ATTACHMENT# 1

The regular monthly meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, May 10, 2017, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Joseph Ballard, Paul Beisler, Marcy Birch, James Gray, Ellen Hager, Theresa Hait, Antoinette Hull, Johnnie Nemec and William Haltermann.

MEMBERS ABSENT: None.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton, Joseph Booan, Lynn Chase Alyssa Oliveri, Anne Pallischeck, Gen Ballard.

Call to Order

At 12:34 p.m. President James Gray called the meeting to order with a quorum present.

Pledge of Allegiance

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.

Additions to the Addenda

Mr. Savin suggested that the personnel section of the Agenda be tabled until executive session, as there is an item to discuss.

Dr. Bolton informed the Board that there was a typo on Consent Item D, and that it should read 2017-2018.

Approval of Consent Agenda

Antoinette Hull and Paul Beisler moved to approve the consent agenda as presented.

Ms. Hull asked if a reason must be listed in minutes when the Board moves into Executive Session. Alyssa Oliveri will check. Mr. Nemec referred to Consent Item J and asked if we have rented our space for summer school before and if it is open to all students this year. Dr. Bolton explained that we are renting our facilities because Schenevus CSD cannot use their building this summer, so it is a unique situation. The summer school is only for Schenevus' students.

Motion was approved unanimously.

1. Minutes from Regular Meeting - April 12, 2017
2. Monthly Reports - March 2017
   Treasurer's Report, Report of Interest Earned, Budget Status Reports, Revenue Status Reports, General Fund Trial Balance, Special Aid Fund Trial

Balance, Capital Fund Trial Balance, Trust & Agency Fund Trial Balance, Private Purpose Trust Fund Trial Balance and Extra Classroom Activities Reports for OAOC, NCOC. (Copy filed in the Clerk's office).

3. Claims Auditor Report

Motion was approved unanimously.

Warrants

The warrants were presented for examination (as previously approved by the Claims Auditor).

Public Comments

There were no public comments.

District Superintendent Report

District Superintendent Report:

- **CTE Budget:** Mr. Savin announced that Component Superintendents selected their CTE Budget for next year. He reference the budget scenario document distributed at the last Board meeting and indicated that Option 1 was selected. This option keeps the NCOC Building Trades Program at 100%, allows for a halftime Mechatronics instructor and tables the proposed internship program. Mr. Savin explained that he still hopes to offer internship opportunities to BOCES students. He mentioned that we offered direct communication with students and parents, and it seems like that may be something we can pursue. He explained that declining enrollment is likely having an effect on our program enrollment. The group discussed collaboration among districts to combat challenges related to declining enrollment. Mr. Haltermann proposed introducing multi-year contracts for BOCES services. Mr. Savin informed the Board that our Advisory Committee structure for next year has changed at the request of the Superintendents. Student Programs and Instructional Services meetings will now follow Cabinet Meetings and will be comprised of the full Cabinet.

- **Otsego County Highway Department:** Mr. Savin informed the Board that he had been approached by the Otsego County Highway Department about building a shared transportation facility on ONC BOCES property, at OAOC. This facility could be shared between highway departments, fire departments, school districts and other county or municipal entities. At this time, the only component school who showed interest was Morris.

- **Board Planning Day:** Mr. Savin reminded the group that the Board Planning Day is scheduled for Wednesday, May 17th. There was a brief discussion about topics and which to begin with. Mr. Savin suggested beginning this work following the Board meeting, if time permits.

- **Reorganization Meeting:** Mr. Savin informed the Board that we listed a suggested date for the reorganization meeting, July 12, 2017, under the consent agenda. If the Board would like

to discuss other dates, we can move it from the consent agenda to discuss and choose a different date.

- **Calendar:** Mr. Savin informed the Board that there may be a change to our calendar. The teachers may request that the Friday, September 1 Conference Day be moved to Monday, August 28. Districts will not be affected. If we move forward to make the change, the calendar will go on the Board Agenda for re-approval.

