Board of Education

Frank W. Cyr Center, 159 W. Main St., Stamford, NY 12167
607 - 652 - 1209 • FAX 607 - 652 - 1215

OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

BOARD AGENDA

Tuesday, August 31, 2010
12:30 p.m. - Conference Room

Frank W. Cyr Center
Stamford, New York 12167

The Mission of the Otsego Northern Catskills BOCES is:

To provide leadership and support systems through teamwork with the component districts to enhance student outcomes and lifelong learning.

Adopted: May 20, 1991

I. OPENING OF MEETING

A. ROLL CALL & QUORUM CHECK

B. PLEDGE OF ALLEGIANCE

C. CALL TO ORDER

D. ADDITIONS TO AGENDA AND ADOPTION OF CONSENT AGENDA

1. APPROVAL OF MONTHLY REPORTS - Attachment #1

E. APPROVAL OF MINUTES - Attachment #2

- Regular Board Meeting - July 27, 2010
- Special Board Meeting - August 11, 2010

F. APPROVAL OF BUDGETARY TRANSFERS - Attachment #3

G. EXAMINATION OF WARRANTS

H. CLAIMS AUDITOR REPORT - Attachment #4

I. PUBLIC COMMENTS

II. REPORTS

A. DISTRICT SUPERINTENDENT REPORT

- Hiring Update
- Opening Day
- Board of Education Strategic Plan
- ONC BOCES Telephone Directory Listing
- Negotiations Update

B. ASSISTANT SUPERINTENDENT FOR MANAGEMENT SERVICES REPORT

- Local Government Efficiency Grant
- NCOC Roof Project Status
- Move Update
- NCOC Break-in Update
- Waiver of Premium
- State Budget/Ed Jobs/Race to the Top (RTTT)

III. NEW BUSINESS

A. PERSONNEL - Attachment #5

B. ADOPTION OF PROFESSIONAL DEVELOPMENT PLAN

Permission is requested to adopt the Professional Development Plan as presented and reviewed by Maizy Jaklitsch at the July 27, 2010 Board meeting.

C. APPROVAL OF AMENDMENT TO THE 2010 TRS RETIREMENT INCENTIVE PROGRAM

BE IT RESOLVED that the Board of Education of the Otsego Northern Catskills BOCES does hereby elect to provide the benefits of Part A of Chapter 105 of the Laws, 2010, commencing on **June 24, 2010** for the targeted positions with an effective date of retirement set during the thirty (30) day period beginning with and immediately following the commencement date and who are otherwise eligible as specified by Part A of Chapter 105, Laws of 2010.

D. APPROVAL OF CONSULTANT – KELLY ANN BUTLER

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center will be providing occasional driver physicals to their staff and desires to employ a consultant for the purpose of providing physical examinations to the ONC BOCES Otsego Area Occupational Center for the period of September 1, 2010 – June 24, 2011, and

Whereas, Kelly Ann Butler, Family Nurse Practitioner, PLLC, Oneonta, NY has agreed to provide services as a Nurse Practitioner as requested by ONC BOCES, and has requested compensation in the amount of $65 per person, agreeing to the terms and conditions of the consultant agreement,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the consultant and amount set forth above.

E. APPROVAL OF CONSULTANT – TANYA SAUNDERS/CHRIS SPERRY

Whereas, the Otsego Northern Catskills BOCES School Library System desires to employ a consultant for the workshop presentations for their LSTA Grant during the months of October 2010, December 2010, and March 2011 (specific dates to be determined), and

Whereas, Chris Sperry under the direction of Tanya Sanders of Project Look Sharp, Ithaca College, Ithaca, NY has agreed to provide services as a presenter as requested by ONC BOCES, and has requested compensation in the amount of $5,470 paid through the grant, agreeing to the terms and conditions of the consultant agreement,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the consultants and amounts set forth above.

F. RESOLUTION TO APPROVE SERVICE PROVIDERS CONTRACT – ITINERANT SERVICES

Whereas, the Otsego Northern Catskills BOCES Itinerant Services Department desires to contract with the following business to provide services to preschool children with disabilities pursuant to Section 4410 of the New York State Education Law, and

Whereas, Otsego County Department of Health, Division of Children with Special Needs, Cooperstown, NY has agreed to contract with ONC BOCES Itinerant Services Department for services to preschool children with disabilities effective July 1, 2010 through June 30, 2013. Individual rates will vary dependent on ONC

BOCES services from $120-$186/hour for the 2010-11 school year as outlined in the agreement, and rates for school years 2011-12 and 2012-13 are subject to change.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the contract at the rate and terms shown above.

G. RESOLUTION TO APPROVE DISCOVERY EDUCATION PURCHASE CONTRACT – MEDIA LIBRARY SERVICES

Whereas, the Otsego Northern Catskills BOCES Media Library Services Department desires to contract with the following business for their participating school districts for access to educational streamed video services, and

Whereas, Discovery Education, Silver Springs, MD has agreed to grant non-exclusive non-transferable rights to purchase Discovery Licenses for their participating school districts for access to educational streamed video services effective September, 2010 through August 31, 2012. The rates for the streaming for 2010-11 will be for K-8 at $1,218.52/yr, for K-12/9-12 at $1,626.06/yr, and the per student option is $2.46/student. Rates for 2011-12 will be K-8 at $1,255.08/yr, for K-12/9-12 at $1,674.84/yr, and the per student option is $2.53/student.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the contract at the rate and terms shown above.

H. RESOLUTION TO APPROVE REVISED RENTAL CONTRACTS as LISTED ON RENTAL FACILITY SCHEDULE - Attachment #6

Whereas, the Otsego Northern Catskills BOCES - wishes to initiate and/or renew the rental leases as listed on the **8/20/2010 version of the** 2010-11 Rental Facility Schedule, Attachment #6

Whereas, single year and multi-year leases have been obtained and approved by the Otsego Northern Catskills BOCES Board of Education on May 18, 2010, The State Education Department and the required certificate of occupancies are in effect for the term of the lease(s),

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the leases for the period and rates contained within the 2010-11 Rental Facility Schedule.

I. RESOLUTION TO APPROVE SERVICES PROVIDED CONTRACT – CASEBP

Whereas, the Otsego Northern Catskills BOCES Catskill Area Schools Employee Benefit Plan (CASBP) desires to contract with the following business for their participating school districts for general plan management services, claim audit services, and workers' compensation plan provided as outlined in the contracts, and

Whereas, KBM Management, Inc. has agreed to provide health and dental plan management services and claim audit services for the period of July 1, 2010 – June 30, 2013 at the professional fee of $28,440/year for the period of July 1, 2010-June 30, 2011, travel expenses included, with other services to be performed at a rate of $115/hour. The professional fee for the second year and third year will be determined by increasing the professional fee for the first year by the percentage change in the CPI-U plus 2% not to exceed 3.5% per contract year.

Whereas, KBM Management, Inc. has agreed to provide workers' compensation management services for the period of July 1, 2010 – June 30, 2013 at the professional fee of $18,600/year. The professional fee for the second year and third year will be determined by increasing the professional fee for the first year by the percentage change in the U.S. city average for all items of the CPI-U.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the contract at the rate and terms shown above.

J. RESOLUTION TO AWARD BID – LUMBER SUPPLIES

Whereas, the Otsego Northern Catskills BOCES has solicited bids for Lumber Supplies, for the Occupational Centers, and

Whereas, bids were duly advertised and opened on August 5, 2010 at 3:00 p.m. by Jenessa Tatro, witnessed by Kristin Steigmeier. The bidders have met all the specifications contained within the bid, and

Whereas, the bids were compared and reviewed by Joe Booan, CTE Director, Tom Santacrose, Principal, at the Northern Catskills Occupational Center as well as Deb McMullen, Principal at the Otsego Area Occupational Center, it is recommended that the bid be awarded on a line item basis to the lowest qualified bidder for the period of July 1, 2010 to June 30, 2011:

Pickett Building Materials, 6459 State Hwy 23, Oneonta, NY 13820	$ 950.44
Curtis Lumber, 46631 State Highway 10, Delhi, NY 13753	$4,367.73
Wightman's Specialty Woods, 146 Co. Rte. 35A, Portlandville, NY 13834	$ 873.10

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby award the bid to the vendors and in the amounts of shown above.

K. RESOLUTION TO AWARD BID - CULINARY ARTS PROGRAM SUPPLIES

Whereas, the Otsego Northern Catskills BOCES has solicited bids for Culinary Arts Program Supplies, for the Occupational Centers, and

Whereas, bids were duly advertised and opened on August 2, 2010 at 3:00 p.m. by Annette Hinkley, witnessed by Kristin Steigmeier. There was only one bidder, and they did not meet the specifications contained within the bid, and

Whereas, the bid was reviewed by Joe Booan, CTE Director, and it is recommended that the bid not be awarded at this time because the bidder did not meet the bid specifications.

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby not award the bid at this time.

L. RESOLUTION TO ACCEPT WALMART GRANT FOR ADULT & CONTINUING EDUCATION

Whereas, the ONC BOCES Adult and Continuing Education Department submitted a grant application for a Logistics Giving Grant to the Walmart Distribution Center, Sharon Springs, NY for the purpose of funding of books and supplies for the Adult Education Program for the period of July 1, 2010-June 30, 2011 school year.

Whereas, the grant application was approved in the amount of $1,000,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept the grant for the terms and amount stated above.

M. APPROVAL OF RESOLUTION FOR COOPERATIVE PURCHASING FOR SCHOOL YEAR 2010-2011 – GREATER SOUTHERN TIER BOCES

THIS AGREEMENT made this 1st day of July 2010, by and between the Board of Cooperative Educational Services for the Sole Supervisory District of Schuyler-Steuben-Chemung-Tioga-Allegany County, party of the first part, and the Otsego-Delaware-Schoharie-Greene BOCES, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved contract services of School Food Management and has been authorized to enter into agreements with board 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 the provide to the party of the second part the School Food Management services during the school year 2010-2011 at the cost of $74/year per district.

N. RESOLUTION TO APPROVE RENEWAL AGREEMENT - ESI EMPLOYEE ASSISTANCE PROGRAM

Whereas, the Otsego Northern Catskills BOCES desires to provide an Employee Assistance Program to its employees effective September 1, 2010 through August 31, 2011 and

Whereas, the ESI Employee Assistance Group of 55 Chamberlain St., Wellsville, NY 14895, agrees to provide the services as outlined to the employee and the Otsego Northern Catskills BOCES for an annual fee of $18.76 per employee for 257 employees for a total of $4,821.32, and for DOT required Substance Abuse Evaluations for $850.00,

Therefore, be it resolved that the Otsego Northern Catskills BOCES Board of Education does hereby approve the renewal of the Employee Assistance Program for the dates and terms above.

O. APPROVAL OF APPLICATION FOR WAIVER OF PREMIUM

Permission is requested to approve an application for waiver of health insurance contributions for Camie Jo Latta, Account Clerk, as per the Catskill Area Schools Employee Benefit Plan Document for employees who become totally disabled due to illness or injury for a six-month period effective September 1, 2010 through February 28, 2011.

P. ADOPTION OF REVISED BOARD POLICY #2210 - BOARD ORGANIZATIONAL MEETING - Attachment #7

Q. REVIEW OF BOARD POLICY #5252 - STUDENT ACTIVITIES FUNDS MANAGEMENT Attachment #8

This policy is presented for first reading with anticipated adoption at the September 29, 2010 meeting.

R. ADOPTION OF REVISED BOARD POLICIES - Attachment #9

The following board policies need to be amended due to the abolishment of the Assistant Superintendent for Curriculum and Instruction position:

#0110-R
#2310
#2350
#4200
#8332-E
#8334

S. PUBLIC COMMENTS

T. INFORMATION ITEMS

IV. ADJOURNMENT

/ef
8/24/10
Attachments

Otsego Northern Catskills Board of Cooperative Educational Services

Treasurers' Report as of June 30, 2010

	General Fund			Federal Fund	Capital Fund	Trust & Agency Fund			OAOC Operating Account		
	Checking	General Fund ERS Reserve	UI Reserve	Spec. Aid Fund Checking	Capital Project Fund-Checking	Trust & Agency Checking	Payroll Account	Extraclassroom Account	General Fund Operating Acct	Spec. Aid Fund Operating Acct	Trust & Agency Operating Acct
	NBT-52151247 (A200.00)	NBT-7003874847 (A200-ER)	NBT-7003874812 (A200.UI)	NBT-52167283 (F200.00)	NBT-7000805372 (H200.00)	NBT-52151301 (TA200.00)	NBT-52151271 (T200.01)	NBT and Wilber (TA200.02)	Wilber-20014856 (A200.WB)	Wilber-20014856 (F200.WB)	Wilber-20014856 TA(200.WB)
Balance Per Books:											
Balance-Prior Month	6,213,311.89	0.00	0.00	676,714.61	879,731.87	327,251.99	766.50	71,188.70	11,019.31	9,770.00	1,447.48
add: Current Month Receipts	6,065,578.24	271,000.00	505,440.00	511,553.89	86.72	1,910,907.39	1,260,251.72	11,361.97	342.06	0.00	1,211.44
less: Current Month Dsbrsmnts	(7,664,591.46)		0.00	(257,983.48)	(4,961.04)	(1,906,109.33)	(1,261,018.22)	(17,708.80)	0.00	0.00	(810.80)
Adjustments:											
Ending Book Balance	**$4,614,298.67**	**$271,000.00**	**$505,440.00**	**$930,285.02**	**$874,857.55**	**$332,050.05**	**$0.00**	**$64,841.87**	**$11,361.37**	**$9,770.00**	**$1,848.12**
Balance Per Bank:											
Bank Statement Balance	8,113,485.07	271,000.00	505,440.00	958,527.98	875,659.55	347,641.72	61,453.87	67,186.51	11,361.37	9,770.00	2,448.12
add: Deposits in Transit	0.00			0.00	0.00	0.00	0.00		0.00	0.00	0.00
less: Outstanding Checks	(3,499,186.40)			(28,242.96)	(802.00)	(15,591.67)	(61,453.87)	(2,344.64)	0.00	0.00	(600.00)
Adjustments:							0.00				
Ending Bank Balance	**$4,614,298.67**	**$271,000.00**	**505,440.00**	**$930,285.02**	**$874,857.55**	**$332,050.05**	**$0.00**	**$64,841.87**	**$11,361.37**	**$9,770.00**	**$1,848.12**

