

## Board of Education

1914 County Route 35, PO Box 57  
Milford, NY 13807  
607 - 286 - 7715, ext. 2224



## BOARD AGENDA

Wednesday, December 13, 2017  
12:30 p.m. - ETC Room

Northern Catskills Occupational Center  
Grand Gorge, New York 12434

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

E. APPROVAL OF CONSENT AGENDA ITEMS

*(Note: If a board member believes that any item on the consent agenda requires discussion or a separate vote, the board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.)*

1. Minutes from November 8, 2017 Meeting- Attachment #1

2. Monthly Reports - Attachment #2

3. Budgetary Transfers - Attachment #3

4. Claims Auditor Report – Attachment #4

F. EXAMINATION OF WARRANTS

G. PUBLIC COMMENT

## II. REPORTS

### A. DISTRICT SUPERINTENDENT REPORT

- School Boards Institute- January 25, 2017
- Legislative Breakfast
  - Board Member Legislative Breakfast
  - Otsego County Chamber Legislative Breakfast- January 2, 2018
- Mental Health
- Mechatronics/Robotics
- Board of Education Meeting Start Time Discussion

### B. DEPUTY SUPERINTENDENT REPORT

- Revised Budget Development Assumptions
- ESSA Update
- NYSCOSS Advocacy Alert
- ECB State Budget Proposal
- CMEC Grant Application

### C. DIRECTORS' REPORT

- Joe Boan, Assistant Superintendent, Student Programs
- Anne Pallischeck, Director, Instructional Support Services

## II. NEW BUSINESS

### A. PERSONNEL - Attachment #5

### B. APPROVAL OF CONSENT AGENDA ITEMS

*(Note: If a board member believes that any item on the consent agenda requires discussion or a separate vote, the board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.)*

- C. Approval of the Funding Memorandum of Agreement with WDI
- D. Approval of the Application for a Catskill Mountain Education Corporation Funding Grant
- E. Resolution to Approve Amendment 17-19 A4 of 2017-2018 Revocable Permit – State University of New York, Oneonta for Safety Risk
- F. Resolution to Extend RFP Award- Independent (External) Audit Services
- G. SEQR Resolution to Approve New Generator Lab at OAOC Project
- H. Approval of the NBC Learn Subscription Agreement
- I. Acceptance of Donation/Gift
- J. Resolution to Bid- Culinary Arts Program Supplies and Equipment

Consent C.      APPROVAL OF THE FUNDING MEMORANDUM OF AGREEMENT WITH WDI

Whereas, the Otsego Northern Catskills BOCES wishes to enter into a Memorandum of Agreement with the Workforce Development Institute (WDI). WDI will provide funding for the purchase of equipment for the Mechatronics/Robotics training program for the period of November 21, 2017 to December 31, 2017, and

Whereas, Workforce Development Institute, Utica, NY has agreed to provide funding up to and including \$15,000 in support of the purchase of new computers for this training program, agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

Consent D.      APPROVAL OF THE APPLICATION FOR A CATSKILL MOUNTAIN EDUCATION CORPORATION FUNDING GRANT

Whereas the ONC BOCES Instructional Technology Services Department wishes to apply for a grant from the Catskill Mountain Education Corporation for the purpose of purchasing additional materials for use in the makerspaces located in OAOC and NCOC,

Therefore, be it resolved that a grant application request be made to the Catskill Mountain Education Corporation, Stamford, NY for funding in the amount of \$10,000 to be used for the purpose of purchasing additional materials for the makerspaces.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the application for a grant as indicated above.

Consent E.      RESOLUTION TO APPROVE AMENDMENT 17-19 A4 OF 2017-18 REVOCABLE PERMIT - STATE UNIVERSITY OF NEW YORK, ONEONTA FOR SAFETY RISK

Whereas, the Otsego Northern Catskills BOCES Safety Risk Management will require the use of the Morris Room 104 on the SUNY Oneonta Campus for their Safety Risk Advisory Committee Meeting on January 10, 2018 at a total charge of \$50; and

Whereas, the Otsego Northern Catskills BOCES has requested use of offices and various rooms for events on the SUNY College at Oneonta campus from July 1, 2017 through June 30, 2018. Extra services will require a fee of an estimated \$50-\$75/hour for extraordinary custodial staff; \$20/hour for Site Administrator Fee for athletic functions, \$13.90/hour for building managers; \$9.75/hour for student tech; and University Police service will be assessed at college cost if needed.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of the Revocable Permit #17-019 Amendment A4.

Consent F.      RESOLUTION TO EXTEND RFP AWARD – INDEPENDENT (EXTERNAL) AUDIT SERVICES

Whereas, the Otsego Northern Catskills BOCES approved the award of the Request for Proposal (RFP) for Independent (External) Audit Services to D’Arcangelo & Co., LLP on behalf of the BOCES and CASEBP on April 9, 2014 with an optional two (2) year extension, and

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby award the bid to this vendor for \$24,000 effective for fiscal years ending June 30, 2018, and June 30, 2019.

Consent G.      SEQR RESOLUTION TO APPROVE NEW GENERATOR LAB AT OAOC PROJECT

BE IT RESOLVED, the Otsego Northern Catskill BOCES’s Board of Education proposes to declare itself Lead Agency with respect to the proposed new generator project under consideration within the meaning of 6 NYCRR 617.2 (u).

WHEREAS, the Board of Education of the Otsego Northern Catskill BOCES is proposing a Capital Improvement Project consisting of facility improvements considered to be “routine activities” to the Otsego Area Occupational Center; and

WHEREAS, the Board of Education proposed to proceed with the Proposed Action and wishes to take all actions necessary in connection therewith in order to comply with the State Environmental Quality Review Act (“SEQR”); and

WHEREAS, the Proposed Action for work at the Otsego Area Occupational Center is a Type II Action pursuant to SEQR, 6 NYCCR, Section 617.5, (8); and

WHEREAS, the Board of Education believes that it has complied with the regulations for SEQR;

THEREFORE, BE IT RESOLVED, that the Board of Education of the Otsego Northern Catskill BOCES hereby declares completion of the SEQR process as it relates to this Proposed Action.

Consent H.      APPROVAL OF THE NBC LEARN SUBSCRIPTION AGREEMENT

Whereas, the Otsego Northern Catskills BOCES School Library System will require a prorated subscription for NBC Learn for the period of January 1, 2018 to June 30, 2018, and

Whereas, NBC Learn, New York, NY has agreed to provide the subscription at the cost of \$.85/per student for the estimated enrollment of 3,774 students at a total cost of \$3,207.90, agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

Consent I. ACCEPTANCE OF DONATION/GIFT

Whereas, the ONC BOCES Building Trades Program received a donation of 29 gallon cans and 51 pint cans of Minwax stain from Munson Building Supply, Oneonta, NY with an estimated value of \$884, and

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

Consent J. RESOLUTION TO BID – CULINARY ARTS PROGRAM SUPPLIES AND EQUIPMENT

Whereas, the Culinary Arts Program at the ONC BOCES CTE Centers desire to purchase supplies and equipment for the remainder of the 2017-18 school year which collectively exceed the purchasing limit of \$20,000 and which requires bidding under General Municipal Law 104b and to adhere to ONC BOCES Purchasing Regulations (Policy #6700), and

Whereas, the Otsego Northern Catskills BOCES will prepare and solicit bids for Culinary Arts Program Supplies and Equipment adhering to the following estimated timeline:

LEGAL NOTICES	-	December 21, 2017
BIDS TO VENDORS	-	December 14, 2017
BIDS OPENED	-	January 5, 2018
BIDS AWARDED	-	January 10, 2018

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the bidding of Culinary Arts Program Supplies and Equipment.

K. FIRST READING OF BOARD POLICY #2160 - BOCES BOARD OFFICER AND EMPLOYEE CODE OF ETHICS –Attachment #6

L. FIRST READING OF BOARD POLICY #2330 - EXECUTIVE SESSION- Attachment #7

M. FIRST READING OF BOARD POLICY AND REGULATION #4526.1 – INTERNET SAFETY – Attachment #8

N. FIRST READING OF BOARD POLICY #9700- STAFF DEVELOPMENT – Attachment #9

O. PUBLIC COMMENTS

P. INFORMATION ITEMS

**IV. ADJOURNMENT**

/ao

12/7/17

Attachments

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, November 8, 2017, at 3:30 p.m. at the Otsego Area Occupational Center, Grand Gorge, New York.

**Roll Call & Quorum Check**

**MEMBERS PRESENT:** Joseph Ballard, Paul Beisler, Marcy Birch, Ellen Hager, William Haltermann, Barbara Ann Heegan, Antoinette Hull, Kurt Holcherr and Johnnie Nemec.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Nicholas Savin, Jennifer Bolton, Joseph Booan, Lynn Chase, Douglas Favaloro, Anne Pallischeck, Joshua Reiss and Alyssa Oliveri.

**Call to Order**

At 3:32 p.m. Board President, Paul Beisler, called the meeting to order with a quorum present.

**Pledge of Allegiance**

Mr. Beisler 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 Agenda**

Mr. Savin informed the Board that there is an error on Agenda item I, Acceptance of KeyBank Foundation Donation; the amount of the donation is \$5,000.

**Approval of Consent Agenda**

Johnnie Nemec and William Haltermann moved to approve the Consent Agenda.

1. Minutes from the October 11, 2017 Board Meeting
2. Monthly Reports -  
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 OAO, NCOC. (Copy filed in the Clerk's office).
3. Budgetary Transfers
4. Claims Auditor Report - October 2017 (Copy filed in the Clerk's office).

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 SUPERINTEDEDENT REPORT**

**Donations:** Mr. Savin informed the Board that we had received a \$5000 donation from the KeyBank Foundation for our mechatronics program. It is on the Addenda for acceptance. He shared that we are having success obtaining the necessary funds for the Mechatronics Lab construction. We have received grants from the ARC, Corning, Stewarts and Perkins and are hoping for good news with the Mohawk Valley Regional Economic Development Council (MVREDC) and the Scriven Foundation.

**School Board Events:** Mr. Savin reminded the Board that there is a School Boards Institute being held at SUNY Oneonta on November 16<sup>th</sup>. Regent Mittler will be presenting on the new ESSA plan. He also informed the Board that there is a Board of Education Member Legislative Breakfast being held at SUNY Oneonta on December 2, 2017. Both of these events are being facilitated by DCMO BOCES.

**Enrollment Report:** Mr. Savin referred to the Annual Enrollment Report, which was distributed with the Board Addendas. He informed the Board that the reports were distributed to the Superintendents at the recent Cabinet meeting. He explained that he uses BEDS data from each district along with live birth data to create this yearly enrollment projection. He reviewed the document, noting that enrollment is declining, but lately the rate of decline has been slowing. He pointed out that 2015 shows a sharp decline in live births in our region; for the first time it has dropped below 500.

Mr. Haltermann asked Mr. Savin how our population compares to other BOCES. Mr. Savin indicated that we are the second sparsest BOCES. Population is going down nearly statewide, with rural areas being hit hardest. New York City is the only area in which the population is growing. Ms. Birch asked how funds are being affected. In general we are losing funds per pupil. Dr. Bolton discussed the Foundation Aid formula and its part in fund distribution.

