

## Board of Education

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



### BOARD AGENDA

Wednesday, September 12, 2018  
12:30 p.m. - Conference Room

Instructional Support Services Center  
Oneonta, New York 13820

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

### **12:00 Audit Committee Meeting**

#### **I. OPENING OF MEETING**

A. ROLL CALL & QUORUM CHECK

B. PLEDGE OF ALLEGIANCE

C. CALL TO ORDER

D. ADDITIONS TO AGENDA

E. OATH OF OFFICE - Jacqueline Parry

F. 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 August 22, 2018 Meeting- Attachment #1
2. Monthly Reports - Attachment #2
3. Budgetary Transfers - Attachment #3
4. Claims Auditor Report – Attachment #4

G. EXAMINATION OF WARRANTS

H. PUBLIC COMMENTII. **REPORTS**A. JASON SANCHEZ- INNOVATIVE PROGRAMS PRESENTATIONB. DISTRICT SUPERINTENDENT REPORT

- NCOC 50th Anniversary
- Board Member Vacancy
- Schenevus CSD Superintendent Search

C. DEPUTY SUPERINTENDENT REPORT

- Audit Committee Recommendation Regarding Audit Report (Lynn Chase)

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 #5B. APPROVAL OF CONSENT AGENDA ITEMS

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

## C. Approval/Reapproval of Lead Evaluators

## D. Resolution to Accept 2017-2018 ONC BOCES Audit Report

Consent C. APPROVAL/RE-APPROVAL OF LEAD EVALUATORS

Upon the recommendation of the District Superintendent, the Otsego Northern Catskills BOCES does hereby grant approval of the following staff as Lead Evaluators by virtue of the fact of participation in the Lead Evaluator Training provided by the Otsego Northern Catskills BOCES Network Team, which included the required components.

Mitchell Rapp  
Corinna Pelkey  
Joe Booan  
Ryan DeMars

Anne Pallischeck  
Kevin Stevens  
Monica Towne  
Jennifer Bolton

**Consent D. RESOLUTION TO ACCEPT THE 2017-2018 ONC BOCES AUDIT REPORT**

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

**E. SECOND READING OF BOARD POLICY #0110, SEXUAL HARASSMENT AND ACCOMPANYING REGULATION- Attachment # 6**

**F. SECOND READING OF BOARD POLICY #6700, BOCES PERSONAL PROPERTY ACCOUNTABILITY- Attachment #7**

**G. SECOND READING OF BOARD POLICY #4311.1, DISPLAY OF THE FLAG RESOLUTION- Attachment #8**

**H. SECOND READING OF BOARD POLICY #2340, NOTICE OF MEETINGS- Attachment #9**

**I. PUBLIC COMMENTS**

**J. INFORMATION ITEMS**

**IV. ADJOURNMENT**

/ao

9/5/18

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, August 22, 2018, at 11:45 am at the Otsego Area Occupational Center, Milford, New York.

**Roll Call & Quorum Check**

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

**MEMBERS ABSENT:** Marcy Birch

**OTHERS PRESENT:** Nicholas Savin, Jennifer Bolton, Joseph Booan, Lynn Chase and Alyssa Oliveri

**Call to Order**

At 12:07 p.m. Board President, Paul Beisler, called the meeting to order with a quorum present.

**Pledge of Allegiance**

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

**Additions to Agenda**

There were no additions.

**Approval of Consent Agenda**

Antoinette Hull informed the Board that there was an error on the annual reorganization meeting minutes; the resolution to approve the dates, times and locations of the 2018-2019 meetings lacked a second. Alyssa Oliveri will consult the supplemental minutes and make a correction.

Joseph Ballard and Kurt Holcherr moved to approve the Consent Agenda as amended.

1. Minutes from the Annual Reorganization Meeting and the regular July 11, 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 - July 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.

#### **Appointment of Board Members**

Mr. Savin thanked Mr. Johnnie Nemec, Ms. Jacqueline Parry and Ms. Carol Krause-Nealis for their interest in serving on the ONC BOCES Board of Education. Mr. Savin took a minute to explain the BOCES organization and the region it serves. Mr. Savin welcomed each candidate to introduce themselves and answer questions from the Board.

Ms. Jacqueline Parry shared that she is a resident of the Laurens Central School District. She works as a special education teacher for DCMO BOCES. In the past she worked for Springbrook in special education, information technologies and human resources. She noted that she had been involved in a big buddy program and youth soccer. She enjoys volunteering and would like to learn more about how public schools operate.

Ms. Carol Krause-Nealis has been a resident of Morris Central School District since 2007. She is retired after twenty years in the ministry. She explained that she likes to learn and to help youth in her community. She has been involved in the scouts and a community reading group. She indicated that she saw the press release in the paper and thought it was a good opportunity to contribute to the community.

Ms. Johnnie Nemec is a resident of Cherry Valley-Springfield Central School District and a former ONC BOCES Board Member. Mr. Nemec explained that he was unable to attend meetings the past few months because of work related circumstances. He shared that one of the most important things in his life is education; much of his professional life has been dedicated to education. He indicated that he enjoyed being a board member and would like to be on the board again.

Ms. Hull announced that there was a fourth candidate, Mr. Greg Cross, resident of Gilboa-Conesville Central School District. Ms. Hull is also a resident of Gilboa-Conesville Central School District. She acknowledged that the board does not generally contain two

members from the same component district, but suggested that the board consider Mr. Cross given his continued interest and background. Mr. Savin informed the Board that, per the board attorney, there cannot be two board members from the same component school district unless there are no other options.

A brief discussion ensued. Ms. Heegan expressed that she did not feel prepared to vote and would like additional information.

**Tabled- Appointment of Board Members**

Antoinette Hull moved to table the appointment of board members until the September 12, 2018 board meeting. Barbara Ann Heegan seconded the motion.

The motion was approved unanimously.

Discussion continued. Ability to attend meetings emerged as a primary concern.

**Appointment of Board Members**

Antoinette Hull and Joseph Ballard moved to take the appointment of board members from the table.

The motion was approved unanimously.

Antoinette Hull and Kurt Holcherr moved to appoint Carol Krause-Nealis to the ONC BOCES Board of Education.

The motion was approved by a vote of 5, yes; 1 no (Joseph Ballard, yes; Paul Beisler, yes; Robert Calloway, yes; Kurt Holcherr, yes; Antoinette Hull, yes; Barbara Ann Heegan, no).

Barbara Ann Heegan and Joseph Ballard moved to appoint Jacqueline Parry to the ONC BOCES Board of Education.

The motion was approved by a vote of 5, yes; 1 abstained (Joseph Ballard, yes; Paul Beisler, yes; Robert Calloway, yes; Barbara Ann Heegan, yes; Kurt Holcherr, yes; Antoinette Hull, abstained).

**District Superintendent Report**

**DISTRICT SUPERINTENDENT REPORT**

**Superintendent Conference Days:** Mr. Savin informed the Board that the 2018-2019 school year will begin with a series of conference days. New employee orientation will be held on Tuesday, August 28th, followed by a teachers' conference day on the 29th, an all

staff conference day on the 30th and an instructional staff conference day on Tuesday, September 4th.

**Superintendent Search Update:** Mr. Savin announced that Mr. Timothy Gonzales, recently hired to become the Worcester Central School District Superintendent, is settling in well. He is currently working on his NYS Certification and will officially be appointed when he earns his certificate. In the meantime, he is working under Interim Superintendent, Mr. Edmund Shultis. The Schenevus search is underway; Mr. Savin will keep the Board updated as the search progresses.

**Board Meeting Locations:** Mr. Savin asked the Board if they would like to amend the board meeting location schedule in light of the location change for the August 22, 2018 meeting. Ms. Hull indicated that she is comfortable leaving the schedule as it is; the board agreed.

**50th Anniversary Celebration:** Ms. Hull shared updates from the NCOC 50th Anniversary Celebration planning committee. She shared that lawn signs will be distributed to advertise the event and that flyers will be sent home with students. The committee is seeking advertisers for the 50th Anniversary tee shirts; profits will be applied to the extra class activities funds. Speakers will include Jhone Ebert, Senior Deputy Commissioner for Education Policy, Assemblyman Chris Tague, Assemblyman Marc Butler, Mr. Savin and Board President, Paul Beisler. Former District Superintendent, Dr. Marie Wiles, plans to attend. Alyssa Oliveri has sent a press release to the local papers.

