

# ***HANCOCK CENTRAL SCHOOL DISTRICT***

HANCOCK, NEW YORK 13783

## **AGENDA FOR REGULAR BOARD MEETING**

**Monday, November 13, 2023**

**Regular Meeting 7:00 PM**

### **I. CALL TO ORDER – 7:00 P.M.**

Meeting called to order at \_\_\_\_\_ with \_\_\_\_\_ presiding.

#### **Attendance**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Cliff Johnston, President		
Christopher Geer, Sr., Vice-President		
Nick Hazen		
Vicky Bogart		
Tammi Wadson, District Clerk		

<b>Others</b>	<b>Present</b>	<b>Absent</b>
Lori Asquith, Superintendent		
Lothar Holbert, Wayne Highlands Rep		

### **II. PRESENTATIONS:**

A. Senior Play Cast – will take place at the end of BOE meeting

### **III. PUBLIC COMMENTS**

- There will be a sign-up sheet for members of the public wishing to address the Board of Education available at each Board meeting.
- Anyone wishing to speak at public session should fill in their name, address, and the topic or topics they want to speak about.
- People shall speak in order of names on the list.
- Each speaker shall be limited to five minutes total of speaking time.
- Public session shall be limited to a maximum of 30 minutes total. People may also submit any comments in writing to the District Clerk.

### **IV. CONSENT AGENDA**

- A) Upon recommendation of the superintendent, it is recommended to approve the minutes, Regular Meeting, October 23, 2023.
- B) Upon recommendation of the superintendent, it is recommended to approve the CSE, 504 and CPSE recommendations.
- C) Upon recommendation of the superintendent, it is recommended to approve the General Fund, School Lunch Fund, Capital Fund and Federal Aid Fund bills for

the period ending 11/03/2023.

- D) Upon recommendation of the superintendent, it is recommended to approve the Hancock Central School District Internal Claims Auditor for the period ending 11/03/2023.
- E) Upon recommendation of the superintendent, it is recommended to approve the Hancock Central School District Reserve Fund Report and Analysis Year-End Summary Report dated November 2, 2023.
- F) Upon recommendation of the superintendent, it is recommended to approve the tentative 2024-2025 Budget Calendar.
- G) Upon recommendation of the superintendent, it is recommended to approve Randi Apply as a volunteer girls' modified basketball coach for the 2023-2024 school year.
- H) Upon recommendation of the superintendent, it is recommended to approve the appointment of Deborah Charles as an extended leave certified content area substitute at the rate of \$230/day to cover the maternity leave of Kristen Rice.
- I) Upon recommendation of the superintendent, it is recommended to approve to appointment of Christina Christensen as a tutor at the rate of \$38/hour for the 2023-2024 school year.
- J) Upon recommendation of the superintendent, it is recommended to approve to appointment of Ryan Briggs as a Varsity Wrestling Coach (1,1), at the rate of \$3,776/year for the 2023-2024 school year.
- K) Upon recommendation of the Superintendent, it is recommended that the following tax correction be approved as follows. In accordance with a Small Claims Assessment Review stipulation, Filing # EF2023-23, regarding parcel 123689, 419.-1-20, Jesse Alexander Harding and Patricia Shiu vs. Jim Basile the Assessors of the Town of Hancock, Hancock New York. I have investigated the filed stipulation. The 2023 decision requires that the total assessed value for 2023 Assessment Roll on tax parcel 123689, 419.-1-20 be corrected to \$6,000. Therefore, pursuant to Section 554 of the Real Property Tax Law, the taxpayer is due a 2023 School Tax Bill Correction in the amount of \$677.87.
- L) Upon recommendation of the Superintendent, it is recommended to approve the following transfer of \$38,944 to the Teachers Retirement Reserve from the unappropriated fund balance for the purpose of funding future retirement

expenses, transfer \$107,521 to the Tax Certiorari from the unappropriated fund balance for the purpose of funding future tax cert, transfer \$500,000 to the Capital Reserve for Buses 2023 from the unappropriated fund balance to offset costs related to future bus purchases per the District's five year bus replacement plan, transfer \$18,001 to a new Capital Reserve 2023 from the unappropriated fund balance for the purpose of construction, repair, reconstruction of Capital Improvements and acquisition of Equipment, the probable term shall be 20 years.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
\_\_\_ Yes \_\_\_ No \_\_\_ Abstain      Motion Carried Yes No

**V. REGULAR AGENDA**

A) N/A

**ITEMS OF DISCUSSION:**

- 1) Senior Seminar
- 2) Grand Canyon University
- 3) College Express

**VI. FUTURE BUSINESS**

- A) Regular Board of Education Meeting, Monday, November 27, 2023, 7:00 PM
- B) Regular Board of Education Meeting, Monday, December 11, 2023, 7:00 PM

**VII. EXECUTIVE SESSION**

For the Board to enter into Executive Session at \_\_\_\_\_.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
\_\_\_ Yes \_\_\_ No \_\_\_ Abstain      Motion Carried Yes No

For the Board to move out of Executive Session at \_\_\_\_\_ and regular meeting resumed.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
\_\_\_ Yes \_\_\_ No \_\_\_ Abstain      Motion Carried Yes No

**VIII. ADJOURNMENT**

Consideration of a motion to adjourn the meeting at \_\_\_\_\_.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
\_\_\_ Yes \_\_\_ No \_\_\_ Abstain      Motion Carried Yes No

HANCOCK CENTRAL SCHOOL  
 Board of Education  
 Hancock, New York

October 23, 2023	REGULAR MEETING	Board Room
<p>President Johnston called the Regular Meeting of the Board of Education to order at 6:57 PM.</p>		Call to Order
<p>Members Present: Cliff Johnston, Christopher Geer, Sr., Nick Hazen, Vicky Bogart</p>		
<p>Others: Lori Asquith, Superintendent, Tammi Wadeson, District Clerk, Lothar Holbert, Wayne Highlands Representative</p>		Roll Call -Others
<p>Absent: NA</p>		
<p>Visitors: (Gino Jones &amp; Paul Fritz-left at 7:05pm), Rachael Argiros, Brooke Sherburne, Brenda Sherburne, (Bill Mokay, John Mauro, Aimee Skiff, Jennifer Gill-left at 7:45), (Patty Gross, Melissa Karcher, Gloria White, Amanda Berry, Bridget Berry-left at 8:18pm)</p>		Visitors
<p>Presentations: Life Vac, BOE Recognition, Audit and Business Office Presentation</p>		Presentations
<p>Geer moved, with a second Hazen recommended by Superintendent Asquith to adopt the following: BE IT RESOLVED, the Board of Education, Hancock Central School District, does hereby approve the following Consent Agenda resolutions:</p>		Consent Agenda
<p>1) Approved the minutes, minutes, Regular and Executive Meeting, October 11, 2023.</p>		Minutes, Regular and Executive Session- October 11, 2023
<p>2) Approved the CSE, 504, CPSE recommendations.</p>		Approved CSE, 504, CPSE
<p>3)Approved the recommendations of the Hancock Central School District Internal Claims Auditor for the period ending 10/23/2023.</p>		Approved Internal Claims Auditor 10/23/2023
<p>4) Approved the General Fund, Fund, School Lunch Fund, Capital Fund and Federal Aid Fund bills for the period ending 10/23/2023.</p>		Approved Bills 10/23/2023
<p>GENERAL FUND</p>		
<p>Warrant # A – 12-- \$624,901.97</p>		
<p>Warrant #A – 14 -- \$196,309.70</p>		
<p>CAPITAL FUND</p>		
<p>Warrant #HE – 4 -- \$22,473.15</p>		

