

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

Agenda Cooperative Board Regular Meeting March 12, 2025 Page 2 of 4

- **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 theexam
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 35)
 - 1. Acceptance of Report of the Treasurer, January 2025
 - 2. Approval of 2024-2025 Budget Adjustment Report, January 2025

Agenda

Cooperative Board Regular Meeting

March 12, 2025

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- 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

	ENDING BALANCE		1,723,488.59			20,178.07	Π	IX B. 1. Acceptance of Report of the Treasurer, January 2025 March 12, 2025
	CHECKING RECONCILIATION: BANK OUTSTANDING EN BALANCE CHECKS BAI		5,513,347.55 3,789,858.96 1,7			21,158.72 980.65	CERTIFICATION:	THIS IS TO CERTIFY THAT THE FOREGOING TREASURER'S REPORT IS TRUE TO THE BEST OF MY KNOWLEDGE INFORMATION AND BELIEF. Chridtinic Junity Christine TURCZYN TREASURER MICHELE NORTH DEPUTY TREASURER
	BAL		5,513			4	CERTIF	
UARY 2025	ENDING BALANCE	8,321.49	5,207,606.54 1,723,488.59 847,023.52 2,069,68 15,281.37 586,338.82	4,902.59 221.81 6,967.85 2,093,508.50	384.64	70,945.38	10,587,238.85 BANK:	2,679,847.32 7,885,142.31 22,249.22 10,587,238.85
THE MONTH ENDING JANUARY 2025	MINUS DISBURSE	r	12,028,311.35 9,001,319.83 7,099,000.00	322,550.51 6,000.00 15,000.00 27,000.00	715,000.00 1,147.21	5,880.21	29,221,209.11 10,58 TOTAL CASH BY BANK:	MCB JPM/CHASE NBT
FOR THE MONT	PLUS RECEIPTS	14.11	9,416,822.05 9,024,782.06 7,347,870.38 5,298.29 2,112.82	322,550.51 4,325.27 10,939.75 21,099.68 7,543.76	560,970.50 1,147.21	- 120.30 3,642.50	26,729,239.19	
u.	BEGINNING BALANCE	8,307.38	7,819,095,84 1,700,026,36 598,153,14 2,069,68 9,983,08 584,226.00	6,577.32 4,282.06 12,868.17 2,085,964.74	- 154,414,14	- 70,825.08 22,415.78	13,079,208.77	8,321,49 8,381,808.52 2,105,600.75 384.64 70,945.38 20,178.07 10,587,238.85
	ТҮРЕ	MMKT	MMKT CHECK CHECK MMKT MMKT	CHECK CHECK CHECK MMKT MMKT	MMKT CHECK CHECK	MMKT MMKT MMKT	BY FUND:	S CULAR
	BY FUND: BANK	JPM/CHASE	JPM/CHASE //L JPM/CHASE //F JPM/CHASE NC JPM/CHASE //F NBT MCB	JPW/CHASE JPM/CHASE JPM/CHASE NBT MCB	XR NBT XR JPM/CHASE XD JPM/CHASE	. NBT . JPM/CHASE JPM/CHASE	TOTAL CASH BY FUND	CAPITAL GENERAL SCHOOL LUNCH SPECIAL AID SCHOLARSHIPS EXTRA-CURRICULAR
1	BANK BALANCES BY FUND: FUND BA	CAPITAL	GENERAL JPM/CHASE GENERAL-MULTI C/C JPM/CHASE GENERAL-MULTI C/C JPM/CHASE GENERAL-LEARNING JPM/CHASE GENERAL-LEARNING JPM/CHASE GENERAL FUND MCB	LUNCH-MULTI C/D LUNCH-MULTI C/R LUNCH C/R LUNCH-MULTI C/R LUNCH-FUND	SPEC AID-MULTI C/R NBT SPEC AID-MULTI C/R JPM/CHASE SPEC AID-MULTI C/D JPM/CHASE	TRUST/CM SCHOL TRUST/CM SCHOL EXTRA-CURR/CM	TOTAL CASH	

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

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

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FOTAL 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 STAT	STATUS AS OF:	January 31, 2025			
Original	Adjustments	Current	Year to	Anticipated	Excess
Estimate		Estimate	Date	Balance	Revenue
94.356.575.45	11,900,642.21	106,257,217.66	06.257,217.66 50,534,414.77 54,106,567.26	54,106,567.26	185,526.61

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

 January 31, 2025
 January 31, 2025

 Current
 Year to Date
 Encumbrance
 Unencumbered

 Appropriations
 Expenditures
 Outstanding
 Balance

 8, 172,300,00
 2,984,081.37
 2,571,1889.60
 2,616,229.03

205,000.00 Adjustments

BUDGET STATUS AS OF: Initial Adjustm Appropriation 205,0 7,967,300,00 205,0

BUDGET STATUS AS OF:	AS OF:	January 31, 2025			
Initial	Adjustments	Current	Year to Date	Encumbrance	Unencumbered
Appropriation		Appropriations	Expenditures	Outstanding	Balance
94,356,575,45	11,900,642.21	94,356,575,45 11,900,642,21 106,257,217,66 46,308,027,27 37,829,010,94 22,120,179,45	46,308,027.27	37,829,010.94	22,120,179.45

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EXPLANATION	 Madison Oneida BOCES Special Education Reports Adjustment to Actual 	Madison Oneida BOCES Special Education Reports Adjustment to Actual	 Madison Oneida BOCES Special Education Reports Adjustment to Actual 	 Madison Oneida BOCES Special Education Reports Adjustment to Actual 	Madison Oneida BOCES Special Education Reports Adjustment to Actual		 Madison Oneida BOCES Special Education Reports Adjustment to Actual 	Executive Coaching/Supervision Component Districts	L Shared Business Official Services Component Districts	Madison Oneida BOCES CPI Training
\$ CHANGE	\$ (22,929	75,147	(72,522)	(87,504)	61,804	(50,760)	59,957	48,372	60,931	1,369
CODE	A202 Intense Mang. Needs/Madison BOCES	A205 Option II/Madison BOCES	A222 Autism Program/Madison BOCES	A225 Elementary IMN/Madison BOCES	A228 Skills Dev-Elem [12:1:1]/Madison B0CES	A230 Intense Mgmt Needs/Madison BOCES	A232 Autism-Secondary (6:1:1)/Madison BOCES	A332 Curriculum Supervision	A345 Shared Business Official	A520 School Curriculum/Madison BOCES

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

BOARD MEETING PRESENTATION January 31, 2025

CHECKING ACCOUNT - N	NBT BANK		CLUB ACCOUNT BALANCES	ANCES	
BALANCE: BEGINNING OF THE MONTH	÷	22,415.78	FUTURE FARMERS OF AMERICA	÷	7,660.31
PLUS: RECEIPTS	\$	3,642.50	VSU STILS	\$	6,420.20
LESS: EXPENDITURES	Ś	(5,880.21)	P-TECH	\$	5,685.78
BALANCE: END OF MONTH	69	20,178.07	SALES TAX	\$	411.78
BANK RECONCILIATION BALANCE PER BANK STATEMENT	693 	21,158.72	ACCOUNT TOTALS, END OF MONTH	\$	20,178.07
PLUS: DEPOSITS IN TRANSIT					
LESS: OUTSTANDING CHECKS	÷	(980.65)		ĸ	
RECONCILED BALANCES	\$	20,178.07			
CASH: END OF MONTH	÷	20,178.07	CASH: END OF MONTH	69	20.178.07
CERTIFICATION: THIS IS TO CERTIFY THAT INFORMATION, & BELIEF.	T THE FOREG	OING TREASURER	CERTIFICATION: THIS IS TO CERTIFY THAT THE FOREGOING TREASURER'S REPORT IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, & BELLEF.	WLEDGE,	4.

ann X. Ward

TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

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	AMOUNT 50.00 50.00 120.00 50.00 525.00 980.65	
	CHECK NUMBER 1329 1329 1429 1441 1445	*
	TOTAL	(e.:
DEPOSITIS IN TRANSIT	DATE	

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2025	
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ONEIDA HERKIMER MADISON BOCES Revenue Status Report As Of: 01/31/2025

