



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413
www.oneida-boces.org

AGENDA

Cooperative Board Reorganizational/Regular Meeting

July 13, 2022 4:30 p.m.

The Howard D. Mettelman Learning Center
Middle Settlement Road, New Hartford, New York

Draft Timeline

- 4:30** I. Call to Order
- II. Pledge of Allegiance
- 4:35** III. Recognition (none)
- IV. Recognition of Visitors
- Nominating Committee Report Out

Reorganizational Agenda Items: 1-69

1. Election of the President of the Cooperative Board
2. Oath of Office – President
3. Election of the Vice-President of the Cooperative Board
4. Oath of Office – Vice President

(Resolutions – page 19)

Motion for approval of items 5-51

5. Appointment of the Treasurer of the Cooperative Board
6. Appointment of the Deputy Treasurer of the Cooperative Board

7. Appointment of the Clerk of the Cooperative Board
8. Appointment of the Attorney of the Cooperative Board
9. Appointment of the Attorney of the Cooperative Board
10. Appointment of the Attorney of the Cooperative Board
11. Appointment of the Director of School Health Services for the Oneida-Herkimer-Madison BOCES
12. Appointment of the Purchasing Agent of the Oneida-Herkimer-Madison Board of Cooperative Educational Services
13. Appointment of the Internal Claims Auditor of the Cooperative Board
14. Appointment of the Deputy Internal Claims Auditor of the Cooperative Board
15. Appointment of Civil Rights Compliance Officer
16. Appointment of Records Management/Access Officer
17. Appointment of Records Retention and Disposition Officer
18. Appointment of Designated Educational Official
19. Appointment of District Integrity Officer
20. Appointment of Certified Lead Evaluators for Teachers
21. Appointment of Certified Lead Evaluators for Principals
22. Appointment of Dignity Act Coordinator(s)
23. Appointment of District Auditor
24. Appointment of Central Treasurer, Extra-curricular Activity Account
25. Appointment of Food Clerks
26. Appointment of Board Clerk Pro Tempore
27. Appointment of Medicaid Compliance Officer

28. OHM BOCES (LEA) Asbestos Designee
29. Designation of Official Bank Depositories
30. Designation of Official Newspaper
31. Designation of Regular Monthly Meeting Dates
32. Authorization of Appointment of Staff on an Interim Basis
33. Authorization for Certification of Payrolls
34. Authorization for Disposal of Excess Equipment
35. Authorization for Usage of Credit Card Account
36. Authorization for Usage of Gasoline Credit Cards
37. Authorization for Usage of Issued Cell Phones
38. Authorization of Purchasing Agent
39. Authorization of Petty Cash Funds
40. Authorization for Staff Travel and Conferences
41. Designation of Authorized Signature on Checks
42. Authorization for Approval of Budget Transfers
43. Authorization to Invest Funds
44. Authorization to Transfer Funds Between Interest and Checking Accounts
45. Authorization to Loan Funds
46. Authorization for Revenue Anticipation Notes
47. Authorization for Component School Districts to Designate BOCES Career and Technical Education Advisory Council for Service to their Districts
48. Authorization for Cooperative Bidding
49. Authorization for BOCES Educational Consortium

50. Authorization for Casualty and Liability Insurance

51. Re-adoption of Board Policies and Bylaws

Motion for the approval of item 52

52. Statement of Conflict of Interest

Motion for the approval of items 53-56

53. Membership in Chamber of Commerce

54. Membership in New York State School Boards Association (NYSSBA)

55. Membership in National School Boards Association (NSBA)

56. Membership in Rural Schools Association of New York State (RSANY)

Motion for the approval of item 57

57. Selection of Delegates to BOCES Consortium of Continuing Education (BCCE)

Motion for the approval of item 58

58. Selection of Representative(s) and Alternate(s) on Career and Technical Education Advisory Council

Motion for the approval of item 59

59. Selection of Representative(s) and Alternate(s) on the Oneida Madison Herkimer Counties School Boards Institute (OMH-SBI) Committee

Motion for the approval of item 60

60. Selection of Voting Delegate and an Alternate to the New York State School Boards Association (NYSSBA) Convention

Motion for the approval of item 61

61. Selection of Representative(s) and Alternate(s) on the School and Business Alliance Development Advisory Committee

Motion for the approval of item 62

62. Selection of Representative(s) and Alternate(s) on the Alternative Education Advisory Committee

Motion for the approval of item 63

63. Selection of Representative(s) and Alternate(s) on the Audit Committee

Motion for the approval of item 64

64. Selection of Representative(s) and Alternate(s) on the Wellness Committee

Motion for the approval of item 65

65. Selection of Representative(s) and Alternate(s) on the Capital Project Committee

Motion for the approval of item 66

66. Selection of Representative(s) and Alternate(s) on the Negotiations Committee

Motion for the approval of item 67

67. Selection of Representative(s) and Alternate(s) on the Board Handbook Committee

Motion for the approval of item 68

68. Selection of Representative(s) and Alternate(s) on the Board Policy Committee

Motion for the approval of item 69

69. Selection of Representative(s) and Alternate(s) on the District-Wide Safety Committee

Regular Meeting Agenda Items V-XI

- 5:15** V. Communications
- A. From the Floor
 - B. Correspondence
 - General questions from Board members?
 - Commentary from Board members?
 - 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
- 5:30** VI. Reports (page 37)
- A. Audit Committee
 - B. District Superintendent Report
 - 1. Planning Ahead: 2022-2023 Year
- 6:00** VII. A. 1. Approval of the Minutes of the Regular Meeting of June 8, 2022
(page 39)

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

- B. Financial Report (page 67)
 - 1. Acceptance of Report of the Treasurer, May
 - 2. Approval of 2021-2022 Budget Adjustment Report, May
 - 3. Approval of 2022-23 Contracts Buyer with Other BOCES

- C. 1. Personnel Action Item:
 - Approval of Abolishment of Positions

- C. 2. Personnel Report (page 107)
 - 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)
 - b. Recommendation for Temporary Appointment(s)
 - c. Recommendation for Tenure Appointments(s)

 - 2. Non-Instructional/Classified Staff
 - a. Recommendation for Provisional Appointment – Civil Service Competitive Title
 - b. Recommendation for Probationary Appointment(s) From Civil Service Listing
 - c. Recommendation for Part-Time Appointment(s)
 - d. Recommendation for Temporary Appointment(s)
 - e. Recommendation for Non-Instructional Temporary Appointments
 - f. Recommendation for Change in Salary
 - g. Recommendation for Additional Assignment(s)

 - d. Stipends
 - 1. Teaching/Certified Staff

 - e. Abolishment of Positions
 - 1. Teaching/Certified Staff

 - f. Summer School
 - 1. Recommendations for Summer School Appointments-Teaching/Certified

- a. Recommendation for Summer School Appointments – Career and Technical Education
 - b. Recommendation for Special Education Summer School Appointments
 - c. Recommendations for Academic Regional Summer School Appointments
 - d. Recommendation for Extra Assignments – Alternative Education Staff
 - e. Recommendations for Summer School Appointments - Administration
2. Recommendations for Summer School Appointments – Non-Instructional
 - a. Recommendation for Special Education Summer School Appointments – Non-Instructional
 - b. Recommendation for Academic Regional Summer School Appointments – Non-Instructional
- D. Action Items (page 143)
1. Approval of Board Policy 5005 Inspection, Operation and Maintenance of Facilities; 5301 Purpose, Use and Administration of OHM BOCES Digital Information Systems; 5302 Usage of Surveillance Security Cameras in the Oneida-Herkimer; 5307 Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy); 5500 Flag Display DELETE 5301 Social Media and Electronic Device; 5402 Vehicle Safety **(Second Reading)**
 2. Approval of Board Policy 5100 Automated External Defibrillation (AED) (Revised); 5301 Purpose Use and Administration of District Digital Information Systems (Revised); 0018 Student Registration and Pre-Registration to Vote **(First Reading)**
 3. Approval of Senior Public Relations Specialist Position
 4. Approval of Director of School Health Services Agreement
 5. Approval of Cooperative Board Handbook – Draft Revised
 6. Approval of Contracts

6:15 VIII. Board Topic(s)/Discussion Item(s)

Cooperative Board Membership: Please be prepared to discuss the following questions:

- 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?

6:30 IX. Old Business (none)

6:40 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 _____ 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

RESOLUTIONS
Reorganizational Meeting
July 13, 2022

**APPOINTMENT OF
TREASURER
Agenda Item 5**

That **Ms. Christine Turczyn** be and hereby is appointed the Treasurer of the Cooperative Board for the 2022-23 fiscal year, with excess faithful performance blanket bond coverage for the Treasurer in the amount of \$5 million. (No additional compensation.)

**APPOINTMENT OF
DEPUTY
TREASURER
Agenda Item 6**

That **Ms. Michele North** be and hereby is appointed the Deputy Treasurer of the Cooperative Board for the 2022-23 fiscal year, with excess faithful performance blanket bond coverage for the Deputy Treasurer in the amount of \$5 million. (No additional compensation.)

**APPOINTMENT OF
CLERK OF THE
BOARD
Agenda Item 7**

That **Ms. Deborah Kimball** be and hereby is appointed Clerk of the Cooperative Board effective July 1, 2022, at an annual salary rate of \$26,942.00 (Mrs. Kimball's salary in 2021-22 was \$24,339.00).

**APPOINTMENT OF
ATTORNEY
Agenda Item 8**

That **Mr. Donald Gerace, Esq.**, 2613 Genesee Street, Utica, be and hereby is appointed as Attorney of the Cooperative Board for the 2022-23 fiscal year at an hourly rate of \$220.00 (The 2021-22 hourly rate was \$215.00.)

**APPOINTMENT OF
ATTORNEY
Agenda Item 9**

That the firm of **Ferrara Fiorenza PC**, 5010 Campuswood Drive, East Syracuse, be and hereby is appointed as Attorney of the Cooperative Board for the 2022-23 fiscal year at an hourly rate of up to \$225.00 (The 2021-22 hourly rate was \$220.00.)

**APPOINTMENT OF
ATTORNEY
Agenda Item 10**

That pursuant to an executed inter-municipal agreement between Oneida-Herkimer-Madison BOCES and Madison-Oneida BOCES, **Attorneys employed by Madison-Oneida BOCES** are appointed as Attorneys for the Cooperative Board for the 2022-23 fiscal year at an hourly rate of up to \$120.00. (The 2021-22 hourly rate was \$120.00.)

**APPOINTMENT OF
DIRECTOR OF
SCHOOL HEALTH
SERVICES
Agenda Item 11**

That **Dr. Christopher Alinea** be and hereby is appointed the Director of School Health Services for the Oneida-Herkimer-Madison BOCES for the 2022-23 fiscal year, and for the supervision of the nurse practitioners at **\$1,023.75 per .1 FTE**. (The 2021-22 rate was \$994.00 per .1 FTE.)

**APPOINTMENT OF
PURCHASING
AGENT
Agenda Item 12**

That the **Assistant Superintendent for Support Services or the Supervisor of Central Business Office/Human Resources** be and hereby is appointed Purchasing Agent of the Oneida-Herkimer-Madison Board of Cooperative Educational Services for the school year 2022-23. (No additional compensation.)

**APPOINTMENT OF
INTERNAL
CLAIMS AUDITOR
Agenda Item 13**

That **Heidi Manzano** be and hereby is appointed the Internal Claims Auditor of the Cooperative Board for the 2022-23 fiscal year. (Additional stipend of \$3,000 for 2021-22, no change for 2022-23.)

**APPOINTMENT OF
DEPUTY INTERNAL
CLAIMS AUDITOR
Agenda Item 14**

That **Robin Masters** be and hereby is appointed the Deputy Internal Claims Auditor of the Cooperative Board for the 2022-23 fiscal year. (Additional stipend of \$1,000 for 2022-23.)

**APPOINTMENT OF
CIVIL RIGHTS
COMPLIANCE
OFFICER
Agenda Item 15**

That **Ms. Margherita Manoiero** be and hereby is appointed the Civil Rights Compliance Officer whose responsibility it is to ensure compliance with the various federal and state statutes and regulations prohibiting discrimination in educational programs. (No additional compensation.)

**APPOINTMENT OF
RECORDS
MANAGEMENT/
ACCESS OFFICER
Agenda Item 16**

That **Ms. Margherita Manoiero** be and hereby is appointed the Records Management/Access Officer to coordinate requests for access to the records consistent with law and regulation and for ensuring compliance with the Freedom of Information Laws, the Personal Privacy Protection Law, the Commissioner's Regulations and Education Law. (No additional compensation.)

**APPOINTMENT OF
RECORDS
RETENTION AND
DISPOSITION
OFFICER
Agenda Item 17**

That **Ms. Kimberly Hibbard** be and hereby is appointed Records Retention and Disposition Officer to be responsible for the retention and disposition of records in accordance with state regulations. (No additional compensation.)

**APPOINTMENT OF
DESIGNATED
EDUCATIONAL
OFFICIAL
Agenda Item 18**

That **Mr. Christopher Hill** be and hereby is appointed as Designated Educational Official to receive court notifications regarding students' sentences/adjudication in certain criminal cases and juvenile delinquency proceedings. (No additional compensation.)

**APPOINTMENT OF
DISTRICT
INTEGRITY
OFFICER
Agenda Item 19**

That **Mr. Christopher Hill** be and hereby is appointed as the District Integrity Officer for Oneida-Herkimer-Madison BOCES and Component districts. (No additional compensation.)

**APPOINTMENT OF
CERTIFIED LEAD
EVALUATORS FOR
TEACHERS
Agenda Item 20**

That **Patricia N. Kilburn, Ed.D., Mr. Christopher Hill, Ms. Ann Turner, Mr. Kevin Healy, Ms. Angela Evans, Ms. Heather Gaetano, Mr. Michael Hoover, Ms. Xiuyan Huo, Ms. Ellen Mahanna, Ms. Lisa Rizzo, Mr. Timothy Rowland, Ms. Erica Schoff, Ms. Jamie Sitera, Mr. Greg Smith, Mr. David Stayton, Mr. Dominick Stewart, Ms. Mary Lourdes Tangorra, and Mr. Vince Tripodi** be and hereby are appointed as the Certified Lead Evaluators for Teachers of the Oneida-Herkimer-Madison BOCES. (No additional compensation.)

**APPOINTMENT OF
CERTIFIED LEAD
EVALUATORS FOR
PRINCIPALS
Agenda Item 21**

That **Patricia N. Kilburn, Ed.D., Mr. Christopher Hill, Mr. Scott Morris, Ms. Ann Turner and Mr. Kevin Healy** be and hereby are appointed as the Certified Lead Evaluators for Principals of the Oneida-Herkimer-Madison BOCES. (No additional compensation.)

**APPOINTMENT OF
DIGNITY ACT
COORDINATOR(S)
Agenda Item 22**

That **Mr. David Stayton, Ms. Ellen Mahanna, and Ms. Mary Lourdes Tangorra** be and hereby are appointed as Dignity Act Coordinator(s) of the Oneida-Herkimer-Madison BOCES. (No additional compensation.)

**APPOINTMENT OF
DISTRICT
AUDITOR
Agenda Item 23**

That the firm of **WEST & Company**, 97 N. Main Street, P. O. Box 1219, Gloversville, be and hereby is appointed the District Auditor of the Cooperative Board for the fiscal year 2022-23 at the rate not to exceed \$17,500.00 to audit financial records for 2021-22.

**APPOINTMENT
OF CENTRAL
TREASURER,
EXTRA-
CURRICULAR
ACTIVITY
ACCOUNT
Agenda Item 24**

That **Connor Utesch** be and hereby is appointed the Central Treasurer, Extra-curricular Activity Account, for the 2022-23 fiscal year, with faithful performance blanket bond coverage in the amount of \$25,000. (No additional compensation.)

**APPOINTMENT OF
FOOD CLERKS
Agenda Item 25**

That **Gillian Gallagher** be and hereby is appointed as Food Clerk for the 2022-23 fiscal year, with faithful performance blanket bond coverage in the amount of \$500,000. (The Food Clerks handle the daily receipts and deposits for the School Lunch Program.) (No additional compensation.)

**APPOINTMENT OF
BOARD CLERK PRO
TEMPORE
Agenda Item 26**

That the **Patricia N. Kilburn, Ed.D. or designee** be and hereby is appointed as Board Clerk Pro Tempore for the 2022-23 fiscal year in the absence of the Board Appointed Clerk whose responsibility it is to ensure compliance regarding minutes taking at the board meeting. (No additional compensation.)

**APPOINTMENT OF
MEDICAID
COMPLIANCE
OFFICER
Agenda Item 27**

That **Ms. Margherita Manoiero** be and hereby is appointed as Medicaid Compliance Officer for the 2022-23 fiscal year. (No additional compensation.)

**APPOINTMENT OF
OHM BOCES (LEA)
ASBESTOS
DESIGNEE
Agenda Item 28**

That the **Director of Facilities** is appointed as the OHM BOCES (LEA) Asbestos Designee for OHM BOCES Buildings.

**DESIGNATION OF
OFFICIAL BANK
DEPOSITORIES
Agenda Item 29**

That the **Bank of America, the J. P. Morgan Chase Bank, the (M & T) Manufacturers and Traders Trust Company, Citizens Bank, Key Bank and the (NBT) National Bank & Trust Company of the Mohawk Valley Region** be designated as official depositories of the Cooperative Board and that the maximum amount that may be kept on deposit at any one time in each designated bank is \$25 million. In addition for investment and borrowing purposes **HSBC (Marine Midland Bank,) Key Bank, BNY Mellon, and Albany Commercial Bank** be designated as official depositories for the school year 2022-23. Revenue anticipation note borrowing may result in institutions not on this list be used for borrowing purposes.

**DESIGNATION OF
OFFICIAL
NEWSPAPER
Agenda Item 30**

That the **Utica Observer-Dispatch, Rome Daily Sentinel and the Waterville Times** be designated as the official newspapers of the Cooperative Board during the school year 2022-23 for the publication of all legal notices and such other data as is required to be published by law for which the same may be qualified to act.

**DESIGNATION OF
REGULAR
MONTHLY
MEETING DATES
Agenda Item 31**

That the regular monthly meetings of the Cooperative Board be designated for the **second Wednesday of each month at 4:30 p.m. in The Howard D. Mettelman Learning Center, Middle Settlement Road** (*unless otherwise noted) with the option of changing the time of the meeting with proper advance notification. The calendar of meetings will be as follows:

July 13, 2022 – reorg./reg.	January 11, 2023
August 10, 2022	February 8, 2023
September 14, 2022	March 8, 2023
October 12, 2022	April 5, 2023 - annual
November 9, 2022	*April 19, 2023 - regular
December 14, 2022	May 10, 2023
	June 14, 2023

**AUTHORIZATION
OF APPOINTMENT
OF STAFF ON AN
INTERIM BASIS
Agenda Item 32**

That the **District Superintendent or designee** be and hereby is authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.

**AUTHORIZATION
FOR CERTIFICA-
TION OF
PAYROLLS
Agenda Item 33**

That the **District Superintendent or the Assistant Superintendent for Support Services** be and hereby is authorized to certify all payrolls prepared on behalf of the Cooperative Board for the 2022-23 fiscal year.

**AUTHORIZATION
FOR DISPOSAL
OF EXCESS
EQUIPMENT
Agenda Item 34**

That the **District Superintendent or the Assistant Superintendent for Support Services** be and hereby is authorized to dispose of excess equipment for the 2022-23 fiscal year.

**AUTHORIZATION
FOR USAGE OF
CREDIT CARD
ACCOUNT
Agenda Item 35**

That the **District Superintendent or designee and the Assistant Superintendent for Support Services** be and hereby is authorized to use for legitimate business expenditures credit card account with credit limit of \$10,000 each for the 2022-23 fiscal year.

**AUTHORIZATION
FOR USAGE OF
GASOLINE CREDIT
CARDS
Agenda Item 36**

That the attached list of individuals in the **Division of Support Services and the Division of Instructional Programs and Professional Learning** be and hereby is authorized to use the gasoline credit cards for the 2022-23 school year.

**AUTHORIZATION
FOR USAGE OF
BOCES CELL
PHONE
Agenda Item 37**

That the attached list of **Oneida-Herkimer-Madison BOCES Employees** are hereby authorized to have issued a cell phone from the BOCES for the 2022-23 fiscal year.

**AUTHORIZATION
OF PURCHASING
AGENT
Agenda Item 38**

That the **Assistant Superintendent for Support Services or the Supervisor of Central Business Office** be and hereby is authorized to purchase supplies, and equipment and enter into contracts on behalf of the Cooperative Board for services as provided in the 2022-23 budget.

**AUTHORIZATION
OF PETTY CASH
FUNDS
Agenda Item 39**

That the attached list of individuals in the **Division of Support Services and the Division of Instructional Programs and Professional Learning** be and hereby is authorized to use Petty Cash funds in the amount of \$100.00 each for the purpose of emergency purchases of items less than \$20.00 with proof of receipt.

**AUTHORIZATION
FOR STAFF
TRAVEL AND
CONFERENCES
Agenda Item 40**

That the **District Superintendent or designee** be and hereby is authorized to approve requests of staff personnel to attend conferences, workshops, meetings and seminars, and to conduct workshops, seminars, and meetings for BOCES and Supervisory District personnel within the limits of the budget or appropriations within the special grants.

**DESIGNATION OF
AUTHORIZED
SIGNATURE ON
CHECKS
Agenda Item 41**

That the **Treasurer and Deputy Treasurer** be and hereby are authorized to sign by electronic signature for the disbursement of all funds of the Cooperative Board from the checking accounts.

**AUTHORIZATION
FOR APPROVAL
OF BUDGET
TRANSFERS
Agenda Item 42**

That the **District Superintendent or designee** be and hereby is authorized to make transfers of appropriations within the budget of each program or service, and a summary document of budget transfers will be provided on a monthly basis as part of the Treasurer's report showing the reasons for the adjustments to contract and the amounts (plus or minus.)

**AUTHORIZATION
TO INVEST FUNDS
Agenda Item 43**

That the **District Superintendent or the Assistant Superintendent for Support Services** be and hereby is authorized to invest available monies in accordance with the Education Law and any other pertinent regulations.

**AUTHORIZATION
TO TRANSFER
FUNDS BETWEEN
INTEREST AND
CHECKING
ACCOUNTS
Agenda Item 44**

That the **Assistant Superintendent for Support Services or the Treasurer** be and hereby is authorized to make transfers between the interest and checking accounts.

**AUTHORIZATION
TO LOAN FUNDS
Agenda Item 45**

That the **District Superintendent or the Assistant Superintendent for Support Services** be and hereby is authorized to loan from the General Fund to the Federal funds such sums as are necessary, to be repaid to the General Fund when revenues are received from the respective funds.

**AUTHORIZATION
FOR REVENUE
ANTICIPATION
NOTES
Agenda Item 46**

That the **Cooperative Board** shall issue and sell Revenue Anticipation Notes, as needed, not to exceed **\$15.0 million**, in anticipation of the collection of revenues other than real estate taxes or assessments, namely, monies to be received from the State of New York, and contractual payments due from its component school districts, which are due and payable in the fiscal year July 1, 2022 to June 30, 2023.

**AUTHORIZATION
FOR COMPONENT
SCHOOL
DISTRICTS TO
DESIGNATE
BOCES CAREER
AND TECHNICAL
EDUCATION
ADVISORY
COUNCIL FOR
SERVICE TO
THEIR DISTRICTS
Agenda Item 47**

That the **Cooperative Board** authorizes any component school district seeking the services of the BOCES Career and Technical Education Advisory Council to receive those services based on the submission of a formal resolution from the component Board.

**AUTHORIZATION
FOR
COOPERATIVE
BIDDING
Agenda Item 48**

That it is the plan of a number of public school districts in Oneida, Herkimer and Madison Counties, New York, to bid jointly school supplies, equipment, food products, etc.; and the Board of Cooperative Educational Services is desirous of participating with other school districts in Oneida, Herkimer and Madison Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 103; in particular, the Cooperative Board is desirous of participating in the cooperative purchasing CO-SER's of both Madison-Oneida BOCES and Herkimer-Hamilton-Fulton-Oswego BOCES. The Board of Cooperative Educational Services also wishes to participate to the maximum extent possible in cooperative bids awarded by other Agencies, i.e. County, State or Federal as outlined in General Municipal Law, Section 103.

**AUTHORIZATION
FOR BOCES
EDUCATIONAL
CONSORTIUM
Agenda Item 49**

That the **Cooperative Board** authorizes the expenditure of **\$4,558.90** for the 2022-23 school year as the membership fee for the "BOCES Educational Consortium," an association formed by boards of cooperative educational services from throughout New York State for the promotion of BOCES through education and advocacy, oversight, and membership with the Association of Educational Service Agencies.

**AUTHORIZATION
FOR CASUALTY
AND LIABILITY
INSURANCE
Agenda Item 50**

That it is the plan of a number of public school districts in Oneida, Herkimer and Madison Counties, New York, to bid jointly casualty and liability insurance; and the Board of Cooperative Educational Services is desirous of participating with other school districts in Oneida, Herkimer and Madison Counties in the joint bidding of the casualty and liability insurance mentioned above; and the Board authorizes a Regional Committee of Administrators to represent it in all matters leading to the purchase of casualty and liability insurance.

**READOPTON OF
BOARD POLICIES
AND BYLAWS
Agenda Item 51**

That the **Cooperative Board** readopts all policies and bylaws contained in the BOCES HANDBOOK OF POLICIES AND BYLAWS.

**STATEMENT OF
CONFLICT OF
INTEREST
Agenda Item 52**

That the **Cooperative Board** members submit a Conflict of Interest Statement.

**MEMBERSHIP IN
CHAMBER OF
COMMERCE
Agenda Item 53**

That the Cooperative Board approves the renewal of its membership in the **Greater Utica Chamber of Commerce** for the period of January 1, 2023 to December 31, 2023 at an annual dues' amount of \$500.00.

**MEMBERSHIP IN
NYSSBA
Agenda Item 54**

That the Cooperative Board approves the renewal of its membership in the **New York State School Boards Association** for the period of January 1, 2023 to December 31, 2023 at an annual dues' amount of \$10,108.00.

**MEMBERSHIP IN
NSBA
Agenda Item 55**

That the Cooperative Board approves the renewal of its membership in the **National School Boards Association** for the period July 1, 2022 to June 30, 2023 at an annual dues' amount of \$2,700.00.

**MEMBERSHIP IN
RURAL SCHOOLS
Agenda Item 56**

That the Cooperative Board approves the renewal of its membership in the **Rural Schools Association of New York State** for the period July 1, 2022 to June 30, 2023 at an annual dues' amount of \$850.00.

**SELECTION OF
REPRESENTATIVE
TO BOCES
CONSORTIUM OF
CONTINUING
EDUCATION
Agenda Item 57**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ and _____ as the representative to the **BOCES Consortium of Continuing Education Policy Board**, with _____ to serve as alternate.

