ITINERANT
Procedure
MANUAL

Oneida • Herkimer • Madison
BOCES

ITINERANT PROCEDURE MANUAL
ACADEMIC & RELATED SERVICE

Oneida-Herkimer-Madison BOCES School District Calendar 2025-2026

First day of school for students:
September 4, 2025

Final day of school for students:
June 26, 2026

SEPTEMBER 2025

M	T	W	T	F
1	(2)	(3)	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025

M	T	W	T	F
		1	2	3
6	7	8	9	(10)
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	(20)
23	24	25	26	27
30	31			

APRIL 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

STUDENT DAYS

September	19
October	21
November	16
December	15
January	19
February	15
March	21
April	16
May	20
June	19
Total Student Days	**181**

STAFF DAYS

September	21
October	22
November	16
December	15
January	19
February	15
March	22
April	16
May	20
June	19
Total Staff Days	**185**

Superintendent's Conference Day = parentheses
Vacation Days = boxed
Regents Test Days = underlined

BOARD APPROVED 2/12/25

STUDENT VACATION DAYS

SEPTEMBER
1 — Labor Day
2 — Superintendent's Conference Day
3 — Superintendent's Conference Day

OCTOBER
10 — Superintendent's Conference Day
13 — Columbus Day

NOVEMBER
11 — Veterans Day
26-28 — Thanksgiving Recess

DECEMBER
22-31 — Winter Recess

JANUARY
1-2 — Winter Recess
19 — Martin Luther King Jr. Day
20-23 — Regents Test Days

FEBRUARY
16-20 — Mid-Winter Recess
17 — Lunar New Year

MARCH
20 — Superintendent's Conference Day

APRIL
3 — Good Friday
3-10 — Spring Recess

MAY
25 — Memorial Day

JUNE
9-10, 17-18 — Regents Test Days
19 — Juneteenth
22-26 — Regents Test Days

AUGUST
18-19 — Regents Test Days

Oneida • Herkimer • Madison
BOCES

H☀LIDAY SCHEDULE

DATE	DAY	HOLIDAY
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
October 13, 2025	Monday	Columbus Day
November 11, 2025	Tuesday	Veterans Day
November 27, 2025	Thursday	Thanksgiving Day
November 28, 2025	Friday	Thanksgiving Holiday
December 25, 2025	Thursday	Christmas Day
December 26, 2025	Friday	Christmas Holiday
January 1, 2026	Thursday	New Year's Day
January 19, 2026	Monday	Martin Luther King Jr. Day
February 16, 2026	Monday	Presidents' Day
April 3, 2026	Friday	Good Friday
May 25, 2026	Monday	Memorial Day
June 19, 2026	Friday	Juneteenth

2025-2026 Payroll DATES

July 11, 2025*	November 14, 2025	March 20, 2026
July 25, 2025*	November 26, 2025	April 2, 2026
August 8, 2025*	December 12, 2025	April 17, 2026
August 22, 2025*	December 26, 2025	May 1, 2026
September 5, 2025	January 9, 2026	May 15, 2026
September 19, 2025	January 23, 2026	May 29, 2026
October 3, 2025	February 6, 2026	June 12, 2026
October 17, 2025	February 20, 2026	June 26, 2026
October 31, 2025	March 6, 2026	

* 12 MONTH EMPLOYEES ONLY

The following is a summary of the Oneida-Herkimer-Madison BOCES Code of Conduct for Grades K-5. Please refer to the complete text version of the Code of Conduct, which can be found online at www.oneida-boces.org, in "District Policies" under "Policies" in the "About Us" tab, should clarification be necessary.

Parents are expected to send their children to school ready to participate and learn, attend school regularly and on time, and provide written excuses for all absences.

Students are to attend school every day unless legally excused, and begin class on time and prepared to learn, striving toward their highest level of achievement possible.

The following acts, incidents and situations will be addressed accordingly by warning, detention, in-school suspension, out-of-school suspension or program removal as appropriate.

In grades K through 5, NOT permitted are acts of:
- Hitting, spitting, punching, pinching, kicking and all forms of physical contact;
- Name calling of any type;
- Making fun of someone;
- Taking someone else's things;
- Inappropriate dress;
- Inappropriate language;
- Not following school rules or directions;
- Destruction of school property or property of others;
- Yelling or screaming during conversations in school;
- Inappropriate behavior in the cafeteria during lunch or clean-up.

You should always feel safe in school. If you do not, for any reason, please tell your teacher or principal. You will not receive any consequences for reporting a violation of the Code of Conduct.

Code of Conduct Summary
GRADES 6-12

In grades 6 through 12, NOT permitted are acts of:
- Violence, weapon possession, destruction of school property;
- Harassment, physical contact, unwanted and unwelcome behavior (sexual or non-sexual in nature) with the intent to annoy, threaten or provide for a hostile school environment;
- Bullying, acts of teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, spreading rumors about someone, leaving someone out on purpose, embarrassing someone in public, hitting, kicking, pinching, spitting, taking or breaking someone else's possessions;
- Cyber-bullying acts that occur through electronic transmission;
- Assault, possession or use of illegal substances, alcohol, tobacco, tobacco paraphernalia, electronic cigarettes, open containers, energy drinks;
- Inappropriate dress, all garments that expose underwear, cleavage, midriffs, thighs (short shorts, skirts, revealing tops) are unacceptable. Students will be asked to cover the area, be sent to time out, call a parent for a change of clothing etc., to rectify the issue);
- Gang-related, vulgar, obscene, libelous clothing items;
- Disruptive behavior in the classroom, hallways, bathrooms, cafeteria;
- Inappropriate language which is profane, lewd, vulgar;
- Violating BOCES acceptable use policy for electronic communications;
- Insubordination;
- Unauthorized use of mp3 players, iPod, cell phones;
- Destruction of school property, misuse of school property;
- Failure to act appropriately and responsibly in the cafeteria while eating and during clean-up.

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work, because of the other student's race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

Procedure for Conference
ATTENDANCE

Please be advised that the following procedures **must** be followed for any request for an employee to attend a conference. Please note that a request for pre-registration or employee registrations does not affect the following procedure.

STEPS TO COMPLETE **BEFORE** ATTENDING A CONFERENCE/MEETING:

1. Staff member must request to attend the conference, convention, workshop or other professional meeting by completing a **"Request for Approval of Conference/Meeting Form"** (sample attached) and submit it to the Supervisor ***AT LEAST TWO WEEKS IN ADVANCE*** of the conference, along with a written requisition form and documentation of the cost and contents of the conference. A memo **must** accompany your request (see example on next page) including how you will deliver info to colleagues - give date and time, and if info be delivered at department meeting, faculty meeting or workshop. Conference requests turned in less than two weeks in advance will be returned.

2. Administrator approves or disapproves and forwards to the Assistant Superintendent for Instruction and District Superintendent for approval or disapproval.

STEPS TO COMPLETE **AFTER** ATTENDING A CONFERENCE/MEETING:

1. **After** the conference, staff member must complete the **Travel Expense Voucher** (sample attached) for reimbursement of authorized expenses and attach it to an **Out-of-Pocket Expense Report** (sample attached) **along with RECEIPTS for all** (sample attached). Submit the completed forms with a copy of your approved **"Request for Approval of Conference Form"** (attached) to your supervisor. A communication with how information will be presented to staff, giving specific date and time.

