



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road · New Hartford, NY 13413

www.oneida-boces.org

AGENDA

Cooperative Board Regular Meeting

April 20, 2022 4:30 p.m.

The Overlook Room

Middle Settlement Road, New Hartford, New York

Draft Timeline

4:30 I. Call to Order

II. Pledge of Allegiance

4:35 III. Recognition

A. Career and Technical Education

Students: Laura Green, Whitesboro Central School District

Administrators: David Stayton, Principal
Michael Hoover, Assistant Principal

B. Bridges Program

Students: Katrina Hart, Rome City School District
Emmanuel Oduwa, Whitesboro Central School District

Administrators: Ellen Mahanna, Principal
Lisa Rizzo, Coordinator
Tim Rowland, Supervisor

IV. Recognition of Visitors

V. Communications

A. From the Floor

- General questions from board members?
- Commentary from board members?

- New York State Rural Schools Association Summer Conference
July 10 – 12, 2022 at the Otesaga Resort, Cooperstown
Registration will open soon

- NYSSBA's 2022 Annual Convention & Education Expo
October 27-29, 2022 at the Oncenter and Marriott Syracuse Downtown,
Syracuse, NY.
Registration opens August 1, 2022

B. Correspondence

VI. Reports

- District Superintendent Report-Patricia Kilburn
 - Legislative Update
 - Programs & Facilities

- Facilities/Capital Project Committee Report
 - Chair: John Salerno

- NSBA Convention Report
 - Reports by attendees

VII. A. Approval of the Minutes of the Regular Meeting of March 9, 2022
(page 13)

B. Approval of the Minutes of the Annual Meeting of April 6, 2022

Approval of Consent Agenda (B., C., D.)

B. Financial Report (page 41)

1. Acceptance of Report of the Treasurer, February
2. Approval of 2021-2022 Budget Adjustment Report, February

C. Personnel Report (page 61)

- a. Retirements
 1. Teaching/Certified Staff
 2. Non-Instructional/Classified Staff
- b. Resignations
 1. Teaching/Certified Staff
 2. Non-Instructional/Classified Staff
- c. Appointments
 1. Teaching/Certified Staff
 - a. Recommendation for Probationary Appointment(s)
 2. Non-Instructional/Classified Staff
 - a. Recommendation for Probationary Appointment from Civil Service Listing
 - b. Recommendation for Part-Time Appointment(s)
- d. Stipends
 1. Teaching/Certified Staff

D. Action Items (page 85)

1. Approval of Board Policy 5001 District-Wide Safety Plans and Building-Level Emergency Response Plans; 5006 Closing of Facilities; 5007 Closing Board of Cooperative Educational Services Programs DELETE - 5007 Evaluating Existing Buildings **(Second Reading)**
2. Approval of Board Policy 4206 Tax Exempt Bonds; 5002 Safety Conditions; 5300 Internet Safety; 5304 Information Security Breach Policy **(First Reading)**

3. Approval of Animal Science Program Certification
4. Approval of Administrative Internship
5. Approval of Meal Allowances
6. Approval of Rome Health Affiliation Agreement
7. Approval of Creation of Public Information Specialist Position
8. Approval of Creation of Graphic Design Specialist Position
9. Approval of Internal Auditing Services through June 30, 2024
10. Approval of Award of Science Kit Supply Bid March 2022
11. Approval of Agreement for Sharing Speech Language Pathologist Services
12. Approval of Ratification of UPSEU Agreement
13. Approval of Reauthorization of Existing Policies, Regulations, Contracts and Handbooks/Non-bargaining Unit Personnel
14. Approval of Contracts

5:00 VIII. Board Topic(s)/Discussion Item(s)

The objective of this discussion is to listen to each other's thoughts, to identify areas of consensus and to use this information to establish agreed upon tenants of Board membership and opportunities for professional growth and development.

- What does it mean to be a Cooperative Board member? Part 2
Please be prepared to discuss the following questions:
 - How do Board members best prepare for their monthly meetings?
 - How do Board members remain informed?
 - About the BOCES?
 - In between meetings?
 - How do Board members prepare for board discussion in advance?
 - What should be a reasonable expectation for board attendance at meetings?

- What are reasonable expectations for Board member participation in meetings?
- Other Board Discussion topics
 - Board Officer Election-process 3

6:00 IX. Old Business

6:15 X. Executive Session

Executive Session Items:

X	discussing the employment history of a particular person
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
	discussing collective negotiations pertaining to the UPSEU Union, pursuant to Article 14 of the Civil Service Law
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the _____ exam
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

XI. Action Item(s) for Approval (*continuation of VII*)

7:30 Adjournment

**ONEIDA-HERKIMER-MADISON BOCES
TREASURER'S REPORT
MARCH 2022 BOARD MEETING**

FOR THE MONTH ENDING FEBRUARY 2022

BANK BALANCES BY FUND:

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	7,891.97	0.30	-	7,892.27
GENERAL	JPM/CHASE	MMKT	4,320,581.71	14,720,808.56	13,018,475.59	6,022,914.68
GENERAL-MULTI C/D	JPM/CHASE	CHECK	3,020,114.19	10,261,731.49	10,261,356.49	3,020,489.19
GENERAL-MULTI C/R	JPM/CHASE	CHECK	1,460,955.24	6,460,447.14	6,495,000.00	1,426,402.38
GENERAL-LEARNING	JPM/CHASE	CHECK	3,211.46	192.04	-	3,403.50
GENERAL-MULTI C/R	NBT	MMKT	3,708.16	-	-	3,708.16
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	254,492.21	254,492.21	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	3,131.66	9,612.15	10,000.00	2,743.81
LUNCH C/R	JPM/CHASE	CHECK	204.53	6,028.26	5,000.00	1,232.79
LUNCH-MULTI C/R	NBT	MMKT	40,222.29	13,902.15	35,000.00	19,124.44
SPEC AID-MULTI C/R	NBT	MMKT	-	-	-	-
SPEC AID-MULTI C/R	JPM/CHASE	CHECK	-	823,371.95	820,000.00	3,371.95
SPEC AID-MULTI C/D	JPM/CHASE	CHECK	-	964.39	964.39	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	75,220.85	2.86	-	75,223.71
EXTRA-CURR/CM	JPM/CHASE	MMKT	16,311.02	65.00	1,005.00	15,371.02
TOTAL CASH			8,951,553.08	32,551,618.50	30,901,293.68	10,601,877.90

TOTAL CASH BY FUND:

CAPITAL	7,892.27
GENERAL	10,476,917.91
SCHOOL LUNCH	23,101.04
SPECIAL AID	3,371.95
TRUST/AGENCY	75,223.71
EXTRA-CURRICULAR	15,371.02
	10,601,877.90

TOTAL CASH BY BANK:

JPM/CHASE	10,488,450.57
NBT	113,427.33
	10,601,877.90

CHECKING RECONCILIATION:

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
3,772,646.18	752,156.99	3,020,489.19

15,831.67	460.65	15,371.02
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CERTIFICATION:

THIS IS TO CERTIFY THAT THE
FOREGOING TREASURER'S REPORT IS
TRUE TO THE BEST OF MY KNOWLEDGE
INFORMATION AND BELIEF.

Christine Turczyn
CHRISTINE TURCZYN TREASURER

Michele North
MICHELE NORTH DEPUTY TREASURER

VII B. 1.
Acceptance of Report of
the Treasurer, February
April 20, 2022

ONEIDA-HERKIMER-MADISON BOCES
 TREASURER'S REPORT
 EXTRA-CURRICULAR FUND

BOARD MEETING PRESENTATION
 February 28, 2022

CHECKING ACCOUNT - NBT BANK		CLUB ACCOUNT BALANCES	
BALANCE: BEGINNING OF THE MONTH	\$ 16,311.02	FUTURE FARMERS OF AMERICA	\$ 7,897.26
PLUS: RECEIPTS	\$ 65.00	SKILLS USA	\$ 4,752.67
LESS: EXPENDITURES	<u>\$ (1,005.00)</u>	P-TECH	2,436.17
BALANCE: END OF MONTH	<u>\$ 15,371.02</u>	SALES TAX	\$ 284.92
		ACCOUNT TOTALS, END OF MONTH	<u>\$ 15,371.02</u>
BANK RECONCILIATION			
BALANCE PER BANK STATEMENT	\$ 15,831.67		
PLUS: DEPOSITS IN TRANSIT			
LESS: OUTSTANDING CHECKS	<u>\$ (460.65)</u>		
RECONCILED BALANCES	<u>\$ 15,371.02</u>		
CASH: END OF MONTH			
	\$ 15,371.02	CASH: END OF MONTH	<u>\$ 15,371.02</u>

CERTIFICATION: THIS IS TO CERTIFY THAT THE FOREGOING TREASURER'S REPORT IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, & BELIEF.

Carol Allison
 TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

DEPOSITS IN TRANSIT		RECONCILING ITEMS		OUTSTANDING CHECKS	
DATE	AMOUNT			CHECK NUMBER	AMOUNT
				1272	50.00
				1280	60.65
				1298	350.00
TOTAL					
		TOTAL			\$ 460.65

ONEIDA HERKIMER MADISON BOCES
 Revenue Status Report As Of: 02/28/2022
 Fiscal Year: 2022
 Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
001	ADMINISTRATIVE COSER		3,786,150.05	46,770.31	3,832,920.36	1,445,004.04	2,341,146.01	0.00
002	CAPITAL/RENT EXPENDITURES		3,151,643.02	-10,973.77	3,140,669.25	1,884,401.59	1,256,267.66	0.00
101	OCCUPATIONAL EDUCATION		7,068,932.00	305,669.07	7,374,601.07	4,093,052.42	3,166,871.49	0.00
102	ADULT EDUCATION		37,130.00	0.00	37,130.00	22,278.00	14,852.00	0.00
103	SECONDARY OCC ED/MADISON BOCES		0.00	22,118.00	22,118.00	13,270.80	8,847.20	0.00
107	OCCUPATIONAL EDUCATION-HANDICAPPED		542,754.00	-63,714.60	479,039.40	288,906.95	190,132.45	0.00
109	OCC. ED./MADISON BOCES		0.00	19,108.00	19,108.00	9,554.00	9,554.00	0.00
201	8:1:2 PROGRAM		7,705,050.00	181,205.61	7,886,255.61	4,634,128.31	3,242,542.30	0.00
202	INTENSE MGMT NEEDS/MADISON BOCES		0.00	59,454.00	59,454.00	35,672.40	23,781.60	0.00
203	12:1:1 ADJUSTMENT PROGRAM		1,088,196.00	288,382.65	1,376,578.65	784,017.60	592,561.05	0.00
204	12:1:1 MILD/MODERATE PROGRAM		2,821,009.00	-322,715.81	2,498,293.19	1,516,184.64	981,108.55	0.00
205	SPECIAL CLASS: OPTION 2/MADISON BOCE		0.00	502,227.75	502,227.75	285,317.31	216,910.44	0.00
206	TRANSITIONAL PLNG & IMPLEMENTATION		378,329.00	235,229.53	613,558.53	323,308.09	290,250.44	0.00
209	12:1:4 DEV/MD PROGRAM		4,981,271.00	1,414,662.44	6,375,933.44	3,552,158.01	2,818,690.43	0.00
214	SPECIAL ED. OPTION III/MADISON BOCES		0.00	424,779.75	424,779.75	270,955.26	153,824.49	0.00
216	6:1:2 PROGRAM		2,193,436.00	346,491.93	2,539,927.93	1,455,272.93	1,072,042.83	1,009.79
221	6:1:1 HERKIMER BOCES		0.00	90,000.00	90,000.00	54,000.00	36,000.00	0.00
222	SPECIAL CLASS: OPTION 3/MADISON BOCE		0.00	229,464.90	229,464.90	147,375.08	82,089.82	0.00
225	ELEM IMN 6:1:2.5/MADISON		0.00	490,418.00	490,418.00	284,494.16	205,923.84	0.00
303	ART		167,427.40	0.00	167,427.40	100,456.44	66,970.96	0.00
305	GUIDANCE		248,027.00	38,158.00	286,185.00	170,863.05	115,321.95	0.00
306	TECHNOLOGY		75,352.20	0.00	75,352.20	45,211.32	30,140.88	0.00
308	PHYSICAL EDUCATION		40,922.00	0.00	40,922.00	24,553.20	16,368.80	0.00
310	NURSE PRACTITIONER		370,963.20	16,229.64	387,192.84	229,533.45	157,659.39	0.00
311	ADVANCED SOCIAL STUDIES		90,561.20	-90,561.20	0.00	0.00	0.00	0.00
312	SCHOOL PHYSICIAN		57,708.00	0.00	57,708.00	34,624.80	23,083.20	0.00
313	SCHOOL PSYCHOLOGIST		333,260.00	-117,304.50	215,955.50	129,326.36	86,554.14	0.00
314	SCHOOL SOCIAL WORKER		427,084.80	-86,306.72	340,778.08	189,518.88	151,259.20	0.00
315	SPEECH IMPROVEMENT		618,351.90	58,106.20	676,458.10	402,187.82	274,270.28	0.00
316	VISUALLY IMPAIRED		196,172.65	-94,701.70	101,470.95	64,967.11	36,503.84	0.00
317	COMPUTER INSTRUCTION		71,528.89	0.00	71,528.89	42,917.34	28,611.55	0.00
318	DEAF		254,786.40	-113,238.40	141,548.00	85,958.24	55,589.76	0.00
321	PHYS. THERAPY		156,304.20	-10,821.00	145,483.20	87,083.80	58,399.40	0.00
322	OCCUPATIONAL THERAPY		271,671.78	8,174.20	279,845.98	166,033.09	113,812.89	0.00
325	HOME ECONOMICS		224,796.00	-102,180.00	122,616.00	73,569.60	49,046.40	0.00
326	ENGLISH/SECOND LANG. INTSR.		607,968.00	28.57	607,996.57	364,780.80	243,187.20	0.00
332	CURRICULUM SUPERVISION COORDINATION		0.00	77,669.38	77,669.38	33,703.73	43,965.65	0.00
338	MUSIC TEACHER		249,006.80	-108,495.82	140,510.98	76,777.10	63,733.88	0.00
339	FRENCH		88,550.40	-44,275.20	44,275.20	26,565.12	17,710.08	0.00
340	TEACH. VISUALLY IMP/OTSEGO BOCES		0.00	0.00	0.00	282.64	0.00	282.64

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
 These are estimates to balance the budget

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
345 SHARED BUSINESS OFFICIAL			0.00	20,659.00	20,659.00	6,760.80	13,545.20	0.00
346 AUDIOLOGY/OSWEGO BOCES			0.00	149,944.08	149,944.08	85,641.37	71,676.53	7,373.82
351 PHYS THERAPY/HERK. BOCES			0.00	0.00	0.00	1,707.50	0.00	1,707.50
355 General Supervision			121,678.00	-42,579.25	79,098.75	43,804.08	29,202.72	0.00
357 BILINGUAL/ESL ITINERANT MADISON BOCE			0.00	20,860.00	20,860.00	12,516.00	8,344.00	0.00
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES			0.00	5,742.00	5,742.00	3,004.40	2,737.60	0.00
405 PERFORMING ARTS			65,125.50	78,059.87	143,185.37	73,788.31	68,269.89	0.00
408 ALTERNATIVE EDUCATION			5,805,693.00	174,562.04	5,980,255.04	3,506,141.23	2,456,941.27	0.00
410 HOSPITAL BASED/ONONDAGA BOCES			0.00	13,932.00	13,932.00	9,719.41	7,734.87	3,522.28
411 ALTERNATIVE H.S. EQUIV			69,192.00	-57,660.00	11,532.00	2,306.40	9,225.60	0.00
415 PORTABLE PLANETARIUM			3,347.64	0.00	3,347.64	2,008.58	1,339.06	0.00
417 GED - EA - MADISON BOCES			140,700.00	2,740.69	143,440.69	85,590.69	57,850.00	0.00
420 REGIONAL PROGRAM EXCELLENCE			137,550.00	14,078.74	151,628.74	87,912.00	58,608.00	0.00
424 EXPLORATORY ENRICHMENT/ROCKLAND BOCE			0.00	61,897.50	61,897.50	26,527.50	35,370.00	0.00
426 Distance Learning			0.00	53,423.00	53,423.00	28,705.05	24,717.95	0.00
428 SUMMER SCHOOL			661,180.00	56,134.72	717,314.72	349,373.58	364,426.24	0.00
438 DISTANCE LEARNING			3,347,920.58	-493,064.19	2,854,856.39	1,493,980.20	1,056,916.03	0.00
479 DL SYNERGY VIRTUAL HS/CITI BOCES			0.00	362,250.00	362,250.00	94,781.90	267,468.10	0.00
502 EDUCATIONAL COMMUNICATIONS			1,011,326.77	28,861.49	1,040,188.26	533,116.06	352,459.72	0.00
504 TECHNICAL REPAIR SERVICE			788,684.19	100,883.00	889,567.19	440,247.71	311,141.24	0.00
505 PRINTING			1,242,969.00	-454,929.89	788,039.11	467,751.05	306,081.86	13,551.76
507 PRINTING/MADISON			0.00	1,262.59	1,262.59	541.11	721.48	0.00
509 SCH. CURR/CAYUGA BOCES			0.00	25,239.96	25,239.96	16,632.34	10,095.97	1,488.35
510 LEARNING TECHNOLOGY			2,676,591.58	2,278,743.93	4,955,335.51	2,520,100.44	1,404,059.21	0.00
511 SCH. CURR./CAPITAL REGION			0.00	3,113.25	3,113.25	1,867.95	1,245.30	0.00
514 MODEL SCHOOLS-MADISON BOCES			310,991.00	-22,028.00	288,963.00	173,377.80	115,585.20	0.00
515 COMMON LEARNING OBJ-MADISON BOCES			1,917,970.00	3,107,298.60	5,025,268.60	2,581,825.19	2,443,443.41	0.00
518 SCIENCE KITS			1,256,744.60	148,955.60	1,405,700.20	731,754.08	506,358.36	0.00
520 SCH CURR./MADISON BOCES			0.00	915.00	915.00	386.93	528.07	0.00
521 SCHOOL CURRICULUM IMPROVEMENT SERVIC			965,848.80	515,435.71	1,481,284.51	858,825.03	597,166.86	0.00
530 School/Curriculum Improvement Planni			0.00	351.45	351.45	117.15	234.30	0.00
538 MODEL SCHOOLS			292,127.35	-4,079.61	288,047.74	164,482.39	109,654.96	0.00
542 SCH CURR/JEFF-LEWIS BOCES			0.00	50.00	50.00	10.00	40.00	0.00
543 HRD/SFTWARE/OSWEGO BOCES			0.00	13,447.21	13,447.21	3,986.97	9,680.51	220.27
545 COMMUNITY SCHOOL RESOURCES			0.00	1,001,990.00	1,001,990.00	446,813.71	555,176.29	0.00
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES			0.00	2,814.31	2,814.31	1,869.05	1,187.45	242.19
555 SUPERINTENDENT EVAL/ERIE 2 BOCES			0.00	2,079.00	2,079.00	2,210.00	2,079.00	0.00
560 CPSE			136,320.00	187.98	136,507.98	81,792.00	54,528.00	0.00
565 School/Curriculum Improvement Planni			0.00	19,360.00	19,360.00	440.00	18,920.00	0.00
571 INSTRCTNL TECHNOLOGY/ORANGE-JULSTER B			0.00	1,212.20	1,212.20	519.51	692.69	0.00

