



Oneida-Herkimer-Madison BOCES

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

[www.oneida-boces.org](http://www.oneida-boces.org)

## AGENDA

Cooperative Board Regular Meeting

**March 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

none

**4:40** IV. Recognition of Visitors

**4:45** V. Communications

A. From the Floor

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

B. Correspondence

**5:00** VI. Reports:

District Superintendent Report(s)

- District Superintendent update
- Emerging needs, positions and succession planning

**5:20** VII. A. Approval of the Minutes of the Regular Meeting of February 8, 2023 (page 11)

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

B. Financial Report (page 33)

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

C. Personnel Report (page 53)

a. Resignations

1. Teaching/Certified Staff
2. Non-Instructional/Classified Staff

b. Unpaid Leave(s) of Absence

1. Non-Instructional/Classified Staff

c. Appointments

1. Teaching/Certified Staff

- a. Recommendation for Probationary Appointment(s)
- b. Recommendation for Long-Term Substitute Appointment
- c. Recommendation for Temporary Appointment(s)
- d. Recommendation for Increase in FTE

2. Non-Instructional/Classified Staff
  - a. Recommendation to create one (1) full-time Public Information Specialist position
    - a. Recommendation for Provisional Appointment – Civil Service Competitive Title
    - b. Recommendation for Part-Time Appointment(s)
    - c. Recommendation for Permanent Appointments from Civil Service Listing
    - d. Recommendation for Additional Assignment(s)
  - d. Stipends
    1. Teaching/Certified Staff
  - e. Terminations
    1. Teaching/Certified Staff

D. Action Items (page 75)

1. 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 **(Second Reading)**
2. Approval of Board Policy 2004 Orienting New Board of Cooperative Educational Services Members; 2006 Board of Cooperative Educational Services Compensation and Expenses; 5004 Short-Term Worker Asbestos Notification; 5400 Transportation of Students to OHM BOCES Sponsored Events; 5401 Owned or Leased Vehicles **(First Reading)**
3. Approval of FY 2023-2024 Databases, Research Tools, Ebooks, Automation and Media for User in School Library Systems “Dream Consortium”
4. Approval of Consultant Committee Membership
5. Approval of Settlement Agreement Class Action Lawsuit Against JUUL Labs Incorporated
6. Approval of Contracts

**5:30** VIII. Board Topic(s)/Discussion Item(s)

- A. Audit Committee Meeting Minutes
- B. Capital Project Committee Meeting Minutes
- C. BOCES Consortium of Continuing Education Policy Board Meeting Minutes
- D. DEI Policy

**5:45** IX. Old Business

**5:50** X. Executive Session

Executive Session Items:

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

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

**6:00** Adjournment to CTE 2023 Open House

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

**FOR THE MONTH ENDING JANUARY 2023**

**BANK BALANCES BY FUND:**

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	7,931.00	11.53	-	7,942.53
GENERAL	JPM/CHASE	MMKT	6,806,750.81	9,084,977.30	4,974,737.31	10,916,990.80
GENERAL-MULTI C/D	JPM/CHASE	CHECK	3,130,632.46	2,392,824.76	2,385,589.71	3,137,867.51
GENERAL-MULTI C/R	JPM/CHASE	CHECK	363,508.33	8,755,962.51	8,630,000.00	489,470.84
GENERAL-LEARNING	JPM/CHASE	CHECK	1,661.22	480.10	-	2,141.32
GENERAL-MULTI C/R	NBT	MMKT	8,424.02	1,683.00	-	10,107.02
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	107,274.22	107,274.22	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	2,658.89	6,599.25	5,000.00	4,258.14
LUNCH C/R	JPM/CHASE	CHECK	4,283.20	109,501.28	110,000.00	3,784.48
LUNCH-MULTI C/R	NBT	MMKT	19,747.15	57,255.92	60,000.00	17,003.07
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	-	7,656.10	7,656.10	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	74,840.02	108.76	-	74,948.78
EXTRA-CURR/CM	JPM/CHASE	MMKT	22,285.14	1,718.32	4,526.93	19,476.53
TOTAL CASH			10,442,911.98	20,526,053.05	16,284,784.27	14,684,180.76

**TOTAL CASH BY FUND:**

CAPITAL	7,942.53
GENERAL	14,556,577.49
SCHOOL LUNCH	25,045.69
SPECIAL AID	189.74
TRUST/AGENCY	74,948.78
EXTRA-CURRICULAR	19,476.53
	14,684,180.76

**TOTAL CASH BY BANK:**

JPM/CHASE	14,562,645.36
NBT	121,535.40
	14,684,180.76

**CHECKING RECONCILIATION:**

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
4,283,082.02	1,145,214.51	3,137,867.51

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 INFORMATION AND BELIEF.

*Christine Turczyn*  
CHRISTINE TURCZYN TREASURER

*Michele North*  
MICHELE NORTH DEPUTY TREASURER

VII B. 1.  
Acceptance of Report of  
the Treasurer, January  
March 8, 2023

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

BOARD MEETING PRESENTATION  
January 31, 2023

CHECKING ACCOUNT - NBT BANK	CLUB ACCOUNT BALANCES
BALANCE: BEGINNING OF THE MONTH	\$ 10,996.57
PLUS: RECEIPTS	\$ 4,680.71
LESS: EXPENDITURES	\$ 3,130.12
BALANCE: END OF MONTH	\$ 669.13
BANK RECONCILIATION	
BALANCE PER BANK STATEMENT	\$ 24,424.88
PLUS: DEPOSITS IN TRANSIT	\$ -
LESS: OUTSTANDING CHECKS	\$ (4,948.35)
RECONCILED BALANCES	\$ 19,476.53
CASH: END OF MONTH	\$ 19,476.53
	\$ 19,476.53

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

  
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 TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

RECONCILING ITEMS

DEPOSITS IN TRANSIT  
DATE

AMOUNT

TOTAL

OUTSTANDING CHECKS

CHECK NUMBER

AMOUNT

1280	60.65
1316	100.00
1329	50.00
1332	50.00
1352	160.77
1358	20.08
1360	3,634.00
1361	550.28
1362	322.57
TOTAL	4,948.35

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 01/31/2023

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	1,347,600.35	2,666,283.07	77,044.72
002	CAPITAL/RENT EXPENDITURES		3,141,490.24	77,389.36	3,218,879.60	1,609,439.91	1,609,439.69	0.00
101	OCCUPATIONAL EDUCATION		7,724,893.00	700,847.89	8,425,740.89	3,965,273.37	4,240,924.63	59.00
102	ADULT EDUCATION		39,244.05	0.00	39,244.05	19,622.03	19,622.02	0.00
103	SECONDARY OCC ED/MADISON BOCES		22,118.00	-11,059.00	11,059.00	12,047.53	0.00	988.53
107	OCCUPATIONAL EDUCATION-HANDICAPPED		550,810.00	127,461.40	678,271.40	316,292.06	333,663.74	0.00
109	OCC. ED./MADISON BOCES		28,662.00	1,344.00	30,006.00	13,911.41	16,253.25	158.66
201	8:1-2 PROGRAM		7,086,115.25	992,398.59	8,078,513.84	3,801,299.66	4,084,946.88	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	319,761.36	1,501,477.36	651,030.57	815,642.81	0.00
204	12:1:1 MILD/MODERATE PROGRAM		2,321,228.50	136,533.12	2,457,761.62	1,181,727.68	1,233,160.85	0.00
205	SPECIAL CLASS: OPTION 2/MADISON BOCE		443,845.00	-565.00	443,280.00	238,212.75	233,532.30	28,465.05
206	TRANSITIONAL PLNG & IMPLEMENTATION		529,760.00	-9,253.86	520,506.14	260,199.00	265,764.34	5,457.20
209	12:1:4 DEV/MD PROGRAM		6,339,599.50	511,096.87	6,850,696.37	3,294,196.27	3,443,784.74	764.00
214	SPECIAL ED. OPTION III/MADISON BOCES		496,002.75	-147,965.75	348,037.00	197,544.01	162,926.00	12,433.01
216	6:1:2 PROGRAM		2,260,598.00	1,001,537.25	3,262,135.25	1,304,923.45	1,894,263.71	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	130,204.00	402,949.00	183,670.40	244,950.45	25,671.85
223	1:8:1 PROGRAM/JEFF-LEWIS BOCES		0.00	37,599.30	37,599.30	0.00	37,599.30	0.00
225	ELEM IMN 6:1:2.5/MADISON		483,780.00	-76,040.00	407,740.00	210,814.56	219,848.22	22,922.78
303	ART		183,034.60	8,895.33	191,929.93	91,517.30	91,517.30	0.00
305	GUIDANCE		297,801.00	-88,698.51	209,102.49	99,267.00	99,267.00	0.00
306	TECHNOLOGY		82,534.20	4,176.08	86,710.28	41,267.10	41,267.10	0.00
308	PHYSICAL EDUCATION		42,593.50	88,104.18	130,697.68	59,630.90	68,149.60	0.00
310	NURSE PRACTITIONER		386,040.00	27,325.32	413,365.32	199,000.54	200,495.66	0.00
312	SCHOOL PHYSICIAN		59,439.24	0.00	59,439.24	29,719.60	29,719.64	0.00
313	SCHOOL PSYCHOLOGIST		263,337.50	36,018.43	299,355.93	143,223.47	144,795.48	0.00
314	SCHOOL SOCIAL WORKER		353,521.74	-96,479.67	257,042.07	122,372.92	122,372.90	0.00
315	SPEECH IMPROVEMENT		667,281.00	68,311.37	735,592.37	359,394.88	354,900.46	0.00
316	VISUALLY IMPAIRED		128,699.12	-63,132.02	65,567.10	34,348.26	27,076.34	0.00
317	COMPUTER INSTRUCTION		73,495.94	3,050.97	76,546.91	36,747.97	36,747.97	0.00
318	DEAF		156,309.01	-8,907.92	147,401.09	71,049.55	71,049.55	0.00
321	PHYS. THERAPY		153,110.40	4,941.00	158,051.40	76,626.08	76,643.82	0.00
322	OCCUPATIONAL THERAPY		303,374.80	-73,640.68	229,734.12	110,324.53	110,581.19	0.00
325	HOME ECONOMICS		131,545.20	-12,414.30	119,130.90	65,772.60	46,040.82	0.00
326	ENGLISH/SECOND LANG. INTSR.		657,043.20	-23,236.67	633,806.53	331,638.16	306,925.70	30,798.90
332	CURRICULUM SUPERVISION COORDINATION		52,393.00	31,290.48	83,683.48	31,663.13	52,020.35	0.00
338	MUSIC TEACHER		158,611.70	17,495.74	176,107.44	82,934.23	85,007.57	0.00
345	SHARED BUSINESS OFFICIAL		0.00	15,780.00	15,780.00	7,890.00	7,890.00	0.00
346	AUDIOLOGY/OSWEGO BOCES		120,846.55	31,149.89	151,996.44	87,693.57	82,182.12	17,879.25