**Legislative Priorities:** Mr. Savin distributed the Rural Schools and DCMO/ONC Board Member legislative agendas.

**Mechatronics:** Mr. Savin distributed a document containing three options for the location of the Mechatronics program: in existing space at OAOC, as an addition to OAOC or at Oneonta High School. Mr. Savin explained that it had come to his attention that should we build an addition we

may need a public vote for approval. For regular school districts, when funding comes solely from donations a public vote is not needed, but that may not apply to BOCES. He is working to get a definitive answer on this from NYSED. The document outlined pros and cons of each option, which he reviewed with the group. Mr. Savin emphasized the importance of this program for our students and our region. He explained that repurposing space already at OAOC would not require a vote, so it is a good alternative. Unfortunately, the use of existing space for Mechatronics could result in the displacement of other programs. We would likely look into renting a space in a central location for Special Education. A team of counselors and a crisis intervention specialist would need to be onsite with those classes. Mr. Haltermann asked if students will sign up for Mechatronics/Robotics and what the financial break-even enrollment number would be; the break-even point would be approximately eleven students, with capacity for twenty-five. There was a brief discussion about the possibility of making OAOC a technical high school.

**Collaborative Conversations with Superintendents:** Mr. Savin distributed a collaboration priority list, containing priorities from each district in 2014 and a collaboration progress chart from 2014. Mr. Savin explained that we are in the process of updating this information with Superintendents; the information gathered may be helpful for collaborative conversations. Mr. Savin asked the Board if there are any topics they would like to discuss during this year's collaborative conversations. A more involved discussion about the social and emotional needs of students, new BOCES programming and the creation of a technical high school were suggested. Ms. Hull raised the possibility of having different questions on each side, more tailored to the needs or concerns in that area. Ms. Birch asked Mr. Savin if he believed there would be state support if we made an effort to become the first technical school in the area. Mr. Savin indicated that he had spoken with Senator Seward about collaboration and he had indicated that he would be willing to help us should we gain support from districts and the community.

#### DEPUTY SUPERINTENDENT REPORT:

**Budget Assumptions:** Dr. Bolton distributed the 2018-2019 ONC BOCES Budget Assumptions. Dr. Bolton indicated that we had provided this to Component Superintendents at the last Cabinet meeting; this sheet helps ONC BOCES stay transparent with districts through our budget development process and aids them in creating their own budgets. She reviewed the document, noting that this is subject to change. The retirement figures and CASEBP figures are likely to be adjusted. CASEBP may have no increase this year, while other insurance plans are facing significant increases. Because of this, we have had districts outside of our BOCES expressing interest in joining CASEBP.

**ESSA Reporting:** Dr. Bolton informed the Board that she has been advocating for Business Officials to be involved in state-level conversations regarding the new ESSA reporting requirements and their implementation. NYSASBO has put an advocacy group together. She explained that two camps of people are emerging: ones who prefer an easy methodology and ones who prefer making the reporting more intense as to create usable data. Dr. Bolton stated that districts are not required to begin reporting until next school year.

JOE BOOAN, ASSISTANT SUPERINTENDENT, STUDENT PROGRAMS

**Incidents at OAOC:** Mr. Boan explained that police being called to OAOC is not necessarily a negative thing. He explained that often the police are called to help with an individual’s crisis when DSS and MCAT are not available. Police serve primarily as transportation to a facility able to assist the student in need, generally a hospital.

**Open House:** Mr. Boan shared that the NCOC Open House was a success. There was good engagement between teachers and parents.

**Roadshows:** Mr. Boan announced that program roadshows had begun on the NCOC side.

ANNE PALLISHECK, DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES

**APPR:** Ms. Pallischeck informed the Board that ONC BOCES’ APPR plan had been submitted to NYSED. She has yet to receive feedback from NYSED.

**Standards:** Ms. Pallischeck informed the Board that the new learning standards are out for English and Math. NYSED is working on a state-wide rollout event. Ms. Pallischeck and her staff developers will be attending. A regional education network has been established to aid in the rollout of the new standards; their first meeting is today. She noted that this year the focus is on awareness; testing with the new standards will begin in spring of 2021.

**Approval of Personnel**

Mr. Haltermann and Ms. Hull moved to approve the personnel as presented.

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

UNCLASSIFIED APPOINTMENT							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Lucas Wright	IT	Physical Education Teacher	Temporary, Part-time, .7 FTE, 10-Month, Teacher Unit Position	12/11/2017 - 6/30/2018	N/A	Physical Education: 7-12, Initial	\$43,846.00 prorated to 70% and prorated
Monica Towne	Admin	Work-Based Internship Administrator	Full-time, 12-Month, 7.5 hour work day, Non-Unit Administration, Probationary Appointment	*12/11/2017 - 12/10/2021	Administration: Work-Based Internship Administrator	School Building Leader: Initial	\$72,000.00 prorated to the effective date

\*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 3012<sup>3</sup> of the Education Law, in order to be granted tenure the teacher/administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly

effective in at least three (3) of the four (4) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

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

MISCELLANEOUS APPOINTMENTS				
Name	Appointment	Position	Effective	Compensation
Scott Blish	Casual Employee	Tournament Presenter for CASSC	12/15/2017 - 1/14/2018	\$112.50/team Max of \$1,800.00
Caren Kelsey	Casual Employee	*CPR/AED First Aid Certification Instructor  Clinical Job Coach *Revision from August/October Board	9/5/2017 - 6/30/2018	\$125.00/day Max. of 30 days  \$15.00/hour Max. of 150 hours
Sara Villwock	Casual Employee	CASSC Instructor, Enrichment Seminar Program#2  Revision from the June board	10/14/2017 - 11/18/2017	\$60.00/Saturday plus \$100.00 prep work Max. of \$340.00
Jennifer Brown	Temporary	Substitute	11/9/2017 - 8/31/2018	As per board policy or rate per
Joyce Peckham	Temporary	Substitute	11/9/2017 - 8/31/2018	As per board policy or rate per
Jennifer Ganio	Temporary	Substitute	11/9/2017 - 8/31/2018	As per board policy or rate per
Michael Virgil	Temporary	Coaching Course Instructor	11/9/2017 - 6/30/2018	\$26.00/hour Max. of \$2,300.00
Leslie Bush	Temporary	Coaching Course Instructor	11/9/2017 - 6/30/2018	\$26.00/hour Max. of \$1,300.00
Rhonda King	Temporary	Library Automation Coordinator - Filling in a leave of absence	11/9/2017 - 1/31/2018	\$25.00/hour Max. of \$5,400.00
Steven Tines	Casual Employee	Adult Education Instructor	11/9/2017 - 6/30/2018	\$25.00/hour Max. of 100 hours
Gregory Beall	Casual Employee	School Business Official Mentoring and Budget Development for a Non-Component School District	11/1/2017 - 6/30/2018	Current Hourly Rate Max. of 75 hours

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

<b>MISCELLANEOUS SUMMER APPOINTMENTS</b> <b>June 26, 2017 - August 31, 2017</b>			
<b>Name</b>	<b>Position</b>	<b>Days</b>	<b>Compensation</b>
Jennifer Calhoun	Speech Teacher	Max of 22 days Revised from June 14, 2017 board meeting	Per Diem Max. of \$250.00/day

<b>LEAVE OF ABSENCES</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Cheryl Miller	Library Automation Coordinator	Medical	10/30/2017 - 1/15/2018

<b>RESIGNATIONS/RETIREMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Sally Trosset	Licensed Teaching Assistant	Resignation	11/11/2017

Motion was approved unanimously.

**Approval of Consent Agenda**

Mr. Haltermann requested that Item E, Approval of The New York Times Site License Purchase Agreement, be moved from the Consent Agenda for a separate vote.

Johnnie Nemece and William Haltermann moved to approve the Consent Agenda as presented, with the removal of Item E:

**Additional Contracts Resolution to Participate  
in Erie #1 NYSITCC Consortium for 2017-2018- ISS**

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for Cengage, Charmtech Labs, Front Row, Kinder Robotics, Mad Learn, My Power Learning, My Stem Kits, Turnit In, Tynker, and,

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.

**Resolution to Approve Agreement Clinical Experience – MI Bassett Hospital**

Whereas, the Otsego Northern Catskills BOCES has established educational programs for students enrolled in Health Occupations, Adult Practical Nursing and Adult CNA; and

Whereas, the Otsego Northern Catskills BOCES desires the use of clinical resources to provide student experience; and

Whereas, the MI Bassett Hospital, Cooperstown, New York, believes the value of the presence of students will add to its operation;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the terms set forth in the agreement, effective November 9, 2017 –November 9, 2020. No monies will be exchanged or provided for this agreement.

**Approval of Agreements with Forecast5 Analytics, Inc. – 5Cast Plus**

Whereas, the Otsego Northern Catskills BOCES wishes to enter into agreements with Forecast5 Analytics, Inc. for a subscription license to their 5Cast Plus online data services for the component school districts of ONC BOCES; and

Whereas, Forecast5 Analytics, Inc., Naperville, Illinois will provide a 5Cast Plus subscription license for ONC BOCES for these school districts for an estimated fee ranging from \$3,000 to \$5,000 based on their district budget size effective during the 2017-18 school year with the option to continue through the 2018-19 school year; and

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

**Resolution to Declare Surplus Equipment**

Whereas, the Otsego Northern Catskills BOCES does not wish to retain the following list

of equipment or components below, as the items are obsolete, no longer functional or operational,

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

NCOC:

TAG #	DESCRIPTION	ACQUISITION DATE
015826	FORK LIFT (DONATION)	5/15/2012

OAOC:

TAG #	DESCRIPTION	ACQUISITION DATE
011308	LIFT SCISSOR	1/1/2007
AK3737	2008 RED UPLANDER VAN #28	5/1/2011

**Review and Adoption of Board Policy #8332-E  
Authorized Personnel Cell Phone Use- Attachment #6**

As presented on Attachment #6.

Motion was approved unanimously.

**Approval of The New York Times Site License Purchase Agreement**

Johnnie Nemec and Ellen Hager moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES School Library System will require a site license purchase of the Group Pass for the New York Times website for the Windham-Ashland-Jewett CSD for the period of January 1, 2018 to December 31, 2018, and

Whereas, The New York Times, Newark, NJ has agreed to provide the site license at the cost of \$805.00 for a one year subscription, agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

Motion was approved with a vote of 8, yes; 1, abstained (Joe Ballard, yes; Paul Beisler, yes; Marcy Birch, yes; Ellen Hager, yes; Barbara Ann Heegan, yes; Kurt Holcherr, yes; Antoinette Hull, yes; Johnnie Nemece, yes; William Halterman, abstained).

**Resolution to Accept KeyBank Foundation Donation- Mechatronics Program**

Ellen Hager and Antoinette Hull moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES received a charitable contribution from KeyBank Foundation, Cleveland, OH and

Whereas, the donation is in the amount of \$5,000 in support for the Mechatronics/Robotics Program.

Resolved, the Otsego Northern Catskills BOCES Board of Education approves the acceptance of this donation in the amount as indicated above.

Motion was approved unanimously.