Date: October 23, 2023

If you wish to address the Board, you must

Organization indicated so by signing

Name:	Address:	Organization Represented:	yes:
Ceino Jones	Deposit N.Y.	Embracing Hope Inc.	YES
Paul Fritz	Deposit NY	Embracing Hope	
Rachael Agrios	Hancock NY	Hancock Hospital	
Melissa Karcher	Hancock	HTA	NO
Patty Gans	Hancock	HTA	NO
Brooke Surbina		HTA	NO
Brenda Surbina		HAP	NO
Esther White			

5) Approved Budget and Revenue Reports for August 2023 and September 2023.	Approved Budget and Revenue Reports for Aug. 2023 and Sept. 2023
6) Approved the General Fund Cash Flow Report dated August 2023 and September 2023.	Approved General Fund Cash Flow for Aug. and Sept. 2023
7) Approved the District Treasurer's Report for August 2023 and September 2023.	Approved District Treasurer's Report – Aug. and Sept. 2023
8) Approved the Louise Adelia Read Memorial Library Reports for September 2023.	Approved L.A.R Memorial Library Reports – Sept. 2023
9) Approved the Central Treasurer Report for August 2023 and September 2023.	Approved Central Treasurer's Report Aug. and Sept. 2023
10) Accepted with regret, the resignation of Barb Christian as an aide/monitor effective November 10, 2023.	Accept Resignation – B. Christian
11) Accepted with regret, the resignation of Louis Cella as Library Media Specialist, effective thirty days from his letter dated of October 20, 2023.	Accept Resignation – L. Cella
12) Approved Payten Gill as a non-certified instructional substitute teacher at the rate of \$115/day for the 2023-2024 school year.	Approved non-cert sub teacher- P. Gill
13) Approved Issac Felter as Communication Liaison at the contractual rate of \$1,625/year for the 2023-2024 school year.	Approved Communication Liaison – I. Felter
14) Approved the following as administrative substitutes at the rate of \$400/day plus mileage reimbursed at the current Internal Revenue Service rate for the 2023-2024 school year: Rob Synder and Scot Taylor.	Approved sub administrators- R. Synder and S. Taylor
15) Approved the Corrective Action Plan for the New York State Comptroller Audit issued in Aprill of 2022.	Approved CAP Comptroller Audit 2022

<p>16) Approved approve to discard and put out for public bid the follow items: 2014 Dodge Minivan Mileage 78441 Vin#: 2C4RDGBG8ER136310 2017 Box Trailer Vin#: 575CB1012HP356393</p> <p>Yes 4; No 0 – Motion Carried</p> <p>Geer moved, with a second by Hazen as recommended by Superintendent Asquith to adopt the following: BE IT RESOLVED, the Board of Education, Hancock Central School District, does hereby approve the permanent appointment of Randi Appley as Administrative Aide effective October 20, 2023.</p> <p>Yes 4; No 0 – Motion Carried</p> <p>Geer moved, with a second by Hazen adjourn the meeting. President Johnston adjourned the meeting at 8:18 PM.</p> <p>Yes 4; No 0 – Motion Carried.</p> <p>APPROVED:</p> <p>_____ President, Board of Education</p> <p>_____ Clerk, Board of Education</p>	<p>Discard and put out for bid – 2014 Dodge Mini Van and Box Trailer</p> <p>Permanent Appointment Administrative Aide – R. Appley</p> <p>Adjournment</p>
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The following bills are submitted for approval at the 11/13/2023 Board of Education meeting:

**GENERAL FUND**

Warrant #	
A - 12	203.50
A - 15	31,601.88
A - 16	192,750.47

**SCHOOL LUNCH FUND**

Warrant #	
C - 4	20,101.34

**SPECIAL AID FUND**

Warrant #	
F - 1	903.85

**CAPITAL FUND**

Warrant #	
HC - 1	1,155.00



# HANCOCK CSD

## Check Warrant Report For A - 12: October General Fund Cash Disbursement For Dates 10/1/2023 - 10/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7251	10/02/2023	2511	MAPLE HILL GOLF CLUB OF MARATHON, LLC	23240193	192.00
7252	10/06/2023	1001	4IMPRINT	23240159	712.24
7253	10/06/2023	1010	ABSOLUTE SERVICE	23240219	264.00
7254	10/06/2023	1020	AIR TEMP HEATING & AC INC	23240046	2,473.00
7255	10/06/2023	1093	B-T-D HEALTH INSURANCE CONSORTIUM	*See Detail Report	182,276.92
7256	10/06/2023	1059	BENNEDUMS INC	23240209	3,485.90
7257	10/06/2023	1025	BENNETT LAWN & LOG, LLC	23240037	65.00
7258	10/06/2023	1075	BOCES - O-N-C	23240086	69,489.00
7259	10/06/2023	1076	BOCES-DCMO	23240224	220.80
7260	10/06/2023	1105	CARDMEMBER SERVICES	*See Detail Report	685.29
7261	10/06/2023	2500	CHENANGO BRIDGE RED & WHITE	23240227	1,590.89
7262	10/06/2023	1163	DEL CO REAL PROPERTY TAX DEPT	23240229	3,634.92
7263	10/06/2023	2285	DELTA DENTAL OF NEW YORK, INC	23240069	6,370.92
7264	10/06/2023	1215	FEDERAL EXPRESS	23240088	10.40
7265	10/06/2023	1231	FRENCH WOODS GOLF COURSE	23240225	2,493.00
7266	10/06/2023	1245	GEORGE C BARNES	23240038	125.00
7267	10/06/2023	1253	GRAINGER, INC.	23240201	399.51
7268	10/06/2023	1265	HANCOCK HOUSE HOTEL	23240097	109.71
7269	10/06/2023	1272	HCS LUNCH FUND		1,545.50
7270	10/06/2023	2493	HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	23240062	793.50
7271	10/06/2023	2512	JHA COMPANIES	23240221	1,550.00
7272	10/06/2023	2419	JOHN JOSEPH O'BRIEN		40.99
7273	10/06/2023	2331	JOSHUA GROSS		681.20
7273	10/06/2023	2331	**VOID** JOSHUA GROSS		-681.20
7274	10/06/2023	2401	JULIE'S CAKERY	23240212	276.50
7275	10/06/2023	1386	MANAGEMENT ADVISORY GROUP OF NY	*See Detail Report	4,343.25
7276	10/06/2023	1389	MARJORIE HULL		156.35
7277	10/06/2023	1764	MATTHEWS CHEVEROLET	23240222	23,389.43
7278	10/06/2023	2507	NRG	23240200	210.87
7279	10/06/2023	1463	NYALGRO	23240204	30.00
7279	10/06/2023	1463	**VOID** NYALGRO	23240204	-30.00
7280	10/06/2023	1469	NYS LABOR LAW POSTER SERVICE	23240101	519.50
7281	10/06/2023	1475	NYSASBO	23240181	610.00
7282	10/06/2023	1481	NYSPHSAA	23240223	1,000.00
7283	10/06/2023	2410	PHILADELPHIA INSURANCE COMPANIES	23240228	4,995.00
7284	10/06/2023	2280	PRO SPORTS EQUIPMENT	768	4,160.00
7285	10/06/2023	1545	PYRAMID SCHOOL PRODUCTS	654	584.38
7286	10/06/2023	1548	QUILL CORP.	*See Detail Report	226.98
7287	10/06/2023	1555	REALLY GOOD STUFF	23240146	2,760.00
7288	10/06/2023	2140	Savvas Learning Co.	23240155	576.00
7289	10/06/2023	1596	SCHOLASTIC INC	*See Detail Report	1,056.36
7290	10/06/2023	1605	SCHOOL SPECIALTY	*See Detail Report	905.11
7291	10/06/2023	1615	SENTRY ALARMS LLC	23240040	333.75
7292	10/06/2023	1618	SHAUN GOTTHARDT		215.99
7293	10/06/2023	1769	STEVE EBERLEIN PLUMBING & HEATING	23240214	867.00

