

# *South Lewis Central School District*



**Long Range  
Financial Plan and  
Fund Balance  
Management  
2017-2018**

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## ❖ The Purpose and Benefit of Long Range Planning

Multiyear planning improves management and service delivery and allows for early identification of potential problems. It aids in projecting the future costs of existing services, and in determining whether existing revenue streams will be sufficient to cover these costs by the end of the planning period.

Multiyear financial planning provides information needed for program evaluation. It helps District officials examine the need for new programs, given projected growth and demographic changes. Multiyear planning also allows District officials to look at the efficiency and effectiveness of existing programs and determine what improvements are needed.

### ***Strategic Action Plan***

The School District needs to maintain, at all costs the high academic standards of our students, as they are the future of the district and will become our witness as to how we have passed or failed our mission. The District will continue to focus on effective academic programs, implementation of the Next Generation Learning Standards, and recruitment and retention of high-quality staff.

## ❖ School District Revenues

### **Local Tax Levy**

The tax levy is the total dollars that a school district collects from property owners within the district in order to balance its budget. The levy is determined after accounting for all other sources of income, including state aid.

The tax rate is used to calculate what each property owner will pay in school taxes. The district tax levy rate is just one factor, along with assessment values and equalization rates that figure into determining the tax rate. The district does not set individual assessment values.

At the end of June 2011, the New York State Legislature enacted a property tax “cap” that seeks to limit the annual increase in the tax levies of local governments and school districts. Although the new law has been referred to as a “2 percent tax cap,” it does not, in fact, restrict any proposed tax levy increase to 2 percent. What it does is establish a tax levy limit (which will be determined by each district according to an eight-step, complex formula dictated by the law, and will vary by district) that determines the number of votes needed to pass a school budget. Should the school district Board of Education ever choose to override the tax cap limit, a 60% super-majority vote would be needed.

### **State and Federal Aid**

About 61% of total revenues are procured through State and Federal Aid. In 2009, the State announced drastic reductions in State Aid to Schools through the Gap Elimination Adjustment (GEA) in order to balance the State budget. The District has lost over 3.9 million dollars through the GEA. The State eliminated the Gap Elimination Adjustment for the 2016-2017 fiscal year. The State has also placed periodic freezes on Foundation Aid. State budget controls funding for many districts that derive a high percentage of their revenue from State Aid. Long Range planning becomes difficult, if not impossible, without consistent expectations

of State Aid revenue. Even after the State passes their budget on time, our funding stream may still be disrupted and payments extended past the original schedule due to lack of cash flow from the State. Given the economic climate and state of the State, the school system has found ways to save money and consolidate services whenever possible.

### ❖ **School District Expenditures**

The periodic freezes on Foundation Aid and the Gap Elimination Adjustments applied over the last 6 budget cycles has created a funding cliff on the revenue side of the budget. This coupled with escalating health care, retirement contributions and contractual obligations has posed significant challenges for the Board of Education as they prepare a spending plan each year.

Employee compensation and related fringe benefit costs is the largest area of expense. These costs are mainly affected by two controllable factors: number of staff and contracts with collective bargaining units. The District employs approximately 235 full and part time employees.

Each year, the rising cost of providing pension and insurance benefits, factors beyond the district's control, complicates the development of the annual school budget. Health insurance costs have been increasing by 3-10% each year.

Both the New York State Teachers' Retirement System (TRS) and Employees' Retirement System (ERS) employer contribution rates have risen every year from 2002 through 2013. In 2014, we began to see contribution rates stabilize with a decrease realized in 2015 and 2016.

### **Bus Purchases**

The District is on a bus replacement schedule that calls for the purchase of 3-4 new buses each year. The bus replacement plan evens out the transportation costs and ensures that buses are replaced every 7-8 years. Planned purchasing insures that the district has safe buses to transport students. As buses exceed their warranty and mileage recommendations, they become more costly to maintain and less efficient to run. Most of the purchase price is reimbursed through state transportation aid when purchased with local taxpayer dollars.

