



Oneida-Herkimer-Madison BOCES

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

AGENDA

Cooperative Board Regular Meeting
December 8, 2021 4:30 p.m.
The Howard D. Mettelman Learning Center
Middle Settlement Road, New Hartford, New York

Draft Timeline

- 4:30** I. Call to Order
- II. Pledge of Allegiance
- 4:35** III. Recognition
- IV. Recognition of Visitors
1. Mr. Timothy Thomas
 2. Resolution to Appoint Board Member to Fill Vacancy
 3. Oath of Office Administered to Appointed Board Member
- V. Communications
- A. From the Floor
 - B. Correspondence
- None

- VI. District Superintendent Reports
 - Diversity, Equity and Inclusion (DEI) Presentation

- VII. A. Approval of the Minutes of the Regular Meeting of November 10, 2021 (page 13)

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

- B. Financial Report (page 35)
 - 1. Acceptance of Report of the Treasurer, October
 - 2. Approval of 2021-2022 Budget Adjustment Report, October
 - 3. Approval of 2021-2022 Contracts (Seller With Schools)

- C. Personnel Report (page 83)
 - a. Resignations
 - 1. Teaching/Certified Staff
 - 2. Non-Instructional/Classified Staff

 - b. Unpaid Leave(s) of Absence
 - 1. Teaching/Certified Staff
 - 2. Non-Instructional/Classified Staff

 - c. Appointments
 - 1. Teaching/Certified Staff
 - a. Recommendation for Probationary Appointment(s)
 - b. Recommendation for Part-Time Appointment(s)
 - c. Recommendation for Long-Term Substitute Appointment(s)
 - d. Recommendation for Increase in FTE

2. Non-Instructional/Classified Staff
 - Recommendation to create 10 part-time Food Service Helper Positions
 - Recommendation to create 3 permanent part-time Laborer Positions in School Lunch Program

- a. Recommendation for Provisional Appointment(s)
- b. Recommendation for Probationary Appointment(s)
- c. Recommendation for Part-Time Appointment(s)
- d. Recommendation for Temporary Appointment(s)

- d. Stipends
 1. Teaching/Certified Staff

D. Action Items (page 97)

1. Approval of Integrated Community Alternatives Network (ICAN) Contract
2. Approval of Future Price Increase for Full-Paid Lunch and Full-Paid Breakfast
3. Approval of Board Policy 6201 Drug-Free Workplace Policy, 6204 Alcohol, Drugs and Other Substances, 1001 Public Relations and Communications, 1002 Community Use of Board of Cooperative Educational Services Facilities, 1003 Visitors to the Board of Cooperative Educational Services Facilities, 1004 Volunteers. Policy for Deletion: 7602 Complaints and Grievances by Students
(Second Reading)
4. Approval of Contracts

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

- A. BOCES Consortium of Continuing Education Policy Board Meeting Minutes
- B. Board Participation on Committees - Continued

6:00 IX. Old Business

6:15 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)
X	discussing collective negotiations pertaining to the UPSEU Union, pursuant to Article 14 of the Civil Service Law
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the _____ exam
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

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

7:30 Adjournment

**ONEIDA-HERKIMER-MADISON BOCES
TREASURER'S REPORT
DECEMBER 2021 BOARD MEETING**

FOR THE MONTH ENDING OCTOBER 2021

BANK BALANCES BY FUND:

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	7,890.66	0.33	-	7,890.99
GENERAL	JPM/CHASE	MMKT	8,046,668.39	10,043,926.16	10,588,356.94	7,502,237.61
GENERAL-MULTI C/D	JPM/CHASE	CHECK	3,019,494.53	7,612,824.62	7,612,754.96	3,019,564.19
GENERAL-MULTI C/R	JPM/CHASE	CHECK	1,921,624.28	8,697,946.48	9,670,000.00	949,570.76
GENERAL-LEARNING	JPM/CHASE	CHECK	6,026.38	1,152.24	-	7,178.62
GENERAL-MULTI C/R	NBT	MMKT	34,728.94	3,103.92	30,000.00	7,832.86
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	304,691.06	304,691.06	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	1,753.74	-	-	1,753.74
LUNCH C/R	JPM/CHASE	CHECK	6,827.44	5,737.46	10,000.00	2,564.90
LUNCH-MULTI C/R	NBT	MMKT	19,795.11	18,396.28	20,000.00	18,191.39
SPEC AID-MULTI C/R	NBT	MMKT	-	-	-	-
SPEC AID-MULTI C/R	JPM/CHASE	CHECK	763.25	-	-	763.25
SPEC AID-MULTI C/D	JPM/CHASE	CHECK	-	17,004.77	17,004.77	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	74,058.39	3.12	-	74,061.51
EXTRA-CURRICULAR	JPM/CHASE	MMKT	12,796.40	626.00	290.00	13,132.40
TOTAL CASH			13,151,227.51	26,705,412.44	28,253,097.73	11,604,742.22

TOTAL CASH BY FUND:

CAPITAL	7,890.99
GENERAL	11,486,384.04
SCHOOL LUNCH	22,510.03
SPECIAL AID	763.25
TRUST/AGENCY	74,061.51
EXTRA-CURRICULAR	13,132.40
TOTAL	11,604,742.22

TOTAL CASH BY BANK:

JPM/CHASE	11,491,524.06
NBT	113,218.16
TOTAL	11,604,742.22

CHECKING RECONCILIATION:

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
8,381,456.57	5,361,892.38	3,019,564.19

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

Michelle N. J. Joffe
MICHELLE NORTH DEPUTY TREASURER

VII B. 1.
Acceptance of Report of
the Treasurer, October
December 8, 2021

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

BOARD MEETING PRESENTATION
 31-Oct-21

CHECKING ACCOUNT - NBT BANK		CLUB ACCOUNT BALANCES	
BALANCE: BEGINNING OF THE MONTH	\$ 12,796.40	FUTURE FARMERS OF AMERICA	\$ 6,617.91
PLUS: RECEIPTS	\$ 626.00	SKILLS USA	\$ 3,692.67
LESS: EXPENDITURES	<u>\$ (290.00)</u>	P-TECH	2,621.39
BALANCE: END OF MONTH	<u>\$ 13,132.40</u>	SALES TAX	\$ 200.43
		ACCOUNT TOTALS, END OF MONTH	<u>\$ 13,132.40</u>
BANK RECONCILIATION			
BALANCE PER BANK STATEMENT	\$ 13,348.05		
PLUS: DEPOSITS IN TRANSIT			
LESS: OUTSTANDING CHECKS	<u>\$ (215.65)</u>		
RECONCILED BALANCES	<u>\$ 13,132.40</u>		
CASH: END OF MONTH			
	\$ 13,132.40	CASH: END OF MONTH	<u>\$ 13,132.40</u>

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

Carol P. ...
 TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

RECONCILING ITEMS		OUTSTANDING CHECKS	
DEPOSITS IN TRANSIT	AMOUNT	CHECK NUMBER	AMOUNT
DATE			
		1235	65.00
		1272	50.00
		1280	60.65
		1291	40.00
TOTAL		TOTAL	\$ 215.65

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 10/31/2021

Fiscal Year: 2022

Fund: A GENERAL FUND

November 16, 2021
12:20:18 pm

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
001 ADMINISTRATIVE COSER			3,786,150.05	46,770.31	3,832,920.36	488,115.34	3,298,034.71	0.00
002 CAPITAL/RENT EXPENDITURES			3,151,643.02	-10,973.77	3,140,669.25	628,133.86	2,512,535.39	0.00
101 OCCUPATIONAL EDUCATION			7,068,932.00	114,725.07	7,183,657.07	1,368,974.21	5,704,107.70	4,102.00
102 ADULT EDUCATION			37,130.00	0.00	37,130.00	7,426.00	29,704.00	0.00
103 SECONDARY OCC ED/MADISON BOCES			0.00	22,118.00	22,118.00	4,423.60	17,694.40	0.00
107 OCCUPATIONAL EDUCATION-HANDICAPPED			542,754.00	-7,866.00	534,888.00	106,977.60	427,910.40	0.00
109 OCC. ED./MADISON BOCES			0.00	28,662.00	28,662.00	1,910.80	26,751.20	0.00
201 8:1:2 PROGRAM			7,705,050.00	-41,919.00	7,663,131.00	1,530,709.20	6,122,836.80	0.00
202 INTENSE MGMT NEEDS/MADISON BOCES			0.00	59,454.00	59,454.00	11,890.80	47,563.20	0.00
203 12:1:1 ADJUSTMENT PROGRAM			1,088,196.00	47,305.00	1,135,501.00	227,100.20	908,400.80	0.00
204 12:1:1 MILD/MODERATE PROGRAM			2,821,009.00	-59,158.00	2,761,851.00	552,170.20	2,208,680.80	0.00
205 SPECIAL CLASS: OPTION 2/MADISON BOCE			0.00	443,845.00	443,845.00	85,227.50	358,617.50	0.00
206 TRANSITIONAL PLNG & IMPLEMENTATION			378,329.00	131,642.13	509,971.13	80,986.17	428,984.96	0.00
209 12:1:4 DEV/MD PROGRAM			4,961,271.00	-41,514.50	4,919,756.50	982,934.30	3,931,737.20	0.00
214 SPECIAL ED. OPTION III/MADISON BOCES			0.00	496,002.75	496,002.75	139,580.67	356,422.08	0.00
216 6:1:2 PROGRAM			2,193,436.00	86,983.96	2,280,419.96	454,369.39	1,813,438.40	1,009.79
221 6:1:1 HERKIMER BOCES			0.00	90,000.00	90,000.00	18,000.00	72,000.00	0.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCE			0.00	272,745.00	272,745.00	59,128.50	213,616.50	0.00
225 ELEM IMN 6:1:2.5/MADISON			0.00	483,780.00	483,780.00	79,518.60	404,261.40	0.00
303 ART			167,427.40	0.00	167,427.40	33,485.48	133,941.92	0.00
305 GUIDANCE			248,027.40	38,158.00	286,185.00	55,541.09	230,643.91	0.00
306 TECHNOLOGY			75,352.20	0.00	75,352.20	15,070.44	60,281.76	0.00
308 PHYSICAL EDUCATION			40,922.00	0.00	40,922.00	8,184.40	32,737.60	0.00
310 NURSE PRACTITIONER			370,963.20	0.00	370,963.20	74,192.64	296,770.56	0.00
311 ADVANCED SOCIAL STUDIES			90,561.20	-90,561.20	0.00	0.00	0.00	0.00
312 SCHOOL PHYSICIAN			57,708.00	0.00	57,708.00	11,541.60	46,166.40	0.00
313 SCHOOL PSYCHOLOGIST			333,260.00	-140,245.00	193,015.00	39,367.56	153,572.44	0.00
314 SCHOOL SOCIAL WORKER			427,084.80	-142,361.60	284,723.20	56,944.64	227,778.56	0.00
315 SPEECH IMPROVEMENT			618,351.90	42,049.20	660,401.10	130,211.37	530,189.73	0.00
316 VISUALLY IMPAIRED			196,172.65	-84,797.21	111,375.44	22,275.09	89,100.35	0.00
317 COMPUTER INSTRUCTION			71,528.89	0.00	71,528.89	14,305.78	57,223.11	0.00
318 DEAF			254,786.40	-113,238.40	141,548.00	30,368.48	111,179.52	0.00
321 PHYS. THERAPY			156,304.20	-12,023.40	144,280.80	28,856.16	115,424.64	0.00
322 OCCUPATIONAL THERAPY			271,671.78	7,212.52	278,884.30	52,357.59	226,526.71	0.00
325 HOME ECONOMICS			224,796.00	-102,180.00	122,616.00	24,523.20	98,092.80	0.00
326 ENGLISH/SECOND LANG. INTSR.			607,968.00	28.57	607,996.57	121,593.60	486,374.40	0.00
332 CURRICULUM SUPERVISION COORDINATION			0.00	38,970.00	38,970.00	5,633.81	33,336.19	0.00
338 MUSIC TEACHER			249,006.80	-133,396.50	115,610.30	49,801.36	65,808.94	0.00
339 FRENCH			88,550.40	-44,275.20	44,275.20	8,855.04	35,420.16	0.00
345 SHARED BUSINESS OFFICIAL			0.00	7,499.00	7,499.00	1,111.60	6,034.40	0.00

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

These are estimates to balance the budget

ONEIDA HERKIMER MADISON BOCES
Revenue Status Report As Of: 10/31/2021
Fiscal Year: 2022
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
			0.00	120,497.03	120,497.03	24,099.42	96,397.61	0.00
346	AUDIOLOGY/OSWEGO BOCES		0.00	14,421.45	14,421.45	2,884.29	11,537.16	0.00
349	SPEECH/HERKIMER BOCES		0.00	4,059.00	4,059.00	811.80	3,247.20	0.00
350	OCC. THERAPY/HERK. BOCES		0.00	0.00	0.00	1,707.50	0.00	1,707.50
351	PHYS THERAPY/HERK. BOCES		0.00	30,800.00	30,800.00	6,160.00	24,640.00	0.00
352	TEACH. AIDE 1:1/HERK. BOCES		121,678.00	-42,579.25	79,098.75	14,601.36	58,405.44	0.00
355	General Supervision		0.00	20,860.00	20,860.00	4,172.00	16,688.00	0.00
357	BILINGUAL/ESL ITINERANT MADISON BOCES		0.00	5,220.00	5,220.00	580.00	4,640.00	0.00
402	EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		65,125.50	52,792.17	117,917.67	18,763.99	98,026.51	0.00
405	PERFORMING ARTS		5,805,693.00	137,777.54	5,943,470.54	1,185,259.60	4,741,038.40	0.00
408	ALTERNATIVE EDUCATION		0.00	6,804.00	6,804.00	1,360.80	5,443.20	0.00
410	HOSPITAL BASED/ONONDAGA BOCES		69,192.00	0.00	69,192.00	13,838.40	55,353.60	0.00
411	ALTERNATIVE H.S. EQUIV		3,347.64	0.00	3,347.64	669.52	2,678.12	0.00
415	PORTABLE PLANETARIUM		140,700.00	957.80	141,657.80	28,246.43	113,411.37	0.00
417	GED - EA - MADISON BOCES		137,550.00	14,078.74	151,628.74	29,304.00	117,216.00	0.00
420	REGIONAL PROGRAM EXCELLENCE		0.00	42,352.00	42,352.00	8,019.02	34,332.98	0.00
426	Distance Learning		661,180.00	-162,010.10	499,169.90	115,834.13	379,820.87	0.00
428	SUMMER SCHOOL		3,347,920.58	-566,694.87	2,781,225.71	518,161.90	1,959,103.65	0.00
438	DISTANCE LEARNING		1,011,326.77	28,861.49	1,040,188.26	180,039.27	704,244.71	0.00
502	EDUCATIONAL COMMUNICATIONS		788,684.19	-13,847.97	774,836.22	157,873.69	478,784.29	0.00
504	TECHNICAL REPAIR SERVICE		1,242,969.00	-454,929.89	788,039.11	148,117.38	612,163.77	0.00
505	PRINTING		0.00	25,239.96	25,239.96	5,048.02	20,191.94	0.00
509	SCH. CURR/CAYUGA BOCES		2,676,591.58	2,175,340.48	4,851,932.06	1,132,049.74	2,688,706.46	0.00
510	LEARNING TECHNOLOGY		0.00	3,113.25	3,113.25	622.65	2,490.60	0.00
511	SCH. CURR./CAPITAL REGION		310,991.00	-22,028.00	288,963.00	57,792.60	231,170.40	0.00
514	MODEL SCHOOLS-MADISON BOCES		1,917,970.00	746,542.03	2,664,512.03	489,218.55	2,175,293.48	0.00
515	COMMON LEARNING OBJ-MADISON BOCES		1,256,744.60	224,848.92	1,481,593.52	243,111.63	1,070,894.13	0.00
518	SCIENCE KITS		0.00	400.00	400.00	44.44	355.56	0.00
520	SCH CURR./MADISON BOCES		965,848.80	450,753.58	1,416,602.38	257,355.45	1,133,954.31	0.00
521	SCHOOL CURRICULUM IMPROVEMENT SERVIC		292,127.35	-4,079.61	288,047.74	54,827.46	219,309.89	0.00
538	MODEL SCHOOLS		0.00	702,900.00	702,900.00	43,266.67	659,633.33	0.00
545	COMMUNITY SCHOOL RESOURCES		0.00	2,450.00	2,450.00	490.00	1,960.00	0.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES		0.00	187.98	136,507.98	27,264.00	109,056.00	0.00
560	CPSE		136,320.00	-297,233.63	290,833.37	53,556.80	214,227.20	0.00
574	SABA (SCHOOL AND BUSINESS ALLIANCE)		588,067.00	541.79	12,505.79	2,392.80	9,571.20	0.00
575	VOCATIONAL ASSESSMENT		11,964.00	66,424.65	799,854.71	149,384.28	602,796.36	0.00
576	LIBRARY MEDIA SERVICE		733,430.06	2,457.00	173,979.50	34,795.90	139,183.60	0.00
578	LIBRARY AUTOMATION - MADISON BOCES		171,522.50	4,202,492.23	9,954,846.23	1,917,180.29	8,037,665.94	0.00
601	COMPUTER SERVICES - MADISON BOCES		5,752,354.00	-56,077.60	332,094.40	64,932.97	267,161.43	0.00
602	NEGOTIATIONS - MADISON BOCES		388,172.00	13,719.97	476,911.59	90,359.41	361,437.75	0.00