	Other Fund (Health, Wrkrs Comp, Dental & FLEX)									
	MMDA	CASEBP Checking	CASEBP CD Investments	Savings Citizens - 4005188582	FLEX CASE FLEX	WORKERS COMP. Savings	WORKERS COMP. Checking	WORKERS COMP. CD Investments	DENTAL Dental Consortium	DENTAL CD Investments
	NBT-7000805313 (OT200.04)	CHASE-753797877 (OT200.40)	Various (OT201.04)	Chase - 777213826 (OT200-14)	NBT-7001811902 (OT200-07/200-17)	NBT-7000805305 (OT200-06)	CHASE-753797901 (OT200-60)	Various (OT201-06)	Chase-753797885 (OT200-80)	Various (OT201-08)
Balance Per Books:										
Balance-Prior Month	3,066,009.45	2,361,639.36	7,429,184.55	8,027,695.01	58,588.20	1,802,653.24	108,768.06	0.00	978,269.06	0.00
add: Current Month Receipts	463.83	3,917,798.18	4,516.68	3,188.67	19,905.60	265.34	841.25	0.00	195,761.80	0.00
less: Current Month Dsbrsmnts	(12,233.90)	(2,652,771.72)		0.00	(22,402.01)	0.00	(68,915.48)	0.00	(68,513.90)	0.00
Adjustments:				0.00						
Ending Book Balance	**$3,054,239.38**	**$3,626,665.82**	**$7,433,701.23**	**$8,030,883.68**	**$56,091.79**	**$1,802,918.58**	**$40,693.83**	**$0.00**	**$1,105,516.96**	**$0.00**
Balance Per Bank:										
Bank Statement Balance	3,054,239.38	3,386,034.52	7,433,701.23	8,030,883.68	65,898.08	1,802,918.58	63,249.01	0.00	1,100,194.48	0.00
add: Deposits in Transit	0.00	640,361.00			0.00	0.00	0.00		48,265.00	
less: Outstanding Checks	0.00	(399,729.70)			(9,806.29)	0.00	(22,555.18)		(42,942.52)	
Adjustments:	0.00									
Ending Bank Balance	**$3,054,239.38**	**$3,626,665.82**	**$7,433,701.23**	**$8,030,883.68**	**$56,091.79**	**$1,802,918.58**	**$40,693.83**	**$0.00**	**$1,105,516.96**	**$0.00**

All bank statement cash balances reconcile to collateralization reports for month ending: June 30, 2010

Patricia Powell Wagner, Treasurer

ATTACHMENT # 1

Otsego-Northern Catskills BOCES

GENERAL FUND Trial Balance for Fiscal Year 2010

Cycle 98

Post Dates From 07/01/2009 To 06/30/2010

G/L Account	Description	Debits	Credits
	Assets		
200-00	CASH-NBT	4,614,298.67	
200-ER	CASH- ERS CONTRIBUTION RESERVE	271,000.00	
200-UI	CASH-UI RESERVE	505,440.00	
200-WB	Cash-Wilber National Bank	11,361.37	
210-00	PETTY CASH	600.00	
380-00	ACCOUNTS RECEIVABLE	116,843.33	
391-00	DUE FROM OTHER FUNDS	679,743.57	
391-01	DUE FROM CONSORTIUMS	3,985.10	
391-EB	EBLR Due from General Fund	405,469.28	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	3,895,731.90	
431-00	SCHOOLS DISTRICTS	759,742.13	
	Budgetary and Expense Accounts		
510-00	ESTIMATED REVENUES	26,465,648.63	
521-00	ENCUMBRANCES	303,392.97	
522-00	EXPENSES	25,044,369.44	
522-80	EXPENSES	2,126.15	
	Liabilities and Reserves		
431-80	SCHOOL DISTRICTS SURPLUS		255,888.05
600-98	NON PO PAYABLE		73.14
600-99	ACCOUNTS PAYABLE		241,999.81
601-DE	DENTAL BENEFITS		3,008.00
601-HE	HEALTH BENEFITS		15,977.00
630-ER	ERS Due to General Fund Cash		19,574.50
632-00	DUE TO TEACHERS' RETRMNT (TRS)		669,082.16
637-00	DUE TO EMPLOYEES' RTRMNT (ERS)		83,808.50
658-00	STATE AID DUE SCHOOL DISTRICTS		3,895,731.89
689-01	ACCRUED POST RETIRE BENEFIT		2,964,883.29
689-02	ACCRUED EDUCATIONAL IMPROVEMEN		154,192.00
689-03	ACCRUED WORKERS COMP		51,712.00
689-04	ACCRUED UNEMP. INS.		13,400.00
689-06	ACCRUED EAP		6,941.00
689-11	PERB Retiree Credits		1,553.33
690-00	OVERPAYMENTS/COLL. IN ADVANCE		2,594.32
690-04	Prepay/Collect in Advance		198,816.56
690-05	BOE collections		78.50
691-00	DEFERRED REV-CROP/SETRC INDIRE		9,205.07
821-00	RESERVE FOR ENCUMBRANCES		303,392.97
821-EB	Employee Benefit Accrued Liabi		405,469.28
821-ER	ERS Retirement Contribution Re		251,425.50
821-UI	UI Payment Reserve		505,440.00
	Budgetary and Revenue Accounts		
960-00	APPROPRIATIONS		26,465,648.63
980-00	REVENUES		26,559,857.04
	Grand Totals	63,079,752.54	63,079,752.54

The latest accounting cycle closed in this fund is the period ending 06/30/2010 (Cycle 98).

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 06/30/2010

Fiscal Year: 2010

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Service
0 Administration		2,852,014.38	453,627.40	3,305,641.78	2,979,284.71	23,347.00	303,010.07	
1 Career Education		4,810,779.26	-6,833.49	4,803,945.77	4,531,543.32	59,995.00	212,407.45	
2 Special Education		5,103,838.00	726,230.98	5,830,068.98	5,680,423.70	0.00	149,645.28	
3 Itinerent Services		4,027,466.22	193,201.24	4,220,667.46	3,952,140.37	0.00	268,527.09	
4 General Instruction		1,362,982.80	2,541.68	1,365,524.48	1,364,401.73	30,652.10	-29,529.35	
5 Instruction Support		1,678,349.03	612,139.87	2,290,488.90	2,164,632.76	51,926.37	73,929.77	
6 Other Services		4,167,874.33	479,248.38	4,647,122.71	4,374,069.00	137,472.50	135,581.21	
7 Undefined		0.00	2,188.55	2,188.55	0.00	0.00	2,188.55	
Total GENERAL FUND		**24,003,304.02**	**2,462,344.61**	**26,465,648.63**	**25,046,495.59**	**303,392.97**	**1,115,760.07**	

Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 08/23/2010

Fiscal Year: 2010

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			2,852,014.38	453,627.40	3,305,641.78	3,003,720.46	400,674.27	127,380.11
1 Career Education			4,810,779.26	-6,833.49	4,803,945.77	4,698,609.74	0.00	8,189.22
2 Special Education			5,103,838.00	726,230.98	5,830,068.98	5,834,444.53	29,302.75	35,007.30
3 Itinerent Services			4,027,466.22	193,201.24	4,220,667.46	4,183,401.35	65,969.87	28,703.76
4 General Instruction			1,362,982.80	2,541.68	1,365,524.48	1,386,029.46	12.50	20,517.48
5 Instruction Support			1,678,349.03	612,139.87	2,290,488.90	2,244,234.43	5,321.10	27,882.28
6 Other Services			4,167,874.33	479,248.38	4,647,122.71	5,209,417.07	939.51	604,636.28
7 Undefined			0.00	2,188.55	2,188.55	0.00	0.00	0.00
Total GENERAL FUND			24,003,304.02	2,462,344.61	26,465,648.63	26,559,857.04	502,220.00	852,316.43

Selection Criteria

Criteria Name: Private: BOE REPORT Modified
As Of Date: 08/23/2010
Print Summary Only
Sort by: Fund/State CoSer Group
Printed by PATRICIA POWELL-WAGNER

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

These are estimates to balance the budget

Otsego-Northern Catskills BOCES

SPECIAL AID FUND Trial Balance for Fiscal Year 2010

Cycle 98

Post Dates From 07/01/2009 To 06/30/2010

G/L Account	Description	Debits	Credits
	Assets		
200-00	CASH	930,285.02	
200-WB	Cash-Wilber National Bank	9,770.00	
380-00	ACCOUNTS RECEIVABLE	81,186.73	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	173,453.92	
	Budgetary and Expense Accounts		
522-00	EXPENSES	2,076,714.87	
	Liabilities and Reserves		
600-98	Accounts Payable		42.00
600-99	ACCOUNTS PAYABLE		222,292.89
630-00	DUE TO OTHER FUNDS		735,707.57
690-00	OVERPAYMENTS/COLL IN ADVANCE		1,113.25
691-03	Def Rev 803 SLS		52,126.21
691-04	Def Rev 837 CAHEC		500.00
691-05	Def Rev 811 SAP		75,310.30
691-06	Def Rev 890 AE		42.80
691-07	Def Rev 895 LPN		25,481.82
691-08	Def Rev 894 CNA Home Health Ai		2,100.00
691-09	Def Rev 820 (4408)		77,689.65
691-12	DEF REV - SESIS		1,031.40
691-15	TEACHER CTR GRANTS DEFERRED RE		163.78
691-21	Def Rev for 806		1,094.00
	Budgetary and Revenue Accounts		
980-00	REVENUES		2,076,714.87
	Grand Totals	3,271,410.54	3,271,410.54

The latest accounting cycle closed in this fund is the period ending 06/30/2010.

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 06/30/2010

Fiscal Year: 2010

Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Service
800.010	GRANT BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	
802.010	DL GRANT	3,978.00	0.00	3,978.00	3,978.00	0.00	0.00	
803.010	SCHOOL LIBRARY SYSTEM	175,563.64	-8,755.90	166,807.74	114,681.53	0.00	52,126.21	
806.010	LIBRARY SERVICES/TECHNOLGY ACT	5,470.00	0.00	5,470.00	0.00	0.00	5,470.00	
807.010	SETRC GRANT	173,969.00	0.00	173,969.00	154,616.71	0.00	19,352.29	
808.010	SETRC MINI-GRANT	1,132.00	6.95	1,138.95	107.55	0.00	1,031.40	
809.010	OUR WATER WAY	1,830.00	0.00	1,830.00	1,066.75	0.00	763.25	
811.110	SAP 1/1/10 - 6/30/10	120,262.00	0.00	120,262.00	44,951.70	0.00	75,310.30	
811.209	SAP 7/1/09-12/31/09	69,071.47	0.00	69,071.47	69,071.47	0.00	0.00	
819.010	EPE FUNDING	38,691.20	241.34	38,932.54	38,932.54	0.00	0.00	
820.010	SUMMER PROGRAMS: HANDICAPPED	145,323.23	53,754.66	199,077.89	141,595.56	0.00	57,482.33	
820.110	SUMMER PROGRAMS: 1:1 LTA	26,483.61	0.00	26,483.61	21,594.53	0.00	4,889.08	
820.210	SUMMER PROGRAMS: RSO	87,045.16	-10,078.49	76,966.67	61,648.43	0.00	15,318.24	
825.010	TEACHER CENTER GRANTS	3,661.22	1,484.26	5,145.48	4,981.43	0.00	164.05	
837.010	NEW VISIONS	3,500.00	901.00	4,401.00	3,901.00	0.00	500.00	
841.010	PBIS PROGRAM	39.55	0.00	39.55	37.21	0.00	2.34	
854.010	CROP IV	881,535.00	0.00	881,535.00	861,209.14	0.00	20,325.86	
861.010	VATEA - SECONDARY	80,505.00	0.00	80,505.00	80,502.87	0.00	2.13	
890.001	ADULT EDUCATION at SUNY New Paltz	1,866.85	13,776.15	15,643.00	15,328.39	0.00	314.61	
890.080	AE-PRE LICENSING	6,616.50	-656.50	5,960.00	5,960.00	0.00	0.00	
890.081	FALL CONTINUING ED	5,900.00	-3,516.08	2,383.92	2,383.92	0.00	0.00	
890.082	AE CTE-ADULT	31,835.13	-11,539.48	20,295.65	20,252.85	0.00	42.80	
890.083	AE MEDICAL COACHING	39,720.00	-2,955.75	36,764.25	0.00	0.00	36,764.25	
890.084	AE OSHA-10 HR COURSE	7,118.28	-6,598.28	520.00	520.00	0.00	0.00	
890.085	SPRING CONTINUING ED	5,900.00	-3,299.82	2,600.18	2,600.18	0.00	0.00	
890.086	NIGHT GED	1,701.29	0.00	1,701.29	1,701.28	0.00	0.01	
894.101	CNA HOME HEALH AID-NCOC	31,400.00	-19,676.98	11,723.02	11,723.02	0.00	0.00	
894.103	CNA HOME HEALH AID-OAOC	62,800.00	-13,333.53	49,466.47	47,366.47	0.00	2,100.00	
895.010	ADULT LPN PROGRAM	369,930.29	21,553.87	391,484.16	366,002.34	0.00	25,481.82	
896.010	GRANT ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	
Total SPECIAL AID FUND		**2,382,848.42**	**11,307.42**	**2,394,155.84**	**2,076,714.87**	**0.00**	**317,440.97**	

Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 08/23/2010

Fiscal Year: 2010

Fund: F SPECIAL AID FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
801.010 EXPLORING THE CATSKILLS - CWC			0.00	0.00	0.00	0.00	0.00	0.00
802.010 DL GRANT			3,978.00	0.00	3,978.00	3,978.00	0.00	0.00
803.010 SCHOOL LIBRARY SYSTEM			175,563.64	-8,755.90	166,807.74	114,681.53	52,126.21	0.00
806.010 LIBRARY SERVICES/TECHNOLGY ACT			5,470.00	0.00	5,470.00	0.00	5,470.00	0.00
807.010 SETRC GRANT			173,969.00	0.00	173,969.00	154,616.71	19,352.29	0.00
808.010 SETRC MINI-GRANT			1,132.00	6.95	1,138.95	107.55	1,038.60	7.20
809.010 OUR WATER WAY			1,830.00	0.00	1,830.00	1,066.75	763.25	0.00
811.110 SAP 1/1/10 - 6/30/10			0.00	120,262.00	120,262.00	44,951.70	75,310.30	0.00
811.209 SAP 7/1/09-12/31/09			69,071.47	0.00	69,071.47	69,071.47	0.00	0.00
819.010 EPE FUNDING			38,691.20	241.34	38,932.54	38,932.54	0.00	0.00
820.010 SUMMER PROGRAMS: HANDICAPPED			145,323.23	47,456.17	192,779.40	97,155.56	117,309.88	21,686.04
820.110 SUMMER PROGRAMS: 1:1 LTA			26,483.61	0.00	26,483.61	20,592.00	5,891.61	0.00
820.210 SUMMER PROGRAMS: RSO			87,045.16	-3,780.00	83,265.16	107,090.96	0.00	23,825.80
825.010 TEACHER CENTER GRANTS			3,661.22	1,484.26	5,145.48	4,981.43	164.05	0.00
837.010 NEW VISIONS			3,500.00	901.00	4,401.00	3,901.00	500.00	0.00
841.010 PBIS PROGRAM			39.55	0.00	39.55	37.21	2.34	0.00
854.010 CROP IV			881,535.00	0.00	881,535.00	861,209.14	21,068.66	742.80
861.010 VATEA - SECONDARY			80,505.00	0.00	80,505.00	80,502.87	2.13	0.00
865.010 RECORDS MANAGEMENT - 0580-08-822			0.00	0.00	0.00	0.00	0.00	0.00
865.078 RECORDS MANAGEMENT - 0580-03-235			0.00	0.00	0.00	0.00	0.00	0.00
890.001 ADULT EDUCATION at SUNY New Palt			1,866.85	13,776.15	15,643.00	15,328.39	314.61	0.00
890.010 ADULT EDUCATION			0.00	0.00	0.00	0.00	0.00	0.00
890.080 AE-PRE LICENSING			6,616.50	-656.50	5,960.00	5,960.00	0.00	0.00
890.081 FALL CONTINUING ED			5,900.00	-3,516.08	2,383.92	2,383.92	1,003.92	1,003.92
890.082 AE CTE-ADULT			31,835.13	-11,539.48	20,295.65	20,252.85	20,295.65	20,252.85
890.083 AE MEDICAL COACHING			39,720.00	-2,955.75	36,764.25	0.00	36,764.25	0.00
890.084 AE OSHA-10 HR COURSE			7,118.28	-6,598.28	520.00	520.00	0.00	0.00
890.085 SPRING CONTINUING ED			5,900.00	-3,299.82	2,600.18	2,600.18	1,490.18	1,490.18
890.086 NIGHT GED			1,701.29	0.00	1,701.29	1,701.28	0.01	0.00
891.010 GED-RB Grant			0.00	0.00	0.00	0.00	0.00	0.00
894.010 CNA HOME HEALH AID			0.00	0.00	0.00	0.00	0.00	0.00
894.101 CNA HOME HEALH AID-NCOC			31,400.00	-19,676.98	11,723.02	11,723.02	0.00	0.00
894.103 CNA HOME HEALH AID-OAOC			62,800.00	-13,333.53	49,466.47	47,366.47	2,100.00	0.00
895.010 ADULT LPN PROGRAM			369,930.29	21,553.87	391,484.16	366,002.34	28,832.78	3,350.96
Total SPECIAL AID FUND			2,262,586.42	131,569.42	2,394,155.84	2,076,714.87	389,800.72	72,359.75