### ❖ **Looking to the future - Financial Analysis/Plan**

**South Lewis Central School District  
Four Year Financial Plan, Fiscal Years 2018-2021  
General Fund**

	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Projected 2018-19	Projected 2019-20	Projected 2020-21
<b>Revenues</b>										
Real Property Tax Items	7,920,965	8,043,379	8,215,781	8,346,527	8,480,592	8,360,930	8,571,708	8,692,245	8,863,341	9,038,687
Charges for Services	150,760	102,395	120,758	61,969	109,941	205,210	210,000	215,000	215,000	215,000
State Aid	14,696,625	14,925,106	15,185,649	14,497,783	14,978,033	14,265,342	14,782,211	15,077,855	15,379,412	15,687,000
Federal Aid	113,562	92,401	91,252	52,426	52,324	64,079	60,000	60,000	60,000	60,000
Other	596,458	460,944	447,403	417,248	353,207	463,577	360,000	360,000	380,000	400,000
Interfund Transfers	150,000	68,501	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>Total Revenues and Other Sources</b>	<b>23,628,370</b>	<b>23,692,726</b>	<b>24,160,843</b>	<b>23,475,953</b>	<b>24,074,097</b>	<b>23,459,138</b>	<b>24,083,919</b>	<b>24,505,100</b>	<b>24,997,753</b>	<b>25,500,687</b>
<b>Expenditures by Function</b>										
General Support	2,640,425	2,662,193	2,795,925	2,586,171	2,600,389	2,811,097	2,985,608	3,000,000	3,100,000	3,215,000
Instruction	10,950,505	11,205,905	10,888,930	11,554,375	11,617,285	11,865,327	11,853,000	12,169,100	12,400,000	12,600,000
Pupil Transportation	1,151,806	1,083,768	1,202,484	1,141,577	1,061,762	1,124,153	1,235,058	1,250,000	1,300,000	1,300,000
Employee Benefits	4,720,493	4,925,439	5,460,883	5,721,605	5,874,122	5,411,837	5,461,856	5,661,000	5,850,000	6,025,000
Debt Service	4,088,252	4,127,522	2,787,736	2,757,537	2,793,495	1,991,699	1,992,391	1,990,000	1,990,000	1,990,000
Interfund Transfers	18,279	-	14,265	287,723	163,964	344,587	400,000	435,000	435,000	435,000
<b>Total Expenditures and Other Uses</b>	<b>23,569,760</b>	<b>24,004,827</b>	<b>23,150,223</b>	<b>24,048,988</b>	<b>24,111,017</b>	<b>23,548,700</b>	<b>23,927,913</b>	<b>24,505,100</b>	<b>25,075,000</b>	<b>25,565,000</b>
<b>Surplus (Deficit)</b>	58,610	312,101	1,010,620	573,035	36,920	89,562	156,006	-	77,247	64,313
<b>Budgetary Reserves</b>										
Fund Equity, Beg. Of Year	3,866,506	3,925,116	3,623,105	4,633,725	4,060,960	4,023,770	3,934,208	4,090,214	4,090,214	4,012,967
Fund Equity, End of Year	3,925,116	3,623,015	4,633,725	4,060,690	4,023,770	3,934,208	4,090,214	4,090,214	4,012,967	3,948,654
Nonspendable and Restricted Fund Balance	349,342	349,586	349,681	349,721	516,927	538,333	560,000	585,000	610,000	635,000

## ❖ The Purpose and Benefit of Fund Balance Management

The Board of Education and Administration considers several aspects of Fund Balance in balancing the overall fiscal health of the District.