#### **Deputy Superintendent Report**

#### **DEPUTY SUPERINTENDENT REPORT:**

**Safety Plans:** Dr. Bolton introduced Mr. Joshua Reiss, Safety Risk Management Coordinator. She announced that he will review both the district level and building level safety plans for ONC BOCES, OAOC and NCOC, which are on the agenda for their annual adoption. Mr. Reiss distributed copies of the plans, noting that the building level plans are confidential and must be returned upon completion of the review. He explained that the district level plan is a general plan used BOCES-wide; it is public information and is available on our website. The building level plans follow the district level plan, but are more detailed and specific to each building. He noted that the only change on the district level plan is updating the name of the NCOC principal. Changes to the building level plans were minimal; he reviewed the changes.

#### **Withdrawal for Board Consideration**

Dr. Bolton announced that Alyssa Oliveri, Board Clerk, had received correspondence from Carol Krause-Nealis via email, indicating that she would like to withdraw her

name for consideration to serve on the Board of Education. Mr. Savin will attempt to reach Ms. Krause-Nealis to inform her that she was formally appointed and discuss how she would like to proceed.

**Assistant Superintendent Report**

**JOSEPH BOOAN, ASSISTANT SUPERINTENDENT, STUDENT PROGRAMS**

Mr. Booan reviewed agenda and personnel items.

He informed the board that Basic Life Skills/Career Pathways 3 / 4 will be located at Center Street School in Oneonta for the 2018-2019 school year. This will allow growth on the NCOC side of the BOCES, as Oneonta is centrally located. Transportation for OAOC BLS/CP students presented challenges, so ONC BOCES is looking to contract with Birnie Bus to provide transportation for these students; the transportation contract is on the agenda for approval.

Mr. Booan shared that ONC BOCES plans to contract with Otsego County to secure a School Resource Officer (SRO) for OAOC during the 2018-2019 school year. A suitable officer has been identified and will begin work the first day of school. The officer will receive School Resource Officer training.

**Director Report**

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

Ms. Pallischeck was not in attendance, as she was providing Lead Evaluator training to new administrators. Dr. Bolton presented in her absence. She communicated that Ms. Pallischeck thanks the board for their support of the new Instructional Support Services Center in Oneonta. ONC BOCES is awaiting the certificate of occupancy from NYSED. Dr. Bolton shared that there have been some resignations in both Instructional Support Services and Itinerant Services, but also some growth areas and the plans for recruitment.

**Approval of Personnel**

Antoinette Hull and Joseph Ballard 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 APPOINTMENTS**

<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Appointment</b>	<b>Effective</b>	<b>Tenure Area</b>	<b>Certification</b>	<b>Salary</b>
Mitchell Rapp	Student Programs	Principal - NCOC	Full-time, 12-month, 7.5 hour day, Administrative Unit, 4-year Probationary Appointment	*7/30/2018 - 7/29/2022	Administration: Principal	School Building Leader - Initial	\$78,000.00 prorated to effective date
John Taylor	Student Programs	Dean of Students	Full-time, 10-month, 7.5 hour day, Non-Unit Administrative, 4-year Probationary Appointment	*8/29/2018 - 8/28/2022	Administration: Dean of Students	School District Administrator: Permanent	\$65,000.00 plus up to 3 days per diem
Nicole Lawton	CTE	New Visions Health Occupations Teacher	Full-time, 10-month, Teacher Unit Position, 4-year Probationary Appointment	*8/29/2018 - 8/28/2022	Academic Subject: Science	Biology, Supplementary - pending	\$51,148.00 plus up to 12 summer per diem dates effective June 9, 2018 through August 27, 2018
Megan McGinnis	IT	Speech and Language Disabilities Teacher/Speech Language Pathologist	Full-time, 10-month, Teacher Unit Position, 4-year Probationary Appointment	*9/17/2018 - 9/16/2022	Special Subject: Education of Children with Handicapping Conditions - Education of Speech and Hearing Handicapped Children	Speech and Language Disabilities - Professional	\$53,308.00 prorated to the effective date
Dylan Howell	IT	School Media Specialist	Temporary, Part-time, .5 FTE, 10-month, Teacher Unit Appointment	8/29/2018 - 6/30/2019	N/A	School Media Specialist - Permanent	\$48,598.00 prorated to 50% plus up to 2 summer per diem days

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

to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator shall not be eligible for tenure at that time.

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

<b>UNCLASSIFIED APPOINTMENT - SUPPORT APPOINTMENTS</b>							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Chin-Hao Lee	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year Probationary Appointment	*8/30/2018 - 8/29/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$14,820.00
Lisa Natale	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year Probationary Appointment	*8/30/2018 - 8/29/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level III	\$14,620.00
Kimberly Carr	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year Probationary Appointment	*8/30/2018 - 8/29/2022	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	\$14,820.00

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

**UNCLASSIFIED APPOINTMENT - NON-UNIT SUPPORT APPOINTMENTS**

Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Robert Hage	Student Programs	Student Programs Instructional Coach	Temporary, Part-time, .4 FTE, 10-month, Non-Unit Support Position	8/29/2018 - 6/30/2019	N/A	Guidance - Permanent Certificate	\$54,636.00 prorated to 40% plus up to 5 per diem days

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

**CLASSIFIED APPOINTMENTS**

Name	Dept.	Position	Appointment Type	Effective	Salary
Shellie Blevins	CASEBP/ Admin (records)	Health Benefits Claim Clerk	Full-time, 12-month, 7.5 hour day, Non-Unit Support, Provisional, Competitive Civil Service position	9/4/2018	\$32,835.00 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
IBuran Doyon	Casual Employee	Forensics Speech & Debate Program - Program Coordinator	9/3/2018 - 6/30/2019	\$200.00/tournament Max. of \$600.00
Sebastian Muzeja	Casual Employee	Enrichment Seminar Program Instructor	10/13/2018 - 11/10/2018	\$60.00/Saturday Prep work \$100.00 Max. of \$340.00
Katherine McMichael	Casual Employee	Presenter for Student Leadership	9/1/2018 - 4/24/2019	\$150.00/Presentation Max. of \$300.00

<b>MISCELLANEOUS APPOINTMENTS</b>				
<b>Name</b>	<b>Appointment</b>	<b>Position</b>	<b>Effective</b>	<b>Compensation</b>
Bonnie Johnson	Casual Employee	Network Team/Staff Developer	8/10/2018 - 8/31/2018	\$46.15/hour Max. of \$2,000.00
Jacqueline Frederick	Casual Employee	District Data Coordination	8/20/2018 - 8/31/2018	\$43.86/hour Max. of \$700.00
Faith Tiemann	Casual Employee	Common Ground Dialogue Training	8/30/2018	\$250.00
Caren Kelsey	Casual Employee	CPR Instructor	9/1/2018 - 6/30/2019	\$125.00/day Max. of 30 days
		Clinical Instructor Assistant	9/1/2018 - 6/30/2019	\$15.00/hour Max. of 6 hours/day Max. of 180 days
Suzanne Czechowski	Temporary	Long Term Special Education Teacher Substitute	8/29/2018 - 6/30/2019	As per policy or rate per contract
Alyson Monahan	Temporary	Long Term Special Education Teacher Substitute	8/29/2018 - 6/30/2019	As per policy or rate per contract
Jane Simpson	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract
		TCI Training - Max. of 4 days	8/13/2018 - 8/16/2018	
Elva Manee	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract
Joyce Peckham	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract
Marie Schwarzkopf	Temporary	Substitute	8/30/2018 - 8/31/2019	As per policy or rate per contract

Torrey Robinson	Temporary	Long Term Special Education Teacher Substitute	8/29/2018 - 6/30/2019	As per policy or rate per contract
Veronica O'Brien	Temporary	Long Term Special Education Teacher Substitute	8/29/2018 - 6/30/2019	As per policy or rate per contract

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

<b>MISCELLANEOUS SUMMER APPOINTMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Days</b>	<b>Compensation</b>
Serafina Breslawski	Special Education Teacher	Max. of 7 days (2 Curriculum, 1 Per Diem, 4 Workshop) Updated from the June 13, 2018 board	Curriculum \$200.00/day Per Diem \$85.00/workshop day
Kelsey Eckler	School Counselor	Max. of 33 days (3 Curriculum, 30 Per Diem) Updated from the June 13, 2018 board	Curriculum \$200.00/day Per Diem up to a maximum of \$250.00/day
Jody Albano	Culinary Arts Teacher	Max. of 5 days Updated from the June 13, 2018 board	Curriculum \$200.00/day
Maizy Jaklitsch	Network Team/Staff Developer	Max. of 13 days Updated from the July 11, 2018 board	Per Diem

