



Oneida-Herkimer-Madison BOCES

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

AGENDA

Cooperative Board Regular Meeting

February 8, 2023 4:30 p.m.

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

Draft Timeline

4:30 I. Call to Order

II. Pledge of Allegiance

4:35 III. Recognition

- School to Career Programs
Regional Program for Excellence

Student: Brooke Manolescu

Administrators: Michelle Hall, Director of School to Career Programs
Shannon Vescera, Employment Specialist, Regional
Program for Excellence

- School to Career Programs – Presentation

4:55 IV. Recognition of Visitors

5:20 V. Communications

A. From the Floor

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

B. Correspondence

- 5:30** VI. Reports:
Board Committee Reports/Minutes
- Handbook Committee

- District Superintendent Report(s)
- Budget Overview & Discussion
- Program & Professional Learning Presentation
Ann Turner & Kevin Healy

- 5:50** VII. A. Approval of the Minutes of the Regular Meeting of January 11, 2023
(page 11)

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

B. Financial Report (page 27)

1. Acceptance of Report of the Treasurer, December
2. Approval of 2022-2023 Budget Adjustment Report, December

C. Personnel Report (page 47)

- a. Retirements
 1. Non-Instructional/Classified Staff
- b. Resignations
 1. Teaching/Certified Staff
 2. Non-Instructional/Classified Staff
- c. Unpaid Leave(s) of Absence
 1. Teaching/Certified Staff
- d. Appointments
 1. Teaching/Certified Staff
 - a. Recommendation for Probationary Appointment(s)
 - b. Recommendation for Part-Time Appointment(s)

- c. Recommendation for Long-Term Substitute Appointment
- d. Recommendation for Tenure Appointment(s)

2. Non-Instructional/Classified Staff

- a. Recommendation to create one (1) full-time Graphic Design Specialist position

- a. Recommendation for Provisional Appointment – Civil Service Competitive Title
- b. Recommendation for Probationary Appointment(s)
- c. Recommendation for Part-Time Appointment(s)
- d. Recommendation for Permanent Appointments from Civil Service Listing

D. Action Items (page 61)

- 1. Approval of Tentative Budget 2023-2023
- 2. Approval of Records Retention Coordinator
- 3. Approval of Board Policy 7302 Use of Time Out Room(s) **(Second Reading)**
- 4. Approval of Board Policy 4201 Budget Development and Adoption; 4300 Investments; 4304 Personal Property of the Board of Cooperative Educational Services; 4404 Personal Property Acquisitions; 4501 Competitive Bidding; 4502 Non-Bid Purchasing; 4503 Purchase Orders; 6201 Drug-Free Workplace Policy **(First Reading)**
- 5. Approval of Advisory Council Membership – New Student Members
- 6. Approval of Consultant Committee Membership
- 7. Approval of Memorandum of Agreement
- 8. Approval of Contracts

6:00 VIII. Board Topic(s)/Discussion Item(s)

- DEI Policy

6:20 IX. Old Business

6:30 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)
X	discussing collective negotiations pertaining to the BTA 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
X	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

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

6:45 Adjournment

6:45 Dinner

**ONEIDA-HERKIMER-MADISON BOCES
TREASURER'S REPORT
FEBRUARY 2023 BOARD MEETING**

FOR THE MONTH ENDING DECEMBER 2022

BANK BALANCES BY FUND:

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	7,921.92	9.08	-	7,931.00
GENERAL	JPM/CHASE	MMKT	12,731,974.52	8,110,144.58	14,035,368.29	6,806,750.81
GENERAL-MULTI C/D	JPM/CHASE	CHECK	3,140,335.62	8,786,012.66	8,795,715.82	3,130,632.46
GENERAL-MULTI C/R	JPM/CHASE	CHECK	120,354.72	6,908,153.61	6,665,000.00	363,508.33
GENERAL-LEARNING	JPM/CHASE	CHECK	797.04	864.18	-	1,661.22
GENERAL-MULTI C/R	NBT	MMKT	2,686.85	5,737.17	-	8,424.02
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	649,346.44	649,346.44	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	6,532.56	26,126.33	30,000.00	2,658.89
LUNCH C/R	JPM/CHASE	CHECK	2,597.28	86,897.72	85,211.80	4,283.20
LUNCH-MULTI C/R	NBT	MMKT	20,619.96	49,127.19	50,000.00	19,747.15
SPEC AID-MULTI C/R	NBT	MMKT	-	-	-	-
SPEC AID-MULTI C/R	JPM/CHASE	CHECK	189.74	-	-	189.74
SPEC AID-MULTI C/D	JPM/CHASE	CHECK	-	15,204.26	15,204.26	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	74,754.32	85.70	-	74,840.02
EXTRA-CURR/CM	JPM/CHASE	MMKT	21,701.64	3,415.00	2,831.50	22,285.14
TOTAL CASH			16,130,466.17	24,641,123.92	30,328,678.11	10,442,911.98

TOTAL CASH BY FUND:

CAPITAL	7,931.00
GENERAL	10,310,976.84
SCHOOL LUNCH	26,689.24
SPECIAL AID	189.74
TRUST/AGENCY	74,840.02
EXTRA-CURRICULAR	22,285.14
TOTAL	10,442,911.98

TOTAL CASH BY BANK:

JPM/CHASE	10,317,615.65
NBT	125,296.33
TOTAL	10,442,911.98

CHECKING RECONCILIATION:

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
8,249,023.20	5,118,390.74	3,130,632.46

25,933.06 3,647.92 22,285.14

CERTIFICATION:

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

Christine Turczyn
CHRISTINE TURCZYN TREASURER

Michele North
MICHELE NORTH DEPUTY TREASURER

VII B. 1.
Acceptance of Report of
the Treasurer, December
February 8, 2023

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

BOARD MEETING PRESENTATION
 December 31, 2022

CHECKING ACCOUNT - NBT BANK		CLUB ACCOUNT BALANCES	
BALANCE: BEGINNING OF THE MONTH	\$ 21,701.64	FUTURE FARMERS OF AMERICA	\$ 14,011.10
PLUS: RECEIPTS	\$ 3,415.00	SKILLS USA	\$ 4,559.71
LESS: EXPENDITURES	\$ 2,831.50	P-TECH	\$ 3,054.39
BALANCE: END OF MONTH	\$ 22,285.14	SALES TAX	\$ 659.94
BANK RECONCILIATION		ACCOUNT TOTALS, END OF MONTH	
BALANCE PER BANK STATEMENT	\$ 25,933.06		\$ 22,285.14
PLUS: DEPOSITS IN TRANSIT	\$ -		
LESS: OUTSTANDING CHECKS	\$ (3,647.92)		
RECONCILED BALANCES	\$ 22,285.14		
CASH: END OF MONTH	\$ 22,285.14	CASH: END OF MONTH	\$ 22,285.14

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

Connor T. Utterch
 TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

RECONCILING ITEMS

DEPOSITS IN TRANSIT

DATE

AMOUNT

TOTAL

-

OUTSTANDING CHECKS

CHECK NUMBER

AMOUNT

1280	60.65
1316	100.00
1321	500.00
1329	50.00
1332	50.00
1352	160.77
1353	150.00
1355	1,661.50
1356	895.00
1357	20.00
TOTAL	3,647.92

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 12/31/2022

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
001 ADMINISTRATIVE COSER			3,936,838.70	14,656.48	3,951,495.18	1,088,862.32	2,913,206.04	65,229.66
002 CAPITAL/RENT EXPENDITURES			3,141,490.24	77,389.36	3,218,879.60	1,287,551.89	1,931,327.71	0.00
101 OCCUPATIONAL EDUCATION			7,724,893.00	700,847.89	8,425,740.89	3,186,562.93	5,019,635.07	59.00
102 ADULT EDUCATION			39,244.05	0.00	39,244.05	15,697.62	23,546.43	0.00
103 SECONDARY OCC ED/MADISON BOCES			22,118.00	0.00	22,118.00	9,835.73	13,270.80	988.53
107 OCCUPATIONAL EDUCATION-HANDICAPPED			550,810.00	140,172.40	690,982.40	247,017.10	415,649.70	0.00
109 OCC. ED./MADISON BOCES			28,662.00	1,344.00	30,006.00	10,660.76	19,503.90	158.66
201 8:1:2 PROGRAM			7,086,115.25	970,907.30	8,057,022.55	2,988,608.45	4,876,146.80	209.00
202 INTENSE MGMT NEEDS/MADISON BOCES			59,454.00	-59,454.00	0.00	1,680.34	0.00	1,680.34
203 12:1:1 ADJUSTMENT PROGRAM			1,181,716.00	297,691.11	1,479,407.11	492,316.03	952,287.10	0.00
204 12:1:1 MILD/MODERATE PROGRAM			2,321,228.50	81,964.28	2,403,192.78	946,009.25	1,414,310.44	0.00
205 SPECIAL CLASS: OPTION 2/MADISON BOCE			443,845.00	81,666.00	525,511.00	224,398.68	329,577.37	28,465.05
206 TRANSITIONAL PLNG & IMPLEMENTATION			529,760.00	-6,815.00	522,945.00	206,558.33	321,843.87	5,457.20
209 12:1:4 DEV/MD PROGRAM			6,339,599.50	527,743.27	6,867,342.77	2,602,109.94	4,152,517.47	764.00
214 SPECIAL ED. OPTION III/MADISON BOCES			496,002.75	-147,965.75	348,037.00	164,958.81	195,511.20	12,433.01
216 6:1:2 PROGRAM			2,260,598.00	785,771.00	3,046,369.00	969,223.92	2,014,196.99	0.00
221 6:1:1 HERKIMER BOCES			90,000.00	-90,000.00	0.00	0.00	0.00	0.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCE			272,745.00	9,213.00	281,958.00	135,099.11	172,530.74	25,671.85
225 ELEM IMN 6:1:2.5/MADISON			483,780.00	-71,491.00	412,289.00	170,310.92	284,900.86	22,922.78
303 ART			183,034.60	8,895.33	191,929.93	73,213.84	109,820.76	0.00
305 GUIDANCE			297,801.00	-88,698.51	209,102.49	79,413.60	119,120.40	0.00
306 TECHNOLOGY			82,534.20	4,176.08	86,710.28	33,013.68	49,520.52	0.00
308 PHYSICAL EDUCATION			42,593.50	88,104.18	130,697.68	46,000.98	81,779.52	0.00
310 NURSE PRACTITIONER			386,040.00	27,325.32	413,365.32	158,901.38	240,594.82	0.00
312 SCHOOL PHYSICIAN			59,439.24	0.00	59,439.24	23,775.64	35,663.60	0.00
313 SCHOOL PSYCHOLOGIST			263,337.50	36,018.43	299,355.93	114,264.35	173,754.60	0.00
314 SCHOOL SOCIAL WORKER			353,521.74	-96,479.67	257,042.07	97,898.33	146,847.49	0.00
315 SPEECH IMPROVEMENT			667,281.00	68,311.37	735,592.37	288,414.78	425,880.56	0.00
316 VISUALLY IMPAIRED			128,699.12	-63,132.02	65,567.10	28,932.96	32,491.64	0.00
317 COMPUTER INSTRUCTION			73,495.94	3,050.97	76,546.91	29,388.37	44,097.57	0.00
318 DEAF			156,309.01	-8,907.92	147,401.09	56,839.63	85,259.47	0.00
321 PHYS. THERAPY			153,110.40	4,941.00	158,051.40	61,297.32	91,972.58	0.00
322 OCCUPATIONAL THERAPY			303,374.80	-73,640.68	229,734.12	88,208.28	132,697.44	0.00
325 HOME ECONOMICS			131,545.20	7,317.48	138,862.68	52,618.08	78,927.12	0.00
326 ENGLISH/SECOND LANG. INTSR.			667,043.20	36,307.87	693,351.07	264,503.89	402,805.61	0.00
332 CURRICULUM SUPERVISION COORDINATION			52,393.00	10,933.25	63,326.25	25,330.50	37,995.75	0.00
338 MUSIC TEACHER			158,611.70	17,495.74	176,107.44	65,932.71	102,009.09	0.00
345 SHARED BUSINESS OFFICIAL			0.00	15,780.00	15,780.00	6,312.00	9,468.00	0.00
346 AUDIOLOGY/OSWEGO BOCES			120,846.55	171,870.51	292,717.06	71,257.14	239,339.17	17,879.25
349 SPEECH/HERKIMER BOCES			14,421.45	-14,421.45	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: 12/31/2022
Fiscal Year: 2023
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
350	OCC. THERAPY/HERK. BOCES		4,059.00	-4,059.00	0.00	0.00	0.00	0.00
352	TEACH. AIDE 1:1/HERK. BOCES		30,800.00	-30,800.00	0.00	0.00	0.00	0.00
355	General Supervision		76,803.60	9,159.83	85,963.43	30,721.44	46,082.16	0.00
357	BILINGUAL/ESL ITINERANT MADISON BOCE		20,860.00	860.00	21,720.00	9,941.91	13,032.00	1,253.91
358	HEARING IMPAIRED SERVICES/MADISON BO		0.00	0.00	0.00	2,070.64	0.00	2,070.64
402	EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		5,220.00	3,880.00	9,100.00	4,202.09	5,460.00	562.09
405	PERFORMING ARTS		115,520.00	24,220.17	139,740.17	51,238.92	87,392.13	0.00
408	ALTERNATIVE EDUCATION		5,675,964.20	1,772,807.80	7,448,772.00	2,747,387.53	4,207,730.67	0.00
410	HOSPITAL BASED/ONONDAGA BOCES		8,100.00	756.00	8,856.00	7,500.60	5,427.00	4,071.60
411	ALTERNATIVE H.S. EQUIV		59,970.00	0.00	59,970.00	23,988.00	35,982.00	0.00
416	TUTORING/MONROE I BOCES		0.00	490.51	490.51	0.00	490.51	0.00
417	GED - EA - MADISON BOCES		141,657.80	-5,229.10	136,428.70	57,873.47	79,169.91	614.68
420	REGIONAL PROGRAM EXCELLENCE		171,010.00	-49,640.33	121,369.67	53,018.11	61,720.89	0.00
426	Distance Learning		42,352.00	43,239.45	85,591.45	33,994.17	51,775.60	178.32
428	SUMMER SCHOOL		786,711.00	-178,508.50	608,202.50	250,428.52	352,535.48	0.00
438	DISTANCE LEARNING		2,965,051.77	-678,651.33	2,286,400.44	727,395.45	1,199,483.05	295.00
479	DL SYNERGY VIRTUAL HS/CITI BOCES		92,000.00	-31,055.00	60,945.00	85,852.27	46,092.85	71,000.12
502	EDUCATIONAL COMMUNICATIONS		917,779.00	215,683.49	1,133,462.49	390,902.12	584,477.67	5,704.25
504	TECHNICAL REPAIR SERVICE		720,532.55	383,919.76	1,104,452.31	342,598.96	533,914.42	209.65
505	PRINTING		715,969.00	501,447.49	1,217,416.49	487,753.15	722,381.40	6,165.55
507	PRINTING/MADISON		0.00	0.00	0.00	42.57	0.00	42.57
509	SCH. CURR/CAYUGA BOCES		25,239.96	17,706.97	42,946.93	16,608.64	27,123.57	785.28
510	LEARNING TECHNOLOGY		3,202,531.99	3,335,196.81	6,537,728.80	1,547,425.57	2,097,833.59	0.00
511	SCH. CURR./CAPITAL REGION		3,113.25	-3,113.25	0.00	0.00	0.00	0.00
514	MODEL SCHOOLS-MADISON BOCES		288,963.00	-21,494.03	267,468.97	117,962.72	162,345.70	12,839.45
515	COMMON LEARNING OBJ-MADISON BOCES		2,664,512.03	190,839.01	2,855,351.04	1,169,209.03	1,738,182.66	52,040.65
518	SCIENCE KITS		1,270,458.90	78,139.57	1,348,598.47	508,880.56	754,322.83	0.00
520	SCH CURR./MADISON BOCES		400.00	1,140.00	1,540.00	405.71	1,134.29	0.00
521	SCHOOL CURRICULUM IMPROVEMENT SERVIC		1,417,094.00	395,682.42	1,812,776.42	675,916.13	1,086,595.34	0.00
538	MODEL SCHOOLS		279,922.61	35,753.59	315,676.20	113,961.42	170,942.19	0.00
543	HRD/SFTWARE/OSWEGO BOCES		5,093.28	4,734.12	9,827.40	1,710.97	8,514.43	398.00
545	COMMUNITY SCHOOL RESOURCES		1,406,900.00	987,224.70	2,394,124.70	964,745.46	1,429,379.24	0.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES		2,817.47	-47.12	2,770.35	1,578.73	1,695.26	503.64
555	SUPERINTENDENT EVAL/ERIE 2 BOCES		0.00	2,176.88	2,176.88	934.03	1,306.12	63.27
560	CPSE		139,515.00	3,532.35	143,047.35	55,806.00	83,709.00	0.00
565	School/Curriculum Improvement Planni		0.00	6,600.00	6,600.00	3,940.53	4,400.01	1,740.54
574	SABA (SCHOOL AND BUSINESS ALLIANCE)		341,518.00	6,748.40	348,266.40	137,625.20	206,437.80	0.00
576	LIBRARY MEDIA SERVICE		744,775.39	107,941.76	852,717.15	315,761.69	475,146.33	600.00
578	LIBRARY AUTOMATION - MADISON BOCES		173,979.50	4,460.00	178,439.50	76,757.97	107,149.38	5,467.85
579	DIVERSITY EQUITY & INCL/TOMPKINS BOC		0.00	1,050.00	1,050.00	350.01	699.99	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: 12/31/2022