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized. These are estimates to balance the budget

ONEIDA HERKIMER MADISON BOCES
Revenue Status Report As Of: 02/28/2022
Fiscal Year: 2022
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
574	SABA (SCHOOL AND BUSINESS ALLIANCE)		588,067.00	-297,233.63	290,833.37	160,670.40	107,113.60	0.00
575	VOCATIONAL ASSESSMENT		11,964.00	541.79	12,505.79	7,178.40	4,785.60	0.00
576	LIBRARY MEDIA SERVICE		733,430.06	71,025.95	804,456.01	453,533.93	303,248.01	0.00
578	LIBRARY AUTOMATION - MADISON BOCES		171,522.50	3,250.00	174,772.50	104,644.99	70,127.51	0.00
601	COMPUTER SERVICES - MADISON BOCES		5,752,354.00	4,523,956.42	10,276,310.42	6,012,180.56	4,264,129.86	0.00
602	NEGOTIATIONS - MADISON BOCES		388,172.00	-56,077.60	332,094.40	198,513.68	133,580.72	0.00
603	SCHOOL COMMUNICATIONS		463,191.62	45,543.12	508,734.74	281,991.35	201,934.35	305.39
604	CENTRAL BUSINESS OFFICE		330,657.76	-8,796.32	321,861.44	187,280.35	123,321.66	0.00
607	STAFF DEVELOPMENT - BUS DRIVERS		12,325.00	0.00	12,325.00	7,395.00	4,930.00	0.00
609	PLANNING SER: MANAGEMENT OCM BOCES		55,720.00	-483.00	55,237.00	33,142.89	22,094.80	0.69
610	TELEPHONE INTERCONNECT		2,830,279.57	-1,628,652.40	1,201,627.17	492,669.30	338,273.98	0.00
611	REGIONAL BUS MAINTENANCE-MADISON BOC		188,242.00	-1,242.00	187,000.00	112,200.00	74,800.00	0.00
612	HEALTH COORDINATION/HERKIMER BOCES		11,977.00	282.00	12,259.00	7,355.40	4,903.60	0.00
613	FACILITY SERVICES		52,932.00	1,545.65	54,477.65	31,759.20	21,172.80	0.00
615	POLICY PLANNING ERIE I		11,094.00	614.60	11,708.60	7,025.16	4,683.44	0.00
616	EMPLOYEE ASSISTANCE PROGRAM		16,536.00	1,657.50	18,193.50	10,253.10	7,940.40	0.00
617	TEACHER RECRUITING SERVICE		0.00	8,488.21	8,488.21	3,500.61	4,987.60	0.00
618	EMPLOYEE BENEFIT COORDINATION		119,055.00	2,769.65	121,824.65	71,433.00	47,622.00	0.00
619	COOPERATIVE BIDDING-HERKIMER BOCES		23,949.00	1,551.00	25,500.00	15,300.00	10,200.00	0.00
620	SAFETY COORDINATOR		768,241.40	42,496.78	810,738.18	458,577.00	307,192.87	1,030.50
621	COORDINATION OF INSURANCE MANAGEMENT		6,750.00	218.07	6,968.07	4,050.00	2,700.00	0.00
622	REGIONAL BUS RADIOS - MADISON BOCES		9,584.00	112.00	9,696.00	5,816.98	3,879.02	0.00
623	STATE AID PLANNING - QUESTAR III BOC		0.00	43,415.00	43,415.00	25,903.45	17,511.55	0.00
625	SUBSTITUTE TEACHER SERVICE		166,920.00	3,855.29	170,775.29	100,152.00	66,768.00	0.00
626	CENTRAL SCHOOL FOOD MANAGEMENT		625,955.00	21,558.72	647,513.72	375,573.00	250,382.00	0.00
627	RECORDS RETENTION		99,360.00	28,718.17	128,078.17	75,260.22	50,173.50	0.00
628	TELECOMMUNICATIONS		301,524.24	119,838.30	421,362.54	445,009.70	120,609.68	252,095.14
631	COOPERATIVE BID/MAD. BOCES		17,125.00	718.72	17,843.72	10,706.22	7,137.50	0.00
632	HEALTH CARE COORD./DELAWARE BOC		0.00	20,796.00	20,796.00	13,154.39	8,318.40	676.79
633	GASB 45 PLNG/QUESTAR III		24,752.00	0.00	24,752.00	14,851.20	9,900.80	0.00
634	STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	0.00	13,302.00	7,981.20	5,320.80	0.00
636	GASB 45 PLANNING/CLINTON-ESSEX		15,450.00	-11,460.00	3,990.00	2,394.00	1,596.00	0.00
637	FIXED ASSET INVENTORY/QUESTAR III		15,348.00	7,163.00	22,511.00	13,502.15	9,008.85	0.00
639	TRANSP./MADISON BOCES		11,359.00	-3,941.00	7,418.00	2,810.66	4,607.34	0.00
640	DRUG TESTING/JEFF-LEWIS BOCES		20,704.00	147.00	20,851.00	12,339.18	8,511.82	0.00
641	ON-LINE APPL./PUTNAM BOCES		43,544.00	128.00	43,672.00	26,203.20	17,468.80	0.00
646	MEDICAID REIMBURSEMENT/MADISON BOCES		36,907.50	-275.34	36,632.16	22,529.75	14,102.41	0.00
649	ACA COMPLIANCE/MADISON BOCES		0.00	15,896.00	15,896.00	9,537.60	6,358.40	0.00
650	TESTING - NYS ALT ADDMT-CAP REGION B		0.00	79,800.00	79,800.00	47,880.00	31,920.00	0.00
651	SCRIP/BROOME BOCES		49,625.00	-1,616.92	48,008.08	27,895.16	20,112.92	0.00

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
652	FACILITIES SVCS/MADISON BOCES		15,000.00	-15,000.00	0.00	0.00	0.00	0.00
655	SPECIAL ED AID ASSISTANCE SVC		0.00	23,640.00	23,640.00	14,184.00	9,456.00	0.00
656	EMPLOYEE RELATIONS/ONC BOCES		0.00	17,524.00	17,524.00	10,514.40	7,009.60	0.00
Total	GENERAL FUND		73,239,222.55	13,943,675.92	87,182,898.47	48,316,053.73	36,400,935.18	287,209.41

Selection Criteria

Criteria Name: Shared: REV RPT FOR BD/MONTH Modified

As Of Date: 02/28/2022

Suppress revenue accounts with no activity

Print Summary Only

Sort by: Fund/CoSer

Printed by MICHELE M. NORTH

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
001 ADMINISTRATIVE COSER		3,568,328.20	43,842.84	3,612,171.04	1,468,504.38	426,743.79	1,716,922.87
002 CAPITAL/RENT EXPENDITURES		3,151,643.02	-10,973.77	3,140,669.25	2,997,026.71	143,642.54	0.00
101 OCCUPATIONAL EDUCATION		5,169,524.77	225,289.15	5,394,813.92	2,817,567.68	1,923,656.67	653,589.57
103 SECONDARY OCC ED/MADISON BOCES		0.00	22,118.00	22,118.00	8,681.32	0.00	13,436.68
105 SUMMER COSMETOLOGY		14,280.00	1,644.78	15,924.78	15,924.78	0.00	0.00
107 OCCUPATIONAL EDUCATION-HANDICAPPED		722,572.00	38,461.79	761,033.79	366,032.88	293,255.34	101,745.57
109 OCC. ED./MADISON BOCES		0.00	19,108.00	19,108.00	6,210.10	0.00	12,897.90
201 8:1:2 PROGRAM		5,096,874.47	190,772.75	5,287,647.22	2,525,599.98	2,001,487.46	760,559.78
202 INTENSE MGMT NEEDS/MADISON BOCES		0.00	59,454.00	59,454.00	23,335.70	0.00	36,118.30
203 12:1:1 ADJUSTMENT PROGRAM		636,736.67	417,555.72	1,054,292.39	313,673.60	236,484.44	504,134.35
204 12:1:1 MILD/MODERATE PROGRAM		1,298,736.02	119,495.08	1,418,231.10	643,357.78	555,380.79	219,492.53
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		0.00	502,227.75	502,227.75	183,489.61	0.00	318,738.14
206 TRANSITIONAL PLNG & IMPLEMENTATION		353,473.00	225,933.53	579,406.53	214,180.55	0.00	365,225.98
209 12:1:4 DEV/MD PROGRAM		3,263,241.22	556,863.04	3,820,104.26	1,455,599.66	1,206,565.27	1,157,939.33
214 SPECIAL ED. OPTION III/MADISON BOCES		0.00	424,779.75	424,779.75	177,618.09	0.00	247,161.66
216 6:1:2 PROGRAM		1,518,621.14	295,847.48	1,814,468.62	772,850.76	522,833.77	518,784.09
217 Staffing 1:8:1/HERKIMER BOCES		0.00	0.00	0.00	0.00	0.00	0.00
221 6:1:1 HERKIMER BOCES		0.00	90,000.00	90,000.00	36,000.00	0.00	54,000.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		0.00	229,464.90	229,464.90	97,674.20	0.00	131,790.70
225 ELEM IMN 6:1:2.5/MADISON		0.00	490,418.00	490,418.00	185,725.53	0.00	304,692.47
226 Staffing 1:12:1		0.00	0.00	0.00	0.00	0.00	0.00
303 ART		255,112.20	-11,959.10	243,153.10	124,039.25	111,493.73	7,620.12
305 GUIDANCE		237,642.60	38,158.00	275,800.60	140,441.09	115,942.41	19,417.10
306 TECHNOLOGY		114,017.20	0.00	114,017.20	68,012.45	44,302.55	1,702.20
308 PHYSICAL EDUCATION		77,850.00	0.00	77,850.00	37,433.35	33,934.83	6,481.82
310 NURSE PRACTITIONER		402,955.20	16,229.64	419,184.84	225,455.07	157,340.72	36,389.05
311 ADVANCED SOCIAL STUDIES		128,078.20	-128,078.20	0.00	0.00	0.00	0.00
312 SCHOOL PHYSICIAN		63,534.00	0.00	63,534.00	31,767.00	31,767.00	0.00
313 SCHOOL PSYCHOLOGIST		502,635.40	-203,250.50	299,384.90	213,242.14	150,515.92	-64,373.16
314 SCHOOL SOCIAL WORKER		416,922.00	2,669.28	419,591.28	225,521.28	155,556.43	38,513.57
315 SPEECH IMPROVEMENT		596,384.90	58,106.20	654,491.10	342,685.40	250,250.79	61,554.91
316 VISUALLY IMPAIRED		190,581.05	-94,701.70	95,879.35	56,929.62	52,053.62	-12,803.89
317 COMPUTER INSTRUCTION		84,234.76	0.00	84,234.76	45,865.06	28,924.95	9,444.75
318 DEAF		246,798.40	-113,238.40	133,560.00	71,002.13	64,871.88	-2,314.01
321 PHYS. THERAPY		151,112.00	-10,821.00	140,291.00	77,518.55	59,486.88	3,285.57
322 OCCUPATIONAL THERAPY		260,388.73	8,174.20	268,562.93	150,199.81	113,124.17	5,238.95
325 HOME ECONOMICS		274,920.80	-79,678.50	195,242.30	115,029.85	81,466.47	-1,254.02
326 ENGLISH/SECOND LANG. INTSR.		665,219.70	19,027.57	684,247.27	368,683.54	288,210.72	27,353.01
332 CURRICULUM SUPERVISION COORDINATION		0.00	77,669.38	77,669.38	59,808.13	0.00	17,861.25
337 SPANISH		0.00	0.00	0.00	6,893.04	0.00	-6,893.04

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
338 MUSIC TEACHER		382,216.50	-108,495.82	273,720.68	137,810.41	88,427.72	47,482.55
339 FRENCH		85,355.20	-44,275.20	41,080.00	0.00	0.00	41,080.00
345 SHARED BUSINESS OFFICIAL		0.00	20,659.00	20,659.00	31,061.45	0.00	-10,402.45
346 AUDIOLOGY/OSWEGO BOCES		0.00	149,944.08	149,944.08	84,620.45	0.00	65,323.63
349 SPEECH/HERKIMER BOCES		0.00	0.00	0.00	0.00	0.00	0.00
350 OCC. THERAPY/HERK. BOCES		0.00	0.00	0.00	0.00	0.00	0.00
352 TEACH. AIDE 1:1/HERK. BOCES		0.00	0.00	0.00	0.00	0.00	0.00
355 General Supervision		116,678.00	-42,579.25	74,098.75	43,705.92	26,884.83	3,508.00
357 BILINGUAL/ESL ITINERANT MADISON BOCES		0.00	20,860.00	20,860.00	8,187.55	0.00	12,672.45
358 HEARING IMPAIRED SERVICES/MADISON BOCES		0.00	0.00	0.00	0.00	0.00	0.00
380 SHARED FACILITIES DIRECTOR		0.00	0.00	0.00	10,261.44	0.00	-10,261.44
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		0.00	5,742.00	5,742.00	5,742.00	0.00	0.00
405 PERFORMING ARTS		64,324.50	77,764.39	142,088.89	64,010.42	65,661.45	12,417.02
408 ALTERNATIVE EDUCATION		4,862,994.31	103,626.86	4,966,621.17	2,412,117.58	1,916,361.06	638,142.53
410 HOSPITAL BASED/ONONDAGA BOCES		0.00	13,932.00	13,932.00	9,828.00	0.00	4,104.00
411 ALTERNATIVE H.S. EQUIV		69,084.00	-57,660.00	11,424.00	29,384.60	26,856.24	-44,816.84
415 PORTABLE PLANETARIUM		3,347.64	0.00	3,347.64	0.00	0.00	3,347.64
417 GED - EA - MADISON BOCES		140,700.00	2,740.69	143,440.69	54,960.14	0.00	88,480.55
420 REGIONAL PROGRAM EXCELLENCE		126,709.00	13,990.60	140,699.60	81,374.38	47,987.58	11,337.64
424 EXPLORATORY ENRICHMENT/ROCKLAND BOCES		0.00	61,897.50	61,897.50	24,759.00	6,189.75	30,948.75
426 Distance Learning		0.00	53,423.00	53,423.00	17,933.82	0.00	35,489.18
428 SUMMER SCHOOL		627,696.00	55,505.43	683,201.43	673,304.80	24,789.80	-14,893.17
438 DISTANCE LEARNING		3,231,630.82	-477,630.56	2,754,000.26	1,334,577.37	870,134.91	549,287.98
479 DL SYNERGY VIRTUAL HS/CITI BOCES		0.00	362,250.00	362,250.00	156,422.04	0.00	205,827.96
502 EDUCATIONAL COMMUNICATIONS		967,520.00	28,861.49	996,381.49	507,980.02	204,208.13	284,193.34
504 TECHNICAL REPAIR SERVICE		1,112,123.34	103,618.98	1,215,742.32	519,073.16	284,155.66	412,513.50
505 PRINTING		1,251,571.99	-338,102.86	913,469.13	486,731.37	375,178.60	51,559.16
507 PRINTING/MADISON		0.00	1,262.59	1,262.59	1,262.59	0.00	0.00
509 SCH. CURR/CAYUGA BOCES		0.00	25,239.96	25,239.96	9,423.27	2,321.99	13,494.70
510 LEARNING TECHNOLOGY		2,586,780.19	2,369,385.45	4,956,165.64	2,512,640.41	1,046,095.30	1,397,429.93
511 SCH. CURR./CAPITAL REGION		0.00	3,113.25	3,113.25	3,113.25	0.00	0.00
514 MODEL SCHOOLS-MADISON BOCES		310,991.00	-22,028.00	288,963.00	113,417.99	0.00	175,545.01
515 COMMON LEARNING OBJ-MADISON BOCES		1,917,970.00	3,107,298.60	5,025,268.60	3,733,711.74	0.00	1,291,556.86
518 SCIENCE KITS		1,169,660.07	135,095.60	1,304,755.67	707,316.15	329,803.40	267,636.12
520 SCH CURR./MADISON BOCES		0.00	915.00	915.00	213.43	0.00	701.57
521 SCHOOL CURRICULUM IMPROVEMENT SERVICE		976,258.79	605,161.74	1,581,420.53	781,599.00	258,565.77	541,255.76
530 School/Curriculum Improvement Planning		0.00	351.45	351.45	351.45	0.00	0.00
538 MODEL SCHOOLS		274,602.73	131,860.11	406,462.84	235,268.67	122,461.46	48,732.71
542 SCH CURR/JEFF-LEWIS BOCES		0.00	50.00	50.00	50.00	0.00	0.00
543 HRD/SFTWARE/OSWEGO BOCES		0.00	13,447.21	13,447.21	13,012.61	0.00	434.60

