



**Oneida-Herkimer-Madison BOCES**

4747 Middle Settlement Road • New Hartford, NY 13413  
[www.oneida-boces.org](http://www.oneida-boces.org)

**DATE:** November 3, 2025

**TO:** Cooperative Board Members  
Superintendents of Schools

Please be advised that the Regular Meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, will be held on Wednesday, November 12, 2025 at 4:30 p.m. in the Howard D. Mettelman Learning Center.

Respectfully,

A handwritten signature in blue ink that reads "Lori A. Wrobel". The signature is fluid and cursive.

Lori A. Wrobel  
Clerk of the Board

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## Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413

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# AGENDA

Cooperative Board

Regular Meeting

**November 12, 2025 at 4:30 p.m.**

The Howard D. Mettelman Learning Center  
Middle Settlement Road, New Hartford, New York

- 4:30** I. Call to Regular Meeting to Order
- II. Pledge of Allegiance
- 4:35** III. Recognition
- 4:35** IV. Recognition of Visitors
- Student Presenters – Isabella Bangs  
Jadyn Hanmer
- 4:50** V. Communications
- A. From the Floor
- General questions from board members?
  - Commentary from board members?
- B. Correspondence
- 4:55** VI. Reports
- District Superintendent Update
  - New York State School Board Association Convention, October 22-25, 2025 –Dr. Kilburn, Scott Morris, Kristin Hubley and Heather Johnson attended.
  - Presentation from OHM BOCES PPL Department
  - Presentation from OHM BOCES School Communication Department

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Cooperative Board Regular Meeting  
November 12, 2025  
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- Presentations' purpose: To highlight ways that these two departments have aligned their work to the OHM BOCES mission statement "*Dedicated professionals collaborating with component districts and the community, developing and deploying leading-edge educational services, career opportunities and support services essential to all students' success.*"

**5:30 VII.** A. Approval of the Minutes of the Regular Meeting of October 8, 2025 (page 13)

VIII. **EXECUTIVE SESSION – NOT ANTICIPATED**

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

**5:35 IX. Approval of Consent Agenda (B., C., D.)**

B. Financial Report (page 39)

1. Acceptance of Report of the Treasurer, September 2025
2. Approval of 2025-2026 Budget Adjustment Report, September 2025
3. Approval of Oneida BOCES Contractor (Seller) with Schools 2024-2025 Contracts/Final

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C. Personnel Report (page 57)

- a. Resignations
  - 1. Teaching/Certified Staff
  - 2. Non-Instructional/Classified Staff
- b. Unpaid Leave(s) of Absence
  - 1. Teaching/Certified Staff
  - 2. Non-Instructional/Classified Staff
- c. Appointments
  - 1. Teaching Staff/Certified Staff
    - a. Recommendation for Probationary Appointment(s)
    - b. Recommendation for Long-Term Substitute Appointment(s)
    - c. Recommendation for Temporary Appointment(s)
    - d. Recommendation for Tenure Appointment(s)
    - e. Recommendation for Increase in FTE
    - f. Recommendation for Decrease in FTE
  - 2. Non-Instructional/Classified Staff
    - a. Recommendation for Probationary Appointment(s)
    - b. Recommendation for Part-Time Appointment(s)
    - c. Recommendation for Permanent Appointment(s) from Civil Service Listing
- d. Stipends
  - 1. Teaching/Certified Staff
    - a. Recommendation for additional Stipends
- e. Terminations
  - 1. Teaching/Certified Staff
    - a. Recommendation for Termination of Probationary Appointment
- f. Summer School
  - 1. Recommendation for Summer School Appointment(s)
    - a. Teaching/Certified Staff
      - a. Recommendation for Academic Regional Summer School Appointment(s)

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D. Action Items (page 73)

1. Approval of Board Policies (**Second Reading**)
  - 5004 Short-Term Worker Asbestos Notification
  - 5201 School Food Service Program and Meal Charge Policy
  - 5300 Internet Safety
  - 5304 Information Security Breach Policy
  - 6503 Rights of Nursing Employees to Express Breast Milk
2. Approval of Board Policies (**First Reading**)
  - 1007 Service Animals
  - 1101 Public Complaints (Delete)
  - 4206 Tax Exempt Bonds-Post Issuance Compliance
  - 5201 Food Service Program
  - 5301 Purpose, Use and Administration of District Digital Information System
  - 5302 Usage of Security Cameras in the OHM BOCES
3. Approval of Per Diem Substitute Rates for Teachers and Teaching Assistants
4. Approval of Advisory Committee Membership – New Members
5. Approval of Gift Acceptance from Ford Motor Company

**5:40** X. Board Topic(s)/Discussion Item(s)

- Board Retreat

**5:50** XI. Old Business

**6:00** XII. Adjournment

**TREASURER'S REPORT  
NOVEMBER 2025 BOARD MEETING**

**FOR THE MONTH ENDING SEPTEMBER 2025**

**BANK BALANCES BY FUND:**

FUND	BANK	TYPE	BEGINNING BALANCE	PLUS RECEIPTS	MINUS DISBURSE	ENDING BALANCE
CAPITAL	JPM/CHASE	MMKT	8,431.87	13.24	-	8,431.87
GENERAL	JPM/CHASE	MMKT	9,533,363.15	20,522,593.83	23,956,513.07	6,099,443.91
GENERAL-MULTI C/E	JPM/CHASE	CHECK	1,920,596.85	1,934,444.71	1,920,634.96	1,934,406.60
GENERAL-MULTI C/R	JPM/CHASE	CHECK	498,866.23	4,138,120.25	4,415,000.00	221,986.48
GENERAL-LEARNING	JPM/CHASE	CHECK	3,702.02	480.10	-	4,182.12
GENERAL-MULTI C/R	NBT	MMKT	13,989.59	-	-	13,989.59
GENERAL FUND	MCB	MMKT	645,974.73	2,232.07	-	648,206.80
LUNCH-MULTI C/D	JPM/CHASE	CHECK	-	197,576.30	197,576.30	-
LUNCH-MULTI C/R	JPM/CHASE	CHECK	2,512.50	6,782.60	-	9,295.10
LUNCH C/R	JPM/CHASE	CHECK	1,135.31	17,139.81	15,000.00	3,275.12
LUNCH-MULTI C/R	NBT	MMKT	6,529.00	21,048.63	20,000.00	7,577.63
LUNCH FUND	MCB	MMKT	2,144,281.16	7,225.93	-	2,151,507.09
SPEC AID-MULTI C/R	NBT	MMKT	-	-	-	-
SPEC AID-MULTI C/R	JPM/CHASE	CHECK	681.60	-	-	681.60
SPEC AID-MULTI C/D	JPM/CHASE	CHECK	-	39,339.11	39,339.11	-
TRUST/CM SCHOL	NBT	MMKT	-	-	-	-
TRUST/CM SCHOL	JPM/CHASE	MMKT	65,205.52	102.53	-	65,308.05
EXTRA-CURR/CM	JPM/CHASE	MMKT	19,829.27	4,936.00	20.00	24,745.27
TOTAL CASH			14,865,085.56	26,892,035.11	30,564,063.44	11,193,037.23

**TOTAL CASH BY FUND:**

CAPITAL	8,431.87
GENERAL	8,922,215.50
SCHOOL LUNCH	2,171,654.94
SPECIAL AID	681.60
SCHOLARSHIPS	65,308.05
EXTRA-CURRICULAR	24,745.27
<b>TOTAL</b>	<b>11,193,037.23</b>

**TOTAL CASH BY BANK:**

MCB	2,799,713.89
JPM/CHASE	8,371,756.12
NBT	21,567.22
<b>TOTAL</b>	<b>11,193,037.23</b>

**CHECKING RECONCILIATION:**

BANK BALANCE	OUTSTANDING CHECKS/DIT	ENDING BALANCE
11,881,269.64	9,946,863.04	1,934,406.60

25,567.03      821.76      24,745.27

**CERTIFICATION:**

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

*Christine Turczyn*  
CHRISTINE TURCZYN TREASURER

*Michele North*  
MICHELE NORTH DEPUTY TREASURER

**IX B.1.**  
**Acceptance of Report of**  
**the Treasurer, September 2025**  
**November 12, 2025**

TREASURER'S REPORT SUMMARY  
NOVEMBER 2025 BOARD MEETING  
FOR THE MONTH ENDING SEPTEMBER 2025

TOTAL CASH BY FUND AS OF:	September 30, 2025
CAPITAL	8,431.87
GENERAL	8,922,215.50
SCHOOL LUNCH	2,171,654.94
SPECIAL AID	681.60
SCHOLARSHIPS	65,308.05
EXTRA-CURRICULAR	24,745.27
	11,193,037.23

GENERAL FUND

REVENUE STATUS AS OF: September 30, 2025					
Original Estimate	Adjustments	Current Estimate	Year to Date	Anticipated Balance	Excess Revenue
102,308,508.37	13,370,138.18	115,678,646.55	11,539,995.25	102,620,017.94	296,304.95

BUDGET STATUS AS OF: September 30, 2025					
Initial Appropriation	Adjustments	Current Appropriations	Year to Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
102,308,508.37	13,370,138.18	115,678,646.55	13,278,185.92	57,618,760.09	44,781,700.54

SCHOOL LUNCH FUND

REVENUE STATUS AS OF: September 30, 2025					
Original Estimate	Adjustments	Current Estimate	Year to Date	Anticipated Balance	Excess Revenue
8,946,750.00	120,034.25	9,066,784.25	609,656.14	8,463,628.96	6,500.85

BUDGET STATUS AS OF: September 30, 2025					
Initial Appropriation	Adjustments	Current Appropriations	Year to Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
8,946,750.00	120,034.25	9,066,784.25	430,051.13	4,202,386.37	4,434,346.75

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

BOARD MEETING PRESENTATION  
September 30, 2025

CHECKING ACCOUNT - NBT BANK		CLUB ACCOUNT BALANCES	
BALANCE: BEGINNING OF THE MONTH	\$ 19,829.27	FUTURE FARMERS OF AMERICA	\$ 11,967.84
PLUS: RECEIPTS	\$ 4,936.00	SKILLS USA	\$ 5,088.57
LESS: EXPENDITURES	\$ (20.00)	P-TECH	\$ 7,311.65
BALANCE: END OF MONTH	\$ 24,745.27	SALES TAX	\$ 377.21
BANK RECONCILIATION		ACCOUNT TOTALS, END OF MONTH	
BALANCE PER BANK STATEMENT	\$ 25,567.03		\$ 24,745.27
PLUS: DEPOSITS IN TRANSIT	\$		
LESS: OUTSTANDING CHECKS	\$ (821.76)		
RECONCILED BALANCES	\$ 24,745.27		

CASH: END OF MONTH	\$ 24,745.27	CASH: END OF MONTH	\$ 24,745.27
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CERTIFICATION: THIS IS TO CERTIFY THAT THE FOREGOING TREASURER'S REPORT IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, & BELIEF.

*Conner T. Herold*

TREASURER, EXTRA-CURRICULAR ACTIVITY FUND

RECONCILING ITEMS		OUTSTANDING CHECKS	
DEPOSITS IN TRANSIT	AMOUNT	CHECK NUMBER	AMOUNT
DATE			
		1280	60.65
		1329	50.00
		1332	50.00
		1369	120.00
		1429	125.00
		1433	50.00
		1472	5.00
		1474	45.00
		1497	100.00
		1505	216.11
			<u>821.76</u>
TOTAL	<u>-</u>		

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
001 ADMINISTRATIVE COSER			4,537,170.26	9,242.55	4,546,412.81	465,691.32	4,212,276.04	140,797.10
002 CAPITAL/RENT EXPENDITURES			3,434,826.14	-18,000.00	3,416,826.14	341,682.64	3,075,143.50	0.00
101 OCCUPATIONAL EDUCATION			10,000,666.00	-445,986.67	9,554,679.33	977,558.45	8,549,863.34	22,113.79
102 ADULT EDUCATION			46,599.35	0.00	46,599.35	4,659.94	41,939.41	0.00
107 CTE-HANDICAPPED			811,906.00	6,805.39	818,711.39	81,190.60	730,715.40	0.00
109 OCC. ED./MADISON BOCES XC			44,412.00	532.00	44,944.00	4,494.40	40,449.60	0.00
201 8:1:2 PROGRAM			8,743,139.75	128,323.41	8,871,463.16	882,934.14	7,945,866.94	60.03
202 INTENSE MGMT NEEDS/MADISON BOCES			138,754.00	-20,914.00	117,840.00	11,784.00	106,056.00	0.00
204 12:1:1 MILD/MODERATE PROGRAM			2,396,487.95	145,244.55	2,541,732.50	253,228.95	2,279,060.50	0.00
205 SPECIAL CLASS: OPTION 2/MADISON BOCE			342,200.00	113,845.00	456,045.00	45,604.50	410,440.50	0.00
206 TRANSITIONAL PLNG & IMPLEMENTATION			1,005,306.00	739,497.00	1,744,803.00	174,480.30	1,570,322.70	0.00
209 12:1:4 DEV/MD PROGRAM			7,773,978.89	257,982.02	8,031,960.91	800,384.72	7,203,462.17	0.00
214 SPECIAL ED. OPTION III/MADISON BOCES			201,388.00	151,650.00	353,038.00	35,303.80	317,734.20	0.00
216 6:1:2 PROGRAM			1,348,769.55	116,004.73	1,464,774.28	145,520.76	1,309,666.79	0.00
222 SPECIAL CLASS: OPTION 3/MADISON BOCE			363,815.00	-291,293.00	72,522.00	7,252.20	65,269.80	0.00
225 ELEM IMN 6:1:2.5/MADISON			667,382.00	-107,586.00	559,796.00	55,979.60	503,816.40	0.00
228 SKILLS DEV-ELEM (12:1:1)/MADISON BOC			691,978.00	-463,299.00	228,679.00	22,867.90	205,811.10	0.00
229 ELEMENTARY AUTISM/MADISON BOCES			0.00	1,366,431.00	1,366,431.00	136,643.10	1,229,787.90	0.00
230 INTENSE MGMT NEED/MADISON BOCES			249,113.00	177,687.00	426,800.00	42,230.30	384,569.70	0.00
232 AUTISM-SECONDARY(6:1:1)/MADISON BOCE			119,675.00	224,952.00	344,627.00	34,462.70	310,164.30	0.00
234 ELEMENTARY 12:1:3/MADISON BOCES			0.00	109,188.00	109,188.00	10,918.80	98,269.20	0.00
303 ART			275,280.00	-21,181.13	254,098.87	25,234.00	227,106.00	0.00
305 GUIDANCE			238,288.00	-58,107.01	180,180.99	17,871.60	160,844.40	0.00
306 TECHNOLOGY			98,583.80	1,034.58	99,618.38	9,858.38	88,725.42	0.00
307 ENGLISH			92,027.00	-73,334.66	18,692.34	1,840.54	16,564.86	0.00
308 PHYSICAL EDUCATION			57,882.50	12,998.97	70,881.47	6,945.90	62,513.10	0.00
310 NURSE PRACTITIONER			402,464.70	-23,412.34	379,052.36	37,593.25	338,339.25	0.00
312 SCHOOL PSYCHOLOGIST			67,510.24	-3,747.00	63,763.24	6,376.38	57,386.86	0.00
314 SCHOOL SOCIAL WORKER			344,636.00	4,640.12	349,276.12	34,463.60	310,172.40	0.00
315 SPEECH IMPROVEMENT			243,808.00	1,489.16	245,297.16	24,380.80	219,427.20	0.00
316 VISUALLY IMPAIRED			1,000,642.50	18,682.51	1,019,325.01	99,704.25	897,338.25	0.00
318 DEAF			126,731.25	2,433.80	129,165.05	12,842.13	115,578.87	0.00
321 PHYS. THERAPY			154,658.13	972.51	155,630.64	15,465.81	139,192.32	0.00
322 OCCUPATIONAL THERAPY			181,692.00	1,167.52	182,859.52	18,169.20	163,522.80	0.00
325 HOME ECONOMICS			260,843.10	2,117.51	262,960.61	26,084.31	234,758.79	0.00
326 ENGLISH/SECOND LANG. INTSR.			66,648.00	298.52	66,946.52	6,664.80	59,983.20	0.00
332 CURRICULUM SUPERVISION COORDINATION			626,846.00	60,928.40	687,774.40	68,383.20	615,448.80	0.00
337 SPANISH			0.00	19,320.66	19,320.66	1,525.72	17,794.94	0.00
338 MUSIC TEACHER			0.00	50,100.80	50,100.80	0.00	50,100.80	0.00
			299,821.20	1,047.02	300,868.22	29,982.12	269,839.08	0.00

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

These are estimates to balance the budget

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
346	AUDIOLOGY/OSWEGO BOCES		211,024.44	23,860.50	234,884.94	23,488.49	211,396.45	0.00
355	GENERAL SUPERVISION COORDINATION		96,885.60	25,631.45	122,517.05	12,188.56	109,697.04	0.00
357	BILINGUAL/ESL ITINERANT MADISON BOCE		0.00	49,480.00	49,480.00	4,948.00	44,532.00	0.00
402	EXPLOR. ENRICHMENT/JEFF LEWIS BOCES		20,377.50	1,947.00	22,324.50	2,037.75	20,286.75	0.00
405	PERFORMING ARTS		456,362.50	11,639.21	468,001.71	49,621.57	421,025.85	2,840.92
408	ALTERNATIVE EDUCATION		8,346,017.50	-171,842.87	8,174,174.63	812,813.85	7,315,324.65	0.00
410	HOSPITAL BASED/ONONDAGA BOCES		8,856.00	164.00	9,020.00	902.00	8,118.00	0.00
415	PORTABLE PLANETARIUM		15,675.00	-3,675.00	12,000.00	3,057.50	10,387.50	1,445.00
417	GED - EA - MADISON BOCES		142,351.04	1,223.96	143,575.00	14,357.50	129,217.50	0.00
420	REGIONAL PROGRAM EXCELLENCE		160,950.00	619.17	161,569.17	16,095.00	144,855.00	0.00
426	DISTANCE LEARNING/MADISON BOCES		852,947.50	63,634.22	916,581.72	88,030.33	828,551.39	0.00
428	SUMMER SCHOOL		1,021,124.00	218,424.01	1,239,548.01	123,896.40	1,115,067.60	0.00
438	DISTANCE LEARNING		1,971,808.20	-26,545.14	1,945,263.06	176,248.98	1,604,752.04	0.00
461	DISTANCE LEARNING/CAPITAL REGION BOC		9,828.13	-9,828.13	0.00	0.00	0.00	0.00
464	BRIGHT FUTURE ACADEMY/MADISON BOCES		0.00	50,556.00	50,556.00	4,675.90	45,880.10	0.00
479	DL SYNERGY VIRTUAL HS/CITI BOCES		49,470.00	-32,335.00	17,135.00	1,713.50	15,421.50	0.00
480	Early College Access - Dual Credit		226,338.00	0.00	226,338.00	22,633.80	203,704.20	0.00
502	EDUCATIONAL COMMUNICATIONS		1,208,695.43	19,768.08	1,228,463.51	112,962.20	1,015,175.91	80.00
504	TECHNICAL REPAIR SERVICE		1,124,749.90	-82,897.99	1,041,851.91	100,953.29	908,579.61	0.00
505	PRINTING		1,658,000.00	-69,789.21	1,588,210.79	156,130.00	1,405,170.00	0.00
509	SCH. CURR/CAYUGA BOCES		33,273.72	-210.86	33,062.86	3,348.44	29,714.42	0.00
510	LEARNING TECHNOLOGY		3,630,688.80	528,440.31	4,159,129.11	336,296.59	3,063,214.68	0.00
511	SCH. CURR./CAPITAL REGION		10,489.80	-7,294.80	3,195.00	1,469.71	1,725.29	0.00
514	MODEL SCHOOLS-MADISON BOCES		278,306.00	64,997.80	343,303.80	34,330.38	308,973.42	0.00
515	COMMON LEARNING OBJ-MADISON BOCES		3,591,248.80	3,065,279.73	6,656,528.53	781,215.49	5,875,313.04	0.00
518	SCIENCE KITS		1,392,129.00	-20,652.35	1,371,476.65	130,235.70	1,236,483.00	0.00
521	SCHOOL CURRICULUM IMPROVEMENT SERVIC		2,381,673.17	-300,348.08	2,081,325.09	207,409.35	1,864,425.15	251.00
538	MODEL SCHOOLS		146,534.00	1,515.07	148,049.07	14,653.40	131,880.60	0.00
542	SCH CURR/JEFF-LEWIS BOCES		0.00	3,215.22	3,215.22	321.52	2,893.70	0.00
543	HRD/SFTWARE/OSWEGO BOCES		13,728.47	12,242.42	25,970.89	2,597.09	23,373.80	0.00
545	COMMUNITY SCHOOL RESOURCES		5,436,590.50	6,380,938.65	11,817,529.15	1,158,468.09	10,426,212.46	0.00
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES		2,830.00	100.00	2,930.00	293.00	2,637.00	0.00
549	SEC III INTERSCHOLASTIC SPORTS/OCM B		81,135.47	129.03	81,264.50	8,126.45	73,138.05	0.00
555	SUPERINTENDENT EVAL/ERIE 2 BOCES		7,939.48	-3,230.41	4,709.07	470.91	4,238.16	0.00
560	CPSE		192,469.50	1,254.11	193,723.61	19,246.95	173,222.55	0.00
570	HOME SCHOOL COORDINATION/MADISON BOC		0.00	3,228.00	3,228.00	322.80	2,905.20	0.00
573	INSTR TECHNOLOGY/CAP REGION BOCES		3,259.75	-3,259.75	0.00	0.00	0.00	0.00
574	SABA (SCHOOL AND BUSINESS ALLIANCE)		734,820.75	27,603.84	762,424.59	75,878.24	682,903.76	0.00
575	VOCATIONAL ASSESSMENT		4,750.00	0.00	4,750.00	475.00	4,275.00	0.00
576	LIBRARY MEDIA SERVICE		903,963.69	234.86	904,198.55	90,074.12	810,713.67	166.86