**Approval of Copier Lease & Maintenance Service Agreement – OAOC**

William Haltermann and Johnnie Nemece moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES Instructional Technology desires to enter into a 48-month lease agreement with US Bank Equipment Finance as well as a maintenance service agreement through Eastern Managed Print Network for a Konica Minolta 287 copier for an estimated total of \$108/month for the period of November 9, 2017-November 9, 2021, and

Whereas, US Bank Equipment Finance, Marshall, MN have agreed to provide a lease agreement and Eastern Managed Print Network, Endicott, NY have agreed to provide a maintenance service agreement, agreeing to the terms and conditions of the agreement,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the lease agreement and maintenance service agreement for the rates and terms shown above.

**Executive Session**

William Haltermann and Johnnie Nemece moved to adjourn to Executive Session at 5:56 p.m. to discuss the employment history of a particular individual and Support Staff Negotiations.

Motion was approved unanimously.

**Regular Session**

Mr. Haltermann and Mr. Ballard moved to return to Regular Session at 6:15 p.m.

Motion was approved unanimously.

**Approval of Agreement- Employee 3737239**

Mr. Nemecek and Mr. Haltermann moved to approve the following resolution:

Resolved, that the Otsego Northern Catskills BOCES Board of Education does hereby approve the Agreement between the Otsego Northern Catskills BOCES and employee "3737239," signed by employee "3737239" and Mr. Nicholas J. Savin, ONC BOCES District Superintendent, on October 24, 2017 and October 26, 2017, respectively.

Motion was approved unanimously.

**Adjournment**

Mr. Haltermann and Ms. Heegan moved to adjourn the meeting at 6:16 p.m.

Motion was approved unanimously.

Respectfully Submitted,



Alyssa Oliveri  
Board Clerk

# Otsego Northern Catskills Board of Cooperative Educational Services

Treasurers' Report as of October 31, 2017

General Fund			Federal Fund			Capital Fund				
Checking	CD	Liability Reserve	ERS Reserve	UI Reserve	EBLR-Reserve	CTE Equip Reserve	Checking	CASBC Account	Checking	Savings/CD
NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF
3,646,594.03	562,293.36	13,408.32	613,966.63	113,796.46	1,119,437.31	285,176.33	94,751.18	28,263.19	561,689.50	753,316.39
2,100,928.29	503.17	11.80	730.82	101.87	1,003.54	255.77	194,287.83	1.16	9.34	675.86
(1,798,615.77)	0.01	0.00	0.00	0.00	0.00	0.00	(106,735.20)	0.00	0.00	0.00
<b>\$4,149,006.55</b>	<b>\$662,796.64</b>	<b>\$13,420.12</b>	<b>\$614,717.45</b>	<b>\$113,888.33</b>	<b>\$1,120,440.85</b>	<b>285,432.10</b>	<b>\$182,283.81</b>	<b>\$28,264.35</b>	<b>\$561,679.04</b>	<b>\$753,992.25</b>
4,165,672.73	562,796.54	13,420.12	814,717.45	113,888.33	1,120,440.85	285,432.10	188,598.94	28,264.35	561,679.04	753,992.25
(16,666.18)							(6,315.13)	0.00	0.00	0.00
<b>\$4,149,006.55</b>	<b>\$662,796.64</b>	<b>\$13,420.12</b>	<b>\$614,717.45</b>	<b>\$113,888.33</b>	<b>\$1,120,440.85</b>	<b>\$285,432.10</b>	<b>\$182,283.81</b>	<b>\$28,264.35</b>	<b>\$561,679.04</b>	<b>\$753,992.25</b>

**Balance Per Books:**

Balance-Prior Month  
add: Current Month Receipts  
less: Current Month Disbursements  
Adjustments:

**Ending Book Balance**

**Balance Per Bank:**  
Bank Statement Balance  
add: Deposits in Transit  
less: Outstanding Checks  
Adjustments:

**Ending Bank Balance**

**BOE Approved Funding**

**1,515,000.00**

**114,000.00**

**826,000.00**

**400,000.00**

**Other Fund (Health, Workers Comp, Dental & FLEX)**

CASSRP			FLEX			Savings/CD			WORKERS COMP			DENTAL			Trust & Agency			Payroll			Extracurriculum				
Checking	CD	Liability Reserve	ERS Reserve	UI Reserve	EBLR-Reserve	CTE Equip Reserve	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	Checking	CASBC Account	
NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	
15,433,049.93	10,472,469.77	26,402.17	2,079,352.04	599,307.50	1,322,746.71	599,866.79	599,307.50	599,307.50	1,322,746.71	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	599,866.79	
31,417.36	3,954,534.05	2,977.43	1,622.02	144,184.65	1,165.40	130,267.08	144,184.65	144,184.65	1,165.40	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	130,267.08	
(1.16)	(2,884,982.45)	(2,506.07)	0.00	(32,681.88)	0.00	(125,594.42)	(32,681.88)	(32,681.88)	0.00	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	(125,594.42)	
0.00	0.00	0.00	0.00	0.00	(0.02)	0.00	0.00	0.00	(0.02)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>\$15,464,468.13</b>	<b>\$11,542,971.37</b>	<b>\$26,874.53</b>	<b>\$2,081,004.06</b>	<b>\$710,810.27</b>	<b>\$1,322,932.09</b>	<b>\$604,656.46</b>	<b>\$710,810.27</b>	<b>\$710,810.27</b>	<b>\$1,322,932.09</b>	<b>\$604,656.46</b>															
15,464,467.29	11,568,146.48	26,874.53	2,081,004.06	710,810.27	1,323,932.09	608,656.50	710,810.27	710,810.27	1,323,932.09	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50	608,656.50
0.00	1.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
(1.16)	(25,176.27)	0.00	0.00	0.00	0.00	(64,027.05)	0.00	0.00	0.00	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	(64,027.05)	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>\$15,464,468.13</b>	<b>\$11,542,971.37</b>	<b>\$26,874.53</b>	<b>\$2,081,004.06</b>	<b>\$710,810.27</b>	<b>\$1,322,932.09</b>	<b>\$604,656.46</b>	<b>\$710,810.27</b>	<b>\$710,810.27</b>	<b>\$1,322,932.09</b>	<b>\$604,656.46</b>															

**Balance Per Books:**

Balance-Prior Month  
add: Current Month Receipts  
less: Current Month Disbursements  
Adjustments:

**Ending Book Balance**

**Balance Per Bank:**  
Bank Statement Balance  
add: Deposits in Transit  
less: Outstanding Checks  
Adjustments:

**Ending Bank Balance**

All bank statement cash balances reconciled to collateralization reports for month ending October 31, 2017

*Christina Bellway*

ATTACHED 2

**Ossago Northern Catskills BOCES**  
**Interest Report and Investment Rate Chart**  
**For Period Ending 10/31/17**

General Fund/Reserves	Interest Rate	Term	Formula	Amount Invested	Interest This Period	Interest To Date
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	4,149,007	66.72	362.98
NBT - MMDA	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	0	0.00	0.79
NBT - Cash Sweep	0.15%	Monthly	Sum of all Daily balances X rate divided by 365	0	0.00	0.00
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	2,910,705	2,606.97	10,221.58
<b>Total General Fund Interest</b>					<b>2,672.69</b>	<b>10,585.35</b>
<b>Capital Fund/Reserves</b>						
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	561,679	9.54	19.77
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	753,992	675.86	2,649.98
<b>Total Capital Fund Interest</b>					<b>675.86</b>	<b>2,669.75</b>
<b>CASEBP Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	11,568,146	670.90	2,450.06
Chase - Savings	0.10%	Monthly	Sum of all Daily balances X rate divided by 365	176,001	1.16	48.96
NBT - Savings	0.02%	Quarterly	Sum of all Daily balances X rate divided by 365	19,883	0.00	0.97
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	15,426,984	13,817.35	54,175.98
<b>Total CASEBP Interest</b>					<b>13,817.35</b>	<b>56,675.97</b>
<b>Dental Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	668,587	40.08	157.88
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	1,323,932	1,185.40	4,647.78
<b>Total Dental Fund Interest</b>					<b>1,185.40</b>	<b>4,805.66</b>
<b>Workers Comp Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	710,810	40.65	110.21
NBT - Savings	0.02%	Quarterly	Sum of all Daily balances X rate divided by 365	268,422	0.00	4.43
NYLAF CD Rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	1,811,582	1,622.02	6,359.71
<b>Total Workers Comp Interest</b>					<b>1,622.02</b>	<b>6,474.35</b>
<b>FLEX Fund</b>						
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	26,875	0.47	2.05
<b>Total FLEX Interest</b>					<b>0.47</b>	<b>2.05</b>

\*NYLAF CD rates:

Investment	Interest Rate	% of total Investment	Maturity Date
136,196	0.45%	0.61%	Savings
17,023,000	1.10%	76.59%	11/7/17
5,068,000	1.10%	22.80%	11/7/17
<b>Total</b>		<b>100.00%</b>	

0.00

**Otsego-Northern Catskills BOCES**  
 GENERAL FUND Trial Balance for Fiscal Year 2016  
 Cycle 04  
 Post Dates From 07/01/2017 To 10/31/2017

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-10	CASH-NBT	4,149,006.55	
200-EB	CASH-EMP BEN ACRD LIAB RSRV	1,120,440.85	
200-EQ	CASH- CTE EQUIP. RESERVE	285,432.10	
200-ER	CASH- ERS CONTRIBUTION RESERVE	814,717.45	
200-LR	CASH-LIABILITY RESERVE	13,420.12	
200-UI	CASH-UI RESERVE	113,898.33	
201-00	CASH IN TIME DEPOSITS	562,796.54	
210-00	PETTY CASH	200.00	
380-00	ACCOUNTS RECEIVABLE	11,928.80	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	114,397.00	
431-00	SCHOOLS DISTRICTS	3,484,150.98	
<b>Budgetary and Expense Accounts</b>			
510-00	ESTIMATED REVENUES	28,972,259.70	
521-00	ENCUMBRANCES	13,786,909.80	
522-00	EXPENSES	7,082,231.94	
<b>Liabilities and Reserves</b>			
431-80	SCHOOL DISTRICTS SURPLUS		2,587,413.73
600-00	ACCOUNTS PAYABLE		197,405.56
600-99	ACCOUNTS PAYABLE		48,842.44
601-DE	DENTAL BENEFITS	2,454.77	
601-HE	HEALTH BENEFITS	93,393.57	
630-00	Due to Other Funds		574,889.32
632-00	DUE TO TEACHERS' RETRMNT (TRS)		679,426.28
637-00	DUE TO EMPLOYEES' RTRMNT (ERS)		241,253.15
658-00	STATE AID DUE SCHOOL DISTRICTS		383,211.55
689-01	ACCRUED POST RETIRE BENEFIT		152,796.18
689-02	ACCRUED EDUCATIONAL IMPROVEMEN		158,623.31
689-03	ACCRUED WORKERS COMP		19,127.58
689-04	ACCRUED UNEMP. INS.		10,320.63
689-06	ACCRUED EAP		7,788.32
690-00	OVERPAYMENTS/COLL. IN ADVANCE		11,165.96
690-04	Overpaid/Collect in Advance		2,665,283.73
691-00	DEFERRED REV-CROP/SETRC INDIRE		12,382.91
815-UI	FB-Unemployment Ins Reserve		113,498.92
821-00	RESERVE FOR ENCUMBRANCES		13,786,910.82
827-ER	FB Retirement Contrib Reserve		811,852.00
830-EB	FB Empl Benefit Accrued Liab R		1,116,420.05
862-LR	FB-Liability Reserve		13,373.84
915-EQ	Assigned Unapp. FB (CTE EQUIP		284,429.26
<b>Budgetary and Revenue Accounts</b>			
960-00	APPROPRIATIONS		28,972,259.70
980-00	REVENUES		7,758,961.46
<b>Grand Totals</b>		<b>60,607,636.50</b>	<b>60,607,636.50</b>

The latest accounting cycle closed in this fund is the period ending 10/31/2017.