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
545	COMMUNITY SCHOOL RESOURCES	0.00	910,900.00	910,900.00	376,066.67	528,993.33	5,840.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES	0.00	2,814.31	2,814.31	1,834.31	0.00	980.00
555	SUPERINTENDENT EVAL/ERIE 2 BOCES	0.00	2,079.00	2,079.00	0.00	0.00	2,079.00
560	CPSE	119,023.00	187.98	119,210.98	64,871.83	45,827.93	8,511.22
565	School/Curriculum Improvement Planning	0.00	19,360.00	19,360.00	440.00	0.00	18,920.00
571	INSTRCTNL TECHNOLOGY/ORANGE-JULSTER BOCES	0.00	1,212.20	1,212.20	1,212.20	0.00	0.00
574	SABA (SCHOOL AND BUSINESS ALLIANCE)	565,555.00	-297,725.07	267,829.93	203,116.68	120,419.65	-55,706.40
575	VOCATIONAL ASSESSMENT	29,185.00	-16,679.21	12,505.79	0.00	541.79	11,964.00
576	LIBRARY MEDIA SERVICE	703,485.38	70,545.95	774,031.33	502,542.85	115,760.86	155,727.62
578	LIBRARY AUTOMATION - MADISON BOCES	171,522.50	3,250.00	174,772.50	68,894.93	0.00	105,877.57
601	COMPUTER SERVICES - MADISON BOCES	5,752,354.00	4,523,956.42	10,276,310.42	5,225,740.56	0.00	5,050,569.86
602	NEGOTIATIONS - MADISON BOCES	388,172.00	-56,077.60	332,094.40	129,673.69	0.00	202,420.71
603	SCHOOL COMMUNICATIONS	662,393.24	42,244.61	704,637.85	389,625.22	222,089.69	92,922.94
604	CENTRAL BUSINESS OFFICE	315,465.76	-9,482.56	305,983.20	184,096.90	93,162.76	28,723.54
607	STAFF DEVELOPMENT - BUS DRIVERS	12,325.00	0.00	12,325.00	4,345.00	0.00	7,980.00
609	PLANNING SER: MANAGEMENT OCM BOCES	55,720.00	-483.00	55,237.00	27,618.50	0.00	27,618.50
610	TELEPHONE INTERCONNECT	2,848,960.46	-1,628,652.40	1,220,308.06	478,824.90	374,313.65	367,169.51
611	REGIONAL BUS MAINTENANCE-MADISON BOCES	188,242.00	-1,242.00	187,000.00	73,397.50	0.00	113,602.50
612	HEALTH COORDINATION/HERKIMER BOCES	11,977.00	282.00	12,259.00	4,903.60	0.00	7,355.40
613	FACILITY SERVICES	113,396.00	1,545.65	114,941.65	47,853.17	23,981.94	43,106.54
615	POLICY PLANNING ERIE I	11,094.00	614.60	11,708.60	7,766.30	0.00	3,942.30
616	EMPLOYEE ASSISTANCE PROGRAM	22,611.00	1,666.50	24,277.50	13,705.20	6,091.16	4,481.14
617	TEACHER RECRUITING SERVICE	0.00	8,488.21	8,488.21	1,921.67	1,075.85	5,490.69
618	EMPLOYEE BENEFIT COORDINATION	182,931.00	2,249.37	185,180.37	74,915.94	27,680.94	82,583.49
619	COOPERATIVE BIDDING-HERKIMER BOCES	23,949.00	1,551.00	25,500.00	10,200.00	0.00	15,300.00
620	SAFETY COORDINATOR	874,987.81	41,868.29	916,856.10	383,573.67	303,747.59	229,534.84
621	COORDINATION OF INSURANCE MANAGEMENT	8,048.00	195.24	8,243.24	0.00	218.07	8,025.17
622	REGIONAL BUS RADIOS - MADISON BOCES	9,584.00	112.00	9,696.00	3,805.68	0.00	5,890.32
623	STATE AID PLANNING - QUESTAR III BOCES	0.00	43,415.00	43,415.00	41,777.50	0.00	1,637.50
625	SUBSTITUTE TEACHER SERVICE	152,121.33	3,855.29	155,976.62	98,131.32	36,980.37	20,864.93
626	CENTRAL SCHOOL FOOD MANAGEMENT	659,809.00	20,603.78	680,412.78	369,219.78	151,681.00	159,512.00
627	RECORDS RETENTION	102,550.00	28,518.40	131,068.40	44,727.41	22,176.58	64,164.41
628	TELECOMMUNICATIONS	335,491.99	119,838.30	455,330.29	136,040.05	78,174.32	241,115.92
631	COOPERATIVE BID/MAD. BOCES	17,125.00	718.72	17,843.72	7,003.67	0.00	10,840.05
632	HEALTH CARE COORD/DELAWARE BOC	0.00	20,796.00	20,796.00	10,398.00	2,079.60	8,318.40
633	GASB 45 PLING/QUESTAR III	24,752.00	0.00	24,752.00	12,376.00	0.00	12,376.00
634	STAFF DEV BD OF ED - HERKIMER BOCES	13,302.00	0.00	13,302.00	320.00	0.00	12,982.00
636	GASB 45 PLANNING/CLINTON-ESSEX	15,450.00	-11,460.00	3,990.00	2,327.52	0.00	1,662.48
637	FIXED ASSET INVENTORY/QUESTAR III	15,348.00	7,163.00	22,511.00	11,255.50	0.00	11,255.50
639	TRANSP./MADISON BOCES	11,359.00	-3,941.00	7,418.00	1,449.59	0.00	5,968.41

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 02/28/2022
Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
640 DRUG TESTING/JEFF-LEWIS BOCES		20,704.00	147.00	20,851.00	14,432.00	0.00	6,419.00
641 ON-LINE APPL/PUTNAM BOCES		43,544.00	128.00	43,672.00	21,836.00	0.00	21,836.00
646 MEDICAID REIMBURSEMENT/MADISON BOCES		36,907.50	-275.34	36,632.16	14,239.23	0.00	22,392.93
649 ACA COMPLIANCE/MADISON BOCES		0.00	15,896.00	15,896.00	6,239.18	0.00	9,656.82
650 TESTING - NYS ALT ADDMT-CAP REGION BOCES		49,625.00	-1,616.92	48,008.08	46,550.01	0.00	33,249.99
651 SCRIC/BROOME BOCES		15,000.00	-15,000.00	0.00	48,008.08	0.00	0.00
652 FACILITIES SVCS/MADISON BOCES		0.00	23,640.00	23,640.00	11,820.00	0.00	11,820.00
655 SPECIAL ED AID ASSISTANCE SVC		0.00	17,524.00	17,524.00	10,514.40	0.00	7,009.60
656 EMPLOYEE RELATIONS/ONC BOCES		2,759,193.00	0.00	2,759,193.00	2,079,765.89	566,843.21	112,583.90
701 OPERATIONS & MAINTENANCE		922,557.81	-3,708.55	918,849.26	551,968.97	265,411.74	101,468.55
702 SPECIAL EDUCATION ADMINISTRATION		253,390.92	0.00	253,390.92	10,064.44	105,061.65	138,264.83
703 PROGRAM TRANSPORTATION		341,545.82	10,735.96	352,281.78	207,217.13	95,027.00	50,037.65
704 CENTRAL SUPERVISION		240,689.30	-6,250.02	234,439.28	128,114.87	77,512.56	28,811.85
706 GENERAL ITINERANT SUPERVISION		72,095.00	0.00	72,095.00	29,221.16	24,118.25	18,755.59
707 TRANSITION PLANNING SERVICE		926,996.00	235,580.21	1,162,576.21	398,233.71	325,566.33	438,776.17
708 TEACHING ASSISTANT		152,511.00	67,808.64	220,319.64	74,464.23	22,669.74	123,185.67
709 RESEARCH AND DEVELOPMENT		535,524.55	-226,968.78	308,555.77	162,954.56	95,372.89	50,228.32
713 INFO & TECH SUPERVISION		865,089.20	-103,485.37	761,603.83	451,959.29	343,098.13	-33,453.59
715 Speech Therapy - Related Service		59,133.60	9,690.99	68,824.59	9,582.18	6,378.42	52,863.99
716 Visually Impaired - Related Service		7,285.00	0.00	7,285.00	0.00	0.00	7,285.00
718 Hearing Impaired - Related Service		168,312.60	38,260.67	206,573.27	102,672.39	71,500.09	32,400.79
720 PHYSICAL THERAPY - RELATED SERVICE		1,290,344.00	17,313.78	1,307,657.78	564,560.71	478,504.28	264,592.79
721 School Social Worker		319,853.05	32,331.72	352,184.77	174,599.51	121,658.21	55,927.05
722 Occupational Therapy							
Total GENERAL FUND		73,239,222.55	13,943,675.92	87,182,898.47	45,609,497.80	19,499,096.37	22,074,304.30

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: C SCHOOL LUNCH FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date*	Anticipated Balance	Excess Revenue
791.000-1440-000	791.000	Sales of Type A Meals	1,338,784.00	0.00	1,338,784.00	130,893.65	1,207,890.35	
791.000-1445-000	791.000	Other Food Sales-Invoices	137,000.47	0.00	137,000.47	42,384.30	94,616.17	
791.000-2401-000	791.000	Interest & Profits on Dep	4,000.00	0.00	4,000.00	0.00	4,000.00	
791.000-2650-000	791.000	Sale of Scrap,Waste & Excess	0.00	0.00	0.00	0.00		
791.000-2770-000	791.000	Other Unclassified Revenue	15,000.00	0.00	15,000.00	34,365.61		19,365.61
791.000-3190-000	791.000	State Aid - Lunch Program	4,127,600.00	0.00	4,127,600.00	3,714,064.44	413,535.56	
791.000-3190-001	791.000	Surplus Food/Wrhouse/Inv	385,548.00	0.00	385,548.00	0.00	385,548.00	
791.000 Service Subtotal			6,007,932.47	0.00	6,007,932.47	3,921,708.00	2,105,590.08	19,365.61
Total SCHOOL LUNCH FUND			6,007,932.47	0.00	6,007,932.47	3,921,708.00	2,105,590.08	19,365.61

Selection Criteria

Criteria Name: Shared: LUNCH EOM RPT Modified
As Of Date: 02/28/2022
Sort by: Fund/Service
Printed by MICHELE M. NORTH

* Year-to-date revenue amounts include the estimated revenue associated with carryover encumbrances from the prior fiscal year, which are reported in revenue code 225x-9xx.
Total year-to-date revenue will not agree with actual revenue shown for G/L account 980, unless these accounts are excluded

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 02/28/2022

Fiscal Year: 2022

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
791-2860-160	SCHOOL LUNCH SALARY	2,096,570.00	0.00	2,096,570.00	1,188,654.64	0.00	907,915.36
791-2860-200	EQUIPMENT	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
791-2860-301	SUPPLIES - FOOD	2,000,000.00	0.00	2,000,000.00	1,270,002.09	781,127.85	-51,129.94
791-2860-302	SUPPLIES - OTHER	95,000.00	0.00	95,000.00	87,107.82	45,978.18	-38,086.00
791-2860-303	SURPL FOOD/WRHOUSE/INV	380,000.00	0.00	380,000.00	0.00	0.00	380,000.00
791-2860-307	SUPPLIES - NO KID HUNGRY	9,500.00	0.00	9,500.00	9,352.10	0.00	147.90
791-2860-400	MISC CONTR	45,000.00	0.00	45,000.00	23,417.87	43,720.68	-22,138.55
791-2860-401	TRAVEL	3,300.00	0.00	3,300.00	0.00	0.00	3,300.00
791-2860-402	USE OF SCHOOL FACILITIES	628,902.00	0.00	628,902.00	0.00	0.00	628,902.00
791-2860-403	INSURANCE	1,100.00	0.00	1,100.00	0.00	0.00	1,100.00
791-2860-407	TRANSPORTATION - NO KID H	5,500.00	0.00	5,500.00	5,500.00	0.00	0.00
791-2860-801	ERS	162,484.00	0.00	162,484.00	103,237.02	0.00	59,246.98
791-2860-802	FICA	160,388.00	0.00	160,388.00	88,587.67	0.00	71,800.33
791-2860-803	WK COMP	78,621.00	0.00	78,621.00	44,574.64	0.00	34,046.36
791-2860-804	HEALTH INS	333,567.47	0.00	333,567.47	224,281.86	184,359.79	-75,074.18
791.000	SCHOOL LUNCH FUND - Service Subtotal	6,007,932.47	0.00	6,007,932.47	3,044,715.71	1,055,186.50	1,908,030.26
Total	SCHOOL LUNCH FUND	6,007,932.47	0.00	6,007,932.47	3,044,715.71	1,055,186.50	1,908,030.26

ONEIDA-HERKIMER-MADISON BOCES
BUDGET ADJUSTMENTS

February 2022 Report for April Meeting

Description	2021-2022		07/31/21		08/01/21		09/01/21		10/01/21		11/01/21		12/01/21		01/01/22		02/01/22		Revised Budget
	Adopted Budget	Adjustments per Contracts	Contract Totals	Changes	08/31/21	Changes	09/30/21	Changes	10/31/21	Changes	11/30/21	Changes	12/31/21	Changes	01/31/22	Changes	02/28/22	Net Changes	
A000 ADMINISTRATION																			
A001 Administration	3,786,150	46,770	3,832,920																3,832,920
A002 Rent & Capital Budgets	3,151,643		3,151,643	(10,974)															(10,974)
A000 ADMINISTRATION TOTAL	6,937,793	46,770	6,984,563	(10,974)															6,973,590
A100 VOCATIONAL EDUCATION																			
A101 Occupational Education	7,068,932	114,677	7,183,609	48						4,102					104,802	82,040		190,992	7,374,601
A102 Adult Education	37,130		37,130																37,130
A103 Secondary Occ Ed/Madison BOCES	22,118	22,118	22,118																22,118
A107 Multi. Occupational Education	542,754	(7,866)	534,888							(55,849)								(55,849)	479,039
A109 Occup. Ed./Madison BOCES	9,554	9,554	9,554						19,108	(9,554)								9,554	19,108
A100 VOCATIONAL EDUCATION TOTAL	7,648,816	138,483	7,787,299	48					19,108	(61,301)					104,802	82,040		144,697	7,931,996
A200 SPECIAL EDUCATION																			
A201 Special Class 8:1:1	7,705,050	(41,919)	7,663,131							84,629					124,883	13,612		223,125	7,886,256
A202 Intense Mang. Needs/Madison BOCES	1,088,196	47,305	1,135,501							247,133					(6,056)			241,078	1,376,579
A203 Adjustment	2,821,009	(59,158)	2,761,851							(257,270)					(6,288)			(263,558)	2,498,293
A204 12:1:1	378,329	6,989	385,318							101,308					(4,620)			72,730	502,228
A205 Option II/Madison BOCES	4,961,271	(41,515)	4,919,757							41,720					56,267			228,241	613,559
A206 Transition Services	2,193,436	86,984	2,280,420							1,448,516					7,661			1,456,177	6,375,933
A209 Severely Handicapped										(71,223)								(250,200)	424,780
A214 Scndry Int.Mgt.Needs/Madison BOCES										196,547					57,337	5,624		259,508	2,539,928
A216 Spec.Ed./1:6:1																			
A217 Staffing 8:1:1/Herkimer BOCES										21,518									
A221 Staffing 6:1:1/Herkimer BOCES										90,000								90,000	90,000
A222 Autism Program/Madison BOCES										(22,898)								(66,178)	229,465
A224 Life Skills 12:1:5/Herkimer BOCES										(43,417)									
A225 Elementary IMN/Madison BOCES										86,187								92,825	490,418
A226 Staffing 1:1:1/Herkimer BOCES																			
A200 SPECIAL EDUCATION TOTAL	19,147,291	1,855,853	21,003,144	151,135					(484)	(37,339)					229,186	19,236		2,083,747	23,086,892

Description	2021-2022		Adjustments		07/31/21		08/01/21		09/01/21		10/01/21		11/01/21		12/01/21		01/01/22		02/01/22		Net	Revised
	Adopted	Budget	per	Contracts	Contract	Totals	Changes	08/31/21	Changes	09/30/21	Changes	10/31/21	Changes	11/30/21	Changes	12/31/21	Changes	01/31/22	Changes	02/28/22		
A300 ITINERANTS																						
A303 Art	167,427				167,427																	167,427
A305 Guidance	248,027		19,079		267,106		19,079														19,079	286,185
A306 Technology	75,352				75,352																	75,352
A308 Physical Education	40,922				40,922																	40,922
A310 Nurse Practitioner	370,963				370,963										16,230						16,230	387,193
A311 Advanced Social Studies	90,561		(90,561)		-																	-
A312 School Physician	57,708				57,708																	57,708
A313 School Psychologist	333,260		(64,315)		271,945		(78,930)								51,882						(55,990)	215,956
A314 School Social Worker	427,085		(71,181)		355,904		(71,181)								56,055						(15,126)	340,778
A315 Speech Impaired	618,352		31,537		649,889										16,057						26,569	676,458
A316 Visually Impaired	196,173		(84,797)		111,375										537						(9,904)	101,471
A317 Computer Instruction	71,529				71,529																	71,529
A318 Hearing Impaired	254,786		(64,340)		190,446		(48,898)														(48,898)	141,548
A321 Physical Therapy	156,304				156,304										1,202						(10,821)	145,483
A322 Occupational Therapy	271,672				271,672										962						8,174	279,846
A325 Home Economics	224,796		(20,436)		204,360																(81,744)	122,616
A326 English/Second Language	607,968		29		607,997										3,464						45,519	77,669
A332 Curriculum Supervision			32,150		32,150		3,248		(4,438)		8,011		9,959		18,619						6,657	-
A337 Spanish			34,162		34,162						(34,162)										(34,162)	-
A338 Music Teacher	249,007				249,007						(133,397)				24,901						(108,496)	140,511
A339 French	88,550		(44,275)		44,275																	44,275
A340 Visually Imp/Otsego BOCES					-																	-
A345 Shared Business Official			353		353		3,573		3,573												13,160	20,659
A346 Audiology/Oswego BOCES			120,497		120,497									350							28,311	149,944
A349 Speech/Herkimer BOCES					-		14,421								(14,421)							-
A350 Therapy/Herkimer BOCES					-		4,059								(4,059)							-
A352 TA 1-1/Herkimer BOCES					-		30,800								(30,800)							-
A355 General Supervision	121,678		6,092		127,770		(48,671)														(48,671)	79,099
A357 Bilingual/ESL Itinerant Madison BOCES			20,860		20,860																	20,860
A300 ITINERANTS TOTAL	4,672,121		(172,147)		4,499,974		7,430		(865)		(415,521)		10,309		122,008						(248,488)	4,251,486

