

## Board of Education

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



### BOARD AGENDA

Wednesday, August 22, 2018  
11:45 p.m. - ETC Room

Otsego Area Occupational Center  
Milford, New York 13807

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 July 11, 2018 Reorganization and Regular 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**

##### **H. APPOINTMENT OF BOARD MEMBERS**

**II. REPORTS****A. DISTRICT SUPERINTENDENT REPORT**

- Superintendent Conference Days
- Superintendent Search Update
- 50th Anniversary Celebration
- Board Meeting Locations

**B. DEPUTY SUPERINTENDENT REPORT**

- Emergency Management Plans

**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. Designation of Chief Information Officer- Maizy Jaklitsch
- D. Designation of Medicaid Compliance Officer- Anne Pallischeck
- E. Acceptance of Donation- Corning Foundation
- F. Approval of Resolution for Participation in the Eastern Suffolk BOCES Cooperative Bidding Program for 2018-19
- G. Resolution to Participate in Additional Erie #1 NYSITCC Consortium for 2018-19- ISS
- H. Resolution to Appoint Bernier, Carr & Associates as Architect of Record and Accept 2018 Hourly Rates and Fees
- I. Resolution to Award Bid- Culinary Arts Program Supplies and Equipment
- J. Revised Resolution and Declaration of Official Intent for Installment Purchase Agreement
- K. Financing of Technology Equipment- Andes CSD
- L. Resolution to Accept 2018-19 District and Building Level Emergency Response Plans
- M. Resolution to Declare Surplus Equipment

Consent C.      **DESIGNATION OF CHIEF INFORMATION OFFICER- MAIZY JAKLITSCH**

Whereas, the Otsego Northern Catskills BOCES Board of Education does hereby designate Maizy Jaklitsch, Network Team/Staff Developer, as the Chief Information Officer (CIO) for the BOCES.

Consent D.      DESIGNATION OF MEDICATION COMPLIANCE OFFICER- ANNE PALLISCHECK

Whereas, the Otsego Northern Catskills BOCES Board of Education does hereby designate Anne Pallischeck, Director, Instructional Support Services, as the Medicaid Compliance Officer for the BOCES.

Consent E.      RESOLUTION TO ACCEPT CORNING INCORPORATED FOUNDATION DONATION – INFORMATION TECHNOLOGY

Whereas, the Otsego Northern Catskills BOCES received a charitable contribution from Corning Incorporated Foundation, Corning, NY, and

Whereas, the donation is in the amount of \$7,500 for the purchase of computers for the Information Technology program for student use, and

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

Consent F.      APPROVAL OF RESOLUTION FOR PARTICIPATION IN THE EASTERN SUFFOLK BOCES COOPERATIVE BIDDING PROGRAM FOR 2018-19

JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the ONC BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program for the 2018-19 school year.

Consent G.

RESOLUTION TO PARTICIPATE IN ADDITIONAL ERIE #1 NYSITCC CONSORTIUM FOR 2018-19 - ISS

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for Tech4Learning, Legends of Learning, Type to Learn, TEQ, VidCode, Typing

WHEREAS, The Otsego Northern Catskills 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 Otsego Northern Catskills BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning

packages, and,

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

BE IT FURTHER RESOLVED, That the Otsego Northern Catskills BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards;

(2) Erie 1 BOCES will negotiate contracts according to the majority recommendations;

(3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

Consent H.

RESOLUTION TO APPOINT BERNIER, CARR & ASSOCIATES AS ARCHITECT OF RECORD AND ACCEPT 2018 HOURLY RATES AND FEES

Whereas, the Otsego Northern Catskills BOCES desires to employ the services of an Architect for current and/or future building projects and to perform various duties associated with buildings and grounds, and

Whereas, Bernier, Carr & Associates of 401 East State Street, Ithaca, NY 13807 has agreed to provide said services in accordance with their 2017-18 standard hourly rates and fees outlined in their contract;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the continuation of architectural contracts with Bernier, Carr and Associates and agree to reimburse for 2018-19 at the same rates as contained in the 2017-18 rates schedule and contracts as billed.

Consent I.

RESOLUTION TO AWARD BID – CULINARY ARTS PROGRAM SUPPLIES AND EQUIPMENT

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

Whereas, bids were duly advertised and opened on August 10, 2018 by Annette Hinkley, witnessed by Patricia Powell Wagner. One bid was received, and the bidder has met the specifications contained within the bid.

Whereas, the bid was reviewed by Joe Booan, and it is recommended that the bid be awarded to the Ginsberg's Institutional Foods, Inc., Hudson, NY on a line by line item basis for the period of August 23, 2018 – January 31, 2019.

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby award the bid to the vendor indicated above.

Consent J.      REVISED RESOLUTION AND DECLARATION OF OFFICIAL INTENT FOR  
INSTALLMENT PURCHASE AGREEMENT

Lessee: Otsego Northern Catskills BOCES

WHEREAS, the Board has determined that in order for the Municipal Corporation to better accomplish its public purposes, the Municipal Corporation needs to acquire the use of the Equipment described in the schedule attached to or set forth in the Lease attached hereto, and

WHEREAS, the Municipal Corporation has determined that the most economical and efficient means of acquiring the use of said Equipment is pursuant to a lease purchase or installment purchase of the Equipment for the period of August 23, 2018 to June 30, 2019 pursuant to the General Municipal Law of the State of New York;

NOW, THEREFORE, be it RESOLVED, that the Municipal Corporation is hereby authorized to enter into a Master Equipment Lease Purchase Agreement and Equipment Schedule thereunder (Lease) between the Municipal Corporation as lessee and M&T Bank as lessor, with all riders, certificates, schedules, and amendments thereto, substantially in the form attached to the signed agreement board approved on March 14, 2018; and it is further

RESOLVED, that in furtherance of the accomplishment of the Lease, the ONC BOCES BOE President or Vice President, and each and any of them without the others is hereby authorized to execute and deliver on behalf of the Municipal Corporation such agreements, indemnities, purchase orders, leases, bills of sale, certificates or other instruments or obligations as they or any one of them, with the advice of counsel, may deem necessary or appropriate to the accomplishment of the Lease, and the execution and delivery of any such agreement, instrument or obligation prior to the date hereof by any such officer is in all respects hereby confirmed, ratified and approved; and be it further

RESOLVED, that the proper officers of the Municipal Corporation are authorized and directed to do or cause to be done all such other acts and things, to make all payments, including rent payments, required pursuant to the Lease and related documents, and to execute all such documents, certificates and instruments which in his, her or their judgment may be necessary or advisable in order to carry out the foregoing Resolutions and the Municipal Corporation's obligations under the Lease, or any amended, renewed or supplemental lease; and all actions heretofore taken by the officers of the Municipal Corporation in connection with the acquisition of the Equipment and negotiation of the Lease are hereby approved, ratified and confirmed in all respects.

Consent K.      FINANCING OF TECHNOLOGY EQUIPMENT – ANDES CSD

Resolved that ONC BOCES authorizes the financing of technology equipment through an Installment Purchase Agreement that is in compliance with General Municipal Law 109-b, with M & T Bank and/or wholly owned subsidiaries of Manufacturers and Traders

Trust Company (its nominees, assigns or affiliates). The length of the agreement would be for a period of 3 years at an estimated total cost of \$62,385.00 (This total cost will include the purchase price (\$58,695.00) and estimated financing cost (\$3,690.00).)

Consent L.      **RESOLUTION TO ACCEPT - 2018-19 DISTRICT AND BUILDING LEVEL EMERGENCY RESPONSE PLANS (BLERP)**

Whereas, ONC BOCES is required to update and adopt their district and building level emergency response plans by September 1st, and

Whereas, copies of the District and Building Level Emergency Response Plans have been reviewed by Administrators and the Board of Education for the following locations: Northern Catskills Occupational Center and the Otsego Area Occupational Center, and

Be it resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and adopt these updated emergency response plans.

Consent M.      **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.

**OAOC:**

TAG #	DESCRIPTION	ACQUISITION DATE
013989	IMAC 27 INCH UAD-CORE INTEL CORE I5 WITH APPLE PROTECTION PLAN	9/30/2013
013990	IMAC 27 INCH UAD-CORE INTEL CORE I5 WITH APPLE PROTECTION PLAN	9/30/2013
014075	IMAC COMPUTER	2/20/2014
014076	IMAC COMPUTER	2/20/2014
014077	IMAC COMPUTER	2/20/2014
014078	IMAC COMPUTER	2/20/2014
014079	IMAC COMPUTER	2/20/2014

014080	IMAC COMPUTER	2/20/2014
014082	IMAC COMPUTER	2/20/2014
014084	IMAC COMPUTER	2/20/2014
014085	IMAC COMPUTER	2/20/2014
014086	IMAC COMPUTER	2/20/2014

## NCOC:

TAG #	DESCRIPTION	ACQUISITION DATE
005462	WASHER-DRYER COMB HOUSEHOLD	1/1/1992
005463	DRYER CLOTHES	7/1/2008
015306	WORKSTATION DESK	7/1/2010

- N. FIRST READING OF BOARD POLICY #0110. SEXUAL HARASSMENT AND ACCOMPANYING REGULATION- Attachment #6
- O. FIRST READING OF BOARD POLICY #2340. NOTICE OF MEETINGS- Attachment #7
- P. FIRST READING OF BOARD POLICY #8332-E. AUTHORIZED PERSONNEL CELL PHONE USE- Attachment #8
- Q. FIRST READING OF BOARD POLICY #4311.1. DISPLAY OF THE FLAG RESOLUTION- Attachment #9
- R. FIRST READING OF BOARD POLICY #6700. BOCES PERSONAL PROPERTY ACCOUNTABILITY- Attachment #10
- S. INFORMATION ITEMS

## IV. ADJOURNMENT

/ao

8/16/18

Attachments



The annual reorganization meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, July 11, 2018, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

#### **Roll Call & Quorum Check**

**MEMBERS PRESENT:** Joseph Ballard, Paul Beisler, Marcy Birch, Robert Calloway, Barbara Ann Heegan and Antoinette Hull.

**MEMBERS ABSENT:** Kurt Holcherr

**OTHERS PRESENT:** Nicholas Savin, Jennifer Bolton, Lynn Chase, Alyssa Oliveri, Anne Pallischeck.

#### **Call to Order**

At 12:30 p.m. Alyssa Oliveri, Board Clerk, called the meeting to order with a quorum present.

#### **Pledge of Allegiance**

Ms. Oliveri 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.

#### **Oath of Office- New Board Members**

Alyssa Oliveri, Board Clerk, administered the oath of office to newly elected board member, Robert Calloway.

#### **Nomination of Board President**

Joseph Ballard and Barbara Ann Heegan moved to nominate Paul Beisler for Board President.

The motion was approved unanimously.

#### **Nomination of Board Vice President**

Joseph Ballard and Barbara Ann Heegan moved to nominate Antoinette Hull for Board Vice President.

Motion was approved unanimously.

#### **Oath of Office for Newly Appointed Board Officers**

Alyssa Oliveri, Board Clerk, administered the Oath of Office to new appointed Board President, Paul Beisler, and new appointed Vice President, Antoinette Hull.

#### **Board Appointments**

Antoinette Hull and Marcy Birch moved to approve the following Board appointments:

1. Board Clerk (Alyssa Oliveri)
2. Treasurer (Patricia Powell-Wagner)
3. Deputy Treasurer (Dr. Jennifer Bolton)
4. Claims Auditor (Gail Miner - compensation \$5,000)
5. Assistant Clerk (Nicholas Savin)
6. Deputy Claims Auditor (Donald Brown- compensation \$65 per week worked)

The motion was approved unanimously.

#### **Oath of Office- Board Appointments**

Nicholas Savin administered the oath of office to Alyssa Oliveri, Board Clerk.

Alyssa Oliveri administered the Oath of Office to Nicholas Savin, Assistant Clerk, and Jennifer Bolton, Deputy Treasurer. Gail Miner (Claims Auditor), Patricia Powell-Wagner (Treasurer) and Donald Brown (Deputy Claims Auditor) were not present to take the oath of office.

#### **Oath of Office- District Superintendent**

Alyssa Oliveri administered the oath of office to Nicholas Savin, District Superintendent.