# Otsego-Northern Catskills BOCES

Budget Detail Report for 10/1/17-9/30/18

Fiscal Year: 2018

## Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration		3,895,108.00	30,007.03	3,925,115.03	1,608,235.61	1,696,927.63	618,951.79
1 Career Education		5,522,408.00	100,180.75	5,622,588.75	551,094.43	3,631,938.95	1,439,555.37
2 Special Education		5,021,443.00	866,449.48	5,887,892.48	454,670.38	3,955,601.45	1,477,620.65
3 Itinerant Services		2,758,204.00	-78,487.68	2,679,716.32	553,531.00	1,601,773.97	524,411.35
4 General Instruction		1,873,649.00	251,901.64	2,125,550.64	303,295.46	1,429,642.30	392,612.88
5 Instruction Support		2,250,029.00	445,641.73	2,695,670.73	990,054.77	1,257,527.57	448,088.39
6 Other Services		5,024,971.00	1,010,754.75	6,035,725.75	1,476,233.33	1,823,860.17	2,735,632.25
7 Undefined		0.00	0.00	0.00	1,144,116.96	-1,610,362.24	466,245.28
<b>Total GENERAL FUND</b>		<b>26,345,812.00</b>	<b>2,626,447.70</b>	<b>28,972,259.70</b>	<b>7,082,231.94</b>	<b>13,786,909.80</b>	<b>8,103,117.96</b>

# Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 10/31/2017

Fiscal Year: 2018

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			3,895,108.00	30,007.03	3,925,115.03	938,872.32	2,967,233.57	10,997.89
1 Career Education			5,522,408.00	100,180.75	5,622,588.75	1,672,025.29	3,947,735.06	2,629.78
2 Special Education			5,021,443.00	866,449.48	5,887,892.48	1,379,399.24	4,517,359.05	10,299.27
3 Itinerant Services			2,758,204.00	-78,487.68	2,679,716.32	773,785.80	1,905,396.72	0.20
4 General Instruction			1,873,649.00	251,901.64	2,125,550.64	609,333.29	1,533,677.48	26,860.12
5 Instruction Support			2,250,029.00	445,641.73	2,695,670.73	766,095.89	1,918,068.87	4,708.98
6 Other Services			5,024,971.00	1,010,457.75	6,035,428.75	1,617,449.63	4,348,188.42	4,867.56
<b>Total GENERAL FUND</b>			<b>26,345,812.00</b>	<b>2,626,150.76</b>	<b>28,971,962.70</b>	<b>7,758,961.66</b>	<b>21,137,659.17</b>	<b>60,363.80</b>

**Selection Criteria**

Criteria Name: Private: BOE REPORT  
 As Of Date: 10/31/2017  
 Suppress revenue accounts with no activity  
 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 2018**  
**Cycle 04**  
**Post Dates From 07/01/2017 To 10/31/2017**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-00	CASH	182,283.81	
200-20	CASSC Special Fund	28,264.35	
380-00	ACCOUNTS RECEIVABLE	328,179.41	
391-00	Due from Other Funds	50,744.16	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	134,561.88	
<b>Budgetary and Expense Accounts</b>			
522-00	EXPENSES	331,054.00	
<b>Liabilities and Reserves</b>			
600-00	ACCOUNTS PAYABLE		8,684.07
691-99	CASSC Funds		28,264.35
<b>Budgetary and Revenue Accounts</b>			
980-00	REVENUES		1,018,139.19
<b>Grand Totals</b>		<b>1,055,087.61</b>	<b>1,055,087.61</b>

The latest accounting cycle closed in this fund is the period ending 10/31/2017.

# Otsego-Northern Catskills BOCES

Budget Status Report As Of: 10/31/2017

Fiscal Year: 2018

## Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
803	SCHOOL LIBRARY SYSTEM	188,576.73	9,354.00	197,930.73	52,547.88	67,156.18	78,226.67
807	SESHS GRANT	224,816.00	0.00	224,816.00	21,636.88	92,847.73	110,331.39
808	TRANSITION SPECIALIST	121,487.00	0.00	121,487.00	31,877.00	92,534.06	-2,924.06
820	SUMMER PROGRAMS: HANDICAPPED	87,387.73	162,916.17	250,303.90	81,903.61	14,250.74	154,149.55
825	MISCELLANEOUS GRANTS	4,065.00	0.00	4,065.00	3,565.00	0.00	500.00
826	CFES-College for Every Student	1,099.95	0.00	1,099.95	45.49	354.51	699.95
850	CREATING RURAL OPPORTUNITY PARTNERSHIP	201,550.23	0.00	201,550.23	28,475.06	156,080.56	16,994.61
862	SCRIVEN FOUNDATION STEM PROGRAM	44,236.87	0.00	44,236.87	0.00	0.00	44,236.87
883	MECHATRONICS	15,000.00	1,000.00	16,000.00	0.00	0.00	16,000.00
890	ADULT EDUCATION	68,437.03	1,650.00	70,087.03	7,392.89	18,824.69	43,869.45
893	ROBINSON BROADHURST GRANT	9,285.00	0.00	9,285.00	4,279.00	0.00	5,006.00
894	ADULT ED	222,293.52	0.00	222,293.52	20,968.02	109,995.81	91,329.69
895	LPN - OAOC PROGRAM	465,447.00	-350.00	465,097.00	121,382.05	237,823.18	105,891.77
896	GRANT ADMINISTRATION	0.00	0.00	0.00	-43,018.88	-36,449.06	79,467.94
<b>Total SPECIAL AID FUND</b>		<b>1,653,882.06</b>	<b>174,570.17</b>	<b>1,828,252.23</b>	<b>331,054.00</b>	<b>753,418.40</b>	<b>743,779.83</b>

# Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 10/31/2017

Fiscal Year: 2018

Fund: F SPECIAL AID FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
803	SCHOOL LIBRARY SYSTEM		188,576.73	9,354.00	197,930.73	197,930.73	0.00	0.00
807	SEGIS GRANT		224,816.00	0.00	224,816.00	13,996.00	210,820.00	0.00
808	TRANSITION SPECIALIST		121,487.00	0.00	121,487.00	21,529.41	99,957.59	0.00
820	SUMMER PROGRAMS: HANDICAPPED		87,387.73	162,916.17	250,303.90	135,206.33	115,097.57	0.00
825	MISCELLANEOUS GRANTS		4,065.00	0.00	4,065.00	4,065.00	0.00	0.00
826	CFES-College for Every Student		1,099.95	0.00	1,099.95	1,099.95	0.00	0.00
850	CREATING RURAL OPPORTUNITY PARTNERSH		201,550.23	0.00	201,550.23	201,550.23	0.00	0.00
862	SCRIVEN FOUNDATION STEM PROGRAM		44,236.87	0.00	44,236.87	44,236.87	0.00	0.00
863	MECHATRONICS		15,000.00	1,000.00	16,000.00	16,000.00	0.00	0.00
890	ADULT EDUCATION		68,437.03	1,650.00	70,087.03	38,612.03	32,225.00	750.00
893	ROBINSON BROADHURST GRANT		9,285.00	0.00	9,285.00	9,285.00	0.00	0.00
894	ADULT ED		222,293.52	0.00	222,293.52	27,491.92	196,051.60	1,250.00
895	LPN - OAOC PROGRAM		465,447.00	-350.00	465,097.00	307,135.72	197,312.00	39,350.72
<b>Total SPECIAL AID FUND</b>			<b>1,553,682.06</b>	<b>174,570.17</b>	<b>1,828,252.23</b>	<b>1,018,139.19</b>	<b>851,463.76</b>	<b>41,350.72</b>

### Selection Criteria

Criteria Name: Private: BOE REPORT Modified  
 As Of Date: 10/31/2017  
 Suppress revenue accounts with no activity  
 Print Summary Only  
 Sort by: Fund/CoSer  
 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**

STATE FUND BALANCE SHEET FOR FISCAL YEAR 2017

Cycle 04

Post Dates From 07/01/2017 To 10/31/2017

**Summary - All Services**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-10	CASH-NBT	561,679.04	
201-00	Cash in Time Deposits	753,992.25	
391-00	Due from Other Funds	692,768.00	
<b>Budgetary and Expense Accounts</b>			
522-00	Expenditures	67,323.41	
<b>Liabilities and Reserves</b>			
915-00	Assigned Unapp. FB (Encumbranc		1,372,556.94
<b>Budgetary and Revenue Accounts</b>			
980-00	Revenues		703,205.76
<b>Grand Totals</b>		<b>2,075,762.70</b>	<b>2,075,762.70</b>

The latest accounting cycle closed in this fund is the period ending 10/31/2017.

# Otsego-Northern Catskills BOCES

Budget Status Report As Of 03/26/2018

Fiscal Year: 2018

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
768.211	Site Work/Paving/Door - NCOC	0.00	196,246.76	196,246.76	67,323.41	85,698.35	43,225.00
771.103	MECHATRONICS PROJECT	0.00	135,700.00	135,700.00	0.00	0.00	135,700.00
<b>Total CAPITAL FUND</b>		<b>0.00</b>	<b>331,946.76</b>	<b>331,946.76</b>	<b>67,323.41</b>	<b>85,698.35</b>	<b>178,925.00</b>

# Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 10/31/2017

Fiscal Year: 2018

Fund: H CAPITAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
768.111	PCB Rmdtn/Msny Rehab-NCOC	018-0	0.00	0.00	0.00	702.76	0.00	702.76
768.211	Site Work/Paving/Door - NCOC		0.00	196,246.76	196,246.76	702,503.00	0.00	700,253.00
771.103	MECHATRONICS PROJECT		0.00	135,700.00	135,700.00	0.00	135,700.00	0.00
<b>Total CAPITAL FUND</b>			<b>0.00</b>	<b>331,946.76</b>	<b>331,946.76</b>	<b>703,205.76</b>	<b>- 35,700.00</b>	<b>763,955.76</b>

### Selection Criteria

Criteria Name: Private; BOE REPORT Modified  
 As Of Date: 10/31/2017  
 Suppress revenue accounts with no activity  
 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