Description	2021-2022		Adjustments		07/31/21		08/01/21		09/01/21		10/01/21		11/01/21		12/01/21		01/01/22		02/01/22		Net	Revised
	Adopted	Budget	per	Contracts	Contract	Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes		
A400 GENERAL EDUCATION																						
A402 Explor. Enrichment/Jeff-Lewis BOCES																						
A405 Performing Arts	65,126		1,127		66,253				1,650		5,220							522			5,742	5,742
A408 Alternative Education	5,805,693		137,778		5,943,471						50,015			2,200				23,068			76,933	143,185
A410 Hospital Based/Onondaga BOCES			6,804		6,804									1,944				229,753			36,785	5,980,255
A411 Alternative High School Equivalency	69,192				69,192									1,836				3,348			7,128	13,932
A415 Portable Planetarium	3,348				3,348									(69,192)				11,532			(57,660)	11,532
A417 Equivalent Attendance/Madison BOCES	140,700				140,700			958						465				1,318			2,741	143,441
A420 Regional Program Excellence	137,550		14,079		151,629									61,898							-	3,348
A424 Exploratory Enrichment/Rockland BOCES																						
A426 Distance Learning/Madison BOCES			38,903		38,903				2,146		1,303							1,281			61,898	61,898
A428 Summer School	661,180		(409,081)		252,099				247,071												14,520	53,423
A438 Distance Learning	3,347,921		(271,939)		3,075,981				(298,203)		3,447			(24,423)				2,463		*	465,216	717,315
A479 DL-Synergy Virtual HS/CITV BOCES														92,000				232,300			362,250	362,250
A400 GENERAL EDUCATION TOTAL	10,230,709		(482,330)		9,748,379				(46,378)		59,985			(128,077)			52,714	504,266			754,426	10,502,805
A500 INSTRUCTIONAL SUPPORT																						
A502 Library Media	1,011,327		106,970		1,118,297			3,778													(78,109)	1,040,188
A504 Audio Visual/Video Repair	788,684		32,046		820,730				(45,894)					86,500				28,231			68,837	889,567
A505 Printing Services	1,242,969		(499,242)		743,727						44,312			1,263							44,312	788,039
A507 Printing/Madison BOCES																					1,263	1,263
A509 Sch. Curr./Cayuga BOCES			23,137		23,137				2,103												2,103	25,240
A510 Learning Technology	2,676,592		1,582,960		4,259,551			446,501			80,842			2,881				3,190			695,784	4,955,336
A511 Sch Curric/Capital Region BOCES			3,113		3,113																-	3,113
A514 Model Schools/Madison BOCES	310,991		(22,028)		288,963																-	288,963
A515 Com Objective/Madison BOCES	1,917,970		355,809		2,273,779			310,164			80,569			2,294,372				3,529			2,751,490	5,025,269
A518 Science Kits	1,256,745		(406,036)		850,709			455,394			175,490			(79,065)							554,992	1,405,700
A520 School Curriculum/Madison BOCES									400					95				120			915	915
A521 School Curriculum Improvement	965,849		87,209		1,053,058			109,920			178,517			44,333				19,357			428,226	1,481,285
A530 School/Curr Imprvmt Planning/Putnam BOCES																		351			351	351
A538 Model Schools	292,127		(80)		292,048			(4,000)													(4,000)	288,048
A542 School Curriculum/Jeff-Lewis BOCES																		50			50	50
A543 Hard/Software/Oswego BOCES			5,374		5,374				(5,374)					5,093				6,367			8,073	13,447
A545 Curr Dev/Greater Southern Tier BOCES									389,400		313,500							92,400			1,001,990	1,001,990
A547 CDOs Credential Mgmt Sys/Oswego BOCES			2,450		2,450									367				(3)			364	2,814
A555 Superintendent Eval/Erte 2 BOCES																					2,079	2,079

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	ANN MARIE MARLEY	TEACHER OF SPECIAL EDUCATION	09/01/1987	06/30/2022
2.	EILEEN L. ROGERS	TEACHER OF ESL	11/10/2011	06/30/2022

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	LEONARD L. JONES	ASSISTANT PRINTING SUPERVISOR	04/26/2000	06/30/2022

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	LAUREN A. GRAVELDING	TEACHER ASSISTANT	10/15/2019	03/04/2022
2.	KARA R. HARVEY	SCHOOL SOCIAL WORKER	09/13/2021	03/08/2022
3.	ALICIA F. MICHALSKI	TEACHER OF ELECTRONIC TRADES	09/01/2019	06/30/2022
4.	JENNIFER A. WARD	TEACHER ASSISTANT	02/14/2022	03/25/2022
5.	MAKAELA A. WOOD	TEACHER ASSISTANT	10/12/2021	03/21/2022

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	ROBERT J. BARTHOLOMEW	COMPUTER OPERATOR	02/06/2019	03/11/2022
2.	MACKENZIE M. CITRO	CAREER EXPLORATION SPECIALIST	04/11/2019	03/18/2022
3.	CHERIE L. LEWIS	FOOD SERVICE HELPER	02/09/2022	03/02/2022
4.	BRIANNAH P. PERKETT	FOOD SERVICE HELPER	11/15/2019	02/11/2022
5.	JULIET A. PINKOS	FOOD SERVICE HELPER	09/03/2019	03/02/2022
6.	SHAUNA K. REATH	SENIOR ACCOUNT CLERK	10/12/2021	03/25/2022

c. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

The expiration dates of the 4 year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

The expiration dates of the 3 year probationary appointments are tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

1. Recommend that **MEREDITH A. BLANDO** be appointed as an **ATTENDANCE TEACHER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy for a four year probationary appointment in the Attendance Teacher tenure area, commencing March 07, 2022 and ending March 06, 2026 at an annual salary rate of \$41,989.00, prorated.

2. Recommend that **LISA M. CORRIGAN** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy for a four year probationary appointment in the Teaching Assistant tenure area, commencing March 21, 2022 and ending March 20, 2026 at an annual salary rate of \$17,371.00, prorated.

3. Recommend that **KRISTEN A. DAVIDSON** be appointed as a **TEACHER OF ESL** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Remsen Central and Adirondack Central School Districts for a three year probationary appointment in the English as a Second Language tenure area, commencing April 19, 2022 and ending April 18, 2025 at an annual salary rate of \$51,112.00, prorated.

4. Recommend that **MICHAEL A. DEGIOVINE** be appointed as a **TEACHER OF MUSIC** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Clinton CSD and STEPS Program for a four year probationary appointment in the Music tenure area, commencing March 30, 2022 and ending March 29, 2026 at an annual salary rate of \$52,289.00, prorated.

5. Recommend that **BRIANNA R. GRIFFING** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at The Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing March 14, 2022 and ending March 13, 2026 at an annual salary rate of \$16,471.00, prorated.

6. Recommend that **RACHEL N. ROGERS** be appointed as a **SCHOOL SOCIAL WORKER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Sauquoit Valley Central School and the Center for a four year probationary appointment in the School Social Worker tenure area, commencing March 14, 2022 and ending March 13, 2026 at an annual salary rate of \$42,361.00, prorated.

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT FROM CIVIL SERVICE LISTING

The below named individual(s) recently took and successfully completed the required civil service exam for the title. The below named individual(s) will be required to serve a twenty-six week probationary period.

		Prob. Date
1.	JACLYN E. ROSE OFFICE SPECIALIST I	03/17/2022

b. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **MIKA ABE-CALLAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing February 28, 2022 at an hourly salary rate of \$13.20.

MIKA ABE-CALLAN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

2. Recommend that **CHRISTOPHER P. BOWEE** be appointed to a part-time appointment as a **LABORER** in SUPPORT SERVICES, School Lunch Program commencing March 10, 2022 at an hourly salary rate of \$13.20.

CHRISTOPHER P. BOWEE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LABORER**.

3. Recommend that **KAYLA M. CARROLL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing March 30, 2022 at an hourly salary rate of \$13.20.

KAYLA M. CARROLL has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

4. Recommend that **KATHLEEN J. CONNOR** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing March 22, 2022 at an hourly salary rate of \$13.20.

KATHLEEN J. CONNOR has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

5. Recommend that **WILLIAM D. NICHOLL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, Food Service Program commencing March 03, 2022 at an hourly salary rate of \$13.20.

WILLIAM D. NICHOLL has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

6. Recommend that **CHERYL A. RICHARDS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing March 23, 2022 at an hourly salary rate of \$13.20.

CHERYL A. RICHARDS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

7. Recommend that **KELLY A. STANTON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, commencing March 28, 2022 at an hourly salary rate of \$13.20.

KELLY A. STANTON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

8. Recommend that **DEBRA S. WOLAK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing March 22, 2022 at an hourly salary rate of \$13.20.

DEBRA S. WOLAK has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

d. STIPENDS

1. Teaching/Certified Staff


a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	GEORGE J. VARRE	TEACHER ASSISTANT	03/21/2022 - 06/30/2022	\$3,500.00 student mgr. (prorated)

VII D. 1.
Approval of Policy 5001, 5006, 5007
DELETE 5007 (second reading)
April 20, 2022

MEMORANDUM

~~VII D. 5.
Approval of Policy 5001, 5006, 5007
DELETE 5007 (first reading)
March 9, 2022~~

TO: Cooperative Board
FROM: Patricia N. Kilburn, Ed.D. 
DATE: March 2022
SUBJECT: Board Policies
PREPARED BY: Joanna Keeler

Background

The Oneida-Herkimer-Madison Cooperative Board is responsible for establishing policies for the operation of OHM BOCES which include curricular, financial, and other policies.

The purpose of the OHM Board Policy Manual is to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations.

Discussion

The OHM Policy Committee, with legal assistance from the Madison-Oneida-BOCES Labor Relations Department, have audited the following policies listed below and are seeking approval by the BOCES Board of Education.

Recommendations

It is recommended that the Cooperative Board adopt the following policies:

5000 SUPPORT OPERATIONS

- 5001 District-Wide Safety Plans and Building-Level Emergency Response Plans
- 5006 Closing of Facilities
- 5007 Closing Board of Cooperative Educational Services Programs

It is recommended that the Cooperative Board delete the following policy:

- 5007 Evaluating Existing Buildings (DELETE)

Resolution

The Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES effective.

5000 SUPPORT OPERATIONS

5001 District-Wide Safety Plans and Building-Level Emergency Response Plans

5006 Closing of Facilities

5007 Closing Board of Cooperative Educational Services Programs

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

I. Statement of Policy

A. Plan Adoption and Re-adoption

As required by State law, the Board of Cooperative Educational Services has adopted a comprehensive District-Wide Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the OHM BOCES, and reviews and updates those plans annually by September 1st of each succeeding year.

B. Chief Emergency Officer

The District Superintendent is designated as the BOCES' Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between OHM BOCES staff and law enforcement and first responders, ensuring staff understanding of the OHM BOCES level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District –Wide Safety Plan

A. Safety Team

The Board of Cooperative Educational Services shall appoint a District-Wide Safety Team, which shall include, but not be limited to, representatives of the Board of Cooperative Educational Services, teacher, administrator, and parent organizations, OHM BOCES safety personnel, and other OHM BOCES to develop a comprehensive District-Wide Safety Plan.

B. The District-Wide Safety Plan shall include at a minimum all the elements required by Commissioner's Regulation s 155.17(c)(1) and Education Law §2801-a (2).

C. Review and Update

1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide Safety Team, which shall make recommendations to the Board of Cooperative Educational Services concerning appropriate amendments to the Plan.

2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board of Cooperative Educational Services of any proposed amendments to the Plan. The Board of

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

Cooperative Educational Services may ~~the-adopt an amended~~ the District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days ~~after adoption~~ of approval by the Board of Cooperative Educational Services, but not later than October 1st of each year.

III. Building-Level Emergency Response Plan

A. Response Team

1. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include but not be limited to representatives of teacher, administrator, and parent organizations, OHM BOCES safety personnel, other OHM BOCES personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board of Cooperative Educational Services deems appropriate.
2. The Building-Level Emergency Response Team shall develop an OHM BOCES emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized OHM BOCES staff and law enforcement officers.

B. The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1) and Education Law §2801-a (2).

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 15th of each year.

IV. Implementation and Training

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANSA. Notice to Commissioner

The District Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a building in the OHM BOCES except that closures due to routine snow emergencies will not be reported.

B. Staff Training

All OHM BOCES and staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan. This safety training shall include components of violence prevention and mental health. The District Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

C. Annual Information for Students and Staff

The OHM BOCES shall, at least once every school year, conduct one test of its emergency procedures.

D. Emergency Drill

The District/BOCES shall, at least once every school year, conduct one test of its emergency procedures.

V. Response to Student Conduct

OHM BOCES personnel have primary responsibility for responding to student misconduct that violates, or may violate the OHM BOCES Code of Conduct. Law enforcement personnel should be asked to intervene only when intervention by OHM BOCES personnel would create unreasonable risk to the OHM BOCES personnel or other persons, including the offending student, or when the additional training, techniques, and equipment available to law enforcement personnel is necessary to prevent additional injury to affected persons, including the offending student, or to restore order.

VI. Contracts With Law Enforcement or Other Security AgenciesA. Board of Cooperative Educational Services Responsibility

The Board of Cooperative Educational Services is responsible for determining whether, when, and to what extent OHM BOCES funds shall be used to engage the assistance of law enforcement or other security agencies, and the proper role of those personnel in the schools. When the Board of Cooperative Educational Services decides to secure the assistance of law enforcement or other security agency

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

personnel, it shall do so by contract, memorandum of agreement, or other legally binding agreement.

B. Development of a School Security Services Agreement

1. The contract or memorandum of agreement for the procurement of law enforcement or other security agency services shall be developed with input from a working group consisting of representatives of: the Board of Cooperative Educational Services, parents, students, OHM BOCES administrators, teachers, other OHM BOCES personnel, collective bargaining units, parent and student organizations, community members, probation officers, prosecutors, defense counsel, and courts that are familiar with school discipline matters. Whenever feasible, the representatives of the school community shall be drawn from the District-Wide Safety Team.
2. When the OHM BOCES enters into an agreement for the procurement of school security services, the agreement shall include, but not be limited to, the following elements:
 - a. define the relationship between the OHM BOCES and the contracted school security personnel;
 - b. coordinate with the OHM BOCES Code of Conduct.
 - c. delegate to OHM BOCES personnel the role of OHM BOCES discipline; and
 - d. define the roles and responsibilities of the law enforcement or security personnel within the school community.
3. A school security services agreement approved by the Board of Cooperative Educational Services shall be incorporated into the District-Wide Safety Plan and published with the Plan.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE) ; NYS Fire Prevention and Building Code; and NYSED Manual of Planning Standards

Adopted: 07/10/02

Revised: 11/14/18, _____

SUPPORT OPERATIONS

CLOSING OF FACILITIES

I. Statement of Policy

The Board of Cooperative Educational Services may find it necessary to consider closure and/or change of use of any school facility. At such time, the Board of Cooperative Educational Services will seek professional advice and provide opportunities for staff and component district involvement.

II. Advisory Committee

The Board of Cooperative Educational Services shall appoint an advisory committee consisting of the Board of Cooperative Educational Services members, administrative staff, component district representatives, and architect(s) and/or professionals qualified to evaluate facilities. The committee will provide an analysis as to the effect of the proposed OHM BOCES closure and will receive component district comment on any issues relating to such closure.

III. Summary

The committee's summary shall be provided to the Board of Cooperative Educational Services and available for review prior to the presentation of such report at a regular OHM BOCES Board meeting.

IV. Decision Regarding Closure

After all essential information has been obtained and evaluated by the Board of Cooperative Educational Services; the Board of Cooperative Educational Services will retain the final decision regarding the OHM BOCES closure.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §§~~1950-1709~~ and 1805

Adopted: 07/10/02

Revised: 11/14/18, _____

Policy

Draft 01/26/2022

SUPPORT OPERATIONS

5007 Renumber from 5009

EMERGENCY CLOSING
BOARD OF COOPERATIVE EDUCATIONAL SERVICES PROGRAMS

In the event it is necessary to close the OHM BOCES for the day for inclement weather or other emergency reasons, an announcement thereof shall be made with the appropriate media.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 01/09/19, _____

EVALUATING EXISTING BUILDINGS

I. Annual Evaluations

All facilities will be evaluated annually to ensure that OHM BOCES buildings not only meet safety and building code requirements, but also operate in such a manner as to achieve the desired educational programming and outcomes.

II. Rehabilitation And Remodeling Requests

The District Superintendent or designee will solicit input from building principals regarding facility changes and remodeling plans. Building Principals, in turn, will seek staff input as they develop their recommendations. The District Superintendent shall present to the Board of Cooperative Educational Services, on an annual basis, an updated school facilities priority list reflecting major rehabilitation and remodeling requests.


Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: Education Law §§408, 408 and 1950; 8 NYCRR 155.1

Adopted: 07/10/02

Revised: 11/14/18

MEMORANDUM

TO: Cooperative Board
FROM: Patricia N. Kilburn, Ed.D. 
DATE: April 2022
SUBJECT: Board Policies
PREPARED BY: Joanna Keeler

VII D. 2.
Approval of Policy 4206, 5002, 5300, 5304
(first reading)
April 20, 2022

Background

The Oneida-Herkimer-Madison Cooperative Board is responsible for establishing policies for the operation of OHM BOCES which include curricular, financial, and other policies.

The purpose of the OHM Board Policy Manual is to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations.

Discussion

The OHM Policy Committee, with legal assistance from the Madison-Oneida-BOCES Labor Relations Department, have audited the following policies listed below and are seeking approval by the BOCES Board of Education.

Recommendations

It is recommended that the Cooperative Board adopt the following policies:

4000 Fiscal Management

4206 Tax Exempt Bonds

5000 SUPPORT OPERATIONS

5002 Safety Conditions
5300 Internet Safety
5304 Information Security Breach Policy

Resolution

The Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES effective.

4000 Fiscal Management

4206 Tax Exempt Bonds

5000 SUPPORT OPERATIONS

5002 Safety Conditions
5300 Internet Safety
5304 Information Security Breach Policy

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

I. Statement of Policy

From time to time, the OHM BOCES finances its capital projects or operation by issuing tax-exempt Bonds, as defined more fully in Section II of this Policy. It is the Policy of the OHM BOCES to comply fully with the legal requirements for maintaining the tax-exempt status of the bonds and the interest paid on Bond proceeds after the issuance of the Bonds. The purpose of this Policy is to establish standards of conduct that maximize the likelihood that OHM BOCES - issued Bonds will retain their tax-exempt or tax-advantaged status under the applicable federal law and rules, including the Internal Revenue Code of 1986, as amended and applicable regulations.

II. Definitions

“Applicable Federal Law” means the Code and related Treasury Regulations.