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

These are estimates to balance the budget

Otsego-Northern Catskills BOCES

CAPITAL FUND Trial Balance for Fiscal Year 2010

Cycle 98

Post Dates From 07/01/2009 To 06/30/2010

Summary - All Services

G/L Account	Description	Debits	Credits
	Assets		
200-00	Cash	874,857.55	
	Budgetary and Expense Accounts		
522-00	Expenditures	389,233.59	
	Liabilities and Reserves		
600-99	Accounts Payable		4,890.53
821-00	Reserve for Encumbrances		355,419.91
909-00	Fund Balance, Unreserved		158,089.19
	Budgetary and Revenue Accounts		
980-00	Revenues		745,691.51
	Grand Totals	1,264,091.14	1,264,091.14

The latest accounting cycle closed in this fund is the period ending 06/30/2010.

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 06/30/2010

Fiscal Year: 2010

Fund: H CAPITAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Service
760.010 OAOC Water Filtration Project		41,752.00	-41,752.00	0.00	0.00	0.00	0.00	
761.010 NCOC Ventilation Project		90,250.25	-90,250.25	0.00	0.00	0.00	0.00	
762.010 NCOC Electrical Project		40,000.00	-40,000.00	0.00	0.00	0.00	0.00	
763.010 OAOC HVAC Project		40,000.00	-40,000.00	0.00	0.00	0.00	0.00	
764.010 NCOC Roof Project		287,720.24	540,789.48	828,509.72	375,567.43	299,086.07	153,856.22	
766.101 Civil Rights Compliance-NCOC		0.00	212,500.00	212,500.00	2,079.52	32,920.48	177,500.00	
766.103 Civil Rights Compliance-OAOC		0.00	212,500.24	212,500.24	11,586.64	23,413.36	177,500.24	
Total CAPITAL FUND		**499,722.49**	**753,787.47**	**1,253,509.96**	**389,233.59**	**355,419.91**	**508,856.46**	

Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 08/23/2010

Fiscal Year: 2010

Fund: H CAPITAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
760.010 OAOC Water Filtration Project			41,752.00	-41,752.00	0.00	0.00	0.00	0.00
761.010 NCOC Ventilation Project			90,250.25	-90,250.25	0.00	0.00	0.00	0.00
762.010 NCOC Electrical Project			40,000.00	-40,000.00	0.00	0.00	0.00	0.00
763.010 OAOC HVAC Project			40,000.00	-40,000.00	0.00	0.00	0.00	0.00
764.010 NCOC Roof Project			287,719.62	540,790.10	828,509.72	320,691.27	513,509.72	5,691.27
765.010 Feasibility Study Project			0.00	0.00	0.00	0.00	0.00	0.00
766.101 Civil Rights Compliance-NCOC			0.00	212,500.00	212,500.00	212,500.00	0.00	0.00
766.103 Civil Rights Compliance-OAOC			0.00	212,500.24	212,500.24	212,500.24	0.00	0.00
Total CAPITAL FUND			499,721.87	753,788.09	1,253,509.96	745,691.51	513,509.72	5,691.27

Selection Criteria

Criteria Name: Private: BOE REPORT Modified
As Of Date: 08/23/2010
Print Summary Only
Sort by: Fund/Service
Printed by PATRICIA POWELL-WAGNER

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

Otsego-Northern Catskills BOCES

OTHER FUND Trial Balance for Fiscal Year 2010

Cycle 98

Post Dates From 07/01/2009 To 06/30/2010

G/L Account	Description	Debits	Credits
	Assets		
200-04	HEALTH CASH-NBT	3,054,239.38	
200-06	WORKERS COMP CASH-NBT	1,802,918.58	
200-07	FLEX CASH-ONCBOCES	14,636.03	
200-14	CASEBP Savings/Money Mrkt	8,030,883.68	
200-17	FLEX CASH-DISTRICTS	41,455.76	
200-40	HEALTH CASH-CHASE	3,626,665.82	
200-60	WORKERS COMP CASH-CHASE	40,693.83	
200-80	DENTAL CASH-CHASE	1,105,516.96	
201-04	CASEBP CD's	7,433,701.23	
380-04	HEALTH RECEIVABLES	2,805,696.00	
380-08	DENTAL RECEIVABLES	100,746.00	
380-17	FLEX RECEIVABLES-DISTRICTS	20,167.50	
460-04	SELF INSURED HEALTH FUND		16,441,556.80
460-06	SELF INSURED WORKERS COMP FUND		528,545.77
460-08	SELF INSURED DENTAL FUND		879,030.93
	Budgetary and Expense Accounts		
085-05	HEALTH CLAIMS	18,350,799.61	
085-15	HEALTH SCRIPTS	7,600,082.04	
085-25	HEALTH STOP LOSS	342,869.90	
085-26	WC STOP LOSS	70,013.00	
085-45	HEALTH AUDITORS/ATTORNEYS	162.14	
085-46	BOARD FIDUCIARY LIAB-RMSCO	31,459.00	
085-55	HEALTH CLAIMS NEGOTIATIONS	5,683.69	
085-56	WC ADMIN-RMSCO	28,025.00	
085-60	WC CLAIMS	515,690.24	
085-65	HEALTH SOFTWARE SUPPORT	758,006.93	
085-80	DENTAL CLAIMS	874,217.88	
	Liabilities and Reserves		
085-27	FLEX PREM CARRYOVER - ONC		14,636.06
085-47	FLEX PREM. CARRYOVER-DIST		61,623.23
086-04	IBNR - HEALTH		2,216,141.00
086-06	IBNR - WORKERS COMP		1,254,051.00
086-08	IBNR - DENTAL		60,000.00
600-04	Accounts Payable - Health		151,843.49
630-04	Due to General Fund		3,985.10
690-04	Pre-paid/Coll. In Advance		172,156.16
	Budgetary and Revenue Accounts		
085-04	HEALTH PREMIUMS		29,574,838.00
085-06	WORKERS COMP PREMIUMS		640,532.00
085-08	DENTAL PREMIUMS		1,048,407.00
085-14	HEALTH INTEREST		112,374.21
085-16	WC INTEREST		19,973.80
085-18	DENTAL INTEREST		2,044.91
085-24	HEALTH-MISC REVENUE		784,588.33
085-36	WC CLAIMS REIMBURSEMENT		14,238.08
085-74	CASEBP FUND BUY-IN		14,545.33
085-94	HEALTH PREMIUMS 10-11		2,568,221.00
085-98	DENTAL PREMIUMS 10-11		90,998.00
	Grand Totals	56,654,330.20	56,654,330.20

Otsego-Northern Catskills BOCES

TRUST & AGENCY FUND Trial Balance for Fiscal Year 2010

Cycle 98

Post Dates From 07/01/2009 To 06/30/2010

G/L Account	Description	Debits	Credits
	Assets		
200-00	CASH	332,050.05	
200-02	CASH - EXTRACLASSROOM	64,841.87	
200-WB	Cash-Wilber National Bank	1,848.12	
380-00	ACCOUNTS RECEIVABLE	24,505.24	
380-08	DENTAL INSURANCE RECEIVABLES	94.78	
391-00	DUE FROM OTHER FUNDS		329,930.78
	Liabilities and Reserves		
020-01	HEALTH INSURANCE RETIREES		21,746.93
020-04	HEALTH INSURANCE-COBRA		2,242.44
020-05	FLEX BENEFITS		460.00
020-07	DENTAL - COBRA		47.86
038-01	STUDENT DEPOSITS-NCOC		2,438.00
038-02	STUDENT DEPOSITS-OAOC		1,594.69
085-00	Sales Tax - ONC		37.49
085-04	EXTRACLASSROOM		64,841.87
	Grand Totals	423,340.06	423,340.06

The latest accounting cycle closed in this fund is the period ending 06/30/2010.

Otsego-Northern Catskills BOCES

PRIVATE PURPOSE TRUST FND Trial Balance for Fiscal Year 2010

Cycle 98

Post Dates From 07/01/2009 To 06/30/2010

G/L Account	Description	Debits	Credits
	Assets		
200-01	Dean M. Graham Scholarship NBT	6,243.83	
200-02	Julie Bartlett Scholarship WNB	618.09	
200-03	Walter Nagel Trust Cash-NBS	620.12	
200-04	L. Brainard Mem. Fund Cash-NBT	291.55	
200-05	Robert A. Bartlett Sr Fund NBT		7.42
200-07	Mitch Sprague Fund - NBT	18.12	
200-08	Michael Mayne Scholarship	509.64	
	Budgetary and Expense Accounts		
522-00	Expenditures	210.80	
522-02	Expenditures-Bartlett	100.00	
522-03	Expenditures-Nagel	200.00	
522-04	Expenditures - L. Brainard	25.00	
522-05	Expenditires - R Bartlett Sr.	100.00	
522-08	Expenditures-Mayne	607.00	
	Liabilities and Reserves		
092-01	Dean M. Graham Scholarship		6,233.71
092-02	Julie Bartlett Scholarship		616.96
092-03	Walter Nagel Trust		818.87
092-04	L. Brainard Memorial Fund		316.04
092-05	Robert A. Bartlett Sr. Mem. Fu		92.46
092-06	Robert Jorgensen Sr. Schlrshp		210.50
092-07	Mitch Sprague Fund		18.08
092-08	Michael Mayne Scholarship		1,115.09
600-98	Accounts Payable		100.00
	Budgetary and Revenue Accounts		
980-00	Revenues		15.02
	Grand Totals	9,544.15	9,544.15

The latest accounting cycle closed in this fund is the period ending 06/30/2010.

EXTRA CLASSROOM ACTIVITY FUND
CENTRAL TREASURER'S REPORT

For the Period of 06/01/10 to 06/30/10

ACTIVITY	BEGINNING BAL. ON HAND	RECEIPTS	DISBURSEMENTS	ENDING BALANCE ON HAND
Alt. Ed.	4,690.70			4,690.70
Auto	436.07	62.00	400.00	98.07
BLS	113.78		30.00	83.78
Building Trades	3,896.18	325.74	3,665.33	556.59
Career Pathways	3,960.95	93.84	323.50	3,731.29
Computer Info Proc.	132.28		100.00	32.28
Cosmetology	1,334.25			1,334.25
Culinary Arts	2,076.81	30.00	45.35	2,061.46
Early Childhood	693.48	80.00	552.38	221.10
Equip Op & Repair	13,762.74	2,731.97	3,896.00	12,598.71
FBLA	132.73		99.00	33.73
Health (HOSA)	1,932.96			1,932.96
Sales Tax	626.01	101.28		727.29
Student Leadership	1,776.87	275.27	459.00	1,593.14
VICA (Skills)	481.12	13.21		494.33
Visual Comm.	2,339.24	27.78		2,367.02
Yearbook	0.00			0.00
				0.00
TOTAL	$38,386.17	$3,741.09	$9,570.56	$32,556.70

6/30/10
Date

Terri A. Chichester
Student Activity Treasurer

7/30/10
Date

Student Activity Auditor

OAOC June 2010

EXTRA CLASSROOM ACTIVITY FUND CENTRAL TREASURER'S REPORT

Category	May Balance	Deposits	Payments	June Balance
04 Upstate/downstate	0	0	0	0
101 BAP	1443.84	0.00	0.00	1443.84
102 Building Trades AM	999.99	1146.34	1447.61	698.72
103 Building Trades PM	938.95	686.11	290.15	1334.91
104 Computer	5496.59	0.00	2673.86	2822.73
105 Agriculture	0.00	0	0	0.00
106 Cosmetology AM	1669.84	0.00	30.00	1639.84
107 Cosmetolgy PM	1153.62	21.00	64.10	1110.52
108 Career Pathways II	1129.95	104.10	306.48	927.57
109 FBLA AM	0	0	0	0
110 FBLA PM	0	0	0	0
111 FFA AM	4242.23	4145.00	2737.00	5650.23
112 FFA PM	0	0	0	0
113 FAST	3007.10	12.67	141.10	2878.67
114 Foods I PM	63.94	0.00	0.00	63.94
115 Foods II AM	283.50	300.00	0.00	583.50
116 HOSA AM	0.00	0.00	0.00	0.00
117 HOSA PM	100.26	0.00	0.00	100.26
118 Office/Library	0.00	0	0	0.00
119 Career Pathways I	1824.06	237.70	10.06	2051.70
120 Teach Day	0	0	0	0
121 VICA- Skills USA	692.94	0.00	0.00	692.94
122 Horticulture	0	0	0	0.00
123 LPN	6.14	0.00	0.00	6.14
124 Sr. Day-Leadership	5975.06	4.19	350.90	5628.35
125 SADD	0.00	0.00	0.00	0.00
126 Criminal Justice	550.82	0.00	0.00	550.82
127 New Visions	0.00	0.00	0.00	0.00
128 Visual Arts	39.55	5.47	14.95	30.07
130 Alt Ed/Upward Bound	15.88	0.00	0.00	15.88
131 BA	0.00	0	0.00	0.00
132 Welding	2776.51	948.30	0.00	3724.81
133 Yes Program	391.76	10.00	72.03	329.73
134 BA Sr High	0.00	0	0.00	0.00
TOTAL INCOME	**$32,802.53**	**$7,620.88**	**$8,138.24**	**$32,285.17**

Bank Statement Balance	$	33,685.81
Less Outstanding Checks -	$	1,400.64
Other Credits and Deposits	$	-
Balance of Report	**$**	**32,285.17**

7/7/10
DATE

Charyn P. Domell
STUDENT ACTIVITY TREASURER

7/12/10
DATE

STUDENT ACTIVITY AUDITOR

Otsego Northern Catskills Board of Cooperative Educational Services

Report of Interest Earned thru June 30, 2010

	General Fund	Capital Fund	CASEBP	Dental	Workers Comp.	FLEX
Checking Account	79,603.76	5,691.27	65,020.68	685.43	19,973.80	525.49
CD's			27,481.31	1,359.48		
Reserves/Savings			19,872.22			
Total	79,603.76	5,691.27	112,374.21	2,044.91	19,973.80	525.49

The regular monthly meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Tuesday, July 27, 2010, at 12:30 p.m. at the Frank W. Cyr Center, Stamford, New York.