Fund: A GENERAL FUND Fiscal Year: 2025

0.0 10,361.60 0.00 180.00 0.00 0.0 0.00 0.00 0.0 0.0 0.0 0.0 0.0 0.00 0.00 3.36 0.00 0.0 0.0 2,645.30 0.0 0.0 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 59,699.09 0.00 0.00 0.0 0.00 0.0 0.00 Revenue 1,847.85 118,152.15 79,094.13 171,732.75 102,885.00 112,652.40 30,426.00 246,156.04 165,100.45 50,775.83 183,459.00 60,027.82 84,870.00 50,606.67 100,847.18 125,521.13 160,139.92 08,830.40 74,047.50 92,479.59 29,649.68 59,854.20 246,359.42 45,206.70 48,381.71 0.00 154,925.72 349,489.87 156,002.26 14,804.00 3,791,623.92 ,114,808.63 265,796.28 525,178.67 3,557,038.75 Anticipated 2,871,522.16 22,713.87 358,214.26 63,792.24 1,610,535.66 4,516,204.31 Balance 12,652.40 18,191.72 29,649.70 163,601.73 59,928.20 79,094.15 30,426.00 241,480.81 66,533.99 51,341.33 10,155.17 02,885.00 141,767.40 84,870.00 111,400.08 08,830.40 45,206.70 19,352.69 78,926.59 ,614,699.08 194,482.18 205,020.34 87,851.90 26,683.96 157,366.29 76,692.80 0.0 357,485.74 ,103,833.18 172,376.55 501,868.43 91,132.74 714,543.44 22,713.88 4,049,213.58 18.505.00 52,032.76 Year-to-Date 1,481,857.29 1,679,790.34 4,515,256.54 158,188.28 225,304.80 60,852.00 487,456.85 231,634.44 301,948.00 78,631.00 225,982.27 371,406.18 119,956.02 69,740.00 252,205.09 317,502.85 48,095.00 59,299.38 336,015.21 205,845.00 925,226.40 217,660.80 90,413.40 67,734.40 45,427.75 0.00 717,970.32 7,843,277.06 115,825.00 438,172.83 1,027,047.10 7,175,206.05 246,058.46 1,069,223.26 350,484.44 364,874.54 188,699.08 357,759.50 3,290,326.00 9,032,187.68 33,309.00 2,218,641.81 Current Estimate 4,451,635.36 0.00 0.00 -11,707.36 0.0 67,734.40 0.00 161,991.25 -54,415.20 0.00 4,009.78 -82,233.00 32,023.40 398.52 40,568.00 -98,794.15 231,634.44 37,468.00 78,631.00 2,042.25 33,204.81 -133,796.54 107,635.94 -188,974.46 104,866.08 252,205.09 191,239.50 0.00 47,029.68 42,790.58 -79,007.63 69,852.83 50,639.10 178,129.96 -1,139,796.24 103,882.00 433,791.32 -22,890.00 -9,875.00 -1,056,846.20 Adjustments 157,955.00 586,251.00 0.0 264,480.00 0.00 237,689.63 169,740.00 302,810.40 158,188.28 01,420.00 0.00 272,076.00 90,413.40 0.00 57,257.13 793,203.00 119,557.50 225,304.80 Original Estimate 5,997,076.09 553,849.00 83,833.00 166,520.00 155,511.60 148,095.00 367,396.40 288,078.00 976,408.00 379,855.00 ,209,019.50 242,848.50 22,890.00 765,000.00 43,184.00 3,900,123.26 73,034.42 2,297,649.44 368,320.00 45,427.75 4.293.680.36 3,394,208.00 9,465,979.00 Description 332 CURRICULUM SUPERVISION COORDINATION 232 AUTISM-SECONDARY (6:1:1)/MADISON BOCE 222 SPECIAL CLASS: OPTION 3/MADISON BOCE 205 SPECIAL CLASS: OPTION 2/MADISON BOCE 206 TRANSITIONAL PLNG & IMPLEMENTATION 202 INTENSE MGMT NEEDS/MADISON BOCES 214 SPECIAL ED. OPTION III/MADISON BOCES 228 SKILLS DEV-ELEM (12:1:1)/MADISON BOC 230 INTENSE MGMT NEED/MADISON BOCES 03 SECONDARY OCC ED/MADISON BOCES 204 12:1:1 MILD/MODERATE PROGRAM 326 ENGLISH/SECOND LANG. INTSR. 02 CAPITAL/RENT EXPENDITURES Service 345 SHARED BUSINESS OFFICIAL 09 OCC. ED./MADISON BOCES XC 01 OCCUPATIONAL EDUCATION 225 ELEM IMN 6:1:2.5/MADISON **314 SCHOOL SOCIAL WORKER** 322 OCCUPATIONAL THERAPY 313 SCHOOL PSYCHOLOGIST 209 12:1:4 DEV/MD PROGRAM 01 ADMINISTRATIVE COSER 315 SPEECH IMPROVEMENT 308 PHYSICAL EDUCATION 310 NURSE PRACTITIONER 312 SCHOOL PHYSICIAN 316 VISUALLY IMPAIRED 325 HOME ECONOMICS 07 CTE-HANDICAPPED 02 ADULT EDUCATION 338 MUSIC TEACHER 321 PHYS. THERAPY 216 6:1:2 PROGRAM 201 8:1:2 PROGRAM 306 TECHNOLOGY levenue Account 305 GUIDANCE **307 ENGLISH 318 DEAF** 303 ART