“Arbitrage” means earnings from the investment of Bond proceeds in excess of the amount that would have been earned had the funds been invested at the Bond yield, adjusted for certain expenses.

“Bond” or “Bonds” means all bonds, notes, installment purchase agreements, and other tax-exempt or tax-advantaged debt obligations that are issued by or on behalf of the OHM BOCES.

“Code” means the Internal Revenue Code of 1986, as amended.

“Issuer” means the OHM BOCES.

“Private Business Use” has the meaning given in the Code, including but not limited to the use of Bond-financed assets by third parties pursuant to leases, management or service agreements that do not meet compliance requirements, any “naming rights” agreement, any “public-private partnership” arrangement, and any other arrangement that allows a third party to use or otherwise benefit from Bond-financed property.

“Tax Certificate” means the arbitrage and tax compliance certificate signed by the Board of Cooperative Educational Services at the closing of a Bond issuance in which the OHM BOCES makes representations, warranties, and covenants relating to the expected use of Bond proceeds and the tax eligibility of the financed projects.

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

“Treasury Regulations” means the regulations applicable to tax-exempt bonds promulgated by the Internal Revenue Service pursuant to the Code.

III. Assignment of Responsibility

- A. The Board of Cooperative Educational Services has the final responsibility for monitoring whether the OHM BOCES is in compliance with post-issuance requirements for the OHM BOCES’ tax-exempt Bonds. However, the OHM BOCES’ Assistant Superintendent for Administrative Services, under the supervision of the District Superintendent, (“the Bond Compliance Monitor”) shall have the primary operating responsibility to monitor the OHM BOCES’ compliance with those requirements and to recommend to the Board of Cooperative Educational Services actions necessary to comply with this Policy and applicable laws and regulations.
- B. The Bond Compliance Monitor shall insure that this Policy is communicated to all OHM BOCES officers and staff with responsibility or control over any aspect of the issuance by the OHM BOCES of tax-exempt Bonds, the investment or expenditure of Bond proceeds, or the use of Bond-financed assets, including those who manage, direct, or influence the following:
1. the pre-issuance process and decision-making, including identification of eligible projects;
 2. the expenditure of Bond proceeds and OHM BOCES funds for project costs;
 3. the investment of Bond proceeds and other OHM BOCES funds;
 4. the use of all facilities and other assets financed or refinanced by Bonds, including use by the OHM BOCES or third parties pursuant to leases, management agreements, service agreements, fee-for-use, or other arrangements;
 5. the sale or other disposition of any facilities or other assets financed or refinanced by Bonds;
 6. the creation and retention of documentation relating to expenditure of Bond proceeds, the use and disposition of Bond-financed assets, Arbitrage and tax return filings; and

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

7. the recording and reporting of financial transactions related to Bonds.

C. The Bond Compliance Monitor and other responsible staff of the OHM BOCES should receive education and training regarding the tax compliance requirements relating to tax-exempt Bonds and are authorized to attend relevant educational seminars or programs, with the prior approval of the District Superintendent. A record shall be kept of all such education or training received by the Bond Compliance Monitor and other responsible OHM BOCES staff.

IV. Expenditure and Use of Bond Proceeds

A. Expenditure of Bond Proceeds

1. Bond proceeds, including investment earnings thereon, shall be disbursed only for project costs, capitalized interest (i.e., interest payments during project construction), Bond issuance costs and other purposes expressly allowed under the Bond documents and authorizing bond ordinances. All Bond-financed property must be owned by the OHM BOCES.
2. If the OHM BOCES intends to reimburse itself from Bond proceeds for project costs paid prior to issuance of the Bonds, the OHM BOCES shall adopt a declaration of official intent to reimburse project costs that meets the requirements of Applicable Federal Law after consultation with nationally recognized bond counsel.

B. Final Allocation of Bond Proceeds

Promptly after the final expenditure of Bond proceeds, the Bond Compliance Monitor shall prepare a written report documenting the allocation of Bond proceeds (including interest earnings thereon) and other OHM BOCES funds to project expenditures (the "Final Allocation"). In all cases, the Final Allocation shall be completed within 18 months after the later of the date Bond proceeds are expended or the date the project is placed in service, but not later than five (5) years after the Bonds were issued. The Bond Compliance Monitor is authorized to consult with nationally recognized bond counsel in connection with the Final Allocation of Bond proceeds.

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

C. Private Business Use of Bond-Financed Property

1. No more than ten percent (10%) of Bond proceeds may be used for Private Business Use and such use may occur only in accordance with the Tax Certificate and Applicable Federal Law.
2. Prior approval of the Bond Compliance Monitor is required for the following uses of Bond-financed property: use by third parties for trade or business activities, including leases, licenses, fee-for-use permits under the Community Use of OHM BOCES Facilities Policy, or other arrangements; management or service contracts under which the compensation of the manager or service provider is based on income from operation of the facility; and any other use that could potentially be considered Private Business Use under Applicable Federal Law.
3. The Bond Compliance Monitor shall annually review all uses of Bond financed property and determine the percentage of Private Business Use of Bond-financed property, and shall report this percentage to the Board.
4. The Bond Compliance Monitor shall maintain a record of all Bond financed property, including the amount of Bond proceeds allocated to each asset, which shall be based on the Final Allocation of Bond proceeds described above. The Bond Compliance Monitor shall maintain records of all Private Business Use, if any, of Bond-financed property, including copies of the pertinent leases, contracts or other documentation, and the related determination that any Private Business Use is within permissible limits under Applicable Federal Law.

D. Change of Use of Bond-Financed Property

Any significant change in the use of Bond-financed property must be reported to the Bond Compliance Monitor prior to implementation. The Bond Compliance Monitor shall determine whether the proposed new use may constitute Private Business Use. If the use may be Private Business Use, the Bond Compliance Monitor shall consult with bond counsel for tax advice on whether that use or arrangement, if put into effect, will be consistent with the restrictions on Private Business Use and, if not, whether any "remedial action" permitted under the Code may be taken by the OHM BOCES as a means of enabling that use.

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

E. Sale or Disposition of Bond-Financed Property

Any sale or other disposition of Bond-financed property must be reported to the Bond Compliance Monitor prior to execution of any agreement of sale or other agreement of disposition. The Bond Compliance Monitor shall determine whether the Bond-financed property has any remaining useful life in accordance with the Tax Certificate and Applicable Federal Law, and if so, consult with nationally recognized bond counsel as to the requirements of Applicable Federal Law applicable to the sale or other disposition and the appropriate "remedial action" permitted by the Code that must be undertaken by the Board of Cooperative Educational Services as a result of the potential sale or other disposition of the Bond-financed property.

V. Investment, Arbitrage and Rebate

A. Investment

Prior to expenditure for project costs, Bond proceeds shall be invested in compliance with the Local Finance Law, Applicable Federal Law and the Tax Certificate, and the OHM BOCES' Investment Policy (Policy No. 4300). The OHM BOCES will invest Bond proceeds at a yield in excess of the Bond yield only during the applicable "temporary period" (as defined in the Code and the Treasury Regulations), and shall provide for yield restriction on the investment of such proceeds after the applicable temporary period. The OHM BOCES shall ensure that investments acquired with proceeds of an issue are purchased at "fair market value," as defined in Treasury Regulations.

B. Arbitrage and Rebate

The Bond Compliance Monitor shall determine whether the Bonds are eligible for an Arbitrage rebate exception. If the Bonds are not exempt from Arbitrage rebate, the Bond Compliance Monitor shall compute the amount of Arbitrage earnings, and make all required rebate payments to the IRS, on each computation date required by Applicable Federal Law. The Bond Compliance Monitor is authorized to retain an arbitrage rebate service provider to prepare arbitrage rebate calculations.

VI. Reissuance

Before modifying any Bond terms, the OHM BOCES shall consult with nationally recognized bond counsel to determine whether the proposed modification could potentially be treated as a "reissuance" of those Bonds for federal income tax purposes.

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

VII. Continuing Disclosure

If the OHM BOCES is subject to one or more Continuing Disclosure Undertakings as set forth in a bond resolution or separate continuing disclosure agreement, in order to comply with Rule 15c2-12 of the Securities and Exchange Commission, the Bond Compliance Monitor shall maintain records that includes a copy of each such Continuing Disclosure Undertaking and shall ensure that the information required to be disclosed is disclosed in a timely fashion.

VIII. Filing of Returns

The OHM BOCES will work with nationally recognized bond counsel to prepare and file any returns with the IRS relating to Arbitrage rebate in a timely manner. The OHM BOCES will confirm with bond counsel that the information report required to be filed upon issuance of Bonds (e.g., Form 8038) was filed with the IRS on a timely basis.

IX. Corrective Actions

Upon discovering any violation of Applicable Federal Law including, but not limited to, excess Private Business Use, violation of Arbitrage restrictions or sale of Bond-financed assets, the Bond Compliance Monitor shall promptly consult with legal counsel to determine appropriate remedial action to correct such violation. If remedial action is not available, the OHM BOCES will undertake to remedy the violation through the IRS Voluntary Closing Agreement Program (VCAP).

X. Record Retention

The Bond Compliance Monitor is responsible for insuring that written records (which may be in electronic form) are maintained with respect to each Bond issue for as long as those Bonds (and any Bonds issued to refinance those Bonds) remain outstanding, plus three years. The records maintained shall include:

- basic records relating to the Bond issuance including the official transcript of proceedings;
- documentation evidencing expenditure of Bond proceeds including, but not limited to, purchase contracts, construction contracts, progress payment requests, invoices, cancelled checks, payment of Bond issuance costs, and records of "allocations" of Bond proceeds to reimburse the OHM BOCES for project expenditures made before the Bonds were actually issued;
- records showing the specific assets financed with Bond proceeds (including assets

TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

to which Bond proceeds are allocated pursuant to the Final Allocation described above);

- information, records and calculations showing that, with respect to each Bond issue, the OHM BOCES was eligible for one of the Arbitrage rebate spending exceptions or, if not, that the Arbitrage rebate amount, if any, was calculated and timely paid to the IRS;
- documentation evidencing use of Bond-financed property by public and private entities (including copies of leases and management contracts);
- records showing that special use arrangements, if any, affecting Bond-financed property made by the OHM BOCES with third parties, if any, are consistent with applicable restrictions on Private Business Use of property financed with proceeds of tax-exempt Bonds;
- records of any sale or disposition of Bond-financed property, including terms of sale, and documentation of any "remedial action" undertaken as a result of the sale or other disposition; and
- documentation pertaining to any investment of proceeds of the issue, including the purchase and sale of securities, calculations for each class of investments and actual investment income received and Arbitrage rebate calculations.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 09/12/18

Revised: _____

SUPPORT OPERATIONS

SAFETY CONDITIONS

I. ~~Eye Safety~~

Eye safety devices are to be provided by the OHM BOCES for the protection of employees, students and visitors, and worn in the technology education classes and labs when activities present a potential eye hazard. The District Superintendent or his/her designee will ensure that the devices are properly repaired, cleaned and stored to prevent the spread of germs or diseases after individuals use them.

II. ~~Hand Held Laser Pointers~~

~~Each classroom teacher is responsible for the safe and proper use of all instructional materials and equipment by students in his/her the classroom. Laser pointers are to be used by students only when such use is approved and supervised by the classroom instructor.~~

~~Students will be advised not to stare directly into the beam from a laser pointer or direct the beam at the eyes of another individual. Students are not to aim the pointer into the audience. Students are to be made aware of the hazards associated with the particular type of laser pointer used.~~

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 11/14/18, _____

SUPPORT OPERATIONS

Policy is Required
INTERNET SAFETY POLICY

I. Statement of Policy

- A. Although the OHM BOCES recognizes the value of the internet as an educational tool, it also understands that information with no redeeming social value is accessible through the internet.
- B. 1. The OHM BOCES has developed and will enforce this Internet Safety Policy in compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA).
2. In addition, the OHM BOCES maintains its “Access to Networked Information Resources Policy” which governs the acceptable use of the Internet by students and employees.
3. OHM BOCES personnel located at component schools will abide by the local district internet safety policy implemented at the school. If the district does not have an Internet safety policy in place, OHM BOCES personnel will follow the Internet Safety Policy as specified in this document.

II. Access to the Internet using the OHM BOCES’ computer equipment is subject to the following restrictions:

A. Filtering.

Filtering software will be used to block:

1. Minors’ access to:
- a) visual depictions that are ~~(a)~~ obscene, ~~(b)~~ child pornography, or ~~(c)~~ harmful to minors’ as defined in Appendix A, and
- b) Internet sites which, in the Board’s determination, contain material which is “inappropriate for minors.” (See item B. below.)
2. Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the District Superintendent or ~~his/her~~ designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.

B. Matter Inappropriate for Minors.

¹ The terms “obscene”, “child pornography”, “harmful to minors,” and “matter inappropriate for minors,” used throughout the policy, are defined in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act (Public Law 106-554). See Appendix A.

POLICY

Draft 02/28/2022

5300

SUPPORT OPERATIONS

Policy is Required
INTERNET SAFETY POLICY

The Board of Cooperative Educational Services will, from time to time, determine by resolution what Internet material is “inappropriate for minors” in the OHM BOCES. This determination will be based on community standards.

C. Safety of Minors When Using Direct Electronic Communications.

1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names or any information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone ~~he/she~~ they “meets” on the computer network or Internet without ~~his/her~~ their parent’s permission.
2. Before utilizing any electronic communications (including but not limited to electronic mail and “chat rooms”) in any instructional setting, students will be taught that they must disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable. They must also be taught that they must never agree to meet with someone they have met online without their parent’s approval.

D. Unauthorized Access and Other Unlawful Activities. It is a violation of this Policy to:

- a. use the OHM BOCES’ computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;
- b. damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or
- c. violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

E. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.

Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the OHM BOCES’ web page or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student ~~himself/herself~~.

III. Procedures for Review of Filter Policy in Which an Individual Has a Concern About Implementation.

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INTERNET SAFETY POLICY

A. Informal Resolution

For any complaint concerning the implementation of a filter, an attempt should be made to resolve the issue informally.

B. Request For Review

1. If the complaint is not resolved informally, the individual will fill out a "Request for Review of Internet Filtering Form" and a committee appointed by the District Superintendent will consider this form. The committee may at the discretion of the District Superintendent include legal counsel. The individual; submitting the request shall have the right to attend the meeting of the committee and present any arguments in support of their position.

2. The committee will prepare a report containing recommendations will be forwarded to the District Superintendent for disposition of the matter. These recommendations may include, but are not limited to:

A. a. If the request is from a student, OHM BOCES may provide adult supervision during the scheduled times to allow the student access to the requested material.

B. b. Make the necessary changes to the filtering servers.

C. c. Deny the request.

~~The committee's recommendation-~~

3. If the complainant is still not satisfied, ~~he/she~~ the complainant may ask the District Superintendent to present an appeal to the Board of Cooperative Educational Services, which will make a final determination of the issue. The District Superintendent will deliver a copy of the complaint, the report of the committee and ~~his/her~~ their determination to the Board. The Board of Cooperative Educational Services may seek assistance from its legal counsel and outside organizations such as the American Library Association for Supervision and Curriculum Development.

IV. Regulations and Dissemination.

The District Superintendent is authorized to develop and implement regulations consistent with this policy. The District Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.

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Appendix A

Generally speaking, “obscenity” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. §1460 and the cases interpreting that statute.)

“Child pornography” is defined as:

...any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

The phrase “harmful to minors” is defined as:

... any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703 {b} {2}.)

The phrase “matter/material inappropriate for minors” must be defined by a determination by the Board applying local community standards. (Public Law 106-554, §1732[1][2].)

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: The Children’s Internet Protection Act (CIPA); The Neighborhood Children’s Internet Protection Act (NCIPA) (Public Law 106-554)

Approved: 07/10/02

Revised: 09/12/18, _____

SUPPORT OPERATIONS

Policy is Required

INFORMATION SECURITY BREACH POLICY

I. Statement of Policy

The OHM BOCES takes reasonable administrative, technical, and physical measures to protect the security of private information, as defined in State Technology Law Section 208, held in the OHM BOCES' digitally-stored records. If the OHM BOCES learns of a breach of the security of its digitally-stored records, the OHM BOCES notifies affected data subjects as set forth in this Policy, and also notifies the appropriate State agencies. This Policy applies to information stored by the OHM BOCES or stored by a third party on behalf of the OHM BOCES.

II. Scope of Information Protected

A. Information that is Protected

1. In connection with any software platform or application that requires the creation of a user account with a password, disclosure of the user name or email address in combination with a password or security question and answer that would permit access to an online account is considered disclosure of private information.
2. Private information also is deemed to have been disclosed if the following conditions are met:
 - a. one of the following data elements related to the data subject has been disclosed:
 - i. social security number, or
 - ii. driver's license number or non-driver identification card number, or
 - iii. account number, credit or debit card number, in combination with any required security code, access code, password, or other information which would permit access to an individual's financial account, or
 - iv. account number, or credit or debit card number, if circumstances exist where such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password, or

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- v. biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; and
 - b. any other information about the data subject has been disclosed, and
 - c. either the data element or the combination of personal information plus the data element is not encrypted or is encrypted with an encryption key that has also been accessed or acquired.
 - B. Information Not Covered by This Policy
 - 1. Publicly available information that is lawfully made available to the general public from Federal, State, or local governmental records is not private information within the meaning of this Policy.
 - 2. Personally identifiable information of students, eligible students, and teachers or principals governed by Education Law Section 2-d is managed by the OHM BOCES, and data breach notifications are provided, in accordance with Policy 5307 and is not private information within the meaning of this Policy.
- III. When Notification is Required
- A. General Rule

The OHM BOCES shall provide notification of any breach of its system for storing private information following discovery or notification of the breach of the security of the system to any resident of New York State whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.
 - B. Determining Whether a Breach of Security Occurred
 - 1. "Breach of the security of the system" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of private information maintained by the OHM BOCES.
 - 2. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the OHM BOCES may consider the following factors, among others:

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- a. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b. indications that the information has been downloaded or copied; or
- c. indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

C. Inadvertent Disclosure by Authorized Persons

Notice to affected persons under this Policy is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the OHM BOCES reasonably determines such exposure will not likely result in misuse of such information, or financial or emotional harm to the affected persons. Such a determination shall be documented in writing and maintained for at least five years. If the incident affected over five hundred residents of New York, the OHM BOCES/~~BOCES~~ shall provide the written determination to the State Attorney General within ten days after the determination.