(In 2021-22, Mr. Nelson and Mr. Salerno were representatives with Mrs. Johnson, Mr. Stewart to serve as alternate.)

**SELECTION OF REPRESENTATIVE ON CAREER AND TECHNICAL EDUCATION ADVISORY COUNCIL
Agenda Item 58**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ as the representative to the **Career and Technical Education Advisory Council**, with _____ to serve as alternate.

(In 2021-22, Mrs. Corbin was representative with Mr. Hobika, Mr. Nicotera, Mr. Salerno and Mr. Stewart to serve as alternates.)

**SELECTION OF REPRESENTATIVE ON THE O-M-H COUNTIES SCHOOL BOARDS INSTITUTE COMMITTEE
Agenda Item 59**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ as the representative to the **Oneida-Madison-Herkimer Counties School Boards Institute Committee**, with _____ to serve as alternate.

(In 2021-22, Mr. Nicotera was representative with Mr. Boucher, Mrs. Johnson and Dr. Porcelli to serve alternate.)

**SELECTION OF VOTING DELEGATES TO THE NYSSBA CONVENTION
Agenda Item 60**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ as the delegate to the **Voting Delegate to the NYSSBA Convention**, with _____ to serve as alternate

(In 2021-22, Mr. Anderson was selected as voting delegate, with to serve alternate.)

**SELECTION OF REPRESENTATIVE ON SCHOOL AND BUSINESS ALLIANCE DEVELOPMENT ADVISORY COMMITTEE
Agenda Item 61**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ as the representative to the **School and Business Alliance Development Advisory Committee**, with _____ to serve as alternate.

(In 2021-22, Mrs. Falvo was representative with Mr. Boucher, Mr. Hobika, Mr. Salerno and Mr. Stewart and to serve as alternates.)

**SELECTION OF
REPRESENTATIVE
ON
ALTERNATIVE
EDUCATION
ADVISORY
COMMITTEE
Agenda Item 62**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ as the representative to the **Alternative Education Advisory Committee**, with _____ to serve as alternate.

(In 2021-22, Mrs. Falvo was representative with Mr. Hobika, Mr. Nelson, and Mr. Stewart to serve as alternates.)

**SELECTION OF
REPRESENTA-
TIVES ON AUDIT
COMMITTEE
Agenda Item 63**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____, _____, _____ as the representatives to the **Audit Committee**.

(In 2021-22, Mrs. Corbin, Mrs. Falvo, Mr. Nelson, and Dr. Porcelli were representatives with _____ to serve as alternate.)

**SELECTION OF
REPRESENTA-
TIVES ON
WELLNESS
COMMITTEE
Agenda Item 64**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ and _____, as the representatives to the **Wellness Committee** with _____ as alternate.

(In 2021-22, Mr. Nelson and Mr. Stewart were representatives with _____ to serve as alternates.)

**SELECTION OF
REPRESENTA-
TIVES ON
CAPITAL
PROJECT
COMMITTEE
Agenda Item 65**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ and _____, as the representatives to the **Capital Project Committee** with _____ as alternate.

(In 2021-22, Mr. Boucher, Mrs. Falvo, Mr. Salerno, and Mr. Stewart were representatives.)

**SELECTION OF REPRESENTATIVES ON NEGOTIATIONS COMMITTEE
Agenda Item 66**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ and _____, as the representatives to the **Negotiations Committee** with _____ as alternate.

(In 2021-22, Mrs. Falvo, Mr. Nelson, Dr. Porcelli and Mr. Stewart were representatives with _____ as alternate.)

**SELECTION OF REPRESENTATIVES ON BOARD HANDBOOK COMMITTEE
Agenda Item 67**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ and _____, as the representatives to the **Board Handbook Committee** with _____ as alternate.

(In 2021-22, _____ as the representative with Mr. Boucher as alternate.)

**SELECTION OF REPRESENTATIVES ON BOARD POLICY COMMITTEE
Agenda Item 68**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____ and _____, as the representatives to the **Board Policy Committee** with _____ as alternate.

(In 2021-22, Mrs. Anderson and Mr. Nelson were representatives, with Mr. Boucher as alternate.)

**SELECTION OF REPRESENTATIVES ON DISTRICT-WIDE SAFETY COMMITTEE
Agenda Item 69**

The following motion was made by _____ seconded by _____ and unanimously carried: That the Board selects _____, as the representatives to the **District-Wide Safety Committee** with _____ to serve as alternate.

(In 2021-22, Mr. Nicotera as the representative, with Mr. Stewart as alternate.)

**Reorganizational Agenda Item 36
ONEIDA-HERKIMER-MADISON BOCES GASOLINE CREDIT CARDS**

Assigned Gas Cards

Division of Support Services

Administrative Vehicle (2)

Matthew Bashant

Donald Chrystie

Michael Colangelo

Jennifer Crandall

Christopher Davis

Director of Facilities (3)

Jason Douglass

Michael Elliott

Edwin Guzman

Elizabeth Hartnett

Adam Jones

Richard Jones

John McGinley

Kamil Rahme

Tom Rycraft

Hans Wattinger

Division of Instructional Programs and Professional Learning

Driver Education Instructors (6) for July and August 2022 only

Keith Joslin

Jake Lutke

Travis Owens

Alan Steele

Robert Wallace

Spare

Reorganizational Agenda Item 37

ONEIDA-HERKIMER-MADISON BOCES Cell phones

Kilburn, Patricia
Kimball, Deb

Division of Instructional Programs and Professional Learning

Emrich, Marcia
P Tech
Petronella, Kim
Walker, Sarah

Division of Support Services

Amarosa, CJ
Bajramobic, Senaid
Bashant, Matthew
Beltran, Manuel
Broedel, Christopher
Brown, Jeremy
Carney, Mike
Cerio, Patty
Colangelo, Christy
Colangelo, Mike
Crandall, Jenn
Crystie, Don
Davis, Chris
Davis, Lisa
Director of Facilities
Douglass, Jason
Ezman, Jordan
Fire Safety
Fletcher, Jessica
Gates, Justin
Gorton, David
Harris, Bob
Hartnett, Betsy
Kichuk, Pavel
Laguerre, David
Larkin, Paula
Lesniak, Justin
McGinley, John

Miller, Randy
Mojave, Susan
Morgan, Jeff
Mottley, Keith
Neary, Rebecca
Nordstrom, Kyle
Obernesser, John
Ochoa, Nelson
OHM Sci Ctr
OHM Courier A Jones
OHM Courier R Jones
OHM Courier T. Rycraft
OHM Network Huhko
OHM Repair DiCesare
OHM Repair Rahme
OHM Sci Ctr
Parzych, Jen
Plante, Eric
Pritchard, Jerry
Roach, Maria
Rubino-Usyk, Jennifer
Sabonis, Mary
Shue, Mike
Sloan, Tyler
Smith, Greg
Smith, Jerry
Wattinger, Hans
Wezalis, Adam
Zalocha, Mark

Reorganizational Agenda Item 39
ONEIDA-HERKIMER-MADISON BOCES PETTY CASH FUNDS

DIVISION OF SUPPORT SERVICES

Administrative Services	\$100
Scott Morris	
Michele North	
Information and Technology	\$100
Robin Masters	
Theresa VanHatten	
Science Center	\$100
Matthew Bashant	

**DIVISION OF INSTRUCTIONAL PROGRAMS
AND PROFESSIONAL LEARNING**

Career & Technical Education	\$100
David Stayton	
Carol Garrett	
Special Education	\$100
Ellen Mahanna	
Sheila Farda	

TOTAL \$500

**Reorganizational Agenda Item 52
STATEMENT OF CONFLICT OF INTEREST**

Oneida-Herkimer-Madison BOCES Cooperative Board Conflict of Interest Disclosure

SECTION 1: Private -- Municipal/School Business Transactions

Have you, or a "related party,"¹ during the period July 1, 2021, to June 30, 2022, engaged in any "business transaction"² to which the Oneida-Herkimer-Madison BOCES was a party?

Please circle one: Yes or No. If you circle yes, please describe the business transaction on a separate page.

SECTION 2: Private Employment

Please list your and your spouse's private employer(s) and position(s).

<u>Individual</u>	<u>Employer</u>	<u>Position</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

None

SECTION 3: Private Business Interests

Please list your and your spouse's private business interests, excluding corporations in which you or your spouse own or control less than 5% of the outstanding stock.

<u>Individual</u>	<u>Name of Business</u>	<u>Form of Business</u> ³	<u>Nature of Interest</u> ⁴
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

None

Date: _____ Signature: _____

Phone Number: _____ Print Name: _____

Title: _____

¹ The term "related party" means: (a) your spouse, minor children and dependents; (b) a firm, partnership or association of which you are a member or employee; (c) a corporation of which you are an officer, director or employee; or (d) a corporation of which you directly or indirectly own or control any stock.

² The term "business transaction" means any express or implied claim, account or demand against, or agreement with, the municipality/school district, including but not limited to submission of a voucher for payment by the municipality/school district, designation of a depository of public funds, and designation of a newspaper for the publication of municipal/school district notices, resolutions, ordinances etc. authorized or required by law, but does not include vouchers submitted for reimbursement of actual and necessary expenses occurred in the performance of official duties.

³ Enter the manner in which the business is organized, e.g. sole proprietorship, partnership, corporation etc.

⁴ Enter the relationship between you or your spouse and the business, e.g. owner, member, partner, stockholder, director, officer, employee etc.



Oneida-Herkimer-Madison BOCES

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Scott Morris
*Assistant Superintendent
for Support Services*
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smorris@oneida-boces.org

VI A. Report: Audit Committee Minutes
July 13, 2022

Minutes of the Audit Committee Meeting June 14, 2022 3:00 p.m.

Attendance: Elaine Falvo, Gary Nelson, Dr. Gary Porcelli, Patricia N. Kilburn, Ed.D.,
Scott Morris

Guests: Amy Pedrick, West & Co.

Mrs. Falvo opened the meeting at 3:10pm

1. 2021-2022 Audit Planning

Amy Pedrick discussed the process for this year's audit. Interim fieldwork will take place in June and year end fieldwork is scheduled to begin the day after Labor Day. They will be looking at school lunch as part of our compliance audit with grants. They may be potentially looking at the new Covid testing grant as well. GASB 87 was discussed, accounting for leases which became effective 7/1/21 and its effect on the BOCES. Not only will the BOCES be lessee and have to accumulate data and record entries booking these lease payments, they will also be a lessor for all component districts for which they purchase equipment to which BOCES retains title. This will require the BOCES to accumulate data by component to share with each district for them to record on their books but also for the BOCES to record. Amy asked if there were any areas of concern that the audit committee had and none were noted.

2. Board meeting topics of discussion

Mrs. Falvo asked if we could start to include financial topics of discussion into our board meeting cycle at least four times a year. Some topics of discussion included how to read budget reports, RWADA, how we leverage the 3 year average, COSER rules and budget adjustments. The committee agreed to implement this process beginning in August.

There being no further discussion, the meeting was adjourned at 4:04 p.m.

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

FOR THE MONTH ENDING MAY 2022

BANK BALANCES BY FUND:

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	7,892.92	0.40	-	7,893.32
GENERAL	JPM/CHASE	MMKT	8,275,704.20	12,975,083.88	5,786,967.57	15,463,820.51
GENERAL-MULTI C/D	JPM/CHASE	CHECK	3,141,582.60	2,570,868.54	2,570,868.54	3,141,582.60
GENERAL-MULTI C/R	JPM/CHASE	CHECK	326,755.35	16,755,652.74	10,591,311.48	6,491,096.61
GENERAL-LEARNING	JPM/CHASE	CHECK	323.90	1,152.24	-	1,476.14
GENERAL-MULTI C/R	NBT	MMKT	198.60	5,616.35	-	5,814.95
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	195,184.10	195,184.10	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	288.81	19,777.17	1,000.00	19,065.98
LUNCH C/R	JPM/CHASE	CHECK	357.67	8,524.00	7,000.00	1,881.67
LUNCH-MULTI C/R	NBT	MMKT	22,251.77	23,190.81	27,000.00	18,442.58
SPEC AID-MULTI C/R	NBT	MMKT	-	-	-	-
SPEC AID-MULTI C/R	JPM/CHASE	CHECK	634.13	101,000.61	101,000.00	634.74
SPEC AID-MULTI C/D	JPM/CHASE	CHECK	-	52,865.51	52,865.51	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	76,479.98	1,928.96	-	78,408.94
EXTRA-CURR/CM	JPM/CHASE	MMKT	17,259.69	2,445.00	7,949.49	11,755.20
TOTAL CASH			11,869,729.62	32,713,290.31	19,341,146.69	25,241,873.24

TOTAL CASH BY FUND:

CAPITAL	7,893.32
GENERAL	25,103,790.81
SCHOOL LUNCH	39,390.23
SPECIAL AID	634.74
TRUST/AGENCY	78,408.94
EXTRA-CURRICULAR	11,755.20
TOTAL	25,241,873.24

TOTAL CASH BY BANK:

JPM/CHASE	25,127,451.57
NBT	114,421.67
TOTAL	25,241,873.24

CHECKING RECONCILIATION:

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
3,838,177.79	696,595.19	3,141,582.60
17,869.01	6,113.81	11,755.20

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, May
July 13, 2022

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

BOARD MEETING PRESENTATION
 May 31, 2022

CHECKING ACCOUNT - NBT BANK	CLUB ACCOUNT BALANCES
BALANCE: BEGINNING OF THE MONTH	\$ 17,259.69
PLUS: RECEIPTS	\$ 5,222.54
LESS: EXPENDITURES	\$ 4,323.10
BALANCE: END OF MONTH	\$ 2,209.56
	\$ -
	\$ 11,755.20
BANK RECONCILIATION	ACCOUNT TOTALS, END OF MONTH
BALANCE PER BANK STATEMENT	\$ 11,755.20
PLUS: DEPOSITS IN TRANSIT	-
LESS: OUTSTANDING CHECKS	(6,113.81)
RECONCILED BALANCES	\$ 11,755.20
CASH: END OF MONTH	\$ 11,755.20
	\$ 11,755.20

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

Conna J. Hearn

TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

RECONCILING ITEMS

DEPOSITS IN TRANSIT		OUTSTANDING CHECKS	
DATE	AMOUNT	CHECK NUMBER	AMOUNT
		1280	60.65
		1307	384.00
		1314	2,132.16
		1315	100.00
		1316	100.00
		1317	525.00
		1318	525.00
		1319	275.00
		1320	525.00
		1321	500.00
		1322	25.00
		1323	25.00
		1324	25.00
		1325	25.00
		1326	25.00
		1327	50.00
		1328	50.00
		1329	50.00
		1330	50.00
		1331	50.00
		1332	50.00
		1333	50.00
		1334	50.00
		1335	50.00
		1336	50.00
		1337	50.00
		1338	50.00
		1339	50.00
		1340	200.00
		1341	12.00
		TOTAL	\$ 6,113.81

TOTAL

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 05/31/2022

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	2,159,890.41	1,626,648.41	388.77
002 CAPITAL/RENT EXPENDITURES			3,151,643.02	-10,973.77	3,140,669.25	2,826,602.44	314,066.81	0.00
101 OCCUPATIONAL EDUCATION			7,068,932.00	35,258.87	7,104,190.87	6,251,809.14	737,704.57	0.00
102 ADULT EDUCATION			37,130.00	0.00	37,130.00	33,417.00	3,713.00	0.00
103 SECONDARY OCC ED/MADISON BOCES			0.00	22,118.00	22,118.00	19,906.20	2,211.80	0.00
107 OCCUPATIONAL EDUCATION-HANDICAPPED			542,754.00	-121,136.40	421,617.60	424,089.79	0.00	2,472.19
109 OCC. ED./MADISON BOCES			0.00	19,108.00	19,108.00	16,719.50	2,388.50	0.00
201 8:1:2 PROGRAM			7,705,050.00	245,026.11	7,950,076.11	7,104,796.33	835,694.78	0.00
202 INTENSE MGMT NEEDS/MADISON BOCES			0.00	32,699.70	32,699.70	53,508.60	0.00	20,808.90
203 12:1:1 ADJUSTMENT PROGRAM			1,088,196.00	288,666.45	1,376,862.45	1,228,627.66	148,234.79	0.00
204 12:1:1 MILD/MODERATE PROGRAM			2,821,009.00	-328,659.40	2,492,349.60	2,244,150.35	247,199.25	0.00
205 SPECIAL CLASS: OPTION 2/MADISON BOCE			0.00	531,127.15	531,127.15	453,496.83	77,630.32	0.00
206 TRANSITIONAL PLNG & IMPLEMENTATION			378,329.00	222,643.18	600,972.18	531,791.54	69,180.64	0.00
209 12:1:4 DEV/MD PROGRAM			4,961,271.00	1,429,297.02	6,390,568.02	5,678,981.33	706,501.69	0.00
214 SPECIAL ED. OPTION III/MADISON BOCES			0.00	382,387.12	382,387.12	386,323.64	0.00	3,936.52
216 6:1:2 PROGRAM			2,193,436.00	430,082.05	2,623,518.05	2,314,653.46	296,252.42	1,009.79
221 6:1:1 HERKIMER BOCES			0.00	0.00	0.00	16,138.05	0.00	16,138.05
222 SPECIAL CLASS: OPTION 3/MADISON BOCE			0.00	273,068.70	273,068.70	241,645.30	31,423.40	0.00
225 ELEM IMN 6:1:2.5/MADISON			0.00	425,741.00	425,741.00	384,914.80	40,826.20	0.00
226 Staffing 1:12:1			0.00	2,940.00	2,940.00	4,762.37	980.00	2,802.37
303 ART			167,427.40	0.00	167,427.40	150,684.66	16,742.74	0.00
305 GUIDANCE			248,027.00	38,158.00	286,185.00	257,354.52	28,830.48	0.00
306 TECHNOLOGY			75,352.20	0.00	75,352.20	67,816.98	7,535.22	0.00
308 PHYSICAL EDUCATION			40,922.00	0.00	40,922.00	36,829.80	4,092.20	0.00
310 NURSE PRACTITIONER			370,963.20	16,229.64	387,192.84	347,778.05	39,414.79	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	51,937.20	5,770.80	0.00
313 SCHOOL PSYCHOLOGIST			333,260.00	-116,171.74	217,088.26	194,808.38	22,204.88	0.00
314 SCHOOL SOCIAL WORKER			427,084.80	-86,232.57	340,852.23	303,012.72	37,839.51	0.00
315 SPEECH IMPROVEMENT			618,351.90	59,306.20	677,658.10	608,690.57	68,967.53	0.00
316 VISUALLY IMPAIRED			196,172.65	-107,358.00	88,814.65	92,345.02	7,860.30	11,390.67
317 COMPUTER INSTRUCTION			71,528.89	0.00	71,528.89	64,376.01	7,152.88	0.00
318 DEAF			254,786.40	-113,238.40	141,548.00	127,650.57	13,897.43	0.00
321 PHYS. THERAPY			156,304.20	-10,821.00	145,483.20	130,883.36	14,599.84	0.00
322 OCCUPATIONAL THERAPY			271,671.78	8,174.20	279,845.98	251,392.77	28,453.21	0.00
325 HOME ECONOMICS			224,796.00	-102,180.00	122,616.00	110,354.40	12,261.60	0.00
326 ENGLISH/SECOND LANG. INTSR.			607,968.00	70,324.87	678,292.87	596,568.60	81,695.70	0.00
332 CURRICULUM SUPERVISION COORDINATION			0.00	109,116.01	109,116.01	80,628.70	28,487.31	0.00
338 MUSIC TEACHER			249,006.80	-119,167.54	129,839.26	124,577.52	5,261.74	0.00
339 FRENCH			88,550.40	-88,550.40	0.00	0.00	0.00	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: 05/31/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
340 TEACH. VISUALLY IMP/OTSEGO BOCES			0.00	0.00	0.00	282.64	0.00	282.64
345 SHARED BUSINESS OFFICIAL			0.00	38,985.00	38,985.00	28,203.95	10,428.05	0.00
346 AUDIOLOGY/OSWEGO BOCES			0.00	146,623.65	146,623.65	138,746.37	15,251.10	7,373.82
349 SPEECH/HERKIMER BOCES			0.00	0.00	0.00	4,166.15	0.00	4,166.15
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	65,706.12	7,300.68	0.00
357 BILINGUAL/ESL ITINERANT MADISON BOCE			0.00	20,860.00	20,860.00	18,774.00	2,086.00	0.00
358 HEARING IMPAIRED SERVICES/MADISON BO			0.00	9,765.00	9,765.00	7,323.75	2,441.25	0.00
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES			0.00	5,742.00	5,742.00	5,057.60	684.40	0.00
405 PERFORMING ARTS			65,125.50	183,686.29	248,811.79	192,438.57	55,246.05	0.00
408 ALTERNATIVE EDUCATION			5,805,693.00	191,748.29	5,997,441.29	5,347,600.99	634,778.35	2,110.59
410 HOSPITAL BASED/ONONDAGA BOCES			0.00	13,932.00	13,932.00	15,520.57	1,933.71	3,522.28
411 ALTERNATIVE H.S. EQUIV			69,192.00	-57,660.00	11,532.00	9,225.60	2,306.40	0.00
415 EXPLORATORY ENRICHMENT			3,347.64	0.00	3,347.64	3,012.89	334.75	0.00
416 TUTORING/MONROE I BOCES			0.00	0.00	0.00	207.81	0.00	207.81
417 GED - EA - MADISON BOCES			140,700.00	5,984.38	146,684.38	129,728.22	16,956.16	0.00
420 REGIONAL PROGRAM EXCELLENCE			137,550.00	14,078.74	151,628.74	131,868.00	14,652.00	0.00
424 EXPLORATORY ENRICHMENT/ROCKLAND BOCE			0.00	61,897.50	61,897.50	53,055.00	8,842.50	0.00
426 Distance Learning			0.00	55,702.00	55,702.00	48,592.07	7,109.93	0.00
428 SUMMER SCHOOL			661,180.00	56,134.72	717,314.72	622,693.32	91,106.50	0.00
438 DISTANCE LEARNING			3,347,920.58	-114,057.40	3,233,863.18	2,536,185.69	394,312.33	595.00
461 DISTANCE LEARNING/CAPITAL REGION BOC			0.00	0.00	0.00	4.17	0.00	4.17
479 DL SYNERGY VIRTUAL HS/CITI BOCES			0.00	362,250.00	362,250.00	295,382.99	66,867.01	0.00
502 EDUCATIONAL COMMUNICATIONS			1,011,326.77	80,687.97	1,092,014.74	825,065.64	125,605.87	14,761.55
504 TECHNICAL REPAIR SERVICE			788,684.19	114,383.00	903,067.19	682,603.87	97,877.63	15,592.55
505 PRINTING			1,242,969.00	-387,858.49	855,110.51	810,367.07	37,576.29	20,590.81
507 PRINTING/MADISON			0.00	1,262.59	1,262.59	1,082.22	180.37	0.00
509 SCH. CURR/CAYUGA BOCES			0.00	25,239.96	25,239.96	24,204.35	2,523.96	1,488.35
510 LEARNING TECHNOLOGY			2,676,591.58	6,522,741.34	9,199,332.92	6,177,873.90	1,990,283.16	0.00
511 SCH. CURR./CAPITAL REGION			0.00	4,520.25	4,520.25	3,675.58	1,014.82	170.15
514 MODEL SCHOOLS-MADISON BOCES			310,991.00	-22,028.00	288,963.00	260,066.70	28,896.30	0.00
515 COMMON LEARNING OBJ-MADISON BOCES			1,917,970.00	3,828,945.14	5,746,915.14	4,950,925.95	795,989.19	0.00
518 SCIENCE KITS			1,256,744.60	148,468.99	1,405,213.59	1,111,158.03	126,467.80	0.00
520 SCH CURR./MADISON BOCES			0.00	1,015.00	1,015.00	820.49	194.51	0.00
521 SCHOOL CURRICULUM IMPROVEMENT SERVIC			965,848.80	676,023.12	1,641,871.92	1,385,682.08	230,897.22	0.00
530 School/Curriculum Improvement Planni			0.00	351.45	351.45	354.34	58.57	61.46
535 SCH CURR/HERKIMER BOCES			0.00	600.00	600.00	300.00	300.00	0.00
538 MODEL SCHOOLS			292,127.35	-4,079.61	288,047.74	246,723.62	27,413.73	0.00
542 SCH CURR/JEFF-LEWIS BOCES			0.00	50.00	50.00	40.00	10.00	0.00
543 HRD/SFTWARE/OSWEGO BOCES			0.00	13,881.81	13,881.81	11,537.10	2,564.98	220.27