#### **Approval of Other Appointments**

Joseph Ballard and Barbara Ann Heegan moved to approve the following appointments:

1. Purchasing Agent (Lynn Chase)
2. Auditor for Extra Classroom Activities Funds for NCOC & OAO (Lynn Chase)
3. Central Treasurer of Extra Classroom Funds - NCOC (Cassandra Bruno)
4. Central Treasurer of Extra Classroom Funds - OAO (Kristin Steigmeier)
5. Deputy Central Treasurer of Extra Classroom Funds - NCOC (Kristin Steigmeier)
6. Deputy Central Treasurer of Extra Classroom Funds - OAO (Cassandra Bruno)
7. Local Education Agency Designee - Asbestos, SARA (Vincent Wojciechowski)
8. Records Access Officer (Dr. Jennifer Bolton)
9. Records Management Officer (Dr. Jennifer Bolton)
10. Records Retention and Disposition Officer (Dr. Jennifer Bolton)
11. Independent Auditor (D'Arcangelo & Company)
12. Legal Advisor to the Board of Education (Hogan, Sarzynski, Lynch, Surowka & DeWind, LLP. In addition, the Board of Education will use Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC, and Girvin & Ferlazzo, PC, as needed for special projects)
13. WinCap System Managers (Diane Matteson, Manager, and Annette Hinkley, Substitute Manager)
14. Designation of Officer to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Dr. Jennifer Bolton)
15. Designation of Designee to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Nicholas Savin)
16. Medicaid Compliance Officer (Jason Sanchez)
17. Dignity for All Students Coordinators (Ryan DeMars and Joseph Boon)
18. Chief Information Officer - CIO (Rachel Wright)
19. Homeless Liaison (Joe Boon)
20. Test Integrity Officer (Nicholas J. Savin)
21. Test Integrity Officer Designee (Douglas Favaloro)

Motion was approved unanimously.

#### **Authorizations**

Barbara Ann and Antoinette Hull moved to approve the following authorizations:

1. Approve Employee Attendance at Conferences (Nicholas Savin and Dr. Jennifer Bolton)
2. Certification of Payrolls (Dr. Jennifer Bolton)
3. Designation of Signatures on Checks (Patricia Powell-Wagner and Dr. Jennifer Bolton)
4. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts (Patricia Powell-Wagner and Dr. Jennifer Bolton)
5. Budget Transfers on Chief School Officer's Approval (Dr. Jennifer Bolton)
6. Application for Grants in Aid (State and Federal) (Nicholas Savin)
7. Establish Mileage Reimbursement Rate - IRS Rate
8. Offer school district employee and officer indemnification under Public Officer's Law §18
9. Approval of Contracts (Board President) or (Vice President)
10. Establish Adult Education CTE Tuition Rate - \$12,000 per year
11. Establish Substitute Pay Rate (Teachers - \$90/day; Licensed Teaching Assistants - \$70/day; Registered Nurses- \$110/day; Licensed Practical Nurses - \$85/day)
12. Designee for Signature on Use of Facilities Request Form (Joseph Boonan, NCOC; Ryan DeMars, OAOC)

Motion was approved unanimously.

**Approval of Appointments/Authorizations during Dr. Bolton's Leave of Absence**

Antoinette Hull and Barbara Ann Heegan moved to approve the following temporary appointments and authorizations, effective during Dr. Bolton's leave of absence:

1. Deputy Treasurer - Heather Gockel
2. Records Access Officer - Diane Matteson
3. Records Management Officer - Diane Matteson
4. Records Retention and Disposition Officer - Diane Matteson
5. Certification of Payrolls - Joe Boonan
6. Designation of Signatures on Checks -Patricia Powell-Wagner and Heather Gockel
7. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts Patricia Powell-Wagner and Heather Gockel
8. Budget Transfers on Chief School Officers Approval - Lynn Chase

Motion was approved unanimously.

#### **Bank Depositories**

Ms. Hull mentioned that The National Bank of Delaware County has been purchased by Wayne Bank. After a brief discussion the Board decided to remove The National Bank of Delaware County as a depository, as ONC BOCES not have an account with them. Joseph Ballard and Barbara Ann Heegan moved to approve the following bank depositories, as amended:

1. National Bank and Trust Company of Norwich, Hobart and Grand Gorge Branches.
2. Community Bank
3. Keybank N.A.
4. J.P. Morgan Chase Bank
5. The Bank of Greene County
6. Citizens Bank
7. First Niagara
8. HSBC Bank USA
9. New York Liquid Asset Fund (NYLAF)

Motion was approved unanimously.

#### **Designation of Official Newspapers for Legal Notices**

Joseph Ballard and Antoinette Hull moved to designate the following newspapers for legal notices:

##### **Official Publications:**

1. **The Daily Star**, Oneonta
2. **The Mountain Eagle**, Stamford

##### **Additional Publications to be used at the discretion of the Board Clerk:**

1. **The Daily Mail**, Hudson
2. **The Catskill Mountain News**, Arkville

Motion was approved unanimously.

## **Petty Cash**

Antoinette Hull and Marcy Birch moved to approve the following petty cash designee:

### **PETTY CASH**

CATSKILL AREA SCHOOL STUDY COUNCIL (Jarrin Hayen)	\$200
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Motion was approved unanimously.

## **Date, Time and Place of Board Meetings**

### **DATE, TIME AND PLACE OF MEETINGS**

Mr. Savin suggested that the Board discuss scheduling strategic planning sessions and the locations of the meetings for the 2018-2019 school year. He mentioned that in the interim report he had suggested setting aside time for strategic planning discussions at the regularly scheduled September and December meetings. There is also a suggested date for the Board Retreat on the agenda for their consideration. The Board agreed to hold strategic planning discussions before the September and December Board Meetings, beginning at 11:00 a.m. Mr. Savin mentioned that our new Instructional Support Services Center in Oneonta can serve as another meeting location. The Board agreed that for the 2018-2019 school year, they would rotate between NCOC, the Instructional Support Services Center and OAOC.

Joseph Ballard moved to adopt the following meeting schedule for the 2018-2019 school year:

#### **Regularly Scheduled Meetings**

Start time: 12:30 p.m.

Wednesday, August 22	NCOC
Wednesday, September 12	ISS Center
Wednesday, October 10	OAOC
Wednesday, November 14	NCOC
Wednesday, December 12	ISS Center
Wednesday, January 9	OAOC
Wednesday, February 13	NCOC
Wednesday, March 13	ISS Center
Wednesday, April 10	OAOC

Wednesday, May 15      NCOC  
Wednesday, June 12      ISS Center

Board Retreat: March 21      Location TBD  
Annual Meeting: April 9      OAOC  
Budget Vote/Election: April 22

Motion was approved unanimously.

#### **Board Members**

Mr. Savin announced that there are currently two vacancies on the ONC BOCES Board of Education and opened discussion for next steps forward. He indicated that the Board has the authority to appoint members between elections. He suggested advertising the open positions and meeting with potential candidates either at a special meeting or at the August meeting. Mr. Savin shared that we have currently have four interested individuals. The Board chose to meet with potential candidates on the next board meeting day, August 22, 2018. Alyssa Oliveri, Board Clerk, will advertise the vacancies.

#### **Readoption of Board Policies**

Joseph Ballard and Marcy Birch moved to readopt Board Policies #2160 Code of Ethics-Conflict of Interest, #6240 Investment Policy and Guidelines and #8334 Use of District Credit Cards.

Motion was approved unanimously.

#### **Review and Adoption of Board Policy #8332 Use of Cell Phones**

Barbara Ann Heegan and Joseph Ballard moved to adopt Board Policy #8332 Use of Cell Phones, as presented.

Motion was approved unanimously.

#### **Review and Adoption of Board Policy #5300 Code of Conduct**

**Marcy Birch and Barbara Ann Heegan moved to adopt Board Policy #5300 Code of Conduct.**

**Motion was approved unanimously.**

**Adjournment**

**Joseph Ballard and Marcy Birch moved to adjourn the Reorganization Meeting at 1:02 p.m. and continue into the regular July 11, 2018 meeting.**

**Motion was approved unanimously.**



Immediately following the Annual Reorganization Meeting, the Board continued into the regular July 11, 2018 Board meeting.

**Roll Call & Quorum Check**

**MEMBERS PRESENT:** Joseph Ballard, Paul Beisler, Marcy Birch, Robert Calloway, Barbara Ann Heegan and Antoinette Hull.

**MEMBERS ABSENT:** Kurt Holcherr

**OTHERS PRESENT:** Nicholas Savin, Jennifer Bolton, Lynn Chase, Alyssa Oliveri, Anne Pallischeck.

**Additions to Agenda**

There were no additions.

**Approval of Consent Agenda**

Marcy Birch and Joseph Ballard moved to approve the Consent Agenda as presented.

1. Minutes from the June 13, 2018 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 OAOC, NCOC. (Copy filed in the Clerk's office).
3. Budgetary Transfers
4. Claims Auditor Report - June 2018 (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**

Ms. Hull announced that she had attended a planning meeting for the NCOC 50th Anniversary Celebration. She provided the Board with an update. The event is scheduled for September 21st, from 4:00 p.m. to 8:00 p.m. and will also serve as NCOC's open house. It will include a chicken bbq, class exhibits, speakers and children's activities. Banners and lawn signs will be utilized for advertising.

**District Superintendent Report****DISTRICT SUPERINTENDENT REPORT**

**Rural Schools Association Summer Conference:** Mr. Savin shared that he had recently attended the RSA Summer Conference in Cooperstown. The New York State Comptroller, Thomas DiNapoli, and the Commissioner of Education, MaryEllen Elia, were both in attendance and spoke. Mr. Savin announced that the RSA had asked him to become their Legislative Chair and that he accepted.

**NCOC:** Mr. Savin informed the Board that the Component Superintendents will discuss options for NCOC's future at their summer retreat. He will share any developments that stem from those discussions.

**Otego Elementary:** Mr. Savin indicated that he recently spoke with both Ms. Birch and Mr. Beisler regarding the sale of the old Otego Elementary school building owned by Unatego Central School District. Unatego CSD had a variety of proposals come in, one of which is a private school for students with dyslexia. The group discussed the private school and other presented options. Unatego CSD is holding a public hearing on July 30th.

**Deputy Superintendent Report****DEPUTY SUPERINTENDENT REPORT:**

**Generator Project:** Dr. Bolton informed the Board that the bid for the generator project at OAOC came in under budget; it is on the agenda for approval. There were five bids in total. Construction is slated to begin in August with aims to finish in November.

**Hiring:** Dr. Bolton announced that the NCOC Principal search is nearly complete and that a candidate for the New Visions Health Instructor position has accepted that position verbally. Dr. Bolton asked the Board for permission to hire between meetings; the Board agreed.

**Director Report****ANNE PALLISCHECK, DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES;  
INTERIM ITINERANT SUPERVISOR**

Ms. Pallischeck shared that construction on the new office and training space in Oneonta is progressing nicely. She anticipates being able to move in by late August, pending NYSED approval. Ms. Pallischeck reviewed items on the agenda for approval.

## Approval of Personnel

Barbara Ann Heegan and Joseph Ballard moved to approve personnel:

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

UNCLASSIFIED APPOINTMENT APPOINTMENTS							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Elizabeth Finocchiaro	IP	Special Education Teacher	Full-time, 10-month, Teacher Unit Position, 4-year Probationary Appointment	*8/29/2018 - 8/28/2022	Special Subject: General Special Education	Students with Disabilities - Grades 1-6	\$44,938.00
Christopher Drumma	Alt Ed	Science Teacher	Full-time, 10-month, Teacher Unit Position, 4-year Probationary Appointment	*8/29/2018 - 8/28/2022	Academic Subject: Science	Biology 5-9 & 7-12, Initial	\$49,523.00
Corrina Pelkey	Student Programs	Student Programs Supervisor	Full-time, 12-month, 7.5 hour day, 4-year Probationary, Administrative Unit Position	*7/16/2018 - 7/15/2022	Administrative - Student Programs Supervisor	School Building Leader - Initial	\$72,000.00 prorated to the effective date
Andrea Alban	CTE	Visual Arts CTE Teacher	Full-time, 10-month, Teacher Unit Position, 4-year Probationary Appointment	*8/29/2018 - 8/28/2022	Occupational Subject: Graphic, Printing and Visual Communications Trade Subject: Commercial Art	Career & Technical Education: Graphic, Printing and Visual Communications, Commercial Art: Transitional A, pending	\$42,473.00 plus up to 5 Per Diem days

\*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>9</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.*

<b>UNCLASSIFIED APPOINTMENT Non-Unit Support Unit</b>							
<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Appointment</b>	<b>Effective</b>	<b>Tenure Area</b>	<b>Certification</b>	<b>Salary</b>
Maizy Jaklitsch	ISS	Network Team/Staff Developer	Full-time, 10-month, 7.5 hour day, Non-Unit Support position, 3-year probationary appointment	8/29/2018 - 8/28/2021	Special Subject: Instructional Support Services & Professional Development	School Counselor, Permanent	\$65,004.00 plus 10 Per Diem summer days