<b>MISCELLANEOUS SUMMER APPOINTMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Days</b>	<b>Compensation</b>
Laura Bouton	School Counselor	Max. of 6 days (3 Curriculum, 2 Per Diem, 1 Workshop) Updated from the July 11, 2018 board	Curriculum \$200.00/day Per Diem \$85.00/workshop day
Jennifer Calhoun	Speech Therapist	Max. of 25 days Updated from the June 13, 2018 board	Per Diem up to a maximum of \$250.00/day
David Morell	New Vision Engineering Teacher	Max. of 8 days	Per Diem
Elizabeth Forster	CROP Program Manager	Max. of 6 days Updated from the June 13, 2018 board	Per Diem
Megan McGinnis	Speech and Language Disabilities Teacher/Speech Language Pathologist	Max. of 2 days	Per Diem
Ashley Palmatier	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Rosemary Powers	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Meredith Rider	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Stephanie Gill	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Jocelyn Reeves	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract
Lisa Chapman	Substitute	TCI Training - Max. of 4 days	As per board policy or rate per contract

Lisa Natale	Licensed Teaching Assistant	TCI Training - Max. of 4 days	As per board policy or rate per contract
Chin-Hao Lee	Licensed Teaching Assistant	TCI Training - Max. of 4 days	As per board policy or rate per contract
Kimberly Carr	Licensed Teaching Assistant	TCI Training - Max. of 4 days	As per board policy or rate per contract
Marc LaSalle	Licensed Teaching Assistant	TCI Training - Max. of 4 days	As per board policy or rate per contract
Torrey Robinson	Long Term Special Education Substitute	TCI Training - Max. of 4 days	\$85.00/day

**CHANGE IN POSITION**

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

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

Name	Dept.	2018 -2019 FTE	Position	Effective
Regina Pasa	Adult Education	1.0	PN & Adult Health Services  Coordinator Coordination of CNA/HHA Program	2018 - 2019 School Year  \$3,000 Stipend for 2018 - 2019 School year
Liecha Wilson-Collins	Adult Education	1.0	PN Instructor	2018 - 2019 School Year

James Cimko	Adult Education	1.0	GED/Literacy Adult Education Instructor	2018 - 2019 School Year
Patricia Verlaan	Adult Education	.3067	GED/Literacy Adult Education Instructor	2018 - 2019 School Year
Cynthia Struckle	Adult Education	.5	Adult Education Instructor/Data Coordinator	2018 - 2019 School Year
Suzanne Swantak-Furman	CASSC	.3	CASSC Coordinator	2018 - 2019 School Year
Marc LaSalle	IP	.5	Licensed Teaching Assistant	2018 - 2019 School Year
Anna Ader	IT	.8	Visual Impaired Teacher	2018 - 2019 School Year
James Bercovitz	IT	.5	Clinical Psychologist	2018 - 2019 School Year
Peter Pollock	IT	.8	Science Enrichment Teacher	2018 - 2019 School Year
Martha Kilbridge Bischoff	IT	.5	ESOL Teacher	2018 - 2019 School Year
Larry Davis	Media Library	.8	Van Driver	2018 - 2019 School Year

### CHANGE IN CIVIL SERVICE STATUS

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

### LEAVE OF ABSENCES

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



<b>RESIGNATIONS/RETIREMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Damon Jeffres	Computer Technician Assistant	Resignation	8/18/2018
Elizabeth Finocchiaro	Special Education Teacher	Resignation	8/10/2018
Charlene Doherty-Bucking	Licensed Teaching Assistant	Resignation	8/8/2018
Patricia McGrath (French)	Licensed Teaching Assistant	Resignation	8/17/2018
Bonnie Johnson	Network Team/Staff Developer	Resignation	8/10/2018
Jacqueline Frederick	Network Team/Staff Developer	Resignation	8/17/2018
Cheryl Miller	Automation System Coordinator	Retirement	8/31/2018
Shellie Blevins	Claims Examiner/Processor	Resignation to accept the Health Benefits Claim Clerk position at ONC BOCES	9/4/2018
Christopher Fatta	Dean of Students	Resignation	8/20/2018
Amanda Haig	Occupational Therapist	Resignation	9/3/2018

<b>TENURE APPOINTMENTS</b>		
<b>Name</b>	<b>Tenure Area</b>	<b>Effective</b>
Robin Bush	Special Subject: General Special Education	11/16/2018

The motion was approved unanimously.

**Approval of Consent Agenda**

Joseph Ballard and Barbara Ann Heegan moved to approve the Consent Agenda as presented:

**Designation of Chief Information Officer- Maizy Jaklitsch**

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

**Designation of Medicaid Compliance Officer- Anne Pallischeck**

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

**Resolution to Accept Corning Incorporated Foundation Donation- Information Technology**

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

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

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

**Approval of Resolution for Participation in the Eastern Suffolk BOCES Cooperative Bidding Program for 2018-19**

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

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

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

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

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

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

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

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

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

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

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

**Resolution to Participate in Additional Erie #1 NYSITCC Consortium for 2018-19 - ISS**

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

WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning

packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

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

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

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

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

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

**Resolution To Appoint Bernier, Carr & Associates as Architect  
of Record and Accept 2018 Hourly Rates and Fees**

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

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

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

**Resolution To Award Bid – Culinary Arts Program  
Supplies and Equipment**

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

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

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

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

**Revised Resolution And Declaration Of Official Intent For  
Installment Purchase Agreement**

**Lessee: Otsego Northern Catskills BOCES**

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

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

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

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

RESOLVED, that the proper officers of the Municipal Corporation are authorized and directed to do or cause to be done all such other acts and things, to make all payments, including rent payments, required pursuant to the Lease and related documents, and to execute all such documents, certificates and instruments which in his, her or their judgment may be necessary or advisable in order to carry out the foregoing Resolutions

and the Municipal Corporation's obligations under the Lease, or any amended, renewed or supplemental lease; and all actions heretofore taken by the officers of the Municipal Corporation in connection with the acquisition of the Equipment and negotiation of the Lease are hereby approved, ratified and confirmed in all respects.

**Financing Of Technology Equipment – Andes CSD**

Resolved that ONC BOCES authorizes the financing of technology equipment through an Installment Purchase Agreement that is in compliance with General Municipal Law 109-b, with M & T Bank and/or wholly owned subsidiaries of Manufacturers and Traders Trust Company (its nominees, assigns or affiliates). The length of the agreement would be for a period of 3 years at an estimated total cost of \$62,385.00 (This total cost will include the purchase price (\$58,695.00) and estimated financing cost (\$3,690.00).)

**Resolution To Accept - 2018-19 District And Building Level  
Emergency Response Plans (BLERP)**

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

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

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

**Resolution To Declare Surplus Equipment**

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

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

**OAOC:**

TAG #	DESCRIPTION	ACQUISITION DATE
013989	IMAC 27 INCH UAD-CORE INTEL CORE I5 WITH APPLE PROTECTION PLAN	9/30/2013

013990	IMAC 27 INCH UAD-CORE INTEL CORE I5 WITH APPLE PROTECTION PLAN	9/30/2013
014075	IMAC COMPUTER	2/20/2014
014076	IMAC COMPUTER	2/20/2014
014077	IMAC COMPUTER	2/20/2014
014078	IMAC COMPUTER	2/20/2014
014079	IMAC COMPUTER	2/20/2014
014080	IMAC COMPUTER	2/20/2014
014082	IMAC COMPUTER	2/20/2014
014084	IMAC COMPUTER	2/20/2014
014085	IMAC COMPUTER	2/20/2014
014086	IMAC COMPUTER	2/20/2014

## NCOC:

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

The motion was approved unanimously.

**First Reading Of Board Policy #0110, Sexual Harassment And  
Accompanying Regulation- Attachment #6**

The Board conducted a first reading of Board Policy #0110, Sexual Harassment and the accompanying regulation.

**First Reading Of Board Policy #2340, Notice Of Meetings-  
Attachment #7**

The Board conducted a first reading of Board Policy #2340, Notice of Meetings- Attachment #7.

**First Reading & Adoption Of Board Policy #8332-E, Authorized Personnel  
Cell Phone Use- Attachment #8**

The Board conducted a first reading of Board Policy #8332-E, Authorized Personnel Cell Phone Use- Attachment 8.

Antoinette Hull and Joseph Ballard moved to approve Board Policy #8332-E, Authorized Personnel Cell Phone Use, as presented.

The motion was approved unanimously.