* 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: 05/31/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
545	COMMUNITY SCHOOL RESOURCES		0.00	1,072,747.50	1,072,747.50	896,312.36	176,435.14	0.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES		0.00	2,924.50	2,924.50	2,833.44	333.25	242.19
555	SUPERINTENDENT EVAL/ERIE 2 BOCES		0.00	2,079.00	2,079.00	3,769.25	519.75	2,210.00
560	CPSE		136,320.00	187.98	136,507.98	122,688.00	13,632.00	0.00
565	School/Curriculum Improvement Planni		0.00	21,560.00	21,560.00	16,096.67	5,463.33	0.00
571	INSTRCTNL TECHNOLOGY/ORANGE-JULSTER B		0.00	1,212.20	1,212.20	1,039.03	173.17	0.00
574	SABA (SCHOOL AND BUSINESS ALLIANCE)		588,067.00	-297,233.63	290,833.37	241,005.60	26,778.40	0.00
575	VOCATIONAL ASSESSMENT		11,964.00	541.79	12,505.79	10,767.60	1,196.40	0.00
576	LIBRARY MEDIA SERVICE		733,430.06	71,325.95	804,756.01	681,170.27	75,911.67	0.00
578	LIBRARY AUTOMATION - MADISON BOCES		171,522.50	3,408.00	174,930.50	157,297.13	17,633.37	0.00
601	COMPUTER SERVICES - MADISON BOCES		5,752,354.00	6,571,556.51	12,323,910.51	10,611,848.63	1,712,061.88	0.00
602	NEGOTIATIONS - MADISON BOCES		388,172.00	-51,097.60	337,074.40	300,474.90	36,599.50	0.00
603	SCHOOL COMMUNICATIONS		463,191.62	61,424.44	524,616.06	433,864.70	67,343.42	1,706.49
604	CENTRAL BUSINESS OFFICE		330,657.76	4,720.68	335,378.44	289,909.36	34,209.65	0.00
607	STAFF DEVELOPMENT - BUS DRIVERS		12,325.00	0.00	12,325.00	11,092.50	1,232.50	0.00
609	PLANNING SER: MANAGEMENT OCM BOCES		55,720.00	-483.00	55,237.00	49,713.99	5,523.70	0.69
610	TELEPHONE INTERCONNECT		2,830,279.57	-1,611,070.11	1,219,209.46	758,209.97	91,686.33	1,370.73
611	REGIONAL BUS MAINTENANCE-MADISON BOC		188,242.00	-1,242.00	187,000.00	168,300.00	18,700.00	0.00
612	HEALTH COORDINATION/HERKIMER BOCES		11,977.00	282.00	12,259.00	12,549.76	1,225.90	1,516.66
613	FACILITY SERVICES		52,932.00	1,545.65	54,477.65	47,638.80	5,293.20	0.00
615	POLICY PLANNING ERIE I		11,094.00	614.60	11,708.60	10,537.74	1,170.86	0.00
616	EMPLOYEE ASSISTANCE PROGRAM		16,536.00	1,657.50	18,193.50	16,208.40	1,985.10	0.00
617	TEACHER RECRUITING SERVICE		0.00	0.00	0.00	7,241.32	0.00	7,241.32
618	EMPLOYEE BENEFIT COORDINATION		119,055.00	2,769.65	121,824.65	107,149.50	11,905.50	0.00
619	COOPERATIVE BIDDING-HERKIMER BOCES		23,949.00	1,551.00	25,500.00	22,950.00	2,550.00	0.00
620	SAFETY COORDINATOR		768,241.40	-98,085.83	670,155.57	572,269.64	65,334.29	13,447.17
621	COORDINATION OF INSURANCE MANAGEMENT		6,750.00	218.07	6,968.07	6,075.00	675.00	0.00
622	REGIONAL BUS RADIOS - MADISON BOCES		9,584.00	112.00	9,696.00	8,726.25	969.75	0.00
623	STATE AID PLANNING - QUESTAR III BOC		0.00	43,415.00	43,415.00	47,563.99	4,377.88	8,526.87
625	SUBSTITUTE TEACHER SERVICE		166,920.00	3,855.29	170,775.29	150,228.00	16,692.00	0.00
626	CENTRAL SCHOOL FOOD MANAGEMENT		625,955.00	21,558.72	647,513.72	563,359.50	62,595.50	0.00
627	RECORDS RETENTION		99,360.00	28,718.17	128,078.17	112,890.35	12,543.37	0.00
628	TELECOMMUNICATIONS		301,524.24	156,599.16	458,123.40	548,098.61	30,152.36	227,965.87
631	COOPERATIVE BID/MAD. BOCES		17,125.00	718.72	17,843.72	16,059.36	1,784.36	0.00
632	HEALTH CARE COORD./DELAWARE BOC		0.00	20,796.00	20,796.00	19,393.19	2,079.60	676.79
633	GASB 45 PLNG/QUESTAR III		24,752.00	0.00	24,752.00	22,312.86	2,475.20	36.06
634	STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	-964.23	12,337.77	18,558.36	1,042.77	7,263.36
636	GASB 45 PLANNING/CLINTON-ESSEX		15,450.00	-11,460.00	3,990.00	3,591.00	399.00	0.00
637	FIXED ASSET INVENTORY/QUESTAR III		15,348.00	17,668.00	33,016.00	25,511.35	7,504.71	0.06
639	TRANSP./MADISON BOCES		11,359.00	5,962.00	17,321.00	10,038.93	7,282.07	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: 05/31/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
640 DRUG TESTING/JEFF-LEWIS BOCES			20,704.00	3,212.60	23,916.60	19,973.05	3,943.55	0.00
641 ON-LINE APPL./PUTNAM BOCES			43,544.00	128.00	43,672.00	39,764.54	4,367.20	459.74
646 MEDICAID REIMBURSEMENT/MADISON BOCES			36,907.50	1,532.41	38,439.91	34,010.48	4,429.43	0.00
647 PLANNING SERVICE/MADISON BOCES			0.00	750.00	750.00	375.00	375.00	0.00
649 ACA COMPLIANCE/MADISON BOCES			0.00	15,896.00	15,896.00	14,306.40	1,589.60	0.00
650 TESTING - NYS ALT ADDMT-CAP REGION B			0.00	79,800.00	79,800.00	72,258.85	7,980.00	438.85
651 SCRIB/BROOME BOCES			49,625.00	-1,616.92	48,008.08	43,205.42	5,028.21	225.55
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	22,578.06	2,364.00	1,302.06
656 EMPLOYEE RELATIONS/ONC BOCES			0.00	17,524.00	17,524.00	15,771.60	1,752.40	0.00
657 PROJECT WORK/CAPITAL REGION BOCES			0.00	13,841.10	13,841.10	6,920.55	6,920.55	0.00
Total GENERAL FUND			73,239,222.55	21,540,290.47	94,779,513.02	79,496,388.74	12,936,438.13	406,432.82

Selection Criteria

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

As Of Date: 05/31/2022

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: 05/31/2022
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	1,895,350.76	157,369.21	1,559,451.07
002 CAPITAL/RENT EXPENDITURES		3,151,643.02	-10,973.77	3,140,669.25	3,120,255.09	20,414.16	0.00
101 OCCUPATIONAL EDUCATION		5,169,524.77	-45,121.05	5,124,403.72	3,949,573.88	1,163,578.20	11,251.64
103 SECONDARY OCC ED/MADISON BOCES		0.00	22,118.00	22,118.00	17,639.11	0.00	4,478.89
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	-18,960.01	703,611.99	506,085.51	221,824.31	-24,297.83
109 OCC. ED./MADISON BOCES		0.00	19,108.00	19,108.00	14,808.70	0.00	4,299.30
201 8:1:2 PROGRAM		5,096,874.47	252,543.38	5,349,417.85	3,573,038.24	1,104,771.21	671,608.40
202 INTENSE MGMT NEEDS/MADISON BOCES		0.00	32,699.70	32,699.70	47,414.57	0.00	-14,714.87
203 12:1:1 ADJUSTMENT PROGRAM		636,736.67	417,555.72	1,054,292.39	458,970.39	127,249.71	468,072.29
204 12:1:1 MILD/MODERATE PROGRAM		1,298,736.02	138,558.95	1,437,294.97	964,160.84	279,515.42	193,618.71
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		0.00	531,127.15	531,127.15	399,665.71	0.00	131,461.44
206 TRANSITIONAL PLNG & IMPLEMENTATION		353,473.00	210,598.78	564,071.78	322,444.55	57,587.20	184,040.03
209 12:1:4 DEV/MD PROGRAM		3,263,241.22	524,325.80	3,787,567.02	2,103,976.10	674,576.02	1,009,014.90
214 SPECIAL ED. OPTION III/MADISON BOCES		0.00	382,387.12	382,387.12	342,392.52	0.00	39,994.60
216 6:1:2 PROGRAM		1,518,621.14	414,204.99	1,932,826.13	1,062,890.15	299,751.67	570,184.31
217 Staffing 1:8:1/HERKIMER BOCES		0.00	0.00	0.00	4,113.56	0.00	-4,113.56
221 6:1:1 HERKIMER BOCES		0.00	0.00	0.00	36,000.00	0.00	-36,000.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		0.00	273,068.70	273,068.70	211,696.97	0.00	61,371.73
225 ELEM IMN 6:1:2.5/MADISON		0.00	425,741.00	425,741.00	345,893.06	0.00	79,847.94
226 Staffing 1:12:1		0.00	2,940.00	2,940.00	0.00	0.00	2,940.00
303 ART		255,112.20	-11,959.10	243,153.10	175,654.08	68,778.51	-1,279.49
305 GUIDANCE		237,642.60	38,158.00	275,800.60	202,431.49	65,537.63	7,831.48
306 TECHNOLOGY		114,017.20	0.00	114,017.20	96,780.29	20,043.37	-2,806.46
308 PHYSICAL EDUCATION		77,850.00	0.00	77,850.00	53,507.59	20,745.72	3,596.69
310 NURSE PRACTITIONER		402,955.20	16,229.64	419,184.84	316,500.26	79,136.08	23,548.50
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	50,827.20	12,706.80	0.00
313 SCHOOL PSYCHOLOGIST		502,635.40	-213,957.24	288,678.16	292,304.25	87,503.62	-91,129.71
314 SCHOOL SOCIAL WORKER		416,922.00	2,743.43	419,665.43	318,381.50	68,094.72	33,189.21
315 SPEECH IMPROVEMENT		596,384.90	59,306.20	655,691.10	478,951.87	137,361.67	39,377.56
316 VISUALLY IMPAIRED		190,581.05	-107,358.00	83,223.05	77,020.09	10,470.72	-4,267.76
317 COMPUTER INSTRUCTION		84,234.76	0.00	84,234.76	65,551.58	12,257.35	6,425.83
318 DEAF		246,798.40	-113,238.40	133,560.00	100,438.39	33,871.19	-749.58
321 PHYS. THERAPY		151,112.00	-10,821.00	140,291.00	109,534.79	31,369.52	-613.31
322 OCCUPATIONAL THERAPY		260,388.73	8,174.20	268,562.93	209,814.59	60,620.37	-1,872.03
325 HOME ECONOMICS		274,920.80	-79,678.50	195,242.30	158,251.82	45,640.33	-8,649.85
326 ENGLISH/SECOND LANG. INTSR.		665,219.70	89,323.87	754,543.57	537,961.58	164,803.10	51,778.89
332 CURRICULUM SUPERVISION COORDINATION		0.00	109,116.01	109,116.01	88,548.51	0.00	20,567.50
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: 05/31/2022

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	-119,167.54	263,048.96	202,682.29	53,456.69	6,909.98
339	FRENCH	85,355.20	-85,355.20	0.00	0.00	0.00	0.00
345	SHARED BUSINESS OFFICIAL	0.00	38,985.00	38,985.00	35,499.71	0.00	3,485.29
346	AUDIOLOGY/OSWEGO BOCES	0.00	146,623.65	146,623.65	132,480.17	0.00	14,143.48
348	SCH SOCIAL WORKER/HFHO BOCES	0.00	0.00	0.00	167.01	0.00	-167.01
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	227.47	0.00	-227.47
351	PHYS THERAPY/HERK. BOCES	0.00	0.00	0.00	165.92	0.00	-165.92
352	TEACH. AIDE 1:1/HERK. BOCES	0.00	0.00	0.00	537.50	0.00	-537.50
355	General Supervision	116,678.00	-42,579.25	74,098.75	57,965.12	16,346.96	-213.33
357	BILINGUAL/ESL ITINERANT MADISON BOCES	0.00	20,860.00	20,860.00	16,635.77	0.00	4,224.23
358	HEARING IMPAIRED SERVICES/MADISON BOCES	0.00	9,765.00	9,765.00	5,859.00	0.00	3,906.00
380	SHARED FACILITIES DIRECTOR	0.00	0.00	0.00	15,865.01	0.00	-15,865.01
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	183,390.81	247,715.31	206,852.16	35,256.61	5,606.54
408	ALTERNATIVE EDUCATION	4,862,994.31	162,710.44	5,025,704.75	3,470,831.97	1,139,287.56	415,585.22
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	42,367.92	13,857.10	-44,801.02
415	EXPLORATORY ENRICHMENT	3,347.64	0.00	3,347.64	0.00	0.00	3,347.64
417	GED - EA - MADISON BOCES	140,700.00	5,984.38	146,684.38	114,376.31	0.00	32,308.07
420	REGIONAL PROGRAM EXCELLENCE	126,709.00	13,990.60	140,699.60	114,380.18	22,825.55	3,493.87
424	EXPLORATORY ENRICHMENT/ROCKLAND BOCES	0.00	61,897.50	61,897.50	43,328.25	6,189.75	12,379.50
426	Distance Learning	0.00	55,702.00	55,702.00	42,519.30	0.00	13,182.70
428	SUMMER SCHOOL	627,696.00	55,505.43	683,201.43	689,000.28	12,316.28	-18,115.13
438	DISTANCE LEARNING	3,231,630.82	-127,157.87	3,104,472.95	1,956,887.84	906,634.78	240,950.33
479	DL SYNERGY VIRTUAL HS/CITI BOCES	0.00	362,250.00	362,250.00	310,793.03	0.00	51,456.97
502	EDUCATIONAL COMMUNICATIONS	967,520.00	80,687.97	1,048,207.97	741,384.82	388,718.57	-81,895.42
504	TECHNICAL REPAIR SERVICE	1,112,123.34	117,118.98	1,229,242.32	741,622.57	369,955.44	117,664.31
505	PRINTING	1,251,571.99	-268,327.46	983,244.53	798,824.29	194,130.41	-9,710.17
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	18,142.05	3,548.98	3,548.93
510	LEARNING TECHNOLOGY	2,586,780.19	6,613,382.86	9,200,163.05	3,549,881.47	5,471,313.22	178,968.36
511	SCH. CURR./CAPITAL REGION	0.00	4,520.25	4,520.25	4,520.25	0.00	0.00
514	MODEL SCHOOLS-MADISON BOCES	310,991.00	-22,028.00	288,963.00	230,448.01	0.00	58,514.99
515	COMMON LEARNING OBJ-MADISON BOCES	1,917,970.00	3,828,945.14	5,746,915.14	5,272,478.63	0.00	474,436.51
518	SCIENCE KITS	1,169,660.07	134,608.99	1,304,269.06	981,257.19	344,271.35	-21,259.48
520	SCH CURR./MADISON BOCES	0.00	1,015.00	1,015.00	706.15	0.00	308.85
521	SCHOOL CURRICULUM IMPROVEMENT SERVICE	976,258.79	772,181.65	1,748,440.44	1,011,101.77	154,235.42	583,103.25
530	School/Curriculum Improvement Planning	0.00	351.45	351.45	351.45	0.00	0.00
535	SCH CURRIC/HERKIMER BOCES	0.00	600.00	600.00	102.06	0.00	497.94

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 05/31/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
538 MODEL SCHOOLS		274,602.73	131,860.11	406,462.84	312,491.95	62,002.75	31,968.14
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	13,881.81	13,881.81	13,881.81	0.00	0.00
545 COMMUNITY SCHOOL RESOURCES		0.00	1,012,558.34	1,012,558.34	770,425.02	243,433.32	-1,300.00
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES		0.00	2,924.50	2,924.50	2,680.00	0.00	244.50
555 SUPERINTENDENT EVAL/ERIE 2 BOCES		0.00	2,079.00	2,079.00	1,559.25	519.75	0.00
560 CPSE		119,023.00	187.98	119,210.98	87,499.11	27,941.34	3,770.53
565 School/Curriculum Improvement Planning		0.00	21,560.00	21,560.00	16,463.34	5,096.66	0.00
571 INSTRCTNL TECHNOGY/ORANGE-JLSTER 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	273,496.62	42,376.31	-48,043.00
575 VOCATIONAL ASSESSMENT		29,185.00	-16,679.21	12,505.79	0.00	0.00	12,505.79
576 LIBRARY MEDIA SERVICE		703,485.38	70,845.95	774,331.33	583,421.09	173,297.31	17,612.93
578 LIBRARY AUTOMATION - MADISON BOCES		171,522.50	3,408.00	174,930.50	139,654.62	0.00	35,275.88
601 COMPUTER SERVICES - MADISON BOCES		5,752,354.00	6,571,556.51	12,323,910.51	10,527,265.77	0.00	1,796,644.74
602 NEGOTIATIONS - MADISON BOCES		388,172.00	-51,097.60	337,074.40	190,792.77	0.00	146,281.63
603 SCHOOL COMMUNICATIONS		662,393.24	42,137.93	704,531.17	460,921.80	112,649.74	130,959.63
604 CENTRAL BUSINESS OFFICE		315,465.76	4,034.44	319,500.20	271,542.80	46,758.23	1,199.17
607 STAFF DEVELOPMENT - BUS DRIVERS		12,325.00	0.00	12,325.00	5,695.00	550.00	6,080.00
609 PLANNING SER: MANAGEMENT OCM BOCES		55,720.00	-483.00	55,237.00	44,189.60	5,523.70	5,523.70
610 TELEPHONE INTERCONNECT		2,848,960.46	-1,611,070.11	1,237,890.35	637,933.21	512,644.11	87,313.03
611 REGIONAL BUS MAINTENANCE-MADISON BOCES		188,242.00	-1,242.00	187,000.00	149,132.50	0.00	37,867.50
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	88,128.72	10,650.89	16,162.04
615 POLICY PLANNING ERIE I		11,094.00	614.60	11,708.60	10,723.03	0.00	985.57
616 EMPLOYEE ASSISTANCE PROGRAM		22,611.00	1,666.50	24,277.50	20,190.20	1,627.06	2,460.24
617 TEACHER RECRUITING SERVICE		0.00	0.00	0.00	5,859.13	2,461.88	-8,321.01
618 EMPLOYEE BENEFIT COORDINATION		182,931.00	2,249.37	185,180.37	92,318.84	9,133.73	83,727.80
619 COOPERATIVE BIDDING-HERKIMER BOCES		23,949.00	1,551.00	25,500.00	10,941.90	0.00	14,558.10
620 SAFETY COORDINATOR		874,987.81	-163,714.32	711,273.49	429,003.65	186,845.42	95,424.42
621 COORDINATION OF INSURANCE MANAGEMENT		8,048.00	195.24	8,243.24	0.00	0.00	8,243.24
622 REGIONAL BUS RADIOS - MADISON BOCES		9,584.00	112.00	9,696.00	7,732.56	0.00	1,963.44
623 STATE AID PLANNING - QUESTAR III BOCES		0.00	43,415.00	43,415.00	42,760.00	327.50	327.50
625 SUBSTITUTE TEACHER SERVICE		152,121.33	3,855.29	155,976.62	131,237.89	16,744.09	7,994.64
626 CENTRAL SCHOOL FOOD MANAGEMENT		659,809.00	20,603.78	680,412.78	507,560.19	80,716.72	92,135.87
627 RECORDS RETENTION		102,550.00	28,518.40	131,068.40	71,147.51	7,459.47	52,461.42
628 TELECOMMUNICATIONS		335,491.99	156,599.16	492,091.15	184,885.76	284,469.99	22,735.40
631 COOPERATIVE BID/MAD. BOCES		17,125.00	718.72	17,843.72	14,230.38	0.00	3,613.34
632 HEALTH CARE COORD./DELAWARE BOC		0.00	20,796.00	20,796.00	18,716.40	0.00	2,079.60
633 GASB 45 PLNG/QUESTAR III		24,752.00	0.00	24,752.00	19,801.60	2,475.20	2,475.20
634 STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	-964.23	12,337.77	320.00	0.00	12,017.77

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 05/31/2022

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
636 GASB 45 PLANNING/CLINTON-ESSEX		15,450.00	-11,460.00	3,990.00	3,325.00	332.52	332.48
637 FIXED ASSET INVENTORY/QUESTAR III		15,348.00	17,668.00	33,016.00	21,510.47	5,752.77	5,752.76
639 TRANSP./MADISON BOCES		11,359.00	5,962.00	17,321.00	8,425.01	0.00	8,895.99
640 DRUG TESTING/JEFF-LEWIS BOCES		20,704.00	3,212.60	23,916.60	20,146.60	0.00	3,770.00
641 ON-LINE APPL./PUTNAM BOCES		43,544.00	128.00	43,672.00	34,937.60	0.00	8,734.40
646 MEDICAID REIMBURSEMENT/MADISON BOCES		36,907.50	1,532.41	38,439.91	29,381.01	0.00	9,058.90
647 PLANNING SERVICE/MADISON BOCES		0.00	750.00	750.00	250.00	0.00	500.00
649 ACA COMPLIANCE/MADISON BOCES		0.00	15,896.00	15,896.00	12,677.06	0.00	3,218.94
650 TESTING - NYS ALT ADDMT-CAP REGION BOCES		0.00	79,800.00	79,800.00	66,500.00	6,650.01	6,649.99
651 SCRIB/BROOME BOCES		49,625.00	-1,616.92	48,008.08	48,008.08	0.00	0.00
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	18,912.00	2,364.00	2,364.00
656 EMPLOYEE RELATIONS/ONC BOCES		0.00	17,524.00	17,524.00	15,771.60	0.00	1,752.40
657 PROJECT WORK/CAPITAL REGION BOCES		0.00	13,841.10	13,841.10	13,841.10	0.00	0.00
701 OPERATIONS & MAINTENANCE		2,759,193.00	15,988.00	2,775,181.00	2,536,806.99	250,048.04	-11,674.03
702 SPECIAL EDUCATION ADMINISTRATION		922,557.81	-3,708.55	918,849.26	732,580.19	146,769.41	39,499.66
703 PROGRAM TRANSPORTATION		253,390.92	0.00	253,390.92	13,343.87	101,705.86	138,341.19
704 CENTRAL SUPERVISION		341,545.82	8,031.96	349,577.78	281,024.30	33,981.05	34,572.43
706 GENERAL ITINERANT SUPERVISION		240,689.30	-6,696.82	233,992.48	167,434.89	38,821.97	27,735.62
707 TRANSITION PLANNING SERVICE		72,095.00	0.00	72,095.00	39,643.84	13,381.20	19,069.96
708 TEACHING ASSISTANT		926,996.00	229,521.46	1,156,517.46	583,582.96	162,450.88	410,483.62
709 RESEARCH AND DEVELOPMENT		152,511.00	67,808.64	220,319.64	97,510.37	5,231.97	117,577.30
713 INFO & TECH SUPERVISION		535,524.55	-198,434.68	337,089.87	236,480.01	30,826.20	69,783.66
715 Speech Therapy - Related Service		865,089.20	-104,794.35	760,294.85	639,848.68	209,277.45	-88,831.28
716 Visually Impaired - Related Service		59,133.60	8,537.30	67,670.90	16,992.96	25,473.60	25,204.34
718 Hearing Impaired - Related Service		7,285.00	0.00	7,285.00	828.99	5,955.75	500.26
720 PHYSICAL THERAPY - RELATED SERVICE		168,312.60	37,316.26	205,628.86	147,098.47	33,894.55	24,635.84
721 School Social Worker		1,290,344.00	29,375.28	1,319,719.28	819,102.06	287,536.71	213,080.51
722 Occupational Therapy		319,853.05	17,075.52	336,928.57	249,289.72	57,587.18	30,051.67
Total GENERAL FUND		73,239,222.55	21,540,290.47	94,779,513.02	66,564,746.57	17,411,668.77	10,803,097.68

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 05/31/2022

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	212,759.87	1,126,024.13	
791.000-1445-000	791.000	Other Food Sales-Invoices	137,000.47	0.00	137,000.47	64,108.43	72,892.04	
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	5,564,249.44		1,436,649.44
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	5,875,483.35	1,588,464.17	1,456,015.05
Total SCHOOL LUNCH FUND			6,007,932.47	0.00	6,007,932.47	5,875,483.35	1,588,464.17	1,456,015.05

Selection Criteria

Criteria Name: Shared: LUNCH EOM RPT Modified
As Of Date: 05/31/2022
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: 05/31/2022

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	1,730,110.58	0.00	366,459.42
791-2860-200	EQUIPMENT	8,000.00	-106.00	7,894.00	0.00	0.00	7,894.00
791-2860-301	SUPPLIES - FOOD	2,000,000.00	0.00	2,000,000.00	1,913,003.02	298,076.79	-211,079.81
791-2860-302	SUPPLIES - OTHER	95,000.00	0.00	95,000.00	136,827.01	27,789.77	-69,616.78
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	30,690.33	40,021.28	-25,711.61
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
791-2860-440	CONSULTANT	0.00	106.00	106.00	105.60	0.00	0.40
791-2860-801	ERS	162,484.00	0.00	162,484.00	141,747.56	0.00	20,736.44
791-2860-802	FICA	160,388.00	0.00	160,388.00	128,822.36	0.00	31,565.64
791-2860-803	WK COMP	78,621.00	0.00	78,621.00	64,879.21	0.00	13,741.79
791-2860-804	HEALTH INS	333,567.47	0.00	333,567.47	281,888.26	139,475.32	-87,796.11
791,000	SCHOOL LUNCH FUND - Service Subtotal	6,007,932.47	0.00	6,007,932.47	4,442,926.03	505,363.16	1,059,643.28
Total	SCHOOL LUNCH FUND	6,007,932.47	0.00	6,007,932.47	4,442,926.03	505,363.16	1,059,643.28

ONEIDA-HERKIMER-MADISON BOCES
BUDGET ADJUSTMENTS
May 2022 Report for July 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		03/01/22		04/01/22		05/01/22		Net Changes	Revised Budget	
	Adopted Budget	Adjustments per Contracts	Contract	Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes			Changes
A000 ADMINISTRATION																											
A001 Administration	3,786,150	46,770	3,832,920																								3,882,920
A002 Rent & Capital Budgets	3,151,643		3,151,643	(10,974)																							3,140,669
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						(270,000)		(410)			7,104,191
A102 Adult Education	37,130		37,130																								37,130
A103 Secondary Occ Ed/Madison BOCES	22,118		22,118																								22,118
A107 Multi-Occupational Education	542,754	(7,866)	534,888								(55,849)				(9,439)												421,618
A109 Occup. Ed./Madison BOCES	9,554		9,554							19,108	(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					(270,000)		(48,393)			7,604,164	
A200 SPECIAL EDUCATION																											
A201 Special Class 8:1:1	7,705,050	(41,919)	7,663,131								84,629				124,883	13,612					56,417		7,403				7,950,076
A202 Intense Mang. Needs/Madison BOCES	59,454		59,454																								59,454
A203 Adjustment	1,088,196	47,305	1,135,501								247,133				(6,056)						284		(26,754)				1,376,862
A204 12:1:1	2,821,009	(59,158)	2,761,851								(257,270)				(6,288)						(9,911)		3,967				2,492,350
A205 Option II/Madison BOCES	429,498	429,498	858,996								101,308				(4,620)								20,654				531,127
A206 Transition Services	378,329	6,989	385,318								41,720				56,267								(1,440)				600,972
A209 Severely Handicapped	4,961,271	(41,515)	4,919,757								1,448,516				7,661						18,365		(3,731)				6,390,568
A214 Scndry Intc/Mgt/Needs/Madison BOCES	674,980		674,980								(71,223)												(42,393)				382,387
A216 Spec.Ed./1:6:1	2,193,436	86,984	2,280,420								196,547				57,337	5,624					83,023		568				2,623,518
A217 Staffing 8:1:1/HerKimer BOCES											21,518				(21,518)												
A221 Staffing 6:1:1/HerKimer BOCES											90,000											(90,000)					
A222 Autism Program/Madison BOCES	295,643		295,643								(22,898)				43,604												273,069
A224 Life Skills 12:1:3/HerKimer BOCES											137																
A225 Elementary IMN/Madison BOCES	397,593		397,593								86,187				(64,677)						2,940						425,741
A226 Staffing 1:12:1/HerKimer BOCES											27,930				(27,930)												2,940
A200 SPECIAL EDUCATION TOTAL	19,147,291	1,855,853	21,003,144	151,135						(484)	(37,339)				229,186	19,236					61,118		(41,726)				23,082,310

VII B. 2.
Approval of 2021-2022 Budget
Adjustment Report, May
July 13, 2022



Oneida-Herkimer-Madison BOCES

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Scott Morris

Assistant Superintendent for Support Services

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VII B. 3.