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

ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 10/31/2021
Fiscal Year: 2022

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
604	CENTRAL BUSINESS OFFICE		330,657.76	-8,796.32	321,861.44	63,958.70	246,643.31	0.00
607	STAFF DEVELOPMENT - BUS DRIVERS		12,325.00	0.00	12,325.00	2,465.00	9,860.00	0.00
609	PLANNING SER: MANAGEMENT OCM BOCES		55,720.00	-483.00	55,237.00	11,047.40	44,189.60	0.00
610	TELEPHONE INTERCONNECT		2,830,279.57	-1,649,276.83	1,181,002.74	163,339.97	646,978.88	0.00
611	REGIONAL BUS MAINTENANCE-MADISON BOC		188,242.00	-1,242.00	187,000.00	37,400.00	149,600.00	0.00
612	HEALTH COORDINATION/HERKIMER BOCES		11,977.00	282.00	12,259.00	2,451.80	9,807.20	0.00
613	FACILITY SERVICES		52,932.00	1,545.65	54,477.65	10,586.40	42,345.60	0.00
615	POLICY PLANNING ERIE I		11,094.00	614.60	11,708.60	2,341.72	9,366.88	0.00
616	EMPLOYEE ASSISTANCE PROGRAM		16,536.00	0.00	16,536.00	3,307.20	13,228.80	0.00
617	TEACHER RECRUITING SERVICE		0.00	4,507.38	4,507.38	901.48	3,605.90	0.00
618	EMPLOYEE BENEFIT COORDINATION		119,055.00	2,769.65	121,824.65	23,811.00	95,244.00	0.00
619	COOPERATIVE BIDDING-HERKIMER BOCES		23,949.00	1,551.00	25,500.00	5,100.00	20,400.00	0.00
620	SAFETY COORDINATOR		768,241.40	23,169.13	791,410.53	153,869.05	592,073.17	530.50
621	COORDINATION OF INSURANCE MANAGEMENT		6,750.00	218.07	6,968.07	1,350.00	5,400.00	0.00
622	REGIONAL BUS RADIOS - MADISON BOCES		9,584.00	112.00	9,696.00	1,937.96	7,758.04	0.00
623	STATE AID PLANNING - QUESTAR III BOC		0.00	43,415.00	43,415.00	8,391.89	35,023.11	0.00
625	SUBSTITUTE TEACHER SERVICE		166,920.00	3,855.29	170,775.29	33,384.00	133,536.00	0.00
626	CENTRAL SCHOOL FOOD MANAGEMENT		625,955.00	21,558.72	647,513.72	125,191.00	500,764.00	0.00
627	RECORDS RETENTION		99,360.00	28,718.17	128,078.17	25,086.74	100,346.98	0.00
628	TELECOMMUNICATIONS		301,524.24	119,838.30	421,362.54	303,529.68	241,219.44	231,224.88
631	COOPERATIVE BID/MAD. BOCES		17,125.00	718.72	17,843.72	3,568.74	14,274.98	0.00
632	HEALTH CARE COORD./DELAWARE BOC		0.00	20,796.00	20,796.00	4,159.20	16,636.80	0.00
633	GASB 45 PLNG/QUESTAR III		24,752.00	0.00	24,752.00	4,950.40	19,801.60	0.00
634	STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	0.00	13,302.00	2,660.40	10,641.60	0.00
636	GASB 45 PLANNING/CLINTON-ESSEX		15,450.00	0.00	15,450.00	798.00	3,192.00	0.00
637	FIXED ASSET INVENTORY/QUESTAR III		15,348.00	-11,460.00	3,990.00	4,493.31	18,017.69	0.00
639	TRANSP./MADISON BOCES		11,359.00	7,163.00	18,522.00	169.00	1,352.00	0.00
640	DRUG TESTING/JEFF-LEWIS BOCES		20,704.00	-853.00	19,851.00	3,970.20	15,880.80	0.00
641	ON-LINE APPL./PUTNAM BOCES		43,544.00	128.00	43,672.00	8,734.40	34,937.60	0.00
646	MEDICAID REIMBURSEMENT/MADISON BOCES		36,907.50	1,106.54	38,014.04	7,667.12	30,346.92	0.00
649	ACA COMPLIANCE/MADISON BOCES		0.00	15,896.00	15,896.00	3,179.20	12,716.80	0.00
650	TESTING - NY'S ALT ADDMT-CAP REGION B		0.00	79,800.00	79,800.00	15,960.00	63,840.00	0.00
651	SCRIC/BROOME BOCES		49,625.00	-1,616.92	48,008.08	7,782.24	40,225.84	0.00
652	FACILITIES SVCS/MADISON BOCES		15,000.00	-15,000.00	0.00	0.00	0.00	0.00
655	SPECIAL ED AID ASSISTANCE SVC		0.00	23,640.00	23,640.00	4,728.00	18,912.00	0.00
656	EMPLOYEE RELATIONS/ONC BOCES		0.00	17,524.00	17,524.00	3,504.80	14,019.20	0.00
Total GENERAL FUND			73,239,222.55	7,631,214.02	80,870,436.57	15,751,772.03	62,604,320.74	238,775.17

* 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: 10/31/2021

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
001 ADMINISTRATIVE COSER		3,568,328.20	43,931.84	3,612,260.04	500,021.11	1,010,306.63	2,101,932.30
002 CAPITAL/RENT EXPENDITURES		3,151,643.02	-10,973.77	3,140,669.25	2,904,920.95	235,748.30	0.00
101 OCCUPATIONAL EDUCATION		5,169,524.77	59,223.93	5,228,748.70	867,482.00	4,051,546.64	309,720.06
103 SECONDARY OCC ED/MADISON BOCES		0.00	22,118.00	22,118.00	2,211.80	0.00	19,906.20
105 SUMMER COSMETOLOGY		14,280.00	0.00	14,280.00	15,924.78	0.00	-1,644.78
107 OCCUPATIONAL EDUCATION-HANDICAPPED		722,572.00	94,310.39	816,882.39	79,959.40	502,909.33	234,013.66
109 OCC. ED./MADISON BOCES		0.00	28,662.00	28,662.00	955.40	0.00	27,706.60
201 8-1:2 PROGRAM		5,096,874.47	-135,814.16	4,961,060.31	600,881.02	3,866,196.08	493,983.21
202 INTENSE MGMT NEEDS/MADISON BOCES		0.00	59,454.00	59,454.00	5,945.40	0.00	53,508.60
203 12-1:1 ADJUSTMENT PROGRAM		636,736.67	180,404.97	817,141.64	82,177.77	499,607.73	235,356.14
204 12-1:1 MILD/MODERATE PROGRAM		1,298,736.02	68,110.45	1,366,846.47	155,332.21	1,044,051.75	167,462.51
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		0.00	443,845.00	443,845.00	42,344.95	0.00	401,500.05
206 TRANSITIONAL PLNG & IMPLEMENTATION		353,473.00	131,642.13	485,115.13	6,481.25	47,282.20	431,351.68
209 12-1:4 DEV/JMD PROGRAM		3,263,241.22	-199,272.86	3,063,968.36	353,303.80	2,262,066.49	448,598.07
214 SPECIAL ED. OPTION III/MADISON BOCES		0.00	496,002.75	496,002.75	71,624.20	0.00	424,378.55
216 6:1:2 PROGRAM		1,518,621.14	35,350.12	1,553,971.26	202,955.57	1,058,710.89	292,304.80
217 Staffing 1:3-1/HERKIMER BOCES		0.00	0.00	0.00	4,303.50	0.00	-4,303.50
221 6:1:1 HERKIMER BOCES		0.00	90,000.00	90,000.00	18,000.00	0.00	72,000.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		0.00	272,745.00	272,745.00	29,564.25	0.00	243,180.75
225 ELEM IMN 6:1:2.5/MADISON		0.00	483,780.00	483,780.00	39,759.30	0.00	444,020.70
226 Staffing 1:12-1		0.00	0.00	0.00	0.00	0.00	0.00
303 ART		255,112.20	-11,959.10	243,153.10	30,014.81	206,135.48	7,002.81
305 GUIDANCE		237,642.60	38,158.00	275,800.60	37,463.58	219,106.47	19,230.55
306 TECHNOLOGY		114,017.20	0.00	114,017.20	16,826.91	95,245.40	1,944.89
308 PHYSICAL EDUCATION		77,850.00	0.00	77,850.00	9,810.26	61,511.42	6,528.32
310 NURSE PRACTITIONER		402,955.20	0.00	402,955.20	64,569.91	318,150.21	20,235.08
311 ADVANCED SOCIAL STUDIES		128,078.20	-128,078.20	0.00	0.00	0.00	0.00
312 SCHOOL PHYSICIAN		63,534.00	0.00	63,534.00	0.00	63,534.00	0.00
313 SCHOOL PSYCHOLOGIST		502,635.40	-263,025.00	239,610.40	78,635.10	205,907.80	-44,832.50
314 SCHOOL SOCIAL WORKER		416,922.00	-53,385.60	363,536.40	54,023.29	340,568.11	-31,055.00
315 SPEECH IMPROVEMENT		596,384.90	42,049.20	638,434.10	87,319.80	500,432.95	50,681.35
316 VISUALLY IMPAIRED		190,581.05	-84,797.21	105,783.84	16,448.15	107,404.34	-18,068.65
317 COMPUTER INSTRUCTION		84,234.76	0.00	84,234.76	12,218.46	61,919.96	10,096.34
318 DEAF		246,798.40	-113,238.40	133,560.00	17,613.25	116,757.71	-810.96
321 PHYS. THERAPY		151,112.00	-12,023.40	139,088.60	19,214.06	117,797.87	2,076.67
322 OCCUPATIONAL THERAPY		260,388.73	7,212.52	267,601.25	35,132.92	228,079.86	4,368.47
325 HOME ECONOMICS		274,920.80	-79,678.50	195,242.30	19,574.94	158,988.54	16,678.82
326 ENGLISH/SECOND LANG. INTSR.		665,219.70	28.57	665,248.27	95,970.30	563,385.72	5,892.25
332 CURRICULUM SUPERVISION COORDINATION		0.00	38,970.00	38,970.00	13,639.50	0.00	25,330.50
337 SPANISH		0.00	0.00	0.00	6,893.04	0.00	-6,893.04