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

These are estimates to balance the budget

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
578	LIBRARY AUTOMATION - MADISON BOCES		168,945.00	3,687.00	172,632.00	17,250.00	155,382.00	0.00
581	GRANT WRITING SVE/CAPITAL REG BOCES		0.00	20,760.05	20,760.05	2,076.01	18,684.04	0.00
586	LEARNING TECHNOLOGY/CAYUGA BOCES		0.00	100,640.32	100,640.32	7,741.20	92,898.12	0.00
601	COMPUTER SERVICES - MADISON BOCES		11,715,859.44	457,361.97	12,173,221.41	1,109,142.67	11,064,078.74	0.00
602	NEGOTIATIONS - MADISON BOCES		211,962.00	15,539.95	227,501.95	21,861.40	205,640.55	0.00
603	SCHOOL COMMUNICATIONS		932,560.00	293,055.74	1,225,615.74	121,728.00	1,095,552.00	0.00
604	CENTRAL BUSINESS OFFICE		526,234.60	-15,287.63	510,946.97	50,028.10	461,516.24	970.74
607	STAFF DEVELOPMENT - BUS DRIVERS		0.00	3,304.06	3,304.06	628.41	2,675.65	0.00
609	PLANNING SER: MANAGEMENT OCM BOCES		58,010.00	7,730.00	65,740.00	6,574.00	59,166.00	0.00
610	TELEPHONE INTERCONNECT		684,485.25	281,956.83	966,442.08	78,468.09	706,458.05	0.00
611	REGIONAL BUS MAINTENANCE-MADISON BOC		175,000.00	0.00	175,000.00	17,500.00	157,500.00	0.00
612	HEALTH COORDINATION/HERKIMER BOCES		12,898.26	0.00	12,898.26	1,289.83	11,608.43	0.00
615	POLICY PLANNING ERIE I		13,908.84	663.94	14,572.78	1,457.28	13,115.50	0.00
616	EMPLOYEE ASSISTANCE PROGRAM		22,080.00	0.00	22,080.00	2,208.00	19,872.00	0.00
618	EMPLOYEE BENEFIT COORDINATION		108,060.00	56.63	108,116.63	10,806.00	97,254.00	0.00
620	SAFETY COORDINATOR		986,285.40	14,989.40	1,001,274.80	98,596.25	882,144.25	0.00
621	COORDINATION OF INSURANCE MANAGEMENT		7,625.00	2.01	7,627.01	762.50	6,862.50	0.00
622	REGIONAL BUS RADIOS - MADISON BOCES		10,168.00	249,833.00	260,001.00	26,000.10	234,000.90	0.00
625	STATE AID PLANNING - QUESTAR III BOC		43,020.00	864.00	43,884.00	4,374.00	39,510.00	0.00
625	SUBSTITUTE TEACHER SERVICE		178,861.25	2,453.95	181,315.20	17,867.40	160,806.35	0.00
626	CENTRAL SCHOOL FOOD MANAGEMENT		1,283,349.79	8,607.50	1,291,957.29	129,305.71	1,155,014.82	970.74
627	RECORDS RETENTION		114,750.00	11,052.57	125,802.57	12,579.65	113,216.85	0.00
628	TELECOMMUNICATIONS		319,554.08	892.51	320,446.59	158,564.21	287,598.64	126,608.77
631	COOPERATIVE BID/MAD. BOCES		63,362.00	2,093.65	65,455.65	6,545.58	58,910.07	0.00
633	GASB 45 PLNG/QUESTAR III		21,921.00	740.00	22,661.00	2,253.90	20,407.10	0.00
634	STAFF DEV BD OF ED - HERKIMER BOCES		15,422.11	-4.15	15,417.96	1,541.78	13,876.18	0.00
636	GASB 45 PLANNING/CLINTON-ESSEX		17,670.00	-4,995.00	12,675.00	1,267.50	11,407.50	0.00
637	FIXED ASSET INVENTORY/QUESTAR III		32,331.00	2,327.00	34,658.00	3,463.80	31,194.20	0.00
640	DRUG TESTING/JEFF-LEWIS BOCES		12,097.75	-478.00	11,619.75	1,154.40	10,465.35	0.00
641	ON-LINE APPL./PUTNAM BOCES		44,431.88	689.49	45,121.37	4,512.14	40,609.23	0.00
645	INFINITE CAMPUS/E. SUFFOLK BOCES		1,150.00	-27.00	1,123.00	112.30	1,010.70	0.00
646	MEDICAID REIMBURSEMENT/MADISON BOCES		29,467.17	539.02	30,006.19	3,000.62	27,005.57	0.00
649	ACA COMPLIANCE/MADISON BOCES		18,399.30	-690.88	17,708.42	1,770.84	15,937.58	0.00
650	TESTING - NYS ALT ADMT-CAP REGION B		12,138.00	-163.62	11,974.38	0.00	11,974.38	0.00
651	SCRIB/BROOME BOCES		75,383.68	313.68	75,697.36	7,569.76	68,127.60	0.00
655	SPECIAL ED AID ASSISTANCE SVC/QUESTA		33,610.00	30,972.48	64,582.48	6,449.72	58,132.76	0.00
656	EMPLOYEE RELATIONS/ONC BOCES		19,716.00	1,034.00	20,750.00	2,075.00	18,675.00	0.00
657	PROJECT WORK/CAPITAL REGION BOCES		28,485.00	-28,485.00	0.00	0.00	0.00	0.00
658	COOP BID/DCMO BOCES		24,936.20	-1,452.53	23,483.67	2,348.37	21,135.30	0.00
659	TIER 4 ENHANCED/CAP REGION BOCES		232,634.25	-142,738.08	89,896.17	8,989.62	80,906.55	0.00

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

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
660	EMPLOYEE ASSISTANCE/DCMO BOCES		0.00	9,526.50	9,526.50	952.65	8,573.85	0.00
661	WEB HOSTING/CAPITAL REGION BOCES		8,828.00	398.00	9,226.00	922.60	8,303.40	0.00
662	COMPUTER MANAGEMENT/S.WESTCHESTER BO		71,437.17	6,449.85	77,887.02	7,788.70	70,098.32	0.00
663	TRANSPORT PLANNING/FRANKLIN ESSEX BO		21,700.00	1,302.00	23,002.00	2,300.20	20,701.80	0.00
664	DATA ANALYTICS/CLINTON-ESSEX BOCES		0.00	12,650.00	12,650.00	1,265.00	11,385.00	0.00
679	PLANNING SERVICE/ERIE 2 BOCES		66,550.00	0.00	66,550.00	6,655.00	59,895.00	0.00
<b>Total GENERAL FUND</b>			<b>102,308,508.37</b>	<b>13,370,138.18</b>	<b>115,678,646.55</b>	<b>11,539,995.25</b>	<b>102,620,017.94</b>	<b>296,304.95</b>

**Selection Criteria**

Criteria Name: Shared: REV RPT FOR BD/MONTH Modified  
 As Of Date: 09/30/2025  
 Suppress revenue accounts with no activity  
 Print Summary Only  
 Sort by: Fund/CoSer  
 Printed by MICHELE M. NORTH

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

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
001 ADMINISTRATIVE COSER		4,285,428.48	9,242.55	4,294,671.03	388,042.90	1,281,621.30	2,625,006.83
002 CAPITAL/RENT EXPENDITURES		3,434,826.14	-18,000.00	3,416,826.14	2,811,500.63	515,672.87	89,652.64
101 OCCUPATIONAL EDUCATION		7,714,175.67	-445,986.67	7,268,189.00	608,995.47	5,638,685.55	1,020,507.98
107 CTE-HANDICAPPED		1,046,619.00	6,805.39	1,053,424.39	86,959.48	843,145.58	123,319.33
109 OCC. ED./MADISON BOCES XC		44,412.00	532.00	44,944.00	0.00	0.00	44,944.00
201 8:1:2 PROGRAM		5,569,263.05	128,323.41	5,697,586.46	291,361.99	3,982,265.57	1,423,958.90
202 INTENSE MGMT NEEDS/MADISON BOCES		138,754.00	-20,914.00	117,840.00	0.00	0.00	117,840.00
204 12:1:1 MILD/MODERATE PROGRAM		1,250,121.01	145,244.55	1,395,365.56	77,341.84	1,086,163.17	231,860.55
205 SPECIAL CLASS: OPTION 2/MADISON BOCES		342,200.00	113,845.00	456,045.00	0.00	0.00	456,045.00
206 TRANSITIONAL PLNG & IMPLEMENTATION		942,708.00	739,497.00	1,682,205.00	2,497.20	2,497.20	1,677,210.60
209 12:1:4 DEV/MD PROGRAM		4,008,490.98	257,982.02	4,266,473.00	239,551.99	-3,348,424.64	678,496.37
214 SPECIAL ED. OPTION III/MADISON BOCES		201,388.00	151,650.00	353,038.00	0.00	0.00	353,038.00
216 6:1:2 PROGRAM		927,046.34	116,004.73	1,043,051.07	52,665.06	562,517.44	427,878.57
222 SPECIAL CLASS: OPTION 3/MADISON BOCES		363,815.00	-291,293.00	72,522.00	0.00	0.00	72,522.00
225 ELEM IMN 6:1:2.5/MADISON		667,382.00	-107,586.00	559,796.00	0.00	0.00	559,796.00
228 SKILLS DEV-ELEM (12:1:1)/MADISON BOCES		691,978.00	-463,299.00	228,679.00	0.00	0.00	228,679.00
229 ELEMENTARY AUTISM/MADISON BOCES		0.00	1,366,431.00	1,366,431.00	0.00	0.00	1,366,431.00
230 INTENSE MGMT NEED/MADISON BOCES		249,113.00	177,687.00	426,800.00	0.00	0.00	426,800.00
232 AUTISM-SECONDARY(6:1:1)/MADISON BOCES		119,675.00	224,952.00	344,627.00	0.00	0.00	344,627.00
234 ELEMENTARY 12:1:3/MADISON BOCES		0.00	109,188.00	109,188.00	0.00	0.00	109,188.00
303 ART		307,451.00	-21,181.13	286,269.87	17,647.24	214,716.48	53,906.15
305 GUIDANCE		217,724.00	61,036.99	278,760.99	16,398.28	219,381.62	42,981.09
306 TECHNOLOGY		147,377.40	1,034.58	148,411.98	9,762.91	123,586.98	15,062.09
307 ENGLISH		86,321.00	-73,334.66	12,986.34	0.00	0.00	12,986.34
308 PHYSICAL EDUCATION		108,910.00	12,998.97	121,908.97	6,609.58	92,177.63	23,121.76
310 NURSE PRACTITIONER		422,507.01	-23,412.34	399,094.67	39,085.38	371,729.52	-11,720.23
312 SCHOOL PHYSICIAN		73,581.41	-3,747.00	69,834.41	5,919.17	53,272.48	10,642.76
313 SCHOOL PSYCHOLOGIST		589,728.06	4,640.12	594,368.18	59,876.22	472,726.17	61,765.79
314 SCHOOL SOCIAL WORKER		234,507.10	1,489.16	235,996.26	15,752.76	191,778.97	28,464.53
315 SPEECH IMPROVEMENT		981,800.50	18,682.51	1,000,483.01	63,579.91	848,187.43	88,715.67
316 VISUALLY IMPAIRED		120,649.97	2,433.80	123,083.77	7,289.87	102,296.28	13,497.62
318 DEAF		148,158.13	972.51	149,130.64	9,631.20	140,007.73	-508.29
321 PHYS. THERAPY		175,062.35	1,167.52	176,229.87	11,313.80	155,213.20	9,702.87
322 OCCUPATIONAL THERAPY		250,320.10	2,117.51	252,437.61	15,518.00	217,489.31	19,430.30
325 HOME ECONOMICS		94,968.00	298.52	95,266.52	4,583.94	55,915.60	34,766.98
326 ENGLISH/SECOND LANG. INTSR.		653,160.40	60,928.40	714,088.80	43,460.14	562,020.54	108,608.12
332 CURRICULUM SUPERVISION COORDINATION		0.00	19,320.66	19,320.66	17,547.46	0.00	1,773.20
337 SPANISH		0.00	44,600.80	44,600.80	2,619.46	28,274.74	13,706.60
338 MUSIC TEACHER		386,336.20	1,047.02	387,383.22	11,596.38	153,025.67	222,821.17
345 SHARED BUSINESS OFFICIAL		0.00	0.00	0.00	1,529.29	0.00	-1,529.29

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
346	AUDIOLOGY/OSWEGO BOCES	211,024.44	23,860.50	234,884.94	18,047.17	0.00	216,837.77
355	GENERAL SUPERVISION COORDINATION	94,885.60	25,631.45	120,517.05	6,620.89	93,208.30	20,687.86
357	BILINGUAL/ESL ITINERANT MADISON BOCES	0.00	49,480.00	49,480.00	0.00	0.00	49,480.00
402	EXPLOR. ENRICHMENT/JEFF LEWIS BOCES	20,377.50	1,947.00	22,324.50	0.00	22,324.50	0.00
405	PERFORMING ARTS	417,061.63	11,639.21	428,700.84	25,708.79	121,715.82	281,276.23
408	ALTERNATIVE EDUCATION	7,195,656.88	-290,986.87	6,904,670.01	551,010.70	5,920,930.71	432,728.60
410	HOSPITAL BASED/ONONDAGA BOCES	8,856.00	164.00	9,020.00	0.00	0.00	9,020.00
415	PORTABLE PLANETARIUM	10,225.00	-3,675.00	6,550.00	1,650.36	6,069.50	-1,169.86
417	GED - EA - MADISON BOCES	142,351.04	1,223.96	143,575.00	0.00	0.00	143,575.00
420	REGIONAL PROGRAM EXCELLENCE	150,366.65	619.17	150,985.82	27,037.83	129,464.43	-5,516.44
426	DISTANCE LEARNING/MADISON BOCES	852,947.50	63,634.22	916,581.72	0.00	0.00	916,581.72
428	SUMMER SCHOOL	984,536.57	218,424.01	1,202,960.58	765,271.64	97,718.28	339,970.66
438	DISTANCE LEARNING	1,879,697.17	-26,545.14	1,853,152.03	243,107.71	1,371,792.07	238,252.25
461	DISTANCE LEARNING/CAPITAL REGION BOCES	9,828.13	-9,828.13	0.00	0.00	0.00	0.00
464	BRIGHT FUTURE ACADEMY/MADISON BOCES	0.00	50,556.00	50,556.00	0.00	0.00	50,556.00
479	DL SYNERGY VIRTUAL HS/CITI BOCES	49,470.00	-32,335.00	17,135.00	5,140.50	0.00	11,994.50
480	Early College Access - Dual Credit	242,298.00	0.00	242,298.00	4,608.00	0.00	237,690.00
502	EDUCATIONAL COMMUNICATIONS	1,204,790.43	19,768.08	1,224,558.51	190,897.42	602,941.62	430,719.47
504	TECHNICAL REPAIR SERVICE	1,401,039.90	-82,897.99	1,318,141.91	236,237.89	874,703.98	207,200.04
505	PRINTING	1,682,248.00	-69,789.21	1,612,458.79	419,683.41	1,114,253.75	78,521.63
509	SCH. CURR/CAYUGA BOCES	33,273.72	-210.86	33,062.86	0.00	3,306.27	29,756.59
510	LEARNING TECHNOLOGY	3,455,420.40	528,440.31	3,983,860.71	1,141,481.05	1,637,939.80	1,204,439.86
511	SCH. CURR/CAPITAL REGION	10,489.80	-7,294.80	3,195.00	3,195.00	0.00	0.00
514	MODEL SCHOOLS-MADISON BOCES	278,306.00	64,997.80	343,303.80	0.00	0.00	343,303.80
515	COMMON LEARNING OBJ-MADISON BOCES	3,591,248.80	3,065,279.73	6,656,528.53	0.00	0.00	6,656,528.53
518	SCIENCE KITS	1,265,957.00	-20,652.35	1,245,304.65	247,188.09	557,036.26	441,080.30
521	SCHOOL CURRICULUM IMPROVEMENT SERVICE	2,389,409.69	-300,348.08	2,089,061.61	338,525.48	1,149,036.99	601,499.14
538	MODEL SCHOOLS	333,971.00	1,515.07	335,486.07	64,538.46	251,968.51	18,979.10
542	SCH CURR/JEFF-LEWIS BOCES	0.00	3,215.22	3,215.22	0.00	0.00	3,215.22
543	HRD/SFTWARE/OSWEGO BOCES	13,728.47	12,242.42	25,970.89	1,033.49	0.00	24,937.40
545	COMMUNITY SCHOOL RESOURCES	5,597,115.50	6,380,938.65	11,978,054.15	1,005,469.91	10,245,493.64	727,090.60
547	CDOS CREDENTIAL MGT SYS OSWEGO BOCES	2,830.00	100.00	2,930.00	2,930.00	0.00	0.00
549	SEC III INTERSCHOLASTIC SPORTS/OCM BOCES	81,135.47	129.03	81,264.50	0.00	8,126.45	73,138.05
555	SUPERINTENDENT EVALUERIE 2 BOCES	7,939.48	-3,230.41	4,709.07	0.00	0.00	4,709.07
560	CPSE	182,074.50	1,254.11	183,328.61	18,312.72	104,412.11	60,603.78
570	HOME SCHOOL COORDINATION/MADISON BOCES	0.00	3,228.00	3,228.00	0.00	0.00	3,228.00
573	INSTR TECHNOLOGY/CAP REGION BOCES	3,259.75	-3,259.75	0.00	0.00	0.00	0.00
574	SABA (SCHOOL AND BUSINESS ALLIANCE)	713,408.82	27,603.84	741,010.66	83,448.17	362,912.03	294,650.46
575	VOCATIONAL ASSESSMENT	11,230.00	0.00	11,230.00	0.00	0.00	11,230.00
576	LIBRARY MEDIA SERVICE	858,262.69	234.86	858,497.55	402,496.54	222,639.83	233,361.18

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
578	LIBRARY AUTOMATION - MADISON BOCES	168,945.00	3,687.00	172,632.00	0.00	0.00	172,632.00
581	GRANT WRITING SVE/CAPITAL REG BOCES	0.00	20,760.05	20,760.05	3,248.84	1,751.13	15,760.08
586	LEARNING TECHNOLOGY/CAYUGA BOCES	0.00	100,640.32	100,640.32	0.00	10,064.03	90,576.29
601	COMPUTER SERVICES - MADISON BOCES	11,715,859.44	457,361.97	12,173,221.41	0.00	0.00	12,173,221.41
602	NEGOTIATIONS - MADISON BOCES	211,962.00	15,539.95	227,501.95	0.00	0.00	227,501.95
603	SCHOOL COMMUNICATIONS	1,139,022.00	293,055.74	1,432,077.74	277,333.32	1,068,373.45	86,370.97
604	CENTRAL BUSINESS OFFICE	507,883.43	-15,287.63	492,595.80	102,709.51	301,294.41	88,591.88
607	STAFF DEVELOPMENT - BUS DRIVERS	0.00	3,304.06	3,304.06	1,500.00	27,000.00	-25,195.94
609	PLANNING SER: MANAGEMENT OCM BOCES	58,010.00	7,730.00	65,740.00	0.00	6,574.00	59,166.00
610	TELEPHONE INTERCONNECT	657,589.25	281,956.83	939,546.08	154,894.29	546,256.47	238,395.32
611	REGIONAL BUS MAINTENANCE-MADISON BOCES	175,000.00	0.00	175,000.00	0.00	0.00	175,000.00
612	HEALTH COORDINATION/HERKIMER BOCES	12,898.26	0.00	12,898.26	0.00	0.00	12,898.26
615	POLICY PLANNING ERIE I	13,908.84	663.94	14,572.78	3,643.20	0.00	10,929.58
616	EMPLOYEE ASSISTANCE PROGRAM	29,100.00	0.00	29,100.00	5,744.12	18,964.62	4,391.26
618	EMPLOYEE BENEFIT COORDINATION	179,024.00	56.63	179,080.63	28,529.12	106,237.06	44,314.45
620	SAFETY COORDINATOR	1,036,183.68	14,989.40	1,051,173.08	140,180.66	605,254.87	305,737.55
621	COORDINATION OF INSURANCE MANAGEMENT	9,062.00	2.01	9,064.01	1,816.52	6,626.01	621.48
622	REGIONAL BUS RADIOS - MADISON BOCES	10,168.00	249,833.00	260,001.00	0.00	0.00	260,001.00
623	STATE AID PLANNING - QUESTAR III BOCES	43,020.00	864.00	43,884.00	0.00	0.00	43,884.00
625	SUBSTITUTE TEACHER SERVICE	169,284.00	2,453.95	171,737.95	28,227.61	98,498.96	44,991.38
626	CENTRAL SCHOOL FOOD MANAGEMENT	1,326,491.43	8,607.50	1,335,098.93	205,959.36	838,298.45	290,841.12
627	RECORDS RETENTION	119,808.09	11,052.57	130,860.66	30,046.41	82,275.68	18,538.57
628	TELECOMMUNICATIONS	335,704.74	892.51	336,597.25	55,987.44	225,521.87	55,087.94
631	COOPERATIVE BID/MAD. BOCES	63,362.00	2,093.65	65,455.65	0.00	0.00	65,455.65
633	GASB 45 PLNG/QUESTAR III	21,921.00	740.00	22,661.00	0.00	0.00	22,661.00
634	STAFF DEV BD OF ED - HERKIMER BOCES	15,422.11	-4.15	15,417.96	0.00	0.00	15,417.96
636	GASB 45 PLANNING/CLINTON-ESSEX	17,670.00	-4,995.00	12,675.00	3,168.78	0.00	9,506.22
637	FIXED ASSET INVENTORY/QUESTAR III	32,331.00	2,327.00	34,658.00	0.00	0.00	34,658.00
640	DRUG TESTING/JEFF-LEWIS BOCES	12,097.75	-478.00	11,619.75	0.00	5,118.75	6,501.00
641	ON-LINE APPL./PUTNAM BOCES	44,431.88	689.49	45,121.37	0.00	0.00	45,121.37
645	INFINITE CAMPUS/IE. SUFFOLK BOCES	1,150.00	-27.00	1,123.00	0.00	0.00	1,123.00
646	MEDICAID REIMBURSEMENT/MADISON BOCES	29,467.17	539.02	30,006.19	0.00	0.00	30,006.19
649	ACA COMPLIANCE/MADISON BOCES	18,399.30	-690.88	17,708.42	0.00	0.00	17,708.42
650	TESTING - NYS ALT ADDMT-CAP REGION BOCES	12,138.00	-163.62	11,974.38	0.00	10,568.70	1,405.68
651	SCRIC/BROOME BOCES	75,383.68	313.68	75,697.36	75,697.36	0.00	0.00
655	SPECIAL ED AID ASSISTANCE SVC/QUESTAR	33,610.00	30,972.48	64,582.48	0.00	0.00	64,582.48
656	EMPLOYEE RELATIONS/ONC BOCES	19,716.00	1,034.00	20,750.00	2,075.00	0.00	18,675.00
657	PROJECT WORK/CAPITAL REGION BOCES	28,485.00	-28,485.00	0.00	0.00	0.00	0.00
658	COOP BID/DCMO BOCES	24,936.20	-1,452.53	23,483.67	2,348.37	0.00	21,135.30
659	TIER 4 ENHANCED/CAP REGION BOCES	232,634.25	-142,738.08	89,896.17	0.00	0.00	89,896.17