# HANCOCK CSD



## Check Warrant Report For A - 12: October General Fund Cash Disbursement For Dates 10/1/2023 - 10/31/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7294	10/06/2023	2517	UNADILLA VALLEY CENTRAL SCHOOL DISTRICT	23240230	1,750.00
7295	10/06/2023	2515	VICTORIA BOGART		260.00
7296	10/06/2023	1743	VWR INTERNATIONAL LLC	701	25.45
7297	10/06/2023	2433	WASTE RECOVERY ENTERPRISES LLC	23240052	1,020.32
7298	10/06/2023	2516	WILLIAM R SIMON		162.77
7299	10/06/2023	2513	WINDSOR WHIP WORKS EVENTS LLC	23240213	600.00
7300	10/06/2023	1479	NYSEG	23240179	688.89
7304	10/06/2023	2331	JOSHUA GROSS		1,362.40
7305	10/06/2023	1463	NYALGRO	23240204	50.00
7306	10/20/2023	1020	AIR TEMP HEATING & AC INC	23240046	2,904.00
7307	10/20/2023	2423	ALLEGIANCE TRUCKS	23240026	124.48
7308	10/20/2023	1093	B-T-D HEALTH INSURANCE CONSORTIUM	*See Detail Report	177,501.05
7309	10/20/2023	1068	BISBEE LUMBER CO.	23240208	757.55
7310	10/20/2023	1076	**CONTINUED** BOCES-DCMO		0.00
7311	10/20/2023	1076	BOCES-DCMO	23240264	392,104.97
7312	10/20/2023	1096	BURKE PEST CONTROL, INC.	23240005	110.00
7313	10/20/2023	1781	CENTRAL POLY CORP.	23240218	840.00
7314	10/20/2023	2038	CINTAS	23240024	55.56
7315	10/20/2023	1128	CIRCLE E DINER	23240096	2,900.00
7316	10/20/2023	2335	COOPER ELECTRIC	23240044	230.75
7317	10/20/2023	2417	CORNICE TECHNOLOGY, LLC	363	2,950.00
7318	10/20/2023	2285	DELTA DENTAL OF NEW YORK, INC	23240069	6,627.99
7319	10/20/2023	1205	EVANS MECHANICAL	23240185	1,290.00
7320	10/20/2023	2416	FERRARA FIORENZA, PC	23240081	760.00
7321	10/20/2023	1224	FLINN SCIENTIFIC	23240124	1,129.16
7322	10/20/2023	1265	HANCOCK HOUSE HOTEL	23240098	76.98
7323	10/20/2023	1267	HANCOCK TELEPHONE CO.	23240012	2,885.46
7324	10/20/2023	2208	HARTFORD STEAM BOILER	23240031	105.00
7325	10/20/2023	1272	HCS LUNCH FUND		235.22
7326	10/20/2023	2525	HEATHER SCHOONMAKER		58.95
7327	10/20/2023	1287	HIGHLAND ASSOCIATES		1,110.76
7328	10/20/2023	1288	HILL & MARKES WHOLESALE DISTRIB.	23240011	1,411.46
7329	10/20/2023	1289	HILLYARD	23240034	1,877.60
7330	10/20/2023	1320	J A MAURO ENT INC	23240083	2,397.20
7331	10/20/2023	1327	JENNIFER GILL		60.13
7332	10/20/2023	2331	JOSHUA GROSS		1,226.16
7332	10/20/2023	2331	**VOID** JOSHUA GROSS		-1,226.16
7333	10/20/2023	2508	LEAF	23240241	933.00
7334	10/20/2023	2397	MHS-MULTIHEALTH SYSTEMS		1,014.42
7335	10/20/2023	1417	Midstate Athletic Conference	23240252	2,000.00
7336	10/20/2023	1423	MIRABITO FUEL GROUP	23240020	5,734.45
7337	10/20/2023	2415	NASP	23240260	230.00
7338	10/20/2023	1442	NASSP/NASC	23240255	385.00
7339	10/20/2023	2507	NRG	23240200	337.47
7340	10/20/2023	1479	NYSEG	23240179	3,184.67

**HANCOCK CSD**

**Check Warrant Report For A - 12: October General Fund Cash Disbursement For Dates 10/1/2023 - 10/31/2023**



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7341	10/20/2023	2333	PEARSON	23240110	544.32
7342	10/20/2023	2283	PIONEER ATHLETICS	*See Detail Report	867.38
7343	10/20/2023	1545	PYRAMID SCHOOL PRODUCTS	680	13.68
7344	10/20/2023	1592	SCHOLASTIC	23240158	3,076.76
7345	10/20/2023	1605	SCHOOL SPECIALTY	586	14.30
7346	10/20/2023	1615	SENTRY ALARMS LLC	23240040	333.75
7347	10/20/2023	1617	SHAKELTON AUTO AND TRUCK CENTER LLC	23240003	257.60
7348	10/20/2023	1617	SHAKELTON AUTO AND TRUCK CENTER LLC	23240003	87.37
7349	10/20/2023	1633	SMITH'S SHARPENING & REPAIR	23240186	84.80
7350	10/20/2023	2188	SOUTHRN TIER MEDICAL CARE-NY,P.C.	23240085	2,882.50
7351	10/20/2023	1092	SPORT SUPPLY GROUP	*See Detail Report	391.07
7352	10/20/2023	1648	STADIUM SYSTEM, INC.	23240160	799.00
7353	10/20/2023	2331	JOSHUA GROSS		1,226.16
7359	10/30/2023	1765	MORPHO TRUST USA	23240129	101.75
7360	10/31/2023	1765	MORPHO TRUST USA	23240129	101.75

**Number of Transactions: 105**

**Warrant Total: 956,740.26**

**Vendor Portion: 956,740.26**

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. 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

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

# HANCOCK CSD

## Check Warrant Report For A - 15: November General Fund Cash Disbursement For Dates 11/1/2023 - 11/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7361	11/03/2023	1806	AMTNYS	23240205	170.00
7362	11/03/2023	1042	AT&T	23240049	1,017.75
7363	11/03/2023	1104	CARDIAC LIFE PRODUCTS	23240257	732.70
7364	11/03/2023	1105	CARDMEMBER SERVICES	*See Detail Report	3,689.72
7365	11/03/2023	2038	CINTAS	23240024	83.35
7366	11/03/2023	2285	DELTA DENTAL OF NEW YORK, INC	23240069	6,550.68
7367	11/03/2023	1980	DUNKIN DONUTS	23240285	152.85
7368	11/03/2023	1218	FILTREC CORPORATION	23240055	375.00
7369	11/03/2023	1253	GRAINGER, INC.	23240259	54.39
7370	11/03/2023	1256	GREG GILL		149.60
7371	11/03/2023	1288	HILL & MARKES WHOLESALE DISTRIB.	23240011	659.50
7372	11/03/2023	1327	JENNIFER GILL		58.95
7373	11/03/2023	2331	JOSHUA GROSS	23240277	681.20
7373	11/03/2023	2331	**VOID** JOSHUA GROSS	23240277	-681.20
7374	11/03/2023	2414	NYASP	23240261	395.00
7375	11/03/2023	1474	NYS UNEMPLOYMENT INSURANCE		75.31
7376	11/03/2023	2333	PEARSON	23240109	794.85
7377	11/03/2023	2405	POLSINELLO LUBRICANTS	23240035	210.00
7378	11/03/2023	2342	RBT LLP	23240267	11,000.00
7379	11/03/2023	1605	SCHOOL SPECIALTY		3.86
7380	11/03/2023	1618	SHAUN GOTTHARDT		298.48
7381	11/03/2023	1092	SPORT SUPPLY GROUP	653	176.41
7382	11/03/2023	1769	STEVE EBERLEIN PLUMBING & HEATING	23240027	1,523.00
7383	11/03/2023	1708	TOPS MARKETS LLC	23240279	97.36
7384	11/03/2023	2433	WASTE RECOVERY ENTERPRISES LLC	23240052	1,020.32
7385	11/03/2023	1756	ZAPPIA ATHLETIC PRODUCTS	23240278	950.40
7390	11/03/2023	2331	JOSHUA GROSS	23240277	1,362.40