IV. Notification Procedures

A. Notification Methods

The OHM BOCES will notify the affected data subject(s) by one of the following methods:

1. written notice;
2. electronic notice, provided that the person to whom the notice is required has expressly consented to receiving said notice in electronic form; a log of each such notification shall be kept by the OHM BOCES;
3. telephone notification; a log of each such notification shall be kept by the OHM BOCES;
4. substitute notice, if the cost of providing notice would exceed two hundred fifty thousand dollars, or the affected class of persons to be notified exceeds five hundred thousand, or the OHM BOCES does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - a. e-mail notice when the OHM BOCES has an e-mail address for the subject persons;

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- b. conspicuous posting of the notice on the OHM BOCES's web site page, if the OHM BOCES maintains one; and
- c. notification to major OHM BOCES-wide media.

B. Notification Content

The notice must include the OHM BOCES's contact information, and a description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which elements of private information were, or are reasonably believed to have been, accessed or acquired. The notice shall also include the telephone numbers and website addresses of state and federal agencies that provide information regarding security breach response and identity theft prevention and protection information.

C. Notification Timing

Disclosure of the unauthorized access to or acquisition of private information shall be made in the most expedient time possible and without unreasonable delay, consistent with the needs of law enforcement and the measures necessary to first determine the scope of the breach and restore the integrity of the information storage system.

D. Coordination with Law Enforcement

Notification may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The notification required shall be made after such law enforcement agency determines that such notification does not comprise such investigation.

V. Other Notifications

When notification of individual data subjects is necessary, the OHM BOCES shall also notify the New York State Attorney General, the New York Department of State, and the New York State Office of Information Technology Services, providing them with information about the timing, content, and distribution of the notices and approximate number of affected persons. If more than 5,000 New York State residents are required to be notified of a particular incident, the OHM BOCES will also notify consumer reporting agencies with the same information and without waiting to complete notifications to the individual affected data subjects.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS State Technology Law §208,

Adopted: 09/12/18

Revised: 06/10/20, _____




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VII D. 3.
Approval of Animal Science Program
Certification
April 20, 2022

Memorandum

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D. 

DATE: March 14, 2022

RE: Animal Science Program Certification

Prepared by: Christopher Hill, David Stayton 

Background

In May, 2001, Part 100 of Commissioner's Regulations on Career and Technical Education were presented to the Board of Regents. In August, 2001, the Education Department issued program approval letters for programs to begin the certification process in September, 2001. The Animal Science program was re-approved during the 2017-2018 school year and this re-approval expires on June 30, 2022.

Discussion

This one-year Animal Science curriculum meets the Career Development and Occupational Studies Learning Standards, the relevant academic Next Generation and State Learning Standards, and related business standards in support of certification.

English is integrated and science is a specialized credit in the Animal Science curriculum to allow for academic credit upon the completion of the one-year program.

The Animal Science curriculum prepares students for successful entry into a post-secondary institution or the world of work. For a technical endorsement requirement to be met prior to graduation, students must pass the Animal Science written and performance technical assessment devised by the National Occupational Competency Testing Institute (NOCTI).

Post-secondary articulation agreement has been developed with SUNY Cobleskill.



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The works skills employability profile is developed and maintained with appropriate modifications for students with disabilities.

Work-based experiences have been developed with local businesses which provide specific skill development and work place competencies.

The external committee consisted of educators, business personnel, community representatives, component district academic educators and post-secondary representatives.

Recommendation

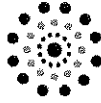
That the Cooperative Board of Education reviews the Animal Science program in order to comply with the Commissioner's Regulations regarding certification of Career and Technical Education programs. This Animal Science program will allow students to:

- Complete two or more units of CTE credit and academic credits in English and/or science.
- Obtain a technical assessment in the program.
- Be successful in the assessment procedures.
- Earn a technical endorsement on the high school diploma.

Resolution

That the Cooperative Board of Education approves the Animal Science application for submission to the State Education Department for final program re-approval.

Attachment: Re-approval application



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VII D. 4.
Approval of Administrative Internship
April 20, 2022



MEMORANDUM

To: Cooperative Board

From: Dr. Patricia Kilburn, Ed.D. 

Date: March 8, 2022

Re: Administrative Internship

Prepared by: Christopher Hill, Assistant Superintendent 
Jamie Sitera, Principal of Academic and Related Services 

Background

The Oneida Herkimer Madison BOCES has accepted administrative interns for unpaid required internships in the past. Internships provide rich experiences for potential administrators and provides a conduit for filling potential future vacancies.

Discussion

Ms. Sarah Walker, CPSE Coordinator at Oneida Herkimer Madison BOCES, has applied for an administrative internship in the Itinerant Division at Oneida Herkimer Madison BOCES.

A comprehensive list of projects and duties is attached and applicable hours will be performed outside the contractual school day.

Ms. Walker's educational background is also included.

Recommendation

It is recommended that the Cooperative Board accept Ms. Walker's application for an administrative internship in the Itinerant Division at Oneida Herkimer Madison BOCES.

Resolution:

That the Cooperative Board approves Ms. Sarah Walker for her unpaid administrative internship for the Oneida Herkimer Madison BOCES effective May 2022 through September 2022.

Attachment

Sarah Walker- Administrative Fieldwork Background

Professional Certification in Students with Disabilities, Grades 1-6 9/2012

Professional Certification in Childhood Education, Grades 1-6 9/2012

Education:

BA in Journalism and Mass Communication from UNC-Chapel Hill 5/2001

MS Childhood Education and Special Education from Touro College 1/2007

CAS Educational Leadership from SUNY Oswego (Expected 8/2023)

Employed with OHM BOCES-

Teaching Assistant 8/2004-6/2007

Special Education Teacher 7/2007-6/2009

Teacher on Special Assignment 7/2009-6/2010

Special Education Teacher 7/2010-6/2015

Teacher on Special Assignment 7/2016-current

Administrative Internship for Ms. Sarah Walker 2022

Ms. Sarah Walker's Administrative Internship with the Oneida Herkimer Madison BOCES will include:

Pre-Planning (May-June)

- Review summer school student IEPs and personnel availability to schedule summer related services for students attending the Extended School Year Special Education program- May through July
- Review student IEPs and personnel availability to schedule summer related services for students not attending BOCES summer school, but requesting therapeutic services only.
- Collaborate with supervisors and therapists to create master schedule to optimize staff availability and time, looking at staff strengths
- Attend Summer School Meeting (first week of June) to review and communicate policies and procedures
- Coordinate with building administrators for use of space in building (CTEC, PTEC, MSA)
- Coordinate movement of resources from other BOCES programs for summer programs
- Review summer 2021 (fiscal 2022) budget
- Determine reasonable cost for predicted therapies for summer 2022
- Interview potential candidates for temporary summer positions
- Negotiate salaries and schedules
- Review candidate credentials

During Summer School (July-August)

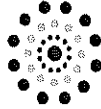
- Review and submit Itinerant Employee Handbook to School Communications
- Hire new employees
 - Create a request for position to hire therapists
 - screen applicants
 - review of application submission (resume, application, transcript, certification)
 - schedule and conduct interviews
 - Create hiring packet to submit to BOE
 - Schedule orientation and provide employee handbook
 - Collaborate to determine best placement for employment
- Plan and coordinate an Extended School Year sensory day with therapeutic staff
 - Determine budget for sensory day
 - contact vendors for supplies
 - coordinate with related service providers to schedule and plan activities
 - review appropriateness of activities
 - supervise events of day
 - coordinate safety, security, medical needs
 - provide guidance to therapists on how to integrate IEP goals during sensory day
 - Compose/edit parent newsletter describing activities
- Request keys, ID cards from safety office and IT on behalf of employees
- Coordinate with IT department to set up emails for non-BOCES staff
- Record and document staff attendance/absences for submission for HR

- Communicate with districts and parents of chronically absent students to determine strategies for improved attendance
- Communicate with district CSE chairs regarding the cost of service, student attendance, billing
- Review therapist IEP progress notes for completion, relevancy and clarity
 - Oversee distribution of progress notes to parents, district
- Obtain current prescriptions for therapies if not on file to facilitate provision of services
- Maintain temporary student records for non-BOCES students
- Coordinate psychological evaluations - obtain parental consents
 - Review list of students needing psychological evaluations to determine priority
 - Schedule and conduct non-formal observations for non-BOCES employees
 - conduct observation post-conference based on NYSED rubric
 - communicate results and research possible supports
 - review attendance and relevance of therapies

Post-Summer Review (August-September)

- Collect and collate Extended School Year service calendars for federal and state billing- August through (possibly) September
 - Collect service calendars from therapists
 - Separate calendars by service co-sers
 - Create spreadsheet with individual student data, frequencies, services delivered
 - Submit fiscal report (Schedule RS2) to business office for federal aid reporting
- Review documentation, therapist and parent feedback regarding summer school successes and failures to consider future plans.
- Coordinate return of resources to other BOCES programs

There is a possibility of extending the internship through the '22-'23 school year.



Oneida-Herkimer-Madison BOCES


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MEMORANDUM


VII D. 5.
Approval of Meal Allowances
April 20, 2022

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D., District Superintendent 

Subject: Approval of Meal Allowances

Date: March 23, 2022

Prepared By: Scott Morris 

Background:

Oneida-Herkimer-Madison BOCES provides employees reimbursement for meal expenses incurred while traveling for organizational purposes, such as meetings, trainings and conferences. The limits for reimbursement have not been updated since 2005. As a result, the limits are outdated and do not reflect current meal costs.

Discussion:

Current meal reimbursement allowances are as follows (itemized receipts must be provided, no reimbursement for alcohol):

For travel within a 100 mile radius (one way) - \$50 per day: \$10 breakfast/\$14 lunch/\$26 dinner

For travel greater than a 100 mile radius (one way) - \$74 per day - \$17 breakfast/\$22 lunch/\$35 dinner

In order to reflect current meal costs for travel required during the course of employment, the following meal reimbursement allowances are proposed (itemized receipts must be provided, no reimbursement for alcohol):

For travel within a 100 mile radius (one way) - \$64 per day: \$13 breakfast/\$18 lunch/\$33 dinner

For travel greater than a 100 mile radius (one way) - \$79 per day: \$18 breakfast/\$23 lunch/\$38 dinner

These meal allowances reflect the 2022 per diem meal reimbursement rates established by the US General Services Administration (GSA) for our local area and for travel outside of our local area throughout NY state. These reimbursement rates are also used for travel reimbursement for state employees.

Recommendation:

It is recommended that the Cooperative Board grant its approval to adjust meal allowance limits.

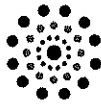
Resolution:

That the Cooperative Board approves the proposed meal allowance limits for the Oneida-Herkimer-Madison BOCES as follows, effective March 23, 2022:

For travel within a 100 mile radius (one way) - \$64 per day: \$13 breakfast/\$18 lunch/\$33 dinner

For travel greater than a 100 mile radius (one way) - \$79 per day: \$18 breakfast/\$23 lunch/\$38 dinner

These meal allowances reflect the 2022 per diem meal reimbursement rates established by the US General Services Administration (GSA) for our local area and for travel outside of our local area throughout NY state. These reimbursement rates are also used for travel reimbursement for state employees.



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School and Business Alliance
Regional Program for Excellence
Tech Prep

MEMORANDUM

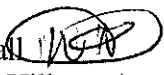

VII D. 6.
Approval of Rome Health Affiliation
Agreement
April 20, 2022

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D. 

DATE: March 23, 2022

SUBJECT: Rome Health Affiliation Agreements

PREPARED BY: Michelle Hall 
Christopher Hill 

Background

The attached letters are the OHM BOCES affiliation contracts with Rome Health Organization, Rome, NY. Oneida-Herkimer-Madison BOCES School to Career Programs have had affiliations as part of the health, shadow and internship experience for the purpose of providing basic health experiences.

Discussion

A legal review by OHM BOCES law firm was done, per Christopher Hill, in February 2022.

BOCES agrees to:

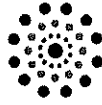
- Assume full responsibility for planning and execution of the educational program
- Provide qualified staff who shall be responsible for student orientation
- Be responsible for assigning students to the clinical setting
- Provide student orientation and keep records
- Instruct students to respect the confidential nature of all information
- Obtain the general and professional liability
- Arrange transportation to and from the clinical setting for students
- Students and personnel are not entitled, nor expect, compensation
- Submit proof of good health

Recommendation

OHM BOCES affiliation contracts with Rome Health Organization be reviewed, approved and signed.

Signatures are requested by:

- Our District Superintendent
- Assistant Superintendent Instructional Programs and Professional Learning
- Director, School to Career Programs
- Two Rome Health Representatives



Oneida-Herkimer-Madison BOCES

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Resolution

The Board of Cooperative Educational Services approves OHM BOCES affiliation contracts with Rome Health Organization in order to take students to their facility.

Attachment

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
ONEIDA, HERKIMER, MADISON COUNTIES
BOX 70, MIDDLE SETTLEMENT ROAD,
NEW HARTFORD, NEW YORK 13413-0070**

This agreement made this ____ day of March, 2022 by and between the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, New York, organized and existing under the laws of the State of New York, hereinafter referred to as BOCES, and Rome Health, Rome, New York, 13440, hereinafter referred to as the Clinical Setting, is for the purpose of providing basic clinical experiences to students enrolled in the BOCES School to Career Program.

The BOCES agrees to:

1. Assume full responsibility for planning and execution of the educational program, including program curriculum content, administration and staff appointments, the requirements for student completion of the program.
2. Provide sufficient, qualified staff faculty who shall be responsible for student orientation and instruction and for collaborating with appropriate hospital personnel in planning, electing, and evaluating student experiences.
3. Be responsible for assigning students to the Clinical Setting including dates, number of students, and types of experiences desired on those dates. This schedule will require approval by the Clinical Setting.
4. Provide student orientation and keep records on students' experiences and be responsible for instruction of the rules and regulations of the Clinical Setting.
5. Instruct students to respect the confidential nature of all information which they may obtain from patients and records of the Clinical Setting.
6. Obtain and keep in effect, the general liability and professional liability, and compensation insurance covering its employees in attendance at the Clinical Setting during the life of this agreement and pursuant to this agreement.
7. Arrange transportation to and from the Clinical Setting for the students.
8. The provision that students and personnel are not entitled to, nor expect any compensation from, the Clinical Setting in connection with this program.
9. Submit proof of good health of students according to:

Physical Assessment

A copy of a completed physical from a healthcare provider [MD or Nurse Practitioner or Physician's Assistant] dated within the last [12] months.

Mantoux/TB Skin Test

A completed copy dated from within the last [6] six months. Documentation must include:

1. date administered, the site, & signature of person giving
2. result of the test, date, and signature of person reading the test

If a known positive Mantoux/TB skin conversion in the past, a copy of the positive reading and a copy of a chest x-ray done after the positive test is required, History of receiving the BCG vaccine does not exclude/defer testing.

Immunization Records

If the birth date is before 01/01/57, then copies are needed of:

MMR or (1) Rubella vaccine and (1) Mumps vaccine [Immunizations must be dated as given after the 1st birthday.]

Or if student/faculty have had the blood work to check immunity-a Rubella [German Measles] and Mumps titer.

If the birth date is on or after 01/01/57, copies are needed of:

MMR's or live Measles and Rubella (German Measles) vaccine and Mumps vaccines [Immunizations must be dated as given after the 1st birthday.]

Or if student/faculty have had the blood work to check immunity- a Rubella (German Measles), Rubeola (Measles) and Mumps titer.

Copy of having received the Hepatitis B vaccine series or signed declination.

Copy of last tetanus booster.

10. Indemnify and hold harmless the Clinical Setting from any and all claims of the faculty or the students or other BOCES employees arising out of their participation in the program.
11. Have students and faculty provide for their own medical care. Report of each accident will be sent to BOCES.

The Clinical Setting agrees to:

1. Retain the ultimate authority and responsibility for patient care and the delivery thereof.
2. Notify BOCES of any situation or behavior involving students or faculty wherein the safety of any person is threatened or whereby the cooperation intent of this agreement is jeopardized.
3. Provide emergency care to students and faculty if they become ill or injured while on duty at this facility. Payment for such services will be the responsibility of the individual involved.
4. Reserve the right in its absolute discretion at any time to refuse its facilities and services to any student who does not meet the professional or other requirements of the Clinical Setting.
5. Make available the patient care arrangements and related services for student experience, including the necessary equipment and supplies for assisting with nursing care. The Clinical Setting personnel may participate in student-centered conferences.
6. Provide appropriate orientation to students and BOCES staff.
7. The provision that their personnel do not expect any compensation from BOCES.
8. Notwithstanding any other provisions in this agreement, the Clinical Setting remains responsible for ensuring that any service provided pursuant to this agreement complies with all pertinent provisions of Federal, State, and local statutes, rules, and regulations.

General Statement:

This agreement may be terminated by either the Clinical Setting or BOCES upon written notice given to the other that this agreement shall be terminated. Such termination shall not take effect, however, with regard to students enrolled, until such students have completed their clinical experience provided said students enrolled students are satisfactorily conducting themselves and performing their duties in accordance with the standards of the Clinical Setting. This program has been established as part of the secondary education program of participating school districts in this area and the BOCES Continuing Education Program. BOCES plans to continue this program on a permanent basis as long as need and interest continue

IN WITNESS WHEREOF the parties have dully executed this agreement by their authorized officers, this _____ day of March, 2022.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

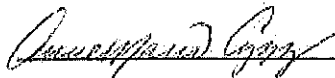
SOLE SUPERVISORY DISTRICT

ONEIDA-HERKIMER-MADISON COUNTIES

District Superintendent

Assistant Superintendent Instructional Programs and Professional Learning

Director, School to Career Programs



Rome Health Representative



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gilroy Kernan & Gilroy 210 Clinton Rd New Hartford NY 13413		CONTACT NAME: PHONE (A/C, No, Ext): 315-768-8888 E-MAIL: Service@gkgrisk.com ADDRESS: Service@gkgrisk.com		FAX (A/C, No): 315-768-8800	
		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: Utica National Ins. Co of Ohio		13998	
		INSURER B: Republic Franklin Ins Co		12475	
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** 1365294608 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		3472099	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY OTHER:		BAC4562459	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTIONS \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		CULP3478880	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NY) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property		3472099	7/1/2021	7/1/2022	Bkt BPP & Bldg Deductible 248,647,112 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Rome Health 1600 N James Street Rome NY 13440	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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Oneida-Herkimer-Madison BOCES

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VII D. 7.
Approval of Creation of Public Information
Specialist Position
April 20, 2022

MEMORANDUM

TO: Cooperative Board
FROM: Patricia N. Kilburn, Ed.D. 
District Superintendent
DATE: March 21, 2022
SUBJECT: ***Creation of new position - Public Information Specialist***
PREPARED BY: Scott Morris, Jean Palmer

Background:


In order for the School Communication Service to meet the evolving communication needs of our districts we must develop a service that expands its offerings and responds quickly to the digital needs of our districts and the BOCES. Our component school districts have been asking for a managed communication service that requires more experienced staffing in the field of Public Relations, specifically as it relates publicizing and distributing district news, events, programs, services and facilities. In order to provide this additional layer of services, the School Communications service is looking to add the Public Information Specialist title.