\* 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: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
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		76,803.60	9,159.83	85,963.43	38,401.80	38,401.80	0.00
357	BILINGUAL/ESL ITINERANT MADISON BOCE		20,860.00	860.00	21,720.00	12,113.91	10,860.00	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	5,112.09	4,550.00	562.09
405	PERFORMING ARTS		115,520.00	68,833.47	184,353.47	65,804.29	117,440.06	0.00
408	ALTERNATIVE EDUCATION		5,675,964.20	1,772,807.80	7,448,772.00	3,448,675.98	3,506,442.22	0.00
410	HOSPITAL BASED/ONONDAGA BOCES		8,100.00	756.00	8,856.00	8,405.10	4,522.50	4,071.60
411	ALTERNATIVE H.S. EQUIV		59,970.00	0.00	59,970.00	29,985.00	29,985.00	0.00
416	TUTORING/MONROE I BOCES		0.00	490.51	490.51	81.75	408.76	0.00
417	GED - EA - MADISON BOCES		141,657.80	-2,626.20	139,031.60	71,068.46	68,577.82	614.68
420	REGIONAL PROGRAM EXCELLENCE		171,010.00	-49,640.33	121,369.67	63,304.94	51,434.06	0.00
426	Distance Learning		42,352.00	70,456.89	112,808.89	46,555.95	66,431.26	178.32
428	SUMMER SCHOOL		786,711.00	-178,508.50	608,202.50	309,184.48	293,779.52	0.00
438	DISTANCE LEARNING		2,965,051.77	-648,017.83	2,317,033.94	927,309.44	1,030,202.56	295.00
479	DL SYNERGY VIRTUAL HS/CITI BOCES		92,000.00	-31,055.00	60,945.00	93,534.42	38,410.70	71,000.12
502	EDUCATIONAL COMMUNICATIONS		917,779.00	228,644.21	1,146,423.21	488,718.00	500,654.76	6,736.50
504	TECHNICAL REPAIR SERVICE		720,532.55	383,919.76	1,104,452.31	431,584.77	444,928.61	209.65
505	PRINTING		715,969.00	597,578.26	1,313,547.26	608,150.05	698,115.27	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	21,129.26	22,602.95	785.28
510	LEARNING TECHNOLOGY		3,202,531.99	3,370,055.03	6,572,587.02	1,897,064.56	1,783,052.82	0.00
511	SCH. CURR./CAPITAL REGION		3,113.25	4,767.24	7,880.49	0.00	7,880.49	0.00
514	MODEL SCHOOLS-MADISON BOCES		288,963.00	-21,494.03	267,468.97	145,020.34	135,288.08	12,839.45
515	COMMON LEARNING OBJ-MADISON BOCES		2,664,512.03	133,251.42	2,797,763.45	1,448,099.38	1,401,704.72	52,040.65
518	SCIENCE KITS		1,270,458.90	86,783.57	1,357,242.47	634,601.04	637,246.35	0.00
520	SCH CURR./MADISON BOCES		400.00	1,140.00	1,540.00	594.76	945.24	0.00
521	SCHOOL CURRICULUM IMPROVEMENT SERVIC		1,417,094.00	496,252.13	1,913,346.13	857,015.37	1,006,065.81	0.00
538	MODEL SCHOOLS		279,922.61	35,763.59	315,676.20	142,451.80	142,451.81	0.00
543	HRD/SFTWARE/OSWEGO BOCES		5,093.28	7,949.34	13,042.62	3,665.92	9,774.70	398.00
545	COMMUNITY SCHOOL RESOURCES		1,406,900.00	1,765,711.95	3,172,611.95	1,202,975.33	1,969,636.62	0.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES		2,817.47	-47.12	2,770.35	1,861.29	1,412.70	503.64
555	SUPERINTENDENT EVAL/ERIE 2 BOCES		0.00	2,177.00	2,177.00	1,151.72	1,088.55	63.27
560	CPSE		139,515.00	3,532.35	143,047.35	69,757.50	69,757.50	0.00
565	School/Curriculum Improvement Planni		0.00	6,600.00	6,600.00	4,673.87	3,666.67	1,740.54
574	SABA (SCHOOL AND BUSINESS ALLIANCE)		341,518.00	6,748.40	348,266.40	172,031.53	172,031.47	0.00
576	LIBRARY MEDIA SERVICE		744,775.39	125,658.29	870,433.68	394,552.34	414,072.21	600.00
578	LIBRARY AUTOMATION - MADISON BOCES		173,979.50	4,591.00	178,570.50	94,616.22	89,422.13	5,467.85

\* 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: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
579	DIVERSITY EQUITY & INCL/TOMPKINS BOC		0.00	1,050.00	1,050.00	466.68	583.32	0.00
601	COMPUTER SERVICES - MADISON BOCES		9,954,846.23	862,701.94	10,817,548.17	5,696,068.66	5,483,460.56	361,981.05
602	NEGOTIATIONS - MADISON BOCES		332,094.40	41,702.90	373,797.30	202,503.88	189,097.67	17,804.25
603	SCHOOL COMMUNICATIONS		512,971.92	60,422.73	573,394.65	274,664.11	299,008.92	278.38
604	CENTRAL BUSINESS OFFICE		318,646.63	190,690.57	509,337.20	252,129.82	244,256.81	150.00
607	STAFF DEVELOPMENT - BUS DRIVERS		0.00	315.00	315.00	157.50	157.50	0.00
609	PLANNING SER: MANAGEMENT OCM BOCES		55,237.00	303.00	55,540.00	28,994.51	27,781.24	1,235.75
610	TELEPHONE INTERCONNECT		827,629.98	515,544.28	1,343,174.26	482,961.81	468,260.51	59,810.40
611	REGIONAL BUS MAINTENANCE-MADISON BOC		187,000.00	4,217.61	191,217.61	90,105.74	101,111.87	0.00
612	HEALTH COORDINATION/HERKIMER BOCES		12,259.00	0.00	12,259.00	6,129.50	6,129.50	0.00
613	FACILITY SERVICES		52,932.00	988.61	53,920.61	26,466.00	26,466.00	0.00
615	POLICY PLANNING ERIE I		11,708.60	1,019.38	12,727.98	6,364.00	6,363.98	0.00
616	EMPLOYEE ASSISTANCE PROGRAM		19,872.00	0.00	19,872.00	9,936.00	9,936.00	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	64,609.50	64,609.50	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	250,251.22	877,128.84	367,134.97	372,378.21	0.00
621	COORDINATION OF INSURANCE MANAGEMENT		6,875.00	0.00	6,875.00	3,437.50	3,437.50	0.00
622	REGIONAL BUS RADIOS - MADISON BOCES		9,696.00	104.00	9,800.00	6,865.92	4,900.00	1,965.92
623	STATE AID PLANNING - QUESTAR III BOC		43,415.00	1,100.00	44,515.00	22,196.34	22,318.66	0.00
625	SUBSTITUTE TEACHER SERVICE		173,637.36	10,136.88	183,774.24	90,982.02	92,792.22	0.00
626	CENTRAL SCHOOL FOOD MANAGEMENT		640,483.03	30,777.10	671,260.13	322,151.51	320,241.52	0.00
627	RECORDS RETENTION		103,680.00	31,235.45	134,915.45	67,258.80	67,258.80	0.00
628	TELECOMMUNICATIONS		304,507.08	243,991.79	548,498.87	358,252.50	152,253.56	205,998.98
631	COOPERATIVE BID/MAD. BOCES		17,843.72	43,512.28	61,356.00	34,137.38	30,678.00	3,459.38
632	HEALTH CARE COORD./DELAWARE BOC		20,796.00	2,173.00	22,969.00	12,240.40	11,515.38	786.78
633	GASB 45 PLNG/QUESTAR III		24,752.00	1,494.00	26,246.00	13,123.00	13,123.00	0.00
634	STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	0.00	13,302.00	6,651.00	6,651.00	0.00
636	GASB 45 PLANNING/CLINTON-ESSEX		3,990.00	13,090.00	17,080.00	8,540.00	8,540.00	0.00
637	FIXED ASSET INVENTORY/QUESTAR III		22,511.00	4,059.00	26,570.00	13,285.00	13,285.00	0.00
639	TRANS./MADISON BOCES		1,521.00	1,098.00	2,619.00	6,874.03	1,665.47	5,920.50
640	DRUG TESTING/JEFF-LEWIS BOCES		19,851.00	340.00	20,191.00	12,356.02	10,222.05	2,387.07
641	ON-LINE APPL/PUTNAM BOCES		43,672.00	-470.00	43,202.00	21,601.00	21,601.00	0.00
646	MEDICAID REIMBURSEMENT/MADISON BOCES		38,014.04	-12,411.50	25,602.54	13,225.68	12,704.42	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	9,752.96	7,994.00	1,758.96
650	TESTING - NYS ALT ADDMT-CAP REGION B		79,800.00	570.00	80,370.00	40,185.00	40,185.00	0.00
651	SCRIB/BROOME BOCES		48,008.08	1,976.57	49,984.65	24,992.30	24,992.35	0.00
655	SPECIAL ED AID ASSISTANCE SVC		23,640.00	8,005.75	31,645.75	15,822.88	15,822.87	0.00
656	EMPLOYEE RELATIONS/ONC BOCES		17,524.00	351.00	17,875.00	10,600.72	8,937.50	1,663.22

\* 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: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
657	PROJECT WORK/CAPITAL REGION BOCES		0.00	108.92	108.92	30.41	78.51	0.00
658	COOP BID/DCMO BOCES		0.00	23,942.02	23,942.02	10,479.16	13,462.86	0.00
659	TIER 4 ENHANCED/CAP REGION BOCES		0.00	195,542.20	195,542.20	71,630.82	123,911.38	0.00
660	EMPLOYEE ASSISTANCE/DCMO BOCES		0.00	7,963.86	7,963.86	3,539.49	4,424.37	0.00
<b>Total</b>	<b>GENERAL FUND</b>		<b>80,551,736.13</b>	<b>14,364,803.99</b>	<b>94,916,540.12</b>	<b>43,144,386.53</b>	<b>46,683,100.30</b>	<b>1,060,248.80</b>