**Number of Transactions: 27**

**Warrant Total: 31,601.88**  
**Vendor Portion: 31,601.88**

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. 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 Signature Title

**HANCOCK CSD**

**Check Warrant Report For A - 16: 11/03/2023 Payroll For Dates 11/1/2023 - 11/30/2023**



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
803	11/03/2023	1491	OMNI FINANCIAL GROUP, INC.		3,990.10
804	11/03/2023	1758	NEW YORK STATE INCOME TAX		7,577.39
805	11/03/2023	1759	UNITED STATES TREASURY DEPT		44,193.99
806	11/03/2023	1760	HANCOCK CENTRAL SCHOOL DISTRICT		132,695.81
7386	11/03/2023	1076	BOCES-DCMO		240.74
7387	11/03/2023	1266	HANCOCK TEACHERS' ASSOCIATION		3,532.84
7388	11/03/2023	1664	NYS CHILD SUPPORT PROC. CENTER		34.61
7389	11/03/2023	1150	PEARL CARROL		484.99
<b>Number of Transactions: 8</b>				<b>Warrant Total:</b>	<b>192,750.47</b>
				<b>Vendor Portion:</b>	<b>192,750.47</b>

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. 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 Signature Title

**HANCOCK CSD**

**Check Warrant Report For C - 4: November Cafeteria Cash Disbursement For Dates 11/1/2023 - 11/30/2023**



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1536	11/03/2023	1058	BEHLOG & SONS, INC.	23240232	2,340.84
1537	11/03/2023	1065	BIMBO FOODS, INC.	23240233	507.46
1538	11/03/2023	1105	CARDMEMBER SERVICES	23240203	159.78
1539	11/03/2023	2519	CATSKILL CATLLE	23240245	230.00
1540	11/03/2023	1247	GINSBERG'S INSTITUTIONAL FOODS	23240234	7,776.84
1541	11/03/2023	2520	HEADWATER FOODS	23240246	402.21
1542	11/03/2023	1786	HERSHEY	23240235	1,297.00
1543	11/03/2023	1288	HILL & MARKES WHOLESALE DISTRIB.	23240237	1,471.70
1544	11/03/2023	2521	HOMETOWN DISTRIBUTOR	23240247	3,616.18
1545	11/03/2023	2522	MORNING STAR POULTRY	23240248	330.00
1546	11/03/2023	2523	NOVIELLO'S BAKERY	23240249	816.60
1547	11/03/2023	2097	SINON FARMS, INC	23240265	522.54
1548	11/03/2023	2524	SLATE FOODS	23240250	600.00
1549	11/03/2023	1708	TOPS MARKETS LLC	23240236	30.19

**Number of Transactions: 14**

<b>Warrant Total:</b>	<b>20,101.34</b>
<b>Vendor Portion:</b>	<b>20,101.34</b>

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. 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	Signature	Title



# HANCOCK CSD

Check Warrant Report For HC - 1: Capital HC NOvember Cash Disbursement For Dates 11/1/2023 - 11/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1330	11/03/2023	1220	FISCAL ADVISORS & MARKETING INC.		1,155.00
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>1,155.00</b>
				<b>Vendor Portion:</b>	<b>1,155.00</b>

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$\_\_\_\_\_. 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 Signature Title



**Hancock Central School District  
Internal Claims Auditor Report**

Warrant Report Dates:

11/3/23

Internal Claims Auditor:



**Discovered Condition: ICA Requested, Corrective Action, Corrective Action Taken, Clerical Issues**

Incorrect address for remit.		
The payment request is lacking an original invoice.		
The payment request is lacking sufficient documentation proving receipt of item or performance of service.		
Appropriate approval signature for the authorizing payment is lacking.		
Itemized claims do you total to the invoice amount.		
Other (Specify)		

**Writeups**

*NONE*

Mileage claims- checked to ensure days claimed are legitimate. Correct distance and addition.		
Invoice number on warrant matches the invoice. (Used to prevent duplicate payments)		
Lease agreement payments checked to dates and amounts listed in the lease agreement.		
Employee reimbursement- checked for sales tax and unauthorized expenses and matched to conference request forms.		
The appropriate expense codes were used.		
Other (Specify)		

Fund General

Warrant # A-15

Amount \$30,920.68

**Hancock Central School District  
Internal Claims Auditor Report**

Warrant Report Dates: 11/3/23

Internal Claims Auditor: 

**Discovered Condition: ICA Requested, Corrective Action, Corrective Action Taken, Clerical Issues**

Incorrect address for remit.		
The payment request is lacking an original invoice.		
The payment request is lacking sufficient documentation proving receipt of item or performance of service.		
Appropriate approval signature for the authorizing payment is lacking.		
Itemized claims do you total to the invoice amount.		
Other (Specify)		

**Writeups** NONE

Mileage claims- checked to ensure days claimed are legitimate. Correct distance and addition.		
Invoice number on warrant matches the invoice. (Used to prevent duplicate payments)		
Lease agreement payments checked to dates and amounts listed in the lease agreement.		
Employee reimbursement- checked for sales tax and unauthorized expenses and matched to conference request forms.		
The appropriate expense codes were used.		
Other (Specify)		

Fund Federal

Warrant # F-1

Amount \$ 903.85

**Hancock Central School District  
Internal Claims Auditor Report**

Warrant Report Dates: 11/3/23

Internal Claims Auditor: [REDACTED]

**Discovered Condition: ICA Requested, Corrective Action, Corrective Action Taken, Clerical Issues**

Incorrect address for remit.		
The payment request is lacking an original invoice.		
The payment request is lacking sufficient documentation proving receipt of item or performance of service.		
Appropriate approval signature for the authorizing payment is lacking.		
Itemized claims do you total to the invoice amount.		
Other (Specify)		

**Writeups** NONE

Mileage claims- checked to ensure days claimed are legitimate. Correct distance and addition.		
Invoice number on warrant matches the invoice. (Used to prevent duplicate payments)		
Lease agreement payments checked to dates and amounts listed in the lease agreement.		
Employee reimbursement- checked for sales tax and unauthorized expenses and matched to conference request forms.		
The appropriate expense codes were used.		
Other (Specify)		

Fund Capital

Warrant # HC-1

Amount \$1155.00

**Hancock Central School District  
Internal Claims Auditor Report**

Warrant Report Dates:

10/3/23

Internal Claims Auditor:



**Discovered Condition: ICA Requested, Corrective Action, Corrective Action Taken, Clerical Issues**

Incorrect address for remit.		
The payment request is lacking an original invoice.		
The payment request is lacking sufficient documentation proving receipt of item or performance of service.		
Appropriate approval signature for the authorizing payment is lacking.		
Itemized claims do you total to the invoice amount.		
Other (Specify)		