Approval of 2022-2023 Contracts
(Buyer) with Other BOCES

July 13, 2022


MEMORANDUM

To: Cooperative Board

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

Date: June 21, 2022

Subject: 2022-2023 Contracts

Prepared by: Scott Morris 

Background:

Each year the Oneida BOCES enters into contracts with school districts and other BOCES. These contracts are legal documents that bind another BOCES, or school district to services requested. These contracts provide the basis for revenue for the programs at the Oneida BOCES.

Discussion:

Contracts for services for the 2022-2023 school year are based on requests that were submitted to BOCES by component school districts and other BOCES on May 1, 2022. The contracts reflect the range of services provided by our BOCES such as Communication & Productivity, Instructional and Management Services. All contracts are signed by the President or Clerk of both Boards of Education. All adjustments in service throughout the year are additional adjustments to the original contract.

Recommendation:

It is recommended that the Cooperative Board enter into the following contract(s) to assure payment for services:

Oneida BOCES Contractee (Buyer) With Other BOCES

Oswego (CiTi) BOCES	\$133,569.87	Initial contract for all BOCES services for 2022-2023 BOCES
Onondaga-Cortland-Madison BOCES	65,185.00	
Broome-Delaware-Tioga BOCES	49,984.65	
Erie 1 BOCES	23,917.98	

Otsego-Northern Catskills BOCES	17,875.00
Clinton-Essex-Warren-Wash BOCES	15,060.00

The contract provides the revenue necessary to pay for salaries, equipment, supplies and contractual obligations of programs at BOCES.

Resolution:

That the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Oswego (CiTi) BOCES, Onondaga-Cortland-Madison BOCES, Broome-Delaware-Tioga BOCES, Erie 1 BOCES, Otsego-Northern Catskills BOCES and Clinton-Essex-Warren-Washington BOCES for the 2022-2023 school year.

SM:ct
Attachments

OSWEGO COUNTY BOCES
179 COUNTY ROUTE 64
MEXICO, NY 13114

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2022 by and between the OSWEGO COUNTY BOCES, party of the first part, and Oneida-Madison-Herkimer BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2022-23 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost				
303.100 Itinerant Audiologist									
	Clinton CSD	0.0756	181,575.0000	PER FTE STAFF	0.00	13,727.07	0.00	13,727.07	2250.49
	Holland-Patent CSD	0.0388	181,575.0000	PER FTE STAFF	0.00	7,045.11	0.00	7,045.11	2250.49
	New Hartford CSD	0.2448	181,575.0000	PER FTE STAFF	0.00	44,449.56	0.00	44,449.56	2250.49
	New York Mills UFSD	0.0308	181,575.0000	PER FTE STAFF	0.00	5,592.51	0.00	5,592.51	2250.49
	Sauquoit Valley CSD	0.0342	181,575.0000	PER FTE STAFF	0.00	6,209.87	0.00	6,209.87	2250.49
	Utica City Sd	0.0547	181,575.0000	PER FTE STAFF	0.00	9,932.15	0.00	9,932.15	2250.49
	Waterville CSD	0.0513	181,575.0000	PER FTE STAFF	0.00	9,314.80	0.00	9,314.80	2250.49
	Whitesboro CSD	0.1613	181,575.0000	PER FTE STAFF	0.00	29,288.05	0.00	29,288.05	2250.49
	Subtotal for Service 303.100					125,559.12	0.00	125,559.12	
511.063 Audio Equip Batteries									
	Holland-Patent CSD	0.0000	0.0000	ACTUAL USE	125.93	125.93	0.00	125.93	2630.49
	Whitesboro CSD	0.0000	0.0000	ACTUAL USE	241.54	241.54	0.00	241.54	2630.49
	Subtotal for Service 511.063					367.47	0.00	367.47	
511.090 NYS CDOS-SACC Credit Mgmt componen									
	Utica City Sd	1.0000	2,550.0000	Flat Fee	0.00	2,550.00	0.00	2,550.00	2630.49
515.020 HARDWARE/SOFTWAR									
	Holland-Patent CSD	0.0000	0.0000	ACTUAL USE	5,093.28	5,093.28	0.00	5,093.28	2630.49

OSWEGO COUNTY BOCES
179 COUNTY ROUTE 64
MEXICO, NY 13114


OSWEGO COUNTY BOCES
Oneida-Madison-Herkimer BOCES
School Year 2022-23

Summary:
Total of Service Costs - All Funds: 133,569.87 (Except 001/002)
Capital Costs: 0.00 (CoSer 002)
Adm. & Clerical Costs: 0.00 (CoSer 001)
Total Contract Costs: 133,569.87

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
10 Times per year.

In accordance with §1950, (4)(d)(3) of the New York State Education Law, the Uniform Cost Methodology contained herein is approved.

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.


Signature, President and/or Clerk, BOCES (Party of the First Part) OSWEGO COUNTY BOCES 179 COUNTY ROUTE 64, MEXICO, NY, 13114 (Post Office Address)
Oneida-Madison-Herkimer BOCES P.O. Box 70, New Hartford, NY, 13413- (Post Office Address)
Signature, President and/or Clerk, Board of Education (As Authorized)

BROOME-DELAWARE-TIOGA BOCES
435 GLENWOOD ROAD
BINGHAMTON, NY 13905-1699

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2022 by and between the BROOME-DELAWARE-TIOGA BOCES, party of the first part, and ONEIDA-MADISON-HERKIMER BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2022-23 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
610.743	SCRIC - Annual Vendor Fees							
	HOLLAND-PATENT CSD	0.0000	0.0000	District Budget	9,000.00	0.00	9,000.00	
	NEW HARTFORD CSD	0.0000	0.0000	District Budget	9,000.00	0.00	9,000.00	
	ORISKANY CSD	0.0000	0.0000	District Budget	11,000.00	0.00	11,000.00	
	WESTMORELAND CSD	0.0000	0.0000	District Budget	2,700.00	0.00	2,700.00	
	WHITESBORO CSD	0.0000	0.0000	District Budget	9,000.00	0.00	9,000.00	
	Subtotal for Service 610.743				40,700.00	0.00	40,700.00	
610.748	Communication & Productivity Serv							
	HOLLAND-PATENT CSD	1.0000	1,856.9300	Per District	1,856.93	0.00	1,856.93	
	NEW HARTFORD CSD	1.0000	1,856.9300	Per District	1,856.93	0.00	1,856.93	
	ORISKANY CSD	1.0000	1,856.9300	Per District	1,856.93	0.00	1,856.93	
	WESTMORELAND CSD	1.0000	1,856.9300	Per District	1,856.93	0.00	1,856.93	
	WHITESBORO CSD	1.0000	1,856.9300	Per District	1,856.93	0.00	1,856.93	
	Subtotal for Service 610.748.200				9,284.65	0.00	9,284.65	

BROOME-DELAWARE-TIOGA BOCES
435 GLENWOOD ROAD
BINGHAMTON, NY 13905-1699

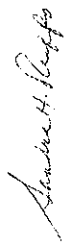
BROOME-DELAWARE-TIOGA BOCES
ONEIDA-MADISON-HERKIMER BOCES
School Year 2022-23

Summary:

<u>Total of Service Costs - All Funds:</u>	49,984.65	(Except 001,002)
<u>Capital Costs:</u>	0.00	(CoSer 002)
<u>Adm. & Clerical Costs:</u>	0.00	(CoSer 001)
<u>Total Contract Costs:</u>	49,984.65	

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
Due 06/30/2021.

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.



BROOME-DELAWARE-TIOGA BOCES

435 GLENWOOD ROAD, BINGHAMTON, NY, 13905-1699

Signature, President and/or Clerk, BOCES (Party of the First Part)

(Post Office Address)

ONEIDA-MADISON-HERKIMER BOCES

4747 MIDDLE SETTLEMENT ROAD, PO BOX 70, NEW HARTFORD, NY, 13413

Signature, President and/or Clerk, Board of Education (As Authorized) (Party of the Second Part)

(Post Office Address)

ERIE 1 BOCES
355 HARLEM RD
WEST SENECA, NY 14224-1892

INITIAL AS 7 CONTRACT 2022-2023

THIS AGREEMENT made this 1st day of July, 2022 by and between the ERIE 1 BOCES, party of the first part, and ONEIDA-HERKIMER-MADISON BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2022-23 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost		
CLINTON CSD							
650.871	SECURED SOCKET LAYER CERTIFICATE	1.0000	2,090.0000	EACH	0.00	2,090.00	1680.49
	650.871.32 WILDCARD SSL CERTIFICATE					2,090.00	
	Total Services Selected -CLINTON CSD						
HOLLAND-PATENT CSD							
659.010	LEVEL 1: F & L DATA - FORECAST 5	0.0000	0.0000	AS BILLED	12,727.98	12,727.98	2060.49
	Total Services Selected -HOLLAND-PATENT CSD					12,727.98	
ONEIDA-HERKIMER-MADISON BOCES							
454.895	DL CONTRACT CONSORTIUM	1.0000	2,200.0000	EACH	0.00	2,200.00	2110.49
550.895	INSTRUCTIONAL BIDDING POOLED FUND	1.0000	5,500.0000	EACH	0.00	5,500.00	2630.49
552.895	SOLID CONSORTIUM	1.0000	1,400.0000	EACH	0.00	1,400.00	2610.49
	Total Services Selected -ONEIDA-HERKIMER-MAI					9,100.00	

ERIE 1 BOCES
355 HARLEM RD
WEST SENECA, NY 14224-1892

ERIE 1 BOCES
ONEIDA-HERKIMER-MADISON BOCES
School Year 2022-23

Summary:
Total of Service Costs - All Funds: 23,917.98 (Except 001/002)
Capital Costs: 0.00 (CoSer 002)
Adm. & Clerical Costs: 0.00 (CoSer.001)
Total Contract Costs: 23,917.98

The party of the second part hereby agrees to pay the total contract cost to the party of the first part

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.


Signature, President and/or Clerk, BOCES
ERIE 1 BOCES
(Party of the First Part)
355 HARLEM RD, WEST SENECA, NY, 14224-1892
(Post Office Address)

ONEIDA-HERKIMER-MADISON BOCES
(Party of the Second Part)
P. O. 70, 4747 MIDDLE SETTLEMENT ROAD, NEW HARTFORD, NY, 13413
(Post Office Address)

Otsego-Northern Catskills BOCES
PO Box 382
2020 Jump Brook Road
Grand Gorge, NY 12434

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2022 by and between the Otsego-Northern Catskills BOCES, party of the first part, and ONEIDA-HERKIMER-MADISON BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2022-23 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract
		Quantity/ Share	Unit Cost	Current Fixed Cost	
REMSSEN CSD 631.010 EMPLOYEE RELATIONS		1.0000	17,875.0000 PER DISTRICT	0.00	17,875.00
Total Services Selected -REMSSEN CSD					17,875.00

Otsego-Northern Catskills BOCES
PO Box 382
2020 Jump Brook Road
Grand Gorge, NY 12434


Otsego-Northern Catskills BOCES
ONEIDA-HERKIMER-MADISON BOCES
School Year 2022-23

Summary:

<u>Total of Service Costs - All Funds:</u>	17,875.00	(Except. 001/002)
<u>Capital Costs:</u>	0.00	(CoSer 002)
<u>Adm. & Clerical Costs:</u>	0.00	(CoSer 001)
<u>Total Contract Costs:</u>	17,875.00	

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education. IN WITNESS WHEREOF, the parties have set their hands the day and year above written.


Signature, President and/or Clerk, BOCES
Otsego-Northern Catskills BOCES
PO Box 382, 2020 Jump Brook Road, Grand Gorge, NY, 12434
(Party of the First Part) (Post Office Address)

ONEIDA-HERKIMER-MADISON BOCES
Signature, President and/or Clerk, Board of Education (As Authorized)
PO BOX 70, 4747 MIDDLE SETTLEMENT ROAD, NEW HARTFORD, NY, 13413-0070
(Party of the Second Part) (Post Office Address)

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2022-23 Initial AS-7 Contract

THIS AGREEMENT made this 1st day of July, 2022 by and between the ONONDAGA-CORTLAND-MADISON BOCES, party of the first part, and Oneida-Herkimer-Madison BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2022-23 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current				
410.010	Hospital Based Instruction								
	Brookfield CSD	12.0000	108.0000	Per Hour	0.00	1,296.00	0.00	1,296.00	
	Holland-Patent CSD	20.0000	108.0000	Per Hour	0.00	2,160.00	0.00	2,160.00	
	Utica City SD	43.0000	108.0000	Per Hour	0.00	4,644.00	0.00	4,644.00	
	Subtotal for Service 410.010					8,100.00	0.00	8,100.00	
670.010	Gas/Electric Accounts								
	Brookfield CSD	1.0000	515.0000	Per Account	0.00	515.00	0.00	515.00	
	Clinton CSD	4.0000	515.0000	Per Account	0.00	2,060.00	0.00	2,060.00	
	Holland-Patent CSD	8.0000	515.0000	Per Account	0.00	4,120.00	0.00	4,120.00	
	New Hartford CSD	10.0000	515.0000	Per Account	0.00	5,150.00	0.00	5,150.00	
	New York Mills UFSD	4.0000	515.0000	Per Account	0.00	2,060.00	0.00	2,060.00	
	Oneida-Herkimer-Madison BOCES	3.0000	515.0000	Per Account	0.00	1,545.00	0.00	1,545.00	
	Oriskany CSD	5.0000	515.0000	Per Account	0.00	2,575.00	0.00	2,575.00	
	Remson CSD	2.0000	515.0000	Per Account	0.00	1,030.00	0.00	1,030.00	
	Sauquoit Valley CSD	5.0000	515.0000	Per Account	0.00	2,575.00	0.00	2,575.00	
	Utica City SD	32.0000	515.0000	Per Account	0.00	16,480.00	0.00	16,480.00	
	Waterville CSD	6.0000	515.0000	Per Account	0.00	3,090.00	0.00	3,090.00	
	Westmoreland CSD	5.0000	515.0000	Per Account	0.00	2,575.00	0.00	2,575.00	
	Whitesboro CSD	18.0000	515.0000	Per Account	0.00	9,270.00	0.00	9,270.00	
	Subtotal for Service 670.010					53,045.00	0.00	53,045.00	
670.030	Gas/Electric Low Use Meter								
	Brookfield CSD	3.0000	101.0000	Per Account	0.00	303.00	0.00	303.00	
	Clinton CSD	1.0000	101.0000	Per Account	0.00	101.00	0.00	101.00	
	Holland-Patent CSD	4.0000	101.0000	Per Account	0.00	404.00	0.00	404.00	

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

2022-23 Initial AS-7 Contract

ONONDAGA-CORTLAND-MADISON BOCES
Oneida-Herkimer-Madison BOCES
School Year 2022-23

Program/ Serial No.	Service	Quantity/ Share	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
			Unit Cost	Cost Basis	Cost Basis				
New Hartford CSD		7.0000	101.0000	Per Account		707.00	0.00	707.00	
New York Mills UFSD		2.0000	101.0000	Per Account		202.00	0.00	202.00	
Oriskany CSD		5.0000	101.0000	Per Account		505.00	0.00	505.00	
Utica City SD		8.0000	101.0000	Per Account		808.00	0.00	808.00	
Westmoreland CSD		4.0000	101.0000	Per Account		404.00	0.00	404.00	
Whitesboro CSD		6.0000	101.0000	Per Account		606.00	0.00	606.00	
Subtotal for Service 670.030						4,040.00	0.00	4,040.00	

ONONDAGA-CORTLAND-MADISON BOCES
6820 THOMPSON ROAD
SYRACUSE, NY 13211

ONONDAGA-CORTLAND-MADISON BOCES
Oneida-Herkimer-Madison BOCES
School Year 2022-23

Summary:

Total of Service Costs - All Funds: 65,185.00 (Except 001/002)
Capital Costs: 0.00 (CoSer 002)
Adm. & Clerical Costs: 0.00 (CoSer 001)
Total Contract Costs: 65,185.00

The party of the second part has approved the Service Unit Cost Methodologies used to calculate costs for each Service as reviewed and approved by the Superintendent of Schools, and has adopted a resolution to participate in the specific services marked above for the 2022-23 school year.

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

ONONDAGA-CORTLAND-MADISON BOCES 6820 THOMPSON ROAD, SYRACUSE, NY, 13211

Signature, President and/or Clerk, BOCES (Party of the First Part) 6820 THOMPSON ROAD, SYRACUSE, NY, 13211 (Post Office Address)
Oneida-Herkimer-Madison BOCES PO Box 70, New Hartford, NY, 13413-0070
Signature, President and/or Clerk, Board of Education (As Authorized) (Party of the Second Part) (Post Office Address)

CLINTON ESSEX WARREN WASHINGTON BOCES
P.O. BOX 455
1585 MILITARY TURNPIKE
PLATTSBURGH, NY 12901-0455

Contract for Cooperative Educational Services

THIS AGREEMENT effective on the 1st day of July, 2022 by and between the CLINTON ESSEX WARREN WASHINGTON BOCES, party of the first part, and ONEIDA-HERKIMER-MADISON BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2022-23 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract
		Quantity/ Share	Unit Cost	Current Fixed Cost	
655.000	GASB 75 PLNG & VALUATION - BASE FE				
	BROOKFIELD CSD	1.0000	1,020.0000 Per District	0.00	1,020.00
	UTICA CITY SD	1.0000	1,020.0000 Per District	0.00	1,020.00
	Subtotal for Service 655.000				2,040.00
655.010	GASB 75 PLNG & VALUATION-ACTUARIAL				
	BROOKFIELD CSD	0.0000	0.0000 ACTUARIAL FEE	5,500.00	5,500.00
	UTICA CITY SD	0.0000	0.0000 ACTUARIAL FEE	7,520.00	7,520.00
	Subtotal for Service 655.010				13,020.00

CLINTON ESSEX WARREN WASHINGTON BOCES
P.O. BOX 455
1585 MILITARY TURNPIKE
PLATTSBURGH, NY 12901-0455

CLINTON ESSEX WARREN WASHINGTON BOCES
ONEIDA-HERKIMER-MADISON BOCES
School Year 2022-23

Summary:
Total of Service Costs - All Funds: 15,060.00 (Except 001/002)
Capital Costs: 0.00 (CoSer 002)
Adm. & Clerical Costs: 0.00 (CoSer 001)
Total Contract Costs: 15,060.00

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule: 1/12th per month, except bill as used services which will be billed and paid 100% monthly.

This contract shall not be valid or binding until it is approved by the Commissioner of Education. IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Maisha Rabideau
Signature, District Clerk, BOCES
CLINTON ESSEX WARREN WASHINGTON BOCES
(Party of the First Part)
P.O. BOX 455, 1585 MILITARY TURNPIKE, PLATTSBURGH, NY, 12901-0455
(Post Office Address)

ONEIDA-HERKIMER-MADISON BOCES
PO BOX 70, 4747 MIDDLE SETTLEMENT ROAD, NEW HARTFORD, NY, 13413-0070
Signature, President and/or Clerk, Board of Education (As Authorized)
(Party of the Second Part)
(Post Office Address)

Please return signed form to BOCES Treasurer, PO Box 455, Plattsburgh, NY 12901, myers_christine@cves.org. Any questions, please contact Christine Myers at (518) 561-0100x221.



Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070


www.oneida-boces.org

Christopher Hill
*Assistant Superintendent for
Instructional Programs & Professional Learning*
T: 315.793.8644
F: 315.793.8549
chill@oneida-boces.org

VII C. 1.
Approval of Abolishment of Positions
July 13, 2022


MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed. D. 

Date: June 28, 2022

Subject: Abolishment of Positions

Prepared by: Christopher M. Hill 

Background

For the 2020-2021 and 2021-2022 school years, Oneida-Herkimer-Madison BOCES created and implemented a virtual elementary school to serve the needs of our component districts as they responded to the ongoing COVID-19 pandemic. This program grew to serve not only our component districts but also various districts across the state. The ***Home Based, Interactive, Virtual Education (The HIVE)*** was a great success for the BOCES meeting the needs of many students across the state.

Discussion

As the 2022-2023 school year approaches, and the virtual learning demands created by the pandemic wane, there is little demand for this program. OHM BOCES will not be offering The HIVE for 2022-2023.

Recommendation

It is recommended that the Cooperative Board abolish the seven elementary teaching positions associated with The HIVE virtual learning program.

Resolution

That the Cooperative Board abolish the seven teaching positions in the elementary tenure area associated with The HIVE virtual learning program.

Attachment

RESOLUTION

WHEREAS, the Cooperative Board and administration, in preparing program offerings for the 2022-2023 school year based upon service requests from component school districts, have determined that the Home-Based, Interactive Virtual Education (HIVE) program will no longer be offered in the 2022-2023 school year; and

WHEREAS, for reasons of economy and efficiency it is necessary to abolish certain professional education positions utilized in the HIVE program; and

WHEREAS, Section 3013 of the Education Law and Section 30.13 of the Rules of the Board of Regents prescribe the procedure to be followed when abolishing professional education positions.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. 7.0 full-time equivalent (“FTE”) positions in the *Elementary* [Elementary, 8 NYCRR 30-1.4 and 30-1.5 area are abolished effective August 30, 2022.

Section 2. As of the date this resolution is adopted, there will be no separations from service in the applicable tenure areas prior to the abolishment of positions as set forth in Section

Section 3. Based upon the abolition of positions set forth in Section 1, and the anticipated lack of separations from service as set forth in Section 2, that 7.0 full-time equivalent (“FTE”) positions in the *Elementary* tenure area [Elementary, 8 NYCRR 30-1.4 and 30-1.5] will be subject to reductions in force.

Section 4. The following persons have the least seniority in the *Elementary* tenure area [Elementary, 8 NYCRR 30-1.4 and 30-1.5]:

1. Shelley, Jessica

2. Ritsema, Julia
3. Barnes, Kayla
4. Lonis, Hilary
5. Decker, Samantha
6. Bashant, Robert
7. Malagese, Laura

and are therefore subject to a reduction in force effective August 30, 2022.

Section 5. None of the persons named in Section 4 above have tenure or probationary status in any additional tenure area created by Part 30 of the Rules of the Board of Regents, and thus no right to transfer to any position in a different tenure area.

Section 6. All persons named in Section 4 above are, pursuant to Section 3013(3) of the Education Law, placed upon a preferred eligible list for appointment to any vacancies in positions which are similar to the positions which they held prior to the abolition of such positions pursuant to this resolution.

Section 7. The District Superintendent or her designee is hereby directed to notify, in writing, all persons listed in Section 4 above of the information set forth in this resolution, including their placement on the preferred eligible list. The District Superintendent is authorized to take such other actions which are necessary to implement this resolution.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	JOANNA KEELER	PROGRAM SPECIALIST INSTRUCTIONAL PROGRAM	09/01/2012	09/02/2022
2.	MARGARET A. SMITH	TEACHER OF ESL	01/19/1988	08/31/2022

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	DONALD LEO	CAREER EXPLORATION SPECIALIST	01/05/2004	08/31/2022

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	DAVID A. ALONGI	SCHOOL PSYCHOLOGIST	04/08/2019	06/30/2022
2.	KATRINA M. BRIODY	Teaching Assistant	07/05/2022	07/08/2022
3.	ANNA EGRESITS	SUMMER SPECIAL ED TEACHER ASSISTANT	07/05/2022	06/06/2022
4.	CHRISTOPHER J. FARO	TEACHER OF PHYSICAL EDUCATION	09/01/2016	08/31/2022
5.	CARRIE L. HAMILTON	TEACHER ASSISTANT	09/01/2016	08/31/2022
6.	SARA F. REALE	TEACHER OF FOREIGN LANGUAGE	10/11/2018	08/29/2022

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	MIKA ABE-CALLAN	FOOD SERVICE HELPER	02/28/2022	06/30/2022 (verbal)
2.	KAYLA M. ANDERSON	FOOD SERVICE HELPER	04/15/2021	06/30/2022 (verbal)
3.	DONNA S. BALDWIN	FOOD SERVICE HELPER	10/23/2019	06/30/2022
4.	KIM M. BOWMAN	FOOD SERVICE HELPER	03/20/2019	06/30/2022 (verbal)
5.	FLORENCE BURTON	FOOD SERVICE HELPER	10/23/2020	03/31/2022 (verbal)
6.	TAMIKA J. CLARKE	FOOD SERVICE HELPER	04/28/2022	06/24/2022
7.	ROBERTTA A. CRILL	FOOD SERVICE HELPER	09/20/2021	06/27/2022 (verbal)
8.	JORDAN S. EZMAN	TELECOMMUNICATIONS SPECIALIST I	01/18/2021	06/12/2022 (revised)
9.	PATRICK T. HOLT	LABORER - HOURLY	08/02/2021	06/13/2022
10.	ALESHEA J. KELLY	FOOD SERVICE HELPER	08/30/2021	06/17/2022
11.	LYNNE M. KNUTTI	FOOD SERVICE HELPER	09/02/2021	06/30/2022 (verbal)
12.	LAURA V. NG	FOOD SERVICE HELPER	10/23/2019	06/30/2022 (verbal)
13.	CHRISTINA M. O'NEIL	FOOD SERVICE HELPER	01/14/2022	01/31/2022

			Hire Date	Resign Date
14.	ELVEDIN RACIC	LABORER	05/23/2022	06/03/2022
15.	LINDA A. ROBERTS	FOOD SERVICE HELPER	10/04/2021	03/31/2022 (verbal)
16.	SHEILA M. RYAN	CLEANER (HOURLY)	10/09/2018	06/06/2022
17.	KRISSANN M. TENBRINK	ASSISTANT COOK	12/01/2011	07/31/2022

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 **CARRIE L. HAMILTON** be appointed as a **TEACHER OF SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at the Center for a four year probationary appointment in the General Special Education Program tenure area, commencing September 01, 2022 and ending August 31, 2026 at an annual salary rate of \$47,181.00.

b. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **SUSAN J. DEIS's** appointment as a **CLINICAL INSTRUCTOR** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, be extended for a temporary appointment commencing September 01, 2022 and ending June 30, 2023 at a salary rate of \$34.18/hour.

c. RECOMMENDATION FOR TENURE APPOINTMENT(S)

The Human Resources Office and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s), who have satisfactorily completed their individual probationary periods and are being recommended for tenure by their immediate supervisors.

			Tenure Date
1.	KASEY L. BARRETT	Teaching Assistant	10/15/2022
2.	AMANDA M. BUCK	General Special Education Program	10/13/2022
3.	SARA F. REALE	English as a Second Language	10/11/2022
4.	KELSEY A. STEVENS	Foreign Language	09/01/2022
5.	SHIH-HAN WANG	Foreign Language	09/27/2022

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **SENAID BAJRAMOVIC** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in SUPPORT SERVICES, BOCES Networking, commencing June 20, 2022 at an annual salary rate of \$35,384.00, prorated.

SENAID BAJRAMOVIC has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**, until the results of the next civil service exam are known.

2. Recommend that **HEATHER M. BOMBACE** be appointed to a provisional appointment as a **SAFETY ASSISTANT COORDINATOR** in SUPPORT SERVICES, Safety Office, commencing July 14, 2022 at an annual salary rate of \$42,000.00, prorated.