Discussion:

There is currently a civil service job title of Public Information Specialist. This job description will help us attract experienced professionals that can hit the ground running.

In order for the School Communication Service to meet the evolving communication needs of our districts, we must develop a service that expands its offerings and responds quickly to the digital needs of our districts and the BOCES. The *Public Information Specialist* would be a 12-month full-time position (1.0 FTE) with a salary range of \$44,496-\$53,146.

Recommendation:

It is recommended that the Oneida-Herkimer-Madison BOCES Cooperative Board grant its approval to create the position of *Public Information Specialist*.

Resolution:

That the Oneida-Herkimer-Madison BOCES Cooperative Board approves the creation of the *Public Information Specialist* position for the Oneida-Herkimer-Madison BOCES.

PUBLIC INFORMATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is professional public relations work involving responsibility for publicizing and distributing governmental or district news, events, programs, services and facilities. Employees in this class maintain close contact and cooperate with policy making officials and local media representatives. Work is performed independently in accordance with established policies and practices. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares news releases for radio, television and newspapers regarding varied events, services, programs, facilities and other items of interest;
- Prepares special reports and brochures for public dissemination regarding varied events, services, programs, facilities and other items of interest;
- Maintains close contact with policy making officials and media representatives;
- Attends meetings and issues news releases;
- Assists in preparation of units budget;
- Maintains records of information released.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of journalism and public relations;
- Good knowledge of the media sources appropriate for the dissemination of information;
- Good knowledge of English usage, spelling, punctuation and grammar;
- Ability to acquire a knowledge of governmental or school district services facilities;
- Ability to establish and maintain effective working relationships with others;
- Ability to express oneself effectively in oral or written form.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree and two (2) years of professional experience in journalism, writing, public administration, marketing, public relations or public policy; OR,
- B. Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree and four (4) years of professional experience in journalism, writing, public administration, marketing, public relations or public policy; OR,
- C. High School Diploma or GED and six (6) years experience in journalism, in writing, public relations, marketing or in advertising.

Juris. Class: Competitive / Non-Competitive PT (All Civil Divisions)

ACCS Adopted: 09/79, Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 11/04, 01/06, 07/10, 8/19





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VII D. 8.
Approval of Graphic Design Specialist
Position
April 20, 2022

MEMORANDUM

TO: Cooperative Board
FROM: Patricia N. Kilburn, Ed.D. 
District Superintendent
DATE: March 21, 2022
SUBJECT: ***Creation of new position - Graphic Design Specialist***
PREPARED BY: Scott Morris, Jean Palmer


Background:

In order for the School Communication Service to meet the evolving communication needs of our districts we must develop a service that expands its offerings and responds quickly to the digital needs of our districts and the BOCES. Our component school districts have been asking for a managed communication service that requires more experienced staffing in the field of Graphic Design, specifically as it relates to the use of a variety of computer applications and design software integrating written, graphic, audio and video components. In order to provide this additional layer of services, the School Communications service is looking to add the Graphic Design Specialist title.

Discussion:

There is currently a civil service job title of Graphic Design Specialist. This job description will help us attract experienced professionals that will hit the ground running.

In order for the School Communication Service to meet the evolving communication needs of our districts, we must develop a service that expands its offerings and responds quickly to the digital needs of our districts and the BOCES. The Graphic Design Specialist would be a 12-month full-time position (1.0 FTE) with a salary range of \$44,496-\$53,146.

Recommendation:

It is recommended that the Oneida-Herkimer-Madison BOCES Cooperative Board grant its approval to create the position of *Graphic Design Specialist*.

Resolution:

That the Oneida-Herkimer-Madison BOCES Cooperative Board approves the creation of the *Graphic Design Specialist* position for the Oneida-Herkimer-Madison BOCES.

CITI BOCES

POSITION CLASS TITLE: GRAPHIC DESIGN SPECIALIST (CITI)
JURISDICTIONAL CLASS: Competitive
CIVIL DIVISION: Schools
AUTHORIZATION: Oswego County Personnel Officer
January 2016 (Revised 2/17, 9/17)

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

This professional position exists at Oswego County CITI and is responsible for creating, coordinating and producing complex visual graphic and promotional materials for CITI and component school districts. The incumbent is responsible for performing technical work in the design and layout of traditional and digital publications and web pages. The work requires the use of a variety of computer applications and design software integrating written, graphic, audio and video components.

Work is performed under the general supervision of a higher-level administrator with significant leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not a function of this position. The incumbent does related work as required.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Creates designs, concepts, graphic materials and layouts for a variety of media and determines appropriate materials and methods, including publication and reproduction;
- Uses desktop publishing, graphic and web design software to design, layout, and produce a variety of publication-ready materials;
- Works closely with public relations staff and may consult with a variety of personnel in component school districts to determine promotional needs, propose project design concepts, determine timelines, and coordinate project completion;
- Creates and edits photographs and illustrations to be used in a variety of publications, presentations and websites;
- Composes, edits, and proofreads written material and makes corrections prior to publication;
- Creates webpage templates and design themes, maintains and updates website content and layout in order to improve navigation and user experience;
- Prepares reports and maintains a variety of files;
- Drives to a variety of school district locations to gather information, take photos and make presentations;

-- Assists in the organization of special events and performs other related duties.

GRAPHIC DESIGN SPECIALIST (CITI) (2010)

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: principles, practices, terminology and equipment used in the preparation of graphic material, layout, and design; principles, practices and terminology related to the preparation of copy for print or digital display; media production, communication, and dissemination techniques; desktop publishing, graphic design, and web design software.

ABILITY TO: use creativity in the design of graphic and promotional materials; use computer-assisted design techniques; interact with others to determine project needs; establish and maintain effective working relationships; compose, proofread and edit promotional materials; communicate effectively, both orally and in writing; prioritize multiple projects and meet deadlines.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited or NYS college or university with a bachelor's degree in visual arts, new media design, graphic design, web design or a closely related field and one (3) year of experience in the design, development and implementation of graphic materials for use in publications, presentations and websites using Adobe Creative Suite (Photoshop, Acrobat, InDesign, Illustrator or similar software); OR
- B. Successful completion, from a regionally accredited or NYS college, of 60 credit hours in visual arts, new media design, graphic design, web design or a closely related field and three (5) years of the above described experience; OR
- C. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license at time of appointment



Oneida-Herkimer-Madison BOCES


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VII D. 9.
Approval of Internal Auditing Services
through June 30, 2024
April 20, 2022


MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 
District Superintendent

Date: March 28, 2022

Subject: Approval of Internal Auditing Services through June 30, 2024

Prepared By: Scott Morris 

Background:

Pursuant to section 2116-b(2) of Education Law, school districts employing fewer than eight teachers, with actual general fund expenditures totaling less than five million dollars in the previous school year, or with actual enrollment of less than 1,500 students in the previous school year are exempt from the internal audit function requirements. Although the Department previously allowed BOCES to utilize this exemption, it does not fit within any of the exceptions identified in law.

Consequently, BOCES will no longer be allowed to claim the internal audit function exemption in the Business Portal starting with the 2022 annual survey cycle.

Discussion:

At the request of the Audit Committee, a Request For Proposal (RFP) was developed and a notice was published in March 2022. Two firms responded to the RFP. I reviewed the proposals and conferred with Mrs. Falvo, chair of the Audit Committee and am recommending to the full board acceptance of Questar III to act as internal auditors for a three-year term concluding with the audit of the fiscal year ending June 30, 2023.

Recommendation:

That the Cooperative Board accepts the proposal from Questar III for auditing services for a three-year term, audit period June 30, 2022 through June 30, 2024 at cost for 2021/22 at \$12,075, for 2022/23 at \$12,300 and for 2023/2024 at \$12,550.

Resolution:

That the Cooperative Board approves the auditing services from Questar III for auditing services for a three-year term, audit period June 30, 2022 through June 30, 2024 at cost for 2021/22 at \$12,075, for 2022/23 at \$12,300 and for 2023/2024 at \$12,550.



Oneida-Herkimer-Madison BOCES


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VII D. 10.
Approval of Award of Science Kit
Supply Bid March 2022
April 20, 2022




MEMORANDUM

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D., District Superintendent 

DATE: March 31, 2022

SUBJECT: Award of Science Kit Supply Bid March 2022

PREPARED BY:  Michael Carney /  Matthew Bashant /  Scott Morris

Background: The BOCES Science Center is fulfilling the New York State science mandate by providing “hands-on” science kits for use in elementary classrooms throughout New York State. The kits save the teachers’ time by supplying the schools with appropriate grade level materials inexpensively and in a convenient format.

Discussion: The purchase of the necessary materials in maintaining existing titles and building inventory for newly developed titles in quantity, by bid, is the most cost-efficient means of providing quality science kits to contracting schools. Specifications were sent and 6 returned. The March 2022 Science Kit Supply Bid consisted of 267 items, ranging from science and craft supplies to hardware or live material support. The variety of these items requires the awards be done on an individual basis, and through analysis 126 items will be awarded for this bid with pricing valid through April 15, 2023. Buying the necessary supplies via bid enables BOCES to purchase by bulk at discounted prices. An additional advantage is less internal paperwork for both the Science Center and Business Office personnel.

Recommendation: Therefore, it is recommended that the Cooperative Board award the Science Center Supply bid to the lowest qualified bidders meeting specifications.

Resolution: That the Cooperative Board approves the award of the March 2022 Science Kit Supply Bid as per the attached listing representing the lowest qualified bidders meeting specifications, for a total award of **\$142,482.30**.

ELEMENTARY SCIENCE BID AWARD RECOMMENDATIONS

Company	Award Total
Lowes	\$17,985.23
Nasco	\$25,389.22
School Specialty	\$34,482.42
S&S Worldwide	\$11,912.59
Wards	\$25,371.39
WB Mason	\$27,341.45
Total Bid Award	\$142,482.30



Oneida-Herkimer-Madison BOCES


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VII D. 11.
Approval of Agreement for Sharing Speech
Language Pathologist Services
April 20, 2022


MEMORANDUM

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D. 

DATE: March 31, 2022

SUBJECT: Agreement for Sharing Speech Language Pathologist Services

PREPARED BY: Christopher Hill 

Background

Both Westmoreland Central School District and Oneida-Herkimer-Madison BOCES employ Speech Language Pathologists to serve the needs of their students.

Discussion

The Westmoreland Central School District employs Speech Language Pathologists and has extra capacity to serve additional students. The Oneida-Herkimer-Madison BOCES is in need of Speech Language Pathologist service to meet the needs of students attending its programs. Westmoreland Central School District and Oneida-Herkimer-Madison BOCES are authorized by Article 50G of the General Municipal Law to enter into an agreement for this shared service.

Recommendation

It is recommended that the Cooperative Board enter into an inter-municipal agreement to share Speech Language Pathologist services with Westmoreland Central School District to take effect immediately.

Resolution

The Cooperative Board approves an inter-municipal agreement between Westmoreland Central School District and Oneida-Herkimer-Madison BOCES for Speech Pathologist services to take effect immediately.

Attachments

**AGREEMENT TO SHARE SPEECH
LANGUAGE PATHOLOGIST SERVICES**

WHEREAS, the Westmoreland Central School District (the “District”) employs Speech Language Pathologists (“SLP”) to serve the needs of its students, but has extra capacity to serve additional students; and

WHEREAS, the Oneida Herkimer Madison BOCES (the “BOCES”) is in need of Speech Language Pathologist services to meet the needs of students attending its programs; and

WHEREAS, the District and the BOCES desire to enter an agreement whereby the BOCES may share the services of the District’s speech language pathologist to meet the needs of students attending its programs located at BOCES’ Middle Settlement Road campus; and

WHEREAS, the District and BOCES are authorized by Article 5-G of the General Municipal Law, and other applicable statutes to enter into an agreement for this shared service; and

WHEREAS, the District and the BOCES desire to enter an agreement to set forth the terms of the shared service.

NOW, THEREFORE, the District and BOCES agree as follows:

1. **Term of Agreement.** The term of this Agreement is for the period from October 18, 2021 through June 30, 2022, unless further extended by written agreement of the District and the BOCES.

2. **Speech Language Pathologist Service.** The District will provide the BOCES with a Speech Language Pathologist two days per five day school week to serve the needs of students attending a program located at the BOCES’ Middle Settlement Road campus, such two days to be determined by the parties. On days when school is in session for less than five days per week, the parties will determine how the speech language services will be allocated. The Speech Language Pathologist will conduct evaluations, prepare reports and attend meetings in relation to the students served at the BOCES within the above hours unless otherwise agreed to by the District and the BOCES.

3. **Contract Cost and Payment.** The BOCES will pay the District the following per diem amount for the Speech Language Pathologist services: \$ 24,506.63

4. **Termination.**

(a) If either party wishes to terminate this Agreement for any reason, written notice shall be given to the other party, effective after sixty (60) days. If terminated by OHM BOCES, the Speech Pathologist shall work to complete any pending matters or transition them to the OHM BOCES’s designee during that time period. OHM BOCES shall be invoiced and pay for all services rendered up to the date of termination.

- (b) If either of the parties wishes to terminate this Agreement for cause, written notice shall promptly be given to the other party, and if the underlying cause is not remedied with twenty-one (21) days, the Agreement shall be deemed terminated.

5. **Compliance with Law.** Both parties agree that they shall comply in all respects with the Education Law, applicable regulations of the Commissioner of Education; and all other applicable law in the employment of a Speech Pathologist.

6. **Employment Responsibility.** The District shall be the employer of the person engaged in providing the service and shall have the sole responsibility for making any and all employment decisions. Any BOCES concerns regarding the performance of the Speech Pathologist shall be reported promptly to the Superintendent of the District. The Superintendent or his designee will investigate and address those concerns. If not resolved to the BOCES's satisfaction, it may exercise its right to terminate the Agreement.

7. **Insurance and Indemnification.**

- (a) Each party shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum coverage and amounts:

General Liability: \$1M per occurrence /\$5M Aggregate (can be achieved via Umbrella Liability coverage)

The District shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum coverage and amounts:

Worker's Compensation/Employer's Liability: *Statutory Limits EL:*
\$500,000/\$500,000/\$500,000

- (b) To the fullest extent allowable by law, each party shall indemnify, defend and hold harmless the other party from and against: (i) any and all liability arising out of the party's failure to comply with the terms of this Agreement, and any injury, loss, claims, or damages arising from the negligent operations, acts, or omissions relating to or arising out of such party's performance of its obligations under this Agreement; and (ii) any and all costs and expenses, including reasonable legal expenses, incurred by or on behalf of the other party in connection with the defense of such claims. Notwithstanding the foregoing, no party shall be liable to any other party hereunder for any claim covered by insurance, except to the extent of any deductible and to the extent that the liability of such party exceeds the amount of such insurance coverage.

8. **Miscellaneous Provisions.**

- (a) Neither party may assign this Agreement or any of its rights or obligations hereunder.

- (b) This Agreement may be amended only in writing agreed to and signed by the parties.
- (c) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
- (d) By entering into this Agreement, each party warrants and represents to the other that this Agreement is within its lawful powers, that this Agreement has been approved by its Board of Education in compliance with all applicable laws and procedures, that all approvals necessary for its execution, delivery and performance by such party have been obtained, that no litigation is pending or to its knowledge threatened regarding its execution, delivery or performance of this Agreement and that this Agreement is lawful and binding upon it in accordance with its terms.
- (e) This Agreement shall be governed by and construed in accordance with the laws of the State of New York. The County of Oneida, New York, shall be the venue of any action or proceeding arising from or related to this Agreement.
- (f) Paragraph headings have been provided for convenience of reference only and shall not control, affect the meaning or be used in the interpretation of any provisions of this Agreement.
- (g) The parties agree that this is a unique sharing arrangement and that its success is in the best interest of both parties.

9. **Complete Agreement.** The parties agree that this Agreement represents the full, final and complete Agreement in this matter. No prior understandings, oral or otherwise shall be made part of this Agreement.

10. **Severability.** If any provision of this Agreement or the application thereof to any person or circumstances, is adjudged invalid by a court of competent jurisdiction, the Commissioner of Education or other administrative agency, such judgment or ruling shall not affect or impair the validity of the other provisions of the Agreement or the application thereof to other persons and circumstances. Similarly, should the State Legislature or Congress enact any law, or should said agencies modify any rules that conflict with or impair the validity of any provision herein, or the application thereof to any person or circumstances, such action shall not affect or impair the validity of the other provisions of this Agreement or the application thereof to other persons or circumstances.

[Signatures appear on following page]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers the day and year first above written.

WESTMORELAND CENTRAL SCHOOL DISTRICT

By: _____ Date: _____

ONEIDA-HERKIMER-MADISON BOCES

By: _____ Date: _____



Oneida-Herkimer-Madison BOCES


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VII D. 12.
Approval of Ratification of UPSEU
Agreement
April 20, 2022


Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 
District Superintendent

Date: March 30, 2022

Subject: Ratification of UPSEU Agreement

Prepared by: Scott Morris 

Background:

The Agreement between the District Superintendent of Schools as Executive Officer of the Board of Cooperative Educational Services of the Sole Supervisory District of Oneida, Herkimer and Madison Counties and the BOCES UPSEU expired on June 30, 2019. A one-year agreement was negotiated to extend that contract until June 30, 2020 in order for the incoming District Superintendent to have input in the next multi-year contract. That extension expired on June 30, 2020. Parties began negotiating a successor agreement on March 4, 2020, concluding with a Tentative Agreement on March 17, 2022. The term of the Agreement covers the period from July 1, 2020 through June 30, 2024. Attached is the Tentative Agreement which reflects the agreement between the parties.