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
601	COMPUTER SERVICES - MADISON BOCES		9,954,846.23	779,879.10	10,734,725.33	4,605,429.35	6,491,277.03	361,981.05
602	NEGOTIATIONS - MADISON BOCES		332,094.40	37,922.90	370,017.30	165,263.95	222,557.60	17,804.25
603	SCHOOL COMMUNICATIONS		512,971.92	60,422.73	573,394.65	214,862.28	358,810.75	278.38
604	CENTRAL BUSINESS OFFICE		318,646.63	198,413.57	517,060.20	201,733.84	302,375.79	150.00
607	STAFF DEVELOPMENT - BUS DRIVERS		0.00	315.00	315.00	126.00	189.00	0.00
609	PLANNING SER: MANAGEMENT OCM BOCES		55,237.00	303.00	55,540.00	23,438.27	33,337.48	1,235.75
610	TELEPHONE INTERCONNECT		827,629.98	485,018.37	1,312,648.35	395,080.84	525,615.57	59,810.40
611	REGIONAL BUS MAINTENANCE-MADISON BOC		187,000.00	-2,879.92	184,120.08	71,302.87	112,817.21	0.00
612	HEALTH COORDINATION/HERKIMER BOCES		12,259.00	0.00	12,259.00	4,903.60	7,355.40	0.00
613	FACILITY SERVICES		52,932.00	988.61	53,920.61	21,172.80	31,759.20	0.00
615	POLICY PLANNING ERIE I		11,708.60	1,019.38	12,727.98	5,091.20	7,636.78	0.00
616	EMPLOYEE ASSISTANCE PROGRAM		19,872.00	0.00	19,872.00	7,948.80	11,923.20	0.00
617	TEACHER RECRUITING SERVICE		0.00	0.00	0.00	1,799.00	0.00	1,799.00
618	EMPLOYEE BENEFIT COORDINATION		129,219.00	397.85	129,616.85	51,687.60	77,531.40	0.00
619	COOPERATIVE BIDDING-HERKIMER BOCES		25,500.00	-25,500.00	0.00	0.00	0.00	0.00
620	SAFETY COORDINATOR		626,877.62	241,336.12	868,213.74	293,866.15	436,731.93	0.00
621	COORDINATION OF INSURANCE MANAGEMENT		6,875.00	0.00	6,875.00	2,750.00	4,125.00	0.00
622	REGIONAL BUS RADIOS - MADISON BOCES		9,696.00	104.00	9,800.00	5,885.92	5,880.00	1,965.92
623	STATE AID PLANNING - QUESTAR III BOC		43,415.00	1,100.00	44,515.00	17,732.63	26,782.37	0.00
625	SUBSTITUTE TEACHER SERVICE		173,637.36	10,136.88	183,774.24	72,423.56	111,350.68	0.00
626	CENTRAL SCHOOL FOOD MANAGEMENT		640,483.03	28,867.10	669,350.13	256,193.20	384,289.83	0.00
627	RECORDS RETENTION		103,680.00	31,235.45	134,915.45	53,807.04	80,710.56	0.00
628	TELECOMMUNICATIONS		304,507.08	243,991.79	548,498.87	323,591.25	182,704.28	201,798.45
631	COOPERATIVE BID/MAD. BOCES		17,843.72	43,512.28	61,356.00	28,001.78	36,813.60	3,459.38
632	HEALTH CARE COORD/DELAWARE BOC		20,796.00	2,173.00	22,969.00	9,937.32	13,818.46	786.78
633	GASB 45 PLNG/QUESTAR III		24,752.00	1,494.00	26,246.00	10,498.40	15,747.60	0.00
634	STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	0.00	13,302.00	5,320.80	7,981.20	0.00
636	GASB 45 PLANNING/CLINTON-ESSEX		3,990.00	13,090.00	17,080.00	6,832.00	10,248.00	0.00
637	FIXED ASSET INVENTORY/QUESTAR III		22,511.00	4,059.00	26,570.00	10,628.00	15,942.00	0.00
639	TRANSP./MADISON BOCES		1,521.00	810.00	2,331.00	6,558.93	1,692.57	5,920.50
640	DRUG TESTING/JEFF-LEWIS BOCES		19,851.00	255.00	20,106.00	10,328.61	12,164.46	2,387.07
641	ON-LINE APPL./PUTNAM BOCES		43,672.00	-470.00	43,202.00	17,280.80	25,921.20	0.00
646	MEDICAID REIMBURSEMENT/MADISON BOCES		38,014.04	-12,411.50	25,602.54	10,684.79	15,245.31	327.56
647	PLANNING SERVICE/MADISON BOCES		0.00	0.00	0.00	750.00	0.00	750.00
649	ACA COMPLIANCE/MADISON BOCES		15,896.00	92.00	15,988.00	8,154.16	9,592.80	1,758.96
650	TESTING - NYS ALT ADDMT-CAP REGION B		79,800.00	570.00	80,370.00	32,148.00	48,222.00	0.00
651	SCRIB/BROOME BOCES		48,008.08	1,976.57	49,984.65	19,993.80	29,990.85	0.00
655	SPECIAL ED AID ASSISTANCE SVC		23,640.00	8,005.75	31,645.75	12,658.30	18,987.45	0.00
656	EMPLOYEE RELATIONS/ONC BOCES		17,524.00	351.00	17,875.00	8,813.22	10,725.00	1,663.22
657	PROJECT WORK/CAPITAL REGION BOCES		0.00	108.92	108.92	14.71	94.21	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: 12/31/2022

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
658 COOP BID/DCMO BOCES			0.00	23,942.02	23,942.02	7,786.58	16,155.44	0.00
659 TIER 4 ENHANCED/CAP REGION BOCES			0.00	143,261.64	143,261.64	57,304.65	85,956.99	0.00
660 EMPLOYEE ASSISTANCE/DCMO BOCES			0.00	7,963.86	7,963.86	2,654.61	5,309.25	0.00
Total GENERAL FUND			80,551,736.13	12,933,536.51	93,485,272.64	34,491,919.49	53,856,443.12	1,012,392.06

Selection Criteria

Criteria Name: Shared: REV RPT FOR BD/MONTH Modified
 As Of Date: 12/31/2022
 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: 12/31/2022
Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
001 ADMINISTRATIVE COSER		3,702,519.88	14,656.48	3,717,176.36	981,570.90	726,907.54	2,008,697.92
002 CAPITAL/RENT EXPENDITURES		3,141,490.24	77,389.36	3,218,879.60	3,005,096.80	213,782.80	0.00
101 OCCUPATIONAL EDUCATION		5,605,673.83	544,532.46	6,150,206.29	1,872,963.47	3,517,575.35	759,667.47
103 SECONDARY OCC ED/MADISON BOCES		22,118.00	0.00	22,118.00	4,423.60	0.00	17,694.40
105 SUMMER COSMETOLOGY		21,000.00	0.00	21,000.00	11,978.93	0.00	9,021.07
107 OCCUPATIONAL EDUCATION-HANDICAPPED		846,096.59	72,380.40	918,476.99	247,560.55	520,646.50	150,269.94
109 OCC. ED./MADISON BOCES		28,662.00	1,344.00	30,006.00	5,112.13	0.00	24,893.87
201 8:1:2 PROGRAM		4,822,722.64	540,101.72	5,362,824.36	1,301,070.51	2,985,366.71	1,076,387.14
202 INTENSE MGMT NEEDS/MADISON BOCES		59,454.00	-59,454.00	0.00	0.00	0.00	0.00
203 12:1:1 ADJUSTMENT PROGRAM		625,994.23	288,807.11	914,801.34	173,969.38	382,608.75	358,223.21
204 12:1:1 MILD/MODERATE PROGRAM		1,260,200.91	206,540.00	1,466,740.91	331,377.22	852,633.88	282,729.81
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		443,845.00	81,666.00	525,511.00	90,554.11	0.00	434,956.89
206 TRANSITIONAL PLNG & IMPLEMENTATION		504,158.00	-6,815.00	497,343.00	105,682.80	47,275.00	344,385.20
209 12:1:4 DEV/MD PROGRAM		3,358,780.07	625,394.97	3,984,175.04	858,420.99	1,977,162.08	1,148,591.97
214 SPECIAL ED. OPTION III/MADISON BOCES		496,002.75	-147,965.75	348,037.00	77,495.40	0.00	270,541.60
216 6:1:2 PROGRAM		1,623,972.80	632,737.74	2,256,710.54	612,287.20	1,120,203.86	524,219.48
217 Staffing 1:8:1/HERKIMER BOCES		0.00	0.00	0.00	0.00	0.00	0.00
221 6:1:1 HERKIMER BOCES		90,000.00	-90,000.00	0.00	0.00	0.00	0.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		272,745.00	9,213.00	281,958.00	56,391.60	0.00	225,566.40
225 ELEM IMN 6:1:2.5/MADISON		483,780.00	-71,491.00	412,289.00	71,575.44	0.00	340,713.56
226 Staffing 1:12:1		0.00	0.00	0.00	0.00	0.00	0.00
303 ART		263,042.90	8,895.33	271,938.23	66,162.86	164,510.40	41,264.97
305 GUIDANCE		280,537.00	-88,698.51	191,838.49	33,803.71	95,603.90	62,430.88
306 TECHNOLOGY		123,366.60	4,176.08	127,542.68	37,205.30	77,170.22	13,167.16
308 PHYSICAL EDUCATION		79,432.00	173,291.18	252,723.18	70,054.86	118,491.60	64,176.72
309 HEALTH TEACHER		0.00	0.00	0.00	7.39	0.00	-7.39
310 NURSE PRACTITIONER		413,579.00	27,325.32	440,904.32	119,543.22	256,146.14	65,214.96
312 SCHOOL PHYSICIAN		65,439.24	0.00	65,439.24	19,629.00	45,801.00	9.24
313 SCHOOL PSYCHOLOGIST		363,356.25	36,018.43	399,374.68	152,206.79	257,398.08	-10,230.19
314 SCHOOL SOCIAL WORKER		424,460.00	-96,479.67	327,980.33	57,802.95	183,994.74	86,182.64
315 SPEECH IMPROVEMENT		632,178.00	68,311.37	700,489.37	206,809.86	480,053.38	13,626.13
316 VISUALLY IMPAIRED		123,808.12	-63,132.02	60,676.10	29,043.36	73,590.17	-41,957.43
317 COMPUTER INSTRUCTION		86,590.04	3,050.97	89,641.01	26,970.50	50,682.07	11,988.44
318 DEAF		149,979.01	-8,907.92	141,071.09	38,115.09	98,603.71	4,352.29
321 PHYS. THERAPY		146,205.40	4,941.00	151,146.40	39,139.04	94,257.35	17,750.01
322 OCCUPATIONAL THERAPY		286,686.80	-73,640.68	213,046.12	73,837.35	187,200.89	-47,992.12
325 HOME ECONOMICS		207,733.00	7,317.48	215,050.48	33,195.01	103,756.30	78,099.17
326 ENGLISH/SECOND LANG. INTSR.		735,352.80	36,307.87	771,660.67	188,855.45	377,541.80	205,263.42
332 CURRICULUM SUPERVISION COORDINATION		52,393.00	10,933.25	63,326.25	33,021.67	0.00	30,304.58
338 MUSIC TEACHER		299,959.40	-29,154.76	270,804.64	73,298.81	182,947.21	14,558.62

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 12/31/2022
Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
345 SHARED BUSINESS OFFICIAL		0.00	15,780.00	15,780.00	94,395.99	0.00	-78,615.99
346 AUDIOLOGY/OSWEGO BOCES		120,846.55	171,870.51	292,717.06	76,469.04	0.00	216,248.02
349 SPEECH/HERKIMER BOCES		14,421.45	-14,421.45	0.00	0.00	0.00	0.00
350 OCC. THERAPY/HERK. BOCES		4,059.00	-4,059.00	0.00	0.00	0.00	0.00
352 TEACH. AIDE 1:/HERK. BOCES		30,800.00	-30,800.00	0.00	0.00	0.00	0.00
355 General Supervision		71,803.60	9,159.83	80,963.43	41,443.38	36,529.45	2,990.60
357 BILINGUAL/ESL ITINERANT MADISON BOCES		20,860.00	860.00	21,720.00	4,344.00	0.00	17,376.00
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		5,220.00	3,880.00	9,100.00	8,019.00	0.00	1,081.00
405 PERFORMING ARTS		114,364.25	24,220.17	138,584.42	48,875.96	50,791.41	38,917.05
408 ALTERNATIVE EDUCATION		4,618,576.21	1,565,451.63	6,184,027.84	1,841,264.83	3,322,093.43	1,020,669.58
410 HOSPITAL BASED/ONONDAGA BOCES		8,100.00	756.00	8,856.00	4,536.00	0.00	4,320.00
411 ALTERNATIVE H.S. EQUIV		59,859.84	0.00	59,859.84	17,791.79	37,953.06	4,114.99
416 TUTORING/MONROE I BOCES		0.00	490.51	490.51	0.00	0.00	490.51
417 GED - EA - MADISON BOCES		141,657.80	-5,229.10	136,428.70	26,342.58	0.00	110,086.12
420 REGIONAL PROGRAM EXCELLENCE		157,671.78	-49,640.33	108,031.45	65,749.57	73,808.70	-31,526.82
426 Distance Learning		42,352.00	43,239.45	85,591.45	16,795.62	0.00	68,795.83
428 SUMMER SCHOOL		751,867.11	-178,508.50	573,358.61	498,390.09	37,037.93	37,930.59
438 DISTANCE LEARNING		2,851,097.21	-629,480.29	2,221,616.92	595,372.79	925,162.57	701,081.56
479 DL SYNERGY VIRTUAL HS/CITI BOCES		92,000.00	-31,055.00	60,945.00	20,229.64	0.00	40,715.36
502 EDUCATIONAL COMMUNICATIONS		873,264.84	214,308.64	1,087,573.48	326,191.33	340,110.17	421,271.98
504 TECHNICAL REPAIR SERVICE		1,057,738.70	383,919.76	1,441,658.46	379,283.95	577,693.34	484,681.17
505 PRINTING		811,903.82	413,590.23	1,225,494.05	661,749.29	450,844.82	112,899.94
509 SCH. CURR/CAYUGA BOCES		25,239.96	17,706.97	42,946.93	9,223.45	0.00	33,723.48
510 LEARNING TECHNOLOGY		3,208,043.44	3,308,821.26	6,516,864.70	4,177,127.08	1,056,690.80	1,283,046.82
511 SCH. CURR./CAPITAL REGION		3,113.25	-3,113.25	0.00	0.00	0.00	0.00
514 MODEL SCHOOLS-MADISON BOCES		288,963.00	-21,494.03	267,468.97	53,425.26	0.00	214,043.71
515 COMMON LEARNING OBJ-MADISON BOCES		2,664,512.03	190,839.01	2,855,351.04	1,188,034.72	0.00	1,667,316.32
518 SCIENCE KITS		1,195,835.26	63,139.57	1,258,974.83	514,656.76	517,488.56	226,829.51
520 SCH CURR./MADISON BOCES		400.00	1,140.00	1,540.00	200.15	0.00	1,339.85
521 SCHOOL CURRICULUM IMPROVEMENT SERVICE		1,547,269.92	485,430.12	2,032,700.04	897,242.79	490,913.89	644,543.36
538 MODEL SCHOOLS		406,631.83	35,753.59	442,385.42	191,505.70	141,892.29	108,987.43
542 SCH CURR/JEFF-LEWIS BOCES		0.00	0.00	0.00	1.98	0.00	-1.98
543 HRD/SFTWARE/OSWEGO BOCES		5,093.28	4,734.12	9,827.40	9,111.90	0.00	715.50
545 COMMUNITY SCHOOL RESOURCES		1,279,000.00	972,477.00	2,251,477.00	921,341.00	1,349,518.00	-19,382.00
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES		2,817.47	-47.12	2,770.35	1,240.35	0.00	1,530.00
555 SUPERINTENDENT EVAL/ERIE 2 BOCES		0.00	2,176.88	2,176.88	544.25	0.00	1,632.63
560 CPSE		121,872.18	3,532.35	125,404.53	30,328.32	55,271.32	39,804.89
565 School/Curriculum Improvement Planning		0.00	6,600.00	6,600.00	2,640.00	0.00	3,960.00
574 SABA (SCHOOL AND BUSINESS ALLIANCE)		355,079.78	-4,403.65	350,676.13	110,340.53	133,320.79	107,014.81
576 LIBRARY MEDIA SERVICE		715,567.27	107,941.76	823,509.03	469,417.80	165,750.42	188,340.81