**Writeups**

*NONE*

Mileage claims- checked to ensure days claimed are legitimate. Correct distance and addition.		
Invoice number on warrant matches the invoice. (Used to prevent duplicate payments)		
Lease agreement payments checked to dates and amounts listed in the lease agreement.		
Employee reimbursement- checked for sales tax and unauthorized expenses and matched to conference request forms.		
The appropriate expense codes were used.		
Other (Specify)		

Fund

General

Warrant #

A-12

Amount

\$203.50

Hancock Central School District  
Internal Claims Auditor Report

Warrant Report Dates:

11/3/23

Internal Claims Auditor:



**Discovered Condition: ICA Requested, Corrective Action, Corrective Action Taken, Clerical Issues**

Incorrect address for remit.		
The payment request is lacking an original invoice.		
The payment request is lacking sufficient documentation proving receipt of item or performance of service.		
Appropriate approval signature for the authorizing payment is lacking.		
Itemized claims do you total to the invoice amount.		
Other (Specify)		

**Writeups**

NONE

Mileage claims- checked to ensure days claimed are legitimate. Correct distance and addition.		
Invoice number on warrant matches the invoice. (Used to prevent duplicate payments)		
Lease agreement payments checked to dates and amounts listed in the lease agreement.		
Employee reimbursement- checked for sales tax and unauthorized expenses and matched to conference request forms.		
The appropriate expense codes were used.		
Other (Specify)		

Fund

Capital

Warrant #

C-4

Amount

\$20,101.34

**Hancock Central School District  
Reserve Fund Report and Analysis  
2022-2023 Year-End Summary Report- Final  
Board of Education Review/Approval  
November 2, 2023**

**Prepared By:**

**Lori Asquith, Superintendent of Schools  
Aimee Skiff, Treasurer**

## Overview

The New York State Comptroller's guidance on the Reserve Fund describes the importance of Reserve Funds for good financial management.

*"Saving for future projects, acquisitions, and other allowable purposes is an important planning consideration for local governments and school districts. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves for future use."*

The establishment and funding of reserves is an important consideration in the maintenance of a sound financial plan for any school district. Strict adherence to state laws is required to ensure reserves are both legal and appropriate. Adequately funded reserves are vital to the long-term health and stability of the school district.

The Hancock Central School District believes that the judicious use of reserves reduces long-term borrowing costs, smoothes large fluctuations in tax rates, and minimizes the possibility of mid-year budget cuts which could have a direct impact on students. We believe it is in the best interest of students, staff, and taxpayers to prudently establish and use reserves to weather the financial storms and uncertainties that can occur throughout a school year.

Since New York State law mandates that expenditures can be no greater than the budget approved by the voters in May each year, Hancock Central School District budgets conservatively to ensure that unanticipated expenditures do not result in mid-year cuts that could have an immediate impact on students and/or staff. This practice has allowed the District to weather revenue reductions, state aid holdbacks, increases in expenditures such as transportation or Special Education, and other negative adjustments without impacting instructional programs. However, conservative budgeting can also result in budget surpluses at year-end. The Board of Education reviews budget surpluses via the annual Fund Balance Report and determines the best use of these surpluses including transfers to voter or Board approved reserves, or to a reduction in the ensuing year tax levy.

Legally established reserves can provide many benefits to the school district and to its taxpayers. However, these reserves can also cause confusion when not utilized and/or their purpose is not clearly understood by the community.

Finally, Education Law 2022(7), regarding voting on school district budgets and the election of board members states: "Each school district, in a timely fashion, shall post on its website, if any, a financial budget or any multi-year financial plan adopted by the board of education or trustees." In Hancock, community residents can find this important financial information on our school district website, [www.hancock.stier.org](http://www.hancock.stier.org).

## **Reserves**

As stated, the Board is responsible for appropriately managing the financial affairs of the District. Reserves may be established by the Board in accordance with applicable laws. Money set aside in reserves must be used in compliance with statutory provisions which determine how reserves are established and how they may be funded, expended, and/or discontinued. Generally, school districts are not limited as to how much money can be held in reserves. However, reserve balances must be reasonable.

Funding reserves at greater than reasonable levels contributes to real property tax levies that are higher than necessary because the excessive reserve balances are not being used to fund operations. The Board is responsible for developing a formal plan for the use of its reserves, including anticipated use and need of reserve funds and how and when disbursements should be made. By maintaining excessive and/or unnecessary reserves, the Board and District officials may miss opportunities to lower the property tax burden and/or funds from being used to meet District needs.

### ***Best Practices for Reserves***

1. Familiarize yourself, the administrative team and the Board of Education as to the purpose and rules of Reserve Funds. Listed above are Reserve Funds available to school districts and BOCES. But not all school districts or BOCES can establish each of the listed funds. For example, the big five school districts, school districts with more than 125,000 inhabitants, cannot use the Insurance Reserve Fund, Employee Benefit Accrued Liability Reserve Fund or the Retirement Contribution Reserve Fund. Only a BOCES can use the Career Education Instructional Equipment Reserve Fund.
2. Share the New York State Comptroller's guidance document with interested parties. The document can be found at the link noted below in the resource section.
3. Review your district's reserve funds annually to assure that the funding level is appropriate based on the prescribed purpose of the Reserve Fund. Share an update with the Superintendent and Board of Education.
4. When establishing a Reserve Fund, document the reasons and the dollar amount. Keep a record of discussion with the Board of Education and any Board action. Keep the documentation in the business office.
5. Share information with your external auditor during the school year as you make changes to Reserve Funds.
6. If the district changes the level of funding in a reserve fund, document the reasons, inform the Board of Education and keep a copy of the resolution in the business office.



## **Resources**

- New York State Office of State Comptroller guidance document: This document outlines all of the Reserves available to municipalities and school districts.
  - <http://osc.state.ny.us/localgov/pubs/lmg/reservefunds.pdf>
- New York State Office of State Comptroller Local Government and School Accountability Accounting Releases: The state may create new reserves or clarify requirements related to a reserve. This information is released in a bulletin. Bulletins can be found at this link:
  - <http://osc.state.ny.us/localgov/pubs/releases/pastreleases.htm>

The following is a report/analysis of the current status and internal controls over Reserve Funds at Hancock Central School District:

### **Tax Certiorari Reserve**

*Funding Goal-* As the district receives tax certiorari claims, we reserve funds based on the following: based on two individual claims not to exceed the actual claims. Tax certiorari claims older than four years should be based on the actual claim. The Tax Certiorari Reserve shall not be funded to an amount beyond 2% of the District's tax levy for the current year's approved budget.

*Creation* – This reserve was created in June of 1993 via board resolution.

*Purpose* – This reserve is used to pay for prior year judgments and claims in tax certiorari proceedings.

*Funding Methods* – Funding methods may include from excess fund balance or transfers from other reserves. Funds placed in this reserve that are not used to pay tax certiorari judgments or claims must be returned to the General Fund by the first day of the fourth fiscal year after the establishment of the fund.

*Use of Reserve* – This reserve would be used to pay for prior year tax certiorari claims.

*Monitoring of Reserve* – This reserve, if needed, will be monitored by the Superintendent and Business Manager. It is anticipated that detailed calculations will be required each year to support the amounts in this reserve.

### **Capital Reserve for Construction**

*Funding Goal-* The board is presented with an annual fund balance report and recommendations from the superintendent and the business office in support of offsetting local costs related to future capital projects. Recommendations to the capital reserve fund are based on operating surpluses from the general fund and are approved by the board.

*Funding Level* – Please reference summary page at end of report, Page 13.

*Creation* – This reserve was created on 2014 via voter approval. Must be expended prior to 2025.

*Purpose* – The purpose of the fund is for construction, repair and construction of capital improvements and the acquisition of equipment.