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
660	EMPLOYEE ASSISTANCE/DCMO BOCES	0.00	9,526.50	9,526.50	952.65	0.00	8,573.85
661	WEB HOSTING/CAPITAL REGION BOCES	8,828.00	398.00	9,226.00	0.00	0.00	9,226.00
662	COMPUTER MANAGEMENT/S.WESTCHESTER BOCES	71,437.17	6,449.85	77,887.02	0.00	0.00	77,887.02
663	TRANSPORT PLANNING/FRANKLIN ESSEX BOCES	21,700.00	1,302.00	23,002.00	23,002.00	0.00	0.00
664	DATA ANALYTICS/CLINTON-ESSEX BOCES	0.00	12,650.00	12,650.00	3,047.55	0.00	9,602.45
679	PLANNING SERVICE/ERIE 2 BOCES	66,550.00	0.00	66,550.00	0.00	0.00	66,550.00
701	OPERATIONS & MAINTENANCE	3,783,761.95	0.00	3,783,761.95	627,386.99	2,148,357.35	1,008,017.61
702	SPECIAL EDUCATION ADMINISTRATION	1,573,854.83	0.00	1,573,854.83	288,347.72	1,025,428.59	260,078.52
703	PROGRAM TRANSPORTATION	365,100.00	0.00	365,100.00	-5,808.57	440,293.14	-69,384.57
704	CENTRAL SUPERVISION	649,886.11	5,500.00	655,386.11	89,552.97	316,403.76	249,429.38
707	TRANSITION PLANNING SERVICE	86,615.00	0.00	86,615.00	25,077.20	40,670.69	20,867.11
708	TEACHING ASSISTANT	547,250.00	0.00	547,250.00	29,677.85	422,212.57	95,359.58
709	RESEARCH AND DEVELOPMENT	258,355.00	0.00	258,355.00	35,164.22	1,321.39	221,869.39
713	INFO & TECH SUPERVISION	670,166.90	0.00	670,166.90	106,810.47	325,264.40	238,092.03
715	Speech Therapy - Related Service	1,096,933.96	0.00	1,096,933.96	72,439.04	943,120.00	81,374.92
716	Visually Impaired - Related Service	41,991.30	0.00	41,991.30	2,173.61	32,393.83	7,423.86
718	Hearing Impaired - Related Service	10,226.00	0.00	10,226.00	614.77	8,936.64	674.59
720	PHYSICAL THERAPY - RELATED SERVICE	335,526.15	0.00	335,526.15	18,996.54	262,816.55	53,713.06
721	School Social Worker	1,348,788.15	0.00	1,348,788.15	96,071.51	1,247,601.49	5,115.15
722	Occupational Therapy	386,800.52	0.00	386,800.52	19,360.72	284,472.71	82,967.09
<b>Total GENERAL FUND</b>		<b>102,308,508.37</b>	<b>13,370,138.18</b>	<b>115,678,646.55</b>	<b>13,278,185.92</b>	<b>57,618,760.09</b>	<b>44,781,700.54</b>

**ONEIDA HERKIMER MADISON BOCES**

Revenue Status Report As Of: 09/30/2025

Fiscal Year: 2026

Fund: C SCHOOL LUNCH FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date*	Anticipated Balance	Excess Revenue
791.000-1440-000	791.000	Sales of Type A Meals	500,250.00	0.00	500,250.00	39,687.27	460,562.73	
791.000-1445-000	791.000	Other Food Sales-Invoices	125,000.00	0.00	125,000.00	11,591.88	113,408.12	
791.000-2252-999	791.000	Est. for Carryover Encumbrance	0.00	120,034.25	120,034.25	120,034.25		
791.000-2401-000	791.000	Interest & Profits on Dep	0.00	0.00	0.00	0.00		
791.000-2401-001	791.000	INT & EARNINGS METROPOLITAN	40,000.00	0.00	40,000.00	22,081.89	17,918.11	
791.000-2650-000	791.000	Sale of Scrap,Waste & Excess	0.00	0.00	0.00	0.00		6,484.35
791.000-2690-000	791.000	Compensation for Loss	0.00	0.00	0.00	6,484.35		16.50
791.000-2701-000	791.000	Refunds Prior Years' Expense	0.00	0.00	0.00	16.50		
791.000-2705-000	791.000	Gifts and Donations	0.00	0.00	0.00	0.00		
791.000-2770-000	791.000	Other Unclassified Revenue	25,000.00	0.00	25,000.00	3,407.00	21,593.00	
791.000-2770-001	791.000	Misc Revenue - Fees Collected	0.00	0.00	0.00	0.00		
791.000-3190-000	791.000	State Aid - Lunch Program	7,756,500.00	0.00	7,756,500.00	406,353.00	7,350,147.00	
791.000-3190-001	791.000	Surplus Food/Warehouse/Inv	500,000.00	0.00	500,000.00	0.00	500,000.00	
791.000-3190-002	791.000	STATE AID S/L-SUPP CHAIN ASST	0.00	0.00	0.00	0.00		
791.000-3190-003	791.000	LOCAL FOOD FOR SCHOOLS	0.00	0.00	0.00	0.00		
<b>791.000 Service Subtotal</b>			<b>8,946,750.00</b>	<b>120,034.25</b>	<b>9,066,784.25</b>	<b>609,656.14</b>	<b>8,463,628.96</b>	<b>6,500.85</b>
<b>Total SCHOOL LUNCH FUND</b>			<b>8,946,750.00</b>	<b>120,034.25</b>	<b>9,066,784.25</b>	<b>609,656.14</b>	<b>8,463,628.96</b>	<b>6,500.85</b>

**Selection Criteria**

Criteria Name: Shared: LUNCH EOM RPT Modified

As Of Date: 09/30/2025

Sort by: Fund/Service

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

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

**ONEIDA HERKIMER MADISON BOCES**

Budget Status Report As Of: 09/30/2025

Fiscal Year: 2026

**Fund: C SCHOOL LUNCH FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
791-2860-160	SCHOOL LUNCH SALARY	2,500,000.00	0.00	2,500,000.00	168,391.59	0.00	2,331,608.41
791-2860-200	EQUIPMENT	200,000.00	119,444.25	319,444.25	0.00	119,444.25	200,000.00
791-2860-301	SUPPLIES - FOOD	3,000,000.00	0.00	3,000,000.00	209,283.00	3,545,016.51	-754,299.51
791-2860-302	SUPPLIES - OTHER	275,000.00	0.00	275,000.00	8,418.64	68,621.31	197,960.05
791-2860-303	SURPL FOOD/WRHOUSE/INV	500,000.00	0.00	500,000.00	0.00	0.00	500,000.00
791-2860-400	MISC CONTR	115,000.00	590.00	115,590.00	5,740.00	106,828.28	3,021.72
791-2860-401	TRAVEL	4,000.00	0.00	4,000.00	817.67	0.00	3,182.33
791-2860-402	USE OF SCHOOL FACILITIES	1,300,000.00	0.00	1,300,000.00	0.00	0.00	1,300,000.00
791-2860-403	INSURANCE	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
791-2860-801	ERS	225,000.00	0.00	225,000.00	18,319.10	0.00	206,680.90
791-2860-802	FICA	191,250.00	0.00	191,250.00	12,682.21	0.00	178,567.79
791-2860-803	WK COMP	100,000.00	0.00	100,000.00	6,398.92	0.00	93,601.08
791-2860-804	HEALTH INS	535,000.00	0.00	535,000.00	0.00	362,476.02	172,523.98
<b>791.000</b>	<b>SCHOOL LUNCH FUND - Service Subtotal</b>	<b>8,946,750.00</b>	<b>120,034.25</b>	<b>9,066,784.25</b>	<b>430,051.13</b>	<b>4,202,386.37</b>	<b>4,434,346.75</b>
<b>Total</b>	<b>SCHOOL LUNCH FUND</b>	<b>8,946,750.00</b>	<b>120,034.25</b>	<b>9,066,784.25</b>	<b>430,051.13</b>	<b>4,202,386.37</b>	<b>4,434,346.75</b>

**IX. B. 2**  
**Approval of 2025-2026 Budget**  
**Adjustment Report, September 2025**  
**November 12, 2025**

ONEIDA-HERKIMER-MADISON BOCES

BUDGET ADJUSTMENTS

September 2025 Report for November Meeting

Description	2025-2026	Adjustments	07/31/25	08/01/25	09/01/25	Net	Revised
	Adopted	per	Contract	08/31/25	09/30/25		
	Budget	Contracts	Totals	Changes	Changes	Changes	Budget
<b>A000 ADMINISTRATION</b>							
A001 Administration	4,537,170	9,243	4,546,413			-	4,546,413
A002 Rent & Capital Budgets	3,434,826	(18,000)	3,416,826			-	3,416,826
<b>A000 ADMINISTRATION TOTAL</b>	<b>7,971,996</b>	<b>(8,757)</b>	<b>7,963,239</b>	-	-	-	<b>7,963,239</b>
<b>A100 VOCATIONAL EDUCATION</b>							
A101 Occupational Education	10,000,666	(368,651)	9,632,015		(77,336)	(77,336)	9,554,679
A102 Adult Education	46,599	-	46,599			-	46,599
A107 Multi. Occupational Education	811,906	6,805	818,711			-	818,711
A109 Occup. Ed./Madison BOCES	44,412	532	44,944			-	44,944
<b>A100 VOCATIONAL EDUCATION TOTAL</b>	<b>10,903,583</b>	<b>(361,313)</b>	<b>10,542,270</b>	-	<b>(77,336)</b>	<b>(77,336)</b>	<b>10,464,934</b>
<b>A200 SPECIAL EDUCATION</b>							
A201 Special Class 8:1:1	8,743,140	128,323	8,871,463			-	8,871,463
A202 Intense Mang. Needs/Madison BOCES	138,754	(20,914)	117,840			-	117,840
A204 12:1:1	2,396,488	145,245	2,541,733			-	2,541,733
A205 Option II/Madison BOCES	342,200	113,845	456,045			-	456,045
A206 Transition Services	1,005,306	739,497	1,744,803			-	1,744,803
A209 Severely Handicapped	7,773,979	257,982	8,031,961			-	8,031,961
A214 Scndry Int.Mgt.Needs/Madison BOCES	201,388	151,650	353,038			-	353,038
A216 Spec.Ed./1:6:1	1,348,770	116,005	1,464,774			-	1,464,774
A222 Autism Program/Madison BOCES	363,815	(291,293)	72,522			-	72,522
A225 Elementary IMN/Madison BOCES	667,382	(107,586)	559,796			-	559,796
A228 Skills Dev-Elem (12:1:1)/Madison BOCES	691,978	(463,299)	228,679			-	228,679
A229 Elementary Autism/Madison BOCES	-	1,366,431	1,366,431			-	1,366,431
A230 Intense Mgmt Needs/Madison BOCES	249,113	173,190	422,303		4,497	4,497	426,800
A232 Autism-Secondary (6:1:1)/Madison BOCES	119,675	224,952	344,627			-	344,627
A234 Elementary 12:1:3/Madison BOCES	-	109,188	109,188			-	109,188
<b>A200 SPECIAL EDUCATION TOTAL</b>	<b>24,041,987</b>	<b>2,643,216</b>	<b>26,685,203</b>	-	<b>4,497</b>	<b>4,497</b>	<b>26,689,700</b>
<b>A300 ITINERANTS</b>							
A303 Art	275,280	(21,181)	254,099			-	254,099
A305 Guidance	238,288	(58,107)	180,181			-	180,181
A306 Technology	98,584	1,035	99,618			-	99,618
A307 Itinerant English	92,027	287	92,314		(73,622) *	(73,622)	18,692
A308 Physical Education	57,883	12,999	70,881			-	70,881
A310 Nurse Practitioner	402,465	(23,412)	379,052			-	379,052
A312 School Physician	67,510	(3,747)	63,763			-	63,763
A313 School Psychologist	344,636	4,640	349,276			-	349,276
A314 School Social Worker	243,808	1,489	245,297			-	245,297
A315 Speech Impaired	1,000,643	18,683	1,019,325			-	1,019,325
A316 Visually Impaired	126,731	2,434	129,165			-	129,165
A318 Hearing Impaired	154,658	973	155,631			-	155,631
A321 Physical Therapy	181,692	1,168	182,860			-	182,860
A322 Occupational Therapy	260,843	2,118	262,961			-	262,961
A325 Home Economics	66,648	299	66,947			-	66,947
A326 English/Second Language	626,846	15,340	642,186		45,589	45,589	687,774
A332 Curriculum Supervision	-	-	-		19,321 *	19,321	19,321
A337 Spanish	-	-	-		50,101 *	50,101	50,101
A338 Music Teacher	299,821	1,047	300,868			-	300,868
A346 Audiology/Oswego BOCES	211,024	(31,544)	179,480		55,405 *	55,405	234,885
A355 General Supervision	96,886	631	97,517		25,000 *	25,000	122,517
A357 Bilingual/ESL Itinerant/Madison BOCES	-	49,480	49,480			-	49,480
<b>A300 ITINERANTS TOTAL</b>	<b>4,846,272</b>	<b>(25,372)</b>	<b>4,820,901</b>	-	<b>121,794</b>	<b>121,794</b>	<b>4,942,694</b>

Description	2025-2026	Adjustments	07/31/25	08/01/25	09/01/25	Net	Revised
	Adopted	per	Contract	08/31/25	09/30/25		
	Budget	Contracts	Totals	Changes	Changes		
<b>A400 GENERAL EDUCATION</b>							
A402 Explor. Enrichment/Jeff-Lewis BOCES	20,378	-	20,378		1,947	1,947	22,325
A405 Performing Arts	456,363	11,639	468,002			-	468,002
A408 Alternative Education	8,346,018	(171,843)	8,174,175			-	8,174,175
A410 Hospital Based/Onondaga BOCES	8,856	164	9,020			-	9,020
A415 Portable Planetarium	15,675	(2,250)	13,425	375	(1,800)	(1,425)	12,000
A417 Equivalent Attendance/Madison BOCES	142,351	1,224	143,575			-	143,575
A420 Regional Program Excellence	160,950	619	161,569			-	161,569
A426 Distance Learning/Madison BOCES	852,948	27,356	880,303		36,279	36,279	916,582
A428 Summer School	1,021,124	218,424	1,239,548			-	1,239,548
A438 Distance Learning	1,971,808	8,389	1,980,197	(49,886)	14,952	(34,934)	1,945,263
A461 Distance Learning/Capital Region BOCES	9,828	(9,828)	-			-	-
A464 Bright Future Academy/Madison BOCES	-	46,759	46,759		3,797	3,797	50,556
A479 DL Synergy Virtual HS/CITY BOCES	49,470	(32,335)	17,135			-	17,135
A480 Early College Access - Dual Credit	226,338	-	226,338			-	226,338
<b>A400 GENERAL EDUCATION TOTAL</b>	<b>13,282,105</b>	<b>98,318</b>	<b>13,380,423</b>	<b>(49,511)</b>	<b>55,175</b>	<b>5,663</b>	<b>13,386,087</b>
<b>A500 INSTRUCTIONAL SUPPORT</b>							
A502 Library Media	1,208,695	100,392	1,309,088	(81,088)	464	(80,624)	1,228,464
A504 Audio Visual/Video Repair	1,124,750	(82,898)	1,041,852			-	1,041,852
A505 Printing Services	1,658,000	(152,789)	1,505,211		83,000	83,000	1,588,211
A509 Sch. Curr./Cayuga BOCES	33,274	211	33,485		(422)	(422)	33,063
A510 Learning Technology	3,630,689	437,247	4,067,936	23,298	67,895	91,193	4,159,129
A511 Sch Curric/Capital Region BOCES	10,490	1,012	11,502		(8,307)	(8,307)	3,195
A514 Model Schools/Madison BOCES	278,306	64,998	343,304			-	343,304
A515 Com Objective/Madison BOCES	3,591,249	4,220,906	7,812,155		(1,155,626)	(1,155,626)	6,656,529
A518 Science Kits	1,392,129	(47,692)	1,344,437	13,425	13,615	27,040	1,371,477
A521 School Curriculum Improvement	2,381,673	(385,556)	1,996,118		85,208	85,208	2,081,325
A538 Model Schools	146,534	1,515	148,049			-	148,049
A542 School Curriculum/Jeff-Lewis BOCES	-	3,215	-			-	-
A543 Hard/Software/Oswego BOCES	13,728	10,122	23,851		2,120	2,120	25,971
A545 Community School Resources	5,436,591	6,380,939	11,817,529			-	11,817,529
A547 CDOS Credential Mgmt Sys/Oswego BOCES	2,830	100	2,930			-	2,930
A549 Sec III Interscholastic Sports/OCM BOCES	81,135	129	81,265			-	81,265
A555 Superintendent Eval/Erie 2 BOCES	7,939	(3,230)	4,709			-	4,709
A560 Committee Preschool Special Ed	192,470	1,254	193,724			-	193,724
A570 Home School Coordination/Madison BOCES	-	3,228	3,228			-	3,228
A573 Instr. Tech./Cap Region BOCES	3,260	(3,260)	-			-	-
A574 School and Business Alliance	734,821	27,604	762,425			-	762,425
A575 Vocational Assessment	4,750	-	4,750			-	4,750
A576 Library Services	903,964	(184)	903,780	440	(21)	419	904,199
A578 Library Automation/Madison BOCES	168,945	3,555	172,500		132	132	172,632
A581 Grant Writing/Capital Region BOCES	-	20,760	20,760			-	20,760
A586 Learning Technology/Cayuga BOCES	-	77,412	77,412		23,228	23,228	100,640
<b>A500 INSTRUCTIONAL SUPPORT TOTAL</b>	<b>23,006,221</b>	<b>10,678,991</b>	<b>33,685,212</b>	<b>(43,926)</b>	<b>(888,714)</b>	<b>(932,640)</b>	<b>32,752,572</b>
<b>A600 NON-INSTRUCTIONAL PROGRAMS</b>							
A601 Computer Services/Madison BOCES	11,715,859	(624,433)	11,091,427		1,081,795	1,081,795	12,173,221
A602 Negotiations/Madison/Broome BOCES	211,962	6,652	218,614		8,888	8,888	227,502
A603 School Communications	932,560	(73,184)	859,376	366,240		366,240	1,225,616
A604 Central Business Office	526,235	(19,627)	506,608		4,339	4,339	510,947
A607 Staff Development Bus Drivers	-	1,784	1,784		1,520	1,520	3,304
A609 Energy Services/Onondaga BOCES	58,010	7,730	65,740			-	65,740
A610 Interconnect Telephone	684,485	200,368	884,853	73,001	8,588	81,589	966,442
A611 Bus Maint/Madison BOCES	175,000	-	175,000			-	175,000
A612 Health Coord /Herkimer BOCES	12,898	-	12,898			-	12,898
A615 Policy Planning/Erie 1	13,909	664	14,573			-	14,573
A616 Employee Assistance Program	22,080	-	22,080			-	22,080

Description	2025-2026	Adjustments	07/31/25	08/01/25	09/01/25	Net	Revised
	Adopted	per	Contract	08/31/25	09/30/25		
	Budget	Contracts	Totals	Changes	Changes	Changes	
A618 Employee Benefits Coordination	108,060	57	108,117			-	108,117
A620 Safety/Asbestos/Struct/Fire Inspections	986,285	14,409	1,000,695		580	580	1,001,275
A621 Liability Insurance Consortium	7,625	2	7,627			-	7,627
A622 Regional Bus Radios/Madison BOCES	10,168	249,833	260,001			-	260,001
A623 State Aid Planning/Questar III BOCES	43,020	720	43,740		144	144	43,884
A625 Substitute Calling Service	178,861	2,454	181,315			-	181,315
A626 School Food Service	1,283,350	8,608	1,291,957			-	1,291,957
A627 Records Retention	114,750	11,053	125,803			-	125,803
A628 Telecommunications	319,554	893	320,447			-	320,447
A631 Cooperative Bid/Madison BOCES	63,362	2,094	65,456			-	65,456
A633 GASB 45/Questar III BOCES	21,921	618	22,539		122	122	22,661
A634 Staff Dev./Board/Herklmer BOCES	15,422	(4)	15,418			-	15,418
A636 GASB 45/Clinton-Essex Boces	17,670	(4,995)	12,675			-	12,675
A637 Fixed Assets/Questar III BOCES	32,331	2,307	34,638		20	20	34,658
A640 Drug Testing/Jeff-Lewis BOCES	12,098	(554)	11,544		76	76	11,620
A641 On-Line Application/Putnam BOCES	44,432	689	45,121			-	45,121
A645 Infinite Campus/E. Suffolk BOCES	1,150	(27)	1,123			-	1,123
A646 Medicaid Reimburs./Madison BOCES	29,467	539	30,006			-	30,006
A649 ACA Compliance/Madison BOCES	18,399	(691)	17,708			-	17,708
A650 Testing-NYS Alt Addmt/Cap Region BOCES	12,138	(12,138)	-		11,974	11,974	11,974
A651 SCRIC/Broome BOCES	75,384	314	75,697			-	75,697
A655 Special Ed Aid Assistance Svc/Questar III BOCES	33,610	30,887	64,497		85	85	64,582
A656 Employee Relations/ONG BOCES	19,716	1,034	20,750			-	20,750
A657 Project Work/Cap Region BOCES	28,485	(28,485)	-			-	-
A658 Coop Bid/DCMO BOCES	24,936	(1,453)	23,484			-	23,484
A659 Tier 4 Enhanced/Cap Region BOCES	232,634	(142,738)	89,896			-	89,896
A660 Employee Assistance/DCMO BOCES	-	9,527	9,527			-	9,527
A661 Web Hosting/Capital Region BOCES	8,828	398	9,226			-	9,226
A662 Computer Management/Westchester BOCES	71,437	7,625	79,062		(1,175)	(1,175)	77,887
A664 Data Analytics/Clinton Essex BOCES	-	10,964	10,964		1,686	1,686	12,650
A663 Transportation Planning/Franklin Essex BOCES	21,700	1,302	23,002			-	23,002
A679 Planning Service/Erie 2 BOCES	66,550	-	66,550			-	66,550
<b>A600 NON-INSTRUCTIONAL SERVICES TOTAL</b>	<b>18,256,342</b>	<b>(334,806)</b>	<b>17,921,537</b>	<b>439,241</b>	<b>1,118,642</b>	<b>1,557,883</b>	<b>19,479,420</b>
<b>A700 INTERNAL</b>							
A701 Operations and Maintenance	-	-	-			-	-
A713 Infor and Technology Supervision	-	-	-			-	-
<b>A700 INTERNAL</b>							
<b>TOTALS</b>	<b>102,308,508</b>	<b>12,690,277</b>	<b>114,998,785</b>	<b>345,804</b>	<b>334,057</b>	<b>679,861</b>	<b>115,678,647</b>

**MONTHLY ADJUSTMENTS OVER 10% OF BUDGET**

A307 Itinerant English	(73,622)
A332 Curriculum Supervision	19,321
A337 Spanish	50,101
A346 Audiology/Oswego BOCES	55,405
A355 General Supervision	25,000
A415 Portable Planetarium	(1,800)
A511 Sch Curric/Capital Region BOCES	(8,307)
A515 Com Objective/Madison BOCES	(1,155,626)
A586 Learning Technology/Cayuga BOCES	23,228
A607 Staff Development Bus Drivers	1,520
A650 Testing-NYS Alt Addmt/Cap Region BOCES	11,974
A664 Data Analytics/Clinton Essex BOCES	1,686

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

Resolution:

That the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Waterville Central School District for the 2024-2025 school year.