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

These are estimates to balance the budget

346 AUDIOLOGY/OSWEGO BOCES

WinCap Ver. 25.02.14.2189

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Excess

19 _* 2025	mq
[:] ebruary	12:09:50

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

FISCAL YEAR' 2025 Fund: A GENERAL FUND

$i_{584,000$ $i_{557,50}$ $20,377,50$ $9,331,66$ $i_{10,46,00}$ $6,572,50$ $6,465,11$ $5,400,66$ $6,572,50$ $7,801,200$ $i_{546,000}$ $i_{55,000}$ $i_{540,000}$ $i_{550,000}$ $i_{540,000}$ $i_{540,0$	
01.2/1.45 4.1.204-3.4.3 2.1.2.04-3.4.3 2.1.2.04-3.6.4.3 1.2.7.5 13.456.00 16,190.00 56.3.37.4.4 3.877,051.00 5,430.86 1,575 13.456.00 16,190.00 56.005.00 5,400.60 5,400.86 1,575 19.456.00 15,506.00 56.03.37.4 3.877,051.00 56,056.00 5,430.86 11,515.26 141,567.00 73,7456.04 71,758.26 0 1,575 11,528.26 193,000 55,050.00 54,057.718 56,055.71 720 11,515.64 1,77,690.25 1224,525.75 1,224,525.75 406,924.73 817,338.02 0 25,526.00 0,529.70 40,529.70 41,461.25 1,875 1 1,875 17,224,328.71 146,657.71 1,866,952.33 33,563.47 200 0 0 0 25,556.57.44 3716,00 1,330.02 1,336,02 1,364,461.25 1,877 1 1 1 1 1 1 1 1 1 1 1	
1,404.00 $10,260.00$ $6,405.11$ $5,430.66$ $1,575$ $116,190.00$ $116,190.00$ $5,430.66$ $5,430.66$ $1,575$ $19,456.10$ $157,667.00$ $5,430.66$ $5,776.80$ $2,026.77$ $19,456.10$ $157,667.00$ $77,890.20$ $77,789.26$ $77,789.26$ $178,200.72$ $884,007.56$ $412,613.38$ $441,384.14$ 0.0 $178,200.72$ $884,007.57.18$ $886,850.83$ $903,110.29$ 88 $178,200.72$ $884,007.57.18$ $886,850.83$ $903,110.29$ 88 $178,200.72$ $884,007.57.18$ $886,850.83$ $903,110.29$ 88 $1,264,531$ $1,224,265.77$ $903,702.84$ $817,336.02$ $77,366.845.94$ $10,529.70$ $40,533.255,557.44$ $33,657.20$ $33,573.720$ $71,736.756$ $71,736.756$ $15,300.50$ $1,374.44$ $1,721,071.87$ $1,671.54$ 3771.127 $1,877.154$ 2732.66 $11,374.44$ $1,374.44$ $1,721,071.87$ $1,872.33$ $1,677.154$	
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1,562.62 $14,310$ $71,426.04$ $71,758.26$ $73,776.80$ $71,758.26$ $178,200.72$ $854,007,50$ $524,065.78$ $503,102.59$ $695,7118$ $803,102.29$ $78,776.80$ $73,776.80$ $73,776.80$ $73,776.80$ $73,776.80$ $73,776.80$ $73,776.80$ $73,776.80$ $73,776.80$ $73,766.73$ $803,102.29$ $586,850.83$ $903,110.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $586,850.83$ $903,102.29$ $583,657.20$ $583,657.20$ $583,657.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ $583,267.20$ <td></td>	
41,819.00 $157,667.00$ $77,890.20$ $79,776.80$ 0 $178,200.72$ $854,007.50$ $412,613.36$ $441,394.14$ 0 $495,261.00$ $1,026,096.00$ $524,065.78$ $502,036.60$ $865,50.338.002$ $73,738.02$ $1,224,526.75$ $1,224,526.75$ $406,529.70$ $6,896.23$ $331,73.30.22$ $78,738.02$ $20,00$ $40,529.70$ $6,896.23$ $33,633.47$ 0 0 $35,526.00$ $83,316.00$ $34,183.40$ $34,153.40$ $34,153.40$ $37,338.02$ $226,338.00$ $226,338.00$ $226,338.00$ $226,338.00$ $133,46.291$ 187.575 $35,556.33$ $1,451,502.57$ $539,325.55$ $599,645.91$ 187.75 $226,338.00$ $226,338.00$ $133,73.72$ $16,671.54$ $377.325.60$ $377,0,171.87$ $1,317.44$ $1,721,071.87$ $1,819,382.30$ $1,824.91$ $332,733.72$ $16,671.54$ $1,875.72$ $1,819,382.30$ $1,824.91$ $226,337.39$ $1,374.44$ $1,721,071$	
178,200.72 $854,007,50$ $412,613.36$ $441,594,14$ $495,261,00$ $1,206,096,00$ $524,065,78$ $502,036,60$ $865,503,33,102,29$ 1,224,282.75 1,224,522.75 $406,524,73$ $817,338,02$ 0.00 0,529.70 $6,896,23$ $367,347,3$ $817,338,02$ 0.00 0,529.70 $6,896,23$ $33,633,47$ 0.00 0.00 40,529.70 $83,316.00$ $34,183,40$ $49,158,14$ $226,338,00$ $200,075,13$ $81,7,380,25$ $35,556,20$ $83,317,29$ $91,566,14$ $33,633,47$ $14,1461,25$ $599,645,91$ $17,87$ $16,972,33$ $16,671,54$ $371,01,77,14$ $1,721,071,87$ $1,819,382,30$ $1,867,154$ $371,01,77,14$ $1,721,071,87$ $1,819,382,30$ $1,832,365,30$ $1,832,365,30$ $1,832,365,30$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ $1,832,366,31$ <t< td=""><td></td></t<>	
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* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

WinCap Ver. 25.02.14.2189

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

Fund: A GENERAL FUND

Excess Revenue	0.00	0.00	0.00	224.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	359.88	0.00	0.00	3,354.75	0.00	0.00	0.00	0.00	00.00	00.00	0.00	200.00	0.00	0.00	0.00	0.00	35.00	00.0	61,296.24	0.00	874.89	0.00	0.00	0.00	0.00	0.00	00.00	0.00	
Anticipated Balance	0.00	1,554.50	4,826.93	370,506.00	2,375.00	438,232.32	84,810.53	0.00	9,909.93	48,382.48	6,002,934.19	124,504.47	448,473.02	278,111.28	3,717.04	29,085.12	353,517.27	87,500.00	6,484.64	0.00	6,954.42	10,672.00	68,575.00	478,874.47	3,687.50	5,087.75	21,510.00	88,344.44	618,643.46	71,138.62	155,417.60	31,718.12	0.00	10,960.50	7,711.03	8,835.00	16,165.50	1,833.95	9,991.82	22,215.94	
Year-to-Date	0.00	1,554.50	2,908.71	370,730.52	2,375.00	436,498.56	84,414,47	0.00	9,909.95	29,029.50	5,832,509.11	109,726.51	380,903.31	271,270.98	2,451.83	32,279.63	345,023.03	87,500.00	6.413.62	0.00	6,954.42	10,672.00	68,575.00	477,518.12	3,687.50	5,080.25	21,510.00	84,444.56	544,999.30	71,138.63	216,714.04	31,643.88	874.89	10,960.50	7.711.08	8,835.00	16.165.50	930.05	6.596.68	22.215.94	
Current Estimate	0.00	3,109.00	7,735.64	741.012.00	4,750.00	879.336.58	169.225.00	0.00	19.819.88	77.411.98	11,835,443.30	234,230.98	866.837.03	549,382.26	6,168.87	58.010.00	1.010.401.76	175,000.00	12 898 26	00.0	13 908.84	21 344 00	137.150.00	1 049 215 42	7.375.00	10.168.00	43.020.00	185.744.75	1.163.607.76	216,494,87	488.131.37	63,362,00	0.00	21.921.00	15 422 11	17,670,00	32 331 00	2 764 00	16 588 50	44 431 88	>>: >L
Adiustments	-6.600.00	3,109.00	5.984.52	78 286 00	000	1 790.11	5 937 00	-1 436 00	19,819,88	77 411 98	992,968,04	-151,716.02	69 487 03	7 686 50	6.168.87	1 812 00	272 819.10		0.00 630.76	21 320 00	619 46			55 073 37	0.00	240.00	840.00	0.2.2 0 721 75	0.00	04 004 87	177 295 97	2 245 70	24 747 00	766.00		5 200 00	2,200.00 870.00	010.00 2 674 DD	2 350 F	-1,930.73	200.00
Original Fetimate	6 600 00		1 751 12	EE2 726 00	4 750 00	877 5A6 47	00 886 831	103,200.00		00.0	0.00 10 R42 475 26	385 947 DD	707 350 00	FA1 605 76		56 108 00	30, 130.00 737 587 66	1 75 000 00	1/3,000.00	00.662,21	00.020,12	00,802,61	21,344.00	0011101	334, 142.00 7 375 DD		3,320.00 A2 1R0 D0	476 033 00	110,023.00 1 163 607 76		310 835 40	010,000.70 61 116 20	24 747 00	24,141.00	12 00.001	11.224.01	12,470.00	00.00		18,526,55	43,493.25
																				5																					
	nescription		ADISON BUC	BUCES	LIANCE)			BOCES	INS BOC	G BOCES	A BOCES	BUCES	0			FRS	CM BOCES		ADISON BOC	ER BOCES	CES		AM	NO		MANAGEMENT	IN BOCES	K III BOC	!	SEMENT				RE BOC		R BOCES	SEX	TAR III		CES	
	Service	JM/ERIE 2 BOCES		OGY/CAP REGION	AND BUSINESS AL	SSESSMENT	SERVICE	MATION - MADISON	ITY & INCL/TOMPK	3 SVE/CAPITAL RE	HNOLOGY/CAYUGA	RVICES - MADISON	- MADISON BOCES	IUNICATIONS	NESS OFFICE	PMENT - BUS DRIV	: MANAGEMENT O	TERCONNECT	MAINTENANCE-M	DINATION/HERKIME	ING/HERKIMER BO	ING ERIE I	SISTANCE PROGRV	NEFIT COORDINAT	DINATOR	N OF INSURANCE N	S RADIOS - MADISC	NNING - QUESTAR	EACHER SERVICE	OOL FOOD MANAG	TENTION	ICATIONS	E BID/MAD. BOCES	632 HEALTH CARE COORD./DELAWARE BOC	a/QUESTAR III	634 STAFF DEV BD OF ED - HERKIMER BOCES	636 GASB 45 PLANNING/CLINTON-ESSEX	637 FIXED ASSET INVENTORY/QUESTAR III	ISON BOCES	640 DRUG TESTING/JEFF-LEWIS BOCES	/PUTNAM BOCES
	evenue Account	65 SCH CURRICULUM/ERIE 2 BOCES		73 INSTR TECHNOLOGY/CAP REGION BUCES	74 SABA (SCHOOL AND BUSINESS ALLIANCE)	75 VOCATIONAL ASSESSMENT	76 LIBRARY MEDIA SERVICE	78 LIBRARY AUTOMATION - MADISON BOCES	379 DIVERSITY EQUITY & INCL/TOMPKINS BOC	381 GRANT WRITING SVE/CAPITAL REG BOCES	386 LEARNING TECHNOLOGY/CAYUGA BOCES	301 COMPUTER SERVICES - MADISON BUCES	302 NEGOTIATIONS - MADISON BOCES	303 SCHOOL COMMUNICATIONS	304 CENTRAL BUSINESS OFFICE	307 STAFF DEVELOPMENT - BUS DRIVERS	309 PLANNING SER: MANAGEMENT OCM BOCES	310 TELEPHONE INTERCONNECT	611 REGIONAL BUS MAINTENANCE-MADISON BOC	612 HEALTH COORDINATION/HERKIMER BOCES	614 SAFETY TRAINING/HERKIMER BOCES	615 POLICY PLANNING ERIE I	616 EMPLOYEE ASSISTANCE PROGRAM	618 EMPLOYEE BENEFIT COORDINATION	620 SAFETY COORDINATOR	621 COORDINATION OF INSURANCE MANAGEMENT	622 REGIONAL BUS RADIOS - MADISON BOCES	623 STATE AID PLANNING - QUESTAR III BOC	625 SUBSTITUTE TEACHER SERVICE	626 CENTRAL SCHOOL FOOD MANAGEMENT	627 RECORDS RETENTION	628 TELECOMMUNICATIONS	631 COOPERATIVE BID/MAD. BOCES	632 HEALTH CARE	633 GASB 45 PLNG/QUESTAR III	634 STAFF DEV BD	636 GASB 45 PLAN	637 FIXED ASSET	639 TRANSP./MADISON BOCES	640 DRUG TESTIN	641 ON-LINE APPL./PUTNAM BOCES