- **Summer Work Week Program:** Mr. Savin distributed a handout detailing the Summer Four Day Work Week Program. Mr. Savin explained that we are looking to offer this program to 12 month employees as we have the past few summers. The program allows employees to work four days per week, rather than five, by extending their hours those four days. He explained that all offices are covered every day and that employees are appreciative.

Deputy Superintendent Report

Deputy Superintendent Report:

- **Budget Adoption:** Dr. Bolton informed the Board that the budget is on the Agenda for approval. She explained that due to technical difficulties with WinCap following the recent power outages, the budget figure is tentative. She recommended that the Board adopt this budget and re-approve it next month with the updated figure.

- **Server Issues- Gen Ballard:** Ms. Genevieve Ballard, Network Administrator, informed the Board that the power outage that the region experienced on Tuesday, May 2, led to server issues and the loss of work on WinCap. She explained that four of our servers went down and we could not get WinCap back up and running. We worked with our data emergency recovery service and got WinCap running a few days later, but unfortunately were unable to recover a week's worth of work. She expressed appreciation for her team and other departments for their hard work and positive attitude during this crisis. We are now running an extra daily backup and verifying that our offsite backups are being completed as per our contract. Ms. Ballard shared that we could greatly benefit from having a generator for our servers to avoid such issues in the future. Dr. Bolton informed the group that all BOCES use WinCap. Mr. Haltermann suggested looking into a cloud service. The Board discussed avenues for obtaining a generator, such as grants and becoming a red cross center.

- **ASBO Reporter:** Dr. Bolton announced that Ms. Lynn Chase will be receiving an award from ASBO. This award includes a $750 scholarship. She also mentioned that the Reporter had asked ONC BOCES to write an article about CASEBP.

Directors' Report

Joseph Booan, Assistant Superintendent for Student Programs:

Mr. Booan briefly reviewed some items on the Agenda. He informed the Board that seven of our Engineering students will be going to the SkillsUSA Nationals. He explained that

these students won first place at States in multiple categories. Mr. Booan invited the Board to attend the upcoming New Visions Engineering Symposium, taking place at SUNY Oneonta on Wednesday, May 24.

Mr. Booan informed the Board that we have no students signed up for New Visions Engineering at NCOC. Right now they are discussing different ways to handle this and are planning a meeting with guidance counselors in June. Ms. Birch asked what the registration numbers are so far for New Visions Engineering at OAOC. Right now there are nine signed up, four contingent and a possibility of two more applicants.

Mr. Booan indicated that the Board will see a number of budget transfers on the Board Agenda. These types of transfers generally take place at the end of the year and are due to factors such as supply purchases and staffing changes; this is simply a reallocation of funds.

Mr. Booan announced that he would like to replace our four vans. He explained that they are all over ten years old and are faltering. He hopes that we can replace two this year and the other two next year.

Anne Pallischeck, Director, Instructional Support Services:

Ms. Pallischeck reviewed some items on the Agenda.

She informed the Board that she has begun planning the fall conference day. The focus is response to academic and behavioral intervention.

Ms. Pallischeck indicated that BOCES has decided to do some material changes to our APPR plan. She hopes that the updated plan will be ready for the June Board meeting.

Ms. Pallischeck shared that computer-based testing had gone well at the districts who tried it. Scoring for the computer-based tests will take place at the Holiday Inn on Friday, May 12th; she invited Board members to attend.

Personnel - Tabled

Ms. Hait and Ms. Hull moved to table personnel pending further discussion in Executive Session.

Motion was approved unanimously.

Approval of Consent Agenda Items

Ms. Hull and Mr. Nemec moved to approve the following Consent Agenda Items:

Resolution to Participate in Erie #1 NYSITCC Consortium for 2017-18 - ISS

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for 3rd L Corp, A+ Educators, Accelerate Learning, Achieve3000,