SM:ct

Attachments

**ONEIDA HERKIMER MADISON BOCES**  
**PO BOX 70**  
**4747 MIDDLE SETTLEMENT ROAD**  
**NEW HARTFORD, NY 13413-0070**

**Final 2024-2025 AS-7 Contract**

THIS AGREEMENT made this 1st day of July, 2024 by and between the ONEIDA HERKIMER MADISON BOCES, party of the first part, and WATERVILLE CSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2024-25 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
01.010	ADMINISTRATIVE COSER	827.0000	116.7419	PER RWADA	0.03	96,545.58	0.00	96,545.58
02.010	RENT	827.0000	27.9305	PER RWADA	0.00	21,771.28	1,327.24	23,098.52
02.020	CAPITAL FUND	827.0000	117.4739	PER RWADA	0.00	102,295.55	-5,144.63	97,150.92
01.010	OCCUPATIONAL EDUCATION	0.0000	0.0000	STUDENT AVG	426,522.00	426,522.00	0.00	426,522.00
07.010	OCCUPATIONAL EDUCATION-HANDICAPPED	6.0000	8,500.0000	PER STUDENT	0.00	102,000.00	-51,000.00	51,000.00
01.010	8:1:2 PROGRAM	11.8250	41,250.0000	TUITION RATE	0.00	742,500.00	-254,718.75	487,781.25
01.015	8:1:2 + 1 PROGRAM	0.6500	41,615.0000	PER STUDENT FTE	0.00	27,049.75	27,049.75	27,049.75
01.715	8:1:2 PROGRAM SPEECH IMPAIRED - RS	2.8000	5,065.0000	PER HOUR	0.00	20,893.13	-6,711.13	14,182.00
01.720	8:1:2 PROGRAM PHYS THERAPY -RS	0.6000	5,725.0000	PER HOUR	0.00	14,700.00	-11,265.00	3,435.00
01.721	8:1:2 PROGRAM SOCIAL WORKERS	13.4750	4,900.0000	PER 1/2 HOUR	0.00	76,850.00	-10,822.50	66,027.50
01.722	8:1:2 PROGRAM OCC THERAPY - RS	2.2500	4,680.0000	PER HOUR	0.00	19,305.00	-8,775.00	10,530.00
04.010	12:1:1 MILD/MODERATE PROGRAM	2.0000	30,837.0000	TUITION RATE	0.00	92,511.00	-30,837.00	61,674.00
04.715	12:1:1 MILD/MODERATE SPEECH IMP-RS	2.0000	5,065.0000	PER HOUR	0.00	10,130.00	0.00	10,130.00
04.720	12:1:1 MILD/MOD PHYS THERAPY-RS	1.0000	5,725.0000	PER HOUR	0.00	4,800.00	925.00	5,725.00
04.721	12:1:1 MILD/MODERATE COUNSELING-RS	2.0000	4,900.0000	PER 1/2 HOUR	0.00	12,720.00	-2,920.00	9,800.00
04.722	12:1:1 MILD/MODERATE OCC THER - RS	1.0000	4,680.0000	PER HOUR	0.00	7,020.00	-2,340.00	4,680.00
06.020	MENTORING	0.0000	5,614.0000	PER STUDENT	0.00	5,614.00	-5,614.00	0.00
09.010	12:1:4 DEV/MD PROGRAM	8.7750	41,459.0000	TUITION RATE	0.00	290,213.00	73,588.73	363,802.73
09.715	12:1:4 DEV/MD SPEECH - RS	9.7750	5,065.0000	PER HOUR	0.00	44,002.19	5,508.19	49,510.38
09.716	12:1:4 DEV/MD VISUALLY IMP-RS	2.0000	7,480.0000	PER HOUR	0.00	12,438.00	2,522.00	14,960.00
09.718	12:1:4 DEV/MD HEARING IMP-RS	0.0000	26,382.0000	PER HOUR	0.00	11,820.00	-11,820.00	0.00
09.720	12:1:4 DEV/MD PHYS THERAPY-RS	3.9375	5,725.0000	PER HOUR	0.00	21,600.00	942.19	22,542.19

ONEIDA HERKIMER MADISON BOCES  
PO BOX 70  
4747 MIDDLE SETTLEMENT ROAD  
NEW HARTFORD, NY 13413-0070

Final 2024-2025 AS-7 Contract

ONEIDA HERKIMER MADISON BOCES  
WATERVILLE CSD  
School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Unit				
:09.721	12:1:4 DEV/MD SOCIAL WORKER - RS	3.0000	4,900.0000	PER 1/2 HOUR		0.00	30,740.00	-16,040.00	14,700.00
:09.722	12:1:4 DEV/MD OCCUP THERAPY-RS	4.8875	4,680.0000	PER HOUR		0.00	23,400.00	-526.50	22,873.50
:16.010	6:1:2 PROGRAM	0.3250	79,142.0000	STUDENT FTE		0.00	79,142.00	-53,420.85	25,721.15
:16.715	6:1:2 PROGRAM SPEECH - RS	0.6500	5,065.0000	PER HOUR		0.00	0.00	3,292.25	3,292.25
:16.718	6:1:2 PROGRAM HEARING IMPAIRED - RS	0.4875	26,382.0000	PER HOUR		0.00	0.00	12,861.23	12,861.23
:16.720	6:1:2 PROGRAM PHYSICAL THERAPY - RS	0.1625	5,725.0000	PER HOUR		0.00	0.00	930.31	930.31
:16.721	6:1:2 PROGRAM COUNSELING - RS	0.3250	4,900.0000	PER 1/2 HOUR		0.00	4,240.00	-2,647.50	1,592.50
:16.722	6:1:2 PROGRAM OCCUP. THERAPY-RS	0.3250	4,680.0000	PER HOUR		0.00	0.00	1,521.00	1,521.00
:25.259	ELEM IMN 6:1:2:5/MADISON	0.0000	0.0000	X-CONTRACT		118,299.00	0.00	118,299.00	118,299.00
:10.010	NURSE PRACTITIONER	0.1000	131,213.0000	PER FTE		0.00	26,242.60	-13,121.30	13,121.30
:10.011	NURSE PRACTITIONER-ADD'L SERVICES	0.5000	656.0700	PER DAY		0.00	0.00	328.04	328.04
:12.010	MEDICAL DIRECTOR	1.0000	2,042.2500	DOSHS DIRECTOR		0.00	2,042.25	0.00	2,042.25
:12.020	SCHOOL PHYSICIAN	1.0000	1,096.7100	PHYS CONSULTANT		0.00	2,193.42	-1,096.71	1,096.71
:13.010	SCHOOL PSYCHOLOGIST	0.8000	112,152.0000	PER FTE		0.00	89,721.60	0.00	89,721.60
:13.011	PSYCHOLOGIST-ADD'L SERVICES	0.0000	0.0000	PER FTE		2,990.72	0.00	2,990.72	2,990.72
:15.010	SPEECH IMPAIRED	1.3000	115,810.0000	PER FTE		0.00	92,648.00	57,905.00	150,553.00
:15.020	UNDER THE DIRECTION OF	7.0000	1,200.0000	PER 1-5 STUDENT		0.00	8,400.00	0.00	8,400.00
:16.010	VISUALLY IMPAIRED	0.3000	159,410.0000	PER FTE		0.00	47,823.00	0.00	47,823.00
:18.010	HEARING IMPAIRED	0.3450	167,395.0000	PER FTE		0.00	47,289.09	10,462.19	57,751.28
:21.010	PHYS. THERAPY	0.6000	141,450.0000	PER FTE		0.00	84,870.00	0.00	84,870.00
:22.010	OCCUPATIONAL THERAPY	0.8000	107,288.0000	PER FTE		0.00	85,830.40	0.00	85,830.40
:26.010	ENGLISH/SECOND LANG. INTSR.	0.8000	108,565.0000	PER FTE		0.00	86,852.00	0.00	86,852.00
:32.000	CURRICULUM SUPERVISION COORDINATION	0.0000	0.0000	PER DAY		65,729.40	0.00	65,729.40	65,729.40

**ONEIDA HERKIMER MADISON BOCES**  
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NEW HARTFORD, NY 13413-0070

Final 2024-2025 AS-7 Contract

ONEIDA HERKIMER MADISON BOCES  
WATERVILLE CSD

School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
45.010	SHARED BUSINESS OFFICIAL	0.0000	0.0000		27,996.00	0.00	27,996.00	27,996.00
46.469	AUDIOLOGY/OSWEGO BOCES	0.0000	0.0000	X-CONTRACT	12,555.69	9,314.80	3,240.89	12,555.69
02.229	EXPLOR. ENRICHMENT/JEFF LEWIS BOCES	0.0000	0.0000	X-CONTRACT	13,585.00	10,890.00	2,695.00	13,585.00
05.010	PERFORMING ARTS	1.0000	1,605.0000	BASE/USAGE	16,222.50	17,827.50	0.00	17,827.50
05.020	ARTS IN EDUCATION	1.0000	1,585.0000	BASE	0.00	1,585.00	0.00	1,585.00
08.010	ALTERNATIVE EDUCATION	0.0000	28,010.0000	PER STUDENT	0.00	28,010.00	-28,010.00	0.00
15.010	PLANETARIUM - LESS THAN 40 MILES	5.0000	650.0000	PER DAY	0.00	650.00	2,600.00	3,250.00
17.259	EA CROSS CONTRACT MADISON	0.0000	0.0000	X-CONTRACT	0.00	1,000.00	-1,000.00	0.00
20.010	REGIONAL PGM EXCELLENCE	2.0000	2,201.0000	PER STUDENT	0.00	6,603.00	-2,201.00	4,402.00
26.259	Distance Learning	0.0000	0.0000	X-CONTRACT	2,890.67	2,823.15	67.52	2,890.67
28.020	SUMMER SCH DRIVER ED	18.0000	811.0000	PER STUDENT	0.00	13,787.00	811.00	14,598.00
38.010	DISTANCE LEARNING	1.0000	20,805.3600	PER DISTRICT	0.00	20,805.36	0.00	20,805.36
38.015	DL WEB BASED INSTRUCTION - BASE FEE	0.0000	0.0000		5,500.00	5,500.00	0.00	5,500.00
38.020	ADV SOC STUDIES	0.0000	6,969.6700	PER SEMESTER CL	0.00	27,878.68	-27,878.68	0.00
38.030	CHINESE	5.0000	13,511.0900	PER CLASS	0.00	94,577.63	-27,022.18	67,555.45
38.040	SIGN LANGUAGE	3.0000	14,452.0000	PER CLASS	0.00	86,712.00	-43,356.00	43,356.00
38.050	ZOOM LICENSING	0.0000	0.0000		1,370.96	2,112.32	-741.36	1,370.96
80.000	EARLY COLLEGE ACCESS - DUAL CREDIT	174.0000	42.0000	PER STUDENT	3,470.00	0.00	10,778.00	10,778.00
02.010	EDUCATIONAL COMMUN	827.0000	23.4000	Per RWADA	0.00	19,351.80	0.00	19,351.80
02.030	COURIER SERVICE	827.0000	3.1500	PER RWADA	3,020.00	5,625.05	0.00	5,625.05
02.040	LOTE EXAMS	102.0000	8.1000	PER EXAM	0.00	4,333.50	-3,507.30	826.20
02.041	ROLEPLAY CARDS	5.0000	4.0000	PER CARD SET	0.00	0.00	20.00	20.00
02.042	LOTE/PROCESS FEE	1.0000	80.0000	BASE FEE	0.00	0.00	80.00	80.00

**ONEIDA HERKIMER MADISON BOCES**  
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**Final 2024-2025 AS-7 Contract**

**ONEIDA HERKIMER MADISON BOCES**  
**WATERVILLE CSD**

School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Unit Cost				
04.010	AUDIO/VISUAL REPAIR	118.0000	89.0000	PER HOUR	0.00	10,502.00	0.00	10,502.00	
04.020	MICRO COMP REPAIR	300.0000	89.0000	PER HOUR	0.00	26,700.00	0.00	26,700.00	
04.210	REPAIR PARTS - NON AIDABLE	0.0000	0.0000		15,000.00	15,000.00	0.00	15,000.00	
05.010	PRINTING	0.0000	0.0000	USAGE	43,914.70	42,000.00	1,914.70	43,914.70	
09.059	SCH. CURR/CAYUGA BOCES	0.0000	0.0000	X-CONTRACT	4,211.93	8,213.00	-4,001.07	4,211.93	
10.010	INSTR TECHNOLOGY - LEVEL I	0.8000	90,582.0000	PER UNIT	0.00	54,349.20	18,116.40	72,465.60	
10.020	INSTR TECHNOLOGY - LEVEL II	1.0000	109,556.0000	PER UNIT	0.00	109,556.00	0.00	109,556.00	
10.209	EQUIPMENT/SOFTWARE	0.0000	0.0000		280,244.28	14,339.68	265,904.60	280,244.28	
10.210	NON-AIDABLE EQUIP/SOFTWARE/SUPPLIES	0.0000	0.0000		19,754.90	0.00	19,754.90	19,754.90	
10.229	WATERVILLE, UNDAIDABLE EQUIPMENT	0.0000	0.0000		329,374.01	0.00	329,374.01	329,374.01	
14.259	MODEL SCHOOLS XC MADISON	0.0000	0.0000	X-CONTRACT	10,029.00	15,008.00	-4,979.00	10,029.00	
15.258	NETWORK SUPPORT XC MADISON	0.0000	0.0000	X-CONTRACT	36,263.53	31,745.60	4,517.93	36,263.53	
15.259	COMMON LEARNING OBJ XC MADISON	0.0000	0.0000	X-CONTRACT	59,297.56	79,238.47	-19,940.91	59,297.56	
18.010	SCIENCE KITS	54.0000	215.0000	PER KIT	0.00	15,480.00	-3,870.00	11,610.00	
20.259	SCH. CURR./MADISON BOCES	0.0000	0.0000	X-CONTRACT	100.00	0.00	100.00	100.00	
21.010	SCH CURRI IMPROV	827.0000	7.8000	Per RWADA+BASE	15,600.00	22,050.60	0.00	22,050.60	
21.015	SUBSTITUTE REIMBURSEMENTS	0.0000	0.0000		1,650.00	0.00	1,650.00	1,650.00	
21.020	ADDITIONAL WORKSHOPS	0.0000	0.0000	VARIES PER DIST	45,035.20	29,810.00	15,225.20	45,035.20	
21.030	REGIONAL SCORING	894.0000	12.0000	PER TEST	0.00	13,500.00	-2,772.00	10,728.00	
21.040	SCH CURRIC STUDY COUNCIL	1.0000	430.0000	Per District	0.00	430.00	0.00	430.00	
21.050	REGIONAL ASSESSMENT PROJECT	1.0000	5,250.0000	PER DISTRICT	0.00	5,250.00	0.00	5,250.00	
21.070	RTTT DATA ANALYSIS	1.0000	3,271.0000	PER DISTRICT	0.00	3,271.00	0.00	3,271.00	
21.080	APPR RECERTIFICATION/TRNG	1.0000	2,500.0000	PER PARTICIPANT	0.00	2,500.00	0.00	2,500.00	
28.429	SCH. CURR./ONONDAGA BOCES	0.0000	0.0000	X-CONTRACT	900.00	0.00	900.00	900.00	
35.219	SCH CURRIC/HERKIMER BOCES	0.0000	0.0000	X-CONTRACT	721.03	17.03	704.00	721.03	

**ONEIDA HERKIMER MADISON BOCES**  
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**Final 2024-2025 AS-7 Contract**

<b>ONEIDA HERKIMER MADISON BOCES</b>	<b>School Year 2024-25</b>
<b>WATERVILLE CSD</b>	

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Unit Cost				
43.469	HRD/SFTWARE/OSWEGO BOCES	0.0000		0.0000	X-CONTRACT	466.40	0.00	466.40	
45.010	COMMUNITY SCHOOL CNYHHN	0.0000		0.0000	X-CONTRACT	143,685.00	1,462.50	143,685.00	
45.011	COMMUNITY SCH RESOURCES ADMIN	0.0000		0.0000	X-CONTRACT	27,468.50	13,246.25	27,468.50	
45.015	COMMUNITY SCHOOLS CFLR	0.0000	70,980.0000		PER FTE	6,000.00	6,000.00	6,000.00	
45.021	COMMUNITY SCHOOLS ICAN	0.0000	66,814.0000		PER FTE	125,000.00	125,000.00	125,000.00	
47.469	CDOS CREDENTIAL MGT SYS OSWEGO BOCE	0.0000		0.0000	X-CONTRACT	0.00	-31.48	0.00	
48.429	SEC III INTERSCHOLASTIC SPORTS/OCM	0.0000		0.0000	X-CONTRACT	6,494.80	97.60	6,494.80	
74.010	SCH & BUS ALLIANCE	827.0000		7.0000	RWADA+\$21,900	21,900.00	0.00	27,689.00	
74.080	SABA COLLEGIATE TECH PREP	1.0000		2,625.0000	PER DISTRICT	0.00	0.00	2,625.00	
76.010	REGIONAL CATALOG SERVICE	2.0000		950.0600	PER LIBRARY	0.00	0.00	1,900.12	
76.020	EXPANDED INTERLIBRARY LOAN	827.0000		0.8000	FEE/RWADA	413.00	0.00	1,074.60	
76.030	ONLINE LIBRARY RESOURCES	0.0000		0.0000		10,144.39	2,246.36	10,144.39	
76.040	COLLECTION DEVELOP.	8.0000		894.0000	PER UNIT	0.00	0.00	7,152.00	
76.050	VIRTUAL REFERENCE LIB.	827.0000		1.7200	PER RWADA	0.00	0.00	1,422.44	
76.080	LEATHERSTOCKING CONFERENCE	1.0000		95.0000	PER PARTICIPANT	0.00	0.00	95.00	
78.259	LIBRARY AUTOMATION XC MADISON	0.0000		0.0000	X-CONTRACT	8,495.00	891.00	8,495.00	
81.019	GRANT WRITING SVE/CAPITAL REG BOCES	0.0000		0.0000	X-CONTRACT	19,819.88	19,819.88	19,819.88	
101.259	ADMIN COMPUTER XC MADISON	0.0000		0.0000	X-CONTRACT	255,295.19	-22,653.58	255,295.19	
102.259	NEGOTIAT XC MADISON	0.0000		0.0000	X-CONTRACT	10,983.26	-19,494.74	10,983.26	
103.010	GRAPHICS	44.2500		74.0000	PER HOUR	0.00	0.00	3,274.50	
103.020	PUBLIC RELATIONS	49.0000		74.0000	PER HOUR	0.00	-4,514.00	3,626.00	
104.010	CBO	330.8000		88.5000	BASE + RWADA	5,000.00	0.00	34,275.80	
109.429	ENERGY SERVICES XC ONONDAGA	0.0000		0.0000	X-CONTRACT	3,216.00	66.00	3,216.00	

**ONEIDA HERKIMER MADISON BOCES**  
**PO BOX 70**  
**4747 MIDDLE SETTLEMENT ROAD**  
**NEW HARTFORD, NY 13413-0070**

**Final 2024-2025 AS-7 Contract**

**ONEIDA HERKIMER MADISON BOCES**  
**WATERVILLE CSD**  
School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
10.010	TELEPHONE & SERVICE CHARGES	827.0000	4.4900	PER RWADA + TELE	19,600.00	23,313.23	23,313.23	
10.030	MAINTENANCE SUPPORT	0.0000	0.0000	VARIABLES PER DIST	29,145.00	29,145.00	29,145.00	
10.040	MIFI/JETPACKS	1.0000	795.7200	PER UNIT	0.00	3,182.88	795.72	
14.219	SAFETY TRAINING/HERKIMER BOCES	0.0000	0.0000	X-CONTRACT	0.00	21,320.00	0.00	
17.010	TEACHER RECRUITING SERVICE	0.0000	0.0000	FEE/RWADA	1,774.95	0.00	1,774.95	
18.030	HEALTH INS. COORD.	1.0000	9,600.0000	PER DISTRICT	0.00	9,600.00	9,600.00	
20.010	SAFETY COORDINATOR/ADVISORY	827.0000	5.9500	Per RWADA+12515	12,790.00	17,435.65	17,710.65	
20.020	ASBESTOS MAINT.	2.0000	850.0000	PER BLDG.	0.00	1,700.00	1,700.00	
20.040	FIRE INSPECTIONS	3.7500	850.0000	PER BLDG.	0.00	3,187.50	3,187.50	
20.041	FIRE SAFETY SVCS EXTINGUISHER	124.0000	9.0000	PER EXT + SERVI	0.00	1,116.00	1,116.00	
20.060	DASA/PBIS	0.5000	24,000.0000	PER ONE DAY/WK	0.00	24,000.00	12,000.00	
21.010	LIABILITY INSURANCE	1.0000	1,475.0000	PER DISTRICT	0.00	1,475.00	1,475.00	
22.259	REG BUS RADIOS XC MADISON	0.0000	0.0000	X-CONTRACT	1,271.00	1,241.00	1,271.00	
23.499	STATE AID PLANNING XC QUESTAR III	0.0000	0.0000	X-CONTRACT	3,585.00	3,515.00	3,585.00	
25.010	SUB CALL.	78.0000	71.0000	TEACHER/+BASE D	510.00	6,048.00	6,048.00	
26.010	LUNCH LOGISTICS, WAREHOUSING, ACCT	739.1000	66.2311	MEAL EQUIVALENT	0.00	48,951.41	48,951.41	
26.012	CENTRAL SCHOOL FOOD MANAGEMENT	739.1000	34.3139	MEAL EQUIVALENT	0.00	25,361.40	25,361.40	
27.010	RECORDS RETENTION	16.0000	425.0000	PER DAY	0.00	6,800.00	6,800.00	
28.010	TELECOMMUNICATIONS	1.0000	6,990.1100	SVC COST + LINE	18,546.66	25,536.77	25,536.77	
31.259	COOPERATIVE BID/MAD. BOCES	0.0000	0.0000	X-CONTRACT	2,473.25	2,605.05	2,473.25	
34.219	STAFF DEV. - BOARD - HERK BOCES	0.0000	0.0000	X-CONTRACT	1,519.24	1,279.24	1,519.24	
37.499	FIXED ASSET INVENTORY/QUESTAR III	0.0000	0.0000	X-CONTRACT	2,190.00	2,120.00	2,190.00	

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**NEW HARTFORD, NY 13413-0070**

**Final 2024-2025 AS-7 Contract**

**ONEIDA HERKIMER MADISON BOCES**  
**WATERVILLE CSD**

School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost				
40.229	DRUG TESTING/JEFF-LEWIS BOCES	0.0000	0.0000	X-CONTRACT	1,490.00	1,035.00	455.00	1,490.00	
41.489	ON-LINE APPL./PUTNAM BOCES	0.0000	0.0000	X-CONTRACT	2,600.00	2,550.00	50.00	2,600.00	
46.259	MEDICAID REIMBURSEMENT/MADISON BOCE	0.0000	0.0000	X-CONTRACT	870.61	1,689.00	-818.39	870.61	
51.039	SCRIC/BROOME BOCES	0.0000	0.0000	X-CONTRACT	4,960.46	4,164.92	795.54	4,960.46	
59.019	TIER 4 ENHANCED/CAP REGION BOCES	0.0000	0.0000	X-CONTRACT	86,639.06	90,702.08	-4,063.02	86,639.06	
61.019	WEB HOSTING/CAPITAL REGION BOCES	0.0000	0.0000	X-CONTRACT	4,414.00	0.00	4,414.00	4,414.00	
62.669	COMPUTER MANAGEMENT/S.WESTCHESTER B	0.0000	0.0000	X-CONTRACT	6,787.17	8,272.46	-1,485.29	6,787.17	

ONEIDA HERKIMER MADISON BOCES  
PO BOX 70  
4747 MIDDLE SETTLEMENT ROAD  
NEW HARTFORD, NY 13413-0070

School Year 2024-25

ONEIDA HERKIMER MADISON BOCES  
WATERVILLE CSD

**Summary:**

Total Of Service Costs - All Funds:	4,957,288.76	(Except 001/002)
Capital Costs:	120,249.44	(CoSer 002)
Adm. & Clerical Costs:	96,545.58	(CoSer 001)
Total Contract Costs:	5,174,083.78	

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:  
Ten Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.  
WITNESS WHEREOF, the parties have set their hands the day and year above written.