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

These are estimates to balance the budget

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ONEIDA HERKIMER MADISON BOCES Revenue Status Report As Of: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

		Doceriation		Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
Kevenue Account	Seivice	neerihaan		000	1 150.00	1,150.00	431.25	718.75	0.00
345 INFINITE CAMPUS/E. SUFFOLK BOCES		ES BUDDEFD		20 292 50	174.67	29,467.17	14,709.16	14,758.01	0.00
346 MEDICAID REIMBURSEMEN I / MAUISON BUCES		UN BUCES		17 287 05	1 112 25	18,399.30	9,199.65	9,199.65	0.00
349 ACA COMPLIANCE/MADISON BOCES	DISON BOCE			R3 252 40	-69 520.65	13,731.75	6,334.63	7,397.12	0.00
650 TESTING - NYS ALT ADDMT-CAP REGION B	DDMT-CAP RE-	GION B		61 400 76	13,982,92	75,383.68	37,691.92	37,691.76	0.00
651 SCRIC/BROUME BUCES	-0 	8 TO 11 O	94 14	32 279 00	645.00	32,924.00	16,690.67	16,233.33	0.00
655 SPECIAL ED AID ASSISTANCE SVC/QUESTA	SIANCE SVC/			18 411 00	1.305.00	19,716.00	10,947.08	9,858.00	1,089.08
656 EMPLOYEE RELATIONS/ONC BOCES	IS/ONC BOCE			00.0	28,485.00	28,485.00	14,242.50	14,242.50	0.00
	I AL REGIUN I	BUCES		25 351 06	-414.86	24,936.20	14,381.85	12,468.09	1,913.74
658 COOP BID/DCMO BOCES		C L		241 927 56	-9.293.31	232,634.25	116,317.14	116;317.11	0.00
659 TIER 4 ENHANCED/CAP REGION BOCES	NP REGION BU	CES SES		R 347 12	969.14	9,316.26	2,690.70	6,654.47	28.91
660 EMPLOYEE ASSISTANCE/DCMU BUCES		CEV		4 285 00	4.543.00	8,828.00	4,414.00	4,414.00	0.00
661 WEB HOSTING/CAPITAL REGION BOUES				71 437 17	0.00	71.437.17	35,718.59	35,718.58	0.00
662 COMPUTER MANAGEMENT/S.WESTCHESTER BU	MENT/S.WESI				21 700.00	21.700.00	10,850.00	10,850.00	0.00
663 TRANSPORT PLANNING/FRANKLIN ESSEX BU	NG/FRANKLIN	ESSEX BU		000	10 541 67	10.541.67	3,953.13	6,588.54	0.00
664 DATA ANALYTICS/CLINTON-ESSEX BOCES		BOCES	2	15,400.00	75,900.00	91,300.00	31,013.53	61,668.75	1,382.28
0/8 FLANNING JENVICERNIE 2 DOCED		_		94,356,575.45	11,900,642.21	106,257,217.66	50,534,414.77	54,106,567.26	185,526.61
				8.			Ĕ		

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

Selection Criteria

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

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ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025 Fiscal Year: 2025

Fund: A GENERAL FUND

Judget Account Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
	4 083 450 81	157,955,00	4.241.405.81	904,788.12	836,812.11	2,499,805.58
001 ADMINISTRATIVE COSER	10.001,000,4	-103 882.00	3,290,326.00	3,039,557.60	250,768.40	00.0
002 CAPITAL/RENT EXPENDITURES	0,002,F00,0	461.362.08	6,711,282.76	2,645,950.34	3,886,620.23	178,712.19
101 OCCUPATIONAL EDUCATION	22 890.00	-22,890.00	0.00	0.00	0.00	0.00
103 SECONDARY OCC EDIMADISON BOCES		-20,000.00	0.00	00.0	0.00	0.00
105 SUMMER COSMETOLOGY	2000000	-47,029.68	928,913.30	265,439.89	519,613.90	143,859.51
	43 184.00	-9.875.00	33,309.00	16,178.65	0.00	17,130.35
109 OCC. EU./MAUISON BUCES AU	5.771.885.75	-820.919.79	4,950,965.96	1,836,171.83	3,285,206.11	-170,411.98
	73 034.42	42.790.58	115,825.00	46,251.33	0.00	69,573.67
202 INTENSE MGMI NEEUS/MAUISON BOOES	1 365 466 21	49.110.94	1,316,355.27	456,744.33	794,126.47	65,484.47
	368.320.00	69,852.83	438,172.83	130,970.65	00.0	307,202.18
	917.772.00	50,639.10	968,411.10	38,377.50	53,222.90	876,810.70
	3.511.738.31	430,664.76	3,942,403.07	1,255,158.93	2,204,116.86	483,127.28
	379,855,00	-133,796.54	246,058.46	79,174.46	00.00	166,884.00
214 SPECIAL ED. UP IION III/MAUISON BUCES	1.452.323.60	-1.050,390.84	401,932.76	371,930.91	516,981.98	
	242 848 50	107.635.94	350,484.44	154,922.63	0.00	-
222 SPECIAL GLASS: OP LION SIMAUISON BUCES	553.849.00	-188,974.46	364,874.54	172,959.84	00.0	
225 ELEM INN 6:1.2.3/MAU/3ON	83.833.00	104,866.08	188,699.08	69,821.73	0.00	-
228 SKIELS DEV-ELEWI (12:1.1)//WAUISON BOOLS	00.0	252,205.09	252,205.09	101,565.41	0.00	
230 INTENSE MGMT NEED/MADISON BOCES	166.520.00	191,239.50	357,759.50	92,401.87	0.00	2
	323.753.72	32,398.25	356,151.97	97,668.37	160,018.66	-
303 AKI	252.293.31	0.00	252,293.31	87,118.41	147,866.45	
	134.824.70	0.00	134,824.70	54,149.01		
		63,514.40	63,514.40	19,850.90		
30/ ENGLISH	289.595.39	-98,730.00	190,865.39	67,823.18		Θ
308 PHYSICAL EDUCATION	448.628.48	4,009.78	452,638.26	176,372.65	N	
310 NUKSE PRACTITIONER	63.686.22	2,042.25	65,728.47	34,707.20		
	578 811.80	-78,947.19	499,864.61	195,496.62		
	301.508.81	-104,662.00	196,846.81	61,078.25	138,452.14	
	776.360.40	132.023.40		352,218.53	569,223.57	،
	116.626.61	398.52		38,512.41		
316 VISUALLY IIWPAIRED	151.938.28	0.00		51,048.75		
	163.110.45	00.00		59,769.48		
321 PHYS. INERAPT	206,304.80		206,304.80	84,999.56		'
	187,340.00	-101,420.00	85,920.00	28,072.14		
320 RUME ECONOMICO 346 ENCLISHISECOND LANG INTSR	578,242.45			203,815.49	356,04	'
220 EINGLIGTIJECOM CANON CANNON COORDINATION	0.00	231,634.44	231,634.44	221,372.67		
	310,817.31	-28,652.00	N		132,88	J
	0.00	78,631.00	78,631.00			
345 AUDIOLOGY/OSWEGO BOCES	237,689.63	-11,707.36	325,982.27	89,149.02	2 0.00	0 136,833.25

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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 L Outstanding	Unencumbered Balance
	89.997.00	30,000.00	119,997.00	42,083.27	47,949.39	29,964.34
	22 640.00	24.200.00	46,840.00	11,710.00	0.00	35,130.00
357 BILINGUALESE ITINERANT MADISON BOCES	15.840.00	4,537.50	20,377.50	20,377.50	0.00	0.00
	410.074.20	61.271.25	471,345.45	177,232.89	82,693.71	211,418.85
	6 626 046 09	69,814.54	6,695,860.63	2,419,145.26	3,990,776.75	285,938.62
408 ALI EKNATIVE EDUCATION	8.856.00	1,404.00	10,260.00	1,620.00	00.00	8,640.00
	000	116.190.00	116,190.00	0.00	0.00	116,190.00
411 AL LEKNALIVE H.S. EQUIV	5 850 00	19.456.00	25,306.00	837.26	0.00	24,468.74
	141 621 68	1.562.62	143,184.30	54,453.44	0.00	88,730.86
417 GED - EA - MAUISON BUCES	187 041 90	-41.819.00	145,222.90	66,318.28	68,358.13	10,546.49
	675 806 78	178.200.72	854,007.50	334,112.35	00.00	519,895.15
426 UISTANCE LEARNING/MAUISUN BUCES	515 737.09	475.121.11	990,858.20	897,878.98	43,215.09	49,764.13
	1 843 137 84	171.334.09	2.014,471.93	711,672.49	841,793.05	461,006.39
		0.00	0.00	0.00	0.00	0.00
461 UISTANCE LEAKNING/CAPITAL REGION BOOES	0.00	1.224.262.75	1,224,262.75	885,666.50	0.00	338,596.25
	00.0	40.529.70	40,529.70	2,966.38	0.00	37,563.32
464 BRIGHT FUTURE ACADEMIT/MINUJOON BOCES	47.790.00	35,526.00	83,316.00	37,102.50	0.00	46,213.50
	00.0	242,298.00	242,298.00	115,500.00	115,500.00	11,298.00
	1 171 404 29	15,990.35	1,187,394.64	404,987.31	322,841.18	459,566.15
	1.317.705.36	380,235.89	1,697,941.25	675,896.40	618,719.49	403,325.36
504 LECHNICAL REPAIR SERVICE	1 475 141 06	222,057,13	1,647,198.19	834,052.05	32	18,701.57
	41.908.44	-8.634.72	33,273.72	14,573.06		15,583.85
	3 526 362 55	58.314.59	3,584,677.14	1,458,431.28	1,083,468.95	1,042,776.91
	0.00	11,374.44		11,374.44		0.00
		1.985.00		1,985.00	0.00	0.00
	275 9RU 65	2.367.35	278,348.00	111,332.90	0.00	167,015.10
514 MODEL SCHOOLS-MADISON BOCES	3 115 007 23	511 704 58	3.626.711.81	1,971,419.98	0.00	1,655,291.83
515 COMMON LEARNING OBJ-MADISON BOCES	0, 10,001 2,001 20	-103.220.88	1.175.792.56	473,879.47	428,017.07	273,896.02
	1.000.00			14.29	0.00	1,454.79
	2 434 461 63	-19	2.41	831,049.69	649,663.17	933,756.20
	0.00		1,635.00	1,575.00	60.00	0.00
	170.30			0.00	0.00	68.12
	315.499.32	4	320,4	153,565.36	156,620.10	10,294.86
	3.625.10	<i>4</i> -		12,276.70		10,518.04
545 HKU/SF I WARE/OSWEGU BUCES	2.790.497.60	8,3	11,0	5,126,933.27	5,013,71	956,930.34
243 COMINIONIELE SCHOOL RESOUNCES	3.020.35			1,415.00		1,635.35
	73,268.52	7,866.95	81,135.47	32,454.17	~	4
249 SEV III INI ERSONOLASI IO SE ONI SOOMI BOOLO EEE ELIDEDINTENDENT EVAL/FRIE 2 RACES	7,565.00			3,175.80		
	166,088.00	0.00	166,088.00	73,01	90'84	2,229.15
	6,600.00	-6,600.00	0.00	0.0	0.00	0.00

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ONEIDA HERKIMER MADISON BOCES

