP GL 200.00	\$7.66
Difference	\$0.00

Savings Account Balance	\$102,773.19
In Transit	\$0.00
Reconciled to WINCAP GL 201.03	\$102,773.19
Difference	\$0.00

Investments in Securities	\$3,950.72
Reconciled to WINCAP GL 450.00	\$3,950.72
Difference	\$0.00

Debt Service

Investment in Securities	\$533,408.57
Reconciled to WINCAP GL 450.00	\$533,408.57
Difference	\$0.00

Prattsburgh CSD

Outstanding Check Listing

Bank Account: General-5Sta - General Fund Checking - 5 Star

Check Number	Check Date	Remit To	Warrant	Fund	Recorded	Statement Date	Check Amount	Check Number	
029436	06/15/2023	Jenkins James	0017		No		\$103.25	029436	
029437	06/15/2023	KOPERCZAKNICHOLAS	0017		No		\$103.25	029437	
029449*	06/15/2023	Pyramid Technologies, LLC	0017		No		\$168.18	029449	
029470*	06/15/2023	WNY Dyslexia Specialist LLC	0017		No		\$1,750.00	029470	
Subtotal for Bank Account: General-5Sta - General Fund Checking - 5 Star							Grand Total	\$2,124.68	
							Net	\$2,124.68	

Prattsburgh CSD

Outstanding Check Listing

Bank Account: TA-5Star - TA Fund - 5 Star

Check Number	Check Date	Remit To	Warrant No	Fund	Recorded No	Statement Date	Check Amount	Check Number
004252	06/22/2023	NYS EMPLOYEES RETIREMENT SYSTEM	PN13				\$1,121.20	004252

Grand Total \$1,121.20
Net \$1,121.20

Subtotal for Bank Account: TA-5Star - TA Fund - 5 Star

Grand Total \$3,245.88
Net \$3,245.88

Selection Criteria

Bank Account:
Check date is thru 06/30/2023
Checks Cleared/Voided Thru: 06/30/2023
Sort by: Check Number
Printed by Jeff Black

Extra Classroom Activity Fund Report 2022-2023

TREASURER'S REPORT June 30, 2023

Bank Statement	12,678.80
Outstanding Checks	
1348 Bath Rod and Gun Club	660.00
1356 Mystery Room, LLC.	409.12
1363 Sal's Trophies	1,110.67
1365 Prattsburgh Market Place	274.75
1366 Prattsburgh Market Place	205.23
1367 First Student, Inc.	731.50
1368 Jostens, Inc.	1,649.85
	5041.12
Balance	<u>7,637.68</u>
Beginning Ledger Balance	77,064.11
Receipts (Debits)	16,279.89
Disbursements (Credits)	24,370.88
Interest	250.49
Balance	<u>69,223.61</u>
Savings Account Available Funds	1,467.30
Savings Account Investments	60,118.63
Actual Balance	7,637.68

Difference

Yearbook was overdrawn by \$64.64 in their account and advisors have been notified.

Prattsburgh CSD
OTHER FUND Trial Balance for Fiscal Year 2023
Cycle 12
Post Dates From 07/01/2022 To 06/30/2023

Summary - All Services

G/L Account	Description	Debits	Credits
Assets			
200.02	Cash	7,637.68	
201.03	Cash in Time Deposits	1,467.30	
450.01	Investments in Securities	60,118.63	
Liabilities and Fund Balance			
816.00	Class of 2023		2,187.44
817.00	Class of 2024		6,338.24
818.00	Class of 2025		4,799.70
819.00	Class of 2026		3,360.50
820.00	Class of 2027		1,416.25
821.00	Class of 2028		1,855.00
822.00	Class of 2029		936.00
849.00	Yearbook	64.64	
850.00	FFA		17,097.94
851.00	Varsity Club		2,812.21
852.00	Music Club		9,502.58
855.00	Drama Club		5,750.24
856.00	Student Council		13,023.86
880.00	Sales tax		208.29
Grand Totals		69,288.25	69,288.25

Principal Report July 2023

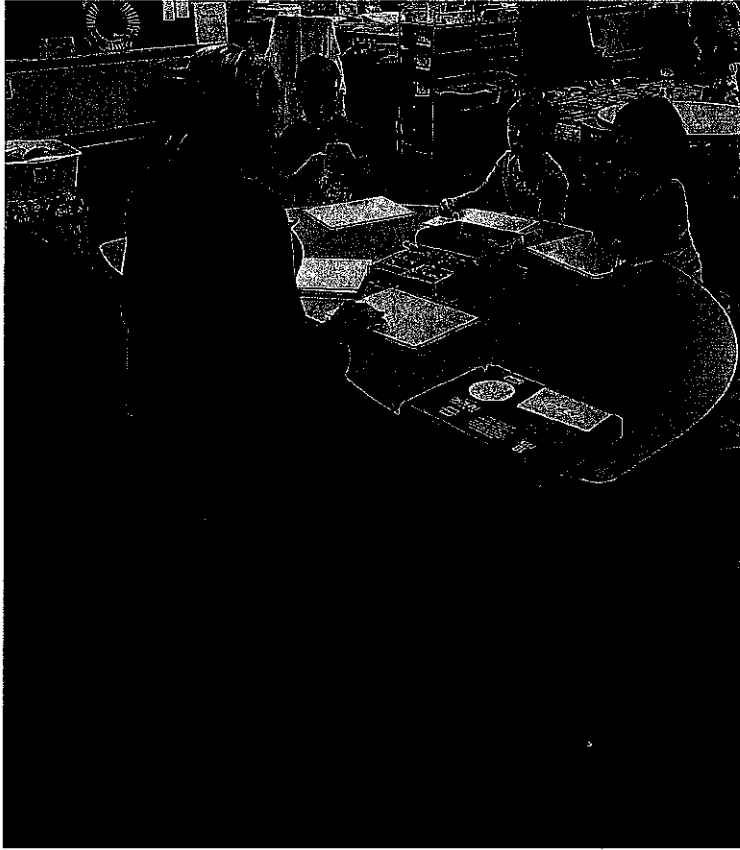
- Schedules and class lists are completed for 2023-2024 school year
- Looking at policy and making suggestions for possible changes
- Working with Sam Banks and Operoo
- RTI plans are coming together for the school year
- Teachers have been working in classrooms getting things ready for 23-24 school year
- Summer School is in full swing
- Farmers Market started 7/19
- Camp O 7/15-7/21



Summer school grades K-6 head to Grimes Glen for the morning

Winners of the Egg Drop!

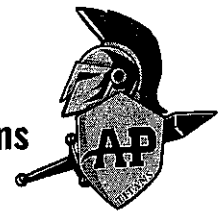




- Interviews for teachers
- Interviews for AP
- Schedules will be released this week.
- Meet the teacher night-Aug 30
- Conferences days Aug 30-31



Avoca-Prattsburgh Titans



Brianna Sick, Director of Athletics & Special Programs

BOE Report - August 2023

New Position

I am very happy to continue to work in Prattsburgh as the Athletic Director. My knowledge of Prattsburgh procedures, values, and traditions will help me greatly. I look forward to working with both districts to make this unified program a great success.

Fall Sports

- Fall Coaches meeting is Tuesday, August 15th at 5 pm
 - Getting all coaches on the same page with procedures/policies
- Meet the Coach Night is Tuesday, August 15th at 6 pm
 - Athletes and their families will have an opportunity to speak with their coach before the season begins
- Practices begin on Monday, August 21st for Varsity and JV
- Modified practices begin on Monday, August 28th
- Fall teams:
 - Boys Varsity Soccer
 - Boys JV Soccer
 - Boys Modified Soccer
 - Girls Varsity Soccer
 - Girls JV Soccer
 - Girls Modified Soccer
 - Girls Varsity Volleyball
 - Girls JV Volleyball
 - Girls Modified Volleyball
 - Girls Tennis
 - Cross Country (Varsity and Modified)
- Met with both transportation departments to get a gameplan for practices and games
- Learning new things every day!



Prattsburgh Central School District

CSE/Curriculum Report - Prepared for August 15, 2023



COMMITTEE on SPECIAL EDUCATION

- CSEs for the summer as of 8.11.23
 - (6) meetings were held.
 - (5) IEP and (0) 504s have been held and finalized.
- CPSEs
 - (1) CPSE Meeting – Eligible for services.
 - (2) families with completed referrals. Evaluations for the students were/are scheduled for 7.7.23 & 8.1.23.
 - (3) families have referral packets. Waiting for completed materials. Follow-up calls and emails made asking if assistance is needed.
 - (1) EI family with referral packet to complete for CPSE evaluation.
- Worked with BOCES staff, Keuka Lake School staff, and county representatives to provide access to track our students in their Extended School Year (ESY) programs.
- Research options to cover summer speech service requirements.
- Attended the New York Council for Administrators of Special Education (NYCASE) July 16 – 19 in Syracuse
 - Met board members with many years of experience and offered a wealth of knowledge & expertise.
 - Talked to 20+ vendors who provide services/programs. Contacted two of the vendors to secure product and services within a week of returning.
 - Attended numerous workshops.
 - Networked face to face with other GST BOCES CSE Chairs
- Attended two days of training at the Salamanca HS with their special education team:
 - IEP Writing, Progress Monitoring, Educational Benefits of the IEP Review Process
 - ABCs of IEPs
- Completed packets for two students seeking Independent Educational Evaluations (IEE)
- Researching new placements for a student for the fall and additional family services for students/families.
- CSE Team Summer PD opportunities offered:
 - Explicit Instruction: An Evidence-Based Practice for Effective Long-Term Learning – I attended.
 - Standards Based Goal Writing for IEPs – Scheduled for August 15th as a share with Hammondsport. Five teachers and I are planning to attend.
- Attended the Frontline IEP Direct Training (three ½ day trainings sessions) with the new CSE clerk.
- Emails/phone calls with schools tracking a foster student, their new placement and services.

CURRICULUM

- Attended the following trainings put on by the Southwest Regional Partnership Center.
 - August 3rd (AM) Fostering High Expectations & Rigorous Instruction.
 - August 3rd (PM) Explicit Instruction
 - August 4th (9-1) Phonological Awareness with Kelly Pinckney & Sue Sorensen
- Question & answer webinar with new special education teacher and N2Y representative (digital program for her classroom) to finalize quote.
- Scholastic Literacy ELA program update:
 - July 10th - Worked with PreK teachers on the PreK On My Way through Scholastic Literacy.
 - Ordered a 2nd set of teacher materials for the additional PreK teacher/classroom.
 - July 12th & 13th – Ms. Pinckney and I held the ‘Getting Started’ (Boot Camp) training to help teachers develop a consistent introduction to the new program across grade levels (K-6). We had twelve teachers attend.
 - Teachers have been working on their first reading and first writing units. Mrs. Edwards, Ms. Pinckney, and Mrs. Sorensen have also been working with teachers.
- Future Trainings scheduled.
 - August 17th (Day 6 of purchased training) with the literacy specialist. He will demonstrate sample lessons for teachers to observe and how they can be adapted for different classrooms.
 - October 3rd PD webinar after school with the literacy specialist to do a ‘Deep Dive’ into the digital component of the program.

DATA

- Attended the End of Year WNYRIC Data Webinar
- Worked with Superintendent on grants due the end of July.
- Reviewed End of Year Data with Superintendent.
- Final scheduling runs were completed and ‘bit flip’ has been done.
- Worked with Mrs. Kennard on registration, scheduling, reporting, and grade advancement issues.
- Picked up completed testing materials at GST BOCES Bush Campus.
- Worked with Erie 1 BOCES staff to correct data to submit to the state.

Superintendent/Business Administrator Report

August 2023

Capital Projects

Our 2023-2024 capital outlay has been approved by NYSED, so we are planning to go out to bid very soon. As a reminder, the scope of the work includes updates to the shower infrastructure in the locker rooms, and rehabilitation of room 302 (distance learning room).

Phase 2 – We are scheduled to FINALLY do our final walk-through next week. The contractors have been picking off the punch list and things are coming together nicely. We have encountered an issue with the new door magnets that we are working to remedy. The issue is way too confusing and long to type, so I will share it at the meeting Tuesday!

Art Room – Believe it or not, everything is on schedule for the art room to be completed for the first day of school. I probably shouldn't have just typed that! The case work is due in next week, the flooring will be completed next week, and the HVAC work will be completed the following week. Even the furniture is due in the week of August 28.

Phase 3 (Ag Center) – The design phase is completed and has been submitted to SED. We are anticipating going out to bid late fall or early winter. This should be a really good time to get bids out for spring/summer 2024 construction.

Audit Progress

We are in very good shape with the audit process. Jeff and Roxy have been working through everything the auditors send our way. I anticipate that they will be prepared to present their findings at the September meeting.

School Re-Opening

We are all really looking forward to opening in the fall. Summer is a good time to catch up on things and get projects done, but it is time to get teachers and kids back in the building. Some areas of focus/changes for the new year include:

- Open House – Wednesday, August 30 (Meet the Teacher night). This will give our students an opportunity to feel more comfortable in their new surroundings. This will be especially beneficial for our youngest students.
- Focus on student attendance. Our attendance rate last year was 94%. In all my years here, it has never been below 96%. While some districts would rejoice at that rate, it is unacceptable for Prattsburgh students.
- Teamwork! The past few years have been tough on everyone. We have many people in new positions, so it is a perfect opportunity to re-focus our efforts on working together to do what is right for kids.

BOARD MEMORANDUM
#3917-24

Date: August 11, 2023

To: Board of Education

From: Kory Bay, Superintendent/Business Administrator

Re: Annual Internal Audit

Each year we select an area for our internal auditor to examine. Our audit is provided by TST BOCES and our auditor this year again will be Roger Parulski.

This year the recommendation is to do a Risk Assessment Update.

A draft recommendation can be found on the agenda.

Service Selection Form - Internal Audit Consulting

Choose ONE of the following for the 2023-2024 school year by August 15, 2023

Risk Assessment Update – This includes a review of operations, including but not limited to, a review of financial policies and procedures and the testing and evaluation of internal controls. The purpose is to identify factors or conditions that threaten achievement of your objectives. It involves identifying significant risks to the effectiveness and efficiency of operations, to the reliability of financial reporting, and compliance with policies, procedures, applicable laws and regulations.

- OR -

Audit – This entails more extensive testing of one specific area of internal controls. Testing is focused on key controls within the particular internal control area, which could or are likely to have a significant impact on the accuracy, effectiveness, and/or efficiency of the process. Samples of key internal controls and transactions are tested, and processes are reviewed, including discussions with staff regarding processes. Below is a list of control areas available for testing:

- | | |
|---|---|
| <input type="radio"/> Revenue and Cash Management | <input type="radio"/> Accounting and Reporting |
| <input type="radio"/> Purchasing and Expenditures | <input type="radio"/> Assets and Inventory |
| <input type="radio"/> Payroll and Personnel | <input type="radio"/> Facilities Main. and Construction |
| <input type="radio"/> Extra classroom Activity Fund | <input type="radio"/> Student Services and Data |
| <input type="radio"/> Governance | |

- OR -

Alternate Selection. Please describe in the blanks below:

District Name:

Prattsburgh Central School

Signature of Board President/Representative:

Date: _____

Please scan and email this form to rparulski@tstboces.org or call me on my cell phone 607-542-6409 if you have questions or concerns. **I have tentatively scheduled your district for October 23, 24, and 25. Please let me know if that works with your district schedule.** Thank you.

BOARD MEMORANDUM

#3919-24

To: PCS Board of Education

From: K. Bay, Superintendent

Re: Pilot Educational Programming

With the importance of getting students career ready, we have been working on ways to introduce students to the possibilities that are available to them after graduation. College continues to be an option for students, and we will continue to offer Franklin Academy classes to our students, but we have a responsibility to offer rich experiences outside of the classroom.

Many of our seniors have already met most of the requirements for their diploma, with only a few mandatory classes remaining to complete. We are proposing a pilot program where students are involved in several internships with local businesses.

I will have much more information to share at the meeting on Tuesday. Very cool stuff!

TOWNSHIP	Assessed Value (school taxable)	Equalization Rate x 1000	Full Value (True)	Tax Levy	Omitted Tax Amount	Adjusted Levy	% of Levy	Rate on Assessed Value	Rate on Full Value (True)
Prattsburgh	\$104,041,362	0.8600	\$118,228,820.45	\$1,274,333.95	\$116.76	\$1,274,276.61	49.1073%	\$ 12.248340	\$10.778054
Pulteney	\$34,257,063	0.9500	\$36,060,066.32	\$388,674.83		\$388,657.34	14.9778%	\$ 11.345830	\$10.778054
Wheeler	\$28,764,306	0.8600	\$33,446,867.44	\$360,506.36		\$360,492.14	13.8924%	\$ 12.533185	\$10.778054
Urbana	\$2,260,847	0.8300	\$2,723,912.05	\$29,359.79		\$29,338.47	1.1314%	\$ 12.986192	\$10.778054
Italy	\$29,638,870	0.9000	\$32,932,077.78	\$354,959.68		\$354,943.71	13.6786%	\$ 11.976154	\$10.778054
Jerusalem	\$14,759,781	0.8500	\$17,364,448.24	\$187,163.38		\$187,154.96	7.2125%	\$ 12.680634	\$10.778054
2023-2024	\$213,722,229		\$240,756,192	\$2,595,000.00	\$116.76	\$2,594,883.24	100%	\$12.68	\$10.78
2022-2023	\$212,030,933		\$219,779,634	\$2,595,000.00			100%	\$ 12.68	\$11.81
DIFFERENCE	\$1,691,296		\$20,976,558	\$0.00					\$1.03
ASSESSED VALUE CHANGE	0.80% FULL VALUE CHANGE		9.54%	0.00%					

PREVIOUS YEARS LEVY

2023-2024	2022-2023	2021-2022	2020-2021
\$2,595,000	\$2,595,000	\$2,595,000	\$2,595,000
\$2,595,000	\$2,595,000	\$2,595,000	\$2,595,000
\$2,595,000	\$2,595,000	\$2,595,000	\$2,595,000
\$2,595,000	\$2,595,000	\$2,595,000	\$2,595,000
\$2,606,960	\$2,606,960	\$2,606,960	\$2,606,960
\$2,656,960	\$2,656,960	\$2,656,960	\$2,656,960

PREVIOUS YEARS FULL VALUE RATE

2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017
\$10.78	\$11.81	\$12.50	\$12.89	\$13.44	\$13.76	\$13.95	\$14.32

FULL VALUE COMPARISON

	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Prattsburgh	\$104,041,362	\$103,403,599	\$102,645,603	\$102,860,183	\$95,841,623	\$94,885,825	\$94,592,479
Pulteney	\$34,257,063	\$34,139,040	\$26,877,105	\$26,596,238	\$26,631,786	\$26,381,018	\$26,252,911
Wheeler	\$28,764,306	\$28,590,701	\$28,975,105	\$28,522,092	\$27,098,474	\$27,133,505	\$26,589,764
Urbana	\$2,260,847	\$2,265,945	\$2,288,138	\$2,006,560	\$2,011,950	\$2,009,315	\$2,006,761
Italy	\$29,638,870	\$28,880,450	\$27,890,313	\$24,812,306	\$24,912,631	\$24,967,731	\$23,919,423
Jerusalem	\$14,759,781	\$14,751,198	\$14,670,066	\$13,852,730	\$13,938,662	\$13,966,752	\$13,472,023
TOTALS	\$213,722,229	\$212,030,933	\$203,346,330	\$198,650,109	\$190,435,126	\$189,344,146	\$186,833,362

PRINTED

8-Aug-23

PRATTSBURG FREE LIBRARY

2023-2024

FINAL

TOWNSHIP	Assessed Value (school taxable)	Equalization Rate x 1000	Full Value (True)	Tax Levy	Omitted Tax Amount	Adjusted Levy	% of Levy	Rate on Assessed Value	Rate on Full Value (True)
Prattsburgh	\$104,041,362	0.8800	\$118,228,820.45	\$43,193.78	\$3.84	\$43,191.90	49.1073%	\$ 0.415160	\$0.365325
Pultney	\$34,257,063	0.9500	\$36,060,066.32	\$13,174.20		\$13,173.63	14.9779%	\$ 0.384569	\$0.365325
Wheeler	\$28,764,306	0.8600	\$33,446,867.44	\$12,219.50		\$12,218.96	13.8924%	\$ 0.424815	\$0.365325
Urbana	\$2,260,847	0.8300	\$2,723,912.05	\$995.16		\$995.11	1.1314%	\$ 0.440169	\$0.365325
Italy	\$29,638,870	0.9000	\$32,932,077.78	\$12,031.42		\$12,030.90	13.6786%	\$ 0.405934	\$0.365325
Jerusalem	\$14,759,781	0.8500	\$17,364,448.24	\$6,343.94		\$6,343.66	7.2125%	\$ 0.429812	\$0.365325
2023-2024	\$213,722,229		\$240,756,192	\$87,958.00	\$87,954.16		100%		\$0.37
2022-2023	\$212,030,933		\$219,779,634	\$87,958.00					\$0.43
DIFFERENCE	\$1,691,296		\$20,976,558						
ASSESSED VALUE CHANGE	0.80%	FULL VALUE CHANGE	9.54%						

Prattsburgh CSD Omitted for school 23-24

Prattsburgh CSD - Omitted Taxes, Applied to 2023-24 Tax Bills						
Town	Tax Map #	SWIS	Parcel Address	School	Library	Total
Italy	81.64-1-2	572400	2900 Italy Turnpike	\$116.76	\$3.84	\$120.60
TOTALS:				\$116.76	\$3.84	\$120.60