**First Reading Of Board Policy #4311.1, Display Of The Flag  
Resolution- Attachment #9**

The Board conducted a first reading of Board Policy #4311.1, Display Of The Flag Resolution- Attachment #9

**First Reading Of Board Policy #6700, Boces Personal  
Property Accountability- Attachment #10**

The Board conducted a first reading of Board Policy #6700, Boces Personal Property Accountability- Attachment #10.

**Resolution To Approve Atlantic Testing Laboratories Agreement**

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

Whereas, the Otsego Northern Catskills BOCES wishes to enter into an agreement with Atlantic Testing Laboratories (ATL). ATL will provide bulk sampling and analysis services for the OAOC Mechatronics Project at estimated fees as outlined in the scope of services included within the agreement. For technical personnel, miscellaneous reports, and travel estimated fees are \$2,147, and for laboratory analysis estimated fees are \$1,805; and

Whereas, Atlantic Testing Laboratories, Limited, Canton, NY has agreed to provide said services as indicated above for the period of August 23, 2018 to December 31, 2019, and

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

The motion was approved unanimously.

**Resolution to Approve 2018-19 Transportation Contract- Birnle**

Joseph Ballard and Robert Calloway moved to approve the following resolution:



Whereas, the Otsego Northern Catskills BOCES desires to provide transportation for students enrolled in the Special Education Programs at classrooms in the Oneonta CS Center Street Elementary location, and

Whereas, Birnie Bus Service, Rome, NY has agreed to provide transportation from the Otsego Area Occupational Center to the Center Street location under The State Education Department, Transportation Unit contract TC, effective September 1, 2018 through June 30, 2019 at the rate of \$75.32/day, with the total anticipated annual cost equal to \$14,010, and

Whereas, Birnie Bus Service 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.

The motion was approved unanimously.

**Public Comments**

There were no public comments.

**Adjournment**

Joseph Ballard and Antoinette Hull moved to adjourn the meeting at 2:30 p.m.

The motion was approved unanimously.

Respectfully Submitted,

  
Alyssa Oliveri  
Board Clerk

# Otsego Northern Catskills Board of Cooperative Educational Services Treasurers' Report as of July 31, 2018

General Fund										Federal Fund		Capital Fund	
Checking	CD	Liability Reserve	ERS Reserve	UI Reserve	EBLR Reserve	CTE Equip Reserve	Checking	CASBEC Account	Checking	Savings/CD			
NET-7000000000	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NYLAF	NET-52167253	NET-52167253	NET-7000000000	NYLAF			
(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)	(4200.16)			
6,779,534.02	171,708.72	430,000.35	849,889.13	48,140.17	1,415,161.85	403,458.48	143,335.45	28,273.75	252,168.94	1,777,879.27			
681,940.29	207.89	(430,000.35)	1,087.05	60.42	1,827.78	518.68	1,668.00	1.16	3.94	432,855.00			
(1,507,512.21)	0.00	0.00	0.00	0.00	0.00	0.00	(78,818.92)	0.00	0.00	0.00			
	0.01		0.01	(0.01)									
<b>\$5,953,982.10</b>	<b>\$171,914.62</b>	<b>\$0.00</b>	<b>\$850,986.19</b>	<b>\$48,200.58</b>	<b>\$1,420,988.63</b>	<b>403,978.14</b>	<b>\$68,184.53</b>	<b>\$28,274.91</b>	<b>\$252,172.88</b>	<b>\$2,210,334.29</b>			
6,228,913.23	171,914.62	0.00	850,986.19	48,200.58	1,420,988.63	403,978.14	71,412.53	28,274.91	252,172.88	2,210,334.29			
(262,951.13)							(3,228.00)	0.00	0.00	0.00			
0.00							0.00						
<b>\$5,961,962.10</b>	<b>\$171,914.62</b>	<b>\$0.00</b>	<b>\$850,986.19</b>	<b>\$48,200.58</b>	<b>\$1,420,988.63</b>	<b>\$403,978.14</b>	<b>\$68,184.53</b>	<b>\$28,274.91</b>	<b>\$252,172.88</b>	<b>\$2,210,334.29</b>			
		430,000.00	850,000.00	51,000.00	1,487,000.00	539,000.00							

**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

Other Fund (Health, Workers Comp, Dental & FLEX)										Trust & Agency Fund			
CASEP		FLEX		WORKERS COMP.		DENTAL		Trust & Agency		Payroll	Extracurriculum		
Savings/CD	Checking	CASE FLEX	CASE FLEX	Savings/CD	Checking	Savings/CD	Checking	Checking	Account	Account	Account	NET-7000000000	NET-7000000000
NET-7000000000	NET-7000000000	NET-7000000000	NET-7000000000	NET-7000000000	NET-7000000000	NET-7000000000	NET-7000000000	NET-52167253	NET-52167253	NET-52167253	NET-52167253	NET-7000000000	NET-7000000000
18,285,530.40	11,803,189.89	45,208.08	2,271,373.67	319,575.08	83,528.97	1,838,683.44	107,461.52	287,415.83	0.00	0.00	55,130.12		
2,118,453.20	3,008,501.68	2,002.55	2,884.99	25.73	107,461.52	2,384.23	(110,528.50)	475,542.23	312,948.83	312,948.83	372.73		
(2,094,726.92)	(3,658,882.58)	(9,567.93)	0.00	(47,724.37)	(110,528.50)	0.00	0.02	(450,018.74)	(312,948.83)	(312,948.83)	0.00		
0.00	0.00		0.00			0.02							
<b>\$18,289,256.68</b>	<b>\$10,959,998.79</b>	<b>\$37,640.68</b>	<b>\$2,274,238.66</b>	<b>\$272,270.45</b>	<b>\$80,469.99</b>	<b>\$1,838,683.44</b>	<b>\$80,469.99</b>	<b>\$312,938.32</b>	<b>\$0.00</b>	<b>\$55,611.85</b>			
18,289,382.68	11,480,467.40	37,640.68	2,274,238.66	272,270.45	132,869.23	1,838,683.44	132,869.23	319,658.94	5,980.78	5,980.78	58,138.42		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(801.00)		
0.00	(520,468.91)	0.00	0.00	0.00	(82,408.24)	0.00	0.00	(8,720.52)	(5,980.78)	(5,980.78)	(25.57)		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>\$18,289,382.68</b>	<b>\$10,959,998.79</b>	<b>\$37,640.68</b>	<b>\$2,274,238.66</b>	<b>\$272,270.45</b>	<b>\$80,469.99</b>	<b>\$1,838,683.44</b>	<b>\$80,469.99</b>	<b>\$312,938.32</b>	<b>\$0.00</b>	<b>\$55,611.85</b>			

**Balance Per Books:**

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

Ending Book Balance

**Balance Per Bank:**

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

Ending Bank Balance

All bank statement cash balances reconcilable to collateralization reports for month ending: July 31, 2018

*David A. Dell'Anno*

**Otsego Northern Caskella BOCES**  
Interest Report and Investment Rate Chart  
For Period Ending 7/31/2018

General Fund/Reserves	Interest Rate	Term	Formula	Amount Invested	Interest This Period	Interest To Date
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	5,963,962	116.26	116.26
NBT - MMIDA	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	0	0.00	0.00
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	2,896,069	3,712.80	3,712.80
<b>Total General Fund Interest</b>					<b>3,829.06</b>	<b>3,829.06</b>
<b>Capital Fund/Reserves</b>						
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	232,173	3.94	3.94
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	2,210,534	2,854.65	2,854.65
<b>Total Capital Fund Interest</b>					<b>2,858.59</b>	<b>2,858.59</b>
<b>CASEBP Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	480,467	941.83	941.83
Chase - Savings	0.10%	Monthly	Sum of all Daily balances X rate divided by 365	0	0.00	0.00
NBT - Savings	0.02%	Quarterly	Sum of all Daily balances X rate divided by 365	5,306	0.00	0.00
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	18,284,057	23,484.42	23,484.42
<b>Total CASEBP Interest</b>					<b>24,426.25</b>	<b>24,426.25</b>
<b>Dental Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	80,460	9.52	9.52
NYLAF CD rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	1,839,028	2,364.23	2,364.23
<b>Total Dental Fund Interest</b>					<b>2,373.75</b>	<b>2,373.75</b>
<b>Workers Comp Fund</b>						
Chase - Checking	0.05%	Monthly	Sum of all Daily balances X rate divided by 365	272,276	25.73	25.73
NBT - Savings	0.02%	Quarterly	Sum of all Daily balances X rate divided by 365	42,208	0.00	0.00
NYLAF CD Rate	see below*	At Maturity	Starting balance X rate divided by 360 X no. of days invested	2,231,031	2,864.99	2,864.99
<b>Total Workers Comp Interest</b>					<b>2,890.72</b>	<b>2,890.72</b>
<b>FLEX Fund</b>						
NBT - Checking	0.02%	Monthly	Sum of all Daily balances X rate divided by 365	45,206	0.71	0.71
<b>Total FLEX Interest</b>					<b>0.71</b>	<b>0.71</b>
<b>*NYLAF CD rates:</b>						
Investment	Interest Rate	% of total Investment	Maturity Date			
369,719	1.38%	1.35%	Savings			
5,000,000	1.76%	18.21%	2/15/19			
17,023,000	2.05%	61.90%	1/10/19			
5,068,000	2.05%	18.46%	1/10/19			
<b>Total</b>		<b>100.00%</b>				
				27,460,719.34		
						0.00