*Funding Methods* – The source from which the funds will be obtained can include any or all of the following: unappropriated fund balance from the general fund as determined by the Board of Education, State aid related to expenditures from the capital reserve fund, interest income related to investments of monies in the fund, and any other monies thereafter authorized by the voters of the district.

*Use of Reserve* – Use of this reserve requires voter approval. The proposition to use these funds must be specific to a set of projects and dollar amounts.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

### **Capital Reserve for Bus Replacement**

*Funding Goal-* The board is presented with an annual fund balance report and recommendations from the superintendent and the business office in support of costs related to the implementation of the district's five year bus purchasing program (please see attachments). Recommendations to the bus reserve are based on estimated surpluses from the general fund and are approved by the board.

*Funding Level* – Please reference summary page at end of report, Page 13.

*Creation* – This reserve was created in June 2009 and subsequent years via voter approval.

*Purpose* – The purpose of the fund is for the replacement and acquisition of School District buses per the District's five year bus replacement planning cycle.

*Funding Methods* – The source from which the funds will be obtained can include any and all of the following: unappropriated fund balance from the general fund as determined by the Board of Education, State aid relating to expenditures from the bus replacement reserve fund and transportation aid, interest income related to

the investment of monies in the fund, and any other additional monies thereafter authorized by the voters of the District.

*Use of Reserve* – Use of this reserve requires voter approval. The proposition to use these funds must be specific to a set of projects and dollar amounts.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

**Employee Benefit Accrued Liability Reserve (EBLAR)**

*Funding Goal*- Not to exceed the value of compensated absences for those employees approaching retirement age.

*Funding Level* – Please reference summary page at end of report, Page 13. If the District determines that such an account is no longer needed or is overfunded, monies may be transferred to a reserve fund established under Education Law §3651, but only to the extent that the monies in the employee benefit accrued liability reserve fund exceed a sum sufficient to pay all liabilities incurred or accrued against the employee benefit accrued liability fund, as certified to the governing board by the fiscal and legal officers of the local government prior to the discontinuance of the fund. Consequently, the business manager and superintendent, working in concert with the external auditor and the board of education, will transfer excess EBLAR reserve funds to the Retirement Contribution (ERS) or unemployment reserves pending BOE approval on the following schedule: As of July 1, 2016, any excess funds in the EBLAR reserve that exceed the District's liability for compensated absences will be reallocated to the capital reserve or Employee Retirement Contribution Reserve (ERS).

*Creation* – This reserve was created in June of 2003 via board resolution.

*Purpose* – The purpose of this fund is to pay accrued benefits due to employees upon termination of service for vacation, sick, leave, personal leave, etc.

*Funding Methods* – The source from which the funds will be obtained can include any and all of the following: unappropriated fund balance from the general fund as determined by the Board of Education, , interest income related to the investment of monies in the fund, and any other additional monies thereafter authorized by the voters of the District.

*Use of Reserve* – This reserve is used to pay for employee compensated absences upon termination of employment from the school district. Recent amendments to General Municipal Law allows for use of the reserve as a revenue to cover the amount equivalent to a district's remaining gap elimination adjustment or the dollar value of excess funding remaining in the fund as determined by the Comptroller.

*Monitoring of Reserve* – The reserve is monitored by the Superintendent and Business Manager.

**Reserve for Repairs**

*Funding Goal*- In any given school year, fund to a level sufficient to account for approximately 1% of the approved budget.

*Funding Level* – Please reference summary page at end of report, Page 13.

*Creation* – This reserve was established in June of 2003 via board resolution.

*Purpose* – This reserve is used to pay for unanticipated, non-recurring repairs to district capital improvements, facilities and equipment.

*Funding Methods* – Voter approval is required to fund this reserve.

*Use of Reserve* – In accordance with the law, a public hearing must be held in order to use funds from this reserve, except in an emergency. Funds used for an emergency without holding a public hearing must be returned to the fund over two years with at least one-half in the first year. A vote of two-thirds of the Board is required to authorize an emergency expenditure. Use is restricted to the purpose stated above.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

**Employee Retirement Contribution (ERS) Reserve Fund**

*Funding Goal*- A minimum funding level equivalent to the value of five consecutive years as of the close of the current year.

*Funding Level* – Please reference summary page at end of report, Page 13.

*Creation* – This reserve was created in June of 2010 via board resolution.

*Purpose* – This reserve is used to pay for district expenses to the NYS Employee's Retirement System only.

*Funding Methods* – Funds are placed in this reserve from excess fund balance.

*Use of Reserve* – Funds are to be appropriated against ERS billings for the current budget year.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

**\*NYS Teachers Retirement – Subfund of the Retirement Contribution Reserve**

The law was amended in 2019 to authorize a sub-fund within the Retirement Contribution Reserve Fund to finance retirement contributions to the NYS Teachers Retirement System and/or offset all or some of the amount deducted from the moneys apportioned to the district from the state under Education Law §521 (e.g., collection of employer contributions to TRS).

*Funding Goal-* The amount of moneys contributed annually to the TRS sub-fund cannot exceed 2% of the total compensation or salaries of all teachers employed by the district who are members of TRS paid during the immediately preceding fiscal year. Nor can the balance of the sub-fund exceed 10% of the total compensation or salaries of all teachers employed by the district who are members of TRS paid during the immediately preceding fiscal year.

*Creation* – This reserve was created in June of 2019 via board resolution.

*Purpose* – This reserve is used to pay for district expenses to the NYS Teachers Retirement System only.

*Funding Methods* – Funds are placed in this reserve from excess fund balance.

*Use of Reserve* – Funds are to be appropriated against TRS billings for the current budget year.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

### **Unemployment Insurance Reserve**

*Funding Goal-* Currently, reserve balance represents approximately 0.007% of the 2020-2021 budget salaries.

*Funding Level* – Please reference summary page at end of report, Page 13.

*Creation* – This reserve was established in June of 2003 via board resolution.

*Purpose* – This reserve is used to pay the cost of reimbursement to the New York State Unemployment Insurance Fund for unemployment benefit payments to claimants.

*Funding Methods* – This reserve may be established by a board resolution and funded by budgetary appropriations or other funds as may be legally appropriated.

*Use of Reserve* – In accordance with the law, this reserve may be used at the discretion of the superintendent and business manager specifically to offset expenses tied to unemployment insurance claims related to employee attrition.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

**Insurance Reserve**

*Funding Goal*- The maximum amount paid into this reserve is limited to \$33,000 or 5% of the total annual budget for that year.

*Funding Level* – Please reference summary page at end of report, Page 13.

*Creation* – This reserve was established in June of 2019 via board resolution.

*Purpose* – This reserve is used to to fund certain uninsured losses, claims, actions, or judgments for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions. An insurance reserve fund may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

*Funding Methods* – This reserve may be established by a board resolution and funded by budgetary appropriations or other funds as may be legally appropriated.

*Use of Reserve* – In accordance with the law, this reserve may be used at the discretion of the superintendent and business manager specifically to offset expenses tied to insurance claims.

*Monitoring of Reserve* – This reserve is monitored by the Superintendent and Business Manager.