2. Administrator approves or disapproves and forwards for payment.

Please note that failure to follow the above procedure will result in disapproval for reimbursement of expenses. Approval to attend will require you to share information at a Faculty/Team Meeting. Thank you for your cooperation.

Conference Request
PROCEDURES

There are new procedures for submitting Conference Requests. First, all requests are to be made on the triplicate Conference forms. No longer will copies be accepted. Conference requests must be submitted **at least two weeks before** the conference/workshop takes place. Please keep in mind that these requests have to be approved by three different offices before a Purchase Order can even be done. **Therefore, the sooner the better for these requests to be turned in.**

Additionally, **ALL REQUESTS MUST BE** accompanied by a memo to Mr. Hill, explaining how this will benefit your teaching/services provided. There is a "PURPOSE" section on the request form that must be filled in, but the memo that you attach should include a more in-depth reason.

Also,"backup" information must be supplied. Each request **MUST** show the name of the conference, contents of conference, date, cost, location where it is being held. Any registration form that is provided to you, **MUST** be completed and attached. It will then be attached to the PO. When possible, you will be sent a copy of the PO so that you can check registration.

So, in short:

1. Conference Request on **Triplicate Form**

2. Brochure, pamphlet, anything showing workshop name, location, date, cost and content.

3. Memo explaining how this will benefit you and the date/time you will present information and your audience.

4. Completed Registration form.

***If one of these steps is missing, your request will be returned to you.**
Note that this may compromise the time needed for approvals.

Oneida-Herkimer-Madison BOCES
Conference/Meeting Request

Process: (check off when completed)

- [ ] Complete form below.
- [ ] If approved, request tax exempt form from Supervisor as taxes cannot be reimbursed.
- [ ] Submit form to Supervisor at least 10 days prior to date of event.
- [ ] Submit standard or prepaid purchase order draft to the Central Business Office. (Hotels, registration and other predetermined expenses are to be handled as standard or prepaid purchase orders.)
- [ ] Submit the white copy of this form along with a Travel Expense Voucher, receipts and confirming purchase order draft to the Central Business Office.

Title of conference/meeting _____

General participant [ ]   Special duty [ ]   Will substitute be needed? [ ] Yes [ ] No

Location _____ Dates _____

Purpose: How will this activity help to fulfill an organizational goal or improve student achievement?

Estimated Expenses

Public Transportation: Ticket Charge* $ _____
                                Taxi Service* $ _____
Privately Owned Conveyance:
From _____ _____ Miles _____
From _____ _____ Miles _____
    Total Mileage _____ @ _____ per mile = $ _____
                                Tolls*   _____
                                Parking or Other*   _____
                                Lodging*   _____
                                Meals*   _____
                                Registration Fee*   _____
                                Other Miscellaneous Expenses*   _____
                                Total Expenses _____ $ _____
                                *Receipts Required

I hereby request approval of this travel

_____   _____   _____
Employee Name (Please Print)   Signature of Employee   Date

    Approved   Comments
    Disapproved

_____   _____
Signature of Principal, Supervisor   Date

Example Only - Must Use Triplicate Form

Oneida • Herkimer • Madison BOCES | CONFERENCE ATTENDANCE

ONEDIA-HERKIMER-MADISON
B O C E S
BOARD OF COOPERATIVE
EDUCATIONAL SERVICES
PO BOX 70 MIDDLE SETTLEMENT ROAD
NEW HARTFORD, NY 13413-0070

OUT OF POCKET EXPENSE REPORT

NAME_____

DATE INCURRED	ITEM PURCHASED	BUSINESS PURPOSE	AMOUNT SPENT

TRAVEL GUIDELINES
Conference

Your request to attend a conference or workshop has been approved. This sets forth some important guidelines in order to be properly reimbursed.

1. *Employees will only be reimbursed for those expenses that are directly business related.*
   *Meals
   Actual or anticipated meal expenses (including gratuities) may be claimed to a maximum of $64/day within a hundred mile radius. If travel is beyond a one hundred mile radius, $79/day (including gratuities) may be claimed. For actual expenses, restaurant stubs showing the amount and bearing the name of the restaurant will be sufficient.

   Maximum reimbursement for partial day expenses shall be based upon maximum meal allowances of: $13 for breakfast, $18 for lunch and $23 for dinner for travel within two hundred mile radius. For travel beyond a one hundred mile radius, the maximum reimbursement for partial day expense that may be claimed are: $18 for breakfast, $23 for lunch and $38 for dinner. This amount included gratuity which cannot exceed 15% rounded to the nearest quarter. Alcoholic beverages and room service charges will not be reimbursed. Generally, when traveling less than 50 miles from one's normal work site, meals will not be reimbursed.

   *Telephone
   Telephone charges on a motel bill will not be reimbursed unless it is indicated as being for conference or business purposes. No personal telephone calls are allowed.

   *Motel/Hotel
   In accordance with the following, full reimbursement for lodging will be made. If a state or national conference hotel block housing has been secured and the attendee chooses a hotel not on that list, reimbursement for such lodging shall not exceed the conference hotel rate. A proper receipt must accompany each request for lodging reimbursement. No reimbursement can legally be made for NYS room taxes; tax exemption forms must be used.

   *Transportation
   Receipts are required for parking, tolls, and taxi (signed receipt). When using your personal automobile, reimbursement will be made following the IRS mileage reimbursement rate. A gratuity of up to 15% will be reimbursed for taxi cabs rounded to the nearest quarter.

   *Conference registration is reimbursed if receipts are presented.

2. *Reimbursement will not be made unless receipts are received.*
3. *Generally, employees will not be reimbursed for taxes. Tax exempt certificates must be used.*

Staff Development
PROCEDURE & FORM

Please be advised that all BOCES professional staff members **must complete a minimum of five hours** of staff development for the 2025-2026 school year. If you are less than a full time employee or have been employed less than one year, the hours you are required to complete may be prorated.

Guidelines for the staff development workshops are as follows:

1. Staff development activities must be completed **AFTER** school hours.

2. Cost, if any, must be incurred by the staff member.

3. Topics must relate to your professional assignment and your established professional goals for the year.

Upon completion of your staff development activities, please submit a listing of the activity, date/time it was held and a brief description of the program, utilizing the Staff Development Form supplied to you in your opening day packet, **along with copies of your Completion Certificates.**

NOTE: These logs are to be submitted to your supervisor by 6/5/26.

Academic and Related Services Itinerant
STAFF DEVELOPMENT LOG
2025-2026

NAME _____

PROGRAM AREA _____

Individual Log of Trainings (5 Hour Minimum for 1.0 FTE). Please attach proof of attendance.

Conference/Workshop/Course	Date of Training	Times

Please note that this is not the same form as the one for hours for TEACH, although some activities may be the same. For your reference, that follows on the next page - "Continuing Professional Development - District Planning Form."

Complete this form and turn into your supervisor by June 5, 2026.

All Itinerant Staff **MUST** register on My Learning Plan (MLP), which can be found on the OHM BOCES website. MLP allows you to register for workshops, and also will show Itinerant Staff meetings, dates/times/location. It is your responsibility to register BEFORE the workshop/staff meeting and also to sign in for all workshops.