HEATHER M. BOMBACE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SAFETY ASSISTANT COORDINATOR**, until the results of the next civil service exam are known.

3. Recommend that **GILLIAN M. GALLAGHER** be appointed to a provisional appointment as a **CLERK** in SUPPORT SERVICES, School Lunch Program, commencing June 20, 2022 at an annual salary rate of \$32,316.00, prorated.

GILLIAN M. GALLAGHER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK**, until the results of the next civil service exam are known.

4. Recommend that **MICHELE M. GRANT** be appointed to a provisional appointment as a **CLERK** in SUPPORT SERVICES, Central Business Office, commencing June 27, 2022 at an annual salary rate of \$34,361.00, prorated.

MICHELE M. GRANT has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK**, until the results of the next civil service exam are known.

b. 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.	ROBIN R. MASTERS	PRINCIPAL ACCOUNT CLERK	06/13/2022
2.	SUSAN L. ROBERTS	SENIOR ACCOUNT CLERK	06/21/2022

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **KIMBERLY D. CIMINO** be appointed to a part-time appointment as a **CLERK (part-time)** in SUPPORT SERVICES, Printing Services, commencing July 01, 2022 through June 30, 2023 at an hourly salary rate of \$52.24, as needed.
2. Recommend that **COLLEEN FITCH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing June 18, 2022 at an hourly salary rate of \$20.68, as needed.

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

3. Recommend that **ROBERT F. HARRIS JR** be appointed to a part-time appointment as a **CLERK (part-time)** in SUPPORT SERVICES, Operations and Maintenance, commencing July 05, 2022 through June 30, 2023 at an hourly salary rate of \$47.16, as needed.

ROBERT F. HARRIS JR has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK (part-time)**.

4. Recommend that **LEONARD L. JONES** be appointed to a part-time appointment as a **CLERK (part-time)** in SUPPORT SERVICES, Printing Services, commencing July 01, 2022 at an hourly salary rate of \$37.16, as needed.

LEONARD L. JONES has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK HOURLY**.

5. Recommend that **DENISE M. PHILIPSON** be appointed to a part-time, as needed appointment as a **CLEANER (HOURLY)** in SUPPORT SERVICES, Operations and Maintenance, commencing July 01, 2022 through June 30, 2023 at a salary rate of \$18.06/hour.

DENISE M. PHILIPSON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLEANER (HOURLY)**.

6. Recommend that **TIMOTHY RYAN** be appointed to a part-time, as needed appointment as a **CLEANER (HOURLY)** in SUPPORT SERVICES, Operations and Maintenance, commencing July 01, 2022 through June 30, 2023 at a salary rate of \$17.41/hour.

TIMOTHY RYAN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLEANER (HOURLY)**.

7. Recommend that **FREDERICK G. WAMPFLER's** part-time appointment as a **CLEANER (HOURLY)** in SUPPORT SERVICES, Operations and Maintenance, be extended commencing July 01, 2022 through June 30, 2022 at a salary rate of \$16.99/hour.

8. Recommend that **DIANE M. WENZEL's** part-time appointment as a **CLERK (part-time)** in SUPPORT SERVICES, Operations and Maintenance, be extended commencing July 01, 2022 through June 30, 2023 at a hourly salary rate of \$23.20, as needed.

d. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **ANGELO M. ARTZ** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, BOCES Networking, commencing July 05, 2022 and ending June 30, 2023 at an hourly salary rate of \$15.60.

ANGELO M. ARTZ meets the civil service requirements for the title and has been pre-approved by civil service.

2. Recommend that **SYDNEY P. BARRINGER** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, School Library System, commencing June 28, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

SYDNEY P. BARRINGER meets the civil service requirements for the title and has been pre-approved by civil service.

3. Recommend that **JACOB A. BAUM** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

JACOB A. BAUM meets the civil service requirements for the title and has been pre-approved by civil service.

4. Recommend that **NICHOLAS R. COMMISSO'S** temporary appointment as a **MOTOR VEHICLE OPERATOR - HOURLY** in SUPPORT SEVICES, Operations and Maintenance, be extended commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$15.58/hour.

5. Recommend that **GIDEON D. DREIER** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

GIDEON D. DREIER meets the civil service requirements for the title and has been pre-approved by civil service.

6. Recommend that **LUKE M. FILLER** be appointed to a temporary appointment as a **LABORER - HOURLY** in **SUPPORT SERVICES**, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

LUKE M. FILLER meets the civil service requirements for the title and has been pre-approved by civil service.

7. Recommend that **TERESA FOBARE'S** temporary appointment as a **BUSINESS MANAGER** in SUPPORT SERVICES, be extended commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$300.00/day, as needed.

8. Recommend that **SAMANTHA J. GAMBLE** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, BOCES Networking, commencing July 05, 2022 and ending June 30, 2023 at an hourly salary rate of \$15.60.

SAMANTHA J. GAMBLE meets the civil service requirements for the title and has been pre-approved by civil service.

9. Recommend that **JOHN A. GIACCIO** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Science Center, commencing June 2, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

JOHN A. GIACCIO meets the civil service requirements for the title and has been pre-approved by civil service.

10. Recommend that **AIDAN D. GREEN** be appointed to a temporary appointment as a **LABORER - HOURLY** in **SUPPORT SERVICES**, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

AIDAN D. GREEN meets the civil service requirements for the title and has been pre-approved by civil service.

11. Recommend that **ALEXANDER G. HERMANN** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Technical Repair Service, commencing July 05, 2022 and ending June 30, 2023 at an hourly salary rate of \$15.60.

ALEXANDER G. HERMANN meets the civil service requirements for the title and has been pre-approved by civil service.

12. Recommend that **CADEN D. HINDERLING** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Elementary Science Center, commencing June 27, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

CADEN D. HINDERLING meets the civil service requirements for the title and has been pre-approved by civil service.

13. Recommend that **YUSEPH M. ISMAIL** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

YUSEPH M. ISMAIL meets the civil service requirements for the title and has been pre-approved by civil service.
14. Recommend that **KENNETH A. LONG's** temporary appointment as a **BUSINESS MANAGER** in SUPPORT SERVICES, be extended commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$475.00/day.
15. Recommend that **PATRICIA A. SERVICE** be appointed to a temporary appointment as a **PROFESSIONAL DEVELOPMENT PROVIDER** in SUPPORT SERVICES, commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$500.00/day, as needed.
16. Recommend that **PATRICIA A. SERVICE's** temporary appointment as a **SCHOOL BUSINESS ADMINISTRATOR** in SUPPORT SERVICES, be extended commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$500.00/day.
17. Recommend that **DAVID P. SIMMONS's** temporary appointment as a **MOTOR VEHICLE OPERATOR - HOURLY** in SUPPORT SERVICES, Operations and Maintenance be extended commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$27.72/hour.
18. Recommend that **ISAIAH D. SOBOLEWSKI** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

ISAIAH D. SOBOLEWSKI meets the civil service requirements for the title and has been pre-approved by civil service.
19. Recommend that **MELISSA A. SPERRY** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, School Library System, commencing July 06, 2022 and ending June 30, 2023 at an hourly salary rate of \$15.60.

MELISSA A. SPERRY meets the civil service requirements for the title and has been pre-approved by civil service.

20. Recommend that **LANDON M. STILZ** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Elementary Science Center, commencing June 27, 2022 and ending June 30, 2023 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

LANDON M. STILZ meets the civil service requirements for the title and has been pre-approved by civil service.

21. Recommend that **TREVOR J. TAMBURINO** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Technical Repair Service, commencing June 24, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

TREVOR J. TAMBURINO meets the civil service requirements for the title and has been pre-approved by civil service.

22. Recommend that **OLIVER J. WALTERS** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Elementary Science Center, commencing June 22, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

OLIVER J. WALTERS meets the civil service requirements for the title and has been pre-approved by civil service.

23. Recommend that **JULIET R. WEINBERG** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Elementary Science Center, commencing June 21, 2022 and ending June 30, 2022 at an hourly salary rate of \$15.34 and then from July 1, 2022 through June 30, 2023 at an hourly salary rate of \$15.60.

JULIET R. WEINBERG meets the civil service requirements for the title and has been pre-approved by civil service.

e. RECOMMENDATION FOR NON-INSTRUCTIONAL TEMPORARY APPOINTMENTS

		Title	Start Date	End Date	Salary
1.	ASHLEY V. GIACCIO	LABORER - HOURLY	07/01/2022	06/30/2023	\$15.60/hr.
2.	MOLLY E. RIGGLEMAN	LABORER - HOURLY	07/01/2022	06/30/2023	\$15.60/hr.
3.	MATTHEW C. TOWNSEND	LABORER - HOURLY	07/01/2022	06/30/2023	\$15.60/hr.

f. RECOMMENDATION FOR CHANGE IN SALARY

			Date	Salary
1.	ANDREA E. MEYERS	GRAPHIC SERVICES SUPERVISOR	07/01/2022	\$80,000.00

g. RECOMMENDATION FOR ADDITIONAL ASSIGNMENT(S)

1. Recommend that **ANNE M. WIGHTMAN** be appointed to an additional assignment as a **PROCEDURES COORDINATOR** commencing July 01, 2022 and ending June 30, 2023 at a salary rate of \$15,000.00.

d. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	JOANNE DALEY	FFA ADVISOR	09/01/2022 - 06/30/2023	\$1,250.00
2.	PHILIP A. LACELLE JR	FFA ADVISOR	09/01/2022 - 06/30/2023	\$1,250.00
3.	KIMBERLY E. PETRONELLA	SKILLS USA ADVISOR	09/01/2022 - 06/30/2023	\$1,250.00

			Date	Stipend
4.	JOHN T. STRATTON	SKILLS USA ADVISOR	09/01/2022 - 06/30/2023	\$1,250.00
5.	KRISTEN A. TILLSON	TEACHER ASSISTANT	07/05/2022 - 08/12/2022	\$3,500.00 (student mgr.)
6.	AUDREY K. ZUIS	TEACHER ASSISTANT	07/05/2022 - 08/12/2022	\$3,500.00 (student mgr.)

e. ABOLISHMENT OF POSITIONS

1. Teaching/Certified Staff

- a. RECOMMENDATION FOR THE ABOLISHMENT OF POSITIONS UNDER EDUCATION LAW 2510.3 AND RECOMMENDATION FOR INVOLUNTARY REDUCTIONS IN SERVICES**

WHEREAS, the Cooperative Board and administration, in preparing program offerings for the 2022-2023 school year based upon service requests from component school districts, have determined that the Home-Based, Interactive Virtual Education (HIVE) program will no longer be offered in the 2022-2023 school year; and

WHEREAS, for reasons of economy and efficiency it is necessary to abolish certain professional education positions utilized in the HIVE program; and

WHEREAS, Section 3013 of the Education Law and Section 30.13 of the Rules of the Board of Regents prescribe the procedure to be followed when abolishing professional education positions.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. 7.0 full-time equivalent ("FTE") positions in the *Elementary* [Elementary, 8 NYCRR 30-1.4 and 30-1.5 area are abolished effective August 30, 2022.

Section 2. As of the date this resolution is adopted, there will be no separations from service in the applicable tenure areas prior to the abolishment of positions as set forth in Section 1.

Section 3. Based upon the abolition of positions set forth in Section 1, and the anticipated lack of separations from service as set forth in Section 2, that 7.0 full-time equivalent ("FTE") positions in the *Elementary* tenure area [Elementary, 8 NYCRR 30-1.4 and 30-1.5] will be subject to reductions in force.

Section 4. The following persons have the least seniority in the *Elementary* tenure area [Elementary, 8 NYCRR 30-1.4 and 30-1.5]:

1. Shelley, Jessica
2. Ritsema, Julia
3. Barnes, Kayla
4. Lonis, Hilary
5. Decker, Samantha
6. Bashant, Robert
7. Malagese, Laura

and are therefore subject to a reduction in force effective August 30, 2022.

Section 5. None of the persons named in Section 4 above have tenure or probationary status in any additional tenure area created by Part 30 of the Rules of the Board of Regents, and thus no right to transfer to any position in a different tenure area.

Section 6. All persons named in Section 4 above are, pursuant to Section 3013(3) of the Education Law, placed upon a preferred eligible list for appointment to any vacancies in positions which are similar to the positions which they held prior to the abolition of such positions pursuant to this resolution.

Section 7. The District Superintendent or her designee is hereby directed to notify, in writing, all persons listed in Section 4 above of the information set forth in this resolution, including their placement on the preferred eligible list. The District Superintendent is authorized to take such other actions which are necessary to implement this resolution.

f. SUMMER SCHOOL

1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

a. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - CAREER AND TECHNICAL EDUCATION

Daily rate is 1/200th of salary or hourly.

		Title	Start Date	End Date	Max Days	Salary
1.	TERRY R. BARR	Food Service	07/01/2022	07/30/2022	Instructor, Summer Camp	\$24.87/hr
2.	ALAINA M. BROCCOLI	REGISTERED PROFESSIONAL NURSE	07/01/2022	08/31/2022	4	\$31,921
3.	BRIAN L. CAMPBELL	Welding	07/01/2022	07/30/2022	Instructor, summer camp	\$24.87/hr
4.	MARISA G. DECOLA	Teaching Assistant	07/01/2022	07/30/2022	Instructor, summer camp	\$24.87/hr
5.	BRIAN F. FRANTZ	Teaching Assistant	07/01/2022	07/30/2022	Teaching Assistant, summer camp	\$15.00/hr
6.	SARA L. GARRETT	Teacher of Business Education	08/01/2022	08/30/2022	10	\$43,749

		Title	Start Date	End Date	Max Days	Salary
7.	PHILIP A. LACELLE JR	Teacher of Agriculture	07/01/2022	07/30/2022	Instructor, summer camp	\$24.87/hr
8.	JACQUELINE A. LAPERTOSA	Guidance	07/01/2022	08/31/2022	12	\$93,599
9.	ALEXANDER MC KINSEY	Teaching Assistant	07/01/2022	07/30/2022	Teaching Assistant, summer camp	\$15.00/hr
10.	KIMBERLY E. PETRONELLA	Summer Work Base Learning Coordinator	07/01/2022	08/31/2022	3	\$82,306
11.	LAURA PONIKTERA	Cosmetology	07/05/2022	08/08/2022	20	\$82,289
12.	SHAWN A. RACIOPPA	Commercial Art	07/01/2022	07/30/2022	Instructor, summer camp	\$24.87/hr
13.	THERESA M. SORON	Teaching Assistant	07/01/2022	07/30/2022	Teaching Assistant, summer camp	\$15.00/hr
14.	MICHELE WEAKLEY	Cosmetology	07/05/2022	08/08/2022	20	\$86,047
15.	KIMBERLY WHEELOCK	Guidance	07/01/2022	08/31/2022	12	\$70,593

**b. RECOMMENDATION FOR SPECIAL EDUCATION SUMMER SCHOOL APPOINTMENTS -
TEACHING/CERTIFIED**
Daily rate is 1/200th of salary.

		Title	Start Date	End Date	Max Days	Salary
1.	KATRINA M. BRIODY	Teaching Assistant	07/05/2022	08/12/2022	29	\$17,371
2.	BIANCA M. CARDILLO	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
3.	BRIANA M. CARMAN	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	12	\$60,677
4.	AUBREE L. CHANDLER- SUSINO	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
5.	VERONA DELIU	Teaching Assistant	07/05/2022	08/12/2022	29	\$17,871
6.	ANNE C. DEROSE	Teaching Assistant	07/05/2022	08/12/2022	29	\$17,871
7.	MARIE F. DYGERT	Teaching Assistant	07/05/2022	08/12/2022	29	\$17,036
8.	CRISTIANA GRANIERO	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
9.	DAWN E. HARVEY	School Psychologist	07/01/2022	08/31/2022	20	\$66,782
10.	LAURA E. HUGHES	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
11.	ROCHELLE L. HULL	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	29	\$63,303

		Title	Start Date	End Date	Max Days	Salary
12.	KIMBERLY JENNINGS	OCCUPATIONAL THERAPIST	07/05/2022	08/12/2022	24	\$61,188
13.	DEIDRE LALYER	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	12	\$78,700
14.	JANA L. LAMBERT	School Psychologist	07/01/2022	08/31/2022	15	\$57,532
15.	MELINDA LIGGINS	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
16.	NICOLE LOGALBO	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	12	\$77,212
17.	JUSTIN P. MAHANNA	Teaching Assistant	07/05/2022	08/12/2022	29	\$17,871
18.	MICHAEL A. MAKAROWSKI	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
19.	MICHELLE T. MC QUEENEY	OCCUPATIONAL THERAPIST	07/05/2022	08/12/2022	24	\$59,088
20.	LISA A. MCLEAN-TURNER	General Special Education Program	07/05/2022	08/12/2022	29	\$41,989
21.	ANNAMARIA L. MIRZA	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	18	\$53,219
22.	JULIE D. PACIFIC	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	18	\$67,300
23.	SUE PARDEE	OCCUPATIONAL THERAPY ASSISTANT	07/05/2022	08/12/2022	29	\$48,487
24.	JOHN M. PAWLOSKI	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
25.	SCOTT PHELPS	School Psychologist	07/01/2022	08/31/2022	15	\$73,182
26.	TRISHA PURNER	Teaching Assistant	07/13/2022	08/12/2022	23	\$17,871
27.	TRICIA L. ROBINSON	Prog. for Speech & Hearing Handicapped	07/05/2022	08/12/2022	24	\$88,899
28.	GEORGINA T. ROSA	Teaching Assistant	07/05/2022	08/12/2022	29	\$16,471
29.	ANDREW RUBINO	School Psychologist	07/01/2022	08/31/2022	15	\$69,604
30.	MARY SARA SPERL	PHYSICAL THERAPIST	07/05/2022	08/12/2022	24	\$68,411
31.	HEIDI L. VANDERMEULEN	Program for Visually Handicapped	07/05/2022	08/12/2022	18	\$79,609
32.	CANDACE WIGGINS	PHYSICAL THERAPIST	07/05/2022	08/12/2022	24	\$73,468

c. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

The following people are being recommended to teach in the Regional Summer School Program for 2022, for the period indicated. The actual need for any individual will not be determined until July 1, 2022. The decisions will be based upon enrollments at that time. Assignments may be for two period (\$2,993) or three periods (\$4,489.50) or not at all, based on enrollment. The Driver Education Instructors will be paid (\$5,986) for a full class load. Teaching Assistant - \$13.30/hr. Extended School Year (ESY) STEPS -Alternative Education Special Education Teacher/TA and Attendance Teacher Daily rate is 1/200th of salary.

		Title	Start Date	End Date	Salary
1.	JULIE M. ACQUAVIVA	ESY-STEPS-Alt Ed Special Education	07/05/2022	08/12/2022	\$53,698
2.	GINA F. ANTONE	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
3.	MICHELLE R. BACH	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
4.	MEREDITH A. BLANDO	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
5.	MEREDITH A. BLANDO	Attendance Teacher	07/01/2022	08/31/2022	\$41,989 - 10 days
6.	LEE BOYD	Social Studies	07/05/2022	08/17/2022	\$4,489.50
7.	HARLEY L. BUCZKOWSKI	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
8.	TRACEY A. BURRIS	Attendance Teacher	07/01/2022	08/31/2022	\$51,112 - 10 days
9.	MARYELLEN BUSA	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
10.	RYAN A. CALOGERO	Social Studies	07/05/2022	08/17/2022	\$4,489.50
11.	CHRISTY CANNISTRA	Elementary	07/11/2022	08/04/2022	\$2,993
12.	FRANCINE M. CARDONE	ESY-STEPS-Teaching Assistant	07/05/2022	08/12/2022	\$19,871
13.	MARIE A. CASTANO	Elementary	07/11/2022	08/04/2022	\$2,993
14.	JAMIE L. CERASI	Elementary	07/11/2022	08/04/2022	\$2,993
15.	JEANIE A. CHAMBRONE	Reading	07/11/2022	08/04/2022	\$1,496.50
16.	KALYN M. CHAMBRONE	Elementary	07/11/2022	08/04/2022	\$2,993
17.	BRANDEE A. COLLINS	PLATO Teacher	07/05/2022	08/17/2022	\$4,489.50
18.	ANTHONY L. CORIALE JR.	Social Studies	07/05/2022	08/17/2022	\$4,489.50
19.	LAURA M. CRABB	ESY-STEPS-Alt Ed Special Education	07/05/2022	08/12/2022	\$57,733
20.	MEGAN M. CROWLEY	Elementary	07/11/2022	08/04/2022	\$2,993
21.	JULIE A. DALEY	Elementary	07/11/2022	08/04/2022	\$2,993
22.	NATHAN DEBAN	Mathematics	07/05/2022	08/17/2022	\$4,489.50

		Title	Start Date	End Date	Salary
23.	MICHAEL A. DEGIOVINE	Music	07/05/2022	08/12/2022	\$43.58/hr
24.	MICHAEL A. DEGIOVINE	ESL Teacher	07/05/2022	08/17/2022	\$4,489.50
25.	DENIS A. DERIDER	ESY-STEPS-Alt Ed Special Education	07/05/2022	08/17/2022	\$4,489.50
26.	MARIA T. SOUZA	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
27.	SARA M. ENGELL	Alt Ed Special Education	07/05/2022	08/17/2022	\$4,489.50
28.	NICOLE L. ESTEY	PLATO	07/05/2022	08/17/2022	\$4,489.50
29.	QIAJA S. EVANS	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
30.	BRIAN F. FRANTZ	Science	07/05/2022	08/17/2022	\$4,489.50
31.	CAROL L. FURMANSKI	Science	07/05/2022	08/17/2022	\$4,489.50
32.	JULIE A. GIARDULLO	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
33.	JAMIE A. GREEN	Elementary	07/11/2022	08/04/2022	\$2,993
34.	NINA M. GRISWOLD	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
35.	TAMMY S. GUILIANO	ESY-STEPS-Alt Ed Nurse	07/05/2022	08/12/2022	\$42,671
36.	DANIELLE L. HAJDASZ	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
37.	KAITLYN N. HARTMAN	Elementary	07/11/2022	08/04/2022	\$2,993
38.	KAITLIN HAYES	Elementary	07/11/2022	08/04/2022	\$2,993
39.	DEBORAH A. HOULE	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
40.	PHILLIP A. HOWARD	Social Studies	07/05/2022	08/17/2022	\$4,489.50
41.	MERRITT H. HOWARD II	Social Studies	07/05/2022	08/17/2022	\$4,489.50
42.	CAMERON E. JENNINGS	Earth Science	07/05/2022	08/17/2022	\$4,489.50
43.	ELIZABETH L. JENNINGS	Spanish	07/05/2022	08/17/2022	\$4,489.50
44.	TERRY L. JONES	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
45.	KEITH E. JOSLIN	Driver Education	07/05/2022	08/17/2022	\$5,986
46.	DANIEL T. KEATING	Physical Education	07/05/2022	08/17/2022	\$4,489.50
47.	DANIEL T. KEATING	ESY-STEPS-Physical Education	07/05/2022	08/17/2022	\$85,927
48.	WILLIAM J. KEISER IV	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
49.	KRISTIN J. KOHN	Elementary	07/11/2022	08/04/2022	\$2,993
50.	HOLLY M. KRISTOFF	Attendance Teacher	07/01/2022	08/31/2022	\$51,892 - 10 days
51.	JULIANNE M. LARAMIE-NORDSTROM	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr

		Title	Start Date	End Date	Salary
52.	RACHEL V. LEWIS	Elementary	07/11/2022	08/04/2022	\$2,993
53.	ADRIANA M. LIBERATORE	Elementary	07/11/2022	08/04/2022	\$2,993
54.	BRITTNEY LINK	Mathematics	07/05/2022	08/17/2022	\$4,489.50
55.	LAUREN E. LIONETTI	Elementary	07/11/2022	08/04/2022	\$2,993
56.	JAKOB B. LUTKE	Driver Education	07/05/2022	08/17/2022	\$5,986
57.	CAITLIN E. MENNIG	Elementary	07/11/2022	08/04/2022	\$2,993
58.	DANIELLE N. MOORE	Alt Ed Special Education	07/05/2022	08/17/2022	\$4,489.50
59.	DANIELLE N. MOORE	Attendance Teacher	07/01/2022	08/31/2022	\$51,980 - 10 days
60.	RYENN M. MOORE	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
61.	GRETCHEN S. NICHOLS	Social Studies	07/05/2022	08/17/2022	\$4,489.50
62.	DAVID G. NORTON	ESL	07/05/2022	08/17/2022	\$4,489.50
63.	TRAVIS H. OWENS	Driver Education	07/05/2022	08/17/2022	\$5,986
64.	DANIEL G. PALMISANO	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
65.	LOUIS F. PARROTTA	Social Studies	07/05/2022	08/17/2022	\$4,489.50
66.	ALEX W. PRUE	Health	07/05/2022	08/17/2022	\$4,489.50
67.	CHRISTINE A. RASPANTE	Elementary	07/11/2022	08/04/2022	\$2,993
68.	AMBER L. RENZI	English	07/05/2022	08/17/2022	\$4,489.50
69.	LINDSAY B. ROBERTS	Elementary	07/11/2022	08/04/2022	\$2,993
70.	FALLON E. RUSSO	Elementary	07/11/2022	08/04/2022	\$2,993
71.	STEPHANIE B. SACCO	Elementary	07/11/2022	08/04/2022	\$2,993
72.	JIANNA M. SCALISE	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
73.	MELINDA P. SCHMELCHER	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
74.	KEVIN T. SCHULTZ	Mathematics	07/05/2022	08/17/2022	\$4,489.50
75.	JENNIFER M. SMITH	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
76.	MALLORY L. SNOW	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
77.	J'NAI L. SPAZIANI	Social Studies	07/05/2022	08/17/2022	\$4,489.50
78.	JOYA L. SPINA	Elementary	07/11/2022	08/04/2022	\$2,993
79.	ALAN C. STEELE	Driver Education	07/05/2022	08/17/2022	\$5,986
80.	AMANDA L. SULLIVAN	Elementary	07/11/2022	08/04/2022	\$2,993
81.	JOANNE F. SZCZYGIEL	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr

		Title	Start Date	End Date	Salary
82.	KATHERINE J. TEJADA	Health	07/05/2022	08/17/2022	\$4,489.50
83.	DAWN A. THOMAS	Special Education	07/05/2022	08/17/2022	\$4,489.50
84.	KRISTEN A. TILLSON	ESY-STEPS-Teaching Assistant	07/05/2022	08/12/2022	\$22,078
85.	TARA L. VANCAUWENBERGE	Health	07/05/2022	08/17/2022	\$4,489.50
86.	GEORGE J. VARRE	Teaching Assistant	07/05/2022	08/17/2022	\$13.30/hr
87.	ROBERT B. WALLACE	Driver Education	07/05/2022	08/17/2022	\$11,972 (8 periods)
88.	MARK C. WATERS	Special Education	07/05/2022	08/17/2022	\$4,489.50
89.	KATRINA P. WEIL	Elementary	07/11/2022	08/04/2022	\$2,993
90.	ERICA A. WILCZYNSKI	ESY-STEPS-Alt Ed Special Education	07/05/2022	08/17/2022	\$4,489.50
91.	ASHLEY R. WILLIAMS	Teaching Assistant	07/11/2022	08/04/2022	\$13.30/hr
92.	KATE L. WILLIAMS	Teaching Assistant	07/08/2022	08/04/2022	\$13.30/hr
93.	PATRICIA A. WILLIAMS	ESY-STEPS-Teaching Assistant	07/05/2022	08/12/2022	\$17,620
94.	FRANCIS G. WILLIAMS	Attendance Teacher	07/01/2022	08/31/2022	\$46,685 - 10 days
95.	KARINA M. ZABKO	Elementary	07/11/2022	08/04/2022	\$2,993
96.	BENJAMIN J. ZALEWSKI	Social Studies	07/05/2022	08/17/2022	\$4,489.50
97.	DAVID M. ZAMMIELLO	Social Studies	07/05/2022	08/17/2022	\$4,489.50
98.	AUDREY K. ZUIS	ESY-STEPS-Teaching Assistant	07/05/2022	08/12/2022	\$22,331

d. RECOMMENDATION FOR EXTRA ASSIGNMENTS - ALTERNATIVE EDUCATION STAFF
Daily rate is 1/200th of salary

		Title	Start Date	End Date	Max Days	Salary
1.	JACLYN M. BOGDAN	School Social Worker	07/01/2022	08/31/2022	6	\$47,387
2.	JAIME L. KNOUT	School Social Worker	07/01/2022	08/31/2022	6	\$52,328
3.	CAROLYN MANCUSO- LASALLE	Guidance	07/01/2022	08/31/2022	20	\$65,126
4.	SUZANNE J. O'BRIEN	Guidance	07/01/2022	08/31/2022	20	\$60,345
5.	STACY M. SARDINA	School Social Worker	07/01/2022	08/31/2022	6	\$85,797

e. RECOMMENDATION FOR SUMMER SCHOOL APPOINTMENTS - ADMINISTRATION

		Title	Start Date	End Date	Salary
1.	ERIC D. BOISEN	Principal	07/01/2022	08/18/2022	\$5,986
2.	LUKE M. MANOLESCU	Principal	07/05/2022	08/17/2022	\$5,986

		Title	Start Date	End Date	Salary
3.	ERIC C. ROTHDIENER JR.	Principal	07/05/2022	08/17/2022	\$5,986
4.	COLLEEN F. RUTHERFORD	Assistant Principal	07/05/2022	08/17/2022	\$4,489.50
5.	JAMIE M. WILLIAMS	Principal	07/01/2022	08/18/2022	\$5,986

2. RECOMMENDATIONS FOR SUMMER SCHOOL - NON-INSTRUCTIONAL

a. RECOMMENDATION FOR SPECIAL EDUCATION SUMMER SCHOOL APPOINTMENTS - NON-INSTRUCTIONAL

Daily rate is 1/200th of salary

		Title	Start Date	End Date	Max Days	Salary
1.	JILL A. MACDONALD	NURSE PRACTITIONER	06/27/2022	08/31/2022	11	\$67,585
2.	ANTHONY R. SBIROLI	NURSE PRACTITIONER	07/01/2022	08/31/2022	10	\$34,012
3.	JULIE SHANKMAN	NURSE PRACTITIONER	07/01/2022	08/31/2022	8	\$85,422
4.	TAMMY M. WEST	NURSE PRACTITIONER	07/01/2022	08/31/2022	6	\$61,223

b. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - NON-INSTRUCTIONAL

The following people are being recommended for clerical or nursing positions in the Regional Summer School Program for 2022. All people listed are potential hires. The actual need for any individual will not be determined until July 1, 2022. The decisions will be based on enrollments at that time and the actual need for clerical or nursing help.