Discussion:

The terms of the agreement include the provisions which are summarized in the Tentative Agreement which is attached.

Recommendation:

It is our practice for the UPSEU to ratify the Agreement first. Members of the UPSEU ratified the Agreement on March 17, 2022. Therefore, it is recommended that the Cooperative Board ratify the Tentative Agreement between the District Superintendent and the UPSEU for the period of July 1, 2020 through June 30, 2024.

Resolution:

That the Cooperative Board, ratify, as presented, the Agreement between the District Superintendent, Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties and the BOCES UPSEU for the period of July 1, 2020 through June 30, 2024.

Attachment: Tentative MOA

**TENTATIVE AGREEMENT
BY AND BETWEEN
THE UNITED PUBLIC SERVICE EMPLOYEES UNION
AND
THE ONEIDA-HERKIMER-MADISON BOCES**

March 3, 2022

The parties agree to a successor collective bargaining agreement, the duration of which shall be four (4) years effective July 1, 2020-June 30, 2024:

1. Add a new paragraph D to Article XII [Working Hours] as follows:
 - D. Any employee subject to a transfer or reassignment will be provided at least one week's notice, when possible.
2. Delete Article XVII [Uniforms] and replace with the language included as Exhibit "A."
3. Delete the references to salary increases effective July 1, 2016, July 1, 2017 and July 1, 2018, in Article XXII [Salaries], Section A, Paragraph 1, and replace with the following:
 - a. Effective July 1, 2020, increase the salary of each employee by a minimum of 3.00% inclusive of increment, plus \$270.00. Retroactive wage payments will be made within 45 days of ratification by both parties.
 - b. Effective July 1, 2021, increase the salary of each employee by a minimum of 3.00% inclusive of increment, plus \$270.00. Retroactive wage payments will be made within 45 days of ratification by both parties.
 - c. Effective July 1, 2022 increase the salary of each employee by a minimum of 3.00% inclusive of increment, plus \$270.00.
 - d. Effective July 1, 2023, increase the salary of each employee by a minimum of 3.00% inclusive of increment, plus \$270.00.

The remainder of the language in Section A, Paragraph 1 remains as written.

Replace the salary guides with the new guides included as Exhibit "B."

For informational purposes, a Salary Guide illustrating how employees will transition between the current salary guide and the new salary guide is included as Exhibit "C."

4. Delete Article XXIII [Insurances], Section A, Paragraphs 4 and 5, and replace as follows:
 4. For the period of time July 1, 2020 through the time at which the change specified in Paragraph 5, below, is effective, the following PPO Plan shall be available to employees: \$5.00 specialist office visit copay, and prescription drug co-pays at the following tiers: \$5.00/\$20.00/\$40.00.

5. Effective as soon as practicable after the ratification of this Agreement, the following PPO Plan shall apply: the following PPO Plan shall be available to employees: \$20.00 office visit co-pay, and prescription drug co-pays at the following tiers: \$15.00/\$30.00/\$45.00.

5. Modify Article XXVIII [Duration], Section A, as follows:

This Agreement shall continue in full force and effect for the period July 1, 2020 through June 30, 2024.

6. There are no other changes to the terms of the Agreement

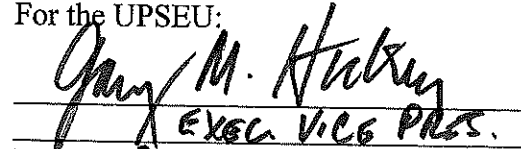
FOR THE BOCES:



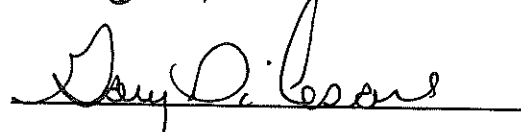
Dr. Patricia Kilburn, District Superintendent

Date: 3/25/2022

For the UPSEU:


EXEC. VICE PRES.

Date: 3-21-22



Date: 3-23-22



Date: 3/25/22

Date: _____

EXHIBIT A
to
TENTATIVE AGREEMENT
between
THE UNITED PUBLIC SERVICE EMPLOYEES UNION
AND
THE ONEIDA-HERKIMER-MADISON BOCES
(Uniforms/Modification to Article XVIII)

A. Employee Attire

BOCES Issued Attire: BOCES attire shall be provided to Maintenance & Grounds, Courier, Print Shop, Science Center and Technical Repair personnel as listed below:

- Five (5) BOCES shirts (long/short)
- Five (5) standard pants (jeans/cargo).
 - Black pants for Technical Repair & Courier staff.
- One (1) BOCES cap or hat.
- One (1) pair of work gloves.
- Courier and Maintenance & Grounds Personnel will also receive
 - One (1) winter weight jacket
 - One (1) pair of winter work gloves.

Employees issued BOCES attire as part of their job title shall be required to wear such clothing at all times during their work day. The failure to wear the appropriate attire, unless excused by the designated BOCES administrator, at minimum shall result in the employee being sent home, and not paid for time away from their work assignment. BOCES attire shall be worn and maintained in a clean and pressed manner. Replacement attire is to be supplied to employees on an as needed basis to replace worn or damaged items.

BOCES attire shall be worn for work purposes only, shall not be used for off-duty or recreational purposes, and shall be worn only by BOCES personnel. No stickpins or ornaments shall be worn on the BOCES shirt, aside from American flag and/or union pins, which are acceptable. Employees shall be required to wear long pants during the regular school year. When school is not in session during the summer, fall and spring months, employees may wear shorts.

All BOCES attire shall be returned to the BOCES at the time of the employee's last date of employment with the BOCES. Failure to do so shall result in the employee's final paycheck(s) being docked for the replacement value of each item not returned.

Dress Code: Employees who are not issued BOCES' attire, are expected to give proper attention to appropriate professional attire at school and school functions. Employees are expected to demonstrate good judgment and professional taste in their appearance and attire, including personal cleanliness. In order to achieve this goal, an employee's dress, grooming and appearance shall be safe, professionally appropriate and not disruptive to the educational process or general BOCES operations.

In order to achieve these standards, the parties have adopted a dress code policy that allows employees to dress comfortably, yet professionally, recognizing that all attire must be clean and in good repair, that foot wear must be appropriate and safe for the work environment and that hats (but for religious and/or medical purposes), be precluded in school and in the classroom.

It is understood that the aforementioned description is not all-inclusive, but demonstrates a baseline for evaluating a member's professional appearance.

**ONEIDA-HERKIMER-MADISON BOCES
EMPLOYEE POSITIONS REPORT - UPSEU
PROPOSED SALARY GUIDE**

POSITION	CURRENT SALARY GUIDE	PROPOSED SALARY GUIDE	HOURS/ DAY	PROPOSED STARTING STEP 1 SALARY	1820/2080 HOURLY RATE
AUDIO VISUAL AIDE	D	A	7	\$ 27,300.00	\$ 15.00
COMPUTER OPERATOR AIDE		A	7	\$ 27,300.00	\$ 15.00
DATA PROCESSING CLERK	C	A	7	\$ 27,300.00	\$ 15.00
LABORER		A	7	\$ 27,300.00	\$ 15.00
PRINTING AIDE	PRIN	A	7	\$ 27,300.00	\$ 15.00
STOREKEEPER	D	A	7	\$ 27,300.00	\$ 15.00
WORD PROCESSOR	B	A	7	\$ 27,300.00	\$ 15.00
CLEANER	CLEN	A1	8	\$ 31,200.00	\$ 15.00
MOTOR VEHICLE OPERATOR	MVOP	A1	8	\$ 31,200.00	\$ 15.00
CLERK	B	B	7	\$ 29,575.00	\$ 16.25
CENTRAL STORES CLERK	D	B	7	\$ 29,575.00	\$ 16.25
OFFSET DUPLICATING OPERATOR	MOPR	B	7	\$ 29,575.00	\$ 16.25
OFFICE SPECIALIST I	B	B	7	\$ 29,575.00	\$ 16.25
SENIOR PRINTING AIDE	SRPA	B	7	\$ 29,575.00	\$ 16.25
ACCOUNT CLERK	B	C	7	\$ 31,850.00	\$ 17.50
ACCOUNT CLERK TYPIST	B	C	7	\$ 31,850.00	\$ 17.50
COMPUTER OPERATOR		C	7	\$ 31,850.00	\$ 17.50
COMPUTER SPECIALIST		C	7	\$ 31,850.00	\$ 17.50
COMPUTER SPECIALIST (TRAINING)		C	7	\$ 31,850.00	\$ 17.50
GRAPHIC DESIGN ARTIST	PRIN	C	7	\$ 31,850.00	\$ 17.50
PUBLIC RELATIONS ASSISTANT		C	7	\$ 31,850.00	\$ 17.50
SENIOR OFFICE SPECIALIST I		C	7	\$ 31,850.00	\$ 17.50
VIDEO PRODUCTION TECHNICIAN		C	7	\$ 31,850.00	\$ 17.50
CAREER EXPLORATION SPECIALIST	K	D	7	\$ 33,670.00	\$ 18.50
COMPUTER SERVICE TECHNICIAN		D	7	\$ 33,670.00	\$ 18.50
COMPUTER TECHNICAL ASSISTANT		D	7	\$ 33,670.00	\$ 18.50
LIBRARIAN 1	K	D	7	\$ 33,670.00	\$ 18.50
MICROCOMPUTER AV REPAIR TECH		D	7	\$ 33,670.00	\$ 18.50
MICROFILM OPERATOR	B	D	7	\$ 33,670.00	\$ 18.50
NETWORK ADMINISTRATOR II		D	7	\$ 33,670.00	\$ 18.50
PUBLIC RELATIONS SPECIALIST		D	7	\$ 33,670.00	\$ 18.50
SENIOR ACCOUNT CLERK	A	D	7	\$ 33,670.00	\$ 18.50
SENIOR GRAPHIC ARTIST	F	D	7	\$ 33,670.00	\$ 18.50
BUILDING MAINTENANCE WORKER	K	D1	8	\$ 38,480.00	\$ 18.50
SENIOR CUSTODIAN		D1	8	\$ 38,480.00	\$ 18.50
SENIOR GROUNDWORKER		D1	8	\$ 38,480.00	\$ 18.50
ASSOCIATE GRAPHIC ARTIST	F	E	7	\$ 40,040.00	\$ 22.00
MATERIALS MANAGEMENT COORDINATOR		E	7	\$ 40,040.00	\$ 22.00
NETWORK ADMINISTRATOR I		E	7	\$ 40,040.00	\$ 22.00
PERFORMING ARTS SPECIALIST		E	7	\$ 40,040.00	\$ 22.00
PRINCIPAL ACCOUNT CLERK		E	7	\$ 40,040.00	\$ 22.00
HVAC BUILDING SUPERINTENDENT		E1	8	\$ 45,760.00	\$ 22.00
GRAPHIC SERVICES SUPERVISOR		F	7	\$ 47,320.00	\$ 26.00
ASSISTANT PRINTING SUPERVISOR		F	7	\$ 47,320.00	\$ 26.00
SENIOR AUDIO VISUAL REPAIR TECH		F	7	\$ 47,320.00	\$ 26.00

2020-2021

Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
A	27,300	27,641	27,987	28,337	28,691	29,049	29,413	29,780	30,152	30,529	30,911	31,297	31,689	32,085	32,486
A1	31,200	31,590	31,985	32,385	32,789	33,199	33,614	34,035	34,460	34,891	35,327	35,768	36,216	36,668	37,127
B	29,575	29,945	30,319	30,698	31,082	31,470	31,864	32,262	32,665	33,073	33,487	33,905	34,329	34,758	35,193
C	31,850	32,248	32,651	33,059	33,473	33,891	34,315	34,744	35,178	35,618	36,063	36,514	36,970	37,432	37,900
D	33,670	34,091	34,517	34,948	35,385	35,828	36,275	36,729	37,188	37,653	38,124	38,600	39,083	39,571	40,066
D1	38,480	38,991	39,448	39,941	40,440	40,946	41,458	41,976	42,501	43,032	43,570	44,114	44,666	45,224	45,789
E	40,040	40,541	41,047	41,560	42,080	42,606	43,138	43,676	44,224	44,776	45,336	45,903	46,477	47,058	47,646
E1	45,760	46,332	46,911	47,498	48,091	48,692	49,301	49,917	50,541	51,173	51,813	52,460	53,116	53,780	54,452
F	47,320	47,912	48,510	49,117	49,731	50,352	50,982	51,619	52,264	52,918	53,579	54,249	54,927	55,613	56,309

2021-2022

Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
A	28,389	28,740	29,096	29,457	29,822	30,191	30,565	30,944	31,327	31,715	32,108	32,506	32,909	33,317	33,731
A1	31,860	32,406	32,808	33,214	33,626	34,043	34,465	34,893	35,326	35,764	36,207	36,657	37,111	37,572	38,038
B	30,215	30,732	31,113	31,499	31,889	32,284	32,684	33,090	33,500	33,915	34,336	34,762	35,193	35,629	36,071
C	32,518	33,076	33,486	33,901	34,321	34,747	35,178	35,614	36,056	36,503	36,956	37,415	37,879	38,349	38,825
D	34,361	34,950	35,384	35,823	36,267	36,717	37,172	37,634	38,101	38,574	39,052	39,537	40,028	40,525	41,028
D1	39,231	39,904	40,400	40,901	41,409	41,924	42,444	42,971	43,505	44,046	44,593	45,147	45,708	46,276	46,851
E	40,811	41,511	42,027	42,549	43,077	43,612	44,154	44,703	45,258	45,820	46,390	46,966	47,550	48,141	48,739
E1	46,602	47,403	47,992	48,588	49,192	49,804	50,423	51,050	51,685	52,328	52,978	53,637	54,304	54,980	55,663
F	48,182	49,010	49,619	50,236	50,860	51,493	52,133	52,781	53,438	54,102	54,775	55,456	56,146	56,845	57,552

2022-2023

Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
A	28,389	29,018	29,511	29,873	30,239	30,610	30,986	31,367	31,752	32,142	32,537	32,937	33,342	33,751	34,167
A1	32,406	33,086	33,648	34,062	34,481	34,905	35,334	35,769	36,210	36,655	37,107	37,564	38,026	38,495	38,969
B	30,732	31,391	31,924	32,316	32,714	33,116	33,523	33,935	34,352	34,775	35,203	35,636	36,074	36,518	36,968
C	33,076	33,766	34,338	34,760	35,188	35,621	36,059	36,503	36,953	37,408	37,868	38,335	38,807	39,285	39,770
D	34,950	35,682	36,269	36,715	37,167	37,625	38,088	38,558	39,033	39,514	40,001	40,494	40,993	41,499	42,011
D1	39,904	40,678	41,372	41,882	42,398	42,922	43,451	43,988	44,531	45,080	45,637	46,201	46,771	47,349	47,934
E	41,511	42,305	43,027	43,558	44,095	44,639	45,191	45,749	46,314	46,886	47,465	48,051	48,645	49,246	49,855
E1	47,403	48,270	49,095	49,702	50,316	50,938	51,568	52,206	52,852	53,505	54,167	54,838	55,516	56,203	56,899
F	49,010	49,897	50,750	51,377	52,013	52,656	53,307	53,967	54,635	55,311	55,995	56,688	57,390	58,101	58,820

2023-2024

Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
A	29,018	29,511	30,159	30,666	31,039	31,416	31,799	32,186	32,578	32,974	33,376	33,783	34,195	34,612	35,034
A1	33,086	33,648	34,348	34,928	35,354	35,785	36,222	36,665	37,112	37,566	38,025	38,490	38,961	39,437	39,920
B	31,391	31,924	32,603	33,152	33,556	33,965	34,379	34,798	35,223	35,653	36,088	36,529	36,975	37,427	37,884
C	33,764	34,338	35,046	35,638	36,073	36,513	36,959	37,411	37,868	38,331	38,800	39,274	39,755	40,241	40,734
D	35,662	36,269	37,002	37,627	38,087	38,552	39,024	39,501	39,984	40,474	40,969	41,471	41,979	42,493	43,014
D1	40,678	41,371	42,168	42,883	43,408	43,940	44,479	45,025	45,577	46,136	46,703	47,276	47,857	48,444	49,040
E	42,305	43,026	43,844	44,587	45,134	45,688	46,249	46,816	47,391	47,973	48,562	49,159	49,763	50,375	50,994
E1	48,270	49,095	49,968	50,838	51,463	52,096	52,736	53,385	54,042	54,707	55,381	56,062	56,753	57,452	58,159
F	49,897	50,750	51,664	52,542	53,189	53,843	54,506	55,177	55,856	56,544	57,240	57,945	58,659	59,382	60,114



Oneida-Herkimer-Madison BOCES


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VII D. 13.
Approval of Reauthorization of Existing Policies,
Regulations, Contracts and Handbooks/
Non-bargaining Unit Personnel
April 20, 2022


MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 
District Superintendent

Date: March 30, 2022

Subject: Reauthorization of Existing Policies, Regulations, Contracts and
Handbooks/Non-bargaining Unit Personnel

Prepared By: Scott Morris 

Background:

Pursuant to Board Policy #6004, the compensation for non-affiliated employees is to be established by Board action based on the recommendation of the District Superintendent.

Discussion:

Non-affiliated employees consist of the following group:

- Confidential Exempt (9)
- Food Service Employees (150+)

Many of the benefits provided to the non-affiliated employees have been previously established by policy. There are also references to regulations, contractual agreements and the classified or administrative handbooks.

Reauthorization of the existing policies and regulations are necessary to maintain equity with bargaining unit employees.

Salary changes for Confidential Exempt are 3% increase + \$270 and retroactive for the periods from July 1, 2020 through June 30, 2024 as recommended by the District Superintendent. When appropriate, Confidential Exempt will follow the new salary guide.

Salary changes for Food Service salaries follows the Cooperative Board Resolution approved on March 9, 2022.

Other changes include: the PPO Plan shall be available to employees: \$20.00 office visit co-pay, and prescription drug co-pays at the following tiers: \$15.00/\$30.00/\$45.00 and the Employee Attire as described in the bargaining agreement.

Recommendation:

That the Cooperative Board reauthorize existing policies, regulations, contracts and handbooks in order to maintain equity for non-bargaining unit personnel consistent with current contractual agreements.

Resolution:

That the Cooperative Board reauthorize existing policies, regulations, contracts and handbooks as they pertain to non-bargaining unit personnel consistent with current contractual agreements.