The log of CTLE hours can be compiled from MLP if courses appear there. Otherwise, make sure to sign in and keep all certificates in case of an audit of your applied hours.

For information on setting up MLP, or any issues, please contact PPL at 315.793.8573, or email Ann Turner at aturner@oneida-boces.org.

Registration and CTLE Requirements

Certificate Type	Employment Status	Registration Requirements	Continuing Teacher and Leader Education (CTLE) Requirements
Permanent Certificate Holders			
PERMANENT Classroom Teacher/School Leader	Practicing in a NYS school district or BOCES	Active registration is required	NOT subject to CTLE
PERMANENT Classroom Teacher/School Leader	NOT practicing in a NYS school district or BOCES	May choose "INACTIVE" status for their registration	NOT subject to CTLE
PERMANENT Pupil Personnel Services (PPS) such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Professional Certificate Holders			
PROFESSIONAL Classroom Teacher/School Leader *1(see below)	Practicing in a NYS school district or BOCES	Active registration is required	100 hours of CTLE is required during every five year registration period
PROFESSIONAL Classroom Teacher/School Leader	NOT practicing in a NYS school district or BOCES	May choose "INACTIVE" status for their registration	NOT subject to CTLE if INACTIVE
Teaching Assistant Certificate Holders			
Level III Teaching Assistant *1(see below)	Practicing in a NYS school district or BOCES	Active registration is required	100 hours of CTLE is required during every five year registration period
Level III Teaching Assistant	NOT practicing in a NYS school district or BOCES	May choose "INACTIVE" status for their registration	NOT subject to CTLE if INACTIVE
Continuing Teaching Assistant	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Level I, Level I Renewal, Level II Teaching Assistants	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Other Certificate Holders			
Initial Classroom Teacher/School Leader	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Provisional Classroom Teacher or Provisional School Administrator/Supervisor	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Provisional Pupil Personnel Services (PPS)	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE

Approval for SALARY CREDIT

Prior approval is required to receive full consideration; requests should be submitted **at least** two weeks prior to the start of the course.

Programs must take place beyond the workday, at no cost to BOCES, and must be related to your present position, and also enhance job-related knowledge or skills.

The programs must be offered by recognized organizations such as: accredited colleges or universities, SETRC or Teacher's Centers.

Salary credit will not take effect until a post in-service report and proof of successful completion of the course is submitted to your supervisor.

Salary Credit forms are to be submitted AFTER completing 15 hours. Forms are NCR and can be found in the Faculty Room.

Sample forms are attached.

7.4211

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

APPLICATION FOR APPROVAL OF GRADUATE AND UNDERGRADUATE HOURS
SALARY CREDIT OR TUITION REIMBURSEMENT

Instructions: Complete one form for each course. Submit completed form to your super_____
the start of the course for which consideration is requested. See reverse for the crit_____

Check only one in each row:

_____ Salary Credit   or _____
_____ Graduate Hours   or _____ Hours
_____ For Certification   or _____ Coursework

Course Title: _____
Date of Course: _____
College: _____
Number of credit ho___ _____

Name: _____ Date: _____
Positi_____
T_____
          _____ AAS _____ BA/BS _____ MA/MS
_____on currently held:
_____ ____one _____ Provisional _____ Permanent
____ ___e above study meet the requirements of the degree program in your general area of instruction?
_____ Yes   [Evidence of matriculation to be filed with the Human Resource Office]
_____ No
Is the above study necessary for certification in your area of employment?
_____ Yes _____ No   Area of certification: _____

___ the requested study is not required for a degree or certification, please comple_____
_____rsework Not Related to Degree or Certification.

_pprovals:
YES/NO
CIRCLE ONE   Supervisor (initialed by Assistant Supt. and Supervisor of ___

YES/NO
CIRCLE ONE   District Superintendent
[Note: if "no" is indicated, give reason and initial]

White - Human Resources Office   Yellow - Employee

7.4212

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

APPLICATION FOR IN-SERVICE SALARY CREDIT

Name: _____ Date: _____
Position: _____

Program Title: _____
Date(s) & Time(s): _____
Description: _____
_____
_____
_____

        (If descriptive material is available, please attach)

Sponsoring Organization: _____

NOTE MEETINGS - PROFESSIONAL, ORGANIZATIONAL, OR COMMON INTEREST GROUP MEETINGS, WHILE
IMPORTANT, DO NOT COUNT AS IN-SERVICE

How does this program relate to your position at BOCES? _____
_____
_____

How will the information you learn be critical to your job performance?
BE SPECIFIC: _____
_____
_____
_____
_____

Approvals: (Note if "NO" is indicated, give reason and initial)

_____ YES _____ NO   _____
                          Supervisor   DATE

_____ YES _____ NO   _____
                          Assistant Superintendent   DATE

_____ YES _____ NO   _____
                          District Superintendent   DATE

White - Human Resources Office   Yellow - Employee   Pink - Supervisor

Course Salary Credit
CRITERIA

I. Criteria for undergraduate and graduate course salary credit

GUIDELINES

A. Credit will not be granted unless prior approval is secured (to receive full consideration, requests should be submitted at least 2 weeks prior to the start of the course).

B. The requested course must be offered for credit by an accredited college or university and must meet the following criteria: (attach documentation)
    - Clearly stated curriculum with a page of goals and objectives
    - Minimum of 36 hours instructional content
    - Minimum of 10 hours of documented teacher or fellow student interaction
    - Graded evaluation process

C. No course may be completed more than once for credit.

D. Salary credit will not take effect until all criteria are satisfied and will take effect the semester following the successful completion of the course.

For coursework in your general area of instruction but not related to a degree or certification in your general area of instruction.

E. Individual teacher requests will be considered on the grounds of the value of the course to the professional growth of the teacher and the relevance of the course to the goals of the program, the overall mission of BOCES and enhancing student achievement.

F. No salary credit will be granted until successful completion of final evaluation and Post Coursework Report Form 7.4211B - Signed by program director.

II. Criteria for tuition reimbursement

GUIDELINES

A. Course must be offered for credit by an accredited college or university;
B. Course must be an undergraduate course which is part of a degree program;
C. Tuition reimbursement will not be granted unless prior approval is secured;
D. Tuition will be reimbursed once proof of successful completion of courses is submitted to supervisor.

Mileage Reimbursement/
MILEAGE CHART

To speed up your mileage reimbursement, refer to the following guidelines when submitting a voucher:

- Please number each page;

- PLEASE check your calendar for days that cannot be claimed, such as, holidays, snow days and days you were absent;

- Check your prior mileage vouchers for dates already submitted and reimbursed;

- Total the mileage and the dollar amounts on each page. Please be sure to check your totals on your vouchers. Errors will result in the business office returning the claims for corrections and a lengthy delay in your reimbursement;

- Also write the grand total of miles and dollar amount claimed across the bottom of page 1;

- Be sure to SIGN and date all pages;

- Claims held longer than 3 months and/or over $50.00 may not be paid;

- Mileage is accrued between sites; NOT from your HOME or home base to first assignment.

All claims more than 3 months and/or over $50 must be accompanied by a memo from the staff member submitting the claim. This memo should include the reason the claim exceeds the 3 month limit. Be sure not to include any dates of illness or leaving early, snow, superintendent's days, or special school days that would affect travel.