### **Why do we need Fund Balance?**

Fund balance is necessary in order to cover cash flow deficits in the summer and to plan for future liabilities as well as to accommodate unforeseen issues. A good Fund Balance Management Plan will substantially reduce or eliminate a negative effect on the normal operation of our District in order to accommodate liabilities that may arise. The General Fund budget voted upon by the community is established to pay for the expenses for that year. There is little room in that budget to pay for extraordinary or unanticipated expenses. We create Fund Balance with the idea that we can support future liabilities – known and unknown – without negatively affecting the instructional program or the taxpayers.

### **How is Fund Balance created?**

Fund Balance is created when unexpended funds remain at the end of the fiscal year primarily by the design and management of annual district budgets. Over the last several years, the South Lewis Central School District Board of Education and Administration have been improving their efforts at prudent budget design. We have been conservative with our revenue estimates by acknowledging that the executive and legislative budget proposals are simply projections and estimates... not a guarantee of funding to the district. The actual dollars to be received from the state are not provided to us until November of the year following the vote. By being conservative, we avoid the risk of over stating budgeted revenues.

The appropriate development of the expenditure side of each budget is another area that has progressed and increased in accuracy in recent years. As a strategy to avoid unanticipated expenditures in the budget, the Board of Education strives to anticipate changes in regulations and student population. We receive updates from many sources in Albany and share information received by both the Superintendent and School Business Official from these sources in order to develop the most accurate financial plans possible. We work with the building administrators and department supervisors much more closely to determine changes in placements and programming for the future. Even after the budget is adopted, we monitor the fiscal plan on at least a weekly and sometimes more frequent basis looking for variances from our assumptions.

### **GASB 54**

As of June 30, 2011, GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was issued, which replaced fund balance classifications with the following:

### **Fund Balance Classifications**

***Nonspendable*** – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid

items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

**Restricted** – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

**Committed** – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

**Assigned** – consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance.

**Unassigned** – represents the residual classification for the government's general fund, and could report a surplus or deficit, limited to 4 percent of the annual budget.

## ❖ **Fund Balance and Reserve Plan**

Reserve Funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purchases. The practice of planning ahead and systematically saving for contingencies is considered prudent management. The District feels strongly that Reserves must be funded adequately in order to serve as a revenue source during periods of economic downturn and/or State Aid decreases. This helps safeguard against the loss of educational programming/services and dramatic increases in the tax levy. The District uses conservative budgeting practices to ensure adequate funding of the following reserves and fund balance categories:

**Unassigned Fund Balance** – These funds are unrestricted and may be used for any valid purpose. They are used for unanticipated, unbudgeted expenditures.

Funding Target: 4% of the ensuing year's budget

**Assigned Appropriated Fund Balance** – These funds are set aside and returned to the community by lowering the required tax levy of the ensuing year's budget. They also provided the necessary cash flow during the summer months.

Funding Target: \$1,200,000 - \$1,500,000

**Unemployment Reserve** – This reserve fund is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants.

Funding Target: \$100,000 (1% of payroll)

**Employee Benefit Accrued Liability** – The purpose of this account is to reserve funds for the payment of any accrued employee benefit due an employee upon termination of the employee’s service.

Funding Target: \$310,000 (Actual calculated short-term and long-term liability for employees’ unused accumulated leave time)

**Repair Reserve-** This reserve is used to pay the cost of unexpected large ticket items that were not included in the Budget. If used, the Repair Reserve must be paid back by the General Fund over the next two budget years.

Funding Target: \$ 60,000-70,000 or an amount the BOE deems appropriate (typically this use would be for a down payment of an item the District could purchase through a multi-year agreement.

**Liability and Casualty Reserve-** This reserve would be used to pay for a settlement that is excluded from current insurance coverage (the district has it’s insurance policy audited on an annual basis for adequacy of coverage levels.

Funding Target: \$60,000-70,000 or an amount the BOE deems appropriate.