MEMBERS PRESENT: James Gray, Theresa Hait, Dean Utter, Paul Beisler, Antoinette Hull, Gerry Loucks, James Lewis, Susan Eichler and Harry Nissen. ROLL CALL & QUORUM CHECK

MEMBERS ABSENT: None.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton-Carls, Joe Booan, Lynn Chase, Louise Leonard, Elle Finocan, and Maizy Jaklitsch.

CALL TO ORDER

At 1 p.m. President James Gray called the meeting to order with a quorum present.

Mr. Gray opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the men and women serving in the Armed Forces.

There were no monthly reports, budgetary transfers, or claims auditor report presented for approval; these were approved at the July 7, 2010 board meeting.

APPROVAL & CORRECTION OF REORGANIZATION MINUTES

Susan Eichler and James Lewis moved to approve the minutes of the Reorganization Meeting on July 7, 2010 with the following correction:

> Members Present should have read the attendance of Harry Nissen and Paul Beisler not James Wolff and Nancy Bellinger.

Motion approved unanimously.

APPROVAL OF REGULAR MINUTES

Theresa Hait and Paul Beisler moved to approve the minutes of the Regular Meeting on July 7, 2010 as presented. Motion approved unanimously.

PUBLIC COMMENTS

Mr. Gray asked if anyone would like to address the Board. There were no requests.

DISTRICT SUPERINTENDENT REPORT

District Superintendent Report:

- **Itinerant Services/Retirement:** Mr. Savin recognized Debra Crampton for her many years of dedicated service to the ONC BOCES and wished her well in retirement. In response to a question from the board, Ms. Crampton gave a brief overview as to the many aspects of the position of Coordinator of Itinerant Services. ITINERANT SERVICES

- **Professional Development Plan:** Mr. Savin introduced Maizy Jaklitsch, Counselor, NCOC to present the Professional Development Plan noting that she is doing this as part of her administrative internship. Ms. Jaklitsch reviewed the process and steps used to compile the Professional Development Plan. A copy of the Plan was distributed and reviewed. Ms. Jaklitsch noted that Ron Ritter, ONC BOCES PROFESSIONAL DEVELOPMENT PLAN

Teachers' Association President, has given the Plan his approval. The Professional Development Plan will be presented for adoption at the August 31, 2010 board meeting.

- **Hiring Update**: Mr. Savin gave an update on the current status of job openings within the BOCES. He noted that the search for a director of the Catskill Area School Study Council has been completed. The appointment of Mr. James Haugli is on the agenda for approval. Interviews for the Director of Instructional Support Services will be held on August 2; interviews for the Library Media Services Coordinator will be held on August 6. The position for the Employee Relations Coordinator will be reopened with a higher salary in an effort to attract a wider base of qualified applicants. Mr. Savin will continue to keep the board updated on the hiring status. HIRING UPDATE

Assistant Superintendent for Management Services Report: ASST. SUPT REPORT

- **NCOC Roof Project Update:** Dr. Bolton-Carls notified the board that there have been leaks in the roof at NCOC. She noted that both the contractor and the architect have been very responsive to the problem. NCOC ROOF UPDATE

- **Five-Year Capital Facilities Plan:** The on-site visit is scheduled for August 10 and 11. Dr. Bolton-Carls will share the information from the visit when available. FIVE-YEAR CAPITAL FACILITIES PLAN

- **Statewide Comptroller's Audit:** Dr. Bolton-Carls reviewed the Statewide BOCES Comptroller's Audit. She pointed out that, in her opinion, the six BOCES portrayed in the report were misrepresented since there were no guidelines from the Comptroller until this report. Dr. Bolton-Carls will consider other BOCES' written plans for reserve funds while creating a plan for ONC BOCES. She will also confer with our auditor, Pat Powers, to ensure that our written plan in clear and concise. Dr. Bolton-Carls anticipates the plan will be available in the fall for review. COMPTROLLER'S AUDIT

- **Moving Update:** A tentative schedule of moves was distributed as an informational item. Dr. Bolton-Carls complimented all staff on their cooperation during the relocation process. MOVING UPDATE

- **Personnel Update**: Dr. Bolton-Carls informed the board of two personnel changes on the addenda relating to the Shared Business Office. She also acknowledged Gail Miner, Internal Claims Auditor, who has also been serving in the capacity as an account clerk in the Shared Business Office during recent staff absences. PERSONNEL UPDATE

- **NYSASBO:** Dr. Bolton-Carls announced her recent election as the President of the New York State Association of School Business Officials. She noted that in her capacity as President, all conferences that she would regularly attend will be paid by NYSASBO PRESIDENT

the ASBO organization. The board extended congratulations to Dr. Bolton-Carls on her election.

PERSONNEL TABLED

Dean Utter and Susan Eichler moved to table the personnel items for further discussion in Executive Session. Motion approved unanimously.

APPROVAL OF TRANSPORTATION CONTRACT - INNOVATIVE PROGRAMS

Antoinette Hull and Theresa Hait moved to approve the following 2010-2011 transportation contract for Innovative Programs:

Whereas, the Otsego Northern Catskills BOCES Innovative Programs desires to provide transportation for students enrolled in various classroom locations, and

Whereas, Charlotte Valley Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $20,230, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of September 7, 2010 through June 24, 2011,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contract for the rates and terms shown above.

Motion approved unanimously.

APPROVAL OF SUMMER TRANSPORTATION CONTRACT

Dean Utter and Harry Nissen moved to approve the following summer transportation contract for OAOC:

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center desires to provide field trip transportation for students enrolled in their summer Cosmetology Program, and

Whereas, Cherry Valley-Springfield Central School has agreed to provide transportation for 2010 Summer School under The State Education Department, Transportation Unit contract TCS, effective July 6, 2010 through August 13, 2010 at the estimated contract of $500, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of stated above.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

Motion approved unanimously.

Theresa Hait and Paul Beisler moved to approve the following 2010-2011 transportation contract for NCOC:

APPROVAL OF TRANSPORT CONTRACT - NCOC

Whereas, the Otsego Northern Catskills BOCES Northern Catskills Occupational Center desires to provide field trip transportation for CTE students enrolled in various classroom locations, and

Whereas, Gilboa-Conesville Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $2,000, and

Whereas, BOCES must adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation and DOT maintenance/repair of vehicles used to transport students for the period of September 7, 2010 through June 24, 2011, and

Whereas, Gilboa-Conesville Central School has agreed to provide bus maintenance under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $4,000, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

Motion approved unanimously.

APPROVAL OF TRANSPORTATION CONTRACT - OAOC

Susan Eichler and Dean Utter moved to approve the following transportation contract for OAOC:

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center desires to provide transportation for field trips for students enrolled in the CTE and Alternative Education Programs at the Otsego Area Occupational Center, and

Whereas, Cherry Valley Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $15.00/hr with total anticipated annual cost equal to $2,000, and

Whereas, Morris Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $16.00/hr plus $1/mile and allowance of $10/lunch and $12/dinner, with the total anticipated annual cost equal to $1,000, and

Whereas, Milford Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $1.35/mile plus $12.00/hr sit fee, with the total anticipated annual cost equal to $1,000, and

Whereas, Laurens Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at lump sum of $7,600, and

Whereas, Schenevus Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $13.36/hr plus $1.00/mile with total anticipated annual cost equal to $2,000, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of September 8, 2009 through June 24, 2010,

Whereas, BOCES must adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation and DOT maintenance/repair of vehicles used to transport students for the period of September 7, 2010 through June 24, 2011, and

Whereas, Schenevus Central School has agreed to provide bus maintenance under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $4,000, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

Motion approved unanimously.

APPROVAL OF TRANSPORTATION CONTRACT - YES PROGRAM

Antoinette Hull and Paul Beisler moved to approve the following transportation contract for the YES Program:

Whereas, the Otsego Northern Catskills BOCES YES Program desires to provide transportation for students enrolled in the YES Program at the Otsego Area Occupational Center, and

Whereas, Laurens Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School

Year, effective September 7, 2010 through June 24, 2011 at the rate of $14.50/hr plus $1.00/mile with total anticipated annual cost equal to $9,840, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of September 7, 2010 through June 24, 2011,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

Motion approved unanimously.

APPROVAL OF LEASE AGREEMENT - MEDIA LIBRARY

James Lewis and Susan Eichler moved to approve the following lease agreement for the Media Library:

Whereas, the Otsego Northern Catskills BOCES Media Library desires to lease a Konica Minolta Bizhub C452 Digital Copier from Eastern Copy Products, Endicott, NY for their departmental use during the term of the lease - July 29, 2010 - July 28, 2015, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the lease agreement for the term stated for $625.13/month for the lease and service expenses and a one-time documentation fee of $75.

Questions were raised as to the expense of leasing. Dr. Bolton-Carls noted that the Media Library is reducing from two copiers to one copier which will result in a cost savings. Antoinette Hull requested information on the cost of purchasing a copier versus leasing.

Motion approved unanimously.

LEASE AGREEMENT FOR INSTRUCTIONA TECHNOLOGY - TABLED

Theresa Hait and Paul Beisler moved to table the approval of the lease agreement for the Instructional Technology Department pending further information. Motion approved unanimously.

APPROVAL OF AMENDED MAINTENANCE CONTACT - NCOC

James Lewis and Harry Nissen moved to approve the following amended maintenance contract for mechanical equipment at NCOC:

Whereas, the Otsego Northern Catskills BOCES Northern Catskills Occupational Center (NCOC) desires to contract with the following business for maintenance of mechanical equipment at their occupational center as follows, and

Whereas, Syracuse Time & Alarm Co., Inc. has agreed to provide planned maintenance of the fire alarm equipment, monitoring systems, security equipment,

and wall clock equipment for the 2010-11 School Year, effective July 1, 2010 through June 30, 2011, for NCOC at the lump sum of ***$3,546,*** and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the maintenance of mechanical equipment contract for the amended rate and terms shown above.

Motion approved unanimously.

APPROVAL OF SERVICE AGREEMENT - OAOC

Susan Eichler and Paul Beisler moved to approve the following service agreement for OAOC:

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center desires to contract with Vets Disposal Inc.- Casella Waste Services at 49 Lower River St, Oneonta, NY for waste removal pick up twice a week for the period of July 1, 2010 through June 30, 2015.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the service agreement for the term stated for $570/month.

REQUEST FOR AGREEMENT TO BE AMENDED

Dr. Bolton-Carls requested that the agreement be amended to reflect a one-year agreement for the period of July 1, 2010 through June 30, 2011.

APPROVAL OF AMENDED AGREEMENT - OAOC

Dean Utter and Paul Beisler moved to amend the following service agreement for OAOC to reflect a one-year term:

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center desires to contract with Vets Disposal Inc.- Casella Waste Services at 49 Lower River St, Oneonta, NY for waste removal pick up twice a week for the period of July 1, 2010 through June 30, 2011.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the service agreement for the term stated for $570/month.

Motion approved unanimously.

APPROVAL OF BID AWARD - COSMETOLOGY SUPPLIES

Susan Eichler and Antoinette Hull moved to approve the following bid award for cosmetology supplies:

Whereas, bids were solicited for purchase of Cosmetology Supplies for the CTE Cosmetology Programs at both Centers, and

Whereas, five bids were opened and publicly read by Annette Hinkley on July 20, 2010 at 3:00 p.m., witnessed by Jenessa Tatro, and

Whereas, the bids were reviewed and compared by Cosmetology Instructors at both Centers as well as Joe Booan, CTE Director, it is recommended that the bids be awarded to the lowest bidder on the a line item basis as follows:

BURMAX COMPANY, Holtsville, NY	$22,480.03
CAMEO SUPPLY CO., Amityville, NY	$ 7,427.08
MARIANNA INDUSTRIES, Omaha, NE	$ 7,182.07
OPI PRODUCTS, INC., Chicago, IL	$ 6,313.55
UNIVERSAL COMPANIES, Abingdon, VA	$ 795.60
TOTAL BID AWARD:	$44,198.33

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby award the bid as indicated above, agreeing to the terms and rates contained within the bid.

Motion approved unanimously.

PUBLIC COMMENTS

Mr. Gray asked if anyone would like to address the Board. There were no requests.

NYSSBA CONFERENCE NEW YORK CITY

Board members were informed of the upcoming New York State School Boards Association (NYSSBA) Convention, October 21-24, 2010, in New York City.

EXECUTIVE SESSION

Paul Beisler and James Lewis moved to adjourn to Executive Session at 2 p.m. to discuss the tabled personnel items and negotiations. Motion approved unanimously.

REGULAR SESSION

Theresa Hait and Dean Utter moved to return to Regular Session at 3:05 p.m. Motion approved unanimously.

REMOVE PERSONNEL FROM THE TABLE

Theresa Hait and Paul Beisler moved to remove the personnel items from the table. Motion approved unanimously.

APPROVAL OF PERSONNEL

Susan Eichler and James Lewis moved to approve the following personnel items as amended:

RESOLVED, that the Board of Cooperative Education, upon the recommendation of the District Superintendent does hereby approve the following:

UNCLASSIFIED APPOINTMENTS

UNCLASSIFIED APPOINTMENTS

Name	Dept	Position	Appt.	Effective	Salary	Tenure Area	Cert
James Haugli	CASSC	Coordinator of Catskill Area School Study Council	12-Month, Part-time (30%)	7/28/2010	$55,000 prorated to 30%	N/A	SAS Perm .