> **PLEASE REMEMBER THAT MILEAGE FORMS ARE NOW FOUND ONLINE AND ARE NO LONGER BEING PRINTED!**

To download a copy of a Mileage Form, please go to the OHM BOCES website and go to "Instructional Services". Click on "Itinerant Services" and on the left side of the screen, you will see "Mileage Form". You will be asked to sign in; use your BOCES ID and Password. Electronic signatures are accepted on these forms. You may then email completed forms, but they must include your signature.

MILEAGE

TRAVELING FROM

OHM BOCES
4747 Middle Settlement Road | New Hartford, NY

TRAVELING TO

Albany	
State Education Department	100
Turf Inn, Wolf Road	94
Herkimer BOCES	25
Jefferson-Lewis BOCES	107
Madison BOCES	14
Onondaga BOCES	44
Brodock Press (IT Division)	6
Brookfield Central School	25
Clinton Central School	5
Holland Patent Central School	
Administration	13
General William Floyd Elementary School	11
Elementary School	13
Middle School	13
High School	13
New Hartford Central School	
Administration	3
Hughes Elementary School	5
Myles Elementary School	3
Bradley Elementary School	3
Perry Junior High School	5
High School	3
New York Mills Union Free School	3
Oriskany Central School	
Administration	7
N.A. Walbran Elementary School	5
Junior/Senior High School	7
Remsen Central School	25

Sauquoit Valley Central School	10
Administration & High School	12
Utica City Schools	
Administration	5
Albany Elementary School	8
Christopher Columbus Elementary School	7
General Herkimer Elementary School	10
Hugh R. Jones Elementary School	4
John F. Hughes Elementary School	4
Kernan Elementary School	5
Martin Luther King Jr. Elementary School	6
Roscoe Conkling Elementary School	7
Thomas Jefferson Elementary School	8
Watson Williams Elementary School	6
John F. Kennedy Junior High School	9
Sen. James H. Donovan Junior High School	5
Thomas R. Proctor Senior High School	7
Waterville Central School	
Administration	16
Memorial Park Elementary School	15
Middle/High School	16
Westmoreland Central School	6
Whitesboro Central School	
Administration	3
Deerfield Elementary School	9
Hart's Hill Elementary School	1
Marcy Elementary School	5
Westmoreland Road Elementary School	3
Parkway Middle School	3
Junior High School	3
High School	5

MILEAGE

TRAVELING FROM

OHM BOCES
4747 Middle Settlement Road | New Hartford, NY

TRAVELING TO

Camden Central School
Administration	31
Annsville Area School	25
Elementary	31
Middle School	31
Senior High School	32
McConnellsville Elementary	29
North Bay Area School	28

Canastota Central School
Administration	24
Junior/Senior High School	24
Peterboro Elementary	24
Robert Street Elementary	24
South Side Elementary	23

Hamilton Central School
Administration	25
Elementary	25
Junior/Senior High School	25

Madison Central School
Administration	19
Madison CSD	19

Morrisville-Eaton Central School
Administration	25
Edward R. Andrews Elementary	26
Junior/Senior High School	25

Oneida City Schools
Administration	19
Durhamville School	21
North Broad Street School	19
Oneida Senior High School	18
Otto L. Shortell Middle School	21
Seneca Street School	18
W.F. Prior Elementary School	18

Rome City Schools
Administration	13
Francis X. Bellamy School	13
Gansevoort School	14
George R. Staley Jr. High	13
John Joy School	16
Louis Denti School	15
Lyndon H. Strough Junior High	14
Ridge Mills School	16
Rome Free Academy	13
Stokes School	19

Stockbridge Valley Central
Administration	20
Stockbridge Valley School K-12	20

Vernon-Verona-Sherrill Central
Administration	15
E.A. McAllister Elementary	16
John D. George Elementary	16
Vernon-Verona-Sherrill Middle School	15
Vernon-Verona-Sherrill Senior High School	15
W.A. Wettel Elementary	13

COMPUTER TROUBLE TICKET
When having trouble with your computer, please follow the link below and complete the form.
Make sure to answer all questions.
http://168.170.213.4/
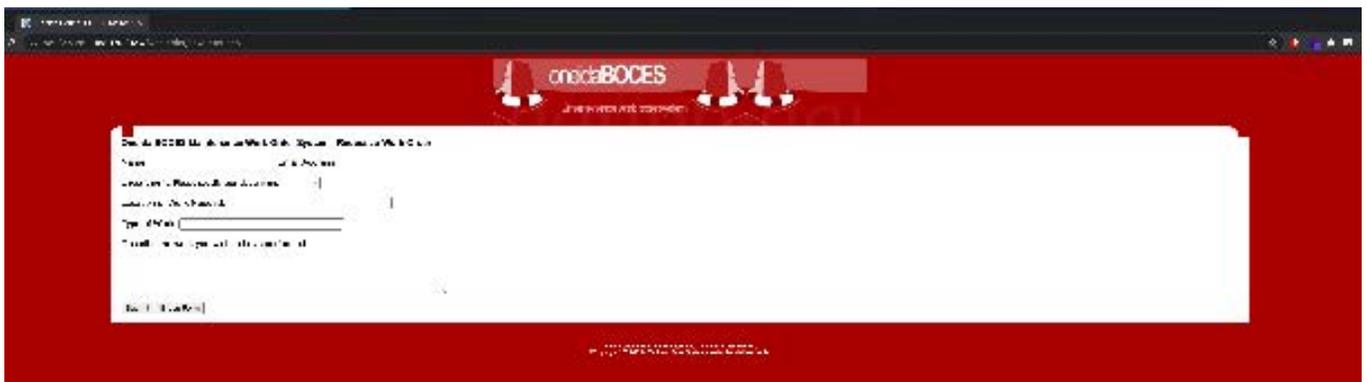
MAINTENANCE WORK ORDER
Which needs to be completed requesting anything to be moved or transported.
Please follow the link below if you need to request a work order.
http://168.170.213.4/workorder/

REGISTERING FOR MLP FOR NON-SUBSCRIBERS

From the OHM BOCES site (www.oneida-boces.org), click on the **Program & Professional Development** link.
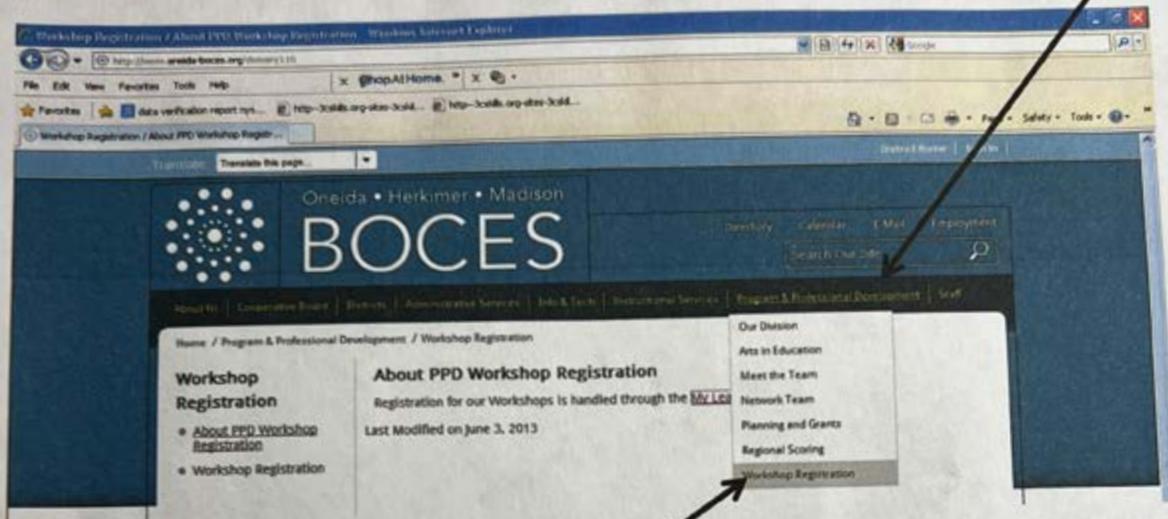
Then Click on the **Workshop Registration** link.