South Lewis Central School District  
 Historical Review of Fund Balance  
 2010/11-2016/17

Year Ending	Unemployment Reserve	Liability and Casualty Reserve		EBLAR	Repair Reserve	Appropriated Fund Balance	Unappropriated Fund Balance	TOTAL
		Unemployment Reserve	Liability and Casualty Reserve					
2010-11	100,000	62,927	62,927	-	64,315	1,275,999	2,249,577	3,752,818
2011-12	100,042	62,962	62,962	-	64,351	1,376,000	2,321,761	3,925,116
2012-13	100,052	62,969	62,969	-	64,357	1,426,000	1,969,637	3,623,015
2013-14	100,062	62,975	62,975	-	64,364	1,489,409	2,916,915	4,633,725
2014-15	100,072	62,981	62,981	-	64,370	1,405,855	2,427,412	4,060,690
2015-16	100,082	62,988	62,988	289,480	64,377	1,405,214	2,101,629	4,023,770
2016-17	100,529	63,268	63,268	309,872	64,664	1,389,409	2,006,466	3,934,208

SOUTH LEWIS CENTRAL SCHOOL  
TURIN, NEW YORK 13473

REVISED  
SUBSTITUTE SCHOOL RELATED PERSONNEL  
COMPENSATION RATES 2017-2018

BOARD APPROVED & REVISED NOVEMBER 21, 2017

	<u>Current Rate</u>	<u>Effective 12-31-17</u>
(Classroom)	<del>\$9.70</del>	\$10.40
Aide (Transportation)	<del>\$9.70</del>	\$10.40
Custodian	<del>\$9.70</del>	\$10.40
Maintenance Worker	<del>\$9.70</del>	\$10.40
Cleaner	<del>\$9.70</del>	\$10.40
Watchperson	<del>\$9.70</del>	\$10.40
Food Service Helper	<del>\$9.70</del>	\$10.40
Baker	<del>\$9.70</del>	\$10.40
Van Driver	\$10.50	
Bus Driver	\$15.00	
Mechanic	\$11.25	
Registered Nurse (RN)	\$19.50	
Monitor	<del>\$10.25</del>	\$10.40
Clerical	<del>\$9.70</del>	\$10.40
LPN Nurse/Aide	\$15.00	

October 11, 2017

Dear Mr. Premo:

Due to the finances received from the New York State Smart Schools Bond Act and E-rate funding, the district will be replacing the entire wireless environment. Many of these devices are no longer functional, incompatible with the new devices and or obsolete and of little value. Attached is listing of equipment we would like excessed from our inventory and disposed of.

Sincerely,

Scott Carpenter  
Director of Information Technology  
South Lewis Central School District

EQUIPMENT TYPE	MANUFACTURER	SERIAL #	DATE PURCHASED	BLDG	COMMENTS
Wireless Server	Cisco	QSH70040199	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS
Wireless External Access Point	Cisco	SFTX1418U00E	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00C	4/16/2010	PL	PURCHASED WITH CAPITAL Missing PI15
Wireless External Access Point	Cisco	SFTX1418U00J	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00N	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00B	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00H	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00M	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00F	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00G	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00K	4/16/2010	HS	PURCHASED WITH CAPITAL

Wireless External Access Point	Cisco	SFTX1418U00D	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00P	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless External Access Point	Cisco	SFTX1418U00L	4/16/2010	HS	PURCHASED WITH CAPITAL
Wireless access point	Cisco 172.17.13 5.161			HS	in hall outside office IP Telephone Project with RIC missing 2010 Missing PI 12 Missing PI 13, 14
Wireless Access Point	Cisco 172.17.13 5.162			DO	IP Telephone Project with RIC Missing PI 12 Missing PI 13, 14, 15
Wireless Access Point	Cisco 172.17.13 5.160			HS	IP Telephone Project with RIC Missing PI 12 Missing PI 13, 14
Wireless Access Point	Cisco 172.17.13 5.167			HS	IP Telephone Project with RIC Missing PI 12 Missing PI 13, 14
Wireless Access Point	Cisco 172.17.13 5.164			PL	IP Telephone Project with RIC by Jeremy Shanly's room in main hallway Missing PI 12 Missing PI 13, 14