**Selection Criteria**

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

As Of Date: 01/31/2023

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: 01/31/2023  
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	1,080,719.93	640,734.12	1,995,722.31
002 CAPITAL/RENT EXPENDITURES		3,141,490.24	77,389.36	3,218,879.60	3,033,933.35	184,946.25	0.00
101 OCCUPATIONAL EDUCATION		5,605,673.83	544,532.46	6,150,206.29	2,273,634.24	3,123,689.87	752,882.18
103 SECONDARY OCC ED/MADISON BOCES		22,118.00	-11,059.00	11,059.00	-368.63	2,211.80	9,215.83
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	32,603.40	878,699.99	297,563.60	471,619.48	109,516.91
109 OCC. ED./MADISON BOCES		28,662.00	1,344.00	30,006.00	11,335.60	3,111.73	15,558.67
201 8:1:2 PROGRAM		4,822,722.64	582,204.84	5,404,927.48	1,573,853.95	2,727,007.85	1,104,065.68
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	315,605.86	941,600.09	209,282.12	347,431.26	384,886.71
204 12:1:1 MILD/MODERATE PROGRAM		1,260,200.91	255,183.45	1,515,384.36	407,587.91	776,983.84	330,812.61
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		443,845.00	-565.00	443,280.00	190,232.69	21,616.77	231,430.54
206 TRANSITIONAL PLNG & IMPLEMETATION		504,158.00	-9,253.86	494,904.14	201,154.60	2,493.75	291,255.79
209 12:1:4 DEV/MD PROGRAM		3,358,780.07	650,826.87	4,009,606.94	1,050,194.51	1,848,885.78	1,110,526.65
214 SPECIAL ED. OPTION III/MADISON BOCES		496,002.75	-147,965.75	348,037.00	145,130.81	33,817.70	169,088.49
216 6:1:2 PROGRAM		1,623,972.80	842,713.99	2,466,686.79	731,399.13	1,011,342.77	723,944.89
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	130,204.00	402,949.00	130,117.49	45,181.08	227,660.43
223 1:8:1 PROGRAM/JEFF-LEWIS BOCES		0.00	37,599.30	37,599.30	0.00	6,266.55	31,332.75
225 ELEM IMN 6:1:2.5/MADISON		483,780.00	-76,040.00	407,740.00	155,566.54	39,671.99	212,501.47
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	80,712.07	150,067.82	41,158.34
305 GUIDANCE		280,537.00	-88,698.51	191,838.49	41,315.87	88,063.15	62,459.47
306 TECHNOLOGY		123,366.60	4,176.08	127,542.68	45,192.90	69,275.91	13,073.87
308 PHYSICAL EDUCATION		79,432.00	173,291.18	252,723.18	88,055.95	101,146.90	63,520.33
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	144,589.55	231,049.08	65,265.69
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	179,100.12	230,602.54	-10,327.98
314 SCHOOL SOCIAL WORKER		424,460.00	-96,479.67	327,980.33	78,555.48	123,589.79	125,835.06
315 SPEECH IMPROVEMENT		632,178.00	68,311.37	700,489.37	230,724.22	412,864.42	56,900.73
316 VISUALLY IMPAIRED		123,808.12	-63,132.02	60,676.10	35,224.74	67,747.19	-42,295.83
317 COMPUTER INSTRUCTION		86,590.04	3,050.97	89,641.01	32,962.70	44,678.65	11,999.66
318 DEAF		149,979.01	-8,907.92	141,071.09	46,605.66	90,084.57	4,380.86
321 PHYS. THERAPY		146,205.40	4,941.00	151,146.40	47,738.53	85,670.03	17,737.84
322 OCCUPATIONAL THERAPY		286,686.80	-73,640.68	213,046.12	68,928.10	125,581.49	18,536.53
325 HOME ECONOMICS		207,733.00	-12,414.30	195,318.70	44,423.99	122,805.77	28,088.94
326 ENGLISH/SECOND LANG. INTSR.		735,352.80	-23,236.67	712,116.13	228,697.70	343,592.49	139,825.94
332 CURRICULUM SUPERVISION COORDINATION		52,393.00	31,290.48	83,683.48	38,737.28	0.00	44,946.20

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 01/31/2023

Fiscal Year: 2023

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
338	MUSIC TEACHER	299,959.40	-29,154.76	270,804.64	89,444.77	166,787.90	14,571.97
345	SHARED BUSINESS OFFICIAL	0.00	15,780.00	15,780.00	98,184.74	0.00	-82,404.74
346	AUDIOLOGY/OSWEGO BOCES	120,846.55	31,149.89	151,996.44	79,251.25	0.00	72,745.19
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 1:1/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	46,170.01	31,795.93	2,997.49
357	BILINGUAL/ESL ITINERANT MADISON BOCES	20,860.00	860.00	21,720.00	8,688.00	2,172.00	10,860.00
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	68,833.47	183,197.72	71,182.76	95,307.60	16,707.36
408	ALTERNATIVE EDUCATION	4,618,576.21	1,578,959.63	6,197,535.84	2,186,559.56	3,049,921.85	961,054.43
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	21,744.87	34,439.16	3,675.81
416	TUTORING/MONROE I BOCES	0.00	490.51	490.51	81.91	0.00	408.60
417	GED - EA - MADISON BOCES	141,657.80	-2,626.20	139,031.60	48,253.45	14,475.64	76,302.51
420	REGIONAL PROGRAM EXCELLENCE	157,671.78	-49,640.33	108,031.45	74,424.89	65,989.88	-32,383.32
426	Distance Learning	42,352.00	70,456.89	112,808.89	37,969.04	11,970.19	62,869.66
428	SUMMER SCHOOL	751,867.11	-178,508.50	573,358.61	502,983.70	45,516.79	24,658.12
438	DISTANCE LEARNING	2,851,097.21	-598,846.79	2,252,250.42	703,886.49	834,673.03	713,690.90
479	DL SYNERGY VIRTUAL HS/CITI BOCES	92,000.00	-31,055.00	60,945.00	27,015.53	0.00	33,929.47
502	EDUCATIONAL COMMUNICATIONS	873,264.84	227,269.36	1,100,534.20	361,662.01	318,397.12	420,475.07
504	TECHNICAL REPAIR SERVICE	1,057,738.70	383,919.76	1,441,658.46	424,033.69	397,837.55	619,787.22
505	PRINTING	811,903.82	509,721.00	1,321,624.82	710,583.69	448,961.83	162,079.30
509	SCH. CURR/CAYUGA BOCES	25,239.96	17,706.97	42,946.93	16,152.21	0.00	26,794.72
510	LEARNING TECHNOLOGY	3,208,043.44	3,343,679.48	6,551,722.92	4,269,494.67	978,050.10	1,304,178.15
511	SCH. CURR./CAPITAL REGION	3,113.25	4,767.24	7,880.49	0.00	7,880.49	0.00
514	MODEL SCHOOLS-MADISON BOCES	288,963.00	-21,494.03	267,468.97	106,936.19	26,755.46	133,777.32
515	COMMON LEARNING OBJ-MADISON BOCES	2,664,512.03	133,251.42	2,797,763.45	1,612,812.89	121,005.51	1,063,945.05
518	SCIENCE KITS	1,195,835.26	71,783.57	1,267,618.83	584,298.25	480,984.53	202,336.05
520	SCH CURR./MADISON BOCES	400.00	1,140.00	1,540.00	536.41	168.12	835.47
521	SCHOOL CURRICULUM IMPROVEMENT SERVICE	1,547,269.92	589,819.58	2,137,089.50	968,191.41	436,143.34	732,754.75
538	MODEL SCHOOLS	406,631.83	35,753.59	442,385.42	209,867.38	179,855.84	52,662.20
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	7,949.34	13,042.62	12,446.37	0.00	586.25
545	COMMUNITY SCHOOL RESOURCES	1,279,000.00	1,747,144.50	3,026,144.50	1,148,947.00	1,826,949.50	50,248.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES	2,817.47	-47.12	2,770.35	1,495.35	0.00	1,275.00
555	SUPERINTENDENT EVAL/ERIE 2 BOCES	0.00	2,177.00	2,177.00	544.25	272.13	1,360.62
560	CPSE	121,872.18	3,532.35	125,404.53	35,325.35	50,307.57	39,771.61
565	School/Curriculum Improvement Planning	0.00	6,600.00	6,600.00	2,640.00	660.00	3,300.00
574	SABA (SCHOOL AND BUSINESS ALLIANCE)	355,079.78	-4,403.65	350,676.13	129,327.61	117,619.41	103,729.11

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 01/31/2023  
Fiscal Year: 2023

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
576	LIBRARY MEDIA SERVICE	715,567.27	125,658.29	841,225.56	494,533.16	192,191.29	154,501.11
578	LIBRARY AUTOMATION - MADISON BOCES	173,979.50	4,591.00	178,570.50	71,706.43	17,792.48	89,071.59
579	DIVERSITY EQUITY & INCLUTOMPKINS BOCES	0.00	1,050.00	1,050.00	525.00	0.00	525.00
601	COMPUTER SERVICES - MADISON BOCES	9,954,846.23	862,701.94	10,817,548.17	5,420,082.67	943,433.94	4,454,031.56
602	NEGOTIATIONS - MADISON BOCES	332,094.40	41,702.90	373,797.30	148,471.37	37,151.82	188,174.11
603	SCHOOL COMMUNICATIONS	730,504.53	59,422.73	789,927.26	235,231.74	242,597.32	312,098.20
604	CENTRAL BUSINESS OFFICE	301,953.72	187,736.09	489,689.81	219,417.40	195,323.53	74,948.88
607	STAFF DEVELOPMENT - BUS DRIVERS	0.00	315.00	315.00	1,925.00	0.00	-1,610.00
609	PLANNING SER: MANAGEMENT OCM BOCES	55,237.00	303.00	55,540.00	22,216.00	5,554.00	27,770.00
610	TELEPHONE INTERCONNECT	847,860.44	515,544.28	1,363,404.72	425,155.17	477,926.35	460,323.20
611	REGIONAL BUS MAINTENANCE-MADISON BOCES	187,000.00	4,217.61	191,217.61	81,711.36	18,640.01	90,866.24
612	HEALTH COORDINATION/HERKIMER BOCES	12,259.00	0.00	12,259.00	6,129.50	0.00	6,129.50
613	FACILITY SERVICES	115,815.00	988.61	116,803.61	65,085.19	29,457.92	22,260.50
615	POLICY PLANNING ERIE I	11,708.60	1,019.38	12,727.98	7,424.66	0.00	5,303.32
616	EMPLOYEE ASSISTANCE PROGRAM	26,072.00	0.00	26,072.00	12,952.75	8,905.05	4,214.20
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	59,368.54	34,424.10	101,182.66
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	185,251.22	919,886.11	281,800.71	270,879.49	367,205.91
621	COORDINATION OF INSURANCE MANAGEMENT	8,146.07	0.00	8,146.07	2,058.46	1,858.91	4,228.70
622	REGIONAL BUS RADIOS - MADISON BOCES	9,696.00	104.00	9,800.00	3,920.00	980.00	4,900.00
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	74,531.19	37,845.22	55,907.50
626	CENTRAL SCHOOL FOOD MANAGEMENT	676,626.80	30,777.10	707,403.90	429,237.87	285,556.17	-7,390.14
627	RECORDS RETENTION	106,362.96	31,235.45	137,598.41	48,773.39	5,731.28	83,093.74
628	TELECOMMUNICATIONS	338,328.18	239,491.33	577,819.51	117,490.86	222,793.42	237,535.23
631	COOPERATIVE BID/MAD. BOCES	17,843.72	43,512.28	61,356.00	24,542.40	6,135.60	30,678.00
632	HEALTH CARE COORD./DELAWARE BOC	20,796.00	2,173.00	22,969.00	9,187.60	2,296.90	11,484.50
633	GASB 45 PLNG/QUESTAR III	24,752.00	1,494.00	26,246.00	9,813.73	2,738.72	13,693.55
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	8,338.00	0.00	8,742.00
637	FIXED ASSET INVENTORY/QUESTAR III	22,511.00	4,059.00	26,570.00	10,628.00	2,657.00	13,285.00
639	TRANSP./MADISON BOCES	1,521.00	1,098.00	2,619.00	848.95	282.51	1,487.54
640	DRUG TESTING/JEFF-LEWIS BOCES	19,851.00	340.00	20,191.00	11,599.75	932.00	7,659.25
641	ON-LINE APPL./PUTNAM BOCES	43,672.00	-470.00	43,202.00	17,280.80	0.00	25,921.20
646	MEDICAID REIMBURSEMENT/MADISON BOCES	38,014.04	-12,411.50	25,602.54	9,102.16	2,750.05	13,750.33
649	ACA COMPLIANCE/MADISON BOCES	15,896.00	92.00	15,988.00	6,395.20	1,598.80	7,994.00
650	TESTING - NYS ALT ADDMT-CAP REGION BOCES	79,800.00	570.00	80,370.00	40,185.00	6,697.51	33,487.49
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	12,658.30	3,164.58	15,822.87

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 01/31/2023  
Fiscal Year: 2023

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
656	EMPLOYEE RELATIONS/ONC BOCES	17,524.00	351.00	17,875.00	8,937.50	1,787.50	7,150.00
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	8,413.21	2,588.14	12,940.67
659	TIER 4 ENHANCED/CAP REGION BOCES	0.00	195,542.20	195,542.20	71,630.82	20,651.91	103,259.47
660	EMPLOYEE ASSISTANCE/DCMO BOCES	0.00	7,963.86	7,963.86	3,185.55	796.39	3,981.92
701	OPERATIONS & MAINTENANCE	2,922,402.65	587,329.39	3,509,732.04	2,064,295.54	1,118,398.66	327,037.84
702	SPECIAL EDUCATION ADMINISTRATION	1,029,621.99	405.60	1,030,027.59	442,796.10	398,991.23	188,240.26
703	PROGRAM TRANSPORTATION	261,404.73	0.00	261,404.73	4,182.84	4,400.06	252,821.83
704	CENTRAL SUPERVISION	386,673.60	0.00	386,673.60	189,315.74	139,005.82	58,352.04
706	GENERAL ITINERANT SUPERVISION	287,569.61	-2,828.60	284,741.01	103,354.56	30,059.20	151,327.25
707	TRANSITION PLANNING SERVICE	58,370.00	26,280.00	84,650.00	30,378.33	34,967.80	19,303.87
708	TEACHING ASSISTANT	1,129,267.66	-245,256.56	884,011.10	241,060.02	478,182.95	164,768.13
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	145,066.12	127,006.78	207,061.44
715	Speech Therapy - Related Service	865,139.00	75,636.75	940,775.75	283,248.77	463,171.99	194,354.99
716	Visually Impaired - Related Service	60,667.00	1,076.79	61,743.79	9,164.03	15,810.77	36,768.99
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	39,530.00	229,840.00	66,557.00	97,518.79	65,764.21
721	School Social Worker	1,239,065.00	193,675.50	1,432,740.50	411,313.18	688,883.03	332,544.29
722	Occupational Therapy	325,846.00	-26,847.39	298,998.61	109,257.61	180,807.91	8,933.09
<b>Total</b>	<b>GENERAL FUND</b>	<b>80,551,736.13</b>	<b>14,364,803.99</b>	<b>94,916,540.12</b>	<b>40,236,855.50</b>	<b>30,226,041.76</b>	<b>24,453,642.86</b>

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 01/31/2023

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	308,204.19		108,204.19
791.000-1445-000	791.000	Other Food Sales-Invoices	100,000.00	0.00	100,000.00	37,734.54	62,265.46	
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		6,144.85
791.000-3190-000	791.000	State Aid - Lunch Program	6,105,381.82	0.00	6,105,381.82	2,124,352.00	3,981,029.82	
791.000-3190-001	791.000	Surplus Food/Wrhouse/Inv	250,000.00	0.00	250,000.00	0.00	250,000.00	
<b>791.000 Service Subtotal</b>			<b>6,659,381.82</b>	<b>5,371.51</b>	<b>6,664,753.33</b>	<b>2,501,903.09</b>	<b>4,297,295.28</b>	<b>134,445.04</b>
<b>Total SCHOOL LUNCH FUND</b>			<b>6,659,381.82</b>	<b>5,371.51</b>	<b>6,664,753.33</b>	<b>2,501,903.09</b>	<b>4,297,295.28</b>	<b>134,445.04</b>

**Selection Criteria**

Criteria Name: Shared: LUNCH EOM RPT Modified  
As Of Date: 01/31/2023  
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: 01/31/2023  
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	-30,000.00	2,470,000.00	1,073,368.36	0.00	1,396,631.64
791-2860-200	EQUIPMENT	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
791-2860-301	SUPPLIES - FOOD	2,000,000.00	0.00	2,000,000.00	1,062,108.16	1,305,111.80	-367,219.96
791-2860-302	SUPPLIES - OTHER	98,800.00	371.51	99,171.51	104,590.97	44,279.87	-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	328,640.03	45,793.50	-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	30,000.00	30,000.00	0.00	28,000.00	2,000.00
791-2860-801	ERS	192,500.00	0.00	192,500.00	61,446.59	0.00	131,053.41
791-2860-802	FICA	191,250.00	0.00	191,250.00	80,257.24	0.00	110,992.76
791-2860-803	WK COMP	93,750.00	0.00	93,750.00	40,251.34	0.00	53,498.66
791-2860-804	HEALTH INS	473,381.82	0.00	473,381.82	0.00	315,141.94	158,239.88
<b>791.000</b>	<b>SCHOOL LUNCH FUND - Service Subtotal</b>	<b>6,659,381.82</b>	<b>5,371.51</b>	<b>6,664,753.33</b>	<b>2,752,010.58</b>	<b>1,738,327.11</b>	<b>2,174,415.64</b>
<b>Total</b>	<b>SCHOOL LUNCH FUND</b>	<b>6,659,381.82</b>	<b>5,371.51</b>	<b>6,664,753.33</b>	<b>2,752,010.58</b>	<b>1,738,327.11</b>	<b>2,174,415.64</b>

ONEIDA-HERKIMER-MADISON BOCES  
BUDGET ADJUSTMENTS  
January 2023 Report for March Meeting

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		01/01/23		Net	Revised	Budget	
	Adopted	Budget	per	Contracts	Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes				
<b>A000 ADMINISTRATION</b>																						
A001 Administration	3,936,839	3,936,839	14,656		3,951,495														-	3,951,495		
A002 Rent & Capital Budgets	3,141,490	3,141,490			3,141,490	77,389													77,389	3,218,880		
<b>A000 ADMINISTRATION TOTAL</b>	<b>7,078,329</b>	<b>7,078,329</b>	<b>14,656</b>	<b>7,092,985</b>	<b>7,092,985</b>	<b>77,389</b>	<b>77,389</b>												<b>77,389</b>	<b>7,170,375</b>		
<b>A100 VOCATIONAL EDUCATION</b>																						
A101 Occupational Education	7,724,893	7,724,893	355,416		8,080,309	310,432													345,432	8,425,741		
A102 Adult Education	39,244	39,244			39,244														-	39,244		
A103 Secondary Occ Ed./Madison BOCES	22,118	22,118			22,118														(11,059) *	11,059		
A107 Multi. Occupational Education	550,810	550,810	28,316		579,126														95,146	678,271		
A109 Occup. Ed./Madison BOCES	28,662	28,662	(8,658)		20,004														10,002	30,006		
<b>A100 VOCATIONAL EDUCATION TOTAL</b>	<b>8,365,727</b>	<b>8,365,727</b>	<b>375,073</b>	<b>8,740,801</b>	<b>8,740,801</b>	<b>310,432</b>	<b>310,432</b>												<b>443,521</b>	<b>9,184,321</b>		
<b>A200 SPECIAL EDUCATION</b>																						
A201 Special Class 8:1:1	7,086,115	7,086,115	424,452		7,510,567	5,225													567,947	8,078,514		
A202 Intense Mang. Needs./Madison BOCES	59,454	59,454	1,890		61,344														(61,344)	-		
A203 Adjustment	1,181,716	1,181,716	(19,365)		1,162,351														339,126	1,501,477		
A204 12:1:1	2,321,229	2,321,229	147,060		2,468,288														(10,526)	2,457,762		
A205 Option II/Madison BOCES	443,845	443,845	83,264		527,109														(83,829) *	443,280		
A206 Transition Services	529,760	529,760	13,461		543,221														(22,715)	520,506		
A209 Severely Handicapped	6,339,600	6,339,600	235,785		6,575,385														275,312	6,850,696		
A214 Scndry Int.Mgr.Needs/Madison BOCES	496,003	496,003	(59,216)		436,787														(88,740)	348,037		
A216 Spec.Ed./1-6:1	2,260,598	2,260,598	(85,902)		2,174,696														1,087,439	3,262,135		
A221 Staffing 6:1:1/Herkimer BOCES	90,000	90,000	(90,000)		-														-	-		
A222 Autism Program/Madison BOCES	272,745	272,745	(41,126)		231,619	50,339													171,330	402,949		
A223 1:8:1 PROGRAM/Jefferson-Lewis BOCES	-	-	-		-														37,599	37,599		
A225 Elementary IMN/Madison BOCES	483,780	483,780	(78,499)		405,281														(4,549)	407,740		
<b>A200 SPECIAL EDUCATION TOTAL</b>	<b>21,564,844</b>	<b>21,564,844</b>	<b>531,794</b>	<b>22,096,638</b>	<b>22,096,638</b>	<b>5,225</b>	<b>5,225</b>												<b>2,214,058</b>	<b>24,310,696</b>		