Name	Dept	Position	Appt.	Effective	Salary	Tenure Area	Cert
Isaiah Ilowit	Itin.	School Psychologist	10-Month, Part-time (80%)	9/1/2010-6/30/2011	$36,116 prorated pending BOCESTA Contract	Special Subject: School Psychologist	Prov. Pnd.
Matthew Martindale	Itin.	Physical Education Teacher	10-Month, 3-yr. Probationary	9/1/2010-8/31/2013	$33,411 prorated pending BOCESTA Contract	Special Subject: Physical Education Teacher	Initial
Jill Eichler	CTE	Science Teacher	Tenured (Recalled from PEL)	9/1/2010	$45,251 pending BOCESTA Contract	Academic Subject: Science (Earth Science)	Perm.
Kristen Shultz	CTE	School Counselor	Tenured (Requested FT Status)	9/1/2010	$51,624 pending BOCESTA Contract	Special Subject: School Counseling and Guidance	Perm.
Michele Richtsmeier	Itin.	School Social Worker	Tenured (Recalled from PEL)	9/1/2010	$56,451 pending BOCESTA Contract	Special Subject: School Social Worker	Perm.
Maizy Jaklitsch	IP	School Counselor	Tenured (Recalled from PEL)	9/1/2010	$42,326 pending BOCESTA Contract	Special Subject: School Counseling and Guidance	Perm.
Betsy Holland	IP	Special Education Teacher	Tenured (Recalled from PEL)	9/1/2010	$44,928 pending BOCESTA Contract	Special Subject: General Special Education	Perm
Seth Cagle	CTE	Special Education Teacher	Tenured (Recalled from PEL)	9/1/2010	$38,788 pending BOCESTA Contract	Special Subject: General Special Education	Perm

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

CIVIL SERVICE APPOINTMENTS

CIVIL SERVICE APPOINTMENTS

Name	Dept	Position	Type of Appt.	Salary	Effective
Ann Clark	IP	Secretary	Provisional Civil Service (71/2 hr./day)	$25,928 prorated	8/5/2010

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

2010 SUMMER SCHOOL APPOINTMENTS - JULY 6-AUGUST 16, 2010

2010 SUMMER SCHOOL APPOINTMENTS

Name	Position	Days
Jennifer Cody	Speech & Hearing Handicapped Teacher	Max. of 30 Days
Matthew Martindale	Physical Education Teacher	Max. of 10 Days

MISCELLANEOUS APPOINTMENTS

MISCELLANEOUS APPOINTMENTS

Name	Appt.	Position	Effective	Compensation
Linda Edwards	Casual Employee Consultant	Shared Business Office Consultant	7/1/2010-10/30/2010	$35.00/hr., as-needed
Nancy Noonan	Casual Employee Consultant	Administrative Consultant	8/2/2010-12/31/2010	$375.00/day Max. 10 days, as-needed
JoAnn Rockefeller	Casual Employee Consultant	Administrative Consultant	8/2/2010-12/31/2010	$330.00/day Max. 25 days, as-needed

MISC SUMMER APPOINT-MENTS

MISC. SUMMER APPOINTMENTS EFFECTIVE 6/26/10-8/31/10

Name	Position	Days	Compensation
Kristen Shultz	School Counselor	Max. of 10 days	Per diem
Jake Boyle	Curriculum Work	Max. of 2 days	$100.00/day
Jody Albano	Culinary Arts Instructor	Max. of 10 days	Per diem
Ann Kiehm	Curriculum Work	Max. of 4 days	$100.00/day
Cheryl Miller	Automation System Coordinator	Max. of 5 days	Per diem
Lauri Gordon	Curriculum Work (PDP Meeting)	Max. of 1 day	$100.00/day
Mercedes Morales	Curriculum Work (PDP Meeting)	Max. of 1 day	$100.00/day

LEAVE OF ABSENCES

LEAVE OF ABSENCES

Name	Position	Type of Leave	Effective
Ann Clark	Keyboard Specialist	Personal (contingent upon appt. to another position within the BOCES)	8/5/2010-8/4/2011

RESIGNATION/ RETIREMENT

RESIGNATION/RETIREMENT

Name	Position	Type	Effective

Chad Morey	Cleaner	Resignation	7/16/2010
Debra Crampton	Itinerant Supervisor	Retirement	8/13/2010
Lynn Grobecker	Special Education Teacher	Resignation	9/1/2010
Nichole Werderman	Account Clerk	Resignation	8/16/2010

Dean Utter and Harry Nissen moved to adjourn the meeting at 3:07 p.m. Motion approved unanimously. ADJOURNMENT

Respectfully submitted,

Elle Finocan
Board Clerk

A special meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, August 11, 2010, at 3:30 p.m. at the Frank W. Cyr Center, Stamford, New York.

ROLL CALL & QUORUM CHECK

MEMBERS PRESENT: Theresa Hait, Antoinette Hull, Susan Eichler, Harry Nissen, Paul Beisler, and Gerry Loucks.

MEMBERS ABSENT: Dean Utter, James Gray, and James Lewis.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton-Carls, Louise Leonard and Elle Finocan.

CALL TO ORDER

At 3:35 p.m. Vice President Theresa Hait called the meeting to order with a quorum present.

Ms. Hait opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the men and women serving in the Armed Forces.

UPDATES PHONE LISTINGS

Mr. Nicholas Savin provided updates on questions that had been previously been raised regarding the phone book listing for ONC BOCES and the purchase of a copier machine. He noted that we have received reports that it is difficult to find a phone listing in the Yellow Pages for ONC BOCES. While the listing in the white pages is free, a listing in the Yellow Pages would cost approximately $408. A suggestion was made to change how our current listing appears in the white pages. Mr. Savin noted that this can be discussed further at the August 31 Board meeting.

LEASE AGREEMENTS

Mr. Savin informed the board that the lease agreement for a copier for the Instructional Technology Department that was presented for approval at the July 27 board meeting will not be resubmitted for board approval. Mr. Savin asked Dr. Bolton-Carls to provide an update on the expenses associated with leasing a new copier for the Media Library. She noted that the Media Library is reducing from two copiers to one copier. Concerns were expressed regarding the need to buy-out the current lease while purchasing a new copier. She noted that leasing a new copier including the buy-out of the current lease, would result in a savings of approximately $200 per month. Antoinette Hull expressed concern that the lease was approved at the previous board meeting without the information that was provided at this meeting. She also asked for additional information that would demonstrate that leasing versus purchasing a copier would be worth the investment. Following a lengthy discussion, the board decided not sign the lease at this time.

REQUEST FOR SUPERINTENDENTS ATTENDANCE AT BOARD MEETINGS AND WILLIAM LISTER, CMEC

Susan Eichler asked if the costs for moving offices out of the Cyr Center could be provided to the board. Mr. Savin will try to do an estimate of what the tuition and special education costs would have been if we did not occupy the spaces at the occupational centers. Ms. Eichler also asked if Mr. William Lister, CMEC, and the component superintendents could attend board meetings to present their point of view. Mr. Savin noted that it is the intent of the superintendents to continue attending board meetings as they have during the past year and that he would invite William Lister.

Antoinette Hull and Paul Beisler moved to approve the following personnel items: APPROVAL OF PERSONNEL

RESOLVED, that the Board of Cooperative Education, upon the recommendation of the District Superintendent does hereby approve the following:

UNCLASSIFIED APPOINTMENTS

UNCLASSIFIED APPOINTMENTS

Name	Dept	Position	Appt.	Effective	Salary	Tenure Area	Cert
Pamela Barber	ISS	60% Staff Development Specialist & 40% On-Line Opportunities Coordinator	10-Month, 2-yr. Probationary, plus 10 days per-diem during August	9/1/2010-8/31/2012	$61,401	Special Subject Remedial Reading & Elementary	Perm.
Darlene Westinghouse	ISS	Director of Instructional Support Services	12-Month, 3-yr. Probationary	9/7/2010-9/6/2013	$85,000 prorated	Administration Director of Instructional Support Services	SDA
Robert Culver	CTE	Social Studies Teacher	10-Month, 3-yr. Probationary	9/1/2010-8/31/2013	$38,781 pending BOCESTA Contract	Academic Subject: Social Studies (corrected tenure area)	Initial
Josh Burroughs	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$18,474	Special Subject: Licensed Teaching Assistant	Cont.
Maria Braun	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$14,655	Special Subject: Licensed Teaching Assistant	Cont.
Susanne Morton	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$14;655	Special Subject: Licensed Teaching Assistant	Cont.
Connie Schultes	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$14,823	Special Subject: Licensed Teaching Assistant	Cont.
Erin Annunziata	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$14,322	Special Subject: Licensed Teaching Assistant	Cont.

Name	Dept	Position	Appt.	Effective	Salary	Tenure Area	Cert
Nichole Vanhoesen	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$14,483	Special Subject: Licensed Teaching Assistant	Level III
Lori Cole-Fisher	IP	Licensed Teaching Assistant	Tenured (Recalled from PEL)	9/1/2010	$14,236	Special Subject: Licensed Teaching Assistant	Level III
Joseph Roberts	CTE	Licensed Teaching Assistant	Probationary extended by 146 days through 1/24/2011 due to Unpaid LOA and PT Services in 2010-2011 (Recalled from PEL)	9/1/2010	$13,771	Special Subject: Licensed Teaching Assistant	Level I

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

CIVIL SERVICE APPOINTMENTS

CIVIL SERVICE APPOINTMENTS

Name	Dept	Position	Type of Appt.	Salary	Effective
Edward Bachorik II	O& M	Cleaner (OAOC)	Labor Class Civil Service, serving 5-year probationary	$18,730 prorated	8/12/2010-8/11/2015
Theresa Hasey	CTE	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.69/hr.	9/1/2010-8/31/2011

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

MISCELLANEOUS APPOINTMENTS

MISCELLANEOUS APPOINTMENTS

Name	Appt.	Position	Effective	Compensation
Debra Crampton	Casual Employee Consultant	Administrative Consultant	8/16/2010-12/31/2010	$330.00/day Max. 30 days, as-needed

LEAVE OF ABSENCES

LEAVE OF ABSENCES

Name	Position	Type of Leave	Effective
Camie Latta	Account Clerk	Medical (without pay)	8/6/2010-8/5/2011
Greg Beall	School Business Official	Military Leave	8/16/2010-9/3/2010

Name	Position	Type of Leave	Effective
Lin Ramsey Golash	Employee Relations Coordinator	Medical Leave (partial without pay)	7/22/2010-8/27/2010

VOLUNTARY REDUCTION

VOLUNTARY REDUCTION

Employee	Dept.	2010-2011 Appt.	Salary	Effective	Reason
Barbara Townes	IP/CTE	.5 FTE, Special Education Teacher	$51,099 prorated at 50%, pending BOCESTA Contract	9/1/2010-6/30/2011	Request to remain in a 50% position for the 2010-2011 school year. Original date of reduction - 3/1/2010

EXECUTIVE SESSION

Susan Eichler and Gerry Loucks moved to adjourn to Executive Session at 4:50 p.m. to discuss negotiations. Motion approved unanimously.

REGULAR SESSION

Paul Beisler and Antoinette Hull moved to return to Regular Session at 5:10 p.m. Motion approved unanimously.

ADJOURNMENT

Gerry Loucks and Harry Nissen moved to adjourn the meeting at 5:10 p.m. Motion approved unanimously.

Respectfully submitted,

Elle Finocan
Board Clerk

Otsego Northern Catskills BOCES
Budget Code Key

Coser

001	Administration	532	Coordination (CASSC)
002	Capital Expenditures	535	Grant writing
101	Career & Technical Education (NCOC)	552	Assistive Technology
103	Career & Technical Education (OAOC)	602	Computer Services - Administration
104	Consultant Teacher	604	School Bus Driver Training - Staff Development
201	Special Class Placement 15:1:1(Basic Academic Program/Career Pathways)	605	Employee Safety/Risk Management Coordination
202	Therapeutic Learning Center	606	State Aid Planning
204	Special Class Placement 12:1:1+3(Basic Life Skills)	607	Safety Risk Management (Albany)
205	Special Class: Option 2	608	Cooperative Bidding Coordination
210	Special Class Placement 8:1:1 (TRUST)	610	Self-Funded, Self-Administered, Healthcare/Dental Benefit Coordinator
211	Staffing 1:6:1 (Autistic Program)	612	Policy Update Service
212	Special Class Placement 8:1:1 (Behavioral Adjusment)	616	Self-Funded, Self-Administered, Worker's Compensation Program Coordinator
301	Physical Education	621	School Board Members Seminars (CASSC)
302	Adaptive Physical Education	631	Employee Relations
303	Music	635	Shared Business Office Support
304	Foreign language	637	Telephone Interconnect
305	Speech improvement	640	Cooperative Personnel Recruitment
306	Art	650	Subfinder Service
307	Home & Career Skills	660	Employee Assistance Program (EAP)
308	Elementary & Secondary Guidance/Handicapped Counseling	670	Records Management
309	Health Education	701	Operations & Maintenance
310	School Psychologists	702	Special Education Administration
311	Dental Hygienist	703	Itinerant Administration
312	Student Assistance Program	704	Vocational Assessment Administration
315	Speech/Language, Severe	705	Learning Centers Administration
317	ESL - Ulster Co.	706	1:1 Aides - Handicapped Services
318	English as a Second Language (ESL)	707	Internal Technology Administration
320	Service for the Visually Impaired	708	Instructional Support Services Administration
321	Service for the Hearing Impaired/Deaf	800	Grant Benefits
324	School Social Worker	801	Exploring the Catskills - CWC
328	Physical Therapy	802	DL Grant
329	Occupational Therapy	803	School Library System
401	Gifted & Talented - Odyssey of the Mind	804	SMSI Grant
402	Gifted & Talented - Central	807	SETRC Grant
404	Arts in Education	808	SETRC Mini-Grant
406	High School Alternative Education	809	Our Water Way
411	Distance Learning	811	Substance Abuse - County Funding
413	High School GED	813	Virtual Career Day
421	Student Leadership Training Workshops (CASSC)	819	EPE Funding
426	Acute Care Program/Therapeutic Learning Center	820	Summer Programs: Handicapped
430	Summer Driver Education	825	Teacher Center Grants
503	Educational Media Services	837	New Visions
504	Elementary Science Program	841	PBIS Program
505	Library Instructional Resources	853	CROP III
506	Imaging Center/Printing Services	854	CROP IV
508	Interscholastic Sports Coordination	861	VATEA - Secondary
509	ScienceKits	865	Records Management
511	Portable Planetariuim Program	890	Adult Education
513	Reading Recovery-Ulster	891	GED - RB Grant
514	In-Service Coordination - Staff Development	892	CAN RB Grant Delaware Side
519	Primary Mental Health Project (PMHP)	893	Robinson Broadhurst Grant - LPN
521	Library Automation	894	C N A Home Health Aide
523	Instructional Technology	895	LPN - OAOC Program
524	Model Schools	896	Grant Administration
527	School Improvement		

Revised 11/17/09

ATTACHMENT # 3

Otsego-Northern Catskills BOCES

Budgetary Transfer Report
Fiscal Year: 2010
Current Appropriation - Effective From: 06/01/2010 To: 06/30/2010