Wireless Access Point	Cisco 172.17.13 5.163			HS	IP Telephone Project with RIC ON TOP OF CABINETS IN LIBRARY NETWORK CLOSET ROOM Missing PI 12 Missing PI 13, 14
Wireless Access Point	TrendNet	UMO803A600104		CV	From Shanly's laptop cart from Title 2?/3 funds Missing PI 12
Wireless Access Point	Cisco	FTX1418K2NQ	4/16/2010	CV	PURCHASED WITH CAPITAL FUNDS 30 PACK Missing PI 13, 14, 15
Wireless Access Point	Cisco	FTX1418K2NV	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418K2NS	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2Y7	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2Y8	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2YF	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418K2NT	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK

Wireless Access Point	Cisco	FTX1418K2NU	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418K2NR	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418K2NW	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK Missing PI 13
Wireless Access Point	Cisco	FTX1418S2YE	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2Y4	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2YC	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2YB	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2YA	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2YD	4/16/2010 GF	PURCHASED WITH CAPITAL FUNDS 30 PACK Missing PI 13 15
Wireless Access Point	Cisco	FTX1418S2Y9	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418K2MT	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK

Wireless Access Point	Cisco	FTX1418S2Y5	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	FTX1418S2Y6	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S348	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UJ	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34D	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S33W	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S347	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UG	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UN	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UL	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34F	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34C	4/16/2010	HS	PURCHASED WITH CAPITAL FUNDS 30 PACK



Wireless Access Point	Cisco	SFTX1418S34H	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UU	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34G	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34A	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UM	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UK	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S341	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UP	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34B	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UT	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UB	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S346	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK

Wireless Access Point	Cisco	SFTX1418S33X	4/16/2010 CV	PURCHASED WITH CAPITAL FUNDS 30 PACK Missing PI 13 15
Wireless Access Point	Cisco	SFTX1418S33Y	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S33S	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2US	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S33V	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418K2UH	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S33T	4/16/2010 HS	PURCHASED WITH CAPITAL FUNDS 30 PACK
Wireless Access Point	Cisco	SFTX1418S34E	4/16/2010 PL	PURCHASED WITH CAPITAL FUNDS 30 PACK Missing PI 13
Server	Dell	57R1MD1	HS	CN-OWY363-47985-76S-0238 missing 2010 inventory Missing pi11 Missing PI 12 Missing PI 13, 14, Missing PI15 PI 16

Server	Dell	61NMW21	6/16/2003	HS	6/2008- Not installed. Elementary winschool. At the RIC Excised from RIC 1/12, missing pi14, Missing PI15, 16
Server	Cisco MCS 7800 Earobics Server	USE737N6H5 CLX080926R001		HS	1st rack inside door. Telephone System.
Server	Cistera Networks	S5AFMIMT179019 38		HS	
Server	Apple	H00090LQ6HS		HS	1st rack inside door.
Server	MAC OS X	G88162FNX8S		HS	Rack 3 Purchased with 2010 capital funds.
Server	Cisco MCS 7800	USE729N3RN		HS	1st rack inside door.
Server	Cisco MCS 7800	USE729N3S1		HS	1st rack inside door.

Server	HP Proliant DL320	USE737N0RB	HS	1st rack inside door.
Server- SMS	Dell	JSVXP41	6/9/2004 HS	3rd rack inside door. server room Asset tag 62854-1, non-aid.. Excised from RIC 1/12, missing pi14
Server- SMS	Dell	4TVXP41	6/9/2004 HS	3rd rack inside door. server room Asset tag 62855-1, non-aid.. At RIC for repairs 4/22/09 Missing pi11 Missing PI 12 Missing PI 12, 14, 15, 16