AKJ Books, Allegheny Educational, American Reading Company, Amplify, Answer Pad, Bird Brain, Blackboard, Inc., Bloomboard, Blue Ribbon Testing, Brain Hurricane, Bridges Transitions, c8 Sciences, Carnegie Learning, Centris, Certica, Chester Technical Services, ClassLink, Code Monkey, Curriculum Associates, Curriculum Technology, Desire 2 Learn, Dreambox, eDoctrina, Edgenuity, Edmentum, Educational Vistas, Edvation, eSpark, Explore Learning, FastBridge Learning, Frontline Technologies, Hot Math, Houghton Mifflin, iDesign, Imagine Learning, Interactive Media, iSafe, iStation, It's Learning, IXL, Keyboarding Without Tears, Kidtellect, Learning Ally, Learning.com, Learning Sciences International, Lego Education, Lexia Learning, LinkIt, Little Bits, Maker's Empire, Mastery Connect, McGraw-Hill, Mind Research Institute, Microsoft, Modular Robotics, Naviance, Nearpod, Newsela, NWEA, Oneder, Pearson Digital Learning, PLS 3rd Learning, Randa, Redbird Advanced Learning, Renaissance Learning, Right Reason Technologies, Robokind, Rosetta Stone, Rubicon West, Inc., Scholastic, Inc., School Improvement Network, School Specialty, SchoolBinder, SchoolKit, Schoology, Scientific Learning, Sensavis, Service Infinity, Shmoop, SunGard, Suntex, Taylor & Associates Communications, Tech4Learning, Tequipment, Thimble,

WHEREAS, The ONC BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the ONC BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the ONC BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the ONC BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards;
(2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

Motion was approved unanimously.

Resolution to Participate in Erie #1 NYS Distance Learning Consortium 2017-18

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2017-2018 fiscal year for Apex, Blackboard, Desire 2 Learn, Edgenuity, Edmentum, Florida Virtual School, Fuel Education, Instructure, It's Learning, Odysseyware, Pearson, Right Reason, and Schoology, and

WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the distance learning student courses mentioned above as authorized by General Municipal Law, Section 119-0, and

BE IT RESOLVED, That the Otsego Northern Catskills BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned courses, and

BE IT FURTHER RESOLVED, That the Otsego Northern Catskills BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and

BE IT FURTHER RESOLVED, That the Otsego Northern Catskills BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

Resolution to Approve 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 5/3/2017 version of the 2017-18 Rental Facility Schedule, Attachment #6.

Whereas, single year and multi-year leases have been obtained and approved by 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 2017-18 Rental Facility Schedule.

Acceptance of Donation/Gift

Whereas, the ONC BOCES received a donation in the amount of $100.00 for the Wadler Bros., Inc. – Home Builders of Delaware County Award, and

Be it resolved, the Otsego Northern Catskills Board of Education does hereby accept this donation.

Approval of Resolution for Cooperative Purchasing
for School Year 2017-2018

WHEREAS, The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Otsego Northern Catskills BOCES wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Approval of Generic Resolution
Cooperative Bidding for School Year 2017-2018

WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Otsego Northern Catskills BOCES wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board
of Education who will make the awards; therefore

BE IT RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Resolution to Approve Atlantic Testing Laboratories Agreement
Public Comments

Whereas, the Otsego Northern Catskills BOCES wishes to enter into an agreement with Atlantic Testing Laboratories, Limited to provide construction materials engineering and testing services for the NCOC Door Replacement and Site Paving Project at estimated fees as outlined in the scope of services included within the agreement for technical personnel as needed at $90-140/hour, $180/half day and $290-$380/day; laboratory testing rates of $15/core, and $70-225/test; other miscellaneous services at rates of $50-$150/day and $140-$165/trip, and

Whereas, Atlantic Testing Laboratories, Limited, Canton, NY has agreed to provide said services as indicated above for the period of May 11, 2017 to December 31, 2017, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve this agreement at the rate and terms indicated above.

Approval of Rental Agreement - Schenevus CSD

Whereas, the Otsego Northern Catskills BOCES will offer a rental agreement for the use of a classroom at its facilities at the Otsego Area Occupational Center in Milford, NY to Schenevus Central School for their summer school program. The term of the rental will be July 3, 2017 – August 11 2017, and

Whereas, the use of the facilities will support Schenevus CSD for their summer school program during their summer work on their capital project, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve

a rental agreement at no cost to the Schenevus CSD as they will provide staff, and provide an RN which will be available to the BOCES summer school students if needed. Schenevus CSD will offer occasional coverage for administration as needed as well.