## Hancock Central School District: Statutory Reserve Fund Analysis Report

Reserve Name	Year Established	2015-2016			2016-2017			
		Balance 6/30/15	Transfers In	Withdrawals	Balance 7/1/16	Transfers In	Withdrawals	Balance 7/1/17
Tax Certiorari	1993	\$163,128		\$14,480	\$148,648	0	0	\$148,648
Capital Reserve	2014	\$200,000			\$200,000	\$410,000	0	\$610,000
Capital Reserve Buses	2009	\$797,869		\$256,300	\$541,569	\$200,096	\$132,038	\$609,607
EBLAR	2003	\$742,296		\$164,862	\$577,434	0	\$3,000	\$574,434
Reserve for Repairs	2003	\$90,130			\$90,130	0	\$39,875	\$50,255
ERS Reserve	2010	\$831,000	\$801,000	\$50,000	\$1,582,000	0	\$200,000	\$1,382,000
Unemployment Reserve	2003	\$33,923	\$7	\$630	\$33,300	7	0	\$33,307
<b>Total</b>		<b>\$2,858,346</b>			<b>\$3,173,081</b>			<b>\$3,408,251</b>
<b>Total Budget</b>		<b>\$10,307,946</b>			<b>\$10,537,072</b>			<b>\$10,684,945</b>
<b>Percent Reserved</b>		<b>27.7%</b>			<b>30.1%</b>			<b>31.9%</b>

**2016-2017 Supporting BOE Resolution (August 28, 2017 Meeting):**

Homer moved, with a second by Smith as recommended by Superintendent Dougherty to adopt the following: BE IT RESOLVED, the Board of Education, Hancock Central School District does hereby approve the transfer of \$410,000 from the unappropriated fund balance to the Capital Reserve Fund toward reducing local costs pertaining to future renovation/re-construction of the District bus garage per the District's five year facility plan and the transfer of \$200,000 from the unappropriated fund balance to the Capital Reserve for Buses to offset costs related to future bus purchases per the District's five year bus replacement plan.

2017-18 Supporting BOE Resolution (October 22, 2018 Meeting): Todd Jacobs moved, with a second by Becky Smith as recommended by Superintendent Dougherty to adopt the following: E IT RESOLVED, the Board of Education, Hancock Central School District does hereby approve the transfer of \$1,128,166 from the unappropriated fund balance to the Capital Reserve Fund toward reducing local costs pertaining to future renovation/re-construction of the District bus garage per the District's five year facility plan and the transfer of \$300,000 from the unappropriated fund balance to the Capital Reserve for Buses to offset costs related to future bus purchases per the District's five year bus replacement plan and reduce the ERS Reserve by \$332,000 and transfer to unappropriated fund balance.

Reserve Name	Year Established	2017-2018			2018-2019			Balance 7/1/19
		Balance 7/1/17	Transfers In	Withdrawals	Balance 7/1/18	Transfers In	Withdrawals	
Tax Certiorari	1993	148,648		15,392	133,256	302	20,000	113,558
Capital Reserve	2014	610,000			610,000	1,688		611,688
Capital Reserve 2017	2017		500,000		500,000	21		500,021
Capital Reserve 2018	2018		628,166		628,166	99		628,265
Capital Reserve Buses	2009	609,607	300,207	194,430	715,384	2,085	184,657	532,813
Capital Reserve Buses	2019				150,000			150,000
EBLAR	2003	574,434			574,434	147,120	151,482	570,072
Reserve for Repairs	2003	50,255			50,255	101		50,356
ERS Reserve	2010	1,382,000		332,000	1,050,000	21,229		1,071,229
TRS Reserve	2019					56,485		56,485
Unemployment Reserve	2003	33,307	8		33,315	5		33,320
Insurance Reserve	2019					10,000		10,000
<b>Total</b>		<b>3,408,251</b>	<b>1,428,381</b>	<b>541,822</b>	<b>4,294,810</b>	<b>389,135</b>	<b>356,139</b>	<b>4,327,806</b>
<b>Total Budget</b>					<b>11,161,753</b>			<b>11,291,458</b>
<b>Percent Reserved</b>					<b>38.4%</b>			<b>38%</b>

2018-19 Supporting BOE Resolution (October 28, 2019 Meeting):

Smith moved, with a second by Geer as recommended by Superintendent Dougherty to adopt the following: BE IT RESOLVED, the Board of Education, Hancock Central School District does hereby approve the transfer of \$21,229 to the Retirement Contribution Reserve and \$56,485 to the TRS Subfund from the unappropriated fund balance for the purpose of funding future retirement expenses and the transfer of \$150,000 from the unappropriated fund balance to the Capital Reserve for Buses to offset costs related to future bus purchases per the District's five year bus replacement plan and the transfer of \$10,000 from the unappropriated fund balance to the Insurance Reserve to fund future insurance claims and the transfer of \$147,120 from the unappropriated fund balance to the EBLAR Reserve to fund employee benefits costs incurred upon retirement and reduce the Tax Certiorari Reserve by \$20,000 and transfer to unappropriated fund balance.



Reserve Name	Year Established	2019-2020			2020-2021			
		Balance 7/1/19	Transfers In	Withdrawals	Balance 7/1/20	Transfers In	Withdrawals	Balance 7/1/21
Tax Certiorari	1993	113,558	457		114,015	129		114,144
Capital Reserve	2014	611,688	2,048	611,688	2,048	479		2,527
Capital Reserve 2017	2017	500,021	1,527	500,021	1,527			1,527
Capital Reserve 2018	2018	628,265	1,987	628,265	1,987			1,987
Capital Reserve 2021	2021				0	500,000		500,000
Capital Reserve Buses	2009	532,813	2,629	146,282	389,160			389,160
Capital Reserve Buses	2019	150,000	495		150,495	186		150,681
EBLAR	2003	570,072	292	58,200	512,164	89	32,661	479,592
Reserve for Repairs	2003	50,356	14		50,370			50,370
ERS Reserve	2010	1,071,229	46		1,071,275	150,199		1,221,474
TRS Reserve	2019	56,485	2		56,487	61,869		118,356
Unemployment Reserve	2003	33,320	7		33,327	7		33,334
Insurance Reserve	2019	10,000	13		10,013			10,013
<b>Total</b>		<b>4,327,806</b>	<b>9,517</b>	<b>1,944,456</b>	<b>2,392,867</b>	<b>712,951</b>	<b>32,661</b>	<b>3,073,157</b>
<b>Total Budget</b>		<b>11,590,423</b>			<b>11,671,074</b>			<b>11,727,635</b>
<b>Percent Reserved</b>		<b>37.4%</b>			<b>20.5%</b>			<b>26.2%</b>

2019-20 – No movement of fund balance into reserves due to COVID 19.

2020-21 Supporting BOE Resolution (October 25, 2021 Meeting):

Geer moved, with a second by Jacobs, as recommended by Superintendent Dougherty to adopt the following: BE IT RESOLVED, the Board of Education, Hancock Central School District does hereby approve the transfer of \$150,199 to the Retirement Contribution Reserve and \$61,869 to the TRS Subfund from the unappropriated fund balance for the purpose of funding future retirement expenses and the transfer of \$500,000 from the unappropriated fund balance to the Capital Reserve for Buses to offset costs related to future bus purchases per the District's five year bus replacement plan.