<b>CLASSIFIED APPOINTMENTS</b>					
<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Appointment Type</b>	<b>Effective</b>	<b>Salary</b>
Aaron Johnson	O&M	Cleaner	Full time, 12-month, 7.5 hour day, Labor Class, ESP Support Unit, Probationary Civil Service Position	7/12/2018	\$22,679.00 prorated to the effective date

<b>CLASSIFIED APPOINTMENTS</b>					
<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Appointment Type</b>	<b>Effective</b>	<b>Salary</b>
Erika Molnar	ISS/SEIS	Keyboard Specialist	Part time, Temporary, 50%, 7.5 hour day, 10-month, School Calendar , Competitive Class, ESP Support Unit, Provisional Civil Service Position	8/29/2018 plus up to 20 Per Diem summer days	\$23,954.00 prorated to 50% 10 month school calendar (\$9,213.00) to the effective date
Carrie Conklin	Safety Risk/Student Programs	Keyboard Specialist	Full time, 12-month, 7.5 hour day, Competitive Class, ESP Support Unit, Provisional Civil Service Position	7/12/2018	\$23,954.00 prorated to the effective date
Natasha Nirschl	Innovative Programs	Keyboard Specialist	Full-time, 12 month, 7.5 hour day, ESPA Unit Position, Competitive Class, Provisional Civil Service Position	7/12/2018	\$23,954.00 prorated to the effective date

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

<b>MISCELLANEOUS APPOINTMENTS</b>				
<b>Name</b>	<b>Appointment</b>	<b>Position</b>	<b>Effective</b>	<b>Compensation</b>
James Adair	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Sherry Albano	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Ralph Arrandale	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Maria Braun	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Peggy Cammer	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Keith Carpenter	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Lisa Chapman	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Jennifer Chontos	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Heather Cunningham	Temporary	Substitute TCI Training - Max. of 4 days	9/1/2018 - 8/31/2019 6/26/2018 - 8/31/2018	As per board policy or rate per contract
Joan DeBenedittis	Temporary	Office Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Stephanie Gill	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Barbara Duffy Graig	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Caren Kelsey	Temporary	Substitute	9/1/2018 - 8/31/2019	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>
Eileen Leach	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Robert Lishansky	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Linda Martinez	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Karen Miller-Henry	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Veronica O'Brien	Temporary	Substitute  TCI Training - Max. of 4 days	9/1/2018 - 8/31/2019  6/26/2018 - 8/31/2018	As per board policy or rate per contract
Ashley Palmatier	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Jocelyn Reeves	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Rosemary Powers	Temporary	Substitute	7/12/2018 - 8/31/2019	As per board policy or rate per contract
Alice Talbot	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Richard Treski	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Rita Treski	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
George Yager	Temporary	Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract

Alan Beisler	Temporary	Cleaner Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Nathan Robinson	Temporary	Cleaner Substitute	9/1/2018 - 8/31/2019	As per board policy or rate per contract
Meredith Rider	Temporary	Nurse Substitute & Substitute	7/12/2018 - 8/31/2019	As per board policy or rate per contract
Rachel Wright	Casual Employee	District Data Coordinator	7/1/2018 - 8/31/2018	\$38.43/hour Max. of 5 days
Linda LoGallo	Casual Employee	School Psychologist Substitute	7/1/2018 - 6/30/2019	\$265.00/day
Patricia Verlaan	Casual Employee	Adult Education Instructor	7/1/2018 - 8/28/2018	\$25.00/hour Max. of \$1,250.00
Matthew Thompson	Casual Employee	CASSC - School Bus Driver Instruction - 30 hours of training	3/22/2019 - 4/6/2019	\$2,000.00 Max. of 30 hours
	Casual Employee	School Bus Driver Instruction - 10 hours of training	4/26/2019 - 4/27/2019	\$700.00 Max. of 10 hours

#### MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Jennifer Palmer	Casual Employee	Presenter, School Bus Driver Safety Refresher	8/27/2018	\$150.00/presentation Max. of \$300.00
Eric Miller	Casual Employee	SAT Prep Instructor Substitute	10/13/2018 - 12/1/2018	\$100.00/day Max. of \$300.00
Sherri France	Casual Employee	5 Hour Pre-Licensing Instructor	7/31/2018 - 8/1/2019	\$225.00/5 hour course Max. of \$2,700.00
Joseph Pestar	Casual Employee	Construction work	05/10/2018 - 6/30/2019	\$30.00/hour Max. of \$10,000.00

*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>Name</b>	<b>Position</b>	<b>Days</b>	<b>Compensation</b>
Elva Manee	New Visions Health Instructor	Max. of 10 days	Per Diem
Margaret Subik-Stevens	New Visions Health Instructor	Max. of 10 days	Per Diem
Brianna Tolley	Licensed Teaching Assistant	Max. of 10 days (5 Workshop days, 5 Per Diem)	Per Diem
Jennifer Keefe	Special Education Teacher	Max. of 20 days (5 Curriculum, 5 Workshop & 10 Per Diem) Revised from June Board	Curriculum \$200.00/day \$85.00/workshop day Per Diem up to a maximum of \$250.00/day
Jean Andrews	Special Education Teacher	Max. of 3 Curriculum days	Curriculum \$200.00/day
Miriam Rose	School Counselor	Max. of 3 Curriculum days	Curriculum \$200.00/day
Sheryl Kosturock	School Counselor	Max. of 7 days (3 Curriculum, 3 Per Diem and 1 Workshop) Revised from the June Board	Curriculum \$200.00/day Per Diem \$85.00/workshop day
Laura Bouton	School Counselor	Max. of 3 Curriculum days	Curriculum \$200.00/day
Samantha Gaske	School Counselor	Max. of 33 days (3 Curriculum, 30 Per Diem) Revised from June Board	Curriculum \$200.00/day Per Diem
Amy Walther	School Counselor	Max. of 3 Curriculum days	Curriculum \$200.00/day
Jennifer Bowen	Behavior Specialist	Max. of 20 days	Per Diem
Amy Schmit	Special Education Teacher	Max. of 10 days	Per Diem
Jim Calhoun	Special Education Teacher	Max. of 35 days (20 Per Diem) (15 TCI) Revised from June Board	Per Diem up to a maximum of \$250.00/day Per Diem



Christopher Drumma	Science Teacher	Max. of 5 days (3 Curriculum, 2 Per Diem)	Curriculum \$200.00/day Per Diem
Elizabeth Finocchiaro	Special Education Teacher	TCI Training - Max. of 4 days	\$85.00/workshop day
Diane Newman	Licensed Teacher Assistant	TCI Training - Max. of 4 days	Per Diem

REDUCTIONS/ELIMINATIONS				
Position	Effective	FTE Reduction	Dept.	Affected Employee(s)
Account Clerk	8/30/2018	1.0 to 0	Shared Business Office	Diane Rossman (reduction in services)

INCREASE IN SALARY					
Name	Title	Current 2018 - 2019 Salary	New 2018 - 2019 Salary	Effective	Reason
Logan Mohr	Distance Learning Technician	\$43,709.00	\$47,333.00	7/1/2018	Duty and salary review

CHANGE IN POSITION					
Employee	Title	Dept.	Current FTE	New FTE	Effective
Steven Futterman	Microcomputer Specialist	Technology Services	.8	.9	7/12/2018
Damon Jeffres	Computer Technical Assistant	Technology Services	.4	.6	7/12/2018

CHANGE IN CIVIL SERVICE STATUS				
Name	Dept.	Position	Appointment	Effective
Vanessa Hamm	IT	Certified Occupational Therapist Assistant	Permanent	7/20/2018

<b>LEAVE OF ABSENCES</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Wayne Robinson	Cleaner	Medical	5/15/2018 - 6/4/2018 Extended from May 9, 2018 board from 4/16/2018 - 5/14/2018

<b>RESIGNATIONS/RETIREMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Rachel Wright	Network Team/Staff Developer	Resignation	6/30/2018
Carol Maxim-Aplin	Account Clerk	Resignation to accept the Senior Account Clerk position at ONC BOCES	8/23/2018
Carol Shultis	Senior Account Clerk	Resignation	7/28/2018

The motion was approved unanimously.

#### Approval of Consent Agenda

Joseph Ballard and Marcy Birch moved to approve the Consent Agenda as presented:

#### Resolution to Approve 2018-19 Transportation & Bus Maintenance Contracts

Whereas, the Otsego Northern Catskills BOCES desires to provide transportation for field trips for students enrolled in the CTE and Special Education Programs at their Occupational Centers, and

Whereas, Gilboa-Conesville Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2018-19 School Year, effective September 1, 2018 through June 30, 2019 at the estimated lump sum of \$2,000, and

Whereas, BOCES must adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation and DOT maintenance/repair of vehicles used to transport students for the 2018-19 school year, and

Whereas, Gilboa-Conesville Central School has agreed to provide bus maintenance under The State Education Department, Transportation Unit contract TC for the 2018-19 School Year, effective September 1, 2018 through June 30, 2019 at the estimated lump sum of \$4,000, and

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

**Resolution to Bid- Culinary Arts Program Supplies & Equipment**

Whereas, the Culinary Arts Program at the CTE Centers desire to purchase supplies and equipment for the 2018-19 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 timeline:

LEGAL NOTICES	-	July 20, 2018
BIDS TO VENDORS	-	July 18, 2018
BIDS OPENED	-	August 9, 2018
BIDS AWARDED	-	August 22, 2018

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

**Resolution to Declare Surplus Equipment**

Whereas, the Otsego Northern Catskills BOCES does not wish to retain the attached 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 equipment as surplus in accordance with Board Policy #6900 and will be disposed of accordingly.

**Resolution to Approve Revised Trane Maintenance of Mechanical Equipment Contract NCOC & OAOC**

Whereas, the Otsego Northern Catskills BOCES desires to contract with the following business for maintenance of mechanical equipment at its occupational centers as follows, and

Whereas, TRANE, Latham, NY has agreed to provide maintenance of mechanical equipment at NCOC (Boilers/air conditioning, operating systems, air handlers, univents and all components related, etc.) with the addition of Building Performance and Active Monitoring for the terms as follows: 2018-19 School Year, effective July 1, 2018- June 30, 2019 at the lump sum of \$55,656; for the 2019-20 School Year, effective July 1, 2019- June 30, 2020 at the lump sum of \$57,882; and

Whereas, TRANE, Latham, NY has agreed to provide maintenance of mechanical equipment at OAOC (Boilers/air conditioning, operating systems, air handlers, VAV, and tracer summit program, and all components related, etc.) with the addition of Building Performance and Active Monitoring for the 2018-19 School Year, effective August 1, 2018 through July 31, 2019 at the lump sum of \$41,263; and

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

Motion was approved unanimously.

**Resolution to Approve Syracuse Time & Alarm Maintenance  
of Mechanical Equipment Contracts - NCOC & OAOC**

Joseph Ballard and Marcy Birch moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES desires to contract with the following business for maintenance of mechanical equipment at their occupational centers as follows, and

Whereas, Syracuse Time & Alarm Co., Inc. has agreed to provide planned maintenance of the fire alarm equipment, monitoring systems, security equipment, and wall clock equipment effective July 1, 2018 through June 30, 2019, for NCOC at the lump sum of \$3,576, and for OAOC at the lump sum of \$4,686, and

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

Motion was approved unanimously.

**Adoption of Board Policy #5225  
Student Personal Expression- Attachment #7**

Joseph Ballard and Marcy Birch moved to adopt Board Policy #5225, Student Personal Expression, Attachment #7, as presented.

The motion was approved unanimously.

**Approval of Agreements with Forecast 5 Analytics, Inc. for 5Lab**

Antoinette Hull and Joseph Ballard moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES wishes to enter into agreements with Forecast 5 Analytics, Inc. for a subscription license to their online 5Lab Software services for ONC BOCES and its component districts; and

Whereas, Forecast 5 Analytics, Inc., Naperville, Illinois will provide a subscription license for ONC BOCES and its component school districts for a fee ranging from \$1,180 to \$9,534 based on their district budget size effective during the 2018-19 school year with the option to continue through the 2019-20 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.

The motion was approved unanimously.

**Resolution to Approve Swank Movie Licensing USA Site License Agreement**

Joseph Ballard and Marcy Birch moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES School Library System desires to enter into an agreement with the following business for their participating school districts for a public performance site license, and

Whereas, SWANK Movie Licensing USA, St. Louis, MO has agreed to provide this license agreement at an annual fee of \$1,351 effective August 1, 2018 through July 31, 2019, and

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

The motion was approved unanimously.

**Resolution to Approve ORDA Agreement**

Joseph Ballard and Barbara Ann Heegan moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES desires to enter into an agreement with the following business for the use of the Olympic Center facilities for a curling experience at the Superintendent's Retreat on July 19, 2018, and

Whereas, the New York State Regional Development Authority (ORDA), Lake Placid, NY has agreed to provide the facilities at an estimated fee of \$528 for the event on July 19, 2018, and

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

The motion was approved unanimously.

**Resolution to Award Bid- New Generator Project**

Antoinette Hull and Marcy Birch moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES, has solicited bids for a contract for materials and labor for the Otsego Area Occupational Center New Generator Project, and

Whereas, bids were duly advertised and opened on July 10, 2018 at 11:00 a.m. by Scott Duell, Principal, Bernier, Carr & Associates, P.C., and

Whereas, the bids were compared and reviewed by Dr. Jennifer Bolton Carls and Scott Duell. It is recommended that the bids be awarded to the lowest qualified bidder as indicated below:

Contract No.1 -Electrical Construction – NELCORP Electrical Contracting Corp.

Base Bid	\$267,000
Bid Field Directive Allowance	\$ 10,000
Total Bid	\$277,000

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby award the bid to the vendor in the amount shown above.

The motion was approved unanimously.

**Public Comments**

There were no public comments.

**Executive Session**

Antoinette Hull and Marcy Birch moved to adjourn to Executive Session at 1:54 p.m. to discuss the evaluation of an individual employee.

The motion was approved unanimously.

**Regular Session**

Barbara Ann Heegan and Marcy Birch moved to return to Regular Session at 3:02 p.m.

Motion was approved unanimously.

**Adjournment**

Marcy Birch and Barbara Ann Heegan moved to adjourn the meeting at 3:03 p.m.

Motion was approved unanimously.

Respectfully Submitted,



Alyssa Oliveri  
Board Clerk

**Treasurers' Report as of June 30, 2018**

**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**

**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**

Christella Day

ATTACHMENT# 2



**Otsego Northern Catskills BOCES**  
Interest Report and Investment Rate Chart  
For Period Ending 6/30/2018

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	6,779,334	135.28	1,010.15
NBT - MMDA	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	0	1.01	3.75
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	3,322,357	3,852.57	34,291.86
<b>Total General Fund Interest</b>					3,988.86	35,305.86
<b>Capital Fund/Reserves</b>						
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	232,169	4.20	71.07
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	1,777,679	2,069.77	13,917.94
<b>Total Capital Fund Interest</b>						13,989.01
<b>CASEBP Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	11,608,190	929.65	9,022.67
Chase - Savings	0.10%	Monthly	Sum of all Daily balances X rate divided by 365	0	0.00	49.03
NBT - Savings	0.02%	Quarterly	Sum of all Daily balances X rate divided by 365	5,068	0.24	1.91
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	18,260,573	21,177.60	187,764.82
<b>Total CASEBP Interest</b>						196,838.43
<b>Dental Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	86,398	13.93	361.64
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	1,836,663	2,132.00	17,379.13
<b>Total Dental Fund Interest</b>						17,740.77
<b>Workers Comp Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	319,975	33.57	441.96
NBT - Savings	0.02%	Quarterly	Sum of all Daily balances X rate divided by 365	42,208	2.01	18.96
NYLAF CD Rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	2,228,166	2,583.57	22,943.79
<b>Total Workers Comp Interest</b>						23,404.71
<b>FLEX Fund</b>						
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	45,206	0.69	6.64
<b>Total FLEX Interest</b>						6.64
<b>*NYLAF CD rates:</b>						
Investment	Interest Rate	% of total Investment	Maturity Date			
334,438	0.98%	1.22%	Savings			
5,000,000	1.76%	18.23%	2/15/19			
17,023,000	2.05%	62.07%	1/10/19			
5,088,000	2.05%	18.48%	1/10/19			
<b>Total</b>		100.00%				
27,425,438.25						
						0.00

**Otsego-Northern Catskills BOCES**  
GENERAL FUND Trial Balance for Fiscal Year 2018  
Cycle 99  
Post Dates From 07/01/2017 To 06/30/2018

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-10	CASH-NBT	6,779,834.02	
200-EB	CASH-EMP BEN ACRD LIAB RSRV	1,419,161.85	
200-EQ	CASH- CTE EQUIP. RESERVE	403,458.48	
200-ER	CASH- ERS CONTRIBUTION RESERVE	849,889.13	
200-LR	CASH-LIABILITY RESERVE	430,000.35	
200-UI	CASH-UI RESERVE	48,140.17	
201-00	CASH IN TIME DEPOSITS	171,706.72	
210-00	PETTY CASH	200.00	
380-00	ACCOUNTS RECEIVABLE	3,035.04	
391-00	DUE FROM OTHER FUNDS	296,660.63	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	3,853,808.15	
431-00	SCHOOLS DISTRICTS	578,174.86	
<b>Liabilities, Reserves and Fund Balance</b>			
431-80	SCHOOL DISTRICTS SURPLUS		2,971,462.59
600-99	ACCOUNTS PAYABLE		738,549.71
601-00	ACCRUED LIABILITIES		10,743.84
601-DE	DENTAL BENEFITS		8,821.00
601-HE	HEALTH BENEFITS		49,943.00
632-00	DUE TO TEACHERS' RETRMNT (TRS)		697,003.00
637-00	DUE TO EMPLOYEES' RTRMNT (ERS)		116,727.00
658-00	STATE AID DUE SCHOOL DISTRICTS		3,853,808.14
689-02	ACCRUED EDUCATIONAL IMPROVEMEN		134,500.00
689-03	ACCRUED WORKERS COMP		90,309.00
689-06	ACCRUED EAP		8,350.00
690-00	OVERPAYMENTS/COLL. IN ADVANCE		28,849.75
690-04	Overpaid/Collect in Advance		2,581,968.22
691-00	DEFERRED REV-CROP/SETRC INDIRE		16,367.74
815-UI	FB-Unemployment Ins Reserve		48,140.17
827-ER	FB Retirement Contrib Reserve		849,889.13
830-EB	FB Empl Benefit Accrued Liab R		1,419,161.85
862-LR	FB-Liability Reserve		430,000.35
915-00	Assigned Unapp. FB (Encumbranc		375,016.43
915-EQ	Assigned Unapp. FB (CTE EQUIP		403,458.48
<b>Grand Totals</b>		<b>14,834,069.40</b>	<b>14,834,069.40</b>

# Otsego-Northern Catskills BOCES

Budget Status Report As Of: 05/30/2018

Fiscal Year: 2018

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>0 Administration</b>							
1 Career Education		3,896,108.00	30,007.03	3,925,115.03	3,479,744.62	15,858.33	429,511.08
2 Special Education		5,522,408.00	231,196.20	5,753,604.20	5,259,501.68	109,703.94	384,398.58
3 Itinerant Services		5,021,443.00	1,203,541.09	6,224,984.09	5,230,782.36	51,536.93	942,664.80
4 General Instruction		2,758,204.00	59,837.89	2,818,041.89	2,335,222.46	44,042.92	438,776.51
5 Instruction Support		1,873,649.00	332,759.89	2,206,408.89	1,857,612.92	0.00	348,795.97
6 Other Services		2,250,029.00	977,859.33	3,227,888.33	2,987,943.24	123,816.50	106,128.59
7 Undefined		5,024,971.00	1,408,526.52	6,433,497.52	6,150,688.28	30,055.99	252,753.25
		0.00	0.00	0.00	0.00	0.00	0.00
<b>Total GENERAL FUND</b>		<b>28,345,812.00</b>	<b>4,243,727.95</b>	<b>30,589,539.95</b>	<b>27,311,495.56</b>	<b>375,015.61</b>	<b>2,903,028.78</b>

## Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 06/30/2018

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	3,465,902.50	688,928.63	259,723.13
1 Career Education			5,522,408.00	231,196.20	5,753,604.20	5,748,226.22	0.00	80.20
2 Special Education			5,021,443.00	1,203,541.08	6,224,984.08	6,243,970.69	0.00	20,420.06
3 Itinerant Services			2,758,204.00	59,837.89	2,818,041.89	2,817,541.94	0.40	34.45
4 General Instruction			1,873,649.00	332,759.89	2,206,408.89	2,224,642.49	0.00	27,633.59
5 Instruction Support			2,250,029.00	977,859.33	3,227,888.33	3,222,104.40	3,429.60	11,860.62
6 Other Services			5,024,971.00	1,408,526.52	6,433,497.52	6,799,880.68	1,247.50	442,288.92
<b>Total GENERAL FUND</b>			<b>28,345,812.00</b>	<b>4,243,727.95</b>	<b>30,589,539.95</b>	<b>30,522,268.92</b>	<b>693,606.13</b>	<b>762,040.97</b>

## Selection Criteria

Criteria Name: Private: BOE REPORT

As Of Date: 06/30/2018

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 99  
Post Dates From 07/01/2017 To 06/30/2018

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-00	CASH	143,335.45	
200-20	CASSC Special Fund	28,273.75	
380-00	ACCOUNTS RECEIVABLE	48,784.50	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	280,058.88	
<b>Liabilities and Reserves</b>			
600-99	ACCOUNTS PAYABLE		81,052.22
601-00	ACCRUED LIABILITIES		1,867.74
630-00	DUE TO OTHER FUNDS		36,597.27
691-01	890 DASA Dev Rev		10,054.83
691-02	Def Rev 824		500.00
691-03	Def Rev 803 SLS		52,832.35
691-04	Def Rev 825		500.00
691-05	Def Rev SCRIVEN 862		44,236.87
691-07	Def Rev 895 LPN		41,694.29
691-09	Def Rev 820 (4408)		38,077.53
691-10	Deferred Rev - 850		14,880.89
691-11	Def Rev - 894 ROB-BROAD		13,444.52
691-14	Def Rev 889		12,395.74
691-15	Def Rev 863		15,000.00
691-18	Def Rev 864		5,000.00
691-21	Def Rev for 826 CFES		836.48
691-22	Deferred Rev 865		1,000.00
691-98	Deferred - 896		83,188.10
691-99	CASSC Funds		28,273.75
<b>Grand Totals</b>		<b>481,432.58</b>	<b>481,432.58</b>

The latest accounting cycle closed in this fund is the period ending 06/30/2018.

# Otsego-Northern Catskills BOCES

Budget Status Report As Of: 06/30/2018  
Fiscal Year: 2018

## Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
802 USDA-RUS GRANT		0.00	26,854.95	26,854.95	26,854.95	0.00	0.00
803 SCHOOL LIBRARY SYSTEM		188,576.73	9,354.00	197,930.73	145,098.38	0.00	52,832.35
807 SESIS GRANT		224,816.00	0.00	224,816.00	137,220.81	0.00	87,595.19
808 TRANSITION SPECIALIST		121,487.00	5,125.00	126,612.00	124,044.39	0.00	2,567.61
820 SUMMER PROGRAMS: HANDICAPPED		87,387.73	47,818.80	135,206.33	97,128.70	0.00	38,077.63
823 LOWES (16-17) DOORLOCKS-OAOC		3,565.00	0.00	3,565.00	3,565.00	0.00	0.00
824 STEWARTS (17-18) CHAR ED INCENTIVE-ONC		0.00	500.00	500.00	0.00	0.00	500.00
825 STEWARTS (16-17) CHAR ED INCENTIVE-ONC		500.00	0.00	500.00	0.00	0.00	500.00
826 CFES-College for Every Student		1,098.95	2,700.47	3,800.42	2,963.94	0.00	836.48
850 CREATING RURAL OPPORTUNITY PARTNERSHIP		201,550.23	0.00	201,550.23	186,689.34	0.00	14,860.89
861 PERKINS IV (17-18) MECHATRONICS-OAOC		0.00	71,301.00	71,301.00	70,600.00	0.00	701.00
862 SCRIVEN FOUND (13-14) ENGINEERING-OAOC		44,236.87	0.00	44,236.87	0.00	0.00	44,236.87
863 CORNING (17-18) MECHATRONICS OAOC		15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
864 KEY BANK (17-18) MECHATRONICS-OAOC		0.00	5,000.00	5,000.00	0.00	0.00	5,000.00
865 STEWARTS (17-18) MECHATRONICS-OAOC		0.00	1,000.00	1,000.00	0.00	0.00	1,000.00
866 WORKFORCE DEV (17-18) MECHATRONICS-OAOC		0.00	15,000.00	15,000.00	15,000.00	0.00	0.00
889 JOB CORP (2014) TRUCK REPAIR (OAOC)		12,395.74	0.00	12,395.74	0.00	0.00	12,395.74
890 ADULT EDUCATION		56,041.29	16,557.00	72,598.29	52,463.46	0.00	20,134.83
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	24,896.64	247,190.16	221,745.64	0.00	25,444.52
895 LPN - OAOC PROGRAM		465,447.00	-31,728.29	433,718.71	382,024.42	0.00	41,694.29
896 GRANT ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.00
<b>Total SPECIAL AID FUND</b>		<b>1,853,682.06</b>	<b>194,379.37</b>	<b>1,848,061.43</b>	<b>1,484,864.03</b>	<b>0.00</b>	<b>363,397.40</b>

# Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 08/30/2018

Fiscal Year: 2018

Fund: F SPECIAL AID FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
802 USDA-RUS GRANT			0.00	26,854.95	26,854.95	26,854.95	0.00	0.00
803 SCHOOL LIBRARY SYSTEM			188,576.73	9,354.00	197,930.73	145,098.38	52,832.35	0.00
807 SESIS GRANT			224,816.00	0.00	224,816.00	137,220.81	87,595.19	0.00
808 TRANSITION SPECIALIST			121,487.00	5,125.00	126,612.00	124,044.39	2,567.61	0.00
820 SUMMER PROGRAMS: HANDICAPPED			87,387.73	47,818.60	135,206.33	97,128.70	38,077.63	0.00
823 LOWES (16-17) DOORLOCKS-OAOC			3,555.00	0.00	3,555.00	3,555.00	0.00	0.00
824 STEWARTS (16-17) CHAR ED INCENTIVE-O			0.00	500.00	500.00	0.00	500.00	0.00
825 STEWARTS (16-17) CHAR ED INCENTIVE-O			500.00	0.00	500.00	0.00	500.00	0.00
826 CFES-College for Every Student			1,099.95	2,700.47	3,800.42	2,963.94	836.48	0.00
850 CREATING RURAL OPPORTUNITY PARTNERSH			201,550.23	0.00	201,550.23	186,669.34	14,880.89	0.00
861 PERKINS IV (17-18) MECHATRONICS-OAOC			0.00	71,301.00	71,301.00	70,600.00	701.00	0.00
862 SCRIVEN FOUND (13-14) ENGINEERING-OA			44,236.87	0.00	44,236.87	0.00	44,236.87	0.00
863 CORNING (17-18) MECHATRONICS OAOC			15,000.00	0.00	15,000.00	0.00	15,000.00	0.00
864 KEY BANK (17-18) MECHATRONICS-OAOC			0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
865 STEWARTS (17-18) MECHATRONICS-OAOC			0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
866 WORKFORCE DEV (17-18).MECHATRONICS-O			0.00	15,000.00	15,000.00	15,000.00	0.00	0.00
889 JOB CORP (2014) TRUCK REPAIR (OAOC)			12,395.74	0.00	12,395.74	0.00	12,395.74	0.00
890 ADULT EDUCATION			56,041.29	16,557.00	72,598.29	52,463.46	20,134.83	0.00
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	24,896.64	247,190.16	221,745.64	26,954.52	1,510.00
895 LPN - OAOC PROGRAM			465,447.00	-31,728.29	433,718.71	392,024.42	41,694.29	0.00
Total SPECIAL AID FUND			1,653,682.06	194,379.37	1,848,061.43	1,484,664.03	364,907.40	1,510.00

## Selection Criteria

Criteria Name: Private: BOE REPORT Modified  
As Of Date: 08/30/2018  
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**  
**CAPITAL FUND Trial Balance for Fiscal Year 2018**  
**Cycle 99**  
**Post Dates From 07/01/2017 To 06/30/2018**

**Summary - All Services**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-10	CASH-NBT	232,168.84	
201-00	Cash In Time Deposits	1,777,679.27	
391-00	Due from Other Funds	22,270.09	
<b>Liabilities and Reserves</b>			
600-98	Accounts Payable		791.55
915-00	Assigned Unapp. FB (Encumbranc		2,031,326.75
<b>Grand Totals</b>		<b>2,032,118.30</b>	<b>2,032,118.30</b>

The latest accounting cycle closed in this fund is the period ending 06/30/2018.



# Otsego-Northern Catskills BOCES

Budget Status Report As Of: 06/30/2018  
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 018-015	0.00	806,284.85	806,284.85	133,461.87	0.00	672,822.98
771.103	MECHATRONICS PROJECT	0.00	135,700.00	135,700.00	21,781.37	69,166.18	44,752.45
772.103	GENERATOR PROJECT - OAC 018-018	0.00	50,130.00	50,130.00	34,022.06	15,807.94	300.00
<b>Total CAPITAL FUND</b>		<b>0.00</b>	<b>992,114.85</b>	<b>992,114.85</b>	<b>189,265.30</b>	<b>84,974.12</b>	<b>717,875.43</b>

# Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 06/30/2018

Fiscal Year: 2018

Fund: H CAPITAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
768.211 Site Work/Paving/Door - NCOC 018-			0.00	806,284.85	806,284.85	720,749.11	0.00	108,461.02
771.103 MECHATRONICS PROJECT			0.00	135,700.00	135,700.00	86,156.00	50,544.00	0.00
772.103 GENERATOR PROJECT - OAOC 016-018			0.00	50,130.00	50,130.00	42,130.00	8,000.00	0.00
Total CAPITAL FUND			0.00	992,114.85	992,114.85	848,035.11	58,544.00	108,461.02

## Selection Criteria

Criteria Name: Private: BOE REPORT Modified  
As Of Date: 06/30/2018  
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

**Otsego-Northern Catskills BOCES**  
OTHER FUND Trial Balance for Fiscal Year 2018  
Cycle 99  
Post Dates From 07/01/2017 To 06/30/2018

**Summary - All Services**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-16	WC Savings/CHASE/M&T	1,000.00	
200-40	HEALTH CASH-CHASE	11,808,189.89	
200-60	WORKERS COMP CASH-CHASE	319,975.09	
200-80	DENTAL CASH-CHASE	83,526.97	
201-04	CASEBP Savings/CD NYLAF	18,260,572.70	
201-06	WC Savings/CD NYLAF	2,228,186.09	
201-08	DENTAL Savings/CD NYLAF	1,836,663.44	
204-00	CASEBP Savings/CD NBT	5,065.70	
206-00	WC Savings/CD NBT	42,207.58	
207-00	FLEX NBT	45,208.08	
380-04	HEALTH RECEIVABLES	132,155.00	
380-07	FLEX RECEIVABLES ONC	10,113.95	
380-08	DENTAL RECEIVABLES	7,978.00	
<b>Budgetary and Expense Accounts</b>			
480-04	Prepaid Expense-Health	71,571.71	
480-06	Prepaid Expense-Wrks Comp	88,733.00	
<b>Liabilities and Reserves</b>			
085-27	FLEX PREM CARRYOVER		55,320.01
086-04	IBNR - HEALTH		2,141,867.00
086-06	IBNR - WORKERS COMP		3,073,867.00
086-08	IBNR - DENTAL		215,984.00
600-04	Accounts Payable - Health		14,493.53
600-08	Accounts Payable - Dental		11,153.25
690-04	Overpayments/Coll. In Advance		33,514.07
870-04	District Run Out Reserve		640,917.00
912-04	SELF INSURED HEALTH FUND		27,246,963.20
912-06	SELF INSURED WORKERS COMP FUND	393,785.24	
912-08	SELF INSURED DENTAL FUND		1,701,029.16
<b>Grand Totals</b>		<b>35,134,908.22</b>	<b>35,134,908.22</b>

The latest accounting cycle closed in this fund is the period ending 06/30/2018.

**Otsego-Northern Catskills BOCES**  
**TRUST & AGENCY FUND Trial Balance for Fiscal Year 2018**  
**Cycle 99**  
**Post Dates From 07/01/2017 To 06/30/2018**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-00	CASH	287,415.83	
200-02	CASH - EXTRACLASSROOM	55,139.12	
380-00	ACCOUNTS RECEIVABLE		1,521.98
<b>Liabilities and Reserves</b>			
038-01	STUDENT DEPOSITS-NCOC		2,150.05
038-02	STUDENT DEPOSITS-OAOC		1,340.00
085-00	Sales Tax - ONC		70.35
085-04	EXTRACLASSROOM		55,139.12
630-00	Due to Other Funds		282,333.45
<b>Grand Totals</b>		<b>342,554.95</b>	<b>342,554.95</b>

The latest accounting cycle closed in this fund is the period ending 06/30/2018.

**Otsego-Northern Catskills BOCES**  
**PRIVATE PURPOSE TRUST FND Trial Balance for Fiscal Year 2018**  
**Cycle 99**  
**Post Dates From 07/01/2017 To 06/30/2018**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-01	Dean M. Graham Scholarship NBT	3,263.38	
200-02	Julie Bartlett Scholarship NBT	420.23	
200-04	R. Brainard Mem. Fund Cash-NBT	567.82	
200-07	Mitch Sprague Fund - NBT	18.18	
200-08	Michael Mayne Scholarship NBT	3,904.96	
200-09	Jennie Rielle Scholarship NBT	20.04	
200-10	Martin Lawrence Scholarship-NB	25.09	
<b>Liabilities and Reserves</b>			
092-01	Dean M. Graham Scholarship		3,263.38
092-02	Julie Bartlett Scholarship		420.23
092-04	R. Brainard Memorial Fund		567.82
092-07	Mitch Sprague Fund		18.18
092-08	Michael Mayne Scholarship		3,904.96
092-09	Jennie Rielle Scholarship		20.04
092-10	Martin Lawrence Scholarship		25.09
<b>Grand Totals</b>		<b>8,219.70</b>	<b>8,219.70</b>

The latest accounting cycle closed in this fund is the period ending 06/30/2018.

# Receipts and Disbursements Report - Exc. Encumb.

Northern Catskills Occ Center

Ending Date : 6/30/2018

Account	Month To Date				Ending Bal.	Year To Date		
	Reg. Mth. Bal	Receipts	Disbursements	Transfers		Receipts	Disbursements	Transfers
202.00 Building Trades	\$1,095.01	\$110.00	\$1,271.25	\$66.24	\$0.00	\$418.95	\$1,645.26	\$235.56
206.00 Cos	\$1,299.48	\$30.00	\$830.48	(\$115.06)	\$383.94	\$10,710.50	\$10,602.30	(\$713.33)
208.00 Career Pathways	\$1,404.49	\$529.79	\$19.47	(\$24.54)	\$1,890.27	\$5,925.79	\$3,973.60	(\$561.92)
211.00 Equipment Operation and Repair	\$10,198.44	\$451.34	\$2,660.06	\$0.00	\$7,989.72	\$6,666.34	\$5,704.16	(\$93.85)
213.00 Auto	\$3,243.24	\$694.60	\$0.00	\$0.00	\$3,937.84	\$1,200.60	\$328.93	(\$81.00)
215.00 Culinary Arts	\$664.77	\$313.00	\$0.00	\$0.00	\$977.77	\$812.00	\$326.51	(\$38.88)
221.00 Skills/SA	\$36.66	\$0.00	\$0.00	\$0.00	\$36.66	\$8,590.35	\$9,076.75	\$124.52
224.00 Leadership	\$1,148.12	\$318.92	\$658.00	\$0.00	\$809.04	\$1,047.62	\$1,253.65	\$100.00
228.00 Visual Comm	\$3,457.98	\$461.85	\$70.39	(\$25.38)	\$3,824.06	\$1,291.85	\$877.16	\$496.16
232.00 Wedding	\$1,919.82	\$846.08	\$0.00	\$0.00	\$2,765.90	\$916.08	\$185.45	(\$51.30)
237.00 Engineering-NCOC	\$1,198.88	\$0.00	\$0.00	\$0.00	\$1,198.88	\$0.00	\$0.00	\$0.00
Series 2 Totals	\$25,666.89	\$3,755.58	\$5,509.65	(\$98.74)	\$23,814.08	\$37,580.08	\$33,973.77	(\$584.04)
501.00 Sales Tax	\$233.14	\$0.00	\$0.00	\$98.74	\$331.88	\$0.00	\$898.85	\$584.04
Total Regular Accounts	\$25,900.03	\$3,755.58	\$5,509.65	\$0.00	\$24,145.96	\$37,580.08	\$34,872.62	\$0.00
End of Regular Accounts								
999.00 Cash Account	\$25,900.03	\$3,755.58	\$5,509.65	\$0.00	\$24,145.96	\$37,580.08	\$34,872.62	\$0.00

# Month To Date

# Year To Date

Account	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts	Disbursements	Transfers
Total Asset Accounts	\$25,900.03	\$3,755.58	\$5,509.65	\$0.00	\$24,145.96	\$37,580.08	\$34,872.62	\$0.00