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		01/01/23		Revised Budget
	Adopted Budget	Contracts	per Contracts	Totals	08/31/22	Changes	09/30/22	Changes	10/31/22	Changes	11/30/22	Changes	12/31/22	Changes	01/31/23	Changes	Net Changes		
<b>A300 ITINERANTS</b>																			
A303 Art	183,035	8,895		191,930													-		191,930
A305 Guidance	297,801	(68,845)		228,956	(19,853)												(19,853)		209,102
A306 Technology	82,534	4,176		86,710													-		86,710
A308 Physical Education	42,594	2,917		45,511			51,112			34,075							85,187		130,698
A310 Nurse Practitioner	386,040	13,869		399,909					13,456								13,456		413,365
A312 School Physician	59,439			59,439													-		59,439
A313 School Psychologist	263,338	11,337		274,674			24,681										24,681		299,356
A314 School Social Worker	353,522	(60,221)		293,301			(36,259)										(36,259)		257,042
A315 Speech Impaired	667,281	23,697		690,978			44,614										44,614		735,592
A316 Visually Impaired	128,699	4,143		132,842			366			(67,640)							(67,275)		65,567
A317 Computer Instruction	73,496	3,051		76,547													-		76,547
A318 Hearing Impaired	156,309	5,302		161,611			(14,210)										(14,210)		147,401
A321 Physical Therapy	153,110	4,782		157,892			160										160		158,051
A322 Occupational Therapy	303,375	(74,861)		228,514			349		872								1,221		229,734
A325 Home Economics	131,545	7,317		138,863													(19,732)	*	119,131
A326 English/Second Language	657,043	26,042		683,085			(20,533)			30,799							(59,545)	*	633,807
A332 Curriculum Supervision	52,393	9,526		61,919	1,407												20,357	*	83,683
A337 Spanish		62,333		62,333			(62,333)										(62,333)		-
A338 Music Teacher	158,612	(19,825)		138,787			37,320										37,320		176,107
A345 Shared Business Official		10,124		10,124				5,656											15,780
A346 Audiology/Oswego BOCES	120,847	4,713		125,559															151,997
A349 Speech/Herkimer BOCES	14,421	(14,421)		-															-
A350 Therapy/Herkimer BOCES	4,059	(4,059)		-															-
A352 TA 1:1/Herkimer BOCES	30,800	(30,800)		-															-
A355 General Supervision	76,804	9,160		85,963						22,080							26,438		112,403
A357 Bilingual/ESL Itinerant/Madison BOCES	20,860	860		21,720															85,963
<b>A300 ITINERANTS TOTAL</b>	<b>4,417,956</b>	<b>(60,789)</b>		<b>4,357,167</b>	<b>(12,790)</b>		<b>25,268</b>		<b>14,328</b>	<b>19,313</b>		<b>145,078</b>		<b>(199,640)</b>		<b>(8,442)</b>			<b>4,348,724</b>

Description	2022-2023 Adopted Budget	Adjustments per Contracts	07/31/22 Contract Totals	08/31/22 Changes	09/30/22 Changes	10/31/22 Changes	11/30/22 Changes	12/31/22 Changes	01/31/23 Changes	Net Changes	Revised Budget	
												07/31/22
<b>A400 GENERAL EDUCATION</b>												
A400 Explor. Enrichment/eff-Lewis BOCES	5,220	3,880	9,100							-	9,100	
A405 Performing Arts	115,520	(891)	114,629	4,950	2,178	17,984			44,613	* 69,724	184,353	
A408 Alternative Education	5,675,964	1,541,743	7,217,707		756	231,065				231,065	7,448,772	
A410 Hospital Based/Onondaga BOCES	8,100		8,100							756	8,856	
A411 Alternative High School Equivalency	59,970		59,970					491		-	59,970	
A416 Tutoring/Monroe 1 BOCES										491	491	
A417 Equivalent Attendance/Madison BOCES	141,658	507	142,165	6,364		(12,101)			2,603	(3,133)	139,032	
A420 Regional Program Excellence	171,010	37,988	208,998	3,778		(91,406)				(87,628)	121,370	
A426 Distance Learning/Madison BOCES	42,352	39,782	82,134	1,174	2,283				27,217	* 30,674	112,809	
A428 Summer School	786,711	3,395	790,106			(181,903)				(181,903)	608,203	
A438 Distance Learning	2,965,052	(238,580)	2,726,472	(717,627)	22,899	51,136	(2,076)		30,634	(409,438)	2,317,034	
A479 DL-Synergy Virtual HS/CIT/BOCES	92,000	(92,000)	-	47,800		1,195	11,950			60,945	60,945	
<b>A400 GENERAL EDUCATION TOTAL</b>	<b>10,063,557</b>	<b>1,295,824</b>	<b>11,359,381</b>	<b>(713,849)</b>	<b>83,187</b>	<b>210,813</b>	<b>15,970</b>	<b>10,365</b>	<b>105,067</b>	<b>(288,447)</b>	<b>11,070,934</b>	
<b>A500 INSTRUCTIONAL SUPPORT</b>												
A502 Library Media	917,779	198,263	1,116,042	17,420					12,961	30,381	1,146,423	
A504 Audio Visual/Video Repair	720,533	345,420	1,065,952		16,500	22,000			96,131	38,500	1,104,452	
A505 Printing Services	715,969	501,447	1,217,416		6,321					96,131	1,313,547	
A509 Sch. Curr./Cayuga BOCES	25,240	5,277	30,517	6,110	6,321				34,858	12,430	42,947	
A510 Learning Technology	3,202,532	2,632,470	5,835,002	4,398	65,245	25,742		46,756		737,585	6,572,587	
A511 Sch. Curric/Capital Region BOCES	3,113	(3,113)	-						7,880	7,880	7,880	
A514 Model Schools/Madison BOCES	288,963	(48,495)	240,468	26,230	771					27,001	267,469	
A515 Com Objective/Madison BOCES	2,664,512	(208,531)	2,455,981	419,649	(20,628)	349			(57,588)	341,782	2,797,763	
A518 Science Kits	1,270,459	91,463	1,361,922	3,489	(18,559)				8,644	(4,679)	1,357,242	
A520 School Curriculum/Madison BOCES	400	(400)	-	975		565				1,540	1,540	
A521 School Curriculum Improvement	1,417,094	105,635	1,522,729	52,550	55,028	73,678			100,570	390,617	1,913,346	
A538 Model Schools	279,923	35,754	315,676							-	315,676	
A543 Hard/Software/Oswego BOCES	5,093		5,093	(2,173)				6,907	3,215	* 7,949	13,043	
A545 Curr. Dev/Greater Southern Tier-BOCES	1,406,900	411,246	1,818,146	692,725	(116,746)				778,487	* 1,354,466	3,172,612	
A547 CDOS Credential Mgmt-Sys/Oswego BOCES	2,817	100	2,917	(367)	220					(147)	2,770	
A555 Superintendent Eval/Erie 2 BOCES		2,177	2,177						0	0	2,177	

Description	2022-2023		Adjustments		07/31/22		08/31/22		09/30/22		10/31/22		11/30/22		12/31/22		01/31/23		Revised Budget	
	Adopted Budget	per Contracts	Contract Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes		Net
A560 Commitree Preschool Special Ed	139,515	3,532	143,047																-	143,047
A565 School Curriculum/Erie 2 BOCES					6,600														6,600	6,600
A574 School and Business Alliance	344,518	6,748	348,266																-	348,266
A576 Library Services	744,775	107,942	852,717																17,717	870,434
A578 Library Automation/Madison BOCES	173,980	3,822	177,802						120		518								769	178,571
A579 Diversity Equity/Tompkins BOCES					1,050														1,050	1,050
<b>A500 INSTRUCTIONAL SUPPORT TOTAL</b>	<b>14,321,115</b>	<b>4,190,757</b>	<b>18,511,872</b>	<b>1,363,849</b>	<b>536,050</b>	<b>(11,331)</b>	<b>122,334</b>	<b>53,663</b>	<b>1,003,006</b>	<b>3,067,572</b>	<b>21,579,444</b>									
<b>A600 NON-INSTRUCTIONAL PROGRAMS</b>																				
A601 Computer Services/Madison BOCES	9,954,846	64,331	10,019,178						690,492		18,982								798,371	10,817,548
A602 Negotiations/Madison/Broome BOCES	332,094	32,463	364,558						4,368		231								9,240	373,797
A603 School Communications	512,972	(2,527)	510,445						(35,544)										62,950	573,395
A604 Central Business Office	318,647	205,134	523,780						(6,720)										(14,443)	509,337
A607 Staff Development Bus Drivers		315	315																-	315
A609 Energy Services/Onondaga BOCES	55,237	101	55,338						202										202	55,540
A610 Interconnect Telephone	827,630	415,055	1,242,685						(1,870)		6,602								100,489	1,343,174
A611 Bus Maint/Madison BOCES	187,000	(12,000)	175,000																16,218	191,218
A612 Health Coord/Herkimer BOCES	12,259		12,259																-	12,259
A613 Facilities Service	52,932	989	53,921																-	53,921
A615 Policy Planning/Erie 1	11,709	1,019	12,728																-	12,728
A616 Employee Assistance Program	19,872		19,872																-	19,872
A618 Employee Benefits Coordination	129,219	398	129,617																-	129,617
A619 Cooperative Bid/Herkimer BOCES	25,500	(25,500)																	-	-
A620 Safety/Asbestos/Struct/Fire Inspections	626,878	194,806	821,683						23,630		7,315								55,445	877,129
A621 Liability Insurance Consortium	6,875		6,875																-	6,875
A622 Regional Bus Radios/Madison BOCES	9,696	104	9,800																-	9,800
A623 State Aid Planning/Questar III BOCES	43,415		43,415						1,100										1,100	44,515
A625 Substitute Calling Service	173,637	(6,155)	167,483						16,292										16,292	183,774
A626 School Food Service	640,483	28,867	669,350																1,910	671,260
A627 Records Retention	103,680	31,235	134,915																-	134,915
A628 Telecommunications	304,507	243,992	548,499																-	548,499
A631 Cooperative Bid/Madison BOCES	17,844	43,512	61,356																-	61,356