Reserve Name	Year Established	2021-22			2022-23			
		Balance 7/1/21	Transfers In	Withdrawals	Balance 7/1/22	Transfers In	Withdrawals	Balance 7/1/23
Tax Certiorari	1993	114,144	38		114,182	108,682		222,864
Capital Reserve	2014	2,527	2		2,529	36		2,565
Capital Reserve 2017	2017	1,527	1		1,528	22		1,550
Capital Reserve 2018	2018	1,987	2		1,989	28		2,017
Capital Reserve 2021	2021	500,000	560		500,560	7,065		507,625
Capital Reserve Buses	2009	389,160	165	241,527	147,799	599	148,083	315
Capital Reserve Buses	2019	150,681	100,169		250,850	2,796	33,525	220,121
EBLAR	2003	479,592	74,056		553,648	98	131,078	422,668
Reserve for Repairs	2003	50,370	12		50,382	111	50,000	493
ERS Reserve	2010	1,221,474	243		1,221,719	244		1,221,963
TRS Reserve	2019	118,356	57,716		176,072	38,973		215,045
Unemployment Reserve	2003	33,334	6		33,340	7		33,347
Insurance Reserve	2019	10,013	600,002		610,015	165		610,180
Capital Reserve 2022	2022	0	750,000		750,000	7,529		757,529
Capital Reserve Buses 2022	2022	0	500,000		500,000	5,020		505,020
Capital Reserve Buses 2023	2023	0			0	500,000		500,000
Capital Reserve 2023	2023	0			0	18,001		18,001
<b>Total</b>		<b>3,073,164</b>	<b>2,082,972</b>	<b>241,527</b>	<b>4,914,613</b>	<b>689,376</b>	<b>362,686</b>	<b>5,241,303</b>
<b>Total Budget</b>		<b>11,727,635</b>			<b>12,300,741</b>			<b>12,873,655</b>
<b>Percent Reserved</b>		<b>26.2%</b>			<b>39.94%</b>			<b>40.70%</b>

**2021-22 Supporting BOE Resolution (January 23, 2023) Meeting** Approved the transfer of \$57,692 to the Teachers Retirement Reserve from unappropriated fund the unappropriated fund balance for the purpose of funding future retirement balance to Insurance expenses, transfer \$600,000 to the Insurance Reserve from the unappropriated Reserve, EBLAR, fund balance for the purpose of funding future insurance claims, transfer Capital Reserve \$73,986.14 to the EBLAR Reserve from the unappropriated fund balance for the Page 3 of 4 purpose of funding employee benefits costs incurred upon retirement, transfer \$100,000 to the Capital Reserve for Buses 2019 from the unappropriated fund balance to offset costs related to future bus purchases per the District's five year bus replacement plan, transfer \$750,000 to a new Capital Reserve 2022 from the unappropriated fund balance for the purpose of construction, repair, reconstruction of Capital Improvements and acquisition of Equipment, the probable term shall be 20 years and transfer \$500,000 to a new Bus Reserve 2022 from the unappropriated fund balance to offset costs related to future bus purchases per the District's five-year bus replacement plan, all effective June 20, 2022.



**2024-25 Budget Vote:  
Tuesday, May 21**

**Hancock Central School District  
Board of Education  
2024-2025 Tentative Budget Calendar**

<b><u>Date</u></b>	<b><u>Event</u></b>	<b><u>Description of Action or Agenda Item</u></b>
November 1, 2023	Key Date	Distribution of Staff Budget Memo
November 13, 2023	Regular BOE Meeting	Review/Adoption of Budget Calendar
December 1, 2023	Staff Budget Folders Due	All Staff Budgets due to Supervisors
December 7, 2023	Admin. Meeting	Revenue/Expense Gap Analysis
December 8, 2023	Instructional Staff Meeting	Review of Program Continuation
January 5, 2024	Budget Draft #1	Revenue/Expense Gap Analysis
*January 22, 2024	State of the State Address	NYS Fiscal Overview
February 2, 2024	Budget Draft #2	Revenue/Expense Gap Analysis
February 26, 2024	Annual Budget Retreat	Strategic Planning
March 1, 2024	Key Date	Submission of Tax Levy Limit
March 1, 2024	Budget Draft #3	Revenue/Expense Gap Analysis
April 2-April 6, 2024	Key Date	45 Day Budget Vote Public Notification
April 8, 2024	Budget Adoption	Adopt 2024-2025 Preliminary Budget
April 22, 2024	Nominating Petitions	Candidate for BOE Nominating Petitions
April 22, 2024	Budget Report Card	NYSED Regulatory Requirement
April 29, 2024	Key Date	Property Tax Report Card Submittal
May 7, 2024	Budget Available	Public Budget Document
May 13, 2024	Budget Hearing	Annual District Meeting
May 15, 2024	Budget Notice (Postcard)	Mailing Deadline
May 21, 2024	Budget Vote	New York State Budget Holiday
*Tentative Dates		<i>Draft 11/08/2023</i>

**DELAWARE COUNTY REAL PROPERTY TAX SERVICES**

**111 Main Street  
Delhi, New York 13753  
(607) 832-5130**

OCT 25 2023

**REPORT OF CORRECTION OF ERROR BY ASSESSOR**

**Date:** 19<sup>th</sup> of October 2023

In accordance with a Small Claims Assessment Review stipulation, Filing # EF2023-23, regarding parcel 123689, 419.-1-20, Jesse Alexander Harding and Patricia Shiu vs. Jim Basile the Assessors of the Town of Hancock, Hancock New York. I have investigated the filed stipulation.

The 2023 decision requires that the total assessed value for 2023 Assessment Roll on tax parcel 123689, 419.-1-20 be corrected to \$6,000.

Therefore, pursuant to Section 554 of the Real Property Tax Law, the taxpayer is due a **2023 School Tax Bill Correction** in the amount of **\$677.87**

DATED: 19<sup>th</sup> of October 2023

A large black rectangular redaction box covers the signature of the Director, RPTS.

Sherri Falcone, Director, RPTS



# Memorandum

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**To:** Lori Asquith, Superintendent of Schools

**CC:** Tammi Wadson, District Clerk

**From:** Devon Bedient, Athletic Coordinator

**Date:** 10/26/2023

**Re:** Coaching Appointment

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I recommend Ryan Briggs be approved for the position of Varsity Wrestling Coach pending fingerprint clearance.

Please contact me with questions.

Thank you.

*Devon Bedient*



# Hancock Central School District

The Wildcat Pledge: We nurture and empower each learner's unlimited capacity to become a responsible citizen with a promising future.

Our Vision: Striving for excellence as an innovative, advanced and reflective school community.

## Core Beliefs:

- Our mindset: We do whatever it takes to ensure continuous growth because we believe each of us can learn.
- Collaboration: We work better together, always.
- Innovation: We embrace creativity and advancing technology.
- Integrity: We trust, respect, support and care for one another.
- Learning environment: Our approach is engaging, learner-centered and adaptable to individual needs.
- Student centered: We put students first.

## HANCOCK APPLICATION FOR ADVISORS/COORDINATORS/MENTORS

DATE: OCT. 26-23

NAME: Christina Christensen

POSITION: Tutor 2023-2024

1. List below your co-curricular experience.

<u>Experience</u>	<u>Years</u>	<u>Location</u>
<u>Elem-Middle school-</u>	<u>over</u>	<u>Hancock central</u>
<u>+ High School Tutoring</u>	<u>10 years</u>	<u>+ Sullivan Co. Comm College</u>
<u>All subject areas-</u>		<u>ELA</u>

2. Describe your background in the area that you wish to apply.

I have over 10 yrs of tutoring experience  
with all grade levels - including Special Ed.  
+ all subjects

  
Signature of Applicant

10-26-23  
Date

  
Signature of Administrator Reviewing

10/26/2023  
Date

Send to: Julie Bergman

cc: Tammi Wadson, BOE clerk

cc: Personnel File

# Hancock Central School District

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- **Integrity:** We trust, respect, support and care for one another.
- **Learning environment:** Our approach is engaging, learner-centered and adaptable to individual needs.
- **Equity:** We ensure equity and create access and opportunity for all.
- **Student centered:** We put students first.

TO: Mrs. Lori Asquith, Superintendent of Schools  
FR: Mrs. Julie Bergman, MS/HS Principal  
Mr. Devon Bedient, Athletic Director  
RE: 2023 – 2024 Volunteer Girls' Modified Basketball Coach Recommendation  
DATE: October 25, 2023

Mrs. Asquith,

Please accept this recommendation for Mrs. Randi Appley to serve as a volunteer girls' modified basketball coach for the 2023-2024 school year.

Thank you,



Julie Bergman



Devon Bedient