11/21/17  
Rec'd

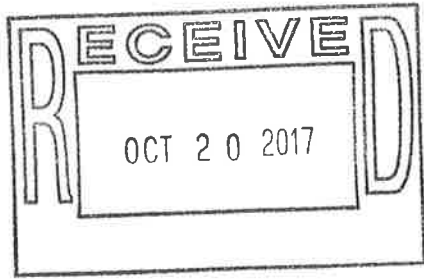
**Memo To: Mr. Doug Premo**  
**Superintendent**

**From :** Rich Poniktera  
**Director of Facilities III**

**Re:** Items for discard/disposal and or public sale

**Date:** October 17, 2017

We have approximately 36 old green chalk boards that are delaminating, broken, or damaged in some matter that I would like to list on auction internationals to sell.



11/21 BCS mtg

**Memo To: Mr. Doug Premo**  
**Superintendent**

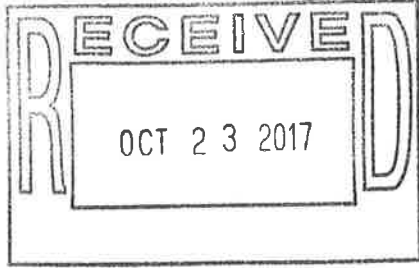
**From :** Rich Poniktera  
**Director of Facilities III**

**Re:** Items for discard/disposal and or public sale

**Date:** October 20, 2017

We have a walk behind floor machine we could no longer get parts for and would like to discard it by trying to sell it on the auctions international site.

*South Lewis Central School District*



**Mr. Douglas E. Premo, Superintendent**

*Port Leyden Elementary*  
P.O. Box 68, Port Leyden, NY 13433  
315/348-2660

Christopher Villiere, Principal

To: Board of Education  
From: Christopher Villiere, Port Leyden Elementary Principal  
Date: October 23, 2017  
RE: Music Stands

Dear Mr. Premo and the Board of Education:

We respectfully request to dispose of three music stands that are not functioning properly.

Thank you for your consideration,

Christopher Villiere, Principal

11/14/17

All Tax Rolls

South Lewis Central School District  
**COLLECTOR'S SUMMARY REPORT**

All SWIS Codes

Year = 2017

School Tax

Posting Date on or before 11/14/17

SWIS	Municipality	Taxable Value	Amount of Tax Levy	Total Taxes Collected	Inst Fees Received	Late Fees Received	Taxes Returned to County	Late Fee Added	County Fee Added	Tax, Fee, and County Fee
232600	Greig	198,323,515	2,550,132.83	2,156,147.70	0.00	2,130.56	393,985.13	3,544.03	0.00	397,529.16
233401	Port Leyden	8,076,022	104,186.89	87,182.11	0.00	110.28	17,004.78	340.11	0.00	17,344.89
233489	Leyden	51,235,883	659,636.66	586,049.67	0.00	823.69	73,586.99	1,471.73	0.00	75,058.72
233801	Port Leyden	2,845,090	42,589.34	33,987.86	0.00	19.56	8,601.48	172.04	0.00	8,773.52
233803	Lyons Falls	2,142,024	31,578.39	31,140.65	0.00	0.00	437.74	8.75	0.00	446.49
233889	Lyonsdale	60,993,652	888,663.85	788,783.93	0.00	516.07	99,879.92	1,405.68	0.00	101,285.60
234000	Martinsburg	23,600,271	303,799.01	281,106.02	0.00	195.80	22,692.99	453.87	0.00	23,146.86
234600	Osceola	1,284,862	16,508.31	10,296.36	0.00	0.00	6,211.95	0.00	0.00	6,211.95
235001	Turin	7,771,508	100,146.63	83,686.82	0.00	157.78	16,459.81	329.22	0.00	16,789.03
235089	Turin	45,947,817	590,901.80	509,107.00	0.00	833.87	81,794.80	1,458.64	0.00	83,253.44
235200	Watson	59,042,948	758,981.61	528,803.00	0.00	373.32	230,178.61	1,292.46	0.00	231,471.07
235401	Constableville	8,669,702	111,783.86	95,608.06	0.00	141.40	16,175.80	323.54	0.00	16,499.34
235403	Lyons Falls	21,118,791	271,956.64	251,612.24	0.00	380.91	20,344.40	406.88	0.00	20,751.28
235489	West Turin	82,275,029	1,058,681.89	831,851.29	0.00	846.72	226,830.60	2,521.44	0.00	229,352.04
<b>Report Totals</b>		<b>573,327,114</b>	<b>7,489,547.71</b>	<b>6,275,362.71</b>	<b>0.00</b>	<b>6,529.96</b>	<b>1,214,185.00</b>	<b>13,728.39</b>	<b>0.00</b>	<b>1,227,913.39</b>