		Title	Start Date	End Date	Salary
1.	WENDY J. BOLOS	Clerk	07/05/2022	08/17/2022	\$16.89/hr
2.	MICHAEL J. STONE	Clerk	07/05/2022	08/17/2022	\$16.89/hr



Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070
www.oneida-boces.org

MEMORANDUM

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D. 

DATE: June 2, 2022

SUBJECT: Board Policies

PREPARED BY: Joanna Keeler

VII D. 1.
Approval of Policy 5005, 5301, 5302, 5307
5500. ~~DELETE~~ 5301, 5402
(first reading)
June 8, 2022

VII D. 1.
Approval of Policy 5005, 5301, 5302, 5307
5500. ~~DELETE~~ 5301, 5402
(second reading)
July 13, 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 BOCES' Policy Committee, with legal assistance from the Madison-Oneida-BOCES Labor Relations and Policy Office, have audited the following policies listed below and is recommending approval by the full Cooperative Board.

Recommendations

It is recommended that 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.

5000 SUPPORT OPERATIONS

- 5005 INSPECTION, OPERATION AND MAINTENANCE OF FACILITIES
- 5301 PURPOSE, USE AND ADMINISTRATION OF OHM BOCES DIGITAL INFORMATION SYSTEMS
- 5302 USAGE OF SURVEILLANCE SECURITY CAMERAS IN THE ONEIDA-HERKIMER
- 5307 PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION (DATA SECURITY AND PRIVACY)
- 5500 FLAG DISPLAY

It is recommended that the Cooperative Board **deletes** the following policies:

- 5301 SOCIAL MEDIA AND ELECTRONIC DEVICE
- 5402 VEHICLE SAFETY

June 2022

Cooperative Board/Policy

Page 2 of 2

Resolution

That the Cooperative Board **adopt** the following policies:

- 5005 INSPECTION, OPERATION AND MAINTENANCE OF FACILITIES
- 5301 PURPOSE, USE AND ADMINISTRATION OF OHM BOCES DIGITAL INFORMATION SYSTEMS
- 5302 USAGE OF SURVEILLANCE SECURITY CAMERAS IN THE ONEIDA-HERKIMER
- 5307 PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION (DATA SECURITY AND PRIVACY)
- 5500 FLAG DISPLAY

And that the Cooperative Board **delete** the following policies:

- 5301 SOCIAL MEDIA AND ELECTRONIC DEVICE
- 5402 VEHICLE SAFETY

SUPPORT OPERATIONS

INSPECTION, OPERATION AND MAINTENANCE OF FACILITIES

I. Operation and Maintenance

- A. The District Superintendent is charged with the responsibility for administering plant operations in the most efficient and economical manner possible, while placing high priority on health and safety of students and staff and conservation of natural resources.
- B. The Board of Cooperative Educational Services has the responsibility to provide equipment, supplies and contractual services of high quality.
- C. The Board of Cooperative Educational Services, through the District Superintendent and ~~his/her~~ their staff, has the responsibility of protecting the OHM BOCES investment in plant and facilities through a systematic maintenance program.
- D. It is expected that the program shall include periodic preventive maintenance activities, long-range maintenance schedules and emergency repair procedures. It is further expected that all maintenance work will be carried out in a manner that will cause the least interference with the educational program.

Language from Policy 5007

E. 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 and/or department supervisor as appropriate regarding facility changes and remodeling plans. Building Principals and/or department supervisor as appropriate, 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.

III. Planning

- A. The Board of Cooperative Educational Services is responsible for maintaining a quality education at a reasonable cost. For this reason, the Board of Cooperative Educational Services shall concern itself with both short-range and long-range planning as it relates to the properties of the OHM BOCES. The Board of Cooperative Educational Services shall rely on a comprehensive long-range facilities plan developed by the District Superintendent in accordance with the Commissioner's Regulations to serve as a guide for capital improvements.

SUPPORT OPERATIONS

INSPECTION, OPERATION AND MAINTENANCE OF FACILITIES

- B. Such plan shall be reevaluated and made on an annual basis and shall include appraisal of the following:
1. The educational mission and long range plan of the District, with resulting administrative organization and program requirements;
 2. Present and projected pupil enrollments;
 3. Space use and State-rated pupil capacity of existing facilities;
 4. Priority of need for maintenance, repair modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
 5. The provision of additional facilities.
- C. ~~The Board of Cooperative Educational Services' building/leasing program shall be designed to provide the highest quality education possible.~~ The building/leasing program shall be based upon specific Board of Cooperative Educational Services' policies which have been and will continue to be modified to conform to changes in the curriculum, availability of funds, changes in student population to be served and changes in enrollments. The Board of Cooperative Educational Services also feels that, when feasible ~~ever possible~~, parents/legal guardians and other school district representatives, as well as principals, teachers, and central office staff members should be involved in the planning process.

IV. Inspections

- A. The administration of OHM BOCES shall cooperate with officials conducting health, fire, asbestos, bus, and boiler inspections. The administration shall keep the Board informed of the results of such inspections in a timely fashion.

V. Comprehensive Public BOCES Building Safety Program (RESCUE)

- A. The Board of Cooperative Educational Services Education is responsible for maintaining a healthy and safe environment for all staff and students. The Board of Cooperative Educational Services feels that in order to provide such an environment it must ensure that the facilities are safe and that all capital/renovation projects are performed in a manner which is consistent with all current health and safety regulations. For this reason, OHM BOCES shall develop a Comprehensive Public BOCES Building Safety Program in accordance with the Commissioners Regulations.
- B. The program shall be reevaluated and made current at least annually, and shall include the following:

SUPPORT OPERATIONS

INSPECTION, OPERATION AND MAINTENANCE OF FACILITIES

1. A five year capital facilities plan which will include a priority listing of current and proposed construction and renovation projects and major repairs and replacement of building systems and their costs.
2. A BOCES-wide building inventory, which will include information pertaining to each building including, but not limited to
 - a. Type of building, age of building, size of building;
 - b. Rated capacity, current enrollment;
 - c. List of energy sources and major building systems (lighting, plumbing, electrical, heating);
 - d. Summary of triennial Asbestos Inspection reports.
3. A five-year periodic inspection conducted by a licensed architect or engineer.
4. Procedures to ensure the safety of the building occupants while a construction/renovation projects is taking place. These procedures will include:
 - a. Notification to building occupants at least two (2) months before the start of work.
 - b. A plan to ensure that all contractors comply with all health and safety issues and regulations and wear photo ID badges.
 - c. A plan to provide the OHM BOCES Health and Safety committee an opportunity to inspect newly renovated or constructed areas before they can be opened for use.
 - d. An emergency plan which will address potential concerns with the capital project including, but not limited to evacuation procedures, fire drills, and structural failures.

~~VI. BOCES Facility Report Cards~~

~~The OHM BOCES Board President shall prepare a BOCES Facility Report for each occupied building. The Report Card for each building shall be reviewed annually by the Board of Cooperative Educational Services. The Board of Cooperative Educational Services shall report in a public meeting on the status of each item set forth in Commissioner's Regulations for each facility located in the OHM BOCES.~~

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 8 NYCRR 155.1, 155.4; NYS Education Law §1950

Adopted: 07/10/02

Revised: 11/14/18, _____

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- I. Scope of Policy
 - A. Digital information systems are important to achieving the Board of Cooperative Educational Services' educational goals and conducting business operations in an efficient manner. The Board of Cooperative Educational Services' goal is to provide students and staff with digital technology tools that are appropriate to support the Board of Cooperative Educational Services' instructional goals and operational needs, consistent with a wise use of the financial resources.
 - B. When used in this Policy, the term "digital information systems" includes computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive ~~white boards, or any like~~ whiteboards, video conferencing equipment, switches, and software that is owned, leased, or licensed by the OHM BOCES, or that the OHM BOCES has the use of through a cooperative educational services agreement (CoSer), and that is used to create, modify, store, or transmit information in a digitized form.
 - C. This Policy applies to the use of all OHM BOCES-managed devices, including mobile devices such as laptop computers and digital tablets, whether the equipment is used by staff, students, or members of the public. References to OHM BOCES-managed devices shall include devices owned by the OHM BOCES and devices that are assigned to the OHM BOCES for use within the OHM BOCES under OHM BOCES supervision.
 - D. This Policy also applies to the use of digital devices that are not OHM BOCES managed devices but are used to access and connect to the OHM BOCES' network, whether the device is owned or used by a staff member, student, or member of the public.
 - E. This Policy also applies to social media activity which takes place in the school building(s), on OHM BOCES grounds, or at OHM BOCES events and social media use accessed through school resources
 - F. The Board of Cooperative Educational Services prohibits employees from using digital devices to communicate with students except for educational purposes or those directly related to instruction and learning. For purposes of this policy, the Board of Cooperative Educational Services includes as permissible communications those between employees and student athletes insofar as such communication is necessary for training, scheduling and practice.
 - G. Anyone who uses any part of the OHM BOCES' digital information systems is expected to comply with the standards of use set forth in this Policy, whether that

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

person is a staff member (employees and volunteers), student, contractor, or member of the public (including parents or person in parental relation and community members).

- H. In addition to the standards set forth in this Policy for use of the OHM BOCES' digital information systems, users of those systems must comply with all other board-adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy, and the Equal Opportunity and Prohibition of Discrimination and Harassment Including Sexual Harassment Policy.
- II. OHM BOCES Accountability for Use of Digital Information Systems
- A. The Board of Cooperative Educational Services recognizes the OHM BOCES' responsibility to monitor the use of its digital information assets to ~~insure~~ ensure that those assets are used for their intended purposes, and that the use of those assets does not expose the OHM BOCES to unnecessary risk. The District Superintendent shall develop procedures and operating protocols that provide for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the OHM BOCES' assets.
- B. The OHM BOCES reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored, or transmitted using the OHM BOCES' digital information assets.
1. The only information that should be created, modified, stored, or transmitted using the OHM BOCES' digital information systems is information that is necessary to or supportive of the OHM BOCES' education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored, or transmitted by the individual using the OHM BOCES' digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the OHM BOCES' digital information systems.
 2. The District Superintendent shall ~~insure~~ ensure that staff, students, and the public are periodically advised that any information created, modified, stored, or transmitted using the OHM BOCES' digital information systems may be examined by the OHM BOCES for such reasons as to ~~insure~~ ensure that the systems are being properly used, or to comply with obligations under laws such as the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), and litigation discovery procedures.
- C. The OHM BOCES is not responsible for the quality, availability, accuracy, nature, or reliability of Internet service beyond the point at which the OHM BOCES' digital information systems connect to the Internet. Not all information found on the Internet

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

is accurate or reliable, and each user is responsible for verifying the integrity and authenticity of information that the user finds on the Internet.

- D. The OHM BOCES maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the digital information system shall not be deemed to be a public forum or limited public forum.

III. Responsible Use of Digital Information Systems

- A. Instructional and non-instructional staff are provided with access to the OHM BOCES' digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance, and may be subject to counseling or discipline consistent with applicable laws and collective bargaining agreements.
1. Each staff member shall execute an Employee Agreement On Use of OHM BOCES Technology Devices, Network, E-Mail and Internet regulation 5301.1 before being given access to the OHM BOCES digital information system.
 2. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the OHM BOCES.
- B. Students are provided with access to the OHM BOCES' digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy, or guidance issued by the District Superintendent or other administrator or teacher, may result in disciplinary action consistent with the OHM BOCES' Code of Conduct.
- C. Members of the public may access the OHM BOCES' digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access while in the school building). The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other Board Policies, and are reasonably advised that information created, modified, stored, or transmitted through the OHM BOCES' digital information systems is not considered private, except to the extent explicitly provided by law.
- D. Users must not engage in conduct that may compromise the security of the OHM BOCES' digital information systems.

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

1. A user may not access the systems with any password other than their own password.
 2. A user may not disclose the user's assigned password to anyone except a OHM BOCES staff member authorized to have access to that user's password.
 3. A user may not download or install any program, app, content, or other software that has not been approved for installation by the OHM BOCES.
 4. A user may not circumvent, or attempt to circumvent, any computer security measure implemented by the OHM BOCES or required by any service provider or program as a condition for using a service or program.
 5. A user may not download, create, or distribute a virus, Trojan horse, adware, or other malware, or add files to or delete files that change the function or operation of the digital information systems.
- E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless for pre-approved school-related purposes), or playing online games that have not been incorporated into course material.
- F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs, and programs.
- G. Users may not access, upload, download, or distribute pornographic material, obscene material, or sexually explicit material.
- H. Users may not create or distribute information that is disrespectful of other persons or groups, or that is illegal, defamatory, abusive, intimidating, harassing, or bullying, or the creation or distribution of which is illegal.
- I. Users may not participate in chat rooms, instant messaging, or e-mail that is not specifically permitted by a staff member as a legitimate school-related purpose.
- J. Users may not send or display unsolicited non-educational related messages or pictures.

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the OHM BOCES' instructional technology staff or other technical consultants.
 - L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.
 - M. Users may not use the OHM BOCES' digital information systems to conduct business transactions not related to their school responsibilities, or to perform work on behalf of any non-school organization.
 - N. Users may not engage in any activity using the OHM BOCES' digital information systems that violates any local, ~~S~~state, or federal law.
 - O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked, or be subject to discipline consistent with the OHM BOCES' Code of Conduct and applicable laws and collective bargaining agreements.
- IV. Physical Environment and Security
- A. The physical assets that are incorporated into the OHM BOCES' digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.
 - B. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.
 - C. If a OHM BOCES managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment, and the date of the expected return of the device. All devices shall be returned to the Instructional Technology Department no later than June 30 of each school year, unless prior arrangements have been made with the IT Department.
 - D. A staff member or student may take possession of an assigned device only after providing the Instructional Technology Department with a written agreement

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

acknowledging the following conditions with respect to the device and any related equipment provided with the device:

1. Use of the device must conform to the standards of responsible use set forth in this Policy, and all other applicable OHM BOCES policies and rules, whether the device is connected to the OHM BOCES' digital information systems or not;
2. The device remains the property of the OHM BOCES, and must be returned to the OHM BOCES at the designated time or when the user ceases to be affiliated with the OHM BOCES, if earlier;
3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances, and other physical dangers;
4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized OHM BOCES employee or designee, and will not allow any other person to use the device;
5. The software installed on the device is owned by or licensed to the OHM BOCES, and the user may not copy or alter the installed software; the user will not install or download any software, program, application, or executable code onto the device that is not approved by an authorized OHM BOCES employee or designee;
6. The user acknowledges that the device may be equipped with software installed by the OHM BOCES to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize, or circumvent this security measure;
7. The OHM BOCES retains the right to examine the device and its contents, and may do so remotely, and the user has no expectation of privacy in any information created, modified, stored, or transmitted with the device; and
8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the OHM BOCES for the damage.

Where the user is a student, the acknowledgement shall be signed by both the student and a parent or person in parental relation.

V. User Access Rights

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- A. The OHM BOCES shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files, or elements that are appropriate to the user's status and, where applicable, job responsibilities.
- B. The OHM BOCES shall periodically review the roster of users and their assigned access rights, and make adjustments to reflect any changes in circumstances.
- C. Users shall be required to use passwords that meet standards established by the District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, and to change passwords periodically.
- D. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, is authorized to develop and adopt procedures and protocols for assigning, reviewing, and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the OHM BOCES.

VI. Mitigation of Business Interruption Risk

- A. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The Board shall be briefed on the status of these plans at least annually.
- B. As part of the disaster recovery plan, the OHM BOCES shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the OHM BOCES' digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the OHM BOCES shall be prioritized and backup schedules set accordingly.
- C. The OHM BOCES shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible OHM BOCES personnel of the steps to follow in responding to, and recovering from, a disaster-related interruption of the operation of the OHM BOCES' digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure, and cyber intrusion.

VII. Email Component of Digital Information Systems

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- A. All references in this Policy to the use of OHM BOCES digital information systems include the use of those systems for the composing, sending, receipt, and storage of email. The OHM BOCES' reserved right to access and inspect information stored on or passing through its systems applies to email messages and related metadata. The standards of responsible use set forth above apply to email.
- B. Use of Email By Staff Members
1. Staff members are provided with credentials to access and use the OHM BOCES' email domain (@oneida-boces.org) to send and receive work-related emails. As noted above, those emails are not confidential or private. The OHM BOCES may review those emails for any reasonable business purpose, including to ~~insure~~ ensure compliance with this and other Policies, and with other applicable laws and regulations. The OHM BOCES may be required to disclose emails to third parties pursuant to the Freedom of Information Law (FOIL), Family Educational Rights and Privacy Act (FERPA), or other legal requirements. Employees shall not conduct personal business using the OHM BOCES' email address.
 2. Staff members must use the OHM BOCES' email domain to send and receive all work-related messages. If a staff member uses a personal email account to send or receive a work-related message, the staff member may be required to provide access to the personal email account in order to comply with FOIL, FERPA, or another legal requirement.
 3. If a staff member stores personal email, or passwords to personal email accounts, on the OHM BOCES' digital information systems, that information will be available to the OHM BOCES.
 4. Each email is a business document. Consistent with the standards for responsible use set forth above, all email should be businesslike, appropriate to the business purpose, and respectful of the recipients. Staff members must keep in mind that every email is subject to public disclosure under FOIL.
 5. Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.
- C. Use of Email by Students

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

1. Use of the OHM BOCES' email domain by students is permitted when assigned by a teacher as part of a class requirement, project, or unit.
2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) through a OHM BOCES owned machine.
3. The OHM BOCES' email domain is filtered and can be monitored by school staff. Students do not have an expectation of privacy when using the OHM BOCES' email domain.

VIII. Personally-Owned Devices Connected to the OHM BOCES' Digital Information Systems

- A. When devices not owned or managed by the OHM BOCES access the OHM BOCES' digital information systems, the OHM BOCES is exposed to several additional risks, such as the risk that malware will infiltrate the OHM BOCES' system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to OHM BOCES business will be stored on the device, and the OHM BOCES will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-OHM BOCES managed devices to the OHM BOCES' digital information systems shall be required to accept certain requirements.
- B. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, shall develop and implement procedures and protocols for authorizing devices not managed by the OHM BOCES to be connected to the OHM BOCES' digital information systems. Devices shall not be connected to the OHM BOCES' systems unless the user of the device agrees to the terms determined by the District Superintendent to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:
 1. The user acknowledges familiarity with this Policy and other relevant Policies, and agrees that the use of the OHM BOCES' digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;
 2. The user agrees to give the OHM BOCES access to the memory of the device when the OHM BOCES has a business reason to retrieve data or documents, including the need to respond to a FOIL request; a request for education records under FERPA; or a litigation disclosure requirement, or a review to confirm compliance with the standards of responsible use;

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

3. The user agrees that no OHM BOCES-related data or documents will be copied or otherwise stored in personal “cloud” accounts such as Dropbox, Box, OneDrive, etc.;
 4. The user agrees that OHM BOCES-related communications will be sent and received as email when practicable, and that text messaging will only be used to relay non-essential information;
 5. In the event that the device is lost, stolen, or missing for more than 48 hours, the user will immediately notify the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, and will cooperate with all OHM BOCES efforts to recover or reconstruct OHM BOCES-related information that was stored on the device;
 6. The user acknowledges that if the device is used to access the internet through the OHM BOCES’ digital information systems then that access will be filtered in accordance with the OHM BOCES’ Internet Safety Policy;
 7. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated, and updated where applicable;
 8. The user agrees that, if the device has the capability to connect to the internet using cell phone connections, the user will not connect the device to the internet using that capability while on school premises. Instead, the user will always connect to the OHM BOCES network in order to connect to the Internet;
 9. The user agrees that the OHM BOCES will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of being connected to and operating on the OHM BOCES’ digital information systems; and
 10. The user agrees that failure to abide by the terms of use will be sufficient reason for the OHM BOCES to block the device from further access to the OHM BOCES’ digital information systems.
- C. The use of non-OHM BOCES managed devices by students on school property shall be subject to rules and protocols approved by the District Superintendent after consultation with building principals and teachers.

IX. Student Data Security and Parental Consent

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- A. The creation, modification, storage, and transmission of personally identifiable student information using the OHM BOCES' digital information systems must comply with the requirements of F federal and S state law.
1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.
 2. Personally identifiable student information may not be provided to third party contractors (including online or "cloud" services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The District Superintendent shall develop and implement a procedure for administrators, teachers, and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.
- B. The standard procedure in the OHM BOCES shall be to provide each student with access to the OHM BOCES' digital information systems unless the student violates the OHM BOCES rules for the use of those systems or the OHM BOCES is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student's parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the OHM BOCES that their student is not to be given access to the OHM BOCES' digital information systems.

X. Data Security Awareness Training

OHM BOCES staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the OHM BOCES' digital information systems.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Cross Ref: 0015, Equal Opportunity and Nondiscrimination
1005, Code of Conduct
5300, Internet Safety

Adopted 07/10/02

Revised: 04/10/19, _____

SUPPORT OPERATIONS

USAGE OF SURVEILLANCE SECURITY CAMERAS IN THE ONEIDA-HERKIMER- MADISON BOARD OF COOPERATIVE EDUCATIONAL SERVICES

I. Statement of Policy

The Board of Cooperative Services promotes student, staff and visitor safety in all OHM BOCES facilities, grounds or buses. In order, that we may ensure a safe and effective learning environment, the Board of Cooperative Educational Services promotes the use of ~~surveillance~~-security cameras when necessary in all OHM BOCES facilities, grounds or buses. ~~Surveillance~~-security cameras will be used in public areas and other non-public areas, except areas, such as rest rooms, where there is an obvious requirement for privacy. Audio recordings will not be made with such cameras. Such prohibition does not preclude the use of audio recordings by law enforcement or OHM BOCES personnel when used in accordance with their official duties and as authorized by law.

II. Development and Review of Safety Practices

The OHM BOCES Safety Team will develop and review OHM BOCES safety practices. The team will make recommendations to the District Superintendent regarding the use and implementation of ~~surveillance~~-security cameras. The District Superintendent will retain the final decision making authority regarding Safety Team recommendations. The District Superintendent, will communicate with the Cooperative Board concerning the procedures to be followed with regard to the use of ~~surveillance~~-security cameras by OHM BOCES.

III. Use

In determining the most appropriate use and implementation of ~~surveillance~~-security cameras in the OHM BOCES, facilities, grounds and buses the OHM BOCES-wide Safety Team's recommendation will be guided by the following consideration:

- A. A demonstrated need for the device at designated locations;
- B. The appropriateness and effectiveness of the proposed usage of ~~surveillance~~-security cameras;
- C. The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to building, use of pass cards or identification badges, increased lighting, alarms, added supervision, etc.);
- D. Everyone's right to privacy and the need for public safety; and

SUPPORT OPERATIONS

USAGE OF SURVEILLANCE SECURITY CAMERAS IN THE ONEIDA-HERKIMER-
MADISON
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- E. The expense involved in the purchase, installation, maintenance and monitoring of surveillance security cameras at designated locations, including buses and/or on OHM BOCES grounds.

IV. Video Recording

Any video recording used for surveillance security purposes in OHM BOCES facilities, grounds and buses, will be the sole property of the OHM BOCES. The District Superintendent or a designee will be the custodian of such recordings. All video recordings will be their original form and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.