ONEIDA HERKIMER MADISON BOCES PO BOX 70, 4747 MIDDLE SETTLEMENT ROAD, NEW HARTFORD, NY, 13413-0070

Signature, President and/or Clerk, BOCES (Party of the First Part)

WATERVILLE CSD

ADMIN OFFICE, 381 MADISON STREET, WATERVILLE, NY, 13480

Signature, President and/or Clerk, Board of Education (As Authorized) (Party of the Second Part)

(Post Office Address)

November Board Agenda  
 November 12, 2025

**A. PERSONNEL REPORT**

**a. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	ANA GABRIELA DE OLIVEIRA ROSA	TEACHER ASSISTANT	09/08/2025	10/15/2025
2.	ANNETTE LAQUAY	CAREER EXPLORATION SPECIALIST	10/11/2022	10/31/2025
3.	ALIVIA R. PRATT	TEACHER ASSISTANT	04/14/2025	10/24/2025

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

			Hire Date	Resign Date
1.	DEBRA A. BROWN	FOOD SERVICE HELPER	03/07/2023	09/16/2025
2.	SUZANNE M. FLORENZ	FOOD SERVICE HELPER	09/01/2023	10/09/2025
3.	KATY M. JECK	FOOD SERVICE HELPER	09/23/2024	10/06/2025
4.	MICHELLE R. WARD	FOOD SERVICE HELPER	09/01/2020	06/17/2025

**b. UNPAID LEAVE(S) OF ABSENCE**

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	WILLIAM J. KEISER IV	TEACHER ASSISTANT	10/22/2025	12/01/2025	Disability

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

			Start Date	End Date	Reason
1.	LINDSEY L. NIMEY	REGISTERED PROFESSIONAL NURSE	10/10/2025	08/31/2026	Disability

**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.

November Board Agenda  
November 12, 2025

1. Recommend that **ALEXA R. BATTISTA-MILLER** be appointed as a **TEACHER SPEECH/HEARING** in Instructional Programs & Professional Learning, for a four year probationary appointment in the PROGRAM FOR SPEECH & HEARING HANDICAPPED tenure area, commencing October 06, 2025 and ending October 05, 2029 at an annual salary rate of \$62,690.00, prorated.

**Redacted.**

2. Recommend that **BRIANNA L. BROCCOLI** be appointed as a **TEACHER ASSISTANT** in Instructional Programs and Professional Learning, for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 29, 2025 and ending September 28, 2029 at an annual salary rate of \$18,966.00, prorated.

**Redacted.**

November Board Agenda  
November 12, 2025

3. Recommend that **ANDREW T. COOK** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing November 05, 2025 and ending November 04, 2029 at an annual salary rate of \$21,220.00, prorated.

**Redacted.**

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

November Board Agenda  
November 12, 2025

- 1. Recommend that **MARI R. SOSNOWSKI** be appointed as a **TEACHER OF MUSIC** in Instructional Programs and Professional Learning, Academic Itinerants, for a part-time (.8 FTE) long-term substitute appointment commencing December 15, 2025 and ending June 30, 2026 at an annual salary rate of \$38,192.80, prorated.

**Redacted.**

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

- 1. Recommend that **RICHARD F. AMBRUSO** be appointed as a **CURRICULUM SUPERVISOR** in Instructional Programs & Professional Learning, Instructional Services for a temporary appointment commencing September 09, 2025 and ending June 30, 2026 at an annual hourly salary rate of \$55.00.

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

The Human Resources Office and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s), who have satisfactorily completed their individual probationary periods and are being recommended for tenure by their immediate supervisors.

			Tenure Date
1.	JACLYN M. BOGDAN	SCHOOL SOCIAL WORKER	02/28/2026
2.	TRACEY A. BURRIS	ATTENDANCE TEACHER	02/14/2026

**e. RECOMMENDATION FOR INCREASE IN FTE**

Date FTE

November Board Agenda  
November 12, 2025

			Date	FTE
1.	JEFFREY S. KUHN	TEACHER OF SOCIAL STUDIES	09/01/2025 - 01/23/2026	0.8000

**f. RECOMMENDATION FOR DECREASE IN FTE**

			Date	FTE
1.	KELLY A. COLANTUONI	TEACHER OF MATH	11/01/2025	0.8000
2.	JEFFREY S. KUHN	TEACHER OF SOCIAL STUDIES	01/24/2026	0.6000

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

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

1. Recommend that **MALIK B. JOHNSON** be appointed to a probationary appointment as a **CAREER EXPLORATION SPECIALIST** in Instructional Programs and Professional Learning, School to Careers, commencing October 27, 2025 at an annual salary rate of \$42,741.00, prorated.

**MALIK B. JOHNSON** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CAREER EXPLORATION SPECIALIST**.

**MALIK B. JOHNSON** will be required to serve a twenty-six week probationary period.

Redacted.

November Board Agenda  
November 12, 2025

- 2. Recommend that **MICHAEL S. RIINA** be appointed to a probationary appointment as a **GRAPHIC DESIGN SPECIALIST** in Support Services, Information Technology, commencing December 01, 2025 at an annual salary rate of \$53,923.00, prorated.

**MICHAEL S. RIINA** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **GRAPHIC DESIGN SPECIALIST**. **MICHAEL S. RIINA** will be required to serve a twenty-six week probationary period.

Redacted.

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

- 1. Recommend that **ABIGALE L. DAVIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 23, 2025 at an hourly salary rate of \$15.65, as needed.

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

Redacted.

November Board Agenda  
November 12, 2025

- 2. Recommend that **JOANNE T. LOCKWOOD** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 22, 2025 at an hourly salary rate of \$15.65, as needed.

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

Redacted.

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

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

			Perm. Date
1.	MICHAEL J. ARMITAGE	SENIOR STORES CLERK	09/30/2025
2.	RYAN M. BAUM	MATERIALS MANAGEMENT COORDINATOR	09/30/2025

**d. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	BRIANNA L. BROCCOLI	TEACHER ASSISTANT	09/29/2025 - 06/30/2026	\$3,500.00 (student mgr)

**e. TERMINATIONS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR TERMINATION OF PROBATIONARY APPOINTMENT**

- 1.

**f. SUMMER SCHOOL**

**1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

**a. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

The following people are being recommended to teach in the Regional Summer School Program for 2025, for the period indicated. The actual need for any individual will not be determined until July 1, 2025. The decisions will be based upon enrollments at that time. Assignments may be for two blocks (\$3,000) or three blocks (\$4,500), based on enrollment. The Driver Education Instructors will be paid \$75.00/hr for a full class load. Teaching Assistant - \$15.50/hr. Assistant Administrator will be paid \$6,750 and Administrator will be paid \$8,500. Extended School Year (ESY) STEPS -Alternative Education Special Education Teacher/TA and Attendance Teacher Daily rate is 1/200th of salary.

		Title	Start Date	End Date	Salary
1.	DANIEL CONTE	ADMINISTRATOR	08/01/2025	08/20/2025	\$6,750 prorated

APPROVED



# Oneida-Herkimer-Madison BOCES

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

Item IX, D. 2  
Motion by: Joseph H. Hobika, Jr.  
Seconded by: Steve Boucher  
Motion carried 9-0

## Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: September 26, 2025

Subject: Recommendation for Approval of Board Policies

Prepared by: Tim Rowland

~~IX. D. 2  
Approval of Board Policies  
(First Reading)  
5004, 5201, 5300, 5304, 6503  
October 8, 2025~~

~~IX. D. 1.  
Approval of Board Policies  
(Second Reading)  
5004, 5201, 5300, 5304, 6503  
November 12, 2025~~

### Background

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

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

### Discussion

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

### Recommendation

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

- 5004 Short-Term Worker Asbestos Notification
- 5201 School Food Service Program and Meal Charge Policy
- 5300 Internet Safety
- 5304 Information Security Breach Policy
- 6503 Rights of Nursing Employees to Express Breast Milk

### 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.

5004 Short-Term Worker Asbestos Notification  
5201 School Food Service Program and Meal Charge Policy  
5300 Internet Safety  
5304 Information Security Breach Policy  
6503 Rights of Nursing Employees to Express Breast Milk

Attachments: policies

Draft 09/12/25

5004

## SUPPORT OPERATIONS

Policy is Required.

### SHORT-TERM WORKER ASBESTOS NOTIFICATION

#### I. Statement of Policy

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), all non-school employees who perform short-term work in a OHM BOCES building, such as electricians, plumbers, and telecommunications-workers are informed of the locations of any known or assumed asbestos-contained building materials (ACBM) in the building. This Policy shall be implemented with respect to any space in a building housing an OHM BOCES program where OHM BOCES has control over that space and OHM BOCES has contracted for the short-term work.

#### II. Duties of the Designated Person

- A. The BOCES Facilities Director shall be the Designated Person for the OHM BOCES, within the meaning of AHERA. It shall be the responsibility of the OHM BOCES' Facilities Director to ensure that each building has a designated person to meet with short-term workers prior to or upon their arrival, some of which shall include;
1. Information provided to short-term workers should include a floor plan of the building, with the location of any known or assumed ACBM highlighted, and clear instruction about where work should and should not be performed.
  2. The designated individual shall document that this process has taken place and the date (See Regulation #5004.1)
  3. Retaining copies of any documentation in the OHM BOCES' asbestos management plan.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: The Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§2651 *ff*; 40 C.F.R. and 763.84(d).

Cross Ref: 5004.1, Short-Term Asbestos Notification

Adopted: 11/14/18

Revised: 02/16/23, \_\_\_\_\_

Reviewed: 04/19/23, 05/10/23

# Policy

Draft 09/26/25  
NEW 5201

## SUPPORT OPERATIONS

*POLICY IS REQUIRED*

### SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

#### I. Statement of Policy

- A. The OHM BOCES participates in the United States Department of Agriculture (USDA) Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates the OHM BOCES' program within the requirements of the federal and state regulations and guidelines applicable to the programs.
- B. The OHM BOCES shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the OHM BOCES meets the eligibility criteria.
  1. When the OHM BOCES receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the OHM BOCES' compliance and continued eligibility.
  2. If the District does not receive CEP funding for a particular school year, free and reduced price meals shall be provided to students in accordance with this Policy, as set forth below.
- C. The OHM BOCES' Food Service Program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.
- D. The OHM BOCES provides each student with the student's meal of choice for that school day from the available reimbursable meal choices for such school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
- E. **[OPTIONAL: To the extent consistent with prudent fiscal operation of the Food Service Program and sound nutritional practices, the School Lunch Director shall attempt to purchase at least thirty percent (30%) of the total food cost for the School Lunch Service Program from New York State farmers, growers, producers, or processors, and shall take the necessary steps to apply for all State-funded subsidies when that goal is met.]**

#### II. Eligibility for Free and Reduced Meals

POLICY

**Draft 09/26/25**  
**NEW 5201**

SUPPORT OPERATIONS

*POLICY IS REQUIRED*

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- A. To extend the benefit of the program to all eligible students, the OHM BOCES will communicate to families the eligibility for free and reduced meals, the procedures for applying and the OHM BOCES' policies and procedures regarding meal charges set forth in this Policy.
1. At the beginning of each year, information letters shall be sent to households of children attending the school to inform families about the Child Nutrition Programs and that free or reduced-price meals or free milk may be available to children, and the procedures for applying for enrollment in the program.
  2. The letters may be distributed by regular mail, e-mail addressed to the parent or guardian, or included in information packets provided to students.
  3. The information provided to each family at the beginning of each school year shall include a printed application for enrollment in the Federal free and reduced-price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
  4. The information provided at the beginning of each school year shall identify the OHM BOCES' [School Lunch Director](#), provide that person's contact information, and inform families that they may contact that person to request assistance in applying for Federal free and reduced price lunch benefits.
  5. If the OHM BOCES becomes aware that a student whose parent or guardian has not submitted an application for free or reduced price lunch or milk benefits is eligible for those benefits, the [School Lunch Director](#) shall complete and file an application on behalf of the student, in accordance with the procedures set forth in 7 C.F.R. 245.6(d).
- B. A household may apply for benefits at any time during the school year.
1. Only one application is required for all children in the household.
  2. No application is necessary if the household was notified by the OHM BOCES that all children have been directly certified. If the household is not sure if their children have been directly certified, they should contact the [School Lunch Director](#).

POLICY

Draft 09/26/25  
NEW 5201

SUPPORT OPERATIONS

*POLICY IS REQUIRED*

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

3. A student's status as eligible for free and reduced-price meals shall carry over into the next school year for thirty (30) days from the start of school attendance.
4. A student that transfers from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school shall be deemed eligible for free and reduced-price meal benefits for thirty (30) days or until a new eligibility determination is made, whichever occurs first.

III. Meal Payments and Deferred Payments (Meal Charge)

- A. Students may charge meals in accordance with the following rules:
  1. Students are expected to pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day.
  2. Students may charge complete reimbursable meals only.
  3. All students will be provided with meal charge opportunities pursuant to this Policy, regardless of whether they receive full price, reduced price, or free meals.
  4. When the balance on a student's meal card or [\[MySchoolBucks; PayPams:etc.\]](#) is exhausted, the OHM BOCES will provide the student with the student's meal of choice from the available reimbursable meal choices for that school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
  5. No student with a negative meal card or [\[MySchoolBucks; PayPams:etc.\]](#) account balance will be allowed to charge any a la carte items, including snacks, extras, or beverages.
  6. The information provided at the beginning of each school year shall include an explanation of the OHM BOCES' Policy on charging meals and shall provide each parent or guardian with a procedure for notifying the OHM BOCES that their student should not be allowed to charge meals.
- B. The OHM BOCES is committed to ensuring that Federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not subsidize meals for adults. The OHM BOCES, therefore, adheres to a "no charge" meal purchase policy for adults.

POLICY

Draft 09/26/25  
NEW 5201

SUPPORT OPERATIONS

*POLICY IS REQUIRED*

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

IV. Communication of Policy to Families, Students, and Staff

- A. This Policy will be submitted to the Commissioner and then posted on the OHM BOCES' website.
- B. The OHM BOCES will communicate this Policy to parents/guardians in writing at the start of each school year and upon enrollment during the school year through [the student handbook, newsletter, letter, and website].
- C. The OHM BOCES will provide this Policy to all school staff responsible for enforcement, including but not limited to, school food service professionals for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, school social workers, school nurses, the homeless liaison, other staff members assisting children in need (or who may be contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this Policy.
  1. The OHM BOCES' liaison for providing services to homeless, foster, and migrant students shall coordinate with the School Lunch Director to ensure that these students are eligible to receive free meals in accordance with Federal law.
  2. Time shall be provided on one (1) or more Superintendent Conference Days to provide staff with training with respect to this Policy and the OHM BOCES' procedures for implementing it. Staff shall be informed that it is the OHM BOCES' Policy to decrease student distress or embarrassment when a meal account is delinquent, and that no staff member is to: publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means, including wearing a wrist band or hand stamp; require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for a meal; require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals; take any action directed at a student to collect unpaid school meal fees; or discuss any outstanding meal debt in the presence of other students.

V. Nonprofit School Food Service Account (NSFSA)

- A. When outstanding student charges accrue \$\_\_\_\_\_ resulting from nonpayment for school meals, a letter and this Policy will be forwarded by mail or email from the School Lunch Director notifying the parent/guardian of the

POLICY

Draft 09/26/25  
NEW 5201

SUPPORT OPERATIONS

*POLICY IS REQUIRED*

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

insufficient account balance. This notification may include a repayment schedule for unpaid meal charges. These outstanding meal charges shall be classified as delinquent debt.

1. The OHM BOCES' collection efforts shall include communications only with the parent or guardian, not the student.
  2. The OHM BOCES will take the following steps to collect delinquent amounts from a parent or guardian:
    - a. The School Lunch Director shall notify the parent or guardian that the student's meal card or account balance is exhausted and meal charges are due. This notice shall include a proposed repayment schedule.
    - b. If after fifteen (15) business days from the notice provided by the School Lunch Director the parent or guardian has not responded, or the response has not corrected the problem or established an acceptable repayment plan, then a second notification shall be sent to the parent or guardian, with a copy of this Policy, from the [\[Superintendent or Business Official or Assistant Superintendent for Business\]](#).
  3. The OHM BOCES will not charge interest or finance charges and will not utilize a debt collector, as defined in Federal law.
- B. The OHM BOCES shall continue efforts to collect delinquent debt until the \_\_\_\_\_ **(Insert date)** following the school year during which the debt was incurred or for a period of \_\_\_\_\_ **(Insert months)** after the last partial payment was made against the debt, whichever is later. When this collection period has expired, any remaining delinquent debt will be classified as bad debt for purposes of the OHM BOCES' accounts. Bad debt will be written off in accordance with the OHM BOCES' usual accounting procedure.
- C. Delinquent debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by that account at the end of the school year or carried forward to the next school year. The OHM BOCES will, therefore, subsidize the nonprofit school food service account for all unpaid meals by June 30<sup>th</sup> of each school year using nonfederal funds. However, the OHM BOCES reserves the right to continue debt collection efforts to the next school year.

VI. Breakfast Program

POLICY

Draft 09/26/25  
NEW 5201

SUPPORT OPERATIONS

*POLICY IS REQUIRED*

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- A. When a OHM BOCES school is identified by the State Education Department as meeting the threshold that seventy percent or more of the students attending the school qualify for free or reduced price lunch meals, the OHM BOCES shall provide a breakfast program at that school in compliance with state law; provided that, if the District Superintendent, in consultation with the School Lunch Director, determines that the OHM BOCES meets the requirements for a waiver of this requirement, then the District Superintendent may apply to the Commissioner of Education for such a waiver.
- B. When the OHM BOCES provides a mandated breakfast program, the District Superintendent shall determine the service delivery model that best suits OHM BOCES students, after consulting with teachers, parents, students, and members of the community. Notice will be provided to parents and guardians of students at the affected school that the OHM BOCES will be providing breakfast after the start of the instructional day and the service delivery model being implemented.

VII. Training

The School Nutrition Program Director [or equivalent title] shall ensure they have completed all required training and/or continuing education standards by the USDA and its programs. In addition, the School Nutrition Program Director [or equivalent title] shall ensure all managers and staff with responsibility for implementing school nutrition programs, as well as acting and temporary staff, substitutes, and volunteers complete any required trainings required by the USDA and its programs.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 7 CFR 210.12, 245.5 and 245.6(d); 15 USC 1692a; 42 USC 1758(b)(2)(A); Education Law §908; Ch. 537 of the Laws of 1976 as amended by Ch. 56 of the Laws of 2018; Healthy, Hunger-Free Kids Act, Public Law 111-296, Section 143; May 2006 Memo from SED’s Frances N. O’Donnell to Food Service Directors/Managers; August 2005 Memo from USDA titled “*Establishing A Meal Charge Policy*”; July 8, 2016 Memo from USDA titled “*Clarification on Collection of Delinquent Meal Payments*”, May 1, 2018 Memo from SED titled “*New York State Legislation – Prohibition Against Meal Shaming*.”

Adopted: \_\_\_\_\_

SUPPORT OPERATIONS

Draft 09/12/25  
5300

**Policy is Required.**

INTERNET SAFETY POLICY

I. Statement of Policy

A. Although the OHM BOCES recognizes the value of the internet as an educational tool, it also understands that information with no redeeming social value is accessible through the internet.

B. 1. The OHM BOCES has developed and will enforce this Internet Safety Policy in compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA).

1. In addition, the OHM BOCES maintains its “~~Access to Networked Information Resources~~ Purpose, Use, and Administration of BOCES Digital Information Systems Policy” which governs the acceptable use of the internet by students and employees.

2. OHM BOCES personnel located at component schools will abide by the local district internet safety policy implemented at the school. If the district does not have an Internet safety policy in place, OHM BOCES personnel will follow the Internet Safety Policy as specified in this document.

II. Access Restrictions

Access to the Internet using the OHM BOCES’ computer equipment is subject to the following restrictions:

A. Filtering.

Filtering software will be used to block:

1. Minors’ access to:

a. visual depictions that are obscene, child pornography, or harmful to minors as defined in Appendix A, and

b. Internet sites which, in the Board’s determination, contain material which is “inappropriate for minors.” (See item B. below.)

2. Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the District Superintendent or designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.

B. Matter Inappropriate for Minors.

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Draft 09/12/25  
5300

SUPPORT OPERATIONS

**Policy is Required.**

INTERNET SAFETY POLICY

The Board of Cooperative Educational Services will, from time to time, determine by resolution what Internet material is “inappropriate for minors” in the OHM BOCES. This determination will be based on community standards.