Then Click on the **My Learning Plan** Link.

First Time Users will need to create an account:

Click on **Need an Account.**
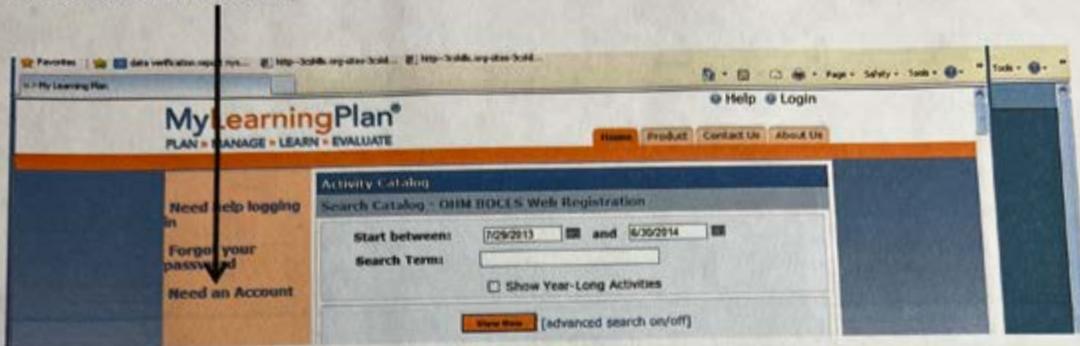
New users should click on **View All Course Catalogs.** (If not a new user, see orange link below.)
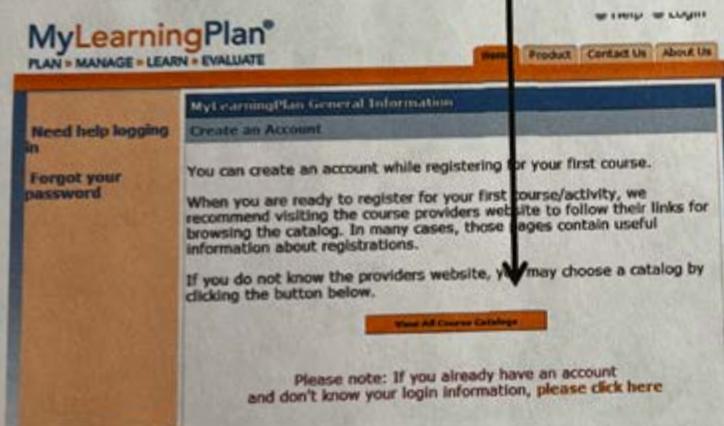
Click on down arrow and then scroll down until you see (NY) OHM BOCES....
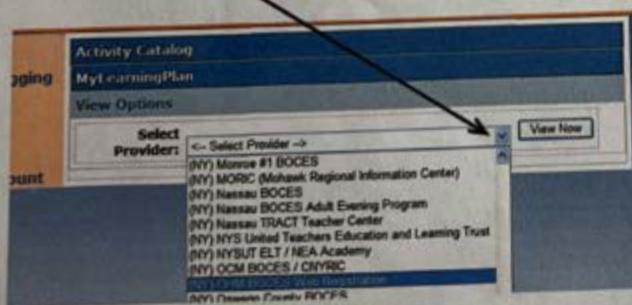
Click on the **(NY) OHM BOCES Web Registration** and then on **View Now.**

Scroll down until you see the applicable workshop and then click on that link..

46. **Regents Scoring - Living Environment**
Sponsored By: PPD/Regents Reform Agenda

Regents Scoring - Living Environment Only those who have been recommended by BOCES should register. Note: You must be certified in this content area to score. Please bring all scoring materials with you.

Date(s): August 16   # Registered: 0/10

47. **Regents Scoring - Earth Science**
Sponsored By: PPD/Regents Reform Agenda

Regents Scoring - Earth Science Only those who have been recommended by BOCES should register. Note: You must be certified in this content area to score. Please bring all scoring materials with you.

Click on Enroll.

AN » MANAGE » LEARN » EVALUATE   Home Product Cont

Activity Details

eed help logging

rgot your
ssword

Click to Enroll

Source
Info

Regents Scoring - Living Environment

Regents Scoring - Living Environment Only thos
been recommended by BOCES should register. I
must be certified in this content area to score.
all scoring materials with you.

Location

OHM BOCES Campus
4747 Middle Settlement Road
New Hartford, NY 13413

Dates
and
Times

#	Dates	Times	Room
1.	8/16/2013	7:45 am - 3:30 pm	Madis

Click on **I'm a new user."**

Web Registration

Select Log In Method To Continue

I'm a registered user   Select this option if you have already created an account.

I'm a new user   Select this option if you do not have an account yet. The account is free and you can use it to check the status of your registrations and maintain records. Click here for more info

MyLearningPlan.com users   Select this option if your organization subscribes to MyLearningPlan.com.

Enter information. When complete, click next.

Web Registration

Email Address

First Name: Jane
Last Name: Doe
Email address: jdoe@yahoo.com   Next

Complete information.

Web Registration	
Create your account:	
Name/Email Address	
Registrant's First Name	Jane
Registrant's Last Name	Doe
Type your Email Address	jdoe@yahoo.com
Type a Password	••••
Retype Password	••••
Basic Information	
Select Your District/Organization	Utica City School District
Building/Division Name	Conkling
Select Position	PST: Public School/BOCES Secondary Tea
Job Title	Math Teacher
Contact Information = Work	
Work Street Address	Street
Work Street Address 2	Street
Work City	Utica
Work State/Province	NY
Work Zip/Postal Code	13501
Work Phone Number	555-1234

Create Account

Click on **Create Account** when completed.

Scroll down and click on the agreement link and then click on **Submit Registration**.

☑ I agree to the terms and conditions noted above.