Resolution to Declare Surplus Equipment

Whereas, the Otsego Northern Catskills BOCES does not wish to retain the following list of equipment or components, as the items are obsolete, no longer functional or operational,

Resolved, that the Otsego Northern Catskills BOCES Board of Education declares the equipment as surplus in accordance with Board Policy #6900 and will be disposed of accordingly.

MEDIA LIBRARY & NCOC:

TAG #	DESCRIPTION	ACQUISITION DATE
013913	BRETFORD CASES FOR IPAD MEDIA	6/30/2014
009767	TV	1/1/2000
009769	TV	1/1/2000

Designation of Reorganization Meeting

Designation of Wednesday, July 12, 2017 as the date of the Reorganization and Regular Meeting to be held at the Otsego Area Occupational Center, Milford, NY at 12:30 p.m.

Motion was approved unanimously.

Budget Approval 2017-2018

Mr. Beisler and Mr. Haltermann moved to approve the budget as presented:

It is requested that the Otsego Northern Catskills BOCES Budget for 2017-18 in the amount of $23,714,099 be approved, as submitted on the SBM-4 to the NYS Education Department.

Motion was approved unanimously.

Review and Adoption of Board Policy #6700- Purchasing
Attachment #7

Ms. Hull and Mr. Nemec moved to adopt Board Policy #6700- Purchasing as presented.

Motion was approved unanimously.

Approval of Field Trip
Attachment #8

Mr. Nemec and Ms. Hager moved to approve the following field trip:

Skills USA National Conference, Louisville, KY- June 19, 2017- June 24, 2017 (Zukaitis)

Motion was approved unanimously.

Executive Session

Mr. Haltermann and Mr. Beisler moved to adjourn to Executive Session to discuss a personnel matter and contract negotiations at 2:11 p.m.

Motion was approved unanimously.

Permission to Remove Personnel from the Table

Ms. Hait and Ms. Hull moved to remove the Personnel from the table.

Motion was approved unanimously.

Approval of Personnel

Mr. Nemec and Mr. Beisler moved to approve the following Personnel as presented:

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

MISCELLANEOUS APPOINTMENTS				
Name	**Appointment**	**Position**	**Effective**	**Compensation**
Leo Milman	Casual Employee	Violinist	6/19/2017 - 6/20/21017 Updated from April 12, 2017 board	$200.00 per graduation
Sharon Sisson	Casual Employee	CASSC Program Coordinator, Enrichment Seminar Program	7/1/2017 - 6/30/2018	$100.00/day Max. of 8 days/$800.00
Joseph Mish	Casual Employee	CASSC Editor, Kites & Kings & Catskill Review Publications	7/1/2017 - 6/30/2018	$1,000.00/program year
James Dallara	Casual Employee	CASSC Enrichment Program Instructor	10/14/2017 - 12/02/2017 1/20/2018 - 3/3/2018	$100.00/Saturday Max. of $600.00 $100.00/Saturday Max. of $600.00

MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Linda Dallara	Casual Employee	CASSC Enrichment Program Instructor	10/14/2017 - 12/02/2017 1/20/2018 - 3/3/2018	$100.00/Saturday Max. of $600.00 $100.00/Saturday Max. of $600.00
Taylor DeMarco	Casual Employee	CASSC Enrichment Program Instructor	10/14/2017 - 11/18/2017	$60.00/Saturday Max. of $240.00
Anthony Perciavalle	Casual Employee	CASSC Enrichment Program Instructor	10/14/2017 - 11/18/2017	$60.00/Saturday Max. of $240.00
Kimberly Haynie	Casual Employee	CASSC Enrichment Program Instructor	10/14/2017 - 11/18/2017	$60.00/Saturday Max. of $240.00
Emily Pattison	Casual Employee	CASSC Enrichment Program Instructor	10/14/2017 - 11/18/2017	$60.00/Saturday Max. of $240.00
Brian Trask	Casual Employee	CASSC Program Coordinator, School Bus Driver Safety Refresher	7/1/2017 - 6/30/2018	$600.00/program year
Joe Pestar	Casual Employee	Construction work	5/11/2017 - 9/30/2017	$30.00/hour
Steve Mason	Casual Employee	NOCTI Proctor	5/10/2017 - 6/20/2017	$125.00/day
William Carr	Temporary	Substitute	5/11/2017 - 8/31/2017	As per board policy or rate per contract