Cycle 04

Post Dates From 07/01/2017 To 10/31/2017

## Summary - All Services

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-14	CASEBP Savings/CD CHASE	17,598.85	
200-16	WC Savings/CHASE/M&T	1,000.00	
200-40	HEALTH CASH-CHASE	11,542,971.37	
200-60	WORKERS COMP CASH-CHASE	710,810.27	
200-80	DENTAL CASH-CHASE	604,559.45	
201-04	CASEBP Savings/CD NYLAF	15,426,983.86	
201-06	WC Savings/CD NYLAF	1,811,582.01	
201-08	DENTAL Savings/CD NYLAF	1,323,932.09	
204-00	CASEBP Savings/CD NBT	19,883.42	
206-00	WC Savings/CD NBT	268,422.05	
207-00	FLEX NBT	26,874.53	
380-04	HEALTH RECEIVABLES	3,062,032.03	
380-06	WORKERS COMP RECEIVABLES	347,539.00	
380-07	FLEX RECEIVABLES ONC	9,469.40	
380-08	DENTAL RECEIVABLES	140,566.00	
391-04	DUE FROM OTHER-HEALTH	239.86	
<b>Budgetary and Expense Accounts</b>			
085-05	HEALTH CLAIMS	8,195,653.61	
085-15	HEALTH SCRIPTS	2,582,605.96	
085-25	HEALTH STOP LOSS	231,018.66	
085-26	WC STOP LOSS	87,087.00	
085-43	MEDIGAP/BENISTAR EXPENSE	1,654,450.33	
085-46	BOARD FIDUCIARY LIAB-RMSCO	20,596.46	
085-56	WC ADMIN	9,715.00	
085-60	WC CLAIMS	271,138.85	
085-61	WC BOARD ASSESSMENTS	31,241.44	
085-65	HEALTH SOFTWARE SUPPORT	312,547.64	
085-68	DENTAL SOFTWARE SUPPORT	13,367.25	
085-70	FLEX CLAIMS	24,685.74	
085-80	DENTAL CLAIMS	518,849.40	
<b>Liabilities and Reserves</b>			
085-27	FLEX PREM CARRYOVER		61,027.62
086-04	IBNR - HEALTH		2,141,667.00
086-06	IBNR - WORKERS COMP		3,235,377.00
086-08	IBNR - DENTAL		215,984.00
690-04	Overpayments/Coll. In Advance		7,458.98
870-04	District Run Out Reserve		854,557.00
912-04	SELF INSURED HEALTH FUND		22,791,792.53
912-06	SELF INSURED WORKERS COMP FUND	885,478.95	
912-08	SELF INSURED DENTAL FUND		1,732,935.53
<b>Budgetary and Revenue Accounts</b>			
085-03	MEDIGAP PREMIUMS		2,075,652.76
085-04	HEALTH PREMIUMS		14,947,234.00
085-06	WORKERS COMP PREMIUMS		1,181,448.00
085-08	DENTAL PREMIUMS		647,549.00
085-14	HEALTH INTEREST		56,675.97
085-16	WC INTEREST		6,474.35
085-18	DENTAL INTEREST		4,805.66
085-24	HEALTH-REVENUE, REFUNDS, REBA		191,543.81

# Otsego-Northern Catskills BOCES

OTHER FUND Trial Balance for Fiscal Year 2016

Cycle 04

Post Dates From 07/01/2017 To 10/31/2017

## Summary - All Services

G/L Account	Description	Debits	Credits
085-36	WC CLAIMS REIMBURSEMENT		715.22
085-37	FLEX INTEREST		2.05
Grand Totals		50,152,900.48	50,152,900.48

The latest accounting cycle closed in this fund is the period ending 10/31/2017.

**Otsego-Northern Catskills BOCES**  
**TRUST & AGENCY FUND Trial Balance for Fiscal Year 2018**  
**Cycle 04**  
**Post Dates From 07/01/2017 To 10/31/2017**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-00	CASH	285,645.55	
200-02	CASH - EXTRACLASSROOM	64,057.33	
380-00	ACCOUNTS RECEIVABLE	24,846.85	
<b>Liabilities and Reserves</b>			
018-02	NYS EMPLOYEE RETIREMENT W/H		379.09
020-01	HEALTH INSURANCE RETIREES		130,677.07
020-07	DENTAL - COBRA		4,133.45
020-09	AFLAC PR DEDUCTION		45.54
027-01	TEACHERS RETIREMENT LOANS		2,274.50
038-01	STUDENT DEPOSITS-NCOC		2,780.05
038-02	STUDENT DEPOSITS-OAOC		1,340.00
085-04	EXTRACLASSROOM		64,057.33
630-00	Due to Other Funds		168,862.70
<b>Grand Totals</b>		<b>374,549.73</b>	<b>374,549.73</b>

The latest accounting cycle closed in this fund is the period ending 10/31/2017.

# Otsego-Northern Catskills BOCES

PRIVATE FOUNDATION TRUST FUND (Fid) Balance for Fiscal Year 2018

Cycle 04

Post Dates From 07/01/2017 To 10/31/2017

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-01	Dean M. Graham Scholarship NBT	3,762.66	
200-02	Julie Bartlett Scholarship NBT	420.17	
200-03	Walter Nagel Trust Cash-NBT	21.44	
200-04	R. Brainard Mem. Fund Cash-NBT	617.73	
200-07	Mitch Sprague Fund - NBT	18.18	
200-08	Michael Mayne Scholarship NBT	2,104.58	
200-09	Jennie Rielle Scholarship NBT	20.02	
200-10	Martin Lawrence Scholarship-NB	75.07	
<b>Liabilities and Reserves</b>			
092-01	Dean M. Graham Scholarship		3,762.40
092-02	Julie Bartlett Scholarship		420.15
092-03	Walter Nagel Trust		21.44
092-04	R. Brainard Memorial Fund		617.70
092-07	Mitch Sprague Fund		18.18
092-08	Michael Mayne Scholarship		2,104.47
092-09	Jennie Rielle Scholarship		20.02
092-10	Martin Lawrence Scholarship		75.07
<b>Budgetary and Revenue Accounts</b>			
980-00	Revenues		0.42
<b>Grand Totals</b>		<b>7,039.85</b>	<b>7,039.85</b>

The fiscal accounting cycle closed in this fund is the period ending 10/31/2017.

# Receipts and Disbursements Report - Exc. Encumb.

Northern Catskills Occ Center

Ending Date : 10/31/2017

Account	Month To Date				Year To Date			
	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts	Disbursements	Transfers
202.00 Building Trades	\$1,010.75	\$20.00	\$0.00	\$0.00	\$1,030.75	\$40.00	\$0.00	\$0.00
206.00 Cos	\$2,368.57	\$1,291.50	\$1,642.82	(\$330.45)	\$1,686.80	\$2,671.00	\$1,642.82	(\$330.45)
208.00 Career Pathways	\$285.01	\$618.00	\$222.13	(\$39.30)	\$641.58	\$618.00	\$437.12	(\$39.30)
211.00 Equipment Operation and Repair	\$7,306.39	\$645.00	\$0.00	\$0.00	\$7,951.39	\$630.00	\$0.00	\$0.00
213.00 Auto	\$3,188.17	\$303.00	\$0.00	\$0.00	\$3,491.17	\$344.00	\$0.00	\$0.00
215.00 Culinary Arts	\$531.16	\$0.00	\$0.00	\$0.00	\$531.16	\$0.00	\$0.00	\$0.00
221.00 SkillsUSA	\$398.54	\$5,192.85	\$161.14	\$0.00	\$5,430.25	\$5,192.85	\$161.14	\$0.00
224.00 Leadership	\$981.31	\$304.02	\$200.00	\$0.00	\$1,085.33	\$370.26	\$200.00	\$0.00
228.00 Visual Comm	\$2,959.81	\$80.00	\$0.00	\$329.38	\$3,369.19	\$128.80	\$0.00	\$327.18
232.00 Welding	\$2,086.57	\$20.00	\$0.00	\$0.00	\$2,106.57	\$20.00	\$0.00	\$0.00
237.00 Engineering-NCOC	\$1,198.88	\$0.00	\$0.00	\$0.00	\$1,198.88	\$0.00	\$0.00	\$0.00
<b>Series 2 Totals</b>	<b>\$22,315.16</b>	<b>\$8,474.37</b>	<b>\$2,226.09</b>	<b>(\$40.37)</b>	<b>\$28,523.07</b>	<b>\$10,214.91</b>	<b>\$2,441.08</b>	<b>(\$42.57)</b>
501.00 Sales Tax	\$648.89	\$0.00	\$0.00	\$40.37	\$689.26	\$0.00	\$0.00	\$42.57
<b>Total Regular Accounts</b>	<b>\$22,964.05</b>	<b>\$8,474.37</b>	<b>\$2,226.09</b>	<b>\$0.00</b>	<b>\$29,212.33</b>	<b>\$10,214.91</b>	<b>\$2,441.08</b>	<b>\$0.00</b>

## End of Regular Accounts

999.00 Cash Account	\$22,964.05	\$8,474.37	\$2,226.09	\$0.00	\$29,212.33	\$10,214.91	\$2,441.08	\$0.00
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Month To Date

Year To Date

Account	Beg. Mth. Bal	Receipts Disbursements	Transfers	Ending Bal.	Receipts Disbursements	Transfers		
Total Asset Accounts	\$22,964.05	\$8,474.37	\$2,226.09	\$0.00	\$29,212.33	\$10,214.91	\$2,441.08	\$0.00

**End of Asset Accounts**

I certify that the above information is correct

Auditor's Signature  Date 12/1/17

Preparer's Signature  Date 11/22/17

# Receipts and Disbursements Report - Exc. Encumb.

Otsego Area Occ Center

Ending Date: 10/31/2017

Account	Month To Date				Year To Date			
	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts	Disbursements	Transfers
101.00 BAP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102.00 Bldg Trades AM	\$1,103.19	\$0.00	\$42.75	\$0.00	\$1,060.44	\$0.00	\$42.75	\$0.00
103.00 Bldg Trades PM	\$1,025.99	\$0.00	\$0.00	\$0.00	\$1,025.99	\$0.00	\$0.00	\$0.00
104.00 Comp104/Info Tech	\$596.38	\$1,101.00	\$10.26	\$0.00	\$1,687.12	\$1,101.00	\$138.87	\$0.00
106.00 Cos AM	\$786.78	\$0.00	\$40.20	\$0.00	\$746.58	\$0.00	\$331.80	\$0.00
107.00 Cos PM	\$478.34	\$1,305.40	\$177.93	\$0.00	\$1,605.81	\$1,305.40	\$177.93	\$0.00
108.00 Career Pathways II (CP 3/4)	\$833.85	\$1,320.85	\$499.86	\$0.00	\$1,654.84	\$1,320.85	\$884.15	\$0.00
111.00 FFA/NRO	\$8,002.42	\$0.00	\$1,208.50	\$0.00	\$6,793.92	\$780.00	\$1,232.25	\$0.00
113.00 FAST/Auto	\$864.40	\$0.00	\$0.00	\$0.00	\$864.40	\$500.00	\$0.00	\$0.00
115.00 Foods II/Culinary Arts	\$4,392.28	\$0.00	\$0.00	\$0.00	\$4,392.28	\$0.00	\$0.00	\$0.00
116.00 HOSA AM	\$938.80	\$1,036.00	\$457.50	\$0.00	\$1,517.30	\$1,134.87	\$457.50	\$0.00
117.00 HOSA PM	\$836.98	\$1,944.17	\$1,353.69	\$0.00	\$1,427.46	\$2,603.92	\$1,353.69	\$0.00
119.00 Career Pathways I (CP 1/2)	\$817.63	\$588.50	\$645.27	\$0.00	\$760.86	\$914.55	\$1,493.89	\$0.00
121.00 SkillsUSA	\$3,598.70	\$0.00	\$0.00	\$0.00	\$3,598.70	\$0.00	\$0.00	\$0.00
124.00 Leadership	\$621.15	\$105.53	\$0.00	\$0.00	\$726.68	\$115.53	\$0.00	\$0.00
125.00 CFES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
128.00 Visual Arts Media (VAM)	\$112.78	\$150.00	\$0.00	\$0.00	\$262.78	\$150.00	\$0.00	\$0.00
132.00 Welding	\$6,503.54	\$0.00	\$57.00	\$0.00	\$6,446.54	\$951.16	\$57.00	\$0.00
133.00 Yes Program-OAOC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Month To Date