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 12/31/2022

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
578	LIBRARY AUTOMATION - MADISON BOCES	173,979.50	4,460.00	178,439.50	36,099.63	0.00	142,339.87
579	DIVERSITY EQUITY & INCL/TOMPKINS BOCES	0.00	1,050.00	1,050.00	420.00	0.00	630.00
601	COMPUTER SERVICES - MADISON BOCES	9,954,846.23	779,879.10	10,734,725.33	3,645,314.71	0.00	7,089,410.62
602	NEGOTIATIONS - MADISON BOCES	332,094.40	37,922.90	370,017.30	73,810.73	0.00	296,206.57
603	SCHOOL COMMUNICATIONS	730,504.53	59,422.73	789,927.26	204,195.98	270,743.38	314,987.90
604	CENTRAL BUSINESS OFFICE	301,953.72	195,459.09	497,412.81	181,250.25	171,808.10	144,354.46
607	STAFF DEVELOPMENT - BUS DRIVERS	0.00	315.00	315.00	1,512.50	412.50	-1,610.00
609	PLANNING SER: MANAGEMENT OCM BOCES	55,237.00	303.00	55,540.00	16,662.00	0.00	38,878.00
610	TELEPHONE INTERCONNECT	847,860.44	485,018.37	1,332,878.81	407,696.46	695,014.01	230,168.34
611	REGIONAL BUS MAINTENANCE-MADISON BOCES	187,000.00	-2,879.92	184,120.08	43,248.42	0.00	140,871.66
612	HEALTH COORDINATION/HERKIMER BOCES	12,259.00	0.00	12,259.00	4,903.60	0.00	7,355.40
613	FACILITY SERVICES	115,815.00	988.61	116,803.61	57,905.30	32,161.91	26,736.40
615	POLICY PLANNING ERIE I	11,708.60	1,019.38	12,727.98	7,409.00	0.00	5,318.98
616	EMPLOYEE ASSISTANCE PROGRAM	26,072.00	0.00	26,072.00	11,333.66	10,524.15	4,214.19
617	TEACHER RECRUITING SERVICE	0.00	0.00	0.00	2,573.00	185.00	-2,758.00
618	EMPLOYEE BENEFIT COORDINATION	194,577.45	397.85	194,975.30	50,157.42	40,642.93	104,174.95
619	COOPERATIVE BIDDING-HERKIMER BOCES	25,500.00	-25,500.00	0.00	0.00	0.00	0.00
620	SAFETY COORDINATOR	734,634.89	176,336.12	910,971.01	254,046.22	292,600.87	364,323.92
621	COORDINATION OF INSURANCE MANAGEMENT	8,146.07	0.00	8,146.07	1,801.29	2,116.48	4,228.30
622	REGIONAL BUS RADIOS - MADISON BOCES	9,696.00	104.00	9,800.00	1,960.00	0.00	7,840.00
623	STATE AID PLANNING - QUESTAR III BOCES	43,415.00	1,100.00	44,515.00	41,340.00	0.00	3,175.00
625	SUBSTITUTE TEACHER SERVICE	159,701.01	8,582.90	168,283.91	68,693.88	42,741.00	56,849.03
626	CENTRAL SCHOOL FOOD MANAGEMENT	676,626.80	28,867.10	705,493.90	370,585.04	324,894.37	10,014.49
627	RECORDS RETENTION	106,362.96	31,235.45	137,598.41	46,268.68	11,056.45	80,273.28
628	TELECOMMUNICATIONS	338,328.18	239,491.33	577,819.51	103,392.51	365,784.25	108,642.75
631	COOPERATIVE BID/MAD. BOCES	17,843.72	43,512.28	61,356.00	12,271.20	0.00	49,084.80
632	HEALTH CARE COORD./DELAWARE BOC	20,796.00	2,173.00	22,969.00	6,890.70	2,296.90	13,781.40
633	GASB 45 PLNG/QUESTAR III	24,752.00	1,494.00	26,246.00	7,075.02	0.00	19,170.98
634	STAFF DEV BD OF ED - HERKIMER BOCES	13,302.00	0.00	13,302.00	0.00	0.00	13,302.00
636	GASB 45 PLANNING/CLINTON-ESSEX	3,990.00	13,090.00	17,080.00	6,881.01	0.00	10,198.99
637	FIXED ASSET INVENTORY/QUESTAR III	22,511.00	4,059.00	26,570.00	7,971.00	0.00	18,599.00
639	TRANS./MADISON BOCES	1,521.00	810.00	2,331.00	297.20	0.00	2,033.80
640	DRUG TESTING/JEFF-LEWIS BOCES	19,851.00	255.00	20,106.00	10,471.75	0.00	9,634.25
641	ON-LINE APPL/PUTNAM BOCES	43,672.00	-470.00	43,202.00	12,960.60	0.00	30,241.40
646	MEDICAID REIMBURSEMENT/MADISON BOCES	38,014.04	-12,411.50	25,602.54	3,601.98	0.00	22,000.56
649	ACA COMPLIANCE/MADISON BOCES	15,896.00	92.00	15,988.00	3,197.60	0.00	12,790.40
650	TESTING - NYS ALT ADDMT-CAP REGION BOCES	79,800.00	570.00	80,370.00	33,487.51	0.00	46,882.49
651	SCRIC/BROOME BOCES	48,008.08	1,976.57	49,984.65	49,984.65	0.00	0.00
655	SPECIAL ED AID ASSISTANCE SVC	23,640.00	8,005.75	31,645.75	9,493.73	0.00	22,152.02
656	EMPLOYEE RELATIONS/IONC BOCES	17,524.00	351.00	17,875.00	7,150.00	0.00	10,725.00

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 12/31/2022
Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
657	PROJECT WORK/CAPITAL REGION BOCES	0.00	108.92	108.92	108.92	0.00	0.00
658	COOP BID/DCMO BOCES	0.00	23,942.02	23,942.02	5,825.08	2,588.13	15,528.81
659	TIER 4 ENHANCED/CAP REGION BOCES	0.00	143,261.64	143,261.64	59,692.36	0.00	83,569.28
660	EMPLOYEE ASSISTANCE/DCMO BOCES	0.00	7,963.86	7,963.86	2,389.17	796.38	4,778.31
701	OPERATIONS & MAINTENANCE	2,922,402.65	587,329.39	3,509,732.04	1,922,854.94	1,169,466.57	417,410.53
702	SPECIAL EDUCATION ADMINISTRATION	1,029,621.99	405.60	1,030,027.59	375,771.32	453,076.10	201,180.17
703	PROGRAM TRANSPORTATION	261,404.73	0.00	261,404.73	3,382.82	5,200.08	252,821.83
704	CENTRAL SUPERVISION	386,673.60	0.00	386,673.60	165,168.08	175,373.19	46,132.33
706	GENERAL ITINERANT SUPERVISION	287,569.61	-2,828.60	284,741.01	87,325.12	34,715.25	162,700.64
707	TRANSITION PLANNING SERVICE	58,370.00	26,280.00	84,650.00	27,390.19	37,974.99	19,284.82
708	TEACHING ASSISTANT	1,129,267.66	-192,835.31	936,432.35	196,990.09	540,306.10	199,136.16
709	RESEARCH AND DEVELOPMENT	232,480.99	0.00	232,480.99	2,153.00	0.00	230,327.99
713	INFO & TECH SUPERVISION	306,756.95	172,377.39	479,134.34	125,570.25	135,720.73	217,843.36
715	Speech Therapy - Related Service	865,139.00	71,083.74	936,222.74	213,260.52	477,285.89	245,676.33
716	Visually Impaired - Related Service	60,667.00	1,076.79	61,743.79	7,618.66	17,361.85	36,763.28
718	Hearing Impaired - Related Service	7,504.00	-7,504.00	0.00	0.00	0.00	0.00
720	PHYSICAL THERAPY - RELATED SERVICE	190,310.00	38,232.00	228,542.00	54,467.70	109,648.33	64,425.97
721	School Social Worker	1,239,065.00	190,394.50	1,429,459.50	337,333.92	761,927.68	330,197.90
722	Occupational Therapy	325,846.00	-27,991.39	297,854.61	72,381.23	151,197.30	74,276.08
Total	GENERAL FUND	80,551,736.13	12,933,536.51	93,485,272.64	33,873,857.74	31,290,403.25	28,321,011.65

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 12/31/2022

Fiscal Year: 2023

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	200,000.00	0.00	200,000.00	250,948.27		50,948.27
791.000-1445-000	791.000	Other Food Sales-Invoices	100,000.00	0.00	100,000.00	34,727.84	65,272.16	
791.000-2252-999	791.000	Est. for Carryover Encumbrance	0.00	371.51	371.51	371.51		
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	0.00	5,000.00	5,000.00	25,096.00		20,096.00
791.000-2770-001	791.000	Misc Revenue - Fees Collected	0.00	0.00	0.00	6,144.85	4,327,052.82	6,144.85
791.000-3190-000	791.000	State Aid - Lunch Program	6,105,381.82	0.00	6,105,381.82	1,778,329.00		
791.000-3190-001	791.000	Surplus Food/W/thouse/Inv	250,000.00	0.00	250,000.00	0.00	250,000.00	
791.000 Service Subtotal			6,659,381.82	5,371.51	6,664,753.33	2,095,617.47	4,646,324.98	77,189.12
Total SCHOOL LUNCH FUND			6,659,381.82	5,371.51	6,664,753.33	2,095,617.47	4,646,324.98	77,189.12

Selection Criteria

Criteria Name: Shared: LUNCH EOM RPT Modified
As Of Date: 12/31/2022
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: 12/31/2022

Fiscal Year: 2023

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	2,500,000.00	0.00	2,500,000.00	905,318.89	0.00	1,594,681.11
791-2860-200	EQUIPMENT	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
791-2860-301	SUPPLIES - FOOD	2,000,000.00	0.00	2,000,000.00	977,790.54	1,360,329.42	-338,119.96
791-2860-302	SUPPLIES - OTHER	98,800.00	371.51	99,171.51	86,582.65	62,288.19	-49,699.33
791-2860-303	SURPL FOOD/WRHOUSE/INV	395,200.00	0.00	395,200.00	0.00	0.00	395,200.00
791-2860-307	SUPP- NY SCHL COOKBK PROJ	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00
791-2860-400	MISC CONTR	46,800.00	0.00	46,800.00	324,780.24	49,653.29	-327,633.53
791-2860-401	TRAVEL	3,500.00	0.00	3,500.00	1,347.89	0.00	2,152.11
791-2860-402	USE OF SCHOOL FACILITIES	655,000.00	0.00	655,000.00	0.00	0.00	655,000.00
791-2860-403	INSURANCE	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
791-2860-405	DEBIT CARD TRANS FEES	0.00	0.00	0.00	0.00	0.00	0.00
791-2860-801	ERS	192,500.00	0.00	192,500.00	51,904.45	0.00	140,595.55
791-2860-802	FICA	191,250.00	0.00	191,250.00	67,773.23	0.00	123,476.77
791-2860-803	WK COMP	93,750.00	0.00	93,750.00	33,949.56	0.00	59,800.44
791-2860-804	HEALTH INS	473,381.82	0.00	473,381.82	0.00	315,141.94	158,239.88
791.000 SCHOOL LUNCH FUND - Service Subtotal		6,659,381.82	5,371.51	6,664,753.33	2,449,447.45	1,787,412.84	2,427,893.04
Total SCHOOL LUNCH FUND		6,659,381.82	5,371.51	6,664,753.33	2,449,447.45	1,787,412.84	2,427,893.04

ONEIDA-HERKIMER-MADISON BOCES

BUDGET ADJUSTMENTS

December 2022 Report for February Meeting

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		Net Changes	Revised Budget
	Adopted Budget	Contracts	per Contracts	Contracts	Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes		
A000 ADMINISTRATION																		
A 001 Administration	3,936,839	14,656	14,656	3,951,495	3,951,495	-	-	-	-	-	-	-	-	-	-	-	-	3,951,495
A 002 Rent & Capital Budgets	3,141,490			3,141,490	3,141,490	77,389											77,389	3,218,880
A000 ADMINISTRATION TOTAL	7,078,329	14,656	14,656	7,092,985	7,092,985	-	-	-	-	-	-	-	-	-	-	-	77,389	7,170,375
A100 VOCATIONAL EDUCATION																		
A 101 Occupational Education	7,724,893	355,416	355,416	8,080,309	8,080,309	310,432					35,000						345,432	8,425,741
A 102 Adult Education	39,244			39,244	39,244													39,244
A 103 Secondary Occ Ed./Madison BOCES	22,118			22,118	22,118													22,118
A 107 Multi. Occupational Education	550,810	28,316	28,316	579,126	579,126						111,857						111,857	690,982
A 109 Occup. Ed./Madison BOCES	28,662	(8,658)	(8,658)	20,004	20,004						10,002						10,002	30,006
A100 VOCATIONAL EDUCATION TOTAL	8,365,727	375,073	375,073	8,740,801	8,740,801	310,432	-	10,002	-	146,857	-	467,291	-	35,000	-	-	467,291	9,208,091
A200 SPECIAL EDUCATION																		
A 201 Special Class 8:1:1	7,086,115	424,452	424,452	7,510,567	7,510,567	5,225					541,231						546,456	8,057,023
A 202 Intense Mang. Needs /Madison BOCES	59,454	1,890	1,890	61,344	61,344						(61,344)						(61,344)	-
A 203 Adjustment	1,181,716	(19,365)	(19,365)	1,162,351	1,162,351						317,056						317,056	1,479,407
A 204 12:1:1	2,321,229	147,060	147,060	2,468,288	2,468,288						(65,095)						(65,095)	2,403,193
A 205 Option II/Madison BOCES	443,845	83,264	83,264	527,109	527,109						67,382						(1,598)	525,511
A 206 Transition Services	529,760	13,461	13,461	543,221	543,221						(25,489)						(20,276)	522,945
A 209 Severely Handicapped	6,339,600	235,785	235,785	6,575,385	6,575,385						290,146						291,958	6,867,343
A 214 Scndry Int.Mgt/Needs /Madison BOCES	496,003	(59,226)	(59,226)	436,777	436,777						(88,980)						(88,740)	348,037
A 216 Spec.Ed./1:6:1	2,260,598	(85,902)	(85,902)	2,174,696	2,174,696						871,673						871,673	3,046,369
A 221 Staffing 6:1:1/HerKimer BOCES	90,000	(90,000)	(90,000)	-	-												-	-
A 222 Autism Program/Madison BOCES	272,745	(41,126)	(41,126)	231,619	231,619						10,410						50,339	281,958
A 225 Elementary IMN/Madison BOCES	483,780	(78,499)	(78,499)	405,281	405,281						(3,402)						7,008	412,289
A200 SPECIAL EDUCATION TOTAL	21,564,844	531,794	531,794	22,096,638	22,096,638	5,225	-	(217,253)	50,339	50,339	2,007,313	1,812	1,812	2,007,313	1,812	1,812	1,847,436	23,944,074