**Otsego-Northern Catskills BOCES**  
GENERAL FUND Trial Balance for Fiscal Year 2019  
Cycle 01  
Post Dates From 07/01/2018 To 07/31/2018

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-10	CASH-NBT	5,963,962.10	
200-EB	CASH-EMP BEN ACRD LIAB RSRV	1,420,989.63	
200-EQ	CASH- CTE EQUIP. RESERVE	403,978.14	
200-ER	CASH- ERS CONTRIBUTION RESERVE	850,986.18	
200-UI	CASH-UI RESERVE	48,200.59	
201-00	CASH IN TIME DEPOSITS	171,914.81	
210-00	PETTY CASH	200.00	
380-00	ACCOUNTS RECEIVABLE	1,164.82	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	3,853,808.15	
431-00	SCHOOLS DISTRICTS	45,752.69	
<b>Budgetary and Expense Accounts</b>			
510-00	ESTIMATED REVENUES	28,493,739.31	
521-00	ENCUMBRANCES	17,528,381.38	
522-00	EXPENSES	1,739,420.52	
<b>Liabilities and Reserves</b>			
431-80	SCHOOL DISTRICTS SURPLUS		3,346,478.20
600-00	ACCOUNTS PAYABLE		322,548.18
600-99	ACCOUNTS PAYABLE		453,189.56
601-DE	DENTAL BENEFITS	15,188.00	
601-HE	HEALTH BENEFITS	352,572.77	
630-00	Due to Other Funds		408,803.67
632-00	DUE TO TEACHERS' RETRMNT (TRS)		716,854.45
637-00	DUE TO EMPLOYEES' RTRMNT (ERS)		150,892.91
658-00	STATE AID DUE SCHOOL DISTRICTS		3,853,808.14
689-01	ACCRUED POST RETIRE BENEFIT		29,248.81
689-02	ACCRUED EDUCATIONAL IMPROVEMEN		134,015.65
689-03	ACCRUED WORKERS COMP		93,658.43
689-04	ACCRUED UNEMP. INS.	710.26	
689-06	ACCRUED EAP		8,642.54
690-00	OVERPAYMENTS/COLL. IN ADVANCE		29,559.45
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		17,528,382.20
827-ER	FB Retirement Contrib Reserve		849,889.13
830-EB	FB Empl Benefit Accrued Liab R		1,419,161.85
915-EQ	Assigned Unapp. FB (CTE EQUIP		403,458.48
<b>Budgetary and Revenue Accounts</b>			
960-00	APPROPRIATIONS		28,493,739.31
980-00	REVENUES		4,134.06
<b>Grand Totals</b>		<b>60,890,949.15</b>	<b>60,890,949.15</b>

The latest accounting cycle closed in this fund is the period ending 07/31/2018.

# Otsego-Northern Catskills BOCES

BUDGETED BALANCE FUND A ALL 09/01/2019

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	673,169.91	2,358,032.13	855,170.29
1 Career Education		5,332,839.00	109,703.94	5,442,542.94	32,710.66	2,464,342.20	2,945,490.08
2 Special Education		5,863,783.00	51,536.93	5,915,319.93	29,347.21	2,393,635.88	3,492,336.84
3 Itinerant Services		2,609,763.00	184,408.42	2,794,171.42	53,861.43	2,908,313.32	-168,023.33
4 General Instruction		1,755,677.00	11,549.84	1,767,226.84	82,508.24	1,055,788.99	628,929.61
5 Instruction Support		2,566,383.00	298,704.04	2,865,087.04	381,412.08	1,596,369.66	885,305.30
6 Other Services		5,463,419.00	259,599.81	5,723,018.81	142,864.23	2,135,437.64	3,444,716.94
7 Undefined		0.00	0.00	0.00	343,526.76	2,614,461.56	-2,957,988.32
<b>Total GENERAL FUND</b>		<b>27,562,377.00</b>	<b>931,362.31</b>	<b>28,493,739.31</b>	<b>1,739,420.52</b>	<b>17,528,381.38</b>	<b>9,225,937.41</b>

# Otsego-Northern Catskills BOCES

Revenue Report As Of: 07/31/2018

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	3,829.06	3,970,188.85	3,504.91
1 Career Education			5,332,839.00	109,703.94	5,442,542.94	0.00	5,332,839.00	0.00
2 Special Education			5,863,783.00	51,536.93	5,915,319.93	0.00	5,863,783.57	0.57
3 Inherent Services			2,609,763.00	184,408.42	2,794,171.42	0.00	2,750,128.84	0.34
4 General Instruction			1,755,677.00	11,549.84	1,767,226.84	0.00	1,767,226.84	0.00
5 Instruction Support			2,566,383.00	298,704.04	2,865,087.04	30.00	2,741,240.79	0.25
6 Other Services			5,463,419.00	259,598.81	5,723,018.81	275.00	5,692,688.41	0.59
Total GENERAL FUND			27,562,377.00	931,362.31	28,493,739.31	4,134.06	28,418,095.30	3,506.66

## Selection Criteria

Criteria Name: Last Run  
As Of Date: 07/31/2018  
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 01**  
**Post Dates From 07/01/2018 To 07/31/2018**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-00	CASH	68,184.53	
200-20	CASSC Special Fund	28,274.91	
380-00	ACCOUNTS RECEIVABLE	43,729.50	
391-00	Due from Other Funds	108,624.35	
410-00	STATE/FEDERAL FUNDS RECEIVABLE	260,058.88	
<b>Budgetary and Expense Accounts</b>			
522-00	EXPENSES	1,936.36	
<b>Liabilities and Reserves</b>			
600-00	ACCOUNTS PAYABLE		749.62
600-99	ACCOUNTS PAYABLE		78,676.50
691-10	Deferred Rev - 850		14,880.89
691-99	CASSC Funds		28,274.91
<b>Budgetary and Revenue Accounts</b>			
980-00	REVENUES		388,226.61
<b>Grand Totals</b>		<b>510,608.53</b>	<b>510,608.53</b>

The latest accounting cycle closed in this fund is the period ending 07/31/2018.

# Otsego-Northern Catskills BOCES

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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	6,719.00	79,878.10	117,269.25
807 SESIS GRANT		232,725.00	0.00	232,725.00	2,293.25	95,729.10	134,702.65
808 TRANSITION SPECIALIST		137,132.00	0.00	137,132.00	1,988.54	110,693.08	24,470.38
820 SUMMER PROGRAMS: HANDICAPPED		38,077.53	0.00	38,077.53	52,897.73	10,795.08	-25,615.28
824 STEWARTS (17-18) CHAR ED INCENTIVE-ONC		500.00	0.00	500.00	0.00	0.00	500.00
825 STEWARTS (16-17) CHAR ED INCENTIVE-ONC		500.00	0.00	500.00	0.00	0.00	500.00
826 CFES-College for Every Student		836.48	0.00	836.48	0.00	0.00	836.48
850 CREATING RURAL OPPORTUNITY PARTNERSHIP		0.00	0.00	0.00	30.68	97,652.18	-97,682.86
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	2,530.29	10,627.20	-13,157.49
894 ADULT ED		276,232.00	0.00	276,232.00	7,297.59	128,082.10	140,852.31
895 LPN - OAOC PROGRAM		460,168.29	0.00	460,168.29	9,640.13	270,919.81	179,608.35
896 GRANT ADMINISTRATION		0.00	0.00	0.00	-81,440.85	27,871.29	53,569.58
<b>Total SPECIAL AID FUND</b>		<b>1,510,170.26</b>	<b>0.00</b>	<b>1,510,170.26</b>	<b>1,936.36</b>	<b>832,247.94</b>	<b>675,985.96</b>