C. Safety of Minors When Using Direct Electronic Communications

1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names or any information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone they “meet” on the computer network or Internet without their parent’s permission.
2. Before utilizing any electronic communications (including but not limited to electronic mail and “chat rooms”) in any instructional setting, students will be taught that they must disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable. They must also be taught that they must never agree to meet with someone they have met online without their parent’s approval.

D. Unauthorized Access and Other Unlawful Activities

It is a violation of this Policy to:

1. use the OHM BOCES’ computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;
2. damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or
3. violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

E. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors

Personally identifiable information concerning minors may not be disclosed or used in any way on the internet (e.g., on the OHM BOCES’ web page or otherwise) without the permission of a parent or guardian. If a student is eighteen (18) or over, the permission may also come from the student.

III. Procedures for Review of Filter Policy in Which an Individual Has a Concern About Implementation.

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Draft 09/12/25  
5300

SUPPORT OPERATIONS

**Policy is Required.**  
INTERNET SAFETY POLICY

A. Informal Resolution

For any complaint concerning the implementation of a filter, an attempt should be made to resolve the issue informally.

B. Request For Review

1. If the complaint is not resolved informally, the individual will fill out a "Request for Review of Internet Filtering Form" and a committee appointed by the District Superintendent will consider this form. The committee may at the discretion of the District Superintendent include legal counsel. The individual; submitting the request shall have the right to attend the meeting of the committee and present any arguments in support of their position.

2. The committee will prepare a report containing recommendations will be forwarded to the District Superintendent for disposition of the matter. These recommendations may include, but are not limited to:

- a. If the request is from a student, OHM BOCES may provide adult supervision during the scheduled times to allow the student access to the requested material.
- b. Make the necessary changes to the filtering servers.
- c. Deny the request.

3. If the complainant is still not satisfied, the complainant may ask the District Superintendent to present an appeal to the Board of Cooperative Educational Services, which will make a final determination of the issue. The District Superintendent will deliver a copy of the complaint, the report of the committee and their determination to the Board. The Board of Cooperative Educational Services may seek assistance from its legal counsel and outside organizations such as the American Library Association for Supervision and Curriculum Development.

IV. Regulations and Dissemination.

The District Superintendent is authorized to develop and implement regulations consistent with this Policy. The District Superintendent will also be responsible for disseminating the Policy and associated regulations to school personnel and students.

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**Draft 09/12/25**  
5300

SUPPORT OPERATIONS

**Policy is Required.**  
INTERNET SAFETY POLICY

Appendix A

Generally speaking, “obscenity” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. §1460 and the cases interpreting that statute.)

“Child pornography” is defined as:

...any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

The phrase “harmful to minors” is defined as:

... any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703{b}{2}.)

The phrase “matter/material inappropriate for minors” must be defined by a determination by the Board applying local community standards. (Public Law 106-554, §1732[1][2].)

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: The Children’s Internet Protection Act (CIPA); The Neighborhood Children’s Internet Protection Act (NCIPA) (Public Law 106-554); 20 USC 6777

Cross Ref: 1005 Code of Conduct; 5301 Purpose Use and Administration of District Digital Information Systems

Approved: 07/10/02

Revised: 09/12/18, 05/11/22, \_\_\_\_\_

SUPPORT OPERATIONS

Draft 09/12/25  
5304

**Policy is Required.**

## INFORMATION SECURITY BREACH POLICY

### I. Statement of Policy

The OHM BOCES takes reasonable administrative, technical, and physical measures to protect the security of private information, as defined in State Technology Law Section 208, held in the OHM BOCES' digitally-stored records. If the OHM BOCES learns of a breach of the security of its digitally-stored records, the OHM BOCES notifies affected data subjects as set forth in this Policy, and also notifies the appropriate State agencies. This Policy applies to information stored by the OHM BOCES or stored by a third party on behalf of the OHM BOCES.

### II. Scope of Information Protected

#### A. Information that is Protected

1. In connection with any software platform or application that requires the creation of a user account with a password, disclosure of the user name or email address in combination with a password or security question and answer that would permit access to an online account is considered disclosure of private information.
2. Private information also is deemed to have been disclosed if the following conditions are met:
  - a. one of the following data elements related to the data subject has been disclosed:
    - i. social security number, or
    - ii. driver's license number or non-driver identification card number, or
    - iii. account number, credit or debit card number, in combination with any required security code, access code, password, or other information which would permit access to an individual's financial account, or
    - iv. account number, or credit or debit card number, if circumstances exist where such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password, or

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Policy is Required.

INFORMATION SECURITY BREACH POLICY

- v. biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity; and
  - b. any other information about the data subject has been disclosed, and
  - c. either the data element or the combination of personal information plus the data element is not encrypted or is encrypted with an encryption key that has also been accessed or acquired.
- B. Information Not Covered by This Policy
- 1. Publicly available information that is lawfully made available to the general public from Federal, State, or local governmental records is not private information within the meaning of this Policy.
  - 2. Personally identifiable information of students, eligible students, and teachers or principals governed by Education Law Section 2-d is managed by the OHM BOCES, and data breach notifications are provided, in accordance with Policy 5307 and is not private information within the meaning of this Policy.
- III. When Notification is Required
- A. General Rule
- The OHM BOCES shall provide notification of any breach of its system for storing private information following discovery or notification of the breach of the security of the system to any resident of New York State whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.
- B. Determining Whether a Breach of Security Occurred
- 1. "Breach of the security of the system" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of private information maintained by the OHM BOCES.
  - 2. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the OHM BOCES may consider the following factors, among others:

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INFORMATION SECURITY BREACH POLICY

- a. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b. indications that the information has been downloaded or copied; or
- c. indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

C. Inadvertent Disclosure by Authorized Persons

Notice to affected persons under this Policy is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the OHM BOCES reasonably determines such exposure will not likely result in misuse of such information, or financial or emotional harm to the affected persons. Such a determination shall be documented in writing and maintained for at least five years. If the incident affected over five hundred residents of New York, the OHM BOCES shall provide the written determination to the State Attorney General within ten (10) days after the determination.

IV. Notification Procedures

A. Notification Methods

The OHM BOCES will notify the affected data subject(s) by one of the following methods:

1. written notice;
2. electronic notice, provided that the person to whom the notice is required has expressly consented to receiving said notice in electronic form; a log of each such notification shall be kept by the OHM BOCES;
3. telephone notification; a log of each such notification shall be kept by the OHM BOCES;
4. substitute notice, if the cost of providing notice would exceed two hundred fifty thousand dollars, or the affected class of persons to be notified exceeds five hundred thousand, or the OHM BOCES does not have sufficient contact information. Substitute notice shall consist of all of the following:
  - a. e-mail notice when the OHM BOCES has an e-mail address for the subject persons;

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INFORMATION SECURITY BREACH POLICY

- b. conspicuous posting of the notice on the OHM BOCES's web site page, if the OHM BOCES maintains one; and
- c. notification to major OHM BOCES-wide media.

B. Notification Content

The notice must include the OHM BOCES' contact information, and a description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which elements of private information were, or are reasonably believed to have been, accessed or acquired. The notice shall also include the telephone numbers and website addresses of state and federal agencies that provide information regarding security breach response and identity theft prevention and protection information.

C. Notification Timing

Disclosure of the unauthorized access to or acquisition of private information shall be made in the most expedient time possible and without unreasonable delay, consistent with the needs of law enforcement and the measures necessary to first determine the scope of the breach and restore the integrity of the information storage system.

D. Coordination with Law Enforcement

Notification may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The notification required shall be made after such law enforcement agency determines that such notification does not comprise such investigation.

V. Other Notifications

When notification of individual data subjects is necessary, the OHM BOCES shall also notify the New York State Attorney General, the New York Department of State, and the New York State Office of Information Technology Services, providing them with information about the timing, content, and distribution of the notices and approximate number of affected persons. If more than 5,000 New York State residents are required to be notified of a particular incident, the OHM BOCES will also notify consumer reporting agencies with the same information and without waiting to complete notifications to the individual affected data subjects.

POLICY

**Draft 09/12/25**  
5304

SUPPORT OPERATIONS

**Policy is Required.**

INFORMATION SECURITY BREACH POLICY

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS State Technology Law §208,

Adopted: 09/12/18

Revised: 06/10/20, 05/11/22

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

Draft 09/12/25

## PERSONNEL

6503

Policy is Required.

### RIGHTS OF NURSING EMPLOYEES TO EXPRESS BREAST MILK

#### I. Statement of Policy

In accordance with applicable laws and regulations set in place by New York State, the OHM BOCES shall provide thirty (30) minutes of paid breaks each time an employee has reasonable need to express breast milk for up to three (3) years following childbirth.

An employee may also use other paid break time(s) or mealtime as available under OHM BOCES policies or collective bargaining agreements, to express breast milk if the employee is in need of additional time beyond thirty (30) minutes.

#### II. Definition

For the purposes of this Policy, '*privacy*' means that the room or other location shall not be open to other individuals. To further ensure privacy, the OHM BOCES shall ensure that the door of the designated room/location is equipped with a functioning lock; if such room/location does not have a functional lock, then the OHM BOCES will place a sign advising the room/location is in use.

#### III. Request by Employee

- A. If an employee of the OHM BOCES requests a break to express breast milk, the Board of Cooperative Educational Services shall Building Principal or Administrator/Supervisor to designate a location to be made available for the employee.
- B. Such request shall be in writing and made by an employee in advance to Building Principal or Administrator/Supervisor. The written request can be sent through email, text message, written correspondence or any chat-based app regularly used by the organization for correspondence that allows for the retention of messages.
- C. The OHM BOCES must provide a response to the employee within five (5) days.

POLICY

Draft 09/12/25

PERSONNEL

6503

Policy is Required.

RIGHTS OF NURSING EMPLOYEES TO EXPRESS BREAST MILK

IV. Designated Location Requirements

- A. The designated room or other location shall be:
  - 1. in close proximity to the work area;
  - 2. well lit;
  - 3. shielded from view; and
  - 4. free from intrusion from other individuals.
- B. The designated location/room shall include:
  - 1. a chair;
  - 2. a working surface;
  - 3. nearby access to clean running water;
  - 4. an electrical outlet; and
  - 5. have a functional lock.
- C. The room will not be a restroom or a toilet stall within a restroom.
- D. Access to refrigeration for the storage of breast milk shall be provided to the requesting employee(s).

V. Complaints

If an employee of the OHM BOCES is subjected to any conduct that they believe violates this policy, a report should be made to the Building Principal or Administrator/Supervisor immediately after such conduct has occurred. An investigation will be conducted pursuant to this, and any other applicable, Board Policy.

VI. Notification by OHM BOCES

- A. The OHM BOCES shall provide notice to all employees when a location/room has been designated for the use of expressing breast milk.

POLICY

Draft 09/12/25

PERSONNEL

6503

Policy is Required.

RIGHTS OF NURSING EMPLOYEES TO EXPRESS BREAST MILK

- B. The OHM BOCES shall distribute this Policy and a copy of the [New York State Department of Labor Policy on Breast Milk Expression in the Workplace](#) to employees annually, upon hire, and whenever an employee returns to work following the birth of a child.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Labor Law § 206-c; Fair Labor Standards Act (FLSA); Title VII of the Civil Rights Acts of 1964, as amended by the Pregnancy Discrimination Act (PDA); Pregnant Workers Fairness Act

Adopted: 02/12/14

Revised: 10/13/21, 11/13/24

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

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# Oneida-Herkimer-Madison BOCES

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

www.oneida-boces.org

## Memorandum

To: Cooperative Board

From: Patricia N. Kilburn, Ed.D. 

Date: October 21, 2025

Subject: Recommendation for Approval of Board Policies

Prepared by: Tim Rowland

**IX. D. 2.**  
**Approval of Board Policies**  
**(First Reading)**  
**1007, 4206, 5201, 5301, 5302**  
**November 12, 2025**

### **Background**

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

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

### **Discussion**

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

### **Recommendation**

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

- 1007 Service Animals
- 1101 Public Complaints (DELETE)
- 4206 Tax Exempt Bonds-Post Issuance Compliance
- 5201 Food Service Program and Meal Charge Policy
- 5301 Purpose, Use and Administration of District Digital Information System
- 5302 Usage of Security Cameras in the OHM BOCES

**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.

1007 Service Animals

1101 Public Complaints (DELETE)

4206 Tax Exempt Bonds-Post Issuance Compliance

5201 Food Service Program and Meal Charge Policy

5301 Purpose, Use and Administration of District Digital Information System

5302 Usage of Security Cameras in the OHM BOCES

Attachments: policies

# Policy

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**Draft 10/20/25**

## COMMUNITY RELATIONS

**NEW 1007**

### SERVICE ANIMALS

#### I. Statement of Policy

- A. The OHM BOCES permits the use of a service animals by any individual with a disability, whether student, employee or visitor, who is qualified to attend or participate in any event or activity held on school premises and sponsored by the OHM BOCES.
- B. The District Superintendent or their designee will create procedures, regulations and/or building specific rules regarding the use of service animals on school grounds by individuals with disabilities that comply with Federal and New York State law and any related applicable Board Policies.
- C. Requests for accommodations, or more information regarding service animals, should be directed to:

Director of Human Resources  
(315) 793-8518

#### II. Service Animals

- A. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- B. Other species of animals not specifically referred to herein, whether wild or domestic, trained or untrained, are not service animals for the purpose of this Policy.

#### III. Work/Tasks of the Service Animal

- A. —The work or tasks performed by a service animal must be directly related to the individual's disability.
- B. Animals whose function is to provide emotional support, comfort, therapy or therapeutic benefits, companionship, promote emotional well-being, or provide

**POLICY**

**Draft 10/20/25**

**COMMUNITY RELATIONS**

**NEW 1007**

**SERVICE ANIMALS**

crime deterrent effects are not service animals as defined under the Americans with Disabilities Act (ADA).

POLICY

**Draft 10/20/25**

COMMUNITY RELATIONS

**NEW 1007**

SERVICE ANIMALS

Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §12101 *et seq.*, 28 C.F.R 35 *et seq.*; 29 C.F.R. Part 1630, *et seq.*; Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. 794; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*; 34 C.F.R. 104 *et seq.*

Cross Ref: 0015, Equal Opportunity and Prohibition of Discrimination and Harassment Including Sexual Harassment

Adopted: \_\_\_\_\_

# Policy

COMMUNITY RELATIONS

1101

## PUBLIC COMPLAINTS

### I. Statement of Policy

The Board of Cooperative Educational Services recognizes that from time to time concerns regarding the operation of the OHM BOCES will arise and that constructive criticism can assist in improving the quality of the program and in meeting individual student needs more effectively. No member of the community will be denied the right to bring their complaints to the OHM BOCES.

### II. Complaint Process

#### Level 1

File the complaint with the employee, teacher or administrator in charge of the unit closest to the source of the complaint. If the complaint and related concerns are not resolved to the satisfaction of the complainant, see Level 2;

#### Level 2

File the complaint with the District Superintendent or designee. Unresolved complaints at Level 1 must be reported to the District Superintendent by the appropriate administrator. The District Superintendent may require the statement of the complainant in writing. If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, see Level 3;

#### Level 3

File the complaint with the Board of Cooperative Educational Services. Unresolved complaints at Level 2 must be reported to the Board of Cooperative Educational Services by the District Superintendent. The Board of Cooperative Educational Services reserves the right to require written reports from appropriate parties.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Adopted: 07/10/02

Revised: 04/11/18, 02/09/22

Draft 10/14/25

## FISCAL MANAGEMENT

4206

### TAX EXEMPT BONDS – POST ISSUANCE COMPLIANCE

#### I. Statement of Policy

From time to time, the OHM BOCES finances its capital projects or operation by issuing tax-exempt Bonds, as defined more fully in Section II of this Policy. It is the Policy of the OHM BOCES to comply fully with the legal requirements for maintaining the tax-exempt status of the bonds and the interest paid on Bond proceeds after the issuance of the Bonds. The purpose of this Policy is to establish standards of conduct that maximize the likelihood that OHM BOCES - issued Bonds will retain their tax-exempt or tax-advantaged status under the applicable federal law and rules, including the Internal Revenue Code of 1986, as amended and applicable regulations.

#### II. Definitions

- A. “Applicable Federal Law” means the Code and related Treasury Regulations.
- B. “Arbitrage” means earnings from the investment of Bond proceeds in excess of the amount that would have been earned had the funds been invested at the Bond yield, adjusted for certain expenses.
- C. “Bond” or “Bonds” means all bonds, notes, installment purchase agreements, and other tax-exempt or tax-advantaged debt obligations that are issued by or on behalf of the OHM BOCES.
- D. “Code” means the Internal Revenue Code of 1986, as amended.
- E. “Issuer” means the OHM BOCES.
- F. “Private Business Use” has the meaning given in the Code, including but not limited to the use of Bond-financed assets by third parties pursuant to leases, management or service agreements that do not meet compliance requirements, any “naming rights” agreement, any “public-private

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partnership” arrangement, and any other arrangement that allows a third party to use or otherwise benefit from Bond-financed property.

- G. “Tax Certificate” means the arbitrage and tax compliance certificate signed by the Board of Cooperative Educational Services at the closing of a Bond issuance in which the OHM BOCES makes representations, warranties, and covenants relating to the expected use of Bond proceeds and the tax eligibility of the financed projects.
- H. “Treasury Regulations” means the regulations applicable to tax-exempt bonds promulgated by the Internal Revenue Service pursuant to the Code.

III. Assignment of Responsibility

- A. The Board of Cooperative Educational Services has the final responsibility for monitoring whether the OHM BOCES is in compliance with post-issuance requirements for the OHM BOCES’ tax-exempt Bonds. However, the OHM BOCES’ Assistant Superintendent for Administrative Services, under the supervision of the District Superintendent, (“the Bond Compliance Monitor”) shall have the primary operating responsibility to monitor the OHM BOCES’ compliance with those requirements and to recommend to the Board of Cooperative Educational Services actions necessary to comply with this Policy and applicable laws and regulations.
- B. The Bond Compliance Monitor shall ensure that this Policy is communicated to all OHM BOCES officers and staff with responsibility or control over any aspect of the issuance by the OHM BOCES of tax-exempt Bonds, the investment or expenditure of Bond proceeds, or the use of Bond-financed assets, including those who manage, direct, or influence the following:
  - 1. the pre-issuance process and decision-making, including identification of eligible projects;
  - 2. the expenditure of Bond proceeds and OHM BOCES funds for project costs;

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3. the investment of Bond proceeds and other OHM BOCES funds;
  4. the use of all facilities and other assets financed or refinanced by Bonds, including use by the OHM BOCES or third parties pursuant to leases, management agreements, service agreements, fee-for-use, or other arrangements;
  5. the sale or other disposition of any facilities or other assets financed or refinanced by Bonds;
  6. the creation and retention of documentation relating to expenditure of Bond proceeds, the use and disposition of Bond-financed assets, Arbitrage and tax return filings; and
  7. the recording and reporting of financial transactions related to Bonds.
- C. The Bond Compliance Monitor and other responsible staff of the OHM BOCES should receive education and training regarding the tax compliance requirements relating to tax-exempt Bonds and are authorized to attend relevant educational seminars or programs, with the prior approval of the District Superintendent. A record shall be kept of all such education or training received by the Bond Compliance Monitor and other responsible OHM BOCES staff.
- IV. Expenditure and Use of Bond Proceeds
- A. Expenditure of Bond Proceeds
1. Bond proceeds, including investment earnings thereon, shall be disbursed only for project costs, capitalized interest (i.e., interest payments during project construction), Bond issuance costs and other purposes expressly allowed under the Bond documents and authorizing bond ordinances. All Bond-financed property must be owned by the OHM BOCES.

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2. If the OHM BOCES intends to reimburse itself from Bond proceeds for project costs paid prior to issuance of the Bonds, the OHM BOCES shall adopt a declaration of official intent to reimburse project costs that meets the requirements of Applicable Federal Law after consultation with nationally recognized bond counsel.

B. Final Allocation of Bond Proceeds

Promptly after the final expenditure of Bond proceeds, the Bond Compliance Monitor shall prepare a written report documenting the allocation of Bond proceeds (including interest earnings thereon) and other OHM BOCES funds to project expenditures (the "Final Allocation"). In all cases, the Final Allocation shall be completed within eighteen (18) months after the later of the date Bond proceeds are expended or the date the project is placed in service, but not later than five (5) years after the Bonds were issued. The Bond Compliance Monitor is authorized to consult with nationally recognized bond counsel in connection with the Final Allocation of Bond proceeds.

C. Private Business Use of Bond-Financed Property

1. No more than ten percent (10%) of Bond proceeds may be used for Private Business Use and such use may occur only in accordance with the Tax Certificate and Applicable Federal Law.
2. Prior approval of the Bond Compliance Monitor is required for the following uses of Bond-financed property: use by third parties for trade or business activities, including leases, licenses, fee-for-use permits under the Community Use of OHM BOCES Facilities Policy, or other arrangements; management or service contracts under which the compensation of the manager or service provider is based on income from operation of the facility; and any other use that could potentially be considered Private Business Use under Applicable Federal Law.

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3. The Bond Compliance Monitor shall annually review all uses of Bond financed property and determine the percentage of Private Business Use of Bond-financed property, and shall report this percentage to the Board.
4. The Bond Compliance Monitor shall maintain a record of all Bond financed property, including the amount of Bond proceeds allocated to each asset, which shall be based on the Final Allocation of Bond proceeds described above. The Bond Compliance Monitor shall maintain records of all Private Business Use, if any, of Bond-financed property, including copies of the pertinent leases, contracts or other documentation, and the related determination that any Private Business Use is within permissible limits under Applicable Federal Law.

D. Change of Use of Bond-Financed Property

Any significant change in the use of Bond-financed property must be reported to the Bond Compliance Monitor prior to implementation. The Bond Compliance Monitor shall determine whether the proposed new use may constitute Private Business Use. If the use may be Private Business Use, the Bond Compliance Monitor shall consult with bond counsel for tax advice on whether that use or arrangement, if put into effect, will be consistent with the restrictions on Private Business Use and, if not, whether any "remedial action" permitted under the Code may be taken by the OHM BOCES as a means of enabling that use.

E. Sale or Disposition of Bond-Financed Property

Any sale or other disposition of Bond-financed property must be reported to the Bond Compliance Monitor prior to execution of any agreement of sale or other agreement of disposition. The Bond Compliance Monitor shall determine whether the Bond-financed property has any remaining useful life in accordance with the Tax Certificate and Applicable Federal Law, and if so, consult with nationally recognized bond counsel as to the

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requirements of Applicable Federal Law applicable to the sale or other disposition and the appropriate "remedial action" permitted by the Code that must be undertaken by the Board of Cooperative Educational Services as a result of the potential sale or other disposition of the Bond-financed property.