V. Viewing

Requests for viewing a specific video recording must be made in writing to the District Superintendent or designee and, if the request is granted, such viewing must occur in the presence of the OHM BOCES designated custodian of the recording. Under no circumstance will the OHM BOCES video recording be duplicated and/or removed from the OHM BOCES premises unless in accordance with a court order and/or subpoena or as otherwise required by law.

VI. Signage/Notification Regarding Use of Surveillance Security Cameras in OHM BOCES Buildings, Buses and/or on Grounds

- A. Appropriate signage will be posted at entrances to the OHM BOCES campus and/or at major entrances into OHM BOCES buildings notifying students, staff and the general public of the OHM BOCES use of surveillance security cameras.
- B. Students and staff will receive additional notification, as appropriate, regarding the use of surveillance security cameras on the OHM BOCES buses and/or on grounds. Such notification may include, but is not limited to, publication in the OHM BOCES calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance security cameras with staff and students to heighten awareness and help foster a sense of security. Neither shall this policy preclude the use of covert surveillance security methods, when deemed appropriate by the Board of Cooperative Educational Services and/or the District Superintendent.

USAGE OF SURVEILLANCE SECURITY CAMERAS IN THE ONEIDA-HERKIMER-
MADISON
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

VII. Records Retention

- A. All videotaped or other recordings obtained for security purposes that contain incidents that have potential administrative or legal uses (e.g. incidents where students are hurt, illegal activities, etc.) will be kept by OHM BOCES for three (3) years.

- B. Videotaped or other recordings not containing incidents warranting retention for potential administrative or legal uses need only be retained for at least two (2) weeks.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: Family Education Rights and Privacy Act, 20 U.S.C. 1232(g); NY Labor Law
Section 203-c; NY Penal Law Article 250

Adopted: 07/01/2004

Revised: 07/12/18, _____

SUPPORT OPERATIONS

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION (DATA SECURITY AND PRIVACY)

I. Statement of Policy

- A. In order to conduct a successful education program, the OHM BOCES receives, creates, stores, and transfers information about students, teachers, and principals that is protected by state and federal law. The Board of Cooperative Educational Services has adopted this Policy to ensure OHM BOCES compliance with the requirements of Education Law Section 2-d.
- B. The OHM BOCES takes active steps to protect the confidentiality of protected information in compliance with all applicable state and federal laws. The OHM BOCES expects all OHM BOCES officers, employees, and partners to maintain the confidentiality of protected information in accordance with state and federal law and all applicable Board of Cooperative Educational Services Policies.
- C. This Policy shall be published on the OHM BOCES website.

In order to conduct a successful education program, the OHM BOCES receives, creates, stores, and transfers information about students, teachers, and principals that is protected by state and federal law. The OHM BOCES takes active steps to protect the confidentiality of protected information in compliance with all applicable state and federal laws. The OHM BOCES expects all OHM BOCES officers, employees, and partners to maintain the confidentiality of protected information in accordance with state and federal law and all applicable Board of Cooperative Educational Services Policies.

This Policy shall be published on the OHM BOCES website.

II. Scope of Policy

A. Protected Information

- 1. The term Protected Information used in this Policy includes both, Protected Student Information, and Protected Teacher and Principal Information that is recorded in any form, including paper or digital, and text or image or sound.
- 2. The term Protected Student Information means personally identifiable information as defined in the federal regulations implementing the Family Educational Rights and Privacy Act (FERPA), found at 34 C.F.R. Section 99.3.

SUPPORT OPERATIONS

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

3. The term Protected Teacher and Principal Information means personally identifiable information about an individual's Annual Professional Performance Review (APPR) rating, as described in Education Law Section 3012-c(10).

B. Affected Persons and Entities

1. The term Student includes any person attending school in an educational agency or seeking to become enrolled in an educational agency.
2. The term Parent includes the parent, legal guardian, or person in parental relation to a Student.
3. The term Data Subject includes any Student and the Parent of the Student, and any teacher or principal who is identified in Protected Information held by the OHM BOCES.
4. As used in this Policy, the term Third Party means any person or organization that (a) is not employed by this OHM BOCES and is not an Educational Agency and (b) receives Protected Information from this OHM BOCES. The term Third-Party includes for-profit organizations, not-for-profit organizations, higher education institutions, and governmental agencies that are not Educational Agencies (such as law enforcement agencies).
5. As used in this Policy, the term Educational Agency includes public school districts, boards of cooperative educational services, charter schools, the State Education Department, certain pre-k programs, and special schools described in Section 2-d of the Education Law; higher education institutions are not Educational Agencies for purposes of this Policy.

C. Other Important Definitions

1. The term Breach means the unauthorized acquisition of, access to, use of, or disclosure of Protected Information by or to a person who is not authorized to acquire, access, use, or receive that Protected Information.
2. A Disclosure of Protected Information occurs when that information is released, transferred, or otherwise communicated to an unauthorized party by any means, including oral, written, or electronic; a disclosure occurs whether the exposure of the information was intentional or unintentional. A Disclosure is Unauthorized if it is not permitted by state or federal law

Policy is RequiredPROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

or regulation, or by any lawful contract, or not made in response to a lawful order of a court or tribunal.

3. The term Commercial or Marketing Purpose means (a) the sale of Protected Student Information, (b) the use or disclosure of Protected Student Information by any party (including the OHM BOCES) for purposes of receiving remuneration, either directly or indirectly, (c) the use of Protected Student Information for advertising purposes, (d) the use of Protected Student Information to develop or improve a Third Party product or service, or (e) the use of Protected Student Information to market products or services to students.

D. Implementation with Other Policies and Laws

The OHM BOCES has adopted other Policies and practices to comply with state and federal laws such as FERPA, IDEA, and the National School Lunch Act. This Policy will be implemented to supplement, and not replace, the protections provided by those laws, as recognized in OHM BOCES Policies and practices.

III. General Principles for Use and Security of Protected Information**A. Intentional Use of Protected Information**

1. All OHM BOCES staff and officers are expected to receive, create, store, and transfer the minimum amount of Protected Information necessary for the OHM BOCES to implement its education program and to conduct operations efficiently. In particular, the number of email documents containing Protected Information should be minimized.
2. Protected Student Information will only be disclosed to other OHM BOCES staff or Third Parties when that person or entity can properly be classified as a school official with a legitimate educational interest in that Protected Information, meaning that the person or entity requires that information to perform their job or fulfill obligations under a contract with the OHM BOCES.
3. Protected Information shall not be disclosed in public reports or other public documents.
4. Before Protected Student Information is disclosed to a Third Party, there shall be a determination that the disclosure of the Protected Information to that Third Party will benefit the student(s) whose information is being disclosed and the OHM BOCES.

SUPPORT OPERATIONS

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

5. Except as required by law or in the case of educational enrollment data, the OHM BOCES shall not report to the State Education Department student juvenile delinquency records, student criminal records, student medical and health records, or student biometric information.

B. Commercial and Marketing Use of Protected Information Prohibited

The OHM BOCES shall not sell protected information or use or disclose protected information for the purpose of receiving remuneration either directly or indirectly. The OHM BOCES shall not facilitate the use of Protected Information by another party for that party's commercial or marketing purpose.

IV. Data Protection Officer

A. Board of Cooperative Educational Services Designation

Upon the recommendation of the District Superintendent, the Board of Cooperative Educational Services will designate a Data Protection Officer. The designation shall be made by formal action at a Board of Cooperative Educational Services meeting.

B. Responsibilities of Data Protection Officer

1. The Data Protection Officer shall be responsible for the implementation of this Policy, under the supervision of the District Superintendent and consistent with other Board of Cooperative Educational Services Policies.
2. The Data Protection Officer shall serve as the initial point of contact for data security and privacy matters affecting the OHM BOCES, including communications with the Chief Privacy Officer of the State Education Department.
3. In addition to specific responsibilities identified in this Policy, the Data Protection Officer shall oversee the OHM BOCES assessment of its risk profile and assist the District Superintendent in identifying appropriate steps to decrease the risk of Breach or Unauthorized Disclosure of Protected Information, in alignment with the National Institute of Standards and Technology (NIST) Cybersecurity Framework.

V. Actions to Reduce Cybersecurity Risk

A. NIST Cybersecurity Framework

SUPPORT OPERATIONS

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

1. The OHM BOCES shall plan, install, maintain, operate, and upgrade its digital information network systems, infrastructure, and practices in alignment with the NIST Cybersecurity Framework, version 1.0, with the goal of steadily reducing the risk of unauthorized disclosure of, or access to, the Protected Information stored on and transmitted through the network.
2. In accordance with the approach of the NIST Cybersecurity Framework, the District Superintendent shall direct appropriate OHM BOCES personnel, including the Data Protection Officer, to continually assess the current cybersecurity risk level of the OHM BOCES, identify and prioritize appropriate “next steps” for the OHM BOCES to take to reduce cybersecurity risk, and implement actions to reduce that risk, consistent with available fiscal and personnel resources of the OHM BOCES.
3. Decisions regarding procurement and implementation of hardware and software, and decisions regarding the collection and use of Protected Information, shall take into consideration the anticipated benefit to the education program or operations of the OHM BOCES, and the potential increase or decrease in the risk that Protected Information will be exposed to unauthorized disclosure.

B. Setting Expectations for Officers and Employees

1. Notice of this Policy shall be given to all officers and employees of the OHM BOCES.
2. Officers and employees of the OHM BOCES shall receive cybersecurity training designed to help them identify and reduce the risk of unauthorized disclosures of Protected Information. Each employee shall receive such training at least annually. This training shall include information about the state and federal laws that govern Protected Information and how to comply with those laws and meet OHM BOCES expectations for the use and management of Protected Information.

VI. Parents Bill of Rights for Data Privacy and Security

A. Content of the Parents Bill of Rights for Data Privacy and Security

The OHM BOCES publishes on its website and will maintain a Parents Bill of Rights for Data Privacy and Security that includes all elements required by the

Policy is Required**PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)**

Commissioner's Regulations, including supplemental information about data-sharing agreements as described in Part B below.

B. Public Access to the Parents Bill of Rights for Data Privacy and Security.

The Parents Bill of Rights for Data Privacy and Security shall be posted on the OHM BOCES website. The website copy of the Parents Bill of Rights for Data Privacy and Security shall include links to the following supplemental information about each contract between the OHM BOCES and a Third Party that receives Protected Information:

1. The exclusive purpose(s) for which the OHM BOCES is sharing the Protected Information with the Third Party;
2. How the Third Party will ensure that any other entities with which it shares the Protected Information, if any, will comply with the data protection and security provisions of law and the contract;
3. When the agreement expires and what happens to the Protected Information when the agreement expires;
4. That a Data Subject may challenge the accuracy of the Protected Information through the process for amending education records under the Education Records Policy of the OHM BOCES (Protected Student Information) or the appeal process under the APPR Plan of the OHM BOCES (Protected Teacher and Principal Information);
5. Where the Protected Information will be stored (described in a way that protects data security); and
6. The security protections that will be taken by the Third Party to ensure that the Protected Information will be protected, including whether the data will be encrypted.

VII. Standards for Sharing Protected Information with Third Parties**A. Written Agreement For Sharing Protected Information With a Third Party Required**

1. Protected Information shall not be shared with a Third Party without a written agreement that complies with this Policy and Section 2-d of the Education Law.

Policy is Required**PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)**

2. Disclosing Protected Information to other educational agencies does not require a specific written agreement, because educational agencies are not Third Parties. However, any such sharing must comply with FERPA and Board of Cooperative Educational Services Policy.
 3. When the OHM BOCES uses a cooperative educational services agreement (CoSer) with a BOCES (the CoSer BOCES) to access an educational technology platform that will result in Protected Information from this OHM BOCES being received by a Third Party, this OHM BOCES will confirm that the product is covered by a contract between the CoSer BOCES and the Third Party that complies with Education Law Section 2-d. This OHM BOCES will confirm with the CoSer BOCES the respective responsibilities of this OHM BOCES and the CoSer BOCES for providing breach notifications and publishing supplemental information about the contract.
- B. Review and Approval of Online Products and Services Required
1. OHM BOCES staff do not have authority to bind the OHM BOCES to the Terms of Use connected to the use of online software products, regardless of whether there is a price attached to the use of the online product. Any staff member considering the use of an online product to perform the duties of their position should carefully read the online Terms of Service to determine whether accepting those terms will be considered binding on the OHM BOCES by the vendor.
 2. If the use of an online product will result in the vendor receiving Protected Information, then the vendor is a Third Party and any agreement to use the online product must meet the requirements of this Policy and Education Law Section 2-d. Therefore, no staff member may use an online product that shares Protected Information until the use of that product has been reviewed and approved by the Data Protection Officer.
 3. The District Superintendent, in consultation with the Data Protection Officer, shall establish a process for the review and approval of online technology products proposed for use by instructional or non-instructional staff.
- C. Minimum Required Content for Third-Party Contracts
1. Protected Information may not be shared with a Third Party unless there is a written, properly authorized contract or other data-sharing agreement that obligates the Third Party to:

Policy is Required**PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)**

- a. maintain the confidentiality of the Protected Information in accordance with all applicable state and federal laws;
- b. maintain the confidentiality of the Protected Information in accordance with this Policy;
- c. use the shared Protected Information only for the purpose(s) specifically described in the contract, and to not use the Protected Information for any Commercial or Marketing Purpose;
- d. limit access to Protected Information to only those officers and employees who need access in order to perform their duties in fulfilling the contract on behalf of the Third Party;
- e. ensure that no officer or employee of the Third Party will be given access to Protected Information until they have received training in the confidentiality requirements of state and federal laws and this Policy;
- f. not disclose any Protected Information to any other party who is not an authorized representative of the Third Party using the information to carry out Third Party's obligations under the contract, unless (i) Third Party has the prior written consent of the Data Subject to disclose the information to that party, or (ii) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure unless such notice is expressly prohibited by the statute or court order;
- g. maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Information in its custody;
- h. use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the U S. Department of Health & Human Services (HHS) in guidance issued under P.L. 111-5, Section 13402(H)(2);
- i. notify the OHM BOCES of any breach of security resulting in an unauthorized release of Protected Information by the Third Party or its assignees in violation of state or federal law, or in violation

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

of contractual obligations relating to data privacy and security in the most expedient way possible and without unreasonable delay but no more than seven (7) calendar days after the discovery of the breach; and

- j. where a breach or unauthorized disclosure of Protected Information is attributed to the Third Party, the Third Party shall pay for or promptly reimburse the OHM BOCES for the full cost incurred by this OHM BOCES to send notifications required by the Education Law.
2. The contract or other data-sharing agreement with the Third Party must include the Third Party's Data Security and Privacy Plan that is accepted by the OHM BOCES. The Plan must include a signed copy of the OHM BOCES Parents Bill of Rights for Data Privacy and Security, and shall:
- a. warrant that the Third Party's practices for cybersecurity align with the NIST Cybersecurity Framework 1.0;
 - b. equal industry best practices including, but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection;
 - c. outline how the Third Party will implement all state, federal, and local data security and privacy contract requirements over the life of the contract, consistent with this Policy;
 - d. specify the administrative, operational and technical safeguards and practices it has in place to protect Protected Information that it will receive under the contract;
 - e. demonstrate that it complies with the requirements of Section 121.3(c) of the Education Commissioner's Regulations;
 - f. specify how officers or employees of the Third Party and its assignees who have access to Protected Information receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
 - g. specify if the Third-Party will utilize sub-contractors and how it will manage those relationships and contracts to ensure Protected Information is protected;

SUPPORT OPERATIONS

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

- h. specify how the Third Party will manage data security and privacy incidents that implicate Protected Information including specifying any plans to identify breaches and unauthorized disclosures and to promptly notify the OHM BOCES; and
 - i. describe whether, how, and when data will be returned to the OHM BOCES, transitioned to a successor contractor, at the OHM BOCES's option and direction, deleted or destroyed by the Third-Party when the contract is terminated or expires.
 3. The contract or other data-sharing agreement with the Third Party must also include information sufficient for the OHM BOCES to publish the supplemental information about the agreement described in Part VI-B of this Policy.

VIII. OHM BOCES Response to Reported Breaches and Unauthorized Disclosures

A. Local Reports of Possible Breach or Unauthorized Disclosures

1. Data Subjects and other OHM BOCES staff who have information indicating that there has been a Breach or Unauthorized Disclosure of Protected Information may report that information to the Data Protection Officer.
2. The report of suspected Breach or Unauthorized Disclosure must be made in writing. A report received by email will be considered a written report. The report shall provide as much information as is available to the reporting party concerning what Protected Information may have been compromised, when and how the possible Breach or Unauthorized Disclosure was discovered, and how the Data Privacy Officer may contact the reporting party. The Data Protection Officer shall make a form available online and in each school office to be used for reporting a suspected Breach or Unauthorized Disclosure.
3. The Data Protection Officer, or designee, shall take the following steps after receiving a report of a possible Breach or Unauthorized Disclosure of Protected Information:
 - a. promptly acknowledge receipt of the report;
 - b. determine, in consultation with appropriate technical staff, what, if any, technology-based steps should be taken immediately to secure against further compromise of Protected Information;

Policy is Required**PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)**

- c. conduct a thorough factfinding to determine whether there has been a Breach or Unauthorized Disclosure of Protected Information, and, if so, the scope of the Breach or Unauthorized Disclosure and how it occurred;
 - d. if a Breach or Unauthorized Disclosure of Protected Information is found to have occurred, implement the Cybersecurity Incident Response Plan to correct and ameliorate the Breach or Unauthorized Disclosure and provide appropriate notifications to the State Education Department (SED) Chief Privacy Officer and affected Data Subjects; and
 - e. when the factfinding process is complete, provide the reporting party with the findings made at the conclusion of the factfinding process; this should occur no later than sixty (60) days after the receipt of the initial report, and, if additional time is needed, the reporting party shall be given a written explanation within the (sixty) 60 days that includes the approximate date when the findings will be available.
4. The Data Protection Officer shall maintain a record of each report received of a possible Breach or Unauthorized Disclosure, the steps taken to investigate the report, and the findings resulting from the investigation in accordance with applicable record retention policies, including Records Retention and Disposition Schedule ED-1.
 5. When this reporting and factfinding process results in confirmation of a Breach or Unauthorized Disclosure of Protected Information, the Data Protection Officer, or designee, shall follow the notification procedures described in Part VIII. B., below.
 6. The availability of this process for reporting suspected Breaches or Unauthorized Disclosures of Protected Information shall be communicated to all staff and all student households, in addition to the general posting of this Policy on the OHM BOCES website.
- B. Notification of Breach or Unauthorized Disclosure of Protected Information
1. Third Parties who learn of the Breach or Unauthorized Disclosure of Protected Information received from the OHM BOCES are required by law to notify the OHM BOCES of that occurrence no more than seven (calendar) days after their discovery of the Breach or Unauthorized

Policy is Required**PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)**

Disclosure. When the OHM BOCES receives such a notification, the Data Protection Officer, or designee, shall promptly obtain from the Third-Party the following information if it is not already included in the notice:

- a. a brief description of the Breach or Unauthorized Disclosure;
 - b. the dates of the incident;
 - c. the dates of the discovery by the Third Party;
 - d. the types of Protected Information affected; and
 - e. an estimate of the number of records affected.
2. When the OHM BOCES is notified by a Third Party of a Breach or Unauthorized Disclosure of Protected Information in the custody of the Third Party, the Data Protection Officer shall notify the Chief Privacy Officer of the State Education Department of that information within ten calendar days of receiving it from the Third Party, using the form provided by the Chief Privacy Officer.
 3. When the OHM BOCES learns of an Unauthorized Disclosure of Protected Information originating within the OHM BOCES, whether as the result of a report made under this Policy or otherwise, the Data Protection Officer shall notify the Chief Privacy Officer of the State Education Department of that information within ten calendar days of discovering the Unauthorized Disclosure, using the form provided by the Chief Privacy Officer.
 4. When the OHM BOCES has received notification from a Third Party of a Breach or Unauthorized Disclosure of Protected Information or has otherwise confirmed that a Breach or Unauthorized Disclosure of Protected Information has occurred, the OHM BOCES shall notify all affected Data Subjects by first-class mail to their last known address, by email, or by telephone, of the Breach or Unauthorized Disclosure. Notifications by email shall be copied into the record of the incident. Logs of telephone notifications shall be maintained with each record signed by the OHM BOCES employee making the contact. Each notification shall include the following information:
 - a. each element of information described in paragraph 1 above,

SUPPORT OPERATIONS

Policy is Required

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

- b. a brief description of the OHM BOCES investigation of the incident or plan to investigate; and
 - c. contact information for the Data Protection Officer as a point of contact for any questions the Data Subject may have.
5. The notification of affected Data Subjects shall be made in the most expedient way possible and without unreasonable delay, but no later than 60 calendar days after the discovery of the Breach or Unauthorized Disclosure or the receipt of the notice from the Third Party. If notification within the 60 day period would interfere with an ongoing law enforcement investigation or would risk further disclosure of Protected Information by disclosing an unfixed security vulnerability, the notification may be delayed until no later than seven calendar days after the risk of interfering with the investigation ends or the security vulnerability is fixed.
 6. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure attributed to a Third Party, the Data Protection Officer shall prepare and submit to the Third Party a claim for reimbursement, as provided in Section 2-d of the Education Law.
 7. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure of Protected Information under this Policy, the Data Protection Officer shall also determine whether the OHM BOCES is required to provide any notifications pursuant to the Information Security Breach policy.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law Section 2-d; Family Educational Rights and Privacy Act
FERPA 20 U.S.C. 1232g

Cross Ref: 7400 Education Records
5304 Information Security Breach

Adopted: 06/10/20

Review: _____

Policy is Required
FLAG DISPLAY

I. Statement of Policy

In keeping with New York State Education Law and Executive Law, the Board of Cooperative Educational Services accepts its duty to display the United States flag upon or near each OHM BOCES building during school hours, weather permitting, and such other times as the statutes may require or the Board of Cooperative Educational Services may direct.

II. Half-Staff

When ordered by the President, Governor, or local officer (i.e., to commemorate a tragic event or the death of an outstanding individual), the flag shall be flown at half-staff. The District Superintendent's approval shall be required for the flag to be flown at half-staff upon any other occasion.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §§418, 419; Executive Law §403

Adopted: 07/10/02

Revised: 07/12/18

Review: _____

SUPPORT OPERATIONS

SOCIAL MEDIA & ELECTRONIC DEVICE POLICY

- I. The OHM BOCES recognizes that employees, students and The Board of Cooperative Educational Services members utilize social media as a learning tool, for a wide variety of communications, and social interaction endeavors.
- II. The OHM BOCES encourages the proper, appropriate use of electronic devices and social media by OHM BOCES employees, students and members of the Board of Cooperative Educational Services. Simultaneously, it seeks to prevent use of social media in a manner which disrupts the educational environment of the school or jeopardizes the safety, health and well-being of employees and students. The OHM BOCES does not intend to routinely monitor employees' use of social media during off-duty hours.
- III. The District Superintendent is authorized to establish rules governing the specific use of social media by employees and staff through the approval of Regulation 5301.1.

VEHICLE SAFETY

I. Statement of Policy

Students attending OHM BOCES classes are expected to use school buses provided to transport them.

II. Personal Transportation

In those instances where students need to provide their own transportation, parking permits may be issued through the respective OHM BOCES school office. Students using vehicles on OHM BOCES property shall obey all traffic regulations of the State and of the OHM BOCES. Reckless driving and/or speeding shall not be tolerated. Student parking shall be allowed only in authorized places.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 04/10/19

MEMORANDUM

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

VII D. 2.
Approval of Policy 5100, 5301 (Revised), 0018.
(first reading)
July 13, 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:

5000 Support Operations

- 5100 Automated External Defibrillation (AED) (Revised)
- 5301 Purpose Use and Administration of District Digital Information Systems (Revised)

0000 General Comments

- 0018 Student Registration and Pre-Registration to Vote

JULY 2022

Cooperative Board/Policy

Page 2 of 2

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

5100 Automated External Defibrillation (AED) (Revised)

5301 Purpose Use and Administration of District Digital Information Systems
(Revised)

0000 General Comments

0018 Student Registration and Pre-Registration to Vote

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

I. Introduction

- A. In order to enhance the safety of staff, students and visitors at our facilities, the OHM BOCES adopts this policy governing the placement and use of Automated External Defibrillators (AEDs) on OHM BOCES property and at certain OHM BOCES functions.
- B. This policy and its accompanying regulations are designed to assure that the OHM BOCES personnel who operate Automated External Defibrillators (“AED”) are properly trained, that all AED equipment is maintained in good operating condition, and that all New York Laws, rules and regulations are strictly adhered to by the OHM BOCES.
- C. This policy and its accompanying regulations are deemed to be incorporated into each collaborative agreement to which the OHM BOCES becomes or is a party.

II. A. Training

- 1. Only those OHM BOCES employees who are trained to use AED’s in accordance with the laws of the State of New York shall be authorized to use the OHM BOCES AEDs. All trained personnel shall be familiar with and trained to use the specific model of AED Units owned by the OHM BOCES.
- 2. All personnel must successfully complete a training course in the operation of AED designed by a nationally recognized organization approved by the New York State Department of Health for the purpose of training people in the use of AEDs.
- 3. The OHM BOCES shall select an approved training course for designated AED users.

B. Location of AED Unit(s)

- 1. The New York State Education Law and Commissioner’s Regulations require that each school or board of cooperative educational services shall provide and maintain on-site in each instructional school facility, functional cardiac automated external defibrillator equipment for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies.

POLICY

Draft 5/24/22
5100 NEW

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

- 2. In determining the quantity and placement of automated external defibrillators, consideration shall be given to:
 - a. the number of students, staff and other individuals that are customarily or reasonably anticipated to be within such facility; and
 - b. the physical layout of the facility, including but not limited to:
 - 1. locations of stairways and elevators;
 - 2. number of floors in the facility;
 - 3. location of classrooms and other areas of the facility where large congregations of individuals may occur; and
 - 4. any other unique design features of the facility.
- 3. The OHM BOCES shall post a sign or notice at the main entrance to the facility or building in which the AED is stored, indicating the location where any such AED is stored or maintained in such building or facility on a regular basis.
- ~~3. The OHM BOCES has _____ AED units, which are to be available at the following locations:~~
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
- ~~4. If the OHM BOCES elects to change the location or number of AEDs, this policy shall be amended to reflect such changes.~~
- 4. The OHM BOCES shall notify the Mid-State Regional EMS Council of the existence, location and type of any automated external defibrillator it possesses.