# Otsego-Northern Catskills BOCES

Revenue Account: 07/31/2018

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	0.00	38,077.53	38,077.53	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
826 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	0.00	7,500.00	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	10,054.83	0.00	10,054.83
894 ADULT ED			276,232.00	0.00	276,232.00	14,249.52	275,427.00	13,444.52
895 LPN - OAOC PROGRAM			460,168.29	0.00	460,168.29	42,509.29	417,674.00	15.00
Total SPECIAL AID FUND			1,510,170.26	0.00	1,510,170.26	386,226.61	1,145,458.00	23,514.35

## Selection Criteria

Criteria Name: Last Run  
 As Of Date: 07/31/2018  
 Suppress revenue accounts with no activity  
 Print Summary Only  
 Sort by: Fund/CoSer  
 Printed by PATRICIA POWELL-WAGNER

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

**Otsego-Northern Catskills BOCES**  
**CAPITAL FUND Trial Balance for Fiscal Year 2019**  
**Cycle 01**  
**Post Dates From 07/01/2018 To 07/31/2018**

**Summary - All Services**

<b>G/L Account</b>	<b>Description</b>	<b>Debits</b>	<b>Credits</b>
<b>Assets</b>			
200-10	CASH-NBT	232,172.88	
201-00	Cash In Time Deposits	2,210,534.27	
391-00	Due from Other Funds	583,510.09	
<b>Liabilities and Reserves</b>			
600-00	Accounts Payable		3,110.88
915-00	Assigned Unapp. FB (Encumbranc		2,029,007.62
<b>Budgetary and Revenue Accounts</b>			
980-00	Revenues		994,098.94
<b>Grand Totals</b>		<b>3,026,217.24</b>	<b>3,026,217.24</b>

The latest accounting cycle closed in this fund is the period ending 07/31/2018.

# Otsego-Northern Catskills BOCES

Otsego-Northern Catskills BOCES as of 07/01/2018

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	499,166.53	499,166.53	0.00	68,374.63	430,791.90
772.103 GENERATOR PROJECT-OAOC 016-018		0.00	577,047.94	577,047.94	0.00	50,108.81	526,939.13
<b>Total CAPITAL FUND</b>		<b>0.00</b>	<b>1,076,214.47</b>	<b>1,076,214.47</b>	<b>0.00</b>	<b>118,483.44</b>	<b>957,731.03</b>

# Otsego-Northern Catskills BOCES

Page 1

Revenue Statement As Of 07/31/2018

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	499,166.53	499,166.53	430,000.35	0.00	0.00
772.103 GENERATOR PROJECT-OAOC 016-018			0.00	577,047.94	577,047.94	564,088.59	0.00	2,858.59
Total CAPITAL FUND			0.00	1,076,214.47	1,076,214.47	994,088.94	0.00	2,858.59

## Selection Criteria

Criteria Name: Last Run  
As Of Date: 07/31/2018  
Suppress revenue accounts with no activity  
Print Summary Only  
Sort by: Fund/Service  
Printed by PATRICIA POWELL-WAGNER

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

These are estimates to balance the budget

**Otsego-Northern Catskills BOCES**  
OTHER FUND Trial Balance for Fiscal Year 2019  
Cycle 01  
Post Dates From 07/01/2018 To 07/31/2018

**Summary - All Services**

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-16	WC Savings/CHASE/M&T	1,000.00	
200-40	HEALTH CASH-CHASE	10,959,998.79	
200-60	WORKERS COMP CASH-CHASE	272,278.45	
200-80	DENTAL CASH-CHASE	80,459.99	
201-04	CASEBP Savings/CD NYLAF	18,284,057.12	
201-06	WC Savings/CD NYLAF	2,231,031.08	
201-08	DENTAL Savings/CD NYLAF	1,839,027.67	
204-00	CASEBP Savings/CD NBT	5,305.56	
206-00	WC Savings/CD NBT	42,207.58	
207-00	FLEX NBT	37,640.88	
380-02	VISION RECEIVABLES	401.31	
380-03	MEDIGAP RECEIVABLES	407,978.56	
380-04	HEALTH RECEIVABLES	3,505,076.00	
380-07	FLEX RECEIVABLES ONC	8,112.11	
380-08	DENTAL RECEIVABLES	160,694.00	
<b>Budgetary and Expense Accounts</b>			
085-05	HEALTH CLAIMS	2,091,968.44	
085-15	HEALTH SCRIPTS	598,595.88	
085-25	HEALTH STOP LOSS	50,975.25	
085-28	WC STOP LOSS	88,733.00	
085-43	MEDIGAP/BENISTAR EXPENSE	875,536.08	
085-48	BOARD FIDUCIARY LIAB-RMSCO	20,596.46	
085-56	WC ADMIN	2,501.58	
085-60	WC CLAIMS	45,222.79	
085-65	HEALTH SOFTWARE SUPPORT	77,837.04	
085-70	FLEX CLAIMS	9,567.93	
085-80	DENTAL CLAIMS	103,657.25	
<b>Liabilities and Reserves</b>			
085-27	FLEX PREM CARRYOVER		55,320.01
086-04	IBNR - HEALTH		2,141,667.00
086-06	IBNR - WORKERS COMP		3,073,867.00
086-08	IBNR - DENTAL		215,984.00
600-04	Accounts Payable - Health		6,279.33
600-08	Accounts Payable - Dental		5,800.00
870-04	District Run Out Reserve		640,917.00
912-04	SELF INSURED HEALTH FUND		27,246,963.20
912-06	SELF INSURED WORKERS COMP FUND	393,785.24	
912-08	SELF INSURED DENTAL FUND		1,701,029.16
<b>Budgetary and Revenue Accounts</b>			
085-02	VISION PREMIUMS		401.31
085-03	MEDIGAP PREMIUMS		876,067.83
085-04	HEALTH PREMIUMS		5,921,764.00
085-08	DENTAL PREMIUMS		258,652.00
085-14	HEALTH INTEREST		24,426.25
085-16	WC INTEREST		2,890.72
085-18	DENTAL INTEREST		2,373.75
085-24	HEALTH-REVENUE, REFUNDS, REBA		19,840.37
085-37	FLEX INTEREST		0.71

**Otsego-Northern Catskills BOCES**  
**OTHER FUND Trial Balance for Fiscal Year 2019**  
**Cycle 01**  
**Post Dates From 07/01/2018 To 07/31/2018**

**Summary - All Services**

<b>G/L Account</b>	<b>Description</b>	<b>Debits</b>	<b>Credits</b>
	<b>Grand Totals</b>	<b>42,194,243.64</b>	<b>42,194,243.64</b>

The latest accounting cycle closed in this fund is the period ending 07/31/2018.

# Otsego-Northern Catskills BOCES

TRUST & AGENCY FUND Trial Balance for Fiscal Year 2019

Cycle 01

Post Dates From 07/01/2018 To 07/31/2018

G/L Account	Description	Debits	Credits
<b>Assets</b>			
200-00	CASH	312,938.32	
200-02	CASH - EXTRACLASSROOM	55,511.85	
380-00	ACCOUNTS RECEIVABLE	22,723.64	
<b>Liabilities and Reserves</b>			
020-01	HEALTH INSURANCE RETIREES		44,491.49
020-04	HEALTH INSURANCE-COBRA		4,124.24
020-07	DENTAL - COBRA		1,155.06
038-01	STUDENT DEPOSITS-NCOC		2,150.05
038-02	STUDENT DEPOSITS-OAOC		1,340.00
085-00	Sales Tax - ONC		70.35
085-04	EXTRACLASSROOM		55,511.85
630-00	Due to Other Funds		282,330.77
<b>Grand Totals</b>		<b>391,173.81</b>	<b>391,173.81</b>

The latest accounting cycle closed in this fund is the period ending 07/31/2018.

# Otsego-Northern Catskills BOCES

PRIVATE PURPOSE TRUST FND Trial Balance for Fiscal Year 2018

Cycle 01

Post Dates From 07/01/2018 To 07/31/2018

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

The latest accounting cycle closed in this fund is the period ending 07/31/2018.



# Receipts and Disbursements Report - Exc. Encumb.

Otsego Area Occ Center

Ending Date : 7/31/2018

Account	Month To Date			Year To Date		
	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts Disbursements Transfers
101.00 BAP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102.00 Bldg Trades AM	\$513.48	\$0.00	\$0.00	\$0.00	\$513.48	\$0.00
103.00 Bldg Trades PM	\$1,025.99	\$0.00	\$0.00	\$0.00	\$1,025.99	\$0.00
104.00 Comp104/Info Tech	\$845.50	\$0.00	\$0.00	\$0.00	\$845.50	\$0.00
106.00 Cos AM	\$406.14	\$0.00	\$0.00	\$0.00	\$406.14	\$0.00
107.00 Cos PM	\$2,041.62	\$0.00	\$0.00	\$0.00	\$2,041.62	\$0.00
108.00 Career Pathways II (CP 3/4)	\$2,358.90	\$0.00	\$0.00	\$0.00	\$2,358.90	\$0.00
111.00 FFA/NRO	\$4,275.23	\$0.00	\$0.00	\$0.00	\$4,275.23	\$0.00
113.00 FAST/Auto	\$1,465.26	\$0.00	\$0.00	\$0.00	\$1,465.26	\$0.00
115.00 Foods II/Culinary Arts	\$5,086.11	\$0.00	\$0.00	\$0.00	\$5,086.11	\$0.00
116.00 HOSA AM	\$1,168.43	\$0.00	\$0.00	\$0.00	\$1,168.43	\$0.00
117.00 HOSA PM	(\$137.90)	\$0.00	\$0.00	\$0.00	(\$137.90)	\$0.00
119.00 Career Pathways I (CP 1/2)	\$2,340.34	\$0.00	\$0.00	\$0.00	\$2,340.34	\$0.00
121.00 SkillsUSA	\$2,650.81	\$372.73	\$0.00	\$0.00	\$3,023.54	\$372.73
124.00 Leadership	\$103.47	\$0.00	\$0.00	\$0.00	\$103.47	\$0.00
125.00 CFES	\$123.66	\$0.00	\$0.00	\$0.00	\$123.66	\$0.00
128.00 Visual Arts Media (VAM)	\$277.68	\$0.00	\$0.00	\$0.00	\$277.68	\$0.00
132.00 Welding	\$6,355.92	\$0.00	\$0.00	\$0.00	\$6,355.92	\$0.00
133.00 Yes Program-OAOC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

# Month To Date

# Year To Date

Account	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Ending Bal.	Receipts	Disbursements	Transfers
137.00 NV Engineering - OAOC	\$92.52	\$0.00	\$0.00	\$0.00	\$92.52	\$0.00	\$0.00	\$0.00
<b>Series 1 Totals</b>	<b>\$30,993.16</b>	<b>\$372.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,365.89</b>	<b>\$372.73</b>	<b>\$0.00</b>	<b>\$0.00</b>
501.00 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Regular Accounts</b>	<b>\$30,993.16</b>	<b>\$372.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,365.89</b>	<b>\$372.73</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>End of Regular Accounts</b>								
999.00 Cash Account	\$30,993.16	\$372.73	\$0.00	\$0.00	\$31,365.89	\$372.73	\$0.00	\$0.00
<b>Total Asset Accounts</b>	<b>\$30,993.16</b>	<b>\$372.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,365.89</b>	<b>\$372.73</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>End of Asset Accounts</b>								

I certify that the above information is correct

Auditor's Signature

Preparer's Signature

Date

Date

9/4/18

9/24/18

# Receipts and Disbursements Report - Exc. Encumb.

Northern Catskills Occ Center

Ending Date : 7/31/2018

Account	Month To Date			Year To Date		
	Beg. 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	\$0.00	\$0.00	\$0.00	\$383.94	\$0.00 \$0.00 \$0.00
208.00 Career Pathways	\$1,890.27	\$0.00	\$0.00	\$0.00	\$1,890.27	\$0.00 \$0.00 \$0.00
211.00 Equipment Operation and Repair	\$7,989.72	\$0.00	\$0.00	\$0.00	\$7,989.72	\$0.00 \$0.00 \$0.00
213.00 Auto	\$3,937.84	\$0.00	\$0.00	\$0.00	\$3,937.84	\$0.00 \$0.00 \$0.00
215.00 Culinary Arts	\$977.77	\$0.00	\$0.00	\$0.00	\$977.77	\$0.00 \$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	\$0.00	\$0.00	\$0.00	\$809.04	\$0.00 \$0.00 \$0.00
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-NOC	\$1,198.88	\$0.00	\$0.00	\$0.00	\$1,198.88	\$0.00 \$0.00 \$0.00
<b>Series 2 Totals</b>	<b>\$23,814.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,814.08</b>	<b>\$0.00 \$0.00 \$0.00</b>
501.00 Sales Tax	\$331.88	\$0.00	\$0.00	\$0.00	\$331.88	\$0.00 \$0.00 \$0.00
<b>Total Regular Accounts</b>	<b>\$24,145.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,145.96</b>	<b>\$0.00 \$0.00 \$0.00</b>
<b>End of Regular Accounts</b>						
999.00 Cash Account	\$24,145.96	\$0.00	\$0.00	\$0.00	\$24,145.96	\$0.00 \$0.00 \$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	\$0.00	\$0.00	\$0.00	\$24,145.96	\$0.00	\$0.00	\$0.00

## End of Asset Accounts

I certify that the above information is correct

Auditor's Signature

9/4/18

Date

Preparer's Signature

9/14/18

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 (OAOC)	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 - OAOC Program
532	Coordination (CASSC)	896	Grant Administration

# Otsego-Northern Catskills BOCES

## Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 07/01/2018 To: 07/31/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
Fund: A - GENERAL FUND							
07/31/2018	000230	TO PROPERLY ALLOCATE FUNDS TO COVER THE COSTS OF DATABASES , MAGAZINES AND BOOKS FOR THE DISTRICTS					Posted
			A505-6316-303-131 R	MAGAZINES/TEXTBOOKS	-13.21		
			A505-6316-303-138 R	MAGAZINES/TEXTBOOKS	-61.86		
			A505-6316-303-146 R	MAGAZINES/TEXTBOOKS	-30.00		
			A505-6316-304-135 R	BOOKS	-10.00		
			A505-6316-304-142 R	BOOKS	-4,589.11		
			A505-6316-304-148 R	BOOKS	-495.75		
			A505-6316-302-131 R	DATABASES		13.21	
			A505-6316-302-135 R	DATABASES		10.00	
			A505-6316-302-138 R	DATABASES		61.86	
			A505-6316-302-142 R	DATABASES		4,589.11	
			A505-6316-302-146 R	DATABASES		30.00	
			A505-6316-302-148 R	DATABASES		495.75	
07/31/2018	000828	To reallocate funds to more accurately track district spending - transferring money from grouped maintenance contracts to individual district maintenance contracts.					Posted
			A523-6368-399-133 R	TECHNOLOGY SUPPLIES	-2,160.00		
			A523-6368-419-000 R	CONTRACTUAL SERVICES	-193,220.96		
			A523-6368-419-133 R	CONTRACTUAL SERVICES-COOF		51,330.00	
			A523-6368-419-134 R	CONTRACTUAL SERVICES-ED		15,493.69	
			A523-6368-419-141 R	CONTRACTUAL SERVICES-MO		18,858.22	
			A523-6368-419-142 R	CONTRACTUAL SERVICES-ON		109,699.05	
07/31/2018	000937	To reallocate funds to accurately reflect expenditures on technology supplies instead of maintenance contracts.					Posted
			A707-8011-419-100 R	CONTRACTUAL SERVICES	-2,700.00		
			A707-8011-399-000 R	TECHNOLOGY SUPPLIES		2,700.00	
07/17/2018	000938	To re-allocate General Supplies to General Repair & General Services					Posted
			A835-7017-301-000 R	GENERAL SUPPLIES	-1,805.00		
			A835-7017-400-000 R	GENERAL SERVICES		1,605.00	
			A835-7017-415-000 R	GENERAL REPAIR		200.00	
07/17/2018	001800	for purchase of equipment and supplies for the new ISS/Itinerant complex					Posted
			A707-9500-970-708 R	TRANS CRED FROM OTH PROG	-5,522.60		
			A707-9500-970-711 R	TRANS CRED FROM OTH PROG	-5,454.43		
			A708-8015-299-000 R	TECHNOLOGY EQUIPMENT	-5,522.60		
			A711-8010-399-000 R	TECHNOLOGY SUPPLIES	-5,454.43		
			A707-8011-299-000 R	TECHNOLOGY EQUIPMENT		5,522.60	
			A707-8011-399-000 R	TECHNOLOGY SUPPLIES		5,454.43	
			A708-9500-960-707 R	TRANSFER FROM OTH SERVICE		5,522.60	
			A711-9500-960-707 R	TRANSFER CHARGES		5,454.43	
07/31/2018	003123	to purchase equipment and supplies for the new complex in Oneonta					Posted
			A707-9500-970-708 R	TRANS CRED FROM OTH PROG	-5,522.60		
			A707-9500-970-711 R	TRANS CRED FROM OTH PROG	-5,454.43		
			A708-8015-299-000 R	TECHNOLOGY EQUIPMENT	-5,522.60		
			A711-8010-399-000 R	TECHNOLOGY SUPPLIES	-5,454.43		
			A707-8011-299-000 R	TECHNOLOGY EQUIPMENT		5,522.60	
			A707-8011-399-000 R	TECHNOLOGY SUPPLIES		5,454.43	
			A708-9500-960-707 R	TRANSFER FROM OTH SERVICE		5,522.60	
			A711-9500-960-707 R	TRANSFER CHARGES		5,454.43	
07/31/2018	003893	to delete ID#003123 - duplicate of #001800					Posted
			A707-8011-299-000 R	TECHNOLOGY EQUIPMENT	-5,522.60		
			A707-8011-399-000 R	TECHNOLOGY SUPPLIES	-5,454.43		
			A708-9500-960-707 R	TRANSFER FROM OTH SERVICE	-5,522.60		
			A711-9500-960-707 R	TRANSFER CHARGES	-5,454.43		
			A707-9500-970-708 R	TRANS CRED FROM OTH PROG		5,522.60	
			A707-9500-970-711 R	TRANS CRED FROM OTH PROG		5,454.43	
			A708-8015-299-000 R	TECHNOLOGY EQUIPMENT		5,522.60	
			A711-8010-399-000 R	TECHNOLOGY SUPPLIES		5,454.43	

# Otsego-Northern Catskills BOCES

## Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 07/01/2018 To: 07/31/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
Total for Fund A - GENERAL FUND					-270,948.07	270,948.07	

# Otsego Northern Catskills BOCES

## CLAIMS AUDITOR REPORT Gail Miner

Audit Log: August 2018

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

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

Claims Auditor Date

Warrant #	Warrant Date	Check # & ACH Sequence	Fund	Audit Date	Transaction Number	CA Findings
0013	08/07/18	98092-98122	A	08/06/18	<p>11 Claims Returned</p> <p>ML-Service prior to PO '000893</p> <p>TS-Service prior to PO '000858</p> <p>TS-Service prior to PO '000859</p> <p>TS-Service prior to PO '000863</p> <p>TS-Service prior to PO '000864</p> <p>TS-Service prior to PO '000885</p> <p>TS-Service prior to PO '000903</p> <p>ML-Service prior to PO '000833</p> <p>HR-Service prior to PO '000894</p> <p>SP-Service prior to PO '000402</p> <p>SR-Service prior to PO '000714</p>	
0014	08/07/18	ACH	F	08/06/18	<p>1 Claim Returned</p> <p>LPN-Service prior to PO '349</p>	
0015	08/07/18	ET	OT	08/06/18	<p>1 Claim Returned</p> <p>MS-Incorrect amount electronically submitted '910-913</p>	
0017	08/14/18	98123-98160	A	08/13/18	<p>1 Claim Returned</p> <p>SR-Service prior to PO '001005</p>	
0020	08/21/18	98181-98176	A	08/20/18	<p>1 Claim Returned</p> <p>ML-Service prior to PO '001003</p>	
0027	08/28/18	98177-98194	A	08/27/18	<p>13 Claims Returned</p> <p>SBO-Service prior to PO '001295</p> <p>SBO-Service prior to PO '001296</p> <p>DL-Service prior to PO '001121</p> <p>SBO-Service prior to PO '001144-1147</p> <p>SBO-Service prior to PO '001172</p> <p>SBO-Service prior to PO '001190-1192</p> <p>SP-Service prior to PO '001258</p> <p>DL-Service prior to PO '001290</p>	



# HUMAN RESOURCES ATTACHMENT

## BOCES BOARD AGENDA

### SEPTEMBER 12, 2018

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

MISCELLANEOUS APPOINTMENTS				
Name	Appointment	Position	Effective	Compensation
Heather Bouton	Casual Employee	CASSC: Substitute Enrichment Instructor	10/13/2018 - 11/10/2018	\$60.00/day Max. of \$240.00
Christina Quadrio	Temporary	Substitute	10/13/2018 - 8/31/2019	As per board policy or rate per contract
Marie Schwarzkopf	Temporary	Substitute	10/13/2018 - 8/31/2019	As per board policy or rate per contract

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

MISCELLANEOUS SUMMER APPOINTMENTS			
Name	Position	Days	Compensation
Alyson Monahan	Long Term Special Education Teacher	Max. of 3 days	Curriculum \$200.00/day
Rebecca Peck	Licensed Teaching Assistant	Max. of 1 day	Per Diem
Nicole Lawton	New Visions Health Teacher	Max. of 14 days effective June 9, 2018 through August 27, 2018 (revised from the August 22, 2018 board meeting)	Per Diem

LEAVE OF ABSENCES			
Name	Position	Reason	Effective
Laura Bouton	School Counselor	Medical (paid and unpaid)	10/25/2018 - 12/06/2018

RESIGNATIONS/RETIREMENTS			
Name	Position	Reason	Effective
Karen Hotaling	Licensed Teaching Assistant	Resignation	9/15/2018

0110

## SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

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

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*  
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*  
Executive Law §296-d (prohibition of sexual harassment of non-employees)  
Labor Law §201-g (required sexual harassment policy and training)  
Civil Practice Law and Rules §§5003-b (nondisclosure agreements optional); 7515 (mandatory arbitration prohibited)  
General Obligations Law §5-336 (nondisclosure agreements optional)  
*Davis v. Monroe County Board of Education*, 526 U.S. 629, 652 (1999)  
*Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998)  
*Faragher v. City of Boca Raton*, 524 U.S. 775 (1998)  
*Burlington Industries v. Ellerth*, 524 U.S. 742 (1998)  
*Oncale v. Sundowner Offshore Services, Inc.*, 523 U.S. 75 (1998)  
*Franklin v. Gwinnett County Public Schools*, 503 U.S. 60 (1992)  
*Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986)  
Office for Civil Rights *Revised Sexual Harassment Guidance (January 19, 2001)*  
Office for Civil Rights, *Dear Colleague Letter: Sexual Harassment Issues (2006)*  
Office for Civil Rights, *Dear Colleague Letter: Bullying (October 26, 2010)*

Adoption date: January 23, 2008

Revised:

## SEXUAL HARASSMENT REGULATION

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

### Sexual Harassment Defined

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

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

### Unacceptable Conduct

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

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

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

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

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

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

#### Determining if Prohibited Conduct is Sexual Harassment .

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

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

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

### Reporting Complaints

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

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

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

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times,

places it has occurred; name of harasser(s); witnesses to the harassment; and the victim's response to the harassment.

### Confidentiality

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

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

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

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

### Investigation and Resolution Procedure

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

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

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



1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to BOCES social workers, psychologists, crisis team managers, other BOCES staff, or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
  - a. discussion with the accused, informing him or her of the BOCES policies and indicating that the behavior must stop;
  - b. suggesting counseling and/or sensitivity training;
  - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
  - d. requesting a letter of apology to the complainant;
  - e. writing letters of caution or reprimand; and/or
  - f. separating the parties.
8. **Parent/Student/Employee/"Non-Employee" Involvement and Notification**
  - a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
  - b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
  - c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures

required for persons with disabilities under state and federal law shall be followed.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For

purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

### Discipline/Penalties

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

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

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

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

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

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

### False Complaints

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

### Training

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

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

**Annual employee training programs shall include: (i) an explanation of sexual harassment consistent with guidance issued by the NYS Department of Labor and the NYS Division of Human Rights; (ii) examples of conduct that is unlawful sexual harassment; (iii) information on federal and state laws about sexual harassment and remedies available to victims of sexual harassment; and (iv) information concerning employees' right to make complaints and all available forums for investigating complaints.**

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

Adoption date: January 23, 2008

Revision date: August 31, 2010;

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

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

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

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

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

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

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

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

#### **IV. Perpetual Inventory**

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



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

#### V. **Disposition of Personal Property**

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

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

2. **Procedures for Disposition of Equipment, Supplies or Materials:**

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

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

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

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

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

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

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

**Adoption date:** January 23, 2008

**Revised:**

4311.1-R

**DISPLAY OF THE FLAG REGULATION****Flags Displayed Out-of-Doors and on Movable Hoists Indoors**

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

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

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

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

**Hoisting of the Flag**

The flag shall be hoisted briskly and lowered ceremoniously.

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

**Indoor Flags and Those Not on Movable Hoists**

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

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

2340

**NOTICE OF MEETINGS**

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

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

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

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

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

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

Adoption date: January 23, 2008

Revised: