

Board of Education

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



BOARD AGENDA

Wednesday, November 14, 2018
12:30 p.m. - ETC Room

Northern Catskills Occupational Center
Grand Gorge, New York 12434

The Mission of the Otsego Northern Catskills BOCES is:

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

Adopted: May 20, 1991

I. OPENING OF MEETING

A. ROLL CALL & QUORUM CHECK

B. PLEDGE OF ALLEGIANCE

C. CALL TO ORDER

D. ADDITIONS TO AGENDA

E. APPROVAL OF CONSENT AGENDA ITEMS

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

1. Minutes from October 10, 2018 Meeting- Attachment #1
2. Monthly Reports - Attachment #2
3. Budgetary Transfers - Attachment #3
4. Claims Auditor Report – Attachment #4

F. EXAMINATION OF WARRANTS

G. PUBLIC COMMENT

II. REPORTS**A. DEPARTMENT PRESENTATIONS: SAFETY RISK MANAGEMENT, JOSHUA REISS & CENTRAL BUSINESS OFFICE, GREG BEALL****B. DISTRICT SUPERINTENDENT REPORT**

- Paperkite
- December BOE Planning Session
- BOCES BOE/Component Superintendent Conversations
- Enrollment Report
- USDA Grant
- Superintendent Searches

C. DEPUTY SUPERINTENDENT REPORT

- Budget Assumptions

D. DIRECTORS' REPORT

- Joe Booan, Assistant Superintendent, Student Programs
- Anne Pallischeck, Director, Instructional Support Services; Interim Itinerant Services Supervisor

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. Resolution to Approve Atlantic Testing Laboratories Agreement
- D. Resolution to Approve 2018-19 Transportation Contract
- E. Resolution to Declare Surplus Equipment

Consent C. RESOLUTION TO APPROVE ATLANTIC TESTING LABORATORIES AGREEMENT

Whereas, the Otsego Northern Catskills BOCES wishes to enter into an agreement with Atlantic Testing Laboratories (ATL). ATL will provide construction materials engineering and testing services for the OAOC Generator Project at estimated fees as outlined in the scope of services included within the agreement. For technical personnel,

laboratory testing, and miscellaneous services plus travel estimated fees are \$4,507.50, and

Whereas, Atlantic Testing Laboratories, Limited, Canton, NY has agreed to provide said services as indicated above for the period of November 15, 2018 to September 30, 2019, and

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

Consent D. RESOLUTION TO APPROVE 2018-19 TRANSPORTATION CONTRACT

Whereas, the Otsego Northern Catskills BOCES Occupational Centers desire to provide transportation for students enrolled in the Cosmetology classes, and

Whereas, L & S Journeys Ltd., Berne, NY has agreed to provide transportation to the Jacob Javits Center in New York City under The State Education Department, Transportation Unit contract TC for the 2018-19 School Year, on March 12, 2019 at the lump sum of \$1,650, and

Whereas, L & S Journeys Ltd. has agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation, and

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

Consent E. RESOLUTION TO DECLARE SURPLUS EQUIPMENT

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

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

NCOC/OAOC:

TAG #	DESCRIPTION	ACQUISITION DATE
007127	SANDWICH PREP STATION REFRIGERATED	01/01/2003
013831	DESK	07/01/2000
009502	JACOBSEN T423D MOWER GROUNDS 60IN MOWER DECK	01/01/1989

AK3742	2009 SILVER GRAND CHEROKEE	07/01/2012
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- F. SECOND READING OF BOARD POLICY #0110, SEXUAL HARASSMENT, ACCOMPANYING REGULATION AND EXHIBIT- Attachment #6
- G. FIRST READING OF POLICY #1230, PUBLIC PARTICIPATION AT BOARD MEETINGS- Attachment #7
- L. PUBLIC COMMENTS
- M. INFORMATION ITEMS
- IV. **ADJOURNMENT**

/ao

11/6/18

Attachments

1

The regular monthly meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, October 10, 2018, at 11:30 a.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Paul Beisler, Marcy Birch, Robert Calloway, Barbara Ann Heegan (11:40 a.m., departed 2:20 p.m.), Kurt Holcherr, Antoinette Hull and Jacqueline Parry (11:40 a.m.).

MEMBERS ABSENT: Joseph Ballard and Johnnie Nemec

OTHERS PRESENT: Nicholas Savin, Joseph Boonan, Lynn Chase, Alyssa Oliveri, Anne Pallischeck, Kevin Stevens and Kevin Kreis.

Call to Order

At 11:36 a.m. Board President, Paul Beisler, called the meeting to order with a quorum present.

Pledge of Allegiance

Mr. Beisler opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the victims of the recent limousine accident in Schoharie and the men and women serving in the Armed Forces.

**Strategic Planning
Working Relationships Between ONC BOCES and Component Districts**

STRATEGIC PLANNING: WORKING RELATIONSHIPS BETWEEN ONC BOCES AND COMPONENT DISTRICTS

Mr. Savin led a discussion about the working relationships between ONC BOCES and component districts. He described the purpose and mission of BOCES and explained the ways in which BOCES is funded. He also reviewed the roles of committees, the Superintendents' Cabinet and the ONC BOCES Board, and the ways in which they function together.

Audit Committee Meeting

The Board entered the Audit Committee Meeting at 12:26 p.m.

Antoinette Hull and Kurt Holcherr moved to adjourn the Audit Committee Meeting and return to the Regular Board Meeting at 12:59 p.m.

The motion was approved unanimously.

Approval of Consent Agenda

Barbara Ann Heegan and Robert Calloway moved to approve the Consent Agenda as amended.

1. Minutes from the September 12, 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 - September 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

There were no public comments.

Adult Education- Kevin Stevens

ADULT EDUCATION PRESENTATION- KEVIN STEVENS

Mr. Stevens introduced himself to the Board. Mr. Stevens serves as both the Assistant Principal at OAOC and the Coordinator of Adult Education. He explained that he has observed similarities between his alternative education students and students attending ONC BOCES programs as adults. He's using this knowledge to be proactive. He reviewed ONC BOCES' adult education offerings, which include the 5 hour driving class, CDL-B instruction, CHEST, CPR and AED certification, home health aid/CNA programs, high school equivalency instruction, adult CTE and the Practical Nursing Program. He briefly discussed future initiatives, including continuing education in welding. Mr. Stevens also described ONC BOCES' Alternative Education program. He explained that this program is for students in grades 9-12 for whom traditional high school is not working. There is an extensive intake process, which consists of questionnaires and interviews. The program features flexible scheduling to allow students who have fallen behind to catch up. ONC BOCES is embracing online learning to aid students working to catch up on required coursework and to increase elective offerings. Professional development initiatives for alternative education and social/emotional learning are in the works.

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

Ms. Pallischeck discussed the upcoming conference day at Hunt Union, SUNY Oneonta. Much of the conference will focus on social/emotional learning and restorative practices. It will be available to teachers and preservice teachers. She mentioned other professional development sessions being offered in the area that day. She reviewed agenda items and announced that she will be attending a 5lab conference.

District Superintendent Report**DISTRICT SUPERINTENDENT REPORT**

50th Anniversary: Mr. Savin thanked those who helped plan the 50th Anniversary Celebration at NCOC. He noted that it was a successful event. Legislators, Jhone Ebert of NYSED, teachers, parents and students were among the attendees. Ms. Hull played a slideshow for the group, which contained pictures taken at the event. Ms. Hull expressed gratitude to all who served with her on the planning committee.

Licensed Teaching Assistants: Mr. Savin shared that at the start of the school year, ONC BOCES had ten LTAs. At the September meeting seven substitutes were hired and another seven will be hired at this meeting. The substitutes are helping fill LTA shortages.

Systems of Care Grant: Mr. Savin announced that the systems of care grant program will be centered at OAOC. He has been discussing hiring needs with Sue Matt, Otsego County Director of Community Services. Hiring for the project coordinator is underway. The hope is to begin the program in January. Given pre-commitments received by districts, he anticipates needing to hire four social workers. He acknowledged that it may take time to recruit social workers and projects that the program will be phased in slowly.

Transportation Collaboration: Mr. Savin updated the Board on the transportation collaboration progress. It is a joint venture between municipalities in Otsego County. A shared transportation facility will be located on OAOC property. The facility will include a classroom for OAOC Autotech student to provide onsite, internship like experiences for students. Area schools have been invited to participate, but there has been no interest thus far. Mr. Savin and representatives from the county will be visiting Madison-Oneida BOCES to tour their shared transportation facility. He mentioned that board member representation at transportation planning meetings may have value and welcomed board members to attend.

Ms. Heegan departed at 2:20 p.m.

Public Comment Policy: The Board discussed amending ONC BOCES' policy regarding public comments at board meetings. The board saw value in implementing guidelines and procedure. The board decided that the policy should mandate that individuals wishing to speak at a board meeting provide 3 business days notice and that public comment be limited to three minutes. Alyssa Oliveri, Board Clerk, will draft a policy to be reviewed at the November board meeting.

Deputy Superintendent Report- Lynn Chase

DEPUTY SUPERINTENDENT REPORT- Presented by Lynn Chase, Director of Management Services

Audit Committee Recommendation: Ms. Chase noted that the CASEBP audit report and the 2017-2018 Extra Class Account Activity Audit Corrective Action Plan are on the agenda for board approval.

Assistant Superintendent Report, Joe Booan, Student Programs

ASSISTANT SUPERINTENDENT REPORT, JOE BOOAN, STUDENT PROGRAMS

Mr. Booan thanked Ms. Hull for her hard work planning the NCOC 50th Anniversary Celebration. He reviewed items on the agenda for approval, thanking Mr. Bordinger and Mr. Anderson for their help determining items to surplus. Mr. Booan shared that ONC BOCES is exploring grants to fund a School Resource Officer for NCOC; an NCOC SRO may not be full time.

Mr. Booan informed the Board that SUNY Delhi has committed to holding instruction at OAOC beginning in January in our mechatronics lab. They will be sending 24 students. At the moment, a small robotics lab is ready to use.