Back · Submit Registration

Oneida BOCES
Sponsored by: PPD/Regents Reform Agenda

Proper Reporting of
WORK-RELATED INJURIES

TO BE COMPLETED BY EMPLOYEE

Name: _____ Sex: ____ Male ____ Female Date of Birth: ____-____-____

Home Address: _____ Phone: _____

_____ SSN: _____

Job title: _____ Department in which you work: _____

Date of Injury: ____-____-____ Time Incident occurred: _____

Accident Location:

Building: _____

Room: _____

Address: _____

_____

Body part(s) injured: _____

Side of body: | Left   Right   Bilateral

Accident description including cause and nature of injury: _____ _____

_____ _____

_____ _____

Date Supervisor notified of injury: ____-____-____

Name of Supervisor notified: _____ _____

Witness(es) to injury: _____ _____

Did you receive medical care or ___ Yes   No

If yes, please describe: _____ _____

_____ _____

_____

Were/are you being treated by a hospital and/or physician?   Yes   No

If yes, please provide name, address and phone number of hospital and/or physician: _____

_____

_____

Do you have a second job?   Yes   No

Are you being represented by an attorney?   Yes   No

Employee Signature _____ Date: ____-____-____

TO BE COMPLETED BY SCHOOL NURSE

Date employee was seen regarding the above injury: ____-____-____

Nature of injury and description of treatment provided: _____

_____

_____

_____

Nurse's Signature _____ Date: ____-____-____

Example Only - Must Use Triplicate Form

Frontline AESOP for
ABSENCES

Whether you require a substitute or not, all absences MUST be called into "Front Line Absence Management", (formerly AESOP), and Itinerant Services Office at 315.793.8525.
When absent, planned or unexpected, please use the following protocol:

1. Email the itinerant office, and building principal or building leader that should be contacted in reference to your absence. ***Prior to this, make sure your schedule reflects accurately where you are on any given day/time and a contact number for the office at each location.**

2. Call Absence Management **BEFORE** 7:15 a.m. to report your absence. After that time your absence will be denied reporting into the system.

3. As soon as possible, after your absence, log your absence into WinCapWeb. **If you do not have an account, please call Human Resource at 315.793.8575 to set one up.**

    Absences can be entered in advance in anticipation of an absence, or as soon as possible after an absence. **Please use WinCapWeb to check balances for sick, family and personal time.**

As a professional courtesy, you may still directly contact the teachers you work with, but this is used at your personal discretion and doesn't relieve you of notifying the itinerant office, calling Absence Management, or logging absences into WinCap.

IF you need to transfer time from sick to family or personal to sick, the following procedure must be adhered to -

A letter must be written to Patricia N. Kilburn, Ed.D., District Superintendent, requesting to have the time transferred and submitted to your supervisor for approval. The letter must explain in detail the reason that you are requesting to transfer time. This letter, once approved by your supervisor, will be submitted to Dr. Kilburn for her approval. **It is not permitted to transfer time into your personal time.** Please note that PERSONAL time may not be taken on a Friday, Monday, or before or after a holiday **without prior approval from your supervisor.**

Absence Management
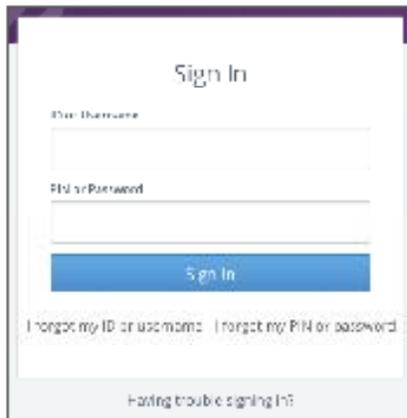
SIGNING IN

Type **aesoponline.com** in your web browser's address bar or go to **app.frontlineeducation.com** if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the Create Absence tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click Create Absence.

© 2018 Frontline Education
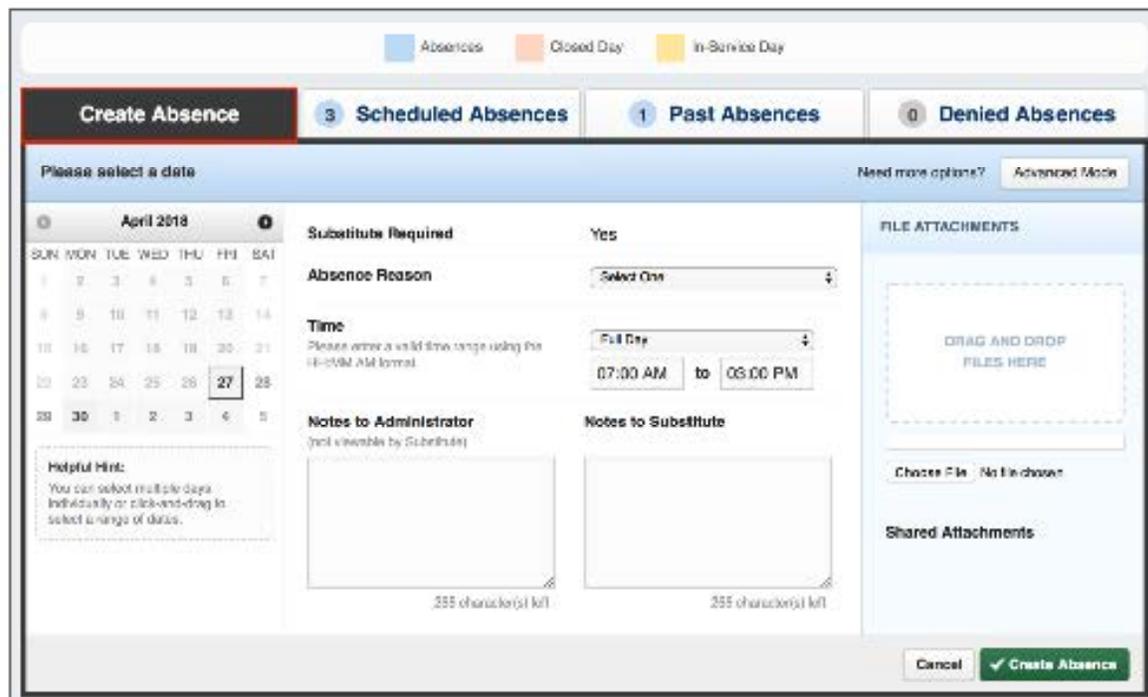
MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click Help Resources and select Frontline Support. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:
- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

© 2018 Frontline Education

New User Account
REGISTRATION ON WINCAP

As an employee of the Oneida-Herkimer-Madison BOCES, **you will receive an email from WinCapWeb asking you to create an account.** This enhanced application to WinCap's financial software will enable you to view your paycheck online. In addition, you will also be able to view your attendance balances, attendance activity, and employee demographics.

You will be using your official BOCES email address as your user name. If you are located at a district and have previously used a district's email account, please be advised that you now have had a BOCES email account created for you for WinCapWeb purposes. Generally, the email address will be your first initial, last name@oneida-boces.org (ex: mjones@oneida-boces.org).

There will be a shortcut to the WinCapWeb's log-in screen on the BOCES website. Please don't delete the WinCapWeb's request, it is not spam.