## OFFICE OF LEWIS COUNTY BOARD OF ELECTIONS

7660 North State Street  
Lowville, New York 13367  
Telephone: (315) 376-5329  
Fax: (315) 376-2860

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Lindsay Burriss  
Commissioner (D)  
lindsayburriss@lewiscounty.ny.gov

Ann M. Nortz  
Commissioner (R)  
annnortz@lewiscounty.ny.gov

Angela Peters  
Deputy Commissioner (R)  
angelapeters@lewiscounty.ny.gov

Nicole Demo  
Deputy Commissioner (D)  
nicoledemo@lewiscounty.ny.gov

## MEMORANDUM OF UNDERSTANDING

### ELECTION SERVICES AGREEMENT BETWEEN LEWIS COUNTY BOARD OF ELECTIONS AND SOUTH LEWIS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION CONCERNING SOUTH LEWIS CENTRAL SCHOOL DISTRICT VOTE AND ELECTION TO BE HELD ON DECEMBER 12, 2017

THIS MEMORANDUM OF AGREEMENT, is entered into between the Lewis County Board of Elections, with offices at 7550 South State Street, Lowville, NY 13367 (hereinafter referred to as the "Board of Elections") and the South Lewis Central School District Board of Education, with offices at 4264 East Road, Turin, NY 13473 (hereinafter referred to as the "School Board").

WHEREAS, the School Board is holding an election on December 12, 2017, and is seeking the assistance of the Board of Elections, in providing election services consisting of the provision and usage of voting machines, all equipment and supplies necessary to conduct voting operations; as well as training and assistance concerning voting operations;

WHEREAS, pursuant to Section 3-224 of the New York State Election Law, the Board of Elections may permit school districts within the county to use its voting machines and other equipment, for the conduct of elections, upon such terms and conditions as shall be fixed by the Board of Elections and agreed to by both the Board and the School District; and

WHEREAS, pursuant to Education Law §2035(1), the School Board is authorized, if the County Board of Elections shall consent thereto, to use voting machines belonging to the County Board of Elections.

NOW THEREFORE, the parties named above hereby enter into this Agreement applicable to the **South Lewis Central School District Election being held December 12, 2017, and any subsequent revote(s) related thereto** (hereinafter referred to as the "Election"):

#### I. BOARD OF ELECTIONS

1. The Board of Elections shall:
  - a. Provide and deliver optical scan voting machines and privacy booths to the School Board in a number deemed adequate upon mutual agreement between the parties.
  - b. Provide four trained Board of Elections poll workers for election day.
  - c. Subject to the School Board's review and approval, define the ballot in terms of format and language. The ballot will be provided in a PDF form for the School Board's review and approval.
  - d. Program all voting machines after receiving PDF approval for the definition of the ballot.

