

October 13, 2023

The following is a tentative agenda for a regular meeting to be held on Tuesday, October 17, 2023 at 6:00 p.m. in Room 301.

6:00 p.m. **Call to order AUDIT COMMITTEE MEETING**

Presentation by External Auditor BWB of Olean, NY

Superintendent recommends: THAT the audit committee accept the external audit report for financial activity during the 2022-2023 fiscal school year and that the report be recommended for approval by the full board of education.

6:15 p.m. Adjournment of the Audit Committee meeting

6:20 p.m. **Call to Order**

Reading of the State Fire Code Regulation
Pledge to the flag

6:25 p.m. **Student Council- Board Appreciation**

6:35 p.m. **Recommended Actions Routine Matters**

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

- Minutes of the regular board meeting held on September 19, 2023.
- Claims Auditor's Report for the month of October 2023
- Outstanding check listing, Treasurer's Report, Statement of Accounts and Budgetary Transfer Report for the months of June & September 2023
- Extra Classroom Activity Fund Report for the month of September 2023

6:40 p.m. **Administrative Reports**

1. PK-12 Principal's Report and Athletic Report- Ms. Peck/Mr. Louthan
2. CSE Report- Mr. Bay
3. Superintendent/Business Administrator's Report - Mr. Bay

6:50 p.m. **Discussion**

- School Tax Collection Update (provided at meeting)
- Athletic Cost Methodology- Memo #3923-24
- Book Donation
- Policy Changes- 1st & 2nd Reading- Memo #3921-24
- Student Code of Conduct

- District Goals
- 2024 Solar Eclipse (Monday, April 8)
- Audit Committee Recommendation to Accept 2022-2023 External Audit Report

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

1. Superintendent recommends: THAT the Board approve the Athletic Cost Methodology for the 2023-2024 school year.
2. Superintendent recommends: THAT the Board accept a book donation to the school library titled Johnny and Me from Kim Bedient, retired elementary teacher.
3. Superintendent recommends: THAT the Board accept the recommendation of the district audit committee to approve the 2022-2023 external audit reports.
4. Superintendent recommends: THAT the Board accept the policy changes for the following policies:
 - Use of Physical Restraints in School
 - Use of Timeout
 - Corporate Punishment and Aversive Interventions

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

- CSE Recommendations
- Personnel- Volunteer Counselor, Substitute, Volunteer Program Assistant, Student Workers, District Clerk Salary- Memo #3922-24

7:25 p.m. **Additional Discussion (if needed)**

7:30 p.m. **Additional Recommendations**

7:35 p.m. **Adjournment**

DATE: September 19, 2023

KIND OF MEETING: Regular

MEMBERS PRESENT: Stephanie Randall, Joel Sanford, Brian Chaffee

MEMBERS ABSENT: Joe Castrechino

OTHERS PRESENT: Kory Bay, Superintendent, Erin Peck, PK-12 Principal, Kelley Louthan, Assistant Principal, Roxanne Elward, District Clerk, Sarah Peck & Sophia Ucen, Teacher Representatives, Russell & Elise Underhill, Public

CALL TO ORDER: President Sanford called the regular meeting to order at 6:00 p.m.

President Sanford, in accordance with New York State Fire Code regulations, read the public notice regarding fire exits and the leaving of the room 301 should an emergency occur during the meeting.

The pledge to the flag was given.

REGULAR MEETING:

SWEARING IN OF NEW BOARD MEMBER- Brian Chaffee

APPROVAL OF RECOMMENDED ACTIONS: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the following recommended actions:

- Minutes of the regular board meeting held on August 29, 2023
- Claims Auditor's Report for the month of September 2023
- Extra Classroom Activity Report for the months of July and August 2023

Motion was carried by all members present.

ADMINISTRATIVE REPORTS:

Ms. Peck reviewed her PK-12 Principal's Report and Athletic Report

Mr. Louthan reported updates on After School Club and a new program (Viking Values)

Mr. Bay reviewed the CSE/Curriculum Report and his Superintendent's Report

DISCUSSION:

- Hats and Head Wear
- Student Code of Conduct
- Vaping Litigation

RECOMMENDATIONS:

VAPING SETTLEMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the Vaping Settlement Resolution as stated below:

WHEREAS, in recent years the use and abuse of e-cigarettes and vaping devices increased dramatically

among high school and middle school students, leading to significant risks of addiction and potentially life-threatening respiratory ailments; and

WHEREAS, students attending the Prattsburgh Central School District (the "School District") have not been immune to this phenomenon with the School District observing students using e-cigarettes and vaping devices in school and on school grounds; and

WHEREAS, the use of e-cigarettes and vaping devices by students has caused the School District to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases and stops; and

WHEREAS, the School District authorized the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC, to initiate litigation against Altria Group, Inc. and Philip Morris USA, Inc., Altria Client Services LLC, Altria Enterprises LLC, and Altria Group Distribution

Company (collectively "Altria") by board resolution relating to the production, marketing, sale, and distribution of e-cigarettes and vaping devices; and

WHEREAS, a tentative settlement has been reached with Defendant Altria whereby in return for discontinuing the litigation, the School District would receive certain cash payment; and

WHEREAS, the amount that the School District receives will be no less than \$2,524

; and

WHEREAS, the Board of Education (the "Board") has determined it is necessary, advantageous, desirable, and in the public interest and the best interests of the School District that it settle this litigation against Altria.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the School District, as follows:

1. The Board authorizes the partial settlement of the vaping lawsuit against defendant Altria.
2. A Settlement with the substantive terms contained herein is hereby approved in substantially the form reviewed by the Board and together with such minor modifications as are deemed necessary by the School District's attorneys and administrators to protect the best interests of the School District.
3. The Board President, Superintendent and their designee(s) are hereby authorized to finalize, sign and enter into the Settlement Agreement on behalf of the School District and take all actions and execute all documents necessary or appropriate to carry out the intent of this Resolution.

4. This resolution shall take effect immediately.

Motion was carried by all members present.

EXECUTIVE SESSION: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board goes into Executive Session at 6:21 p.m. for CSE Recommendations, Personnel (substitutes, student workers, yearbook advisors), and Student Placement Issue. Motion was carried by all members present.

Stephanie Randall made a motion, seconded by Brian Chaffee that the Board comes out of Executive Session at 6:50 p.m. Motion carried by all members present.

President Sanford asked if there was any more discussion needed.

OTHER RECOMMENDATIONS:

RECOMMENDATION BY THE CSE: Stephanie Randall made a motion seconded by Brian Chaffee that the Board has no objections to the recommendations of the Committee on Special Education and approves the authorization of funds to implement the special education programs and services consistent with such recommendations. Motion was carried by all members present.

SUBSTITUTES: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board approve the addition of Sherry Hicks of Prattsburgh and Laura Wixom of Naples to the 2023/2024 Substitute Instructional/ Non- Instructional List. Motion was carried by all members present.

YEARBOOK ADVISORS: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board appoint Elizabeth Baxter and George Burd as Yearbook Advisors for the 2023-2024 school year. Motion was carried by all members present.

STUDENT WORKERS: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board appoint the student workers listed below. These workers will be scheduled in accordance to the NYS Department of Labor Guidelines.

Caroline Beecher	Patrick Cornell	D'Mariannah Hinson-Pike
Joy Taylor	Benjamin Wiser	

Motion was carried by all members present.

President Sanford asked if there was any further discussion before adjourning the meeting.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board adjourns their regular meeting at 6:53 p.m. Motion carried by all members present.

Roxanne G. Elward
District Clerk

TO: Board of Education
FROM: Bridget Robbins, Internal Claims Auditor
DATE: October 12, 2023
RE: Warrant '4 October 12, 2023

General Fund

Amount: \$355,182.47 10/12/2023 Sequence 029601-029663
9/13/2023 (Checks) Ending 029597

10/12/2023 ACH000469-ACH000477

School Lunch Fund

Amount \$27,538.07 10/12/2023 Sequence 002412-002424
9/13/2023 (Checks) Ending 002411

Capital Fund

Amount: \$79,954.19 10/12/2023 Sequence 000201-000206
9/13/2023 (Checks) Ending 000200

Comments:

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

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

August 2023 Check sequence ended 1371
September 2023 Check sequence ended 1378

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 \$462,674.73 for Warrant 4. The treasurer is authorized and directed to pay the claimant the amount allowed and charge the proper fund.

Additional items:

Additional warrant from General Fund: Late invoices received from the 2022-2023 fiscal year. Check numbers 029598-029600 in the amount of \$147,733.00.

Prattsburgh CSD

Warrant Report
Fiscal Year: 2024

Warrant: 0007-2023 Invoices to be Paid

Account	Description	Payment Amt.
	Total for computer generated checks	147,733.00
	Total for manual checks	0.00
	Total for automated payments	0.00
	Total for electronic transfers (manual)	0.00
	Certified warrant amount	147,733.00
	Total of credits associated with cash replacement checks issued	0.00
	Total for Warrant Report	147,733.00
	Net Disbursement by Fund - All Payments	

Fund Summary		A							
Bank Account Summary	Computer Checks	Cash Replacement	Auto Payments	EFT's	Transactions				
GENERAL FUND CHECKIN	3 Checks (029598-029600)	0	0	0	3			\$	147,733.00

I hereby certify that I have audited the claims for the 3 checks and 0 electronic disbursements above, in the total amount of \$ 147,733.00 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.

Date 10/12/2023 Bridget Robb Claims Auditor Date 10/12/23 LS Business Manager

Prattsburgh CSD
Warrant Report
Fiscal Year: 2024

Warrant: 0008-October Accounts Payable

Account	Description	Payment Amt.
	Total for computer generated checks	425,558.38
	Total for manual checks	0.00
	Total for automated payments	37,116.35
	Total for electronic transfers (manual)	0.00
	Certified warrant amount	462,674.73
	Total of credits associated with cash replacement checks issued	0.00
	Total for Warrant Report	462,674.73
	Net Disbursement by Fund - All Payments	

Fund Summary	Computer Checks	Cash Replacement	Auto Payments	EFT's	Transactions	
A	63 Checks (029601-029663)	0	9	0	75	\$ 355,182.47
C	13 Checks (002412-002424)	0	0	0	13	27,538.07
H	6 Checks (000201-000206)	0	0	0	6	79,954.19
Total for All Funds						\$ 462,674.73
Bank Account Summary						
GENERAL FUND CHECKIN						
LUNCH FUND - 5 STAR						
CAPITAL FUND - 5 STA						
Total for All Computer Checks						\$ 462,674.73
<i>RF General - ACH000409 - ACH000477</i>						

I hereby certify that I have audited the claims for the 82 checks and 9 electronic disbursements above, in the total amount of \$ 462,674.73 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.