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
06/11/2010	014631	to cover purchase of printers and printing supplies				
			A635-7017-160-000 R	SALARIES-OTHER	-1,185.63	
			A635-7017-165-000 R	HEALTH BUY-OUT	-1,333.00	
			A635-7017-200-020 R	EQUIPMENT	-1,028.72	
			A635-7017-456-000 R	TRAVEL-OTHER	-1,195.28	
			A635-7017-200-000 R	EQUIPMENT		2,224.00
			A635-7017-301-000 R	SUPPLIES		2,518.63
06/11/2010	014632	to cover charge for annual fire inspection				
			A605-7470-456-000 R	TRAVEL OTHER	-500.00	
			A605-7470-490-000 R	SCHOOL DISTRICTS/OTHER BO		500.00
06/11/2010	014634	to cover computer purchase				
			A605-7470-415-000 R	EQUIP REPAIR	-267.00	
			A605-7470-200-000 R	EQUIPMENT		267.00
06/11/2010	014635	to cover gas for van				
			A503-6310-326-000 R	LIBRARY SOFTWARE	-635.02	
			A503-6310-371-000 R	GASOLINE		635.02
06/11/2010	014636	to cover purchase of printers and printing supplies				
			A635-7017-453-000 R	POSTAGE	-1,028.72	
			A635-7017-200-020 R	EQUIPMENT		1,028.72
06/11/2010	014637	to cover cell phone purchase				
			A635-7017-200-020 R	EQUIPMENT	-130.00	
			A635-7017-301-020 R	SUPPLIES-BO STUDY		130.00
06/11/2010	014638	to cover transportation costs for YES program				
			A201-4210-301-000 R	GENERAL	-1,500.00	
			A201-4210-454-000 R	TRAVEL-IN-DISTRICT		1,500.00
06/11/2010	014642	to cover benefits				
			A514-6261-822-000 R	Post Emp. Retiremnt Benef	-45.78	
			A514-6261-811-000 R	TEACHER RETIREMENT		45.78
06/11/2010	014643	to cover sub and mileage reimbursement				
			A527-6211-150-000 R	INSTR SALARIES	-2,000.00	
			A527-6211-491-000 R	PAYMENTS TO COMPONENTS		2,000.00
06/11/2010	014644	to cover travel				
			A411-5877-301-000 R	GENERAL SUPPLIES	-200.00	
			A411-5877-454-000 R	TRAVEL IN DISTRICT		200.00
06/11/2010	014645	to cover supplies and equipment for components				
			A523-6368-200-139 R	EQUIPMENT- MARGARETVILLE	-400.00	
			A523-6368-301-140 R	GENERAL SUPPLIES-MI	-1,600.00	
			A523-6368-301-148 R	GENERAL SUPPLIES-WO	-600.00	
			A523-6368-200-148 R	EQUIPMENT- WORCESTER		600.00
			A523-6368-301-100 R	GENERAL SUPPLIES-Program		1,600.00
			A523-6368-301-139 R	GENERAL SUPPLIES-MA		400.00
06/11/2010	014646	to adjust budget because expenses were lower than anticipated				
			A421-5841-469-040 R	OTHER MISCELLANEOUS	-75.00	
			A421-5841-813-040 R	EMPLOYEE RETIREMENT	-28.00	
			A421-5841-813-040 R	EMPLOYEE RETIREMENT	-60.00	
			A421-5841-814-040 R	MEDICARE TAX	-0.39	
			A421-5841-815-040 R	SOCIAL SECURITY	-0.40	
			A421-5841-820-040 R	UNEMPLOYMENT INSURANCE	-2.00	
			A532-9500-974-421 R	transfer	-137.79	
			A421-5841-822-040 R	Post Retirement Benefit		28.00
			A421-9500-964-532 R	transfer		137.79
			A532-6160-522-000 R	HOLDING ACCT/Surplus or D		137.79
06/16/2010	014815	to cover related expenses due to increase in costs for equipment, support contracts and vendors				
			A610-7810-161-000 R	OVERTIME	-450.00	
			A610-7810-301-000 R	GENERAL SUPPLIES	-400.00	

Otsego-Northern Catskills BOCES

Budgetary Transfer Report
Fiscal Year: 2010
Current Appropriation - Effective From: 06/01/2010 To: 06/30/2010

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A610-7810-307-000 R	PAPER SUPPLIES	-1,350.00	
			A616-9500-970-610 R	TRANS CREDS FROM OTH PROG	-400.00	
			A610-7810-200-000 R	EQUIPMENT		1,200.00
			A610-7810-310-000 R	DUPLICATING SUPPLIES		150.00
			A610-7810-446-000 R	CONSULTANTS		450.00
			A610-9500-960-616 R	TRANSFER CHG - COOP BID		400.00
			A616-7480-446-000 R	CONSULTANTS		400.00
06/16/2010	014817	to cover equipment and supplies				
			A635-7017-200-020 R	EQUIPMENT	-224.00	
			A635-7017-453-000 R	POSTAGE	-1,018.63	
			A635-7017-454-000 R	TRAVEL-IN-DISTRICT	-1,500.00	
			A635-7017-456-000 R	TRAVEL-OTHER	-2,000.00	
			A635-7017-469-000 R	OTHER MISCELLANEOUS	-130.00	
			A635-7017-200-000 R	EQUIPMENT		2,000.00
			A635-7017-200-000 R	EQUIPMENT		224.00
			A635-7017-301-000 R	SUPPLIES		1,500.00
			A635-7017-301-000 R	SUPPLIES		1,018.63
			A635-7017-301-020 R	SUPPLIES-BO STUDY		130.00
06/17/2010	014849	to cover mileage and equipment repair				
			A411-5877-301-000 R	GENERAL SUPPLIES	-775.00	
			A411-5877-415-000 R	EQUIP REPAIR & INSTALL		775.00
06/17/2010	014850	to cover substitute salaries and decrease in revenue				
			A204-4240-150-000 R	CERTIFIED SALARIES	-7,880.80	
			A204-4240-151-000 R	SUBSTITUTE SLARIES	-1,000.00	
			A204-4240-468-000 R	ANCILLARY FEES/RENT	-10,371.62	
			A210-4230-151-011 R	SUBSTITUTE SLARIES	-200.00	
			A210-4230-522-000 R	HOLDING ACCOUNT	-32,043.39	
			A210-4230-816-011 R	HEALTH INSURANCE	-1.00	
			A204-4240-152-000 R	LTA SUBSTITUTE SALARIES		1,000.00
			A204-4240-522-000 R	HOLDING ACCOUNT		18,252.42
			A210-4230-152-011 R	LTA SUBSTITUTE SALARIES		200.00
			A210-4230-522-011 R	HOLDING ACCOUNT- ELMTRY		32,043.39
			A210-4230-825-011 R	EMPLOYEE ASSISTANCE PROGR		1.00
06/18/2010	014865	to reflect correct billing of 1:1 LTA's				
			A201-9500-960-706 R	TRANSFER FROM OTH SERVICE	-25,719.00	
			A202-4235-522-011 R	HOLDING ACCT/Surplus or D	-21,391.65	
			A204-4240-522-000 R	HOLDING ACCOUNT	-12,246.63	
			A210-4230-522-000 R	HOLDING ACCOUNT	-4,898.50	
			A212-4235-522-000 R	HOLDING ACCOUNT	-7,348.28	
			A706-1900-522-000 R	HOLDING ACCOUNT	-25,719.00	
			A706-9500-970-202 R	TRANS CREDS - ONE TO ONE	-21,391.65	
			A706-9500-970-204 R	TRANS CREDS -ONE TO ONE	-12,246.63	
			A706-9500-970-212 R	TRANS CREDS ONE TO ONE	-7,348.28	
			A706-9500-971-210 R	TRANSFER	-4,898.50	
			A201-4210-522-000 R	HOLDING ACCOUNT		25,719.00
			A202-9500-960-706 R	TRANSFER CHARGES		21,391.65
			A204-9500-960-706 R	TRANSFER FROM OTH SERVICE		12,246.63
			A210-9500-961-706 R	TRANSFER		4,898.50
			A212-9500-960-706 R	TRANSFER FROM OTH SERVICE		7,348.28
			A706-1900-522-000 R	HOLDING ACCOUNT		21,391.65
			A706-1900-522-000 R	HOLDING ACCOUNT		12,246.63
			A706-1900-522-000 R	HOLDING ACCOUNT		7,348.28
			A706-1900-522-000 R	HOLDING ACCOUNT		4,898.50
			A706-9500-970-201 R	TRANS CREDS - ONE TO ONE		25,719.00
06/18/2010	014883	to cover professional services				
			A503-6310-301-000 R	GENERAL	-100.00	

Otsego-Northern Catskills BOCES

Budgetary Transfer Report
Fiscal Year: 2010
Current Appropriation - Effective From: 06/01/2010 To: 06/30/2010

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A503-6310-458-000 R	PROF ADV/NON TCH		100.00
06/23/2010	015236	to cover benefits and mileage and to adjust due to reduction in revenue				
			A301-5420-522-000 R	HOLDING ACCOUNT	-34.00	
			A306-5320-522-000 R	HOLDING ACCT/Surplus or D	-3,000.00	
			A307-3210-301-000 R	GENERAL SUPPLIES	-2.00	
			A552-6817-153-000 R	MILEAGE	-3,325.00	
			A552-6817-301-000 R	GENERAL	-1,450.28	
			A552-6817-454-000 R	TRAVEL-IN-DISTRICT	-268.00	
			A703-8010-522-000 R	HOLDING ACCT/Surplus or D	-100.00	
			A301-5420-811-000 R	TEACHERS RETIREMENT		1.00
			A301-5420-812-000 R	WORKMENS COMP		5.00
			A301-5420-820-000 R	UNEMPLOYMENT INS.		5.00
			A301-5420-821-000 R	EDUCATIONAL IMPROVEMENT		2.00
			A301-5420-822-000 R	Post Emp. Retiremnt Benef		20.00
			A301-5420-825-000 R	EMPLOYEE ASSISTANCE PROG		1.00
			A306-5320-454-000 R	TRAVEL IN DISTRICT		3,000.00
			A307-3210-812-000 R	WORKER'S COMPENSATION		1.00
			A307-3210-822-000 R	Post Retirement Benefit		1.00
			A552-6817-522-000 R	HOLDING ACCOUNT		5,043.28
			A703-8010-401-000 R	TELEPHONE		100.00
06/23/2010	015241	to adjust because expenses and revenue were lower than projected				
			A421-5841-301-021 R	GENERAL SUPPLIES	-122.00	
			A421-5841-446-021 R	CONSULTANTS	-800.00	
			A421-5841-469-021 R	OTHER MISCELLANEOUS	-150.00	
			A421-9500-961-532 R	TRANSFER CHG. - CASSC	-716.00	
			A532-6160-522-000 R	HOLDING ACCT/Surplus or D	-716.00	
			A421-5841-522-021 R	HOLDING ACCT/Surplus or D		1,072.00
			A421-5841-522-021 R	HOLDING ACCT/Surplus or D		716.00
			A532-9500-971-421 R	TRANSFER-QUIZ SHOW		716.00
06/23/2010	015249	to cover benefits				
			A421-9500-960-532 R	CHARGES-STUDENT LEADERSHI	-0.02	
			A532-6160-522-000 R	HOLDING ACCT/Surplus or D	-0.02	
			A421-5841-812-010 R	WORKERS COMPENSATION		0.01
			A421-5841-820-010 R	UNEMPLOYMENT INSURANCE		0.01
			A532-9500-970-421 R	TRANSFERS FROM STUDENT LE		0.02
06/23/2010	015250	expenses are not as high as anticipated				
			A421-5841-301-050 R	GENERAL SUPPLIES	-203.48	
			A421-5841-469-050 R	OTHER MISCELLANEOUS	-150.00	
			A421-5841-811-050 R	TEACHER RETIREMENT	-52.00	
			A421-5841-812-050 R	WORKER'S COMPENSATION	-0.12	
			A421-5841-820-050 R	UNEMPLOYMENT INSURANCE	-2.12	
			A421-9500-965-532 R	TRANSFER FROM CASSC	-3.00	
			A532-6160-522-000 R	HOLDING ACCT/Surplus or D	-3.00	
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		203.48
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		150.00
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		52.00
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		0.12
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		1.40
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		3.00
			A421-5841-814-050 R	MEDICARE TAX		0.42
			A421-5841-815-050 R	SOCIAL SECURITY		0.30
			A532-9500-975-421 R	TRANS CREDS - FORENSICS		3.00
06/23/2010	015251	expenses are not as high as anticipated				
			A532-6160-150-000 R	INSTR SALARIES	-115.50	
			A532-6160-422-000 R	LIABILITY	-100.00	
			A532-6160-453-000 R	POSTAGE	-6.40	

Otsego-Northern Catskills BOCES

Budgetary Transfer Report
Fiscal Year: 2010
Current Appropriation - Effective From: 06/01/2010 To: 06/30/2010

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A532-6160-454-000 R	TRAVEL IN DISTRICT	-50.00	
			A532-6160-456-000 R	TRAVEL OTHER	-300.00	
			A532-6160-469-000 R	OTHER MISC.	-194.10	
			A532-6160-811-000 R	TEACHER RETIREMENT	-11.46	
			A532-6160-812-000 R	WORKERS COMP	-1.60	
			A532-6160-813-000 R	EMPLOYEE RETIREMENT	-442.07	
			A532-6160-814-000 R	MEDICARE TAX	-12.85	
			A532-6160-815-000 R	SOCIAL SECURITY	-53.09	
			A532-6160-817-000 R	DENTAL	-115.80	
			A532-6160-820-000 R	UNEMPLOYMENT INS.	-1.60	
			A532-6160-821-000 R	ED IMPROVEMENT	-0.48	
			A532-6160-822-000 R	Post Emp. Retiremnt Benef	-4.80	
			A532-6160-825-000 R	EMPLOYEE ASSISTANCE PROGF	-0.64	
			A532-6160-301-000 R	GENERAL SUPPLIES		7.52
			A532-6160-522-000 R	HOLDING ACCT/Surplus or D		1,221.13
			A532-6160-522-000 R	HOLDING ACCT/Surplus or D		181.74
06/23/2010	015252	to cover costs of NCOC tank replacement, DEC tank closure report and testing				
			A001-1010-490-000 R	SCHOOL DIST & OTHER BOCES	-4,840.34	
			A001-1010-443-000 R	ARCHITECT		4,840.34
06/25/2010	015307	to cover health buy-outs, travel and benefits				
			A635-7017-200-000 R	EQUIPMENT	-698.99	
			A635-7017-301-000 R	SUPPLIES	-371.08	
			A635-7017-816-000 R	HEALTH	-4,100.03	
			A635-7017-160-000 R	SALARIES-OTHER		433.03
			A635-7017-165-000 R	HEALTH BUY-OUT		3,667.00
			A635-7017-456-000 R	TRAVEL-OTHER		698.99
			A635-7017-814-000 R	MEDICARE		43.67
			A635-7017-820-000 R	UNEMPLOYMENT		52.81
			A635-7017-821-000 R	EDUCATIONAL IMPROVEMENT		24.62
			A635-7017-822-000 R	Post Emp. Retiremnt Benef		246.50
			A635-7017-825-000 R	EMPLOYEE ASSISTANCE PROGF		3.48
06/25/2010	015309	to cover purchase of communication devices for YES program				
			A204-4240-151-000 R	SUBSTITUTE SLARIES	-200.00	
			A204-4240-301-000 R	GENERAL SUPPLIES		200.00
06/30/2010	015670	to purchase panels for office move and to purchase supplies for new cubicles				
			A635-7017-150-000 R	CERTIFIED SALARIES	-210.92	
			A635-7017-160-000 R	SALARIES-OTHER	-3,298.24	
			A635-7017-200-000 R	EQUIPMENT	-1,645.02	
			A635-7017-200-020 R	EQUIPMENT	-674.72	
			A635-7017-813-000 R	EMPLOYEE RETIREMENT	-5,458.17	
			A635-7017-816-000 R	HEALTH	-6,541.15	
			A635-7017-301-000 R	SUPPLIES		17,828.22
06/30/2010	015671	to cover travel and payroll expense				
			A635-7017-454-000 R	TRAVEL-IN-DISTRICT	-334.18	
			A635-7017-469-000 R	OTHER MISCELLANEOUS	-207.92	
			A635-7017-456-000 R	TRAVEL-OTHER		469.00
			A635-7017-814-000 R	MEDICARE		17.38
			A635-7017-820-000 R	UNEMPLOYMENT		8.99
			A635-7017-821-000 R	EDUCATIONAL IMPROVEMENT		4.19
			A635-7017-822-000 R	Post Emp. Retiremnt Benef		41.93
			A635-7017-825-000 R	EMPLOYEE ASSISTANCE PROGF		0.61
06/30/2010	015812	to properly allocate salary and benefits and close out fiscal year				
			A312-6117-816-000 R	HEALTH INSURANCE	-1,581.08	
			A312-6117-817-000 R	DENTAL INSURANCE	-265.61	
			A312-6117-150-000 R	CERTIFIED SALARIES		1,127.56
			A312-6117-811-000 R	TEACHER RETIREMENT		315.22

Otsego-Northern Catskills BOCES

Budgetary Transfer Report

Fiscal Year: 2010

Current Appropriation - Effective From: 06/01/2010 To: 06/30/2010

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			A312-6117-812-000 R	WORKER'S COMP		29.67
			A312-6117-814-000 R	MEDICARE		36.10
			A312-6117-815-000 R	SOCIAL SECURITY		152.96
			A312-6117-820-000 R	UNEMPLOYMENT INSURANCE		29.47
			A312-6117-821-000 R	EDUCATIONAL IMPROVEMENT		14.12
			A312-6117-822-000 R	Post Emp. Retiremnt Benef		139.14
			A312-6117-825-000 R	EMPLOYEE ASSISTANCE PROGF		2.45
			Total for Fund A - GENERAL FUND		-259,940.17	259,940.17

Otsego Northern Catskills BOCES
CLAIMS AUDITOR REPORT

Audit Log: **July 1 - July 31, 2010**

AE - Adult Education
BO - Business Office
CASEBP - Catskill Area Schools Employee Benefit Plan
CASSC - Catskill Area Schools Study Council
CROP - Creating Rural Opportunities Program
DS - District Superintendent
HR - Human Resources
INSTR - Instruction & Curriculum
IP - Innovative Programs
IS - Itinerant Services
ISS - Instructional Support Services
LR - Labor Relations
ML - Media Library
MS - Management Services
NCOC - Northern Catskills Occup Center
OAOC - Otsego Area Occup Center
SETRC - SETRC
SBO - Shared Business Office
SLS - School Library System
SR - Safety Risk Management

Warrant #	Warrant Date	Check # Sequence	Fund	Audit Date	Check #	CA Findings
2	7/2/2010	16568-16581	F	7/1/2010		***2 Claims Returned***
					16577	BO-One invoice missed
					16581	BO-One invoice missed
3	7/2/2010	75846-75872	A	7/1/2010		***3 Claims Returned***
					75848	NCOC-Invoice prior to PO
					75855	IP-Invoice prior to PO
					75872	OAOC-Meal receipts (2) not itemized - teacher
7	7/13/2010	16582-16597	F	7/12/2010		***1 Claim Returned***
					16586	SETRC-Invoice prior to PO
8	7/13/2010	75873-75905	A	7/12/2010		***1 Claim Returned***
					75879	DL-Invoice prior to PO
11	7/20/2010	75906-75954	A	7/19/2010		***2 Claims Returned***
					75930	MS-Invoice prior to PO
					75947	MS-Invoice prior to PO
12	7/27/2010	16601-16605	F	7/26/2010		***2 Claims Returned***
					16603	IP-Invoice prior to PO; invoice is a copy
					16604	SLS-Invoice prior to PO
13	7/27/2010	75955-75995	A	7/26/2010		***4 Claims Returned***
					75976	OAOC-Invoice prior to PO
					75981	DS-Invoices prior to PO (2)
					75990	OAOC-Service prior to PO
					75983	DS-Invoice prior to PO

ATTACHMENT # 4

ATTACHMENT# 5

HUMAN RESOURCES ATTACHMENT
BOCES BOARD AGENDA
AUGUST 31, 2010

RESOLVED, that the Board of Cooperative Education, upon the recommendation of the District Superintendent does hereby approve the following:

UNCLASSIFIED APPOINTMENTS

Name	Dept	Position	Appt.	Effective	Salary	Tenure Area	Cert.
Michael Virgil	CASSC	Executive Director	Temporary, PT (30%), Non-Unit Mid-Management	9/1/2010-8/31/2011	$50,000 prorated	N/A	SDA Perm

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

SUBSTITUTE APPOINTMENTS

Name	Position	Appt.	Salary	Effective
Caree Acre	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Paul Agoglia	Substitute	Temp	As per board policy	9/1/2010-8/31/2011
Walter Ashley	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
John Asperoy	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Rebecca Brown	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Betty Buel	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Anne Cannon	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
June Carey	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Sandra Caughey	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Valerie Crilly	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
William Crowley	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Toni Cummings	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Laurie Darfler-Sweeney	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Joy Del-Sette	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Gloria Hendricks	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Irene Hess	Substitute	Temp	As per board policy	9/1/2010-8/31/2011

Name	Position	Appt.	Salary	Effective
Dona Janke	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Cynthia Jenkins	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Anita Jones	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Caren Kelsey	Substitute	Temp	As per board policy	9/1/2010-8/31/2011
Lois Kohler	Substitute	Temp.	As perboard policy	9/1/2010-8/31/2011
Donna Lee	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Brooke Leech	Substitute	Temp	As per board policy	9/1/2010-8/31/2011
Margaret Maben	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Julie Mancroni	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Jonathan Ment	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Anita Miskovsky	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Shannon O'Hara Mannerud	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
William Otis	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Anita Palmer	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Willard Palmer	Substitute	Temp	As per board policy	9/1/2010-8/31/2011
Sue Raeder	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Jocelyn Reeves	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
David Rodgers	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Jane Ryther	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Marie Schwartzkopf	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Rita Treski	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Nancy Walsh	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011
Dorothy Wolf	Substitute	Temp.	As per board policy	9/1/2010-8/31/2011

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

CHANGE OF CIVIL SERVICE STATUS

Position	Dept.	Position	Type of Appointment	Effective
Vicki Parshall	Itin.	Physical Therapist	Permanent	9/14/2010

2010-2011 ANNUAL RE-APPOINTMENTS

Name	Dept.	09-10 FTE	10-11 FTE	Position	Effective
James Bercovitz	IP	.7	.7	Doctor of Clinical Psychology	9/1/2010-6/30/2011
Joy Del-Sette	CTE	1.0	.5	Computer Technology Instructor	9/1/2010-6/30/2011

Name	Dept.	09-10 FTE	10-11 FTE	Position	Effective
Stephanine Bauer	Itin.	1.0	.7	Hearing Impaired Teacher	9/1/2010-6/30/2011
Stephanine Church	Itin.	1.0	.8	Speech & Hearing Handicapped Teacher (Voluntary Reduction)	9/1/2010-6/30/2011
Samantha Gaske	SAP	.7	.6	School Counselor	9/1/2010-6/30/2011
Peter Pollock	Itin.	.8	.6	Enrichment Program Coordinator	9/1/2010-6/30/2011
Kara Grady	Itin.	.6	.6	Speech & Hearing Handicapped Teacher	9/1/2010-6/30/2011
Ron Ritter	Itin.	.7	.8	Visually Impaired Teacher	9/1/2010-6/30/2011
Nancy Forstbauer	Itin.	Stipend (½ hr. week)	Stipend (½ hr. week)	Medicaid Documentation	9/1/2010-6/30/2011
Kathy Jones	Itin.	Stipend (10% of Salary)	Stipend (10% of Salary)	Medicaid Supervision	9/1/2010-6/30/2011
Jamie Sherwood	Itin.	1.0	.65	Occupational Therapist	9/1/2010-6/30/2011

MISCELLANEOUS APPOINTMENTS

Name	Appt.	Position	Effective	Compensation
William Holland	Casual Employee Consultant	Pre-Licensing Instructor	9/1/2010-6/30/2011	$150.00/per course Max. of $4,500.00
Gordon Brigham	Casual Employee Consultant	Pre-Licensing Instructor	9/1/2010-6/30/2011	$150.00/per course Max. of $4,500.00
Shana Ritton	Casual Employee Consultant	Summer Workshop Participant - Level I Smartboard & Level II Smartboard	7/8/2010 & 7/20/2010	$85.00/day Max. $170.00
Brideen Edwards	Casual Employee Consultant	Summer Workshop Participant - Level I Smartboard & Level II Smartboard	7/8/2010 & 7/20/2010	$85.00/day Max. $170.00
Cherie Gulotty	Casual Employee Consultant	Summer Workshop Participant - Level I Smartboard & Level II Smartboard	7/8/2010 & 7/20/2010	$85.00/day Max. $170.00
Patricia Voorhees	Casual Employee Consultant	Summer Workshop Participant - Level I Smartboard & Level II Smartboard	7/8/2010 & 7/20/2010	$85.00/day Max. $170.00

Name	Appt.	Position	Effective	Compensation
Erin Mathewson	Casual Employee Consultant	Summer Workshop Participant - Level I Smartboard & Level II Smartboard	7/8/2010 & 7/20/2010	$85.00/day Max. $170.00
Dawn Tefft	Casual Employee Consultant	Summer Workshop Participant -Traits of Wrting	7/22/2010	$85.00/day Max. of $85.00
Candice Gockel	Casual Employee Consultant	Summer Workshop Participant - Level II Smartboard & Traits of Writing	7/20/2010 & 7/22/2010	$85.00/day Max. $170.00
Patricia Heinrich	Casual Employee Consultant	LPN Program - Clinical Instructor	9/13/2010-630/2011	$22.00/hr. As-Needed
Johanna Tordai	Casual Employee Consultant	LPN Program - Clinical Instructor	9/13/2010-630/2011	$22.00/hr. As-Needed
Tassha Rathbone	Casual Employee Consultant	LPN Program - Clinical Instructor	9/13/2010-630/2011	$28.00/hr. As-Needed
Patricia Prime	Casual Employee Consultant	LPN Program - Clinical Instructor	9/13/2010-630/2011	$24.00/hr. As-Needed
Elletta Sagendorf	Casual Employee Consultant	LPN Program - Clinical Instructor	9/13/2010-630/2011	$24.00/hr. As-Needed
Phyllis Thorpe-Hillis	Casual Employee Consultant	Lead Bus Monitor/Attendance Training Instructor	9/27/2010-6/30/2011	$25.00/hr. Max. of $375.00
Roderick Hillis	Casual Employee Consultant	Bus Monitor/Attendance Training Instructor	9/27/2010-6/30/2011	$16.00/hr. Max. of $32.00
Deborah Mueller	Casual Employee Consultant	Bus Monitor/Attendance Training Instructor	9/27/2010-6/30/2011	$16.00/hr. Max. of $16.00

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

MISCELLANEOUS SUMMER APPOINTMENTS

Name	Position	Days	Compensation	Effective
Jill Eichler	Science Teacher	Additional 4 Days	Per-diem	8/16/2010-8/31/2010
Steve Lawton	Computer Technology Teacher	Max. of 5 Days	Per-diem	8/19/2010-8/31/2010
Muga Katoke	Special Education Teacher (Moving)	Max. of 2 Days	Per-diem	8/19/2010-8/31/2010
Roger Scanlon	Licensed Teaching Assistant (Moving)	Max. of 2 Days	Per-diem	8/19/2010-8/31/2010
Laurie Fallon	Special Education Teacher (Moving)	Max. of 1 Day	Per-diem	8/16/2010-8/31/2010
Stephen Zukatis	Building Trades Teacher	Max. of 2 Days	Per-diem	8/16/2010-8/31/2010

Name	Position	Days	Compensation	Effective
Doug Anderson	Building Trades Teacher	Max. of 2 Days	Per-diem	8/16/2010-8/31/2010
Joy Del-Sette	Computer Technology Teacher	Max. of 1 Day	Per-Diem	8/23/2010-8/31/2010
Karl Gee	Commercial Arts Teacher	Max. of 1 Day	Per-Diem	8/23/2010-8/31/2010

LEAVE OF ABSENCES

Employee	Position	Reason	Effective
Harry Gold	School Social Worker	Medical Leave with pay	9/1/2010 11/5/2010

RESIGNATION/RETIREMENTS

Name	Position	Type	Effective
James Haugli	Executive Director of CASSC	Resignation	8/18/2010
Guy Saportito	Cleaner	Resignation	8/16/2010

ATTACHMENT# 6

ONC BOCES

2010-2011 ***REVISED*** **RENTAL; OPERATIONS & MAINTENANCE; ANCILLARY FEE SCHEDULE**

as of:
8/23/10

2009-2010	COST PER SQ. FOOT	$	6.71	**09-10 O&M**	$3,041
COLA AS OF 10/30/09			0.0%		
2010-2011	**COST PER SQ. FOOT**	**$**	**6.71**	**10-11 O&M**	**$3,041**

ANCILLARY FEES -	BASIC ACADEMIC (201) &	$	4,399.00	PER ROOM
INNOVATIVE PROGRAMS ONLY	BASIC LIFE SKILLS (204)	$	700.00	PLUS PER STUDENT
	TRUST (210) &	$	4,399.00	PER ROOM
	BEHAVIORAL ADJ (212)	$	2,000.00	PLUS PER STUDENT

DISTRICT/ LOCATION	PROGRAM USE	SQ. FOOT	002 ADMIN RENT	O&M	TOTAL	District Totals
ANDES	DISTANCE LEARNING - Split Cost -Shared	600	$4,026		$ 4,026	$ 4,026
CHARLOTTE VALLEY	212 - BA PRIMARY	1012.5	$6,794	$3,041	$ 9,835	
	212 - COUNSELING ROOM/OFFICE	216	$1,449	$3,041	$ 4,490	
	DISTANCE LEARNING	506	$3,395		$ 3,395	
F820	SUMMER SCHOOL (4) CLASSROOMS;COUNSELING, REL. SERVICE	Avg. 2010-11 Rent +O&M	$8,000		$ 8,000	$ 25,720
EDMESTON	DISTANCE LEARNING	806	$5,408		$ 5,408	$ 5,408
GILBOA-CONESVILLE	DISTANCE LEARNING	312	$2,094		$ 2,094	$ 2,094
LAURENS	204-YES PROGRAM	770	$5,167	$3,041	$ 8,208	$ 8,208
MARGARETVILLE	DISTANCE LEARNING	770	$5,167		$ 5,167	$ 5,167
MILFORD	DISTANCE LEARNING	783	$5,254		$ 5,254	$ 5,254
MORRIS	DISTANCE LEARNING	759	$5,093		$ 5,093	$ 5,093
ONEONTA	212-BA ELEMENTARY	770	$5,167	$3,041	$ 8,208	$ 8,208
ROXBURY	DISTANCE LEARNING	776	$5,207		$ 5,207	$ 5,207
SOUTH KORTRIGHT	DISTANCE LEARNING	770	$5,167		$ 5,167	$ 5,167
STAMFORD	DISTANCE LEARNING	660	$4,429		$ 4,429	$ 4,429
WORCESTER	DISTANCE LEARNING - Split Cost - Shared	1200	$4,026		$ 4,026	$ 4,026
	TOTAL DISTRICT RENTALS		**75,841.46**	**12,164.00**	$ 88,005	$ 88,005

OTHER RENTALS

CMEC RENTAL -	ADMIN CENTER	25000	$120,093.48	
	TOTAL OTHER RENT	**35710.5**	**$120,093.48**	
	TOTAL RENTAL ONLY		**$195,934.94**	
	TOTAL RENTAL & O & M		**$208,098.94**	

ATTACHMENT# 7

2210

BOARD REORGANIZATIONAL MEETING

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") will hold an annual reorganizational meeting. The purpose of the reorganizational meeting is to elect officers of the Board and make the proper appointments and designations of other BOCES employees for the proper management of BOCES programs and services during the school year. The Board shall also perform such annual functions as are designated by law.