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		Net Changes	Revised Budget	
	Adopted Budget	per Contracts	per Contracts	Totals	08/31/22	08/31/22	09/30/22	09/30/22	10/31/22	10/31/22	11/30/22	11/30/22	12/31/22	12/31/22					
A300 ITINERANTS																			
A 303 Art	183,035	8,895	8,895	191,930													-	191,930	
A 305 Guidance	297,801	(68,845)	(68,845)	228,956	(19,853)												(19,853)	209,102	
A 306 Technology	82,534	4,176	4,176	86,710													-	86,710	
A 308 Physical Education	42,594	2,917	2,917	45,511			51,112				34,075						85,187	130,698	
A 310 Nurse Practitioner	386,040	13,869	13,869	399,909							13,456						13,456	413,365	
A 312 School Physician	59,439			59,439													-	59,439	
A 313 School Psychologist	263,338	11,337	11,337	274,674			24,681										24,681	299,356	
A 314 School Social Worker	353,522	(60,221)	(60,221)	293,301	(36,259)		(36,259)										(36,259)	257,042	
A 315 Speech Impaired	667,281	23,697	23,697	690,978			44,614										44,614	735,592	
A 316 Visually Impaired	128,699	4,143	4,143	132,842			366				(67,640)						(67,275)	65,567	
A 317 Computer Instruction	73,496	3,051	3,051	76,547													-	76,547	
A 318 Hearing Impaired	156,309	5,302	5,302	161,611			(14,210)										(14,210)	147,401	
A 321 Physical Therapy	153,110	4,782	4,782	157,892			160										160	158,051	
A 322 Occupational Therapy	303,375	(74,861)	(74,861)	228,514			349				872						1,221	229,734	
A 325 Home Economics	151,545	7,317	7,317	158,863													-	158,863	
A 326 English/Second Language	657,043	26,042	26,042	683,085			(20,533)				30,799						10,266	693,351	
A 332 Curriculum Supervision	52,393	9,526	9,526	61,919				1,407									1,407	63,326	
A 337 Spanish		62,333	62,333	62,333			(62,333)										(62,333)	-	
A 338 Music Teacher	158,612	(19,825)	(19,825)	138,787			37,320										37,320	176,107	
A 345 Shared Business Official		10,124	10,124	10,124				5,656										15,780	
A 346 Audiology/Oswego BOCES	120,847	4,713	4,713	125,559							22,080						167,158 *	292,717	
A 349 Speech/Herkimer BOCES	14,421	(14,421)	(14,421)	-													-	-	
A 350 Therapy/Herkimer BOCES	4,059	(4,059)	(4,059)	-													-	-	
A 352 TA 1.1/Herkimer BOCES	30,800	(30,800)	(30,800)	-													-	-	
A 355 General Supervision	76,804	9,160	9,160	85,963													-	85,963	
A 357 Bilingual/ESL Itinerant/Madis on BOCES	20,860	860	860	21,720													-	21,720	
A300 ITINERANTS TOTAL	4,417,956	(60,789)	(60,789)	4,357,167	(12,790)	(12,790)	25,268	(12,790)	25,268	19,313	14,328	145,078	145,078	191,197	191,197	191,197	4,548,364		

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		Net Changes	Revised Budget	
	Adopted Budget	per Contracts	07/31/22	08/31/22	09/30/22	10/31/22	11/30/22	12/31/22	08/31/22	09/30/22	10/31/22	11/30/22	12/31/22	08/31/22	09/30/22	10/31/22			11/30/22
A400 GENERAL EDUCATION																			
A 402 Explor. Enrichment/Jeff-Lewis BOCES	5220	3,880	9,100																9,100
A 405 Performing Arts	115,520	(891)	114,629		4,950														25,111
A 408 Alternative Education	5,675,964	1,541,743	7,217,707																231,065
A 410 Hospital Based/Onondaga BOCES	8,100		8,100																756
A 411 Alternative High School Equivalency	59,970		59,970																8,856
A 416 Tutoring/Monroe 1 BOCES																			59,970
A 417 Equivalent A Attendance/Madis on BOCES	141,658	507	142,165		6,364														491
A 420 Regional Program Excellence	171,010	37,988	208,998		3,778														(5,736)
A 426 Distance Learning/Madis on BOCES	42,352	39,782	82,134		1,174														(87,628)
A 428 Summer School	786,711	3,395	790,106																3,457
A 438 Distance Learning	2,965,052	(238,580)	2,726,472		(717,627)														(181,903)
A 479 DL Synergy Virtual HS/CITI BOCES	92,000	(92,000)	-		47,800														(440,071)
A400 GENERAL EDUCATION TOTAL	10,063,557	1,295,824	11,359,381		83,187														(393,514)
A500 INSTRUCTIONAL SUPPORT																			
A 502 Library Media	917,779	198,263	1,116,042		17,420														17,420
A 504 Audio Visual/Video Repair	720,533	345,420	1,065,952																38,500
A 505 Printing Services	715,969	501,447	1,217,416																-
A 509 Sch. Curr./Cayuga BOCES	25,240	5,277	30,517		6,110														12,430
A 510 Learning Technology	3,202,532	2,632,470	5,835,002		4,398														702,727
A 511 Sch. Curric./Capital Region BOCES	3,113	(3,113)	-																-
A 514 Model Schools /Madison BOCES	288,963	(48,495)	240,468		26,230														27,001
A 515 Com Objective/Madis on BOCES	2,664,512	(208,531)	2,455,981		419,649														399,370
A 518 Science Kits	1,270,459	91,463	1,361,922		1,747														(13,323)
A 520 School Curriculum/Madis on BOCES	400	(400)	-		975														1,540
A 521 School Curriculum Improvement	1,417,094	105,635	1,522,729		52,550														290,047
A 538 Model Schools	279,923	35,754	315,676																-
A 543 Hard/Software/Os wego BOCES	5,093	5,093	10,186		(2,173)														4,734
A 545 Curr Dev/Greater Southern Tier BOCES	1,406,900	411,246	1,818,146		692,725														575,979
A 547 CDOS Credential Mgmt Sys /Oswego BOCES	2,817	100	2,917		(367)														(147)
A 555 Superintendent Eval/Erie 2 BOCES		2,177	2,177																-
A500 INSTRUCTIONAL SUPPORT TOTAL	17,420	17,420	17,420		16,500														1,133,462
TOTAL																			
TOTAL	10,063,557	1,295,824	11,359,381		83,187														(393,514)
Revised Budget																			10,965,866

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		Net Changes	Revised Budget
	Adopted Budget	Contracts	per Contracts	Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes		
A 632 Health Care Coord./Delaware BOCES	20,796	1,617		22,413		556										556	22,969	
A 633 GASB 45/Questar III BOCES	24,752	1,494		26,246												-	26,246	
A 634 Staff Dev./Board/Herkimer BOCES	13,302			13,302												-	13,302	
A 636 GASB 45/Clinton-Essex BOCES	3,990	13,090		17,080												-	17,080	
A 637 Fixed Assets/Questar III BOCES	22,511	4,059		26,570												-	26,570	
A 639 Transport/Madison BOCES	1,521	(1,205)		316		620		405								2,015	2,331	
A 640 Drug Testing/Jeff-Lewis BOCES	19,851			19,851												255	20,106	
A 641 On-Line Application/Putnam BOCES	43,672	(470)		43,202												-	43,202	
A 646 Medicaid Reimburse./Madison BOCES	38,014	(10,668)		27,346		(1,743)										(1,743)	25,603	
A 649 ACA Compliance/Madison BOCES	15,896	92		15,988												-	15,988	
A 650 Testing-NYS Alt Adm/Cap Region BOCES	79,800	525		80,325		45										45	80,370	
A 651 SCRIP/Broome BOCES	48,008	1,977		49,985												-	49,985	
A 655 Special Ed Aid Assistance Svc/Questar III BOCES	23,640	8,006		31,646												-	31,646	
A 656 Employee Relations /ONG BOCES	17,524	351		17,875												-	17,875	
A 657 Project Work/Cap Region BOCES											103					-	109	
A 658 Coop Bid/DCMO BOCES		19,714		19,714		(297)										4,228	23,942	
A 659 Tier 4 Enhanced/Cap Region BOCES		143,262		143,262												-	143,262	
A 660 Employee Assistance/DCMO BOCES						7,964										7,964	7,964	
A600 NON-INSTRUCTIONAL SERVICES TOTAL	14,740,209	1,397,982		16,138,191		705,770		9,454		34,121		178,886		5,642		933,873	17,072,064	
A700 INTERNAL																		
A 701 Operations and Maintenance	-	-		-		-		-		-		-		-		-	-	
A 713 Information Technology Supervision	-	-		-		-		-		-		-		-		-	-	
A700 INTERNAL																		
TOTALS	80,551,736	7,745,298		88,297,034		1,478,004		962,322		40,680		2,490,672		216,560		5,188,238	93,485,273	

C. PERSONNEL REPORT

a. RETIREMENTS

1. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	MARCIA L. EMRICH	PUBLIC RELATIONS ASSISTANT	08/26/2002	03/31/2023

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	QIAJA S. EVANS	TEACHER ASSISTANT	09/01/2019	12/29/2022
2.	ERICA SCHOFF	PRINCIPAL	09/01/2006	02/26/2023
3.	BRITTANY L. WEIBEL	SCHOOL SOCIAL WORKER	10/18/2021	01/24/2023

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	KRISTEN A. HOLT	OFFICE SPECIALIST I	04/26/2021	02/07/2023

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date
1.	BRITTNEY LINK	TEACHER OF MATH	12/01/2022	01/02/2023
2.	KAITLIN A. MAHARDY	TEACHER ASSISTANT	03/06/2023	05/05/2023

d. 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 **COURTNEY L. PLANTE** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 27, 2023 and ending February 26, 2027 at an annual salary rate of \$19,648.00, prorated.

redacted

2. Recommend that **ANGELA L. RILEY** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 18, 2023 and ending January 17, 2027 at an annual salary rate of \$17,931.00, prorated.

redacted

3. Recommend that **SYDNEY R. STEATES** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 09, 2023 and ending January 08, 2027 at an annual salary rate of \$17,325.00, prorated.

redacted

4. Recommend that **VICTORIA L. ZISSER** be appointed as a **TEACHER OF ENGLISH** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Middle Settlement Academy @ Lincoln Avenue for a four year probationary appointment in the English 7-12 tenure area, commencing January 24, 2023 and ending January 23, 2027 at an annual salary rate of \$46,605.00, prorated.

redacted

b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **JAMES K. SMALDON's** appointment as a **ATTENDANCE TEACHER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Camden Central School District approved at the December 14, 2022 Board meeting, be revised for a part-time, per diem appointment commencing December 01, 2022 and ending June 30, 2023 at an hourly salary rate of \$48.35.

redacted

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **KATRINA M. BRIODY** be appointed as a **TEACHER OF ESL** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at New York Mills, for a long-term substitute part-time (.2 FTE) appointment commencing January 03, 2023 and ending June 30, 2023 at an annual salary rate of \$8,397.80, prorated.

redacted

2. Recommend that **MACKENZIE R. HOLBERT** be appointed as a **TEACHER OF HOME ECONOMICS** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Westmoreland Central School and Middle Settlement Academy, for a long-term substitute appointment commencing January 03, 2023 and ending June 30, 2023 at an annual salary rate of \$41,989.00, prorated.

redacted

d. 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. | HOLLY M. KRISTOFF | ATTENDANCE TEACHER | 05/31/2023 |

2. Non-Instructional/Classified Staff

- a. Recommendation to create one (1) full-time Graphic Design Specialist position

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **LORI ALLEN** be appointed to a provisional appointment as a **PRINCIPAL ACCOUNT CLERK** in SUPPORT SERVICES, Central Business Office, commencing January 09, 2023 at an annual salary rate of \$45,191.00, prorated.

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

redacted

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **JOSHUA A. POTTER** be appointed to a probationary appointment as a **CLEANER** in SUPPORT SERVICES, Operations & Maintenance, commencing February 13, 2023 at an annual salary rate of \$32,406.00, prorated.

JOSHUA A. POTTER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLEANER**. **JOSHUA A. POTTER** will be required to serve a twenty-six week probationary period.

redacted

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **REGINA M. DAVIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing January 18, 2023 at an hourly salary rate of \$15.00.

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

redacted

2. Recommend that **SOHEE N. FONDA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing January 11, 2023 at an hourly salary rate of \$15.00.

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

redacted

3. Recommend that **CARLA SPAETH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing January 09, 2023 at an hourly salary rate of \$15.00.

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

redacted

d. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	SARAH A. MCELROY	CAREER EXPLORATION SPECIALIST	07/22/2022
2.	CHAD M. ROSCUP	CLEANER	08/08/2022
3.	BRENDA A. TUCKER	LIBRARY AIDE	08/11/2022
4.	SHANNON E. VESCERA	EMPLOYMENT SPECIALIST	07/22/2022



Oneida-Herkimer-Madison BOCES


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for Support Services*
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VII D. 1.
Approval of Tentative Budget
2023-2024
February 8, 2023


MEMORANDUM

To: Cooperative Board

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

Date: January 24, 2023

Subject: Approval of Tentative Budget 2023-2024

Prepared by: Scott Morris 

Background:

Education Law §1950{4}{b}{5} states that the Cooperative Board must adopt the tentative budget for the program, capital, rent and administration budgets. These budgets will be presented at the Annual Meeting on April 5, 2023 with the administration budget to be voted upon by the component school districts on April 25, 2023.

At the October 12, 2022 Cooperative Board meeting, the budgetary guidelines, budget parameters and the budget calendar for 2023-2024 were reviewed and approved. The budget has been reviewed by a number of groups including the Board, District Superintendent, and Superintendents of the component school districts.

Discussion:

Attached is a table of the tentative budget for the 2023-2024 school year. This table contains both the unit pricing and budget amounts for each of the programs at BOCES. The administration portion of the budget that will be voted on by the component districts shows an increase of 4.98%. This one percent increase over the previous school year nets \$195,977.00. The component district's share of this one percent increase is \$123,476.32. The remaining \$72,500 is covered by interest earnings on investments as well as revenue from

Retiree Health Insurance. Recently negotiated contract settlements and increases to health premiums are the key drivers to the increase to the Administrative Budget.

The tentative budget for 2023-24 is \$87,277,546.92 an increase of 8.35%. The change in the tentative budget is due to a number of factors. All programs are affected by salary and benefit increases. Unit price increases reflect the impact of salary and benefit changes, net changes in supplies, equipment and contractual expenses as well as changes in staffing levels. The staff has worked at mitigating the unit price increases by containing costs where possible. Other budgets are adjusted as both component and non-component districts either join or leave various programs.

Upon Board approval of the tentative budget, a notice will be published in the newspaper notifying the public of the Annual Meeting.

Districts will notify BOCES by May 1 which programs they wish to participate in for 2023-2024. Those programs that the districts commit to by May 1 become the basis for a contract between Oneida-Herkimer-Madison BOCES and each school district. After the Annual Meeting, the Board will adopt the final budget at their May Board meeting.

Recommendation:

The attached budget is consistent with guidelines established by the Board of Education and should be approved.

Resolution:

That the Cooperative Board, at their February 8, 2023 meeting, approves the attached tentative budget for program, capital, rent and administration in the amount of \$87,277,546.92 and authorizes a public notice.