Date 10/12/2023 Budget 10/12/23
 Claims Auditor [Signature] Business Manager [Signature]

Prattsburgh CSD

Outstanding Check Listing
Bank Account: General-SSta - General Fund Checking - 5 Star

Check Number	Check Date	Remit To	Warrant	Fund	Recorded	Statement Date	Check Amount	Check Number	
029550	09/15/2023	CHRONICLE GUIDANCE	0006		No		\$96.80	029550	
029560*	09/15/2023	Garbanzo, LLC	0006		No		\$149.00	029560	
029562*	09/15/2023	GRIZZLY	0006		No		\$275.00	029562	
029568*	09/15/2023	McCormick Big Buck LLC	0006		No		\$2,945.45	029568	
029592*	09/15/2023	USA Clay Target League	0006		No		\$350.00	029592	
029598*	09/28/2023	Avoca Central School Atten: Business Office	0007		No		\$61,555.00	029598	
029599	09/28/2023	BATH CENTRAL SCHOOL	0007		No		\$75,610.00	029599	
029600	09/28/2023	Campbell-Savona Central School	0007		No		\$10,568.00	029600	
Subtotal for Bank Account: General-SSta - General Fund Checking - 5 Star							\$151,549.25		
Grand Total							\$151,549.25		
Net							\$151,549.25		

Prattsburgh CSD

Outstanding Check Listing
Bank Account: TA-5Star - TA Fund - 5 Star

Check Number	Date	Remit To	Warrant No	Fund	Recorded	Statement Date	Check Amount	Check Number	
004255	09/28/2023	NYS EMPLOYEES RETIREMENT SYSTEM	PND4				\$870.24	004255	
Subtotal for Bank Account: TA-5Star - TA Fund - 5 Star							Grand Total	\$870.24	
							Net	\$870.24	

Grand Total \$152,419.49
Net \$152,419.49

Selection Criteria

Bank Account:
Check date is thru 09/30/2023
Checks Cleared/Voided Thru: 09/30/2023
Sort by: Check Number
Printed by Jeff Black

Prattsburgh CSD

Statement of

Budget Status Report As Of: 06/30/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Accounts

June 2023

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010-400	BRD ED-CONT EXP	850.00	0.00	850.00	754.00	0.00	96.00
1010-450	BRD ED SUPP & MATTERIALS	700.00	0.00	700.00	150.26	0.00	549.74
1010-490	BRD ED-SER BOCES	1,500.00	0.00	1,500.00	1,000.00	0.00	500.00
1040-160	DIST CLK-NON INST	5,836.00	144.00	5,980.00	5,979.61	0.00	0.39
1040-400	DIST CLK-CONT EXP	79.00	0.00	79.00	71.95	0.00	7.05
1040-450	DIST CLK SUPP & MATERIALS	150.00	0.00	150.00	0.00	0.00	150.00
1060-400	DIST MTG-CONT EXP	0.00	0.00	0.00	0.00	0.00	0.00
1060-450	DIST MTG SUPP & MATERIALS	100.00	0.00	100.00	0.00	0.00	100.00
1240-150	CS ADM-INST SAL	121,625.00	1,347.88	122,972.88	122,972.88	0.00	0.00
1240-160	CS ADM-NON INST	15,193.00	376.00	15,569.00	15,568.98	0.00	0.02
1240-200	CS ADM-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
1240-400	CS ADM-CONT EXP	7,400.00	0.00	7,400.00	6,079.34	0.00	1,320.66
1240-450	CS ADM SUPP & MATERIALS	200.00	0.00	200.00	175.38	0.00	24.62
1310-150	BSN ADM-INST SAL	34,255.00	429.66	34,684.66	34,684.66	0.00	0.00
1310-160	BSN ADM-NON INST	9,408.00	234.00	9,642.00	9,641.07	0.00	0.93
1310-200	BSN ADM-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
1310-400	BSN ADM-CONT EXP	200.00	0.00	200.00	0.00	0.00	200.00
1310-450	BSN ADM SUPP & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
1310-490	BSN ADM-SER BOCES	82,637.00	57,503.17	140,140.17	140,140.17	0.00	0.00
1320-140	AUDITING SALARIES	1,299.00	0.00	1,299.00	1,089.48	0.00	209.52
1320-400	AUDIT-CONT EXP	28,600.00	800.00	29,400.00	29,400.00	0.00	0.00
1325-160	TREAS-NON INST	17,792.00	0.00	17,792.00	17,364.49	0.00	427.51
1325-400	TREAS-CONT EXP	400.00	0.00	400.00	40.00	0.00	360.00
1325-450	TREAS SUPP & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
1330-160	TAX COL-NON INST	3,664.00	-1,065.25	2,598.75	2,598.75	0.00	0.00
1330-400	TAX COL-CONT EXP	150.00	0.00	150.00	118.00	0.00	32.00
1330-450	TAX COLL SUPP & MATERIALS	2,700.00	-1,467.00	1,233.00	1,093.11	0.00	139.89
1380-400	OTHER FINANCE - AGENT FEE	0.00	0.00	0.00	0.00	0.00	0.00
1420-400	LEGL-CONT EXP ADMIN	8,000.00	8,732.25	16,732.25	16,732.25	0.00	0.00
1420-401	LEGL-CONT EXP PROGRAM	7,100.00	-7,100.00	100.00	100.00	0.00	0.00
1480-450	PUB INFO SUPP & MATERIALS	550.00	0.00	550.00	550.00	0.00	0.00
1480-490	BOCES Services	0.00	0.00	0.00	0.00	0.00	0.00
1620-160	OP PLNT-NON INST	136,030.00	-35,540.19	100,489.81	94,925.08	0.00	5,564.73
1620-200	OP PLNT-EQUIP	5,000.00	500.00	5,500.00	4,617.75	0.00	882.25
1620-400	OP PLNT-CONT EXP	310,866.00	-5,846.28	305,019.72	275,420.19	0.00	29,599.53
1620-450	OP PLNT SUPP & MATERIALS	29,450.00	9,835.30	39,285.30	39,285.30	0.00	0.00
1621-160	MAINT PLNT-NON INST	17,350.00	-4,126.17	13,223.83	9,256.24	0.00	3,967.59
1621-200	MAINT PLNT-EQUIP	3,100.00	-3,100.00	0.00	0.00	0.00	0.00

Prattsburgh CSD

Budget Status Report As Of: 06/30/2023
Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1621-400	MAINT PLNT-CONT EXP	86,810.00	11,675.58	98,485.58	98,388.89	0.00	96.69
1621-450	MAINT PLNT SUPP & MATERIA	4,000.00	1,503.84	5,503.84	5,503.84	0.00	0.00
1910-400	UN INS-CONT EXP	61,000.00	-14,237.86	46,762.14	44,671.86	0.00	2,090.28
1920-400	SCH ASSOC-CONT EXP	2,750.00	0.00	2,750.00	0.00	0.00	2,750.00
1964-400	REF PRP TX-CONT EXP	5,400.00	0.00	5,400.00	1,027.50	0.00	4,372.50
1981-490	ADM-BOGES-SER BOGES	168,823.00	1,179.00	170,002.00	170,002.00	0.00	0.00
1989-400	unclassified	0.00	2,333.00	2,333.00	2,333.00	0.00	0.00
2020-150	SUPER SCHL-INST SAL	184,720.00	-4,520.15	180,199.85	163,742.47	0.00	16,457.38
2020-160	SUPER SCHL-NON INST	48,807.00	-38,338.98	10,468.02	10,468.02	0.00	0.00
2020-200	SUPER SCHL-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2020-400	SUPV-REG-SCH-CONTRACTUAL	750.00	0.00	750.00	0.00	0.00	750.00
2020-450	SUPER SCHL SUPP & MATERIA	200.00	0.00	200.00	0.00	0.00	200.00
2110-110	REG SCH TCH K-3	635,673.00	-26,095.90	609,577.10	606,388.13	0.00	3,188.97
2110-120	REG SCH-TCH 4-6	450,734.00	26,195.14	476,929.14	476,635.18	0.00	293.96
2110-130	REG SCH-TCH 7-12	814,414.00	15,505.01	829,919.01	826,520.21	0.00	3,398.80
2110-140	REG SCH-SUBS	74,336.00	3,596.90	77,931.90	77,931.90	0.00	0.00
2110-150	REG SCHOOL INSTRUCTIONAL	20,000.00	6,194.25	26,194.25	26,194.25	0.00	0.00
2110-160	REG SCH-NON INST	198,110.00	-46,912.40	151,197.60	146,808.54	0.00	4,389.06
2110-170	ESSR	0.00	0.00	0.00	0.00	0.00	0.00
2110-171	GEER	0.00	0.00	0.00	0.00	0.00	0.00
2110-200	REG SCH-EQUIP	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
2110-400	REG SCH-CONT EXP	134,521.00	13,500.00	148,021.00	139,402.68	0.00	8,618.32
2110-450	REG SCH SUPP & MATERIALS	32,500.00	7,549.78	40,049.78	36,576.04	0.00	3,473.74
2110-471	TUITION OTHER SCHOOLS	21,000.00	-20,514.54	485.46	485.46	0.00	0.00
2110-480	REG SCH-TEXTBOOKS	20,000.00	-14,436.74	5,563.26	5,563.26	0.00	0.00
2110-490	REG SCH-SER BOGES	433,207.00	37,221.01	470,428.01	470,428.01	0.00	0.00
2250-150	HC CHLD-INST SAL	265,902.00	5,908.59	271,810.59	270,078.57	0.00	1,732.02
2250-160	HC CHLD-NON INST	133,908.00	-17,400.58	116,507.42	115,481.19	0.00	1,026.23
2250-170	ESSR	0.00	0.00	0.00	0.00	0.00	0.00
2250-200	HC CHLD-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2250-400	HC CHLD-CONT EXP	99,250.00	13,579.08	112,829.08	112,329.08	0.00	500.00
2250-450	HC CHLD SUPP & MATERIALS	3,500.00	-2,465.78	1,034.22	1,034.22	0.00	0.00
2250-471	TUITION OTHER SCHOOLS SPE	4,200.00	98,489.54	102,689.54	102,689.54	0.00	0.00
2250-480	HC CHLD-TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
2250-490	HC CHLD-SER BOGES	359,304.00	72,162.68	431,466.68	431,466.68	0.00	0.00
2280-150	OCC ED 10-12 INSTR SAL -X	124,492.00	1,086.79	125,578.79	125,578.79	0.00	0.00
2280-200	OCC ED 10-12 EQUIP X-X	0.00	0.00	0.00	0.00	0.00	0.00
2280-400	OCC ED 10-12 CONTR EXP -X	3,250.00	0.00	3,250.00	1,498.97	0.00	1,751.03
2280-450	OCC ED 10-12 SUPP & MATER	4,500.00	0.00	4,500.00	3,302.26	0.00	1,197.74

Prattsburgh CSD

Budget Status Report As Of: 06/30/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2280-460	OCC ED 10-12 LOAN PROG-X-	0.00	0.00	0.00	0.00	0.00	0.00
2280-480	OCC ED 10-12 TEXTBOOKS-X	500.00	0.00	500.00	0.00	0.00	500.00
2280-490	OCC ED 10-12 SERV BOCES	205,171.00	0.00	205,171.00	205,171.00	0.00	0.00
2610-150	LIB INSTRUCT SALARY	68,820.00	519.55	69,339.55	69,339.55	0.00	0.00
2610-160	LIB NON-INSTRUCT-SAL-X-S	0.00	0.00	0.00	0.00	0.00	0.00
2610-200	LIB AUDIO-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2610-400	LIB AUDIO-CONT EXP	0.00	0.00	0.00	0.00	0.00	0.00
2610-450	LIB AUDIO-SUPP & MATERIAL	5,243.00	0.00	5,243.00	2,604.99	0.00	2,638.01
2610-460	LIB AUDIO-LOAN PROG	0.00	0.00	0.00	0.00	0.00	0.00
2610-490	LIB AUDIO-SER BOCES	15,069.00	0.00	15,069.00	15,069.00	0.00	0.00
2630-220	COMP INST-COMP HDWR	35,000.00	-33,205.00	1,795.00	1,795.00	0.00	0.00
2630-460	COMP INST-LOAN PROG	7,500.00	0.00	7,500.00	6,975.00	0.00	0.00
2810-150	GUID R SCH-INST SAL	87,898.00	2,742.61	90,640.61	90,640.55	0.00	0.06
2810-160	GUID R SCH-NON INST	8,085.00	163.00	8,248.00	8,247.53	0.00	0.47
2810-200	GUID R SCH-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2810-400	GUID R SCH-CONT EXP	1,100.00	0.00	1,100.00	1,100.00	0.00	0.00
2810-450	GUID R SCH-SUPP & MATERIA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2810-490	GUID R SCH-SER BOCES -	0.00	0.00	0.00	0.00	0.00	0.00
2815-160	HILTH R SCH-NON INSTRUCT S	36,453.00	600.00	37,053.00	37,053.00	0.00	0.00
2815-400	HILTH R SCH-CONT EXP	5,700.00	-4,153.10	1,546.90	1,127.50	0.00	419.40
2815-450	HILTH R SCH-SUPP & MATERIA	4,200.00	0.00	4,200.00	991.99	0.00	3,208.01
2820-150	PSYCH-SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2820-400	PSYCH SERVICES CONTRACTUA	0.00	0.00	0.00	0.00	0.00	0.00
2820-450	PSYCH SERVICES SUPP & MAT	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2820-490	PSYCH-SER BOCES	49,261.00	-49,261.00	0.00	0.00	0.00	0.00
2855-150	INT ATH-INST SAL	81,195.00	0.00	81,195.00	73,683.00	0.00	7,512.00
2855-160	INTERSCHOL ATHL-NON INSTR	8,147.00	2,424.75	10,571.75	10,503.25	0.00	68.50
2855-200	INT ATH-EQUIP	10,000.00	-2,424.75	7,575.25	2,500.00	0.00	5,075.25
2855-400	INT ATH-CONT EXP	43,740.00	44,427.84	88,167.84	88,167.84	0.00	0.00
2855-450	INT ATH-SUPP & MATERIALS	9,000.00	0.00	9,000.00	2,056.38	0.00	6,943.62
5510-150	INSTR SALARY TRANSP	0.00	0.00	0.00	0.00	0.00	0.00
5510-160	NON INSTRUCTIONAL SALARY	30,891.00	0.00	30,891.00	24,871.01	0.00	6,019.99
5510-200	TRANSP EQUIP	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
5510-400	TRANSP-CONTR-EXP	3,500.00	0.00	3,500.00	3,456.00	0.00	44.00
5510-450	TRANSP-D-SUPP & MATERIALS	90,000.00	0.00	90,000.00	66,767.23	0.00	23,232.77
5540-400	CNTR TRANSP-SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
8070-160	CENS-NON INST	789,000.00	85,517.18	874,517.18	874,517.18	0.00	0.00
		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

