

The University of the State of New York  
**THE STATE EDUCATION DEPARTMENT**  
*(see instructions for mailing address)*

**PROPOSED AMENDMENT FOR  
A FEDERAL OR STATE PROJECT  
FS-10-A (03/15)**

**Agency Name and Address**

Spencerport CSD
71 Lyell Ave.
Spencerport, NY 14559

Monroe \_\_\_\_\_  
County

**Agency Code:**

2	6	1	0	0	1
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0	6
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0	0	0	0
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**Project #:**

5	8	9	1
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2	1
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1	3	6	0
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**Contract #:**

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**Contact Person:** Nicole Poh **Tel. #:** 585-349-5119

**E-Mail Address:** npoh@spencerportschools.org

**Amendment #**

000-2 <del>003</del>
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**INSTRUCTIONS**

- ❖ **Submit the original and two copies directly to the same State Education Department office where budget was mailed. DO NOT submit this form to Grants Finance.**
- ❖ Enter whole dollar amounts only.
- ❖ This form need only be submitted for budget changes that require prior approval as follows:
  - Personnel positions, number and type
  - Equipment items having a unit value of \$5,000 or more, number and type
  - Minor remodeling
  - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
  - Any increase in the total budget amount.
- ❖ Amendment # at top of this page must be completed.
- ❖ Do not use the FS-10-A for requesting a project extension.

**CHIEF ADMINISTRATOR'S CERTIFICATION**

*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).*

.DATE: 3/17/23 SIGNATURE: Kristin Swana  
Chief Administrative Officer

**FOR DEPARTMENT USE ONLY**

Program Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance: 

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**Log                      Approved**

SUBTOTAL	EXPLANATION (Provide same detail as required in FS-10 Budget)	SUBTOTAL INCREASE	SUBTOTAL DECREASE
15 Professional Salaries			
16 Support Staff Salaries			
40 Purchased Services			
45 Supplies & Materials	<p>\$3,630 increase for the purchase of instrument bell covers. This is to ensure proper sanitary procedures and to limit the germ particles in the air.</p> <p>\$27,153 increase for the purchase copy paper. COVID19 brought on many supply chain issues including shortages, the District had a very hard time locating and purchasing copy paper.</p> <p>\$192 increase for the purchase of pizza weekly as incentives to follow COVID mitigation protocols in the high school building as the students return to in person learning.</p> <p>\$9,818 increase for Orton Gillingham training teacher guides.</p> <p>\$5,004 increase for quantity and price changes in already approved and budgeted school lunch materials and supplies. Additional items were needed to address the pick up meals at the onset of COVID when students were virtually learning and to have supplies on hand in the event of a resurgence of COVID 19 and being able to quickly revert to serving meals in the classroom.</p> <p>\$27,515 increase for additional MERV air filters throughout the District campus as recommended by the CDC in response to the COVID19 pandemic.</p> <p>\$32,328 decrease due to quantity purchased and price changes of health service supplies.</p> <p>\$8,172 decrease due to not purchasing power roof vents and associated parts for buses.</p> <p>\$6,807 decrease due to quantity purchased of technology materials and supplies.</p> <p>\$26,005 decrease due to not purchasing Facilities Department face masks.</p>	\$73,312	\$73,312
46 Travel Expenses			
80 Employee Benefits			
90 Indirect Cost			
49 BOCES Services			

30	Minor Remodeling			
20	Equipment			
		<b>Total Increase or Decrease</b>	(+) \$73,312	(-) \$73,312
		<b>Net Increase or Decrease</b>	\$0	
		<b>Previous Budget Total</b>	\$3,127,921	
		<b>Proposed Amended Total</b>	\$3,127,921	

## Nicole Poh

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**From:** Jeri Chapman <Jeri.Chapman@nysed.gov>  
**Sent:** Tuesday, April 18, 2023 8:36 AM  
**To:** Nicole Poh  
**Subject:** RE: ESSER II Amendment

Warning: Message from non-Spencerport Email Server. Treat message, links, and attachments with extra care.  
Good morning Nicole,

Yes, we have received amendment 003 and it is also programmatically approved and placed in your file. Currently, project #5891-21-1360 only has one amendment that has gone to Grants Finance for fiscal processing.

Kind regards,

Jeri Chapman  
Supervisor of Education Programs  
Office of ESSA-Funded Programs  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
518-473-0295

For more information on ESSA-Funded Programs see  
<http://www.nysed.gov/essa/schools/consolidated-application>

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**From:** Nicole Poh <npoh@spencerportschools.org>  
**Sent:** Friday, April 14, 2023 2:19 PM  
**To:** Jeri Chapman <Jeri.Chapman@nysed.gov>  
**Subject:** RE: ESSER II Amendment

Good Afternoon,

I am just checking on the status of our amendment labelled 003 for project #5891-21-1360. It was mailed in at the same time our amendment #002 but we have not heard back if it has been approved. We have confirmation it was received at NYSED on March 20<sup>th</sup> and this particular one was another one that all the changes were within a code.

Thank you,

**Nicole Poh**  
*District Treasurer*  
Spencerport Central School District  
Phone: 585-349-5119  
71 Lyell Ave, Spencerport, NY 14559

**From:** Jeri Chapman <[Jeri.Chapman@nysed.gov](mailto:Jeri.Chapman@nysed.gov)>  
**Sent:** Tuesday, March 28, 2023 4:30 PM  
**To:** Nicole Poh <[npoh@spencerportschools.org](mailto:npoh@spencerportschools.org)>  
**Subject:** ESSER II Amendment

Warning: Message from non-Spencerport Email Server. Treat message, links, and attachments with extra care.  
Good afternoon,

We received the amendment 002 for project #5891-21-1360. This amendment is programmatically approved and will be placed in your file. It does not need to be forwarded to our Grants Finance Office since the changes are within a code. Therefore, we label it as amendment 000. If you submit another amendment, that will become amendment 002.

Kind regards,

Jeri Chapman  
Supervisor of Education Programs  
Office of ESSA-Funded Programs  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
518-473-0295

For more information on ESSA-Funded Programs see  
<http://www.nysed.gov/essa/schools/consolidated-application>

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