



## **AGENDA**

Cooperative Board Regular Meeting  
**December 11, 2024 at 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

- Student Presenters – None

**4:35** IV. Recognition of Visitors

**4:45** V. Communications

A. From the Floor

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

B. Correspondence

**4:50** VI. Reports

Rural Schools Association Winter Conference, Saratoga Springs,  
December 4 – 5, 2024 – attended by Michelle Anderson, Russell  
Stewart, Patricia Kilburn, Ed.D., and Scott Morris attended

- District Superintendent Reports
- General Updates
- Strategic Planning

**5:00 VII.**      A.    Approval of the Minutes of the Regular Meeting of November 13, 2024 (page 13)

**5:05 VIII.**      **EXECUTIVE SESSION**

Executive Session Items:

X	discussing the employment history of a particular person(s)
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
X	discussing collective negotiations pertaining to the BAA 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

**5:15 IX.**      **Approval of Consent Agenda (B., C., D.)**

B.    Financial Report (page 3 5 )

1.    Acceptance of Report of the Treasurer, October
2.    Approval of 2024-2025 Budget Adjustment Report, October

C. Personnel Report (page 53)

- a. Retirements
  - 1. Non-Instructional/Classified Staff
- b. Resignations
  - 1. Teaching/Certified Staff
  - 2. Non-Instructional/Classified Staff
- c. Appointments
  - 1. Teaching Staff/Certified Staff
    - a. Recommendation for Probationary Appointment(s)
    - b. Recommendation for Temporary Appointment(s)
    - c. Recommendation for Decrease in FTE
  - 2. Non-Instructional/Classified Staff
    - a. Recommendation for Provisional Appointment – Civil Service Competitive Title
    - b. Recommendation for Probationary Appointment(s)
    - c. Recommendation for part-time Appointment
    - d. Recommendation for Temporary Appointment(s) from Civil Service Listing
    - e. Recommendation for Permanent Appointment(s) from Civil Service Listing.
- d. Stipends
  - 1. Teaching/Certified Staff
    - a. Recommendation for Additional Stipends

D. Action Items (page 79)

- 1. Approval of Board Policies: 4501 Competitive Bidding; 4502 Non-Bid Purchasing; 4503 Purchase Orders; 4504 Sale and Disposal of OHM BOCES Property; 4506 Procurement-Uniform Guidance for Federal Awards; Petty Cash Management; Activity Funds and Student Clubs  
**(Second Reading)**
- 2. Approval of the creation of a Building Inspector position
- 3. Approval of Honor Society Activity Fund
- 4. Approval of Acceptance of Gift from New York Power Authority

Agenda  
Cooperative Board Regular Meeting  
December 11, 2024  
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**5:25** X. Board Topic(s)/Discussion Item(s)

**5:30** XI. Old Business

- Board Self Evaluation

**5:40** Adjournment

**5:45** Dinner

ONEIDA-HERKIMER-MADISON BOCES  
TREASURER'S REPORT  
DECEMBER 2024 BOARD MEETING

FOR THE MONTH ENDING OCTOBER 2024

BANK BALANCES BY FUND:

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	8,263.46	15.44	-	8,278.90
GENERAL	JPM/CHASE	MMKT	5,168,243.02	14,586,220.04	5,709,578.06	14,044,885.00
GENERAL-MULTI C/E JPM/CHASE	CHECK		1,703,503.97	5,136,204.86	5,118,254.57	1,721,454.26
GENERAL-MULTI C/R JPM/CHASE	CHECK		185,607.89	13,865,763.88	14,050,000.00	1,371.77
GENERAL-LEARNING JPM/CHASE	CHECK		1,493.56	576.12	-	2,069.68
GENERAL-MULTI C/R NBT	MMKT		11,104.72	15,280.00	25,380.00	1,004.72
GENERAL FUND	MCB	MMKT	577,415.61	2,325.77	-	579,741.38
LUNCH-MULTI C/D JPM/CHASE	CHECK		-	505,607.98	505,607.98	-
LUNCH-MULTI C/R JPM/CHASE	CHECK		1,249.24	15,056.05	15,000.00	1,305.29
LUNCH C/R JPM/CHASE	CHECK		2,957.81	18,206.35	20,000.00	1,164.16
LUNCH-MULTI C/R NBT	MMKT		18,853.97	26,984.01	25,000.00	20,837.98
LUNCH FUND	MCB	MMKT	2,061,676.28	8,294.59	-	2,069,970.87
SPEC AID-MULTI C/R NBT	MMKT		-	-	-	-
SPEC AID-MULTI C/R JPM/CHASE	CHECK		1,406.74	-	-	1,406.74
SPEC AID-MULTI C/D JPM/CHASE	CHECK		-	13,473.87	13,473.87	-
TRUST/CM SCHOL NBT	MMKT		-	-	-	-
TRUST/CM SCHOL JPM/CHASE	MMKT		70,450.66	131.63	-	70,582.29
EXTRA-CURR/CM JPM/CHASE	MMKT		21,802.50	5,084.72	995.54	25,871.68
TOTAL CASH			9,834,029.43	34,199,205.31	25,483,290.02	18,549,944.72

TOTAL CASH BY FUND:

CAPITAL	8,278.90
GENERAL	16,350,526.81
SCHOOL LUNCH	2,093,278.30
SPECIAL AID	1,406.74
SCHOLARSHIPS	70,582.29
EXTRA-CURRICULAR	25,871.68
	18,549,944.72

TOTAL CASH BY BANK:

MCB	2,649,712.25
JPM/CHASE	15,878,389.77
NBT	21,842.70
	18,549,944.72

CHECKING RECONCILIATION:

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
11,514,890.21	9,793,435.95	1,721,454.26

27,062.48	1,190.80	25,871.68
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CERTIFICATION:

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

*Christine Turczyn*  
CHRISTINE TURCZYN TREASURER  
*Michelle North*  
MICHELE NORTH DEPUTY TREASURER

IX B. 1.  
Acceptance of Report of  
the Treasurer, October 2024  
December 11, 2024

**TREASURER'S REPORT SUMMARY  
DECEMBER 2024 BOARD MEETING  
FOR THE MONTH ENDING OCTOBER 2024**

TOTAL CASH BY FUND AS OF:		October 31, 2024
CAPITAL		8,278.90
GENERAL		16,350,526.81
SCHOOL LUNCH		2,093,278.30
SPECIAL AID		1,406.74
SCHOLARSHIPS		70,582.29
EXTRA-CURRICULAR		25,871.68
		18,549,944.72

**GENERAL FUND**

REVENUE STATUS AS OF: October 31, 2024				
Original Estimate	Adjustments	Current Estimate	Year to Date	Anticipated Balance
94,356,575.45	12,971,388.76	107,327,964.21	20,486,746.22	85,157,434.71
				Excess Revenue
				117,978.96

BUDGET STATUS AS OF: October 31, 2024				
Initial Appropriation	Adjustments	Current Appropriations	Year to Date Expenditures	Encumbrance Outstanding
94,356,575.45	12,971,388.76	107,327,964.21	24,466,712.54	51,183,968.29
				Unencumbered Balance
				31,677,283.38

**SCHOOL LUNCH FUND**

REVENUE STATUS AS OF: October 31, 2024				
Original Estimate	Adjustments	Current Estimate	Year to Date	Anticipated Balance
7,967,300.00	205,000.00	8,172,300.00	1,368,038.77	6,809,718.18
				Excess Revenue
				5,456.95

BUDGET STATUS AS OF: October 31, 2024				
Initial Appropriation	Adjustments	Current Appropriations	Year to Date Expenditures	Encumbrance Outstanding
7,967,300.00	205,000.00	8,172,300.00	1,086,392.94	3,596,310.60
				Unencumbered Balance
				3,479,596.46

**ADJUSTMENTS OVER 10%**

CODE	\$ CHANGE	EXPLANATION
A202 Intense Mang. Needs/Madison BOCES	138,754	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A214 Sondry Int.Mgt.Needs/Madison BOCES	(182,790)	Madison-Oneida BOCES Reconciliation of Services
A225 Elementary IMN/Madison BOCES	339,437	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A230 Intense Mgmt Needs/Madison BOCES	48,363	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A315 Speech Impaired	166,766	Reconciliation to Actual and Summer Billing
A332 Curriculum Supervision	67,825	Curriculum Supervision adjustments for Timesheets of Services provided
A415 Portable Planetarium	4,225	Additional Sessions billed
A426 Distance Learning/Madison BOCES	116,298	Madison Oneida BOCES Distance Learning - Virtual Tutoring Services added (Whitesboro)
A480 Early College Access-Dual Credit	226,338	Billing for new service for 24-25
A511 Sch Curric/Capital Region BOCES	6,846	Capital Region BOCES XC Super Eval Licenses (New Hartford)
A518 Science Kits	(142,960)	Adjustment to Actual for Nassau BOCES
A586 Learning Technology/Cayuga BOCES	77,412	Cayuga BOCES XC Usherwood Leasing (Whitesboro)
A607 Staff Development Bus Drivers	4,144	Billing for Bus Driver & Bus Monitor Attendant Trainings
A640 Drug Testing/Jeff-Lewis BOCES	3,496	Jeff-Lewis BOCES -Drug Testing monthly billing
A645 Infinite Campus/Eastern Suffolk BOCES	1,150	E. Suffolk BOCES -Infinite Campus (Sauquoit Valley)
A664 Data Analytics/Clinton Essex BOCES	10,542	Clinton-Essex BOCES - XC Clear Gov Subscription (Oriskany)
A679 Planning Service/Erie 2 BOCES	51,150	Erie 2 BOCES -Leadership Coaching & Prof Dev Leadership Solutions Advisors (Holland Patent)

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

BOARD MEETING PRESENTATION  
October 31, 2024

CHECKING ACCOUNT - NBT BANK

CLUB ACCOUNT BALANCES

BALANCE: BEGINNING OF THE MONTH	\$	21,802.50	FUTURE FARMERS OF AMERICA	\$	14,619.06
PLUS: RECEIPTS	\$	5,064.72	SKILLS USA	\$	6,156.49
LESS: EXPENDITURES	\$	(995.54)	P-TECH	\$	4,822.43
BALANCE: END OF MONTH	\$	25,871.68	SALES TAX	\$	273.70
BANK RECONCILIATION			ACCOUNT TOTALS, END OF MONTH	\$	25,871.68

BALANCE PER BANK STATEMENT \$ 27,062.48

PLUS: DEPOSITS IN TRANSIT \$ -

LESS: OUTSTANDING CHECKS \$ (1,190.80)

RECONCILED BALANCES \$ 25,871.68

CASH: END OF MONTH

\$ 25,871.68

CASH: END OF MONTH

\$ 25,871.68

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



TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

# RECONCILING ITEMS

## DEPOSITS IN TRANSIT

DATE

AMOUNT

TOTAL

## OUTSTANDING CHECKS

CHECK NUMBER

AMOUNT

1280	60.65
1329	50.00
1332	50.00
1369	120.00
1429	125.00
1433	50.00
1451	472.75
1452	60.00
1453	152.40
1454	50.00
	<u>1,190.80</u>



ONEIDA HERKIMER MADISON BOCES

Revenue Status Report As Of: 10/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
001 ADMINISTRATIVE COSER			4,293,680.36	157,955.00	4,451,635.36	648,196.24	3,665,759.10	20,274.98
002 CAPITAL/RENT EXPENDITURES			3,394,208.00	0.00	3,394,208.00	678,841.59	2,715,366.41	0.00
101 OCCUPATIONAL EDUCATION			9,465,979.00	-433,791.32	9,032,187.68	1,812,925.51	7,218,535.34	1,847.85
102 ADULT EDUCATION			45,427.75	0.00	45,427.75	9,085.55	36,342.20	0.00
103 SECONDARY OCC ED/MADISON BOCES			22,890.00	-22,890.00	0.00	4,578.00	0.00	4,578.00
107 CTE-HANDICAPPED			765,000.00	-6,229.68	758,770.32	151,300.00	605,200.00	0.00
109 OCC. ED./MADISON BOCES XC			43,184.00	1,228.00	44,412.00	8,882.40	35,529.60	0.00
201 8:1:2 PROGRAM			8,900,123.26	40,392.06	8,940,515.32	1,787,615.15	7,150,460.61	0.00
202 INTENSE MGMT NEEDS/MADISON BOCES			73,034.42	65,719.58	138,754.00	0.00	138,754.00	0.00
204 12:1:1 MILD/MODERATE PROGRAM			2,297,649.44	-108,677.56	2,188,971.88	437,794.37	1,751,177.51	0.00
205 SPECIAL CLASS: OPTION 2/MADISON BOCE			368,320.00	-26,120.00	342,200.00	62,696.20	279,503.80	0.00
206 TRANSITIONAL PLNG & IMPLEMENTATION			976,408.00	42,884.10	1,019,292.10	189,905.60	829,386.50	0.00
209 12:1:4 DEV/MD PROGRAM			6,997,076.09	537,753.66	7,534,829.75	1,506,272.30	6,025,089.23	0.00
214 SPECIAL ED: OPTION III/MADISON BOCES			379,855.00	-178,467.00	201,388.00	76,835.60	124,552.40	0.00
216 6:1:2 PROGRAM			2,209,019.50	163,473.95	2,372,493.45	473,460.70	1,893,842.80	0.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCE			242,848.50	120,966.50	363,815.00	75,739.80	288,075.20	0.00
225 ELEM IMN 6:1:2.5/MADISON			553,849.00	113,533.00	667,382.00	65,589.00	601,793.00	0.00
228 SKILLS DEV-ELEM (12:1:1)/MADISON BOC			83,833.00	608,145.00	691,978.00	126,519.40	565,458.60	0.00
230 INTENSE MGMT NEED/MADISON BOCES			0.00	249,113.00	249,113.00	40,150.00	208,963.00	0.00
232 AUTISM-SECONDARY(6:1:1)/MADISON BOCE			166,520.00	-46,845.00	119,675.00	25,005.40	94,669.60	0.00
303 ART			155,511.60	155,511.60	311,023.20	62,208.00	248,818.56	3.36
305 GUIDANCE			272,076.00	-54,415.20	217,660.80	43,532.16	174,128.64	0.00
306 TECHNOLOGY			90,413.40	0.00	90,413.40	18,082.68	72,330.72	0.00
308 PHYSICAL EDUCATION			148,095.00	0.00	148,095.00	32,264.30	118,476.00	2,645.30
310 NURSE PRACTITIONER			367,396.40	-23,350.41	344,045.99	67,560.24	276,485.75	0.00
312 SCHOOL PHYSICIAN			57,257.13	2,042.25	59,299.38	11,859.84	47,439.54	0.00
313 SCHOOL PSYCHOLOGIST			302,810.40	33,204.81	336,015.21	60,562.08	274,772.40	0.00
314 SCHOOL SOCIAL WORKER			288,078.00	-82,233.00	205,845.00	41,154.00	164,616.00	0.00
315 SPEECH IMPROVEMENT			793,203.00	132,023.40	925,226.40	151,692.00	773,534.40	0.00
316 VISUALLY IMPAIRED			119,557.50	398.52	119,956.02	23,911.50	96,044.52	0.00
318 DEAF			158,188.28	0.00	158,188.28	31,637.66	126,550.62	0.00
321 PHYS. THERAPY			169,740.00	0.00	169,740.00	33,948.00	135,792.00	0.00
322 OCCUPATIONAL THERAPY			225,304.80	0.00	225,304.80	45,060.96	180,243.84	0.00
325 HOME ECONOMICS			101,420.00	-40,568.00	60,852.00	12,170.40	48,681.60	0.00
326 ENGLISH/SECOND LANG. INTSR.			586,251.00	-98,794.15	487,456.85	93,787.16	393,849.69	180.00
332 CURRICULUM SUPERVISION COORDINATION			0.00	117,568.36	117,568.36	6,929.52	110,638.84	0.00
338 MUSIC TEACHER			264,480.00	37,468.00	301,948.00	60,977.33	240,970.67	0.00
345 SHARED BUSINESS OFFICIAL			0.00	17,700.00	17,700.00	0.00	0.00	0.00
346 AUDIOLOGY/OSWEGO BOCES			237,689.63	-26,665.19	211,024.44	41,309.53	169,714.91	0.00
355 GENERAL SUPERVISION COORDINATION			91,497.00	0.00	91,497.00	18,299.40	73,197.60	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: 10/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
357 BILINGUAL/ESL ITINERANT MADISON BOCE			22,640.00	-22,640.00	0.00	4,528.00	0.00	4,528.00
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES			15,840.00	4,537.50	20,377.50	2,704.16	17,673.34	0.00
405 PERFORMING ARTS			411,363.18	-23,513.35	387,849.83	83,248.96	311,023.37	6,572.50
408 ALTERNATIVE EDUCATION			7,891,028.40	-227,690.96	7,663,337.44	1,561,679.68	6,109,248.32	16,806.00
410 HOSPITAL BASED/ONONDAGA BOCES			8,856.00	0.00	8,856.00	1,771.20	7,084.80	0.00
411 ALTERNATIVE H.S. EQUIV			0.00	116,190.00	116,190.00	23,238.00	92,952.00	0.00
415 PORTABLE PLANETARIUM			5,850.00	18,526.00	24,376.00	2,015.00	8,385.00	0.00
417 GED - EA - MADISON BOCES			141,621.68	729.36	142,351.04	28,490.12	113,860.92	0.00
420 REGIONAL PROGRAM EXCELLENCE			199,486.00	-26,412.00	173,074.00	34,614.80	138,459.20	0.00
426 DISTANCE LEARNING/MADISON BOCES			675,806.78	177,140.72	852,947.50	148,412.86	704,534.64	0.00
428 SUMMER SCHOOL			530,835.00	495,261.00	1,026,096.00	222,843.64	803,258.74	6.38
438 DISTANCE LEARNING			1,917,064.30	159,443.55	2,076,507.85	347,896.33	1,416,815.46	58.19
461 DISTANCE LEARNING/CAPITAL REGION BOC			0.00	9,828.13	9,828.13	1,965.62	7,862.51	0.00
462 EXPLORATORY ENRICHMENT/MONROE 2			0.00	266,631.75	266,631.75	53,326.35	213,305.40	0.00
479 DL SYNERGY VIRTUAL HS/CITI BOCES			47,790.00	1,680.00	49,470.00	9,894.00	39,576.00	0.00
480 Early College Access - Dual Credit			0.00	452,676.00	452,676.00	0.00	452,676.00	0.00
502 EDUCATIONAL COMMUNICATIONS			1,135,512.32	190.67	1,135,702.99	215,233.96	906,886.67	771.61
504 TECHNICAL REPAIR SERVICE			1,032,424.00	317,432.39	1,349,856.39	209,197.98	851,495.66	78.89
505 PRINTING			1,426,424.00	78,989.25	1,505,413.25	291,566.04	1,154,296.06	5,766.04
509 SCH. CURR/CAYUGA BOCES			41,908.44	-8,634.72	33,273.72	6,969.38	26,674.49	370.15
510 LEARNING TECHNOLOGY			3,618,420.68	1,866.38	3,620,287.06	691,747.24	2,758,816.85	0.00
511 SCH. CURR./CAPITAL REGION			0.00	10,489.80	10,489.80	728.66	9,761.14	0.00
513 SCH CURR./FRANKLIN BOCES			0.00	1,985.00	1,985.00	220.56	1,764.44	0.00
514 MODEL SCHOOLS-MADISON BOCES			275,980.65	2,325.35	278,306.00	55,661.20	222,644.80	0.00
515 COMMON LEARNING OBJ-MADISON BOCES			3,115,007.23	450,189.97	3,565,197.20	704,153.22	2,861,043.98	0.00
518 SCIENCE KITS			1,410,632.29	-129,109.08	1,281,523.21	278,334.61	979,391.19	0.00
520 SCH CURR./MADISON BOCES			1,000.00	-1,000.00	0.00	0.00	0.00	0.00
521 SCHOOL CURRICULUM IMPROVEMENT SERVIC			2,346,748.00	-107,264.06	2,239,483.94	432,996.17	1,806,487.77	0.00
535 SCH CURRIC/HERKIMER BOCES			170.30	-102.18	68.12	13.62	54.50	0.00
538 MODEL SCHOOLS			140,974.32	4,981.00	145,955.32	29,191.08	116,764.24	0.00
543 HRD/SFTWARE/OSWEGO BOCES			3,625.10	10,103.37	13,728.47	2,384.67	11,343.80	0.00
545 COMMUNITY SCHOOL RESOURCES			2,848,400.06	8,026,253.13	10,874,653.19	2,048,356.19	8,826,297.00	0.00
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES			3,020.35	30.00	3,050.35	610.08	2,440.27	0.00
549 SEC III INTERSCHOLASTIC SPORTS/OCM B			73,268.52	7,866.95	81,135.47	16,596.77	64,538.70	0.00
555 SUPERINTENDENT EVAL/ERIE 2 BOCES			7,565.00	374.48	7,939.48	1,587.90	6,351.58	0.00
560 CPSE			176,088.00	-37,584.00	138,504.00	27,700.80	110,803.20	0.00
565 SCH CURRICULUM/ERIE 2 BOCES			6,600.00	-6,600.00	0.00	1,320.00	0.00	1,320.00
570 HOME SCHOOL COORDINATION/MADISON BOC			0.00	3,109.00	3,109.00	621.80	2,487.20	0.00
573 INSTR TECHNOLOGY/CAP REGION BOCES			1,751.12	1,508.63	3,259.75	651.95	2,607.80	0.00
574 SABA (SCHOOL AND BUSINESS ALLIANCE)			662,726.00	78,286.00	741,012.00	148,426.92	592,809.60	224.52

\* 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: 10/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
575 VOCATIONAL ASSESSMENT			4,750.00	0.00	4,750.00	950.00	3,800.00	0.00
576 LIBRARY MEDIA SERVICE			877,546.47	460.11	878,006.58	174,029.83	699,371.05	0.00
578 LIBRARY AUTOMATION - MADISON BOCES			163,288.00	5,657.00	168,945.00	33,618.89	135,326.11	0.00
579 DIVERSITY EQUITY & INCL/TOMPKINS BOC			1,436.00	-1,436.00	0.00	0.00	0.00	0.00
581 GRANT WRITING SVE/CAPITAL REG BOCES			0.00	19,819.88	19,819.88	3,963.98	15,855.90	0.00
586 LEARNING TECHNOLOGY/CAYUGA BOCES			0.00	77,411.98	77,411.98	0.00	77,411.98	0.00
601 COMPUTER SERVICES - MADISON BOCES			10,842,475.26	873,384.18	11,715,859.44	2,266,318.02	9,449,541.42	0.00
602 NEGOTIATIONS - MADISON BOCES			385,947.00	-173,985.00	211,962.00	42,088.07	169,873.93	0.00
603 SCHOOL COMMUNICATIONS			797,350.00	6,296.58	803,646.58	153,165.20	612,660.80	0.00
604 CENTRAL BUSINESS OFFICE			541,695.76	-8,273.50	533,422.26	106,684.46	426,737.80	0.00
607 STAFF DEVELOPMENT - BUS DRIVERS			0.00	4,966.02	4,966.02	164.38	4,801.64	0.00
609 PLANNING SER: MANAGEMENT OCM BOCES			56,198.00	1,812.00	58,010.00	11,473.80	46,536.20	0.00
610 TELEPHONE INTERCONNECT			737,582.66	267,834.85	1,005,417.51	138,643.92	554,912.13	0.00
611 REGIONAL BUS MAINTENANCE-MADISON BOC			175,000.00	0.00	175,000.00	35,000.00	140,000.00	0.00
612 HEALTH COORDINATION/HERKIMER BOCES			12,259.00	639.26	12,898.26	2,522.83	10,375.43	0.00
614 SAFETY TRAINING/HERKIMER BOCES			21,320.00	-21,320.00	0.00	0.00	0.00	0.00
615 POLICY PLANNING ERIE I			13,289.38	619.46	13,908.84	2,781.76	11,127.08	0.00
616 EMPLOYEE ASSISTANCE PROGRAM			21,344.00	0.00	21,344.00	4,268.80	17,075.20	0.00
618 EMPLOYEE BENEFIT COORDINATION			137,150.00	0.00	137,150.00	27,430.00	109,720.00	0.00
620 SAFETY COORDINATOR			994,142.05	52,485.39	1,046,627.44	190,879.91	762,924.70	200.00
621 COORDINATION OF INSURANCE MANAGEMENT			7,375.00	0.00	7,375.00	1,475.00	5,900.00	0.00
622 REGIONAL BUS RADIOS - MADISON BOCES			9,928.00	240.00	10,168.00	2,027.60	8,140.40	0.00
623 STATE AID PLANNING - QUESTAR III BOC			42,180.00	840.00	43,020.00	8,604.00	34,416.00	0.00
625 SUBSTITUTE TEACHER SERVICE			176,023.00	9,121.75	185,144.75	31,523.60	140,665.40	0.00
626 CENTRAL SCHOOL FOOD MANAGEMENT			1,163,607.76	0.00	1,163,607.76	218,020.67	945,622.09	35.00
627 RECORDS RETENTION			122,400.00	94,094.87	216,494.87	28,455.45	113,821.80	0.00
628 TELECOMMUNICATIONS			310,835.40	177,295.97	488,131.37	110,831.77	248,668.28	48,664.65
631 COOPERATIVE BID/MAD. BOCES			61,116.30	2,245.70	63,362.00	12,612.96	50,749.04	0.00
632 HEALTH CARE COORD./DELAWARE BOC			24,747.00	-24,747.00	0.00	874.89	0.00	874.89
633 GASB 45 PLNG/QUESTAR III			21,155.00	766.00	21,921.00	4,384.20	17,536.80	0.00
634 STAFF DEV BD OF ED - HERKIMER BOCES			15,422.11	0.00	15,422.11	3,084.39	12,337.72	0.00
636 GASB 45 PLANNING/CLINTON-ESSEX			12,470.00	5,200.00	17,670.00	3,534.00	14,136.00	0.00
637 FIXED ASSET INVENTORY/QUESTAR III			31,461.00	870.00	32,331.00	6,466.20	25,864.80	0.00
639 TRANSP./MADISON BOCES			90.00	2,163.00	2,253.00	494.65	1,758.35	0.00
640 DRUG TESTING/JEFF-LEWIS BOCES			18,525.25	-6,427.50	12,097.75	1,686.95	10,410.80	0.00
641 ON-LINE APPL/PUTNAM BOCES			43,493.25	938.63	44,431.88	8,886.38	35,545.50	0.00
645 INFINITE CAMPUS/E. SUFFOLK BOCES			0.00	1,150.00	1,150.00	0.00	1,150.00	0.00
646 MEDICAID REIMBURSEMENT/MADISON BOCES			29,292.50	174.67	29,467.17	5,854.32	23,612.85	0.00
648 ELECTION MGMT SYS/E. SUFFOLK			0.00	0.00	0.00	230.00	0.00	230.00
649 ACA COMPLIANCE/MADISON BOCES			17,287.05	1,112.25	18,399.30	3,679.86	14,719.44	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: 10/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
650 TESTING - NYS ALT ADDMT-CAP REGION B			83,252.40	-71,114.40	12,138.00	2,427.60	9,710.40	0.00
651 SCRIC/BROOME BOCES			61,400.76	13,982.92	75,383.68	15,076.80	60,306.88	0.00
655 SPECIAL ED AID ASSISTANCE SVC/QUESTA			32,279.00	1,331.00	33,610.00	6,722.00	26,888.00	0.00
656 EMPLOYEE RELATIONS/ONC BOCES			18,411.00	1,305.00	19,716.00	3,943.20	15,772.80	0.00
657 PROJECT WORK/CAPITAL REGION BOCES			0.00	28,485.00	28,485.00	5,697.00	22,788.00	0.00
658 COOP BID/DCMO BOCES			25,351.06	-414.86	24,936.20	6,900.98	19,948.96	1,913.74
659 TIER 4 ENHANCED/CAP REGION BOCES			241,927.56	-9,293.31	232,634.25	46,526.86	186,107.39	0.00
660 EMPLOYEE ASSISTANCE/DCMO BOCES			8,347.12	-8,347.12	0.00	28.91	0.00	28.91
661 WEB HOSTING/CAPITAL REGION BOCES			4,285.00	4,543.00	8,828.00	1,765.60	7,062.40	0.00
662 COMPUTER MANAGEMENT/S.WESTCHESTER BO			71,437.17	0.00	71,437.17	14,287.44	57,149.73	0.00
663 TRANSPORT PLANNING/FRANKLIN ESSEX BO			0.00	21,700.00	21,700.00	4,340.00	17,360.00	0.00
664 DATA ANALYTICS/CLINTON-ESSEX BOCES			0.00	10,541.67	10,541.67	0.00	10,541.67	0.00
679 PLANNING SERVICE/ERIE 2 BOCES			15,400.00	51,150.00	66,550.00	3,080.00	63,470.00	0.00
Total GENERAL FUND			94,356,575.45	12,971,388.76	107,327,964.21	20,486,746.22	85,157,434.71	117,978.96

Selection Criteria

Criteria Name: Shared: REV RPT FOR BD/MONTH Modified  
As Of Date: 10/31/2024  
Suppress revenue accounts with no activity  
Print Summary Only  
Sort by: Fund/CoSer  
Printed by MICHELE M. NORTH

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

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 10/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
001 ADMINISTRATIVE COSER		4,083,450.81	157,955.00	4,241,405.81	499,849.53	1,238,171.80	2,503,384.48
002 CAPITAL/RENT EXPENDITURES		3,394,208.00	0.00	3,394,208.00	2,898,216.30	392,109.70	103,882.00
101 OCCUPATIONAL EDUCATION		7,172,644.84	-475,553.42	6,697,091.42	1,119,811.78	5,230,970.25	346,309.39
103 SECONDARY OCC ED/MADISON BOCES		22,890.00	-22,890.00	0.00	0.00	0.00	0.00
105 SUMMER COSMETOLOGY		20,000.00	-20,000.00	0.00	0.00	0.00	0.00
107 CTE-HANDICAPPED		975,942.98	-6,229.68	969,713.30	96,052.36	663,487.64	210,173.30
109 OCC. ED./MADISON BOCES XC		43,184.00	1,228.00	44,412.00	4,441.20	0.00	39,970.80
201 8:1:2 PROGRAM		5,771,885.75	-175.94	5,771,709.81	654,728.54	4,406,347.93	710,633.34
202 INTENSE MGMT NEEDS/MADISON BOCES		73,034.42	65,719.58	138,754.00	0.00	0.00	138,754.00
204 12:1:1 MILD/MODERATE PROGRAM		1,365,466.21	-108,677.56	1,256,788.65	172,055.26	1,089,045.34	-4,311.95
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		368,320.00	-26,120.00	342,200.00	31,109.60	0.00	311,090.40
206 TRANSITIONAL PLNG & IMPLEMENTATION		917,772.00	42,884.10	960,656.10	8,787.60	6,720.00	945,148.50
209 12:1:4 DEV/MD PROGRAM		3,511,738.31	537,753.66	4,049,491.97	462,512.46	2,954,278.27	632,701.24
214 SPECIAL ED. OPTION III/MADISON BOCES		379,855.00	-178,467.00	201,388.00	20,138.80	0.00	181,249.20
216 6:1:2 PROGRAM		1,452,323.60	163,473.95	1,615,797.55	143,434.52	791,622.71	680,740.32
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		242,848.50	120,966.50	363,815.00	36,945.40	0.00	326,869.60
225 ELEM IMN 6:1:2.5/MADISON		553,849.00	113,533.00	667,382.00	33,970.10	0.00	633,411.90
228 SKILLS DEV-ELEM (12:1:1)/MADISON BOCES		83,833.00	608,145.00	691,978.00	63,259.70	0.00	628,718.30
230 INTENSE MGMT NEED/MADISON BOCES		0.00	249,113.00	249,113.00	18,852.00	0.00	230,261.00
232 AUTISM-SECONDARY(6:1:1)/MADISON BOCES		166,520.00	-46,845.00	119,675.00	11,967.50	0.00	107,707.50
303 ART		323,753.72	25,918.60	349,672.32	34,334.36	219,340.85	95,997.11
305 GUIDANCE		252,293.31	0.00	252,293.31	31,693.38	203,444.97	17,154.96
306 TECHNOLOGY		134,824.70	0.00	134,824.70	19,490.76	118,218.85	-2,884.91
307 ENGLISH		0.00	0.00	0.00	0.00	51,578.86	-51,578.86
308 PHYSICAL EDUCATION		289,595.39	0.00	289,595.39	38,508.23	245,727.41	5,359.75
310 NURSE PRACTITIONER		448,628.48	-23,350.41	425,278.07	70,870.16	380,845.66	-26,437.75
312 SCHOOL PHYSICIAN		63,686.22	2,042.25	65,728.47	13,882.88	55,531.51	-3,685.92
313 SCHOOL PSYCHOLOGIST		578,811.80	33,204.81	612,016.61	81,318.68	407,885.89	122,812.04
314 SCHOOL SOCIAL WORKER		301,508.81	-82,233.00	219,275.81	30,463.79	191,690.03	-2,878.01
315 SPEECH IMPROVEMENT		776,360.40	132,023.40	908,383.80	102,927.53	702,754.15	102,702.12
316 VISUALLY IMPAIRED		116,626.61	398.52	117,025.13	14,957.16	103,766.65	-1,698.68
318 DEAF		151,938.28	0.00	151,938.28	18,572.56	130,641.33	2,724.39
321 PHYS. THERAPY		163,110.45	0.00	163,110.45	21,650.27	144,194.65	-2,734.47
322 OCCUPATIONAL THERAPY		206,304.80	0.00	206,304.80	30,171.76	205,707.88	-29,574.84
325 HOME ECONOMICS		187,340.00	0.00	187,340.00	8,858.37	57,361.89	121,119.74
326 ENGLISH/SECOND LANG. INTR.		578,242.45	-66,224.65	512,017.80	72,442.49	482,483.69	-42,908.38
332 CURRICULUM SUPERVISION COORDINATION		0.00	117,568.36	117,568.36	83,661.44	0.00	33,906.92
338 MUSIC TEACHER		310,817.31	81,548.00	392,365.31	38,347.11	270,104.13	83,914.07
345 SHARED BUSINESS OFFICIAL		0.00	17,700.00	17,700.00	48,047.56	0.00	-30,347.56
346 AUDIOLOGY/OSWEGO BOCES		237,689.63	-26,665.19	211,024.44	36,278.74	0.00	174,745.70

# ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 10/31/2024

Fiscal Year: 2025

## Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
355 GENERAL SUPERVISION COORDINATION		89,997.00	0.00	89,997.00	21,576.04	66,808.36	1,612.60
357 BILINGUAL/ESL ITINERANT MADISON BOCES		22,640.00	-22,640.00	0.00	0.00	0.00	0.00
402 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		15,840.00	4,537.50	20,377.50	20,377.50	0.00	0.00
405 PERFORMING ARTS		410,074.20	-23,513.35	386,560.85	52,631.20	84,927.29	249,002.36
408 ALTERNATIVE EDUCATION		6,626,046.09	-240,535.46	6,385,510.63	871,949.57	5,132,261.96	381,299.10
410 HOSPITAL BASED/ONONDAGA BOCES		8,856.00	0.00	8,856.00	0.00	0.00	8,856.00
411 ALTERNATIVE H.S. EQUIV		0.00	116,190.00	116,190.00	0.00	0.00	116,190.00
415 PORTABLE PLANETARIUM		5,850.00	18,526.00	24,376.00	38.58	14,625.00	9,712.42
417 GED - EA - MADISON BOCES		141,621.68	729.36	142,351.04	13,807.90	0.00	128,543.14
420 REGIONAL PROGRAM EXCELLENCE		187,041.90	-26,412.00	160,629.90	33,699.68	89,181.50	37,748.72
426 DISTANCE LEARNING/MADISON BOCES		675,806.78	177,140.72	852,947.50	74,694.76	0.00	778,252.74
428 SUMMER SCHOOL		515,737.09	475,121.11	990,858.20	847,394.43	4,355.25	139,108.52
438 DISTANCE LEARNING		1,843,137.84	177,695.62	2,020,833.46	338,452.30	1,503,527.40	178,853.76
461 DISTANCE LEARNING/CAPITAL REGION BOCES		0.00	9,828.13	9,828.13	2,457.03	819.01	6,552.09
462 EXPLORATORY ENRICHMENT/MONROE 2		0.00	266,631.75	266,631.75	266,631.75	0.00	0.00
479 DL SYNERGY VIRTUAL HS/CITI BOCES		47,790.00	1,680.00	49,470.00	9,894.00	0.00	39,576.00
480 Early College Access - Dual Credit		0.00	468,888.00	468,888.00	57,750.00	173,250.00	237,888.00
502 EDUCATIONAL COMMUNICATIONS		1,171,404.29	190.67	1,171,594.96	231,192.36	455,494.40	484,908.20
504 TECHNICAL REPAIR SERVICE		1,317,705.36	322,004.89	1,639,710.25	412,587.09	862,467.75	364,655.41
505 PRINTING		1,425,141.06	80,989.25	1,506,130.31	547,796.31	1,027,276.93	-68,942.93
509 SCH. CURR/CAYUGA BOCES		41,908.44	-8,634.72	33,273.72	8,339.52	0.00	24,934.20
510 LEARNING TECHNOLOGY		3,526,362.55	1,866.38	3,528,228.93	1,031,971.77	1,257,405.07	1,238,852.09
511 SCH. CURR./CAPITAL REGION		0.00	10,489.80	10,489.80	0.00	10,489.80	0.00
513 SCH CURR./FRANKLIN BOCES		0.00	1,985.00	1,985.00	1,985.00	0.00	0.00
514 MODEL SCHOOLS-MADISON BOCES		275,980.65	2,325.35	278,306.00	27,830.60	0.00	250,475.40
515 COMMON LEARNING OBJ-MADISON BOCES		3,115,007.23	450,189.97	3,565,197.20	1,139,552.71	0.00	2,425,644.49
518 SCIENCE KITS		1,279,013.44	-129,109.08	1,149,904.36	248,174.57	592,564.34	309,165.45
520 SCH CURR./MADISON BOCES		1,000.00	-1,000.00	0.00	0.00	0.00	0.00
521 SCHOOL CURRICULUM IMPROVEMENT SERVICE		2,434,461.63	-73,952.96	2,360,508.67	546,345.56	884,672.85	929,490.26
528 SCH CURR./ONONDAGA BOCES		0.00	0.00	0.00	0.00	0.00	0.00
535 SCH CURRIC/HERKIMER BOCES		170.30	-102.18	68.12	0.00	0.00	68.12
538 MODEL SCHOOLS		315,499.32	4,981.00	320,480.32	81,987.36	228,201.18	10,291.78
543 HRD/SFTWARE/OSWEGO BOCES		3,625.10	10,103.37	13,728.47	4,061.52	0.00	9,666.95
545 COMMUNITY SCHOOL RESOURCES		2,790,497.60	8,058,647.71	10,849,145.31	2,505,661.73	6,607,081.77	1,736,401.81
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES		3,020.35	30.00	3,050.35	566.00	0.00	2,484.35
549 SEC III INTERSCHOLASTIC SPORTS/OCM BOCES		73,268.52	7,866.95	81,135.47	8,113.54	8,113.54	64,908.39
555 SUPERINTENDENT EVAL/ERIE 2 BOCES		7,565.00	374.48	7,939.48	793.95	793.95	6,351.58
560 CPSE		166,088.00	-37,584.00	128,504.00	38,173.18	124,844.11	-34,513.29
565 SCH CURRICULUM/ERIE 2 BOCES		6,600.00	-6,600.00	0.00	0.00	0.00	0.00
570 HOME SCHOOL COORDINATION/MADISON BOCES		0.00	3,109.00	3,109.00	310.90	0.00	2,798.10

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 10/31/2024

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
573 INSTR TECHNOLOGY/CAP REGION BOCES		1,751.12	1,508.63	3,259.75	3,259.75	0.00	0.00
574 SABA (SCHOOL AND BUSINESS ALLIANCE)		677,791.99	51,078.40	728,870.39	113,001.38	364,322.90	251,546.11
575 VOCATIONAL ASSESSMENT		13,250.00	0.00	13,250.00	0.00	0.00	13,250.00
576 LIBRARY MEDIA SERVICE		827,582.46	460.11	828,042.57	453,307.24	226,462.02	148,273.31
578 LIBRARY AUTOMATION - MADISON BOCES		163,288.00	5,657.00	168,945.00	16,970.00	0.00	151,975.00
579 DIVERSITY EQUITY & INCLTOMPKINS BOCES		1,436.00	-1,436.00	0.00	0.00	0.00	0.00
581 GRANT WRITING SVE/CAPITAL REG BOCES		0.00	19,819.88	19,819.88	4,954.98	1,651.66	13,213.24
586 LEARNING TECHNOLOGY/CAYUGA BOCES		0.00	77,411.98	77,411.98	8,601.33	0.00	68,810.65
601 COMPUTER SERVICES - MADISON BOCES		10,842,475.26	873,384.18	11,715,859.44	2,994,851.94	0.00	8,721,007.50
602 NEGOTIATIONS - MADISON BOCES		385,947.00	-173,985.00	211,962.00	21,114.80	0.00	190,847.20
603 SCHOOL COMMUNICATIONS		976,243.00	6,296.58	982,539.58	255,173.53	786,685.27	-59,319.22
604 CENTRAL BUSINESS OFFICE		522,847.94	-8,273.50	514,574.44	137,025.73	213,489.42	164,059.29
607 STAFF DEVELOPMENT - BUS DRIVERS		0.00	4,966.02	4,966.02	7,405.50	5,000.00	-7,439.48
609 PLANNING SER: MANAGEMENT OCM BOCES		56,198.00	1,812.00	58,010.00	5,801.00	5,801.00	46,408.00
610 TELEPHONE INTERCONNECT		749,485.66	267,834.85	1,017,320.51	275,418.51	556,683.02	185,218.98
611 REGIONAL BUS MAINTENANCE-MADISON BOCES		175,000.00	0.00	175,000.00	17,500.00	0.00	157,500.00
612 HEALTH COORDINATING/HERKIMER BOCES		12,259.00	639.26	12,898.26	2,579.66	0.00	10,318.60
614 SAFETY TRAINING/HERKIMER BOCES		21,320.00	-21,320.00	0.00	0.00	0.00	0.00
615 POLICY PLANNING ERIE I		13,289.38	619.46	13,908.84	4,636.28	0.00	9,272.56
616 EMPLOYEE ASSISTANCE PROGRAM		28,130.00	0.00	28,130.00	6,953.01	15,644.11	5,532.88
617 RECRUITING SERVICES		0.00	0.00	0.00	0.00	1,554.00	-1,554.00
618 EMPLOYEE BENEFIT COORDINATION		207,003.94	0.00	207,003.94	31,063.24	44,128.91	131,811.79
620 SAFETY COORDINATOR		1,042,530.35	51,854.86	1,094,385.21	222,748.31	614,694.69	256,942.21
621 COORDINATION OF INSURANCE MANAGEMENT		8,762.41	0.00	8,762.41	2,298.19	5,230.81	1,233.41
622 REGIONAL BUS RADIOS - MADISON BOCES		9,928.00	240.00	10,168.00	1,016.80	0.00	9,151.20
623 STATE AID PLANNING - QUESTAR III BOCES		42,180.00	840.00	43,020.00	43,020.00	0.00	0.00
625 SUBSTITUTE TEACHER SERVICE		166,266.73	9,121.75	175,388.48	29,183.54	77,190.77	69,014.17
626 CENTRAL SCHOOL FOOD MANAGEMENT		1,203,419.77	0.00	1,203,419.77	240,925.84	629,137.52	333,356.41
627 RECORDS RETENTION		126,774.62	94,094.87	220,869.49	65,762.72	62,960.85	92,145.92
628 TELECOMMUNICATIONS		337,121.74	177,295.97	514,417.71	97,431.63	369,010.47	47,975.61
631 COOPERATIVE BID/IMAD. BOCES		61,116.30	2,245.70	63,362.00	6,336.23	0.00	57,025.77
632 HEALTH CARE COORD./DELAWARE BOC		24,747.00	-24,747.00	0.00	0.00	0.00	0.00
633 GASB 45 PLNG/QUESTAR III		21,155.00	766.00	21,921.00	2,192.10	2,192.10	17,536.80
634 STAFF DEV BD OF ED - HERKIMER BOCES		15,422.11	0.00	15,422.11	3,084.39	0.00	12,337.72
636 GASB 45 PLANNING/CLINTON-ESSEX		12,470.00	5,200.00	17,670.00	4,417.50	1,472.50	11,780.00
637 FIXED ASSET INVENTORY/QUESTAR III		31,461.00	870.00	32,331.00	3,233.10	3,233.10	25,864.80
639 TRANSP./MADISON BOCES		90.00	2,163.00	2,253.00	0.00	0.00	2,253.00
640 DRUG TESTING/JEFF-LEWIS BOCES		18,525.25	-6,427.50	12,097.75	9,025.75	0.00	3,072.00
641 ON-LINE APPL./PUTNAM BOCES		43,493.25	938.63	44,431.88	4,443.19	0.00	39,988.69
645 INFINITE CAMPUS/E. SUFFOLK BOCES		0.00	1,150.00	1,150.00	0.00	1,069.50	80.50

ONEIDA HERKIMER MADISON BOCES  
Budget Status Report As Of: 10/31/2024  
Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
646	MEDICAID REIMBURSEMENT/MADISON BOCES	29,292.50	174.67	29,467.17	2,890.43	0.00	26,576.74
649	ACA COMPLIANCE/MADISON BOCES	17,287.05	1,112.25	18,399.30	1,839.93	0.00	16,559.37
650	TESTING - NY'S ALT ADDMT-CAP REGION BOCES	83,252.40	-71,114.40	12,138.00	3,034.50	1,011.50	8,092.00
651	SCRIC/BROOME BOCES	61,400.76	13,982.92	75,383.68	75,383.68	0.00	0.00
655	SPECIAL ED AID ASSISTANCE SVC/QUESTAR	32,279.00	1,331.00	33,610.00	3,361.00	3,361.00	26,888.00
656	EMPLOYEE RELATIONS/ONC BOCES	18,411.00	1,305.00	19,716.00	3,943.20	1,971.60	13,801.20
657	PROJECT WORK/CAPITAL REGION BOCES	0.00	28,485.00	28,485.00	0.00	0.00	28,485.00
658	COOP BID/DCMO BOCES	25,351.06	-414.86	24,936.20	4,987.24	0.00	19,948.96
659	TIER 4 ENHANCED/CAP REGION BOCES	241,927.56	-9,293.31	232,634.25	65,279.79	21,759.93	145,594.53
660	EMPLOYEE ASSISTANCE/DCMO BOCES	8,347.12	-8,347.12	0.00	0.00	0.00	0.00
661	WEB HOSTING/CAPITAL REGION BOCES	4,285.00	4,543.00	8,828.00	2,206.98	735.66	5,885.36
662	COMPUTER MANAGEMENT/S.WESTCHESTER BOCES	71,437.17	0.00	71,437.17	16,142.04	0.00	55,295.13
663	TRANSPORT PLANNING/FRANKLIN ESSEX BOCES	0.00	21,700.00	21,700.00	21,700.00	0.00	0.00
664	DATA ANALYTICS/CLINTON-ESSEX BOCES	0.00	10,541.67	10,541.67	1,054.17	1,054.17	8,433.33
679	PLANNING SERVICE/ERIE 2 BOCES	15,400.00	51,150.00	66,550.00	0.00	7,394.44	59,155.56
701	OPERATIONS & MAINTENANCE	3,689,293.12	0.00	3,689,293.12	1,442,571.21	1,918,063.08	328,658.83
702	SPECIAL EDUCATION ADMINISTRATION	1,379,660.17	0.00	1,379,660.17	366,193.65	978,008.67	35,457.85
703	PROGRAM TRANSPORTATION	303,416.57	0.00	303,416.57	3,716.99	399,698.00	-99,998.42
704	CENTRAL SUPERVISION	571,421.12	15,726.67	587,147.79	159,185.40	384,871.40	43,090.99
707	TRANSITION PLANNING SERVICE	53,531.00	0.00	53,531.00	21,654.54	52,477.93	-20,601.47
708	TEACHING ASSISTANT	804,459.00	0.00	804,459.00	55,131.86	468,315.87	281,011.27
709	RESEARCH AND DEVELOPMENT	258,427.39	0.00	258,427.39	47,141.63	122,237.47	89,048.29
713	INFO & TECH SUPERVISION	550,296.68	-1,356.00	548,940.68	135,433.86	358,102.98	55,403.84
715	Speech Therapy - Related Service	1,045,875.40	0.00	1,045,875.40	149,885.62	962,104.41	-66,114.63
716	Visually Impaired - Related Service	32,408.14	0.00	32,408.14	3,567.59	25,923.00	2,917.55
718	Hearing Impaired - Related Service	8,097.76	0.00	8,097.76	1,185.50	8,338.79	-1,426.53
720	PHYSICAL THERAPY - RELATED SERVICE	248,792.00	0.00	248,792.00	36,946.52	243,433.68	-31,588.20
721	School Social Worker	1,361,308.00	0.00	1,361,308.00	185,385.23	1,113,793.44	62,129.33
722	Occupational Therapy	334,100.00	0.00	334,100.00	42,744.52	250,503.15	40,852.33
Total GENERAL FUND		94,356,575.45	12,971,388.76	107,327,964.21	24,466,712.54	51,183,968.29	31,677,283.38



ONEIDA HERKIMER MADISON BOCES  
Revenue Status Report As Of: 10/31/2024  
Fiscal Year: 2025  
Fund: C SCHOOL LUNCH FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date*	Anticipated Balance	Excess Revenue
791.000-1440-000	791.000	Sales of Type A Meals	302,300.00	0.00	302,300.00	66,363.02	235,936.98	
791.000-1445-000	791.000	Other Food Sales-Invoices	125,000.00	0.00	125,000.00	23,328.48	101,671.52	
791.000-2252-999	791.000	Est. for Carryover Encumbrance	0.00	205,000.00	205,000.00	205,000.00		
791.000-2401-000	791.000	Interest & Profits on Dep	0.00	0.00	0.00	0.00		
791.000-2401-001	791.000	INT & EARNINGS METROPOLITAN	40,000.00	0.00	40,000.00	35,264.32	4,735.68	
791.000-2650-000	791.000	Sale of Scrap,Waste & Excess	0.00	0.00	0.00	0.00		
791.000-2701-000	791.000	Refunds Prior Years' Expense	0.00	0.00	0.00	584.95		584.95
791.000-2705-000	791.000	Gifts and Donations	0.00	0.00	0.00	0.00		
791.000-2770-000	791.000	Other Unclassified Revenue	25,000.00	0.00	25,000.00	2,584.00	22,416.00	
791.000-2770-001	791.000	Misc Revenue - Fees Collected	0.00	0.00	0.00	0.00		
791.000-3190-000	791.000	State Aid - Lunch Program	7,000,000.00	0.00	7,000,000.00	1,030,025.00	5,969,975.00	
791.000-3190-001	791.000	Surplus Food/Warehouse/Inv	475,000.00	0.00	475,000.00	0.00	475,000.00	
791.000-3190-002	791.000	STATE AID S/L-SUPP CHAIN ASST	0.00	0.00	0.00	4,872.00		4,872.00
791.000-3190-003	791.000	LOCAL FOOD FOR SCHOOLS	0.00	0.00	0.00	0.00		
791.000 Service Subtotal			7,967,300.00	205,000.00	8,172,300.00	1,368,021.77	6,809,735.18	5,456.95
Total SCHOOL LUNCH FUND			7,967,300.00	205,000.00	8,172,300.00	1,368,021.77	6,809,735.18	5,456.95

Selection Criteria

Criteria Name: Shared: LUNCH EOM RPT Modified  
As Of Date: 10/31/2024  
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: 10/31/2024

Fiscal Year: 2025

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	2,387,500.00	0.00	2,387,500.00	412,353.51	0.00	1,975,146.49
791-2860-200	EQUIPMENT	15,000.00	175,000.00	190,000.00	0.00	175,000.00	15,000.00
791-2860-301	SUPPLIES - FOOD	2,700,000.00	0.00	2,700,000.00	558,577.27	2,705,499.12	-564,076.39
791-2860-302	SUPPLIES - OTHER	275,000.00	0.00	275,000.00	24,740.25	271,771.90	-21,512.15
791-2860-303	SURPL FOOD/WAREHOUSE/INV	475,000.00	0.00	475,000.00	15,746.40	0.00	459,253.60
791-2860-400	MISC CONTR	85,000.00	30,000.00	115,000.00	8,488.49	127,633.52	-21,122.01
791-2860-401	TRAVEL	3,500.00	0.00	3,500.00	3,731.81	0.00	-231.81
791-2860-402	USE OF SCHOOL FACILITIES	1,000,000.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
791-2860-403	INSURANCE	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
791-2860-801	ERS	200,000.00	0.00	200,000.00	32,670.35	0.00	167,329.65
791-2860-802	FICA	200,000.00	0.00	200,000.00	30,842.80	0.00	169,157.20
791-2860-803	WK COMP	100,000.00	0.00	100,000.00	15,669.50	0.00	84,330.50
791-2860-804	HEALTH INS	525,000.00	0.00	525,000.00	0.00	316,406.06	208,593.94
791-9500-990	TR CREDIT FARM TO SCH GR	0.00	0.00	0.00	-6,427.44	0.00	6,427.44
791.000	SCHOOL LUNCH FUND - Service Subtotal	7,967,300.00	205,000.00	8,172,300.00	1,096,392.94	3,596,310.60	3,479,596.46
Total	SCHOOL LUNCH FUND	7,967,300.00	205,000.00	8,172,300.00	1,096,392.94	3,596,310.60	3,479,596.46

ONEIDA-HERKIMER-MADISON BOCES  
BUDGET ADJUSTMENTS

October 2024 Report for December Meeting

Description	2024-2025 Adopted Budget	Adjustments per Contracts	07/31/24 Contract Totals	08/01/24 Changes	09/30/24 Changes	10/01/24 Changes	Net Changes	Revised Budget
<b>A000 ADMINISTRATION</b>								
A001 Administration	4,293,680	157,955	4,451,635				-	4,451,635
A002 Rent & Capital Budgets	3,394,208		3,394,208				-	3,394,208
<b>A000 ADMINISTRATION TOTAL</b>	<b>7,687,888</b>	<b>157,955</b>	<b>7,845,843</b>					<b>7,845,843</b>
<b>A100 VOCATIONAL EDUCATION</b>								
A101 Occupational Education	9,465,979	(54,437)	9,411,542	(379,354)			(379,354)	9,032,188
A102 Adult Education	45,428		45,428				-	45,428
A103 Secondary Occ Ed/Madison BOCES	22,890		22,890			(22,890)	(22,890)	-
A107 Multi. Occupational Education	765,000	(6,230)	758,770				-	758,770
A109 Occup. Ed./Madison BOCES	43,184	1,228	44,412				-	44,412
<b>A100 VOCATIONAL EDUCATION TOTAL</b>	<b>10,342,481</b>	<b>(59,439)</b>	<b>10,283,042</b>	<b>(379,354)</b>		<b>(22,890)</b>	<b>(402,244)</b>	<b>9,880,798</b>
<b>A200 SPECIAL EDUCATION</b>								
A201 Special Class 8:1:1	8,900,123	40,392	8,940,515				-	8,940,515
A202 Intense Mang. Needs/Madison BOCES	73,034	(73,034)	-			138,754	138,754	138,754
A204 12:1:1	2,297,649	(108,678)	2,188,972				-	2,188,972
A205 Option II/Madison BOCES	368,320	(54,839)	313,481			28,719	28,719	342,200
A206 Transition Services	976,408	(29,058)	947,350	2,178		69,764	71,942	1,019,292
A209 Severely Handicapped	6,997,076	537,754	7,534,830				-	7,534,830
A214 Scndry Int.Mgt.Needs/Madison BOCES	379,855	4,323	384,178			(182,790)	(182,790)	201,388
A215 Spec.Ed./1:6:1	2,209,020	163,474	2,372,493				-	2,372,493
A222 Autism Program/Madison BOCES	242,849	135,851	378,699			(14,884)	(14,884)	363,815
A225 Elementary IMN/Madison BOCES	553,849	(225,904)	327,945			339,437	339,437	667,382
A228 Skills Dev-Elem (12:1:1)/Madison BOCES	83,833	548,764	632,597			59,381	59,381	691,978
A230 Intense Mgmt Needs/Madison BOCES		200,750	200,750			48,363	48,363	249,113
A232 Autism-Secondary (6:1:1)/Madison BOCES	166,520	(41,493)	125,027			(5,352)	(5,352)	119,675
<b>A200 SPECIAL EDUCATION TOTAL</b>	<b>23,248,536</b>	<b>1,098,301</b>	<b>24,346,837</b>	<b>2,178</b>		<b>481,392</b>	<b>483,570</b>	<b>24,830,408</b>
<b>A300 ITINERANTS</b>								
A303 Art	155,512	51,837	207,349	103,674			103,674	311,023
A305 Guidance	272,076	(27,208)	244,868	(27,208)			(27,208)	217,661
A306 Technology	90,413		90,413				-	90,413
A308 Physical Education	148,095		148,095				-	148,095
A310 Nurse Practitioner	367,396	(37,401)	329,995		14,051		14,051	344,046
A312 School Physician	57,257	2,042	59,299				-	59,299
A313 School Psychologist	302,810	681	303,491			32,524	32,524	336,015
A314 School Social Worker	288,078	(82,233)	205,845				-	205,845
A315 Speech Impaired	793,203	(34,743)	758,460			166,766	166,766	925,226
A316 Visually Impaired	119,558		119,558			399	399	119,956

IX B. 2.  
Approval of 2024-2025 Budget  
Adjustment Report, October 2024  
December 11, 2024

Description	2024-2025		Adjustments per Contracts	07/31/24		08/01/24	09/01/24		10/01/24	Net Changes	Revised Budget
	Adopted Budget	Contract Totals		08/31/24	Changes		09/30/24	Changes			
A317 Computer Instruction				-						-	-
A318 Hearing Impaired	158,188			158,188						-	158,188
A321 Physical Therapy	169,740			169,740						-	169,740
A322 Occupational Therapy	225,305			225,305						-	225,305
A325 Home Economics	101,420			101,420	(40,568)						60,852
A326 English/Second Language	586,251	(65,139)		521,112			(43,426)	9,771		(33,655)	487,457
A332 Curriculum Supervision				-		17,921	31,823	67,825		117,568	117,568
A338 Music Teacher	264,480	(11,020)		253,460		55,100	(6,612)			48,488	301,948
A345 Shared Business Official				17,700						-	17,700
A346 Audiology/Oswego BOCES	237,690	(36,738)		200,952			10,073			10,073	211,024
A355 General Supervision	91,497			91,497						-	91,497
A357 Bilingual/ESL Itinerant/Madison BOCES	22,640			22,640				(22,640)		(22,640)	-
A300 ITINERANTS TOTAL	4,451,609	(222,222)		4,229,387	108,920		5,909	254,645		369,473	4,598,860
A400 GENERAL EDUCATION											
A402 Explor. Enrichment/Jeff-Lewis BOCES	15,840	(10,890)		4,950			15,428			15,428	20,378
A405 Performing Arts	411,363	(27,831)		383,532				4,318		4,318	387,850
A408 Alternative Education	7,891,028	(73,415)		7,817,614				(154,276)		(154,276)	7,663,337
A410 Hospital Based/Onondaga BOCES	8,856			8,856						-	8,856
A411 Alternative High School Equivalency				116,190						-	116,190
A415 Portable Planetarium	5,950	13,651		19,501	650			4,225		4,875	24,376
A417 Equivalent Attendance/Madison BOCES	141,622	953		142,575				(224)		(224)	142,351
A420 Regional Program Excellence	199,486	(26,412)		173,074						-	173,074
A426 Distance Learning/Madison BOCES	675,807	60,843		736,650				116,298		116,298	852,948
A428 Summer School	530,835	693,464		1,224,299			(198,203)			(198,203)	1,026,096
A438 Distance Learning	1,917,064	59,814		1,976,878	69,189		7,159	23,281		99,630	2,076,508
A461 Distance Learning/Capital Region BOCES		9,828		9,828						-	9,828
A462 Exploratory Enrichment/Monroe 2 BOCES							266,632			266,632	266,632
A479 DL Synergy Virtual HS/CITI BOCES										-	49,470
A480 Early College Access-Dual Credit	47,790	1,680		49,470						-	49,470
A400 GENERAL EDUCATION TOTAL	11,845,541	817,876		12,663,417	69,839		317,354	219,959		452,676	13,270,569
A500 INSTRUCTIONAL SUPPORT											
A502 Library Media	1,135,512	191		1,135,703						-	1,135,703
A504 Audio Visual/Video Repair	1,032,424	295,094		1,327,518			13,175	9,164		22,339	1,349,856
A505 Printing Services	1,426,424	67,893		1,494,317				11,096		11,096	1,505,413
A509 Sch. Curr./Cayuga BOCES	41,908	(8,912)		32,996				277		277	33,274
A510 Learning Technology	3,618,421	(114,791)		3,503,629	86,351		4,483	25,823		116,658	3,620,287
A511 Sch Curric/Capital Region BOCES		3,643		3,643				6,846		6,846	10,490
A513 Sch Curric/Franklin BOCES				-			1,985			1,985	1,985
A514 Model Schools/Madison BOCES	275,981	1,238		277,218			1,088			1,088	278,306
A515 Com Objective/Madison BOCES	3,115,007	337,997		3,453,005			19,015	93,178		112,193	3,565,197



Description	2024-2025		Adjustments per Contracts	07/31/24 Contract Totals	08/01/24		09/01/24		10/01/24		Net Changes	Revised Budget
	Adopted Budget				Changes	08/31/24	Changes	09/30/24	Changes	10/31/24		
A622 Regional Bus Radios/Madison BOCES	9,928	210		10,138					30		30	10,168
A623 State Aid Planning/Questar III BOCES	42,180	840		43,020							-	43,020
A625 Substitute Calling Service	176,023	(8,099)		167,924				4,770		12,451	17,221	185,145
A626 School Food Service	1,163,608	58,825		1,222,433						(58,825)	(58,825)	1,163,608
A627 Records Retention	122,400	81,345		203,745			12,750				12,750	216,495
A628 Telecommunications	310,835	177,296		488,131								488,131
A631 Cooperative Bid/Madison BOCES	61,116	1,949		63,065					297		297	63,362
A632 Health Care Coord./Delaware BOCES	24,747	(24,747)										-
A633 GASB 45/Questar III BOCES	21,155	766		21,921								21,921
A634 Staff Dev./Board/Herkimer BOCES	15,422			15,422								15,422
A636 GASB 45/Clinton-Essex Boces	12,470	5,220		17,690		(20)					(20)	17,670
A637 Fixed Assets/Questar III BOCES	31,461	870		32,331								32,331
A639 Transp./Madison BOCES	90	2,383		2,473						(220)	(220)	2,253
A640 Drug Testing/Jeff-Lewis BOCES	18,525	(10,299)		8,226				376		3,496	3,872	12,098
A641 On-Line Application/Putnam BOCES	43,493	939		44,432								44,432
A645 Infinite Campus/Eastern Suffolk BOCES										1,150	1,150	1,150
A646 Medicaid Reimburs./Madison BOCES	29,293	(60)		29,233						235	235	29,467
A648 Election Mgmt/E. Suffolk BOCES		1,150		1,150						(1,150)	(1,150)	-
A649 ACA Compliance/Madison BOCES	17,287	1,112		18,399								18,399
A650 Testing-NYS Alt Addmt/Cap Region BOCES	83,252	(71,114)		12,138								12,138
A651 SCRIC/Broome BOCES	61,401	13,983		75,384								75,384
A655 Special Ed Aid Assistance Svc/Questar III BOCES	32,279	1,331		33,610								33,610
A656 Employee Relations/ONC BOCES	18,411	1,305		19,716								19,716
A657 Project Work/Cap Region BOCES		28,485		28,485								28,485
A658 Coop Bid/DCMO BOCES	25,351	(415)		24,936								24,936
A659 Tier 4 Enhanced/Cap Region BOCES	241,928	(9,293)		232,634								232,634
A660 Employee Assistance/DCMO BOCES	8,347	(8,347)										-
A661 Web Hosting/Capital Region BOCES	4,285	4,543		8,828								8,828
A662 Computer Management/Westchester BOCES	71,437			71,437								71,437
A663 Transportation Planning/Franklin Essex BOCES		21,700		21,700		(0)					(0)	21,700
A664 Data Analytics/Clinton Essex BOCES										10,542	10,542	10,542
A679 Planning Service/Erie 2 BOCES	15,400			15,400						51,150	51,150	66,550
<b>A600 NON-INSTRUCTIONAL SERVICES TOTAL</b>	<b>17,405,253</b>	<b>524,983</b>		<b>17,930,236</b>		<b>19,668</b>		<b>(22,776)</b>		<b>791,491</b>	<b>788,383</b>	<b>18,718,619</b>
<b>A700 INTERNAL</b>												
A701 Operations and Maintenance	-			-								-
A713 Infor and Technology Supervision	-			-								-
<b>A700 INTERNAL</b>												
<b>TOTALS</b>	<b>94,356,575</b>	<b>9,737,296</b>		<b>104,093,871</b>		<b>111,012</b>		<b>877,359</b>		<b>2,245,722</b>	<b>3,234,093</b>	<b>107,327,964</b>

**C. PERSONNEL REPORT****a. RETIREMENTS****1. Non-Instructional/Classified Staff**

			Hire Date	Retire Date
1.	GARY P. DICESARE	MICROCOMPUTER AV REPAIR TECH	10/20/2014	02/28/2025
2.	TERESA J. STERLING	NETWORK ADMINISTRATOR I	12/15/2014	01/31/2025

**b. RESIGNATIONS****1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	MEREDITH A. BLANDO	ATTENDANCE TEACHER	03/07/2022	12/01/2024
2.	JAMIE L. FRENCH	TEACHER ASSISTANT	09/01/2015	12/01/2024
3.	NICKCOLE M. GARCIA	REGISTERED PROFESSIONAL NURSE	01/08/2024	01/05/2025 (revised date)
4.	KARA A. POLOVICK	SCHOOL SOCIAL WORKER	10/04/2021	11/30/2024
5.	BRIAN O. SANCHEZ VALDERRAMOS	TEACHER ASSISTANT	08/29/2024	12/01/2024
6.	JULIE A. TOMLIN	TEACHER ASSISTANT	08/29/2024	11/01/2024

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

			Hire Date	Resign Date
1.	GIANNA M. DIMAGGIO	PUBLIC RELATIONS ASSISTANT	11/18/2024	11/23/2024
2.	JEFFREY B. RONDEAU	FIRE SYSTEMS TECHNICIAN - HOURLY	03/11/2021	10/01/2024
3.	JODIE A. ROYS	FOOD SERVICE HELPER	12/20/2007	10/24/2024
4.	AMBER J. SLAWSON	EMERGENCY PLANNING TECHNICIAN	08/19/2024	11/25/2024

**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 **ALISON P. FONTANA** be appointed as a **SCHOOL SOCIAL WORKER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the School Social Worker tenure area, commencing December 09, 2024 and ending December 08, 2028 at an annual salary rate of \$59,758.00, prorated.

**Redacted**



2. Recommend that **JAMIE L. FRENCH** be appointed as a **TEACHER OF SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, P-TECH for a four year probationary appointment in the General Special Education Program tenure area, commencing December 02, 2024 and ending December 01, 2028 at an annual salary rate of \$56,688.00, prorated.

**Redacted**

3. Recommend that **SCOVIA OYELLA** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing December 09, 2024 and ending December 08, 2028 at an annual salary rate of \$20,423.00, prorated.

**Redacted**

4. Recommend that **MATTHEW J. SCHAFER** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy at MVCC for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing November 12, 2024 and ending November 11, 2028 at an annual salary rate of \$19,864.00, prorated.

**Redacted**

5. Recommend that **NORA R. WATERBURY** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Career & Technical Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing December 02, 2024 and ending December 01, 2028 at an annual salary rate of \$20,764.00, prorated.

**Redacted**

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

1. Recommend that **RONALD J. WHEELLOCK** be appointed as a **CURRICULUM SUPERVISOR** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, for a temporary appointment commencing November 01, 2024 and ending June 30, 2025 at a salary rate of \$75.00/hr. Curriculum Supervisors are provided at district request.

**c. RECOMMENDATION FOR DECREASE IN FTE**

		Date	FTE
1.	RYAN W. GERLING	MUSIC THERAPIST	11/28/2024 - 0.6 06/30/2025

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

- \* Recommendation to reclassify 1 Micro-Computer/Audio Visual Repair Technician to 1 Senior Offset Duplicating Machine Operator
- \* Recommendation to reclassify 1 Audio-Visual Aide to 1 Music Therapist

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

1. Recommend that **PETER C. ABRAHAM** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in SUPPORT SERVICES, INFORMATION TECHNOLOGY, commencing December 02, 2024 at an annual salary rate of \$41,097.00, prorated.

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

**Redacted**

2. Recommend that **FRED E. HAUCK JR.** be appointed to a part-time provisional appointment as a **FIRE SYSTEMS TECHNICIAN** in SUPPORT SERVICES, SAFETY SERVICES, commencing December 12, 2024 at a salary rate of \$30.00 per hour.

**FRED E. HAUCK JR.** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FIRE SYSTEMS TECHNICIAN**, until the results of the next civil service exam are known.

**Redacted**

3. Recommend that **STEPHEN O. HRYB** be appointed to a provisional appointment as a **SAFETY COORDINATOR** in SUPPORT SERVICES, SAFETY SERVICES, commencing January 13, 2025 at an annual salary rate of \$65,000.00, prorated.

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

**Redacted**

4. Recommend that **HONG JIN** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in SUPPORT SERVICES, INFORMATION TECHNOLOGY, commencing November 20, 2024 at an annual salary rate of \$37,627.00, prorated.

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

**Redacted**

5. Recommend that **EMILY R. LASALLE** be appointed to a provisional appointment as an **ASSISTANT DASA COMPLIANCE COORDINATOR** in SUPPORT SERVICES, SAFETY SERVICES, commencing December 27, 2024 at an annual salary rate of \$42,000.00, prorated.

**EMILY R. LASALLE** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT DASA COMPLIANCE COORDINATOR**, until the results of the next civil service exam are known.

**Redacted**

6. Recommend that **SHANE R. TINNEY** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in SUPPORT SERVICES, SCHOOL COMMUNICATIONS, commencing November 18, 2024 at an annual salary rate of \$36,513.00, prorated.

**SHANE R. TINNEY** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PUBLIC RELATIONS ASSISTANT**, until the results of the next civil service exam are known.

**Redacted**

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

1. Recommend that **DARLENE J. VACCARELLI** be appointed to a part-time (.6 FTE) probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in **SPECIAL EDUCATION**, commencing November 08, 2024 at an annual salary rate of \$40,184.00, prorated.

**DARLENE J. VACCARELLI** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **REGISTERED PROFESSIONAL NURSE**. **DARLENE J. VACCARELLI** will be required to serve a twenty-six week probationary period.

**Redacted**

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

1. Recommend that **ALYSSA N. ALGUIRE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 28, 2024 at an hourly salary rate of \$15.45.

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

**Redacted**

2. Recommend that **DENISE M. KILBURN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, **SCHOOL FOOD SERVICES**, commencing November 07, 2024 at an hourly salary rate of \$15.45.

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

**Redacted**

3. Recommend that **SHAYNA L. LESTER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 25, 2024 at an hourly salary rate of \$15.45.

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

**Redacted**

4. Recommend that **BRIANNE C. MILLER** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 11, 2024 at an hourly salary rate of \$15.45.

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

**Redacted**



5. Recommend that **KARLA M. MONTALVO-GARCIA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 25, 2024 at an hourly salary rate of \$15.45.

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

**Redacted**

6. Recommend that **OWEN N. ROSS** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 23, 2024 at an hourly salary rate of \$15.45, as needed.

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

**Redacted**

7. Recommend that **LINDSAY J. WENZEL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 06, 2024 at an hourly salary rate of \$15.91.

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

**Redacted**

**d. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)**

1. Recommend that **ELINOR T. HADITY** be appointed to a part-time (.4 FTE) temporary appointment as a **MUSIC THERAPIST** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, SPECIAL EDUCATION, commencing December 03, 2024 and ending June 30, 2025 at a salary rate of \$59,653.00, prorated.

**ELINOR T. HADITY** meets the civil service requirements for the title and has been pre-approved by civil service.

**Redacted**

**e. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING**

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

Perm. Date

1.	ALEXANDER C. HUBLEY	CLEANER	Perm. Date 06/03/2024
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d. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

1.	HEIDI L. VANDERMEULEN	TEACHER OF VISUALLY HANDICAPPED	Date 11/11/2024 - 06/30/2025	Stipend \$1,200.00 (mentor) (prorated)
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Oneida-Herkimer-Madison BOCES  
P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070  
www.oneida-boces.org

~~IX D. 2.  
Approval of Board Policies  
First Reading  
November 13, 2024~~

IX D. 1.  
Approval of Board Policies  
Second Reading  
December 11, 2024

## Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: November 5, 2024

Subject: Recommendation for Approval of Board Policies

Prepared by: Tim Rowland

### **Background**

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

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

### **Discussion**

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

### **Recommendation**

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

- 4501 Competitive Bidding
- 4502 Non Bid Purchasing
- 4503 Purchase Orders
- 4504 Sale and Disposal of OHM BOCES Property
- 4506 Procurement-Uniform Guidance for Federal Awards
- 4600 Petty Cash Management
- 4601 Activity Funds and Student Clubs

**Resolution**

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

- 4501 Competitive Bidding
- 4502 Non Bid Purchasing
- 4503 Purchase Orders
- 4504 Sale and Disposal of OHM BOCES Property
- 4506 Procurement-Uniform Guidance for Federal Awards
- 4600 Petty Cash Management
- 4601 Activity Funds and Student Clubs

Attachments: policies

## FISCAL MANAGEMENT

### **POLICY IS REQUIRED** **COMPETITIVE BIDDING**

#### I. Competitive Bidding Required

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

#### II. Competitive Bidding Not Required

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

**POLICY IS REQUIRED**  
**COMPETITIVE BIDDING**

III. The Bidding Process

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

In the event there are two or more bona fide low responsible bidders, the Board of Cooperative Educational Services may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase.

- G. Bid bonds, deposits, or performance bonds may be required, at the discretion of the Purchasing Agent. The need for such security can be determined on a case-by-case basis.

**POLICY IS REQUIRED**  
**COMPETITIVE BIDDING**

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

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

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

Adopted: 07/10/02

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



POLICY

FISCAL MANAGEMENT

Draft 9/16/24  
REVISE 4501

**POLICY IS REQUIRED**  
COMPETITIVE BIDDING

Reviewed: 03/08/23

## FISCAL MANAGEMENT

### **POLICY IS REQUIRED** **NON-BID PURCHASING**

#### I. Objective

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

#### II. Methods of Solicitation and Documentation

##### A. Written Quotations

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

##### B. Requests for Proposals (RFP)

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

**POLICY IS REQUIRED**  
**NON-BID PURCHASING**

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

C. List of Vendors

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

III. Comparable Proposals Required

A. General Categories

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

B. Specific Categories

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

**POLICY IS REQUIRED**  
**NON-BID PURCHASING**

IV. Comparable Proposals Not Required

A. Emergencies

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

B. Sole Source Situations

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

C. Professional Services

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

D. Minor Purchases

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

E. Purchases Through County

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

F. Other Special Source Purchases

1. The procedures set forth above need not be followed when a purchase is

## FISCAL MANAGEMENT

**POLICY IS REQUIRED**  
**NON-BID PURCHASING**

made from or through the state Office of General Services, from individuals with severe handicapping conditions as defined under the state Finance Law, or from correctional institutions pursuant to the Corrections Law.

2. The procedures set forth above need not be followed when a purchase is made pursuant to GML §103 "Piggybacking" of an apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States of America or any agency, state or any other county, or political subdivision or district, if such contract was let in a manner that constitutes competitive bidding with state law and made available for use by other governmental entities.

## V. Purchasing

## A. Tie Quotations

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

## B. Purchase Order

After three (3) quotations have been gathered, they shall be compared by the Purchasing Agent to available State contracts. If the same product or service is not available at a lower price through a State contract, the Purchasing Agent will issue a purchase order for materials from the vendor with the lowest price. The Purchasing Agent shall certify that the quotations required by this Policy have been received. Quotations or information on telephone quotes received should be attached to the purchase order submitted to the Purchasing Agent.

## C. Purchase Other than for Lowest Quoted Price

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

## D. No Quotes Received

When no quotations are received despite solicitation by the means of either mail or telephone above, the Purchasing Agent should attempt to broaden the solicitation if at all feasible. However, where the OHM BOCES has taken steps to obtain

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FISCAL MANAGEMENT

**Draft 9/16/24**  
**REVISE 4502**

**POLICY IS REQUIRED**  
**NON-BID PURCHASING**

quotations and no further quotations are received, the Purchasing Agent may make purchases in the open market until conditions change.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

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

Adopted: 07/10/02

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

Reviewed: 03/08/23

## PURCHASE ORDERS

### I. Purchase Order Procedures

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

### II. Blanket Purchase Orders

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

## FISCAL MANAGEMENT

PURCHASE ORDERS

orders.

## III. Confirming Purchase Orders

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

## IV. Purchase Orders Not Required

The following transactions may be made without purchase orders:

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



POLICY

**Draft 9/16/24**  
**REVIEW 4503**

FISCAL MANAGEMENT

PURCHASE ORDERS

Revised: 08/12/20  
Reviewed: 03/08/23, \_\_\_\_\_

## SALE AND DISPOSAL OF OHM BOCES PROPERTY

### I. Statement of Policy

When personal property owned by the OHM BOCES becomes worn out, obsolete, surplus or otherwise unusable the OHM BOCES, the District Superintendent or ~~his/her~~ their designee may authorize the disposal of such property in a manner that is to the best advantage of OHM BOCES, provided the unit value at the time is not more than \$1,000 nor the total value of all the items of similar nature more than \$1,000.

### II. Definitions

- A. "Personal Property" shall mean all tangible personal property of the Board of Cooperative Educational Services that is not consumable and has a useful life of three years or more, including but not limited to equipment, supplies, parts, vehicles and materials, provided that such term shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
- B. "Valuable Personal Property" shall mean personal property which has a unit resale value of ~~\$1000~~ 500.00 or more, and supplies parts or materials which are disposed of in lots having aggregate resale value of ~~1000~~ 500.00 or more.
- C. "Surplus Personal Property" shall mean personal property which has no known immediate or currently foreseeable use to the Board of Cooperative Educational Services.

### III. Equipment

- A. Equipment that is obsolete, surplus, or unusable by the OHM BOCES shall be disposed of in such a manner that is advantageous to the OHM BOCES.
- B. In order to sell OHM BOCES equipment, a bona fide public sale must take place with adequate public notice of the sale. It cannot be sold ordinarily to any employee except at a public sale for a reasonable price.
- C. Failure to produce monetary return to the OHM BOCES after reasonable attempts to dispose of unnecessary equipment may result in disposal of equipment in any other appropriate manner, provided authorization is obtained from the Assistant Superintendent for Administrative Services or ~~his/her~~ their designee. There is a general prohibition against giving OHM BOCES equipment away to private

## POLICY

### FISCAL MANAGEMENT

**Draft 9/17/24**  
**4504**

#### SALE AND DISPOSAL OF OHM BOCES PROPERTY

citizens. Items can be given to other municipal corporations, if the property has no resale value.

#### IV. Textbooks

- A. Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material and/or are in poor condition.
- B. If textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:
  - 1. Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the OHM BOCES; then
  - 2. Donation to charitable organizations; or
  - 3. Disposal as trash.

#### V. Students

The District Superintendent may permit the sale of supplies and materials to students at cost. Sale of supplies and materials shall be permitted only in cases where the supplies and materials are essential to the instructional program and/or unique to a specific student.

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**Draft 9/17/24**  
4504

SALE AND DISPOSAL OF OHM BOCES PROPERTY

Legal Ref.: NYS Education Law §1709(9), (11), 8 NYCRR 170.3  
Adopted: 07/10/02  
Revised: 02/13/13, 08/12/20, \_\_\_\_\_

## FISCAL MANAGEMENT

### **POLICY IS REQUIRED**

#### PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

##### I. Statement of Policy

The OHM BOCES will follow all applicable requirements in the Uniform Grant Guidance and the Code of Federal Regulations (2 C.F.R Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

##### II. Uniform Grant Guidance Requirements

~~Under Uniform Grant Guidance the OHM BOCES will implement policies and procedures, including but not limited to:~~ The OHM BOCES shall comply with Uniform Grant Guidance requirements for federal and state funded grants and implement any necessary procedures for doing so. This includes, but is not limited to:

- A. Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance. As such, OHM BOCES procurements related to Federal grants will be subject to New York State General Municipal Law, this policy, and Uniform Guidance Regulations and Requirements.
- B. Establish and maintain effective internal controls that provide reasonable assurance that the OHM BOCES is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process implemented by the OHM BOCES designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
  - 1. Effectiveness and efficiency of operations;
  - 2. Reliability of reporting for internal and external use; and
  - 3. Compliance with applicable laws and regulations
- C. Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

FISCAL MANAGEMENT

**POLICY IS REQUIRED**

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- D. Evaluate and monitor the OHM BOCES compliance with statutes, regulations, and the terms and conditions of federal awards.
- E. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- F. Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the OHM BOCES considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- G. Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- H. Maintain standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- I. No employee, officer or agent may participate in the selection, award or administration, of a contract supported by a Federal Award, if ~~he or she has~~ they have a real or apparent conflict of interest.
- J. Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical procurement approach, including analyzing other means described in §200.318 of the Uniform Guidance to ensure appropriate and economical acquisitions.
- K. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- L. Maintain records that sufficiently detail the history of the procurement including, but not limited to:

## POLICY

### FISCAL MANAGEMENT

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#### **POLICY IS REQUIRED**

#### PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

1. Rationale for the method of procurement;
  2. Selection of contract type;
  3. Contractor selection or rejection; and
  4. The basis for the contract price.
- M. Use time and material contracts, only after a determination, in writing, that no other contract is suitable.
- N. Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance, or state and local procurement thresholds, whichever is most restrictive.
- O. Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- P. Have written procedures for procurement to ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
  2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
- Q. Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- R. Use one of the five acceptable procurement methodologies detailed in §200.320 which include:
1. Micro-purchases;
  2. Small purchase procedures;
  3. Sealed bids;
  4. Competitive proposals; and
  5. Noncompetitive proposals.
- S. Have a written method for conducting technical evaluations of the proposals received and for selecting recipients. The OHM BOCES will make available, upon request of the federal awarding agency or pass-through entity, technical

## POLICY

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REVISE 4506

### FISCAL MANAGEMENT

#### **POLICY IS REQUIRED**

#### PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed.

- T. As appropriate and consistent with the law and regulations, the OHM BOCES should, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products.) This requirement must be included in all sub-awards, including contracts and purchase orders for work or products under the award.
- U. Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- V. Include in all contracts made by the OHM BOCES the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- W. Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- X. Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- Y. Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

### III. Implementation

All procedures and practices must be done in accordance with these and any other applicable state and federal regulations. The District Superintendent or designee shall create specific protocols and procedures to ensure compliance with this Policy and the federal Uniform Grant Guidance requirements, including ensuring the OHM BOCES is up to date with any modification to the federal and state regulations.



POLICY

FISCAL MANAGEMENT

Draft 9/16/24

REVISE 4506

**POLICY IS REQUIRED**

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 2 CFR Part 200 (et seq.); 2 CFR §§ 200.61, 184, 200.1, 200.303, 200.318,  
200.319, 200.320, 200.321, 200.322, 200.323, 200.326, and 200.331; ~~2 CFR Part~~  
~~200, App. H~~

Adopted: 08/12/20

Revised: \_\_\_\_\_

## PETTY CASH MANAGEMENT

### I. Annual Creation

The Board of Cooperative Educational Services may establish petty cash funds. The amount of each fund will be authorized at the OHM BOCES Annual Meeting and will not exceed \$200.00. The Board of Cooperative Educational Services, upon recommendation of the District Superintendent, shall appoint a bursar for each petty cash fund, who shall administer and be responsible for such fund.

### II. Record Keeping

Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills, paid-out slips or other evidence documenting expenditure. The bursar of each fund shall maintain a journal recording each transfer into, and payment out of, that fund.

### III. Cash on Hand

Not more than \$250, whether OHM BOCES or activity funds, shall be held in the vault in the main office of each OHM BOCES building. Under no circumstances shall cash be left in classroom areas or desks. The OHM BOCES will not be responsible for funds not held in the vault.

All funds, whether OHM BOCES or activity funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the District Superintendent shall be allowed in the main office vault.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §§1604, 1709; 8 NYCRR 170.4

Adopted: 07/10/02

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

Reviewed: \_\_\_\_\_

## FISCAL MANAGEMENT

### ACTIVITY FUNDS AND STUDENT CLUBS

#### I. Organization of Extraclassroom Activities

- A. The OHM BOCES encourages students to expand their education through participation in extraclassroom activities. An extraclassroom activity is an organization operating under the auspices of the OHM BOCES whose activities are conducted by students, and whose financial support is raised other than by taxation or through charges of the Board of Cooperative Educational Services.
- B. All extraclassroom activities shall be approved by the Board of Cooperative Educational Services.
- C. The Board of Cooperative Educational Services shall annually appoint, on the recommendation of the District Superintendent, a Central Treasurer of Extraclassroom Activities Funds.
- D. The Board of Cooperative Educational Services shall appoint a Faculty Advisor for each extraclassroom activity.
- E. Students desiring to form an extraclassroom activity shall petition the Principal, in writing. Each activity shall define in writing its purpose, the officers and their duties, eligibility for membership and any other information deemed necessary by the membership or the Principal; and shall verify that they are familiar with the OHM BOCES' standards for operation of extraclassroom activities, and that the activity's officers and participants will adhere to those standards. This statement, together with any changes, shall be approved by the Principal. Extraclassroom activities shall not meet outside school property without the consent of the Principal.
- F. In the event any extraclassroom activity becomes inactive, any remaining funds will be transferred to the general fund.

#### II. Funds Collected By, or For the Benefit of, Extraclassroom Activities

- A. The OHM BOCES shall maintain a consolidated Extraclassroom Activities Fund, with separate accounts for each extraclassroom activity. The Central Treasurer is responsible for maintaining records of all transactions involving the Fund and the separate activity accounts. The Central Treasurer shall provide the Board of Cooperative Educational Services with statements of the balances of, and transactions affecting, each account in the Extraclassroom Activities Fund at least quarterly.
- B. Portions of such funds determined to be in excess of the immediate needs of the

## POLICY

**Draft 9/17/24**

**REVIEW 4601**

### FISCAL MANAGEMENT

#### ACTIVITY FUNDS AND STUDENT CLUBS

extraclassroom activities, as recommended by the Faculty Advisor, with the approval of the Central Treasurer, shall be invested in an interest account.

- C. Personnel may not be paid from the Extraclassroom Activity Fund without the specific authorization of the Board of Cooperative Educational Services.
- D. All money collected or received by the Faculty Advisor or student participants of an extraclassroom activity are to be deposited in a timely fashion. The funds shall be recorded in the activity's ledger and then transferred by the Faculty Advisor or activity treasurer to the Central Treasurer, who shall provide a signed and dated receipt to the activity. The Central Treasurer is responsible for depositing the funds in the bank. The Faculty Advisor, student participants, and Central Treasurer should cooperate to insure that all funds are deposited in the bank no more than five (5) school days after they have been collected or received by the activity. Both the Central Treasurer and the activity treasurer are to maintain documentation of the receipt, transfer, and deposit of the funds.
- E. An expenditure on behalf of an extraclassroom activity shall be initiated by a request to the Central Treasurer by the student treasurer and faculty advisor, supported by a written itemization of the planned expenditure and written approval of the faculty advisor. The Central Treasurer prepares and signs the necessary checks made out to the appropriate vendor. Both the Central Treasurer and the extraclassroom activity treasurer are to maintain documentation of the disbursement.

In urgent circumstances, an expenditure made on behalf of an activity by a Faculty Advisor will be reimbursed after the fact. The Central Treasurer may reimburse such a disbursement, if provided with a vendor receipt (not a credit card receipt) and a written explanation of why it was not feasible to follow the normal disbursement procedures.

### III. Student Clubs

Student clubs to be sponsored through the OHM BOCES which relate to program activities and are not available through the local districts must be approved by the Board of Cooperative Educational Services before being offered. Prior to final decisions, Board of Cooperative Educational Services action will be governed by positive reactions from component districts supporting such clubs and activities that affect students in attendance in their home districts.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 8 NYCRR 172.2

Adopted: 07/10/02

POLICY

**Draft 9/17/24**  
**REVIEW 4601**

FISCAL MANAGEMENT

ACTIVITY FUNDS AND STUDENT CLUBS

Revised: 02/13/13, 08/12/20, 11/18/20

Reviewed: \_\_\_\_\_



## Oneida-Herkimer-Madison BOCES


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

**IX D. 2.**  
**Approval of the creation of a**  
**Building Inspector position**  
**December 11, 2024**

Scott Morris  
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*for Support Services*  
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[smorris@oneida-boces.org](mailto:smorris@oneida-boces.org)


### MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D.   
District Superintendent and Chief Executive Officer

Date: November 22, 2024

Subject: Approval of the creation of Building Inspector position

Prepared by: Scott Morris   
Patty Cerio

#### **Background:**

The Safety Service has utilized Building Inspectors on a part time/per diem basis since the beginning of the service being created. Recently we have been made aware that the position as a Building Inspector does not exist for BOCES. This position is crucial to our service delivery because these employees conduct various building inspections for school districts and BOCES.

These inspections include: Fire Safety Inspections, Asbestos Inspections and other NYS Code related questions.

Fire inspections are due every 11 months. The timeframe to complete these inspections for all buildings that a district/BOCES owns, rents, leases is a total of 45 days. If the building fails, the fire inspection a re-inspection must be completed. The process for this inspection is: inspection of each building is conducted, a report for each building is provided to the district/BOCES and once all corrections have been made at the building, the report for each building can then be reported to the NYSED Facilities Department.

Asbestos Inspections are conducted every 6 months with a Triennial Inspection conducted every 3 years. This inspection is required for all buildings that have asbestos materials in them. The process for the 6 month surveillance is: inspection of each building that has asbestos materials is conducted, an update/verification of the material list and quantities are verified and/or updated, a

report for each building is provided to the district/BOCES. The Triennial inspection is: inspection of each building that has asbestos materials is conducted, a report for each building is provided to the district/BOCES, an update/verification of the material list and quantities are verified and/or updated and a plan is created for each building. The EPA and NYSDOH requires these inspections/surveillances and every 3 years the Triennial Inspection surveys are collected by the NYSED Facilities Planning Department.

Throughout the year there are various building construction activities that districts/BOCES ask us to evaluate, determine a solution and/or provide NYS Code language to ensure their compliance with the code. We also help districts/BOCES determine fire and life safety risks for their buildings which includes: visiting the site to see the space, conducting research, creating a report or document about the evaluation that was conducted and sometimes talk to employees, Boards of Education and sometimes parents or persons in parental relation about the space and/or building(s).

**Discussion:**

As the Oneida-Herkimer-Madison BOCES Safety Service strives to support our component districts and BOCES these positions are needed to assist with building inspection and evaluation needs. The requirements for these inspections have always been there but as staff retire and new people come to work with us we have found that we need to have this position established.

This position will be able to provide support to districts/BOCES regarding the various demands from regulatory requirements and safety on their campus(es). The duties of this position are described below:

Assists the Safety Coordinator in helping participating school districts/BOCES with the Fire Safety inspections, Asbestos inspections, Triennials and regulatory questions.

**Recommendation:**

It is recommended that the Cooperative Board approve the creation of part time Building Inspector for the range of \$25.00 - \$35.00 per hour (rate dependent on experience and certifications/licenses) from the Support Services Coser 620.

**Resolution:**

That the Cooperative Board approve the creation of part time Building Inspector with a salary range of \$25.00 - \$35.00 per hour (rate dependent on experience and certifications/licenses) from the Support Services Coser 620.

Jurisdiction Class: Non-Competitive – part-time only\*  
(\*Check for individual Civil Divisions approved by CSC)  
EEO Category: Officials/Administrators  
Revised: 04/04/2019

## **BUILDING INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises the inspection or makes inspections of the construction and repair of buildings and structures and enforces the provisions of the local building and zoning ordinance and the multiple residence law; does related work as required. Under the general direction of the local legislative body or the top administrative officer, a Building Inspector is responsible for reviewing and passing on all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance and the multiple residence law. This position is generally found in rural or sparsely populated municipalities. Employees in this class do not have responsibility for the examination of plans, for the construction, or for the inspection of large scale construction involving the use of reinforced concrete or structural steel, but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. A Building Inspector may supervise a small number of technical or clerical assistants. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises the operation of the municipal building department;  
Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits;  
Inspects buildings and structures in the process of construction or repair for the compliance with approved plans and specifications and all requirements of applicable ordinances and laws;  
Issues building permits and furnishes the prescribed certificates of occupancy upon application;  
Explains the requirements of the local building code, the local zoning ordinance and the New York State multiple residence law and other applicable laws to building contractors and to the general public;  
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;  
Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;  
Inspects existing buildings and structures to insure their conformity with safety standards;  
Investigates complaints and assists in prosecuting violations of the building code and zoning ordinance;  
Maintains records of acts and decisions;

continued...



**TYPICAL WORK ACTIVITIES (cont'd):**

Prepares periodic reports of buildings and structures erected or altered of permits issued, of fees collected and estimated costs of work covered by such permits for presentation to the local governing body.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning code; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the New York State Multiple Residence Law; ability to establish and maintain cooperative relationships with other public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment.

**MINIMUM QUALIFICATIONS:** Certification as a Code Enforcement Official pursuant to the NYS Department of State's Division of Code Enforcement and Administration, TITLE 19 (NYCRR), Part 1208; **AND** either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades; **OR**
- (B) Three (3) years of full-time satisfactory experience in building construction work or in a building trade such as carpentry, plumbing, electrical or related trades.

**NOTE:** Verifiable part-time experience as defined above will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/13/1985  
Revised: 07/06/1994; 04/04/2019




## Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070  
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**IX D. 3.**  
**Approval of Honor Society**  
**Activity Fund**  
**December 11, 2024**



### MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D.   
District Superintendent and Chief Executive Officer

Date: November 19, 2024

Subject: Honor Society Activity Fund

Prepared By: Chris Hill   
Mike Hoover 

#### **Background:**

Board policy 4601 requires that the Cooperative Board approve all extra classroom activities. The Honor Society, which is part of the Career and Technical Education program, is requesting approval so that it may undertake fundraising efforts to assist in covering expenses for various activities that it participates in.

#### **Discussion:**

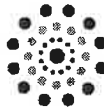
The OHM BOCES currently has student activity accounts. Each account has a Board appointed advisor and student elected officers. The financial activities are overseen by a Board appointed Extraclassroom Activities Treasurer. As the CTE program has developed a more active Honor Society, it is our desire to cover expenses for various fundraising efforts that benefit our school community and programming. To properly document and authorize the fundraising activities it is requested that the Cooperative Board approve the Honor Society Activity Organization.

#### **Recommendation:**

It is recommended that the Cooperative Board approve the creation of the Honor Society Activity Organization.

#### **Resolution:**

That the Cooperative Board approve the creation of the Honor Society Activity Organization.



## Oneida-Herkimer-Madison BOCES


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

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

**IX D. 4.**  
**Approval of Acceptance of Gift**  
**From New York Power Authority**  
**December 11, 2024**

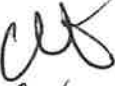

### MEMORANDUM

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D.   
District Superintendent and Chief Executive Officer

Date: November 7, 2024

Subject: Gift Acceptance from New York Power Authority

Prepared by: Christopher Hill   
Christina Warner 

#### Background:

The Board of Cooperative Educational Services of the Sole Supervisory District of Oneida, Herkimer and Madison Counties Policy 4505 states: It shall be the policy of the OHM BOCES to accept gift made in accord with statutory authority granted to school districts. The Board of Cooperative Education Services must approve the acceptance of all gifts.

#### Discussion:

New York Power Authority has notified the OHM BOCES of their wish to donate three DJI Phantom 4 drones for educational purpose to the P-TECH OHM program. One of the twelve college degree pathways offered through P-TECH OHM is remotely piloted aircraft systems. These drones would provide hands-on learning opportunities with drones earlier in the program, better preparing students who pursue that degree pathway. It would also expand the topics covered in our STEAM Concepts courses.

#### Recommendation:

It is recommended that the OHM BOCES Cooperative Board approves the acceptance of the gift of three DJI Phantom 4 drones from the New York Power Authority to the P-TECH OHM program.

#### Resolution:

That the Cooperative Board of the OHM BOCES approves acceptance of the gift of three DJI Phantom 4 drones from the New York Power Authority to the P-TECH OHM program.

11/7/2024

New York Power Authority

123 Main Street, White Plains, NY 10601

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Contribution: Three drones (DJI Phantom 4 - est. worth \$1,500 each = \$4,500 total)

✓

\_\_\_\_\_ The Oneida BOCES provided the donor with the following goods and services in return for the above contribution:

by: Oneida, Herkimer, Madison BOCES

  
Supervisor's Signature

White-Contributor    Yellow-CBO    Pink-Supervisor    Goldenrod-Treasurer

## DONATION AGREEMENT

This Donation Agreement (the "Agreement") is made on this 07 day of November, 2024 between the **NEW YORK POWER AUTHORITY**, having an address at 123 Main Street, White Plains, New York 10601 (the "Authority") and **ONEIDA-HERKIMER-MADISON BOARD OF COOPERATIVE EDUCATIONAL SERVICE**, having an address at 4747 Middle Settlement Rd, New Hartford, NY 13413.

**WHEREAS**, the Authority has received approval to donate three Authority-owned drones (the "Drones") to Oneida-Herkimer-Madison Board of Cooperative Educational Service in furtherance of the Authority's goal to increased Unmanned Aircraft Service ("UAS") training in the workforce;

**WHEREAS**, the Authority prioritized educational institutions located in disadvantaged communities in performing their search; and

**WHEREAS**, the Authority chose Oneida-Herkimer-Madison Board of Cooperative Educational Service to receive the donation of the drones.

**NOW, THEREFORE**, the Authority and Oneida-Herkimer-Madison Board of Cooperative Educational Service wish to memorialize their agreement in this Agreement.

1. **Donation Terms.** Authority agrees to donate the Drones to Oneida-Herkimer-Madison Board of Cooperative Educational Service in a manner consistent with the distribution schedule attached as **Exhibit A** to this Agreement. In exchange, Oneida-Herkimer-Madison Board of Cooperative Educational Service promise to use the drones solely in an educational capacity.
2. **Delivery.** The Drones shall be delivered to Oneida-Herkimer-Madison Board of Cooperative Educational Service on a mutually convenient date arranged by the cooperation of all parties.
3. **Breach of Agreement.**
  - a. If any party materially breaches or fails to perform under this Agreement, the aggrieved party will send written notice to the breaching party. The breaching party must cure the breach within thirty (30) days of receipt of notice from the aggrieved party.
  - b. If the breaching party fails to cure the material breach within the thirty-day period specified in paragraph 3(a) of this Agreement, the aggrieved party shall have the right to terminate this contract and pursue any allowed legal action to recover damages from the material breach, including legal fees.
4. **"As-Is" Condition.** Oneida-Herkimer-Madison Board of Cooperative Educational Service understand that they are receiving the Drones in "as-is" condition, with all faults and conditions thereon, based upon the condition of the Drones as of the date of this Agreement, subject to reasonable wear and tear. Oneida-Herkimer-Madison Board of Cooperative

- Educational Service agree to release the Authority from any obligation, liens, or fines in relation to any outstanding or future legal action regarding the Drones.
5. **Disclaimer of Warranties.** The Authority disclaims all warranties, whether express or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Authority is not liable towards Oneida-Herkimer-Madison Board of Cooperative Educational Service for any lack of conformity or defect present in the delivered Drones.
  6. **Arbitration.** The parties acknowledge that all claims and disputes relating to this Agreement will be settled by a neutral and non-binding mediator, in case the issue is not sorted within 14 days of informal discussions from the date the dispute arises. In case the mediation fails, the issue will be presented to a neutral arbitrator whose decision will be binding on all parties. The cost of these proceedings will be borne equally for all parties.
  7. **Waiver.** Under the terms of this Agreement, if any party fails to exercise any right with respect to a breach, it will not be considered as a waiver of any subsequent exercise of that right or any other right.
  8. **Governing Law; Venue**
    - a. The parties agree that this Agreement shall be interpreted in accordance with New York Law.
    - b. The parties also agree that the venue of any action to enforce the provisions of this Agreement, or any document executed in connection with this Agreement, shall be in the State of New York, County of Westchester. City of White Plains. The Parties agree they will not contest the choice of law and venue provisions in this Paragraph 8.
  9. **SEVERABILITY.** IN THE EVENT ANY PROVISION OF THIS AGREEMENT IS FOUND TO BE INVALID OR UNENFORCEABLE, IN WHOLE OR IN PART, IT SHALL NOT AFFECT THE VALIDITY OF THE REST OF THE AGREEMENT. ALL OTHER PROVISIONS, WITHIN THIS CONTRACT, SHALL REMAIN IN FULL FORCE AND EFFECT, ENFORCEABLE IN THE COURT OF LAW.
  10. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL ANY PARTY BE LIABLE FOR DAMAGES RESULTING FROM OR CONNECTED WITH ANY PART OF THIS AGREEMENT, SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR BUSINESS, FAILURE OF DELIVERY OR EXTRA DELIVERY CHARGES - WHICH ARE NOT RELATED TO OR A DIRECT RESULT OF ANY PARTY'S NEGLIGENCE OR BREACH.
  11. **Entire Agreement.** All parties agree that this Agreement represents the entire agreement between the parties and supersedes all other agreements between the parties.
  12. **Modification.** This Agreement may not be changed orally. All changes to the terms of this Agreement are required to be in writing and will only be binding after receiving the signature of representatives from all parties

[SIGNATURE PAGE TO FOLLOW]

**IN WITNESS WHEREOF**, all parties acknowledge that they have read and reviewed this agreement with their respective legal counsel, understand the terms and condition set forth herein and agree to be bound by the aforementioned terms and conditions herein.

**NEW YORK POWER AUTHORITY**

Name: John Canale

Title: Senior Vice President, Strategic Supply Management

Signature:

Date:

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

Name: Christina Warner

Title: Principal of P-TECH & School to Career Programs

Signature:

Date:

## **Exhibit A**

<b>EQUIP_NAME</b>	<b>Current Location</b>	<b>Manufacturer</b>	<b>MODEL</b>	<b>Maximo Asset Number</b>	<b>FAA Registration Number</b>	<b>Drone S/N</b>	<b>Fair Market Value</b>	<b>Recipient</b>
Phantom 4 #001	WPO	DJI	Phantom 4 Pro	N/A	FA3LTTAP4X	11W3K1B001G094	\$1,500	OHM
Phantom 4 #002	WPO	DJI	Phantom 4 Pro	N/A	FA3LTTTHFCF	11UDJ8HR720057	\$1,500	OHM
Phantom 4 #003	WPO	DJI	Phantom 4 Pro	N/A	FA3LTTLAF4	11DUJ8RR720428	\$1,500	OHM