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 10/31/2021
Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
338 MUSIC TEACHER		382,216.50	-133,396.50	248,820.00	32,537.97	201,094.15	15,187.88
339 FRENCH		85,355.20	-44,275.20	41,080.00	0.00	0.00	41,080.00
345 SHARED BUSINESS OFFICIAL		0.00	7,499.00	7,499.00	9,587.34	0.00	-2,088.34
346 AUDIOLOGY/OSWEGO BOCES		0.00	120,497.03	120,497.03	24,099.42	0.00	96,397.61
349 SPEECH/HERKIMER BOCES		0.00	14,421.45	14,421.45	2,884.29	0.00	11,537.16
350 OCC. THERAPY/HERK. BOCES		0.00	4,059.00	4,059.00	811.80	0.00	3,247.20
352 TEACH. AIDE 1:1/HERK. BOCES		0.00	30,800.00	30,800.00	6,160.00	0.00	24,640.00
355 General Supervision		116,678.00	-42,579.25	74,098.75	20,030.18	55,008.45	-939.88
357 BILINGUAL/ESL ITINERANT MADISON BOCES		0.00	20,860.00	20,860.00	2,086.00	0.00	18,774.00
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		0.00	5,220.00	5,220.00	5,742.00	0.00	-522.00
406 PERFORMING ARTS		64,324.50	52,496.69	116,821.19	6,530.76	75,032.57	35,257.86
408 ALTERNATIVE EDUCATION		4,862,994.31	70,758.36	4,933,752.67	670,461.13	3,536,090.85	727,200.69
410 HOSPITAL BASED/ONONDAGA BOCES		0.00	6,804.00	6,804.00	0.00	0.00	6,804.00
411 ALTERNATIVE H.S. EQUIV		69,084.00	0.00	69,084.00	8,201.74	48,062.97	12,819.29
415 PORTABLE PLANETARIUM		3,347.64	0.00	3,347.64	0.00	0.00	3,347.64
417 GED - EA - MADISON BOCES		140,700.00	957.80	141,657.80	13,194.51	0.00	128,463.29
420 REGIONAL PROGRAM EXCELLENCE		126,709.00	13,990.60	140,699.60	29,675.26	87,554.15	23,470.19
426 Distance Learning		0.00	42,352.00	42,352.00	4,104.90	0.00	38,247.10
428 SUMMER SCHOOL		627,696.00	-162,639.39	465,056.61	641,324.69	56,322.76	-232,590.84
438 DISTANCE LEARNING		3,231,630.82	-538,233.52	2,693,397.30	362,785.36	1,612,243.92	718,368.02
479 DL SYNERGY VIRTUAL HS/CITI BOCES		0.00	0.00	0.00	0.00	0.00	0.00
502 EDUCATIONAL COMMUNICATIONS		967,520.00	28,861.49	996,381.49	242,165.67	509,400.83	244,814.99
504 TECHNICAL REPAIR SERVICE		1,112,123.34	-11,399.79	1,100,723.55	212,849.79	563,962.86	323,910.90
505 PRINTING		1,251,571.99	-375,602.86	875,969.13	235,480.28	531,138.38	109,350.47
509 SCH. CURR/CAYUGA BOCES		0.00	25,239.96	25,239.96	2,757.69	0.00	22,482.27
510 LEARNING TECHNOLOGY		2,586,780.19	2,265,982.00	4,852,762.19	1,120,942.22	2,032,823.94	1,698,996.03
511 SCH. CURR./CAPITAL REGION		0.00	3,113.25	3,113.25	3,113.25	0.00	0.00
514 MODEL SCHOOLS-MADISON BOCES		310,991.00	-22,028.00	288,963.00	28,896.30	0.00	260,066.70
515 COMMON LEARNING OBJ-MADISON BOCES		1,917,970.00	746,542.03	2,664,512.03	1,159,244.95	0.00	1,505,267.08
518 SCIENCE KITS		1,169,660.07	224,848.92	1,394,508.99	323,074.96	664,785.95	406,648.08
520 SCH CURR./MADISON BOCES		0.00	400.00	400.00	40.00	0.00	360.00
521 SCHOOL CURRICULUM IMPROVEMENT SERVICE		976,258.79	513,529.61	1,489,788.40	375,405.82	560,038.21	554,344.37
538 MODEL SCHOOLS		274,602.73	131,860.11	406,462.84	111,705.02	245,611.16	49,146.66
543 HRD/SFTWARE/OSWEGO BOCES		0.00	0.00	0.00	0.00	0.00	0.00
545 COMMUNITY SCHOOL RESOURCES		0.00	639,000.00	639,000.00	122,600.00	516,400.00	0.00
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES		0.00	2,450.00	2,450.00	490.00	0.00	1,960.00
560 CPSE		119,023.00	187.98	119,210.98	23,720.63	85,818.80	9,671.55
574 SABA (SCHOOL AND BUSINESS ALLIANCE)		565,555.00	-297,725.07	267,829.93	81,792.89	238,465.84	-52,428.80
575 VOCATIONAL ASSESSMENT		29,185.00	541.79	29,726.79	0.00	541.79	29,185.00
576 LIBRARY MEDIA SERVICE		703,485.38	66,424.65	769,910.03	382,234.30	168,193.03	219,482.70

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 10/31/2021
Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
578 LIBRARY AUTOMATION - MADISON BOCES		171,522.50	2,457.00	173,979.50	17,397.95	0.00	156,581.55
601 COMPUTER SERVICES - MADISON BOCES		5,752,354.00	4,202,492.23	9,954,846.23	2,825,536.24	0.00	7,129,309.99
602 NEGOTIATIONS - MADISON BOCES		388,172.00	-56,077.60	332,094.40	32,902.04	0.00	299,192.36
603 SCHOOL COMMUNICATIONS		662,393.24	8,421.46	670,814.70	159,419.88	438,101.80	73,293.02
604 CENTRAL BUSINESS OFFICE		315,465.76	-9,482.56	305,983.20	72,900.14	172,659.08	60,423.98
607 STAFF DEVELOPMENT - BUS DRIVERS		12,325.00	0.00	12,325.00	2,275.00	520.00	9,530.00
609 PLANNING SER: MANAGEMENT OCM BOCES		55,720.00	-483.00	55,237.00	5,523.70	0.00	49,713.30
610 TELEPHONE INTERCONNECT		2,848,980.46	-1,649,276.83	1,199,683.63	275,063.24	604,299.57	320,320.82
611 REGIONAL BUS MAINTENANCE-MADISON BOCES		188,242.00	-1,242.00	187,000.00	18,700.00	0.00	168,300.00
612 HEALTH COORDINATION/HERKIMER BOCES		11,977.00	282.00	12,259.00	2,451.80	0.00	9,807.20
613 FACILITY SERVICES		113,396.00	1,545.65	114,941.65	26,625.49	34,806.02	53,510.14
615 POLICY PLANNING ERIE I		11,094.00	614.60	11,708.60	3,824.02	0.00	7,884.58
616 EMPLOYEE ASSISTANCE PROGRAM		22,611.00	0.00	22,611.00	6,852.60	12,943.74	2,814.66
617 TEACHER RECRUITING SERVICE		0.00	4,507.38	4,507.38	0.00	0.00	4,507.38
618 EMPLOYEE BENEFIT COORDINATION		182,931.00	2,249.37	185,180.37	42,306.85	57,690.59	85,182.93
619 COOPERATIVE BIDDING-HERKIMER BOCES		23,949.00	1,551.00	25,500.00	5,100.00	0.00	20,400.00
620 SAFETY COORDINATOR		374,987.81	23,100.84	398,088.45	200,803.42	581,419.99	115,865.04
621 COORDINATION OF INSURANCE MANAGEMENT		8,048.00	195.24	8,243.24	0.00	218.07	8,025.17
622 REGIONAL BUS RADIOS - MADISON BOCES		9,584.00	112.00	9,696.00	969.60	0.00	8,726.40
623 STATE AID PLANNING - QUESTAR III BOCES		0.00	43,415.00	43,415.00	40,467.50	327.50	2,620.00
625 SUBSTITUTE TEACHER SERVICE		152,121.33	3,855.29	155,976.62	24,490.30	74,492.39	56,993.93
626 CENTRAL SCHOOL FOOD MANAGEMENT		659,809.00	20,603.78	680,412.78	136,128.84	307,442.30	236,841.64
627 RECORDS RETENTION		102,550.00	28,518.40	131,068.40	19,530.10	10,908.56	100,629.74
628 TELECOMMUNICATIONS		335,491.99	119,838.30	455,330.29	60,887.00	153,275.10	241,368.19
631 COOPERATIVE BID/MAD. BOCES		17,125.00	718.72	17,843.72	1,784.37	0.00	16,059.35
632 HEALTH CARE COORD./DELAWARE BOC		0.00	20,796.00	20,796.00	4,159.20	0.00	16,636.80
633 GASB 45 PLING/QUESTAR III		24,752.00	0.00	24,752.00	2,475.20	2,475.20	19,801.60
634 STAFF DEV BD OF ED - HERKIMER BOCES		13,302.00	0.00	13,302.00	320.00	0.00	12,982.00
636 GASB 45 PLANNING/CLINTON-ESSEX		15,450.00	-11,460.00	3,990.00	937.50	0.00	2,992.50
637 FIXED ASSET INVENTORY/QUESTAR III		15,348.00	7,163.00	22,511.00	2,251.10	2,251.10	18,008.80
639 TRANSP./MADISON BOCES		11,359.00	-9,838.00	1,521.00	152.10	0.00	1,368.90
640 DRUG TESTING/JEFF-LEWIS BOCES		20,704.00	-863.00	19,851.00	5,910.25	0.00	13,940.75
641 ON-LINE APPL/PUTNAM BOCES		43,544.00	128.00	43,672.00	4,367.20	0.00	39,304.80
646 MEDICAID REIMBURSEMENT/MADISON BOCES		38,907.50	1,106.54	38,014.04	3,150.31	0.00	34,863.73
649 ACA COMPLIANCE/MADISON BOCES		0.00	15,896.00	15,896.00	1,589.60	0.00	14,306.40
650 TESTING - NYS ALT ADDMT-CAP REGION BOCES		0.00	79,800.00	79,800.00	26,600.00	0.00	53,200.00
651 SCRIB/BROOME BOCES		49,625.00	-1,616.92	48,008.08	38,911.36	0.00	9,096.72
652 FACILITIES SVCS/MADISON BOCES		15,000.00	-15,000.00	0.00	0.00	0.00	0.00
655 SPECIAL ED AID ASSISTANCE SVC		0.00	23,640.00	23,640.00	2,364.00	2,364.00	18,912.00
656 EMPLOYEE RELATIONS/ONC BOCES		0.00	17,524.00	17,524.00	5,257.20	0.00	12,266.80

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 10/31/2021
Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
701 OPERATIONS & MAINTENANCE		2,759,193.00	0.00	2,759,193.00	1,277,165.51	1,162,406.60	319,620.89
702 SPECIAL EDUCATION ADMINISTRATION		922,557.81	23,881.45	946,439.26	250,500.63	548,698.93	147,239.70
703 PROGRAM TRANSPORTATION		253,390.92	0.00	253,390.92	4,381.97	110,654.81	138,354.14
704 CENTRAL SUPERVISION		341,545.82	11,897.24	353,443.06	104,193.40	205,258.04	43,991.62
706 GENERAL ITINERANT SUPERVISION		240,889.30	-15,546.02	225,143.28	62,172.16	112,131.35	50,839.77
707 TRANSITION PLANNING SERVICE		72,095.00	0.00	72,095.00	14,980.14	37,444.88	19,669.98
708 TEACHING ASSISTANT		926,996.00	-33,428.29	893,567.71	73,480.84	560,371.78	259,715.09
709 RESEARCH AND DEVELOPMENT		152,511.00	68,096.44	220,607.44	59,427.97	91,528.24	69,651.23
712 PHYSICAL EDUCATION		0.00	0.00	0.00	94.60	0.00	-94.60
713 INFO & TECH SUPERVISION		535,524.55	-226,968.78	308,555.77	-9,388.82	229,230.22	88,714.37
715 Speech Therapy - Related Service		865,089.20	-1,870.50	863,218.70	109,857.46	690,910.03	62,451.21
716 Visually Impaired - Related Service		59,133.60	0.00	59,133.60	0.00	542.98	58,590.62
718 Hearing Impaired - Related Service		7,285.00	0.00	7,285.00	0.00	0.00	7,285.00
720 PHYSICAL THERAPY - RELATED SERVICE		168,312.60	4,650.00	172,962.60	27,614.24	146,651.50	-1,303.14
721 School Social Worker		1,290,344.00	-30,270.02	1,260,073.98	138,159.68	935,495.89	186,418.41
722 Occupational Therapy		319,853.05	0.00	319,853.05	44,567.58	251,981.05	23,304.42
Total GENERAL FUND		73,239,222.55	7,631,214.02	80,870,436.57	19,103,700.52	37,271,343.80	24,495,392.25

ONEIDA HERKIMER MADISON BOCES
 Revenue Status Report As Of: 10/31/2021
 Fiscal Year: 2022
 Fund: C SCHOOL LUNCH FUND.

November 16, 2021
 12:20:45 pm

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date*	Anticipated Balance	Excess Revenue
791.000-1440-000	791.000	Sales of Type A Meals	1,338,784.00	0.00	1,338,784.00	43,763.20	1,295,020.80	
791.000-1445-000	791.000	Other Food Sales-Invoices	137,000.47	0.00	137,000.47	2,576.05	134,424.42	
791.000-2401-000	791.000	Interest & Profits on Dep	4,000.00	0.00	4,000.00	0.00	4,000.00	
791.000-2650-000	791.000	Sale of Scrap,Waste & Excess	0.00	0.00	0.00	0.00		
791.000-2770-000	791.000	Other Unclassified Revenue	15,000.00	0.00	15,000.00	15,133.61	3,216,473.56	133.61
791.000-3190-000	791.000	State Aid - Lunch Program	4,127,600.00	0.00	4,127,600.00	911,126.44	385,548.00	
791.000-3190-001	791.000	Surplus Food/W/Inhouse/Inv	385,548.00	0.00	385,548.00	0.00	5,035,466.78	133.61
791.000 Service Subtotal			6,007,932.47	0.00	6,007,932.47	972,599.30	5,035,466.78	133.61
Total SCHOOL LUNCH FUND			6,007,932.47	0.00	6,007,932.47	972,599.30	5,035,466.78	133.61

Selection Criteria

Criteria Name: Shared: LUNCH EOM RPT Modified
 As Of Date: 10/31/2021
 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: 10/31/2021

Fiscal Year: 2022

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
791-2860-160	SCHOOL LUNCH SALARY	2,096,570.00	0.00	2,096,570.00	354,320.86	0.00	1,742,249.14
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	387,499.63	1,660,036.37	-47,536.00
791-2860-302	SUPPLIES - OTHER	95,000.00	0.00	95,000.00	22,330.30	106,363.70	-33,694.00
791-2860-303	SURPL FOOD/WRHOUSE/INV	380,000.00	0.00	380,000.00	0.00	0.00	380,000.00
791-2860-307	SUPPLIES - NO KID HUNGRY	9,500.00	0.00	9,500.00	9,022.50	0.00	477.50
791-2860-400	MISC CONTR	45,000.00	0.00	45,000.00	9,313.00	51,282.55	-15,595.55
791-2860-401	TRAVEL	3,300.00	0.00	3,300.00	0.00	0.00	3,300.00
791-2860-402	USE OF SCHOOL FACILITIES	628,902.00	0.00	628,902.00	0.00	0.00	628,902.00
791-2860-403	INSURANCE	1,100.00	0.00	1,100.00	0.00	0.00	1,100.00
791-2860-407	TRANSPORTATION - NO KID H	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
791-2860-801	ERS	162,484.00	0.00	162,484.00	31,668.89	0.00	130,815.11
791-2860-802	FICA	160,388.00	0.00	160,388.00	26,520.64	0.00	133,867.36
791-2860-803	WK COMP	78,621.00	0.00	78,621.00	13,287.12	0.00	65,333.88
791-2860-804	HEALTH INS	333,567.47	0.00	333,567.47	0.00	405,544.37	-71,976.90
791.000	SCHOOL LUNCH FUND - Service Subtotal	6,007,932.47	0.00	6,007,932.47	853,962.94	2,223,226.99	2,930,742.54
	Total SCHOOL LUNCH FUND	6,007,932.47	0.00	6,007,932.47	853,962.94	2,223,226.99	2,930,742.54

ONEIDA-HERKIMER-MADISON BOCES
 BUDGET ADJUSTMENTS
 October 2021 Report for December Meeting

VII B. 2.
 Approval of 2021-2022 Budget
 Adjustment Report, October
 December 8, 2021

Description	2021-2022	Adjustments	07/31/21	08/01/21	09/01/21	10/01/21	Net	Revised
	Adopted	per	Contract	08/31/21	09/30/21	10/31/21		
	Budget	Contracts	Totals	Changes	Changes	Changes		
A000 ADMINISTRATION								
A001 Administration	3,786,150	46,770	3,832,920				-	3,832,920
A002 Rent & Capital Budgets	3,151,643		3,151,643	(10,974)			(10,974)	3,140,669
A000 ADMINISTRATION TOTAL	6,937,793	46,770	6,984,563	(10,974)	-	-	(10,974)	6,973,590
A100 VOCATIONAL EDUCATION								
A101 Occupational Education	7,060,932	114,677	7,183,609	48			48	7,183,657
A102 Adult Education	37,130		37,130				-	37,130
A103 Secondary Occ Ed/Madison BOCES		22,118	22,118				-	22,118
A104 Cosmetology Summer Madison XC			-				-	-
A107 Multi. Occupational Education	542,754	(7,866)	534,888				-	534,888
A109 Occup. Ed./Madison BOCES		9,554	9,554			19,108	*	19,108
A100 VOCATIONAL EDUCATION TOTAL	7,648,816	138,483	7,787,299	48	-	19,108	19,156	7,806,455
A200 SPECIAL EDUCATION								
A201 Special Class 8:1:1	7,705,050	(41,919)	7,663,131				-	7,663,131
A202 Intense Mang. Needs/Madison BOCES		59,454	59,454				-	59,454
A203 Adjustment	1,088,196	47,305	1,135,501				-	1,135,501
A204 12:1:1	2,821,009	(59,158)	2,761,851				-	2,761,851
A205 Option II/Madison BOCES		429,498	429,498		(6,048)	20,396	14,348	443,845
A206 Transition Services	378,329	6,989	385,318	11,688	13,750	99,216	*	124,653
A209 Severely Handicapped	4,961,271	(41,515)	4,919,757				-	4,919,757
A214 Scndry Int.Mgt.Needs/Madison BOCES		674,980	674,980		41,262	(220,239)	*	(178,977)
A216 Spec.Ed./1:1:1	2,193,436	86,984	2,280,420				-	2,280,420
A217 Staffing 8:1:1/Herkimer BOCES			-	21,518	(21,518)		-	-
A221 Staffing 6:1:1/Herkimer BOCES			-	90,000			90,000	90,000
A222 Autism Program/Madison BOCES		295,643	295,643			(22,898)	(22,898)	272,745
A224 Life Skills 12:1:3/Herkimer BOCES			-				-	-
A225 Elementary IMN/Madison BOCES		397,593	397,593			86,187	*	86,187
A226 Staffing 1:1:1/Herkimer BOCES			-	27,930	(27,930)		-	-
A200 SPECIAL EDUCATION TOTAL	19,147,291	1,855,853	21,003,144	151,135	(484)	(37,339)	113,313	21,116,457
A300 ITINERANTS								
A303 Art	167,427		167,427				-	167,427
A305 Guidance	248,027	19,079	267,106			19,079	19,079	286,185
A306 Technology	75,352		75,352				-	75,352
A307 Itinerant English			-				-	-
A308 Physical Education	40,922		40,922				-	40,922
A309 Health Teacher			-				-	-
A310 Nurse Practitioner	370,963		370,963				-	370,963
A311 Advanced Social Studies	90,561	(90,561)	-				-	-
A312 School Physician	57,708		57,708				-	57,708
A313 School Psychologist	333,260	(61,315)	271,945			(78,930)	*	(78,930)
A314 School Social Worker	427,085	(71,181)	355,904			(71,181)	*	(71,181)
A315 Speech Impaired	618,352	31,537	649,889			10,512	10,512	660,401
A316 Visually Impaired	196,173	(84,797)	111,375				-	111,375

Description	2021-2022	Adjustments	07/31/21	08/01/21	09/01/21	10/01/21	Net	Revised
	Adopted	per	Contract	08/31/21	09/30/21	10/31/21		
	Budget	Contracts	Totals	Changes	Changes	Changes		
A317 Computer Instruction	71,529		71,529				-	71,529
A310 Hearing Impaired	254,786	(64,340)	190,446			(48,090) *	(48,090)	141,540
A321 Physical Therapy	156,304		156,304			(12,023)	(12,023)	144,281
A322 Occupational Therapy	271,672		271,672			7,213	7,213	278,884
A325 Home Economics	224,796	(20,436)	204,360			(81,744) *	(81,744)	122,616
A326 English/Second Language	607,968	29	607,997				-	607,997
A332 Curriculum Supervision		32,150	32,150	3,248	(4,438)	8,011 *	6,820	38,970
A335 Teacher/Learning Disabled							-	-
A337 Spanish		34,162	34,162			(34,162)	(34,162)	-
A338 Music Teacher	249,007		249,007			(133,397) *	(133,397)	115,610
A339 French	88,550	(44,275)	44,275				-	44,275
A340 Visually Imp/Otsego BOCES							-	-
A345 Shared Business Official		353	353	3,573	3,573		7,146	7,499
A346 Audiology/Oswego BOCES		120,497	120,497				-	120,497
A347 Shared Business Official/Questar III							-	-
A348 Social Wkr/Herkimer BOCES							-	-
A349 Speech/Herkimer BOCES				14,421			14,421	14,421
A350 Therapy/Herkimer BOCES				4,059			4,059	4,059
A351 Physical Therapy/Herkimer BOCES							-	-
A352 TA 1:1/Herkimer BOCES				30,800			30,800	30,800
A354 Visually Impaired/Herkimer BOCES							-	-
A355 General Supervision	121,678	6,092	127,770	(48,671)			(48,671)	79,099
A357 Bilingual/ESL Itinerant Madison BOCES		20,860	20,860				-	20,860
A380 Shared Facilities Director							-	-
A300 ITINERANTS TOTAL	4,672,121	(172,147)	4,499,974	7,430	(865)	(415,521)	(408,956)	4,091,018
A400 GENERAL EDUCATION								
A401 Arts In Education/WSWHE BOCES							-	-
A402 Exptor. Enrichment/Jeff-Lewis BOCES							5,220 *	5,220
A405 Performing Arts	65,126	1,127	66,253		1,650	50,015 *	51,665	117,918
A408 Alternative Education	5,805,693	137,778	5,943,471				-	5,943,471
A410 Hospital Based/Onondaga BOCES		6,804	6,804				-	6,804
A411 Alternative High School Equivalency	69,192		69,192				-	69,192
A412 Hospital Bd/Clinton BOCES							-	-
A414 Alt Ed/Madison BOCES							-	-
A415 Portable Planetarium	3,348		3,348				-	3,348
A416 Tutoring/Monroe 1 BOCES							-	-
A417 Equivalent Attendance/Madison BOCES	140,700		140,700		958		958	141,658
A420 Regional Program Excellence	137,550	14,079	151,629				-	151,629
A423 Writers Conference/HPHO BOCES							-	-
A426 Distance Learning/Madison BOCES		38,903	38,903		2,146	1,303	3,449	42,352
A428 Summer School	661,180	(409,081)	252,099		247,071		247,071	499,170
A438 Distance Learning	3,347,921	(271,939)	3,075,981		(298,203)	3,447	(294,756)	2,781,226
A460 Distance Learning/Putnam BOCES							-	-
A400 GENERAL EDUCATION TOTAL	10,230,709	(482,330)	9,748,379	-	(46,378)	59,985	13,607	9,761,986

Description	2021-2022	Adjustments	07/31/21	08/01/21	09/01/21	10/01/21	Net	Revised
	Adopted	par	Contract	08/31/21	09/30/21	10/31/21		
	Budget	Contracts	Totals	Changes	Changes	Changes		
A500 INSTRUCTIONAL SUPPORT								
A502 Library Media	1,011,327	106,970	1,118,297	3,778	(81,886)		(78,109)	1,040,188
A504 Audio Visual/Video Repair	788,604	32,046	820,730		(45,894)		(45,894)	774,836
A505 Printing Services	1,242,969	(499,242)	743,727			44,312	44,312	788,039
A507 Printing/Madison BOCES								
A509 Sch. Curr./Cayuga BOCES		23,137	23,137		2,103		2,103	25,240
A510 Learning Technology	2,676,592	1,582,960	4,259,551	446,501	65,038	80,842	592,381	4,851,932
A511 Sch Curr/Capital Region BOCES		3,113	3,113					3,113
A514 Model Schools/Madison BOCES	310,991	(22,028)	288,963					288,963
A515 Com Objective/Madison BOCES	1,917,970	355,809	2,273,779			310,164	390,733	2,664,512
A518 Science Kits	1,256,745	(406,036)	850,709	455,394		175,490	630,885	1,481,594
A520 School Curriculum/Madison BOCES					400		400	400
A521 School Curriculum Improvement	965,849	87,209	1,053,058	109,920	75,107	178,517	363,544	1,416,602
A526 Industries Ed./Monroe 1								
A528 School Curriculum/Onondaga BOCES								
A529 Project Lead The Way/Monroe2								
A531 Sch Curr/WSWHE BOCES								
A532 SDF/Admin/ Greater So. Tier BOCES								
A535 School Curriculum /Herkimer BOCES								
A537 Staff Dev/Cert/Putnam BOCES								
A538 Model Schools	292,127	(80)	292,048	(4,000)			(4,000)	288,048
A539 Printing/Dalaware BOCES								
A541 School Curriculum/Oswego BOCES								
A543 Hard/Software/Oswego BOCES		5,374	5,374		(5,374)		(5,374)	
A545 Curr Dev/Greater Southern Tier BOCES					389,400	313,500	702,900	702,900
A546 Extracurr Act/Sullivan BOCES								
A547 CDOS Credential Mgmt Sys/Oswego BOCES		2,450	2,450					2,450
A555 Superintendent Eval/Erie 2 BOCES								
A560 Committee Preschool Special Ed	136,320	188	136,508					136,508
A574 School and Business Alliance	588,067	(297,234)	290,833					290,833
A575 Vocational Assessment	11,964	542	12,506					12,506
A576 Library Services	733,430	39,704	773,134	2,404	4,107	20,209	26,720	799,855
A578 Library Automation/Madison BOCES	171,523	2,457	173,980					173,980
A583 Inter-Scholastic Coord/Jeff-Lewis BOCES								
A500 INSTRUCTIONAL SUPPORT TOTAL	12,104,557	1,017,340	13,121,897	1,013,997	713,165	893,440	2,620,602	15,742,499
A600 NON-INSTRUCTIONAL PROGRAMS								
A601 Computer Services/Madison BOCES	5,752,354	3,568,331	9,320,685		477,390	156,772	634,161	9,954,846
A602 Negotiations/Madison/Broome BOCES	388,172	(68,952)	319,220		9,800	3,074	12,874	332,094
A603 School Communications	463,192	(29,568)	433,624		43,288		43,288	476,912
A604 Central Business Office	330,658	11,259	341,917	625	(20,681)		(20,056)	321,861
A607 Staff Development Bus Drivers	12,325		12,325					12,325
A609 Energy Services/Onondaga BOCES	55,720	(483)	55,237					55,237
A610 Interconnect Telephone	2,830,280	(1,662,355)	1,167,925	37	14,966	(1,926)	13,078	1,181,003
A611 Bus Maint/Madison BOCES	188,242	(1,242)	187,000					187,000
A612 Health Coord /Herkimer BOCES	11,977		11,977	282			282	12,259
A613 Facilities Service	52,932	1,546	54,478					54,478
A615 Policy Planning/Erie 1	11,094	615	11,709					11,709
A616 Employee Assistance Program	16,536		16,536					16,536
A617 Teacher Recruiting Service				4,507			4,507	4,507
A618 Employee Benefits Coordination	119,055	2,770	121,825					121,825
A619 Cooperative Bid/Herkimer BOCES	23,949		23,949	1,551			1,551	25,500
A620 Safety/Asbestos/Struct/Fire Inspections	768,241	(42,939)	725,302	62,017	5,129	(1,038)	66,108	791,411

Description	2021-2022	Adjustments	07/31/21	08/01/21	09/01/21	10/01/21	Not	Revised
	Adopted	per	Contract	08/31/21	09/30/21	10/31/21		
	Budget	Contracts	Totals	Changes	Changes	Changes		
A621 Liability Insurance Consortium	6,750	218	6,968				-	6,968
A622 Regional Bus Routes/Madison BOCES	9,584	98	9,682		14		14	9,696
A623 State Aid Planning/Questar III BOCES		36,795	36,795	3,345	3,275		6,620	43,415
A625 Substitute Calling Service	166,920	3,855	170,775				-	170,775
A626 School Food Service	625,955	21,559	647,514				-	647,514
A627 Records Retention	99,360	28,718	128,078				-	128,078
A628 Telecommunications	301,524	107,838	409,363			12,000	12,000	421,363
A631 Cooperative Bid/Madison BOCES	17,125	719	17,844				-	17,844
A632 Health Care Coord./Delaware BOCES		20,796	20,796				-	20,796
A633 GASB 45/Questar III BOCES	24,752		24,752				-	24,752
A634 Staff Dev./Board/Herkimer BOCES	13,302		13,302				-	13,302
A635 Forecasts/Otsego BOCES			-				-	-
A636 GASB 45/Clinton-Essex Boces	15,450	(11,460)	3,990				-	3,990
A637 Fixed Assets/Questar III BOCES	15,348	7,063	22,411		100		100	22,511
A639 Transp./Madison BOCES	11,359	(6,947)	4,412		(2,891)		(2,891)	1,521
A640 Drug Testing/Jeff-Lewis BOCES	20,704	(853)	19,851				-	19,851
A641 On-Line Application/Putnam BOCES	43,544	128	43,672				-	43,672
A642 Workers Comp./Madison BOCES			-				-	-
A643 Data Warehouse/Onondaga			-				-	-
A644 Health & Safety/Questar III BOCES			-				-	-
A646 Medical Reimburs./Madison BOCES	36,908	1,830	38,738		(723)		(723)	38,014
A647 Planning Service/Madison BOCES			-				-	-
A649 ACA Compliance/Madison BOCES		15,896	15,896				-	15,896
A650 Testing-NYS Alt Admmt/Cap Region BOCES		79,800	79,800				-	79,800
A651 SCRIC/Broome BOCES	49,625	(10,714)	38,911			9,097	9,097	48,008
A652 Facilities Svcs/Madison BOCES	15,000	(5,000)	10,000		(10,000)		(10,000)	-
A653 School Meter/Putnam BOCES			-				-	-
A654 Farm to Table/Madison BOCES			-				-	-
A655 Special Ed Aid Assistance Svc/Questar III BOCES		23,640	23,640				-	23,640
A655 Employee Relations/ONC BOCES		17,524	17,524				-	17,524
A600 NON-INSTRUCTIONAL SERVICES TOTAL	12,497,936	2,110,486	14,600,422	72,365	519,667	177,979	770,010	15,378,432
A700 INTERNAL								
A701 Operations and Maintenance	-	-	-	-	-	-	-	-
A713 Infor and Technology Supervision	-	-	-	-	-	-	-	-
A700 INTERNAL	-	-	-	-	-	-	-	-
TOTALS	73,239,223	4,514,456	77,753,678	1,234,001	1,185,106	697,652	3,116,758	80,070,437

Description	2021-2022	Adjustments	07/31/21	08/01/21	09/01/21	10/01/21	Net	Revised
	Adopted	per	Contract	08/31/21	09/30/21	10/31/21		
	Budget	Contracts	Totals	Changes	Changes	Changes		
MONTHLY ADJUSTMENTS OVER 10% OF BUDGET								
A109 Occup. Ed./Madison BOCES	19,108							
A206 Transition Services	99,216							
A214 Sendry Int.Mgt.Needs/Madison BOCES	(220,239)							
A225 Elementary IMN/Madison BOCES	86,187							
A313 School Psychologist	(78,930)							
A314 School Social Worker	(71,181)							
A318 Hearing Impaired	(48,898)							
A325 Home Economics	(81,744)							
A332 Curriculum Supervision	8,011							
A338 Music Teacher	(133,397)							
A402 Explor. Enrichment/Jeff-Lewis BOCES	5,220							
A405 Performing Arts	50,015							
A518 Science Kits	175,490							
A521 School Curriculum Improvement	178,517							
A545 Curr Dev/Greater Southern Tier BOCES	313,500							
A651 SCRIG/Broome BOCES	9,097							




Oneida-Herkimer-Madison BOCES
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VII B. 3.
 Approval of 2021-2022 Contracts
 (Seller) with Schools
 December 8, 2021


MEMORANDUM

To: Cooperative Board

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

Date: November 9, 2021

Subject: 2021-2022 Contracts

Prepared by: Scott Morris 

Background:

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

Discussion:

Contracts for services for the 2021-2022 school year are based on requests that were submitted to BOCES by component school districts and other BOCES on May 1, 2021. The contracts reflect the range of services provided by our BOCES such as Occupational Education, Handicapped Students, Instructional and Management Services. All contracts are signed by the President or Clerk of both Boards of Education. All adjustments in service throughout the year are additional adjustments to the original contract.

Recommendation:

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

Oneida BOCES Contractor (Seller) With Schools

Utica CSD	\$21,938,369.79	Initial contract for all BOCES services for 2021-2022 including administration, career & technical education, handicapped services, alternative Education.
New Hartford CSD	8,061,809.42	
Oriskany CSD	2,712,128.53	
Brookfield CSD	1,739,537.67	

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

Resolution:

That the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Utica City School District, New Hartford Central School District, Oriskany Central School District and Brookfield Central School District for the 2021-2022 school year.

SM:ct

Attachments

C. PERSONNEL REPORT

a. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	JOSHUA M. ROCK	TEACHER ASSISTANT	12/10/2020	11/19/2021
2.	DONNA SENKO	TEACHER ASSISTANT	01/28/2008	12/31/2021
3.	MARANDA L. WATSON	ATTENDANCE TEACHER	10/05/2018	12/31/2021

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	KRISTINE M. GAW	FOOD SERVICE HELPER	09/13/2021	11/29/2021

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date
1.	AMY M. LOCKE	SCHOOL SOCIAL WORKER	01/04/2022	TBD

2. Non-Instructional/Classified Staff

			Start Date	End Date
1.	CHERI L. DERDZINSKI	SENIOR GRAPHIC ARTIST	12/12/2021	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 **MICHELLE R. BACH** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 18, 2021 and ending November 17, 2025 at an annual salary rate of \$17,371.00, prorated.

2. Recommend that **SHAD A. CZERNIAK** 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 November 08, 2021 and ending November 07, 2025 at an annual salary rate of \$30,354.00, prorated.

3. Recommend that **KIMBERLY M. HART** 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 November 22, 2021 and ending November 21, 2025 at an annual salary rate of \$22,108.00, prorated.

b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **DAVID A. ALONGI** be appointed as a **SCHOOL PSYCHOLOGIST** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Bridges Program, for a part-time (.3 FTE) appointment commencing November 02, 2021 at an annual salary rate of \$18,140.70, prorated.

2. Recommend that **SHARON E. MCGUIRE** be appointed as a **TEACHER OF MUSIC** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at New Hartford, for a part-time (.4 FTE) appointment commencing November 29, 2021 at an annual salary rate of \$21,586.00, prorated.

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

1. Recommend that **ELLEN A. CUCCI** be appointed as a **TEACHER OF HOME ECONOMICS** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at BOCES STEPS program and New York Mills School District, for a long-term substitute appointment commencing November 01, 2021 and ending February 04, 2022 at an annual salary rate of \$52,816.00, prorated.

d. **RECOMMENDATION FOR INCREASE IN FTE**

			Date	FTE
1.	JAMES B. RYAN	SCHOOL PSYCHOLOGIST	11/29/2021	0.9
2.	LEO SMITH	SCHOOL PSYCHOLOGIST	11/30/2021	0.5

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

- Recommendation to create 10 part-time Food Service Helper Positions
- Recommendation to create 3 permanent part-time Permanent Laborer Positions in School Lunch Program

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

1. Recommend that **SHELLEY A. DYN** be appointed to a provisional appointment as a **MICROFILM OPERATOR** in SUPPORT SERVICES, commencing November 15, 2021 at an annual salary rate of \$30,159.00, prorated.

SHELLEY A. DYN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MICROFILM OPERATOR**, until the results of the next civil service exam are known.

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **CHERI L. DERDZINSKI** be appointed to a probationary appointment as an **ASSOCIATE GRAPHIC ARTIST** in the SUPPORT SERVICES DIVISION, School Communications, commencing December 13, 2021 at an annual salary rate of \$41,000.00, prorated.

CHERI L. DERDZINSKI has passed the exam and has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **ASSOCIATE GRAPHIC ARTIST**. **CHERI L. DERDZINSKI** will be required to serve a twenty-six week probationary period.

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **DONNA L. ARMSTRONG** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing November 08, 2021 at an hourly salary rate of \$12.50.

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

2. Recommend that **MARY A. FATATA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, commencing November 09, 2021 at an hourly salary rate of \$12.50.

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

3. Recommend that **JESSICA L. LADLEE** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, the School Lunch Program, commencing November 22, 2021 at an hourly salary rate of \$12.50.

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

d. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

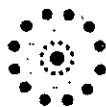
1. Recommend that **KENNETH A. LONG** be appointed to a temporary appointment as a **BUSINESS MANAGER** in SUPPORT SERVICES, located at Holland Patent Central School, commencing December 01, 2021 and ending June 30, 2022 at a salary rate of \$475.00/day, by timesheet.

d. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	CHRISTINE E. ALLBRIGHT	TEACHER OF MATH	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
2.	ANN BOHLING	TEACHER OF ENGLISH	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
3.	SHAD A. CZERNIAK	TEACHER ASSISTANT	11/08/2021 - 06/30/2022	\$3,500.00 extra assignment (prorated)
4.	COLIN J. DOUGLASS	COMPUTER NETWORK SECURITY INSTRUCTOR	10/15/2021 - 06/15/2022	\$1,200.00 mentor (prorated)
5.	BRIAN F. FRANTZ	TEACHER OF SCIENCE	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
6.	LINDA M. PERRAS	TEACHER OF SPECIAL EDUCATION	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
7.	NICOLE C. ROBERTS	TEACHER OF ESL	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
8.	CHRISTINE SIMMONS	TEACHER OF SPECIAL EDUCATION	11/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
9.	HILARY R. WILLIAMS	TEACHER OF ENGLISH	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)




Oneida-Herkimer-Madison BOCES

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

VII D. 1.
Approval of Integrated Community
Alternatives Network (ICAN) Contract
December 8, 2021

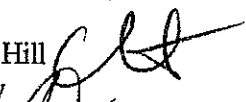
MEMORANDUM

TO: Cooperative Board

FROM: Patricia N. Kilburn, Ed.D. 

DATE: October 22, 2021

SUBJECT: Integrated Community Alternatives Network (ICAN) contract

PREPARED BY: Christopher Hill
Kevin Healy 

Background

The Integrated Community Alternatives Network (ICAN), a not-for-profit organization, is a unique home and community-based network that provides individualized and non-traditional services and care to the highest risk individuals and families with social, emotional, mental health, and behavioral challenges. They have been a mainstay in the Central New York Community for over 20 years. Their vision is keeping families together, and their mission is empowering individuals and families.

Discussion

As the Community School Resources CoSer continues to grow to meet the needs of component districts, the Integrated Community Alternatives Network (ICAN) will be an additional resource that school districts may utilize through OHM BOCES in support of students and their families. ICAN is able to provide a tiered approach to intervention for schools utilizing multiple options depending on the specific needs of each component district.

Options for an in-house specialist include a clinical care coordinator, behavior support specialist, a family service coordinator, student engagement specialist, youth care coordinator, or a psychiatric nurse practitioner. Each of these unique specialist work closely with existing district support and counseling teams to meet the needs of the students and families of our component districts.

Recommendation

It is recommended that the Cooperative Board adopt the service contract for the Integrated Community Alternatives Network for the 2021-2022 school year and make their services available to our component districts through the Community School Resources CoSer.

Resolution

The Cooperative Board approves the agreement between Integrated Community Alternatives Network and the Oneida-Herkimer-Madison BOCES effective immediately.

Attachment

- Agreement between The Integrated Community Alternatives Network and the Oneida-Herkimer-Madison Board of Cooperative Educational Services
- SPIN Fee-for-Service Schedule "A"
- ICAN Services menu for 2021-2022
- ICAN Key brochure

Service Agreement

This Service Agreement (the "Agreement") is made by and between **INTEGRATED COMMUNITY ALTERNATIVES NETWORK, INC. (ICAN)**, a New York not-for-profit corporation and **INTEGRATED COMMUNITY ALTERNATIVES NETWORK IPA, LLC**, each with offices located at 310 Main Street, Utica, New York 13501 (collectively referred to herein as "ICAN"), and Oneida Herkimer Madison BOCES (OHM) with offices located at 4747 Middle Settlement Rd, New Hartford, NY 13413 (hereinafter referred to as "District").

WHEREAS, Integrated Community Alternatives Network, Inc. is a tax-exempt, non-profit, non-stock corporation and the sole member of Integrated Community Alternatives Network IPA, LLC, which has formed a network of providers to furnish individualized, comprehensive treatment through integrated and wrap-around service planning using managed care principles to children and adolescents with serious emotional, behavioral or mental health problems (the "Provider Network"), and

WHEREAS, District desires to contract with ICAN to provide certain services to benefit its students and their families by utilizing ICAN's Provider Network;

NOW, THEREFORE, in consideration of the mutual promises herein stated, it is agreed by and between the parties as follows:

1. **TERM.** The term of this Agreement shall begin on the date it is executed by the parties and shall end upon the completion of the Services (as hereinafter defined), or otherwise on an annual basis at the discretion of the DISTRICT not to exceed June 30th , 2022 (the "Termination Date"). All of the Services (as hereinafter defined) to be performed by ICAN shall be completed, approved and accepted on or before the Termination Date.
2. **SCOPE OF SERVICES.** ICAN, through the Provider Network, shall perform the services as set forth on Schedule "A" attached hereto and made apart hereof (collectively, the "Services"). Any change orders to the Services shall be in writing and acknowledged by both parties.
3. **PERFORMANCE OF SERVICES.** ICAN shall begin performance of the Services on October 8th , 2021, and shall complete all Services not later than the Termination Date. ICAN shall furnish all materials, equipment, supplies, personal and other resources necessary to perform the Services through the Provider Network.
4. **FEES.** District shall pay ICAN the fee or fees for performing the Services in the amount and in the manner as set forth on Schedule "B" attached hereto and made apart hereof. Such fee may be modified due to a change in the Services set forth on Schedule "A" through the written, mutual consent of the parties hereto.
5. **EXPENSES.** District shall reimburse ICAN for certain expenses incurred by ICAN in performing the Services as set forth on Schedule "B". Reimbursement shall be made in accordance with District policy, procedures, and applicable laws and regulations. Statements submitted by ICAN must include

original bills, receipts and such other documentation as District may reasonably require. ICAN shall also be entitled to reimbursement for any other expenses as reasonably required in the completion of the Services, subject to prior review and written approval by the District, such approval to not be unreasonably withheld, conditioned, or delayed.

6. ICAN REPRESENTATIONS AND WARRANTIES. ICAN agrees to fulfill the following obligations within federal and state confidentiality requirements:
 1. ICAN covenants and agrees that ICAN and its employees, agents, officers or any other person(s) employed or engaged by ICAN through the Provider Network will comply with the terms and conditions of this Agreement;
 2. ICAN shall make reasonable efforts to assure that the individuals and agencies participating in the Provider Network with ICAN during the term of this Agreement include individuals whose credentials are in conformity with the requirements of the State of New York or are otherwise qualified to provide the Services;
 3. ICAN agrees to provide, or arrange for the provision of, the Services, which are within the scope of certification or competence of ICAN and/or the Provider Network, once requested and authorized by District.
 4. ICAN shall provide the Services in accordance with any applicable service plan. The service plan will be updated regularly with progress notes.
 5. ICAN and Provider Network will cooperate with each other and the District in the provision of Services.
 6. ICAN warrants that in cases of emergency, ICAN shall refer such emergency to the nearest appropriate facility for the treatment of the emergency.
 7. ICAN, its employees, agents and subcontractors shall comply with all applicable and relevant administrative policies of District.
 8. ICAN acknowledges and agrees that District is subject to various county, New York State and federal laws and regulations which affect the provision of Services (hereinafter referred to as "Legal Requirements".) ICAN agrees to comply with all such Legal Requirements, as enacted or amended by the State or federal government from time to time. Included within those requirements is the Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is understood that ICAN shall comply strictly with HIPAA requirements, as applicable.
 9. ICAN shall not utilize any person to provide Services that has not been cleared and reviewed pursuant to ICAN's Provider Network requirements.
 10. ICAN agrees to reasonably cooperate with the District to have any individuals providing

Services who will have a direct contact with students to furnish fingerprints and submit to a criminal background check and clearance by the State Education Department's Office of School Personnel Review and Accountability (OSPRA) prior to performing Services. This shall include, but is not limited to, completing paperwork and filing such paperwork with an appropriate agency, e.g., BOCES, for the purpose of submitting fingerprints for criminal clearance. ICAN shall be solely responsible for any reasonable costs associated with the required fingerprinting and criminal clearance. ICAN shall provide a complete roster of all persons who will be providing Services under this Agreement and shall further be responsible for providing an updated roster as necessary.

7. DISTRICT REPRESENTATIONS AND WARRANTIES. District agrees to fulfill the following obligations within federal and state confidentiality requirements:
 1. District shall be solely responsible for determining eligibility of all persons receiving Services under this agreement (a "Participant" or, collectively, "Participants"), and establishing procedures for eligibility of Services;
 2. District shall work with ICAN, and will mutually agree upon with ICAN, procedures for the development and management of:
 - a. Referral protocols for eligible Participants;
 - b. Procedures for coordination between District personnel and ICAN related to management of any service plan for Participants according to standards and procedures established by ICAN in light of its substantial experience providing Services to children and families;
 - c. A system for the sharing of case records of Participants consistent with applicable laws and regulations concerning the confidentiality of Participant records to ensure that appropriate information will travel with the Participant throughout the health and human services delivery systems.
 3. District shall provide ICAN with information, periodically updated, concerning Participant eligibility and utilization data applicable to ICAN. District shall provide this information to ICAN by regular mail and shall confirm same by telephone or facsimile.
 4. District shall provide, or arrange for the provision of, the appropriate internal administrative services to assist ICAN in fulfilling the Services and its obligations under this Agreement. District shall perform or contract for the performance of all functions necessary and appropriate for the administration of this Agreement, including but not limited to invoice processing, and accounting for provision of

required data to ICAN regarding utilization of Services.

5. District shall cooperate fully in all utilization review, quality assurance and grievance procedures established by ICAN. A copy of any complaint that is made or grievance that is sent to District will be forwarded immediately to ICAN.
6. **INTELLECTUAL PROPERTY.** All intellectual property produced in the performance of the Services, including material which is or could be subject to a copyright, trademark or patent, shall be the exclusive property of ICAN.
7. **CONFIDENTIALITY.** The parties hereto agree that the terms and conditions of this Agreement are confidential and shall not be disclosed to third parties by an agent or employee of either party without the express written consent of the other party. For purposes of this Agreement, the term "third parties" includes any person or entity except (i) the parties to this Agreement, (ii) any employee or agent of a party to this Agreement who has a reasonable need to know of this Agreement's existence and/or its terms, (iii) governmental entities, (iv) persons who have obtained a lawful subpoena or court order, or (v) any member of the Provider Network with which ICAN has contracted to arrange for the provision of Services under this Agreement. The parties covenant to safeguard and protect the confidentiality of each other's non-public information used in the provision of Services, including, but not limited to, processes, information technology systems, training materials, policies, procedures, documentation, case management materials. This covenant shall survive the termination of this Agreement.
8. **INSURANCE.** Each party hereto, at its sole cost and expense, shall self-insure or maintain such general liability and professional liability insurance as shall be necessary to insure party and its own employees or agents against any claim or claims for damages arising by reason of injury to person or property or death occasioned directly or indirectly in connection with the performance of the Services and the obligations created by this Agreement; however, District shall bear responsibility for providing insurance coverage for the use of any District property, facilities or equipment in connection with this Agreement.
9. **INDEPENDENT CONTRACTOR.** ICAN and its agents are not employees of District and are not entitled to any benefits of employees of District, such as retirement benefits, unemployment insurance, workmen's compensation, employee's medical, hospital, or any other benefits that an employee of District is normally eligible to receive. ICAN warrants that it and its agents are independent contractors under this Agreement, hired solely to perform specialized services for District. As the relationship between the parties is one of independent contractors, the parties absolutely disclaim and do not assume any liability of each other, financial or otherwise, and neither party may represent to third parties that the other party has assumed its liabilities. Such representation would be grounds for automatic termination of this Agreement. ICAN shall function solely as an independent subcontractor under the terms of this Agreement.
10. **INDEMNIFICATION.** ICAN agrees to hold harmless and indemnify District, and any of its directors, officers, agents, servants, employees and appointees, from any and all damages, losses, claims, costs, expenses, and risk of loss or liability of any nature whatsoever, including reasonable attorney fees, arising from any negligent act or omission, or any willful misconduct, of ICAN, or any of its directors,

officers, agents, servants, employees and appointees, in connection with this Agreement. District agrees to hold harmless and indemnify ICAN and any of its directors, officers, agents, servants, employees and appointees from any and all damages, losses, claims, costs, expenses, and risk of loss or liability of any nature whatsoever, including reasonable attorney fees, arising from any negligent act or omission, or any willful misconduct, of District, or any of its directors, officers, agents, servants, employees and appointees, in connection with this Agreement.

11. **NON-DISCRIMINATION.** ICAN shall not illegally discriminate on the basis of race, religion, color, ethnic background, gender, age, disability, sexual orientation or any other basis which is protected by federal, state or local laws in the employment of staff or in contracting with vendors, supplies or sub-contractors in the performance of the Services.
12. **TERMINATION.** Upon the breach of any of the terms of this Agreement by either party, and the failure by the breaching party to cure the breach within thirty (30) days after written notice of such breach, the non-breaching party may terminate this agreement. In addition, either party may, at its option, terminate this Agreement without cause upon the providing of sixty (60) days' written notice to the non-terminating party. Upon such termination, the District will owe compensation only for services rendered as of the effective termination date. Termination shall not release either District or ICAN of contractual obligations with respect to already existing service contracts with Participants. ICAN shall continue to arrange for the provision of all required Services for the remainder of the term of such contracts. In addition, termination shall not release either party of obligations with regard to (i) payments accrued to ICAN in connection with the fee and expense schedule described on Schedule "B", except as set forth above, or (ii) the obligation of ICAN to Participants then receiving Services. ICAN warrants that, in the event this Agreement is terminated, ICAN, its employees and agents, shall reasonably cooperate with District in the orderly transfer, including case records, of Participants associated with ICAN to another service provider designated by District.
13. **SAVING CLAUSE:** ICAN shall not assign or transfer this Agreement, or any part thereof, or any interest therein, without first receiving written approval from District. All modifications of, or changes in, the terms of this Agreement must be in writing.
14. **MISCELLANEOUS.**
 1. Neither party hereto shall make any representations or commitments on behalf of the other party.
 2. Both parties hereto shall comply with all federal, state and local laws, rules and regulations that apply to the performance and reception of the Services.
 3. ICAN represents that all required licenses, certifications and permits necessary to provide the Services will be obtained.
 4. This Agreement shall be subject to and governed by the laws of the State of New York, excluding any conflicts-of-law rule or principle that might refer the construction or interpretation of this Agreement to the laws of another state. Each Party hereby submits to the jurisdiction of the state and federal courts in the State of New York and to venue in Oneida County.

5. This written Agreement and the Schedules attached hereto contain the entire agreement between the parties. There are no other agreements or understandings concerning the terms of this Agreement.
6. No modification or amendments of this Agreement or any of its terms, nor any waiver of any term of this Agreement shall be valid unless it is in writing and signed by the appropriate party.
7. This Agreement shall be binding upon and inure to benefit the executors, administrators, heirs, successors and assigns of the respective parties.
8. Each signatory to this Agreement represents and warrants that he or she has full authority to enter into this Agreement on behalf of the respective parties hereto.
9. This Agreement may be executed in any number of counterparts with the same effect as if all signatory parties had signed the same document. All counterparts shall be construed together and shall constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile transmission or in portable document format (.pdf) shall be effective as delivery of a manually executed counterpart hereof.
10. If any provision of this Agreement shall be held invalid or unenforceable by a court or regulatory body of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.
11. In connection with this Agreement and all transactions contemplated by this Agreement, each party hereto agrees to execute and deliver such additional documents and instruments and to perform such additional acts as may be necessary or appropriate to effectuate, carry out and perform all of the terms, provisions and conditions of this Agreement and all such transactions.
12. Appendices: The following appendices attached hereto shall be incorporated into the Agreement, and shall supersede any inconsistent provisions in the Agreement:

Appendix A: BOCES' Parents' Bill of Rights for Data Privacy and Security

Appendix B: Parents' Bill of Rights – Supplemental Information Addendum

Appendix C: Third-Party Data Security and Privacy Plan

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IN WITNESS WHEREOF the parties hereto have hereunto set their names as of the _____ day of _____, 20__.

**INTEGRATED COMMUNITY ALTERNATIVES NETWORK
(ICAN)**

Date _____

By _____
Name:
Title:

**INTEGRATED COMMUNITY ALTERNATIVES NETWORK
IPA, LLC (Provider Network)**

Date _____

By _____
Name:
Title:

**ONEIDA-HERKIMER-MADISON BOARD OF
COOPERATIVE EDUCATIONAL SERVICES**

Date _____

By _____
Name: Patricia N. Kilburn, Ed.D.
Title: District Superintendent

Schedule "A"

Services

ICAN services listed below will be made available to the component districts of OHM BOCES on an individualized basis. Any district wishing to utilize ICAN services will access them through the existing OHM BOCES Community Schools Coser and/or may choose to purchase directly through OHM BOCES who will then contract directly with ICAN. The services available under this agreement are listed below. If a component district wishes to purchase an ICAN service that is not listed on this Schedule "A" a written request can be made to ICAN and ICAN will work with OHM BOCES to determine if said service is able to be added to this Schedule and agreed upon rates will be established.

Clinical Care Coordinator (CCC) - A CCC is a Master's level Social Worker or credentialed School Based Mental Health Counselor. This position can support your existing social work team by providing a mix of individualized therapy, IEP counseling, pro social-emotional support groups, serve as a liaison between school and family, as well as assist the team in linking children and families to existing services and then providing monitoring of the delivery and implementation of those services.

Behavior Support Specialists (BSS) - A BSS is a Bachelor's level employee with at least 2 years working in a setting with youth who demonstrate highly behavioral needs. This person will work with the team and any identified youth to assess, develop, and implement proactive and strengths-based behavior strategies as well as assist youth during times of crisis. The BSS will provide a connection between the home, school and community by providing home visits (if necessary).

Family Service Coordinator (FSC): A FSC is a Bachelor's level employee with at least 2 years of experience working in Human Services field, preferably in a Case Work/Case Management position. This person will serve as a hub of service coordination for any referred students and then provide case management services to the child and family. The FSC will work very closely with identified team members to coordinate referrals to assist in linking children and families to existing outside services and then providing monitoring of the delivery and implementation of those services.

Student Engagement Specialists (SES): A SES will work with any identified youth with a goal of increasing overall engagement in the school setting (academically, extracurricular, and socially). This person will strive to establish rapport and build relationships with students to better identify challenges and barriers that are preventing youth from engaging. The SES will work to connect the Home, School and Community to allow for optimal engagement.

Youth Care Coordinator (YCC): The YCC serves as the lead of the Care Management team and conducts and schedules assessments, referrals, advocacy and supports, counseling, education of youth and enrollees and care team members assuring student receives quality services to maintain optimum

healthcare needs without barriers.

Psychiatric Nurse Practitioner (PNP): The PNP provides observation, assessment, oversight and delivery of any and all Psychiatric services for identified youth. The PNP is licensed and authorized to prescribe and adjust medication for youth who need that level of support.

Professional Development and Training Services

ICAN offers an array of fully customizable trainings focused around Mental and Behavioral Health and Well-being that is available for students, parents, and school district staff. Common Topic areas include but are not limited to:

- Mental Health 101
- Impact of Social Media on Mental Health
- Trauma Informed Care
- Understanding Trauma
- Crisis Intervention
- De-Escalation Techniques
- Behavior Management
- Mindfulness/Self Care/Wellness
- Digital Citizenship
- Internet Safety
- DASA/Anti-Bullying
- Experiential Learning
- Team Building
- Etc.

Trainings are available in-person and virtually and can be adjusted in length depending on topic and audience.

Facilitated Group Work

ICAN in partnership with NYU's McSilver Institute for Poverty Research, is proud to offer the Knowledge Empowers You (KEY) program that teaches youth pro-social emotional and transitional life skills. Youth will participate in a 8-10- or 12 session KEY program with trained ICAN facilitators who will help to develop skills in areas such as but not limited to: Goal Setting and Decision Making; Self-Advocacy; Self Esteem and Inner Strengths; Healthy Relationships; Substance Abuse; Stress Relief; Financial Planning; Job Readiness; etc.

SPIN Services: (Please see attached SPIN Rate Schedule. NOTE: The SPIN Schedule is also titled "Schedule A" and is not to be confused with the aforementioned schedule here within.

Schedule "B"

Services

ICAN Services Menu 2021-2022

Below is an overview of some of the positions and types of Services ICAN is positioned to offer to OHM BOCES and its component Districts for the 2021-2022 school year along with a basic fee schedule. (Please NOTE: This list is not exclusive so if there are any desired services not listed, please contact us to determine what's possible.)

Full Time Positions: (Note: A FTE can be split between 2 or more districts based on need)

Clinical Care Coordinator (CCC):

COST: \$97,500

Behavior Support Specialists (BSS):

Family Service Coordinator (FSC):

Student Engagement Specialists (SES):

Youth Care Coordinator (YCC):

COST: \$79,500 (BSS, FSC, SES, YCC positions)

(NOTE: All costs are reflective of the total program cost which includes the desired FTE, along with programmatic support, supervision, and other costs associated with the position.)

Psychiatric Nurse Practitioner (PNP):

COST: Per Contracted Rate

(NOTE: PNP Services are dependent on both identified need, capacity and availability of ICAN's PNP providers)

Professional Development and Training Services

Training Rates:

Full-Day: (5-8 hours) \$1,500

Half-Day: (3-4 hours) \$ 900

Hourly: \$ 300

Facilitated Group Work

KEY RATES:

6 session program \$2,500

8 session program \$3,000

10 session program \$3,500

12 session program \$4,000

(Note: Cost is inclusive of all costs associated with program design, implementation and delivery including staff time, materials and equipment, food, incentives for participants, etc.)

*Additional information on our KEY model can be found in the attached addendum.

SPIN Services: (Please see attached SPIN Rate Schedule).



Oneida-Herkimer-Madison BOCES


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

VII D. 2.
Approval of Future Price Increase for
Full-Paid Lunch and Full-Paid
Breakfast
December 8, 2021


MEMORANDUM

To: Cooperative Board

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

Date: November 29, 2021

Subject: Approval of future Price Increase for Full-Paid Lunch and
Full-Paid Breakfast

Prepared by: 
Scott Morris/Kate Dorr

Background:

The Oneida-Herkimer-Madison BOCES has run a School Food Service Program for both component and non-component schools since 1991. The lunch price for fully participating districts is set by the Cooperative Board and has been increased five times since its inception with the last increase to \$2.75 approved for the 2021-2022 school year. While the increase was approved, lunches remained free under the Seamless Summer Option.

Discussion:

The reauthorization of the National School Lunch Program; the Healthy, Hunger Free Act in 2010 included an initiative known as Equity in School Lunch Pricing. This initiative requires participating agencies to provide the same level of support for full-paid meals as with the reimbursements received for Free and Reduced meals provided by the federal and state agencies.

The federal government Paid Lunch Equity (PLE) mandate continues to require that School Food Authorities gradually raise their full-paid meal prices to match reimbursement levels for free meals. For the current 2021-2022 school

year, that figure is \$3.31 (which is the difference between the current reimbursement rate for free meals; \$3.75 vs. that of full-paid meals; \$0.44).

The State Education Department Child Nutrition Office has supported the OHM BOCES program strategy of moving toward that mandated figure in a gradual manner, so as to place minimal burden on households in our participating school districts. This has been done by raising the price in 25-cent increments every 2-3 years over the past 15 years. While we have historically increased the price gradually, the recent increase to labor, food and supplies warrants a slightly quicker increase over the next 3 year. Therefore, to implement this goal, the lunch price should remain at \$2.75 for the 2022-2023 school year, and then increase .25 per year for the following 3 years- \$3.00 for SY23-24, \$3.25 for SY24-25 and \$3.50 for SY25-26.

To support the increased labor costs, the price of full-paid breakfast should also increase in SY23-24 from \$1.25 to \$1.50.

This topic has been previously reviewed with the OHM BOCES Board during Service Plan Goal review and has also been discussed with the program School Business Officials during the semi-annual meetings and Cabinet. They are aware of the necessity of the price increase.

Recommendation:


That the Oneida-Herkimer-Madison Cooperative Board maintain the price for a full-paid lunch at \$2.75 for 2022-23 School Year, and set the prices for the following three years at \$3.00 for SY23-24, \$3.25 for SY24-25 and \$3.50 for SY25-26. There will be no impact on Free and Reduced lunch prices.

Resolution:

That the Oneida-Herkimer-Madison Cooperative Board maintain the price for a full-paid lunch at \$2.75 for 2022-23 School Year, and set the prices for the following three years at \$3.00 for SY23-24, \$3.25 for SY24-25 and \$3.50 for SY25-26.

SM:ld

MEMORANDUM

TO: Cooperative Board
FROM: Patricia N. Kilburn, Ed.D. 
DATE: November 2021
SUBJECT: Board Policies
PREPARED BY: Joanna Keeler

VII D. 3.
Approval of Policy 6201, 6204, 1001,
1002, 1003, 1004 DELETE 7602
(second reading)
December 8, 2021

~~VII D. 2.
Approval of Policy 6201, 6204, 1001,
1002, 1003, 1004 DELETE 7602
(first reading)
November 10, 2021~~

Background

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

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

Discussion

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

Recommendation

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

6000 Personnel

- 6201 Drug-Free Workplace Policy
- 6204 Alcohol, Drugs and Other Substances

1000 Community Relations

- 1001 Public Relations and Communications
- 1002 Community Use of Board of Cooperative Educational Services Facilities
- 1003 Visitors to the Board of Cooperative Educational Services Facilities
- 1004 Volunteers

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

7000 Students

- 7602 Complaints and Grievances by Students

Resolution

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

6000 Personnel

- 6201 Drug-Free Workplace Policy
- 6204 Alcohol, Drugs and Other Substances

1000 Community Relations

- 1001 Public Relations and Communications
- 1002 Community Use of Board of Cooperative Educational Services Facilities
- 1003 Visitors to the Board of Cooperative Educational Services Facilities
- 1004 Volunteers

Policy

Draft 10/22/2021

6201

PERSONNEL

POLICY IS REQUIRED 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.

~~II. Drug Free Awareness Program~~

- 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.

~~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 BOCES Code of Conduct.~~

~~III. Consequences for Violation of Policy~~

- ~~A. The Cooperative Board considers any violation of this Policy by an employee to be detrimental to the BOCES pedagogical mission to educate students not to use or abuse illegal substances, and any penalty assessed should reflect this. Penalties for violations of this Policy shall be determined by the District Superintendent based on all of the facts of a particular case, including the nature of the substance involved.~~

POLICY

Draft 10/22/2021
6201

PERSONNEL

DRUG-FREE WORKPLACE POLICY

- ~~1. The penalty for a violation of this Policy may include a reprimand, an unpaid suspension, a fine, a demotion, or dismissal from employment.~~
- ~~2. Where the District Superintendent deems appropriate, a disciplinary consequence may be held in abeyance pending the employee's satisfactory completion of medical treatment, counseling, community service, or other appropriate rehabilitative activity.~~

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

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 41 USCA ~~8103702~~; 20 USC 7104; 21 CFR 1308.11, 1308.15; 34 CFR 85

Adopted: 07/10/02

Revised: 02/12/14, _____

Policy

Draft 10/22/2021
6204

PERSONNEL

ALCOHOL, DRUGS AND OTHER SUBSTANCES (PERSONNEL)

I. Statement of Policy

The Board of Cooperative Educational Services encourages cooperation with other community agencies and groups in preventing drug and alcohol abuse. Provision shall be made for instructing employees and students in alcohol, drug and tobacco abuse and prevention. All laws pertaining to drug and alcohol use and possession shall be honored by all ~~students and all~~ adults while on OHM BOCES premises or at OHM BOCES sponsored activities, regardless of the location of the activity.

The Board of Cooperative Educational Services prohibits the manufacture, distribution, consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs, or drug paraphernalia or alcoholic beverages in the workplace, or when the effects of such drugs and/or alcohol may impair an employee's job performance. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

II. Counseling/Rehabilitation

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Confidentiality shall be ensured as required by state and federal law. The District Superintendent shall designate an appropriate staff member to provide the information to employees upon their request.

III. Consequences of Violation of Policy

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 Code of Conduct.

IV. Review

The District Superintendent or his/her designee shall biennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §3038; NYS Civil Service Practice Law §4508; NYS Mental Hygiene Law §19.07

Adopted: 07/10/02

Revised: 09/11/19, _____

Policy

Draft 10/22/2021

1001

COMMUNITY RELATIONS

PUBLIC RELATIONS AND COMMUNICATIONS

I. Statement of Policy

The Board of Cooperative Educational Services shall support the following goals of community relations:

- A. To develop and maintain the confidence of the community in the OHM BOCES and its staff;
- B. To stimulate public interest in the schools and public understanding of OHM BOCES Programs;
- C. To discern what people think, what they want to know, correct erroneous impressions and supply desired information regarding OHM BOCES and the OHM BOCES programs;
- D. To develop the most effective means of communication with the various publics of the OHM BOCES component school districts and their respective communities.

II. Communication with Component Districts

It is essential that the Board of Cooperative Educational Services and the OHM BOCES staff keep component Boards of Education informed with respect to policies and programs that might affect the component school Districts' educational processes. The OHM BOCES staff and the Board of Cooperative Educational Services will endeavor to make available written and/or oral communication to the Superintendents and board members of component districts on any matter that might affect them.

III. Communication with Board of Cooperative Educational Services ~~Members~~

The OHM BOCES staff members shall make available to the Board of Cooperative Educational Services ~~members~~ written communications regarding significant items prior to the Board meetings. Such communications shall be forwarded via the District Superintendent.

IV. Communication with the Community

The Board of Cooperative Educational Services and OHM BOCES staff shall endeavor to keep the various communities informed of OHM BOCES activities so that these communities may be aware of what is occurring in the OHM BOCES.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 04/11/18, _____

Policy

Draft 10/22/2021
1002

COMMUNITY RELATIONS

COMMUNITY USE OF BOARD OF COOPERATIVE EDUCATIONAL SERVICES FACILITIES

I. Statement of Policy

The OHM BOCES buildings and grounds are maintained for the purpose of educating students enrolled in OHM BOCES programs. However, the Board of Cooperative Educational Services ("Board") recognizes that the buildings and grounds owned, leased, and otherwise under the custody and control of OHM BOCES ("BOCES facilities") are a valuable community resource and it has adopted this Policy to regulate the availability of those facilities to non-BOCES organizations in a manner that is consistent with the BOCES education program and State and federal law.

II. Delegation of Authority and General Criteria

- A. The Board of Cooperative Educational Service's ~~BOCES Board's~~ authority to permit the use of OHM BOCES facilities by community groups is delegated to the District Superintendent, who is also authorized to adopt administrative Regulations establishing procedures for the implementation of this Policy and to seek legal counsel as necessary.
- B. When exercising this delegated authority, the District Superintendent shall make decisions consistent with these general criteria:
 1. Community use of facilities shall not be disruptive of OHM BOCES educational services or business operations;
 2. The safety of students and staff shall be given priority over public access;
 3. OHM BOCES instructional spaces and operational offices are deemed to not be places of public forums and that status shall be maintained;
 4. Access shall only be granted for uses that conform to the purposes and intent of Education Law Section 414 and the New York State Constitution, as described more fully in Part III of this Policy;
 5. OHM BOCES does not deny use of its facilities to any group affiliated with the Boy Scouts of America or any other youth group listed as a patriotic society under federal law based solely on the organization's membership or leadership criteria or the group's required oath of allegiance to God or country; and

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COMMUNITY USE OF BOARD OF COOPERATIVE
EDUCATIONAL SERVICES FACILITIES

6. When all other criteria are satisfied, OHM BOCES complies with its legal obligation to not engage in viewpoint discrimination.

III: Permissible and Non-Permissible Uses

- A. The proposed use of OHM BOCES facilities by a community group must fit within one of the following uses approved by New York State Education Law Section 414:
 1. Instruction in any branch of education, learning, or the arts;
 2. Public library purposes, subject to the provisions of the Education Law, or as stations of public libraries;
 3. For holding social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public. Civic meetings shall include, but not be limited to, meetings of parent associations and parent-teacher associations;
 4. Meetings, entertainment, and similar occasions where admission fees are charged, if: (a) the proceeds are to be expended for an educational or charitable purpose, and (b) the meeting, entertainment, or occasion is not under the exclusive control, and the proceeds are not to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than an organization of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen and auxiliaries;
 5. Polling places for holding primaries and elections, and for registration of voters;
 6. For civic forums and community centers upon the petition of at least twenty-five (25) citizens residing within the district, the Board of Education in each school district shall organize and conduct community centers for civic purposes, and civic forums in the several school districts, to promote and advance principles of Americanism among the residents of the state. The Board of Education in each school district, when organizing such community centers or civic forums, shall provide funds for the maintenance and support of such community centers and civic forums, and shall prescribe regulations for their conduct and supervision, providing

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COMMUNITY USE OF BOARD OF COOPERATIVE
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that nothing herein contained shall prohibit the trustees of such school districts or the Board of Education to prescribe and adopt rules and regulations to make such community centers or civic forums self-supporting as far as practicable. Such community centers and civic forums shall be at all times under the control of the trustees or the Board of Education of each school district, and shall be nonexclusive and open to the general public;

7. For classes of instruction for disabled individuals operated by a private organization approved by the Commissioner of Education, provided the organization enters into a lease agreeing to pay an appropriate rent in return for the facilities and any related services provided by OHM BOCES;
 8. Recreation, physical training, or athletic programs, including competitive athletic contests of children attending a private nonprofit school;
 9. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed;
 10. To provide child care services during non-school hours, or to provide childcare services during school hours for children of pupils attending the schools of the district, if there is additional space, for children of employees of the district. Such determination shall be made by the Board provided that the cost of such care shall not be a school district charge but shall be paid by the person responsible for the support of such child; the local social services district as authorized by law; or any other public or private voluntary source or any combination thereof; and
 11. To provide licensed school-based health, dental or mental health clinics that are operated by an entity other than OHM BOCES to provide health, dental or mental health services during school hours and/or non-school hours to school-age and preschool children.
- B. A proposed community use of OHM BOCES facilities that does not fit within one of the authorized uses described above is prohibited. More particularly, a proposed community use of OHM BOCES facilities that falls within one of the following categories is prohibited by State law:
1. Any purpose that will in any way interfere with the use of OHM BOCES school buildings, grounds, or other OHM BOCES school property owned or leased by the OHM BOCES school;

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COMMUNITY USE OF BOARD OF COOPERATIVE
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2. Use by any person or profit-making organization for personal or private gain, financial or otherwise;
3. Use for a meeting, entertainment, or occasion where admission fees are charged, unless the proceeds thereof are to be expended for an educational or charitable purpose approved by the District Superintendent or their designee;
4. Use for meetings sponsored by political organizations unless authorized by a vote of the Board of Cooperative Educational Services; and
5. Private individuals or family affairs will not be permitted to use OHM BOCES facilities.

IV. Conditions For Access When Use Is Permitted

A. Cost Recovery

1. OHM BOCES facilities may be used without a rental charge and without a charge for custodial service when custodians are regularly on duty. In the event that the OHM BOCES must incur additional labor costs or other costs to accommodate facility use, the group using the facility shall reimburse the OHM BOCES for the full amount of these costs.
2. The general use fee shall not be required from the Boy Scouts or Girl Scouts (or similar organizations), "booster" clubs organized to provide support to OHM BOCES educational and extracurricular activities, or PTO/PTA and similar organizations for regularly scheduled meetings. If the organization holds a fund-raising activity, no rental fee will be charged, but they must pay the necessary fee for school employees required to be on duty. However, if in the judgment of the District Superintendent or their designee the activity will not necessitate additional payment to the employee on duty, this fee may also be waived.
3. The Board of Cooperative Educational Services reserves the right to waive the general use fee scheduled in favor of fees for custodial services only when the proceeds of activities sponsored by organizations in this classification are used exclusively for the benefit of the school or charitable purpose.

B. Liability Insurance

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COMMUNITY USE OF BOARD OF COOPERATIVE
EDUCATIONAL SERVICES FACILITIES

1. In the case of a proposed use by a community group where an admission fee will be charged, the community group is required to present, prior to approval of their application, evidence of liability insurance coverage of at least \$1,000,000 occurrence/\$2,000,000 aggregate, with OHM BOCES named as an additional insured.
 2. In the case of a proposed use by a community group where an admission charge will not be charged but the group already has in effect a liability insurance policy with adequate coverage, the group shall have OHM BOCES designated as an additional insured.
 3. Any damage to OHM BOCES facilities resulting from the applicant's use of those facilities, whether caused by group members or members of the public attending the event, shall be reimbursed by the applicant. Sponsoring organizations must provide sufficient competent adult supervision throughout the use of any OHM BOCES facilities.
- C. Compliance with Code of Conduct, Other Policies, and Law
1. No group or individual may use OHM BOCES facilities unless the group or individual agrees to abide by all pertinent Board policies, including the OHM BOCES Code of Conduct. In particular, this means that:
 - a. There shall be no smoking in OHM BOCES buildings or on OHM BOCES property; and
 - b. There shall be no use, possession, sale or distribution of alcohol or controlled substances as defined in the Board's Policy on Drug and Alcohol Abuse, or of intoxicating beverages at any time in OHM BOCES buildings or on OHM BOCES property.
 2. If police presence or other security arrangements are deemed appropriate, the expense of those arrangements shall be the responsibility of the sponsor of the event and not OHM BOCES.
 3. A community organization or individual granted access to OHM BOCES facilities shall act in a manner consistent with all applicable federal and state laws and regulations.
- D. Other Requirements and Conditions of Use

POLICY

Draft 10/22/2021

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COMMUNITY USE OF BOARD OF COOPERATIVE
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1. An employee of the OHM BOCES must be on duty whenever OHM BOCES facilities are used by an organization or group. The custodian on duty should be notified at the start and finish of the activity.
2. On days when OHM BOCES is closed because of snow or other calamity, all activities scheduled for that day will be cancelled or postponed.
3. OHM BOCES facilities may not be used for recreation by outside groups on legal holidays.
4. No group granted permission to use OHM BOCES facilities shall alter or change any electrical or heating controls under any circumstances.
5. OHM BOCES kitchen facilities (utensils or equipment) may not be used by outside organizations or third party vendors.
6. All OHM BOCES facilities used must be left in the same condition as they were before the activity.
7. OHM BOCES sponsored activities have priority in the use of OHM BOCES facilities.
8. The Board of Cooperative Educational Services assumes no responsibility for any personal property or other items left in the building or on the grounds.