- e. Provide the services of Board of Election staff that shall create ballot definition and corresponding PDFs, conduct pre-election testing of the voting machines, deliver the voting machines and, any other equipment, supplies, and provide technical assistance as needed. The Board of Elections will not be conducting a post-election audit unless authorized or directed to do so in accordance with the provisions of the Education Law.
- f. Said Board of Elections staff shall respond immediately to South Lewis Central School poll site should a scanner situation arise wherein the Election Inspectors are unable to resolve.
- g. Forward said approved ballot definition in PDF format to the printer as identified by the school district for the purpose of test ballot printing and official ballot printing. The School Board shall be responsible for all printing costs.

## II. SCHOOL BOARD

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- 1. The School Board and/or its representative shall:
  - a. Provide the Board of Elections with the ballot layout and content in a timely manner.
  - b. Work with the Board of Elections to determine the number of machines and ballots needed for the election in a timely manner.
  - c. Provide the Board of Elections of its review and approval of the ballot definition PDF, via signed copies of said PDF in a timely manner.
  - d. Pay \$190.00/flat rate for the transportation of voting machines to and from school district poll sites, to be paid in full upon receipt of invoice from Board of Elections.
  - e. The School Board shall be responsible for all printing costs, to be paid in full upon receipt of invoice from the Board of Elections. (Board of elections will only order the number of ballots requested by the District Clerk, Board of Elections is **NOT** responsible for any ballot shortages)
  - f. Clerk of the School Board shall be responsible for proper notice of said election.
  - g. Clerk of the School Board shall remain the responsible person of absentee processing; The Board of Elections shall supply a list of permanently disabled voters entitled to receive an absentee ballot within your district.
  - h. Shall make available a three prong grounded outlet, table and four chairs for Board of Election use on election day.

***This Memorandum shall be subject to the approval of the South Lewis Central School District Board of Education as well as the Lewis County Board of Elections.***

IN WITNESS WHEREOF, the undersigned parties hereto have executed this Memorandum on the date(s) set forth below.

**LEWIS COUNTY BOARD OF ELECTIONS**

By

  
\_\_\_\_\_  
Lindsay I. Burriess, Commissioner

Dated: 10/25/17

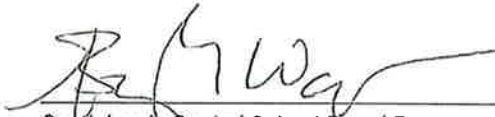
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\_\_\_\_\_  
Ann M. Nortz, Commissioner

Dated: 10-25-17

**SOUTH LEWIS CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION**

By

  
\_\_\_\_\_  
South Lewis Central School Board Representative

Dated: 20 OCT 2017

# ***2017-18 Budget Board of Education Sub-Committees:***

*(Approved at the 11/15/16 BOE Meeting)*

## **Physical Education, Athletics, and Health/Nursing– Brian Oaks**

Scott Chrzanowski, Mike Lisk, Richard Ventura

## **Buildings and Grounds- Rich Poniktera and Barry Yette**

Tom Burmingham, Scott Chrzanowski, Andy Liendecker, Mike Lisk

## **Music Department – Judy Duppert/Chad Luther**

Tom Burmingham, Paul Campbell, Richard Ventura

## **Student Transportation – Mike Hanno and Barry Yette**

Tom Burmingham, Jessica Carpenter

## **High School Instructional – Chad Luther**

Mike Lisk, Barry Worczak

## **Middle School Instructional – Judy Duppert**

Paul Campbell, Andy Liendecker, Mary Martin

## **Elementary Instructional – Martha Jones and Chris Villiere**

Scott Chrzanowski, Jessica Carpenter

## **Special Education – Cathy Littlefield**

Andy Liendecker, Jessica Carpenter

## **Technology- Scott Carpenter**

Mary Martin, Richard Ventura, Barry Worczak

## **BOCES/RIC, Debt Service, and Administration – Doug Premo and Barry Yette**

Tom Burmingham, Paul Campbell, Barry Worczak

## **Staffing and Programs (as needed)– Doug Premo and Barry Yette** (Principals/Directors/Supervisors as needed)

Tom Burmingham, Andy Liendecker, Mike Lisk, Barry Worczak