Mr. Booan shared that he anticipates special education growth at NCOC. The recent relocation of the Central Business Office has opened up enough space to house two classrooms and three offices.

Approval of Personnel

Marcy Birch and Antoinette Hull moved to approve personnel as presented:

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

UNCLASSIFIED APPOINTMENT

Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Suzanne Czechowski	IT	Special Education Teacher	Full-time, 10-month, Teachers Unit Position, 4-year Probationary Appointment	*9/24/2018 - 9/23/2022	Special Subject: General Special Education	Students with Disabilities: Grades 1-6	\$44,820.00 prorated to the effective date
Jennifer Hobbs	IP	School Counselor	Full-time, 10-month, Teachers Unit Position, 4-year Probationary Appointment	*11/1/2018 - 10/31/2022	Special Subject: School Counseling and Guidance	School Counselor: Provisional	\$46,363.00 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 3012³ 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 Unit							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Kimberly Carr	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour work day, ESPA Unit Position, 4-year Probationary Appointment	*10/11/2018 - 10/10/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$14,820.00 prorated to the effective date
Heather Wood	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour work day, ESPA Unit Position, 4-year Probationary Appointment	*10/11/2018 - 10/10/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$14,420.00 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 3012³ 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.*

CLASSIFIED APPOINTMENTS - Non-Unit Support					
Name	Dept.	Position	Appointment Type	Effective	Salary
Robert Kaplow	Technology Services	Communication Specialist	Full-time, 12-month, 7.5 hour day, Non-Unit Support, Provisional, Competitive Civil Service Position	10/4/2018	\$50,000.00 prorated to the effective date
Carly Jones	IT	Physical Therapist	Full-time, 10-month, 6.5 hour work day, ESPA Unit Position, Provisional Civil Service Position	11/15/2018	\$65,000.00 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.

MISCELLANEOUS APPOINTMENTS				
Name	Appointment	Position	Effective	Compensation
Danielle Denny	CASSC	Instructor, Enrichment Seminar Program	10/3/2018 -11/10/2018	\$60.00 per Saturday & \$100.00 prep work Max. of \$340.00
Theodore J. Smith	Casual Employee	Data Specialist & Program Services	10/13/2018 - 8/30/2019	\$750.00 site visit, \$100.00/webinar, Program service fee based on district size (enrollment per student cost) Mileage reimbursement per IRS rate Max. of \$10,000.00
Kristen Shultz	CTE/Annual Appointment Club	Advisor - College for Every Student	9/1/2018 6/30/2019	- \$600.00
Natasha Nirschl	CTE/Annual Appointment Club	Advisor - College for Every Student	9/1/2018 6/30/2019	- \$600.00
Cressa Dovigh	Temporary	Substitute	10/11/2018 8/31/2019	- As per board policy or rate per contract
Robert Sumner	Temporary	Substitute	10/11/2018 8/31/2019	- As per board policy or rate per contract
Jordyn Fisher	Temporary	Substitute	10/11/2018 8/31/2019	- As per board policy or rate per contract

Natiqua Morton	Temporary	Substitute	10/11/2018 8/31/2019	-	As per board policy or rate per contract
Fariba Pirahani	Temporary	Substitute	10/11/2018 8/31/2019	-	As per board policy or rate per contract
Jennifer Giacomelli	Temporary	Substitute	10/11/2018 8/31/2019	-	As per board policy or rate per contract
Zane Miller	Temporary	Substitute	10/11/2018 8/31/2019	-	As per board policy or rate per contract
Camilla Obermeyer	Temporary	Substitute	10/11/2018 8/31/2019	-	As per board policy or rate per contract
Craig Tucker	Casual Employee	CDL Driver	10/1/2018 6/30/2019	-	\$25.00/hour
Harold Couse	Casual Employee	CDL Driver	10/1/2018 6/30/2019	-	\$25.00/hour Max. of 300.00 hours
Leslie Bush	Casual Employee	Coaching Instructor Course	9/1/2018 6/30/2019	-	\$26.00/hour Max. of \$1,400.00
Frederic Weingarten	Casual Employee	ISS Presenter Workshop	10/10/2018 6/30/2019	-	Max. of \$1,000.00 including workshop, mileage and lodging
James Cimko	Casual Employee	Adult Education Instructor	7/1/2018 8/28/2018	-	\$25.00/hour Max. of \$2,600.00 Revised from the June 13, 2018 board meeting
Cynthia Struckle	Casual Employee	Adult Education - Pre Licensing Support	7/1/2018 6/30/2019	-	\$25.00/hour Max. of \$600.00
Lauren Bloss	Volunteer	SUNY Oneonta Student Intern	Fall Semester		Unpaid Volunteer

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
Reena LaSalle	Substitute	Max. of 4 workshop days	Per Diem
Patricia Hornbeck	Health Teacher Occupations	Max. of 16.5 days (5 Curriculum, 11.5 Per Diem) Revised from the June 13, 2018 board	Curriculum \$200.00/day Per Diem

Jennifer Flores	Network Developer	Team/Staff	Max. of 21 days Revised from the June 13, 2018 board	Per Diem
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CHANGE IN POSITION

Employee	Title	Dept.	Current Salary	New Salary	Tenure	Effective
Jason Sanchez	Current Title: Innovative Programs Administrator New Title: Director of Special Education Services	IP	\$85,078.00	\$90,000.00 Prorated to the effective date	Probationary through 8/7/2020 - Administration: Director of Special Education Services	8/8/2018

LEAVE OF ABSENCES

Name	Position	Reason	Effective
Laura Bouton	School Counselor	Medical Leave - paid & unpaid	9/19/2018 - 1/11/2019
Jennifer Muthig	Licensed Teaching Assistant	Family Medical Leave - paid and unpaid	10/9/2018 - 10/12/2018

Determination and approval pending for the following: (1) paid or unpaid leave (2) health insurance premium repayment as per ESPA Contract.

TENURE APPOINTMENTS

Name	Tenure Area	Effective
Adam Bonci	Occupational Subject: Trade Subject: Vehicle Mechanical Repair (Including Heavy Equipment Repair) 7-12	10/11/2018

The motion was approved unanimously.

Approval of Consent Agenda

Marcy Birch and Kurt Holcherr moved to approve the Consent Agenda as presented:

Financing of Technology Equipment – Cooperstown 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 5 years at an estimated total cost of \$65,760. (This total cost will include the purchase price (\$59,508.00) and estimated financing cost (\$6,251.79))

Resolution to Approve 2018-19 Transportation 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, Laurens Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC, effective September 1, 2018 through June 30, 2019 at the rate of \$21.00/hr plus \$1.10/mile, with the total anticipated annual cost equal to \$4,875, and

Whereas, Schenectady Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC, effective September 1, 2018 through June 30, 2019 at the rate of \$19.25/hr plus \$1.20/mile, with the total anticipated annual cost equal to \$4,000, and

Whereas, Cherry Valley-Springfield Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC, effective September 1, 2018 through June 30, 2019 at the rate of \$20.60/hr plus \$1.03/mile, with the total anticipated annual cost equal to \$19,750, and

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

Resolution to Accept the 2017-2018 CASEBP Audit Report

Upon the recommendation of the Audit Committee, the Otsego Northern Catskills BOCES does hereby accept the 2017-18 CASEBP Audit Reports as presented and reviewed by Patrick Powers, D'Arcangelo & Company.

Resolution to Declare Surplus Equipment

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

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

NCOC/OAOC:

<u>TAG #</u>	<u>DESCRIPTION</u>	<u>ACQUISITION DATE</u>
005413	SAW ARBOR CABT BASE 10IN	1/1/1968
013575	SAW TABLE	7/1/2008
015125	G0690 10 IN CABINET TABLE SAW	7/1/2011
AK3749	2002 FORD SILVER F350 TRUCK 4X4, VIN #8534	1/1/2003
AK3750	2003 FORD RED F250 TRUCK 4X4, VIN #4489	1/1/2003
AK3754	2006 BLUE GRAND CHEROKEE, VIN #0382	1/1/2007
AK3756	2007 CHEVROLET UPLANDER GOLD VAN, VIN #5528	1/1/2007

Oneonta Middle School:

<u>TAG #</u>	<u>DESCRIPTION</u>	<u>ACQUISITION DATE</u>
012109	PROJECTOR	1/1/2008
015818	HP CP4525DN PRINTER FOR HS LIBRARY	7/1/2012
015819	HP CP4525DN PRINTER FOR CAD LAB 401	7/1/2012

**Approval – BOCES Wide Safety Committee/building Safety Teams
2018-2019**

BOCES WIDE SAFETY COMMITTEE MEMBERS:

Deputy Superintendent:	Jennifer Bolton
Safety Risk Officer:	Josh Reiss
Assistant Superintendent of Student Programs:	Joe Booan
Director of Facilities	Vincent Wojciechowski
Principal – OAOC:	Ryan DeMars
Principal – NCOC:	Mitchell Rapp
Non-Instructional – OAOC:	Lori Graves, Michael Culligan
Non-Instructional – NCOC:	Ann Clark, James Snyder, Rich Martin
Instructional – OAOC:	Jim Calhoun
Instructional – NCOC:	Laurie Darfler-Sweeney, Kellie LaCoppola

NORTHERN CATSKILLS OCCUPATIONAL CENTER BUILDING SAFETY COMMITTEE :

Deputy Superintendent:	Jennifer Bolton
Safety Risk Officer:	Josh Reiss
Non-Instructional Staff Members:	Adam Baldanza, Ellen Kennedy, Rich Martin, Ann Clark
Instructional Staff Members:	Jake Boyle, Laurie Darfler-Sweeney, Craig Tucker
Crisis Intervention Specialist:	Deb Burroughs
School Counselor:	Kellie LaCoppola
Assistant Superintendent of Student Programs:	Joe Booan
Principal:	Mitchell Rapp
Director of Facilities	Vincent Wojciechowski
Building Maintenance Worker:	James Snyder
Nurse:	Jonathan DeGarmo
Fire Chief/Assistant Chief	DJ Speenburgh, Wink Hinkley
Civic Center	Tom Hynes
Constable:	Steve Williamson
Student:	Scott Ballard
Parent:	Lynette Sweat

OTSEGO AREA OCCUPATIONAL CENTER BUILDING SAFETY COMMITTEE:

Deputy Superintendent:	Jennifer Bolton
Safety Risk Officer:	Josh Reiss
Non-Instructional Staff Members:	Lori Graves, Susan Gates
Instructional Staff Members:	Jody Albano, Jim Calhoun, Robin Bush
Assistant Superintendent of Student Programs:	Joe Booan
Principal:	Ryan DeMars
Assistant Principal:	Kevin Stevens
Director of Facilities	Vincent Wojciechowski
Building Maintenance Worker:	Michael Culligan
Nurse:	Charity Burton
CTS Instructor:	Betsey Clark
Counselor:	Kristen Shultz
NYS Trooper:	Trooper Snyder
Milford Fire Chief:	Donnie Eckler
Student:	TBD
Parent:	TBD

**Resolution to Approve SRO Agreement With Otsego County
Sheriff's Office**

Whereas, the Otsego Northern Catskills BOCES desires to enter into an agreement with the Otsego County Sheriff's Office for providing School Resource Officer (SRO) services, and

Whereas, the Otsego County Sheriff's Office, Cooperstown, NY, has agreed to provide the above services for the annual cost of \$85,000 effective September 4, 2018 to August 31, 2019, agreeing to the terms and conditions of the agreement,

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

Approval of Study Grants- Attachment #6

As presented on agenda attachment #6.

The motion was approved unanimously.

Acceptance of Donation/Gift

Antoinette Hull and Kurt Holcherr moved to approve the following:

Whereas, the ONC BOCES Otsego Area Occupational Center received a donation of a gold 2007 Ford 500 sedan to the Automotive Technology program, Vin #4801 with an estimated value of \$1,746, and

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

The motion was approved unanimously.

**First Reading of Board Policy #0110, Sexual Harassment,
Accompanying Regulation and Exhibit- Attachment # 7**

The Board conducted a first reading of Board Policy #0110, Sexual Harassment, Accompanying Regulation and Exhibit- Attachment #7.

**Resolution to Accept the 2017-2018 Extra Class Account
Activity Audit Corrective Action Plan**

Marcy Birch and Kurt Holcherr moved to approve the following resolution:

Upon the recommendation of the Audit Committee, the Otsego Northern Catskills BOCES does hereby accept the 2017-18 Extra Class Account Activity Audit Corrective Action Plan.

The motion was approved unanimously.

Public Comments

There were no public comments.

Executive Session

Marcy Birch and Kurt Holcherr moved to adjourn to Executive Session at 3:06 p.m. to discuss the work history of an individual employee and contractual items.

The motion was approved unanimously.

Regular Session

Marcy Birch and Kurt Holcherr moved to return to Regular Session at 3:44 p.m.

The motion was approved unanimously.

Adjournment

Jacqueline Parry and Antoinette Hull moved to adjourn the meeting at 3:45 p.m.

The motion was approved unanimously.

Respectfully Submitted,

Alyssa Oliveri
Board Clerk

Treasurers' Report as of September 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

All bank statement cash balances reconcile to collateralization reports for month ending September 30, 2018

1.00	\$81,000.00	\$81.00	\$81,001.02
<i>Andrew Bellamy</i>			

For Period Ending 9/30/2018

***NYLAF CD ratios:**

Otsego-Northern Catskills BOCES
GENERAL FUND Trial Balance for Fiscal Year 2018
Cycle 03
Post Dates From 07/01/2018 To 09/30/2018

G/L Account	Description	Debits	Credits
Assets			
200-10	CASH-NBT	4,170,582.19	
200-EB	CASH-EMP BEN ACRD LIAB RSRV	1,425,031.45	
200-EQ	CASH- CTE EQUIP. RESERVE	405,127.27	
200-ER	CASH- ERS CONTRIBUTION RESERVE	853,412.12	
200-LR	CASH-LIABILITY RESERVE	430,020.68	
200-UI	CASH-UI RESERVE	48,334.19	
201-00	CASH IN TIME DEPOSITS	172,374.33	
210-00	PETTY CASH	200.00	
380-00	ACCOUNTS RECEIVABLE	8,566.98	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	129,768.00	
431-00	SCHOOLS DISTRICTS	3,541,504.91	
Budgetary and Expense Accounts			
510-00	ESTIMATED REVENUES	29,382,635.99	
521-00	ENCUMBRANCES	15,658,712.88	
522-00	EXPENSES	5,546,534.26	
Liabilities, Reserves and Fund Balance			
431-80	SCHOOL DISTRICTS SURPLUS		3,346,478.20
600-00	ACCOUNTS PAYABLE		400,069.29
600-99	ACCOUNTS PAYABLE		269,483.89
601-DE	DENTAL BENEFITS	2,946.39	
601-EY	EYE CARE BENEFITS		3.51
601-HD	HEALTH DOCKS		130.78
601-HE	HEALTH BENEFITS	189,325.91	
630-00	Due to Other Funds		313,484.42
632-00	DUE TO TEACHERS' RETRMNT (TRS)		586,129.83
637-00	DUE TO EMPLOYEES' RTRMNT (ERS)		229,436.65
658-00	STATE AID DUE SCHOOL DISTRICTS		358,107.19
689-01	ACCRUED POST RETIRE BENEFIT		73,317.37
689-02	ACCRUED EDUCATIONAL IMPROVEMEN		135,834.91
689-03	ACCRUED WORKERS COMP		14,327.63
689-04	ACCRUED UNEMP. INS.		6,151.26
689-06	ACCRUED EAP		1,253.68
690-00	OVERPAYMENTS/COLL. IN ADVANCE		29,849.75
690-04	Overpaid/Collect in Advance		2,581,968.22
691-00	DEFERRED REV-CROP/SETRC INDIRE		13,379.74
815-UI	FB-Unemployment Ins Reserve		48,140.17
821-00	RESERVE FOR ENCUMBRANCES		15,658,713.70
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		430,000.00
915-EQ	Assigned Unapp. FB (CTE EQUIP		403,458.48
Budgetary and Revenue Accounts			
960-00	APPROPRIATIONS		29,382,635.99
980-00	REVENUES		5,413,641.91
Grand Totals		61,965,047.53	61,965,047.53

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 09/30/2018
Fiscal Year: 2019

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration		3,970,513.00	15,859.33	3,986,372.33	1,283,419.68	1,885,988.66	816,965.99
1 Career Education		5,332,839.00	109,703.94	5,442,542.94	482,464.84	4,137,984.80	822,093.30
2 Special Education		5,863,783.00	204,770.93	6,068,553.93	416,832.52	4,635,812.44	1,015,908.97
3 Itinerant Services		2,609,763.00	351,352.64	2,961,115.64	439,478.66	2,063,617.22	458,019.76
4 General Instruction		1,755,677.00	160,023.84	1,915,700.84	223,524.81	1,317,156.82	375,019.21
5 Instruction Support		2,566,383.00	444,224.73	3,010,607.73	925,543.99	1,341,835.83	743,227.91
6 Other Services		5,463,419.00	534,323.58	5,997,742.58	735,878.93	1,801,212.69	3,460,650.96
7 Undefined		0.00	0.00	0.00	1,039,390.83	-1,524,893.58	485,502.75
Total GENERAL FUND		27,582,377.00	1,820,258.69	29,382,635.99	5,546,534.26	15,658,712.88	8,177,388.85

Otsego-Northern Catskills BOCES

Revenue Status Report As Of: 09/30/2018

Fiscal Year: 2019

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			3,970,513.00	15,859.33	3,986,372.33	642,092.51	3,339,696.55	11,276.08
1 Career Education			5,332,839.00	108,703.94	5,442,542.94	1,066,591.54	4,289,864.01	3,618.55
2 Special Education			5,863,783.00	204,770.93	6,068,553.93	1,004,038.90	5,013,140.65	182.55
3 Itinerant Services			2,609,763.00	351,352.84	2,961,115.84	560,552.93	2,356,520.13	0.34
4 General Instruction			1,755,677.00	160,023.84	1,915,700.84	347,647.76	1,568,053.08	0.00
5 Instruction Support			2,586,383.00	444,224.73	3,010,607.73	568,844.39	2,334,103.09	16,156.25
6 Other Services			5,463,419.00	534,323.58	5,997,742.58	1,223,873.88	4,743,861.30	48.59
Total GENERAL FUND			27,562,377.00	1,820,268.99	29,382,635.99	5,413,641.91	23,625,238.81	31,260.34

Selection Criteria

Criteria Name: Private: BOE REPORT
As Of Date: 09/30/2018
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 2019
Cycle 03
Post Dates From 07/01/2018 To 09/30/2018

G/L Account	Description	Debits	Credits
Assets			
200-00	CASH	8,500.74	
200-20	CASSC Special Fund	28,277.31	
380-00	ACCOUNTS RECEIVABLE	174,961.54	
391-00	Due from Other Funds	12,307.78	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	185,058.07	
Budgetary and Expense Accounts			
522-00	EXPENSES	242,011.17	
Liabilities and Reserves			
600-00	ACCOUNTS PAYABLE		14,626.64
600-99	ACCOUNTS PAYABLE		1,747.16
691-10	Deferred Rev - 850		14,880.89
691-99	CASSC Funds		28,277.31
Budgetary and Revenue Accounts			
980-00	REVENUES		591,584.61
Grand Totals		651,116.61	651,116.61

The latest accounting cycle closed in this fund is the period ending 09/30/2018.

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 09/30/2018

Fiscal Year: 2019

Fund: F SPECIAL AID FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
803 SCHOOL LIBRARY SYSTEM		203,866.35	0.00	203,866.35	38,825.08	61,274.01	105,767.26
807 SESIS GRANT		232,725.00	0.00	232,725.00	16,833.72	111,715.73	104,175.55
808 TRANSITION SPECIALIST		137,132.00	0.00	137,132.00	25,273.68	97,697.41	14,160.91
820 SUMMER PROGRAMS: HANDICAPPED		38,077.53	5,500.00	43,577.53	115,508.51	7,555.58	-79,484.56
824 STEWARTS (17-18) CHAR ED INCENTIVE-ONC		500.00	0.00	500.00	0.00	500.00	0.00
825 STEWARTS (16-17) CHAR ED INCENTIVE-ONC		500.00	0.00	500.00	0.00	500.00	0.00
828 CFES-College for Every Student		836.48	0.00	836.48	0.00	0.00	836.48
850 CREATING RURAL OPPORTUNITY PARTNERSHIP		0.00	0.00	0.00	30,258.00	156,218.45	-186,476.45
862 SCRIVEN FOUN (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		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
865 STEWARTS (17-18) MECHATRONICS-OAOC		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
867 ARC (18-19) MECHATRONICS (OAOC)		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00
888 CORNING (18-19) INFOTECH (OAOC)		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
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		0.00	0.00	0.00	0.00	0.00	0.00
894 ADULT ED		283,676.52	0.00	283,676.52	30,967.20	186,308.98	76,400.34
895 LPN - OAOC PROGRAM		460,168.29	0.00	460,168.29	63,215.56	285,783.27	111,169.46
896 GRANT ADMINISTRATION		0.00	0.00	0.00	-76,868.58	-32,896.58	109,765.16
Total SPECIAL AID FUND		1,527,614.78	5,500.00	1,533,114.78	242,011.17	874,656.85	416,446.76

Otsego-Northern Catskills BOCES
Revenue Status Report As Of: 09/30/2018
Fiscal Year: 2019
Fund: F SPECIAL AID FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
803 SCHOOL LIBRARY SYSTEM			203,866.35	0.00	203,866.35	203,866.35	0.00	0.00
807 SESIS GRANT			232,725.00	0.00	232,725.00	0.00	232,725.00	0.00
808 TRANSITION SPECIALIST			137,132.00	0.00	137,132.00	0.00	137,132.00	0.00
820 SUMMER PROGRAMS: HANDICAPPED			38,077.53	5,500.00	43,577.53	43,577.53	0.00	0.00
824 STEWARTS (17-18) CHAR ED INCENTIVE-O			500.00	0.00	500.00	500.00	0.00	0.00
825 STEWARTS (16-17) CHAR ED INCENTIVE-O			500.00	0.00	500.00	500.00	0.00	0.00
828 CFES-College for Every Student			836.48	0.00	836.48	836.48	0.00	0.00
862 SCRIVEN FOUND (13-14) ENGINEERING-OA			44,236.87	0.00	44,236.87	44,236.87	0.00	0.00
863 CORNING (17-18) MECHATRONICS OAOC			15,000.00	0.00	15,000.00	15,000.00	0.00	0.00
864 KEY BANK (17-18) MECHATRONICS-OAOC			5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
865 STEWARTS (17-18) MECHATRONICS-OAOC			1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
867 ARC (18-19) MECHATRONICS (OAOC)			75,000.00	0.00	75,000.00	0.00	75,000.00	0.00
888 CORNING (18-19) INFOTECH (OAOC)			7,500.00	0.00	7,500.00	7,500.00	0.00	0.00
889 JOB CORP (2014) TRUCK REPAIR (OAOC)			12,395.74	0.00	12,395.74	12,395.74	0.00	0.00
890 ADULT EDUCATION			0.00	0.00	0.00	0.00	0.00	0.00
894 ADULT ED			293,676.52	0.00	293,676.52	10,954.83	0.00	10,954.83
895 LPN - OAOC PROGRAM			460,168.29	0.00	460,168.29	28,242.52	265,434.00	0.00
Total SPECIAL AID FUND			1,527,614.78	5,500.00	1,533,114.78	217,974.29	952,605.00	20.00
						581,584.61		10,974.83

Selection Criteria

Criteria Name: Private: BOE REPORT Modified
As Of Date: 09/30/2018
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

October 25, 2018
11:38:47 am

Otsego-Northern Catskills BOCES
CAPITAL FUND Trial Balance for Fiscal Year 2018
Cycle 03
Post Dates From 07/01/2018 To 09/30/2018

Page 2

Summary - All Services				
G/L Account	Description		Debits	Credits
		Assets		
200-10	CASH-NBT			
201-00	Cash In Time Deposits		208,918.29	
391-00	Due from Other Funds		1,788,826.18	
			583,510.09	
		Budgetary and Expense Accounts		
522-00	Expenditures		26,851.34	
		Liabilities, Reserves and Fund Balance		
600-00	Accounts Payable			7,700.00
915-00	Assigned Unapp. FB (Encumbranc			2,029,007.62
		Budgetary and Revenue Accounts		
980-00	Revenues			570,398.28
		Grand Totals	2,607,105.90	2,607,105.90

Otsego-Northern Catskills BOCES

Budget Status Report As Of: 09/30/2018

Fiscal Year: 2019

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
771.103 MECHATRONICS PROJECT		0.00	503,118.53	503,118.53	24,781.30	55,265.33	423,091.90
772.103 GENERATOR PROJECT-QAOC 016-018		0.00	577,047.94	577,047.94	2,090.04	325,018.77	249,939.13
Total CAPITAL FUND		0.00	1,080,166.47	1,080,166.47	26,851.34	380,284.10	673,031.03

Otsego-Northern Catskills BOCES
Revenue Status Report As Of: 09/30/2018
Fiscal Year: 2019
Fund: H CAPITAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
771.103 MECHATRONICS PROJECT			0.00	503,118.53	503,118.53	0.35	433,952.00	0.00
772.103 GENERATOR PROJECT-OAOC 016-018			0.00	577,047.94	577,047.94	570,397.93	0.00	9,157.93
Total CAPITAL FUND			0.00	1,080,166.47	1,080,166.47	570,398.28	433,952.00	9,157.93

Selection Criteria

Criteria Name: Private: BOE REPORT Modified
As Of Date: 09/30/2018
Suppress revenue accounts with no activity
Print Summary Only
Sort by: Fund/Service
Printed by PATRICIA POWELL-WAGNER

Otsego-Northern Catskills BOCES

OTHER FUND Trial Balance for Fiscal Year 2019

Cycle 03

Post Dates From 07/01/2018 To 09/30/2018

Summary - All Services

G/L Account	Description	Debits	Credits
Assets			
200-16	WC Savings/CHASE/M&T	1,000.00	
200-40	HEALTH CASH-CHASE	12,356,152.62	
200-60	WORKERS COMP CASH-CHASE	802,193.86	
200-80	DENTAL CASH-CHASE	127,231.68	
201-04	CASEBP Savings/CD NYLAF	18,335,988.84	
201-06	WC Savings/CD NYLAF	2,237,368.51	
201-08	DENTAL Savings/CD NYLAF	1,844,255.77	
204-00	CASEBP Savings/CD NBT	2,868.37	
206-00	WC Savings/CD NBT	361,265.72	
207-00	FLEX NBT	27,070.47	
380-02	VISION RECEIVABLES	1,208.35	
380-03	MEDIGAP RECEIVABLES	486,887.19	
380-04	HEALTH RECEIVABLES	3,422,280.00	
380-06	WORKERS COMP RECEIVABLES	261,724.00	
380-07	FLEX RECEIVABLES ONC	7,518.54	
380-08	DENTAL RECEIVABLES	161,960.00	
Budgetary and Expense Accounts			
085-05	HEALTH CLAIMS	5,585,824.66	
085-15	HEALTH SCRIPTS	1,927,178.89	
085-25	HEALTH STOP LOSS	151,558.53	
085-26	WC STOP LOSS	88,733.00	
085-43	MEDIGAP/BENISTAR EXPENSE	1,766,526.32	
085-46	BOARD FIDUCIARY LIAB-RMSCO	20,586.46	
085-56	WC ADMIN	7,504.74	
085-60	WC CLAIMS	153,687.10	
085-61	WC BOARD ASSESSMENTS	29,177.39	
085-62	VISION EXPENSE	788.23	
085-65	HEALTH SOFTWARE SUPPORT	231,580.72	
085-68	DENTAL SOFTWARE SUPPORT	4,051.30	
085-70	FLEX CLAIMS	20,732.72	
085-80	DENTAL CLAIMS	313,361.05	
Liabilities and Reserves			
085-27	FLEX PREM CARRYOVER		55,320.01
086-04	IBNR - HEALTH		1,805,166.00
086-06	IBNR - WORKERS COMP		3,073,867.00
086-08	IBNR - DENTAL		256,478.00
870-04	District Run Out Reserve		640,917.00
912-04	SELF INSURED HEALTH FUND		27,583,464.20
912-06	SELF INSURED WORKERS COMP FUND	393,765.24	
912-08	SELF INSURED DENTAL FUND		1,660,537.16
Budgetary and Revenue Accounts			
085-02	VISION PREMIUMS		1,729.62
085-03	MEDIGAP PREMIUMS		1,766,330.93
085-04	HEALTH PREMIUMS		11,904,053.00
085-06	WORKERS COMP PREMIUMS		1,253,273.00
085-08	DENTAL PREMIUMS		526,219.00
085-14	HEALTH INTEREST		76,423.47
085-16	WC INTEREST		9,297.56
085-18	DENTAL INTEREST		7,627.64

October 23, 2018
02:13:04 pm

Otsego-Northern Catskills BOCES
OTHER FUND Trial Balance for Fiscal Year 2019
Cycle 03
Post Dates From 07/01/2018 To 09/30/2018

Page:5

Summary - All Services

G/L Account	Description	Debits	Credits
085-24	HEALTH-REVENUE, REFUNDS, REBA		491,362.96
085-37	FLEX INTEREST		1.72
Grand Totals		51,114,066.27	51,114,066.27

The latest accounting cycle closed in this fund is the period ending 09/30/2018.

October 23, 2018
02:13:04 pm

Otsego-Northern Catskills BOCES
TRUST & AGENCY FUND Trial Balance for Fiscal Year 2019
Cycle 03
Post Dates From 07/01/2018 To 09/30/2018

Page 7

G/L Account	Description	Debits	Credits
Assets			
200-00	CASH	361,946.53	
200-02	CASH - EXTRACLASSROOM	60,321.02	
380-00	ACCOUNTS RECEIVABLE	24,835.91	
Liabilities and Reserves			
018-02	NYS EMPLOYEE RETIREMENT W/H	5.36	
020-01	HEALTH INSURANCE RETIREES		88,400.97
020-04	HEALTH INSURANCE-COBRA		10,310.60
020-07	DENTAL - COBRA		2,182.38
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		60,321.02
630-00	Due to Other Funds		282,333.45
Grand Totals		447,108.82	447,108.82

The latest accounting cycle closed in this fund is the period ending 09/30/2018.

Otsego-Northern Catskills BOCES
PRIVATE PURPOSE TRUST FND Trial Balance for Fiscal Year 2019
Cycle 03
Post Dates From 07/01/2018 To 09/30/2018

G/L Account	Description	Debits	Credits
Assets			
200-01	Dean M. Graham Scholarship NBT	3,263.61	
200-02	Julie Bartlett Scholarship NBT	420.25	
200-04	R. Brainard Mem. Fund Cash-NBT	567.85	
200-07	Mitch Sprague Fund - NBT	18.18	
200-08	Michael Mayne Scholarship NBT	3,905.16	
200-09	Jennie Rielle Scholarship NBT	20.04	
200-10	Martin Lawrence Scholarship-NB	25.09	
Liabilities and Reserves			
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
Budgetary and Revenue Accounts			
980-00	Revenues		0.48
Grand Totals		8,220.18	8,220.18

The latest accounting cycle closed in this fund is the period ending 09/30/2018.

Receipts and Disbursements Report - Exc. Encumb.

Northern Catskills Occ Center

Ending Date : 9/30/2018

Account	Month To Date			Year To Date				
	Reg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts	Disbursements	Transfers
202.00 Building Trades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
206.00 Cos	\$383.94	\$2,450.00	\$0.00	(\$211.50)	\$2,622.44	\$2,450.00	\$0.00	(\$211.50)
208.00 Career Pathways	\$1,890.27	\$256.40	\$754.33	(\$20.08)	\$1,372.26	\$256.40	\$754.33	(\$20.08)
211.00 Equipment Operation and Repair	\$7,989.72	\$246.00	\$0.00	\$0.00	\$8,235.72	\$246.00	\$0.00	\$0.00
213.00 Auto	\$3,937.84	\$281.96	\$0.00	\$0.00	\$4,219.80	\$281.96	\$0.00	\$0.00
215.00 Culinary Arts	\$977.77	\$199.00	\$0.00	\$0.00	\$1,176.77	\$199.00	\$0.00	\$0.00
221.00 SkillsUSA	\$36.66	\$0.00	\$0.00	\$0.00	\$36.66	\$0.00	\$0.00	\$0.00
224.00 Leadership	\$809.04	\$27.44	\$100.00	\$1,410.38	\$2,146.86	\$27.44	\$100.00	\$1,410.38
228.00 Visual Comm	\$3,824.06	\$0.00	\$0.00	\$0.00	\$3,824.06	\$0.00	\$0.00	\$0.00
232.00 Welding	\$2,765.90	\$0.00	\$0.00	\$0.00	\$2,765.90	\$0.00	\$0.00	\$0.00
237.00 Engineering-NCOC	\$1,198.88	\$0.00	\$0.00	(\$1,198.88)	\$0.00	\$0.00	\$0.00	(\$1,198.88)
Series 2 Totals	\$23,814.08	\$3,460.80	\$854.33	(\$20.08)	\$26,400.47	\$3,460.80	\$854.33	(\$20.08)
501.00 Sales Tax	\$331.88	\$0.00	\$0.00	\$20.08	\$351.96	\$0.00	\$0.00	\$20.08
Total Regular Accounts	\$24,145.96	\$3,460.80	\$854.33	\$0.00	\$26,752.43	\$3,460.80	\$854.33	\$0.00
End of Regular Accounts								
999.00 Cash Account	\$24,145.96	\$3,460.80	\$854.33	\$0.00	\$26,752.43	\$3,460.80	\$854.33	\$0.00

Month To Date

Year To Date

Account	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts	Disbursements	Transfers
Total Asset Accounts	\$24,145.96	\$3,460.80	\$854.33	\$0.00	\$26,752.43	\$3,460.80	\$854.33	\$0.00

End of Asset Accounts

I certify that the above information is correct

Auditor's Signature

Preparer's Signature

10/25/18

Date

10/12/18

Date

Receipts and Disbursements Report - Exc. Encumb.

Otsego Area Occ Center

Ending Date : 9/30/2018

Account	Month To Date				Year To Date			
	Reg. 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	\$513.48	\$0.00	\$0.00	\$1,025.99	\$1,539.47	\$0.00	\$0.00	\$1,025.99
103.00 Bldg Trades PM	\$1,025.99	\$0.00	\$0.00	(\$1,025.99)	\$0.00	\$0.00	\$0.00	(\$1,025.99)
104.00 Comp104/Info Tech AM	\$845.50	\$168.00	\$0.00	(\$200.00)	\$813.50	\$168.00	\$0.00	(\$200.00)
105.00 Comp104/Info Tech PM	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00
106.00 Cos AM	\$494.14	\$0.00	\$0.00	\$2,066.62	\$2,560.76	\$88.00	\$0.00	\$2,066.62
107.00 Cos PM	\$2,166.62	\$0.00	\$0.00	(\$2,066.62)	\$100.00	\$125.00	\$0.00	(\$2,066.62)
108.00 Career Pathways II (CP 3/4)	\$2,358.90	\$0.00	\$0.00	\$0.00	\$2,358.90	\$0.00	\$0.00	\$0.00
111.00 FFA/NRO	\$4,275.23	\$576.00	\$47.50	\$0.00	\$4,803.73	\$576.00	\$47.50	\$0.00
113.00 FAST/Auto	\$1,505.26	\$0.00	\$0.00	\$0.00	\$1,505.26	\$40.00	\$0.00	\$0.00
115.00 Foods II/Culinary Arts	\$5,167.11	\$0.00	\$0.00	\$0.00	\$5,167.11	\$81.00	\$0.00	\$0.00
116.00 HOSA AM	\$776.38	\$0.00	\$0.00	\$1,256.70	\$2,033.08	\$0.00	\$0.00	\$864.65
117.00 HOSA PM	\$254.15	\$1,709.91	\$0.00	(\$1,256.70)	\$707.36	\$1,709.91	\$0.00	(\$864.65)
119.00 Career Pathways I (CP 1/2)	\$2,482.34	\$817.50	\$576.00	\$0.00	\$2,723.84	\$959.50	\$576.00	\$0.00
121.00 SkillsUSA	\$3,048.54	\$0.00	\$1,110.71	\$0.00	\$1,937.83	\$397.73	\$1,110.71	\$0.00
124.00 Leadership	\$103.47	\$0.00	\$0.00	\$0.00	\$103.47	\$0.00	\$0.00	\$0.00
125.00 CFES	\$123.66	\$0.00	\$0.00	\$0.00	\$123.66	\$0.00	\$0.00	\$0.00
128.00 Visual Arts Media (NAM)	\$277.68	\$0.00	\$0.00	\$0.00	\$277.68	\$0.00	\$0.00	\$0.00
132.00 Welding	\$6,355.92	\$189.00	\$24.50	\$0.00	\$6,520.42	\$189.00	\$24.50	\$0.00

Month To Date

Year To Date

Account	Reg. Mth. Bal	Receipts Disbursements	Transfers	Ending Bal.	Receipts Disbursements	Transfers
133.00 Yes Program-OAOC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
137.00 NV Engineering - OAOC	\$92.52	\$0.00	\$0.00	\$92.52	\$0.00	\$0.00
Series 1 Totals	\$31,866.89	\$3,460.41	\$0.00	\$33,568.59	\$4,334.14	\$1,758.71
501.00 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Regular Accounts	\$31,866.89	\$3,460.41	\$0.00	\$33,568.59	\$4,334.14	\$1,758.71

End of Regular Accounts

999.00 Cash Account	\$31,866.89	\$3,460.41	\$0.00	\$33,568.59	\$4,334.14	\$1,758.71
Total Asset Accounts	\$31,866.89	\$3,460.41	\$0.00	\$33,568.59	\$4,334.14	\$1,758.71

End of Asset Accounts

I certify that the above information is correct

Auditor's Signature



10/25/18

Date

Preparer's Signature



10/25/18

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: 2019

Current Appropriation - Effective From: 09/01/2018 To: 09/30/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
Fund: A - GENERAL FUND							
09/05/2018	004443	To cover TRS reimbursement to Jefferson & Bank Card reimbursement to Worcester	A635-7017-301-000 R	GENERAL SUPPLIES	-488.43		Posted
			A635-7017-400-000 R	GENERAL SERVICES		488.43	
09/05/2018	004664	Reallocate funds to cover negative in unemployment insurance.	A552-6817-200-000 R	EQUIPMENT	-10.00		Posted
			A552-6817-820-000 R	UNEMPLOYMENT INSURANCE		10.00	
09/05/2018	004665	Reallocate funds to cover negative in technology supplies line.	A305-5130-522-000 R	HOLDING ACCT/Surplus or D	-1,791.00		Posted
			A305-5130-399-000 R	TECHNOLOGY SUPPLIES		1,791.00	
09/05/2018	004668	Reallocate funds to cover negative in general supplies line.	A315-4810-522-000 R	HOLDING ACCOUNT	-155.43		Posted
			A315-4810-400-000 R	GENERAL SERVICES		155.43	
09/05/2018	004816	To correctly encumber health buyouts in the correct lines.	A640-7112-522-000 R	HOLDING ACCT/Surplus or D	-350.70		Posted
			A645-7120-816-000 R	HEALTH INSURANCE	-371.11		
			A650-7140-816-000 R	HEALTH INSURANCE	-2,120.22		
			A660-7116-301-000 R	GENERAL SUPPLIES	-10.44		
			A660-7116-816-000 R	HEALTH INSURANCE	-200.00		
			A640-7112-165-000 R	HEALTH BUY-OUT		320.00	
			A640-7112-812-000 R	WORKER'S COMPENSATION		2.35	
			A640-7112-814-000 R	MEDICARE TAX		4.44	
			A640-7112-820-000 R	UNEMPLOYMENT INSURANCE		1.72	
			A640-7112-822-000 R	Post Emp. Retirement Benef		22.19	
			A645-7120-165-000 R	HEALTH BUY-OUT		320.00	
			A645-7120-812-000 R	WORKER'S COMPENSATION		2.52	
			A645-7120-813-000 R	EMPLOYEE RETIREMENT		0.15	
			A645-7120-814-000 R	MEDICARE TAX		4.48	
			A645-7120-815-000 R	SOCIAL SECURITY		19.79	
			A645-7120-820-000 R	UNEMPLOYMENT INSURANCE		1.45	
			A645-7120-821-000 R	EDUCATIONAL IMPROVEMENT		0.38	
			A645-7120-822-000 R	PERB		22.33	
			A650-7140-160-000 R	NON-CERTIFIED SALARIES		719.36	
			A650-7140-165-000 R	HEALTH BUY-OUT		880.00	
			A650-7140-522-000 R	HOLDING ACCT/Surplus or D		156.00	
			A650-7140-812-000 R	WORKER'S COMPENSATION		13.12	
			A650-7140-813-000 R	EMPLOYEE RETIREMENT		108.45	
			A650-7140-814-000 R	MEDICARE TAX		22.92	
			A650-7140-815-000 R	SOCIAL SECURITY		97.84	
			A650-7140-820-000 R	UNEMPLOYMENT INSURANCE		7.58	
			A650-7140-821-000 R	EDUCATIONAL IMPROVEMENT		3.01	
			A650-7140-822-000 R	Post Emp. Retirement Benef		111.94	
			A660-7116-165-000 R	HEALTH BUY-OUT		80.00	
			A660-7116-812-000 R	WORKER'S COMPENSATION		4.72	
			A660-7116-813-000 R	EMPLOYEE RETIREMENT		75.52	
			A660-7116-814-000 R	MEDICARE TAX		8.26	
			A660-7116-820-000 R	UNEMPLOYMENT INSURANCE		2.33	
			A660-7116-822-000 R	Post Retirement Benefit		39.58	
			A660-7116-825-000 R	EMPLOYEE ASSISTANCE PROGR		0.03	
09/18/2018	005462	Reallocate funds to cover contractual and health costs.	A711-8010-419-000 R	CONTRACTUAL SERVICES	-21,475.55		Posted
			A711-8010-816-000 R	HEALTH INSURANCE	-15,019.16		
			A711-8010-160-000 R	NON-CERTIFIED SALARIES		12,422.20	
			A711-8010-299-000 R	TECHNOLOGY EQUIPMENT		11,827.83	
			A711-8010-301-000 R	GENERAL SUPPLIES		3,414.83	
			A711-8010-399-000 R	TECHNOLOGY SUPPLIES		5,880.01	

Otsego-Northern Catskills BOCES

Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 09/01/2018 To: 09/30/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
			A711-8010-400-000 R	GENERAL SERVICES		1,000.00	
			A711-8010-813-000 R	EMPLOYEE RETIREMENT		1,948.84	
09/18/2018	005475	To properly allocate funds for salary/benefits and equipment and contractual services.					Posted
			A701-8010-150-103 R	CERTIFIED SALARIES	-10,005.00		
			A701-8010-301-101 R	GENERAL SUPPLIES	-5,165.00		
			A701-8010-301-103 R	GENERAL SUPPLIES	-16,757.96		
			A701-8010-400-103 R	GENERAL SERVICES	-17,427.00		
			A701-8010-422-103 R	INSURANCE	-586.39		
			A701-8010-454-101 R	TRAVEL	-561.73		
			A701-8010-814-101 R	MEDICARE - NCOC	-114.86		
			A701-8010-815-101 R	SOCIAL SECURITY	-489.93		
			A701-8010-816-101 R	HEALTH INS - NCOC	-12,430.70		
			A701-8010-160-101 R	NON-CERTIFIED SALARIES		3,437.96	
			A701-8010-160-103 R	NON-CERTIFIED SALARIES		12,864.83	
			A701-8010-162-103 R	SUBSTITUTES		10,005.00	
			A701-8010-200-101 R	EQUIPMENT		5,165.00	
			A701-8010-200-103 R	EQUIPMENT		6,754.35	
			A701-8010-419-101 R	CONTRACTUAL SERVICES		7,426.00	
			A701-8010-422-101 R	INSURANCE		586.39	
			A701-8010-812-101 R	WORKERS COMPENSATION			
			A701-8010-812-103 R	WORKERS COMP		67.03	
			A701-8010-813-101 R	EMPLOYEES RETIREMENT		284.92	
			A701-8010-813-103 R	EMPLOYEES RETIREMENT		3,111.60	
			A701-8010-814-103 R	MEDICARE-OAOC		114.86	
			A701-8010-815-103 R	SOCIAL SECURITY		489.93	
			A701-8010-816-103 R	HEALTH INS. - OAOC		12,430.70	
			A701-8010-820-101 R	UNEMPLOYMENT INSURANCE			
			A701-8010-820-103 R	UNEMPLOYMENT INSURANCE		75.00	
			A701-8010-821-101 R	EDUCATIONAL IMP. - NCOC			
			A701-8010-821-103 R	EDUCATIONAL IMPROVEMENT		25.00	
			A701-8010-822-101 R	Post Emp. Retirement Benef			
			A701-8010-822-103 R	Post Emp. Retirement Benef		700.00	
09/18/2018	005638	Reallocate funds to cover increase in salary and benefits.					Posted
			A314-5830-522-000 R	HOLDING ACCT/Surplus or D	-15,119.79		
			A314-5830-150-000 R	CERTIFIED SALARIES		10,711.00	
			A314-5830-811-000 R	TEACHER RETIREMENT		1,704.23	
			A314-5830-812-000 R	WORKER'S COMPENSATION		248.94	
			A314-5830-814-000 R	MEDICARE TAX		441.61	
			A314-5830-815-000 R	SOCIAL SECURITY		1,855.04	
			A314-5830-820-000 R	UNEMPLOYMENT INSURANCE		158.97	
09/19/2018	006177	To encumber for salary and benefits due to increase need of service in the HR office.					Posted
			A640-7112-160-000 R	NON-CERTIFIED SALARIES	-152.02		
			A645-7120-301-000 R	GENERAL SUPPLIES	-655.31		
			A645-7120-816-000 R	HEALTH INSURANCE	-1,500.00		
			A650-7140-419-000 R	CONTRACTUAL SERVICES	-4,416.61		
			A650-7140-816-000 R	HEALTH INSURANCE	-240.35		
			A650-7140-817-000 R	DENTAL INSURANCE	-208.70		
			A660-7116-419-000 R	CONTRACTUAL SERVICES	-717.02		
			A660-7116-816-000 R	HEALTH INSURANCE	-3.36		
			A660-7116-817-000 R	DENTAL INSURANCE	-0.66		
			A640-7112-165-000 R	HEALTH BUY-OUT		53.33	
			A640-7112-812-000 R	WORKER'S COMPENSATION		3.47	
			A640-7112-813-000 R	EMPLOYEE RETIREMENT		57.07	
			A640-7112-814-000 R	MEDICARE TAX		5.65	
			A640-7112-820-000 R	UNEMPLOYMENT INSURANCE		2.17	
			A640-7112-822-000 R	Post Emp. Retirement Benef		30.33	

Otsego-Northern Catskills BOCES

Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 09/01/2018 To: 09/30/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
			A845-7120-165-000 R	HEALTH BUY-OUT		725.34	
			A845-7120-812-000 R	WORKER'S COMPENSATION		38.20	
			A845-7120-813-000 R	EMPLOYEE RETIREMENT		596.60	
			A845-7120-814-000 R	MEDICARE TAX		65.51	
			A845-7120-815-000 R	SOCIAL SECURITY		280.06	
			A845-7120-820-000 R	UNEMPLOYMENT INSURANCE		22.63	
			A845-7120-821-000 R	EDUCATIONAL IMPROVEMENT		9.05	
			A845-7120-822-000 R	PERB		316.77	
			A845-7120-825-000 R	EMPLOYEE ASSISTANCE PROGF		3.15	
			A650-7140-160-000 R	NON-CERTIFIED SALARIES		2,850.00	
			A650-7140-165-000 R	HEALTH BUY-OUT		501.34	
			A650-7140-400-000 R	GENERAL SERVICES		536.55	
			A650-7140-812-000 R	WORKER'S COMPENSATION		26.81	
			A650-7140-813-000 R	EMPLOYEE RETIREMENT		447.45	
			A650-7140-814-000 R	MEDICARE TAX		47.79	
			A650-7140-815-000 R	SOCIAL SECURITY		204.37	
			A650-7140-820-000 R	UNEMPLOYMENT INSURANCE		16.78	
			A650-7140-821-000 R	EDUCATIONAL IMPROVEMENT		234.59	
			A660-7116-160-000 R	NON-CERTIFIED SALARIES		423.49	
			A660-7116-165-000 R	HEALTH BUY-OUT		106.66	
			A660-7116-812-000 R	WORKER'S COMPENSATION		5.41	
			A660-7116-813-000 R	EMPLOYEE RETIREMENT		89.49	
			A660-7116-814-000 R	MEDICARE TAX		9.79	
			A660-7116-815-000 R	SOCIAL SECURITY		33.70	
			A660-7116-820-000 R	UNEMPLOYMENT INSURANCE		3.38	
			A660-7116-821-000 R	EDUCATIONAL IMPROVEMENT		1.28	
			A660-7116-822-000 R	Post Retirement Benefit		47.37	
			A660-7116-825-000 R	EMPLOYEE ASSISTANCE PROGF		0.47	
09/24/2018	006308	To allocate fundsfor substitute costs, supplies, repairs and insurance costs.					Posted
			A705-8110-150-101 R	CERTIFIED SALARIES	-10,286.88		
			A705-8110-522-103 R	HOLDING ACCT/Surplus or D	-53,058.66		
			A705-8110-162-101 R	SUBSTITUTES		1,000.00	
			A705-8110-165-101 R	HEALTH BUY-OUT		666.66	
			A705-8110-301-101 R	GENERAL SUPPLIES		3,796.88	
			A705-8110-401-103 R	TELEPHONE		2,000.00	
			A705-8110-419-103 R	CONTRACTUAL SERVICES		54,892.00	
			A705-8110-422-101 R	INSURANCE		500.00	
			A705-8110-422-103 R	INSURANCE		500.00	
09/28/2018	006471	To reallocate funds to accurately reflect expenditures on technology and salaries as per district participation and/or requests					Posted
			A523-6368-160-300 R	NON-CERTIFIED SALARIES	-12,544.00		
			A523-6368-299-131 R	TECHNOLOGY EQUIPMENT	-34,615.69		
			A523-6368-399-133 R	TECHNOLOGY SUPPLIES	-36,902.09		
			A523-6368-399-136 R	TECHNOLOGY SUPPLIES	-1,540.00		
			A523-6368-399-140 R	TECHNOLOGY SUPPLIES	-13,300.35		
			A523-6368-399-142 R	TECHNOLOGY SUPPLIES	-6,390.00		
			A523-6368-399-143 R	TECHNOLOGY SUPPLIES	-6,946.47		
			A523-6368-399-145 R	TECHNOLOGY SUPPLIES	-1,677.40		
			A523-6368-399-146 R	TECHNOLOGY SUPPLIES	-3,050.00		
			A523-6368-401-131 R	TELEPHONE	-40,000.00		
			A523-6368-419-000 R	CONTRACTUAL SERVICES	-3,658.29		
			A523-6368-160-100 R	NON-CERTIFIED SALARIES		12,544.00	
			A523-6368-299-133 R	TECHNOLOGY EQUIPMENT		12,501.54	
			A523-6368-299-140 R	TECHNOLOGY EQUIPMENT		3,000.00	
			A523-6368-301-131 R	GENERAL SUPPLIES-CHAR. V.		1,124.30	
			A523-6368-301-133 R	GENERAL SUPPLIES-COOP		14,226.96	
			A523-6368-301-143 R	GENERAL SUPPLIES-RO		2,617.50	

October 23, 2018
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Otsego-Northern Catskills BOCES

Page #

Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 09/01/2018 To: 09/30/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
			A523-8368-301-145 R	GENERAL SUPPLIES-SK		477.40	
			A523-8368-399-131 R	TECHNOLOGY SUPPLIES		63,208.71	
			A523-8368-419-071 R	CONTRACTUAL SERVICES		3,561.75	
			A523-8368-419-131 R	CONTRACTUAL SERVICES-CHAR		8,882.68	
			A523-8368-419-132 R	CONTRACTUAL SERVICES-CHER		2,370.00	
			A523-8368-419-133 R	CONTRACTUAL SERVICES-COOF		5,243.34	
			A523-8368-419-136 R	CONTRACTUAL SERVICES-HT		1,540.00	
			A523-8368-419-137 R	CONTRACTUAL SERVICES-JE		3,659.29	
			A523-8368-419-140 R	CONTRACTUAL SERVICES-MI		10,300.35	
			A523-8368-419-142 R	CONTRACTUAL SERVICES-ON		8,988.50	
			A523-8368-419-143 R	CONTRACTUAL SERVICES-RO		4,328.97	
			A523-8368-419-145 R	CONTRACTUAL SERVICES-SK		1,200.00	
			A523-8368-419-146 R	CONTRACTUAL SERVICES-ST		3,050.00	
09/28/2018	006479	To reallocate funds to accurately reflect expenditures on equipment and supplies					Posted
			A707-8011-299-000 R	TECHNOLOGY EQUIPMENT	-18,959.90		
			A707-8011-301-000 R	GENERAL SUPPLIES		2,905.37	
			A707-8011-400-000 R	GENERAL SERVICES		3,611.48	
			A707-8011-401-000 R	TELEPHONE		211.10	
			A707-8011-419-000 R	CONTRACTUAL SERVICES		12,231.97	
			Total for Fund A - GENERAL FUND		-373,385.16	373,385.16	

Otsego Northern Catskills BOCES

CLAIMS AUDITOR REPORT

Gail Miner

Audit Log: October 2018

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

Claims Auditor Date

Warrant #	Warrant Date	Check # & ACH Sequence	Fund	Audit Date	Transaction Number	CA Findings
0040	10/02/18	98310-98327	A	10/01/18	'001821 '001972 '001846	3 Claims Returned ISS-Conference prior to PO IP-Service prior to PO TS-Service prior to PO
0044	10/08/18	98328-98350	A	10/09/18	'001984 '002139	1 Claim Returned SP-Invoice prior to PO SP-Invoice prior to PO
0045	10/08/18	19593-19594	F	10/09/18	'001956	1 Claim Returned LPN-Invoice prior to PO
0048	10/16/18	98351-98373	A	10/15/18	'002220 '002137	2 Claims Returned SP-Service prior to PO SP-Service prior to PO
0054	10/23/18	98374-99393	A	10/22/18	'002300 '002007 '002341	3 Claims Returned SP-Service prior to PO SP-Order prior to PO MS-Incorrect amount entered
0058	10/30/18	98394-98421	A	10/29/18	'002389 '002335 '002372 '001979 '002397 '002400 '001468 '001512 '001777 '001778 '002479	17 Claims Returned SBO-Service prior to PO ISS-Service prior to PO ISS-Service prior to PO SR-Order prior to PO SR-Service prior to PO SR-Service prior to PO TS-Service prior to PO SP-Order prior to PO SP-Order prior to PO SP-Order prior to PO

Otsego Northern Catskills BOCES

CLAIMS AUDITOR REPORT
Gail Milner

Audit Log: October 2018

Claims Auditor	Date

AE-Adult Education

CASEBP - Catskill Area Schools Employee Benefit Plan

CASSC-Catskill Area Schools Study Council

D9-District Superintendent

HR-Human Resources

IS-Itinerant Services

ISS-Instructional Support Services

SP-Order prior to PO

ISS-Service prior to PO

CTE-Purchase prior to PO

SP-Service prior to PO

ML-Order prior to PO

ML-Service prior to PO

'002485

'002027

'002493

'002494

'001822

'001331

HUMAN RESOURCES ATTACHMENT

BOCES BOARD AGENDA

NOVEMBER 14, 2018

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

UNCLASSIFIED APPOINTMENT-							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Stephanie Gill	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour work day, ESPA Unit Position, 4-year Probationary Appointment	*11/15/2018 - 11/14/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$14,820.00 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 of the Education Law, in order to be granted tenure the teacher/administrator must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

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

MISCELLANEOUS APPOINTMENTS				
Name	Appointment	Position	Effective	Compensation
Alexander Wolcott	Temporary	Substitute	11/15/2018 - 8/31/2019	As per board policy or rate per contract
Paige Jaeger	Casual Employee	Workshop Presenter for School Library System	11/30/2018	\$1,450.00
Robert Lishansky	Casual Employee	Media Library - Substitute Van Driver	11/15/2018 - 6/30/2019	\$17.00/hour Max. of \$800.00
		CTE, Alt. Ed, IP - Occasional Driver	11/1/2018 - 6/30/2019	\$17.00/hour
Caren Kelsey	Casual Employee	CPR Instructor Revised from the August Board	9/1/2018 - 6/30/2019	\$125.00/day Max. of 40 days

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
Megan McGinnis	Speech and Language Disabilities Teacher/Speech Language Pathologist	Max. of 3 days Revised from the August 22, 2018 board	Per Diem

CHANGE IN POSITION					
Employee	Title	Dept.	Current FTE	New FTE	Effective
Peter Pollock	Enrichment Program Coordinator	IT	.8	1.0	10/29/2018
Dylan Howell	School Media Specialist	IT	.5	.7	10/29/2018

CHANGE IN CIVIL SERVICE STATUS				
Name	Dept.	Position	Appointment	Effective
Carly Jones	IP	Physical Therapist	Probationary	11/15/2018
Debbie Martin	Student Programs	Data Specialist	Permanent	11/15/2018

LEAVE OF ABSENCES			
Name	Position	Reason	Effective
Diane Croce	Teaching Assistant	Medical	11/14/2018 - 11/20/2018
Anna Ader	Blind and Visually Impaired Teacher	Medical	10/16/2018 - 11/9/2018

Determination and approval pending for the following: (1) paid or unpaid leave (2)FMLA (3) health insurance premium repayment as per ESPA Contract.

SEXUAL HARASSMENT

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") recognizes that harassment of students, *employees (including all staff, applicants for employment, both paid and unpaid interns, exempt and non-exempt status, part-time, seasonal, and temporary workers, regardless of immigration status)* 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 targets 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.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status. ~~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.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, when:

- a. submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;*
- b. submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or a student's education; or*
- c. the conduct has the purpose or effect of unreasonably interfering with an employee's or "non-employee's" work or student's school performance or creating an intimidating, hostile or offensive work or educational environment, even if the complaining individual is not the intended target of the sexual harassment;*

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and

sexual stereotypes. Examples of sexual harassment can be found in the accompanying regulation (0110-R).

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, ***including when employees and "non-employees" travel on district business, or when harassment is done by electronic means (including on social media). For employees, sexual harassment is considered a form of employee misconduct. Sanctions will be enforced against all those who engage in sexual harassment, and against supervisory and managerial personnel who knowingly allow such behavior to continue or engage in retaliation.***

Sexual harassment may subject the district to liability for harm done to targets. Harassers may also be individually subject to civil liability if sued in a court of law or criminal liability if prosecuted.

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. ***Those laws are listed in the references section. Additionally, local laws (e.g., county, city, town, village) may apply to the BOCES.*** The BOCES' Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets 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 ***sexual harassment complaints*** or the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind, ***when they do so with a good faith belief that sexual harassment has occurred. Such***

prohibited retaliation can include, but is not limited to, discipline, discrimination, demotion, denial of privileges, or any action that would keep a person from coming forward to make or support a sexual harassment claim. Such actions need not be job- or education-related, or occur in the workplace or educational environment, to constitute unlawful retaliation.

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 *annually* for 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: September 12, 2018; **October 10, 2018**

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, employees *(including all staff, applicants for employment, both paid and unpaid interns, exempt and non-exempt status, part-time, seasonal, and temporary workers, regardless of immigration status)* 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 is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status.

"Sexual harassment" ~~means~~ *includes* ~~unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, gender, or sexual orientation,~~ 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~~ *the basis* 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, *even if the complaining individual is not the intended target of the sexual harassment.*

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 *advances or* invitations or requests for sexual activity, *including but not limited to those* in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc., *or when accompanied by implied or overt threats concerning the target's work or school evaluations, other benefits or detriments*;
3. unwelcome ~~and~~ *or* offensive public sexual display of affection, including kissing, *hugging*, making out, groping, fondling, petting, inappropriate touching of one's self or others (*e.g., pinching, patting, grabbing, poking*), sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading *or derogatory* 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 *or explicit*, sexually degrading *or derogatory*, 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 derogatory*, 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 derogatory* 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 derogatory*, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution (*including via electronic devices*) of pornographic or other sexually explicit materials such as *signs, graffiti, calendars, objects*, magazines, videos, films, Internet material, etc.
12. *other hostile actions taken against an individual because of that person's sex, sexual orientation, gender identity or transgender status, such as interfering with, destroying or damaging a person's work or school area or equipment; sabotaging that person's work or school activities; bullying, yelling, or name calling; or otherwise interfering with that person's ability to work or participate in school functions and activities; and*
13. any unwelcome behavior based on sexual stereotypes and attitudes that is offensive, degrading, *derogatory*, 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.~~

Sexual harassment may occur on school grounds, school buses and at all school-sponsored activities, programs and events, including those that take place at locations outside the BOCES, or outside the school setting if the harassment impacts the individual's education or employment in a way that violates their legal rights, including when employees or "non-employees" travel on BOCES business, or when the harassment is done by electronic means (including on social media).

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 target of sexual harassment by a student, BOCES employee, "non-employee's" or third party related to the BOCES is **required** *encouraged* to report complaints as soon as possible after the incident in order to enable the BOCES to *promptly and* effectively investigate and resolve the complaint. *Any person who witnesses or is aware of sexual harassment of a student, employee, or "non-employee" is also encouraged to report the incident or behavior to the BOCES.* ~~Targets~~ **Targets** 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). *School employees receiving complaints of sexual harassment from employees and "non-employees" shall either direct the complainant to the Building Principal, or may report the incident themselves. Supervisory and managerial personnel are required to report complaints of sexual harassment received by staff, and will be subject to discipline for failing to report suspected or reported sexual harassment, knowingly allowing sexual harassment to continue, or engaging in any retaliation.*

In order to assist investigators, targets 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 target'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. ***All persons involved in an investigation (complainants, witnesses and alleged harassers) will be accorded due process to protect their rights to a fair and impartial investigation. This investigation shall be prompt and thorough, and shall be completed as soon as possible.***

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

1. Interview the target and document the conversation. Instruct the target to have no contact or communication regarding the complaint with the alleged harasser. Ask the target specifically what action he/she wants taken in order to resolve the complaint. Refer the target, 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 target. If the target has not prepared written documentation, ~~instruct~~ ***ask*** the target to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation. ***If the complainant refuses to complete a complaint form or written documentation, the Building Principal(s) or Program Director(s) shall complete a complaint form (see exhibit 0110-E) based on the verbal report.***

3. ***Request, review, obtain and preserve relevant evidence of harassment (e.g., documents, emails, phone records, etc.), if any exist.***
4. 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.
5. Instruct the alleged harasser to have no contact or communication regarding the complaint with the target and to not retaliate against the target. Warn the alleged harasser that if he/she makes contact with or retaliates against the target, he/she will be subject to immediate disciplinary action.
6. 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. ***Employees may be required to cooperate as needed in investigations of suspected sexual harassment.***
7. Review all documentation and information relevant to the complaint.
8. 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.
9. **Parent/Student/Employee/"Non-Employee" Involvement and Notification**
 - a. Parents of student targets 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 target 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 target 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 target to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.

- f. The investigator shall notify the target 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 target 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.

10. Create a written documentation of the investigation, kept in a secure and confidential location, containing:

- a. A list of all documentation and other evidence reviewed, along with a detailed summary;*
- b. A list of names of those interviewed along with a detailed summary of their statements;*
- c. A timeline of events;*
- d. A summary of prior relevant incidents, reported or unreported; and*
- e. The final resolution of the complaint, together with any corrective action(s).*

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 target 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.~~

External Remedies

In addition, targets have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights (OCR). The OCR can be contacted at (800) 421-3481, 400 Maryland Avenue SW, Washington, DC 20202-1100, or at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

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 (DHR). *The EEOC can be contacted at (800) 669-4000, <https://www.eeoc.gov/employees/howtofile.cfm>, info@eeoc.gov, or at 33 Whitehall Street, 5th Floor, New York, NY 10004 or 300 Pearl Street, Suite 450, Buffalo, NY 14202. The DHR can be contacted at (888) 392-3644, www.dhr.ny.gov/complaint, or at 1 Fordham Plaza, Fourth Floor, Bronx, NY 10458.*

Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court, *or to contact law enforcement officials if the sexual harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, which may constitute a crime.* No BOCES contract or collective bargaining agreement

entered into after July 11, 2018 may include a binding arbitration clause for sexual harassment requiring arbitration before bringing the matter to a court.

Nondisclosure Agreements

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 *in good faith*, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has, *in good faith*, 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, *discipline, discrimination, demotion, denial of privileges, any action that would keep a person from coming forward to make or support a sexual harassment claim*, and any other form of harassment. *Such actions need not be job- or education-related, or occur in the workplace or educational environment, to constitute unlawful retaliation.* 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). 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~~ *training on* this policy and regulation at new employee orientation *or as soon as possible after starting their job, unless he/she can demonstrate that they have received equivalent training within the past year from a previous employer.* All other employees shall be provided ~~information~~ *training* 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 *be interactive and:* (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 targets of sexual harassment; (iv) information concerning employees' right to make complaints and all available forums for investigating complaints; *and (v) address the conduct and responsibilities of supervisors.*

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; September 12, 2018; *October 10, 2018*

SEXUAL HARASSMENT EXHIBIT

Complaint Form For Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for targets to report alleged incidents of sexual harassment. This form is intended to be used by both students and employees.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form to the best of your ability and submit it to the Deputy Superintendent and in cases involving students, the Building Principal(s) or Program Director(s). You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the BOCES should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form. For additional resources, visit: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

YOUR INFORMATION (for all persons making a complaint)

Your Name:

Name of student (for parents/guardians):

Home Address:

Home or Cell Phone:

Email:

School (for students):

Grade/Class (for students):

Work Address (for employees):

Work Phone (for parents/guardians/employees):

Job Title (for employees):

Preferred Communication Method (please select one): phone, email, mail, in person

SUPERVISOR INFORMATION (for employees)

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION (for all persons making a complaint)

1. Your complaint of Sexual Harassment is made against:

Name:

Job Title (if an employee):

Grade/Class (if a student):

School Address/Work Location (if known):

Phone (if known):

Relationship to you (please circle one below):

(for employees)

Supervisor / Subordinate / Co-Worker / Student / Other:

(for students)

Teacher / Other staff member / Other Student / Other:

(Please use additional sheets of paper if the complaint is against multiple people.)

2. Please describe what happened and how it is affecting you and your work or education. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) and location(s) sexual harassment occurred: _____

Is the sexual harassment continuing? ____ Yes ____ No

4. Please list the name and contact information (if known) of any witnesses or individuals who may have information related to your complaint:

The following question is optional, but may help the district's investigation.

5. Have you previously complained about or provided information (verbal or written) about sexual harassment or related incidents to the district? ____ Yes ____ No

If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Print Name: _____

Signature: _____

Date: _____

Instructions for the BOCES

If you receive a complaint about alleged sexual harassment, you must follow the BOCES' sexual harassment prevention policy by investigating the allegations through actions including:

- Speaking with the complainant
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document findings of the investigation and basis for your decision along with any corrective actions taken, and notify the complainant (if the complainant is a student, also notify the parent/guardian) and the individual(s) against whom the complaint was made. This may be done via email.

Adoption date: October 10, 2018

ONC BOCES POLICY

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Otsego Northern Catskills Board of Cooperative Educational Services ("BOCES") encourages public participation on school related matters at Board meetings. All official actions of the Board must be taken openly and the deliberations leading to Board action shall likewise be conducted openly, except as they concern negotiations, personnel matters, or acquisitions of property, which may be handled in executive session.

Those wishing to be formally heard shall advise the District Superintendent and Board Clerk at least 10 3 business days prior to the regular meeting so that their visitation may be formally entered on the Board agenda. The request shall be made in writing and sent to the Board Clerk at the Otsego Area Occupational Center, PO Box 57, Milford, NY 13807 or emailed to aoliveri@oncboces.org and shall include the speaker's names, address, telephone number and/or email address, a brief description of the matter to be discussed and the name of the group or organization, if any, that the speaker represents. Others may be recognized by the President who may set such guidelines of time and order as he or she deems necessary.

The person so recognized shall stand, identify himself or herself by name and address and proceed with his or her comments ~~as briefly as the subject permits~~. Presentations should be as brief as possible. No speaker will be permitted to speak for longer than 3 minutes, unless authorized by the Board President. Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other BOCES officials only upon the approval of the President. Board members and the District Superintendent shall have the privilege of asking questions of any person who addresses the Board.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the District Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the District Superintendent in accordance with Policy 2342 – Agenda Preparation and Dissemination.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy.

Cross Ref: 2342, Agenda Preparation and Dissemination

Ref: *Matter of Martin*, 32 EDR 381 (1992)
Appeal of Wittenben, 31 EDR 375 (1992)
Matter of Kramer, 72 EDR 114 (1951)

NYS Department of State, Committee on Open Government,
OML-AO-#2696 (Jan. 8, 1997) and OML-AO-#2717 (Feb. 27, 1997)

Adoption date: January 23, 2008

Revised dated: November 17, 2015; *November 14, 2018*