Year To Date

Account	Month To Date			Year To Date		
	Beg. Mth. Bal	Receipts Disbursements	Transfers	Ending Bal.	Receipts Disbursements	Transfers
137.00 NV Engineering - OAOC	\$92.52	\$0.00	\$0.00	\$92.52	\$0.00	\$0.00
<b>Series 1 Totals</b>	<b>\$31,605.73</b>	<b>\$7,551.45</b>	<b>\$4,492.96</b>	<b>\$34,664.22</b>	<b>\$10,877.28</b>	<b>\$6,169.83</b>
501.00 Sales Tax	\$180.78	\$0.00	\$0.00	\$180.78	\$0.00	\$0.00
<b>Total Regular Accounts</b>	<b>\$31,786.51</b>	<b>\$7,551.45</b>	<b>\$4,492.96</b>	<b>\$34,845.00</b>	<b>\$10,877.28</b>	<b>\$6,169.83</b>

End of Regular Accounts

999.00 Cash Account	\$31,786.51	\$7,551.45	\$4,492.96	\$0.00	\$10,877.28	\$6,169.83
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<b>Total Asset Accounts</b>	<b>\$31,786.51</b>	<b>\$7,551.45</b>	<b>\$4,492.96</b>	<b>\$34,845.00</b>	<b>\$10,877.28</b>	<b>\$6,169.83</b>
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End of Asset Accounts

I certify that the above information is correct

Auditor's Signature  Date 12/1/17

Preparer's Signature  Date 11/20/17



## BUDGET CODE KEY

Code	Code Description	Code	Code Description
001	Administration	535	Grant writing
002	Capital Expenditures	532	Assisting Technology
101	Career & Technical Education (NCOC)	504	School Bus Driver Training - Staff Development
109	Career & Technical Education (QAOC)	505	Employee Safety/Risk Management Coordination
104	Consultant Teacher	510	Self-Funded, Self-Admin. HealthCare/Dental Benefit Coord
203	Special Class Placement 15:1:1(BAP/CP)	515	Self-Funded, Self-Admin. Worker's Compensation Prog Coord
202	Therapeutic Learning Center	521	Admin Staff Training
204	Special Class Placement 12:1:1-9(Basic Life Skills)	522	School Board Institute
210	Special Class Placement 8:1:1 (TRUST)	531	Employee Relations
212	Special Class Placement 8:1:1 (Behavioral Adjustment)	533	Shared Business Office Support
301	Physical Education	537	Telephone Interconnect
302	Adaptive Physical Education	540	Cooperative Personnel Recruitment
304	Foreign Language	550	Subfinder Service
305	Speech Improvement	550	Employee Assistance Program (EAP)
308	Art	570	Facilities Management
309	Elementary & Secondary Guidance/Handicapped Counseling	590	Fingerprinting Service
309	Health Education	701	Operations & Maintenance
310	School Psychologists	704	Vocational Assessment Administration
311	Dental Hygienist	705	Learning Centers Administration
312	Student Assistance Program	705	1:1 Aides - Handicapped Services
314	School Library Media Specialist	707	Internal Technology Administration
315	Speech/Language, Severe	708	Instructional Support Services Administration
316	English as a Second Language (ESL)	711	Innovative Programs/Itinerant Services Administration
320	Service for the Visually Impaired	800	Grant Benefits
321	Service for the Hearing Impaired/Deaf	802	USDA-RUS Grant
323	Business Teacher	803	School Library System
326	Physical Therapy	805	Library Services/Technology Act
329	Occupational Therapy	807	SESS Grant
406	Alternative School Program	809	Summer Programs: Handicapped
411	Distance Learning	831	O'Connor Matching Fund Grant
421	Student Leadership Training Workshops (CASSC)	837	New Visions
430	Summer Driver Education	841	FMS Program
506	Educational Media Services	854	CHOP IV
504	Elementary Science Program	851	VATEA - Secondary
505	Library Instructional Resources	852	Schwan Foundation Stem Program
514	In-Service Coordination - Staff Development	890	Adult Education
521	Library Automation	892	CDA-Child Dev
525	Instructional Technology	893	Robinson Broedhurst Grant - LPN
524	Model Schools	894	CNA Home Health Aide
527	School Improvement	895	LPN - QAOC Program
532	Coordination (CASSC)	895	Grant Administration

Budgetary Transfer Report

Fiscal Year: 2018

Current Appropriation - Effective From: 10/01/2017 To: 10/31/2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
<b>Fund: A - GENERAL FUND</b>							
10/05/2017	001654	To properly allocate funds for pending order of DL Room Installation in SKCS (2015 RUS Grant .) KR					Posted
			A411-5877-200-000 R	EQUIPMENT	-20,910.00		
			A411-5877-399-000 R	TECHNOLOGY SUPPLIES		7,100.00	
			A411-5877-400-000 R	GENERAL SERVICES		13,810.00	
10/05/2017	004350	To encumber the monthly cost of the Inroll+ software.					Posted
			A001-1310-301-000 R	GENERAL SUPPLIES	-6,186.21		
			A001-1310-419-000 R	CONTRACTUAL SERVICES		6,186.21	
10/05/2017	004681	To account for a salary adjustment in the non-certified salaries budget line, as well as charges in the general supplies budget line.					Posted
			A631-7111-400-000 R	GENERAL SERVICES	-541.25		
			A631-7111-160-000 R	NON-CERTIFIED SALARIES		224.90	
			A631-7111-301-000 R	GENERAL SUPPLIES		316.35	
10/05/2017	006049	To reallocate funds to accurately reflect expenditures on technology as per District (Cooperstown) Request					Posted
			A523-6368-399-000 R	TECHNOLOGY SUPPLIES	-358.00		
			A523-6368-399-133 R	TECHNOLOGY SUPPLIES	-32,626.71		
			A523-6368-399-134 R	TECHNOLOGY SUPPLIES	-1,640.00		
			A523-6368-299-133 R	TECHNOLOGY EQUIPMENT		25,714.91	
			A523-6368-301-000 R	GENERAL SUPPLIES		4,486.00	
			A523-6368-419-000 R	CONTRACTUAL SERVICES		4,423.80	
10/11/2017	006299	To reallocate funds to accurately reflect expenditures on salaries, services and supplies					Posted
			A707-8011-150-000 R	CERTIFIED SALARIES	-3,186.63		
			A707-8011-419-000 R	CONTRACTUAL SERVICES	-9,048.03		
			A707-8011-490-200 R	PAYMENTS TO BOCES & DISTR	-26,754.44		
			A707-8011-160-000 R	NON-CERTIFIED SALARIES		3,186.63	
			A707-8011-301-000 R	GENERAL SUPPLIES		1,670.62	
			A707-8011-301-200 R	GENERAL SUPPLIES		26,754.44	
			A707-8011-400-000 R	GENERAL SERVICES		6,118.80	
			A707-8011-401-000 R	TELEPHONE		481.61	
			A707-8011-522-000 R	HOLDING ACCT/Surplus or D		777.00	
10/11/2017	006312	Salary distribution has changed in the budget and these transfers cover the resulting change in salary and benefits.					Posted
			A527-6211-150-012 R	CERTIFIED SALARIES	-12,510.00		
			A527-6211-150-019 R	CERTIFIED SALARIES	-5,104.33		
			A527-6211-301-000 R	GENERAL SUPPLIES	-10,000.00		
			A527-6211-816-000 R	HEALTH INS	-6,775.00		
			A527-6211-150-200 R	CERTIFIED SALARIES		4,000.00	
			A527-6211-160-200 R	NON-CERTIFIED SALARIES		1,500.00	
			A527-6211-301-528 R	GENERAL SUPPLIES		10,000.00	
			A527-6211-811-012 R	TEACHER RETIREMENT		1,400.00	
			A527-6211-811-019 R	TEACHER RETIREMENT		1,701.65	
			A527-6211-811-200 R	TEACHER RETIREMENT		480.00	
			A527-6211-812-012 R	WORKER'S COMPENSATION		110.00	
			A527-6211-812-019 R	WORKER'S COMPENSATION		121.91	
			A527-6211-812-200 R	WORKER'S COMPENSATION		45.00	
			A527-6211-814-012 R	MEDICARE TAX		200.00	
			A527-6211-814-019 R	MEDICARE TAX		232.51	
			A527-6211-814-200 R	MEDICARE TAX		75.00	
			A527-6211-815-012 R	SOCIAL SECURITY		815.00	
			A527-6211-815-019 R	SOCIAL SECURITY		995.81	
			A527-6211-815-200 R	SOCIAL SECURITY		285.00	
			A527-6211-816-012 R	HEALTH INSURANCE		8,400.00	
			A527-6211-816-019 R	HEALTH INSURANCE		495.84	
			A527-6211-817-012 R	DENTAL INSURANCE		500.00	
			A527-6211-817-019 R	DENTAL INSURANCE		262.84	
			A527-6211-820-012 R	UNEMPLOYMENT INSURANCE		100.00	
			A527-6211-820-019 R	UNEMPLOYMENT INSURANCE		114.00	