Budget Status Report As Of: 01/31/2025 Fiscal Year: 2025

Fund: A GENERAL FUND

e Unencumbered g Balance	0 1,865.40		2		9 99,366.85	100,91				ທ໌				0 -12,126.63			1 0	0 6,449.12	00.00					Š		6,1(N		~	38,01		-			-			00 26.659.13
Encumbrance Outstanding	0.0	00.0	245,673.47	0.00	169,319.19	0.00	0.00	1,651.66	8,601.34	0.00	0.00	622,983.02	134,996.07	8,370.00	5,801.00	273,806.17	0.00	0.00	0.00	0.00	10,029.44	0.00	60,983.60	469,221.58	3,219.32	0.00	0.00	47,063.38	488,940.84	41,678.40	211,573.79	0.00	0.00	2,192.10	0.00	1,472.53	3,233.10	0.00	1,217.00	0.00
Year-to-Date Expenditures	1,243.60	7,735.64	229,066.14	0.00	560,686.53	68,314.00	00.00	9,909.95	25,803,99	5,974,168.72	88,132.08	502,434.40	259,086.81	9,925.50	23,204.00	376,811.82	70,000.00	6,449.14	0.00	8,113.49	13,676.45	1,579.00	72,628.72	377,599.53	4,308.92	4,067.20	43,020.00	68,737.48	497,611.28	101,190.10	155,399.04	25,344.80	0.00	8,768.40	7,711.08	8,835.00	12,932.40	823.99	13,246.50	17,772.75
Current Appropriation	3,109.00	7,735.64	728,870.39	13,250.00	829,372.57	169,225.00	00.00	19,819.88	77,411.98	11,835,443.30	234,230.98	1,045,730.03	530,534.44	6,168.87	58,010.00	1,016,304.76	175,000.00	12,898.26	0.00	13,908.84	28,130.00	0.00	207,003.94	1,098,223.19	8,762.41	10,168.00	43,020.00	175,988.48	1,203,419.77	220,869.49	514,417.71	63,362.00	0.00	21,921.00	15,422.11	17,670.00	32,331.00	2,764.00	16,588.50	44,431.88
Adjustments	3,109.00	5,984.52	51,078.40	00.00	1,790.11	5,937.00	-1,436.00	19,819.88	77,411.98	992,968.04	-151,716.02	69,487.03	7,686.50	6,168.87	1,812.00	266,819.10	0.00	639.26	-21,320.00	619.46	0.00	0.00	0.00	55,692.84	00.0	240.00	840.00	9,721.75	0.00	94,094.87	177,295.97	2,245.70	-24,747.00	766.00	0.00	5,200.00	870.00	2,674.00	-1,936.75	938.63
Initial Appropriation	0.00	1,751.12	677,791.99	13,250.00	827,582.46	163,288.00	1,436.00	0.00	0.00	10,842,475.26	385,947.00	976,243.00	522,847.94	0.00	56,198.00	749,485.66	175,000.00	s 12,259.00	21,320.00	13,289.38	28,130.00	0.00	207,003.94	1,042,530.35	8,762.41	9,928.00	42,180.00	166,266.73	1,203,419.77	126,774.62	337,121.74	61,116.30	24,747.00	21,155.00	15,422.11	12,470.00	31,461.00	90.00	18,525.25	43.493.25
Budget Account Description	570 HOME SCHOOL COORDINATION/MADISON BOCES	573 INSTR TECHNOLOGY/CAP REGION BOCES	574 SABA (SCHOOL AND BUSINESS ALLIANCE)	575 VOCATIONAL ASSESSMENT	576 LIBRARY MEDIA SERVICE	578 LIBRARY AUTOMATION - MADISON BOCES	579 DIVERSITY EQUITY & INCL/TOMPKINS BOCES	581 GRANT WRITING SVE/CAPITAL REG BOCES	586 LEARNING TECHNOLOGY/CAYUGA BOCES	601 COMPUTER SERVICES - MADISON BOCES	602 NEGOTIATIONS - MADISON BOCES	603 SCHOOL COMMUNICATIONS	604 CENTRAL BUSINESS OFFICE	607 STAFF DEVELOPMENT - BUS DRIVERS	609 PLANNING SER: MANAGEMENT OCM BOCES	610 TELEPHONE INTERCONNECT	611 REGIONAL BUS MAINTENANCE-MADISON BOCES	612 HEALTH COORDINATION/HERKIMER BOCES	614 SAFETY TRAINING/HERKIMER BOCES	615 POLICY PLANNING ERIE I	616 EMPLOYEE ASSISTANCE PROGRAM	617 RECRUITING SERVICES	618 EMPLOYEE BENEFIT COORDINATION	620 SAFETY COORDINATOR	621 COORDINATION OF INSURANCE MANAGEMENT	622 REGIONAL BUS RADIOS - MADISON BOCES	623 STATE AID PLANNING - QUESTAR III BOCES	625 SUBSTITUTE TEACHER SERVICE	626 CENTRAL SCHOOL FOOD MANAGEMENT	627 RECORDS RETENTION	628 TELECOMMUNICATIONS	631 COOPERATIVE BID/MAD. BOCES	632 HEALTH CARE COORD./DELAWARE BOC	633 GASB 45 PLNG/QUESTAR III	634 STAFF DEV BD OF ED - HERKIMER BOCES	636 GASB 45 PLANNING/CLINTON-ESSEX	637 FIXED ASSET INVENTORY/QUESTAR III	639 TRANSP./MADISON BOCES	640 DRUG TESTING/JEFF-LEWIS BOCES	641 ON-LINE APPL./PUTNAM BOCES

WinCap Ver. 25.02.13.2189

February 14, 2025, 03:19:54 pm

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 Unencumbered Outstanding Balance	Jnencumbered Balance
645 INFINITE CAMPUS/F. SUFFOLK BOCES	FFOLK 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	SON BOCES	17,287.05	1,112.25	18,399.30	7,359.72	0.00	11,039.58
650 TESTING - NYS ALT ADDMT-CAP REGION BOCES	MT-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	ANCE SVC/QUESTAR	32,279.00	645.00	32,924.00	13,346.00	3,263.00	16,315.00
656 EMPLOYEE RELATIONS/ONC BOCES	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	AL REGION BOCES	0.00	28,485.00	28,485.00	0.00	0.00	28,485.00
658 COOP BID/DCMO BOCES	0	25,351.06	-414.86	24,936.20	9,974.48	2,493.63	12,468.09
659 TIER 4 ENHANCED/CAP REGION BOCES	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	E/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	REGION BOCES	4,285.00	4,543.00	8,828.00	4,413.98	735.68	3,678.34
662 COMPUTER MANAGEME	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	VFRANKLIN ESSEX BOCES	0.00	21,700.00	21,700.00	21,700.00	00.0	0.00
664 DATA ANALYTICS/CLINTON-ESSEX BOCES	TON-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	IE 2 BOCES	15,400.00	75,900.00	91,300.00	24,540.48	11,126.59	55,632.93
701 OPERATIONS & MAINTENANCE	INANCE	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	DMINISTRATION	1,379,660.17	00.00	1,379,660.17	609,161.50	638,162.92	132,335.75
703 PROGRAM TRANSPORTATION	ATION	303,416.57	00:00	303,416.57	7,019.36	396,445.68	-100,048.47
704 CENTRAL SUPERVISION	7	571,421.12	24,121.89	595,543.01	295,551.46	269,875.87	30,115.68
707 TRANSITION PLANNING SERVICE	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	OPMENT	258,427.39	0.00	258,427.39	89,599.84	82,589.18	86,238.37
713 INFO & TECH SUPERVISION	SION	550,296.68	24,894.00	575,190.68	237,722.76	295,039.28	42,428.64
715 Speech Therapy - Related Service	d 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	ed Service	32,408.14	-3,964.61	28,443.53	11,734.31	22,999.66	-6,290.44
718 Hearing Impaired - Related Service	ed Service	8,097.76	0.00	8,097.76	3,258.47	6,259.22	-1,419.93
720 PHYSICAL THERAPY - RELATED SERVICE	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

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37,829,010.94 22,120,179.45

11,900,642.21 106,257,217.66 46,308,027.27

94,356,575.45

Total GENERAL FUND

Zevenije Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date*	Anticipated Balance	Excess Revenue
	791 000	Sales of Type A Meals	302,300.00	0.00	302,300.00	190,328.93	111,971.07	
	791.000	Other Food Sales-Invoices	125,000.00	0.00	125,000.00	28,386.92	96,613.08	
	791.000	Est. for Carryover Encumbrance	0.00	205,000.00	205,000.00	205,000.00		
	791.000	Interest & Profits on Dep	0.00	0.00	0.00	0.00		
	791.000	INT & EARNINGS METROPOLITAN	40,000.00	0.00	40,000.00	58,801.95		18,801.95
	791.000	Sale of Scrap Waste & Excess	00.0	0.00	0.00	00.00		
	791.000	Refunds Prior Years' Expense	0.00	0.00	0.00	584.95		584.95
	791.000	Gifts and Donations	0.00	0.00	0.00	0.00		
	791.000	Other Unclassified Revenu	25,000.00	0.00	25,000.00	3,719.99	21,280.01	8
	791.000	Misc Revenue - Fees Collected	00.0	0.00	0.00	0.00		
	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	Surplus Food/Wrhouse/Inv	475,000.00	0.00	475,000.00	0.00	475,000.00	
	791,000	STATE AID S/L-SUPP CHAIN ASST	0.00	0.00	0.00	4,872.00		4,872.00
	791 000		0.00	0.00	0.00	72,103.00		72,103.00
791.000 Service Subtotal	total		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	Q.		7,967,300.00	205,000.00	8,172,300.00	3,905,298.74	4,363,363.16	96,361.90
		23						

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

* 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

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ONEIDA HERKIMER MADISON BOCES Revenue Status Report As Of: 01/31/2025

Fiscal Year: 2025 Fund: C SCHOOL LUNCH FUND

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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	Encumbrance Unencumbered Outstanding 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	00.00	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	00.00	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		1,000,000.00	0.00	1,000,000.00	00.0	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