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

CHANGE IN CIVIL SERVICE STATUS

Name	Dept.	Position	Appointment	Effective
Annette Hinkley	Administration	Confidential Administrative Assistant	Permanent	5/25/2017

TENURE APPOINTMENTS

Name	Tenure Area	Effective
Christopher Fatta	Administration - Principal	7/28/2017

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Nicole Couse	Keyboard Specialist	Medical Leave	5/16/2017 - 7/25/2017
Patricia Hornbeck	Teacher	Medical Leave	4/24/2017 - 5/12/2017
1869134	Teacher	Administrative Leave with Pay	5/10/2017

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Donna Cook	Licensed Teaching Assistant	Retirement	7/1/2017
Stephen Lawton	Information Technology Teacher	Retirement	6/30/2017
James Adair	Math Teacher	Retirement	6/30/2017
F. Edward Estelle	Placement Coordinator	Retirement	6/30/2017

Motion was approved unanimously.

Regular Session

Mr. Haltermann and Mr. Nemec moved to return to regular session at 2:40 p.m.

Motion was approved unanimously.

Adjournment

Mr. Ballard and Mr. Haltermann moved to adjourn the meeting at 2:41 p.m.

Motion was approved unanimously.

Respectfully submitted,

Alyssa Oliveri
Board Clerk

Summer Four Day Work Week Program

1.) The purpose of the Summer Program will allow 12-month staff to work a four (4) day work week during the months of July and August. All offices will continue to operate five (5) days a week in order to assist component districts, retirees, employees, vendors and others with their needs.

2.) The Summer Program will run for a seven (7) week period beginning July 10th and ending August 25th.

3.) All 12-month staff will be provided calendars for the months of July and August. On this calendar, you will designate if you choose to participate in the Summer Program. If you participate, you will need to select your schedule for this period according to your 7.5, 8 or 8.5 hour work day which includes lunch.

4.) Designate your **one** chosen Summer Day you will take off each week on the calendar. The day can change each week of the program. For example, one week you may select Friday and the next week a Tuesday. If you have other planned days off, such as vacation or personal days, please include them on the calendar as well. If during this Summer Program you decide to utilize an unplanned vacation or personal day you must check with your supervisor for prior approval to ensure office coverage. It is the employee's responsibility to enter all other absences except your Summer Day into Aesop. Please submit your calendars to your supervisor for approval.

5.) Copies of your approved calendar will be returned to you and forwarded to the Human Resources office to be entered into Aesop. All approved calendars must be submitted to the Human Resources office by **Friday, June 16th.**

6.) During this Summer Program, staff **will not** be allowed to earn comp or flex time. For example, if you schedule a medical appointment during the day, you will not be allowed to stay late to make up the time, you will have to use accrued time. This absence should be entered into AESOP by the employee.

7.) Please plan accordingly, **remember** only ten (10) vacation days can be carried over on your anniversary date each year. **There are no exceptions.**

8.) Due to a longer work day, you will be charged at a rate of 1.25 per day for accrued time off such as vacation, sick and personal. For example, if you have designated Friday as your Summer Day and you are out sick on a Tuesday you will be charged for 1.25 days.

9.) Once the Summer Days have been approved all changes must be approved by your Supervisor and the Deputy Superintendent. These changes will be allowed for emergency purposes only.

10.) ONC BOCES Administration and your Supervisor will have the right to change designated days to ensure office coverage. This program can be terminated at any time by Administration for any reason it deems sufficient.

For any specific questions, please contact the Human Resources office.