V. Investment, Arbitrage and Rebate

A. Investment

Prior to expenditure for project costs, Bond proceeds shall be invested in compliance with the Local Finance Law, Applicable Federal Law and the Tax Certificate, and the OHM BOCES' Investment Policy (Policy No. 4300). The OHM BOCES will invest Bond proceeds at a yield in excess of the Bond yield only during the applicable "temporary period" (as defined in the Code and the Treasury Regulations), and shall provide for yield restriction on the investment of such proceeds after the applicable temporary period. The OHM BOCES shall ensure that investments acquired with proceeds of an issue are purchased at "fair market value," as defined in Treasury Regulations.

B. Arbitrage and Rebate

The Bond Compliance Monitor shall determine whether the Bonds are eligible for an Arbitrage rebate exception. If the Bonds are not exempt from Arbitrage rebate, the Bond Compliance Monitor shall compute the amount of Arbitrage earnings, and make all required rebate payments to the IRS, on each computation date required by Applicable Federal Law. The Bond Compliance Monitor is authorized to retain an arbitrage rebate service provider to prepare arbitrage rebate calculations.

VI. Reissuance

Before modifying any Bond terms, the OHM BOCES shall consult with nationally recognized bond counsel to determine whether the proposed

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modification could potentially be treated as a "reissuance" of those Bonds for federal income tax purposes.

VII. Continuing Disclosure

If the OHM BOCES is subject to one or more Continuing Disclosure Undertakings as set forth in a bond resolution or separate continuing disclosure agreement, in order to comply with Rule 15c2-12 of the Securities and Exchange Commission, the Bond Compliance Monitor shall maintain records that includes a copy of each such Continuing Disclosure Undertaking and shall ensure that the information required to be disclosed is disclosed in a timely fashion.

VIII. Filing of Returns

The OHM BOCES will work with nationally recognized bond counsel to prepare and file any returns with the IRS relating to Arbitrage rebate in a timely manner. The OHM BOCES will confirm with bond counsel that the information report required to be filed upon issuance of Bonds (e.g., Form 8038) was filed with the IRS on a timely basis.

IX. Corrective Actions

Upon discovering any violation of Applicable Federal Law including, but not limited to, excess Private Business Use, violation of Arbitrage restrictions or sale of Bond-financed assets, the Bond Compliance Monitor shall promptly consult with legal counsel to determine appropriate remedial action to correct such violation. If remedial action is not available, the OHM BOCES will undertake to remedy the violation through the IRS Voluntary Closing Agreement Program (VCAP).

X. Record Retention

The Bond Compliance Monitor is responsible for ensuring that written records (which may be in electronic form) are maintained with respect to each Bond issue for as long as those Bonds (and any Bonds issued to refinance those Bonds) remain outstanding, plus three years. The records maintained shall include:

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1. basic records relating to the Bond issuance including the official transcript of proceedings;
2. documentation evidencing expenditure of Bond proceeds including, but not limited to, purchase contracts, construction contracts, progress payment requests, invoices, cancelled checks, payment of Bond issuance costs, and records of "allocations" of Bond proceeds to reimburse the OHM BOCES for project expenditures made before the Bonds were actually issued;
3. records showing the specific assets financed with Bond proceeds (including assets to which Bond proceeds are allocated pursuant to the Final Allocation described above);
4. information, records and calculations showing that, with respect to each Bond issue, the OHM BOCES was eligible for one of the Arbitrage rebate spending exceptions or, if not, that the Arbitrage rebate amount, if any, was calculated and timely paid to the IRS;
5. documentation evidencing use of Bond-financed property by public and private entities (including copies of leases and management contracts);
6. records showing that special use arrangements, if any, affecting Bond-financed property made by the OHM BOCES with third parties, if any, are consistent with applicable restrictions on Private Business Use of property financed with proceeds of tax-exempt Bonds;
7. records of any sale or disposition of Bond-financed property, including terms of sale, and documentation of any "remedial action" undertaken as a result of the sale or other disposition; and
8. documentation pertaining to any investment of proceeds of the issue, including the purchase and sale of securities, calculations for each class of investments and actual investment income received and Arbitrage rebate calculations.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Cross Ref.: 1002. Community Use of Board of Cooperative Educational Services  
Facilities

Adopted: 09/12/18

Revised: 05/11/22, \_\_\_\_\_

# Policy

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## SUPPORT OPERATIONS

*POLICY IS REQUIRED*

### SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

#### I. Statement of Policy

- A. The OHM BOCES participates in the United States Department of Agriculture (USDA) Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates the OHM BOCES' program within the requirements of the federal and state regulations and guidelines applicable to the programs.
- B. The OHM BOCES shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the OHM BOCES meets the eligibility criteria.
  1. When the OHM BOCES receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the OHM BOCES' compliance and continued eligibility.
  2. If the OHM BOCES does not receive CEP funding for a particular school year, free and reduced price meals shall be provided to students in accordance with this Policy, as set forth below.
- C. The OHM BOCES' Food Service Program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.
- D. The OHM BOCES provides each student with the student's meal of choice for that school day from the available reimbursable meal choices for such school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
- E. To the extent consistent with prudent fiscal operation of the Food Service Program and sound nutritional practices, the School Lunch Director shall attempt to purchase at least thirty percent (30%) of the total food cost for the School Lunch Service Program from New York State farmers, growers, producers, or processors, and shall take the necessary steps to apply for all State-funded subsidies when that goal is met.

#### II. Eligibility for Free and Reduced Meals

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- A. To extend the benefit of the program to all eligible students, the OHM BOCES will communicate to families the eligibility for free and reduced meals, the procedures for applying and the OHM BOCES' policies and procedures regarding meal charges set forth in this Policy.
1. At the beginning of each year, information letters shall be sent to households of children attending the school to inform families about the Child Nutrition Programs and that free or reduced-price meals or free milk may be available to children, and the procedures for applying for enrollment in the program.
  2. The letters may be distributed by regular mail, e-mail addressed to the parent or guardian, or included in information packets provided to students.
  3. The information provided to each family at the beginning of each school year shall include a printed application for enrollment in the Federal free and reduced-price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
  4. The information provided at the beginning of each school year shall identify the OHM BOCES' School Lunch Director, provide that person's contact information, and inform families that they may contact that person to request assistance in applying for Federal free and reduced price lunch benefits.
  5. If the OHM BOCES becomes aware that a student whose parent or guardian has not submitted an application for free or reduced price lunch or milk benefits is eligible for those benefits, the School Lunch Director shall complete and file an application on behalf of the student, in accordance with the procedures set forth in 7 C.F.R. 245.6(d).
- B. A household may apply for benefits at any time during the school year.
1. Only one application is required for all children in the household.
  2. No application is necessary if the household was notified by the OHM BOCES that all children have been directly certified. If the household is not sure if their children have been directly certified, they should contact the School Lunch Director.

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3. A student's status as eligible for free and reduced-price meals shall carry over into the next school year for thirty (30) days from the start of school attendance.
4. A student that transfers from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school shall be deemed eligible for free and reduced-price meal benefits for thirty (30) days or until a new eligibility determination is made, whichever occurs first.

III. Meal Payments and Deferred Payments (Meal Charge)

- A. Students may charge meals in accordance with the following rules:
  1. Students are expected to pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day.
  2. Students may charge complete reimbursable meals only.
  3. All students will be provided with meal charge opportunities pursuant to this Policy, regardless of whether they receive full price, reduced price, or free meals.
  4. When the balance on a student's meal card or [\[MySchoolBucks; PayPams:etc.\]](#) is exhausted, the OHM BOCES will provide the student with the student's meal of choice from the available reimbursable meal choices for that school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
  5. No student with a negative meal card or [\[MySchoolBucks; PayPams:etc.\]](#) account balance will be allowed to charge any a la carte items, including snacks, extras, or beverages.
  6. The information provided at the beginning of each school year shall include an explanation of the OHM BOCES' Policy on charging meals and shall provide each parent or guardian with a procedure for notifying the OHM BOCES that their student should not be allowed to charge meals.
- B. The OHM BOCES is committed to ensuring that Federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not subsidize meals for adults. The OHM BOCES, therefore, adheres to a "no charge" meal purchase policy for adults.

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IV. Communication of Policy to Families, Students, and Staff

- A. This Policy will be submitted to the Commissioner and then posted on the OHM BOCES' website.
- B. The OHM BOCES will communicate this Policy to parents/guardians in writing at the start of each school year and upon enrollment during the school year.
- C. The OHM BOCES will provide this Policy to all school staff responsible for enforcement, including but not limited to, school food service professionals for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, school social workers, school nurses, the homeless liaison, other staff members assisting children in need (or who may be contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this Policy.
  1. The OHM BOCES' liaison for providing services to homeless, foster, and migrant students shall coordinate with the School Lunch Director to ensure that these students are eligible to receive free meals in accordance with Federal law.
  2. Time shall be provided on one (1) or more Superintendent Conference Days to provide staff with training with respect to this Policy and the OHM BOCES' procedures for implementing it. Staff shall be informed that it is the OHM BOCES' Policy to decrease student distress or embarrassment when a meal account is delinquent, and that no staff member is to: publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means, including wearing a wrist band or hand stamp; require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for a meal; require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals; take any action directed at a student to collect unpaid school meal fees; or discuss any outstanding meal debt in the presence of other students.

V. Nonprofit School Food Service Account (NSFSA)

- A. When outstanding student charges accrue \$25 resulting from nonpayment for school meals, a letter and this Policy will be forwarded by mail or email from the School Lunch Director notifying the parent/guardian of the insufficient account

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balance. This notification may include a repayment schedule for unpaid meal charges. These outstanding meal charges shall be classified as delinquent debt.

1. The OHM BOCES' collection efforts shall include communications only with the parent or guardian, not the student.
  2. The OHM BOCES will take the following steps to collect delinquent amounts from a parent or guardian:
    - a. The School Lunch Director shall notify the parent or guardian that the student's meal card or account balance is exhausted and meal charges are due. This notice shall include a proposed repayment schedule.
    - b. If after fifteen (15) business days from the notice provided by the School Lunch Director the parent or guardian has not responded, or the response has not corrected the problem or established an acceptable repayment plan, then a second notification shall be sent to the parent or guardian, with a copy of this Policy, from the Assistant Superintendent for Support Services.
  3. The OHM BOCES will not charge interest or finance charges and will not utilize a debt collector, as defined in Federal law.
- B. The OHM BOCES shall continue efforts to collect delinquent debt until the June 30<sup>th</sup> following the school year during which the debt was incurred or for a period of three (3) months after the last partial payment was made against the debt, whichever is later. When this collection period has expired, any remaining delinquent debt will be classified as bad debt for purposes of the OHM BOCES' accounts. Bad debt will be written off in accordance with the OHM BOCES' usual accounting procedure.
- C. Delinquent debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by that account at the end of the school year or carried forward to the next school year. The OHM BOCES will, therefore, subsidize the nonprofit school food service account for all unpaid meals by June 30<sup>th</sup> of each school year using nonfederal funds. However, the OHM BOCES reserves the right to continue debt collection efforts to the next school year.
- VI. Breakfast Program
- A. When a OHM BOCES school is identified by the State Education Department as meeting the threshold that seventy percent or more of the students attending the

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school qualify for free or reduced price lunch meals, the OHM BOCES shall provide a breakfast program at that school in compliance with state law; provided that, if the District Superintendent, in consultation with the School Lunch Director, determines that the OHM BOCES meets the requirements for a waiver of this requirement, then the District Superintendent may apply to the Commissioner of Education for such a waiver.

- B. When the OHM BOCES provides a mandated breakfast program, the District Superintendent shall determine the service delivery model that best suits OHM BOCES students, after consulting with teachers, parents, students, and members of the community. Notice will be provided to parents and guardians of students at the affected school that the OHM BOCES will be providing breakfast after the start of the instructional day and the service delivery model being implemented.

VII. Training

The School Nutrition Program Director shall ensure they have completed all required training and/or continuing education standards by the USDA and its programs. In addition, the School Nutrition Program Director shall ensure all managers and staff with responsibility for implementing school nutrition programs, as well as acting and temporary staff, substitutes, and volunteers complete any required trainings required by the USDA and its programs.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: 7 CFR 210.12, 245.5 and 245.6(d); 15 USC 1692a; 42 USC 1758(b)(2)(A); Education Law §908; Ch. 537 of the Laws of 1976 as amended by Ch. 56 of the Laws of 2018; Healthy, Hunger-Free Kids Act, Public Law 111-296, Section 143; May 2006 Memo from SED's Frances N. O'Donnell to Food Service Directors/Managers; August 2005 Memo from USDA titled "*Establishing A Meal Charge Policy*"; July 8, 2016 Memo from USDA titled "*Clarification on Collection of Delinquent Meal Payments*", May 1, 2018 Memo from SED titled "*New York State Legislation – Prohibition Against Meal Shaming*."

Adopted: \_\_\_\_\_

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PURPOSE, USE AND ADMINISTRATION OF OHM BOCES  
DIGITAL INFORMATION SYSTEMS

I. Scope Statement of Policy

- A. Digital information systems are important to achieving the Board of Cooperative Educational Services' educational goals and conducting business operations in an efficient manner. The Board of Cooperative Educational Services' goal is to provide students and staff with digital technology tools that are appropriate to support the Board of Cooperative Educational Services' instructional goals and operational needs, consistent with a wise use of the financial resources.
- B. When used in this Policy, the terms "digital information systems" or "digital information assets" ~~includes~~ computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive whiteboards, video conferencing equipment, switches, ~~and applications (:apps"), software, and software as a service (SaaS)~~ that is owned, leased, or licensed by the OHM BOCES, or that the OHM BOCES has the use of through a cooperative educational services agreement (CoSer), and that is used to create, modify, store, or transmit information in a digitized form.
- C. This Policy applies to the use of all OHM BOCES-managed devices, including mobile devices such as laptop computers and digital tablets, whether the equipment is used by staff, students, or members of the public. References to OHM BOCES-managed devices shall include devices owned by the OHM BOCES and devices that are assigned to the OHM BOCES for use within the OHM BOCES under OHM BOCES supervision.
- D. This Policy also applies to the use of digital devices that are not OHM BOCES managed devices but are used to access and connect to the OHM BOCES' network, whether the device is owned or used by a staff member, student, or member of the public.
- E. This Policy also applies to social media activity which takes place in the school building(s), on OHM BOCES grounds, or at OHM BOCES events and social media use accessed through school resources
- F. The Board of Cooperative Educational Services prohibits employees from using digital devices to communicate with students except for educational purposes or those directly related to instruction and learning. ~~For purposes of this policy, the Board of Cooperative Educational Services includes as permissible communications those between employees and student athletes insofar as such communication is necessary for training, scheduling and practice.~~

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- G. Anyone who uses any part of the OHM BOCES' digital information systems is expected to comply with the standards of use set forth in this Policy, whether that person is a staff member (employees and volunteers), student, contractor, or member of the public (including parents or person in parental relation and community members).
- H. In addition to the standards set forth in this Policy for use of the OHM BOCES' digital information systems, users of those systems must comply with all other Board of Cooperative Educational Services adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy, ~~and the Equal Opportunity and Prohibition of Discrimination and Harassment Including Sexual Harassment Policy~~ the OHM BOCES' policies prohibiting harassment, discrimination, and bullying, Title IX, and other related Board policies.
- II. OHM BOCES Accountability for Use of Digital Information Systems
- A. The Board of Cooperative Educational Services recognizes the OHM BOCES' responsibility to monitor the use of its digital information assets to ensure that those assets are used for their intended purposes, and that the use of those assets does not expose the OHM BOCES to unnecessary risk. This monitoring includes the use of filtering and other security protocols, which may include blocking certain networks or websites (including but not limited to social media sites), to protect the OHM BOCES digital assets and systems. The District Superintendent shall develop procedures and operating protocols that provide for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the OHM BOCES' assets.
- B. The OHM BOCES reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored, accessed, or transmitted using the OHM BOCES' digital information assets.
1. The only information that should be created, modified, stored, accessed, or transmitted using the OHM BOCES' digital information systems is information that is necessary to or supportive of the OHM BOCES' education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored, or transmitted by the individual using the OHM BOCES' digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the OHM BOCES' digital information systems.
  2. The District Superintendent shall ensure that staff, students, and the public are periodically advised that any information created, modified, stored, or transmitted using the OHM BOCES' digital information systems may be examined by the OHM BOCES for such reasons as to ensure that the systems are being properly used, or to comply with obligations under laws such as the

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Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), and litigation discovery procedures.

- C. The OHM BOCES is not responsible for the quality, availability, accuracy, nature, or reliability of Internet service beyond the point at which the OHM BOCES' digital information systems connect to the internet. Not all information found on the internet is accurate or reliable, and each user is responsible for verifying the integrity and authenticity of information that the user finds on the internet.
- D. The OHM BOCES maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the digital information system shall not be deemed to be a public forum or limited public forum.

III. Responsible Use of Digital Information Systems and Assets

- A. Instructional and non-instructional staff are provided with access to the OHM BOCES' digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance, and may be subject to counseling or discipline consistent with applicable laws and collective bargaining agreements.
  - 1. Each staff member shall execute an Employee Agreement On Use of OHM BOCES Technology Devices, Network, E-Mail and Internet regulation 5301.1 before being given access to the OHM BOCES digital information system.
  - 2. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the OHM BOCES.
- B. Students are provided with access to the OHM BOCES' digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy, or guidance issued by the District Superintendent or other administrator or teacher, may result in disciplinary action consistent with the OHM BOCES' Code of Conduct.
- C. Members of the public may access the OHM BOCES' digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access while in the school building). The District Superintendent, in consultation with the Assistant Superintendent for Support Services, shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other Board Policies, and are reasonably advised that information

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created, modified, stored, or transmitted through the OHM BOCES' digital information systems is not considered private, except to the extent explicitly provided by law.

- D. Users must not engage in conduct that may compromise the security of the OHM BOCES' digital information systems.
1. A user may not access the systems with any password other than their own password.
  2. A user may not disclose the user's assigned password to anyone except a OHM BOCES staff member authorized to have access to that user's password.
  3. A user may not download or install any program, app, content, or other software that has not been approved for installation by the OHM BOCES.
  4. A user may not circumvent, or attempt to circumvent, any computer security measure implemented by the OHM BOCES or required by any service provider or program as a condition for using a service or program.
  5. A user may not download, create, or distribute a virus, Trojan horse, adware, or other malware, or add files to or delete files that change the function or operation of the digital information systems.
- E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless for pre-approved school-related purposes), or playing online games that have not been incorporated into course material.
- F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs, and programs.
- G. Users may not access, upload, download, or distribute ~~pornographic~~ material that is pornographic, obscene material, or sexually explicit material. This includes a prohibition of "sexting", which is the transmission of images, text, and/or links to content that are sexually explicit, often sent and received through SMS, MMS, or social media.
- H. Users may not create or distribute information that is disrespectful of other persons or groups, or that is illegal, defamatory, abusive, intimidating, harassing, discriminatory, or bullying, or the creation or distribution of which is illegal.

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- I. Users may not participate in chat rooms, instant messaging, or e-mail that is not specifically permitted by a staff member as a legitimate school-related purpose.
- J. Users may not send or display unsolicited non-educational related messages or pictures.
- K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the OHM BOCES' instructional technology staff or other technical consultants.
- L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.
- M. Users may not use the OHM BOCES' digital information systems to conduct business transactions not related to their school responsibilities, or to perform work on behalf of any non-school organization.
- N. Users may not engage in any activity using the OHM BOCES' digital information systems that violates any local, state, or federal law. OHM BOCES staff who encounter materials on OHM BOCES accounts, computers, devices, or elsewhere, should immediately report it to their supervisor, or the OHM BOCES Title IX Coordinator, Compliance Coordinator, or DASA Coordinator.
- O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked, or be subject to discipline consistent with the OHM BOCES' Code of Conduct and applicable laws and collective bargaining agreements.

P. Use of Artificial Intelligence (AI)

- 1. The OHM BOCES commits to using AI responsibly, fairly, safely, and with respect for the principles of academic integrity, honesty, and educational and professional ethics. The use of AI by staff and students must also be in accordance with applicable state and federal laws, including but not limited to:
    - a. NYS Education Law 2-d;
    - b. FERPA;
    - c. NYS Technology Law 208;
    - d. OHM BOCES policies, including but not limited to:
      - i. data security and privacy policies; and
      - ii. the Code of Conduct;
- and

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- e. data privacy agreements with third-party contractors and vendors
- 2. There are a variety of AI products and programs available. These include but are not limited to products that use Generative AI (GenAI), that are built and enhanced by large language models (LLMs), or train AI products and programs using customer input. Information entered into AI products and programs may be accessible to others due to data sharing or breaches.
- 3. Staff and students must understand that there are risks associated with the use of AI, including but not limited to:
  - a. implicit bias;
  - b. hallucinations;
  - c. incorrect results; and
  - d. the AI product or platform using data input by the user for training its products or LLMs.

Staff and students must think critically, fact-check AI outputs, be cautious when inputting data and information, and use primary, non-AI sources and references when using AI as a tool in their studies and their professional work.

- 4. Staff and students are prohibited from inputting certain types of data into AI products and software and are prohibited from creating certain outputs using AI products and software.
  - a. Prohibited input includes but is not limited to:
    - i. Materials, information, and/or data that is protected by copyright, trademark, intellectual property, or other federal or state law or regulation;
    - ii. Proprietary information or data;
    - iii. Confidential information or data such as student and employee records;
    - iv. Student and employee personal information including but not limited to:
      - (1) log ins,
      - (2) usernames,
      - (3) student IDs,
      - (4) names and addresses of students or, parents/guardians names
      - (5) other personal information to create vendor or product accounts or sign-ups to utilize AI or other digital products or vendors.

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- b. Additional prohibited uses of AI include but are not limited to generating or distributing content that:
  - i. is harmful or illegal.
  - ii. facilitates discrimination, harassment, or bullying.
  - iii. includes hate speech, is violent, or incites violence.
  - iv. is sexually explicit.
  - v. exploits or manipulates individuals.
  - vi. is defamatory.
  - vii. includes deepfakes or other similar outputs that are made using videos or photos to digitally alter the face, body, voice, or other identifying characteristics of an individual for malicious purposes.
  - viii. facilitates spam, phishing emails, malicious code, malware, or other deceptive or illegal communications or practices.
  - ix. engages in misrepresentation or misleading activities, such as fraud, scams, deceptive actions, misleading claims or representations, or impersonations.
  - x. otherwise violates federal or state laws or regulations.
  
- 5. Students and staff may only use AI products or programs that have been approved by the District Superintendent or their designee and conform with Education Law 2-d and any other applicable state or federal laws.
  