# Otsego-Northern Catskills BOCES

## Budgetary Transfer Report

Fiscal Year: 2018

Current Appropriation - Effective From: 10/01/2017 To: 10/31/2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
			A527-6211-820-200 R	UNEMPLOYMENT INSURANCE		40.00	
			A527-6211-821-012 R	EDUCATIONAL IMPROVEMENT		35.00	
			A527-6211-821-019 R	EDUCATIONAL IMPROVEMENT		32.70	
			A527-6211-821-200 R	EDUCATIONAL IMPROVEMENT		20.00	
			A527-6211-822-012 R	PERB		930.00	
			A527-6211-822-019 R	PERB		1,135.76	
			A527-6211-822-200 R	Post Retirement Benefit		320.00	
			A527-6211-825-012 R	EMPLOYEE ASSISTANCE PROGR		20.00	
			A527-6211-825-019 R	EMPLOYEE ASSISTANCE PROGR		11.31	
			A527-6211-825-200 R	EMPLOYEE ASSISTANCE PROGR		10.00	
10/11/2017	006313	Reallocate to cover cost of dental insurance					Posted
			A514-6261-150-000 R	CERTIFIED SALARIES	-30.00		
			A514-6261-817-000 R	DENTAL INSURANCE		30.00	
10/24/2017	007062	TO COVER NYS AUDIT FEE SERVICE EXPENSES					Posted
			A610-7810-301-000 R	GENERAL SUPPLIES	-1,927.00		
			A610-7810-440-000 R	PROFESSIONAL SERVICES		1,927.00	
10/27/2017	007649	To allocate for non-certified salaries (160s), allocate for technology equipment (299), allocate for general supplies (300s), and allocate for benefits (800s)					Posted
			A701-8010-400-103 R	GENERAL SERVICES	-19,000.00		
			A701-8010-415-103 R	GENERAL REPAIR	-15,569.00		
			A701-8010-522-103 R	HOLDING ACCT/Surplus or D	-2,953.09		
			A701-8010-160-103 R	NON-CERTIFIED SALARIES		23,123.00	
			A701-8010-200-103 R	EQUIPMENT		13.09	
			A701-8010-299-103 R	TECHNOLOGY EQUIPMENT		1,778.00	
			A701-8010-301-103 R	GENERAL SUPPLIES		9,668.00	
			A701-8010-812-103 R	WORKERS COMP		250.00	
			A701-8010-814-103 R	MEDICARE-OAOC		400.00	
			A701-8010-820-103 R	UNEMPLOYMENT INSURANCE		200.00	
			A701-8010-821-103 R	EDUCATIONAL IMPROVEMENT		65.00	
			A701-8010-822-103 R	Post Emp. Retirement Benef		2,000.00	
			A701-8010-825-103 R	EMPLOYEE ASSISTANCE PROG		25.00	
10/27/2017	007650	To allocate for health buy-out and technology supplies.					Posted
			A701-8010-415-101 R	GENERAL REPAIR	-1,555.00		
			A701-8010-165-101 R	HEALTH BUY-OUT		1,133.00	
			A701-8010-399-101 R	TECHNOLOGY SUPPLIES		422.00	
10/27/2017	007694	TO PROPERLY ALLOCATE FUNDS TO COVER NON-CERTIFIED SALARIES					Posted
			A503-6310-200-000 R	EQUIPMENT	-1,365.34		
			A503-6310-160-000 R	NON-CERTIFIED SALARIES		158.50	
			A503-6310-522-000 R	HOLDING ACCT/Surplus or D		100.00	
			A503-6310-811-000 R	TEACHERS RETIREMENT		159.60	
			A503-6310-812-000 R	WORKMENS COMP		42.59	
			A503-6310-814-000 R	MEDI TAX		77.55	
			A503-6310-815-000 R	SOCIAL SECURITY		331.58	
			A503-6310-820-000 R	UNEMPLOYMENT INS.		39.75	
			A503-6310-821-000 R	EDUCATIONAL IMPROVEMENT		11.36	
			A503-6310-822-000 R	Post Emp. Retirement Benef		440.44	
			A503-6310-825-000 R	EMPLOYEE ASSISTANCE PROG		3.97	
10/27/2017	007699	TO PROPERLY ALLOCATE FUNDS TO COVER THE COST OF SALARIES AND BENEFITS					Posted
			A505-6316-813-000 R	EMPLOYEE RETIREMENT	-11.79		
			A505-6316-150-000 R	CERTIFIED SALARIES		3.55	
			A505-6316-160-000 R	NON-CERTIFIED SALARIES		6.10	
			A505-6316-812-000 R	WORKER'S COMPENSATION		0.20	
			A505-6316-814-000 R	MEDICARE TAX		0.30	
			A505-6316-820-000 R	UNEMPLOYMENT INSURANCE		0.49	
			A505-6316-821-000 R	EDUCATIONAL IMPROVEMENT		0.20	
			A505-6316-822-000 R	Post Emp. Retirement Benef		0.95	

Otsego-Northern Catskills BOCES

Budgetary Transfers Report

Fiscal Year: 2018

Current Appropriation - Effective From: 10/01/2017 To: 10/31/2017

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
10/27/2017	007702	TO PROPERLY ALLOCATE FUNDS TO COVER THE COST OF SALARIES AND BENEFITS					Posted
			A521-6320-816-000 R	HEALTH INS.	-31.77		
			A521-6320-150-000 R	CERTIFIED SALARIES		3.55	
			A521-6320-160-000 R	NON-CERTIFIED SALARIES		25.40	
			A521-6320-812-000 R	WORKMENS COMP		0.65	
			A521-6320-821-000 R	EDUCATIONAL IMPROVEMENT		0.30	
			A521-6320-822-000 R	Post Emp. Retirement Benef		1.87	
10/27/2017	007817	Allocation for coaching course instructor benefits.					Posted
			A514-6261-522-000 R	HOLDING ACCT/Surplus or D	-425.00		
			A514-6261-811-000 R	TEACHER RETIREMENT	-500.00		
			A514-6261-815-000 R	SOCIAL SECURITY	-200.00		
			A514-6261-816-000 R	HEALTH INSURANCE	-300.00		
			A514-6261-811-020 R	TEACHER RETIREMENT		535.00	
			A514-6261-812-020 R	WORKER'S COMPENSATION		45.00	
			A514-6261-814-020 R	MEDICARE TAX		80.00	
			A514-6261-815-020 R	SOCIAL SECURITY		320.00	
			A514-6261-820-020 R	UNEMPLOYMENT INSURANCE		45.00	
			A514-6261-821-020 R	EDUCATIONAL IMPROVEMENT		20.00	
			A514-6261-822-020 R	Post Emp. Retirement Benef		360.00	
			A514-6261-825-020 R	EMPLOYEE ASSISTANCE PROGR		20.00	
10/27/2017	007825	Cover benefit costs					Posted
			A527-6211-150-013 R	CERTIFIED SALARIES	-1,545.00		
			A527-6211-150-019 R	CERTIFIED SALARIES	-50.00		
			A527-6211-811-019 R	TEACHER RETIREMENT		10.00	
			A527-6211-812-013 R	WORKER'S COMPENSATION		80.00	
			A527-6211-812-019 R	WORKER'S COMPENSATION		10.00	
			A527-6211-814-013 R	MEDICARE TAX		140.00	
			A527-6211-815-013 R	SOCIAL SECURITY		570.00	
			A527-6211-820-013 R	UNEMPLOYMENT INSURANCE		70.00	
			A527-6211-821-013 R	EDUCATIONAL IMPROVEMENT		30.00	
			A527-6211-821-019 R	EDUCATIONAL IMPROVEMENT		10.00	
			A527-6211-822-013 R	PERB		640.00	
			A527-6211-822-019 R	PERB		10.00	
			A527-6211-825-013 R	EMPLOYEE ASSISTANCE PROGR		15.00	
			A527-6211-825-019 R	EMPLOYEE ASSISTANCE PROGR		10.00	
10/27/2017	007826	Cover unforeseen phone cost					Posted
			A708-8015-150-000 R	CERTIFIED SALARIES	-400.80		
			A708-8015-401-000 R	TELEPHONE		400.80	
		Total for Fund A - GENERAL FUND			-181,504.39	181,504.39	

# Otsego Northern Catskills BOCES

## CLAIMS AUDITOR REPORT Gail Miner

Audit Log: November 1-30, 2017

AE-Adult Education  
 CASEBP - Catskill Area Schools Employee Benefit Plan  
 CASSC-Catskill Area Schools Study Council  
 DS-District Superintendent  
 HR-Human Resources  
 IS-Itinerant Services  
 ISS-Instructional Support Services  
 LR-Labor Relations

MS-Management Services  
 SP-Student Programs  
 SESIS-SEIS  
 SBO-Shared Business Office  
 SLS-School Library System  
 SR-Safety Risk Management  
 TS-Technology Services

Claims Auditor \_\_\_\_\_ Date \_\_\_\_\_

Warrant #	Warrant Date	Check # & ACH Sequence	Fund	Audit Date	Transaction Number	CA Findings
0060	11/07/17	96811-96843	A	11/06/17	001983	<b>1 Claim Returned</b> SBO-Service prior to PO
0065	11/14/17	96844-96878	A	11/13/17	001742 002600 002462 002518	<b>4 Claims Returned</b> TS-Order prior to PO SP-Service prior to PO SR-Service prior to PO MS-Service prior to PO
0066	11/21/17	96879-96922	A	11/20/17	002555 002548	<b>2 Claims Returned</b> MS-Tax included in payment SP-Purchase prior to PO
0069	11/28/17	96923-96950	A	11/27/17	002864 002888 002643 002791 002788 002342 002704	<b>7 Claims Returned</b> SBO-Service prior to PO SBO-Service prior to PO SP-Late receiving by department MS-Transaction pulled (missed credit) TS-Order prior to PO TS-Service prior to PO TS-Order prior to PO

# HUMAN RESOURCES ATTACHMENT

## BOCES BOARD AGENDA

ATTACHMENT# 5

### December 13, 2017

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

UNCLASSIFIED APPOINTMENT							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Sheryl Kosturock	IP	School Counselor	*Full-time, 10-Month, Teacher Unit Position, 4 -Year Probationary Appointment	1/2/2018 - 1/1/2022	Special Subject: School Counseling & Guidance	School Counselor - Provisional	\$52,666.00 prorated to the effective date

\*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 3012<sup>3</sup> of the Education Law, in order to be granted tenure the teacher/administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

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

UNCLASSIFIED APPOINTMENT - SUPPORT							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Brianna Tolley	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year probationary appointment	12/14/2017-12/13 /2021	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$13,806.00 prorated to the effective date
Jennifer Ganio	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year probationary appointment	12/14/2017-12/13/2021	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Continuing & Level 1 (pending name change)	\$13,806.00 prorated to the effective date
Lisa Parisian	IP	Crisis Intervention Specialist	Full-time, 10-month, 6.5 hour day, ESPA Unit Position, 4-year probationary appointment	12/14/2017-12/13/2021	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$25,015.00 prorated to the effective date

\*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 3012<sup>3</sup> of the Education Law, in order to be granted tenure the teacher/administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

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

MISCELLANEOUS APPOINTMENTS				
Name	Appointment	Position	Effective	Compensation
Jennifer Palmer	Casual Employee	CASSC School Bus Driver Safety Presenter	1/8/2018 - 1/16/2018	\$150.00 per training Max. of \$150.00
Betsy Holland	Temporary	Substitute as needed - Special Education Teacher	12/14/2017 - 8/31/2018	\$250.00/day
Aaron Johnson	Temporary	Substitute Cleaner	12/14/2017 - 8/31/2018	As per board policy or rate per contract

<b>MISCELLANEOUS APPOINTMENTS</b>				
<b>Name</b>	<b>Appointment</b>	<b>Position</b>	<b>Effective</b>	<b>Compensation</b>
Joseph Pestar	Casual Employee	General Construction	12/14/2017 - 6/30/2018	\$30.00/hour Max. of \$7,000.00
Lindy Lapin	Additional CTE Credit Bearing Instruction Stipend	CTE Teacher - CTE Value added Instruction Course for Additional Credit	January 2018 - June 2018	\$1,400.00 Half year (.5 school year)
Antonio Walthall-Moon	Temporary	OAOC Educational Intern - Unpaid Student Internship	1/3/2018 - 1/31/2018	Unpaid
Kristen Altieri	Temporary	OAOC Educational Intern - Unpaid Student Internship	1/3/2018 - 1/31/2018	Unpaid
Kaitlin Ploutz	Temporary	OAOC Educational Intern - Unpaid Student Internship	1/3/2018 - 1/31/2018	Unpaid
Jim Calhoun	Temporary	TCI Training	12/15/2017, 12/18, 12/19 after work hours & 12/16/2017 all day	Per Diem
Brianna Tolley	Temporary	TCI Training Workshop	12/15/2017, 12/18, 12/19 after work hours & 12/16/2017 all day	Per Diem
Lisa Parisian	Temporary	TCI Training Workshop	12/15/2017, 12/18, 12/19 after work hours & 12/16/2017 all day	Per Diem
Patricia McGrath	Temporary	TCI Training Workshop	12/15/2017, 12/18, 12/19 after work hours & 12/16/2017 all day	Per Diem
Jennifer Ganio	Temporary	TCI Training Workshop	12/15/2017, 12/18, 12/19 after work hours & 12/16/2017 all day	Per Diem
Suzanne Czechowski	Temporary	TCI Training Workshop	12/15/2017, 12/18, 12/19 after work hours & 12/16/2017 all day	\$85.00/day prorated to hours attended

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

<b>LEAVE OF ABSENCES</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Erin Annunziata	Licensed Teaching Assistant	Family Medical Leave	11/16/2017 - 12/1/2017

<b>RESIGNATIONS/RETIREMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Lisa Yelich	Administrative Aide	Resignation	12/2/2017

## BOCES BOARD OFFICER AND EMPLOYEE CODE OF ETHICS

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the BOCES. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of BOCES.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, BOCES officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the BOCES, whether paid or unpaid, shall adhere to the following code of ethics.

### Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- “Contract” is defined broadly to include any claim or demand against the BOCES or account or agreement with the district, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.
- An “interest” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the BOCES.

No Board member, officer or employee shall have an “interest” (i.e., receive a direct or indirect benefit as the result of a contract with the BOCES) in:

1. a firm, partnership or association in which he/she is a member or employee;
  2. a corporation in which he/she is an officer, director or employee;
  3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
  4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.
1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential information: A Board member, officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. This includes matters discussed in executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law.
3. Representation before the Board or BOCES: A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Disclosure of interest in matters before the Board: A Board member, officer or employee of the BOCES, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the BOCES. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.
5. Investments in conflict with official duties: A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law.
6. Private employment: A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
7. Future employment: A Board member, officer or employee shall not, after the termination of service or employment with the BOCES, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.
8. Involvement with Charitable Organizations: A Board member, officer or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the BOCES. If a Board member is a board member, officer or employee of the charitable organization the Board member must disclose such relationship in writing to the BOCES, and the Board member must recuse himself or

herself from any discussions or votes relating to the charitable organization which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests. Additionally, the Board member, officer or employee shall not make representations on behalf of the BOCES unless specifically authorized to do so by the Board.

#### Distribution of Code of Ethics

The District Superintendent shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the BOCES. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the District Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the BOCES' jurisdiction in a place conspicuous to the BOCES' officers and employees.

#### Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§806-808

Opn. St. Comp. 2008-01

*Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)*

*Application of Nett and Raby, 45 EDR 259 (2005)*

Adoption date:

## EXECUTIVE SESSIONS

The Otsego Northern Catskills Board of Cooperative Educational Services (“BOCES”) may hold executive sessions at which only the members of the Board or persons invited by the Board shall be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene in executive session. Upon a majority vote of its members, the Board may convene in executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

***The vote to go into executive session shall be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in executive session shall be limited to the topic(s) identified in the motion.***

A Board may not take action in executive session except to vote on disciplinary charges against a tenured teacher.

***Individual Board members, acting on their own, shall not disclose matters discussed in executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited.***

A record of a formal vote taken as a result of discussion in executive session shall consist of a summary of the final determination of such action and vote thereon provided, however, that such summary shall not include any matter which is not required to be made public by the Freedom of Information Law. Such record taken shall be available to the public within two weeks from the date of the executive session.

Ref: Education Law §1708 (3)  
Public Officers Law §§100 et seq.  
Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adoption date: January 23, 2008;

### INTERNET SAFETY

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of BOCES computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the District Superintendent to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to visual depictions that are obscene or child pornography, and
- minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the District Superintendent or his or her designee.

The District Superintendent or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The District Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The BOCES computer network coordinator designated under the BOCES' policy on the acceptable use of BOCES computers (policy 4526) shall monitor and examine all BOCES computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the BOCES computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the BOCES' policy on the acceptable use of computers and the internet (policy 4526). Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

As part of this policy, and the BOCES' policy on acceptable use of district computers (policy 4526), the BOCES shall also provide age-appropriate instruction regarding appropriate online behavior, including:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.

Instruction will be provided even if the BOCES prohibits students from accessing social networking sites or chat rooms on district computers.

Cross-ref: 4526, Computer Use in Instruction

Ref: Children's Internet Protection Act, Public Law No. 106-554  
Broadband Data Services Improvement Act/ Protecting Children in the 21<sup>st</sup> Century Act,  
Public Law No. 110-385  
18 USC §2256  
20 USC §6777  
47 USC §254

Adoption date:

## INTERNET SAFETY REGULATION

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of district computers for access to the Internet and World Wide Web.

### I. Definitions

In accordance with the Children's Internet Protection Act,

- *Child pornography* refers to any visual depiction, including any photograph, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (b) such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from that of a minor engaging in sexually explicit conduct; or (c) such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- *Harmful to minors* means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### II. Blocking and Filtering Measures

- The District Superintendent or his or her designee shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all district computers to visual depictions on the Internet and World Wide Web that are obscene, child pornography or harmful to minors.
- The BOCES' computer network coordinator shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the BOCES.
- The computer network coordinator or his or her designee may disable or relax the BOCES' Internet blocking and filtering technology measure only for adult staff members conducting research related to the discharge of their official responsibilities.
- The computer network coordinator shall monitor the online activities of adult staff members for whom the blocking and filtering technology measure has been disabled or relaxed to ensure there is not access to visual depictions that are obscene or child pornography.

### III. Monitoring of Online Activities

- The BOCES' computer network coordinator shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the BOCES Internet Safety Policy and this regulation. He or she may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the BOCES' computer network for accessing the Internet and World Wide Web and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the BOCES' computer network shall have no expectation of privacy regarding any such materials.
- Except as otherwise authorized under the BOCES' Computer Network or Acceptable Use Policy, students may use the district's computer network to access the Internet and World Wide Web only during supervised class time, study periods or at the school library, and exclusively for research related to their course work.
- Staff supervising students using BOCES computers shall help to monitor student online activities to ensure students access the Internet and World Wide Web, and/or participate in authorized forms of direct electronic communications in accordance with the BOCES Internet Safety Policy and this regulation.
- The BOCES computer network coordinator shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), and other unlawful activities.

### IV. Training

- The BOCES computer network coordinator shall provide training to staff and students on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year.
- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- The BOCES shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or Worldwide Web are directly related to their course work.
- Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications.
- Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students and staff shall be reported to the District Superintendent.
- The District Superintendent shall take appropriate corrective action in accordance with authorized disciplinary procedures.
- Penalties may include, but are not limited to, the revocation of computer access privileges, as well as school suspension in the case of students and disciplinary charges in the case of teachers.

Adoption date:

## STAFF DEVELOPMENT

The Board of Education believes that staff training and development help ensure the success of educational programs and improve the efficiency of the BOCES. Therefore, the BOCES will provide development opportunities to staff to increase their effectiveness and job performance. The District Superintendent shall be responsible for implementing and administering staff development programs for the BOCES employees.

### Administrators

All administrators in the BOCES will receive appropriate training and professional development in accordance with law, regulation or any applicable collective bargaining agreement. The District Superintendent will be responsible for providing such training and development.

### Teachers

All teachers will be provided with substantial professional development opportunities directly related to student learning in accordance with any applicable collective bargaining agreement and the BOCES' Professional Development Plan. ***Level III teaching assistants and long-term substitute teachers (employed for more than 40 days in a school year) shall have the opportunity to participate in the BOCES' professional development program.*** The plan shall include:

- A needs analysis, goals, objectives, strategies, activities and evaluation standards for professional development in the district and a description of how the district will provide all teachers substantial professional development activities directly related to student learning needs identified in school report cards and other sources.
- A description of how the professional development provided will align with New York standards and assessments, teacher capacities and student needs, including linguistic, cultural diversity and special needs. Activities must be articulated across grade levels and subject areas and show how they will be provided and measured in a continuous manner.
- A description of how it will provide teachers holding a professional certificate ***and Level III teaching assistants*** with opportunities to maintain their certificate in good standing by successfully completing ~~175~~ **100** hours of professional development every five years.
- A mentoring program to provide support for new teachers in order to ease the transition from teacher preparation to practice, thereby increasing retention of teachers in the public schools, and to increase the skills of new teachers in order to improve student achievement.
- ***Unless granted an exemption by the Commissioner of Education, a description of how the district will provide professional development to teachers and Level III teaching assistants to address the needs of English Language Learners.***

The Board shall establish a Professional Development Team to review and revise the BOCES' Professional Development Plan annually. The Board shall appoint members to the team by October 1 of each year.

The Professional Development Team shall meet on or before October 1. The District Superintendent or his/her designee will serve as the chair of the team and will be responsible for ensuring the timely review and revision of the district's Professional Development Plan.

The Professional Development Team will submit any recommended revisions to the Professional Development Plan to the Board by April 1. The Board will consider the recommendations at its first regular meeting thereafter. The Board may accept or reject the recommendations of the team in whole or in part. The Board may also request any additional information or data needed to evaluate the success of the program in achieving its objectives.

Any further changes in the plan must be submitted to the Board by June 1. The Board will consider and act on the revised plan by June 30th. The Board reserves the right to make changes to the revised plan.

#### Other Professional Staff and Support Staff

***Holders of professional certificates in educational leadership service (i.e., school building leader, school district leader, school district business leader) are required to complete at least 100 hours of continuing education during every 5 year registration period. Unless the district is granted an exemption by the Commissioner of Education, at least 15 percent of those hours shall address the language acquisition needs of English Language Learners.***

The BOCES will provide staff development activities for other professional staff and support staff within the financial constraints of the district budget and in accordance with applicable collective bargaining agreements.

#### Other Staff Development Opportunities

The Board recognizes that many staff development opportunities are provided through non-BOCES sources. Within budgetary restraints, district employees may attend conferences, workshops, study councils, in-service courses, summer study grants, school visitations, and other relevant staff development opportunities.

Released time and reimbursement for such activities will be available upon approval of the District Superintendent and in accordance with applicable collective bargaining agreements. The District Superintendent may establish regulations pursuant to this policy to establish the circumstances under which such released time and reimbursement may be available. Staff members who attend such activities will be required to prepare a report or summary of the activity attended.

Cross-ref: 9420, Staff Evaluation

Ref: Education Law §§ 3006-a (required hours); 3604(8) (Superintendent Conference days) 8 NYCRR §§ 80-6.3 (required hours); 100.2(o)(2)(iii)(b)(5) (required training on conducting staff evaluations); 100.2(dd) (Professional Development Plans)