SM:ld

Attachment

TENTATIVE BUDGET 2023-2024

COSER #	COSER NAME	UNIT	UNIT PRICE			BUDGET AMOUNT			% DIFF.
			2022-2023	2023-2024	% DIFF.	2022-2023	2023-2024	\$ DIFF.	
001.010	Administration	Per RWADA	\$ 100.79	\$ 109.60	8.74%	\$ 3,936,838.70	\$ 4,132,815.50	195,977	4.98%
002.010	Rent	Per RWADA	17.06	18.21	6.74%	\$ 354,488.88	\$ 448,697.70	94,209	26.58%
002.020	Capital Fund	Per RWADA	113.60	117.86	3.75%	\$ 2,787,001.36	\$ 2,788,001.53	1,000	0.04%
101.010	Occupational Education	Budget	N/A	N/A		\$ 7,724,893.00	\$ 8,729,015.00	1,004,122	13.00%
107.010	Multi Occupational Education	District Share	7,090,651.12	7,973,874.00	12.46%				
102.010	Adult Education	Per Student	8,474.00	9,133.00	7.78%	\$ 550,810.00	\$ 611,911.00	61,101	11.09%
103.259	Secondary Occ Ed - Spec/Madison BOCES		N/A	N/A		\$ 39,244.05	\$ 43,755.00	4,511	11.49%
109.259	Occ. Ed./Madison BOCES		N/A	N/A		\$ 22,118.00	\$ 22,118.00	-	0.00%
201.010	8:1:1	Per Student	37,425.00	39,295.00	5.00%	\$ 6,762,755.25	\$ 7,269,278.00	506,523	7.49%
201.015	8:1:2 + 1	Per Student	-40,420.00	42,440.00	5.00%	\$ 323,360.00	\$ 254,640.00	(68,720)	-21.25%
202.259	Intense Mgmt Needs/Madison BOCES		N/A	N/A		\$ 59,454.00	\$ -	(59,454)	-100.00%
203.010	Adjustment	Per Student	48,725.00	49,700.00	2.00%	\$ 1,181,716.00	\$ 1,239,460.00	57,744	4.89%
204.010	12:1:1	Per Student	27,518.00	29,720.00	8.00%	\$ 2,321,228.50	\$ 2,131,375.00	(189,854)	-8.18%
205.259	Special Class:Option 2/Madison BOCES		N/A	N/A		\$ 443,845.00	\$ 458,129.00	14,284	3.22%
206.020	Transition Services	Per Student	4,930.00	5,213.00	5.74%	\$ 167,620.00	\$ 176,065.00	8,445	5.04%
206.030	Stride Program	Per Student	2,194.00	2,323.00	5.88%	\$ 21,940.00	\$ 17,384.00	(4,556)	-20.77%
206.040	College Works Foundation	Per Student	8,505.00	8,994.00	5.75%	\$ 144,585.00	\$ 134,880.00	(9,705)	-6.71%
206.050	Options - Middle School	Per Student	8,505.00	8,994.00	5.75%	\$ 34,020.00	\$ 33,720.00	(300)	-0.88%
206.060	Life After High School	Per Student	8,505.00	8,994.00	5.75%	\$ 59,535.00	\$ 67,440.00	7,905	13.28%
206.070	Yes	Per Student	8,505.00	8,994.00	5.75%	\$ 42,525.00	\$ 50,580.00	8,055	18.94%
206.090	Options - High School	Per Student	8,505.00	8,994.00	5.75%	\$ 59,535.00	\$ 67,440.00	7,905	13.28%
209.010	12:1:3	Per Student	39,126.00	39,910.00	2.00%	\$ 6,339,599.50	\$ 6,725,382.00	385,783	6.09%
214.259	Secondary Intense Mgmt/Madison BOCES		N/A	N/A		\$ 496,002.75	\$ 348,037.00	(147,966)	-29.83%
216.010	6:1:1	Per Student	76,335.00	79,142.00	3.65%	\$ 2,260,598.00	\$ 2,864,944.00	604,346	26.73%
221.219	6:1:1/Herkimer BOCES		N/A	N/A		\$ 90,000.00	\$ -	(90,000)	-100.00%
222.259	Special Class:Option 3/Madison BOCES		N/A	N/A		\$ 272,745.00	\$ 281,958.00	9,213	3.38%
225.259	Elem IMN 6:1:2/Madison BOCES		N/A	N/A		\$ 483,780.00	\$ 401,879.00	(81,901)	-16.93%
303.010	Art	FTE	130,739.00	124,524.00	-4.75%	\$ 183,034.60	\$ 174,333.60	(8,701)	-4.75%
305.010	Guidance	FTE	99,267.00	129,289.50	30.24%	\$ 297,801.00	\$ 258,579.00	(39,222)	-13.17%
306.010	Technology	FTE	117,906.00	123,148.00	4.45%	\$ 82,534.20	\$ 86,203.60	3,669	4.45%
308.010	Physical Education	FTE	85,187.00	93,155.00	9.37%	\$ 42,593.50	\$ 139,747.50	97,154	228.10%
310.010	Nurse Practitioner	FTE	120,637.50	127,029.00	5.30%	\$ 386,040.00	\$ 406,492.80	20,453	5.30%
312.010	School Physician/Medical Director	1 FTE of NP+1963.7	1,905.50	1,963.70	3.05%	\$ 59,439.24	\$ 61,236.76	1,798	3.02%
313.010	School Psychologist	FTE	105,335.00	105,335.00	0.00%	\$ 263,337.50	\$ 358,139.00	94,802	36.00%
314.010	Social Worker	FTE	90,646.00	102,885.00	13.50%	\$ 353,521.74	\$ 277,789.50	(75,732)	-21.42%
315.010	Speech Impaired	FTE	106,330.00	114,305.00	7.50%	\$ 667,281.00	\$ 697,260.50	29,980	4.49%
316.010	Visually Impaired	FTE	146,249.00	146,249.00	0.00%	\$ 128,699.12	\$ 109,686.75	(19,012)	-14.77%
317.010	Computer Instruction	FTE	91,869.92	94,395.40	2.75%	\$ 73,495.94	\$ 75,516.32	2,020	2.75%
318.010	Hearing Impaired	FTE	142,099.10	163,415.00	15.00%	\$ 156,309.01	\$ 163,415.00	7,106	4.55%
321.010	Physical Therapy	FTE	127,592.00	135,250.00	6.00%	\$ 153,110.40	\$ 162,300.00	9,190	6.00%
322.010	Occupational Therapy	FTE	104,612.00	113,505.00	8.50%	\$ 303,374.80	\$ 238,360.50	(65,014)	-21.43%
325.010	Home Economics	FTE	109,621.00	116,844.50	6.59%	\$ 131,545.20	\$ 140,213.40	8,668	6.59%

TENTATIVE BUDGET 2023-2024

COSER #	COSER NAME	UNIT	UNIT PRICE			BUDGET AMOUNT			% DIFF.
			2022-2023	2023-2024	% DIFF.	2022-2023	2023-2024	\$ DIFF.	
326.010	English/Second Lang.	FTE	102,663.00	105,011.00	2.29%	\$ 657,043.20	\$ 682,571.50	25,528	3.89%
332.000	Curriculum Supervision Coordination	Budget	N/A	N/A		\$ 52,393.00	\$ -	(52,393)	-100.00%
338.010	Music Teacher	FTE	93,301.00	102,024.00	9.35%	\$ 158,611.70	\$ 183,643.20	25,032	15.78%
346.469	Audiology/Oswego BOCES	N/A	N/A	N/A		\$ 120,846.55	\$ 125,559.12	4,713	3.90%
349.219	Speech/Herkimer BOCES	N/A	N/A	N/A		\$ 14,421.45	\$ -	(14,421)	-100.00%
350.219	Occ. Therapy/Herkimer BOCES	N/A	N/A	N/A		\$ 4,059.00	\$ -	(4,059)	-100.00%
352.219	Teacher Aide 1:1/Herkimer BOCES	N/A	N/A	N/A		\$ 30,800.00	\$ -	(30,800)	-100.00%
355.010	General Supervision	FTE	128,006.00	135,667.00	5.98%	\$ 76,803.60	\$ 81,400.20	4,597	5.98%
357.259	Bilingual/ESL itinerant/Madison BOCES	N/A	N/A	N/A		\$ 20,860.00	\$ 21,720.00	860	4.12%
402.229	Exploratory Enrichment/Jefferson Lewis BOCES	N/A	N/A	N/A		\$ 5,220.00	\$ 9,100.00		0.00%
405.010	Performing Arts	Base Fee + Usage	1,545.00	1,605.00	3.88%	\$ 96,745.00	\$ 122,577.50	25,833	26.70%
405.020	Arts In Education	Per Base	1,525.00	1,585.00	3.93%	\$ 16,775.00	\$ 17,435.00	660	3.93%
405.030	Kirkland Art Center	N/A	N/A	N/A		\$ 2,000.00	\$ -	(2,000)	-100.00%
408.010	Altern. Ed. - Level I	Per Student	25,532.00	27,059.00	5.98%	\$ 5,337,465.00	\$ 6,849,986.00	1,512,521	28.34%
408.020	Altern. Ed. - Level II	Per Student	25,532.00	27,059.00	5.98%	\$ 76,596.00	\$ 81,177.00	4,581	5.98%
408.030	Attendance Supervision	FTE	81,844.75	85,295.00	4.22%	\$ 261,903.20	\$ 324,121.00	62,218	23.76%
410.429	Hospital Based Instruction/Onondaga BOCES	N/A	N/A	N/A		\$ 8,100.00	\$ 8,856.00	756	9.33%
411.010	Alt. HS Equivalency w/Occ. Ed.	Per Student	7,996.00	8,908.00	11.41%	\$ 59,970.00	\$ 66,810.00	6,840	11.41%
417.259	EA Attendance/Madison BOCES	N/A	N/A	N/A		\$ 141,657.80	\$ 148,529.24	6,871	4.85%
420.010	Regional Program of Excellence	Per Student	1,889.00	2,139.00	13.23%	\$ 170,010.00	\$ 145,452.00	(24,558)	-14.45%
420.020	Colgate Seminar	Per Student	200.00	200.00	0.00%	\$ 1,000.00	\$ 18,400.00	17,400	1740.00%
426.259	Distance Learning/Madison BOCES	N/A	N/A	N/A		\$ 42,352.00	\$ 85,591.45	43,239	102.10%
428.010	Summer School - Academic	Per Course	533.00	533.00	0.00%	\$ 715,819.00	\$ 562,848.00	(152,971)	-21.37%
428.020	Summer School - Driver Ed.	Per Student	780.00	780.00	0.00%	\$ 49,920.00	\$ 72,540.00	22,620	45.31%
428.030	Summer School - Tutorial	Per Course	196.00	196.00	0.00%	\$ 20,972.00	\$ 12,348.00	(8,624)	-41.12%
438.010	Distance Learning	Per Budget				\$ 459,919.90	\$ 557,878.80	97,959	21.30%
		Service	9,903.32	10,299.45	4.00%				
		Codex	8,183.86	8,511.21	4.00%				
		Equipment	1,241.48	1,291.14	4.00%				
438.020	Advanced Social Studies	Per Class	6,425.32	6,682.33	4.00%	\$ 154,207.68	\$ 160,375.92	6,168	4.00%
438.030	Chinese	Per Class	12,047.47	12,629.37	4.00%	\$ 609,723.95	\$ 633,818.95	24,095	3.95%
438.040	American Sign Language	Per Class	13,458.74	13,997.09	4.00%	\$ 484,514.64	\$ 545,886.51	61,372	12.67%
438.050	Zoom Licensing	Per License	22.80	22.80	0.00%	\$ 36,941.60	\$ 36,941.60	-	0.00%
438.060	Virtual Academy	Per Student	8,000.00	-	-100.00%	\$ 928,000.00	\$ -	(928,000)	-100.00%
438.065	Virtual Academy 12:1:3	Per Student	48,624.00	-	-100.00%	\$ 291,744.00	\$ -	(291,744)	-100.00%
479.469	DL Synergy Virtual HS/CITI BOCES	N/A	N/A	N/A		\$ 92,000.00	\$ 47,800.00	(44,200)	-48.04%
502.010	Educational Communications	Per RWADA	21.67	22.54	4.01%	\$ 737,923.39	\$ 741,566.00	3,643	0.49%
502.020	Cooperative Music	Per RWADA	1.04	1.08	3.85%	\$ 50,329.76	\$ 62,772.84	12,443	24.72%
502.030	Courier	Per Budget				\$ 117,657.85	\$ 162,421.25	44,763	38.05%
		District	1,745.00	1,815.00	4.01%				
		Addl Stop	1,045.00	1,087.00	4.02%				
		RWADA	2.18	2.27	4.13%				
502.040	LOTE-Curriculum	Per Exam	5.75	5.75	0.00%	\$ 11,868.00	\$ 64,428.75	52,561	442.88%

TENTATIVE BUDGET 2023-2024

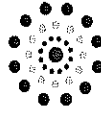
COSER #	COSER NAME	UNIT	UNIT PRICE		% DIFF.	BUDGET AMOUNT			% DIFF.
			2022-2023	2023-2024		2022-2023	2023-2024	\$ DIFF.	
504.010	Audiovisual Repair	Per Hour	84.33	87.00	3.17%	\$ 141,041.93	\$ 188,703.00	47,661	33.79%
504.020	Microcomputer Repair	Per Hour	84.33	87.00	3.17%	\$ 281,261.64	\$ 442,351.50	161,090	57.27%
504.030	Musical Instrument Repair	Per Hour	71.19	74.00	3.95%	\$ 9,617.78	\$ 25,567.00	15,949	165.83%
504.070	Performing Arts Specialist	Per FTE	122,307.00	127,199.00	4.00%	\$ 195,691.20	\$ 203,518.40	7,827	4.00%
504.210	Repair Parts Non Aidable	Estimate	Varies	Varies		\$ 92,920.00	\$ 126,800.00	33,880	36.46%
505.010	Printing	Estimate	Varies	Varies		\$ 715,969.00	\$ 1,215,969.00	500,000	69.84%
509.059	School Curriculum/Cayuaga BOCES		N/A	N/A		\$ 25,239.96	\$ 42,946.93	17,707	70.15%
510.010	Learning Technology Level I	Per Unit	84,907.84	88,304.15	4.00%	\$ 984,930.94	\$ 794,737.35	(190,194)	-19.31%
510.020	Learning Technology Level II	Per Unit	102,348.66	106,442.61	4.00%	\$ 511,743.30	\$ 638,655.66	126,912	24.80%
510.030	Learning Technology Level III	Per Unit	132,961.00	135,620.22	2.00%	\$ 33,240.25	\$ 203,430.33	170,190	512.00%
510.060	Learning Technology Blackboard	Per Unit	1,437.50	1,437.50	0.00%	\$ 70,437.50	\$ -	(70,438)	-100.00%
510.209	Learning Technology Equipment/Software		Varies	Varies		\$ 1,602,180.00	\$ 1,569,118.00	(33,062)	-2.06%
511.019	School Curriculum/Capital Region BOCES		N/A	N/A		\$ 3,113.25	\$ -	(3,113)	-100.00%
514.259	Model Schools/Madison BOCES		N/A	N/A		\$ 288,963.00	\$ 267,468.97	(21,494)	-7.44%
515.259	Common Learning Objectives/Madison BOCES		N/A	N/A		\$ 2,199,549.32	\$ 2,238,822.45	39,273	1.79%
515.258	Microcomputer Technology/Madison BOCES		N/A	N/A		\$ 464,962.71	\$ 616,179.75	151,217	32.52%
518.010	Elementary Science	Per RWADA	15.00	15.60	4.00%	\$ 1,270,458.90	\$ 1,258,319.41	(12,139)	-0.96%
520.259	School Curriculum/Madison BOCES		N/A	N/A		\$ 400.00	\$ 975.00	575	143.75%
521.010	Sch Curric Improv	Per Budget				\$ 263,369.00	\$ 365,716.80	102,348	38.86%
		Per District	14,539.00	15,100.00	3.86%				
		Per RWADA	7.50	7.80	4.00%				
521.011	Curriculum Specialist	Per FTE	127,900.00	131,100.00	2.50%	\$ 153,480.00	\$ 209,760.00	56,280	36.67%
521.015	Substitute Reimbursements		Varies	Varies		\$ 201,608.00	\$ 237,050.00	35,442	17.58%
521.020	Additional Workshops		Varies	Varies		\$ 337,315.00	\$ 540,073.00	202,758	60.11%
521.025	Teachers College		Varies	Varies		\$ 10,000.00	\$ -	(10,000)	-100.00%
521.030	Regional Scoring	Per Test	12.00	12.00	0.00%	\$ 153,732.00	\$ 153,732.00	-	0.00%
521.040	Study Council	Per District	430.00	430.00	0.00%	\$ 5,160.00	\$ 5,160.00	-	0.00%
521.050	Regional Assess	Per Plan	5,250.00	5,250.00	0.00%	\$ 57,750.00	\$ 57,750.00	-	0.00%
521.070	RTTT Data Analysis	Per District	3,040.00	3,145.00	3.45%	\$ 36,480.00	\$ 37,740.00	1,260	3.45%
521.080	APPR Re-Certification & Training/Admin.	Per Administrator	2,610.00	2,610.00	0.00%	\$ 164,430.00	\$ 221,850.00	57,420	34.92%
521.090	RSE TSAC Support		Varies	Varies		\$ 33,770.00	\$ -	(33,770)	-100.00%
538.010	Model Schools		Varies	Varies		\$ -	\$ -	-	-
538.020	Model Schools Curriculum Specialist	Per FTE	N/A	N/A		\$ -	\$ -	-	-
538.030	Model Schools Dir of Mgmt Info Systems	Per FTE	149,583.93	160,054.81	7.00%	\$ 149,583.93	\$ 160,054.81	10,471	7.00%
538.040	Model Schools Comp Education Coord.	Per FTE	N/A	N/A		\$ -	\$ -	-	-
538.050	Model Schools Engineering By Design	Base Fee	N/A	N/A		\$ -	\$ -	-	-
538.060	Model Schools Curr & Integration Specialist	Per FTE	130,338.68	135,552.23	4.00%	\$ 130,338.68	\$ 135,552.23	5,214	4.00%
543.469	Hrd/Software/Oswego BOCES		N/A	N/A		\$ 5,093.28	\$ 2,920.20	(2,173)	-42.67%
545.010	Community Schools		N/A	N/A		\$ 734,000.00	\$ 1,451,090.55	717,091	97.70%
545.015	Community Schools	Per FTE	65,000.00	68,250.00	5.00%	\$ 127,900.00	\$ 163,800.00	35,900	28.07%
545.020	Community Schools CFLR	Per FTE	107,250.00	-	-100.00%	\$ 78,000.00	\$ -	(78,000)	-100.00%
545.021	Community Schools ICAN	Per FTE	79,500.00	83,475.00	5.00%	\$ 159,000.00	\$ 258,772.50	99,773	62.75%
545.025	Community Schools R4K	Per FTE	100,000.00	105,000.00	5.00%	\$ -	\$ 315,000.00	315,000	100.00%