## End of Asset Accounts

I certify that the above information is correct

Auditor's Signature

Preparer's Signature

Date

Date

# Receipts and Disbursements Report - Exc. Encumb.

Otsego Area Occ Center

Ending Date : 6/30/2018

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	\$897.23	\$231.00	\$19.00	(\$595.75)	\$513.48	\$1,264.67	\$899.60	(\$954.78)
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	\$1,030.77	\$6.48	\$191.75	\$0.00	\$845.50	\$2,792.13	\$2,671.62	\$0.00
106.00 Cos AM	\$1,291.64	\$0.00	\$57.00	(\$828.50)	\$406.14	\$1,426.06	\$1,269.80	(\$828.50)
107.00 Cos PM	\$2,165.62	\$176.00	\$0.00	(\$300.00)	\$2,041.62	\$3,241.45	\$1,378.17	(\$300.00)
108.00 Career Pathways II (CP 3/4)	\$2,999.71	\$0.00	\$685.81	\$45.00	\$2,358.90	\$5,628.90	\$4,583.14	\$95.00
111.00 FFA/NRO	\$4,640.90	\$100.00	\$465.67	\$0.00	\$4,275.23	\$4,903.00	\$10,032.09	\$2,158.15
113.00 FAST/Auto	\$1,187.16	\$278.10	\$0.00	\$0.00	\$1,465.26	\$2,101.77	\$1,000.91	\$0.00
115.00 Foods II/Culinary Arts	\$5,567.63	\$504.73	\$0.00	(\$986.25)	\$5,086.11	\$4,234.73	\$1,950.20	(\$1,590.70)
116.00 HOSA AM	\$1,168.43	\$0.00	\$0.00	\$0.00	\$1,168.43	\$2,279.42	\$1,950.92	\$0.00
117.00 HOSA PM	(\$137.90)	\$0.00	\$0.00	\$0.00	(\$137.90)	\$6,551.10	\$6,866.23	\$0.00
119.00 Career Pathways I (CP 1/2)	\$2,259.09	\$326.25	\$200.00	(\$45.00)	\$2,340.34	\$5,104.27	\$4,009.13	(\$95.00)
121.00 SkillsUSA	\$1,800.77	\$3,284.54	\$5,970.00	\$3,535.50	\$2,650.81	\$7,775.80	\$12,209.19	\$3,535.50
124.00 Leadership	\$103.47	\$0.00	\$0.00	\$0.00	\$103.47	\$190.53	\$448.21	(\$250.00)
125.00 CFES	\$123.66	\$0.00	\$0.00	\$0.00	\$123.66	\$37.20	\$163.54	\$250.00
128.00 Visual Arts Media (VAM)	\$277.68	\$0.00	\$0.00	\$0.00	\$277.68	\$247.00	\$66.30	(\$15.80)
132.00 Welding	\$6,604.01	\$604.66	\$27.75	(\$825.00)	\$6,355.92	\$4,210.22	\$1,411.83	(\$1,994.85)
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	Reg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal	Receipts	Disbursements	Transfers
137.00 NV Engineering - OAO	\$92.52	\$0.00	\$0.00	\$0.00	\$92.52	\$0.00	\$0.00	\$0.00
<b>Series 1 Totals</b>	<b>\$33,098.38</b>	<b>\$5,511.76</b>	<b>\$7,616.98</b>	<b>\$0.00</b>	<b>\$30,993.16</b>	<b>\$51,938.25</b>	<b>\$50,910.88</b>	<b>\$9.02</b>
501.00 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$171.76	(\$9.02)
<b>Total Regular Accounts</b>	<b>\$33,098.38</b>	<b>\$5,511.76</b>	<b>\$7,616.98</b>	<b>\$0.00</b>	<b>\$30,993.16</b>	<b>\$51,938.25</b>	<b>\$51,082.64</b>	<b>\$0.00</b>

## End of Regular Accounts

999.00 Cash Account	\$33,098.38	\$5,511.76	\$7,616.98	\$0.00	\$30,993.16	\$51,938.25	\$51,082.64	\$0.00
<b>Total Asset Accounts</b>	<b>\$33,098.38</b>	<b>\$5,511.76</b>	<b>\$7,616.98</b>	<b>\$0.00</b>	<b>\$30,993.16</b>	<b>\$51,938.25</b>	<b>\$51,082.64</b>	<b>\$0.00</b>

## End of Asset Accounts

I certify that the above information is correct

Auditor's Signature



8/1/18

Date

Preparer's Signature



7/5/18

Date



## BUDGET CODE KEY

Coser	Coser Description	Coser	Coser Description
001	Administration	535	Grant writing
002	Capital Expenditures	552	Assistive Technology
101	Career & Technical Education (NCOC)	604	School Bus Driver Training - Staff Development
103	Career & Technical Education (OAO)	605	Employee Safety/Risk Management Coordination
104	Consultant Teacher	610	Self-Funded, Self-Admin, Healthcare/Dental Benefit Coord
201	Special Class Placement 15:1:1(BAP/CP)	616	Self-Funded, Self-Admin, Worker's Compensation Prog Coord
202	Therapeutic Learning Center	621	Admin Staff Training
204	Special Class Placement 12:1:1+3(Basic Life Skills)	622	School Board Institute
210	Special Class Placement 8:1:1 (TRUST)	631	Employee Relations
212	Special Class Placement 8:1:1 (Behavioral Adjustment)	635	Shared Business Office Support
301	Physical Education	637	Telephone Interconnect
302	Adaptive Physical Education	640	Cooperative Personnel Recruitment
304	Foreign language	650	Subfinder Service
305	Speech Improvement	660	Employee Assistance Program (EAP)
306	Art	670	Records Management
308	Elementary & Secondary Guidance/Handicapped Counseling	680	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	706	1:1 Aides - Handicapped Services
314	School Library Media Specialist	707	Internal Technology Administration
315	Speech/Language, Severe	708	Instructional Support Services Administration
318	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
328	Physical Therapy	806	Library Services/Technology Act
329	Occupational Therapy	807	SEIS Grant
406	Alternative School Program	820	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	PBIS Program
503	Educational Media Services	854	CROP IV
504	Elementary Science Program	861	VATEA - Secondary
505	Library Instructional Resources	862	Scriven Foundation Stem Program
514	In-Service Coordination - Staff Development	890	Adult Education
521	Library Automation	892	CDA-Child Dev
523	Instructional Technology	893	Robinson Broadhurst Grant - LPN
524	Model Schools	894	C N A Home Health Aide
527	School Improvement	895	LPN - OAO Program
532	Coordination (CASSC)	896	Grant Administration

# Otsego-Northern Catskills BOCES

## Budgetary Transfer Report Fiscal Year: 2018

Current Appropriation - Effective From: 06/01/2018 To: 06/30/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
<b>Fund: A - GENERAL FUND</b>							
06/06/2018	018473	Reallocation of funds to cover consultant costs					Posted
			A527-8211-150-019 R	CERTIFIED SALARIES	-1,200.00		
			A527-8211-200-000 R	EQUIPMENT	-7,000.00		
			A527-8211-301-200 R	GENERAL SUPPLIES	-5,110.00		
			A527-8211-301-528 R	GENERAL SUPPLIES	-29,343.37		
			A527-8211-415-000 R	GENERAL REPAIR	-2,150.58		
			A527-8211-454-000 R	TRAVEL	-3,500.00		
			A527-8211-454-001 R	TRAVEL - SOBERS	-2,328.60		
			A527-8211-454-002 R	TRAVEL - JOHNSON	-1,000.00		
			A527-8211-454-003 R	TRAVEL - FLORES	-1,300.00		
			A527-8211-454-004 R	TRAVEL - WRIGHT	-810.00		
			A527-8211-454-005 R	TRAVEL - FREDERICK	-1,800.00		
			A527-8211-815-000 R	SOCIAL SECURITY	-582.74		
			A527-8211-816-000 R	HEALTH INS	-1,200.00		
			A527-8211-301-000 R	GENERAL SUPPLIES		2,425.85	
			A527-8211-399-000 R	TECHNOLOGY SUPPLIES		1,680.00	
			A527-8211-419-000 R	CONTRACTUAL SERVICES		52,581.94	
			A527-8211-490-013 R	PAYMENTS TO BOCES & DISTR		810.00	
			A527-8211-811-012 R	TEACHER RETIREMENT		55.00	
			A527-8211-811-019 R	TEACHER RETIREMENT		15.00	
			A527-8211-820-019 R	UNEMPLOYMENT INSURANCE		10.00	
			A527-8211-822-012 R	PERB		32.50	
			A527-8211-822-019 R	PERB		15.00	
06/06/2018	021354	To provide funds for new microsoft surface laptop for Jennifer.					Posted
			A001-1250-301-000 R	GENERAL SUPPLIES	-455.04		
			A001-1250-399-000 R	TECHNOLOGY SUPPLIES	-1,446.30		
			A001-1250-299-000 R	TECHNOLOGY EQUIPMENT		1,901.34	
06/14/2018	021957	to add PE to classes opening up at NCOC					Posted
			A210-4230-301-000 R	GENERAL SUPPLIES	-2,508.50		
			A301-9500-970-210 R	TRANS CRED FROM OTH PROG	-2,508.50		
			A210-9500-960-301 R	TRANSFER FROM OTH SERVICE		2,508.50	
			A301-5420-522-000 R	HOLDING ACCOUNT		2,508.50	
06/21/2018	022132	To properly allocate the cost of DJI Matrice 200 Drone/Zenmuse XT2 Thermal Camera Package					Posted
			A605-7470-299-000 R	TECHNOLOGY EQUIPMENT	-705.94		
			A605-7470-399-000 R	TECHNOLOGY SUPPLIES	-1,699.00		
			A605-7470-419-000 R	CONTRACTUAL SERVICES	-6,897.16		
			A605-7470-200-000 R	EQUIPMENT		9,102.10	
06/30/2018	022245	To adjust for services due to additional district joining the coser.					Posted
			A650-7140-522-000 R	HOLDING ACCT/Surplus or D	-1,000.00		
			A650-7140-400-000 R	GENERAL SERVICES		1,000.00	
06/21/2018	022350	adjust budgets for reduced revenue					Posted
			A421-9500-961-532 R	TRANSFER CHG. - CASSC	-510.00		
			A421-9500-963-532 R	Tr Chrgs fr Service Prog	-236.00		
			A421-9500-965-532 R	TRANSFER FROM CASSC	-210.00		
			A532-8160-400-000 R	GENERAL SERVICES	-510.00		
			A532-8160-400-000 R	GENERAL SERVICES	-236.00		
			A532-8160-400-000 R	GENERAL SERVICES	-210.00		
			A532-8160-400-000 R	GENERAL SERVICES	-20.00		
			A604-9500-960-532 R	TRANSFER CHARGES-CASSC	-20.00		
			A421-5841-160-021 R	NON-CERTIFIED SALARIES		510.00	
			A421-5841-522-030 R	HOLDING ACCT/Surplus or D		236.00	
			A421-5841-522-050 R	HOLDING ACCT/Surplus or D		210.00	
			A532-9500-970-604 R	TRANSFER CREDIT		20.00	
			A532-9500-971-421 R	TRANSFER-QUIZ SHOW		510.00	
			A532-9500-973-421 R	Tr Creds fr Service Prog		236.00	

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# Otsego-Northern Catskills BOCES

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## Budgetary Transfer Report

Fiscal Year: 2018

Current Appropriation - Effective From: 06/01/2018 To: 06/30/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
			A532-9500-975-421 R	TRANS CREDs - FORENSICS		210.00	
			A604-7131-522-030 R	HOLDING ACCT/Surplus or D		20.00	
			Total for Fund A - GENERAL FUND		-76,397.73	76,397.73	

# Otsego Northern Catskills BOCES

## CLAIMS AUDITOR REPORT Gail Miner

Audit Log: July 2018

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

MS-Management Services  
SP-Student Programs  
SESS-SESSIS  
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
0002	07/17/18	97973-98013	A	07/16/18	<p>2 Claims Returned</p> <p>000203 ML-Order prior to PO</p> <p>000331 MS-Order prior to PO</p>	
0007	07/24/18	98014-98047	A	07/23/18	<p>5 Claims Returned</p> <p>000242 SP-Order prior to PO</p> <p>000594 DL-Service prior to PO</p> <p>000613 MS-tax in payment</p> <p>000330 DS-Service prior to PO</p> <p>000280 DS-Service prior to PO</p>	
0005	07/24/18	19579	F	07/23/18	<p>2 Claims Returned</p> <p>000334 IT-Purchase prior to PO</p> <p>000521 IT-Purchase prior to PO</p>	
0009	07/31/18	98048-98091	A	07/30/18	<p>8 Claims Returned</p> <p>000627 ISS-Service prior to PO</p> <p>000381 ML-Service prior to PO</p> <p>000508 TS-Service prior to PO</p> <p>000628 SP-Service prior to PO</p> <p>000282 ML-Service prior to PO</p> <p>000625 SP-Service prior to PO</p> <p>000626 SP-Service prior to PO</p> <p>000624 SP-Service prior to PO</p>	

# HUMAN RESOURCES ATTACHMENT

## BOCES BOARD AGENDA

### AUGUST 22, 2018

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

UNCLASSIFIED APPOINTMENT APPOINTMENTS							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Mitchell Rapp	Admin	Principal - NCOC	Full-time, 12-month, Administrative Unit, 4-year Probationary Appointment	*7/30/2018 - 7/29/2022	Administration: Principal	School Building Leader - Initial	\$78,000.00 prorated to effective date
Nicole Lawton	CTE	New Visions Health Occupations Teacher	Full-time, 10-month, Teacher Unit Position, 4-year Probationary Appointment	*8/29/2018 - 8/28/2022	Academic Subject: Science	Biology, Supplementary - pending	\$51,148.00 plus up to 10 summer per diem dates effective June 9, 2018 through August 27, 2018.

\*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>2</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 APPOINTMENTS							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Chin-Hao Lee	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year Probationary Appointment	*8/30/2018 - 8/29/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$14,820.00 prorated to the effective date
Lisa Natale	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year Probationary Appointment	*8/30/2018 - 8/29/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level III	\$14,620.00 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>2</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 - NON-UNIT SUPPORT APPOINTMENTS							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Robert Hage	Student Programs	Student Programs Instructional Coach	Temporary, Part-time, 4 FTE, 10-month, Non-Unit Support Position	8/29/2018 - 6/30/2019	N/A	Guidance - Permanent Certificate	\$54,636.00 prorated to 40% plus up to 5 per diem days

MISCELLANEOUS APPOINTMENTS				
Name	Appointment	Position	Effective	Compensation
IBuran Doyon	Casual Employee	Forensics Speech & Debate Program - Program Coordinator	9/3/2018 - 6/30/2019	\$200.00/tournament Max. of \$600.00
Sebastian Muzeja	Casual Employee	Enrichment Seminar Program Instructor	10/13/ 2018 - 11/10/2018	\$60.00/Saturday Prep work \$100.00 Max. of \$340.00
Katherine McMichael	Casual Employee	Presenter for Student Leadership	9/1/2018 - 4/24/2019	\$150.00/Presentation Max. of \$300.00
Bonnie Johnson	Casual Employee	Staff Development Specialist	8/10/2018 - 8/30/2018	\$46.15/hour Max. of \$2,000.00
Faith Tiemann	Casual Employee	Common Ground Dialogue Training	8/30/2018	\$250.00
Caren Kelsey	Casual Employee	CPR Instructor	9/1/2018 - 6/30/2019	\$125.00/day Max. of 30 days
		Clinical Instructor Assistant	9/1/2018 - 6/30/2019	\$15.00/hour Max. of 6 hours/day Max. of 180 days
Suzanne Czechowski	Temporary	Long Term Special Education Teacher Substitute	8/29/2018 - 6/30/2019	As per policy or rate per contract
Alyson Monahan	Temporary	Long Term Special Education Teacher Substitute	8/29/2018 - 6/30/2019	As per policy or rate per contract
Jane Simpson	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract
		TCI Training - Max. of 4 days	8/13/2018 - 8/16/2018	
Elva Manee	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract
Joyce Peckham	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract

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

MISCELLANEOUS SUMMER APPOINTMENTS			
Name	Position	Days	Compensation
Serafina Breslawski	Special Education Teacher	Max. of 7 days (2 Curriculum, 1 Per Diem, 4 Workshop) Updated from the June 13, 2018 board	Curriculum \$200.00/day Per Diem \$85.00/workshop day
Kelsey Eckler	School Counselor	Max. of 33 days (3 Curriculum, 30 Per Diem) Updated from the June 13, 2018 board	Curriculum \$200.00/day Per Diem up to a maximum of \$250.00/day
Jody Albano	Culinary Arts Teacher	Max. of 5 days Updated from the June 13, 2018 board	Curriculum \$200.00/day

### MISCELLANEOUS SUMMER APPOINTMENTS

Name	Position	Days	Compensation
Maizy Jaklitsch	Network Team/Staff Developer	Max. of 13 days Updated from the July 11, 2018 board	Per Diem
Laura Bouton	School Counselor	Max. of 6 days (3 Curriculum, 2 Per Diem, 1 Workshop) Updated from the July 11, 2018 board	Curriculum \$200.00/day Per Diem \$85.00/workshop day
Jennifer Calhoun	Speech Therapist	Max. of 25 days Updated from the June 13, 2018 board	Per Diem up to a maximum of \$250.00/day
David Morell	New Vision Engineering Teacher	Max. of 8 days	Per Diem
Ashley Palmatier	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Rosemary Powers	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Meredith Rider	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Lisa Natale	Licensed Teaching Assistant	TCI Training - Max. of 4 days	As per board policy or rate per contract
Chin-Hao Lee	Licensed Teaching Assistant	TCI Training - Max. of 4 days	As per board policy or rate per contract

### CHANGE IN POSITION

Employee	Title	Dept.	Current FTE	New FTE	Effective
Erin Darran	Licensed Teaching Assistant	IP	.5	1.0	8/30/2018
Jennifer Flores	Network Team/Staff Developer	ISS	1.0	.6 Voluntary	8/29/2018

### 2018 - 2019 RE-APPOINTMENTS - ADULT EDUCATION & PART-TIME 10 MONTH STAFF

Name	Dept.	2018 -2019 FTE	Position	Effective
Gina Pasa	Adult Education	1.0	PN & Adult Health Services Coordinator Coordination of CNA/HHA Program	2018 - 2019 School Year \$3,000 Stipend for 2018 - 2019 School year
Liecha Wilson-Collins	Adult Education	1.0	PN Instructor	2018 - 2019 School Year
James Cimko	Adult Education	1.0	GED/Literacy Adult Education Instructor	2018 - 2019 School Year
Patricia Verlaan	Adult Education	.3067	GED/Literacy Adult Education Instructor	2018 - 2019 School Year
Cynthia Struckle	Adult Education	.5	Adult Education Instructor/Data Coordinator	2018 - 2019 School Year
Suzanne Swantak-Furman	CASSC	.3	CASSC Coordinator	2018 - 2019 School Year
Marc LaSalle	IP	.5 Voluntary	Licensed Teaching Assistant	2018 - 2019 School Year



**2018 - 2019 RE-APPOINTMENTS - ADULT EDUCATION & PART-TIME 10 MONTH STAFF**

Name	Dept.	2018 -2019 FTE	Position	Effective
Amanda Haig	IT	.5	Occupational Therapist	2018 - 2019 School Year
James Bercovitz	IT	.5	Clinical Psychologist	2018 - 2019 School Year
Peter Pollock	IT	.8	Science Enrichment Teacher	2018 - 2019 School Year
Martha Kilbridge Bischoff	IT	.5	ESOL Teacher	2018 - 2019 School Year
Larry Davis	Media Library	.8	Van Driver	2018 - 2019 School Year

**CHANGE IN CIVIL SERVICE STATUS**

Name	Dept.	Position	Appointment	Effective
Natasha Nirchl	IP	Keyboard Specialist	Probationary	7/19/2018 - 4/18/2019

**LEAVE OF ABSENCES**

Name	Position	Reason	Effective
Jennifer Bolton	Deputy Superintendent	Medical	9/4/2018 - 11/4/2018

**RESIGNATIONS/RETIREMENTS**

Name	Position	Reason	Effective
Damon Jeffres	Computer Technician Assistant	Resignation	8/18/2018
Elizabeth Finocchiaro	Special Education Teacher	Resignation	8/10/2018
Charlene Doherty-Bucking	Licensed Teaching Assistant	Resignation	8/8/2018
Bonnie Johnson	Network Team/Staff Developer	Resignation	8/10/2018

**TENURE APPOINTMENTS**

Name	Tenure Area	Effective
Robin Bush	Special Subject: General Special Education	11/16/2018

## SEXUAL HARASSMENT

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") recognizes that harassment of students, and staff and certain "non-employees" (which includes contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees) on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees and "non-employees" can work productively.

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature (see regulation 0110-R for examples). Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes (see regulation 0110-R for examples). Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. The Board condemns and strictly prohibits all forms of sexual harassment at BOCES facilities, on school buses, at all BOCES-sponsored activities, programs and events regardless of the location or outside the school setting if the harassment impacts the individual's education or employment in a way that violates their legal rights. While this policy is specific to sexual harassment, other forms of harassment based upon race, creed, national origin, religion or sexual orientation are also prohibited. Complaints of all types of harassment will be handled in the same manner as specified in this policy and regulation.

Under various state and federal laws, students, employees and "non-employees" have legal protections against sexual harassment in the school environment as described above. The district's Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders. ~~Because sexual harassment can occur staff to student, staff to staff, student to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.~~

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual

harassment report the harassment immediately. The BOCES will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the BOCES finds that a student, an employee, “non-employee” or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, contract, district policy and state law. Individual nondisclosure agreements may only be used as permitted by law, described in the accompanying regulation. Mandatory arbitration clauses are prohibited in all district contracts and agreements.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The District Superintendent is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate BOCES publications.

**Ref:** Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*

Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*

Executive Law §296-d (prohibition of sexual harassment of non-employees)

Labor Law §201-g (required sexual harassment policy and training)

Civil Practice Law and Rules §§5003-b (nondisclosure agreements optional); 7515 (mandatory arbitration prohibited)

General Obligations Law §5-336 (nondisclosure agreements optional)

*Davis v. Monroe County Board of Education*, 526 U.S. 629, 652 (1999)

*Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998)

*Faragher v. City of Boca Raton*, 524 U.S. 775 (1998)

*Burlington Industries v. Ellerth*, 524 U.S. 742 (1998)

*Oncale v. Sundowner Offshore Services, Inc.*, 523 U.S. 75 (1998)

*Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992)

*Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986)

Office for Civil Rights *Revised Sexual Harassment Guidance (January 19, 2001)*

Office for Civil Rights, *Dear Colleague Letter: Sexual Harassment Issues (2006)*

Office for Civil Rights, *Dear Colleague Letter: Bullying (October 26, 2010)*

Adoption date: January 23, 2008

Revised:

## SEXUAL HARASSMENT REGULATION

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES")'s commitment to provide a healthy and productive environment for all students, and employees and **"non-employees" (i.e., contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees)** that promotes respect, dignity and equality.

### Sexual Harassment Defined

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

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

### Unacceptable Conduct

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

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

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

**any unwelcome behavior based on sexual stereotypes and attitudes that is offensive, degrading, intimidating, or demeaning, including, but not limited to:**

- a. **disparaging remarks, slurs, jokes about or aggression toward an individual because the person displays mannerisms or a style of dress inconsistent with stereotypical characteristics of the person's sex;**
- b. **ostracizing or refusing to participate in group activities with an individual during class projects, physical education classes or field trips because of the individual's sex, gender expression or gender identity;**
- c. **taunting or teasing an individual because they are participating in an activity not typically associated with the individual's sex or gender**

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student, or employee or "non-employee" did not request or invite it and regarded the conduct as undesirable or offensive. In addition, in the remainder of this regulation, the term sexual harassment will refer to both sexual and gender-based harassment.

#### Determining if Prohibited Conduct is Sexual Harassment

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

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

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

### Reporting Complaints

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

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

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

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

### Confidentiality

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

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

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

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

### Investigation and Resolution Procedure

#### A. Initial (Building-level) Procedure

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

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

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim

specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to BOCES social workers, psychologists, crisis team managers, other BOCES staff, or appropriate outside agencies for counseling services.

2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
  - a. discussion with the accused, informing him or her of the BOCES policies and indicating that the behavior must stop;
  - b. suggesting counseling and/or sensitivity training;
  - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
  - d. requesting a letter of apology to the complainant;
  - e. writing letters of caution or reprimand; and/or
  - f. separating the parties.

8. **Parent/Student/Employee/"Non-Employee" Involvement and Notification**

- a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
- b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
- c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.