The meeting will be held in July. The meeting shall be called to order by the District Superintendent, who shall preside until the election of a new president. The order of business to be conducted at the reorganizational meeting shall include the following items required or implied by state law and/or regulation:

I. Administration of Oath

The District Superintendent shall administer the oath of office to newly-elected Board members. Such Oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law; the Clerk shall countersign the oath. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. *Election of Officers*

The Board shall elect a president and vice-president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

III. *Appointment of Officers*

The Board shall appoint and the Board President shall administer the oath of office to the following officials:

Treasurer	Deputy Treasurer
Clerk of the Board	Claims Auditor
Assistant Clerk	

IV. *Other Appointments*

The Board shall appoint and establish the stipend (if any) for the following positions:

Purchasing Agent
Auditor for Extraclassroom Activities Funds for NCOC and OAOC
Treasurer of Extraclassroom Funds at NCOC
Treasurer of Extraclassroom Funds at OAOC
Treasurer of Employee Beverage Fund
Local Educational Agency Designee
Records Access Officer
Records Management Officer
Records Retention and Disposition Officer
Independent Auditor
Internal Auditor
Legal Advisor(s) to the Board of Education
WinCap System Managers
Designation of Officer to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan

V. *Bonding of Personnel*

The Board may bond the following personnel handling BOCES funds:

Clerk of the Board
Internal Claims Auditor
Treasurer
Legal Counsel
Deputy Treasurer

The Board may, in each instance, specify the amount of the bond it intends to obtain.

The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. *Designations*

The Board shall designate:

Official depositories for BOCES funds:

National Bank and Trust Company of Norwich, Hobart and Grand Gorge Branches
National Bank of Delaware County
Wilber National Bank
Key Bank N.A.
J.P. Morgan Chase Bank
The Bank of Greene County
Citizens Bank
First Niagara
HSBC Bank USA

Official BOCES newspapers:

The Daily Star
The Mountain Eagle
The Windham Journal

VI. *Other Authorizations*

The Board shall approve the following petty cash designees/amounts:

Administration/Business Office	$100
NCOC	$150
OAOC	$150
Catskill Area School Study Council	$100
~~SETRC~~ ***SESIS***	$100
~~Labor Relations~~	~~$100~~
Otsego Area School of Practical Nursing	$100

The Board shall normally hold their meetings on the third Tuesday of each month at the Frank W. Cyr Center, Conference Room, Stamford, New York at 12:30 p.m.

VII. *Authorizations:*

Approve Employee Attendance at Conferences
Certification of Payrolls
Designation of Signatures on Checks
Electronic Check Signature Disk
Budget Transfers on Chief School Officer's Approval
Application for Grants in Aid
Approval of Contracts

VIII. *Other Items*:

a. establish rate for mileage reimbursement
b. establish adult education CTE tuition rate
c. establish substitute pay rate
d. other

The Board shall conduct general business at this meeting before it adjourns, if it so desires.

Cross-ref: 2310, Regular Meetings
5252, Student Activities Funds Management

Ref: New York State Constitution, Article XIII, §1
Public Officers Law §§10; 13
Education Law §§1707; 1804(4); 2130

Adoption date: January 23, 2008
Revised date: July 29, 2009, ***August 31, 2010***

ATTACHMENT# 8

NYSSBA Sample Policy 5252

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student clubs and extracurricular activities. The District Superintendent will recommend and the Board will appoint a competent and qualified faculty advisor for each club or organization The Board will appoint a treasurer for the management of the funds associated with these clubs and organizations at the annual board organizational meeting.

Each student organization will designate a student treasurer in conformance with policy 5210.

Prior to termination of a student organization, all funds remaining in the treasury must be disposed of in one of the following ways:

- Expended by a majority vote of the organization.
- Transferred to another student organization or for another purpose, as determined by the membership of the student organization

If no action is taken by the student organization, leftover funds of inactive or discontinued extra classroom activities shall automatically revert to the account of the general student organization or student leadership fund.

Financial transactions will be carried out in conformance with BOCES policies and procedures. An audit of all accounts will be made annually by the independent/external auditor.

Cross-ref: 2210, Board Organizational Meeting
6660, Independent External Audit

Ref: Education Law §207
8 NYCRR Part 172
The Safeguarding, Accounting, and Auditing of Extra classroom Activity Funds, Finance Pamphlet 2, New York State Education Department (revised 2008)

First Reading: August 31, 2010

Adoption date:

ATTACHMENT# 9

0110-R

SEXUAL HARASSMENT REGULATION

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES")'s commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in BOCES-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in BOCES-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Unacceptable Conduct

Conduct that the Board considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities

or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc;

5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
12. any other unwelcome gender- or sexually orientated-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive.

Determining if Prohibited Conduct is Sexual Harassment

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student's learning environment or altered the conditions of the employee's working environment;
2. the type, frequency and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the BOCES; and
8. incidents of gender-based, but non-sexual harassment.

Reporting Complaints

Any person who believes he or she has been the victim of sexual harassment by a student, district employee or third party related to the BOCES is required to report complaints as soon as possible after the incident in order to enable the BOCES to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the ~~Assistant Superintendent for Curriculum Instruction or the~~ Assistant Superintendent for Management Services and in cases involving students, the Building Principal(s) or Program Director(s), as the Compliance Officers to receive reports or complaints of harassment. Only if the complaint involves any of the Compliance Officers shall the complaint be filled directly with the District Superintendent.

Any BOCES employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the BOCES administration, and then shall immediately notify the Building Principal(s) or Program Director(s).

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the victim's response to the harassment.

Confidentiality

It is the policy of the BOCES to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the BOCES will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the BOCES 's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the BOCES retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the BOCES's ability to respond to his/her complaint;
2. BOCES policy and federal law prohibit retaliation against complainants and witnesses;
3. the BOCES will attempt to prevent any retaliation; and
4. the BOCES will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the BOCES from responding effectively to the harassment and preventing the harassment of other students or employees.

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure

The **Building Principal(s) or Program Director(s) or designee** shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the **Building Principal(s) or Program Director(s) or designee** should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than three working days following receipt of a complaint, **the Building Principal(s) or Program Director(s)** or designee should begin an investigation of the complaint according to the following steps:

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to BOCES social workers, psychologists, crisis team managers, other BOCES staff, or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:

    a. discussion with the accused, informing him or her of the BOCES policies and indicating that the behavior must stop;
    b. suggesting counseling and/or sensitivity training;
    c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
    d. requesting a letter of apology to the complainant;
    e. writing letters of caution or reprimand; and/or
    f. separating the parties.

8. Parent/Student/Employee Involvement and Notification

   a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
   b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
   c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.
   d. The Building Principal(s) or Program Director(s) (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the District Superintendent.
   e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
   f. The investigator shall notify the victim that if he/she desires further investigation and action, he/she may request a BOCES level investigation by contacting the District Superintendent. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the District Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

If a complaint received by the **Compliance Officer or designee** contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the District Superintendent. In addition, where the

Compliance Officer or designee has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a BOCES employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the **Compliance Officer or designee** may request a BOCES-level investigation by submitting a written complaint to the District Superintendent within 30 days.

B. BOCES-level Procedure

The District Superintendent shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a **Compliance Officer or designee**, as well as those appealed to the Superintendent following an initial investigation by a **Compliance Officer or designee**. In the event the complaint of sexual harassment involves the District Superintendent, the complaint shall be filed with or referred to the BOCES Board President, who shall refer the complaint to a trained investigator not employed by the district for investigation.

The BOCES level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the District Superintendent or Board President.

In conducting the formal BOCES level investigation, the BOCES will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a BOCES investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, BOCES investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the District Superintendent (or in cases involving the District Superintendent, the Board-appointed investigator) will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the District Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, victims have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights.

Employee victims also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to BOCES authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of BOCES business.

Other individuals: Penalties may range from a warning up to and including denial of future access to BOCES property.

False Complaints

Knowingly false or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

Training

All students and employees shall be informed of this policy in student and employee handbooks and student registration materials. A poster summarizing the policy shall also be posted in a prominent location at each BOCES location.

All new employees shall receive information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the BOCES commitment to a harassment-free learning and working environment. Principals, Title IX coordinators, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

The District Superintendent shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Adoption date: January 23, 2008

Revision date: August 31, 2010

REGULAR MEETINGS

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") shall hold regular meetings of the Board on the designated date and time during the fourth week of each month in the Conference Room, Frank W. Cyr Center, Stamford, New York.

The time, dates and place of regular Board of Education meetings shall be established at the annual reorganizational meeting which will be held no later than July 15. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting shall be rescheduled. All regular Board meetings are open to the public, and meeting facilities shall provide access to persons with disabilities.

When Board meetings are cancelled due to the lack of a quorum or weather emergency, the Board meeting will be rescheduled for the next day if practical. If the next day is a holiday, then the Board meeting will be held on the second day after the cancelled meeting.

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: the Superintendent of Schools, the Assistant ***Superintendents***, and other specified personnel as deemed necessary.

Cross-ref: 2210, Board Reorganizational Meeting

Adoption date: January 23, 2008

Revised date: April 30, 2008, August 31, 2010

BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

I. Opening of Meeting

- A. Roll Call & Quorum
- B. Pledge of Allegiance
- C. Call to order
- D. Additions to Agenda ~~and Adoption of Consent Agenda~~
- E. Approval of Minutes
- F. Approval of Monthly Reports
- G. Approval of Budgetary Transfers
- H. Examination of Warrants
- I. Internal Claims Auditor Report
- J. Public Comments

II. Reports

- A. District Superintendent Report
- B. Assistant Superintendent for Management Services Report
- ~~C. Assistant Superintendent for Instructional Services Report~~

III. New business

- A. Personnel
- B. Public Comments
- C. Information Items

IV. Adjournment

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Adoption date: January 23, 2008
Revised date: August 31, 2010

CURRICULUM MANAGEMENT

The Otsego Northern Catskills BOCES recognizes its responsibility for the development, assessment and improvement of its educational programs. To this end, the Board is committed to establishing and maintaining a coordinated curriculum management process that:

- Defines how the curriculum is developed and approved.
- Ensures that the curriculum is taught and tested.
- Provides for the ongoing review and evaluation of the curriculum.

For purposes of this policy, "curriculum" means a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge and skills.

Curriculum Development

The Board views a well-articulated curriculum for each instructional program as essential.

The District Superintendent~~, in coordination with the Assistant Superintendent for Instruction,~~ shall be responsible for the implementation of a written curricula designed to meet identified student needs. He/she shall establish procedures for curriculum development that provides for the effective participation of administrators, teaching staff, and others as appropriate.

The curriculum shall:

- Comply with state mandates.
- Focus on the New York State Learning Standards appropriate to each program.
- Provide sufficient flexibility to meet individual student needs at each stage of development.
- Reflect current research, best practices and technological advancements within each program.
- Promote congruence among the written, taught and assessed content.

Curriculum Implementation

Implementation of the curriculum rests with the teaching staff. In carrying out this responsibility, the teaching staff shall work to ensure continuity between the written, taught and tested curriculum. The ~~Assistant Superintendent for Instruction~~ ***District Superintendent*** shall be responsible for the management of the implementation of the curriculum. He/she shall carry out this management function by directing activities to be overseen by coordinators, directors, principals including analyzing

student assessment data, making classroom observations of teachers, and providing opportunities for teachers to discuss and share ideas and strategies. The curriculum for each subject or course shall be communicated to the teaching staff annually by the appropriate program administrator.

Curriculum Review

The Board recognizes the need for and the value of a systematic, ongoing program of curriculum evaluation that includes collecting and analyzing data about student achievement. All aspects of the curriculum shall be subjected to a searching and critical analysis in an attempt to improve students' learning and growth. Such a program is essential to evaluate program effectiveness in each program area and to make judgements about resource allocation. The District Superintendent shall develop guidelines to evaluate the instructional program to ensure its continued effectiveness. With prior Board approval, the District Superintendent may conduct pilot programs deemed necessary to the continuing improvement of the instructional program.

The District Superintendent shall report his/her findings regarding the effectiveness of the instructional program to the Board annually, and, if necessary, shall recommend changes to the curriculum.

Ref: Education Law §§1709(3); 1711(5)

Adoption date: January 23, 2008

Revised date: August 31, 2010

AUTHORIZED PERSONNEL
CELL PHONE USE

- Superintendent (1)
- ***Assistant Superintendent (1)***
- CTE Principals (4) *
- CTE Director (1)
- Program Leaders (7)
- Curriculum & Instruction Coordinators (*2*)
- Building Maintenance Worker (1)
- Computer Support Technicians (*3*)
- Innovative Program Supervisors (2)
- Innovative Program Instructors - Remote Sites (4)
- Distance Learning Coordinator – (1)
- School Business Official (Shared Business Office) (1)

**** One additional phone available at each occupational center location for staff use on field trips for emergencies.***

Adoption Date: January 23, 2008
Revised Date: April 30, 2008; May 20, 2008; June 24, 2008; July 8, 2008; July 7, 2009; August 25, 2009; April 28, 2010; August 31, 2010

USE OF DISTRICT CREDIT CARDS

It is recognized that specific BOCES employees will be issued a BOCES credit card to assist with their job responsibilities. Job titles that will be issued a BOCES credit card are listed below and shall be reported to the Board of Education each year at the BOCES organizational meeting in July.

Effective July 1, 2005, the following positions are authorized to use a BOCES issued credit card:

- Superintendent (1)
- Assistant Superintendent for Management Services (1)
- ~~Assistant Superintendent for Instructional Services (1)~~

The BOCES shall establish a credit line not to exceed $20,000 in total. BOCES issued credit cards shall be used prudently and only for official school business. Individuals authorized to use BOCES credit cards shall agree in writing to accept financial responsibility for any inappropriate usage by that individual. Receipts should be obtained that are itemized to provide evidence that expenses are prudent and proper. If credit cards are used for meals, those in attendance and the purpose of the meeting should be provided. For other expenses, the reason for the cost incurred should be provided.

The Board shall ensure that the credit card is secured through an RFP process, or State contract vendor and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate BOCES business expenditures. The use of credit cards is not intended to circumvent the BOCES policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Management Services and to the appropriate financial institution.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The District Superintendent, in consultation with the Assistant Superintendent of Management Services and the district's Purchasing Agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Assistant Superintendent for Management Services shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the District Superintendent and the Board.

Cross-ref: 6700, Purchasing
6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: January 23, 2008;

Revision date: July 8, 2008; July 7, 2009, July 7, 2010; August 31, 2010