TENTATIVE BUDGET 2023-2024

COSER #	COSER NAME	UNIT	UNIT PRICE			BUDGET AMOUNT			% DIFF.
			2022-2023	2023-2024	% DIFF.	2022-2023	2023-2024	\$ DIFF.	
545.060	Community Schools Safe Schools	Per FTE	70,000.00	78,750.00	12.50%	\$ 308,000.00	\$ 291,375.00	(16,625)	-5.40%
547.469	CDOS Credential Mgt. Sys/Oswego BOCES		N/A	N/A		\$ 2,817.47	\$ 2,770.35	(47)	-1.67%
555.149	Superintendent Eval/Erie 2 BOCES		N/A	N/A		\$ -	\$ 2,176.88	2,177	100.00%
560.010	CPSE Grant	Per Student	1,065.00	1,065.00	0.00%	\$ 139,515.00	\$ 152,295.00	12,780	9.16%
565.149	Curriculum Improve Planning/Erie 2 BOCES		N/A	N/A		\$ -	\$ 6,600.00	6,600	100.00%
574.010	SABA	Per Budget	19,000.00	20,500.00	7.89%	\$ 323,703.00	\$ 394,174.95	70,472	21.77%
		Base Fee	3.45	4.45	28.99%				
		Per RWADA	2,545.00	2,625.00	3.14%	\$ 17,815.00	\$ 21,000.00	3,185	17.88%
574.080	Collegiate Tech. Prep.	Per District	878.38	913.52	4.00%	\$ 59,729.84	\$ 62,119.36	2,390	4.00%
576.010	Regional Catalog	Per Library	0.77	0.80	3.90%	\$ 32,084.09	\$ 32,567.28	483	1.51%
576.020	On-Line Database	Per Budget	383.00	398.32	4.00%				
		Per RWADA	Varies	Varies		\$ 386,805.87	\$ 386,805.87	-	0.00%
576.030	On-Site Database Access	Per District	821.06	853.90	4.00%	\$ 123,159.00	\$ 128,085.00	4,926	4.00%
576.040	Collection Development	Per Unit	1.59	-	-100.00%	\$ 53,632.29	\$ -	(53,632)	-100.00%
576.050	Virtual Reference Library	Per RWADA	107,861.62	112,176.08	4.00%	\$ 86,289.30	\$ 89,740.86	3,452	4.00%
576.070	Library Media Services	FTE	75.00	75.00	0.0%	\$ 3,075.00	\$ -	(3,075)	-100.00%
576.080	Leatherstocking Conference	Per Participant	N/A	N/A		\$ 173,979.50	\$ 178,439.50	4,460	2.56%
578.259	Library Automation/Madison BOCES	Per District	N/A	N/A		\$ -	\$ 1,050.00	1,050	100.00%
579.619	Diversity Equity & Incl/Tompkins BOCES		N/A	N/A		\$ 9,954,846.23	\$ 10,728,652.23	773,806	7.77%
601.259	Computer Services/Madison BOCES		N/A	N/A		\$ 332,094.40	\$ 369,156.30	37,062	11.16%
602.259	Negotiations/Madison BOCES		N/A	N/A		\$ 228,623.20	\$ 340,633.02	112,010	48.99%
603.010	School Communications	Per Hour	67.60	70.98	5.00%	\$ 284,348.72	\$ 177,717.99	(106,631)	-37.50%
603.020	PR Assistance	Per FTE	71,087.18	71,087.18	0.00%	\$ 318,646.63	\$ 509,846.43	191,200	60.00%
604.010	Central Business Office	Per RWADA	77.50	83.25	7.42%	\$ -	\$ -	-	-
607.010	Bus Drivers Advanced	Pnd Attendance	Varies	Varies		\$ -	\$ -	-	-
609.429	Energy Services/Onondaga BOCES		N/A	N/A		\$ 55,237.00	\$ 55,540.00	303	0.55%
610.010	Telephone Interconnect	Per District	Varies	Varies		\$ 827,629.98	\$ 710,645.06	(116,985)	-14.13%
611.259	Reg. Bus Maintenance/Madison BOCES		N/A	N/A		\$ 187,000.00	\$ 175,000.00	(12,000)	-6.42%
612.219	Health Care Benefit Coord./Herkimer BOCES		N/A	N/A		\$ 12,259.00	\$ 12,259.00	-	0.00%
613.020	Facilities Service - Lawns		Usage	Usage		\$ 52,932.00	\$ 56,700.00	3,768	7.12%
615.491	Policy Plan.XC Erie 1		N/A	N/A		\$ 11,708.60	\$ 12,727.98	1,019	8.71%
616.010	Employee Assistance Program	Per Employee	13.50	14.00	3.70%	\$ 19,872.00	\$ 20,608.00	736	3.70%
618.010	Employee Benefit Coordinator	Per Budget	2.50	2.50	0.00%	\$ 33,270.00	\$ 32,700.00	(570)	-1.71%
		Per Employee	5.00	5.00	0.00%				
		Per Subscriber	7.50	7.50	0.00%				
		Per Subscriber	8,875.00	9,250.00	4.23%	\$ 62,125.00	\$ 64,750.00	2,625	4.23%
618.030	Health Insurance Consortium	Per District	3.15	3.30	4.76%	\$ 33,824.00	\$ 35,716.00	1,892	5.59%
618.040	Dental Admin. Fee	Per Mo/Employee	N/A	N/A		\$ 25,500.00	\$ -	(25,500)	-100.00%
619.219	Cooperative Bid/Herkimer BOCES		N/A	N/A		\$ 318,622.85	\$ 332,733.50	14,111	4.43%
620.010	Safety Service	Per Budget	3.15	3.25	3.17%				
		Per RWADA	11,500.00	11,845.00	3.00%				
		Per District							

TENTATIVE BUDGET 2023-2024

COSER #	COSER NAME	UNIT	UNIT PRICE			% DIFF.	BUDGET AMOUNT			% DIFF.	
			2022-2023	2023-2024	2022-2023		2022-2023	2023-2024	\$ DIFF.		
620.011	Child Life		Varies	Varies		\$	12,675.00	\$	12,675.00	-	0.00%
620.020	Asbestos Maintenance	Per Building	702.00	725.00	3.28%	\$	94,770.00	\$	97,875.00	3,105	3.28%
620.030	Visual Inspections	Per Building	702.00	-	-100.00%	\$	14,040.00	\$	-	(14,040)	-100.00%
620.040	Fire Inspections	Per Building	702.00	725.00	3.28%	\$	57,037.50	\$	69,781.25	12,744	22.34%
620.041	Fire Safety Service	Per Ext & Service	7.60	8.00	5.26%	\$	4,164.80	\$	10,032.00	5,867	140.88%
620.060	Dignity Act	Per Day/Per Week	21,781.00	22,816.00	4.75%	\$	125,567.47	\$	154,350.24	28,783	22.92%
620.017	Enhanced Safety Service	Per FTE	-	89,055.00	100.00%	\$	-	\$	53,433.00	53,433	100.00%
621.010	Liability Insurance	Per District	1,375.00	1,375.00	0.00%	\$	6,875.00	\$	7,125.00	250	3.64%
622.259	Regional Bus Radios/Madison BOCES		N/A	N/A		\$	9,696.00	\$	9,800.00	104	1.07%
623.499	State Aid Planning/Questar III		N/A	N/A		\$	43,415.00	\$	44,515.00	1,100	2.53%
625.010	Substitute Teacher Calling	Per Budget				\$	173,637.36	\$	180,572.91	6,936	3.99%
		Per Teacher	67.60	70.30	3.99%						
		Per District	476.32	495.37	4.00%						
626.010	School Lunch Services		Varies	Varies		\$	640,483.03	\$	740,176.75	99,694	15.57%
627.010	Records Retention	Per Diem	360.00	410.00	13.89%	\$	103,680.00	\$	118,080.00	14,400	13.89%
628.010	Telecommunications	Per Budget				\$	304,507.08	\$	307,609.20	3,102	1.02%
		Service	6,462.75	6,721.26	4.00%						
		Line Charges	Varies	Varies							
631.259	Cooperative Bid/Madison BOCES		N/A	N/A		\$	17,843.72	\$	61,356.00	43,512	243.85%
632.129	Healthcare Coordination/Delaware BOCES		N/A	N/A		\$	20,796.00	\$	22,969.00	2,173	10.45%
633.499	GASB 45/QUESTAR III BOCES		N/A	N/A		\$	24,752.00	\$	26,246.00	1,494	6.04%
634.219	Staff Development/Boards/Herkimer BOCES		N/A	N/A		\$	13,302.00	\$	13,302.00	-	0.00%
636.099	GASB 45/Clinton-Essex BOCES		N/A	N/A		\$	3,990.00	\$	17,080.00	13,090	328.07%
637.499	Fixed Assets/Questar III BOCES		N/A	N/A		\$	22,511.00	\$	26,570.00	4,059	18.03%
639.259	Transportation/Madison BOCES		N/A	N/A		\$	1,521.00	\$	1,926.00	405	26.63%
640.229	Drug Testing/Jeff-Lewis BOCES		N/A	N/A		\$	19,851.00	\$	19,851.00	-	0.00%
641.489	On-Line Appl./Putnam BOCES		N/A	N/A		\$	43,672.00	\$	43,202.00	(470)	-1.08%
646.259	Medicaid Reimbursement/Madison BOCES		N/A	N/A		\$	38,014.04	\$	25,602.54	(12,412)	-32.65%
649.259	ACA Compliance/Madison BOCES		N/A	N/A		\$	15,896.00	\$	15,988.00	92	0.58%
650.019	Testing-NYS Alt Adm/Capital Region BOCES		N/A	N/A		\$	79,800.00	\$	80,370.00	570	0.71%
651.039	Scrib/Broome Boces		N/A	N/A		\$	48,008.08	\$	49,984.65	1,977	4.12%
655.499	Special Ed Aid Assistance Svc/Questar III		N/A	N/A		\$	23,640.00	\$	31,645.75	8,006	33.87%
656.199	Employee Relations/Otsego BOCES		N/A	N/A		\$	17,524.00	\$	17,875.00	351	2.00%
658.129	Coop Bid/DCMO BOCES		N/A	N/A		\$	-	\$	19,416.94	19,417	100.00%
659.019	Tier 4 Enhanced/Capital Region BOCES		N/A	N/A		\$	-	\$	143,261.64	143,262	100.00%
660.129	Employee Assistance/DCMO BOCES		N/A	N/A		\$	-	\$	7,963.86	7,964	100.00%
	TOTALS					\$	80,551,736.13	\$	87,277,546.92	6,725,811	8.35%




Oneida-Herkimer-Madison BOCES

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MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Subject: Records Retention Coordinator

Date: January 30, 2023

Prepared By: Scott Morris 

VII D. 2.
Approval of Records Retention
Coordinator
February 8, 2023

Background:

Oneida-Herkimer-Madison BOCES provides a comprehensive Records Management service for our 12 component districts and additional noncomponent districts and BOCES. Our BOCES is one of only 8 across the state that provide such a service. In order to remain in compliance with records retention standards set forth by the New York State Archives division of the State Education Department, our program must evolve to meet new guidelines. These guidelines must be met in order to continue to provide records retention services.

Discussion:

Currently, the title for our Records Management position is Microfilm Operator. This position is vacant. Guidelines set forth by the State Archives division include updated systems for permanently storing records with a focus on digital storage. Previously, microfilm was the standard for permanent records storage, however, microfilm storage is a dated system that is increasingly difficult to access. Additionally, we have been unable to recruit an employ a candidate that is eligible to take the Microfilm Operator Civil Service exam, which is required in order to remain employed in this position. In order to comply with new standards and to be able to recruit candidates Records Management positions, Civil Service has created the title of Records Retention Coordinator.

Recommendation:

It is recommended that the Cooperative Board create the title of Records Retention Coordinator with a salary range of \$41,511 - \$49,855 in order to comply with state regulations. This will allow the BOCES to recruit and retain staff in order to continue to offer a comprehensive Records Management service.

Resolution:

That the Cooperative Board creates the title of Records Retention Coordinator for Oneida-Herkimer-Madison BOCES.

Jurisdiction: Oneida County Schools
Jurisdictional Class: Competitive
Revised: 6/9/97

RECORDS RETENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This technical position exists in a BOCES and involves responsibility for administering the records management program for the BOCES and its component districts. The work involves surveyance and examination of all records series kept, made, filed, or received by the offices and departments of the BOCES and its districts to determine their value, use and most suitable method of preservation, storage, and disposition. Additionally, the incumbent works with district staff to assist and educate in following correct records management practices regarding retention and disposal of records. Duties are performed in accordance with local, State, and Federal laws and guidelines. The incumbent works under the general supervision of an Assistant Superintendent. Supervision is exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes procedures and standards regarding proper records management in accordance with appropriate laws and guidelines;
Prepares and monitors the records management program budget;
Develops and monitors a comprehensive regional micrographic/information retrieval and storage system, by making improvements and conducting research and development for the computer-assisted records retrieval system;
Assists and educates staff in the establishment of sound records management practices by providing workshops, written program policy, and publications;
Works in storage areas physically surveying, inventorying and disposing of records;
Disposes of obsolete records with cooperation from each school district records management officer and in accordance with legal requirements, through the use of records retention and disposition schedule;
Supervises, and participates in, the microfilming portion of the program;
Supervises employees involved in the microfilming of records;
Prepares special and annual reports on the records management program and its cost effectiveness;
Consults with other BOCES and local governments regarding the supervision of a records program;
Recommends the purchase of supplies and equipment within the department;
Attends meetings and workshops to keep up-to-date knowledge of records management practices.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of record-keeping systems, procedures and related terminology; good knowledge of indexing procedures and methods used to organize records; good knowledge of office terminology, procedures and equipment; working knowledge of the various types of records utilized and maintained in public offices; working knowledge of State laws, rules and regulations governing the retention and disposition of records; ability to organize work effectively; ability to file and index documents rapidly and accurately; ability to organize and maintain filing systems; ability to develop and maintain a budget, including the appropriation of funds; ability to plan, direct, coordinate and supervise the work of others; ability to bend, lift, climb, stand, and walk for long periods of time; ability to prepare written reports; ability to deal with a wide variety of people with tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or a New York State registered college or university with a Bachelor's Degree **AND** one (1) year of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (B) Successful completion of sixty (60) semester credit hours at a regionally accredited or a New York State registered college or university **AND** three (3) years of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience which involved acquiring, referencing, filing, refiling, and disposing of records; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: One year of full-time education at the graduate level in library science may be substituted for the required experience listed in (A) above.