- d. The Building Principal(s) or Program Director(s) (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the District Superintendent.
- e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
- f. The investigator shall notify the victim that if he/she desires further investigation and action, he/she may request a BOCES level investigation by contacting the District Superintendent. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

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

If a complaint received by the Compliance Officer or designee contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the District Superintendent. In addition, where the Compliance Officer or designee has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a BOCES employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

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

#### **B. BOCES-level Procedure**

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

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

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

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

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

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

Employee targets also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court. **No BOCES contract or collective bargaining agreement may include a binding arbitration clause for sexual harassment requiring arbitration before bringing the matter to a court.**

**The BOCES may include nondisclosure agreements (to not disclose the underlying facts and circumstances of a sexual harassment complaint) in any sexual harassment settlement agreement or resolution only if it is the complainant's preference. Any such nondisclosure agreement shall be provided to all parties. Complainants shall have twenty-one days to consider any such nondisclosure provision before it is signed by all parties, and shall have seven days to revoke the agreement after signing. Nondisclosure agreements shall only become effective after this seven-day period has passed.**

### Retaliation Prohibited

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

calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

### Discipline/Penalties

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

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

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

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

**“Non-Employees”** (i.e. contactors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees) **Vendors:** Penalties may range from a warning up to and including loss of BOCES business.

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

### False Complaints

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

### Training

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

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

Annual employee training programs shall include: (i) an explanation of sexual harassment consistent with guidance issued by the NYS Department of Labor and the NYS Division of Human Rights; (ii) examples of conduct that is unlawful sexual harassment; (iii)

**information on federal and state laws about sexual harassment and remedies available to victims of sexual harassment; and (iv) information concerning employees' right to make complaints and all available forums for investigating complaints.**

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

Adoption date: January 23, 2008

Revision date: August 31, 2010;

**NOTICE OF MEETINGS**

**For all regular and scheduled special meetings of The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES"), the Clerk shall give adequate notice to all members and to the community, including posting notice of the time and place of meetings on the district website.**

**If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public and news media at least 72 hours prior to the meeting. A special meeting may be called upon 24-hour notice to Board members.**

**When a meeting is scheduled less than a week in advance the Board shall provide or electronically transmit public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the BOCES website.**

**If a board member intends to participate in a board meeting via videoconference, the public notice of the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting and state that the public may attend at any of the locations.**

**If a meeting will be streamed live over the internet, notice will indicate the internet address of the website streaming the meeting.**

**Ref: Open Meetings Law, Public Officers Law §§100 et seq.  
Education Law §§1606; 1708; 2504; 2563**

**Adoption date: January 23, 2008**

**Revised:**

**AUTHORIZED PERSONNEL  
CELL PHONE USE**

- Plan A – 400 mins of voice, unlimited text and data
  - District Superintendent (1)
  - Deputy Superintendent (1)
  - Assistant Superintendent (1)
  - Directors (3)
  - Principals (2)
  - Assistant Principal (1)
  - Innovative Programs Administrator (1)
  - Supervisor of Itinerant Services/Adult Ed (1)
  - Work Based Internship Administrator (1)
  - Program Leaders (8)
  - Staff Developers (6)
  - Coordinator of SLS/Media Services (1)
  - Computer Technicians (6)
  - Help Desk Support (1)
  - Director of Facilities (3)
  - Building Maintenance Supervisor (2)
  - Executive Secretary/Administrative Assistants (3)
  - School Food Service Manager (1)
  - *Student Programs Supervisor (1)*
- Plan B – 400 mins of voice and 250 text messages
  - Library Automation Coordinator (1)
- Plan C – Charge per min, flat rate base service
  - Principal owned phones for trips (2)
  - BOCES Courier (1)

**Adoption Date: January 23, 2008**

**Revised Date: April 30, 2008; May 20, 2008; June 24, 2008; July 8, 2008; July 7, 2009;  
August 25, 2009; April 28, 2010; April 27, 2011; July 11, 2012, November 14, 2012;  
July 10, 2013; September 11, 2013; July 15, 2014; November 12, 2014; November  
17, 2015; August 24, 2016; October 12, 2016; July 12, 2017; October 11, 2017;  
November 8, 2017; March 14, 2018; July 11, 2018; *August 22, 2018***

## DISPLAY OF THE FLAG REGULATION

### Flags Displayed Out-of-Doors and on Movable Hoists Indoors

A United States flag shall be displayed in, ~~on or near front of~~ every school building in the BOCES **during school hours** every day that school is in session, **weather permitting**, and at such other times as the District Superintendent shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the District Superintendent. **During inclement weather, the flag shall be placed conspicuously in the main room of the school building.**

~~In addition to days when school is in session~~ **Weather permitting**, the flags will be displayed **on or near both occupational centers of the BOCES whenever the building is open to the public**, and on the following days ~~if school is open to the public~~: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, the Fourth of July, Labor Day, September 11<sup>th</sup> Remembrance Day, POW/MIA Recognition Day, Columbus Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of New York as a day of general thanksgiving or for displaying the flag.

Flags shall be flown at half-staff on Pearl Harbor Day, on September 11<sup>th</sup> Remembrance Day on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

The flag will not be displayed on days when the weather is inclement.

### Hoisting of the Flag

The flag shall be hoisted briskly and lowered ceremoniously.

In half staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day. The flag shall never be put at half mast in the middle of the day. It must be put at half mast in the morning only.

### Indoor Flags and Those Not on Movable Hoists

Every attempt shall be made to have a United States flag in each assembly room of the BOCES. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

Adoption date: January 23, 2008  
Revision date: April 27, 2011

**BOCES PERSONAL PROPERTY ACCOUNTABILITY****I. Definition of Personal Property**

1. **Personal property shall mean** all tangible personal property of the board of cooperative educational services (BOCES) that is not consumable and has a useful life of one year or more, including but not limited to equipment, supplies, parts, vehicles and materials, provided that such terms shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
2. **Valuable personal property shall mean** personal property which has a unit resale value of \$500 or more, and equipment, supplies, parts or materials which are disposed of in lots having an aggregate resale value of \$500 or more.
3. **Surplus personal property shall mean** personal property which has no known, immediate or currently foreseeable use to the board of cooperative educational services.

**II. Acquisition of Personal Property by Purchase**

1. **Competitive Bidding** - Competitive bids shall be solicited in connection with all purchasing as required by Section 103 of the General Municipal Law. ~~Contracts shall be awarded to the lowest responsible bidder complying with specifications and other stipulated bidding conditions.~~
  - a. Contracts for supplies, materials or services which are in an amount in excess of the amount specified in Section 103 of the General Municipal Law and all public works contracts involving an expenditure in excess of the amount specified in Section 103 of the General Municipal Law shall be awarded on the basis of public advertising and competitive bidding, consistent with the provisions of Section 103 of the General Municipal Law.
  - b. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the cooperative board. Recommendations for such contracts shall be made to the cooperative board by the District Superintendent of Schools.
  - c. The clerk of the cooperative board or designee is authorized to open bids and record the same pursuant to law.



2. **Purchase Exempt from Competitive Bidding** - Any purchase of personal property which is not subject to competitive bidding shall be made in accordance with procedures established pursuant to Section 104-b of the General Municipal Law.
  - a. Goods and services must be purchased so as to facilitate the acquisition of goods and services of quality at the lowest cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud or corruption.
  - b. A purchasing agent shall be appointed by the cooperative board who shall be authorized to issue purchase orders without prior approval of the cooperative board where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.

### III. **Acquisition of Personal Property by Gift**

1. **Acceptance.** Only the cooperative board may accept on behalf of the BOCES gifts of either money or merchandise, including surplus property and property donated to the BOCES by bequest or devise in a will or trust instrument, that in the view of the cooperative board add to the overall welfare of the BOCES.
  - a. The cooperative board will not consider the acceptance of a gift until the offer is made in writing.
  - b. The board will safeguard the BOCES staff and students from commercial exploitation from special interest groups.
2. **Accounting for gifts.**
  - a. All gifts shall be entered into the perpetual physical inventory of the BOCES in the same manner as purchased personal property and consistent with the provisions of paragraph C below.
  - b. Gifts of money shall be annually accounted for under the trust and agency account in the bank designated by the Board.
  - c. Any property donated shall be for the use of BOCES and no employee shall benefit personally from such donations.
  - d. All gifts shall become the sole property of the BOCES.
  - e. It shall be the responsibility of the District Superintendent to have the value of the gift or donation established, when necessary, for tax purposes and acknowledge, in writing, the receipt of the gift or donation on behalf of the board of cooperative educational services.

- f. All gifts or donations shall be immediately brought to the attention of the director of the service to which the contribution is made.
- g. The director shall recommend the acceptance or rejection of the gift to the District Superintendent and notify the donor of the intention.
- h. The District Superintendent shall make a recommendation to accept or reject such gifts to the cooperative board at a regular meeting.
- i. The director of the service to which the gift or donation is made shall be responsible to see that the gift or donation is appropriately used.
- j. Gifts or donations made that are not specific to a program shall be brought to the attention of the District Superintendent who will be responsible for implementation of the regulations.

#### IV. Perpetual Inventory

- 1. The Chief Fiscal Officer shall develop in writing, the basic rules and regulations to be followed in maintaining the BOCES personal property records. Procedures employed shall comply with all applicable laws and requirements of the New York State Department of Audit and Control, which are issued pursuant to Section 36 of the General Municipal Law.
  - a. The minimum standards to be considered for inclusion in the personal property record are:
    - 1) The personal property shall have significant value. Personal property valued at \$100 or more, but less than \$500, may be included, and personal property valued at \$500 or more shall be included.
    - 2) The personal property must have an estimated useful life of one year or more.
    - 3) The physical characteristics of the personal property are not appreciably affected by use or consumption.
  - b. It shall be the responsibility of the Chief Fiscal Office to assure that all new acquisitions, by purchase or gift, are entered into the perpetual inventory system.
- 2. Inventory Records. The inventory record shall contain sufficient information to identify each item classified as personal property and include the following:

- a. A sufficient description of the personal property.
  - b. The class of the personal property (machinery, equipment, etc.)
  - c. The year of acquisition of the personal property.
  - d. The historical cost (the cost at acquisition) of the personal property. If unknown or a gift, the estimated value.
  - e. The source of financing or acquisition (general fund, federal fund, gift, etc.)
3. Physical Inventory. A physical inventory shall mean determining the actual existence, and condition, of real and personal property in the records by visually examining the property in question.
- a. For personal property with a resale unit value of more than \$500, a physical inventory shall be conducted at least annually.
  - b. For all other personal property, a physical inventory shall be conducted at least once every two years.

#### V. Disposition of Personal Property

1. Building administrators and support staff supervisors are responsible for identifying obsolete and surplus equipment and supplies within their area(s) of responsibility.

Periodically, but not less than once each year, a determination shall be made as to what equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the BOCES.

2. Procedures for Disposition of Equipment, Supplies or Materials:
- a. All surplus or obsolete equipment, supplies or materials must be sold to **other local municipalities, local non-profit organizations or the highest bidder.**
  - b. Any property whose market value would classify it as valuable personal property, but which is determined not to be marketable because it is damaged or in poor condition and **has not been marketable after at least one prior attempt at offering to other municipalities and non-profits and/or competitive bidding,** may be disposed of by the BOCES.
  - c. Disposition of any personal property, even though it may have little or no marketable value, must be approved by the Chief Fiscal Officer.
  - d. Prior to classifying as disposable, all items should be considered for reassignment to other locations within BOCES as needed or stored in a central location if they

- may have potential usefulness in the future.
- e. All sales of surplus and obsolete personal property shall be open to the public. Notice of the sale and/or requests for bids shall be made through advertisements in the local newspapers and other appropriate means to assure public awareness.

**VI. Procedure for Accountability of Officers and Employees for Violating the Personal Property Policy**

1. **Penalty for violation.** Any officer or employee who engages in the unauthorized use, theft or conversion of personal property belonging to the BOCES, or who otherwise violates this policy, shall be subject to removal from office and/or such other discipline or penalties as authorized by law.
2. **Complaints.** Any complaint concerning an alleged violation of this policy shall be submitted to the District Superintendent on an appropriate form prescribed by the District Superintendent. The District Superintendent shall cause an investigation to be conducted and a report shall be filed in his or her office at the completion of the investigation. The District Superintendent is responsible for and shall take such action as is necessary for the enforcement of this policy.
3. **Dissemination of policy.** The District Superintendent shall take such action as is necessary to communicate this policy to all officers and employees of the BOCES including but not limited to, the publication of this policy in the BOCES Policy Manual, the Personnel Handbook, and teacher and employee handbooks. This policy will be included on the agenda of faculty and administrative meetings at least annually.

**VII. Review and Amendment of the Policy**

1. **Review.** The BOCES shall review its policy on personal property accountability annually and make amendments it deems necessary.
2. **Amendments.** The BOCES shall submit its amended policy, within 30 days of its adoption, to the Commissioner of Education for approval.

Ref: Section 170.3 of the  
Regulations of the Commissioner of Education

Adoption date: January 23, 2008

Revised: