



## Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413

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

# AGENDA

### Cooperative Board Regular Meeting

**March 12, 2025 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 – Instructional Programs and Professional Learning

Jeffrey Reppel, Whitesboro Central Schools  
Lorenzo Branacaccio, Whitesboro Central Schools  
Logan Roberts, Waterville Central School

**5:00** IV. Recognition of Visitors

**5:05** V. Communications

A. From the Floor

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

B. Correspondence

**5:15 VI. Reports**

- District Superintendent Reports

**5:30 VII. A. Approval of the Minutes of the Regular Meeting of February 12, 2025 (page 11)**

**5:30 VIII. EXECUTIVE SESSION**

Executive Session Items:

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

**5:30 IX. Approval of Consent Agenda (B., C., D.)**

B. Financial Report (page 3 5)

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

C. Personnel Report (page 55)

- a. Retirements
  - 1. Teaching/Certified Staff
  - 2. Non-Instructional/Classified Staff
- b. Resignations
  - 1. Teaching/Certified Staff
  - 2. Non-Instructional/Classified Staff
- c. Appointments
  - 1. Teaching Staff/Certified Staff
    - a. Recommendation for Probationary Appointment(s)
    - b. Recommendation for Mentoring
  - 2. Non-Instructional/Classified Staff
    - a. Recommendation for Provisional Appointment(s)
    - b. Recommendation for Part-Time Appointment(s)
    - c. Recommendation for Permanent Appointment(s) from Civil Service Listing
    - d. Recommendation for Permanent Appointment(s) Non-Competitive Civil Service Title
- d. Stipends
  - 1. Teaching/Certified Staff
    - a. Recommendation for additional Stipends

D. Action Items (page 73)

- 1. Approval of Certified Lead Evaluators of Teachers 2024-2025
- 2. Approval of Recommendation of Approval of Board Policies (Second Reading)
  - 4501 Competitive Bidding
  - 4504 Sale and Disposal of OHM BOCES Property
  - 4505 Accepting Gifts from the Public (title change)
  - 4602 Accountability of Funds
  - 4603 Accounting of Fixed Assets (title change)
  - 4604 Special Projects Contracts
  - 4700 Expense Reimbursement
  - 4701 Meals and Refreshments at OHM BOCES Functions
  - 4702 Use of Credit Card
  - 4703 Use of Phones

Agenda  
Cooperative Board Regular Meeting  
March 12, 2025  
Page 4 of 4

**5:45** XI. Old Business

**5:50** Adjournment

**5:50** Board Members are invited to attend the CTE Open House

ONEIDA-HERKIMER-MADISON BOCES  
TREASURER'S REPORT  
MARCH 2025 BOARD MEETING

FOR THE MONTH ENDING JANUARY 2025

BANK BALANCES BY FUND:

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	8,307.38	14.11	-	8,321.49
GENERAL	JPM/CHASE	MMKT	7,819,095.84	9,416,822.05	12,028,311.35	5,207,606.54
GENERAL-MULTI C/E	JPM/CHASE	CHECK	1,700,026.36	9,024,782.06	9,001,319.83	1,723,488.59
GENERAL-MULTI C/F	JPM/CHASE	CHECK	598,153.14	7,347,870.38	7,099,000.00	847,023.52
GENERAL-LEARNING	JPM/CHASE	CHECK	2,069.68	-	-	2,069.68
GENERAL-MULTI C/F	NBT	MMKT	9,983.08	5,298.29	-	15,281.37
GENERAL FUND	MCB	MMKT	584,226.00	2,112.82	-	586,338.82
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	322,550.51	322,550.51	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	6,577.32	4,325.27	6,000.00	4,902.59
LUNCH C/R	JPM/CHASE	CHECK	4,282.06	10,939.75	15,000.00	221.81
LUNCH-MULTI C/R	NBT	MMKT	12,868.17	21,099.68	27,000.00	6,967.85
LUNCH FUND	MCB	MMKT	2,085,964.74	7,543.76	-	2,093,508.50
SPEC AID-MULTI C/R	NBT	MMKT	-	-	-	-
SPEC AID-MULTI C/R	JPM/CHASE	CHECK	154,414.14	560,970.50	715,000.00	384.64
SPEC AID-MULTI C/D	JPM/CHASE	CHECK	-	1,147.21	1,147.21	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	70,825.08	120.30	-	70,945.38
EXTRA-CURR/CM	JPM/CHASE	MMKT	22,415.78	3,642.50	5,880.21	20,178.07
TOTAL CASH			13,079,208.77	26,729,239.19	29,221,209.11	10,587,238.85

TOTAL CASH BY FUND:

CAPITAL	8,321.49
GENERAL	8,381,808.52
SCHOOL LUNCH	2,105,600.75
SPECIAL AID	384.64
SCHOLARSHIPS	70,945.38
EXTRA-CURRICULAR	20,178.07
	10,587,238.85

TOTAL CASH BY BANK:

MCB	2,679,847.32
JPM/CHASE	7,885,142.31
NBT	22,249.22
	10,587,238.85

CHECKING RECONCILIATION:

BANK BALANCE	OUTSTANDING CHECKS	ENDING BALANCE
5,513,347.55	3,789,858.96	1,723,488.59

21,158.72	980.65	20,178.07
-----------	--------	-----------

CERTIFICATION:

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

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

IX B. 1.  
Acceptance of Report of  
the Treasurer, January 2025  
March 12, 2025

TREASURER'S REPORT SUMMARY  
MARCH 2025 BOARD MEETING  
FOR THE MONTH ENDING JANUARY 2025

TOTAL CASH BY FUND AS OF:		January 31, 2025
CAPITAL		8,321.49
GENERAL		8,381,808.52
SCHOOL LUNCH		2,105,600.75
SPECIAL AID		384.64
SCHOLARSHIPS		70,945.38
EXTRA-CURRICULAR		20,178.07
		10,587,238.85

GENERAL FUND

REVENUE STATUS AS OF:					January 31, 2025
Original Estimate	Adjustments	Current Estimate	Year to Date	Anticipated Balance	Excess Revenue
94,356,575.45	11,900,642.21	106,257,217.66	50,534,414.77	54,106,567.26	185,526.61

SCHOOL LUNCH FUND

REVENUE STATUS AS OF:					January 31, 2025
Original Estimate	Adjustments	Current Estimate	Year to Date	Anticipated Balance	Excess Revenue
7,967,300.00	205,000.00	8,172,300.00	3,905,298.74	4,363,363.16	96,361.90

ADJUSTMENTS OVER 10%

CODE	\$ CHANGE	EXPLANATION
A202 Intense Mang. Needs/Madison BOCES	(22,929)	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A205 Option II/Madison BOCES	75,147	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A222 Autism Program/Madison BOCES	(72,522)	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A225 Elementary JMN/Madison BOCES	(87,504)	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A228 Skills Dev-Elem (12:1:1)/Madison BOCES	61,804	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A230 Intense Mgmt Needs/Madison BOCES	(50,760)	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A232 Autism-Secondary (6:1:1)/Madison BOCES	59,957	Madison Oneida BOCES Special Education Reports Adjustment to Actual
A332 Curriculum Supervision	48,372	Executive Coaching/Supervision Component Districts
A345 Shared Business Official	60,931	Shared Business Official Services Component Districts
A520 School Curriculum/Madison BOCES	1,369	Madison Oneida BOCES CPI Training

BUDGET STATUS AS OF:					January 31, 2025
Initial Appropriation	Adjustments	Current Appropriations	Year to Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
94,356,575.45	11,900,642.21	106,257,217.66	46,308,027.27	37,829,010.94	22,120,179.45

BUDGET STATUS AS OF:					January 31, 2025
Initial Appropriation	Adjustments	Current Appropriations	Year to Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
7,967,300.00	205,000.00	8,172,300.00	2,984,081.37	2,571,989.60	2,616,229.03

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

BOARD MEETING PRESENTATION  
January 31, 2025

CHECKING ACCOUNT - NBT BANK		CLUB ACCOUNT BALANCES	
BALANCE: BEGINNING OF THE MONTH	\$ 22,415.78	FUTURE FARMERS OF AMERICA	\$ 7,660.31
PLUS: RECEIPTS	\$ 3,642.50	SKILLS USA	\$ 6,420.20
LESS: EXPENDITURES	\$ (5,880.21)	P-TECH	\$ 5,685.78
BALANCE: END OF MONTH	\$ 20,178.07	SALES TAX	\$ 411.78
BANK RECONCILIATION		ACCOUNT TOTALS, END OF MONTH	\$ 20,178.07
BALANCE PER BANK STATEMENT	\$ 21,158.72		
PLUS: DEPOSITS IN TRANSIT			
LESS: OUTSTANDING CHECKS	\$ (980.65)		
RECONCILED BALANCES	\$ 20,178.07		
CASH: END OF MONTH	\$ 20,178.07	CASH: END OF MONTH	\$ 20,178.07

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		OUTSTANDING CHECKS	
DEPOSITS IN TRANSIT	AMOUNT	CHECK NUMBER	AMOUNT
		1280	60.65
		1329	50.00
		1332	50.00
		1369	120.00
		1429	125.00
		1433	50.00
		1461	525.00
			980.65
TOTAL			



ONEIDA HERKIMER MADISON BOCES  
Revenue Status Report As Of: 01/31/2025  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
101 ADMINISTRATIVE COSER			4,293,680.36	157,955.00	4,451,635.36	1,481,857.29	2,871,522.16	59,699.09
102 CAPITAL/RENT EXPENDITURES			3,394,208.00	-103,882.00	3,290,326.00	1,679,790.34	1,610,535.66	0.00
101 OCCUPATIONAL EDUCATION			9,465,979.00	-433,791.32	9,032,187.68	4,515,256.54	4,516,204.31	1,847.85
102 ADULT EDUCATION			45,427.75	0.00	45,427.75	22,713.88	22,713.87	0.00
103 SECONDARY OCC ED/MADISON BOCES			22,890.00	-22,890.00	0.00	0.00	0.00	0.00
107 CTE-HANDICAPPED			765,000.00	-47,029.68	717,970.32	357,485.74	358,214.26	0.00
109 OCC. ED./MADISON BOCES XC			43,184.00	-9,875.00	33,309.00	18,505.00	14,804.00	0.00
201 8:1:2 PROGRAM			8,900,123.26	-1,056,846.20	7,843,277.06	4,049,213.58	3,791,623.92	0.00
202 INTENSE MGMT NEEDS/MADISON BOCES			73,034.42	42,790.58	115,825.00	52,032.76	63,792.24	0.00
204 12:1:1 MILD/MODERATE PROGRAM			2,297,649.44	-79,007.63	2,218,641.81	1,103,833.18	1,114,808.63	0.00
205 SPECIAL CLASS: OPTION 2/MADISON BOCE			368,320.00	69,852.83	438,172.83	172,376.55	265,796.28	0.00
206 TRANSITIONAL PLNG & IMPLEMENTATION			976,408.00	50,639.10	1,027,047.10	501,868.43	525,178.67	0.00
209 12:1:4 DEV/MD PROGRAM			6,997,076.09	178,129.96	7,175,206.05	3,614,699.08	3,557,038.75	0.00
214 SPECIAL ED. OPTION III/MADISON BOCES			379,855.00	-133,796.54	246,058.46	91,132.74	154,925.72	0.00
216 6:1:2 PROGRAM			2,209,019.50	-1,139,796.24	1,069,223.26	714,543.44	349,489.87	0.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCE			242,848.50	107,635.94	350,484.44	194,482.18	156,002.26	0.00
225 ELEM IMN 6:1:2:5/MADISON			553,849.00	-188,974.46	364,874.54	205,020.34	159,854.20	0.00
228 SKILLS DEV-ELEM (12:1:1)/MADISON BOC			83,833.00	104,866.08	188,699.08	87,851.90	100,847.18	0.00
230 INTENSE MGMT NEED/MADISON BOCES			0.00	252,205.09	252,205.09	126,683.96	125,521.13	0.00
232 AUTISM-SECONDARY(6:1:1)/MADISON BOCE			166,520.00	191,239.50	357,759.50	111,400.08	246,359.42	0.00
303 ART			155,511.60	161,991.25	317,502.85	157,366.29	160,139.92	3.36
305 GUIDANCE			272,076.00	-54,415.20	217,660.80	108,830.40	108,830.40	0.00
306 TECHNOLOGY			90,413.40	0.00	90,413.40	45,206.70	45,206.70	0.00
307 ENGLISH			0.00	67,734.40	67,734.40	19,352.69	48,381.71	0.00
308 PHYSICAL EDUCATION			148,095.00	0.00	148,095.00	76,692.80	74,047.50	2,645.30
310 NURSE PRACTITIONER			367,396.40	4,009.78	371,406.18	178,926.59	192,479.59	0.00
312 SCHOOL PHYSICIAN			57,257.13	2,042.25	59,299.38	29,649.70	29,649.68	0.00
313 SCHOOL PSYCHOLOGIST			302,810.40	33,204.81	336,015.21	163,601.73	171,732.75	0.00
314 SCHOOL SOCIAL WORKER			288,078.00	-82,233.00	205,845.00	102,885.00	102,885.00	0.00
315 SPEECH IMPROVEMENT			793,203.00	132,023.40	925,226.40	441,767.40	483,459.00	0.00
316 VISUALLY IMPAIRED			119,557.50	398.52	119,956.02	59,928.20	60,027.82	0.00
318 DEAF			158,188.28	0.00	158,188.28	79,094.15	79,094.13	0.00
321 PHYS. THERAPY			169,740.00	0.00	169,740.00	84,870.00	84,870.00	0.00
322 OCCUPATIONAL THERAPY			225,304.80	0.00	225,304.80	112,652.40	112,652.40	0.00
325 HOME ECONOMICS			101,420.00	-40,568.00	60,852.00	30,426.00	30,426.00	0.00
326 ENGLISH/SECOND LANG. INTSR.			586,251.00	-98,794.15	487,456.85	241,480.81	246,156.04	180.00
332 CURRICULUM SUPERVISION COORDINATION			0.00	231,634.44	231,634.44	66,533.99	165,100.45	0.00
338 MUSIC TEACHER			264,480.00	37,468.00	301,948.00	151,341.33	150,606.67	0.00
345 SHARED BUSINESS OFFICIAL			0.00	78,631.00	78,631.00	10,155.17	50,775.83	0.00
346 AUDIOLOGY/OSWEGO BOCES			237,689.63	-11,707.36	225,982.27	118,191.72	118,152.15	10,361.60

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

These are estimates to balance the budget

ONEIDA HERKIMER MADISON BOCES  
Revenue Status Report As Of: 01/31/2025  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
355 GENERAL SUPERVISION COORDINATION			91,497.00	30,000.00	121,497.00	54,319.94	67,177.06	0.00
357 BILINGUAL/ESL ITINERANT MADISON BOCE			22,640.00	24,200.00	46,840.00	13,382.86	33,457.14	0.00
102 EXPLOR. ENRICHMENT/JEFF LEWIS BOCES			15,840.00	4,537.50	20,377.50	9,331.66	11,045.84	0.00
105 PERFORMING ARTS			411,363.18	61,271.25	472,634.43	216,507.43	262,549.50	6,572.50
108 ALTERNATIVE EDUCATION			7,891,028.40	-227,690.96	7,663,337.44	3,827,061.00	3,827,061.00	0.00
410 HOSPITAL BASED/ONONDAGA BOCES			8,856.00	1,404.00	10,260.00	6,405.11	5,430.86	1,575.97
411 ALTERNATIVE H.S. EQUIV			0.00	116,190.00	116,190.00	58,095.00	58,095.00	0.00
415 PORTABLE PLANETARIUM			5,850.00	19,456.00	25,306.00	6,023.23	6,026.77	720.00
417 GED - EA - MADISON BOCES			141,621.68	1,562.62	143,184.30	71,426.04	71,758.26	0.00
420 REGIONAL PROGRAM EXCELLENCE			199,486.00	-41,819.00	157,667.00	77,890.20	79,776.80	0.00
426 DISTANCE LEARNING/MADISON BOCES			675,806.78	178,200.72	854,007.50	412,613.36	441,394.14	0.00
428 SUMMER SCHOOL			530,835.00	495,261.00	1,026,096.00	524,065.78	502,036.60	6.38
438 DISTANCE LEARNING			1,917,064.30	163,692.88	2,080,757.18	865,850.83	903,110.29	58.19
462 EXPLORATORY ENRICHMENT/MONROE 2			0.00	1,224,262.75	1,224,262.75	406,924.73	817,338.02	0.00
463 Arts In Education			0.00	0.00	0.00	1.30	0.00	1.30
464 BRIGHT FUTURE ACADEMY/MADISON BOCES			0.00	40,529.70	40,529.70	6,896.23	33,633.47	0.00
479 DL SYNERGY VIRTUAL HS/CITI BOCES			47,790.00	35,526.00	83,316.00	34,183.40	49,158.14	25.54
480 Early College Access - Dual Credit			0.00	226,338.00	226,338.00	84,876.75	141,461.25	0.00
502 EDUCATIONAL COMMUNICATIONS			1,135,512.32	15,990.35	1,151,502.67	539,382.55	599,645.91	1,879.76
504 TECHNICAL REPAIR SERVICE			1,032,424.00	375,663.39	1,408,087.39	535,657.44	583,267.20	78.89
505 PRINTING			1,426,424.00	220,057.13	1,646,481.13	727,606.80	859,402.91	5,845.77
509 SCH. CURR./CAYUGA BOCES			41,908.44	-8,634.72	33,273.72	16,972.33	16,671.54	370.15
510 LEARNING TECHNOLOGY			3,618,420.68	91,756.46	3,710,177.14	1,721,071.87	1,819,382.30	0.00
511 SCH. CURR./CAPITAL REGION			0.00	11,374.44	11,374.44	4,641.84	6,732.60	0.00
513 SCH CURR./FRANKLIN BOCES			0.00	1,985.00	1,985.00	882.24	1,102.76	0.00
514 MODEL SCHOOLS-MADISON BOCES			275,980.65	2,367.35	278,348.00	139,165.00	139,183.00	0.00
515 COMMON LEARNING OBJ-MADISON BOCES			3,115,007.23	511,704.58	3,626,711.81	1,794,364.90	1,832,346.91	0.00
518 SCIENCE KITS			1,410,632.29	-103,220.88	1,307,411.41	653,537.39	630,076.61	0.00
520 SCH CURR./MADISON BOCES			1,000.00	469.08	1,469.08	16.67	1,452.41	0.00
521 SCHOOL CURRICULUM IMPROVEMENT SERVIC			2,346,748.00	-49,299.97	2,297,448.03	1,125,932.01	1,171,516.02	0.00
528 SCH CURR./ONONDAGA BOCES			0.00	1,635.00	1,635.00	342.86	1,292.14	0.00
531 SCH. CURRIC/MSWHE BOCES			0.00	0.00	0.00	47.89	0.00	47.89
535 SCH CURRIC/HERKIMER BOCES			170.30	-102.18	68.12	34.06	34.06	0.00
538 MODEL SCHOOLS			140,974.32	4,981.00	145,955.32	72,977.68	72,977.64	0.00
543 HRD/SOFTWARE/OSWEGO BOCES			3,625.10	19,169.64	22,794.74	9,341.43	13,627.07	173.76
545 COMMUNITY SCHOOL RESOURCES			2,848,400.06	8,274,684.40	11,123,084.46	5,035,614.46	6,087,470.00	0.00
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES			3,020.35	30.00	3,050.35	2,055.99	1,525.15	530.79
549 SEC III INTERSCHOLASTIC SPORTS/OCM B			73,268.52	7,866.95	81,135.47	62,723.60	40,336.67	21,924.80
555 SUPERINTENDENT EVALUERIE 2 BOCES			7,565.00	374.48	7,939.48	4,188.18	3,969.73	218.43
560 CPSE			176,088.00	0.00	176,088.00	79,990.28	96,097.72	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: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
65 SCH CURRICULUM/ERIE 2 BOCES			6,600.00	-6,600.00	0.00	0.00	0.00	0.00
70 HOME SCHOOL COORDINATION/MADISON BOC			0.00	3,109.00	3,109.00	1,554.50	1,554.50	0.00
73 INSTR TECHNOLOGY/CAP REGION BOCES			1,751.12	5,984.52	7,735.64	2,908.71	4,826.93	0.00
74 SABA (SCHOOL AND BUSINESS ALLIANCE)			662,726.00	78,286.00	741,012.00	370,730.52	370,506.00	224.52
75 VOCATIONAL ASSESSMENT			4,750.00	0.00	4,750.00	2,375.00	2,375.00	0.00
76 LIBRARY MEDIA SERVICE			877,546.47	1,790.11	879,336.58	436,498.56	438,232.32	0.00
78 LIBRARY AUTOMATION - MADISON BOCES			163,288.00	5,937.00	169,225.00	84,414.47	84,810.53	0.00
79 DIVERSITY EQUITY & INCLTOMPKINS BOC			1,436.00	-1,436.00	0.00	0.00	0.00	0.00
81 GRANT WRITING SVE/CAPITAL REG BOCES			0.00	19,819.88	19,819.88	9,909.95	9,909.93	0.00
86 LEARNING TECHNOLOGY/CAYUGA BOCES			0.00	77,411.98	77,411.98	29,029.50	48,382.48	0.00
901 COMPUTER SERVICES - MADISON BOCES			10,842,475.26	992,968.04	11,835,443.30	5,832,509.11	6,002,934.19	0.00
902 NEGOTIATIONS - MADISON BOCES			385,947.00	-151,716.02	234,230.98	109,726.51	124,504.47	0.00
903 SCHOOL COMMUNICATIONS			797,350.00	69,487.03	866,837.03	380,903.31	448,473.02	359.88
904 CENTRAL BUSINESS OFFICE			541,695.76	7,686.50	549,382.26	271,270.98	278,111.28	0.00
907 STAFF DEVELOPMENT - BUS DRIVERS			0.00	6,168.87	6,168.87	2,451.83	3,717.04	0.00
909 PLANNING SER: MANAGEMENT OCM BOCES			56,198.00	1,812.00	58,010.00	32,279.63	29,085.12	3,354.75
910 TELEPHONE INTERCONNECT			737,582.66	272,819.10	1,010,401.76	345,023.03	353,517.27	0.00
911 REGIONAL BUS MAINTENANCE-MADISON BOC			175,000.00	0.00	175,000.00	87,500.00	87,500.00	0.00
912 HEALTH COORDINATION/HERKIMER BOCES			12,259.00	639.26	12,898.26	6,413.62	6,484.64	0.00
914 SAFETY TRAINING/HERKIMER BOCES			21,320.00	-21,320.00	0.00	0.00	0.00	0.00
915 POLICY PLANNING ERIE I			13,289.38	619.46	13,908.84	6,954.42	6,954.42	0.00
916 EMPLOYEE ASSISTANCE PROGRAM			21,344.00	0.00	21,344.00	10,672.00	10,672.00	0.00
918 EMPLOYEE BENEFIT COORDINATION			137,150.00	0.00	137,150.00	68,575.00	68,575.00	0.00
920 SAFETY COORDINATOR			994,142.05	55,073.37	1,049,215.42	477,518.12	478,874.47	200.00
921 COORDINATION OF INSURANCE MANAGEMENT			7,375.00	0.00	7,375.00	3,687.50	3,687.50	0.00
922 REGIONAL BUS RADIOS - MADISON BOCES			9,928.00	240.00	10,168.00	5,080.25	5,087.75	0.00
923 STATE AID PLANNING - QUESTAR III BOC			42,180.00	840.00	43,020.00	21,510.00	21,510.00	0.00
925 SUBSTITUTE TEACHER SERVICE			176,023.00	9,721.75	185,744.75	84,444.56	88,344.44	0.00
926 CENTRAL SCHOOL FOOD MANAGEMENT			1,163,607.76	0.00	1,163,607.76	544,999.30	618,643.46	35.00
927 RECORDS RETENTION			122,400.00	94,094.87	216,494.87	71,138.63	71,138.62	0.00
928 TELECOMMUNICATIONS			310,835.40	177,295.97	488,131.37	216,714.04	155,417.60	61,296.24
931 COOPERATIVE BID/MAD. BOCES			61,116.30	2,245.70	63,362.00	31,643.88	31,718.12	0.00
932 HEALTH CARE COORD/DELAWARE BOC			24,747.00	-24,747.00	0.00	874.89	0.00	874.89
933 GASB 45 PLNG/QUESTAR III			21,155.00	766.00	21,921.00	10,960.50	10,960.50	0.00
934 STAFF DEV BD OF ED - HERKIMER BOCES			15,422.11	0.00	15,422.11	7,711.08	7,711.03	0.00
936 GASB 45 PLANNING/CLINTON-ESSEX			12,470.00	5,200.00	17,670.00	8,835.00	8,835.00	0.00
937 FIXED ASSET INVENTORY/QUESTAR III			31,461.00	870.00	32,331.00	16,165.50	16,165.50	0.00
939 TRANSP./MADISON BOCES			90.00	2,674.00	2,764.00	930.05	1,833.95	0.00
940 DRUG TESTING/JEFF-LEWIS BOCES			18,525.25	-1,936.75	16,588.50	6,596.68	9,991.82	0.00
941 ON-LINE APPL./PUTNAM BOCES			43,493.25	938.63	44,431.88	22,215.94	22,215.94	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: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
345 INFINITE CAMPUS/E. SUFFOLK BOCES			0.00	1,150.00	1,150.00	431.25	718.75	0.00
346 MEDICAID REIMBURSEMENT/MADISON BOCES			29,292.50	174.67	29,467.17	14,709.16	14,758.01	0.00
349 ACA COMPLIANCE/MADISON BOCES			17,287.05	1,112.25	18,399.30	9,199.65	9,199.65	0.00
550 TESTING - NYS ALT ADDMT-CAP REGION B			83,252.40	-69,520.65	13,731.75	6,334.63	7,397.12	0.00
551 SCRIC/BROOME BOCES			61,400.76	13,982.92	75,383.68	37,691.92	37,691.76	0.00
555 SPECIAL ED AID ASSISTANCE SVC/QUESTA			32,279.00	645.00	32,924.00	16,690.67	16,233.33	0.00
556 EMPLOYEE RELATIONS/ONC BOCES			18,411.00	1,305.00	19,716.00	10,947.08	9,858.00	1,089.08
557 PROJECT WORK/CAPITAL REGION BOCES			0.00	28,485.00	28,485.00	14,242.50	14,242.50	0.00
558 COOP BID/DCMO BOCES			25,351.06	-414.86	24,936.20	14,381.85	12,468.09	1,913.74
559 TIER 4 ENHANCED/CAP REGION BOCES			241,927.56	-9,293.31	232,634.25	116,317.14	116,317.11	0.00
560 EMPLOYEE ASSISTANCE/DCMO BOCES			8,347.12	969.14	9,316.26	2,690.70	6,654.47	28.91
561 WEB HOSTING/CAPITAL REGION BOCES			4,285.00	4,543.00	8,828.00	4,414.00	4,414.00	0.00
562 COMPUTER MANAGEMENT/S.WESTCHESTER BO			71,437.17	0.00	71,437.17	35,718.59	35,718.58	0.00
563 TRANSPORT PLANNING/FRANKLIN ESSEX BO			0.00	21,700.00	21,700.00	10,850.00	10,850.00	0.00
564 DATA ANALYTICS/CLINTON-ESSEX BOCES			0.00	10,541.67	10,541.67	3,953.13	6,588.54	0.00
679 PLANNING SERVICE/ERIE 2 BOCES			15,400.00	75,900.00	91,300.00	31,013.53	61,668.75	1,382.28
Total GENERAL FUND			94,356,575.45	11,900,642.21	106,257,217.66	50,534,414.77	54,106,567.26	185,526.61

Selection Criteria

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

As Of Date: 01/31/2025

Suppress revenue accounts with no activity

Print Summary Only

Sort by: Fund/CoSer

Printed by MICHELE M. NORTH

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

# ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025  
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	904,788.12	836,812.11	2,499,805.58
002 CAPITAL/RENT EXPENDITURES		3,394,208.00	-103,882.00	3,290,326.00	3,039,557.60	250,768.40	0.00
101 OCCUPATIONAL EDUCATION		7,172,644.84	-461,362.08	6,711,282.76	2,645,950.34	3,886,620.23	178,712.19
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	-47,029.68	928,913.30	265,439.89	519,613.90	143,859.51
109 OCC. ED/MADISON BOCES XC		43,184.00	-9,875.00	33,309.00	16,178.65	0.00	17,130.35
201 8:1:2 PROGRAM		5,771,885.75	-820,919.79	4,950,965.96	1,836,171.83	3,285,206.11	-170,411.98
202 INTENSE MGMT NEEDS/MADISON BOCES		73,034.42	42,790.58	115,825.00	46,251.33	0.00	69,573.67
204 12:1:1 MILD/MODERATE PROGRAM		1,365,466.21	-49,110.94	1,316,355.27	456,744.33	794,126.47	65,484.47
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		368,320.00	69,852.83	438,172.83	130,970.65	0.00	307,202.18
206 TRANSITIONAL PLNG & IMPLEMENTATION		917,772.00	50,639.10	968,411.10	38,377.50	53,222.90	876,810.70
209 12:1:4 DEV/MD PROGRAM		3,511,738.31	430,664.76	3,942,403.07	1,255,158.93	2,204,116.86	483,127.28
214 SPECIAL ED. OPTION III/MADISON BOCES		379,855.00	-133,796.54	246,058.46	79,174.46	0.00	166,884.00
216 6:1:2 PROGRAM		1,452,323.60	-1,050,390.84	401,932.76	371,930.91	516,981.98	-486,980.13
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		242,848.50	107,635.94	350,484.44	154,922.63	0.00	195,561.81
225 ELEM IMN 6:1:2.5/MADISON		553,849.00	-188,974.46	364,874.54	172,959.84	0.00	191,914.70
228 SKILLS DEV-ELEM (12:1:1)/MADISON BOCES		83,833.00	104,866.08	188,699.08	69,821.73	0.00	118,877.35
230 INTENSE MGMT NEED/MADISON BOCES		0.00	252,205.09	252,205.09	101,565.41	0.00	150,639.68
232 AUTISM-SECONDARY(6:1:1)/MADISON BOCES		166,520.00	191,239.50	357,759.50	92,401.87	0.00	265,357.63
303 ART		323,753.72	32,398.25	356,151.97	97,668.37	160,018.66	98,464.94
305 GUIDANCE		252,293.31	0.00	252,293.31	87,118.41	147,866.45	17,308.45
306 TECHNOLOGY		134,824.70	0.00	134,824.70	54,149.01	83,781.09	-3,105.40
307 ENGLISH		0.00	63,514.40	63,514.40	19,850.90	39,658.12	4,005.38
308 PHYSICAL EDUCATION		289,595.39	-98,730.00	190,865.39	67,823.18	116,367.95	6,674.26
310 NURSE PRACTITIONER		448,628.48	4,009.78	452,638.26	176,372.65	275,311.66	953.95
312 SCHOOL PHYSICIAN		63,686.22	2,042.25	65,728.47	34,707.20	34,707.19	-3,685.92
313 SCHOOL PSYCHOLOGIST		578,811.80	-78,947.19	499,864.61	195,496.62	294,191.88	10,176.11
314 SCHOOL SOCIAL WORKER		301,508.81	-104,662.00	196,846.81	61,078.25	138,452.14	-2,683.58
315 SPEECH IMPROVEMENT		776,360.40	132,023.40	908,383.80	352,218.53	569,223.57	-13,058.30
316 VISUALLY IMPAIRED		116,626.61	398.52	117,025.13	38,512.41	74,061.91	4,450.81
318 DEAF		151,938.28	0.00	151,938.28	51,048.75	98,061.99	2,827.54
321 PHYS. THERAPY		163,110.45	0.00	163,110.45	59,769.48	105,977.45	-2,636.48
322 OCCUPATIONAL THERAPY		206,304.80	0.00	206,304.80	84,999.56	151,449.71	-30,144.47
325 HOME ECONOMICS		187,340.00	-101,420.00	85,920.00	28,072.14	41,265.86	16,582.00
326 ENGLISH/SECOND LANG. INTSR.		578,242.45	-66,224.65	512,017.80	203,815.49	356,047.12	-47,844.81
332 CURRICULUM SUPERVISION COORDINATION		0.00	231,634.44	231,634.44	221,372.67	0.00	10,261.77
338 MUSIC TEACHER		310,817.31	-28,652.00	282,165.31	81,087.69	132,889.00	68,188.62
345 SHARED BUSINESS OFFICIAL		0.00	78,631.00	78,631.00	74,565.13	0.00	4,065.87
346 AUDIOLOGY/OSWEGO BOCES		237,689.63	-11,707.36	225,982.27	89,149.02	0.00	136,833.25

# ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025  
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	30,000.00	119,997.00	42,083.27	47,949.39	29,964.34
357 BILINGUAL/JESL ITINERANT MADISON BOCES		22,640.00	24,200.00	46,840.00	11,710.00	0.00	35,130.00
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	61,271.25	471,345.45	177,232.89	82,693.71	211,418.85
408 ALTERNATIVE EDUCATION		6,626,046.09	69,814.54	6,695,860.63	2,419,145.26	3,990,776.75	285,938.62
410 HOSPITAL BASED/ONONDAGA BOCES		8,856.00	1,404.00	10,260.00	1,620.00	0.00	8,640.00
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	19,456.00	25,306.00	837.26	0.00	24,468.74
417 GED - EA - MADISON BOCES		141,621.68	1,562.62	143,184.30	54,453.44	0.00	88,730.86
420 REGIONAL PROGRAM EXCELLENCE		187,041.90	-41,819.00	145,222.90	66,318.28	68,358.13	10,546.49
426 DISTANCE LEARNING/MADISON BOCES		675,806.78	178,200.72	854,007.50	334,112.35	0.00	519,895.15
428 SUMMER SCHOOL		515,737.09	475,121.11	990,858.20	897,878.98	43,215.09	49,764.13
438 DISTANCE LEARNING		1,843,137.84	171,334.09	2,014,471.93	711,672.49	841,793.05	461,006.39
461 DISTANCE LEARNING/CAPITAL REGION BOCES		0.00	0.00	0.00	0.00	0.00	0.00
462 EXPLORATORY ENRICHMENT/MONROE 2		0.00	1,224,262.75	1,224,262.75	885,666.50	0.00	338,596.25
464 BRIGHT FUTURE ACADEMY/MADISON BOCES		0.00	40,529.70	40,529.70	2,966.38	0.00	37,563.32
479 DL SYNERGY VIRTUAL HS/CITI BOCES		47,790.00	35,526.00	83,316.00	37,102.50	0.00	46,213.50
480 Early College Access - Dual Credit		0.00	242,298.00	242,298.00	115,500.00	115,500.00	11,298.00
502 EDUCATIONAL COMMUNICATIONS		1,171,404.29	15,990.35	1,187,394.64	404,987.31	322,841.18	459,566.15
504 TECHNICAL REPAIR SERVICE		1,317,705.36	380,235.89	1,697,941.25	675,896.40	618,719.49	403,325.36
505 PRINTING		1,425,141.06	222,057.13	1,647,198.19	834,052.05	794,444.57	18,701.57
509 SCH. CURR/CAYUGA BOCES		41,908.44	-8,634.72	33,273.72	14,573.06	3,116.81	15,583.85
510 LEARNING TECHNOLOGY		3,526,362.55	58,314.59	3,584,677.14	1,458,431.28	1,083,468.95	1,042,776.91
511 SCH. CURR./CAPITAL REGION		0.00	11,374.44	11,374.44	11,374.44	0.00	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	2,367.35	278,348.00	111,332.90	0.00	167,015.10
515 COMMON LEARNING OBJ-MADISON BOCES		3,115,007.23	511,704.58	3,626,711.81	1,971,419.98	0.00	1,655,291.83
518 SCIENCE KITS		1,279,013.44	-103,220.88	1,175,792.56	473,879.47	428,017.07	273,896.02
520 SCH CURR./MADISON BOCES		1,000.00	469.08	1,469.08	14.29	0.00	1,454.79
521 SCHOOL CURRICULUM IMPROVEMENT SERVICE		2,434,461.63	-19,992.57	2,414,469.06	831,049.69	649,663.17	933,756.20
528 SCH CURR./ONONDAGA BOCES		0.00	1,635.00	1,635.00	1,575.00	60.00	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	153,565.36	156,620.10	10,294.86
543 HRD/SFTWARE/OSWEGO BOCES		3,625.10	19,169.64	22,794.74	12,276.70	0.00	10,518.04
545 COMMUNITY SCHOOL RESOURCES		2,790,497.60	8,307,078.98	11,097,576.58	5,126,933.27	5,013,712.97	956,930.34
547 CDOS CREDENTIAL MGT SYS OSWEGO BOCES		3,020.35	30.00	3,050.35	1,415.00	0.00	1,635.35
549 SEC III INTERSCHOLASTIC SPORTS/OCM BOCES		73,268.52	7,866.95	81,135.47	32,454.17	8,113.58	40,567.72
555 SUPERINTENDENT EVALUERIE 2 BOCES		7,565.00	374.48	7,939.48	3,175.80	793.95	3,989.73
560 CPSE		166,088.00	0.00	166,088.00	73,017.15	90,841.70	2,229.15
565 SCH CURRICULUM/ERIE 2 BOCES		6,600.00	-6,600.00	0.00	0.00	0.00	0.00

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
570 HOME SCHOOL COORDINATION/MADISON BOCES		0.00	3,109.00	3,109.00	1,243.60	0.00	1,865.40
573 INSTR TECHNOLOGY/CAP REGION BOCES		1,751.12	5,984.52	7,735.64	7,735.64	0.00	0.00
574 SABA (SCHOOL AND BUSINESS ALLIANCE)		677,791.99	51,078.40	728,870.39	229,066.14	245,673.47	254,130.78
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	1,790.11	829,372.57	560,686.53	169,319.19	99,366.85
578 LIBRARY AUTOMATION - MADISON BOCES		163,288.00	5,937.00	169,225.00	68,314.00	0.00	100,911.00
579 DIVERSITY EQUITY & INCL/TOMPKINS 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	9,909.95	1,651.66	8,258.27
586 LEARNING TECHNOLOGY/CAYUGA BOCES		0.00	77,411.98	77,411.98	25,803.99	8,601.34	43,006.65
601 COMPUTER SERVICES - MADISON BOCES		10,842,475.26	992,968.04	11,835,443.30	5,974,168.72	0.00	5,861,274.58
602 NEGOTIATIONS - MADISON BOCES		385,947.00	-151,716.02	234,230.98	88,132.08	0.00	146,098.90
603 SCHOOL COMMUNICATIONS		976,243.00	69,487.03	1,045,730.03	502,434.40	622,983.02	-79,687.39
604 CENTRAL BUSINESS OFFICE		522,847.94	7,686.50	530,534.44	259,086.81	134,996.07	136,451.56
607 STAFF DEVELOPMENT - BUS DRIVERS		0.00	6,168.87	6,168.87	9,925.50	8,370.00	-12,126.63
609 PLANNING SER: MANAGEMENT OCM BOCES		56,198.00	1,812.00	58,010.00	23,204.00	5,801.00	29,005.00
610 TELEPHONE INTERCONNECT		749,485.66	266,819.10	1,016,304.76	376,811.82	273,806.17	365,686.77
611 REGIONAL BUS MAINTENANCE-MADISON BOCES		175,000.00	0.00	175,000.00	70,000.00	0.00	105,000.00
612 HEALTH COORDINATION/HERKIMER BOCES		12,259.00	639.26	12,898.26	6,449.14	0.00	6,449.12
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	8,113.49	0.00	5,795.35
616 EMPLOYEE ASSISTANCE PROGRAM		28,130.00	0.00	28,130.00	13,676.45	10,029.44	4,424.11
617 RECRUITING SERVICES		0.00	0.00	0.00	1,579.00	0.00	-1,579.00
618 EMPLOYEE BENEFIT COORDINATION		207,003.94	0.00	207,003.94	72,628.72	60,983.60	73,391.62
620 SAFETY COORDINATOR		1,042,530.35	55,692.84	1,098,223.19	377,599.53	469,221.58	251,402.08
621 COORDINATION OF INSURANCE MANAGEMENT		8,762.41	0.00	8,762.41	4,308.92	3,219.32	1,234.17
622 REGIONAL BUS RADIOS - MADISON BOCES		9,928.00	240.00	10,168.00	4,067.20	0.00	6,100.80
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	9,721.75	175,988.48	68,737.48	47,063.38	60,187.62
626 CENTRAL SCHOOL FOOD MANAGEMENT		1,203,419.77	0.00	1,203,419.77	497,611.28	488,940.84	216,867.65
627 RECORDS RETENTION		126,774.62	94,094.87	220,869.49	101,190.10	41,678.40	78,000.99
628 TELECOMMUNICATIONS		337,121.74	177,295.97	514,417.71	155,399.04	211,573.79	147,444.88
631 COOPERATIVE BID/MAD. BOCES		61,116.30	2,245.70	63,362.00	25,344.80	0.00	38,017.20
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	8,768.40	2,192.10	10,960.50
634 STAFF DEV BD OF ED - HERKIMER BOCES		15,422.11	0.00	15,422.11	7,711.08	0.00	7,711.03
636 GASB 45 PLANNING/CLINTON-ESSEX		12,470.00	5,200.00	17,670.00	8,835.00	1,472.53	7,362.47
637 FIXED ASSET INVENTORY/QUESTAR III		31,461.00	870.00	32,331.00	12,932.40	3,233.10	16,165.50
639 TRANSP./MADISON BOCES		90.00	2,674.00	2,764.00	823.99	0.00	1,940.01
640 DRUG TESTING/JEFF-LEWIS BOCES		18,525.25	-1,936.75	16,588.50	13,246.50	1,217.00	2,125.00
641 ON-LINE APPL./PUTNAM BOCES		43,493.25	938.63	44,431.88	17,772.75	0.00	26,659.13

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
645 INFINITE CAMPUS/E. SUFFOLK BOCES		0.00	1,150.00	1,150.00	1,069.50	0.00	80.50
646 MEDICAID REIMBURSEMENT/MADISON BOCES		29,292.50	174.67	29,467.17	11,711.81	0.00	17,755.36
649 ACA COMPLIANCE/MADISON BOCES		17,287.05	1,112.25	18,399.30	7,359.72	0.00	11,039.58
650 TESTING - NYS ALT ADMT-CAP REGION BOCES		83,252.40	-69,520.65	13,731.75	7,662.75	1,011.50	5,057.50
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	645.00	32,924.00	13,346.00	3,263.00	16,315.00
656 EMPLOYEE RELATIONS/ONC BOCES		18,411.00	1,305.00	19,716.00	9,652.63	2,012.67	8,050.70
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	9,974.48	2,493.63	12,468.09
659 TIER 4 ENHANCED/CAP REGION BOCES		241,927.56	-9,293.31	232,634.25	130,559.60	21,759.96	80,314.69
660 EMPLOYEE ASSISTANCE/DCMO BOCES		8,347.12	969.14	9,316.26	2,329.06	1,164.53	5,822.67
661 WEB HOSTING/CAPITAL REGION BOCES		4,285.00	4,543.00	8,828.00	4,413.98	735.68	3,678.34
662 COMPUTER MANAGEMENT/S.WESTCHESTER BOCES		71,437.17	0.00	71,437.17	32,284.07	0.00	39,153.10
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	4,216.68	1,054.17	5,270.82
679 PLANNING SERVICE/ERIE 2 BOCES		15,400.00	75,900.00	91,300.00	24,540.48	11,126.59	55,632.93
701 OPERATIONS & MAINTENANCE		3,689,293.12	8,441.87	3,697,734.99	2,030,312.06	1,467,272.81	200,150.12
702 SPECIAL EDUCATION ADMINISTRATION		1,379,660.17	0.00	1,379,660.17	609,161.50	638,162.92	132,335.75
703 PROGRAM TRANSPORTATION		303,416.57	0.00	303,416.57	7,019.36	396,445.68	-100,048.47
704 CENTRAL SUPERVISION		571,421.12	24,121.89	595,543.01	295,551.46	269,875.87	30,115.68
707 TRANSITION PLANNING SERVICE		53,531.00	0.00	53,531.00	38,850.85	37,017.36	-22,337.21
708 TEACHING ASSISTANT		804,459.00	-320,520.00	483,939.00	152,006.36	347,861.80	-15,929.16
709 RESEARCH AND DEVELOPMENT		258,427.39	0.00	258,427.39	89,599.84	82,589.18	86,238.37
713 INFO & TECH SUPERVISION		550,296.68	24,894.00	575,190.68	237,722.76	295,039.28	42,428.64
715 Speech Therapy - Related Service		1,045,875.40	62,362.81	1,108,238.21	376,102.78	637,901.50	94,233.93
716 Visually Impaired - Related Service		32,408.14	-3,964.61	28,443.53	11,734.31	22,999.66	-6,290.44
718 Hearing Impaired - Related Service		8,097.76	0.00	8,097.76	3,258.47	6,259.22	-1,419.93
720 PHYSICAL THERAPY - RELATED SERVICE		248,792.00	-16,200.00	232,592.00	99,460.26	181,343.55	-48,211.81
721 School Social Worker		1,361,308.00	-245,549.00	1,115,759.00	504,482.64	850,328.48	-239,052.12
722 Occupational Therapy		334,100.00	10,120.50	344,220.50	110,894.83	211,764.53	21,561.14
Total GENERAL FUND		94,356,575.45	11,900,642.21	106,257,217.66	46,308,027.27	37,829,010.94	22,120,179.45



**ONEIDA HERKIMER MADISON BOCES**  
Revenue Status Report As Of: 01/31/2025  
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	190,328.93	111,971.07	
791,000-1445-000	791,000	Other Food Sales-Invoices	125,000.00	0.00	125,000.00	28,386.92	96,613.08	
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	58,801.95		18,801.95
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	3,719.99	21,280.01	
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	3,341,501.00	3,658,499.00	
791,000-3190-001	791,000	Surplus Food/Wharehouse/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	72,103.00		72,103.00
791,000 Service Subtotal			7,967,300.00	205,000.00	8,172,300.00	3,905,298.74	4,363,363.16	96,361.90
Total SCHOOL LUNCH FUND			7,967,300.00	205,000.00	8,172,300.00	3,905,298.74	4,363,363.16	96,361.90

**Selection Criteria**

Criteria Name: Shared: LUNCH EOM RPT Modified  
As Of Date: 01/31/2025  
Sort by: Fund/Service  
Printed by MICHELE M. NORTH

\* Year-to-date revenue amounts include the estimated revenue associated with carryover encumbrances from the prior fiscal year, which are reported in revenue code 225x-9xx.

Total year-to-date revenue will not agree with actual revenue shown for G/L account 980, unless these accounts are excluded

ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025

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	1,133,782.48	0.00	1,253,717.52
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	1,492,384.15	1,765,845.78	-558,229.93
791-2860-302	SUPPLIES - OTHER	275,000.00	0.00	275,000.00	84,182.50	214,565.36	-23,747.86
791-2860-303	SURPL FOOD/WRHOUSE/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	44,524.57	94,524.41	-24,048.98
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	88,643.07	0.00	111,356.93
791-2860-802	FICA	200,000.00	0.00	200,000.00	84,430.04	0.00	115,569.96
791-2860-803	WK COMP	100,000.00	0.00	100,000.00	43,083.79	0.00	56,916.21
791-2860-804	HEALTH INS	525,000.00	0.00	525,000.00	0.00	322,054.05	202,945.95
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	2,984,081.37	2,571,989.60	2,616,229.03
Total SCHOOL LUNCH FUND		7,967,300.00	205,000.00	8,172,300.00	2,984,081.37	2,571,989.60	2,616,229.03

ONEIDA-HERKIMER-MADISON BOCES

BUDGET ADJUSTMENTS

January 2025 Report for March Meeting

Description	2024-2025 Adopted Budget	Adjustments per Contracts	07/31/24 Contract Totals	08/01/24 Changes	09/01/24 Changes	10/01/24 Changes	11/01/24 Changes	12/01/24 Changes	01/01/25 Changes	Revised Budget
<b>A000 ADMINISTRATION</b>										
A001 Administration	4,293,680	157,955	4,451,635					(103,882)		4,451,635
A002 Rent & Capital Budgets	3,394,208		3,394,208							3,290,326
<b>A000 ADMINISTRATION TOTAL</b>	<b>7,687,888</b>	<b>157,955</b>	<b>7,845,843</b>					<b>(103,882)</b>		<b>7,741,961</b>
<b>A100 VOCATIONAL EDUCATION</b>										
A101 Occupational Education	9,465,979	(54,437)	9,411,542	(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)				
A107 Multi. Occupational Education	765,000	(6,230)	758,770				(40,800)			717,970
A109 Occup. Ed./Madison BOCES	43,184	1,228	44,412				(11,103)			33,309
<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>(51,903)</b>		<b>9,828,895</b>
<b>A200 SPECIAL EDUCATION</b>										
A201 Special Class 6:1:1	8,900,123	40,392	8,940,515				(1,309,366)			7,843,277
A202 Intense Mang. Needs/Madison BOCES	73,034	(73,034)				138,754				115,825
A204 12:1:1	2,297,649	(108,678)	2,188,972				32,715			2,218,642
A205 Option II/Madison BOCES	368,320	(54,839)	313,481					20,826		124,692
A206 Transition Services	976,408	(29,058)	947,350	2,178		69,764	3,300			1,027,047
A209 Severely Handicapped	6,997,076	537,754	7,534,830				(397,256)			7,175,206
A214 Sndry Int.Mgt.Needs/Madison BOCES	379,855	4,323	384,178					44,670		246,058
A216 Spec.Ed./1:6:1	2,209,020	163,474	2,372,493				(1,267,290)			1,069,223
A222 Autism Program/Madison BOCES	242,849	135,851	378,699					59,191		350,484
A225 Elementary IMN/Madison BOCES	553,849	(225,904)	327,945					(215,003)		364,875
A228 Skills Dev-Elem (12:1:1)/Madison BOCES	83,833	548,764	632,597					(565,083)		188,699
A230 Intense Mgmt Needs/Madison BOCES		200,750	200,750					59,852		252,205
A232 Autism-Secondary (6:1:1)/Madison BOCES	166,520	(41,493)	125,027					178,128		357,760
<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>(2,937,897)</b>	<b>(423,419)</b>		<b>21,647,474</b>
<b>A300 ITINERANTS</b>										
A303 Art	155,512	51,837	207,349				6,480			317,503
A305 Guidance	272,076	(27,208)	244,868							217,661
A306 Technology	90,413		90,413							90,413
A307 Itinerant English								67,734		67,734
A308 Physical Education	148,095		148,095							148,095
A310 Nurse Practitioner	367,396	(37,401)	329,995							371,406
A312 School Physician	57,257	2,042	59,299							59,299
A313 School Psychologist	302,810	681	303,491							336,015

Description	2024-2025 Adopted Budget	Adjustments per Contracts	07/31/24 Contract Totals	08/01/24		09/01/24		10/01/24		11/01/24		12/01/24		01/01/25		Revised Budget
				Changes	08/31/24	Changes	09/30/24	Changes	10/31/24	Changes	11/30/24	Changes	12/31/24	Changes	01/31/25	
A314 School Social Worker	288,078	(82,233)	205,845						166,766							205,845
A315 Speech Impaired	793,203	(34,743)	758,460													925,226
A316 Visually Impaired	119,558		119,558						399							119,956
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						9,771							487,457
A332 Curriculum Supervision							17,921		67,825			34,083				231,634
A338 Music Teacher	264,480	(11,020)	253,460				55,100									301,948
A345 Shared Business Official		17,700	17,700													60,931
A346 Audiology/Oswego BOCES	237,690	(36,738)	200,952				10,073				464	14,494				225,982
A355 General Supervision	91,497		91,497								30,000					121,497
A357 Bilingual/ESL Itinerant/Madison BOCES	22,640		22,640						(22,640)			46,840				46,840
<b>A300 ITINERANTS TOTAL</b>	<b>4,451,609</b>	<b>(222,222)</b>	<b>4,229,387</b>	<b>108,920</b>	<b>5,909</b>	<b>5,909</b>	<b>162,532</b>	<b>95,417</b>	<b>254,645</b>	<b>110,420</b>	<b>737,842</b>	<b>4,967,229</b>				
<b>A400 GENERAL EDUCATION</b>																
A402 Explor. Enrichment/Jeff-Lewis BOCES	15,840	(10,890)	4,950			15,428										20,378
A405 Performing Arts	411,363	(27,831)	383,532						4,318			54,805				472,634
A408 Alternative Education	7,891,028	(73,415)	7,817,614						(154,276)							7,663,337
A410 Hospital Based/Onondaga BOCES	8,856		8,856													10,260
A411 Alternative High School Equivalency									1,404							116,190
A415 Portable Planetarium	5,850	116,190	116,190						4,225		930					25,306
A417 Equivalent Attendance/Madison BOCES	141,622	13,651	19,501			650			(224)			833				143,184
A420 Regional Program Excellence	199,486	953	142,575													157,667
A426 Distance Learning/Madison BOCES	675,807	(26,412)	173,074													854,008
A428 Summer School	530,835	60,843	736,650						116,298							1,026,096
A438 Distance Learning	1,917,064	693,464	1,224,299													2,080,757
A461 Distance Learning/Capital Region BOCES		59,814	1,976,878				69,189		23,281		4,249					
A462 Exploratory Enrichment/Monroe 2 BOCES		9,828	9,828									(9,828)				
A464 Bright Future Academy/Madison BOCES									266,632		957,631					1,224,263
A479 DL Synergy Virtual HS/CTI BOCES												40,530				40,530
A480 Early College Access-Dual Credit	47,790	1,680	49,470								32,980					83,316
<b>A400 GENERAL EDUCATION TOTAL</b>	<b>11,845,541</b>	<b>817,876</b>	<b>12,663,417</b>	<b>69,839</b>	<b>317,354</b>	<b>219,959</b>	<b>1,007,032</b>	<b>(139,999)</b>	<b>226,338</b>	<b>6,661</b>	<b>226,338</b>	<b>1,480,847</b>	<b>14,144,264</b>			
<b>A500 INSTRUCTIONAL SUPPORT</b>																
A502 Library Media	1,135,512	191	1,135,703													1,151,503
A504 Audio Visual/Video Repair	1,032,424	295,094	1,327,518						9,164		25,020					1,408,087
A505 Printing Services	1,426,424	67,893	1,494,317						11,096							1,646,481
A509 Sch. Curr./Cayuga BOCES	41,908	(8,912)	32,996						277							33,274



Description	2024-2025		Adjustments		07/31/24		08/01/24		09/01/24		10/01/24		11/01/24		12/01/24		01/01/25		Net Changes	Revised Budget
	Adopted Budget	per Contracts	Contract Totals	Changes	07/31/24	08/01/24	09/01/24	10/01/24	11/01/24	12/01/24	01/01/25	01/31/25	01/31/25	01/31/25	01/31/25	01/31/25	01/31/25	01/31/25		
A614 Safety Training/Herkimer BOCES	21,320	(21,320)																		
A615 Policy Planning/Erie 1	13,289	619	13,909		13,909														13,909	
A616 Employee Assistance Program	21,344		21,344		21,344														21,344	
A617 Teacher Recruiting Service																				
A618 Employee Benefits Coordination	137,150		137,150		137,150														137,150	
A620 Safety/Asbestos/Struct/Fire Inspections	994,142	38,130	1,032,272		1,032,272	250	7,011	7,095		818	1,770							1,049,215		
A621 Liability Insurance Consortium	7,375		7,375		7,375													7,375		
A622 Regional Bus Radios/Madison BOCES	9,928	210	10,138		10,138			30										10,168		
A623 State Aid Planning/Questar III BOCES	42,180	840	43,020		43,020													43,020		
A625 Substitute Calling Service	176,023	(8,099)	167,924		167,924		4,770	12,451	600									185,745		
A626 School Food Service	1,163,608	58,825	1,222,433		1,222,433			(58,825)										1,163,608		
A627 Records Retention	122,400	81,345	203,745		203,745	12,750												216,495		
A628 Telecommunications	310,835	177,296	488,131		488,131			297										488,131		
A631 Cooperative Bid/Madison BOCES	61,116	1,949	63,065		63,065													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													21,921		
A634 Staff Dev./Board/Herkimer BOCES	15,422		15,422		15,422													15,422		
A636 GASB 45/Clinton-Essex Boces	12,470	5,220	17,690		17,690	(20)												17,670		
A637 Fixed Assets/Questar III BOCES	31,461	870	32,331		32,331													32,331		
A639 Transp./Madison BOCES	90	2,383	2,473		2,473			(220)		511								2,764		
A640 Drug Testing/Jeff-Lewis BOCES	18,525	(10,299)	8,226		8,226		376	3,496	2,390	1,130	971							16,589		
A641 On-Line Application/Putnam BOCES	43,493	939	44,432		44,432													44,432		
A645 Infinite Campus/Eastern Suffolk BOCES	29,293	(60)	29,233		29,233													29,173		
A646 Medicaid Reimburse./Madison BOCES	17,287	1,150	18,399		18,399													18,399		
A648 Election Mgmt/E. Suffolk BOCES	83,252	(71,114)	12,138		12,138					1,594								13,732		
A649 ACA Compliance/Madison BOCES	61,401	13,983	75,384		75,384													75,384		
A650 Testing-NYS Alt Admtr/Cap Region BOCES	32,279	1,331	33,610		33,610													32,924		
A651 SCRIC/Broome BOCES	18,411	1,305	19,716		19,716													19,716		
A655 Special Ed Aid Assistance Svc/Questar III BOCES	25,351	(415)	24,936		24,936													24,936		
A656 Employee Relations/ONG BOCES	241,928	(9,293)	232,634		232,634													232,634		
A657 Project Work/Cap Region BOCES	8,347	(8,347)																		
A658 Coop Bldg/DCMO BOCES	4,285	4,543	8,828		8,828													8,828		
A659 Tier 4 Enhanced/Cap Region BOCES	71,437	21,700	93,137		93,137				9,316									102,453		
A660 Employee Assistance/DCMO BOCES																				
A661 Web Hosting/Capital Region BOCES																				
A662 Computer Management/Westchester BOCES																				
A663 Transportation Planning/Franklin Essex BOCES																				
A664 Data Analytics/Clinton Essex BOCES																				
A679 Planning Service/Erie 2 BOCES	15,400		15,400		15,400			10,542		16,500	8,250							34,252		
A600 NON-INSTRUCTIONAL SERVICES TOTAL	17,405,253	524,983	17,930,236		17,930,236	19,668	(22,776)	791,491	75,496	113,272	81,586							18,988,973		

Description	2024-2025 Adopted Budget	Adjustments per Contracts	07/31/24 Contract Totals	08/31/24 Changes	09/30/24 Changes	10/31/24 Changes	11/30/24 Changes	12/31/24 Changes	01/31/25 Changes	Net Changes	Revised Budget
A700 INTERNAL											
A701 Operations and Maintenance	-		-							-	-
A713 Infor and Technology Supervision	-		-							-	-
A700 INTERNAL											
<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>(1,523,703)</b>	<b>(1,213,913)</b>	<b>1,666,870</b>	<b>2,163,346</b>	<b>106,257,218</b>

MONTHLY ADJUSTMENTS OVER 10% OF BUDGET

A202 Intense Mang. Needs/Madison BOCES	(22,929)
A205 Option II/Madison BOCES	75,147
A222 Autism Program/Madison BOCES	(72,522)
A225 Elementary IMN/Madison BOCES	(87,504)
A228 Skills Dev-Elem (12:1:1)/Madison BOCES	61,804
A230 Intense Mgmt Needs/Madison BOCES	(50,760)
A232 Autism-Secondary (6:1:1)/Madison BOCES	59,957
A332 Curriculum Supervision	48,372
A345 Shared Business Official	60,931
A520 School Curriculum/Madison BOCES	1,369

## **C. PERSONNEL REPORT**

### **a. RETIREMENTS**

#### **1. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	KATHLEEN ANGIER	TEACHER ASSISTANT	01/03/2006	06/20/2025

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

			Hire Date	Retire Date
1.	HEIDI C. MANZANO	SENIOR OFFICE SPECIALIST I	12/12/2013	06/30/2025

### **b. RESIGNATIONS**

#### **1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	DANIELLE O. FLACK	TEACHER OF SPECIAL EDUCATION	09/01/2023	03/07/2025

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

			Hire Date	Resign Date
1.	JULIO C. ABBRUZZESE	COOK MANAGER	10/01/2024	02/21/2025
2.	VANESSA A. FALCONE	FOOD SERVICE HELPER	12/18/2023	02/24/2025
3.	LINDA GREGORY	FOOD SERVICE HELPER	02/26/2021	02/05/2025
4.	JILLIAN V. NATOLE	FOOD SERVICE HELPER	09/05/2024	12/06/2024
5.	SWATI SINGH	FOOD SERVICE HELPER	11/25/2024	12/07/2024
6.	KELLY S. WITTE	FOOD SERVICE HELPER	09/01/2024	02/03/2025 (verbal)

### **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 **CORTNEY J. CROWL** 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 March 03, 2025 and ending March 02, 2029 at an annual salary rate of \$20,088.00, prorated.

**Redacted.**

2. Recommend that **DIGNA I. REMACHE** be appointed as a **TEACHER OF ESL** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, NY Mills/Oriskany for a four year probationary appointment in the ENGLISH AS A SECOND LANGUAGE tenure area, commencing February 10, 2025 and ending February 09, 2029 at an annual salary rate of \$53,397.00, prorated.

**Redacted.**

3. Recommend that **RICHARD E. SNYDER** 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 February 24, 2025 and ending February 23, 2029 at an annual salary rate of \$20,218.00, prorated.

**Redacted.**

**b. RECOMMENDATION FOR MENTORING**

		Title	Start Date	End Date	Salary
1.	JENNIE A. SABO	EXECUTIVE COACH	01/23/2025	06/30/2025	\$45.00/hr

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

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

1. Recommend that **MICHELE E. DEBLASI** be appointed to a provisional appointment as a **LIBRARY COMPUTER SPECIALIST** in SUPPORT SERVICES, MEDIA SERVICES, commencing February 24, 2025 at an annual salary rate of \$40,168.00, prorated.

**MICHELE E. DEBLASI** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LIBRARY COMPUTER SPECIALIST**, until the results of the next civil service exam are known.

**Redacted.**

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

1. Recommend that **DEANNA L. GRUBE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing February 10, 2025 at an hourly salary rate of \$15.50.

**DEANNA L. GRUBE** 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 **SHELLY A. HEIL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, **SCHOOL FOOD SERVICES**, commencing February 05, 2025 at an hourly salary rate of \$15.50.

**SHELLY A. HEIL** 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 **ANNETTE J. MONDI** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing February 24, 2025 at an hourly salary rate of \$15.50, as needed.

**ANNETTE J. MONDI** 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 **JENNIFER R. WILCOX** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing February 03, 2025 at an hourly salary rate of \$15.50.

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

**Redacted.**

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

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

			Perm. Date
1.	KATHLEEN P. DORR	DIRECTOR OF SHARED FOOD SERVICE	02/07/2025
2.	DALILA HASANAGIC	CAREER EXPLORATION SPECIALIST	02/20/2025
3.	ELIZABETH R. O'NEIL	GRAPHIC DESIGN SPECIALIST	03/04/2025
4.	ARIANA C. PRATT	CAREER EXPLORATION SPECIALIST	02/18/2025
5.	LORI A. WROBEL	ASSISTANT PERSONNEL TECHNICIAN	02/03/2025

**d. RECOMMENDATION FOR PERMANENT APPOINTMENT - (NON-COMPETITIVE CIVIL SERVICE TITLE)**

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 twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	STEPHEN T. BECKER	BUILDING MAINTENANCE WORKER	09/03/2024
2.	MARIE F. DYGERT	LICENSED PRACTICAL NURSE	08/29/2024
3.	REBECCA A. LOCKWOOD	COOK	09/01/2024
4.	MATTHEW W. SCHULTZ	COOK MANAGER	09/05/2024

**d. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	NICOLE C. ROBERTS	TEACHER OF ESL	02/10/2025 - 06/30/2025	\$1,200.00 (mentor) (prorated)



## Oneida-Herkimer-Madison BOCES


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

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

**IX D.1.,  
Approval of Additional Certified  
Lead Evaluators of Teachers 2024-  
2025  
March 12, 2025**

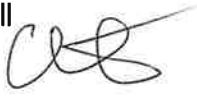
### MEMORANDUM

**To:** Cooperative Board

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

**Date:** February 14, 2025

**Subject:** Approval of Additional Certified Lead Evaluators of Teachers 2024-2025

**Prepared by:** Christopher Hill 

#### **Background:**

Since the introduction of Education Law 3012c (Evaluation of Teachers and Principals) in 2014, School Districts and BOCES have been required to train and approve Certified Lead Evaluators of both Teachers and Principals.

#### **Discussion:**

Each July, at its reorganizational meeting, the Cooperative Board approves the vast majority of these Certified Lead Evaluators. From time to time, additional Certified Lead Evaluators must be added for various reasons including, but not limited to, delayed training and additional staff added after the reorganizational meeting. This year there is one Evaluator that needs to be added to our list of Certified Lead Evaluators of Teachers.

#### **Recommendation:**

That the Cooperative Board approves Heather Williams as an additional Certified Lead Evaluators of Teachers for the 2024-2025 school year.


#### **Resolution:**

The Cooperative Board approves Heather Williams as an additional Certified Lead Evaluators of Teachers for the 2024-2025 school year.



## Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: January 10, 2025

Subject: Recommendation for Approval of Board Policies

Prepared by: Tim Rowland

~~IX D. 8.  
Approval of Recommendation of  
Approval of Board Policies (First  
Reading)  
February 12, 2025~~

~~IX D. 2.  
Approval of Board Policies (Second  
Reading)  
4501, 4504, 4505, 4602, 4603,  
4604, 4700, 4701, 4702, 4703  
March 12, 2025~~

### **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
- 4504 Sale and Disposal of OHM BOCES Property
- 4505 Accepting Gifts from the Public (title change)
- 4602 Accountability of Funds
- 4603 Accounting of Fixed Assets (title change)
- 4604 Special Projects Contracts
- 4700 Expense Reimbursement
- 4701 Meals and Refreshments at OHM BOCES Functions
- 4702 Use of Credit Card
- 4703 Use of Phones



**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
- 4504 Sale and Disposal of OHM BOCES Property
- 4505 Accepting Gifts from the Public (title change)
- 4602 Accountability of Funds
- 4603 Accounting of Fixed Assets (title change)
- 4604 Special Projects Contracts
- 4700 Expense Reimbursement
- 4701 Meals and Refreshments at OHM BOCES Functions
- 4702 Use of Credit Card
- 4703 Use of Phones

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) 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 readvertise 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 casebycase basis.
- H. Every bid shall contain the certification, properly executed by the bidder, required by

POLICY

FISCAL MANAGEMENT

**Draft 12/20/24**  
**REVISE 4501**

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

Section 103d of the General Municipal Law.

- I. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board of Cooperative Educational Services, upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.
- J. State contracts may be used to fulfill bid requirements.

---

---

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS General Municipal Law §§102, 103, 104b, 109a; 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

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

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

### FISCAL MANAGEMENT

#### 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.

POLICY

FISCAL MANAGEMENT

**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, \_\_\_\_\_

ACCEPTING GIFTS, GRANTS, DONATIONS,  
AND MEMORIAL CONTRIBUTIONS  
FROM THE PUBLIC

~~I. It shall be the policy of the OHM BOCES to accept gifts made in accord with statutory authority granted to school districts. The Board of Cooperative Educational Services must approve the acceptance of all gifts.~~

~~In granting or withholding its consent, the Board of Cooperative Educational Services will consider the terms of the gift. The terms must be specified in writing and must include the nature of the gift, purpose, beneficiary or beneficiaries (if any), and all conditions or restrictions that may apply.~~

~~II. Recognition of Gifts~~

~~A. Gifts of a value of \$5,000 or more will be recognized by a letter from the Board of Cooperative Educational Services Board President and a memento with the OHM BOCES logo on it, as approved by Board of Cooperative Educational Services resolution.~~

~~B. Gifts of value of less than \$5,000 will be recognized by a letter from the District Superintendent.~~

I. Gifts, Grants and Donations

The BOCES Board may accept gifts, grants and/or donations of money, real or personal property, as well as other merchandise which the BOCES Board finds to be in the best interests of the OHM BOCES provided that such acceptance is in accordance with existing laws and regulations.

A. The BOCES Board is not required to accept any gift, grant, or donation and does so at its sole discretion.

B. The BOCES Board will not accept any gift, grant or donation which involves or creates a conflict of interest and/or gives an appearance of impropriety.

C. The BOCES Board will not accept any gifts, grants or donations which will place encumbrances on future Boards or result in unacceptable additional or hidden costs to the OHM BOCES.

D. All proposed gifts, grants, or donations to the OHM BOCES must be reported to the BOCES Board. Gifts, grants and donations may be accepted by resolution of the BOCES Board, and gifts, grants and donations having a value of [one thousand](#)



POLICY

FISCAL MANAGEMENT

Draft 12/20/24  
REVISE 4505

ACCEPTING GIFTS, GRANTS, DONATIONS,  
AND MEMORIAL CONTRIBUTIONS  
FROM THE PUBLIC

dollars (\$1,000) or less may be accepted by the District Superintendent and reported at the next BOCES Board meeting.

- E. The BOCES Board would prefer the gift, grant or donation to be unrestricted. The donor/grantor must first present the gift or grant to the administration in writing specifying the nature of the proposed gift or grant prior to formal consideration of acceptance by the BOCES Board. The BOCES Board in its sole discretion may direct the District Superintendent to apply such gift, grant, or donation for the benefit of a specific school or school program.
- F. Gifts, grants, or donations of money to the OHM BOCES shall be deposited into the trust and agency account in the bank designated by the BOCES Board and reported in the annual accounting.
- G. All gifts, grants or donations shall become the property of the OHM BOCES.
- H. The BOCES Board will safeguard the OHM BOCES, the staff and the students from commercial exploitation, from special interest groups, and the like.

II. Memorial Contributions

The dedication of a memorial is a permanent naming of an object, facility, or portion thereof for an individual or group. In order to assure the appropriate handling of memorials and memorial funds, the OHM BOCES will utilize the following procedures:

- A. Any and all donations and dedications of memorials must be made directly to the Board and not to individual staff members, employees, or school organizations.
- B. Suggestions for the use of memorial funds will be solicited from the Office of the District Superintendent and involve consultation with the family of the individual being memorialized. A committee will be appointed on an ad hoc basis by the District Superintendent.
- C. The District Superintendent or their designee will complete the required report containing information regarding the donation, including the purpose, administration of the fund and methods of disbursement, if appropriate, and other related information. The report and the necessary BOCES Board resolution accepting the donation will be submitted to the BOCES Board.
- D. The BOCES Board shall consider major memorial donations offered in the honor of staff, students, or persons of special significance to members of the OHM

POLICY

FISCAL MANAGEMENT

**Draft 12/20/24**  
**REVISE 4505**

ACCEPTING GIFTS, GRANTS, DONATIONS,  
AND MEMORIAL CONTRIBUTIONS  
FROM THE PUBLIC

BOCES communities. Such memorials may take the form of scholarships or awards or other donations.

III. Contributors

A listing of contributors will be kept by the Office of the Assistant Superintendent of Support Services. Acknowledgment of the receipt of such gifts, grants, donations or memorial contributions will be sent to contributors in recognition of their contribution to the OHM BOCES.

IV. Contributions and Donations

The BOCES Board is prohibited by the New York State Constitution from making gifts/charitable contributions with OHM BOCES funds.

---

Oneida-Herkimer-Madison Board of Cooperative Services

Legal Ref: NYS Education Law §§404, 1950; 8 NYCRR 172.2; NYS Constitution, Article 8  
§1

Adopted: 07/10/02

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

## ACCOUNTABILITY OF FUNDS

### I. Statement of Policy

Accountability for OHM BOCES funds is necessary for the following reason:

- A. To insure that funds are not susceptible to loss, theft, waste, or misuse;
- B. To provide necessary data for state reports;
- C. To show compliance with legal mandates;
- D. To provide information that is necessary in policy formulation;
- E. To provide information necessary to the public and the school;
- F. To promote budgetary control;

### II. Federal and State Funds

The OHM BOCES shall account for each project separately, and shall expend such funds only as authorized by the approved project application.

### III. Trust and Agency Funds

The OHM BOCES Trust and Agency Account shall account for all monies collected from employees for taxes and miscellaneous withholdings and OHM BOCES share of taxes.

Unemployment Insurance will be accounted for in the General Fund.

POLICY

FISCAL MANAGEMENT  
~~6530~~

**Draft 04/10/2009**  
4620    ~~4431~~,

ACTIVITY FUNDS

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

## ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING

### I. Statement of Policy

The Assistant Superintendent for ~~Administrative~~ Support Services shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System for Accounts for School Districts and General Accounting Standards Board (GASB) Statement 34 Regulations.

A. These accounts will serve to:

1. Maintain a physical inventory of assets;
2. Establish accountability;
3. Determine replacement costs; and
4. Provide appropriate insurance coverage.

### II. Fixed Assets

A. Fixed assets shall include land, buildings, equipment and materials. Fixed assets with a minimum value of five thousand dollars (\$5,000) that have a useful life of three (3) years or more and physical characteristics not appreciably affected by the use of consumption shall be inventoried and recorded on an annual basis.

B. The ~~BOCES Board of Cooperative Educational Services~~ shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least eight (80) percent of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than five thousand dollars (\$5,000). A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

C. Fixed assets having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the IRS.

### III. Inventory of Assets

A. Assets shall be recorded at initial cost or, if not available, at estimated initial costs; gifts or fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

ACCOUNTING OF FIXED ASSETS, INVENTORY, AND TRACKING

1. Date of acquisition;
2. Description;
3. Cost or value;
4. Location;
5. Asset type;
6. Estimated useful life;
7. Replacement cost;
8. Current value;
9. Salvage value;
10. Date and method of disposition;
11. Responsible official;

~~VI.~~ B. The Assistant Superintendent for ~~Administrative~~ Support Services shall arrange for the annual inventory and appraisal of OHM BOCES property, equipment and material. Any discrepancies between an inventory and OHM BOCES property records on file should be traced and explained.

VI. Leases

- A. GASB 87 establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.
- B. GASB 87 defines a lease as a contract that conveys control or the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. This can include, but is not limited to, buildings, land, vehicles, and equipment.
- C. Any contract meeting the definition of a lease in which the OHM BOCES is either a Lessee or Lessor shall be accounted for under the applicable rules and guidance of GASB 87, unless specifically excluded.

VII. Borrowing of Assets

~~Personal~~ The OHM BOCES property, supplies, equipment and tools may not be borrowed or used for personal projects or private gains.

The OHM BOCES shall comply with all applicable state and federal regulations related to this Policy, including but not limited to Uniform Grant Guidance which governs the use, management, and disposition of all equipment acquired through a federal grant.

VII. Equipment Purchased with Extra Classroom Funds

All equipment acquired with extra classroom activity funds will reside with the OHM

ACCOUNTING OF FIXED ASSETS, INVENTORY, AND TRACKING

BOCES and be carried as an insurable asset on it's list of insurable values. This equipment will be tagged as OHM BOCES property but available for exclusive use by the classroom activity club acquiring it.

---

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §2116(a); Uniform Grant Guidance (2 CFR 200); EDGAR Part 80.32 and 80.36; GASB 34; GASB 87 & NYCRR 170.3(i)

Adopted: 07/10/02, 03/12/03

Revised: 02/13/13, 10/08/14, 08/12/20, \_\_\_\_\_

## FISCAL MANAGEMENT

### SPECIAL PROJECTS CONTRACTS

#### I. Statement of Policy

- A. Special Projects Contracts are agreements between the OHM BOCES and persons who can provide services of a specialized, unique or immediate nature which may not otherwise be provided by regular staff.
- B. Special Projects Contracts shall be used to facilitate the delivery of services to divisions within OHM BOCES and agencies served by OHM BOCES in cases where temporary assistance is needed.

#### II. Approval

All Special Projects Contracts must receive approval by the District Superintendent or ~~his/her~~ their designee before they are initiated. Expenses connected with the services must be included in the total sum to be specified in the contract.

#### III. Services

Types of services must be classified in the following Temporary Support Service categories:

- A. Consulting;
- B. In-Service Workshop;
- C. Curriculum Development; and
- D. In the case of a need to obtain other temporary services which do not fall in the above listed categories, a rationale shall be presented along with the Special Projects Contract form indicating why it is appropriate to temporarily obtain the service.

---

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02



POLICY

FISCAL MANAGEMENT  
~~6530~~

**Draft 04/10/2009**  
4620    ~~4431~~;

ACTIVITY FUNDS

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

## FISCAL MANAGEMENT

### EXPENSE REIMBURSEMENTS (Employees)

#### I. Authorization

OHM BOCES staff who incur expenses that are necessary to carry out authorized duties, and reasonable in nature and amount, will be reimbursed, provided that:

- A. the expense was approved in advance of being incurred, by the District Superintendent or ~~his/her~~ their designee;
- B. the expense is within the approved budget; and
- C. a properly filled-out and approved voucher and such supporting receipts as are required by the business office are submitted.

#### II. Mileage and Overnight Stays

When business travel is approved, mileage for use of a personal vehicle will be reimbursed at the current IRS rate or as provided in a collective bargaining agreement. Tolls will be reimbursed at actual cost. Overnight accommodations will be reimbursed for the minimum period reasonably necessary to complete the OHM BOCES-related business, and in an amount deemed by the Assistant Superintendent for ~~Administrative~~ Support Services to be reasonable for decent lodging in the locale.

#### III. Meal Reimbursement

- A. Meal expenses may not be reimbursed while an employee is performing the usual duties of the office except when:
  - 1. The employee is on approved overnight travel or approved conferences or training sessions;
  - 2. The employee is prevented from taking the time off for a meal due to a pressing need to complete business at hand and the business is of an immediate nature and conducting business at mealtime is essential.
- B. The cost of meals for any guest may not be reimbursed unless the meal promotes a valid OHM BOCES purpose, such as a business luncheon with other government officials or community leaders for discussion or negotiation of a matter that is or will be before the BOCES Board of ~~Cooperative Educational Services~~ for action.
- C. For meal expenses to be reimbursed, a form and a restaurant receipt filled out by the restaurant host or waiter must be submitted with the Expense Voucher. Credit card receipts are not acceptable. The Business Office shall provide a meal

## POLICY

### FISCAL MANAGEMENT

**Draft 12/20/24**  
**REVISE 4700**

#### EXPENSE REIMBURSEMENTS (Employees)

expense form that includes at least date, described purpose, a statement that alcoholic beverages are not part of the requested reimbursement; and, if applicable, the location outside of the OHM BOCES, length of travel, and guests present. The form and receipt shall be attached to and listed on the Expense Voucher Form.

- D. The purchase of alcoholic beverages is not reimbursable.

#### IV. Expense Voucher Required

- A. The Assistant Superintendent for ~~Administrative~~ Support Services shall provide an Expense Voucher Form to be used for meetings, mileage, telephone calls, conference reimbursement, and other approved job-related expenses.
- B. Employees must complete the Expense Voucher Form, attach receipts, if applicable, and forward one (1) copy to the appropriate administrator. One (1) copy shall be retained by the employee.
- C. Expense vouchers must be submitted within ninety (90) calendar days after the expenses were incurred, or by the last working day of the fiscal year, whichever is earlier.

---

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

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

FISCAL MANAGEMENT

**Draft 11/4/24**  
**REVISE 4701**

## MEALS AND REFRESHMENTS AT OHM BOCES FUNCTIONS

### I. Statement of Policy

OHM BOCES is a collaborative service organization that conducts meetings with component districts, consulting committees and partnering agencies. Due to the nature of our business, the Board of Cooperative Educational Services recognizes that it is appropriate to provide refreshments and/or meals at OHM BOCES meetings or events which are being held for a district or educational purpose. Any expenditure on such refreshments must be approved in advance by the supervisor in charge of the meeting.

### II. Review of Expenditures

All expenditures related to providing refreshments or meals during meetings will be reviewed by the purchasing agent and the internal auditor. The appropriateness of such expenditure will be based on procedures developed by the Assistant Superintendent for Administrative Services.

### III. Refreshments/Meals

Pursuant to Board Policy, providing refreshments and/or meals will be allowable as follows:

- A. Refreshments (i.e. beverages and/or snacks) may be provided, if a meeting is to last at least one (1) hour (i.e. staff meetings, consultant committee meetings).
- B. Meals may be provided should a meeting or event be scheduled during a time that would normally encompass either lunch or dinner.

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

## FISCAL MANAGEMENT

### USE OF CREDIT CARD

#### I. Authorized Credit Account

- A. The Board of Cooperative Educational Services authorizes the maintenance of one (1) revolving credit account in the name of the OHM BOCES, with an annual credit line maximum not to exceed twenty-five thousand dollars (\$25,000).

The use of a debit card in the name of the OHM BOCES is not authorized.

- B. Only expenses directly related to the conduct of OHM BOCES business may be charged to the credit card. Use of the OHM BOCES credit card for any other purpose will be grounds for disciplinary action.
- C. In addition, the OHM BOCES will secure fuel credit cards for official school business.

#### II. Accountability

- A. The Board of Cooperative Educational Services permits the use of the credit cards by certain officials and Board of Cooperative Educational Services members to pay for actual and necessary expenses incurred in the performance of work-related duties and to purchase goods for the OHM BOCES. A list of those individuals that will be issued a credit card will be maintained in the Business Office and reported to the Board of Cooperative Educational Services each year at its reorganizational meeting in July.
- B. Any expense paid with the credit card shall be documented by both a vendor receipt, describing in reasonable detail the good or service received, and a credit card receipt. In the case of an online purchase, a confirmation or receipt must be printed at the time of purchase and provided to the Business Office.

---

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Education Law §§1724(1) and 2524(1)

Adopted: 07/01/06

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

## USE OF PHONES

### I. Cell Phones

#### A. Authorization of Use

It is recognized that the effective and efficient conduct of OHM BOCES business can be furthered by insuring that some employees are equipped with cell phones.

- A. Each year, at the July reorganization meeting, the Board of Cooperative Educational Services, upon the recommendation of the District Superintendent, will designate by name or job title the OHM BOCES employees authorized to use cell phones issued under an OHM BOCES-paid service agreement. The Board of Cooperative Educational Services may add or delete authorizations throughout the school year.
- B. An employee authorized to carry an OHM BOCES-subscribed cell phone may only be issued a phone after signing a statement accepting responsibility for the physical security and use of the phone handset, and acknowledging that the phone and any digital information stored on the phone remains the property of the OHM BOCES. An OHM BOCES-subscribed cell phone may not be loaned to anyone who is not an OHM BOCES employee, and may only be loaned to an OHM BOCES employee when clearly justified for the efficient completion of OHM BOCES business.
- C. Each OHM BOCES-subscribed cell phone handset, and all digital information generated by the use of the cell phone, remains the property of the OHM BOCES, and subject to OHM BOCES examination.

### II.

#### B-Reimbursement to BOCES For Personal Use

- A. Cell phones assigned to employees are not meant to be “personal family cell phones.” Minimal use of an OHM BOCES-subscribed cell phone to make contact with family members or another personal contact is acceptable.
- B. Each employee assigned a cell phone will reimburse the OHM BOCES for any charges over and above the standard monthly charge that are incurred because of non-business use, and for that proportion of the standard monthly charge that personal usage bears to business usage that month. Reimbursement will occur within thirty (30) school days of notice.

### III.

#### Review

At least once per year, the Business Office shall evaluate the effectiveness of the

POLICY

FISCAL MANAGEMENT

**Draft 11/4/24**  
**REVISE 4703**

USE OF PHONES

cellular telephone plan.

---

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/01/06

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