Prattsburgh CSD

Budget Status Report As Of: 06/30/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
9010-800	ST RET-EMP BENEFI	78,500.00	-22,848.00	55,652.00	51,226.48	0.00	4,425.52
9020-800	TCH RET-EMP BENEFI	346,528.00	0.00	346,528.00	341,004.00	0.00	5,524.00
9030-800	SS-EMP BENEFI	312,902.00	-8,256.08	304,645.92	296,975.13	0.00	7,670.79
9040-800	WORK COMP-EMP BENEFI -	19,488.00	0.23	19,488.23	18,065.59	0.00	1,422.64
9045-800	LIFE INS-EMP BENEFI	4,200.00	1,793.52	5,993.52	5,967.00	0.00	26.52
9050-800	UNEMPLOYMENT INSURANCE	3,500.00	0.00	3,500.00	233.00	0.00	3,267.00
9060-800	HLTH INS-EMP BENEFI	675,249.00	-171,698.95	503,550.05	499,723.87	0.00	3,826.18
9060-801	Health Insurance ADMIN	63,656.00	1,468.07	65,124.07	65,124.07	0.00	0.00
9060-802	Health Insurance PROGRAM	799,010.00	-29,805.07	769,204.93	764,893.21	0.00	4,311.72
9060-803	Health Insurance CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
9711-600	SB SCH CON-PRIN INDEB	435,000.00	0.00	435,000.00	435,000.00	0.00	0.00
9711-700	SB SCH CON-INT INDEBT	55,131.00	0.00	55,131.00	55,131.26	0.00	-0.26
9731-600	BAN Principal	560,000.00	0.00	560,000.00	560,000.00	0.00	0.00
9731-700	INTEREST ON BANS	182,782.00	28,337.00	211,119.00	211,119.00	0.00	0.00
9740-700	CN PUB LIB-INT INDEBT	0.00	0.00	0.00	0.00	0.00	0.00
9770-700	RV ANT-INT INDEBT	0.00	0.00	0.00	0.00	0.00	0.00
9901-900	Transfer to Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
9901-930	TRANS OT-INTERFUND	0.00	0.00	0.00	0.00	0.00	0.00
9901-950	Tfr. to Spec. Aid Fund	0.00	0.00	0.00	0.00	0.00	0.00
9950-900	Tfr. to Spec. Aid Fund	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
Total GENERAL FUND		10,491,163.00	856.43	10,492,019.43	10,293,439.09	0.00	198,580.34

Prattsburgh CSD
Budget Status Report As Of: 06/30/2023
Fiscal Year: 2023

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2860-160	LUNCH-NON INST	69,719.00	15,376.62	85,095.62	84,085.11	0.00	1,010.51
2860-200	LUNCH-EQUIP	93,600.00	-3,372.62	90,227.38	85,367.00	0.00	4,860.38
2860-400	LUNCH-CONT EXP	9,393.00	9,467.00	18,860.00	17,365.00	0.00	1,495.00
2860-411	SCH LUNCH-FOOD PURCHASED	93,114.00	25,955.77	119,069.77	116,859.77	0.00	2,210.00
2860-412	Gov't Surplus Food	29,000.00	-29,000.00	0.00	15,198.00	0.00	-15,198.00
2860-450	SCH LUNCH SUPPLIES & MATE	8,890.00	-3,190.00	5,700.00	5,067.15	0.00	632.85
2860-490	BOCES SERVICES	53,100.00	2,045.00	55,145.00	55,145.00	0.00	0.00
2860-800	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
9010-800	ST RET-EMP BENEFI	6,949.00	0.00	6,949.00	6,330.52	0.00	618.48
9030-800	SS-EMP BENEFI	5,334.00	1,014.35	6,348.35	6,320.41	0.00	27.94
9040-800	WORK COMP-EMP BENEFI -	2,283.00	-670.64	1,612.36	1,422.64	0.00	189.72
9045-800	LIFE INS-EMP BENEFI	0.00	0.00	0.00	0.00	0.00	0.00
9060-800	HEALTH INS EMP BENEFITS	16,000.00	3,029.20	19,029.20	19,029.20	0.00	0.00
9901-900	trans to GF utilities	6,000.00	-3,553.68	2,446.32	0.00	0.00	2,446.32
Total SCHOOL LUNCH FUND		393,382.00	17,101.00	410,483.00	412,189.80	0.00	-1,706.80

Project-to-Date Budget Status Report As Of: 06/30/2023
Fund: F SPECIAL AID FUND
Fiscal Year: 2023

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
61123 IDEA 619 2022-2023	Instructional salary	116,619.00	0.00	116,619.00	116,619.00	0.00	0.00
61123X-2250-160	noninstructional salaries	116,619.00	0.00	116,619.00	116,619.00	0.00	0.00
Subtotal 61123		233,238.00	0.00	233,238.00	233,238.00	0.00	0.00
61923 IDEA 619 2022-2023	Instructional salary	6,913.00	0.00	6,913.00	6,913.00	0.00	0.00
61923X-2250-160	noninstructional salaries	6,913.00	0.00	6,913.00	6,913.00	0.00	0.00
Subtotal 61923		13,826.00	0.00	13,826.00	13,826.00	0.00	0.00
ARRP23 ARP 2022-2023	Instructional salary	0.00	0.00	0.00	0.00	0.00	0.00
ARRP23X-2110-150	noninstructional salaries	0.00	0.00	0.00	0.00	0.00	0.00
ARRP23X-2110-160	Equipment	0.00	0.00	0.00	0.00	0.00	0.00
ARRP23X-2110-200	Purchased Services	1,046,830.00	-3,548.95	1,043,281.05	0.00	0.00	1,043,281.05
ARRP23X-2110-400	SUPPLIES & MATERIALS	0.00	3,548.95	3,548.95	3,548.95	0.00	0.00
Subtotal ARRP23		1,046,830.00	0.00	1,046,830.00	3,548.95	0.00	1,043,281.05
T1A23 Title 1 A 2022-2023	Instructional salary	163,100.00	14,112.00	177,212.00	177,211.83	0.00	0.17
T1A23X-2110-150	noninstructional salaries	12,886.00	0.00	12,886.00	12,886.00	0.00	0.00
Subtotal T1A23		175,986.00	14,112.00	190,098.00	190,097.83	0.00	0.17
T2A23 Title 2 A 2022-2023	Instructional salary	18,537.00	0.00	18,537.00	18,537.00	0.00	0.00
T2A23X-2110-150		18,537.00	0.00	18,537.00	18,537.00	0.00	0.00
Subtotal T2A23		18,537.00	0.00	18,537.00	18,537.00	0.00	0.00
T4A23 Title 4 A 2022-2023	Instructional salary	11,949.00	0.00	11,949.00	11,949.00	0.00	0.00
T4A23X-2110-150		11,949.00	0.00	11,949.00	11,949.00	0.00	0.00
Subtotal T4A23		11,949.00	0.00	11,949.00	11,949.00	0.00	0.00
UPK23 UPK 2022-2023	Instructional salary	74,320.00	0.00	74,320.00	74,320.00	0.00	0.00
UPK23X-2110-150	noninstructional salaries	29,976.00	0.00	29,976.00	29,976.00	0.00	0.00
Subtotal UPK23		104,296.00	0.00	104,296.00	104,296.00	0.00	0.00
Total SPECIAL AID FUND		1,481,130.00	14,112.00	1,495,242.00	451,960.78	0.00	1,043,281.22

Prattsburgh CSD

Budget Status Report As Of: 06/30/2023

Fiscal Year: 2023

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
NEWBIG-1620-945	ARCHITECT SERVICES	166,463.67	-90,308.22	76,155.45	58,888.82	0.00	17,266.63
NEWBIG-1620-992	SITE	0.00	0.00	0.00	0.00	0.00	0.00
NEWBIG-1620-993	GENERAL CONSTRUCTION	1,659,010.09	570,224.93	2,229,235.02	1,897,756.70	0.00	331,478.32
NEWBIG-1620-994	HVAC ALTERATIONS	231,154.36	108,502.72	339,657.08	262,504.56	0.00	77,152.52
NEWBIG-1620-995	PLUMBING	81,782.00	-40,000.00	41,782.00	0.00	0.00	41,782.00
NEWBIG-1620-996	ELECTRIC ALTERATIONS	277,325.19	151,400.00	428,725.19	163,997.91	0.00	264,727.28
NEWBIG-2110-400	Reserve Alterations	0.00	192,854.57	192,854.57	167,781.57	0.00	25,073.00
NEWBIG-9901-960	Transfer to Debt Service	-57,326.00	57,326.00	0.00	0.00	0.00	0.00
OUTLAY-2110-245	RESERVE ALTERATIONS	90,000.00	1,530.05	91,530.05	91,530.05	0.00	0.00
OUTLAY-2110-400	ARCHITECT SERVICES	10,000.00	-1,530.05	8,469.95	8,469.95	0.00	0.00
Total CAPITAL FUND		2,458,409.31	950,000.00	3,408,409.31	2,650,929.56	0.00	757,479.75

Prattsburgh CSD

Statement of

Budget Status Report **As Of: 09/30/2023**
Fiscal Year: 2024

All Accounts

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010-400	BRD ED-CONT EXP	850.00	0.00	850.00	0.00	520.00	330.00
1010-450	BRD ED SUPP & MATERIALS	700.00	0.00	700.00	0.00	700.00	0.00
1010-490	BRD ED-SER BOCES	1,750.00	0.00	1,750.00	1,375.00	0.00	375.00
1040-160	DIST CLK-NON INST	6,619.00	0.00	6,619.00	1,704.50	4,626.44	288.06
1040-400	DIST CLK-CONT EXP	85.00	0.00	85.00	0.00	85.00	0.00
1040-450	DIST CLK SUPP & MATERIALS	150.00	0.00	150.00	0.00	0.00	150.00
1060-400	DIST MTG-CONT EXP	0.00	0.00	0.00	0.00	0.00	0.00
1060-450	DIST MTG SUPP & MATERIALS	100.00	0.00	100.00	0.00	0.00	100.00
1240-150	CS ADM-INST SAL	127,894.00	0.00	127,894.00	34,415.85	93,414.46	63.69
1240-160	CS ADM-NON INST	16,192.00	291.40	16,483.40	4,437.86	12,045.54	0.00
1240-200	CS ADM-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
1240-400	CS ADM-CONT EXP	7,900.00	0.00	7,900.00	1,638.85	5,400.00	861.15
1240-450	CS ADM SUPP & MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00
1310-150	BSN ADM-INST SAL	36,088.00	0.00	36,088.00	9,707.04	26,347.66	33.30
1310-160	BSN ADM-NON INST	10,030.00	177.34	10,207.34	2,748.13	7,459.21	0.00
1310-200	BSN ADM-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
1310-400	BSN ADM-CONT EXP	200.00	0.00	200.00	0.00	0.00	200.00
1310-450	BSN ADM SUPP & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
1320-140	BSN ADM-SER BOCES	137,143.00	0.00	137,143.00	0.00	0.00	137,143.00
1320-400	AUDITING SALARIES	1,352.00	0.00	1,352.00	202.71	1,149.29	0.00
1325-160	AUDIT-CONT EXP	35,000.00	0.00	35,000.00	0.00	30,000.00	5,000.00
1325-400	TREAS-NON INST	18,537.00	0.00	18,537.00	4,880.75	13,247.87	408.38
1325-450	TREAS-CONT EXP	400.00	0.00	400.00	0.00	0.00	400.00
1330-160	TREAS SUPP & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
1330-400	TAX COL-NON INST	4,170.00	0.00	4,170.00	727.30	1,974.10	1,468.60
1330-450	TAX COL-CONT EXP	150.00	0.00	150.00	0.00	0.00	150.00
1380-400	TAX COLL SUPP & MATERIALS	6,300.00	0.00	6,300.00	1,002.40	4,997.60	300.00
1420-400	OTHER FINANCE - AGENT FEE	0.00	0.00	0.00	0.00	0.00	0.00
1420-401	LEGAL-CONT EXP ADMIN	15,000.00	0.00	15,000.00	630.00	9,370.00	5,000.00
1480-450	LEGAL-CONT EXP PROGRAM	7,150.00	0.00	7,150.00	0.00	0.00	7,150.00
1480-490	PUB INFO SUPP & MATERIALS	550.00	0.00	550.00	0.00	0.00	550.00
1620-160	BOCES Services	0.00	0.00	0.00	0.00	0.00	0.00
1620-200	OP PLNT-NON INST	142,430.00	2,186.05	144,616.05	37,344.90	95,046.70	12,224.45
1620-400	OP PLNT-EQUIP	5,000.00	-4,186.05	813.95	0.00	0.00	813.95
1620-450	OP PLNT-CONT EXP	177,420.00	4,700.00	182,120.00	28,964.49	152,321.51	834.00
1621-160	OP PLNT SUPP & MATERIALS	40,350.00	0.00	40,350.00	8,440.78	29,492.58	2,416.64
1621-200	MAINT PLNT-NON INST	18,520.00	0.00	18,520.00	3,637.50	7,862.50	7,020.00
1621-200	MAINT PLNT-EQUIP	3,150.00	-400.00	2,750.00	0.00	0.00	2,750.00