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BUDGET ADJUSTMENTS												
January 2025 Report for March Meeting				an int int	00 101 104	10/01/24	11/01/24	12/01/24	01/01/25			
	10	Adjustments	07/31/24	47/TN/80	#7/TN/60	10/31/24	11/30/24	12/31/24	01/31/25		Net	Revised
	Adopted	per	Contract	U8/31/24	Thundae	Changes	Changes	Changes	Changes	5	Changes	Budget
Description	Budget	Contracts	I OTALS	cuanges	cognom	and initia	0					
A000 ADMINISTRATION												4,451,635
A001 Administration	4,293,680	157,955	4,451,635					1102 8871			(103,882)	3,290,326
A002 Rent & Capital Budgets	3,394,208		3,394,208					(mon'ent)			(102 082)	7 741 961
A000 ADMINISTRATION TOTAL	7,687,888	157,955	7,845,843	8	Di C	•		(103,682)	•	-	(zaa'en'	TOC(T+1)
MORTADING TAINOTTADOU ANAL											:	
ATUU VULATIUMAL EDUCATION		(TCA 127)	0 411 542	(479354)							(379,354)	9,032,188
A101 Occupational Education	9,465,979	[54,437]	24C'TT4'6	(recipion)								45,428
A102 Adult Education	45,428		45,428			(100 CC)					(22,890)	19
A103 Secondary Occ Ed/Madison BOCES	22,890		22,890			נטכטישש					(40,800)	717,970
A107 Multi. Occupational Education	765,000	(6,230)	758,770					(11.103)			(11,103)	33,309
A109 Occup. Ed./Madison BOCES	43,184	1,228	44,412					Contract 0000			r454.147)	9,828,895
A100 VOCATIONAL EDUCATION TOTAL	10,342,481	(59,439)	10,283,042	(379,354)		(22,890)	8	(cut,tc)		-		
A200 SPECIAL EDUCATION							(1 200 366)		212.128	<u> </u>	(1,097,238)	7,843,277
A201 Special Class 8:1:1	8,900,123	40,392	8,940,515			1 70 00 1	(nnc'enc'T)		(929.52)	*	115,825	115,825
A202 Intense Mang. Needs/Madison B0CES	73,034	(73,034)	×			130//34					29.670	2.218.642
A204 12:1:1	2,297,649	(108,678)	2,188,972				cT/'7£	200.00	76147	÷	124.692	438,173
A205 Option 11/Madison BOCES	368,320	(54,839)	313,481			28,719		20,820	171,01		70,607	1 027 047
A206 Transition Services	976,408	(29,058)	947,350	2,178		69,764	3,300		4,455		(100/010)	7 175 206
A209 Severely Handicapped	6,997,076	537,754	7,534,830				(397,256)	_	31,633		(470/405)	
A214 Sendery Int Mot Needs / Madison BOCES	379,855	4,323	384,178			(182,790)	_	44,670			(138,120)	040'030 F
	2.209.020	163,474	2,372,493				(1,267,290)	_	(32,980)	3	(1,303,270)	1,069,223
AZIB Spec.Ea./ L'D'L	242,849	135.851	378,699			(14,884)		59,191	(72,522)		(28,215)	350,484
AZZZ AUUSIN Program/ Madison DUCES	CC3 840	[775 904]	327.945			339,437		(215,003)	(87,504)	*	36,930	364,875
AZ25 Elementary IMN/Madison BUUES	500 CD	548764	632.597			59,381		(565,083)) 61,804	٠	(443,898)	188,699
A228 Skills Dev-Elem (12:1:1)/Madison BUCES	00,000	10/010	200 750			48.363		53,852	[50,760]	e	51,455	252,205
A230 Intense Mgmt Needs/Madlson BOCES	00.1 227	1208.187	260 361			(2,352)		178,128	59,957	*	232,733	357,760
A232 Autism-Secondary (6:1:1)/Madison B0CES	07C'00T	(CLUTL)	TOTAL	0070		481 392	(72.937.897)	(423,419)	178,382	J	(2,699,363)	21,647,474
A200 SPECIAL EDUCATION TOTAL	23,248,536	1,098,301	24,340,637	0/1/7								
A300 ITINERANTS											110.154	317,503
A303 Art	155,512	51,837	207,349	103,674			6,480	_			1006 203	217 661
A305 Guidance	272,076	(27,208)	244,868	(27,208)	_						(002,12)	200,012
A306 Technology	90,413		90,413				8				107 73	A27 72A
ADD'T Hissons English							67,734				¥C/10	
	148.095		148,095								2	148,095
A308 Physical Education	906 626	(107 76)			14,051	Ţ	26,243		1,118		41,411	371,406
A310 Nurse Practitioner	066,106										8	59,299
A312 School Physician	167,16	4	669'6C			37 574					32,524	336,015
A313 School Psychologist	302,810	681	305,242			1						

IX B. 2. Approval of 2024-2025 Budget Adjustment Report, January 2025 March 12, 2025

Magned Part Currant Cu	166,766	es Changes			
ool Social Worker $200,79$ $8(2,233)$ $205,846$ $119,558$ $119,528$ $119,528$ $119,528$ $119,528$ $110,729$ $120,720$ $110,720$			Changes	Changes	Budget
732,03 $(4,7,3)$ $763,040$ $763,040$ $773,040$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,558$ $119,520$ $119,520$ $119,520$ $119,520$ $119,520$ 117921 117921 117921 117921 117921 117921 $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,420$ $110,720$ 110	66,766			30	205,845
1/3,2,00 1/3,5,56 1/3,5,56 119,558 119,558 119,556 119,558 119,200 159,740 119,550 101,420 (40,566) 119,550 101,420 (40,566) 119,550 101,420 (40,566) 119,420 101,420 (40,566) 101,420 101,420 101,420 101,420 101,420 101,920 111,12 17,700 17,721 111,12 17,700 17,721 111,12 17,770 14,47 111,12 17,770 17,790 111,11 17,770 14,77 111,11 117,700 14,97 111,11 117,700 117,921 111,11 117,700 1108,920 5,909 111,11 115,100 116,100 15,460 111,11 116,100 116,100 15,460 111,11 116,100 116,100 116,100 100 116,100 116,100				166,766	925,226
11,358 11,358 11,358 11,358 11,350 158,188 159,740 159,710 13,423 14,0173 14,0173 14,0173 13,423 13,423 14,0173 13,423 14,0174 15,428 14,0174 15,428 14,0174 15,428 14,0173 14,0174 14,1164	399			399	119,956
159,160 159,760 159,740 159,21 31,823 31,823 31,2700 151,720 159,21 31,823 31,7700 17,700 17,700 17,700 151,720 154,22 154,23 <				,	÷
156,166 156,166 156,166 156,166 136,740 136,720 <				×	158,188
165740 165740 101420 101420 14376 use $225,305$ $225,305$ $17,921$ $31,823$ use $564,513$ $51,112$ $(45,66)$ $(43,420)$ use $564,53$ $(51,19)$ $51,112$ $(43,420)$ 117700 $253,460$ $55,100$ $(6,612)$ 117700 17700 17700 $17,920$ $31,823$ $00CES$ $237,690$ $(5,12)$ $31,823$ $100,920$ $5,909$ 2 $00CES$ $237,690$ $(73,415)$ $21,497$ $100,920$ $5,909$ 2 $00CES$ $237,600$ $(73,415)$ $21,497$ $106,920$ $5,909$ 2 $00CES$ $736,500$ $(116,190)$ $4,950$ $14,575$ $100,920$ $5,909$ 7 $00CES$ $116,100$ $(10,990)$ $4,950$ $14,575$ $100,720$ $10,720$ $000CES$ $114,162$ $92,214$ $19,3501$ $14,575$ $14,5760$ <					169.740
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A661 Web Hosting/Capital Region BOCES 4,285 4,543 8,828					1	8,825
A662 Computer Management/Westchester BOCES 71,437 71,437					•	/1,43/
A663 Transministration Plannins/Franklin Essex BOCES 21,700 (0)					0	21,700
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	2006-0606	Adinstments	07/31/24	08/01/24	09/01/24	10/01/24	11/01/24	12/01/24	01/01/25		
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(ONTHLY ADJUSTMENTS OVER 10% OF BUDGET	
A202 Intense Mang. Needs/Madison BOCES	(22,929)
A205 Option 11/Madison BOCES	75,147
A222 Autism Program/Madison B0CES	(72,522)
A225 Elementary IMN/Madison BOCES	(87,504)
A228 Skills Dev-Elem (12:1:1)/Madison B0CES	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

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C. PERSONNEL REPORT

a. **RETIREMENTS**

	1.	1	Feaching/Certified St	taff		
		1.	KATHLEEN ANGIER	TEACHER ASSISTANT	Hire Date 01/03/2006	Retire Date 06/20/2025
	2.	I	Non-Instructional/Cla	assified Staff		
		1.	HEIDI C. MANZANO	SENIOR OFFICE SPECIALIST I	Hire Date 12/12/2013	Retire Date 06/30/2025
b.		RES	SIGNATIONS			
	1.	1	reaching/Certified St	taff		
		1.	DANIELLE O. FLACK	TEACHER OF SPECIAL EDUCATION	Hire Date 09/01/2023	Resign Date 03/07/2025
	2.	I	Non-Instructional / C	lassified Staff		
		1.	JULIO C. ABBRUZZESE	COOK MANAGER	Hire Date 10/01/2024	Resign Date 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.