The invite will look like this:
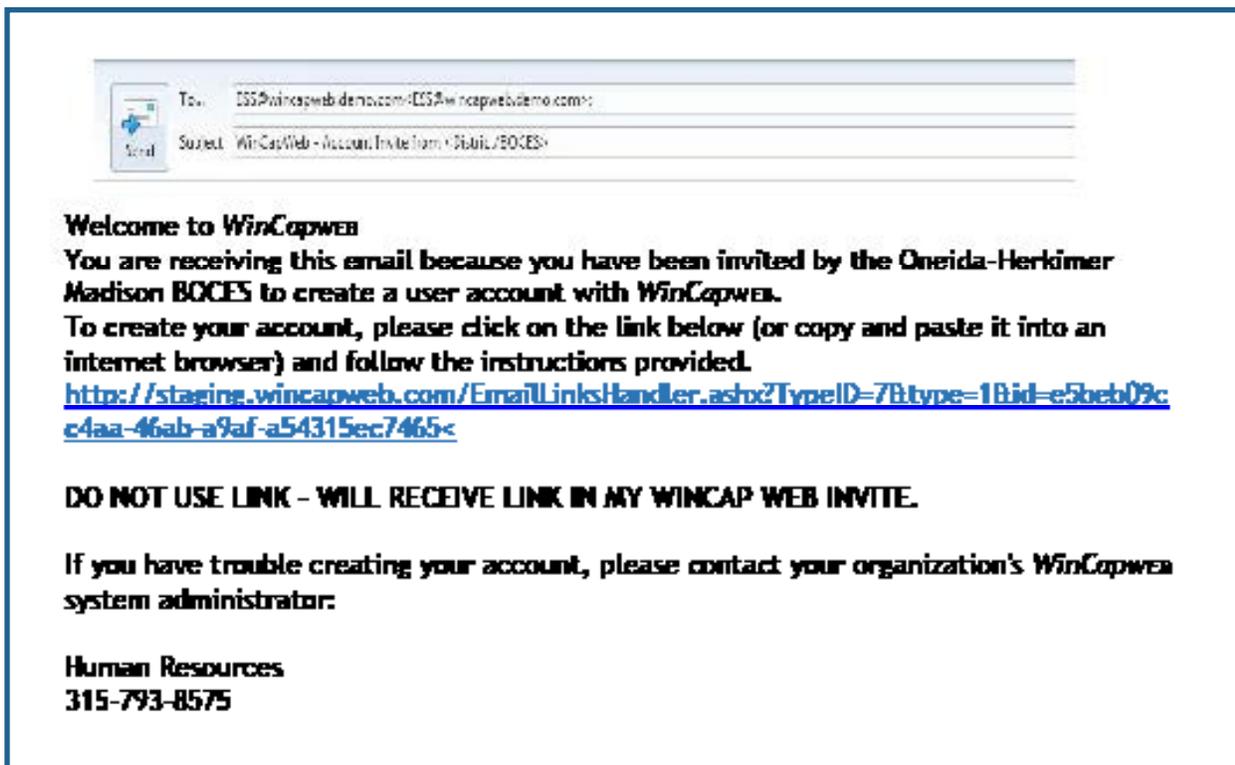
You will be presented with the following screen; your email should default in. Select next.
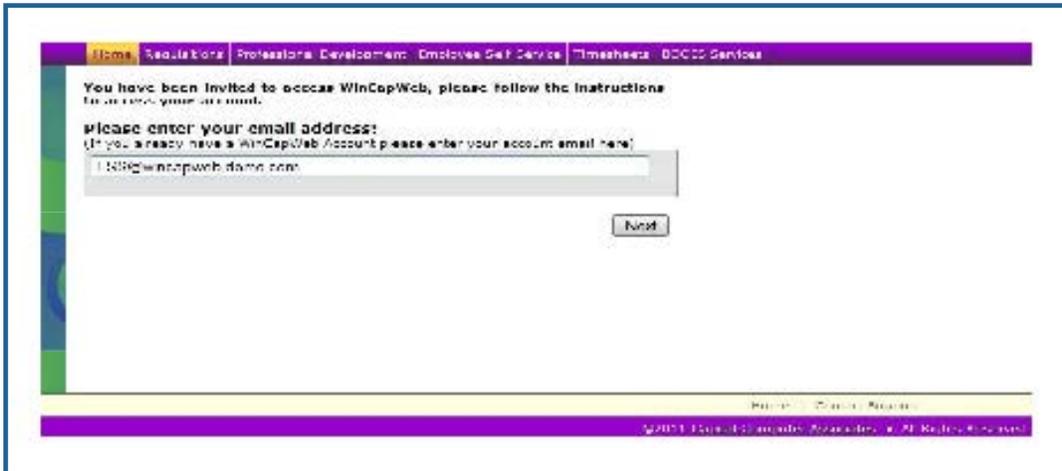

Follow the instructions to complete your account activation.

Your password must conform to the requirements of at least one of each of the following, letters, numbers and symbols and must total eight characters. (A green bar will appear when your password conforms)

The password question will help retrieve/change your password should you forget it.

When done, select "next".
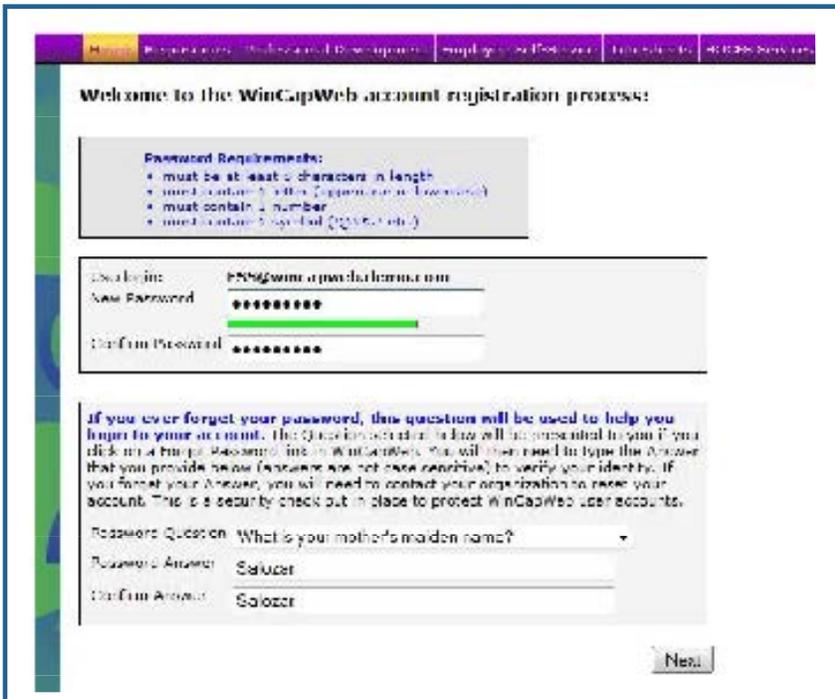
School Messenger
EMERGENCY ALERT SYSTEM

OHM BOCES SchoolMessenger emergency alert service can be used by employees to receive mass alert notifications via phone, text messages and emails.