- 6. Staff and students must ensure their use of AI aligns with OHM BOCES policies and any related Regulations or internal procedures. Use of AI that plagiarizes or violates copyright protections, includes inaccurate information, or other misuse may result in discipline.
  - a. Violations of the use of AI by staff or students shall be dealt with in accordance with the OHM BOCES Code of Conduct or other applicable policies.
  
  - b. Consequences for violations may include:
    - i. Revocation of access and/or discipline, up to and including suspension for students;
    - ii. Revocation of access, counseling memos, and discipline, up to and including termination, pursuant to applicable laws and collective bargaining agreements, if any, for staff.
  
- 7. Responsibilities of the District Superintendent

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The District Superintendent or their designee may develop and update Regulations or internal processes or procedures regarding the use of AI by staff and students to ensure the protection of student and employee data and that aligns with subsequent federal and state laws and regulations. This may include, but is not limited to:

- a. staff trainings and professional development;
- b. approved uses of AI by staff and students;
- c. prohibited uses of AI use by staff and students;
- d. lists of prohibited AI inputs; and/or
- e. other procedures necessary to ensure that the use of AI by staff and students aligns with applicable laws, regulations, and District/BOCES policies.

IV. Physical Environment and Security

- A. The physical assets that are incorporated into the OHM BOCES' digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.
- B. The District Superintendent, in consultation with the Assistant Superintendent for Support Services, shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.
- C. If a OHM BOCES managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment, and the date of the expected return of the device. All devices shall be returned to the Instructional Technology Department no later than June 30 of each school year, unless prior arrangements have been made with the IT Department.
- D. A staff member or student may take possession of an assigned device only after providing the Instructional Technology Department with a written agreement the required personal information such as name, address, phone number, parents' names, address(es) and phone numbers for student devices, and any other information required by the IT Department.

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- E. The user, and in the case of devices provided to a student, their parent(s)/guardian(s), must also acknowledge and agree that by accepting the device, and upon receipt of a copy of this Policy, that they will comply with this Policy. The user, and in cases of devices provided to students, their parents, acknowledge and agree to acknowledging the following conditions with respect to the device and any related equipment provided with the device:
1. Use of the device must conform to the standards of responsible use set forth in this Policy, any corresponding Regulations, and all other applicable OHM BOCES policies and rules, whether the device is connected to the OHM BOCES' digital information systems or not;
  2. The device remains the property of the OHM BOCES, and must be returned to the OHM BOCES at the designated time or when the user ceases to be affiliated with the OHM BOCES, if earlier;
  3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances, and other physical dangers;
  4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized OHM BOCES employee or designee, and will not allow any other person to use the device;
  5. The software installed on the device is owned by or licensed to the OHM BOCES, and the user may not copy or alter the installed software; the user will not install or download any software, program, application, or executable code onto the device that is not approved by an authorized OHM BOCES employee or designee;
  6. The user acknowledges that the device may be equipped with software installed by the OHM BOCES to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize, or circumvent this security measure;
  7. The OHM BOCES retains the right to examine the device and its contents, and may do so remotely, and the user has no expectation of privacy in any information created, modified, stored, or transmitted with the device; and
  8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the OHM BOCES for the damage.

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Where the user is a student, the acknowledgement shall be signed by both the student and a parent or person in parental relation.

V. User Access Rights

- A. The OHM BOCES shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files, or elements that are appropriate to the user's status and, where applicable, job responsibilities.
- B. The OHM BOCES shall periodically review the roster of users and their assigned access rights, and make adjustments to reflect any changes in circumstances.
- C. Users shall be required to use passwords that meet standards established by the District Superintendent, in consultation with the Assistant Superintendent for Support Services, and to change passwords periodically.
- D. The District Superintendent, in consultation with the Assistant Superintendent for Support Services, is authorized to develop and adopt procedures and protocols for assigning, reviewing, and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the OHM BOCES.

VI. Mitigation of Business Interruption Risk

- A. The District Superintendent, in consultation with the Assistant Superintendent for Support Services, is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The Board shall be briefed on the status of these plans at least annually.
- B. As part of the disaster recovery plan, the OHM BOCES shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the OHM BOCES' digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the OHM BOCES shall be prioritized and backup schedules set accordingly.
- C. The OHM BOCES shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible OHM BOCES personnel of the steps to follow in responding to, and recovering from, a disaster-related interruption of the operation of the OHM BOCES' digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure, and cyber intrusion.

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VII. Email Component Use of Digital Information Systems or Assets for Communication

- A. ~~All references in~~ This Policy to the use of OHM BOCES digital information systems include the use of those systems for the composing, sending, receipt, and storage of communication, including email and OHM BOCES-approved messaging apps and software. The OHM BOCES' reserves right to access and inspect information stored on or passing through its systems as it applies to email these messages and related metadata. The standards of responsible use set forth above apply to email all OHM BOCES communications whether by email or other form of communication.
- B. Use of Email Communication By Staff Members
1. Staff members are provided with credentials to access and use the OHM BOCES' email domain (@oneida-boces.org) to send and receive work-related emails. Staff may also be given access to specific apps or services such as ParentSquare, SchoolMessenger, or other similar apps or services to communicate with students and their families.
  2. ~~As noted above, those emails~~ Communications via email, apps, or software (or SaaS) are not confidential or private. The OHM BOCES may review those emails communications for any reasonable business purpose, including to ensure compliance with this and other Policies, and with other applicable laws and regulations. The OHM BOCES may be required to disclose emails to third parties pursuant to the Freedom of Information Law (FOIL), Family Educational Rights and Privacy Act (FERPA), or other legal requirements. Employees shall not conduct personal business using the OHM BOCES' email address.
  3. Staff members must use the OHM BOCES' email domain or OHM BOCES'-approved apps, software, or SaaS to send and receive all work-related messages, including to students or their families. If a staff member uses a personal email account or cell phone to send or receive a work-related message, the staff member may be required to provide access to the personal email account or phone in order to comply with FOIL, FERPA, or another legal requirement.
  4. If a staff member stores personal email, or passwords to personal ~~email~~ accounts, including personal email accounts, on the OHM BOCES' digital information systems or assets, that information will be available to the OHM BOCES.
  5. Each email or other digital communication is a business document. Consistent with the standards for responsible use set forth above, all ~~email~~ communications should be businesslike, appropriate to the business purpose,

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and respectful of the recipients. Staff members must keep in mind that every communication, including emails, is subject to public disclosure under FOIL, FERPA, or another legal requirement.

6. \_\_\_\_\_ Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.

C. Use of Email Communication by Students

1. Use of the OHM BOCES' email domain by students is permitted when ~~assigned~~ approved by a teacher or administrator as part of a class requirement, project, or unit.
2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) or other personal accounts such as social media, through an OHM BOCES owned machine device. If a student uses or stores personal email, or passwords to personal accounts, including personal email accounts, on OHM BOCES' digital information systems or assets, that information will be available to the OHM BOCES.
3. The OHM BOCES' email domain is filtered and can be monitored by school staff. Students do not have an expectation of privacy when using the OHM BOCES' email domain or OHM BOCES' devices.

VIII. Personally-Owned Devices Connected to the OHM BOCES' Digital Information Systems

- A. When devices not owned or managed by the OHM BOCES access the OHM BOCES' digital information systems, the OHM BOCES is exposed to several additional risks, such as the risk that malware will infiltrate the OHM BOCES' system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to OHM BOCES business will be stored on the device, and the OHM BOCES will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-OHM BOCES managed devices to the OHM BOCES' digital information systems shall be required to accept certain requirements.
- B. The District Superintendent, in consultation with the Assistant Superintendent for Support Services, ~~shall~~ is authorized to develop and implement procedures and protocols for authorizing devices not managed by the OHM BOCES to be connected

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to the OHM BOCES' digital information systems. Devices shall not be connected to the OHM BOCES' systems unless the user of the device agrees to the terms determined by the District Superintendent or their designee to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:

1. The user acknowledges familiarity with this Policy and other relevant Policies, and agrees that the use of the OHM BOCES' digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;
2. The user agrees to give the OHM BOCES access to the memory of the device when the OHM BOCES has a business reason to retrieve data or documents, including the need to respond to a FOIL request; a request for education records under FERPA; or a litigation disclosure requirement, or a review to confirm compliance with the standards of responsible use;
3. The user agrees that no OHM BOCES-related data or documents will be copied or otherwise stored in personal "cloud" accounts such as Dropbox, Box, OneDrive, etc. All OHM BOCES documents and data should be stored on OHM BOCES approved accounts and devices, using OHM BOCES credentials;

~~The user agrees that OHM BOCES-related communications will be sent and received as email when practicable, and that text messaging will only be used to relay non-essential information;~~

4. In the event that the device is lost, stolen, or missing for more than 48 hours, the user will immediately notify the Assistant Superintendent for Support Services, and will cooperate with all OHM BOCES efforts to recover or reconstruct OHM BOCES-related information that was stored on the device;
5. The user acknowledges that if the device is used to access the internet through the OHM BOCES' digital information systems then that access will be filtered in accordance with the OHM BOCES' Internet Safety Policy;
6. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated, and updated where applicable;
7. ~~The user agrees that, if the device has the capability to connect to the internet using cell phone connections, the user will not connect the device to the internet using that capability while on school premises. Instead, the user will~~

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~~always connect to the OHM BOCES network in order to connect to the Internet the delivery of instructional programs and/or the conduct of OHM BOCES operations will be conducted on OHM BOCES networks;~~

8. The user agrees that the OHM BOCES will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of being connected to and operating on the OHM BOCES' digital information systems; and
9. The user agrees that failure to abide by the terms of use will be sufficient reason for the OHM BOCES to block the device from further access to the OHM BOCES' digital information systems.

~~C. The use of non-OHM BOCES managed devices by students on school property shall be subject to rules and protocols approved by the District Superintendent after consultation with building principals and teachers.~~

IX. Student Data Security and Parental Consent

- A. The creation, modification, storage, and transmission of personally identifiable student information using the OHM BOCES' digital information systems must comply with the requirements of federal and state law.
  1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.
  2. Personally identifiable student information may not be provided to third party contractors (including online or "cloud" services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The District Superintendent shall develop and implement a procedure for administrators, teachers, and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.
- B. The standard procedure in the OHM BOCES shall be to provide each student with access to the OHM BOCES' digital information systems unless the student violates the OHM BOCES rules for the use of those systems or the OHM BOCES is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student's parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the OHM BOCES that their student is not to be given access to the OHM BOCES' digital information systems.

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X. Data Security Awareness Training

OHM BOCES staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the OHM BOCES' digital information systems.

XI. Notification

The OHM BOCES shall ensure this Policy is provided to students, their parents/guardians, and staff on an annual basis and posted on the OHM BOCES website.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: NYS Labor Law §2-d; The Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232; NYS Public Officers Law §87 (Freedom of Information Law (FOIL)); NYS Technology Law §208

Cross Ref: 0015, Equal Opportunity and Nondiscrimination Prohibition of Discrimination and Harassment Including Sexual Harassment; 1005, Code of Conduct; 5300, Internet Safety; 5307, Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy (2d)); 1300, Records Management and Access (FOIL); 7400, Education Records (FERPA)

Adopted 07/10/02

Revised: 04/10/19, 07/13/22, \_\_\_\_\_

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SUPPORT OPERATIONS

Draft 10/14/25  
5302

USAGE OF SECURITY CAMERAS IN THE ONEIDA-HERKIMER-MADISON  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

I. Statement of Policy

The Board of Cooperative Services promotes student, staff and visitor safety in all OHM BOCES facilities, grounds or buses. In order, that we may ensure a safe and effective learning environment, the Board of Cooperative Educational Services promotes the use of security cameras when necessary in all OHM BOCES facilities, grounds or buses. security cameras will be used in public areas and other non-public areas, except areas, such as rest rooms, where there is an obvious requirement for privacy. Audio recordings will not be made with such cameras. Such prohibition does not preclude the use of audio recordings by law enforcement or OHM BOCES personnel when used in accordance with their official duties and as authorized by law.

II. Development and Review of Safety Practices

The OHM BOCES Safety Team will develop and review OHM BOCES safety practices. The team will make recommendations to the District Superintendent regarding the use and implementation of security cameras. The District Superintendent will retain the final decision-making authority regarding Safety Team recommendations. The District Superintendent will communicate with the Cooperative Board concerning the procedures to be followed with regard to the use of security cameras by OHM BOCES.

III. Use

In determining the most appropriate use and implementation of security cameras in the OHM BOCES, facilities, grounds and buses the OHM BOCES-wide Safety Team's recommendation will be guided by the following consideration:

- A. A demonstrated need for the device at designated locations;
- B. The appropriateness and effectiveness of the proposed usage of security cameras;
- C. The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to building, use of pass cards or identification badges, increased lighting, alarms, added supervision, etc.);
- D. Everyone's right to privacy and the need for public safety; and
- E. The expense involved in the purchase, installation, maintenance and monitoring of security cameras at designated locations, including buses and/or on OHM BOCES grounds.

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USAGE OF SECURITY CAMERAS IN THE ONEIDA-HERKIMER-MADISON  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

IV. Video Recording

- A. Any video recording used for security purposes in OHM BOCES facilities, grounds and buses, will be the sole property of the OHM BOCES. The District Superintendent or a designee will be the custodian of such recordings. All video recordings will be in their original form and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.
- B. OHM BOCES prohibits the installation or use of cameras in restrooms, locker rooms or rooms designated by the BOCES for individuals to change their clothes. Individuals are required to change their clothes only in designated areas.
- C. ~~Silent~~ Video recordings of students are considered to be “Student Education Records” and will be handled in accordance with the OHM BOCES Student Records Policy.

V. Viewing

Requests for viewing a specific video recording must be made in writing to the District Superintendent or designee and, if the request is granted, such viewing must occur in the presence of the OHM BOCES designated custodian of the recording. Under no circumstance will the OHM BOCES video recording be duplicated and/or removed from the OHM BOCES premises unless in accordance with a court order and/or subpoena or as otherwise required by law.

VI. Signage/Notification Regarding Use of Security Cameras in OHM BOCES Buildings, Buses and/or on Grounds

- A. Appropriate signage will be posted at entrances to the OHM BOCES campus and/or at major entrances into OHM BOCES buildings notifying students, staff and the general public of the OHM BOCES use of security cameras.
- B. Students and staff will receive additional notification, as appropriate, regarding the use of security cameras on the OHM BOCES buses and/or on grounds. Such notification may include, but is not limited to, publication in the OHM BOCES calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of security cameras with staff and students to heighten awareness and help foster a sense of security. Neither shall this policy preclude the use of covert security methods, when deemed appropriate by the Board of Cooperative Educational Services and/or the District Superintendent.

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USAGE OF SECURITY CAMERAS IN THE ONEIDA-HERKIMER-MADISON  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

VII. Records Retention

- A. All videotaped or other recordings obtained for security purposes that contain incidents that have potential administrative or legal uses (e.g. incidents where students are hurt, illegal activities, etc.) will be kept by OHM BOCES for three (3) years.
  
- B. Videotaped or other recordings not containing incidents warranting retention for potential administrative or legal uses need only be retained for at least two (2) weeks.

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Oneida-Herkimer-Madison Board of Cooperative Educational Services

Legal Ref: Family Education Rights and Privacy Act, 20 U.S.C. 1232(g); NY Labor Law Section 203-c; NY Penal Law Article 250; NYS Public Officers Law Article 6 (FOIL)

Adopted: 07/01/2004

Revised: 07/12/18, 07/13/22

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# Oneida-Herkimer-Madison BOCES

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

www.oneida-boces.org

## MEMORANDUM

**IX. D. 3**  
**Approval of Per Diem Substitute**  
**Rates for Teachers and Teaching**  
**Assistants**  
**November 12, 2025**

TO: Cooperative Board

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

DATE: October 29, 2025

SUBJECT: Approval of Per Diem Substitute Rates for Teachers and Teaching Assistants

PREPARED BY:   
Scott Morris, Assistant Superintendent for Support Services

### BACKGROUND:

Currently, the Oneida-Herkimer-Madison BOCES per diem substitute rates are \$105 per day for a certified teacher, \$95 per day for an uncertified teacher, and \$95 per day for a substitute teaching assistant. NY State minimum wage will be increasing on December 31, 2025 to \$16.00 per hour, which will impact the uncertified teacher and teaching assistant substitute rates.

### DISCUSSION:

In order to secure substitutes, offer competitive per diem rates, and comply with minimum wage requirements, it is recommended that Oneida-Herkimer-Madison BOCES increase the per diem substitute rates of both teachers and teaching assistants. For reference, attached is a survey of the 2025-2026 substitute teacher rates for our component districts and surrounding BOCES.

### RECOMMENDATION:

In order to be competitive in the marketplace and to secure the largest pool of substitutes needed to fill per diem vacancies, it is recommended that the Oneida-Herkimer-Madison BOCES increase the per diem teacher and teaching assistant substitute rates as follows:

Certified Substitute Teacher	\$135 per day
Uncertified Substitute Teacher	\$114 per day
Substitute Teaching Assistant	\$114 per day

### RESOLUTION:

That the Oneida-Herkimer-Madison BOCES adopts the following substitute rates effective December 31, 2025:

Certified Substitute Teacher	\$135 per day
Uncertified Substitute Teacher	\$114 per day
Substitute Teaching Assistant	\$114 per day

**2025-2026 SUBSTITUTE TEACHER RATES**

<b>BOCES</b>	<b>Teacher Assistant</b>	<b>Uncertified Teacher</b>	<b>Certified Teacher</b>	<b>District Retiree</b>
OHM BOCES	\$95.00	\$95.00	\$105.00	N/A
Herkimer BOCES	N/A	\$135.00	\$145.00	N/A
Madison BOCES	\$111.41	\$118.95	\$129.48	N/A

<b>District</b>	<b>Teacher Assistant</b>	<b>Uncertified Teacher</b>	<b>Certified Teacher</b>	<b>District Retiree</b>
Brookfield CSD	\$110.00	\$115.00	\$125.00	N/A
Clinton CSD	N/A	\$110.00	\$120.00	\$140.00
Holland Patent CSD	N/A	\$110.00	\$130.00	N/A
New Hartford CSD	\$110.00	\$110.00	\$130.00	\$150.00
NY Mills UFSD	N/A	\$100.00	\$120.00	N/A
Oriskany CSD*	N/A	\$110.00	\$120.00	N/A
Remsen CSD	N/A	\$110.00/\$120.00	\$150.00	\$160.00
Sauquoit Valley CSD	N/A	\$100.00	\$110.00	\$120.00
Utica CSD**	N/A	\$100.00	\$130.00	N/A
Waterville CSD	\$112.00	\$112.00	\$130.00	\$140.00
Westmoreland CSD	N/A	\$110.00/\$120.00	\$150.00	\$160.00
Whitesboro CSD	\$108.50/\$109.55	\$110.00	\$125.00	\$140.00

\*\$115/day uncertified if sub is working more than 20 days, \$125/day certified if sub is working more than 20 days

\*\*\$186/day uncertified and certified if sub is working more than 20 days



## Oneida-Herkimer-Madison BOCES

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

### MEMORANDUM

To: Cooperative Board

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

Date: November 4, 2025

Subject: Advisory Committee Membership – New Members

Prepared by: Christopher Hill, Mike Hoover 

**IX. D. 4**  
**Approval of Advisory Committee**  
**Membership**  
**November 12, 2025**

#### Background

The Board approves appointments to the various Career and Technical Education Committees. The appointments consist of business/industry partners, partners in education, and students. These stakeholders provide vital feedback that help shape our programs in Career and Technical Education.

#### Discussion

When new members are needed, teachers and/or administrators will contact prospects and determine if they would like to serve as a member. Members are chosen for their knowledge and expertise in the area to which they are appointed.

#### Recommendation

That the Cooperative Board approve participation of Mike Guttman, Program Manager on the Workforce Strategies team at Micron Technology, INC. on the CTE Advisory Committee.

#### Resolution

That the Cooperative Board approve participation of Mike Guttman, Program Manager on the Workforce Strategies team at Micron Technology, INC. on the CTE Advisory Committee.

## Mike Guttman Staff Program Manager – Workforce Strategies Micron Technology, INC.

**Mike Guttman** is a program manager on the Workforce Strategies team at Micron Technology, Inc., based at the Manassas, Virginia, site. In this role, he is responsible for developing the pipeline for future talent on the East Coast. He collaborates closely with community colleges, technical colleges, and high school CTE programs to advise and develop curricula, while also serving on numerous industry advisory boards. Additionally, he manages the technician internship program at the Manassas site.

With two decades of experience in technical and engineering roles, Mike has specialized in electro-mechanical equipment within the semiconductor and military sectors. His technical expertise encompasses the development, maintenance, and troubleshooting of complex electro-mechanical systems. He has led numerous projects aimed at enhancing operational efficiency and reliability and has been instrumental in implementing advanced manufacturing processes and technologies. Mike's extensive program management experience includes talent attraction and retention, cost management, and new facility construction, making him a valuable asset in his current role.

Mike is also dedicated to supporting veterans, actively engaging with veterans within Micron and the community to promote veteran causes. He holds a Six Sigma Lean Green Belt certification and is a Certified Military Veteran Recruiter. His educational background includes a certificate in communication electronics from Sauk Valley Community College and an Associate of Applied Science degree in Technical Studies from Excelsior College in Albany, New York.

In his spare time, Mike enjoys outdoor activities, traveling, and attending airshows.

The Micron logo, featuring the word "micron" in a lowercase, sans-serif font with a trademark symbol (TM) to the upper right.



## Oneida-Herkimer-Madison BOCES

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### MEMORANDUM

To: Cooperative Board

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

Date: October 9, 2025

Subject: Gift Acceptance from Ford Motor Company

Prepared By: Chris Hill   
Mike Hoover 

**IX. D. 5**  
**Approval of Gift Acceptance from**  
**Ford Motor Company**  
**November 12, 2025**

#### **Background:**

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

#### **Discussion:**

Ford Motor Company has notified the OHM BOCES of their wish to donate up to two 2025 Ford Mustang Mach-E vehicles. While both vehicles may have body damage, as new vehicles, they would give our students in Automotive Technology and Auto Body Repair the opportunity to work on 2025 electric vehicles. Our Automotive Technology program is ASE accredited, and part of that accreditation includes preparing students for their careers, which will include servicing electric vehicles. In Auto Body Repair, students engage in small dent repair, incorporating automotive welding and collision repair. These vehicles will give our students in both programs of study a chance to work with a state-of-the-art vehicle.

#### **Recommendation:**

It is recommended that the OHM BOCES Cooperative Board accept the gift of up to two 2025 Ford Mustang Mach-E vehicles from the Ford Motor Company.

#### **Resolution:**

That the Cooperative Board of the OHM BOCES accept the gift of up to two 2025 Ford Mustang Mach-E vehicles from the Ford Motor Company for use in the Automotive Technology and Auto Body Repair programs.

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