III. AED Requirements

- A. The New York State Education Law requires public school officials and administrators responsible for public school facilities to ensure the presence of at least one staff person who is trained pursuant to Public Health Law Section 3000-b(3) (a), in the operation and use of an AED:

POLICY

Draft 5/24/22
5100 NEW

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

1. Whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, or
 2. Whenever a school-sponsored athletic contest or school-sponsored competitive athletic event is held at any location.
- B. Each automated external defibrillator device shall be approved by the Food and Drug Administration for adult use and/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device, and shall be used according to the manufacturer's instructions with due attention provided to operating procedures, maintenance and expiration date.
- IV. Emergency Health Care Provider
- A. As an AED provider, the OHM BOCES must identify a physician or hospital knowledgeable and experienced in emergency cardiac care to serve as an emergency health care provider (EHCP) and participate in a collaborative agreement. In many instances, the school physician may serve as the emergency health care provider.
- ~~B. The OHM BOCES has entered into a collaborative agreement with the following emergency health care provider:~~
- Name: _____
- B. If the identity of the emergency health care provider changes, the OHM BOCES shall enter into a collaborative agreement with the new emergency health care provider, and shall submit the new collaborative agreement to the Mid-State Regional EMS Council.
- V. Liability
- Pursuant to Section 917 of the Education Law and Sections 3000-a and 3000-b of the Public Health Law, any public access defibrillation provider, or any employee or other agent of the provider who, in accordance with the law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured shall be liable only pursuant to Section 3000-a of the Public Health Law.
- VI. Written Notices
- A. The OHM BOCES will provide written notice to 911 and/or community equivalent ambulance dispatch entities of the availability of AED services at the OHM BOCES.

POLICY

Draft 5/24/22
5100 NEW

SUPPORT OPERATIONS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

- B. The OHM BOCES will file a copy of the “Notice of Intent to Provide PAD” (DOH 4135) with the Mid-State Regional Emergency Medical Services Council (REMSCO), along with a copy of the collaborative agreement with the EHCP.

VII. Quality Improvement Program

- A. As required by the New York State Health Department, the _____ OHM BOCES will participate in a regionally approval quality improvement program, the details of which can be obtained from the following location:

Mid-State Regional Emergency Medical Services Council
14 Foery Drive
Utica, New York 13501
(315) 738-8351
(315) 738-8981 fax
(888) 225-6642

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law § 917, 8 NYCRR 136.4; Public Health Law §§

3000-a, 3000-b

Adopted: _____

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- I. Scope of Policy
- A. Digital information systems are important to achieving the Board of Cooperative Educational Services' educational goals and conducting business operations in an efficient manner. The Board of Cooperative Educational Services' goal is to provide students and staff with digital technology tools that are appropriate to support the Board of Cooperative Educational Services' instructional goals and operational needs, consistent with a wise use of the financial resources.
- B. When used in this Policy, the term "digital information systems" includes computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive ~~white boards~~, or any like whiteboards, video conferencing equipment, switches, and software that is owned, leased, or licensed by the OHM BOCES, or that the OHM BOCES has the use of through a cooperative educational services agreement (CoSer), and that is used to create, modify, store, or transmit information in a digitized form.
- C. This Policy applies to the use of all OHM BOCES-managed devices, including mobile devices such as laptop computers and digital tablets, whether the equipment is used by staff, students, or members of the public. References to OHM BOCES-managed devices shall include devices owned by the OHM BOCES and devices that are assigned to the OHM BOCES for use within the OHM BOCES under OHM BOCES supervision.
- D. This Policy also applies to the use of digital devices that are not OHM BOCES managed devices but are used to access and connect to the OHM BOCES' network, whether the device is owned or used by a staff member, student, or member of the public.
- E. This Policy also applies to social media activity which takes place in the school building(s), on OHM BOCES grounds, or at OHM BOCES events and social media use accessed through school resources
- F. The Board of Cooperative Educational Services prohibits employees from using digital devices to communicate with students except for educational purposes or those directly related to instruction and learning. For purposes of this policy, the Board of Cooperative Educational Services includes as permissible communications those between employees and student athletes insofar as such communication is necessary for training, scheduling and practice.
- G. Anyone who uses any part of the OHM BOCES' digital information systems is expected to comply with the standards of use set forth in this Policy, whether that

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

person is a staff member (employees and volunteers), student, contractor, or member of the public (including parents or person in parental relation and community members).

- H. In addition to the standards set forth in this Policy for use of the OHM BOCES' digital information systems, users of those systems must comply with all other board-adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy, and the Equal Opportunity and Prohibition of Discrimination and Harassment Including Sexual Harassment Policy.
- II. OHM BOCES Accountability for Use of Digital Information Systems
- A. The Board of Cooperative Educational Services recognizes the OHM BOCES' responsibility to monitor the use of its digital information assets to ~~insure~~ ensure that those assets are used for their intended purposes, and that the use of those assets does not expose the OHM BOCES to unnecessary risk. The District Superintendent shall develop procedures and operating protocols that provide for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the OHM BOCES' assets.
- B. The OHM BOCES reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored, or transmitted using the OHM BOCES' digital information assets.
1. The only information that should be created, modified, stored, or transmitted using the OHM BOCES' digital information systems is information that is necessary to or supportive of the OHM BOCES' education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored, or transmitted by the individual using the OHM BOCES' digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the OHM BOCES' digital information systems.
 2. The District Superintendent shall ~~insure~~ ensure that staff, students, and the public are periodically advised that any information created, modified, stored, or transmitted using the OHM BOCES' digital information systems may be examined by the OHM BOCES for such reasons as to ~~insure~~ ensure that the systems are being properly used, or to comply with obligations under laws such as the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), and litigation discovery procedures.
- C. The OHM BOCES is not responsible for the quality, availability, accuracy, nature, or reliability of Internet service beyond the point at which the OHM BOCES' digital information systems connect to the Internet. Not all information found on the Internet

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

is accurate or reliable, and each user is responsible for verifying the integrity and authenticity of information that the user finds on the Internet.

- D. The OHM BOCES maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the digital information system shall not be deemed to be a public forum or limited public forum.

III. Responsible Use of Digital Information Systems

- A. Instructional and non-instructional staff are provided with access to the OHM BOCES' digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance, and may be subject to counseling or discipline consistent with applicable laws and collective bargaining agreements.

- 1. Each staff member shall execute an Employee Agreement On Use of OHM BOCES Technology Devices, Network, E-Mail and Internet regulation 5301.1 before being given access to the OHM BOCES digital information system.
 - 2. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the OHM BOCES.

- B. Students are provided with access to the OHM BOCES' digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy, or guidance issued by the District Superintendent or other administrator or teacher, may result in disciplinary action consistent with the OHM BOCES' Code of Conduct.

- C. Members of the public may access the OHM BOCES' digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access while in the school building). The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other Board Policies, and are reasonably advised that information created, modified, stored, or transmitted through the OHM BOCES' digital information systems is not considered private, except to the extent explicitly provided by law.

- D. Users must not engage in conduct that may compromise the security of the OHM BOCES' digital information systems.

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

1. A user may not access the systems with any password other than their own password.
 2. A user may not disclose the user's assigned password to anyone except a OHM BOCES staff member authorized to have access to that user's password.
 3. A user may not download or install any program, app, content, or other software that has not been approved for installation by the OHM BOCES.
 4. A user may not circumvent, or attempt to circumvent, any computer security measure implemented by the OHM BOCES or required by any service provider or program as a condition for using a service or program.
 5. A user may not download, create, or distribute a virus, Trojan horse, adware, or other malware, or add files to or delete files that change the function or operation of the digital information systems.
- E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless ~~for~~ pre-approved school-related purposes), or playing online games that have not been incorporated into course material.
- F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs, and programs.
- G. Users may not access, upload, download, or distribute pornographic material, obscene material, or sexually explicit material.
- H. Users may not create or distribute information that is disrespectful of other persons or groups, or that is illegal, defamatory, abusive, intimidating, harassing, or bullying, or the creation or distribution of which is illegal.
- I. Users may not participate in chat rooms, instant messaging, or e-mail that is not specifically permitted by a staff member as a legitimate school-related purpose.
- J. Users may not send or display unsolicited non-educational related messages or pictures.

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the OHM BOCES' instructional technology staff or other technical consultants.
- L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.
- M. Users may not use the OHM BOCES' digital information systems to conduct business transactions not related to their school responsibilities, or to perform work on behalf of any non-school organization.
- N. Users may not engage in any activity using the OHM BOCES' digital information systems that violates any local, ~~S~~-state, or federal law.
- O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked, or be subject to discipline consistent with the OHM BOCES' Code of Conduct and applicable laws and collective bargaining agreements.

IV. Physical Environment and Security

- A. The physical assets that are incorporated into the OHM BOCES' digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.
- B. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.
- C. If a OHM BOCES managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment, and the date of the expected return of the device. All devices shall be returned to the Instructional Technology Department no later than June 30 of each school year, unless prior arrangements have been made with the IT Department.
- D. A staff member or student may take possession of an assigned device only after providing the Instructional Technology Department with a written agreement

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

acknowledging the following conditions with respect to the device and any related equipment provided with the device:

1. Use of the device must conform to the standards of responsible use set forth in this Policy, and all other applicable OHM BOCES policies and rules, whether the device is connected to the OHM BOCES' digital information systems or not;
2. The device remains the property of the OHM BOCES, and must be returned to the OHM BOCES at the designated time or when the user ceases to be affiliated with the OHM BOCES, if earlier;
3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances, and other physical dangers;
4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized OHM BOCES employee or designee, and will not allow any other person to use the device;
5. The software installed on the device is owned by or licensed to the OHM BOCES, and the user may not copy or alter the installed software; the user will not install or download any software, program, application, or executable code onto the device that is not approved by an authorized OHM BOCES employee or designee;
6. The user acknowledges that the device may be equipped with software installed by the OHM BOCES to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize, or circumvent this security measure;
7. The OHM BOCES retains the right to examine the device and its contents, and may do so remotely, and the user has no expectation of privacy in any information created, modified, stored, or transmitted with the device; and
8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the OHM BOCES for the damage.

Where the user is a student, the acknowledgement shall be signed by both the student and a parent or person in parental relation.

V. User Access Rights

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- A. The OHM BOCES shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files, or elements that are appropriate to the user's status and, where applicable, job responsibilities.
- B. The OHM BOCES shall periodically review the roster of users and their assigned access rights, and make adjustments to reflect any changes in circumstances.
- C. Users shall be required to use passwords that meet standards established by the District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, and to change passwords periodically.
- D. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, is authorized to develop and adopt procedures and protocols for assigning, reviewing, and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the OHM BOCES.

VI. Mitigation of Business Interruption Risk

- A. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The Board shall be briefed on the status of these plans at least annually.
- B. As part of the disaster recovery plan, the OHM BOCES shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the OHM BOCES' digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the OHM BOCES shall be prioritized and backup schedules set accordingly.
- C. The OHM BOCES shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible OHM BOCES personnel of the steps to follow in responding to, and recovering from, a disaster-related interruption of the operation of the OHM BOCES' digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure, and cyber intrusion.

VII. Email Component of Digital Information Systems

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- A. All references in this Policy to the use of OHM BOCES digital information systems include the use of those systems for the composing, sending, receipt, and storage of email. The OHM BOCES' reserved right to access and inspect information stored on or passing through its systems applies to email messages and related metadata. The standards of responsible use set forth above apply to email.
- B. Use of Email By Staff Members
1. Staff members are provided with credentials to access and use the OHM BOCES' email domain (@oneida-boces.org) to send and receive work-related emails. As noted above, those emails are not confidential or private. The OHM BOCES may review those emails for any reasonable business purpose, including to ~~insure~~ ensure compliance with this and other Policies, and with other applicable laws and regulations. The OHM BOCES may be required to disclose emails to third parties pursuant to the Freedom of Information Law (FOIL), Family Educational Rights and Privacy Act (FERPA), or other legal requirements. Employees shall not conduct personal business using the OHM BOCES' email address.
 2. Staff members must use the OHM BOCES' email domain to send and receive all work-related messages. If a staff member uses a personal email account to send or receive a work-related message, the staff member may be required to provide access to the personal email account in order to comply with FOIL, FERPA, or another legal requirement.
 3. If a staff member stores personal email, or passwords to personal email accounts, on the OHM BOCES' digital information systems, that information will be available to the OHM BOCES.
 4. Each email is a business document. Consistent with the standards for responsible use set forth above, all email should be businesslike, appropriate to the business purpose, and respectful of the recipients. Staff members must keep in mind that every email is subject to public disclosure under FOIL.
 5. Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.
- C. Use of Email by Students

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

1. Use of the OHM BOCES' email domain by students is permitted when assigned by a teacher as part of a class requirement, project, or unit.
2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) through a OHM BOCES owned machine.
3. The OHM BOCES' email domain is filtered and can be monitored by school staff. Students do not have an expectation of privacy when using the OHM BOCES' email domain.

VIII. Personally-Owned Devices Connected to the OHM BOCES' Digital Information Systems

- A. When devices not owned or managed by the OHM BOCES access the OHM BOCES' digital information systems, the OHM BOCES is exposed to several additional risks, such as the risk that malware will infiltrate the OHM BOCES' system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to OHM BOCES business will be stored on the device, and the OHM BOCES will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-OHM BOCES managed devices to the OHM BOCES' digital information systems shall be required to accept certain requirements.
- B. The District Superintendent, in consultation with the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, shall develop and implement procedures and protocols for authorizing devices not managed by the OHM BOCES to be connected to the OHM BOCES' digital information systems. Devices shall not be connected to the OHM BOCES' systems unless the user of the device agrees to the terms determined by the District Superintendent to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:
 1. The user acknowledges familiarity with this Policy and other relevant Policies, and agrees that the use of the OHM BOCES' digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;
 2. The user agrees to give the OHM BOCES access to the memory of the device when the OHM BOCES has a business reason to retrieve data or documents, including the need to respond to a FOIL request; a request for education records under FERPA; or a litigation disclosure requirement, or a review to confirm compliance with the standards of responsible use;

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

3. The user agrees that no OHM BOCES-related data or documents will be copied or otherwise stored in personal “cloud” accounts such as Dropbox, Box, OneDrive, etc.;
 4. The user agrees that OHM BOCES-related communications will be sent and received as email when practicable, and that text messaging will only be used to relay non-essential information;
 5. In the event that the device is lost, stolen, or missing for more than 48 hours, the user will immediately notify the ~~Director of Information and Technology~~ Assistant Superintendent for Support Services, and will cooperate with all OHM BOCES efforts to recover or reconstruct OHM BOCES-related information that was stored on the device;
 6. The user acknowledges that if the device is used to access the internet through the OHM BOCES’ digital information systems then that access will be filtered in accordance with the OHM BOCES’ Internet Safety Policy;
 7. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated, and updated where applicable;
 8. The user agrees that, if the device has the capability to connect to the internet using cell phone connections, the user will not connect the device to the internet using that capability while on school premises. Instead, the user will always connect to the OHM BOCES network in order to connect to the Internet;
 9. The user agrees that the OHM BOCES will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of being connected to and operating on the OHM BOCES’ digital information systems; and
 10. The user agrees that failure to abide by the terms of use will be sufficient reason for the OHM BOCES to block the device from further access to the OHM BOCES’ digital information systems.
- C. The use of non-OHM BOCES managed devices by students on school property shall be subject to rules and protocols approved by the District Superintendent after consultation with building principals and teachers.

IX. Student Data Security and Parental Consent

POLICY

Draft 05/24/22

SUPPORT OPERATIONS

5301 Renumber/ Revise 5306 Replace 5301&5301.1

PURPOSE, USE AND ADMINISTRATION OF OHM BOCES
DIGITAL INFORMATION SYSTEMS

- A. The creation, modification, storage, and transmission of personally identifiable student information using the OHM BOCES' digital information systems must comply with the requirements of F federal and S state law.
1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.
 2. Personally identifiable student information may not be provided to third party contractors (including online or "cloud" services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The District Superintendent shall develop and implement a procedure for administrators, teachers, and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.
- B. The standard procedure in the OHM BOCES shall be to provide each student with access to the OHM BOCES' digital information systems unless the student violates the OHM BOCES rules for the use of those systems or the OHM BOCES is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student's parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the OHM BOCES that their student is not to be given access to the OHM BOCES' digital information systems.

X. Data Security Awareness Training

OHM BOCES staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the OHM BOCES' digital information systems.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Cross Ref: 0015, Equal Opportunity and Nondiscrimination
1005, Code of Conduct
5300, Internet Safety

Adopted 07/10/02

Revised: 04/10/19, _____

Policy is Required

STUDENT REGISTRATION AND PRE-REGISTRATION TO VOTE

I. Statement of Policy

The participation of all citizens in civic decision-making is fundamentally important to maintaining democratic government. As part of the Oneida-Herkimer-Madison Board of Cooperative Educational Services (“OHM BOCES”) civics instruction program, the Board of Cooperative Educational Services encourages all students to exercise their right to register to vote, if age 18 or over, and to pre-register to vote, if age 16 or 17.

II. Implementation of Policy

The District Superintendent shall confer with administrators and secondary-level educators to determine how the promotion of voter registration and pre-registration can be supported as part of the OHM BOCES civics instruction program and co-curricular activities. If the District Superintendent determines that conducting actual voter registration or pre-registration can be done on OHM BOCES premises, during the school day or at other times (such as during extracurricular activities), the District Superintendent or the District Superintendent’s designee may actively collaborate with the county board of election to plan and conduct such activities. However, completion or submission of voter registration or pre-registration forms shall not be made a course requirement or a factor in determining any student’s grade for a course.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Election Law §5-507(2)

Adopted: 03/11/20

Reviewed: _____



Oneida-Herkimer-Madison BOCES

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Assistant Superintendent for Support Services

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VII D. 3.
Approval of Creation of Senior Public
Relations Specialist Position
July 13, 2022


MEMORANDUM

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D. 

DATE: June 21, 2022

SUBJECT: *Senior Public Relations Specialist*

PREPARED BY: Scott Morris 

Background:

Oneida-Herkimer-Madison BOCES School Communication Service provides school districts with the expertise to plan and develop a comprehensive public relations and communication program that begins with students, parents, and teachers and reaches out to include the wider community. A professional and consistent district approach to public information builds more active support from parents and community partners. The School Communication Service offers strategic communication planning services for building projects, budgets, and other initiatives. The program also provides expert staff in news media relations, graphic/visual arts, publications, and web site development.

Discussion:

In order for the Support Services Division to meet the evolving public relations needs of our districts we need to create a career ladder within the service. This position involves responsibility for planning a promotional and public relations program and disseminating information on events, programs and facilities via social media, print and internet. This would be a twelve-month full-time position (1.0 FTE) with a salary range of \$50,000 - \$60,000. This is the final step of the School Communications restructure to support the enhanced service model.

Recommendation:

It is recommended that the Cooperative Board grant its approval to create a position of *Senior Public Relations Specialist*.

Resolution:

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



Oneida-Herkimer-Madison BOCES


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VII D. 4.
Approval of Director of School Health
Services Agreement
July 13, 2022


MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: June 13, 2022

Subject: Approval of Director of School Health Services Agreement

Prepared by: Christopher Hill 

Background

The Oneida-Herkimer-Madison BOCES has entered into annual contractual agreements with medical professionals to provide required medical services to the Oneida-Herkimer-Madison BOCES and its component school districts. Since July 1, 2014 these services have been provided by the Slocum-Dickson Medical Group.

Discussion

Based upon the need for a competent physician authorized to practice medicine in the state of New York as a consultant Director of School Health Services to supervise OHM BOCES' medical staff, it is recommended that a Director of School Health Services be available to BOCES and District staff and students to provide required medical oversight, recommendations and Nurse Practitioner supervision.

For the 2022-23 school year, the Director of School Health Services contract is \$65,430.00.

Recommendation

That the Cooperative Board approves the agreement with the Slocum-Dickson Medical Group to provide medical services oversight from July 1, 2022 through June 30, 2023. The amount of the contract is \$65,430.00.

Resolution

That the Cooperative Board approves the agreement with the Slocum-Dickson Medical Group to provide medical services oversight from July 1, 2022 through June 30, 2023 for the amount of \$65,430.00.

Attachments

AGREEMENT- Director of School Health Services

On this 30th day of June, 2022, the ONEIDA-HERKIMER-MADISON BOARD OF COOPERATIVE EDUCATIONAL SERVICES (hereinafter called "OHM BOCES"), with administrative offices located at 4747 Middle Settlement Road, New Hartford, New York 13413 and Slocum Dickson Medical Group, 1729 Burrstone Road, New Hartford, NY 13413, hereby agree as follows:

WHEREAS, OHM BOCES is desirous to engage the services of a competent physician authorized to practice medicine in the State of New York as a Director of School Health Services pursuant to Sections 902 and 1950 of the Education Law, and

WHEREAS, OHM BOCES is also desirous to engage the services of a competent physician as a consultant Director of School Health Services to supervise OHM BOCES' medical staff, and

WHEREAS, Slocum Dickson Medical Group is certified and licensed in the State of New York and is desirous to provide to OHM BOCES services as OHM BOCES' Director of School Health Services,

NOW, therefore in exchange for the consideration hereinafter stated:

1. OHM BOCES, pursuant to Sections 902 and 1950 of the Education Law and 8 N.Y.C.R.R. Section 136.2, hereby contracts Slocum Dickson Medical Group to act as BOCES' Director of School Health Services from July 1, 2022 until June 30, 2023. Said contract sum shall be paid as follows:
 - A. An annualized consulting rate of \$1023.75 per .1 FTE of the 2022-2023 school year purchased Nurse Practitioner service plus \$1905.00 per district (12 component, 2 non-component, and OHM BOCES for a total

of 15 units with OHM BOCES representative of [1] district) for the Medical Director position paid in ten (10) installments. Slocum Dickson Medical Group will be responsible for all required tax withholdings from said annual consulting fee. The parties agree payment will be made directly to Slocum-Dickson Medical Group, PLLC.

2. As OHM BOCES' Director of School Health Services, in consideration for the contract sum, Slocum Dickson Medical Group will perform the following daily services for OHM BOCES for the OHM BOCES' school sites:

A. General supervision of and consultation with all of OHM BOCES' medical staff in their duties with respect to OHM BOCES' students and staff. Direct Supervision of OHM BOCES' nurse practitioners who will, in conjunction with OHM BOCES medical staff, provide:

- Communicable Disease Program
- Child Abuse – Neglect Investigation
- Medical Society Updates
- Medical Coverage of all OHM BOCES' Schools
- Administrative Staff Duties for OHM BOCES' Schools
- Consultation with other OHM BOCES' departments, administrators and staff on any and all medical concerns.

B. All inspections/physicals of OHM BOCES' students as required by State law, rule or regulation pursuant to Sections 901 to 910 of the Education Law and 8 N.Y.C R.R 136, et seq. of the Regulations of the Commissioner of Education as well as required supervision/consultation of inspections/physicals of OHM BOCES' staff, including but not limited to the following areas:

- Mandated Physicals K-1-3-5-7-9-11
- Special Education Physicals/exams as required
- Sports Physicals for students
- Employment Physicals for Students and Employees as required
- Immunization Programs
- Scoliosis Screening
- B.P. Screening
- Kindergarten Screening
- Communicable Disease Program
- Hepatitis B Program
- Infection Control Program
- Vision Screening Program
- Medical Waste Program
- Food Handler Exams
- 19 A DMV Bus Driver Exams

C. General supervision of and consultation with all of OHM BOCES' and participating districts medical staff in their duties with respect to:

- Serve as an active member of the District's Committee on Special Education
- Conduct such special examinations as may be indicated by the examining Nurse Practitioner or the District's Committee on Special Education
- Conference, when requested, with the Director of Pupil Personnel
- Act as a consultant to school administrators and school health personnel on medical problems and public health procedures
- Work with school administrators on public information programs
- Serve as a liaison with private physicians as requested by the district
- Assist in the development and implementation of medical practices and procedures in the district

D. Review, recommendation and supervision of all revisions and/or upgrading of OHM BOCES' policies and procedures for compliance with any applicable statues/regulations dealing with OHM BOCES' students and/or employees, including but not limited to the following areas:

- N.Y.S. Health Department requirements to maintain licensure in New York
- Policy Development or revision to maintain Federal, State and County Mandates
- Occupational Safety Issues

E. Supervision of OHM BOCES' maintenance of student cumulative records covering the essential features of OHM BOCES' health service program.

F. Supervision of the preparation and submittal of all required OHM BOCES medical reports to the New York State Education Department on forms prescribed by the Commissioner of Education.

3. Slocum Dickson Medical Group will supervise the aforementioned services provided by OHM BOCES at the following sites:

- Adirondack Central School District
- Brookfield Central School District
- Clinton Central School District
- Holland Patent Central School District
- Mount Markham Central School District
- New Hartford Central School District
- New York Mills Union Free School District
- Oriskany Central School District
- Remsen Central School District

- Sauquoit Central School District
- Utica City School District
- Waterville Central School District
- Westmoreland Central School District
- Whitesboro Central School District
- OHM BOCES Career & Technical Education Program, Special Education Program, Alternative Education Program and Administration, Pathways in Technology and Early College High School

4. At all times during the term of this Contract, Slocum Dickson Medical Group agrees to carry out his duties and to provide the services outlined above in a manner consistent with the requirements of all Federal, State and local laws pertaining to educational and public agencies, ethical behavior and non-discriminatory services, including but not limited to N.Y.S. Education Commission Regulation 8 N.Y.C.R.R. Section 29 dealing with unprofessional conduct.

5. OHM BOCES and Slocum Dickson Medical Group agree that this Agreement may be terminated at any time by either party without cause upon thirty (30) working days written notice to the other party at said party's current address during the term of appointment except that said notice shall not be required for termination of said Agreement on June 30, 2023.

In case of termination of said Agreement, OHM BOCES will be provided with all documents, notes and memoranda (if any) with respect to OHM BOCES' health service and medical staff in Slocum Dickson Medical Group's possession up to the date of termination of said Agreement.

The Parties further agree that this Consulting Agreement expires on June 30, 2023 without notice. Any extension or renewal of said Agreement shall be authorized by OHM BOCES' Board of Cooperative Education.

The current physician is part of the Slocum Dickson Medical Group, PLLC practice and it is understood that other qualified physicians may assist in providing these duties in the event that they are not available.

Dated: July 13, 2022

Dated: _____, 2022

Printed Name

Printed Name

Oneida-Herkimer-Madison BOCES
Board of Education President

Slocum-Dickson Medical Group, PLLC



Oneida-Herkimer-Madison BOCES

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VII D. 5.

Approval of Cooperative Board
Handbook – Draft Revised

July 13, 2022

MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: June 17, 2022

Subject: Approval of Cooperative Board Handbook – Draft Revised

Background:

The handbook was designed to assist members performing their roles as trustees of Oneida-Herkimer-Madison BOCES.

Discussion:

The handbook will continually be reviewed and updated to assist Cooperative Board members.

Recommendation:

It is recommended that the Board convene the handbook committee. It is also recommended that the Board approve the draft revised handbook to be used until a finalized handbook is adopted by the Cooperative Board.

Resolution:

That the Cooperative Board approves the current and most updated version of the Cooperative Board Member Handbook dated July 13, 2022.

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