Description	2022-2023		Adjustments		07/31/22		08/01/22		09/01/22		10/01/22		11/01/22		12/01/22		01/01/23		Net	Revised
	Adopted	Budget	per	Contracts	Contract	Totals	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes	Changes		
A632 Health Care Coord./Delaware BOCES	20,796		1,617		22,413				556										556	22,969
A633 GASB 45/Questar III BOCES	24,752		1,494		26,246														-	26,246
A634 Staff Dev./Board/Herkimer BOCES	13,302				13,302														-	13,302
A636 GASB 45/Clinton-Essex Boces	3,990		13,090		17,080														-	17,080
A637 Fixed Assers./Questar III BOCES	22,511		4,059		26,570														-	26,570
A639 Transp./Madison BOCES	1,521		(1,205)		316				620										*	2,303
A640 Drug Testing/Jeff-Lewis BOCES	19,851				19,851														8	20,191
A641 On-Line Application/Putnam BOCES	43,672		(470)		43,202														85	43,202
A646 Medicaid Reimburs./Madison BOCES	38,014		(10,668)		27,346				(1,743)										(1,743)	25,603
A649 ACA Compliance/Madison BOCES	15,896		92		15,988														-	15,988
A650 Testing-NYS Alt-Assistance Svc./Questar III BOCES	79,800		525		80,325			45											45	80,370
A651 SCRIC/Broome BOCES	48,008		1,977		49,985														-	49,985
A655 Special Ed Aid Assistance Svc./Questar III BOCES	23,640		8,006		31,646														-	31,646
A656 Employee Relations/ONC BOCES	17,524		351		17,875														-	17,875
A657 Project-Work/Cap Region BOCES																			103	109
A658 Coop Bid/DCMO BOCES			19,714		19,714														6	109
A659 Tier 4 Enhanced/Cap Region BOCES			143,262		143,262				(297)										4,525	23,942
A660 Employee Assistance/DCMO BOCES									7,964										*	52,281
<b>A600 NON-INSTRUCTIONAL SERVICES TOTAL</b>	<b>14,740,209</b>		<b>1,397,982</b>		<b>16,138,191</b>			<b>9,454</b>	<b>705,770</b>		<b>34,121</b>	<b>178,886</b>	<b>5,642</b>	<b>179,982</b>	<b>1,113,855</b>	<b>17,252,046</b>		<b>1,113,855</b>	<b>7,964</b>	<b>17,252,046</b>
<b>A700 INTERNAL</b>																				
A701 Operations and Maintenance	-		-		-														-	-
A713 Infor and Technology Supervision	-		-		-														-	-
A700 INTERNAL																				
<b>TOTALS</b>	<b>80,551,736</b>		<b>7,745,298</b>		<b>88,297,034</b>			<b>962,322</b>	<b>1,478,004</b>	<b>40,680</b>	<b>2,490,672</b>	<b>216,560</b>	<b>1,431,268</b>	<b>6,619,506</b>	<b>1,113,855</b>	<b>17,252,046</b>		<b>6,619,506</b>	<b>7,964</b>	<b>94,916,540</b>



## C. PERSONNEL REPORT

### a. RESIGNATIONS

#### 1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	JEANNE C. HERBERT	TEACHER OF SPECIAL EDUCATION	11/29/2021	02/21/2023
2.	AMY M. LOCKE	SCHOOL SOCIAL WORKER	09/30/2019	02/01/2023
3.	VINCENT TRIPODI	ASSISTANT PRINCIPAL - ALTERNATIVE ED	07/01/2009	03/08/2023
4.	CHRISTINA M. WARNER	ASSISTANT PRINCIPAL - CTE PTECH	09/15/2022	03/08/2023

#### 2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	MARIANNE BROWN	FOOD SERVICE HELPER	09/01/2022	01/01/2023 (verbal)
2.	SHAKIRA M. DUPONT	FOOD SERVICE HELPER	09/01/2022	02/17/2023
3.	EVELYN E. FORD	FOOD SERVICE HELPER	12/05/2017	09/01/2022 (verbal)
4.	DONNA L. HORAN	FOOD SERVICE HELPER	09/01/2017	09/01/2022 (verbal)
5.	LAURIE JONES	FOOD SERVICE HELPER	01/03/2019	09/01/2022 (verbal)
6.	MELISSA L. LEMIEUX	FOOD SERVICE HELPER	11/14/2017	09/01/2022 (verbal)
7.	KATIE L. LYON	FOOD SERVICE HELPER	08/01/2022	12/19/2022
8.	BRANDI MABIE	FOOD SERVICE HELPER	08/01/2022	01/22/2023
9.	BONNIE M. PADULA	FOOD SERVICE HELPER	03/21/2018	09/01/2022 (verbal)
10.	ATHENA PONTIKIS MARTINEZ	FOOD SERVICE HELPER	01/03/2019	02/03/2023
11.	HANNA POPOWSKI	FOOD SERVICE HELPER	09/01/2002	09/01/2022 (verbal)
12.	JENNIFER A. PROVOST	FOOD SERVICE HELPER	10/07/2019	09/01/2022 (verbal)
13.	ADAM C. RAULLI	FOOD SERVICE HELPER	09/28/2020	01/01/2023 (verbal)
14.	KATRINA M. TOWNSEND	FOOD SERVICE HELPER	09/03/2019	09/01/2022 (verbal)
15.	MICHELLE WAUFLE	FOOD SERVICE HELPER	07/06/2021	09/01/2022 (verbal)

### b. UNPAID LEAVE(S) OF ABSENCE

#### 1. Non-Instructional/Classified Staff

			Start Date	End Date
1.	RANDY J. MILLER	NETWORK ADMINISTRATOR II	03/13/2023	TBD
2.	MICHAEL M. SHUE	NETWORK ADMINISTRATOR I	03/13/2023	TBD

### c. APPOINTMENTS



1. **Teaching/Certified Staff**

a. **RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

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

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

1. Recommend that **ADRIAN BARTHOLOMEO** be appointed as a **SCHOOL SOCIAL WORKER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Oriskany CSD and Waterville CSD for a four year probationary appointment in the School Social Worker tenure area, commencing February 27, 2023 and ending February 26, 2027 at an annual salary rate of \$54,352.00, prorated.

redacted

2. Recommend that **BIANCA M. CARDILLO** 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 14, 2023 and ending February 13, 2027 at an annual salary rate of \$17,036.00, prorated.

redacted

3. Recommend that **MELISSA M. HOVEY** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Career and Technical Education for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 13, 2023 and ending February 12, 2027 at an annual salary rate of \$19,346.00, prorated.

redacted

4. Recommend that **JANICE L. MURRAY** be appointed as a **COORDINATOR SCHOOL LIBRARY SYSTEM** in SUPPORT SERVICES, for a three year probationary appointment in the Coordinator of School Library Systems tenure area, commencing April 24, 2023 and ending April 23, 2026 at an annual salary rate of \$95,000.00, prorated.

redacted

5. Recommend that **VINCENT TRIPODI** be appointed as a **PRINCIPAL** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln Avenue for a three year probationary appointment in the Principal for Alternative Ed tenure area, commencing March 09, 2023 and ending March 08, 2026 at an annual salary rate of \$120,500.00, prorated.

redacted

6. Recommend that **CHRISTINA M. WARNER** be appointed as a **PRINCIPAL - PTECH** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, PTECH for a four year probationary appointment in the Principal tenure area, commencing March 09, 2023 and ending March 08, 2027 at an annual salary rate of \$101,500.00, prorated.

redacted

7. Recommend that **SIGMUND R. ZEMZICKI** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Middle Settlement Academy @ Lincoln Avenue for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 06, 2023 and ending February 05, 2027 at an annual salary rate of \$16,471.00, prorated.

redacted

**b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT**

1. Recommend that **WILLIAM A. PETRILLI** be appointed as a **TEACHER OF SCIENCE** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ OHM BOCES, for a long-term substitute appointment commencing January 30, 2023 and ending June 30, 2023 at an annual salary rate of \$56,342.00, prorated.

redacted

2. Recommend that **L. MICHAEL SCHRADER** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln Avenue for a long-term substitute appointment commencing February 13, 2023 and ending June 30, 2023 at an annual salary rate of \$21,910.00, prorated.

redacted

**c. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)**

1. Recommend that **ANNE J. SWEARINGEN** be appointed as a **CLINICAL INSTRUCTOR** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, for a temporary appointment commencing February 27, 2023 and ending June 30, 2023 at a salary rate of \$34.18/hour.

redacted

**d. RECOMMENDATION FOR INCREASE IN FTE**

1.	JENNIFER L. ENJEM	PHYSICAL THERAPIST	Date	FTE
			02/06/2023	0.7



2. **Non-Instructional/Classified Staff**

- a. Recommendation to create one (1) full-time Public Information Specialist position

a. **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE**

1. Recommend that **MICHAEL W. KOHLI** be appointed to a provisional appointment as a **PBIS COORDINATOR** in SUPPORT SERVICES, Safety Office, commencing March 09, 2023 at an annual salary rate of \$50,000.00, prorated.

**MICHAEL W. KOHLI** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PBIS COORDINATOR**, until the results of the next civil service exam are known.  
redacted

2. Recommend that **RANDY J. MILLER** be appointed to a provisional appointment as a **TELECOMMUNICATIONS SPECIALIST II** in SUPPORT SERVICES, BOCES Networking, commencing March 13, 2023 at an annual salary rate of \$65,000.00, prorated.

**RANDY J. MILLER** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **TELECOMMUNICATIONS SPECIALIST II**, until the results of the next civil service exam are known.

redacted

3. Recommend that **MICHAEL M. SHUE** be appointed to a provisional appointment as a **TELECOMMUNICATIONS SPECIALIST I** in SUPPORT SERVICES, Information and Technology commencing March 13, 2023 at an annual salary rate of \$67,500.00, prorated.

**MICHAEL M. SHUE** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **TELECOMMUNICATIONS SPECIALIST I**, until the results of the next civil service exam are known.

redacted

**b. RECOMMENDATION FOR PART-TIME APPOINTMENT**

1. Recommend that **KATRENA L. BERKOVICH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing January 26, 2023 at an hourly salary rate of \$15.00.

**KATRENA L. BERKOVICH** 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 **ASHLEY M. CHANDLER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing February 06, 2023 at an hourly salary rate of \$15.00.

**ASHLEY M. CHANDLER** 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 **MICHAEL A. ROYS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing February 13, 2023 at an hourly salary rate of \$15.00.

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

redacted

4. Recommend that **RONI E. THOMPSON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing January 26, 2023 at an hourly salary rate of \$15.00, as needed.

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

redacted

**c. 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.	CYNTHIA A. PAVLUS	ASSISTANT COOK	09/01/2022
2.	ASHLEY K. SPICER	ASSISTANT COOK	09/01/2022

**d. RECOMMENDATION FOR ADDITIONAL ASSIGNMENT(S)**

1. Recommend that **DAVID E. STAYTON** be appointed to an additional assignment as **POLICY COORDINATOR** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, commencing December 15, 2022 and ending June 30, 2023 at a salary rate of \$3,500, prorated.

**d. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	KASEY L. BARRETT	TEACHER ASSISTANT	02/06/2023 - 06/30/2023	\$3,500.00 (prorated) student mgr.

**e. TERMINATIONS**

**1. Teaching/Certified Staff**

1. IT IS RESOLVED, that upon the recommendation of the District Superintendent, and review of all materials submitted, the Board hereby votes to terminate the probationary employment of teacher assistant Morgan Fort effective April 19, 2023. The District Superintendent or her designee shall promptly notify the employee of this decision.
  
2. IT IS RESOLVED, that upon the recommendation of the District Superintendent, and review of all materials submitted, the Board hereby votes to terminate the probationary employment of teacher assistant Brianna Griffing effective April 19, 2023. The District Superintendent or her designee shall promptly notify the employee of this decision.




# Oneida-Herkimer-Madison BOCES

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

www.oneida-boces.org

## Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: January 30, 2023

Subject: Recommendation for Approval of Board Policies

Prepared by: David Stayton

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

VII D. 1.  
Approval of Board Policies  
4201, 4300, 4304, 4404  
4501, 4502, 4503, 6201  
(Second Reading)  
March 8, 2023

### 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 Polices 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

# Policy

FISCAL MANAGEMENT

4201

## 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 1<sup>st</sup> of each year, with the final request due to OHM BOCES on or before May 1<sup>st</sup>, 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 15<sup>th</sup>.
- 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



POLICY

FISCAL MANAGEMENT

4201

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 15<sup>th</sup>.
- 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 1<sup>st</sup> of each year. The Board of Cooperative Educational Services will enter into contracts with the component school Districts with an effective date of July 1<sup>st</sup> of each year. All contracts must be completed and on file by August 1<sup>st</sup> 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.

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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

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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

FISCAL MANAGEMENT

4300

### 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.

## POLICY

FISCAL MANAGEMENT

4300

### 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

POLICY

FISCAL MANAGEMENT

4300

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.

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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

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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.

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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

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FISCAL MANAGEMENT

4404

## 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.

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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

# Policy

FISCAL MANAGEMENT

4501

## 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.



## POLICY

FISCAL MANAGEMENT

4501

### 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.

POLICY

FISCAL MANAGEMENT

4501

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.

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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

# Policy

FISCAL MANAGEMENT

4502

## 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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FISCAL MANAGEMENT

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.

## POLICY

FISCAL MANAGEMENT

4502

### 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

## POLICY

FISCAL MANAGEMENT

4502

### 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

POLICY

FISCAL MANAGEMENT

4502

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.

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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

# Policy

FISCAL MANAGEMENT

4503

## 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.



## POLICY

FISCAL MANAGEMENT

4503

### 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.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 02/13/13

Revised: 08/12/20

# Policy

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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

POLICY

PERSONNEL

6201

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.

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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. 2.  
Approval of Board Policies  
2004, 2006, 5004, 5400,  
5401  
(First Reading)  
March 8, 2023


### Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: February 22, 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 2000 School Board of Operations**

2004 Orienting New Board of Cooperative Educational Services Members  
2006 Board of Cooperative Educational Services Compensation and Expenses

##### **Section 5000 Support Operations**

5004 Short-Term Worker Asbestos Notification  
5400 Transportation of Students to OHM BOCES Sponsored Events  
5401 Owned or Leased Vehicles

#### **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 2000 School Board of Operations**

2004 Orienting New Board of Cooperative Educational Services Members  
2006 Board of Cooperative Educational Services Compensation and Expenses

**Section 5000 Support Operations**

5004 Short-Term Worker Asbestos Notification  
5400 Transportation of Students to OHM BOCES Sponsored Events  
5401 Owned or Leased Vehicles

Attachments: policies

# Policy

Draft 1.18.23  
2004

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## BOARD OPERATIONS

### ORIENTING NEW BOARD OF COOPERATIVE EDUCATIONAL SERVICES MEMBERS

#### I. Statement of Policy

- A. The Board of Cooperative Educational Services and its staff shall assist each new member-elect to understand the Board of Cooperative Educational Services' functions, policies and procedures before ~~he/she takes~~ they take office, by the following methods:
1. The electee shall be given selected material on the job of being part of the Board of Cooperative Educational Services, which material is supplied by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations.
  2. The electee shall be sent agendas and invited to attend Board of Cooperative Educational Services, as an observer, in open session meetings in May and June.
  3. The Clerk shall supply material pertinent to meetings.
  4. The electee shall be invited to meet with the District Superintendent and other administrative personnel to discuss services they perform for the Board of Cooperative Educational Services.
  5. A copy of the Board of Cooperative Educational Services' policies, by-laws, and handbook shall be given each electee by the Clerk.
  6. The opportunity shall be provided for new Board of Cooperative Educational Services members to orientation programs.
  7. The District Superintendent will arrange for briefing the new member on programs and procedures by various administrative staff.
- B. A special meeting or time at a regular meeting may be set by the Board of Cooperative Educational Services for its own orientation of the new member.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 06/12/19, \_\_\_\_\_

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BOARD OPERATIONS

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
COMPENSATION AND EXPENSES

I. Compensation

Each Board of Cooperative Educational Services member serves the public in a trustee relationship, is elected by the component Board of Education members, and serves without pay.

II. Expenses

Each Board of Cooperative Educational Services member is entitled to reimbursement for all necessary expenses incurred in the official performance of their duties.

A. Conference and workshop attendance is considered an opportunity for development as a knowledgeable Board of Cooperative Educational Member. Members of the Board shall be reimbursed for any expense actually and necessarily incurred in the performance of their duties.

B. The Board shall authorize by resolution, prior to attendance and entered in the minutes of the Board meeting, the reimbursement of any expenses to be incurred by any of its members attending a conference or educational program. Tuition fees and registration fees are also reimbursable.

C. The Board members are authorized to attend the following meetings, with expenses paid:

1. Meetings sponsored by the Oneida-Herkimer-Madison Board of Cooperative Educational Services (OHM BOCES);
2. New York State School Boards Association;
3. National School Boards Association; and
4. Other meetings as authorized by the Board of Cooperative Educational Services.

D. Attendance at all conferences shall be open to all members of the Board, unless specifically restricted during the school calendar year by the resolution of the Board based on such considerations as workload, expense and other economic factors and educational priorities as exist at the time.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: General Municipal Law §77-b

Adopted: 07/10/02

Revised: 06/12/19

# Policy

Draft 1.18.23

5004

SUPPORT OPERATIONS

## SHORT-TERM WORKER ASBESTOS NOTIFICATION

### I. Statement of Policy

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) requires BOCES to inform all non-school employees who perform short-term work in a BOCES building, such as electricians, plumbers, and ~~telephone repair workers~~ telecommunications workers, of the locations of any known or assumed asbestos-contained building materials (ACBM) in the school building. This Policy shall be implemented with respect to any space in a building housing an BOCES program where BOCES has control over that space and BOCES has contracted for the short-term work.

### II. Duties of the Designated Person

~~It is the Policy of the OHM BOCES that an individual be designated in each building to meet with short-term workers upon their arrival to inform them of the location of any known or assumed asbestos-containing building materials (ACBM).~~

H A. The BOCES Facilities Director shall be the Designated Person for the BOCES, within the meaning of AHERA. It shall be the responsibility of the OHM BOCES' Facilities Director to ensure that each building has a designated person to meet with short-term workers prior to or upon their arrival, some of which shall include

1. Information provided to short-term workers should include a floor plan of the building, with the location of any known or assumed ACBM highlighted, and clear instruction about where work should and should not be performed.
2. The designated individual shall document that this process has taken place and the date (See Regulation #5004.1)
3. Copies of any documentation shall be Retaineding copies of any documentation in the OHM BOCES' asbestos management plan.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: The Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§2651 ff; 40 C.F.R. Section and 763.84(d).

Cross Ref: 5004.1, Short-Term Asbestos Notification.

Adopted: 11/14/18

Revised:



# Policy

Draft 1.18.23  
5400

## SUPPORT OPERATIONS

### TRANSPORTATION OF STUDENTS TO OHM BOCES SPONSORED EVENTS

#### I. Policy:

This Policy governs the transportation of students by employees of the Oneida-Herkimer-Madison Board of Cooperative Educational Services (OHM BOCES). More specifically, it establishes:

- A. How an employee may be deemed qualified to transport students; and
- B. What vehicles an employee may use to transport students.

#### II. Driver Qualifications:

An OHM BOCES employee is qualified to transport students only if ~~he/she is~~ they are a "Licensed Bus Driver" or "Volunteer Driver."

- A. **Licensed Bus Driver:** A licensed bus driver approved by the Transportation Supervisor and on the OHM BOCES 19A Driver Roster may transport students.
- B. **Volunteer Driver:** A Volunteer school bus driver shall mean every person who occasionally transports passengers to and from extra-curricular activities sponsored by a school or religious organizational fewer than thirty (30) days per calendar year and where such driving is unpaid and incidental to any terms or contract of hire. It shall not include an individual who transports passengers in a bus, over a scheduled route which involves the receiving and discharging of passengers on any road, highway, public or private street, or driveway. A volunteer may be a teacher, coach, minister, or parent, etc., but may not be anyone who is employed on a full time basis as a self-employed driver or as a driver for a contract carrier.
- C. **Authorized Vehicles:**

Employee use of a vehicle that is not owned or leased by the OHM BOCES to transport students is prohibited, except that in the event of an emergency, the District Superintendent or an Assistant Superintendent may approve incidental, limited use of a vehicle that is neither owned nor leased by the OHM BOCES to transport a student.

#### III. OHM BOCES Sponsored Events

- A. Where the OHM BOCES has provided transportation to students enrolled in the OHM BOCES to an OHM BOCES sponsored event (field trip, extracurricular activity, or any similar event) it shall provide transportation back to either the point of departure or the appropriate school district unless the parent/guardian participates in such event and has provided the OHM BOCES with written notice authorizing an

POLICY

**Draft**  
5400

SUPPORT OPERATIONS

TRANSPORTATION OF STUDENTS TO OHM BOCES SPONSORED EVENTS

alternative form of return transportation for such student unless intervening circumstances makes such transportation impractical.

- B. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school impractical, a representative of the OHM BOCES shall remain with the student until such student's parent/guardian has been contacted and informed of the circumstances which make such transportation impractical; and the student has been delivered to ~~his/her~~ their parent/guardian.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: DMV Regulations, Part 6; Commercial Motor Vehicle Safety Act of 1986; 8 NYCRR 156.3; Omnibus Transportation Employee Testing Act of 1991; Education Law 1950

Adopted: 07/10/02

Revised: 04/10/19, \_\_\_\_\_

# Policy

Draft 1.18.23  
5401

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## SUPPORT OPERATIONS

### OWNED OR LEASED VEHICLES

#### I. Statement of Policy

The Board of Cooperative Educational Services owned or leased vehicles may be made available for official travel by the Oneida-Herkimer-Madison BOCES (OHM BOCES) personnel upon approval of the District Superintendent or designee.

#### II. Duties of the District Superintendent

The District Superintendent or designee may approve reimbursement for travel for professional purposes in a private vehicle at a rate approved by the OHM BOCES or through negotiated contract.

#### III. Violation of Use

In no case is an OHM BOCES vehicle to be approved for personal use, unless authorized by the Board of Cooperative Educational Services.

#### IV. Duties of the Board of Cooperative Educational Services

The Board of Cooperative Educational Services will be kept apprised yearly of the inventory and the status of the OHM BOCES owned and/or leased vehicles.

#### V. Inventory

The Assistant Superintendent for Administrative Services will keep an inventory of all OHM BOCES owned vehicles for the purpose of making recommendations regarding the maintenance of vehicles and replacement by sale or disposal.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 04/10/19, \_\_\_\_\_



## Oneida-Herkimer-Madison BOCES


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VII D. 3.  
Approval of FY 2023-2024 Databases,  
Research Tools, Ebooks, Automation and  
Media for User in School Library Systems  
"Dream Consortium"  
March 8, 2023


### MEMORANDUM

TO: Cooperative Board

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

DATE: February 2, 2023

SUBJECT: *FY 2023-2024 Databases, Research Tools, Ebooks, Automation and Media for User in School Library Systems "Dream Consortium"*

PREPARED BY: Scott Morris 

#### Background

Oneida-Herkimer-Madison BOCES would like to participate with other BOCES districts in New York State in the joint agreement for the purchasing of Databases, Research Tools, Ebooks, Automation and Media.

#### Discussion

Each year your local Board of Education must pass a resolution to participate in the statewide contracts, managed by Capital Region BOCES (on behalf of the consortium members). The DREAM consortium will negotiate contracts and pricing with appropriate vendors through the Capital Region BOCES RFP process. Individual school library systems who participate will continue to work in support of their component districts to procure databases and provide technical and instructional support, as well as offer professional development for end users. This consortium will also work to secure Ed Law 2D compliance where applicable, and will address challenges as they emerge. The DREAM consortium will have an advisory group comprised of SLS directors from participating BOCES regions. This advisory committee will offer expertise and suggestions, but final decisions will remain with Capital Region BOCES SLS.

All contracts are new with the addition of language pertaining to Education Law 2D.

**Recommendation**

It is recommended that the Oneida-Herkimer-Madison BOCES Cooperative Board approve the 2023-2024 Database, Research Tools, Ebooks, Automation Media Consortium agreement managed by Capital Region BOCES and sign the State Wide Licensing Agreement.

**Resolution**

That the BOCES Cooperative Board approve Oneida-Herkimer-Madison BOCES' participation in the 2023-2024 Databases, Research Tools, Ebooks, Automation, Media Consortium agreement.

**RESOLUTION OF BOARD OF EDUCATION**

**COOPERATIVE BIDDING**

of

**DATABASES, RESEARCH TOOLS, E-BOOKS, AUTOMATION AND MEDIA  
FOR USE IN SCHOOL LIBRARY SYSTEMS  
“DREAM CONSORTIUM”**

**SCHOOL YEAR 2023-2024**

**WHEREAS,**

A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

**WHEREAS,**

The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

**BE IT RESOLVED,**

That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

**BE IT FURTHER RESOLVED,**

That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into a contracts for the purchase of the above mentioned software and database access, and,

**BE IT FURTHER RESOLVED,**

That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors

**CERTIFICATION OF BOARD CLERK**

I, Deborah Kimball, Clerk of the Board of

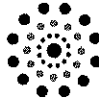
Oneida-Herkimer-Madison BOCES (BOCES/ SLS)

hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on

\_\_\_\_\_  
(Date of Meeting)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



# Oneida-Herkimer-Madison BOCES

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VII D. 4.  
Approval of Consultant Committee  
Membership  
March 8, 2023



## MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: February 2, 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, Robert Frankland to the Criminal Justice Consultant Committee for the term of 3/31/23 to 3/31/26.

### **Resolution:**

The Cooperative Board recommends the approval of one member, Robert Frankland to the Criminal Justice Consultant Committee for the term of 3/31/23 to 3/31/26.

Attachment  
DS/cjm



## Oneida-Herkimer-Madison BOCES


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VII D. 5.  
Approval of Settlement Agreement Class  
Action Lawsuit Against JUUL Labs  
Incorporated  
March 8, 2023

### MEMORANDUM

To: Cooperative Board

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

Date: March 2, 2023

Subject: Settlement agreement class action lawsuit against  
JUUL Labs Incorporated

Prepared By: Scott Morris

#### **Background:**

The OHM BOCES Cooperative Board approved a resolution on August 11, 2021 to participate in a class action lawsuit against JUUL Labs Incorporated, a company that provides marketing, sale distribution and production of e-cigarette and vaping devices.

#### **Discussion:**

A settlement agreement of the class action suit is proposed. Details pertaining to the settlement and release terms are attached.

#### **Recommendation:**

It is recommended that the Cooperative Board approve the terms of the settlement and related resolution agreement as attached.

#### **Resolution**

That the Cooperative Board approve the terms of the settlement and related resolution agreement as attached.

Attachment



## **RESOLUTION AUTHORIZING PARTIAL SETTLEMENT OF VAPING LITIGATION**

**WHEREAS**, in recent years the use and abuse of e-cigarettes and vaping devices increased dramatically among high school and middle school students, leading to significant risks of addiction and potentially life-threatening respiratory ailments; and

**WHEREAS**, students attending the Oneida-Herkimer-Madison BOCES (the "BOCES") have not been immune to this phenomenon with the BOCES observing students using e-cigarettes and vaping devices in school and on school grounds; and

**WHEREAS**, the use of e-cigarettes and vaping devices by students has caused the BOCES to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases and stops; and

**WHEREAS**, the BOCES authorized the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC, to initiate litigation against Juul Labs, Inc. and other parties by board resolution relating to the production, marketing, sale, and distribution of e-cigarettes and vaping devices; and

**WHEREAS**, the litigation involved more than 1400 U.S. public BOCESs across more than 25 states; and

**WHEREAS**, a tentative settlement has been reached with Defendant Juul Labs, Inc. and certain individual board members, directors, executives and parties with whom Juul Labs, Inc. has indemnity agreements; and

**WHEREAS**, litigation against Altria and remaining defendants will continue; and

**WHEREAS**, partial settlement means the BOCES would forever release all claims against Juul Labs and the other released entities; and

**WHEREAS**, in return, the BOCES would receive certain cash payments; and

**WHEREAS**, the amount that the BOCES receives will be based on a final allocation framework recommended by the court-appointed Special Master Thomas Perrelli with the allocation framework for all governmental entities including factors such as population and litigation risk and be no less than \$30,194 for the BOCES; and

**WHEREAS**, an initial payment of approximately 54% of the settlement amount is anticipated to be paid by late 2023; and

**WHEREAS**, the remaining payments will be made in four installments anticipated in late 2023, 2024, 2025 and 2026; and

**WHEREAS**, the Board of Education (the "Board") has determined it is necessary, advantageous, desirable, and in the public interest and the best interests of the BOCES that it settle this litigation against Juul Labs, Inc. and continue the litigation against remaining other parties involved with e-cigarettes and vaping devices.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the BOCES, as follows:

1. The Board authorizes the partial settlement of the vaping lawsuit against defendant Juul Labs, Inc. and certain individual board members, directors, executives and parties with whom Juul Labs, Inc. has indemnity agreements.
2. A Settlement with the substantive terms contained herein is hereby approved in substantially the form reviewed by the Board and together with such minor modifications as are deemed necessary by the BOCES's attorneys and administrators to protect the best interests of the BOCES.
3. The Board President, Superintendent and their designee(s) are hereby authorized to finalize, sign and enter into the Settlement Agreement on behalf of the BOCES and take

all actions and execute all documents necessary or appropriate to carry out the intent of this Resolution.

4. This Resolution shall take effect immediately.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**District Clerk**