V. Application for Use of Facilities

- A. Applications for the use of facilities must be made at least two (2) weeks in advance of the date of requested use but not earlier than eight (8) weeks prior to requested use date. At the discretion of the District Superintendent, the OHM BOCES may grant so much of the request as to allow the use of a facility, but reserves the right to designate which facility may be used.
- B. The applicant must clearly and completely describe the intended use of the OHM BOCES facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board of Cooperative

COMMUNITY RELATIONS

COMMUNITY USE OF BOARD OF COOPERATIVE
EDUCATIONAL SERVICES FACILITIES

Educational Services policies and regulations, and to use OHM BOCES facilities strictly in accordance with the use described in the application.

- D. The individual or organization approved for the use of facilities shall accept full responsibility for any damage to OHM BOCES property and for compliance with all regulations.

VI. Use of Schoolhouse by News Media

The District Superintendent may permit, subject to terms and conditions satisfactory to the Board of Cooperative Educational Services, the admission of representatives and equipment of any news medium to OHM BOCES facilities.

- VII. Exceptions to this Facilities Use Policy can be made on a case-by-case basis with the approval of the District Superintendent.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §414; Arts and Cultural Affairs Law 61.09

Adopted: 07/10/02

Revised: 05/09/18, _____

Policy

Draft 10/22/2021

1003

COMMUNITY RELATIONS

VISITORS TO THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES' FACILITIES

I. Statement of Policy

The OHM BOCES is committed to protecting the safety and security of its students, staff and visitors and to avoid the disruption of its education program, therefore visitors are permitted on OHM BOCES property, in OHM BOCES facilities and classrooms in accordance with this policy.

The OHM BOCES encourages students, parents, school leaders, members of the community and other interested persons to visit the OHM BOCES grounds and facilities for the opportunity to learn about the OHM BOCES programs and services.

~~I. In order to allow parents, members of the community, and other interested persons to learn what the OHM BOCES does, the Board of Cooperative Educational Services encourages visitations to the grounds and facilities.~~

~~II. To preserve the safety of students and staff and to avoid disruption of the educational program, it is the policy of the Board of Cooperative Educational Services to allow visits to the school grounds and facilities by parents, adult community members and other interested persons, according to the guidelines issued herein.~~

~~III. A. In order to safeguard a school and classroom atmosphere conducive to learning, the Board of Cooperative Educational Services establishes the following guidelines for the governance of visitors to the schools. These guidelines are in addition to any rule, regulation, penalty or punishment under the provisions of existing New York State law.~~

II. Visitor Requirements

A. All visitors must:

1. Have a verifiable, legitimate purpose for their visit.
2. Abide by all laws, OHM BOCES policies, rules and regulations for the duration of their visit.
3. Depart from the property when their legitimate purpose is completed or when requested to do so.

B. All visitors seeking entry into a building additionally must:

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VISITORS TO THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES'
FACILITIES

1. Report immediately to the main office of the building they intend to visit.
2. Secure permission from the building administrator (or designee).
3. Wear prominently any visitor badge provided to them by the building administrator (or designee).
4. Sign-in and sign-out of the building pursuant to building protocol.

C. All visitors seeking entry into a classroom must:

1. Schedule classroom visits specifically, and in advance of their visit.

~~1. All visitors having business at the OHM BOCES must report to the respective Main Office immediately upon entering a building, sign in, and receive the permission of the appropriate administrator or his/her designee before proceeding on with the visit. The visitor must sign out at the conclusion of the visit.~~

~~2. Parents are welcome at OHM BOCES.~~

~~Visitations to classrooms for any purpose require permission from an administrator or his/her designee in order to allow teachers the opportunity to accommodate classroom schedules. Parents or guardians wishing to speak with a specific teacher concerning the progress of their child must make an appointment with the teacher, in addition to obtaining the permission of the appropriate Administrator or his/her designee.~~

~~Parents are encouraged to visit school counselors, school nurses, school psychologists and other support personnel by appointment to discuss any concerns the parent or guardian may have regarding a student.~~

~~D. Any visitors wishing to inspect school records must comply with all applicable Board of Cooperative Educational Services rules and regulations.~~

~~E. No staff member shall transact business with, or permit the continuing presence in the OHM BOCES of, a visitor who has not been duly registered. Unauthorized visitors must be reported to the appropriate administrator or his/her designee.~~

III. Penalties for Violation

POLICY

Draft 10/22/2021
1003

COMMUNITY RELATIONS

VISITORS TO THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES'
FACILITIES

- A. The District Superintendent and his/her designees possess retain the authority to prohibit entry of any person to the OHM BOCES premises, or to expel any person from the OHM BOCES premises, when the presence of that person is unauthorized or disruptive. If the person refuses to leave the grounds or is disruptive, the District Superintendent and his/her designees is authorized to request assistance from law enforcement agencies.

- B. Unauthorized visitors to the OHM BOCES grounds or facilities are subject to arrest under Sections 140.10 and 240.35 of the NYS Penal Law.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Cross Ref: 1005, Code of Conduct
1300, Records Management
7400, Education Records

Legal Ref: NYS Education Law §2801

Adopted: 03/12/03

Revised: 04/11/18, _____

Policy

Draft 10/22/2021

1004

COMMUNITY RELATIONS

VOLUNTEERS

~~I. The Board of Cooperative Educational Services recognizes the need to develop a volunteer program to support OHM BOCES programs and activities.~~

I. Statement of Policy

Volunteers are persons who are willing to donate their time and energies to assist OHM BOCES personnel in implementing various phases of OHM BOCES programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the OHM BOCES' insurance program.

II. Applicants

Although volunteers are not subject to the State Education Department's fingerprinting clearance process, the Board of Cooperative Educational Services has an interest in ensuring that volunteers are appropriately screened to perform supervised duties on behalf of the OHM BOCES. The Board of Cooperative Educational Services process for approving volunteers is as follows:

- A. Each applicant for volunteer status must complete the OHM BOCES' volunteer application form and must be interviewed by an appropriate administrator. After the application and interview are completed, the administrator who interviewed the applicant will confer with the District Superintendent of Schools.
- B. The District Superintendent has the discretion to accept or reject applications for volunteer status. No volunteer may commence service until the District Superintendent approves him or her for volunteer services.
- C. Volunteers who provide casual or infrequent service (such as a parent assisting with a class field trip, etc.) are not required to undergo the formal volunteer approval process detailed above.
- D. Volunteers to specific classrooms are under the direct supervision of the classroom teacher.

III. General Guidelines

- A. Volunteers are expected to become familiar with and to abide by all relevant Board of Cooperative Educational Services policies, regulations and practices. Of particular significance to volunteers, are the Board of Cooperative Educational Services' policies governing student privacy, the maintenance of public order on OHM BOCES property and child abuse.

POLICY

Draft 10/22/2021
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COMMUNITY RELATIONS

VOLUNTEERS

- B. Volunteers may not teach or provide the initial instruction for accomplishing educational objectives; but they may reinforce skills taught by the professional staff.
 - C. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
 - D. Volunteers may not be assigned the responsibility for discipline of students but may assist the employee in maintaining proper behavior of students and report behavioral problems to the employee for appropriate action.
 - E. Volunteers are not to be given or accept responsibility for the supervision of a class in absence of the employee.
 - F. Volunteers are not to contact parents/guardians regarding the performance of students or write comments on any paper/school work sent home.
 - G. During OHM BOCES hours, volunteers must sign in and out in the main office or an alternative area designated for this purpose, unless it is determined otherwise by the appropriate administrator.
- IV. The District Superintendent retains the right to withdraw permission previously given for the services of any volunteer at any time without cause.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: Volunteer Protection Act of 1997, 42 USC 14501; NYS Education Law §§3023 and 3028; NYS Public Officers Law §18

Adopted: 07/10/02

Revised: 04/11/18, _____

Policy

Draft 08/05/2020

7602 DELETE

STUDENTS

COMPLAINTS AND GRIEVANCES BY STUDENTS

While students have the responsibility to abide by the policies and regulations of the OHM BOCES, they shall be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal. Administration shall be responsible for:

- A. Establishing rules and regulations for the redress of complaints or grievances through proper administration channels;
- B. Developing an appeals process;
- C. Ensuring that students have full understanding and access to these regulations and procedure; and
- D. Providing prompt consideration and determination of student and grievances.

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 11/13/13, _____

**BOCES Consortium of Continuing Education
Policy Board Meeting**

VIII. Board Topic(s)/Discussion Item(s)
Minutes of the Consortium of Continuing
Education Policy Board Meeting
December 8, 2021

October 28, 2021 – 2:00 pm

**Rome ACCESS Site
266 West Dominick Street
Rome, New York 13440**

Minutes

Policy Board Present:

Dr. John Costello
Mr. Richard Engelbrecht
Mr. John Salerno
Mr. Scott Budelmann
Dr. Patricia Kilburn

Mr. Gary Nelson - absent

Staff Present:

Brenda Wolak

Everyone was welcomed and the meeting was called to order at 2:00 pm by Brenda Wolak.

Social Emotional Learning

A brief discussion about the importance of Social Emotional Learning (SEL) started the meeting. Brenda Wolak shared the following from <https://blog.edmentum.com/administrator-tips-7-sel-meeting-strategies-you-can-use-your-teachers>.

“Because our emotional state and a sense of connectedness directly impact productivity, it is essential, particularly in a time of crisis, to take the temperature of our team and to provide support where needed. Leaders who put compassion at the forefront create teams that care for one another and adapt more easily.”

Each member then shared “One thing they planned to do that week to support their self-care.”

Motions Required

Policy Board Chair and Vice Chair

John Salerno nominated Richard Engelbrecht to be the Policy Board Chairperson for FY22; Dr. Costello seconded the motion. Richard Engelbrecht nominated Gary Nelson to be the Vice Chairperson for FY22, seconded by Dr. Costello. Motion carried.

Minutes from the October 20, 2020 Meeting

Dr. John Costello made a motion to accept the minutes of the October 20, 2020 meeting; John Salerno seconded the motion. Motion carried.

Director's Report:

Literacy and Vocational Programs operated at a deficit of (\$217,360.00) last fiscal year. The primary cause of the deficit was due to the COVID pandemic. Adult students were reluctant to return to the daytime Literacy programs when their children were home or doing school virtually. Attendance in the literacy programs has seen a steady increase with the traditional back to school in September 2021.

Efforts were made consistently throughout the year to reduce costs and minimize the deficit. There was a (\$223,585.00) reduction in professional salaries due to resignations and retirements. We moved teachers and combined classroom to support programming with existing staff.

The nursing programs continued to be strong and weather to storm of being in-person, then flipping to remote and back to in-person due to positive COVID tests and quarantine. Our students and staff proved to be extremely resilient.

Adult Career and Technical Education Report shows we have increased enrollment in most all vocational and avocational programs and are close to the total for FY 21 with only 4 months enrollment reflected for FY 22.

Health Occupation Programs Update

New Health Occupations Coordinator, Kelly Woodcock, RN, BSN, CIC employment start date October 4, 2021 – resume included in the Policy Board packet.

New Health Occupation Instructors hired and approved by NYSED:

Dawn O'Donnell, MS, RN

Master Instructor Utica PT LPN

Amy Ernst, RN, BSN

Master Instructor Verona LPN

Jordynn Odin, RN

Certified Nurse Aide Instructor
(Program restarted 10/18/2021)

Current LPN Program:

Utica full-time program nearing completion – December 2021

Utica part-time program started July 13, 2021

Verona full-time program will begin Monday, November 1, 2021

REACH GRANT for Health Occ Programs

BCCE successfully worked in collaboration with the Workforce Development Board to secure the Rural Employment and Advancement in Health Careers (REACH) grant and continues to participate in the steering committee for this funding.

The grant supports Health Occupations training for Practical Nursing, Certified Nurse Aide, Home Health Aide, Medical Assistant (both clinical and administrative), Dental Assistant, Phlebotomy and EKG Technician.

Since August 2021, we have received and processed 45 Individual Training Agreements through the REACH grant and have another 13 currently in process for various health occupations programs.

CARES Act Funding:

In response to the COVID pandemic, the Federal Education Department established grant opportunities for "higher education" programs. The BOCES LPN program was eligible to receive those grant funds. We applied for the initial grant and received two (2) supplemental grants totaling \$748,431.00. The funding was used to support both our staff and students.

- A portion of the grant was direct student support for additional costs incurred due to COVID such as rent, childcare, transportation or needed technology such as a laptop or Wi-Fi for their home.
- We used funds to purchase updated Chromebooks for all students with built-in video and audio technology to support virtual learning.
- Master Instructors were supported with additional training on flipping classroom to remote learning and additional planning and prep time to adjust the curriculum.
- BOCES made significant investments in the clinical skills labs at both the Verona and Utica campus to provide students with clinical experiences that would mirror those typically received in our partnering healthcare facilities that were no longer available to our students due to COVID.

Funding Sources

- **Employment Preparation Education (EPE)** – primary funding for Literacy Programs \$1,515,736.00.
- **Workforce Innovation and Opportunities Act (WIOA)** funding to support Literacy Programs in Adult Basic Education, Integrated English Language and Civics Education, Corrections and three (3) Literacy Zones \$832,232.00.
- **Perkins** Grant for Vocational programming \$80,778.00. The majority of which will be spent to purchase a skid steer for the Heavy Equipment Program and will be shared with the Heavy Equipment and Conservation secondary programs at Rossetti.
- **Trade Act Funding** – Adult & Continuing Ed has been collaborating with the Working Solutions office in Herkimer to provide customized training programs for the Remington Arms laid-off workers. Customized training programs were developed to meet the requirements of the Trade Act Funding for these individuals.

Accreditation:

Council of Occupational Education (COE)

- Submitted Letter of Interest from Scott Budelmann
- Senior Coordinator, Randy Raux and Vocational Coordinator Natalie Zumpano attended the virtual Candidacy Conference the week of October 18, 2021.
- It is approximately a 2 year process to gain accreditation.
- Having the accreditation will allow our students in larger programs such as Cosmetology and HVAC to obtain students loans through FAFSA.
- The LPN program is currently accredited by the New York State Board of Regents which allows those students to be eligible for FAFSA. This additional accreditation will strengthen that program.

Initial programs to be accredited: LPN, HVAC, Cosmetology

Comments & Discussions:

- Dr. Costello requested information on the upcoming welding programs. (a letter with detailed information was sent on October 29, 2021)
- Dr. Costello also mentioned potential ESL programs at the Greenhouses in Wampsville. We have had meetings regarding providing this programming for them, however they have not been willing to collaborate with us to date. We will reach out them again and discuss ESL classes for their workers.
- Dr. Kilburn suggested we reach out to the Refugee Center in anticipation of refugee and immigrant policies changing. Rita Kenyon, Corporate and Community Education Coordinator will make contact.
- Dr. Kilburn also discussed collaboration on social media and cross marketing. Brenda will email contact information to her office for the Madison-Oneida BOCES points of contact. Spana Kollali, skollali@moboces.org and Rachel Burleigh, rburleigh@bocesce.org.

The next meeting will be in April/May 2022.

There being no other business, the meeting was adjourned at 3:30 pm.