Oneida-Herkimer-Madison BOCES


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~~VII D. 2.
Approval of Adoption of Board
Policy 7302 (First Reading)
January 11, 2023~~

VII D. 3.
Approval of Adoption of Board
Policy 7302 (Second Reading)
February 8, 2023

Memorandum

To: Cooperative Board
From: Patricia N. Kilburn, Ed.D. 
Date: January 4, 2023
Subject: Recommendation for Adoption of Board Policy

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 BOCES' 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 Ferrara-Fiorenza Law Firm and the New York State Education Department, have audited policy 7302 (Use of Time Out Rooms) and is seeking approval by the full Cooperative Board.

Recommendation

It is recommended that the Cooperative Board adopt the following policy:
7302 Use of Time Out Rooms

Resolution

That the Cooperative Board adopt Policy 7302, Use of Time out Rooms.

USE OF TIME OUT ROOM(S)

I. Statement of Policy

It is the policy of the OHM BOCES to use time out rooms as a behavior intervention technique only when the use of a time out room is: (a) incorporated into a student's behavioral intervention plan as a technique to teach and reinforce appropriate behaviors, or (b) a response to an unanticipated situation that poses an immediate concern for the physical safety of a student or others.

A time out room is an area for a student to safely deescalate, regain control and prepare to meet expectations to return to his or her educational program. It may not be used to punish or to discipline a student.

II. Behavioral Interventions

A. When a student's behavioral intervention plan (BIP)/ individualized education program (IEP) includes use of a time out room, then the behavioral intervention plan shall specifically describe: (a) the factors which may precipitate the use of the time out room, and (b) the maximum amount of time, considering the student's age and individual needs, that a student may be in a time out room.

B. When a student is placed in a time out room as a response to an unanticipated situation that poses an immediate concern for the physical safety of a student or others, appropriate, subsequent steps shall be taken promptly to evaluate the need for a functional behavior assessment.

III. Communication With Parents/Guardians and CSE

A. When a student's behavioral intervention plan includes possible use of a time out room, the student's parent(s)/guardian(s) shall be sent a letter prior to the initiation of the behavioral intervention plan that tells them of the possible use of a time out room, and also tells them that they may schedule a visit to the OHM BOCES to see the time out room. Parents/guardians shall be provided with a copy of this policy.

B. When a student has been placed in a time out room, the student's parent / guardian shall be notified that same day that the student needed to utilize the time out room. Multiple documented attempts to contact the parent / guardian shall be made if needed. The CSE will be notified that the time out room was utilized and will be informed of the attempts to contact the parent/guardian.

IV. Operational Implementation

- A. No physical space shall be designated for use as a time out room unless:
1. Its physical dimensions, furnishings, and environmental conditions satisfy the standards required by the regulations of the Commissioner of Education;
 2. at least one door to the room may be opened from the inside; and
 3. it is possible for staff to hear and see a student at all times that the student is in the time out room.
- B. Staff shall continuously monitor any student in a time out room.
- C. A time out room shall be unlocked at all times. The use of locked rooms or spaces as a time out room is prohibited.
- D. No student shall remain in a time out room for a period of time longer than the time period necessary to regain control and prepare to meet the expectations to return to his or her educational program or that time period identified in the student's behavioral intervention plan (BIP) / individualized education program (IEP), whichever is shorter. When a student without a prior behavioral intervention plan is placed in a time out room in response to an unanticipated situation that poses an immediate concern for the physical safety of a student or others, the maximum length of time the student shall remain in the time out room shall be: [30] minutes for students through the elementary grade level, or equivalent age, and [80] minutes, or two class periods, for students above the elementary grade level, or equivalent age.
- E. The use of the OHM BOCES time out rooms shall be recorded in a manner that will permit the OHM BOCES to monitor the effectiveness of the use of the time out room to decrease specified student behaviors, while maintaining the required confidentiality of student information.
- F. All staff assigned to programs that include use of a time out room will be trained annually in the policies and procedures regarding its use. No staff member who has not been trained regarding the OHM BOCES policies and procedures related to the use of time out rooms may direct a student to a time out room.




Oneida-Herkimer-Madison BOCES

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Memorandum

VII D. 4.
Approval of Board Policies
4201, 4300, 4304, 4404
4501, 4502, 4503, 6201
(First Reading)
February 8, 2023

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: January 30, 2023

Subject: Recommendation for Approval of Board Policies

Prepared by: David Stayton

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 BOCES' 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 are seeking approval by the OHM BOCES Cooperative Board.

Recommendation

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

Section 4000 Fiscal Management

4201 Budget Development and Adoption
4300 Investments
4304 Personal Property of the Board of Cooperative Educational Services
4404 Personal Property Acquisitions
4501 Competitive Bidding
4502 Non-Bid Purchasing
4503 Purchase Orders

Section 6000 Personnel

6201 Drug-Free Workplace Policy

Resolution

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 BOCES.

Section 4000 Fiscal Management

4201 Budget Development and Adoption

4300 Investments

4304 Personal Property of the Board of Cooperative Educational Services

4404 Personal Property Acquisitions

4501 Competitive Bidding

4502 Non-Bid Purchasing

4503 Purchase Orders

Section 6000 Personnel

6201 Drug-Free Workplace Policy

Attachments: policies

BUDGET DEVELOPMENT AND ADOPTION

- I. Authorization of the budgetary commitment of a component school district to participate in programs and services provided by OHM BOCES rests with the component school board and is executed by the Superintendent of the component school district. A preliminary service request is due not later than February 1st of each year, with the final request due to OHM BOCES on or before May 1st, in accordance with Section 1950 Education Law.
- II. The Board of Cooperative Educational Services shall prepare separate tentative budgets for its administrative, capital and program costs as delineated in accordance with law and/or regulation. All three tentative budgets will be formally presented to the component districts at the OHM BOCES Annual Meeting held on or before April 15th.
- III. The OHM BOCES administrative budget shall include, but is not limited to, office and central administrative expense; traveling expenses; salaries and benefits of supervisors and administrative personnel necessary to carry out the central administrative duties of the Supervisory District; all expenditures associated with the Board of Cooperative Educational Services, the office of the District Superintendent, general administration, central support services, planning and all other administrative activities. The OHM BOCES capital budget shall include, but is not limited to, facility construction or acquisition; capital projects; operations and maintenance costs, custodial salaries and benefits; and supplies and utilities costs. The capital budget also includes expenditures resulting from court judgments and orders from administrative bodies or officers, and certain costs relating to employee retirement.
- IV. The Board of Cooperative Educational Services must attach to the administrative budget a detailed statement of the total compensation to be paid to the District Superintendent, delineating the salary, annualized cost of the benefits and any in-kind or other form of remuneration to be paid. In addition, the Board of Cooperative Educational Services must attach to the proposed administrative budget a OHM BOCES report card as enumerated in law and regulation.
- V. The three tentative budgets and attachments shall be provided to each component school board at least 10 days prior to the OHM BOCES Annual Meeting. The Board of each component school district shall adopt a public resolution approving or disapproving such tentative administrative budget at a regular or special meeting held on the same date designated for election of members of the Board of Cooperative Educational Services. Each component Board is entitled to one vote on the proposed administrative budget. Approval of the tentative administrative budget requires approval of a majority of the total number of component school boards voting on the budget. If a majority of the components turn down the administrative budget or if there is a tie vote, the Board of Cooperative Educational Services will adopt and prepare a contingency administrative

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FISCAL MANAGEMENT

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BUDGET DEVELOPMENT AND ADOPTION

budget which may not exceed the previous year's budget except for increases to supplemental retirement allowances. If the majority of component districts approve the tentative administrative budget, the Board of Cooperative Educational Services may adopt the administrative budget without modification.

- VI. While the OHM BOCES capital and program budgets are presented to the component districts for their review, the adoption of those budgets is the sole responsibility of the Board of Cooperative Educational Services. The law requires that the Board of Cooperative Educational Services adopts its final administrative, capital and program budgets by May 15th.
- VII. After May 15, requests for changes in the component district's level of participation, either increases or decreases, shall be made in writing by the component school Superintendent to the District Superintendent or his/her designee.
- VIII. Component schools must submit their OHM BOCES commitment forms to the Board of Cooperative Educational Services by May 1st of each year. The Board of Cooperative Educational Services will enter into contracts with the component school Districts with an effective date of July 1st of each year. All contracts must be completed and on file by August 1st of a given school year.
- IX. Requests from component school Districts for services not available from OHM BOCES must be made in writing to the District Superintendent or his/her designee who may authorize the issuance of a cross contract with another Board of Cooperative Educational Services.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §§1950 (2-a) and (4)(b); 8 NYCRR 170.3

Adopted: 07/10/02

Revised: 02/13/13, 03/11/20

Policy

FISCAL MANAGEMENT

4300

INVESTMENTS

I. Investment Objectives

Funds held by the OHM BOCES that are in excess of the amount required to meet short-term cash flow needs, and are not otherwise encumbered, shall be invested to provide the OHM BOCES with the best rate of return available without exposing the principal to an unreasonable risk of loss.

All investments made on behalf of the OHM BOCES shall comply with the requirements of all applicable federal and state laws, including the Education Law, General Municipal Law, and Local Finance Law.

II. Authority to Invest District Funds

As permitted by Section 11 of the General Municipal Law, the Board of Cooperative Educational Services authorizes the District Superintendent or his/her designee, as an officer having custody of the OHM BOCES' funds, to invest the OHM BOCES' funds in a manner consistent with this Policy.

III. Standards for Selecting Investments

A. Prudence

All OHM BOCES participants in the investment process shall act as custodians of the public trust and shall avoid any transaction that might impair public confidence in the OHM BOCES. They shall make investment decisions with the judgment and care exercised by a reasonably prudent person in the conduct of their own affairs.

B. Conflict Avoidance

All OHM BOCES participants in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or impair their ability to make impartial investment decisions.

C. Diversification

Investments of OHM BOCES funds, including bank deposits, are to be diversified in terms of the type of investments made, the maturity dates of investments, and the choice of financial institution or broker to place or hold the investment.

POLICY

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INVESTMENTS

D. Permitted Investments

Consistent with the other provisions of this Policy, the District Superintendent or his/her designee may purchase the following investments:

1. Special time deposit accounts;
2. Certificates of deposit;
3. Obligations of the United States of America;
4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
5. Obligations of the State of New York;
6. Obligations issued pursuant to LFL (Local Finance Law) Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the OHM BOCES;
7. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
8. Certificates of Participation (COPs) issued pursuant to General Municipal Law Section 109-b; and
9. Obligations of this OHM BOCES, but only with any monies in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

E. Assured Availability

All investment obligations shall be payable or redeemable at the option of the OHM BOCES within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the OHM BOCES within two years of the date of purchase.

IV. Collateralization of Certain Investments

Investments in the form of special time deposits and certificates of deposit shall be collateralized as provided in Policy 4302 governing OHM BOCES deposits.

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FISCAL MANAGEMENT

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INVESTMENTS

V. Purchase and Custody of Investments

A. Purchase of Investment Assets

The District Superintendent or his/her designee is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner;
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Cooperative Educational Services; or
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Cooperative Educational Services Board.

B. Custody of Investment Assets

All purchased obligations, unless registered or inscribed in the name of the OHM BOCES, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the OHM BOCES by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

C. Segregation of Investment Assets

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the OHM BOCES, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the OHM BOCES a perfected interest in the securities.

VI. Repurchase Agreements

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INVESTMENTS

Repurchase agreements are authorized subject to the following restrictions:

1. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
2. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
3. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
4. No substitution of securities will be allowed.
5. The custodian of said funds shall be a party other than the trading partner.

VII. Authorized Financial Institutions and Dealers

A. Preparation and Review of List

The District Superintendent or his/her designee is responsible for maintaining a list of depositories, trading partners and custodians whose financial position and record of operations warrants their use by the OHM BOCES. At least once each year, the Board of Cooperative Educational Services shall review the list with the District Superintendent, and adopt a list of approved financial institutions and firms.

B. Requirements

All financial institutions with which the OHM BOCES does business must be creditworthy. Banks must agree to provide their most recent Consolidated Report of Condition (Call Report) at the request of the OHM BOCES. Security dealers not affiliated with a bank must be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

VIII. Annual Board Review of Policy

Each year, the Board of Cooperative Educational Services shall review this Policy, and note that review in the minutes of the meeting at which it occurs.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §§1709, 1723-a and 3652; NYS Finance Law §§24.00, 25 and 165; NYS General Municipal Law §§10 and 11.

Adopted: 07/10/02

Revised: 02/13/13, 03/11/20

Policy

FISCAL MANAGEMENT

4304

PERSONAL PROPERTY OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- I. The Board of Cooperative Educational Services has approved and authorizes the following policies to address the issue of OHM BOCES personal property, including the acquisition, sale and disposal of same:
 - A. General Procurement Standards
 - B. Accepting Gifts from the Public
 - C. Accounting of Fixed Assets
 - D. Community Use of Board of Cooperative Educational Services Facilities
 - E. Sale and Disposal of OHM BOCES Property

- II. Such policies, and any subsequent amendments thereto, shall be submitted to the Commissioner of Education for approval, and shall be annually reviewed by the Board of Cooperative Educational Services, as required by Commissioner's Regulations.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §1950 (18); 8 NYCRR 170.3

Cross Ref: 4500, General Procurement Standards

4501, Competitive Bidding

4502, Non-Bid Purchasing

4503, Purchase Orders

4504, Sale and Disposal of OHM BOCES Property

4505, Accepting Gifts from the Public

4603, Accounting of Fixed Assets

1002, Community Use of Board of Cooperative Educational Services Facilities

Adopted: 02/13/13

Revised: 10/14/20

Policy

FISCAL MANAGEMENT

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PERSONAL PROPERTY ACQUISITIONS

- I. For the purposes of this policy and pursuant to subdivision 18 of Section 1950 of the Education Law, the following definitions are provided:
- A. Personal Property – shall mean all tangible personal property of the Board of Cooperative Educational Services that is not consumable and has a useful life of three years or more, including, but not limited to equipment: supplies, parts, vehicles and materials, provided that such term shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
 - B. Valuable Personal Property – shall mean personal property which has a unit resale value of \$500 or more, and supplies parts or materials which are disposed of in lots having aggregate resale value of \$500 or more.
 - C. Surplus Personal Property – shall mean personal property which has no known immediate or currently foreseeable use to the Board of Cooperative Educational Services.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education law §§207, 1950(18) as amended by Chapter 474 of the Laws of 1996

Adopted: 7/10/02

Revised: 11/09/11*, 09/11/19

Reviewed: 10/14/20

COMPETITIVE BIDDING

I. Competitive Bidding Required

- A. The Purchasing Agent shall insure that a competitive bidding process compliant with the General Municipal Law and these Policies is conducted prior to entering into:
 - 1. a public works contract involving an expenditure of more than \$35,000; contracts for the purchase of labor, construction, and those other services that fall into this category;
 - 2. a purchase contract involving an expenditure of more than \$20,000 for the purchase of materials, equipment, and supplies fall into this category; or
 - 3. a lease of personal property for a period of time not to exceed the current school year.
- B. In the event that a contract combines the provision of professional services not subject to the bidding requirement, and a purchase that is otherwise subject to the bidding requirement, the Purchasing Agent will determine whether the professional service or the purchase is the predominant part of the transaction, and proceed with the bidding process, if the purchase component is predominant and is in excess of the applicable monetary threshold.

II. Competitive Bidding Not Required

- A. Contracts for public works or the purchase of supplies, material, or equipment may be entered into without competitive bidding in the case of a public emergency arising out of an accident or other unforeseen occurrence that creates circumstances that require immediate action to preserve public property or the life, health, safety of residents, employees, or students.
- B. Surplus and second-hand supplies, materials, and equipment may be purchased without competitive bidding from the federal government, the State of New York, or another political subdivision or district within the State.
- C. Competitive bidding is not required when there is, in fact, only one source for the product or service being purchased. This exception includes monopoly markets, such as public utilities.
- D. Competitive bidding is not required for the procurement of professional services which, because of the specialized or confidential nature of the services, do not lend themselves to procurement through competitive bidding.

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COMPETITIVE BIDDING

III. The Bidding Process

- A. The Purchasing Agent has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public works.
- B. A Notice to Bidders shall be published in the officially designated newspaper commencing not less than five (5) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
- C. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time of opening.
- D. Bids may be received through electronic format where the Purchasing Agent has confirmed that the District's hardware and software enable it to:
 - 1. comply with Article Three of the State Technology Law, and related regulation;
 - 2. document the time and date of receipt;
 - 3. authenticate the identity of the sender;
 - 4. maintain the security of the information transmitted; and
 - 5. maintain the confidentiality of the information of the bid or offer until the date and time of bid opening.
- E. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least three (3) OHM BOCES employees present at each bid opening, including the Purchasing Agent or the Purchasing Agent's designee. All interested parties may also attend the opening of bids.
- F. After being opened, all bids shall be recorded and analyzed. The Purchasing Agent shall make a recommendation to the Board of Cooperative Educational Services regarding an award on the basis of best value (as defined in Section 163 of the State Finance Law) to a responsible and responsive bidder. Alternatively, the Purchasing Agent may recommend that all bids be rejected.

In the event there are two or more bona fide low responsible bidders, the Board of Cooperative Educational Services may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase.
- G. Bid bonds, deposits, or performance bonds may be required, at the discretion of the Purchasing Agent. The need for such security can be determined on a case-by-case basis.

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COMPETITIVE BIDDING

- H. Every bid shall contain the certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.
- I. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board of Cooperative Educational Services, upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.
- J. State contracts may be used to fulfill bid requirements.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS General Municipal Law §§102, 103, 104-b, 109-a; 800 et seq.; NYS Education Law §§207, 305 (14), 1604, 1709, 1725, 1950, 2053, 2554, 3602, 4403; NYS Finance Law §163; 8 NYCRR 200.2

Adopted: 07/10/02

Revised: 02/13/13, 09/12/18, 08/12/20

NON-BID PURCHASING

I. Objective

Goods and services which are not required by law to be procured by the OHM BOCES, through competitive bidding, will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. It is the policy of the OHM BOCES to “shop around,” and to maintain accurate records of the efforts made by staff to buy wisely. Alternative proposals or quotations will be secured by requests for proposals (RFP), written quotations, or verbal quotations, as set forth below.

II. Methods of Solicitation and Documentation

A. Written Quotations

1. A standard “request for quotation” shall be used to solicit written quotations. All vendors sent a “request for quotation” for a particular good or service shall be provided with an identical written description of the good or service being solicited.
2. Written quotations may be solicited and received electronically, provided all documentation is preserved either physically or electronically.
3. The Purchasing Agent shall maintain a master file of all written solicitations and all written responses.

B. Requests for Proposals (RFP)

1. Written Requests for Proposals are generally used to obtain comparable quotations for the provision of professional and other specialized services. A Request for Proposal will contain critical details of the engagement, including the methods which the OHM BOCES will use in selecting the service provider, and set a deadline for the submission of written Proposals.
2. A particular Request for Proposal shall be sent to a representative sample of individuals and firms known to offer the service being purchased (e.g., architects, engineers, accountants, lawyers, underwriters, fiscal consultants, etc.). To develop a pool of candidates, the OHM BOCES may advertise in professional journals, canvass directories of professionals in a particular field, and make inquiries of other school districts or users of the service being sought.
3. The evaluation of responses to a Request for Proposal will consider the price

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4502

NON-BID PURCHASING

quoted, any special knowledge or expertise of the service provider, the quality of the service, the staffing of the service, and suitability for the OHM BOCES needs.

C. List of Vendors

The Purchasing Agent shall maintain a list of known and acceptable vendors, grouped by category of good or service provided. Any employee initiating a purchase shall consult this list.

III. Comparable Proposals Required

A. General Categories

1. Prior to entering into a purchase contract involving an expenditure of between \$5,000 and \$20,000, the responsible officer or employee shall solicit and document three (3) written quotes.
2. Prior to entering into a public works involving an expenditure between \$5,000 and \$35,000, the responsible officer or employee shall solicit and document three (3) written quotes.

B. Specific Categories

1. Insurance: written quotes
2. Professional services: Requests for Proposals shall be issued periodically, as determined by the Board of Cooperative Educational Services.
3. Lease of personal property: written quotations; also, before a proposed lease of personal property is presented to the Board of Cooperative Educational Services for consideration, an analysis of the relative costs and benefits of leasing rather than purchasing shall be prepared and presented to the Board of Cooperative Educational Services, as well as an analysis of whether the proposed arrangement is a true lease rather than an installment purchase agreement.
4. Surplus or second-hand government equipment: written quotes for comparable equipment in the market.
5. Certain food and milk purchases: written quotes, and documentation sufficient to satisfy Sections 114.3 and 114.4 of the Commissioner's Regulations.

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NON-BID PURCHASING

IV. Comparable Proposals Not Required

A. Emergencies

When an emergency situation exists, the OHM BOCES will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

B. Sole Source Situations

Whenever the Purchasing Agent determines that a good or service is available only from a "sole source" supplier, the Purchasing Agent shall document, before making the purchase, the unique benefits of the patented items as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods.

C. Professional Services

When feasible, professional services should be retained after considering information about the prices charged by alternative service providers. However, the specialized and confidential nature of some professional services makes them unsuitable for purchase through competitive proposals. For that reason, the District Superintendent shall monitor the use of professional services and periodically issue Requests for Proposals to assess the cost effectiveness of the services being utilized.

D. Minor Purchases

Quotations need not be obtained prior to a purchase that is so small that the use of OHM BOCES resources to solicit and document the quotations would not be cost effective.

E. Purchases Through County

The procedures set forth above need not be followed when a purchase is made through any county of New York State. However, a purchase shall not be made in this manner unless the Purchasing Agent has documented that the purchase may be made upon the same terms, conditions, and specifications at a lower cost by purchasing through the county.

F. Other Special Source Purchases

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NON-BID PURCHASING

1. The procedures set forth above need not be followed when a purchase is made from or through the state Office of General Services, from individuals with severe handicapping conditions as defined under the state Finance Law, or from correctional institutions pursuant to the Corrections Law.
2. The procedures set forth above need not be followed when a purchase is made of an apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States of America or any agency, state or any other county, or political subdivision or district, if such contract was let in a manner that constitutes competitive bidding with state law and made available for use by other governmental entities.

V. Purchasing

A. Tie Quotations

In the event of tie quotations, the Purchasing Agent may award the purchase to one of the low quotations or reject all quotations and resolicit quotations.

B. Purchase Order

After three quotations have been gathered, they shall be compared by the Purchasing Agent to available State contracts. If the same product or service is not available at a lower price through a State contract, the Purchasing Agent will issue a purchase order for materials from the vendor with the lowest price. The Purchasing Agent shall certify that the quotations required by this Policy have been received. Quotations or information on telephone quotes received should be attached to the purchase order submitted to the Purchasing Agent.

C. Purchase Other than for Lowest Quoted Price

When a purchase is made from other than the lowest responsible quotation, the documentation of the quotations shall be supplemented with a statement justifying such award. Such justification must demonstrate that the award provides for the prudent and economical use of public monies as determined by the Purchasing Agent.

D. No Quotes Received

When no quotations are received despite solicitation by the means of either mail or telephone above, the Purchasing Agent should attempt to broaden the solicitation if

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FISCAL MANAGEMENT

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NON-BID PURCHASING

at all feasible. However, where the OHM BOCES has taken steps to obtain quotations and no further quotations are received, the Purchasing Agent may make purchases in the open market until conditions change.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS General Municipal Law §§102, 103, 104-b, 109-a; 800 et seq., NYS Education Law §§207, 305 (14), 1604, 1709, 1725, 1950, 2053, 2554, 3602, 4403; 1725 NYS Finance Law §163; 8 NYCRR 200.2

Adopted: 07/10/02

Revised: 02/13/13, 09/12/18, 08/12/20

PURCHASE ORDERS

I. Purchase Order Procedures

- A. In all instances, purchase orders are to be completed before a purchase is made. The sole exception shall be in the event of an emergency. Requisition forms and purchase orders provide formal documentation and authority for the purchase of goods and services.
- B. The Director or Program Coordinator will be held responsible for the completion of all requisitions and purchase orders.
- C. Requisition forms and purchase orders must be submitted to the Purchasing Agent. The Purchasing Agent shall be responsible for reviewing all requisition forms and purchase orders to determine whether such procurement of goods and services is subject to competitive bidding; and documenting the basis for any determination that competitive bidding is not required.
- D. All purchase orders must be approved by the Purchasing Agent before the purchase is made. In no event are purchase orders to be sent directly to the vendor without the Purchasing Agent's approval.
- E. If the Purchasing Agent determines that an insufficient or no appropriation balance is available to process a purchase order, or other non-compliance with policy exists, the purchase order will be returned to the originator.

II. Blanket Purchase Orders

- A. The purpose of blanket purchase orders is to eliminate the necessity for the issuance of separate orders for groups of items that are purchased separately from the same vendor. These items normally are used in a day to day operation. Equipment may not be purchased by a blanket purchase order.
- B. The total dollar amount of blanket purchase orders for items in the same general category shall not exceed the limits of the General Municipal Law applicable to the procurement of goods per annum. The Purchasing Agent shall keep a record of the purchases made to insure that they do not exceed the aggregate.
- C. Blanket Purchase Orders are normally issued monthly and will show the maximum dollar amount covered by each purchase order. This dollar amount should also be encumbered. The preparation and distribution of blanket purchase orders shall be by the same methods as those utilized for standard purchase orders.

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FISCAL MANAGEMENT

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PURCHASE ORDERS

III. Confirming Purchase Orders

- A. The purpose of confirming purchase orders is to provide a purchase order number and limited to cases where an emergency purchase has been made. An emergency exists when an accident or other unforeseen occurrence or condition creates circumstances impacting public buildings, public property or the life, health, safety or property of the inhabitants that require immediate action. Lack of proper planning will not be considered a valid reason for utilizing this process.
- B. When the use of a confirming purchase order is justified, the following procedure shall be followed:
1. Before contracting for the purchase of the good or service, the Director or Program Coordinator verbally notifies the Purchasing Agent of the good or service intended to be purchased, the vendor involved, and the circumstances requiring the departure from the normal purchase order process.
 2. The Purchasing Agent either authorizes the proposed purchase, or requires the use of the normal purchase order process, depending on the Purchasing Agent's judgment as to the urgency of the situation.
 3. If authorized by the Purchasing Agent, the Director or Program Coordinator may complete the purchase, and also submit a requisition to the Purchasing Agent, noting the completed purchase.
 4. The Purchasing Agent confirms the receipt of the pre-purchased good or service and creates a confirming purchase order, including a record of the circumstances judged to warrant the expedited purchase and a confirmation that authorization was given prior to the purchase.

IV. Purchase Orders Not Required

The following transactions may be made without purchase orders:

- Contracts for personal services (legal services, auditing services, consultants)
- Interdepartmental charges.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 02/13/13

Revised: 08/12/20

Policy

PERSONNEL

6201

DRUG-FREE WORKPLACE POLICY

I. Statement of Policy

- A. The OHM BOCES is committed to maintaining a drug free work environment and adopts this policy to ensure compliance with the *Drug Free Workplace Act of 1988*.
- B. Penalties for violations of this Policy shall be administered in a manner consistent with applicable statutes, collective bargaining agreements that relate to employee discipline and the OHM BOCES' Code of Conduct.
- C. The unlawful manufacture, distribution, dispensation, possession, or use of a "controlled substance" (any substance listed in any schedule of 21 U.S.C. Section 812) is prohibited on OHM BOCES property and at OHM BOCES-sponsored events. The use or possession of a prescribed medication in any manner other than as prescribed is also prohibited on OHM BOCES property and at OHM BOCES-sponsored events.
- D. The District Superintendent shall adopt a procedure that will ensure that each employee receives a copy of this Policy and is informed about:
 - 1. This Policy,
 - 2. The dangers of drug abuse in the workplace,
 - 3. Available drug counseling and rehabilitation services and the OHM BOCES employee assistance program, and
 - 4. The penalties that may be imposed upon employees for violations of this Policy.

II. Special Rules Relating to Employees Working under a Federal Grant

- A. The OHM BOCES will notify each employee working under a federal grant that as a condition of working under the grant, the employee will abide by the terms of this policy.
- B. When a OHM BOCES employee working under a federal grant is convicted of a violation of a criminal drug statute:
 - 1. The employee must notify the OHM BOCES of the conviction no later than five days after the conviction; and

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DRUG-FREE WORKPLACE POLICY

2. The District Superintendent (or designee) will notify the federal agency providing the grant of the employee's conviction no later than ten days after it learns of the conviction; and
3. The OHM BOCES will initiate appropriate disciplinary action and/or will require the employee to participate in an appropriate rehabilitation program no later than 30 days after receiving notification of the conviction.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 41 USCA 8103; 20 USC 7104; 21 CFR 1308.11, 1308.15; 34 CFR 85

Adopted: 07/10/02



Revised: 02/12/14, 12/08/21



Oneida-Herkimer-Madison BOCES

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

VII D. 5.
Approval of Advisory Council
Membership – New Student Members
February 8, 2023

TO: Cooperative Board
FROM: Patricia N. Kilburn, Ed.D. 
DATE: January 5, 2023
RE: Advisory Council Membership – new student members
Prepared by: Christopher Hill, David Stayton 

Background

The Board approves appointments to the Career and Technical Education Advisory Council. The student appointments are effective for a one-year period.

Discussion

Each year two new Advisory Council student members are needed. Potential members are identified by instructors or administrators. The prospective members are recommended based upon their interest and grades, and have agreed to serve a one-year term of membership.

Recommendation

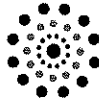
That the Cooperative Board approves the student membership of Caden Engle (Clinton) from Conservation and Alyssa Mooney (New Hartford) from Early Childhood Education to the Career and Technical Education Center Advisory Council.

Resolution

The Cooperative Board approves the membership of Caden Engle and Alyssa Mooney to the Career and Technical Education Center Advisory Council for a one-year term for the 2022-2023 school year.

ds/cg

Attachment



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VII D. 6.


Approval of Consultant Committee

Membership

February 8, 2023

MEMORANDUM



To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: January 11, 2023

Subject: Consultant Committee Membership

- New membership

Prepared by: Christopher Hill 
David Stayton 

Background:

The Board approves appointments to the various Consultant Committees. The appointments are effective for a two or three-year period.

Discussion:

When new members are needed, teachers and/or administrators will contact prospects and determine if they would like to serve as a member. Members are chosen for their knowledge and expertise in the area to which they are appointed.

Recommendation:

The Career and Technical Education staff recommends the approval of one member, Owen Murphy to the Culinary Consultant Committee for the term of 2/28/23 to 2/28/26.

Resolution:

The Cooperative Board recommends the approval of one member, Owen Murphy to the Culinary Consultant Committee for the term of 2/28/23 to 2/28/26.

Attachment
DS/clg