Prattsburgh CSD

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Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1621-400	MAINT PLNT-CONT EXP	98,110.00	-2,300.00	95,810.00	9,160.13	85,799.87	850.00
1621-450	MAINT PLNT SUPP & MATERIA	5,300.00	0.00	5,300.00	195.60	4,604.40	500.00
1910-400	UN INS-CONT EXP	58,000.00	0.00	58,000.00	43,605.00	5,395.00	9,000.00
1920-400	SCH ASSOC-CONT EXP	2,750.00	0.00	2,750.00	0.00	0.00	2,750.00
1964-400	REF PRP TX-CONT EXP	5,400.00	0.00	5,400.00	2,945.45	0.00	2,454.55
1981-490	ADM-BOCES-SER BOGES	179,224.00	0.00	179,224.00	0.00	0.00	179,224.00
2020-150	SUPER SCHL-INST SAL	192,109.00	0.00	192,109.00	37,358.63	154,750.21	0.16
2020-160	SUPER SCHL-NON INST	10,500.00	698.83	11,198.83	3,015.11	8,183.72	0.00
2020-200	SUPER SCHL-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2020-400	SUPV-REG-SCH-CONTRACTUAL	750.00	0.00	750.00	0.00	0.00	750.00
2020-450	SUPER SCHL SUPP & MATERIA	200.00	0.00	200.00	0.00	0.00	200.00
2110-110	REG SCH TCH K-3	661,310.00	0.00	661,310.00	62,077.13	580,011.77	19,221.10
2110-120	REG SCH-TCH 4-6	511,326.00	0.00	511,326.00	37,818.38	390,658.95	82,848.67
2110-130	REG SCH-TCH 7-12	863,699.00	-3,685.11	860,013.89	75,654.99	756,700.31	27,658.59
2110-140	REG SCH-SUBS	79,500.00	0.00	79,500.00	2,146.46	0.00	77,353.54
2110-150	REG SCHOOL INSTRUCTIONAL	22,500.00	0.00	22,500.00	586.50	0.00	21,913.50
2110-160	REG SCH-NON INST	180,258.00	-19,745.89	160,512.11	14,612.18	143,880.07	2,019.86
2110-170	ESSR	0.00	0.00	0.00	0.00	0.00	0.00
2110-171	GEEER	0.00	0.00	0.00	0.00	0.00	0.00
2110-200	REG SCHEQUIP	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
2110-400	REG SCH-CONT EXP	178,081.00	37,741.89	215,822.89	32,453.99	57,300.59	126,068.31
2110-450	REG SCH SUPP & MATERIALS	43,177.00	14,793.82	57,970.82	12,388.77	44,511.08	1,070.97
2110-471	TUITION OTHER SCHOOLS	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
2110-480	REG SCH-TEXTBOOKS	20,000.00	-14,793.82	5,206.18	1,265.58	1,302.64	2,637.96
2250-150	REG SCH-SER BOGES	463,488.00	0.00	463,488.00	0.00	0.00	463,488.00
2250-160	HC CHILD-INST SAL	323,862.00	3,685.11	327,547.11	34,824.32	292,722.79	0.00
2250-170	HC CHILD-NON INST	122,710.00	-33,250.59	89,459.41	3,694.48	36,375.57	49,389.36
2250-200	ESSR	0.00	0.00	0.00	0.00	0.00	0.00
2250-400	HC CHILD-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2250-450	HC CHILD-CONT EXP	99,250.00	-1,550.00	97,700.00	1,691.77	76,938.80	19,069.43
2250-471	HC CHLD SUPP & MATERIALS	2,450.00	1,550.00	4,000.00	647.31	2,110.23	1,242.46
2250-480	TUITION OTHER SCHOOLS SPE	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00
2250-490	HC CHLD-TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
2250-490	HC CHLD-SER BOGES	495,598.00	0.00	495,598.00	0.00	0.00	495,598.00
2280-150	OCC ED 10-12 INSTR SAL -X	130,600.00	170.31	130,770.31	11,509.52	119,260.29	0.50
2280-200	OCC ED 10-12 EQUIP X-X	0.00	0.00	0.00	0.00	0.00	0.00
2280-400	OCC ED 10-12 CONTR EXP -X	3,250.00	3,750.00	7,000.00	1,269.20	5,639.80	91.00
2280-450	OCC ED 10-12 SUPP & MATER	4,500.00	-116.00	4,384.00	849.76	3,178.02	356.22
2280-460	OCC ED 10-12 LOAN PROG-X-	0.00	0.00	0.00	0.00	0.00	0.00

Prattsburgh CSD

Budget Status Report As Of: 09/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2280-480	OCC ED 10-12 TEXTBOOKS-X	500.00	0.00	500.00	0.00	0.00	500.00
2280-490	OCC ED 10-12 SERV BOCES	247,627.00	-3,804.31	243,822.69	0.00	0.00	243,822.69
2610-150	LIB INSTRUCT SALARY	72,113.00	-34.49	72,078.51	6,864.62	65,213.89	0.00
2610-160	LIB NON-INSTRUCT-SAL-X-S	0.00	0.00	0.00	0.00	0.00	0.00
2610-200	LIB AUDIO-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2610-400	LIB AUDIO-CONT EXP	0.00	0.00	0.00	0.00	0.00	0.00
2610-450	LIB AUDIO-SUPP & MATERIAL	3,600.00	34.49	3,634.49	1,866.95	1,100.98	666.56
2610-460	LIB AUDIO-LOAN PROG	0.00	0.00	0.00	0.00	0.00	0.00
2610-490	LIB AUDIO-SER BOCES	16,545.00	0.00	16,545.00	0.00	0.00	16,545.00
2630-220	COMP INST-COMP HDWR	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
2630-460	COMP INST-LOAN PROG	7,500.00	0.00	7,500.00	0.00	6,975.00	525.00
2810-150	GUID R SCH-INST SAL	94,266.00	1,667.70	95,933.70	16,723.22	79,210.48	0.00
2810-160	GUID R SCH-NON INST	8,408.00	415.32	8,823.32	2,375.52	6,447.80	0.00
2810-200	GUID R SCH-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2810-400	GUID R SCH-CONT EXP	1,280.00	0.00	1,280.00	0.00	1,280.00	0.00
2810-450	GUID R SCH-SUPP & MATERIA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2810-490	GUID R SCH-SER BOCES -	0.00	0.00	0.00	0.00	0.00	0.00
2815-160	HLTH R SCH NON INSTRUCT S	39,500.00	12,004.00	51,504.00	4,120.32	47,383.68	0.00
2815-400	HLTH R SCH-CONT EXP	5,600.00	0.00	5,600.00	896.22	2,374.22	2,330.56
2815-450	HLTH R SCH-SUPP & MATERIA	3,000.00	0.00	3,000.00	0.00	1,500.00	1,500.00
2820-150	PSYCH-SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2820-400	PSYCH SERVICES CONTRACTUA	0.00	0.00	0.00	0.00	0.00	0.00
2820-450	PSYCH SERVICES SUPP & MAT	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2820-490	PSYCH-SER BOCES	96,522.00	0.00	96,522.00	0.00	0.00	96,522.00
2855-150	INT ATH-INST SAL	89,500.00	0.00	89,500.00	0.00	25,311.00	64,189.00
2855-160	INTERSCHOL ATHL-NON INSTR	10,500.00	0.00	10,500.00	408.25	1,734.00	8,357.75
2855-200	INT ATH-EQUIP	5,000.00	0.00	5,000.00	0.00	4,320.00	680.00
2855-400	INT ATH-CONT EXP	50,301.00	0.00	50,301.00	1,000.00	21,249.00	28,052.00
2855-450	INT ATH-SUPP & MATERIALS	9,500.00	0.00	9,500.00	4,168.61	137.75	5,193.64
5510-150	INSTR SALARY TRANSP	0.00	0.00	0.00	0.00	0.00	0.00
5510-160	NON INSTRUCTIONAL SALARY	32,127.00	0.00	32,127.00	7,128.10	19,347.71	5,651.19
5510-200	TRANSP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
5510-400	TRANSP-CONTR-EXP	9,300.00	0.00	9,300.00	2,325.00	6,975.00	0.00
5510-450	TRANSP-D-SUPP & MATERIALS	100,000.00	0.00	100,000.00	4,163.70	95,836.30	0.00
5510-490	TRANSP BOCES SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5540-400	CNTR TRANS-CONT EXP	900,000.00	0.00	900,000.00	57,778.73	742,221.27	100,000.00
8070-160	GENS-NON INST	0.00	0.00	0.00	0.00	0.00	0.00
9010-800	ST RET-EMP BENEFI	79,500.00	0.00	79,500.00	0.00	78,500.00	1,000.00

Prattsburgh CSD

Budget Status Report As Of: 09/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
9020-800	TCH RET-EMP BENEFI	348,506.00	0.00	348,506.00	0.00	0.00	348,506.00
9030-800	SS-EMP BENEFI	316,564.00	-7,028.78	309,535.22	38,322.52	263,770.02	7,442.68
9040-800	WORK COMP-EMP BENEFI -	20,864.00	0.00	20,864.00	5,215.81	15,647.40	0.79
9045-800	LIFE INS-EMP BENEFI	7,200.00	0.00	7,200.00	1,480.70	5,719.30	0.00
9050-800	UNEMPLOYMENT INSURANCE	3,500.00	7,028.78	10,528.78	7,028.78	3,500.00	0.00
9060-800	HLTH INS-EMP BENEFI	715,763.00	0.00	715,763.00	72,277.30	144,677.56	498,808.14
9060-801	Health Insurance ADMIN	67,475.00	0.00	67,475.00	16,569.58	50,905.42	0.00
9060-802	Health Insurance PROGRAM	846,950.00	0.00	846,950.00	175,994.20	540,290.60	130,665.20
9060-803	Health Insurance CAPITAL	31,661.00	0.00	31,661.00	7,793.93	23,866.87	0.20
9711-600	SB SCH CON-PRIN INDEBT	956,299.00	0.00	956,299.00	0.00	0.00	956,299.00
9711-700	SB SCH CON-INT INDEBT	447,097.00	0.00	447,097.00	0.00	0.00	447,097.00
9731-600	BAN Principal	0.00	0.00	0.00	0.00	0.00	0.00
9731-700	INTEREST ON BANS	0.00	0.00	0.00	0.00	0.00	0.00
9740-700	CN PUB LIB-INT INDEBT	0.00	0.00	0.00	0.00	0.00	0.00
9770-700	RV ANT-INT INDEBT	0.00	0.00	0.00	0.00	0.00	0.00
9901-900	Transfer to Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
9901-930	TRANS OT-INTERFUND	0.00	0.00	0.00	0.00	0.00	0.00
9901-950	Tr. to Spec. Aid Fund	0.00	0.00	0.00	0.00	0.00	0.00
9950-900	Tr. to Spec. Aid Fund	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
Total GENERAL FUND		11,426,850.00	0.00	11,426,850.00	1,066,129.38	5,520,879.82	4,839,840.80

Prattsburgh CSD

Budget Status Report As Of: 09/30/2023

Fiscal Year: 2024

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2860-160	LUNCH-NON INST	90,000.00	0.00	90,000.00	9,965.44	79,405.47	639.09
2860-200	LUNCH-EQUIP	217,041.00	0.00	217,041.00	0.00	0.00	217,041.00
2860-400	LUNCH-CONT EXP	10,000.00	0.00	10,000.00	165.00	3,765.00	6,070.00
2860-411	SCH LUNCH-FOOD PURCHASED	134,656.00	0.00	134,656.00	5,113.59	123,280.81	6,261.60
2860-412	Gov't Surplus Food	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
2860-450	SCH LUNCH SUPPLIES & MATE	6,914.00	0.00	6,914.00	3,347.37	3,144.04	422.59
2860-490	BOCES SERVICES	55,500.00	0.00	55,500.00	0.00	0.00	55,500.00
2860-800	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
9010-800	ST RET-EMP BENEFI	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
9030-800	SS-EMP BENEFI	6,120.00	704.75	6,824.75	750.22	6,074.53	0.00
9040-800	WORK COMP-EMP BENEFI -	2,500.00	-704.75	1,795.25	0.00	0.00	1,795.25
9045-800	LIFE INS-EMP BENEFI	0.00	0.00	0.00	0.00	0.00	0.00
9060-800	HEALTH INS EMP BENEFITS	19,100.00	0.00	19,100.00	0.00	0.00	19,100.00
9901-900	trans to GF utilities	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
Total SCHOOL LUNCH FUND		590,331.00	0.00	590,331.00	19,331.62	215,669.85	355,329.53

Project-to-Date Budget Status Report As Of: 09/30/2023

Fund: F SPECIAL AID FUND

Fiscal Year: 2024

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
611224 IDEA 611 2023-2024	For Period 07/01/2023-09/30/2023						
61124X-2250-150	Instructional salary	108,171.00	0.00	108,171.00	10,302.14	97,868.47	0.39
Subtotal 61124		108,171.00	0.00	108,171.00	10,302.14	97,868.47	0.39
619224 IDEA 619 2023-2024	For Period 07/01/2023-09/30/2023						
61924X-2250-160	noninstructional salaries	4,902.00	0.00	4,902.00	0.00	0.00	4,902.00
Subtotal 61924		4,902.00	0.00	4,902.00	0.00	0.00	4,902.00
T1A24 Title 1 A 2023-2024	For Period 07/01/2023-09/30/2023						
T1A24X-2110-150	instructional salary	220,754.00	0.00	220,754.00	20,607.68	200,144.92	1.40
T1A24X-2110-160	noninstructional salaries	42,447.00	0.00	42,447.00	3,651.11	38,795.89	0.00
Subtotal T1A24		263,201.00	0.00	263,201.00	24,258.79	238,940.81	1.40
T2A24 Title 2 A 2023-2024	For Period 07/01/2023-09/30/2023						
T2A24X-2110-150	instructional salary	24,612.00	0.00	24,612.00	2,321.22	22,290.78	0.00
Subtotal T2A24		24,612.00	0.00	24,612.00	2,321.22	22,290.78	0.00
T4A24 Title 4 A 2023-2024	For Period 07/01/2023-09/30/2023						
T4A24X-2110-200	Equipment	12,582.00	0.00	12,582.00	0.00	0.00	12,582.00
Subtotal T4A24		12,582.00	0.00	12,582.00	0.00	0.00	12,582.00
UPK24 UPK 2023-2024	For Period 07/01/2023-09/30/2023						
UPK24X-2110-150	instructional salary	104,296.00	0.00	104,296.00	9,637.60	94,658.40	0.00
Subtotal UPK24		104,296.00	0.00	104,296.00	9,637.60	94,658.40	0.00
Total SPECIAL AID FUND		517,764.00	0.00	517,764.00	46,519.75	453,758.46	17,485.79

Selection Criteria

Prattsburgh CSD
Budget Status Report As Of: 09/30/2023
Fiscal Year: 2024

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
NEWBIE-1620-945	ARCHITECT SERVICES	10,844.37	0.00	10,844.37	1,186.58	0.00	9,657.79
NEWBIE-1620-993	GENERAL CONSTRUCTION	394,566.00	0.00	394,566.00	213,800.63	105,233.57	75,531.80
NEWBIE-1620-994	HVAC ALTERATIONS	77,152.00	0.00	77,152.00	26,457.50	44,512.20	6,182.30
NEWBIE-1620-995	PLUMBING	41,782.00	0.00	41,782.00	12,872.50	3,527.50	25,382.00
NEWBIE-1620-996	ELECTRIC ALTERATIONS	275,190.00	0.00	275,190.00	35,787.28	43,937.60	195,465.12
NEWBIE-2110-400	Architect Services	30,382.00	0.00	30,382.00	27,305.85	0.00	3,076.15
OUTLAY-2110-245	RESERVE ALTERATIONS	0.00	0.00	0.00	0.00	0.00	0.00
OUTLAY-2110-400	ARCHITECT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
OUTLIE-2110-245	RESERVE ALTERATIONS	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
OUTLIE-2110-400	ARCHITECT SERVICES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
Total CAPITAL FUND		929,916.37	0.00	929,916.37	317,410.34	197,210.87	415,295.16

Prattsburgh CSD
Budgetary Transfer Report
Fiscal Year: 2024

Through
9/30/2023

Current Appropriation - Effective From: 07/01/2023 To: 09/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
07/05/2023	000015	Move money for supplies and materials	A2110-480 R	REG SCH-TEXTBOOKS	-14,793.82	
			A2110-450 R	REG SCH SUPP & MATERIALS		14,793.82
07/05/2023	000016	Move money for contractual expenses	A2110-160 R	REG SCH-NON INST	-37,741.89	
			A2110-400 R	REG SCH-CONT EXP		37,741.89
07/05/2023	000017	Move money for occupational ed contractual expenses	A2280-150 R	OCC ED 10-12 INSTR SAL -X	-3,750.00	
			A2280-400 R	OCC ED 10-12 CONTR EXP -X		3,750.00
07/05/2023	000018	Move money for library supplies and materials	A2610-150 R	LIB INSTRUCT SALARY	-1,616.98	
			A2610-450 R	LIB AUDIO-SUPP & MATERIAL		1,616.98
07/06/2023	000440	Move money to pay for septic pumping	A1621-400 R	MAINT PLNT-CONT EXP	-2,700.00	
			A1620-400 R	OP PLNT-CONT EXP		2,700.00
07/06/2023	000441	Move money to correct last transfer	A1621-200 R	MAINT PLNT-EQUIP	-400.00	
			A1621-400 R	MAINT PLNT-CONT EXP		400.00
08/03/2023	000635	Move money for special education supplies	A2250-400 R	HC CHILD-CONT EXP	-1,550.00	
			A2250-450 R	HC CHILD SUPP & MATERIALS		1,550.00
08/14/2023	000851	Move money for librarian salary	A2610-450 R	LIB AUDIO-SUPP & MATERIAL	-1,582.49	
			A2610-150 R	LIB INSTRUCT SALARY		1,582.49
08/23/2023	000963	Move money to account for new Nurse contract	A2110-160 R	REG SCH-NON INST	-12,004.00	
			A2815-160 R	HLTH R SCH NON INSTRUCT S		12,004.00
08/23/2023	000964	Move money to account for gradutae credits in Occ ed	A2280-490 R	OCC ED 10-12 SERV BOCES	-3,804.31	
			A2280-150 R	OCC ED 10-12 INSTR SAL -X		3,804.31
08/28/2023	000994	Move money to account for additonal UPK classroom	A2250-160 R	HC CHILD-NON INST	-30,000.00	
			A2110-160 R	REG SCH-NON INST		30,000.00
08/31/2023	001014	Move money for credit hours	A2280-450 R	OCC ED 10-12 SUPP & MATER	-116.00	
			A2280-150 R	OCC ED 10-12 INSTR SAL -X		116.00
09/05/2023	001045	Move money to account for graduate credits and masters degree earned.	A2110-130 R	REG SCH-TCH 7-12	-3,685.11	
			A2250-150 R	HC CHILD-INST SAL		3,685.11
09/06/2023	001062	Move money to complete cleaning crew	A1620-200 R	OP PLNT-EQUIP	-4,186.05	
			A1620-160 R	OP PLNT-NON INST		4,186.05
09/12/2023	001099	Move money for increased unemployment expenses	A9030-800 R	SS-EMP BENEFI	-7,028.78	
			A9050-800 R	UNEMPLOYMENT INSURANCE		7,028.78
09/29/2023	001233	Move money to cover septic complete cleanout	A1620-160 R	OP PLNT-NON INST	-2,000.00	
			A1620-400 R	OP PLNT-CONT EXP		2,000.00
09/30/2023	001399	Move money to correct salary codes	A2250-160 R	HC CHILD-NON INST	-3,250.59	
			A1240-160 R	CS ADM-NON INST		291.40
			A1310-160 R	BSN ADM-NON INST		177.34
			A2020-160 R	SUPER SCHL-NON INST		698.83
			A2810-150 R	GUID R SCH-INST SAL		1,667.70
			A2810-160 R	GUID R SCH-NON INST		415.32

Prattsburgh CSD

Budgetary Transfer Report
Fiscal Year: 2024

Current Appropriation - Effective From: 07/01/2023 To: 09/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Total for Fund A - GENERAL FUND					-130,210.02	130,210.02
Fund: C - SCHOOL LUNCH FUND						
09/30/2023	001400	Move moneyto cover social security expense				
		C9040-800 R		WORK COMP-EMP BENEFI -	-704.75	
		C9030-800 R		SS-EMP BENEFI		704.75
Total for Fund C - SCHOOL LUNCH FUND					-704.75	704.75

Prattsburgh CSD

June
2023

Budgetary Transfer Report
Fiscal Year: 2023

Current Appropriation - Effective From: 06/01/2023 To: 06/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
06/02/2023	002360	Move money to pay final BOCES bill				
			A1910-400 R	UN INS-CONT EXP	-1,179.00	
			A2110-480 R	REG SCH-TEXTBOOKS	-14,436.74	
			A2820-490 R	PSYCH-SER BOCES	-49,261.00	
			A9060-800 R	HLTH INS-EMP BENEFI	-22,901.68	
			A9060-800 R	HLTH INS-EMP BENEFI	-22,784.27	
			A9060-800 R	HLTH INS-EMP BENEFI	-57,503.17	
			A1310-490 R	BSN ADM-SER BOCES		57,503.17
			A1981-490 R	ADM-BOCES-SER BOCES		1,179.00
			A2110-490 R	REG SCH-SER BOCES		37,221.01
			A2250-490 R	HC CHILD-SER BOCES		72,162.68
06/12/2023	002407	Move money for outside contractual and inside supplies				
			A1620-400 R	OP PLNT-CONT EXP	-2,465.96	
			A1620-450 R	OP PLNT SUPP & MATERIALS		1,472.98
			A1621-400 R	MAINT PLNT-CONT EXP		992.98
06/12/2023	002408	Move money for legal fees				
			A1330-160 R	TAX COL-NON INST	-1,394.35	
			A1420-400 R	LEGL-CONT EXP ADMIN		1,394.35
06/12/2023	002409	Move money for special education contractual				
			A2250-450 R	HC CHILD SUPP & MATERIALS	-1,416.00	
			A9030-800 R	SS-EMP BENEFI	-6,462.33	
			A2250-400 R	HC CHILD-CONT EXP		7,878.33
06/26/2023	002645	Move money to account for increased interest payment				
			A9060-802 R	Health Insurance PROGRAM	-28,337.00	
			A9731-700 R	INTEREST ON BANS		28,337.00
06/27/2023	002678	Move money for special education contractual expenses				
			A2250-150 R	HC CHILD-INST SAL	-64.71	
			A2250-160 R	HC CHILD-NON INST	-1,482.94	
			A2250-400 R	HC CHILD-CONT EXP		1,547.65
06/28/2023	002687	Move money into operation of plant supplies and materials				
			A1620-400 R	OP PLNT-CONT EXP	-329.55	
			A1620-450 R	OP PLNT SUPP & MATERIALS		329.55
06/28/2023	002689	Move money to close out transportation expenses				
			A1620-160 R	OP PLNT-NON INST	-25,954.35	
			A5540-400 R	CNTR TRANS-CONT EXP		25,954.35
06/30/2023	002742	Move money to pay last Juventas bill				
			A2815-400 R	HLTH R SCH-CONT EXP	-4,153.10	
			A2250-400 R	HC CHILD-CONT EXP		4,153.10
06/30/2023	002743	Move money to pay for mulch				
			A1620-160 R	OP PLNT-NON INST	-3.84	
			A1621-450 R	MAINT PLNT SUPP & MATERIA		3.84
06/30/2023	002779	Move money for last water bill				
			A1620-400 R	OP PLNT-CONT EXP	-1,425.77	
			A1620-450 R	OP PLNT SUPP & MATERIALS		1,425.77
06/30/2023	002829	Move money for Arcina Group				
			A1330-450 R	TAX COLL SUPP & MATERIALS	-337.90	
			A1420-400 R	LEGL-CONT EXP ADMIN		337.90
06/30/2023	002849	Move money to cover tax collector salary				
			A1330-450 R	TAX COLL SUPP & MATERIALS	-329.10	
			A1330-160 R	TAX COL-NON INST		329.10
06/30/2023	002850	Move money to cover subs				
			A2110-110 R	REG SCH TCH K-3	-11,346.69	
			A2110-140 R	REG SCH-SUBS		9,987.48
			A2110-150 R	REG SCHOOL INSTRUCTIONAL		1,359.21
06/30/2023	002851	Move money to cover unclassified expenses				

Prattsburgh CSD

Budgetary Transfer Report
Fiscal Year: 2023

Current Appropriation - Effective From: 06/01/2023 To: 06/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A1910-400 R	UN INS-CONT EXP	-2,333.00	
			A1989-400 R	unclassified		2,333.00
06/30/2023	002852	Move money to cover unexpected special education tuition				
			A1910-400 R	UN INS-CONT EXP	-4,637.00	
			A2110-471 R	TUITION OTHER SCHOOLS	-16,514.54	
			A9060-800 R	HLTH INS-EMP BENEFI	-65,000.00	
			A2250-471 R	TUITION OTHER SCHOOLS SPE		86,151.54
06/30/2023	002853	Move money to cover athletic contractual expenses				
			A1910-400 R	UN INS-CONT EXP	-6,088.86	
			A2020-160 R	SUPER SCHL-NON INST	-38,338.98	
			A2855-400 R	INT ATH-CONT EXP		44,427.84
06/30/2023	002854	Move money to correct health insurance account				
			A9060-802 R	Health Insurance PROGRAM	-1,468.07	
			A9060-801 R	Health Insurance ADMIN		1,468.07
			Total for Fund A - GENERAL FUND		-387,949.90	387,949.90
Fund: C - SCHOOL LUNCH FUND						
06/02/2023	002362	Move money to cover BOCES and payroll in C fund				
			C2860-412 R	Gov't Surplus Food	-2,145.00	
			C2860-160 R	LUNCH-NON INST		100.00
			C2860-490 R	BOCES SERVICES		2,045.00
06/12/2023	002411	Move money for cafeteria expenses				
			C2860-412 R	Gov't Surplus Food	-18,150.67	
			C2860-450 R	SCH LUNCH SUPPLIES & MATE	-3,190.00	
			C9901-900 R	trans to GF utilities	-3,553.68	
			C2860-160 R	LUNCH-NON INST		5,000.00
			C2860-400 R	LUNCH-CONT EXP		9,556.16
			C2860-411 R	SCH LUNCH-FOOD PURCHASED		7,200.00
			C9030-800 R	SS-EMP BENEFI		108.99
			C9060-800 R	HEALTH INS EMP BENEFITS		3,029.20
06/26/2023	002646	Move money for food purchase and social security				
			C2860-200 R	LUNCH-EQUIP	-2,390.57	
			C2860-411 R	SCH LUNCH-FOOD PURCHASED		2,172.72
			C9030-800 R	SS-EMP BENEFI		217.85
06/30/2023	002817	Move money for purchased food				
			C2860-200 R	LUNCH-EQUIP	-982.05	
			C2860-411 R	SCH LUNCH-FOOD PURCHASED		982.05
			Total for Fund C - SCHOOL LUNCH FUND		-30,411.97	30,411.97
Fund: H - CAPITAL FUND						
06/12/2023	002410	Move money for capital contractual				
			HNEWBIG-1620-993 R	GENERAL CONSTRUCTION	-445.60	
			HNEWBIG-2110-400 R	Reserve Alterations		445.60
06/27/2023	002679	Move money in capital outlay budget				
			HOUTLAY-2110-400 R	ARCHITECT SERVICES	-1,530.05	
			HOUTLAY-2110-245 R	RESERVE ALTERATIONS		1,530.05
			Total for Fund H - CAPITAL FUND		-1,975.65	1,975.65

Prattsburgh CSD

Budgetary Transfer Report Fiscal Year: 2023

Current Appropriation - Effective From: 06/01/2023 To: 06/30/2023

Total Current Appropriation	420,337.52
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Selection Criteria

Type: Current Appropriation
Date From: 06/01/2023
Date To: 06/30/2023
Date Used: Effective in Budget
Printed by KORY G. BAY

Extra Classroom Activity Fund Report 2023-2024

TREASURER'S REPORT September 30, 2023

Bank Statement		3,932.23
Outstanding Checks		
	1377 Prattsburgh Rotary	50.00
	1378 ACES Auxillary Campus Ent	231.00
		281.00
Balance		<u><u>3,651.23</u></u>
Beginning Ledger Balance		70,135.35
Receipts (Debits)		1,335.03
Disbursements (Credits)		694.79
Interest		282.14
Balance		<u><u>71,057.73</u></u>
Savings Account Available Funds		1,471.93
Savings Account Investments		65,934.57
Actual Balance		3,651.23
	Difference	-

Prattsburgh CSD

OTHER FUND Trial Balance for Fiscal Year 2024

Cycle 03

Post Dates From 07/01/2023 To 09/30/2023

Summary - All Services

G/L Account	Description	Debits	Credits
Assets			
200.02	Cash	3,651.23	
201.03	Cash in Time Deposits	1,471.93	
450.01	Investments in Securities	65,934.57	
Liabilities and Fund Balance			
816.00	Class of 2023		2,226.44
817.00	Class of 2024		4,509.34
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		1,573.00
850.00	FFA		16,524.94
851.00	Varsity Club		3,843.56
852.00	Music Club		10,152.58
855.00	Drama Club		5,764.64
856.00	Student Council		13,759.59
880.00	Sales tax		336.19
Grand Totals		71,057.73	71,057.73

October

Principal Report for October



Lil' Viking Rally



Viking Values Assembly

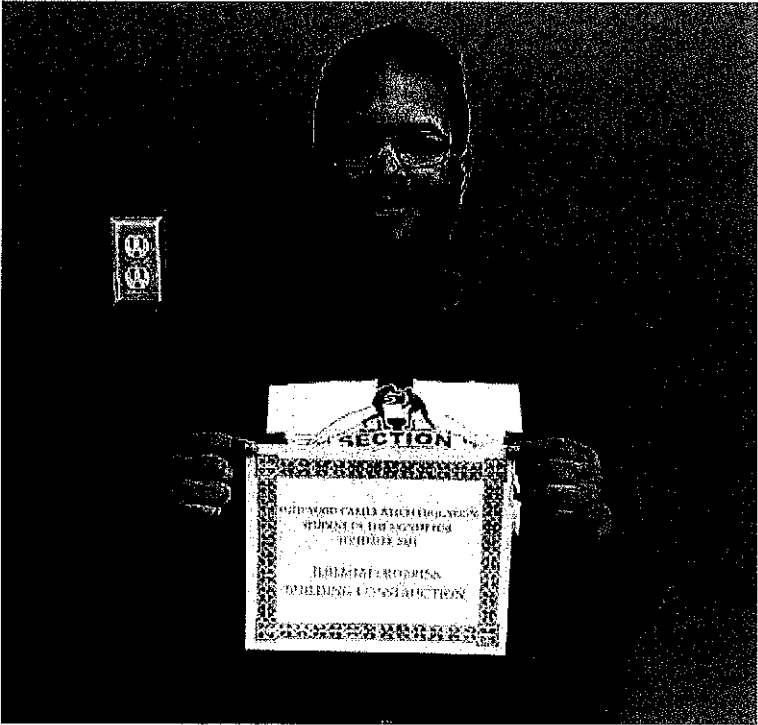


Getting ready to present at the BOCES event at Haverling School

6th Grade goes to Keuka State Park for Conservation Day



September 2023 Wildwood Career & Technical Education Student of the Month.



Jeremiah Robbins-Building Construction



CHOPPED (Cooking class)



Mixing in a little Ag, Science, Community Service and Math!!!



Fire Prevention with Mr. McConnell

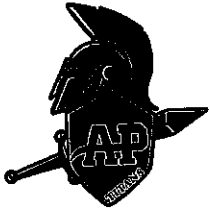
- **Fall Treats for Staff-Grapes, Apples and Pumpkins oh my!**

In the future:

- ❖ **Gunlocke Trip**
- ❖ **Pumpkin Carving**
- ❖ **MFB**
- ❖ **Conference Day**
- ❖ **Senior Play-Oct 30th**
- ❖ **5th Grade Class Trip**

SHOUT OUT!

- **Tammy Robbins-learning the sub sheet!**
- **Cassie Kennard-incorporating the little world back with the big world!**
- **Kelley Louthan-Quickly learning and digging in!**
- **Kelly Pinckney-Being a team player!**



Avoca-Prattsburgh Titans



Brianna Sick, Director of Athletics & Special Programs

BOE Report - October 2023

- Fall sports are still going
 - Varsity soccer teams in the county tournament - Girls Varsity won!
 - Modified continues games through 10/21
 - Olivia Kilmer scored her 50th career goal!
- As of 10/13:

Sport	League	Overall (Sectional Standing)
Boys Varsity Soccer	2-6	2-12-1 (ranked #12)
Girls Varsity Soccer	6-1	12-4 (ranked #4)
Varsity Volleyball	6-2	10-3 (ranked #1)
Girls Tennis	Genevieve Dabby - #2 in Sectionals, moved on to State Qualifier (10/13) Team Sectionals (ranked #2): Lost in Finals to Wellsville	
Cross Country	Section V Championships @ Letchworth State Park 11/4	

- Winter Sports Sign-Ups
 - A preliminary form was sent out to all students; Family ID opening the week of 10/16
 - Meet the Coach Night will be on 11/1 in Prattsburgh





Prattsburgh Central School District

CSE/Curriculum Report - Prepared for October 17, 2023



COMMITTEE on SPECIAL EDUCATION

- CSE Meetings (September 15th – October 12th)
 - (14) meetings were held.
 - (12) IEP and (2) 504s have been held and finalized.
 - (8) Amendments – No Meetings
 - (1) Accepted IEP of student transferring into PCS
 - (1) Accepted 504 of student transferring into PCS
- CPSEs
 - (13) families involved in a CPSE process.
 - (6) Students referred for a more intense speech eval. Packets have been sent to families.
 - (3) EI families with referral packet to complete for CPSE evaluation.
 - (2) families to start the process of transitioning from Early Intervention (EI) to CPSE
 - (2) families with students in PCS PreK who have been referred for an eval. (1) completed packet with eval schedule. Waiting on (1) to be completed
- Working with GST BOCES and a family on an ASD placement for their student. One additional GST BOCES staff member is needed before the transition can occur.
- Meetings, observations, research, mentoring, revised plans to assist in developing a strong, self-contained, elementary, special education class in district.
- CSE Team meetings:
 - Review of Procedures – October 4th (2:50 – 3:10pm)
 - Resource Room Expectations
 - Musical Lessons for students with integrated co-teaching/resource room
 - Parent Contact prior to upcoming meetings
 - IEP Goal Monitoring – Scheduled 3 trainings over the next 5 months with Val Cole from GST BOCES. The first one is scheduled for November 1st (3:10 – 4:40pm) – Team meeting to set the foundation for our work.
- Assist in managing alternative education programming concerns and parent communication.
- New CSE clerk
 - Established a binder of procedures – continue to add sections as new situation surface.
- Working with the GST BOCES Transportation Specialist
- Communication with Steuben & Yates County on necessary paperwork for CPSE students & services.
- Meetings with two families to coordinate outside services with their family as additional support is needed.
- Provided testing accommodations for math tests.
- Phone calls and emails with parents about new staff, placements, and transportation.

CURRICULUM

- Sunday, October 1st - Attended 'Right to Read' movie and review with Mr. Louthan and two teachers at the Smith Opera House in Geneva.
- Scholastic Literacy ELA program update:
 - Regular contact with sales rep to obtain missing or additional necessary materials.
 - October 3rd PD webinar after school with the literacy specialist to do a 'Deep Dive' into the digital component of the program.
 - Set up biweekly meetings to address staff concerns.
 - Future Meetings/Webinars to be scheduled soon.
- Setting up meetings with teachers to review NYS 3-8 Released Questions and analyze possible answers to better direct instruction.
- Worked with Anne Almekinder on setting up a day with NASA Scientist/Mathematician Ryan Vogt to visit in November.
- Confirmed/Finalized Explicit Instruction: An Evidence-Based Practice for Effective Long-Term Learning for the Conference Day, October 20th.
- Preparing for meeting with K-6 ELA teachers to discuss tracking new program as aligned with the previously developed scope and sequence.
- Continue to work with IT and company representatives to resolve various data/technological issues in connection with the following programs:
 - Scholastic (ELA Series)
 - Big Ideas (Math Series)
 - iReady (ELA & Math diagnostic)

DATA

- Worked with main office staff on registration/reenrollment, continue to update scheduling, reporting, student information updates, state course code updates.
- eSD trainings with to new staff
- Worked with principal and superintendent on finalizing evaluation data for state.
- Attended Frontline BEDS Day webinar.
- Scheduled to attend the eSD conference at Erie 1 BOCES Monday, October 16th.
- Repeatedly trying to connect with State rep to update STAC information.

Superintendent/Business Administrator Report October 2023

Capital Projects

We opened the bids for the capital outlay project and the main work came in under bid. The work to be completed is to demo and rebuild room 302. The tiered floor is being removed, and the space will become much more flexible for multiple uses. The technology in there is very high quality, so it is good work to get completed now. The alternates did NOT come in under bid. The alternates are the plumbing in the girl's locker room and the offices in the basement. We are working on solutions to figure out how we can get that work done...more to follow.

Phase 2 – Final walk-through and final punch list were completed this week. I have been promised by all contractors that we will be 100% complete by the end of October. Final cost reports are due to NYSED in December in order for our state aid to flow as anticipated. We have started working on those reports already, so we are in good shape.

Art Room – This new space is completely done, and Brooke is almost moved in. She and the kids love the new room, and they are utilizing all spaces except for the kiln room. We are working on ordering some final pieces that we need to fire up the kiln.

Phase 3 (Ag Center) – These are still in the review phase at NYSED. 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

As you can see on the agenda, our auditors plan to be on site for the meeting.

Celebrating Success

We are all guilty of going full speed ahead since we are all very busy with our daily jobs. It's important to reflect on the successes that are happening all around us here at school, so I will highlight a few. Our administrative team is really coming together and doing great work. Erin and Kelley (along with Aimee) have formed an effective team and I'm proud of where they have us headed. Penny has really solidified our CSE process and is making great progress in many areas as our curriculum person. Our office staff is top notch as usual. Roxy, Cassie, Tammy, and Amy are the secrets to running PCS! Joe and his team have really gotten the school sparkling after a couple of years of struggling. Most importantly, our teachers and aides are doing awesome stuff with kids. I'm impressed every day I walk through the school and visit classrooms. Finally, I'm always reminded that we have outstanding kids at PCS. We are all very lucky to work here at PCS!

BOARD MEMORANDUM

#3923-24

To: PCS Board of Education

From: K. Bay, Superintendent

Re: Athletic Cost Methodology

As part of our approved athletic merger with Avoca, we are required to approve a cost methodology annually. This will give us an opportunity to review how costs are shared each year. Below is the proposed cost methodology for 2023-2024:

1. Salaries and benefits of instructional staff (athletic director, coaches) will be split equally.
2. Salary and benefits of non-instructional staff (supervisors, score keepers, etc.) will be split equally.
3. Athletic supplies and materials will be split equally.
4. Each district will be responsible for their own transportation costs.
5. Each district will be responsible for their own capital improvements costs.

There is a discussion item and recommendation on the agenda.



AVOCA

17 Oliver St. #29 ♦ PO Box G ♦ Avoca, NY 14809



Central School District



Stephen Saxton, Superintendent
Scott Carroll, Middle/High School Principal
Deanna Wilkinson, Elementary Principal
Phone: 607-566-3000
Fax: 607-566-2398

Board of Education Memorandum

To: Avoca Central School Board of Education
From: Stephen Saxton, Superintendent
Date: October 4, 2023
Re: Athletic Cost Methodology

As part of our approved athletic merger with Prattsburgh, we are required to approve a cost methodology annually. This will give us an opportunity to review how costs are shared each year. Below is the proposed cost methodology for 2023-2024:

1. Salaries and benefits of instructional staff (athletic director, coaches) will be split equally.
2. Salary and benefits of non-instructional staff (supervisors, scorekeepers, etc.) will be split equally.
3. Athletic supplies and materials will be split equally.
4. Each district will be responsible for their own transportation costs.
5. Each district will be responsible for their own capital improvements costs.

BOARD MEMORANDUM

#3921-24

To: PCS Board of Education

From: K. Bay, Superintendent

Re: Updated policy needed

We have discussed in the past that we have recently moved some high-needs students back into the building based on availability of outside programs, cost of outside programs, and the value of keeping our students at PCS as much as possible. The transition of having these students here has been a work in progress, but these students have shown tons of growth. They are valued members of the PCS family!

With a program like this, there are times when a timeout is necessary. In addition, some incidents may even lead to a physical restraint being utilized to protect the safety of everyone involved.

Attached are three (3) policies that are going to be required of all districts, but it makes sense to get these approved and communicated to all faculty and staff so that we are doing everything correctly.

POLICY	7353
	1st Reading: October 17, 2023 Adopted: October 17, 2023
	Student Policies

SUBJECT: USE OF PHYSICAL RESTRAINTS IN SCHOOL

The Prattsburgh Board of Education believes that the safety of students is of paramount concern.

Definitions

De-escalation means the use of a behavior management technique that helps a student increase control over their emotions and behavior and results in a reduction of a present or potential level of danger to the student or others.

Multi-tiered system of supports means a proactive and preventative framework that utilizes data to inform instruction and the allocation of services to maximize achievement for all students and support students' social, emotional and behavioral needs from a culturally responsive and strength-based perspective.

Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes.

Prone restraint means physical or mechanical restraint while the student is in the face down position.

Authorized limited use of physical restraint

Positive, proactive, evidence- and research-based strategies through a multi-tiered system of supports shall be used to reduce the occurrence of challenging behaviors, eliminate the need for the use of physical restraint, and improve school climate and the safety of all students.

<h1>POLICY</h1>	7353
	1st Reading: October 17, 2023 Adopted: October 17, 2023
	Student Policies

Physical restraint shall:

- (1) never be used in a manner that restricts the student’s ability to breathe or communicate or harms the student; and
- (2) not be used as a planned intervention on a student’s individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for a student by a school district.

This policy shall be provided to the parent or person in parental relation of students with disabilities in Prattsburgh’s programs.

To ensure the safety of students and staff, the Board hereby adopts the following standards for the use of physical restraints of students:

1. **Physical restraints may only be used in situations in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others. Physical restraints may not be used to prevent property damage except in situations where there is imminent danger of serious physical harm to the student or others and the student has not responded to positive, proactive intervention strategies.**
2. **Parents or persons in parental relation will be informed that physical restraint may be used in situations in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others.**
3. **Physical intervention should never increase (or create more) risk than the behavior it is trying to contain.** As any physical restraint involves some risk of injury to the student or staff, staff must weigh this risk against the risks involved in failing to physically intervene when it may be warranted.

POLICY

7353

1st Reading: October 17, 2023

Adopted: October 17, 2023

Student Policies

4. **Physical restraints must never be used as (1) discipline or punishment, (2) retaliation, (3) a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior, (4) consequences for maladaptive behavior, (5) “demonstrating who is in charge”, or (6) classroom maintenance (such as enforcing compliance with directions or rules or for preventing the student from leaving the classroom). Additionally, restraints must not be used for the convenience of staff, as a substitute for an educational program, as a substitute for less restrictive alternatives, or as a substitute for adequate staffing patterns.**
5. **Physical restraints may be used only when: other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others; there is no known medical contraindication to its use on the student; and school staff using such interventions have been trained in its safe and appropriate application.**
6. **The type of physical restraint used shall be the least restrictive technique necessary and be discontinued as soon as the imminent danger of serious physical harm has resolved. The use of prone restraint is prohibited. The length of the physical restraint will be developmentally appropriate based on the student’s age, grade and functional capability.**
7. **Physical restraints may only be undertaken by staff who have successfully completed a comprehensive crisis management course that covers: (1) crisis definition and theory, (2) the use of evidence-based positive, proactive strategies, crisis intervention and prevention procedures and de-escalation techniques, (3) crisis communication, (4) anger management, (5) evidence-based training in safe and effective developmentally appropriate physical restraint techniques and procedures, (6) the legal, ethical, and policy aspects of their use, (7) decision-making related to physical restraints, (8) debriefing strategies, (9) signs of distress and effect on the student and how to monitor, (10) identification of events and environment factors that may trigger an emergency safety situation, (11) instruction on the Board of Education’s policy on physical restraints, (12) the effects of restraint on ALL students, and (13) the needs and behaviors of the population being served. They must also have demonstrated competency in performing the intervention techniques, which is measured and documented according to relevant professional and/or state regulatory guidelines and the guidelines of the crisis management course.**

POLICY	7353
	1st Reading: October 17, 2023 Adopted: October 17, 2023
	Student Policies

8. **All staff involved in an incident of physical restraint must have successfully completed the comprehensive crisis management training program, been assessed as competent in the use of physical restraints and have successfully completed a skills review within the previous calendar year.** All staff assigned to special education programs and all teacher aides will successfully complete the comprehensive crisis management training program. Staff members who are unable to complete such training during the required time period may be unable to continue their employment with Prattsburgh. This policy will be reviewed with all staff during orientation at the beginning of each school year and immediately with any newly hired staff. Untrained staff may not restrain students.
9. **Only physical restraint skills and decision-making processes that are taught in the comprehensive crisis management course and approved by Prattsburgh may be used. The use of prone restraint is prohibited.** All techniques (including decision-making processes) must be applied according to the guidelines provided in the training and in this policy.
10. **Where possible, staff members must consult with peers and supervisors prior to initiating any physical restraint.**
11. **Two or more staff members should be involved in any physical restraint** to help ensure safety and accountability. A nurse or medically trained person should be in attendance during any physical restraint to observe and monitor the student and staff for physical indicators of distress.
12. **Students may not be permitted to restrain or to assist in the restraint of other students.**
13. **Following any incident involving physical restraint, the special education program must ensure that post-incident medical occurs. The school nurse or other medical personnel shall evaluate the student to determine and document if any injuries were sustained during the incident. Staff will ensure that a follow-up evaluation,** debriefing and support is offered to the student, the staff members, and any other people involved in or witnessing the episode. Staff members will provide the student with an explanation for the intervention and offer the student an opportunity to express his or her views on what transpired.

<h1>POLICY</h1>	7353
	1st Reading: October 17, 2023 Adopted: October 17, 2023
	Student Policies

As soon as practicable, after every incident in which a physical restraint is used on a student, the principal or designee shall:

- (a) meet with the school staff who participated in the use of the physical restraint to discuss:
 - (i) the circumstances leading to the use of timeout and/or physical restraint;
 - (ii) the positive, proactive intervention strategies that were used prior to the use of the physical restraint; and
 - (iii) planning for the prevention and reduction of the future need for physical restraint with the student including, if applicable, whether a referral should be made for special education programs and/or other support services or, for a student with a disability, whether a referral for review of the student's individualized education program and/or behavioral intervention plan is needed; and
- (b) direct a school staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of timeout and/or physical restraint.

14. **Any initial use of physical restraint on a student must be reported to the principal responsible for the program in which such student attends and an individual crisis management plan or emergency intervention plan may be developed and implemented** by the concerned parties, including making informed decision-making with parents and/or guardian. The use of restraints should be discussed with the student and under what circumstances restraint would be used and what kind. The plan should cover the use of positive and less intrusive intervention techniques and specify the circumstances under which physical restraint may or may not be an appropriate response in the future.

15. **All incidents of physical intervention must be recorded on incident report forms** that reflect the stated policy and include (at least) details of the incident, the people involved, the preventive strategies that were employed, actual techniques used, any injuries sustained by the student or staff, and debriefing that was provided for the student. Principals must review all such reports and appropriate action should be taken (for example, counseling for the student and/or staff members, critical incident review, skills update, notification to external authorizes). The principal or assistant principal shall ensure same day notification to a student's parent or person in parental relation of any incident involving the use of a physical restraint.

<h1>POLICY</h1>	7353
	<p>1st Reading: October 17, 2023</p> <p>Adopted: October 17, 2023</p> <p>Student Policies</p>

When the student's parent or person in parental relation cannot be contacted, after reasonable attempts are made, the principal or assistant principal shall record such attempts. For students with disabilities, the principal or assistant principal shall report such attempts to the student's committee on special education. Such notification shall offer the parent the opportunity to meet regarding the incident and provide the parent or person in parental relation to the student a copy of the documentation of the incident within three (3) school days of the use of a physical restraint. The data collection system should be used for a data-driven decision making process that concentrates on adjusting the system to support the student.

16. **If any injuries to a student result from the use of a physical restraint, the details must be reported to the principal responsible for the program in which such student attends and the Superintendent or his/her designee.** A formal review of the incident and the individual crisis management and/or the behavior intervention plan must be conducted.
17. **Staff shall document each incident involving the use of physical restraint on each student, which shall include:**
- (a) the name and date of birth of the student;
 - (b) the setting and location of the incident;
 - (c) the name of the staff who participated in the implementation, monitoring and supervision of the use of physical restraint and and other persons involved;
 - (d) a description of the incident including duration of and the type of physical restraint, used;
 - (e) whether the student has an individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for the student;
 - (f) a list of all positive, proactive intervention strategies utilized prior to the use of physical restraint; and for students with disabilities, whether those strategies were consistent with a student's behavioral intervention plan, if applicable;
 - (g) the details of any injuries sustained by the student or staff during the incident and whether the student was evaluated by the school nurse or other medical personnel;
 - (h) the date and method of notification to the parent or person in parental relation and whether a meeting was held; and
 - (i) the date of the debriefing.

Documentation of the incident shall be reviewed by supervisory personnel and, as necessary, the school nurse or other medical personnel.

POLICY	7353
	1st Reading: October 17, 2023
	Adopted: October 17, 2023
Student Policies	

Documentation of each incident shall be maintained by the school and made available for review by the New York State Education Department upon request. The principal or designee shall regularly review documentation on the use of physical restraint to ensure compliance with Prattsburgh's policy and procedures. When there are multiple incidents within the same classroom or involving the same staff, the principal or designee shall take appropriate steps to address the frequency and pattern of use.

POLICY	7352
	1st Reading: October 17, 2023 Adopted: October 17, 2023 Student Policies

SUBJECT: USE OF TIMEOUT

The Board believes that the safety of students is of paramount importance to the Prattsburgh Central School and the community it serves. Therefore, no Prattsburgh teacher, administrator, officer, employee or agent shall use seclusion against a student.

However, the Board authorizes the use of “timeout” as a resource for the safety of students and staff in accordance with the Regulations of the Commissioner of Education.

Definitions

De-escalation means the use of a behavior management technique that helps a student increase control over their emotions and behavior and results in a reduction of a present or potential level of danger to the student or others.

Multi-tiered system of supports means a proactive and preventative framework that utilizes data to inform instruction and the allocation of services to maximize achievement for all students and support students’ social, emotional and behavioral needs from a culturally responsive and strength-based perspective.

Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes.

Seclusion means the involuntary confinement of a student alone in a room or space where they are physically prevented from leaving or they may perceive that they cannot leave at will. Seclusion does not include the term “timeout” as defined below.

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Timeout means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of deescalating, regaining control, and preparing the student to meet expectations to return to their education program. The term "timeout" shall not include:

- (1) a student-initiated or student-requested break;
- (2) use of a room or space containing tools or activities to assist a student to calm, or the use of such intervention strategies consistent with a student with a disability's behavioral intervention plan; or
- (3) a teacher removal, in-school suspension; or any other appropriate disciplinary action.

Authorized limited use of timeout

Positive, proactive, evidence- and research-based strategies through a multi-tiered system of supports shall be used to reduce the occurrence of challenging behaviors, eliminate the need for the use of timeout, and improve school climate and the safety of all students. Timeout may be used only when: other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others; there is no known medical contraindication to its use on the student; and school staff using such intervention has been trained in its safe and appropriate application in accordance with this policy. Timeout shall not be used as discipline or punishment, retaliation, or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior.

Timeout shall only be used in a situation that poses an immediate concern for the physical safety of the student or others. Staff shall return the student to their educational program as soon as the student has safely deescalated, regained control and is prepared to meet expectations.

Individualized Education Programs/Behavioral Intervention Plans

Except for situations that pose an immediate concern for the physical safety of a student or others, the use of timeout shall be used in conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors. The behavioral intervention plan that includes the use of timeout for a student with a disability shall specify the maximum amount of time a student may be in timeout as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.

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Prattsburgh will give parents of and persons in parental relation to students the opportunity to see the physical space that will be used as a time out room and provide such individuals with a copy of this policy.

Use of Timeout Procedures

A room or physical space used for purposes of timeout may be located within a classroom or outside of the classroom and shall comply with the following requirements:

- (1) The room or physical space shall:
 - (a) be unlocked, and any door must be able to be opened from the inside. The use of locked rooms or physical spaces is prohibited.
 - (b) provide a means for continuous visual and auditory monitoring of the student;
 - (c) be of adequate width, length and height to allow the student to move about and recline comfortably;
 - (d) be clean and free of objects and fixtures that could be potentially dangerous to a student;
 - (e) have adequate lighting and ventilation; and
 - (f) meet all local fire and safety codes.
- (2) Wall and floor coverings shall, to the extent practicable, be designed to prevent injury to the student and there shall be adequate lighting and ventilation.
- (3) The temperature of the room or physical space shall be within the normal comfort range and consistent with the rest of the building.
- (4) No student will be placed in timeout for a period of time that is developmentally inappropriate for such student.

Staff shall continuously monitor a student in a timeout room or space. Staff functioning as timeout monitors shall be trained in this role and on this policy.

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Factors in the Use of Timeout

The following factors are to be considered in determining whether timeout may be used when authorized by a behavioral intervention plan or in a potentially dangerous situation in unanticipated situations that pose an immediate concern for the physical safety of a student or others:

- (1) The student should be offered a verbal opportunity to control their behaviors.
- (2) Staff must employ proactive verbal de-escalation techniques in accordance with Therapeutic Crisis Intervention (TCI) techniques.
- (3) If the student does control his/her behaviors, he/she should be allowed to remain in the classroom (if appropriate) or he/she may be placed in another appropriate setting outside the classroom.
- (4) If the student is not able to control his/her physical behaviors and continues to be out of control, staff must remove all environmental stimuli factors. If the student is still not able to control such behaviors:
 - (a) The staff member responsible for such student must call the program principal or his/her designee.
 - (b) The responsible staff member(s) must perform a physical restraint, if necessary, in accordance with TCI techniques. If such a restraint is performed, the student will be examined by a nurse.
 - (c) A two-person escort should be used to transport the student to the timeout location once he/she has a decrease in physical and emotional energy.
- (5) Once the student arrives at the timeout location, he/she will be notified that he/she needs to have behaviors in control. The student will be given an appropriate amount of time to regain composure. Verbal intervention will be limited to responses to a student question.
- (6) If the student regains composure, he/she will be removed from the timeout location and returned to his/her classroom or another appropriate location.
- (7) The staff members who manage such location shall assess whether the student needs the use of timeout to safely deescalate, regain control, and prepare to meet expectations to return to program.

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- (8) If such staff determine that the use of a timeout room is necessary, the student will be placed in the timeout room. The door to the room will remain open if the student is safely deescalating. If not, the door will be gently closed. The program principal or designee will be informed regarding the use of the timeout room for the student.
- (9) When a student is placed in a timeout room, a notation must be completed contemporaneously in the student's individual log noting the date, time the student enters and exits the timeout room, the name of the staff member supervising the timeout room, the student's behaviors, and the factors precipitating the disruptive event.
- (10) After a student has deescalated and exited a timeout room, a post-intervention debriefing will be held, as soon as practicable, and after every incident in which timeout is used on a student. The principal or designee shall:
 - (a) meet with the school staff who participated in the use of timeout to discuss:
 - (i) the circumstances leading to the use of timeout;
 - (ii) the positive, proactive intervention strategies that were utilized prior to the use of timeout; and
 - (iii) planning for the prevention and reduction of the future need for timeout with the student including, if applicable, whether a referral should be made for special education programs and/or other support services or, for a student with a disability, whether a referral for review of the student's individualized education program and/or behavioral intervention plan is needed; and
 - (b) direct a school staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of timeout.
- (11) If a student is unable to control himself/herself after the use of the timeout room, the program principal will make a determination to contact the family to pick up the student or report a mental health situation to the police or emergency medical support. In the event a student is removed to a local medical facility, a staff member will remain with the student until the family arrives.

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- (12) The program principal or designee will notify the parent or person in parental relation on the same day when a student is placed in timeout. When the student's parent or person in parental relation cannot be contacted, after reasonable attempts are made, the principal or assistant principal shall record such attempts. For students with disabilities, the principal or assistant principal shall report such attempts to the student's committee on special education. Such notification shall offer the parent or person in parental relation the opportunity to meet regarding the incident and provide such individual a copy of the documentation of the incident within three (3) school days of the use of timeout.
- (13) Staff shall document each incident involving the use of timeout, including timeout used in conjunction with a student's behavioral intervention plan, on each student, which shall include:
- (a) the name and date of birth of the student;
 - (b) the setting and location of the incident;
 - (c) the name of the staff who participated in the implementation, monitoring and supervision of the use of timeout and any other persons involved;
 - (d) a description of the incident including duration;
 - (e) whether the student has an individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for the student;
 - (f) a list of all positive, proactive intervention strategies utilized prior to the use of timeout; and for students with disabilities, whether those strategies were consistent with a student's behavioral intervention plan, if applicable;
 - (g) the details of any injuries sustained by the student or staff during the incident and whether the student was evaluated by the school nurse or other medical personnel;
 - (h) the date and method of notification to the parent or person in parental relation and whether a meeting was held; and
 - (i) the date of the debriefing was held.
- (14) Documentation of the incident shall be reviewed by supervisory personnel and, as necessary, the school nurse or other medical personnel. Documentation of each incident shall be maintained by Prattsburgh and made available for review by the New York State Education Department upon request.

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Requirements for Programs with Timeout Room Resources

Any program that has a timeout room available for use with the students in that program shall:

- (1) provide annual training to staff on this policy, evidence-based positive, proactive strategies, safe and effective developmentally appropriate timeout procedures, crisis intervention and prevention procedures and de-escalation techniques;
- (2) provide annual notification to the parents of or the persons in parental relation to students that timeout rooms may be used in that program; and
- (3) collect data to monitor the effectiveness of the use of timeout rooms. Such program shall establish and implement procedures to document the use of the timeout room, including information to monitor the effectiveness of the use of the time out room to decrease specified behaviors.

The principal or designee shall regularly review documentation on the use of timeout to ensure compliance with Prattsburgh's policy and procedures. When there are multiple incidents within the same classroom or involving the same staff, the principal or designee shall take appropriate steps to address the frequency and pattern of use.

Reference: Commissioner's Regulations §§ 19.5 and 200.22(c)

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SUBJECT: CORPORAL PUNISHMENT AND AVERSIVE INTERVENTIONS

The Board of Education seeks to create a safe and nurturing learning environment for all students. To that end, the Board prohibits Prattsburgh teachers, administrators, officers, employees, agents, contractors or volunteers from using corporal punishment or aversive interventions against a student, as detailed below, in accordance with New York State law.

Definitions

Aversive intervention means an intervention that is intended to induce pain or discomfort for the purpose of eliminating or reducing student behavior, including such interventions as:

- (1) contingent application of noxious, painful, intrusive stimuli or activities, strangling, shoving, deep muscle squeezes or other similar stimuli;
- (2) any form of noxious, painful or intrusive spray, inhalant or tastes;
- (3) contingent food programs that include the denial or delay of the provision of meals or intentionally altering staple food or drink in order to make it distasteful;
- (4) movement limitation used as a punishment, including but not limited to helmets and mechanical restraints; or
- (5) other stimuli or actions similar to the interventions described above.

The term shall not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.

Corporal punishment means any act of physical force upon a student for the purpose of punishing that student. The term does not include the use of physical restraints, as outlined in Board policy 7353, to protect the student, another student, teacher or any other person from physical injury when alternative procedures and methods not involving the use of physical restraint cannot reasonably be employed to achieve these purposes.

Mechanical restraint means the use of any device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student, that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

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- (1) adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- (2) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- (3) restraints for medical immobilization; or
- (4) orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Ref: 8 NYCRR section 19.5

Cross-ref: 7352, Use of Time Out Rooms
7353, Use of Physical Restraints