 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

 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

 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.

 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).

1.	KATHLEEN P. DORR	DIRECTOR OF SHARED FOOD SERVICE	Perm. Date 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).

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

d. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

1.	NICOLE C. ROBERTS	TEACHER OF ESL	

Date 02/10/2025 -06/30/2025 Stipend \$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

> 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.



Oneida-Herkimer-Madison BOCES

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Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D.



First Reading approved 02/12/2025

IX D. 8 Approval of Recommendation of Approval of Board Policies (First Reading 12, 2025 February IX D. 2. **Approval of Board Policies (Second** Reading) 4501, 4504, 4505, 4602, 4603, 4604, 4700, 4701, 4702, 4703 March 12, 2025

Date: January 10, 2025

Subject: Recommendation for Approval of Board Policies

Prepared by: Tim Rowland

Background

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

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

Discussion

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

Recommendation

It is recommended that the Cooperative Board <u>approve</u> 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 Draft 12/20/24 REVISE 4501

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

FISCAL MANAGEMENT

Draft 12/20/24 REVISE 4501

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 Page 2 of 3

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,



Draft 9/17/24 4504

FISCAL MANAGEMENT

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

FISCAL MANAGEMENT

Draft 9/17/24 4504

SALE AND DISPOSAL OF OHM BOCES PROPERTY

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

IV. Textbooks

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

V. Students

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

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Draft 9/17/24 4504

FISCAL MANAGEMENT

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, _____

Policy Draft 12/20/24 REVISE 4505

ACCEPTING GIFTS, <u>GRANTS, DONATIONS,</u> <u>AND MEMORIAL CONTRIBUTIONS</u> FROM THE PUBLIC

- I. It shall be the policy of the OHM BOCES to accept gifts made in accord with statutoryauthority granted to school districts. The Board of Cooperative Educational Servicesmust 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 mustinclude the nature of the gift, purpose, beneficiary or beneficiaries (if any), and allconditions 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. <u>The BOCES Board is not required to accept any gift, grant, or donation and does</u> so at its sole discretion.
- B. <u>The BOCES Board will not accept any gift, grant or donation which involves or</u> creates a conflict of interest and/or gives an appearance of impropriety.
- C. <u>The BOCES Board will not accept any gifts, grants or donations which will place</u> <u>encumbrances on future Boards or result in unacceptable additional or hidden</u> <u>costs to the OHM BOCES.</u>
- D. <u>All proposed gifts, grants, or donations to the OHM BOCES must be reported to</u> 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

FISCAL MANAGEMENT

Draft 12/20/24 REVISE 4505

ACCEPTING GIFTS, <u>GRANTS, DONATIONS,</u> <u>AND MEMORIAL CONTRIBUTIONS</u> FROM THE PUBLIC

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

- E. <u>The BOCES Board would prefer the gift, grant or donation to be unrestricted.</u> <u>The donor/grantor must first present the gift or grant to the administration in</u> <u>writing specifying the nature of the proposed gift or grant prior to formal</u> <u>consideration of acceptance by the BOCES Board. The BOCES Board in its sole</u> <u>discretion may direct the District Superintendent to apply such gift, grant, or</u> <u>donation for the benefit of a specific school or school program.</u>
- F. <u>Gifts, grants, or donations of money to the OHM BOCES shall be deposited into</u> 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. <u>The BOCES Board will safeguard the OHM BOCES, the staff and the students</u> from commercial exploitation, from special interest groups, and the like.
- II. <u>Memorial Contributions</u>

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:

- <u>A.</u> 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

FISCAL MANAGEMENT

Draft 12/20/24 REVISE 4505

ACCEPTING GIFTS, <u>GRANTS</u>, <u>DONATIONS</u>, <u>AND MEMORIAL CONTRIBUTIONS</u> 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	
	<u>§1</u>	
Adopted:	07/10/02	
Revised:	02/13/13, 08/12/20,	



Draft 11/4/24 REVISE 4602

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.

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Oneida-Herkimer-Madison Board of Cooperative Educational ServicesLegal Ref:NYS Education Law §2116(a)Adopted:07/10/02

Draft 04/10/2009 4620 4431,

FISCAL MANAGEMENT 6530

ACTIVITY FUNDS

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

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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
 - <u>A.</u> Fixed assets shall include land, buildings, equipment and materials. Fixed assets with a minimum value of <u>five thousand dollars (</u>\$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.
 - <u>B.</u> The <u>BOCES</u> Board of <u>Cooperative Educational Services</u> shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least <u>eight (80)</u> percent of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than <u>five thousand dollars (</u>\$5,000). A standardized depreciation method and averaging convention shall also be established for depreciation calculations.
 - <u>C.</u> 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. <u>Inventory of Assets</u>
 - <u>A.</u> 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:

FISCAL MANAGEMENT

Draft 12/20/24 **REVISE** 4603

ACCOUNTING OF FIXED ASSETS, INVENTORY, AND TRACKING

- Date of acquisition; <u>1.</u>
- 2: <u>3</u>: <u>4</u>: <u>5</u>: <u>6</u>: <u>7</u>: <u>8</u>: <u>9</u>: <u>10</u>: Description;
- Cost or value;
- Location;
- Asset type;
- Estimated useful life;
- Replacement cost;
- Current value;
- Salvage value;
- Date and method of disposition;
- 11. Responsible official;
- The Assistant Superintendent for Administrative Support Services shall arrange for VI. **-**B. 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
 - GASB 87 establishes a single model for lease accounting based on the foundational <u>A</u>. principle that leases are financings of the right to use an underlying asset.
 - Β. 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.
 - Any contract meeting the definition of a lease in which the OHM BOCES is either a <u>C.</u> 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

Draft 12/20/24 REVISE 4603

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 Service	es

Legal Ref:	NYS Education Law §2116(a); Uniform Grant Guidance (2 CFR 200); EDGAR Part
-	80.32 and 80.36; GASB 34; GASB 87 8 NYCRR 170.3(i)
Adopted:	07/10/02, 03/12/03
Revised:	02/13/13, 10/08/14, 08/12/20,





Draft 11/4/24 REVISE 4604

SPECIAL PROJECTS CONTRACTS

I. <u>Statement of Policy</u>

- 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. <u>Approval</u>

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
- 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

Draft 04/10/2009 4620 4431,

FISCAL MANAGEMENT 6530

ACTIVITY FUNDS

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



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:

- <u>A.</u> 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
- <u>C.</u> 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 <u>BOCES</u> 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

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 ServicesAdopted:07/10/02Revised:02/13/13, 08/12/20, _____



Draft 11/4/24 REVISE 4701

MEALS AND REFRESHMENTS AT OHM BOCES FUNCTIONS

I. <u>Statement of Policy</u>

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. <u>Review of Expenditures</u>

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. <u>Refreshments/Meals</u>

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.

Oneida-Herkimer-Madison Board of Cooperative Educational ServicesLegal Ref.:Op. St. Comp. 83-57; 72-175Adopted:2006

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



REVISE 4702

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 <u>twenty-five thousand dollars (</u>\$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 ServicesLegal Ref:NYS Education Law §§1724(1) and 2524(1)Adopted:07/01/06Revised:02/13/13, 08/12/20, _____



Draft 11/424 REVISE 4703

USE OF PHONES

I. Cell Phones

Π.

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.

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. <u>Review</u> CAT least once per year, the Business Office shall evaluate the effectiveness of the

FISCAL MANAGEMENT

Draft 11/4/24 REVISE 4703

USE OF PHONES

cellular telephone plan.

Oneida-Herkimer-Madison Board of Cooperative Educational ServicesAdopted:07/01/06Revised:02/13/13, 08/12/20, _____

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