Employees will need to login to the OHM BOCES web site before they can access a form to sign up for SchoolMessenger Alerts. Please follow the steps below to register.
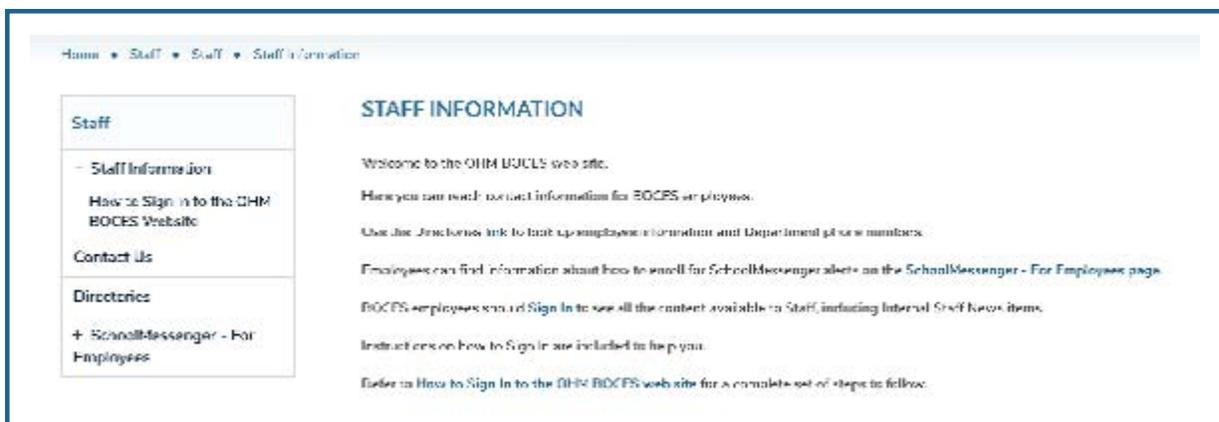
1. Log onto the OHM BOCES website (www.oneida-boces.org)
2. Go to "Staff" on the top right tab (sign-in link is midpage)
3. Your User Name is the part of your BOCES email address that is before the "@" symbol
4. Your Password is your regular email password
5. Click Sign-In
6. Select **"For Staff"** under the staff tab
7. Locate and select **"School Messenger"** on the left bar
8. Select **OHM BOCES - School Messenger Employee Account Access Form**
9. Complete all three pages of the form and click **DONE**

How to sign in: www.oneida-boces.org/digitalresources

Media Library

- Physical items
- Ebooks & streaming video
- Log in with school email and **media**

Sora

- Ebooks & audiobooks
- Log in with school email and **media**

(for teachers, password is your last name, lower case)

SEARCH

Search 24/7 Databases
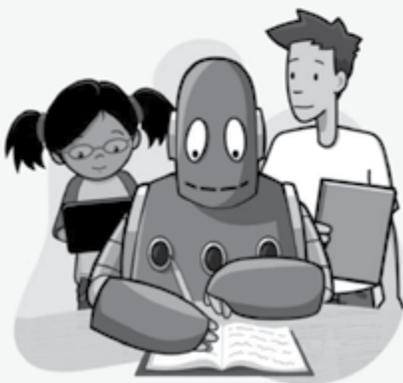24/7 Research Databases

- Databases
- Select your school
- Select a resource
- Password is **search**

NEW! BrainPop and BrainPop Jr.

for all OHM BOCES schools

Animated movies covering all subjects, with built in assessment tools.

- **BrainPop Jr**: grades K-3
- **BrainPop**: grades 3-12
- **BrainPop ELL**: for English language learners

NEW! NewsBank: Access World News
log in through SEARCH

- newspapers from over 200 countries
- includes the *Observer Dispatch* (Utica) and *Post-Standard* (Syracuse)
- grades 6-12
- daily headlines and lesson plans

GLOBAL — "Trade negotiations impacting production and supply of crude oil"

NATIONAL — "Refineries across the country seeing increased transportation costs"

LOCAL — "Prices at local gas stations surging"

Questions?

For account setup or help, contact us:

- mediacenter@oneida-boces.org
- (315) 793-8505

See your school librarian for a full list of even more resources available in your building!
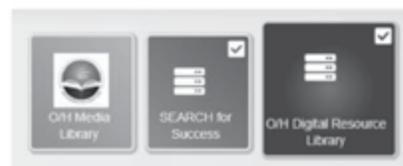
MEDIA LIBRARY

ONEIDA/HERKIMER SCHOOL LIBRARY SYSTEM

NEW ebooks

GOGO Library   LIGHTBOX

In the Media Library,

- sign in
- search * for everything
- select *Digital Resource Library*
- filter for ebooks
- sort by acquisition date

O/H Media Library   SEARCH for Success   O/H Digital Resource Library

2025-2026 Itinerant Schedule Example

DATE _____ NAME _____ POSITION _____ CELL # _____

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
TIME	STUDENT NAME LOCATION	TIME	STUDENT NAME LOCATION	TIME	STUDENT NAME LOCATION	TIME	STUDENT NAME LOCATION	TIME	STUDENT NAME LOCATION

BOCES MAIN CAMPUS
Bell Schedule

BRIDGES

Faculty Arrival	7:45 a.m.
Period 1	8:00 a.m.
Period 2	9:08 a.m.
Period 3	9:46 a.m.
Period 4	10:24 a.m.
Period 5	11:02 a.m.
Period 6	11:30 a.m.
Period 7	12:08 p.m.
Period 8	12:46 p.m.
Period 9	1:24 p.m.
Student Dismissal	2:02 p.m.
Faculty Dismissal	2:30 p.m.

Career & Tech

AM	PM
8:30-10:55 a.m.	11:30-1:55 p.m.

P-Tech

Homeroom	8:15-8:32 a.m.
Period 1	8:33-9:08 a.m.
Period 2	9:09-9:44 a.m.
Period 3	9:45-10:20 a.m.
Period 4 (Lunch)	10:21-10:55 a.m.
Period 5	10:56-11:31 a.m.
Period 6	11:32-12:07 p.m.
Period 7	12:08-12:43 p.m.
Period 8	12:44-1:19 p.m.
Period 9	1:20-1:55 p.m.

MEMORANDUM

To: Academic and Related Service Itinerants

Re: Requisition Forms

_____

A sample of a requisition form is attached. When ordering supplies/materials, you must provide all information:

Company name, address, phone number
Item Number
Quantity
Unit Cost
Color (if applicable)

Requisition forms are submitted to your supervisor and should reflect general itinerant needs; items should not be specific to a program.

If an item is program specific (example a stander, clay for pottery, books, etc.), we will work with the Principal of that program to secure funding.

Please make sure you can justify the purchase. Note that orders, in part or in whole, may not be approved.

Itinerant Requisition
FORMS

Company Requested From: _____

Address: _____

Phone Number: _____

Employee Name: _____

Your Building: _____

Deliver To: _____

E-ALERT SUBSCRIPTION FOR JOB POSTINGS

Human Resources is pleased to announce that you may now sign up for an "E-Alert Subscription" so that you can be notified by email anytime a job vacancy posted on the BOCES website.

To sign up for this e-alert subscription, follow these steps:

1. Go to the BOCES website: www.oneida-boces.org
2. Click "Sign-In" (located in the upper right corner of the homepage)
3. Enter your username (The first part of your BOCES email) and password (same as your email password)
4. Click "Edit your account settings"
5. Navigate to "Subscriptions"
6. Click "manage Subscriptions"
7. Click "Other areas of interest"
8. To subscribe to HR, select Human Resources by checking the box to the left of "Human Resources" Select any other areas you're interested in.
9. Click "I'm done"

After you complete these steps you may sign out of your account, or navigate to other sections of the website.

Itinerant Procedure Manual

ACADEMIC & RELATED SERVICE 2025-2026