



**CiTi Board of Education Meeting
Room G-145 (New Public Justice Classroom)
179 County Route 64, Mexico, NY 13114
Executive Session – 6:30 p.m. (If Needed)**

**Wednesday
April 20, 2016**

Regular Meeting

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Presentations**
4. **Facilities Report**
5. **Public Comments**
6. **Approval of Minutes of the March 16, 2016 Regular Board Meeting**
7. **Finance**
 - 7.1 **List of Bills Approved and Ordered Paid by the Internal Claims Auditor.**
 - 7.2 **Financial Reports.** Please see enclosures.
 - 7.21 Student Club Account
 - 7.22 Treasurer's Report
 - 7.23 Budget Status Report & Transfers Greater Than \$50,000
 - 7.3 **Bids and Awards.** Please see enclosures.
 - 7.31 Cooperative Bid – Calculators Bid #B16-1501
 - 7.32 Cooperative Bid – Technology Supplies & Equipment Bid #B16-7801
 - 7.33 Cooperative Bid – Transportation Lubricants Bid #B16-1703
 - 7.34 Cooperative Bid – Water Sampling and Testing Bid #B16-4030
 - 7.35 Diesel Engine Rotary Mower for Hannibal CSD Bid #B16-8013
 - 7.4 **Internal Claims Auditor Report.** Please see enclosures.
 - 7.5 **Resolution for Disposal of Surplus Equipment – April 20, 2016.** Please see enclosure.

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby declares the attached listing of equipment as surplus and authorizes proper disposal of such.
 - 7.6 **Resolution to Enter Into a Three-Year High Speed Communications Service Agreement with OCM BOCES.**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves execution of the Time Warner Cable contract, for an amount of \$564.81 per month for a period of thirty-six (36) months from the time of service start, in order to receive Ethernet Private Line Service for High Speed Communications between the Oswego County BOCES Mexico campus and the Oswego County BOCES Phoenix campus to be leased from Operation Oswego County.
 - 7.7 **Resolution to Approve Lease of Phoenix Extension Site.** Please see enclosure.

WHEREAS, Operation Oswego County, Inc. (the "Owner") is the Owner of real property located at 70 County Route 59, in the Oswego County Industrial Park, in the Town of Schroepfel, County of Oswego, State of New York, which consists of an approximately 7,150 +/- sq. ft. building; and

WHEREAS, the BOCES desires to lease the premises in order to facilitate the provision of educational services; and

WHEREAS, the BOCES has considered the terms set forth in a proposed lease agreement between the parties; and

NOW, THEREFORE, be it resolved as follows:

 1. The Board determines the lease to be in the best interest of the supervisory District in that the leased space meets the program needs and no other space is available to accommodate the program at the BOCES. Moreover, the lease is at, or below, fair market value.
 2. The Lease Agreement between the BOCES and the Owner is contingent upon the terms set forth in the agreement, including approval of the Lease Agreement by the Commissioner of Education and the issuance of a Certificate of Occupancy.
 3. The Lease is hereby approved and the Board President is authorized to execute the same, retroactively to the effective date of the lease.
 4. This resolution shall take effect immediately.

8. Personnel

8.1 Personnel Actions. Please see enclosure.

RESOLVED, that upon the recommendation of the District Superintendent of Schools, that the Oswego County Board of Cooperative Educational Services approve the Personnel Section of the agenda, effective as indicated (unless extended in accordance with the law). These expiration dates are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012³ of the Education Law, in order to be granted tenure the teacher 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 receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

- 8.11 Leave of Absence
- 8.12 Retirements
- 8.13 Appointments
- 8.14 Probationary Appointments
- 8.15 Substitutes

9. Instructional Support

9.1 Points of Pride – March 2016. (Please See Attached).

10. Superintendent's Report

10.1 Resolution to Create the Position of Purchasing Clerk.

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby creates the position of Purchasing Clerk.

10.2 Resolution to approve the Oswego County School District's Calendar for 2016-17. Please see enclosure.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the Oswego County School Districts Calendar for 2016-17 as presented.

10.3 Discussion Regarding RFP's for Attorney Services.

10.4 EPC Rebates.

11. President's Report

11.1 Second Reading and Approval of Board Policies. Please see enclosures

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the Second Reading and approval of the following Board Policies:

2110	BOCES/Community Relations and Communications
2120	Copyright of BOCES Work Products
2130	Emergency School Closings
2140	Flag Display
2210	Visits to BOCES Facilities, Schools and Programs
2220	Presentation By the Public at Board Meetings
2221	Shared-Decision Making and School-Based Planning
2230	Use of School Facilities and/or Resources
2231	Use of BOCES-Owned Equipment and Other Property by Board Members/Employees
2232	Servicing or Repairing of Personal Property by Students
2233	Equipment Loan to Component School Districts
2234	Services to Nonpublic Schools
2240	School Volunteers
2250	Public Complaints
2260	Solicitation by Outside Entities or Individuals
2310	Public Access to Records
2410	Code of Conduct on BOCES Property
2411	Unlawful Possession of a Weapon Upon School Grounds or At a School Function
2420	Non-Discrimination and Anti-Harassment in the BOCES
2430	Uniform Violent and Disruptive Incident Reporting System (VADIR)

11. President's Report (Continued)

11.2 First Reading of the 3000, and 4000 Series of Board Policies. Please see enclosures

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of the 3000 and 4000 Series of Board Policies with changes as noted on the Policy notes and corrections cover page.

11.3 Resolution to Establish the Date of the Oswego County BOCES Reorganization Meeting

RESOLVED that the Oswego County Board of Cooperative Educational Services hereby sets the date of **Wednesday, July 6, 2016 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

11.4 Designation of Annual Meeting and Administrative Budget Vote Dates for the 2016-17 School Year

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates **Wednesday, April 5, 2017** for the Oswego County BOCES Annual Meeting and **Tuesday, April 25, 2017** for the Administrative Budget Vote.

12. Board Forum/Discussion

13. Adjournment

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
REGULAR MEETING
March 16, 2016**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, March 16, 2016 at the BOCES Area Center in Mexico, New York.

Mr. John Shelmidine, Board President called the meeting to order at 6:33 p.m.

Board Members Present:	Donna Blake, Vice President Eric Behling Casey Brouse Kevin Dix Gregory Muench John Shelmidine, President Ted Williams
Board Members Absent:	David Cordone William "Dave" White
Central Administration:	Christopher J. Todd, District Superintendent Roseanne Bayne Mark LaFountain Michael Sheperd
Other CITI Staff:	Gisèle Benigno Marla Berlin Tracy Fleming Iralna Gerchman Paul Gugel Michelle Holland Jim Huber Amy Rhinehart Wayne Wideman
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Guests:	Amylynn Holland

The Pledge of Allegiance was recited.

Presentation – Enterprise Fleet Management

Mr. Billy Backus from Enterprise Fleet Management Company shared a PowerPoint Presentation on their Fleet Management service, which includes assisting with vehicle acquisition, maintenance programs, fuel management and selling of vehicles. Mr. Backus gave examples of how CITI keeping vehicles until there is no useful life and then typically selling them through Auctions International is actually hurting CITI due to increased liability, increased cost, budgeting concerns and inefficient fleet plans.

Mr. Sheperd informed the Board that CITI BOCES would be pursuing a fleet management bid like Erie 1 BOCES did. A copy of their RFP has been obtained and will assist in creating the CITI's RFP. District Superintendent asked that the RFP request companies show the cost of management fees, and savings.

Approval of the Minutes of The February 24, 2016 Regular Board Meeting

It was:

Moved by Donna Blake, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services approves the minutes of the February 24, 2016 Regular Board meeting as presented.

Vote on the motion: Ayes 7, Nays 0, motion carried.

Public Comments

None.

Finance

- 7.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.
- 7.2 Financial Reports. Please see enclosures.
 - 7.21 Student Club Account
 - 7.22 Treasurer's Report
 - 7.23 Budget Status Report & Transfers Greater Than \$50,000
- 7.3 Bids and Awards. Please see enclosures.
 - 7.31 Cooperative Bid – Food/Meat/Beverages Bid #B16-MB02
 - 7.32 Cooperative Bid – Specialty Paper Bid #B16 0101
 - 7.33 Cooperative Bid – Art Supplies Bid #B16 0301

Finance (Continued)**7.4 Internal Claims Auditor Report.****7.5 Resolution for Disposal of Surplus Equipment – March 16, 2016.**

BE IT RESOLVED that the Center for Instruction, Technology and Innovation (CITI) Board declares the attached listing of equipment as surplus and authorizes proper disposal of such.

7.6 Resolution to Appoint Interim Deputy Treasurer.

BE IT RESOLVED, that further to the Resolution 8.3 Appointment of Deputy Treasurer, originally adopted at the July 1, 2016 Reorganizational Meeting of the Board, the Oswego County Board of Cooperative Educational Services hereby appoints Donna Bennett as Interim Deputy Treasurer in the absence of the Deputy Treasurer for the school year, at a stipend of \$950 to be prorated to her duration of appointment.

It was:

Moved by Casey Brouse, seconded by Ted Williams, that the Oswego County Board of Cooperative Educational Services approves 7.1 through 7.6 of the Finance Section of the Board Agenda.

Vote on the motion: Ayes 7, Nays 0, motion carried.

7.7 2016-2017 Proposed General Fund Budget Summary and Program/ISS Budget Presentation.

Mr. Michael Sheperd, Marla Berlin, Roseann Bayne and Jim Huber presented and shared a PowerPoint Presentation on the various program/ISS Budgets that make up the General Fund Budget.

PERSONNEL

RESOLVED, that upon the recommendation of the District Superintendent of Schools, that the Oswego County Board of Cooperative Educational Services approve the Personnel Section of the agenda, effective as indicated (unless extended in accordance with the law). These expiration dates are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012³ of the Education Law, in order to be granted tenure the teacher 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 receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

Resignations							
Name	Program	Position	Effective Date				
Greeno, Teresa	Alternative Education/Behavioral Intervention	English Teacher	4/29/2016				
Mannise, Teresa	Operations & Maintenance	Custodial Worker	2/26/2016				
Morrow, Susan	Exceptional Education	Teaching Assistant	2/19/2016				
Morrow, Susan	Exceptional Education	Interpreter Stipend	2/19/2016				
Warner, Cassandra	Exceptional Education	Teaching Assistant	6/30/2016				
Retirement							
Name	Program	Position	Effective Date				
Pehla, Charles	Exceptional Education	Supervisor of Exceptional Education	6/30/2016				
Tenure							
Name	Program	Position	Effective Date				
Bayne, Roseann	Instructional Support Services	Ass't. Sup't. for Instruction	7/29/2016				
Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
After School Driver Education	Snow, Jon	Driver Education Instructor	Reapp	\$27.05 /hr	03/07/2016	06/30/2016	as per timesheet
Adult Education	Rucher, Patricia	C.N.A. Instructor	Reapp	\$26.00 /hr	03/17/2016	06/30/2016	as per timesheet
Exceptional Education	Furlong, Tammy	Home Tutor	Reapp	\$15.00 /hr	03/07/2016	06/30/2016	as per timesheet
	Gates, Krista	Home Tutor	Reapp	\$15.00 /hr	03/07/2016	06/30/2016	as per timesheet
	Morrow, Susan	Audiometric Technician	Reapp Prov	\$30,000.00 /yr	02/22/2016		to be prorated from 2/22/2016
	Poole, Kristen	Job Coach	Reapp	\$9.86 /hr	02/22/2016	06/23/2016	as per timesheet
	Scott, Brittany	Job Coach	Reapp	\$9.86 /hr	02/03/2016	06/23/2016	as per timesheet

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Appointments								
Program	Name	Position	Type Appt.	Salary		Eff. Date	End Date	Comments
Exceptional Education	Scott, Brittany	Teaching Assistant (50%)	Reapp	\$17,403.00	/yr	02/08/2016	06/30/2016	to be prorated from 2/8/2016 to 50%
	Waters, Patricia	Home Tutor	Reapp	\$15.00	/hr	03/07/2016	06/30/2016	as per timesheet
Public Relations	Shear, Todd	Graphic Design Specialist	Prov.	\$42,000.00	/yr	03/01/2016		to be prorated from 3/7/2016
Workstudy	Student # 100	Workstudy Student	Temp	\$1.75	/hr	02/04/2016	06/30/2016	as per timesheet
Workstudy	Student # 101	Workstudy Student	Temp	\$2.35	/hr	03/07/2016	06/30/2016	as per timesheet
Probationary Appointments								
Program	Name	Position	Type Appt.	Salary		Eff. Date	End Date	Comments
Career & Technical Education	Grey, Nathan	HERO Instructor	Prob	\$42,773.00	/yr	04/04/2016	04/04/2020	to be prorated from 4/4/2016 increased to 12 months eff. 7/1/2016; salary to be adjusted according to negotiated contract
Instructional Support Services	Mosher, Tracy	SESS Coordinator	Reapp Prob	\$84,655.36	/yr	07/01/2016	11/01/2016	
Substitutes								
Exceptional Education								
Dupree, Roseangela				\$9.00/hr				
Kemp, Susan				\$86.48/day; \$10.75/hr; \$10.20/hr				

It was:

Moved by Donna Blake, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services approves Section 8.1 of the Personnel Section of the Board Agenda, effective as indicated.

Vote on the motion: Ayes 7, Nays 0, motion carried.

8.2 Resolution to Amend Health Insurance Benefits Resolution for Mr. Todd LaValley.

RESOLVED, that while on a leave of absence (January 18, 2016 – June 30, 2016) from his teaching position at Altmar-Parish-Williamstown Central School District, Mr. LaValley shall continue his health insurance benefits with Altmar-Parish-Williamstown Central School District and CITI shall reimburse Altmar-Parish-Williamstown Central School District the employer contribution of the insurance premium in the amount of \$6,156.54 (difference of \$559.69 from the original resolution).

It was:

Moved by Casey Brouse, seconded by Ted Williams, that while on a leave of absence (January 18, 2016 – June 30, 2016) from his teaching position at Altmar-Parish-Williamstown Central School District, Mr. LaValley shall continue his health insurance benefits with Altmar-Parish-Williamstown Central School District and CITI shall reimburse Altmar-Parish-Williamstown Central School District the employer contribution of the insurance premium in the amount of \$6,156.54 (difference of \$559.69 from the original resolution).

Vote on the motion: Ayes 7, Nays 0, motion carried.

INSTRUCTIONAL SUPPORT

9.1 Points of Pride – February 2016. (Please See Attached).

9.2 Resolution to Approve Skills USA State Competition Field Trip.

BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves approximately 30-40 students from CITI to compete in the Skills USA State Competition on April 27-29, 2016 at the New York State Fairgrounds in Syracuse. Students will be transported via 1-2 buses and accompanied by advisors and chaperones, with the exact number to be determined. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel this trip.

It was:

Moved by Gregory Muench, seconded by Donna Blake, that Oswego County Board of Cooperative Educational Services hereby accepts and approves approximately 30-40 students from CITI to compete in the Skills USA State Competition on April 27-29, 2016 at the New York State Fairgrounds in Syracuse. Students will be transported via 1-2 buses and accompanied by advisors and chaperones, with the exact number to be determined. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel this trip.

Vote on the motion: Ayes 7, Nays 0, motion carried.

INSTRUCTIONAL SUPPORT (CONTINUED)**9.3 Resolution to Approve an Overnight Field Trip – Migrant Education Program.**

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the Migrant Education Outreach Program students to attend a 2-day College Assistance Migrant Program (CAMP) on Friday, April 1, 2016 and Saturday, April 2, 2016 at SUNY Oneonta. Students will be transported via a Citi DOT inspected van and will be staying with assigned CAMP hosts at the campus dorms and chaperoned by METS and CAMP staff throughout the program. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

It was:

Moved by Casey Brouse, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services hereby approves the Migrant Education Outreach Program students to attend a 2-day College Assistance Migrant Program (CAMP) on Friday, April 1, 2016 and Saturday, April 2, 2016 at SUNY Oneonta. Students will be transported via a Citi DOT inspected van and will be staying with assigned CAMP hosts at the campus dorms and chaperoned by METS and CAMP staff throughout the program. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

Vote on the motion: Ayes 7, Nays 0, motion carried.

SUPERINTENDENT'S REPORT

Water Testing – District Superintendent Todd stated that he would recommend that the districts in the county take a proactive approach to testing water in the schools since there has been such a big problem in some schools in the state. He is asking that an RFP be put together to address the water testing. Wayne Wideman commented that the Directors of Facilities have been going out and taking inventories of their buildings in preparation of the testing.

PRESIDENT'S REPORT**11.2 Appointment of a NYSSBA Advocacy Liaison.**

It was:

Moved by Kevin Dix, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby approves appointing Mrs. Donna Blake and Mr. David Cordone as their NYSSBA Advocacy Liaisons.

Vote on the motion: Ayes 7, Nays 0, motion carried.

PRESIDENT'S REPORT - ADDENDUM**1.1 First Reading of Board Policies.** Please see enclosures

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of Board Policies:

2110	BOCES/Community Relations and Communications
2120	Copyright of BOCES Work Products
2130	Emergency School Closings
2140	Flag Display
2210	Visits to BOCES Facilities, Schools and Programs
2220	Presentation By the Public at Board Meetings
2221	Shared-Decision Making and School-Based Planning
2230	Use of School Facilities and/or Resources
2231	Use of BOCES-Owned Equipment and Other Property by Board Members/Employees
2232	Servicing or Repairing of Personal Property by Students
2233	Equipment Loan to Component School Districts
2234	Services to Nonpublic Schools
2240	School Volunteers
2250	Public Complaints
2260	Solicitation by Outside Entities or Individuals
2310	Public Access to Records
2410	Code of Conduct on BOCES Property
2411	Unlawful Possession of a Weapon Upon School Grounds or At a School Function
2420	Non-Discrimination and Anti-Harassment in the BOCES
2430	Uniform Violent and Disruptive Incident Reporting System (VADIR)

It was:

Moved by Ted Williams, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services accepts and approves the First Reading of the Board Policies as presented in section 1.1 of the President's Report on the Addendum.

Vote on the motion: Ayes 7, Nays 0, motion carried.

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EXECUTIVE SESSION

It was:

Moved by Casey Brouse, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss matters relating to negotiations conducted pursuant to the Taylor Law involving the Oswego County BOCES Teachers' Association.

The Citi BOCES Board entered into an Executive Session at 8:45 p.m. at the Citi main campus. Those present for Executive Session were: Melissa Allard, Roseann Bayne, Eric Behling, Donna Blake (Vice President), Casey Brouse, Kevin Dix, Mark LaFountain, Gregory Muench, John Shelmidine (President), Michael Sheperd, Christopher Todd and Ted Williams.

Vote on the motion: Ayes 7, Nays 0, motion carried.

Regular Board Meeting Reconvened

It was:

Moved by Casey Brouse, seconded by Ted Williams, that the Oswego County Board of Cooperative Educational Services adjourn the Executive Session and reconvene to the Regular Board Meeting.

Vote on the motion: Ayes 7, Nays 0, motion carried.

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 9:03 p.m.

Meeting Adjourned

It was:

Moved by Kevin Dix, seconded by Gregory Muench, that the BOCES Board Meeting be adjourned.

Vote on the motion: Ayes 7, Nays 0, motion carried.

The BOCES Board adjourned at 9:04 p.m.

Respectfully Submitted,

Melissa Allard
District Clerk



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd *MJS*
Assistant Superintendent for Administrative Services

SUBJECT: Administrative Services Report for the Board of Education

DATE: 4/12/16

Please find enclosed the following items for the Finance/Administrative Services section of the April 20, 2016 Board of Education meeting:

- Enclosed for the Information of the Board is a list of bills approved and ordered paid by the Internal Claims Auditor.
- Student Club Account Report for the period ending March 31, 2016, as prepared by Vickie Rowe, Treasurer of Student Club Accounts, and submitted by Jim Huber, Chief Faculty Advisor of Student Club Accounts.
- Treasurer's Report for the period ending February 29, 2016, as prepared and submitted by Kelly Wood, Treasurer.
- General Fund Budget Status Report as of March 31, 2016, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Cooperative Bid Award #B16-1501 - Calculators, as prepared and submitted by Amy Rhinehart, School Purchasing Officer.
- Cooperative Bid Award #B16-7801 - Technology Supplies and Equipment, as prepared and submitted by Amy Rhinehart, School Purchasing Officer.
- Cooperative Bid Award #B16-1703 - Transportation Lubricants, as prepared and submitted by Amy Rhinehart, School Purchasing Officer.
- Cooperative Bid Award #B16-4030 - Water Sampling and Testing
- Bid Award #B16-8013 - Diesel Engine Rotary Mower for Hannibal CSD, as prepared and submitted by Amy Rhinehart, School Purchasing Officer.
- Approval of Surplus Equipment - April 20, 2016 as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Resolution to Enter Into a Three-Year High Speed Communications Service Agreement with OCM BOCES
- Resolution to Approve Lease of the Phoenix Extension Site

Please contact me if you have any questions or require any additional information.

MJS:mak
Enclosures

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: Capital Check - Capital Fund Checking

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001515	03/02/2016	C	Asbestos & Environmental Consulting Corp	0018		No	No			\$22,814.00	001515
001516	03/15/2016	C	A-VERDI	0018		No	No			\$560.00	001516
001517	03/18/2016	C	Mike Carrone, Inc.	0018		No	No			\$87,911.02	001517
001518	03/30/2016	C	A-VERDI	0018		No	No			\$680.00	001518
001519	03/30/2016	C	CME Associates, Inc.	0018		No	No			\$295.50	001519
001520	03/30/2016	C	Lawman Heating & Cooling, Inc.	0018		No	No			\$681,147.39	001520
001521	03/30/2016	C	PAC & Associates of Oswego, Inc.	0018		No	No			\$190,542.00	001521
001522	03/30/2016	C	Facilities Equipment & Service, Inc.	0018		No	No			\$37,653.00	001522
Subtotal for Bank Account: Capital Check - Capital Fund Checking											
Grand Total										\$1,031,432.91	
Void Total										\$0.00	
Net										\$1,031,432.91	

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer Manual M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: FEDERALFN - First Niagara - Federal Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001579	03/08/2016	C	New York State Commissioner	0018		No	No			\$805.00	001579
001580	03/08/2016	C	New York State Commissioner	0018		No	No			\$596.00	001580
001581	03/15/2016	C	American Welding Society	0018		No	No			\$80.00	001581
001582	03/15/2016	C	Athens/Sandra K.	0018		No	No			\$275.00	001582
001583	03/15/2016	C	Aversand/Courtney	0018		No	No			\$275.00	001583
001584	03/15/2016	C	Beas/Daniel	0018		No	No			\$35.00	001584
001585	03/15/2016	C	Benco Dental Co.	0018		No	No			\$17.47	001585
001586	03/15/2016	C	Biviano/Melissa	0018		No	No			\$375.00	001586
001587	03/15/2016	C	Brooker/Kara Leigh	0018		No	No			\$275.00	001587
001588	03/15/2016	C	Cook/Claudia D.	0018		No	No			\$437.70	001588
001589	03/15/2016	C	Council of Practical Nurse Programs NYS	0018		No	No			\$150.00	001589
001590	03/15/2016	C	CPS Recruitment Inc	0018		No	No			\$825.84	001590
001591	03/15/2016	C	Dell Marketing L.P.	0018		No	No			\$14.00	001591
001592	03/15/2016	C	Drake/Helen Y.	0018		No	No			\$108.62	001592
001593	03/15/2016	C	Eliar/Roberto L.	0018		No	No			\$20.41	001593
001594	03/15/2016	C	Everson Museum of Art	0018		No	No			\$120.00	001594
001595	03/15/2016	C	Faculty Student Association	0018		No	No			\$180.30	001595
001596	03/15/2016	C	Fisher/William J.	0018		No	No			\$123.66	001596
001597	03/15/2016	C	Fleury/WackKenzie	0018		No	No			\$300.00	001597
001598	03/15/2016	C	Gugel/Paul A.	0018		No	No			\$326.35	001598
001599	03/15/2016	C	Gusheal/Michael	0018		No	No			\$275.00	001599
001600	03/15/2016	C	Hadcock/Cassey	0018		No	No			\$1,225.00	001600
001601	03/15/2016	C	Hyland-Haak/Jodi E.	0018		No	No			\$269.03	001601
001602	03/15/2016	C	Jaramillo/Rosario	0018		No	No			\$308.88	001602
001603	03/15/2016	C	Jimenez/Wilmer O.	0018		No	No			\$168.48	001603
001604	03/15/2016	C	Kurtes/Immy R.	0018		No	No			\$415.26	001604
001605	03/15/2016	C	Marrquin/Yesenia M.	0018		No	No			\$86.40	001605
001606	03/15/2016	C	Mosher/Tracy S.	0018		No	No			\$50.22	001606
001607	03/15/2016	C	NAP-P	0018		No	No			\$151.38	001607
001608	03/15/2016	C	Napa Auto Parts	0018		No	No			\$5,342.13	001608
001609	03/15/2016	C	Neulieb/Marlyn K.	0018		No	No			\$138.24	001609
001610	03/15/2016	C	Neulieb/Robert L.	0018		No	No			\$211.14	001610
001611	03/15/2016	C	NYSUT Building Corp.	0018		No	No			\$550.00	001611
001612	03/15/2016	C	PALLADIUM TIMES, INC.	0018		No	No			\$295.50	001612
001613	03/15/2016	C	Postmaster	0018		No	No			\$49.00	001613
001614	03/15/2016	C	Pullens Enterprises, LLC	0018		No	No			\$293.91	001614
001615	03/15/2016	C	Racley/Elizabeth	0018		No	No			\$3,721.00	001615
001616	03/15/2016	C	Robinson/Jacklyn	0018		No	No			\$40.00	001616
001617	03/15/2016	C	Ryder Transportation Services	0018		Yes	No			\$218.75	001617
001618	03/15/2016	C	STADIUM INTERNATIONAL	0018		No	No			\$12,513.15	001618

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manus.) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: FEDERALFN - First Niagara - Federal Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001619	03/15/2016	C	Staples Advantage	0018		No	No			\$2.86	001619
001620	03/15/2016	C	TRS, Inc.	0018		No	No			\$5,882.25	001620
001621	03/15/2016	C	Vaccarella/Cenna Mt.	0018		No	No			\$578.02	001621
001622	03/15/2016	C	Valley News	0018		No	No			\$205.96	001622
001623	03/15/2016	C	Verizon Wireless	0018		No	No			\$47.23	001623
001624	03/15/2016	C	Whitney/Doneta M.	0018		No	No			\$47.74	001624
001625	03/15/2016	C	Wilson/Michelle A.	0018		No	No			\$275.00	001625
001626	03/18/2016	C	Verizon Wireless	0018		No	No			\$128.94	001626
001627	03/30/2016	C	Aut-Klaben/Brenda J.	0018		No	No			\$450.00	001627
001628	03/30/2016	C	Barnes & Noble	0018		No	No			\$227.80	001628
001629	03/30/2016	C	Bogush/Paul	0018		No	No			\$700.00	001629
001630	03/30/2016	C	CDW Government, Inc.	0018		No	No			\$44.00	001630
001631	03/30/2016	C	Cook/Claudia D.	0018		No	No			\$8.00	001631
001632	03/30/2016	C	D'Imperio/Kristen E.	0018		No	No			\$275.00	001632
001633	03/30/2016	C	DeMarco/Lisa A.	0018		No	No	4/5/2016	Cash Replacement: Check # 001674 Issued	\$50.25	001633
001634	03/30/2016	C	Depart of Employment	0018		No	No			\$500.00	001634
001635	03/30/2016	C	Devine/Denise A.	0018		No	No			\$375.00	001635
001636	03/30/2016	C	ELSEVIER	0018		No	No			\$1,459.80	001636
001637	03/30/2016	C	ESCO Institute	0018		No	No			\$60.00	001637
001638	03/30/2016	C	Fowler-Conner/Wendy	0018		No	No			\$100.00	001638
001639	03/30/2016	C	Gugel/Paul A.	0018		No	No			\$259.20	001639
001640	03/30/2016	C	Hart/Wary Jo	0018		No	No			\$213.19	001640
001641	03/30/2016	C	Haun/Welding Supply	0018		No	No			\$1,552.00	001641
001642	03/30/2016	C	Hotel Indigo	0018		No	No			\$230.00	001642
001643	03/30/2016	C	J & K Auto Parts	0018		No	No			\$5.80	001643
001644	03/30/2016	C	Jimenez/Wilmer C.	0018		No	No			\$103.68	001644
001645	03/30/2016	C	Kleine/Kassandra E.	0018		No	No			\$275.00	001645
001646	03/30/2016	C	Lund/Daisy L.	0018		No	No			\$248.24	001646
001647	03/30/2016	C	Lupien's Engraving	0018		No	No			\$636.80	001647
001648	03/30/2016	C	Marroquin/Yesenia M.	0018		No	No			\$151.20	001648
001649	03/30/2016	C	Mexico Central Schools	0018		No	No			\$306.54	001649
001650	03/30/2016	C	MOST	0018		No	No			\$175.50	001650
001651	03/30/2016	C	NYSUT ELT	0018		No	No			\$2,000.00	001651
001652	03/30/2016	C	Olivera/Maria D.	0018		No	No			\$154.98	001652
001653	03/30/2016	C	Oswegatch's Ec. Center	0018		No	No			\$500.00	001653
001654	03/30/2016	C	Oswego County BOCES Treasurer	0018		No	No			\$4,000.00	001654
001655	03/30/2016	C	Pacemaker Steel & Piping Company	0018		No	No			\$3,683.00	001655
001656	03/30/2016	C	Parental/Robin W.	0018		No	No			\$275.00	001656
001657	03/30/2016	C	Pearson Education	0018		No	No			\$1,063.18	001657
001658	03/30/2016	C	Peppinos Neapolitan	0018		No	No			\$182.25	001658

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer, Manual, M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: FEDERALFN - First Niagara - Federal Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001559	03/30/2016	C	Quinn/Marianne	0018		No	No			\$275.00	001659
001560	03/30/2016	C	Ramsey's Pizza	0018		No	No			\$80.00	001660
001561	03/30/2016	C	Rich-Walters/Jennifer	0018		No	No			\$600.00	001661
001562	03/30/2016	C	Rite/Dr. Donna	0018		No	No			\$1,700.00	001662
001563	03/30/2016	C	Ryder Transportation Services	0018		Yes	No			\$1,503.96	001663
001564	03/30/2016	C	Sammon/Kimberly L.	0018		No	No			\$275.00	001664
001565	03/30/2016	C	SYNCOB/Amazon	0018		No	No			\$184.80	001665
001566	03/30/2016	C	Timm/Sherry L.	0018		No	No			\$27.05	001666
001567	03/30/2016	C	Troxbridge/Adele L.	0018		No	No			\$585.90	001667
001568	03/30/2016	C	Vaccarella/Jenna M.	0018		No	No			\$335.99	001668
001569	03/30/2016	C	Video General, Inc.	0018		No	No			\$275.50	001669
001670	03/30/2016	C	Wal-Mart Community	0018		No	No			\$57.52	001670
001671	03/30/2016	C	Whytel/Donna	0018		No	No			\$1,700.00	001671
001672	03/30/2016	C	Yudin/P. Maria	0018		No	No			\$188.33	001672
001673	03/30/2016	C	Commissioner of Motor Vehicles	0018		No	No			\$250.00	001673
Subtotal for Bank Account: FEDERALFN - First Niagara - Federal Fund											
Grand Total										\$67,452.28	
Void Total										\$0.00	
Net										\$67,452.28	

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003646	03/02/2016	C	USPS - Hasler	0018		No	No			\$5,000.00	003646
003647	03/04/2016	C	Best Western Crown Inn Suites	0018		No	No			\$186.00	003647
003648	03/07/2016	C	Hampton Inn & Suites	0018		No	Yes	3/10/2016	Due to problems at hotel, room was complimentary	\$115.00	003648
003649	03/08/2016	C	AMTRA	0018		No	No			\$40.00	003649
003650	03/08/2016	C	Best Western Crown Inn Suites	0018		No	No			\$166.00	003650
003651	03/08/2016	C	Calhoun Technologies World Headquarters	0018		No	No			\$113.43	003651
003652	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003652
003653	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003653
003654	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003654
003655	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003655
003656	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003656
003657	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003657
003658	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003658
003659	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003659
003660	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003660
003661	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003661
003662	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003662
003663	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003663
003664	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003664
003665	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003665
003666	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003666
003667	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003667
003668	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003668
003669	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003669
003670	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003670
003671	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003671
003672	03/08/2016	C	New York State Commissioner	0018		No	No			\$115.00	003672
003673	03/10/2016	C	Jazz at Lincoln Center	0018		No	No			\$115.00	003673
003674	03/14/2016	C	Postmaster	0018		No	No			\$4,761.50	003674
003675	03/15/2016	C	A-VERDI	0018		No	No			\$1,083.32	003675
003676	03/15/2016	C	Academic Entertainment, Inc.	0018		No	No			\$310.00	003676
003677	03/15/2016	C	Adorama Camera, Inc.	0018		No	No			\$2,490.00	003677
003678	03/15/2016	C	Air Temp Heating & Air Conditioning, Inc.	0018		No	No			\$580.00	003678
003679	03/15/2016	C	Airgas USA, Inc.	0018		No	No			\$540.25	003679
003680	03/15/2016	C	Allen/Melissa	0018		No	No			\$188.00	003680
003681	03/15/2016	C	Allen/Peter	0018		No	No			\$150.00	003681
003682	03/15/2016	C	Alisco	0018		No	No			\$250.00	003682
003683	03/15/2016	C	Alvaro/Anthony	0018		No	No			\$232.56	003683
003684	03/15/2016	C	APW Central School	0018		No	No			\$550.00	003684
										\$17,290.69	003684

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer(Trans.), M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GENERAL-FN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003685	03/15/2016	C	Area 2 SkillsUSA	0018		No	No			\$30.00	003685
003686	03/15/2016	C	B&H Photo Video	0018		No	No			\$197.99	003686
003687	03/15/2016	C	Bayne/Roseann M.	0018		No	No			\$229.93	003687
003688	03/15/2016	C	Beauty and the Beast Storytellers	0018		No	No			\$1,105.00	003688
003689	03/15/2016	C	Beaver Lake Nature Center	0018		No	No			\$420.00	003689
003690	03/15/2016	C	Beck/Bradley	0018		No	No			\$55.05	003690
003691	03/15/2016	C	Bella Tours & Travel Inc	0018		No	No			\$5,600.00	003691
003692	03/15/2016	C	Belk/Jim	0018		No	No			\$250.00	003692
003693	03/15/2016	C	Benedict/Lane E.	0018		No	No			\$315.94	003693
003694	03/15/2016	C	Bradbury/Amy M.	0018		No	No			\$407.16	003694
003695	03/15/2016	C	Broughton/Michael	0018		No	Yes	4/4/2016	School paid	\$1,025.40	003695
003696	03/15/2016	C	Brown/Lynnette S.	0018		No	No			\$1,000.00	003696
003697	03/15/2016	C	Burke's Home Center	0018		No	No			\$86.83	003697
003698	03/15/2016	C	Burr/Nancy Jane	0018		No	No			\$500.00	003698
003699	03/15/2016	C	Calhoun Technologies World Headquarters	0018		No	No			\$1,036.05	003699
003700	03/15/2016	C	Campbell/Bruce	0018		No	No			\$700.00	003700
003701	03/15/2016	C	Campus Cafe	0018		No	No			\$75.00	003701
003702	03/15/2016	C	Camp/Lei Lani	0018		No	No			\$309.26	003702
003703	03/15/2016	C	Candale/Anthony V.	0018		No	No			\$49.68	003703
003704	03/15/2016	C	Carver Cruising	0018		No	No			\$695.00	003704
003705	03/15/2016	C	Carpenter/Regina M.	0018		No	No			\$4,400.00	003705
003706	03/15/2016	C	Carri's Holidays	0018		No	No			\$1,118.00	003706
003707	03/15/2016	C	Carri/Nancy L.	0018		No	No			\$98.28	003707
003708	03/15/2016	C	Castellan/Kathryn	0018		No	No			\$308.34	003708
003709	03/15/2016	C	CDW Government, Inc.	0018		No	No			\$2,986.00	003709
003710	03/15/2016	C	Cell Phone & Computer Repair by Team Tec	0018		No	No			\$339.99	003710
003711	03/15/2016	C	Center for Transformative Action	0018		No	No			\$700.00	003711
003712	03/15/2016	C	Central Square Central School District	0018		No	No			\$321.15	003712
003713	03/15/2016	C	Cheney/Tracy	0018		No	No			\$500.00	003713
003714	03/15/2016	C	Chirello/Steve	0018		No	No			\$250.00	003714
003715	03/15/2016	C	Cieply/Michael J.	0018		No	No			\$550.00	003715
003716	03/15/2016	C	Ciesla/Scott	0018		No	No			\$150.00	003716
003717	03/15/2016	C	Cimo/Amy	0018		No	No			\$500.00	003717
003718	03/15/2016	C	City Electric Co.	0018		No	No			\$44.37	003718
003719	03/15/2016	C	CNI Office Supplies	0018		No	No			\$457.05	003719
003720	03/15/2016	C	Commissioner of Labor	0018		No	No			\$300.00	003720
003721	03/15/2016	C	Cooper/Nancy G.	0018		No	No			\$229.01	003721
003722	03/15/2016	C	Cordone/David	0018		No	No			\$331.55	003722
003723	03/15/2016	C	Council for Exceptional	0018		No	No			\$230.00	003723

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003724	03/15/2016	C	Courier Printing Corporation	0018		No	No			\$984.55	003724
003725	03/15/2016	C	Custom Computer Specialties, Inc.	0018		No	No			\$148.66	003725
003726	03/15/2016	C	Datex/Colleen	0018		No	No			\$250.00	003726
003727	03/15/2016	C	Datex/Lynn	0018		No	No			\$250.00	003727
003728	03/15/2016	C	Daniels/Melissa	0018		No	No			\$174.39	003728
003729	03/15/2016	C	Carlen Lake	0018		No	No			\$767.52	003729
003730	03/15/2016	C	DeJoseph/Collin	0018		No	No			\$100.00	003730
003731	03/15/2016	C	Dell Marketing L.P.	0018		No	No			\$1,559.01	003731
003732	03/15/2016	C	Depto: Int'l / West Point Products	0018		No	No			\$13.81	003732
003733	03/15/2016	C	DeSantis/Matthew D.	0018		No	No			\$78.65	003733
003734	03/15/2016	C	deVries/Rachel Guido	0018		No	No			\$2,275.00	003734
003735	03/15/2016	C	Dushamm/Leland H.	0018		No	No			\$129.65	003735
003736	03/15/2016	C	E3 Diagnostics	0018		No	No			\$25,814.00	003736
003737	03/15/2016	C	Elevatit	0018		No	No			\$255.00	003737
003738	03/15/2016	C	eSafety Supplies, Inc.	0018		No	No			\$296.00	003738
003739	03/15/2016	C	Ethington/Dr. Bradley P.	0018		No	No			\$700.00	003739
003740	03/15/2016	C	Fathers/Kathryn	0018		No	No			\$1,150.00	003740
003741	03/15/2016	C	Fleming/Tracy O.	0018		No	No			\$254.67	003741
003742	03/15/2016	C	Flood/Eaine S.	0018		No	No			\$250.02	003742
003743	03/15/2016	C	Fox/Suzanne K.	0018		No	No			\$267.94	003743
003744	03/15/2016	C	Fulter City School Dist	0018		No	No			\$43,710.00	003744
003745	03/15/2016	C	Geller/Wichalene K.	0018		No	No			\$600.00	003745
003746	03/15/2016	C	Gerdman/Laina M.	0018		No	No			\$535.41	003746
003747	03/15/2016	C	Goetta/A. Dennis	0018		No	No			\$150.00	003747
003748	03/15/2016	C	Gramlich/Jack	0018		No	No			\$800.00	003748
003749	03/15/2016	C	Grassol/Jason	0018		No	No			\$150.00	003749
003750	03/15/2016	C	Grehel/Liza MacDougall	0018		No	No			\$250.00	003750
003751	03/15/2016	C	Hall/Charlotte R.	0018		No	No			\$186.30	003751
003752	03/15/2016	C	Hammond/James E.	0018		No	No			\$52.00	003752
003753	03/15/2016	C	Hannibal Central School	0018		No	No			\$738.49	003753
003754	03/15/2016	C	Hardesy/Jacqueline L.	0018		No	No			\$78.62	003754
003755	03/15/2016	C	Hartford/Aleisha	0018		No	No			\$28.08	003755
003756	03/15/2016	C	Haus Welding Supply	0018		No	No			\$1,370.00	003756
003757	03/15/2016	C	Hebert/Linda	0018		No	No			\$52.92	003757
003758	03/15/2016	C	Hillside Children's Center	0018		No	No			\$104,288.72	003758
003759	03/15/2016	C	Hillyard / New York	0018		No	No			\$611.09	003759
003760	03/15/2016	C	Hilton Albany	0018		No	No			\$270.00	003760
003761	03/15/2016	C	HOBV Registration	0018		No	No			\$545.00	003761
003762	03/15/2016	C	Honors/Tommy L.	0018		No	No			\$129.60	003762
003763	03/15/2016	C	Infini Technology Solutions	0018		No	No			\$425.50	003763

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003754	03/15/2016	C	Jackson/Lita	0018		No	No			\$645.00	003784
003755	03/15/2016	C	Johnson Newspaper Corporation	0018		No	No			\$302.60	003785
003756	03/15/2016	C	JW Pepper & Son, Inc.	0018		No	No			\$651.88	003786
003757	03/15/2016	C	Kaban/Tina L.	0018		No	No			\$194.54	003787
003758	03/15/2016	C	LaFountain/Mark	0018		No	No			\$112.59	003788
003759	03/15/2016	C	LaValley/Todd	0018		No	No			\$84.78	003789
003770	03/15/2016	C	Leaf & Stem	0018		No	No			\$74.80	003790
003771	03/15/2016	C	LEAF, Inc.	0018		No	No			\$125.00	003791
003772	03/15/2016	C	Lee Richardson Zoo	0018		No	No			\$180.00	003792
003773	03/15/2016	C	Lindenmeyr Muncie	0018		No	No			\$1,841.19	003793
003774	03/15/2016	C	Lowe's	0018		No	No			\$1,002.32	003794
003775	03/15/2016	C	Mail Finance	0018		No	No			\$3,000.45	003795
003776	03/15/2016	C	March/Alicia	0018		No	No			\$56.16	003796
003777	03/15/2016	C	Martin/Ann Marie	0018		No	No			\$252.72	003797
003778	03/15/2016	C	Mastrobello/Pamela	0018		No	No			\$300.00	003798
003779	03/15/2016	C	McCann/Kenneth	0018		No	No			\$1,200.00	003799
003780	03/15/2016	C	Malvin/John W.	0018		No	No			\$250.00	003800
003781	03/15/2016	C	Merrow/Susan	0018		No	No			\$30.78	003801
003782	03/15/2016	C	Merry Go Round Playhouse	0018		No	No			\$26,080.00	003802
003783	03/15/2016	C	Mexico Central Schools	0018		No	No			\$438.14	003803
003784	03/15/2016	C	Mexico Central Schools	0018		No	No			\$560.00	003804
003785	03/15/2016	C	Millbyer/Laura L.	0018		No	No			\$36.56	003805
003786	03/15/2016	C	Miller/Teresa L.	0018		No	No			\$8.10	003806
003787	03/15/2016	C	Mitchell's Speedway Press	0018		No	No			\$778.00	003807
003788	03/15/2016	C	MOST	0018		No	No			\$2,604.00	003808
003789	03/15/2016	C	MSC Industrial Supply Co.	0018		No	No			\$199.00	003809
003790	03/15/2016	C	Myers/James	0018		No	No			\$250.00	003810
003791	03/15/2016	C	National Baseball Hall of Fame & Museum	0018		No	No			\$380.00	003811
003792	03/15/2016	C	NCE Environmental Services	0018		No	No			\$825.00	003812
003793	03/15/2016	C	NCTM	0018		No	No			\$129.00	003813
003794	03/15/2016	C	Neacos/a/Denise	0018		No	No			\$448.20	003814
003795	03/15/2016	C	Nesbitt/Diana L.	0018		No	No			\$12.50	003815
003796	03/15/2016	C	Nesbitt/Kerrie L.	0018		No	No			\$525.50	003816
003797	03/15/2016	C	New Haven Building Supply	0018		No	No			\$63.50	003817
003798	03/15/2016	C	New Horizons of Syracuse	0018		No	No			\$15,960.00	003818
003799	03/15/2016	C	New York State Council	0018		No	No			\$140.00	003819
003800	03/15/2016	C	New York State Thruway	0018		No	No			\$71.36	003820
003801	03/15/2016	C	NSPRA	0018		No	No			\$275.00	003821
003802	03/15/2016	C	NYS Field Band Conference	0018		No	No			\$500.00	003822
003803	03/15/2016	C	NYSASBO	0018		No	No			\$450.00	003823

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer Manual Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003804	03/15/2016	C	NYSSDA	0018	No	No	No			\$150.00	003804
003805	03/15/2016	C	NYSSCA	0018	No	No	No			\$50.00	003805
003806	03/15/2016	C	NYSSMA	0018	No	No	No			\$151.00	003806
003807	03/15/2016	C	NYSSMA	0018	No	No	No			\$150.00	003807
003808	03/15/2016	C	NYSSMA	0018	No	No	No			\$758.00	003808
003809	03/15/2016	C	NYSSMA	0018	No	No	No			\$740.00	003809
003810	03/15/2016	C	OCMEA	0018	No	No	No			\$103.00	003810
003811	03/15/2016	C	Oswego City School Dist.	0018	No	No	No			\$780.27	003811
003812	03/15/2016	C	Oswego City-County Youth Bureau	0018	No	No	No			\$130.00	003812
003813	03/15/2016	C	Oswego County Department of Health	0018	No	No	No			\$400.00	003813
003814	03/15/2016	C	Oswego Hospital	0018	No	No	No			\$429.50	003814
003815	03/15/2016	C	Osborn Inc.	0018	No	No	No			\$120.00	003815
003816	03/15/2016	C	PALLADIUM TIMES, INC.	0018	No	No	No			\$800.00	003816
003817	03/15/2016	C	Peck/Margaret	0018	No	No	No			\$250.00	003817
003818	03/15/2016	C	Peer James	0018	No	No	No			\$150.00	003818
003819	03/15/2016	C	Perkins/Chuck	0018	No	No	No			\$550.00	003819
003820	03/15/2016	C	Perkins-Digiovanni/Cheryl	0018	No	No	No			\$111.78	003820
003821	03/15/2016	C	Phoenix Central School	0018	No	No	No			\$26,436.00	003821
003822	03/15/2016	C	Phonak, Inc.	0018	No	No	No			\$1,677.93	003822
003823	03/15/2016	C	Price Chopper Oper. Co., Inc.	0018	Yes	No	No			\$141.92	003823
003824	03/15/2016	C	Price/David M.	0018	No	No	No			\$1,700.00	003824
003825	03/15/2016	C	Primmer/Peter	0018	No	No	No			\$550.00	003825
003826	03/15/2016	C	Pulaski Academy & Central Schools	0018	No	No	No			\$356.18	003826
003827	03/15/2016	C	Quill Corporation	0018	No	No	No			\$152.94	003827
003828	03/15/2016	C	Renz/Lemier E.	0018	No	No	No			\$168.56	003828
003829	03/15/2016	C	Rinehart/Amy S.	0018	No	No	No			\$148.50	003829
003830	03/15/2016	C	Ritch USA, Inc.	0018	No	No	No			\$4,763.38	003830
003831	03/15/2016	C	Rupert/Daniel R.	0018	No	No	No			\$63.26	003831
003832	03/15/2016	C	Sandy Creek Central School Dist.	0018	No	No	No			\$1,102.17	003832
003833	03/15/2016	C	School Specialty	0018	No	No	No			\$594.44	003833
003834	03/15/2016	C	Seymour/Tamara R.	0018	No	No	No			\$176.58	003834
003835	03/15/2016	C	Sherburne Pageant of Bands	0018	No	No	No			\$220.00	003835
003836	03/15/2016	C	Sherwin Williams	0018	No	No	No			\$767.75	003836
003837	03/15/2016	C	Sherwood/Jaclyn A.	0018	No	No	No			\$402.84	003837
003838	03/15/2016	C	Skills USA-New York	0018	No	No	No			\$3,250.00	003838
003839	03/15/2016	C	SMITH JR/CHARLES R.	0018	No	No	No			\$2,900.00	003839
003840	03/15/2016	C	Smith Opera House	0018	No	No	No			\$958.00	003840
003841	03/15/2016	C	Snap-On Industrial	0018	No	No	No			\$309.25	003841
003842	03/15/2016	C	Spawm/Carolyn	0018	No	No	No			\$103.40	003842
003843	03/15/2016	C	St. Gelais/Jeanne	0018	No	No	No			\$35.00	003843

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer Manual M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERAL FUND - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003844	03/15/2016	C	Staples Advantage	0018		No	No			\$567.50	003844
003845	03/15/2016	C	Stephenson/Suzanne	0018		No	No			\$500.00	003845
003846	03/15/2016	C	Summit Professional Education	0018		No	No			\$199.99	003846
003847	03/15/2016	C	SUNY College at Oswego	0018		No	No			\$19,000.00	003847
003848	03/15/2016	C	SUNY Oswego	0018		No	No			\$250.15	003848
003849	03/15/2016	C	Super Teacher Worksheets	0018		No	No			\$19.95	003849
003850	03/15/2016	C	Syracuse Stage	0018		No	No			\$30,552.00	003850
003851	03/15/2016	C	SYSCO Food Services	0018		No	No			\$821.79	003851
003852	03/15/2016	C	Tew Ueff	0018		No	No			\$300.00	003852
003853	03/15/2016	C	The Mariner's Museum	0018		No	No			\$375.00	003853
003854	03/15/2016	C	The Post Standard	0018		No	No			\$75.00	003854
003855	03/15/2016	C	THE TREE HOUSE, INC	0018		No	No			\$2,436.65	003855
003856	03/15/2016	C	Theatreworks USA	0018		No	No			\$1,165.50	003856
003857	03/15/2016	C	Thompson & Johnson	0018		No	No			\$461.25	003857
003858	03/15/2016	C	Thompson/Cement	0018		No	No			\$16.36	003858
003859	03/15/2016	C	Thompson/Holly J.	0018		No	No			\$255.96	003859
003860	03/15/2016	C	Time Warner Cable	0018		Yes	No			\$449.65	003860
003861	03/15/2016	C	Todd/Christopher J.	0018		No	No			\$1,132.94	003861
003862	03/15/2016	C	Trevett/Rebecca R.	0018		No	No			\$209.30	003862
003863	03/15/2016	C	Trout/Nikki L.	0018		No	No			\$125.04	003863
003864	03/15/2016	C	Turning Stone Resort & Casino, LLC	0018		No	No			\$248.00	003864
003865	03/15/2016	C	UNC TEACH Training	0018		No	No			\$6,960.00	003865
003866	03/15/2016	C	UNIFIRST CORPORATION	0018		No	No			\$210.52	003866
003867	03/15/2016	C	United Parcel Service	0018		No	No			\$15.16	003867
003868	03/15/2016	C	US Employee Benefits Services Group	0018		No	No			\$875.00	003868
003869	03/15/2016	C	Usherwood & Associates of NY	0018		No	No			\$4,817.15	003869
003870	03/15/2016	C	Valiant National AV Supply	0018		No	No			\$157.80	003870
003871	03/15/2016	C	Verizon	0018		No	No			\$154.28	003871
003872	03/15/2016	C	Verizon Wireless	0018		No	No			\$320.22	003872
003873	03/15/2016	C	VILLAGE OF MEXICO/CLERK	0018		No	No			\$6,985.16	003873
003874	03/15/2016	C	W.B. Mason Co., Inc.	0018		No	No			\$2,252.40	003874
003875	03/15/2016	C	Walker's Cleaners	0018		No	No			\$198.80	003875
003876	03/15/2016	C	Waste Management of Syracuse	0018		No	No			\$1,301.35	003876
003877	03/15/2016	C	Wiegman's Food Markets Inc.	0018		No	No			\$33.06	003877
003878	03/15/2016	C	Weiss/Garrette J.	0018		No	No			\$165.08	003878
003879	03/15/2016	C	Wex Bank	0018		No	No			\$180.69	003879
003880	03/15/2016	C	Wilber/David G.	0018		No	No			\$550.00	003880
003881	03/15/2016	C	Wilson/Lynne M.	0018		No	No			\$402.73	003881
003882	03/15/2016	C	Wood-Mizer Northeast	0018		No	No			\$119.00	003882
003883	03/15/2016	C	Wood/Daniel B.	0018		No	No			\$250.00	003883

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer, Manual) W=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Back Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003884	03/18/2016	C	Construction Training Centers of NYS	0018		No	No			\$595.00	003884
003885	03/18/2016	C	Verizon Wireless	0018		Yes	No			\$1,243.84	003885
003886	03/21/2016	C	New Amsterdam Theatre	0018		No	No			\$5,395.50	003886
003887	03/30/2016	C	A-VERDI	0018		No	No			\$390.00	003887
003888	03/30/2016	C	Adamski/Mark	0018		No	No			\$500.00	003888
003889	03/30/2016	C	Airgas USA, Inc.	0018		No	No			\$391.00	003889
003890	03/30/2016	C	Albany Marriott	0018		No	No			\$555.00	003890
003891	03/30/2016	C	Alco	0018		No	No			\$348.84	003891
003892	03/30/2016	C	APW Central School	0018		No	No			\$90.69	003892
003893	03/30/2016	C	ASCD	0018		No	No			\$84.45	003893
003894	03/30/2016	C	B&H Photo Video	0018		No	No			\$974.60	003894
003895	03/30/2016	C	Babbie/Shannon L.	0018		No	No			\$172.53	003895
003896	03/30/2016	C	Beaulieu/Loren	0018		No	No			\$400.00	003896
003897	03/30/2016	C	Beaver Lake Nature Center	0018		No	No			\$168.00	003897
003898	03/30/2016	C	Bellape, Matt Ph.D.	0018		No	No			\$3,000.00	003898
003899	03/30/2016	C	Benedict/Liane E.	0018		No	No			\$85.00	003899
003900	03/30/2016	C	Benigno/Giselle M.	0018		No	No			\$429.96	003900
003901	03/30/2016	C	Bies Information Tech. Systems	0018		No	No			\$305.00	003901
003902	03/30/2016	C	Black/John	0018		No	No			\$400.00	003902
003903	03/30/2016	C	Bradley/Jessie	0018		No	No			\$455.72	003903
003904	03/30/2016	C	Bricks 4 Kidz	0018		No	No			\$255.00	003904
003905	03/30/2016	C	Brooks/Dolores	0018		No	No			\$500.00	003905
003906	03/30/2016	C	BUFFALO ZOO	0018		No	No			\$125.00	003906
003907	03/30/2016	C	Burke's Home Center	0018		No	No			\$4.58	003907
003908	03/30/2016	C	Burnax	0018		No	No			\$1,002.21	003908
003909	03/30/2016	C	Calcutt/Regina	0018		No	No			\$250.00	003909
003910	03/30/2016	C	Calhoun Technologies World Headquarters	0018		No	No			\$23.99	003910
003911	03/30/2016	C	Cambium Learning Inc	0018		No	No			\$2,533.40	003911
003912	03/30/2016	C	Carniel Productions, Inc.	0018		No	No			\$895.00	003912
003913	03/30/2016	C	Camp/Ronald A.	0018		No	No			\$501.33	003913
003914	03/30/2016	C	Capital Region BOCES	0018		No	No			\$5,532.39	003914
003915	03/30/2016	C	Carr's Holidays	0018		No	No			\$1,350.00	003915
003916	03/30/2016	C	Cascade School Supplies, Inc.	0018		No	No			\$421.28	003916
003917	03/30/2016	C	Catania/Michele	0018		No	No			\$400.00	003917
003918	03/30/2016	C	Cattaraugus-Allegany	0018		No	No			\$6,000.00	003918
003919	03/30/2016	C	Cayuga Oncology BOCES	0018		No	No			\$7,288.16	003919
003920	03/30/2016	C	CDW Government, Inc.	0018		No	No			\$25,993.90	003920
003921	03/30/2016	C	Cell Phone & Computer Repair by Team Tec	0018		No	No			\$319.97	003921
003922	03/30/2016	C	Central Square Central School District	0018		No	No			\$1,101.51	003922

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer/Manual M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003923	03/30/2016	C	Central Winds, Inc.	0018		No	No			\$4,000.00	003923
003924	03/30/2016	C	Ceria Patricia A.	0018		No	No			\$1,180.10	003924
003925	03/30/2016	C	Cincinnati Art Museum	0018		No	No			\$200.00	003925
003926	03/30/2016	C	Clinton-Essex-War-Wash BOCES	0018		No	No			\$400.02	003926
003927	03/30/2016	C	CNI Office Supplies	0018		No	No			\$3,097.60	003927
003928	03/30/2016	C	CNY ARTS, INC.	0018		No	No			\$434.00	003928
003929	03/30/2016	C	Cochlear Americas	0018		No	No			\$170.00	003929
003930	03/30/2016	C	Contract Paper Group, Inc.	0018		No	No			\$764.00	003930
003931	03/30/2016	C	Cook/Laura J.	0018		No	No			\$44.39	003931
003932	03/30/2016	C	Courier Printing Corporation	0018		No	No			\$2,816.69	003932
003933	03/30/2016	C	Custom Computer Specialists, Inc.	0018		No	No			\$787.47	003933
003934	03/30/2016	C	D&S Landscaping	0018		No	No			\$1,600.00	003934
003935	03/30/2016	C	Dailey/Colleen	0018		No	No			\$300.00	003935
003936	03/30/2016	C	Daniels/Melissa	0018		No	No			\$40.00	003936
003937	03/30/2016	C	Darien Lake	0018		No	No			\$5,500.56	003937
003938	03/30/2016	C	Deit Marketing L.P.	0018		No	No			\$2,531.22	003938
003939	03/30/2016	C	Discount School Supply	0018		No	No			\$97.74	003939
003940	03/30/2016	C	Disney Destinations, LLC	0018		No	No			\$12,584.04	003940
003941	03/30/2016	C	DLT Solutions, LLC	0018		No	No			\$945.00	003941
003942	03/30/2016	C	Don's Garage	0018		No	No			\$115.00	003942
003943	03/30/2016	C	Drangole/Kerry	0018		No	No			\$150.00	003943
003944	03/30/2016	C	Dupl Envp & Graphics	0018		No	No			\$855.00	003944
003945	03/30/2016	C	Dusham/Leland H.	0018		No	No			\$199.26	003945
003946	03/30/2016	C	Educational Theatre Association	0018		No	No			\$150.00	003946
003947	03/30/2016	C	Erie 1 BOCES	0018		No	No			\$2,595.25	003947
003948	03/30/2016	C	Euson/Roxanne M.	0018		No	No			\$40.00	003948
003949	03/30/2016	C	Famous Artists	0018		No	No			\$3,575.00	003949
003950	03/30/2016	C	FARDEMBRA	0018		No	No			\$150.00	003950
003951	03/30/2016	C	Ferrara, Fiorenza P.C.	0018		No	No			\$3,059.50	003951
003952	03/30/2016	C	Fleming/Tracy O.	0018		No	No			\$40.00	003952
003953	03/30/2016	C	Fox/Suzanne K.	0018		No	No			\$115.50	003953
003954	03/30/2016	C	Fred Pryor Seminars	0018		No	No			\$99.00	003954
003955	03/30/2016	C	Fut. And Function	0018		No	No			\$411.19	003955
003956	03/30/2016	C	Ganey/Christopher	0018		No	No			\$300.00	003956
003957	03/30/2016	C	Genesee Valley BOCES	0018		No	No			\$596.67	003957
003958	03/30/2016	C	Global	0018		No	No			\$2,261.82	003958
003959	03/30/2016	C	Goettel/Alexander	0018		No	No			\$300.00	003959
003960	03/30/2016	C	Goettel/Mathew	0018		No	No			\$150.00	003960
003961	03/30/2016	C	Govconnection, Inc.	0018		No	No			\$205.56	003961
003962	03/30/2016	C	Grainger Inc.	0018		No	No			\$313.02	003962

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer Manual M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERAL-FN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
003963	03/30/2016	C	Gramlich/Jack	0018	No	No	No			\$200.00	003963
003964	03/30/2016	C	Grant Graphics	0018	No	No	No			\$952.77	003964
003965	03/30/2016	C	Grasso/Jason	0018	No	No	No			\$450.00	003965
003966	03/30/2016	C	Greater Southern Tier Boces	0018	No	No	No			\$4,950.00	003966
003967	03/30/2016	C	Greco/Brandin M.	0018	No	No	No			\$400.00	003967
003968	03/30/2016	C	Griser/Paul	0018	No	No	No			\$319.35	003968
003969	03/30/2016	C	HALSEY MACHINERY CO., INC.	0018	No	No	No			\$89.46	003969
003970	03/30/2016	C	Halsey/Justin P.	0018	No	No	No			\$250.54	003970
003971	03/30/2016	C	Haltsted/Ann Marie G.	0018	No	No	No			\$400.00	003971
003972	03/30/2016	C	Hammond/James E.	0018	No	No	No			\$74.00	003972
003973	03/30/2016	C	Hampton Inn and Suites Albany/Downtown	0018	No	No	No			\$259.50	003973
003974	03/30/2016	C	Hannibal Central School	0018	No	No	No			\$287.47	003974
003975	03/30/2016	C	Hardesy/Jacqueline L.	0018	No	No	No			\$40.00	003975
003976	03/30/2016	C	Harford/Aleisha	0018	No	No	No			\$168.24	003976
003977	03/30/2016	C	Hart Welding Supply	0018	No	No	No			\$136.25	003977
003978	03/30/2016	C	Hillyard / New York	0018	No	No	No			\$150.00	003978
003979	03/30/2016	C	Himes/Naomi E.	0018	No	No	No			\$40.00	003979
003980	03/30/2016	C	Hobin Sound	0018	No	No	No			\$1,100.00	003980
003981	03/30/2016	C	Improvement First LLC	0018	No	No	No			\$30,800.00	003981
003982	03/30/2016	C	INDEPENDENT LIVING AIDS	0018	No	No	No			\$35.90	003982
003983	03/30/2016	C	Ithaca Guitar Works	0018	No	No	No			\$999.97	003983
003984	03/30/2016	C	J & K Auto Parts	0018	No	No	No			\$377.50	003984
003985	03/30/2016	C	Jarvis/Anthony	0018	No	No	No			\$1,010.41	003985
003986	03/30/2016	C	Jefferson Lewis BOCES	0018	No	No	No			\$9,401.37	003986
003987	03/30/2016	C	Jerrett/Susan K.	0018	No	No	No			\$8.97	003987
003988	03/30/2016	C	Jones/Keith C.	0018	No	No	No			\$273.20	003988
003989	03/30/2016	C	Jones/William M.	0018	No	No	No			\$136.62	003989
003990	03/30/2016	C	Kasher/Nancy E.	0018	No	No	No			\$40.00	003990
003991	03/30/2016	C	KIDZ CLUB	0018	No	No	No			\$195.00	003991
003992	03/30/2016	C	Klepeis/Alicia K.	0018	No	No	No			\$750.00	003992
003993	03/30/2016	C	Knapp/William A.	0018	No	No	No			\$1,800.00	003993
003994	03/30/2016	C	Kocher/Roger I.	0018	No	No	No			\$40.00	003994
003995	03/30/2016	C	Logisoft Computer Product	0018	No	No	No			\$719.52	003995
003996	03/30/2016	C	Lenghi/Matteo	0018	No	No	No			\$500.00	003996
003997	03/30/2016	C	Mastrobattisto/Pamela	0018	No	No	No			\$550.00	003997
003998	03/30/2016	C	McCombie/Alexander J.	0018	No	No	No			\$531.50	003998
003999	03/30/2016	C	McCrobie/Sarah C.	0018	No	No	No			\$528.99	003999
004000	03/30/2016	C	MCMEA	0018	No	No	No			\$330.00	004000
004001	03/30/2016	C	Merry Go Round Playhouse	0018	No	No	No			\$714.00	004001
004002	03/30/2016	C	Mexico Central Schools	0018	No	No	No			\$1,847.41	004002

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer(Manual), M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
004003	03/30/2016	C	Mexico Central Schools	0018		No	No			\$9,014.88	004003
004004	03/30/2016	C	Microsonics, Inc.	0018		No	No			\$221.50	004004
004005	03/30/2016	C	Miller/John	0018		No	Yes	3/30/2016	Incorrect amount	\$291.74	004005
004006	03/30/2016	C	Mirabito Energy Products	0018		No	No			\$1,099.61	004006
004007	03/30/2016	C	Monroe 2 Orleans BOCES	0018		No	No			\$3,837.09	004007
004008	03/30/2016	C	Moreland/David	0018		No	No			\$2,200.00	004008
004009	03/30/2016	C	MOST	0018		No	No			\$934.00	004009
004010	03/30/2016	C	Nasco	0018		No	No			\$52.88	004010
004011	03/30/2016	C	National FFA Organization	0018		No	No			\$85.00	004011
004012	03/30/2016	C	National Grid	0018		No	No			\$325.07	004012
004013	03/30/2016	C	Nelson-Sukert/Peri M.	0018		No	No			\$200.25	004013
004014	03/30/2016	C	NY SASN	0018		No	No			\$55.00	004014
004015	03/30/2016	C	NYSPRA	0018		No	No			\$455.00	004015
004016	03/30/2016	C	NYSSLHA	0018		No	No			\$2,225.00	004016
004017	03/30/2016	C	NYSSMA	0018		No	No			\$2,364.00	004017
004018	03/30/2016	C	NYSSMA	0018		No	No			\$325.00	004018
004019	03/30/2016	C	NYSSMA	0018		No	No			\$2,718.00	004019
004020	03/30/2016	C	NYSSMA	0018		No	No			\$1,295.00	004020
004021	03/30/2016	C	NYSSMA	0018		No	No			\$328.00	004021
004022	03/30/2016	C	Oak Tree Products, Inc.	0018		No	No			\$838.79	004022
004023	03/30/2016	C	OCM BOCES	0018		No	No			\$966,325.15	004023
004024	03/30/2016	C	OCMEA	0018		No	No			\$400.00	004024
004025	03/30/2016	C	OCMEA	0018		No	No			\$100.00	004025
004026	03/30/2016	C	Olsen/Joseph T.	0018		No	No			\$40.00	004026
004027	03/30/2016	C	OCN CENTER	0018		No	No			\$4,576.00	004027
004028	03/30/2016	C	ONEIDA-HERKIMER-MADISON BOCES	0018		No	No			\$536.00	004028
004029	03/30/2016	C	Oswego City School Dist.	0018		No	No			\$632.02	004029
004030	03/30/2016	C	Oswego Hospital	0018		No	No			\$554.50	004030
004031	03/30/2016	C	Pacemaker Steel & Piping Company	0018		No	No			\$1,055.89	004031
004032	03/30/2016	C	PALLADIUM TIMES, INC.	0018		No	No			\$41.21	004032
004033	03/30/2016	C	Parkes/Chelsea	0018		No	No			\$250.00	004033
004034	03/30/2016	C	Paularis's Pizze	0018		No	No			\$59.80	004034
004035	03/30/2016	C	PCM-G	0018		No	No			\$89.10	004035
004036	03/30/2016	C	Phoenix Central School	0018		No	No			\$4,965.25	004036
004037	03/30/2016	C	POINTWRIGHT	0018		No	No			\$6,405.50	004037
004038	03/30/2016	C	Price Chopper Oper. Co., Inc.	0018		Yes	No			\$82.52	004038
004039	03/30/2016	C	Price/William	0018		Yes	No			\$4,000.00	004039
004040	03/30/2016	C	Pro-Bid Company LLC	0018		No	No			\$84.33	004040
004041	03/30/2016	C	Proud/Robyn L.	0018		No	No			\$292.70	004041
004042	03/30/2016	C	Pullin/Marty	0018		No	No			\$125.00	004042

Payment Types: C=Computer Check A=Automated Paym-e-t E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
004043	03/30/2016	C	Punam-Westchester BOCES	0018		No	No			\$1,653.60	004043
004044	03/30/2016	C	PYRAMID EDUCATIONAL CONSULTANTS, INC.	0018		No	No			\$404.25	004044
004045	03/30/2016	C	Quadel Mary	0018		No	No			\$67.50	004045
004046	03/30/2016	C	Q&T Corporation	0018		No	No			\$262.49	004046
004047	03/30/2016	C	Rafowski Ryan J.	0018		No	No			\$10.80	004047
004048	03/30/2016	C	Raptor Technologies, Inc.	0018		No	No			\$100.00	004048
004049	03/30/2016	C	Reclio-Demmin Barbara E.	0018		No	No			\$592.86	004049
004050	03/30/2016	C	Red Wing Shoe Store	0018		No	No			\$327.38	004050
004051	03/30/2016	C	Recklen Tessa L.	0018		No	No			\$10.55	004051
004052	03/30/2016	C	Rehab Resources	0018		No	No			\$5,375.64	004052
004053	03/30/2016	C	Rinehart Amy S.	0018		No	No			\$40.00	004053
004054	03/30/2016	C	Rossiter Alicia V.	0018		No	No			\$9.18	004054
004055	03/30/2016	C	Rudgers Gregory	0015		No	No			\$350.00	004055
004056	03/30/2016	C	Rupert Daniel R.	0015		No	No			\$30.00	004056
004057	03/30/2016	C	Ryan Mary E.	0018		No	No			\$25.92	004057
004058	03/30/2016	C	Ryden Laura L.	0018		No	No			\$2,400.00	004058
004059	03/30/2016	C	Sanderlin White Sharon A.	0018		No	No			\$35.64	004059
004060	03/30/2016	C	Sandy Creek Central School Dist.	0018		No	No			\$235.16	004060
004061	03/30/2016	C	Sandy Creek CSD	0018		No	No			\$84.64	004061
004062	03/30/2016	C	Schantz Debra L.	0018		No	No			\$54.81	004062
004063	03/30/2016	C	School Specialty	0018		No	No			\$879.51	004063
004064	03/30/2016	C	Seneca Falls Music Boosters	0018		No	No			\$370.00	004064
004065	03/30/2016	C	Shear Todd A.	0018		No	No			\$32.04	004065
004066	03/30/2016	C	Shepherd Michael	0018		No	No			\$526.51	004066
004067	03/30/2016	C	Simplified Entertainment	0018		No	No			\$1,200.00	004067
004068	03/30/2016	C	Skills USA-New York	0018		No	No			\$180.00	004068
004069	03/30/2016	C	SkillsUSA Inc.	0018		No	No			\$26.00	004069
004070	03/30/2016	C	SLICE N GO	0018		No	No			\$397.50	004070
004071	03/30/2016	C	Scoleski Steven E.	0018		No	No			\$15.66	004071
004072	03/30/2016	C	Spadafore James	0018		No	No			\$200.00	004072
004073	03/30/2016	C	SREB	0018		No	No			\$3,000.00	004073
004074	03/30/2016	C	Staples Advantage	0018		Yes	No			\$341.03	004074
004075	03/30/2016	C	State University of New York at Oswego	0018		No	No			\$1,592.25	004075
004076	03/30/2016	C	Stewart Christine L.	0018		No	No			\$400.00	004076
004077	03/30/2016	C	Storings Mark	0018		No	No			\$300.00	004077
004078	03/30/2016	C	Symphonia	0018		No	No			\$5,000.00	004078
004079	03/30/2016	C	SYNCA/Amazon	0018		No	No			\$847.89	004079
004080	03/30/2016	C	Synergy Global Solutions	0018		No	No			\$447.43	004080
004081	03/30/2016	C	Syracuse Stage	0018		No	No			\$11,876.00	004081
004082	03/30/2016	C	SYSCO Food Services	0018		No	No			\$2,508.02	004082

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer(Manus), M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GENERALFN - First Niagara - General Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
004083	03/30/2016	C	Tangible Play, Inc.	0018		No	No			\$29.00	004083
004084	03/30/2016	C	Techno-Tool	0018		No	No			\$196.14	004084
004085	03/30/2016	C	The Desmond	0018		No	No			\$115.00	004085
004086	03/30/2016	C	The Flippen Group	0018		No	No			\$23,300.00	004086
004087	03/30/2016	C	The Mariner's Museum	0018		No	No			\$250.00	004087
004088	03/30/2016	C	THE TREE HOUSE, INC	0018		No	No			\$433.65	004088
004089	03/30/2016	C	Theatreworks/USA	0018		No	No			\$925.00	004089
004090	03/30/2016	C	Thompson/Sallie	0018		No	No			\$200.00	004090
004091	03/30/2016	C	Time Warner Cable	0018		No	No			\$1,617.17	004091
004092	03/30/2016	C	Timani/Kathleen L.	0018		No	No			\$48.57	004092
004093	03/30/2016	C	Todd/Christopher J.	0018		No	No			\$1,896.14	004093
004094	03/30/2016	C	TOMPKINS-SENECA-TIOGA BOCES	0018		No	No			\$22.50	004094
004095	03/30/2016	C	Treveth/Rebecca R.	0018		No	No			\$158.21	004095
004096	03/30/2016	C	Trills & Thrills Music Festivals	0018		No	No			\$902.00	004096
004097	03/30/2016	C	U Line	0018		No	No			\$103.08	004097
004098	03/30/2016	C	Uncle Sam Boat Tours	0018		No	No			\$300.00	004098
004099	03/30/2016	C	UNIFIRST CORPORATION	0018		No	No			\$212.52	004099
004100	03/30/2016	C	Uniforms Etc.	0018		No	No			\$159.95	004100
004101	03/30/2016	C	United Parcel Service	0018		No	No			\$17.29	004101
004102	03/30/2016	C	Virginia Historical Society	0018		No	No			\$100.00	004102
004103	03/30/2016	C	Wal-Mart Community	0018		Yes	No			\$457.52	004103
004104	03/30/2016	C	Wal: Disney World	0018		No	No			\$8,470.94	004104
004105	03/30/2016	C	Wayne Finger Lakes BOCES	0018		No	No			\$3,473.80	004105
004106	03/30/2016	C	Wayne-Dalton of Syracuse	0018		No	No			\$279.00	004106
004107	03/30/2016	C	Weisch/David	0018		No	No			\$300.00	004107
004108	03/30/2016	C	Windstream Communications	0018		No	No			\$786.56	004108
004109	03/30/2016	C	Wondeworks Syracuse LLC	0018		No	No			\$398.67	004109
004110	03/30/2016	C	Yogibo, LLC	0018		No	No			\$227.30	004110
004111	03/30/2016	C	Campus Cafe'	0018		No	No			\$100.00	004111
004112	03/30/2016	C	Miller/Jon	0018		No	No			\$292.04	004112
Subtotal for Bank Account: GENERALFN - First Niagara - General Fund										\$1,748,181.21	
										(\$406.74)	
										\$1,747,774.47	
										Grand Total	
										Void Total	
										Net	

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: TRUSTFN - First Niagara - Trust & Agency Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001185	03/08/2016	C	HCC Life Insurance Company	0017		No	No			\$24,058.20	001185
001186	03/15/2016	C	BOCES Suppl/Employee Assn	0017		No	No			\$1,178.28	001186
001187	03/15/2016	C	BOCES Teachers Assoc.	0017		No	No			\$3,265.26	001187
001188	03/15/2016	C	NYS Teachers Retirement	0017		No	No			\$4,600.50	001188
001189	03/15/2016	C	NYS-HESC	0017		No	No			\$140.70	001189
001190	03/15/2016	C	NYSIF	0017		No	No			\$1,066.13	001190
001191	03/15/2016	C	NYSUT ELT	0017		No	No			\$1,139.03	001191
001192	03/15/2016	C	Oswego County Sheriff	0017		No	No			\$838.60	001192
001193	03/15/2016	C	POMCO	0017		No	No			\$21,604.86	001193
001194	03/15/2016	C	Preferred Group Plan, Inc	0017		No	No			\$164.50	001194
001195	03/15/2016	C	Preferred Group Plan, Inc	0017		No	No			\$2,609.59	001195
001196	03/15/2016	C	Social Security Administration	0017		No	No			\$50.00	001196
001197	03/15/2016	C	The Hartford	0017		No	No			\$2,574.30	001197
001198	03/15/2016	C	The S.A.A.N.Y.S.	0017		No	No			\$1,293.21	001198
001199	03/15/2016	C	U.S. DEPT OF EDUCATION	0017		No	No			\$434.32	001199
001200	03/15/2016	C	United Teaching Assistant	0017		No	No			\$1,587.34	001200
001201	03/15/2016	C	United Way of Greater	0017		No	No			\$23.50	001201
001202	03/15/2016	C	VolterCope	0017		No	No			\$43.75	001202
001203	03/30/2016	C	BOCES Suppl/Employee Assn	0017		No	No			\$1,178.28	001203
001204	03/30/2016	C	BOCES Teachers Assoc.	0017		No	No			\$3,247.26	001204
001205	03/30/2016	C	HAYLOR, FREYER & COON, INC.	0017		No	No			\$625.00	001205
001206	03/30/2016	C	HCC Life Insurance Company	0017		No	No			\$24,058.20	001206
001207	03/30/2016	C	NYS Teachers Retirement	0017		No	No			\$4,600.50	001207
001208	03/30/2016	C	NYS-HESC	0017		No	No			\$140.70	001208
001209	03/30/2016	C	NYSUT ELT	0017		No	No			\$1,132.86	001209
001210	03/30/2016	C	Oswego County Sheriff	0017		No	No			\$811.24	001210
001211	03/30/2016	C	POMCO	0017		No	No			\$21,547.89	001211
001212	03/30/2016	C	Preferred Group Plan, Inc	0017		No	No			\$2,609.59	001212
001213	03/30/2016	C	Social Security Administration	0017		No	No			\$50.00	001213
001214	03/30/2016	C	The Hartford	0017		No	No			\$2,493.73	001214
001215	03/30/2016	C	The S.A.A.N.Y.S.	0017		No	No			\$1,293.21	001215
001216	03/30/2016	C	U.S. DEPT OF EDUCATION	0017		No	No			\$434.32	001216
001217	03/30/2016	C	United Teaching Assistant	0017		No	No			\$1,587.34	001217
001218	03/30/2016	C	United Way of Greater	0017		No	No			\$23.50	001218
001219	03/30/2016	C	VolterCope	0017		No	No			\$43.75	001219
1620AETNA	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$4,255.00	1620AETNA
1620AMERCE	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$750.00	1620AMERCE
1620CABANK	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$1,245.00	1620CABANK
1620CAPGUA	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$200.00	1620CAPGUA
1620EMPBEN	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$1,780.00	1620EMPBEN

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: TRUSTFN - First Niagara - Trust & Agency Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
1620EQUIT	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$1,804.66	1620EQUIT
1620ERS4	03/11/2016	E	NYS & Local Retirement Systems	0017		No	No			\$295.66	1620ERS4
1620ERS5	03/11/2016	E	NYS & Local Retirement Systems	0017		No	No			\$347.91	1620ERS5
1620ERS6	03/11/2016	E	NYS & Local Retirement Systems	0017		No	No			\$1,035.53	1620ERS6
1620ERSARR	03/11/2016	E	NYS & Local Retirement Systems	0017		No	No			\$115.21	1620ERSARR
1620ERSLON	03/11/2016	E	NYS & Local Retirement Systems	0017		No	No			\$2,573.00	1620ERSLON
1620FEDTAX	03/11/2016	E	Key Bank of Central NY	0017		No	No			\$81,553.38	1620FEDTAX
1620FICA	03/11/2016	E	Key Bank of Central NY	0017		No	No			\$85,061.32	1620FICA
1620FIDELI	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$925.00	1620FIDELI
1620FIRSTI	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$50.00	1620FIRSTI
1620IDSLIF	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$525.00	1620IDSLIF
1620LNCOL	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$61.90	1620LNCOL
1620MASSVA	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$145.00	1620MASSVA
1620MEDI	03/11/2016	E	Key Bank of Central NY	0017		No	No			\$19,893.14	1620MEDI
1620MET	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$1,124.69	1620MET
1620NY	03/11/2016	E	Key Bank of Central NY	0017		No	No			\$30,614.83	1620NY
1620NYSDEF	03/11/2016	E	Bank of New York	0017		No	No			\$49.90	1620NYSDEF
1620OPPENH	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$3,115.41	1620OPPENH
1620OSWSCU	03/11/2016	E	New York State Processing Center	0017		No	No			\$55.53	1620OSWSCU
1620SB	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$125.00	1620SB
1620UNITYM	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$50.00	1620UNITYM
1620VANGUA	03/11/2016	E	J. P. Morgan Chase	0017		No	No			\$600.00	1620VANGUA
1621AETNA	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$4,255.00	1621AETNA
1621AMERCE	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$750.00	1621AMERCE
1621CABANK	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$1,270.00	1621CABANK
1621CAPGUA	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$200.00	1621CAPGUA
1621EMPBEN	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$1,780.00	1621EMPBEN
1621EQUIT	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$1,804.96	1621EQUIT
1621ERS4	03/25/2016	E	NYS & Local Retirement Systems	0017		No	No			\$297.23	1621ERS4
1621ERS5	03/25/2016	E	NYS & Local Retirement Systems	0017		No	No			\$320.44	1621ERS5
1621ERS6	03/25/2016	E	NYS & Local Retirement Systems	0017		No	No			\$1,024.36	1621ERS6
1621ERSARR	03/25/2016	E	NYS & Local Retirement Systems	0017		No	No			\$115.21	1621ERSARR
1621ERSLON	03/25/2016	E	NYS & Local Retirement Systems	0017		No	No			\$2,573.00	1621ERSLON
1621FEDTAX	03/25/2016	E	Key Bank of Central NY	0017		No	No			\$80,101.20	1621FEDTAX
1621FICA	03/25/2016	E	Key Bank of Central NY	0017		No	No			\$83,893.28	1621FICA
1621FIDELI	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$925.00	1621FIDELI
1621FIRSTI	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$50.00	1621FIRSTI
1621IDSLIF	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$525.00	1621IDSLIF
1621LNCOL	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$61.90	1621LNCOL
1621MASSVA	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$145.00	1621MASSVA

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: TRUSTFN - First Niagara - Trust & Agency Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
1621MEDI	03/25/2016	E	Key Bank of Central NY	0017		No	No			\$19,520.20	1621MEDI
1621MET	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$1,124.66	1621MET
1621NY	03/25/2016	E	Key Bank of Central NY	0017		No	No			\$30,043.69	1621NY
1621NYSDEF	03/25/2016	E	Bank of New York	0017		No	No			\$49.90	1621NYSDEF
1621OPPENH	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$3,115.41	1621OPPENH
1621OSWSCU	03/25/2016	E	New York State Processing Center	0017		No	No			\$59.53	1621OSWSCU
1621SB	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$125.00	1621SB
1621UNITYM	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$50.00	1621UNITYM
1621VANGUA	03/25/2016	E	J. P. Morgan Chase	0017		No	No			\$600.00	1621VANGUA
Subtotal for Bank Account: TRUSTFN - First Niagara - Trust & Agency Fund											
Grand Total										\$505,692.49	
Void Total										\$0.00	
Net										\$505,692.49	
Grand Total										\$3,452,758.89	
Void Total										(\$406.74)	
Net										\$3,452,352.15	

Selection Criteria

Bank Account: ALL
Check date is between 03/01/2016 and 03/31/2016
Sort by: Check Number/Check Date
Printed by GISELE BENIGNO



Exceptional Education
 JAMES E. HUBER
Director of Exceptional Education
P: 315.963.4315 | C: 315.402.6141
jhuber@oswegoboces.org

MEMO

TO: MICHAEL SHEPHERD
FROM: VICKIE ROWEN
SUBJECT: STUDENT CLUB ACCOUNT REPORT
DATE: APRIL 11, 2016

Attached please find the March Student Club Account Reports for the Board of Education Meeting in April.

If you have any questions please let me know.

• Attachment

Center for Instruction, Technology & Innovation
Student Club/Class Accounts Report March 1, 2016 through March 31, 2016

<u>Club/Class Account</u>	<u>3/1/2016 Beginning Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>3/31/2016 Ending Balance</u>
Adult Health Occupations	\$ 378.41	\$264.00	\$210.00	\$432.41
Auto Body	\$ 30.53	\$0.00	\$0.00	\$30.53
Campus Café	\$ 10,689.23	\$4,637.31	\$3,527.43	\$11,799.11
Deaf Education	\$ 1,041.10	\$944.80	\$184.51	\$1,801.39
Digital Media Class	\$ -	\$0.00	\$0.00	\$0.00
Law Enforcement #873	\$ 1,256.35	\$0.00	\$0.00	\$1,256.35
Retail CiTi (Manufacturing Plus)	\$ 3,411.24	\$834.46	\$320.91	\$3,924.79
S.T.E.R.N.	\$ 17.17	\$0.00	\$0.00	\$17.17
Signature Club	\$ 4,383.08	\$18.00	\$959.13	\$3,441.95
Skills USA VICA	\$ 613.05	\$1,674.60	\$88.24	\$2,199.41
The Star Ceramics Club	\$ 723.71	\$230.00	\$66.25	\$887.46
Vocational Training Prog	\$ 894.17	\$0.00	\$0.00	\$894.17
TOTAL:	\$23,438.04	\$8,603.17	\$5,356.47	\$26,684.74



Administrative Services

KELLY R. WOOD
Treasurer

P: 315.963.4203
kwood@oswegoboces.org

INTEROFFICE MEMORANDUM

TO: MICHAEL SHEPERD
FROM: KELLY R. WOOD, TREASURER
SUBJECT: FINANCIAL REPORTS FOR THE BOARD OF EDUCATION
DATE: 4/6/2016
CC: GISELE BENIGNO

- Included in this packet please find, February 29, 2016 the following accounts:
- General Checking – The main checking account for CITI.
 - General Money Markets – Money Markets where all ACH deposits are made to and transfer out to other accounts. Money is transferred into the account to earn interest.
 - General Money Market Reserve Account - Money Market for Retirement Contribution, Employee Benefit, and Liability Reserve.
 - Federal Checking – Checking account for Adult Education, Grants, Preschool, Exceptional Ed Summer School.
 - Trust & Agency Checking – Checking account for employee's payroll deductions.
 - Trust & Agency Health Benefits – Checking account for employee's health benefits.
 - Trust & Agency Health Money Market – The health insurance reserve for active and retired employees. Money is transferred into the account to earn interest.
 - Trust & Agency Payroll – Checking account for the payment of the net payroll.
 - Capital – Checking account for all our capital projects.
 - Capital Money Market – Money is transferred into the account to earn interest.
 - OCTC Excess Fund – Oswego County Teacher Center excess savings account.
 - The Accounts Receivable Balance reflects all account balances as of March 31, 2016.

Please contact me if you have any questions

A BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, NY 13114
Christopher J. Todd, District Superintendent/Executive Officer

Center for Instruction, Technology & Innovation
TREASURER'S REPORT
February 29, 2016

First Niagara / Chase Community Bank	(A) Checking (7894)	(B) New York Bank (7977)	(C) MM. Positive (7985)	(D) MM. Credit Bank (4103)	(E) C/Org (7982)	(F) C/Org (7982)	(G) C/Org (7986)	(H) Health-Orig (7982)	(I) Health-Sup (7982)	(J) Payroll (7986)	(K) C/Org (7985)	(L) C/Org (7985)	(M) Totals
Beginning Balance	1,934,473.67	795,261.63	4,038,394.36	462,032.71	722,064.85	18,594.17	338,367.25	157,566.34	730,717.48	0.00	4,723,773.02	150,098.81	34,096,105.49
Cash Receipts	6,701,951.58	2,285,196.81	340.00	15.86	332,015.59	2,000.00	1,536,321.12	789,839.02	946,873.08	37.43	1.19	12,418,235.67	
Cash Disbursement	-7,723,877.37	-2,593,150.04			-732,270.55		-4,519,355.12	-483,011.43	-946,573.08	-459,093.21		-34,885,725.83	
Transfer from NM												0.00	
Items in Transit												0.00	
Ending Balance	512,547.88	488,248.60	4,038,727.36	462,048.57	346,898.87	21,044.17	373,334.25	264,794.91	719,717.48	0.00	4,056,317.22	150,070.00	11,500,281.33
Balance per Bank	3,655,770.37	408,248.60	4,038,727.36	462,048.57	346,898.87	21,044.17	373,334.25	264,794.91	719,717.48	0.00	4,056,317.22	150,070.00	11,500,281.33
Deposits in Transit													
Transfer outstanding	-50.00												
Checks Outstanding	-2,143,042.49												
Ending Balance	512,547.88	488,248.60	4,038,727.36	462,048.57	346,898.87	21,044.17	373,334.25	264,794.91	719,717.48	0.00	4,056,317.22	150,070.00	11,500,281.33

Key Bank	(A) Checking (0025)	(B) C/Org (0027)	(C) Cash (0061)	(D) Health-Orig (0199)	(E) Payroll (0253)	(F) Totals
Beginning Balance	125.01	99,187.37	12,082.74	57,171.52	0.00	208,566.63
Cash Receipts	170.00	3,088.53	0.00	379.51	0.00	4,218.05
Cash Disbursement				-85,000.00		-85,000.00
Transfer from NM						0.00
Items in Transit						0.00
Ending Balance	295.01	102,275.90	12,082.74	12,351.03	0.00	127,704.67

Balance per Bank	4,953.46	104,749.30	12,198.67	11,782.64	1,940.88	142,544.85
Deposits in Transit						0.00
Transfer outstanding						0.00
Checks Outstanding	-4,658.45	-4,693.30	-115.93	-6,431.51	-1,940.88	-14,839.17
Ending Balance	295.01	100,056.00	12,082.74	12,351.03	0.00	127,704.67

Accounts Receivable Balance YTD as of:

General Fund	Outstanding Contract Payments	Current Contract Payments	Misc. Invoices	Totals
	\$ 1,721,620.99	\$ 4,052,956.41	\$ 9,201.00	\$ 5,783,778.40

General Fund	Outstanding Contract Payments as of:	March	February	March	Totals
		\$ 792,545.37	\$ 184,304.85	\$ 271,028.04	\$ 1,247,878.26

Name	Check #	Payroll Reason	Net Check
			\$ 1,247,878.26

Federal Fund

Center for Career & Community Education	\$ 110,815.44
All Education Receivable	\$ 42,402.00
Contract Payments	\$ 453.12
Misc. Invoices	\$ 37,655.60
Totals	\$ 191,286.16

Outstanding Contract Payments as of:	3/31/2016	Payroll Reason	Net Check
			\$ 191,286.16

Respectfully Submitted,
KELLY R. WOOD
TREASURER



Administrative Services

GISÈLE BENIGNO
Coordinator of Business Administration, PR & Special Projects
P: 315.963.4241 | C: 315.297.1830
gbenigno@CITiboces.org

MEMORANDUM

TO: Michael Sheperd
Assistant Superintendent for Administrative Services

FROM: Gisèle Benigno
Coordinator of Business Administration, PR & Special Projects

RE: Budget Status Report & Budget Transfers Greater than \$50K

DATE: April 12, 2016

Enclosed is the Budget Status Report as of March 31, 2016.

The Center for Instruction, Technology & Innovation 2015-2016 initial budget is \$45,339,055. The report indicates adjustments totaling \$2,973,102 resulting in a current budget for 2015-2016 of \$48,312,157.

There were no budget transfers greater than \$50,000 between March 1, 2016 and March 31, 2016.

OSWEGO COUNTY BOCES

Budget Status Report As Of: 03/31/2016

Fiscal Year: 2016

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
001 ADMINISTRATION		6,543,551.00	-478,972.79	6,064,578.21	1,881,895.75	720,497.57	3,462,384.89	3,460,987.39
002 CAPITAL PROJECTS		390,815.00	-13,543.00	377,272.00	327,824.82	49,442.90	4.48	4.48
101 CAREER & TECHNICAL EDUCATION		9,442,029.00	-148,027.58	9,294,001.42	2,490,855.34	3,251,777.00	552,168.08	526,780.08
200 Staffing 1:1:23 OCM BOCES		283,500.00	0.00	283,500.00	182,317.81	0.00	71,182.19	71,182.19
201 Exceptional Education 12:1:1		674,283.00	500,166.43	1,174,449.43	386,821.87	883,010.80	114,618.88	105,548.55
202 12:1:1 1/2 Day Work Study		419,087.00	125,060.14	544,147.14	260,395.59	264,373.15	19,412.40	19,412.40
203 Exceptional Education 12:1:4		373,324.00	300,845.80	673,969.80	183,112.69	453,210.81	27,646.20	26,947.59
205 Exceptional Education 8:1:1		121,840.00	-23,180.57	98,659.43	315.14	19,312.51	79,031.78	78,031.78
206 Staffing 1:3:1		0.00	24,805.13	24,805.13	0.00	0.00	0.00	0.00
207 Exceptional Education 6:1:1		3,632,738.00	1,992,155.71	5,624,894.71	1,829,727.80	3,766,155.38	29,008.53	28,981.03
208 Staffing 12:1:1		0.00	634,228.86	634,228.86	313,553.74	288,326.23	32,046.89	32,046.89
209 RESOURCE ROOM/CONSULTANT TCHR SVCS		249,985.00	19,015.94	269,000.94	152,526.94	113,527.46	2,856.54	2,815.54
212 Deaf Hearing - OCM		222,600.00	4,556.40	227,156.40	227,156.40	0.00	0.00	0.00
217 Exceptional Education Day Treatment		2,218,782.00	331,570.80	2,550,352.80	1,139,845.72	1,371,762.74	38,744.34	29,786.97
223 Exceptional Education 1:1 TEACHER ASSIST		3,186,049.00	-2,331,876.30	854,172.70	1,811,220.57	-1,088,828.81	311,978.94	311,978.94
300 Visually Impaired OCM BOCES		9,000.00	0.00	9,000.00	4,554.67	0.00	4,445.33	4,445.33
302 ITINERANT - VISUALLY IMPAIRED		482,804.00	69,713.35	552,517.35	333,773.48	204,916.13	13,827.74	13,827.74
303 ITINERANT - HEARING IMPAIRED		1,266,482.00	106,706.77	1,373,188.77	826,276.08	527,552.52	19,330.17	19,230.17
305 ITINERANT - SPEECH THERAPIST		268,923.00	-26,324.50	242,598.50	148,871.98	83,977.00	8,949.52	8,949.52
307 Int: WBL Opportunities		17,877.00	-10,932.00	6,945.00	3,810.84	0.00	3,334.16	3,334.16
316 Sch Food Supervisor Wayne Finger		0.00	25,527.30	25,527.30	25,527.30	0.00	0.00	0.00
317 Hospital Instruction - Cap Region		0.00	388.16	388.16	388.16	0.00	0.00	0.00
319 Inherent Claims Auditor		7,241.00	-13.85	7,227.15	4,823.10	2,042.28	381.97	381.97
321 ITINERANT - PUBLIC RELATIONS		272,842.00	-272,842.00	0.00	0.00	0.00	0.00	0.00
352 HANDICAPPED: OTHER ITINERANT		755,008.00	25,767.82	780,775.82	462,952.17	305,842.51	12,501.14	12,501.14
355 Drivers Education - 10 Month		284,379.00	-5,296.96	279,082.04	109,454.71	46,480.60	103,146.53	102,886.94
401 Alternative Education - OCM		27,000.00	0.00	27,000.00	19,320.00	0.00	7,680.00	7,680.00
402 Project Explore Programs		1,071,164.00	-79,907.72	991,256.28	565,731.53	359,018.76	86,505.99	47,564.86
408 GIFTED AND TALENTED PROGRAMS		25,841.00	-1,095.00	24,746.00	7,713.06	4,384.88	12,508.05	12,508.05
407 Alt Ed Behavioral Intervention		0.00	629,804.72	629,804.72	390,470.12	164,957.33	104,977.27	103,969.13
408 Credit Accrual		0.00	156,857.71	156,857.71	97,508.16	57,522.37	11,827.18	11,717.18
409 Alt Ed Secondary - X-C Jeff Lewis		18,000.00	0.00	18,000.00	13,983.69	0.00	2,316.31	2,013.31
411 Portable Plantation Oneida Herkimer		0.00	268.00	268.00	268.00	0.00	0.00	0.00
412 EQUIVALENT ATTENDANCE EDUCATION		0.00	0.00	0.00	0.00	150.00	-150.00	-150.00
413 ALTERNATIVE ED PRG Madison Oneida		0.00	1,949.49	1,949.49	1,949.49	0.00	0.00	0.00
414 SUMMER SCHOOL - GENERAL EDUCATION		629,910.00	-10,146.71	619,763.29	470,985.98	79,736.38	69,037.93	69,472.93
415 PERFORMING ARTS - AESTHETIC EDUCATION		1,258,615.00	308,578.48	1,567,193.48	1,003,736.12	327,001.11	236,457.25	239,142.40
416 EXPLORATORY ENRICHMENT & PLANETARIUM		354,981.00	51,293.26	406,274.26	224,733.22	112,591.85	69,889.20	69,496.70
419 ENVIRONMENTAL EDUCATION		6,500.00	0.00	6,500.00	4,480.00	0.00	2,020.00	2,020.00

* Includes a pending Budget Transfer Request

OSWEGO COUNTY BOCES

Budget Status Report As Of: 03/31/2016

Fiscal Year: 2016

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
423 Hospital Board Instruction-TST BOCES		500.00	0.00	500.00	-170.37	0.00	670.37	670.37
425 Expirity Enrichment		3,500.00	0.00	3,500.00	2,306.25	0.00	1,193.75	1,193.75
426 Hospital Board Instruction-OCM BOCES		7,500.00	0.00	7,500.00	1,300.00	0.00	6,200.00	6,200.00
427 TASC		0.00	132,046.05	132,046.05	99,192.59	35,022.83	27,830.86	27,830.86
428 Challenger Learning - Monroe #1		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00
441 Hospital Edu CEWW X-C		500.00	0.00	500.00	0.00	0.00	500.00	500.00
450 E-Learning - Cayuga Onondaga		30,000.00	0.00	30,000.00	10,341.65	0.00	19,658.34	19,658.34
472 E-Learning Connect- OCM		87,500.00	0.00	87,500.00	59,568.13	0.00	27,931.90	27,931.90
476 DL- Online Courses Cattsburg Allegany		0.00	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00
477 DISTANCE LEARNING		229,774.00	3,603.40	233,377.40	123,438.30	77,666.81	32,240.29	31,897.29
502 Extracurricular Act Coord Jeff Lewis		1,000.00	0.00	1,000.00	282.50	0.00	717.50	717.50
504 STAFF DEVELOP-HOSTS & READING RECOVERY		98,500.00	0.00	98,500.00	275.01	0.00	98,224.99	98,224.99
507 PLANNING - INSTRUCTIONAL SUPPORT		0.00	3,082.50	3,082.50	3,082.50	0.00	0.00	0.00
509 Instructional Technology-OCM BOCES		2,355,300.00	534,801.55	2,890,101.55	1,853,472.37	0.00	1,036,629.18	1,036,629.18
511 LEARNING TECHNOLOGIES		177,364.00	139,743.90	317,107.90	238,938.43	73,375.24	33,796.13	29,276.83
512 LIBRARY MEDIA		132,781.00	-3,135.18	129,645.82	83,641.79	28,445.03	17,569.00	-7,569.00
515 INSTRUCTIONAL TECHNOLOGY (CLO)		2,181,650.00	284,328.35	2,465,978.35	1,046,760.82	344,636.75	1,034,480.78	1,028,590.11
517 MODEL SCHOOLS		528,585.00	-22,260.81	506,324.19	362,305.53	114,658.98	29,759.67	20,759.67
522 Inter Scholastic Coord Jeff Lewis		0.00	2,758.63	2,758.63	2,758.63	0.00	0.00	0.00
526 HOME SCHOOL COORDINATION		17,187.00	-129.45	17,057.55	9,518.88	2,009.42	5,528.45	5,528.45
527 Home School GST BOCES		0.00	12,150.00	12,150.00	12,150.00	0.00	0.00	0.00
528 Academics Decathlon- OCM		600.00	0.00	600.00	0.00	0.00	600.00	600.00
532 Staff Development- Other		0.00	3,030.00	3,030.00	3,422.11	0.00	-392.11	-392.11
533 SCHOOL/CURR IMPROVEMENT		1,035,141.00	388,570.54	1,423,711.54	850,886.55	358,016.17	414,705.82	414,445.33
534 LIBRARY AUTOMATION		50,063.00	-1,078.25	48,984.75	15,590.39	13,865.84	18,432.52	19,432.52
535 Library Automation-OCM BOCES		22,000.00	0.00	22,000.00	15,225.00	0.00	6,775.00	6,775.00
537 LIBRARY COOPERATIVE COLLECTION DEVELOPME		238,062.00	37,289.88	275,351.88	206,037.43	19,291.11	50,020.34	50,020.34
539 Technical Services - OCM		1,000.00	0.00	1,000.00	321.25	0.00	678.75	678.75
540 ISS Curriculum Improvement-Cayuga BOCES		0.00	392.50	392.50	392.50	0.00	0.00	0.00
541 ISS Curriculum Improvement-Monroe 2		20,000.00	0.00	20,000.00	14,883.09	0.00	5,116.91	5,116.91
542 ISS Curriculum Improvement-TST BOCES		0.00	150.00	150.00	150.00	0.00	0.00	0.00
544 ISS Curriculum Improvement-WSWHE		0.00	3,750.00	3,750.00	3,750.00	0.00	0.00	0.00
546 ISS Curriculum Improvement-Capital Reg		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	4,000.00
548 ISS Curriculum- OCM BOCES		158,000.00	17,445.17	175,445.17	175,445.17	0.00	0.00	0.00
555 School/Curriculum Improvement Erie 1		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	1,500.00
558 Model School- Genesee Valley		200.00	0.00	200.00	0.00	0.00	200.00	200.00
593 INSTRUCTIONAL MATERIALS DEVELOPMENT		220,000.00	0.00	220,000.00	58,450.02	0.00	160,549.98	160,549.98
598 PRINTING		522,088.00	232,678.32	754,766.32	493,524.66	-5,735.95	256,968.81	256,182.61
600 Pupil Transportation- OCM BOCES		700.00	741.81	1,441.81	1,441.81	0.00	0.00	0.00

OSWEGO COUNTY BOCES

Budget Status Report As Of: 03/31/2016

Fiscal Year: 2016

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unexpended Balance	Available Balance
601 TELECOMMUNICATIONS		925,000.00	0.00	925,000.00	621,611.25	0.00	303,388.75	303,388.75
602 TELEPHONE INTERCONNECT		550,000.00	0.00	550,000.00	368,688.07	0.00	181,311.93	181,311.93
604 NEGOTIATIONS		7,700.00	0.00	7,700.00	0.00	0.00	7,700.00	7,700.00
605 Planning Service-Erie 1 BOCES		26,500.00	0.00	26,500.00	16,278.01	0.00	10,221.99	10,221.99
606 COMPUTER SERVICE-ADM X-COINT OCM BOCES		3,250,000.00	0.00	3,250,000.00	2,565,286.35	0.00	684,713.15	684,713.15
608 Recruiting		12,000.00	0.00	12,000.00	9,821.90	0.00	2,078.40	2,078.40
610 PLANNING: MANAGEMENT SUPPORT		0.00	0.00	0.00	3,575.00	-11,000.00	7,325.00	7,325.00
611 SUBSTITUTE COORDINATION		28,143.00	-800.00	25,543.00	12,517.87	1,595.74	11,434.59	11,434.59
612 SCHOOLUSA=ETY RISK MANAGEMENT		215,398.00	40,300.55	255,698.55	165,829.63	37,294.15	52,574.77	51,484.42
617 Sub Coordination OCM		37,000.00	0.00	37,000.00	28,638.76	0.00	8,361.24	8,361.24
618 CEO - FINANCIAL TRACKING SRVC		37,000.00	0.00	37,000.00	27,525.00	0.00	9,475.00	9,475.00
620 Negotiations-OCM BOCES		80,000.00	0.00	80,000.00	76,248.50	0.00	3,750.50	3,750.50
621 Central Public Information Service		0.00	308,435.78	308,435.78	274,706.90	35,587.79	-1,858.91	-1,858.91
622 GASB 45 -Capital Region BOCES		40,000.00	0.00	40,000.00	37,850.84	-10,000.00	12,049.36	12,049.36
623 GASB 45 Planning-Clinton Essex BOCES		10,000.00	0.00	10,000.00	3,600.02	0.00	6,399.98	6,399.98
624 Planning Service, Mgt-Quester II		28,500.00	30.00	28,530.00	31,700.00	-3,170.00	0.00	0.00
627 Negotiation-Cayuga Oncology BOCES		68,500.00	0.00	68,500.00	42,339.50	0.00	27,160.50	27,160.50
630 EMPLOYEE ASS-STANCE PROGRAM		43,500.00	0.00	43,500.00	45,522.75	0.00	-2,022.75	-2,022.75
631 Medicaid Reimbursement Processing		0.00	1,731.00	1,731.00	1,731.00	0.00	0.00	0.00
635 STAC Processing - OCM		10,000.00	0.00	10,000.00	6,000.00	0.00	4,000.00	4,000.00
637 Planning Service, Management		0.00	36,834.88	36,834.88	32,148.32	4,301.00	385.56	385.56
638 Rocs Mgmt RAML		0.00	27,174.00	27,174.00	3,333.33	3,765.00	20,055.67	20,055.67
639 Computer Service: Management Madison One		0.00	6,454.50	6,454.50	6,454.50	0.00	0.00	0.00
643 Staff Development: Bus Drivers Jeff		0.00	450.00	450.00	450.00	0.00	0.00	0.00
653 Statewide BOCES Erie 1 X-C		0.00	0.00	0.00	285.72	0.00	-285.72	-285.72
655 Employee Benefit- Albany		3,500.00	45,724.68	49,224.68	49,224.68	0.00	0.00	0.00
665 Medicaid Reimbursement Processing		77,500.00	0.00	77,500.00	47,069.00	0.00	30,431.00	30,431.00
670 COOPERATIVE PURCHASING		87,744.00	-8,623.37	79,120.63	112,890.22	-37,143.40	3,383.81	3,383.81
671 Energy Management OCM BOCES		47,500.00	0.00	47,500.00	32,942.00	0.00	14,558.00	14,558.00
676 Employee Benefit Coordination OCM BOCES		163,000.00	0.00	163,000.00	148,287.88	0.00	11,732.12	11,732.12
690 Asset (Records Mgmt)		20,000.00	0.00	20,000.00	4,690.00	0.00	15,310.00	15,310.00
701 OPERATIONS & MAINTENANCE		0.00	-234,042.31	-234,042.31	1,583,978.52	-1,863,793.02	45,772.19	-177,923.76
702 Vision Services		0.00	-4,081.80	-4,081.80	0.00	-8,780.30	2,718.50	2,718.50
703 Audio & TOD Services		0.00	-21,723.50	-21,723.50	0.00	-21,723.50	0.00	0.00
705 Speech Impaired		0.00	-255,600.19	-255,600.19	284.45	-256,348.37	483.73	483.73
711 INTERNAL TECHNOLOGY SUPPORT		0.00	55,867.41	55,867.41	710,375.76	-743,801.53	98,793.18	98,793.18
712 INSTRUCTIONAL SUPPORT SVCS ADMIN		0.00	-32,044.13	-32,044.13	197,103.42	-273,339.59	44,182.04	44,021.19
713 Internal Security		0.00	-2,204.58	-2,204.58	40,415.30	-50,400.27	7,780.39	7,780.39
720 Exceptional Education Administration		0.00	29,282.38	29,282.38	807,376.37	-578,901.15	815.16	743.18

* Includes a pending Budget Transfer Request

OSWEGO COUNTY BOCES

Budget Status Report As Of: 03/31/2016
Fiscal Year: 2016

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
721 STUDENT SERVICES ADMINISTRATION		0.00	15,053.73	15,053.73	288,838.75	-437,090.78	162,245.77	162,245.77
732 Counsel Services		0.00	-732,834.00	-702,834.00	830.30	-711,134.00	7,699.70	7,699.70
Total GENERAL FUND		45,339,065.00	2,973,102.33	48,312,167.33	29,403,000.19	8,336,246.55	10,572,211.59	10,251,577.26



Cooperative Purchasing

AMY S. RHINEHART
School Purchasing Officer
P: 315.963.4253 | C: 315.297.3214
arhinehart@CITiboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Amy Rhinehart, School Purchasing Officer
SUBJECT: Bid Award #B16-1501 – Calculator Cooperative Bid
DATE: 3/29/2016
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Gisele Benigno, Coordinator of Business Administration, PR, and Special Projects

The Center for Instruction, Technology & Innovation (CITI) coordinated a cooperative bid for calculators, B16-1501, for the participation of CITI and the following school districts: Central Square Central School District, Hannibal Central School District, and Pulaski Academy & Central School District.

Bid proposals were opened for cooperative bid #B16-1501 - Calculators on February 24, 2016. In addition to advertising the bid in the Palladium Times and posting the bid on the CITI website, solicitations were e-mailed directly to twelve (12) vendors.

A total of five (5) vendors responded to the bid solicitation. Three (3) vendors responded with bid proposals and two (2) vendors submitted a "No Bid" response.

The bid solicitation requested pricing for eleven (11) items and reserved the right to award the bid in a line-by-line manner or by subcategory method. This bid will be awarded in a line-by-line manner and a tabulation of the analysis is as follows:

Vendor Name	Number of Items Bid	Number of Items Award	Amount of Award
Scantex Business Systems	10	2	\$4,279.50
AFP Industries, Inc	11	9	\$18,326.92
Fisher Scientific Company	9	-	-
Total Items		11	\$22,606.42

Recommendation: The Calculators Cooperative Bid, B16-1501, with a contract date of May 1, 2016 to April 30, 2017 be awarded as indicated above.

Total Items Awarded: Eleven (11) items with an annual award of \$22,606.42.

A BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, NY 13114
Christopher J. Todd, District Superintendent/Executive Officer



Cooperative Purchasing

AMY S. RHINEHART
School Purchasing Officer
P: 315.963.4253 | C: 315.297.3214
arhinehart@CITiboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Amy Rhinehart, School Purchasing Officer
SUBJECT: Bid Award #B16-7801 Technology Supplies & Equipment
DATE: 4/13/16
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Gisele Benigno, Coordinator of Business Administration, PR & Special Projects

The Center for Instruction, Technology & Innovation (CITI) coordinated a cooperative Technology Supplies and Equipment Bid, #B16-7801, for the participation of CITI and the following school districts: Central Square Central School District, Fulton City School District, Hannibal Central School District, Oswego City School District, Phoenix Central School District, and Pulaski Academy & Central School District.

Bid proposals were opened for cooperative bid #B16-7801 on March 16, 2016 at 1:00 p.m. In addition to advertising the bid in the Palladium Times, solicitations were e-mailed directly to one hundred and nine (109) recipients. A total of twenty (20) vendors responded to the bid solicitation. Three (3) of the twenty (20) vendors submitted a "No Bid" response.

The bid solicitation requested pricing for three hundred and sixty-nine (369) items and reserved the right to award the bid in a line-by-line manner or by subcategory method. This bid will be awarded in a line-by-line manner and a tabulation of the analysis is as follows:

Vendor Name	Number of Items Bid	Number of Items Award	Amount of Award
B&H Photo Video	95	30	\$8,099.46
Pyramid School Products	59	19	\$844.22
W.B. Mason Co. Inc.	194	15	\$803.38
Interlight	26	18	\$1,032.68
The Office Pal	112	60	\$6,743.00
CNI Office Supplies	76	6	\$325.49
Toshiba Business Solutions	169	5	\$581.00
IPEVO Inc.	2	2	\$216.60
Pristore Services	120	12	\$722.41



Cooperative Purchasing

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School Purchasing Officer
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arhinehart@CITibocos.org

CDW-G Corporate Office	283	84	\$3,988.39
J.E. Foss Co. Inc.	39	11	\$283.94
Presentation Concepts Corp.	3	1	\$631.00
Ray Supply Inc.	19	4	\$160.10
Scott Electric	28	7	\$451.19
Standard Stationary Supply Co.	11	3	\$13.02
The Tree House Inc.	167	63	\$4,605.90
Troxell Communications Inc.	124	20	\$3,560.20
Quality & Assurance Technology	No Bid	-	
Quill	No Bid	-	
School Specialty	No Bid	-	
No Award		2	
No Bid		7	
Totals		369	\$33,061.98

Please note: Award amounts are based on the purchase of one (1) item. Due to the nature of Instructional Technology, it is problematic to forecast the demand for commodities and supplies and therefore purchase quantities for this bid are unknown.

Recommendation: The Technology Supplies and Equipment Bid #B16-7801 with a contract date of April 21, 2016 to March 31, 2017 be awarded as indicated above.



Cooperative Purchasing

AMY S. RHINEHART
School Purchasing Officer
P: 315.963.4253 | C: 315.297.3214
arhinehart@CITiboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Amy Rhinehart, School Purchasing Officer
SUBJECT: Bid Award #B16-1703 Transportation Lubricants
DATE: 4/11/16
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Gisele Benigno, Coordinator of Business Administration, PR & Special Projects

The Center for Instruction, Technology & Innovation (CITI) coordinated a cooperative bid for transportation lubricants, B16-1703, for the participation of CITI and the following school districts: Altmar-Parish-Williamstown Central School District, Central Square Central School District, Hannibal Central School District, Oswego City School District, and Phoenix Central School District.

The bid solicitation was advertised in the Palladium Times and the bid was posted on CITI's Cooperative Purchasing web site. In addition, solicitations were e-mailed directly to forty-four (44) vendors of which eight (8) responded. This includes two (2) bidders that responded with a 'no bid' response. All bids were opened and publicly read on March 11, 2016.

This bid is divided into four (4) regions and the vendors have the opportunity to submit their bids for as few or as many regions as they choose.

The four (4) regions are as follows:

- Region 1 – Oswego City School District and Hannibal Central School District;
- Region 2 – Phoenix Central School District;
- Region 3 – Central Square Central School District and APW Central School District;
- Region 4 – CITI

The bid solicitation requested pricing for nineteen (19) items for Region 1; eighteen (18) items for Region 2; ten (10) items for Region 3; and four (4) items for Region 4. The bid reserved the right to award in a line-by-line manner, by region, to the lowest responsible bidder.

A tabulation of the analysis is as follows:



Cooperative Purchasing

AMY S. RHINEHART
School Purchasing Officer
P: 315.963.4253 | C: 315.297.3214
arhinehart@CITiboces.org

Region 1			
Vendor Name	# of Items Bid	# of Items Awarded	Award Amount
Cook Brothers Truck Parts	15	2	\$341.14
Penn DDA	1	0	-
Polsinello Fuels, Inc.	12	5	\$3,248.62
GH Berlin Windward	19	12	\$6,435.70
Total Number of Items Awarded		19	
No Bid		0	
Number of Items Not Awarded		0	
Total Award Region 1		19	\$10,025.46
Region 2			
Vendor Name	# of Items Bid	# of Items Awarded	Award Amount
Cook Brothers Truck Parts	14	3	\$5,888.00
D&W Diesel, Inc	1	0	-
Polsinello Fuels, Inc.	15	1	\$897.00
GH Berlin Windward	11	8	\$8,547.05
Total number of Items Awarded		12	
No Bid		0	
Number of Items Not Awarded		6	
Total Award Region 2		18	\$15,332.05
Region 3			
Vendor Name	# of Items Bid	# of Items Awarded	Award Amount
Cook Brothers Truck Parts	8	1	\$267.80
NOCO Distribution LLC	8	5	\$2,562.06
Penn DDA	1	0	-
Polsinello Fuels	9	2	\$2,347.00
GH Berlin Windward	9	1	\$3,970.00
Total Number of Items Award		9	
No Bid		0	
Number of Items Not Awarded		1	
Total Award Region 3		10	\$9,146.86



Cooperative Purchasing

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	Region 4		
	# of Items Bid	# of Items Awarded	Award Amount
Vendor Name			
Cook Brothers Truck Parts	2	0	-
Polsinello Fuels	4	2	\$873.00
GH Berlin Windward	4	2	\$198.00
Total Number of Items Award		4	
No Bid		0	
Number of Items Not Awarded		0	
Total Award Region 4		4	\$1,071.00
GRAND TOTAL (REGIONS 1, 2, 3 AND 4) = \$35,575.37			

Recommendation: The Transportation Lubricants Cooperative Bid, B16-1703, with a contract date of May 1, 2016 to April 30, 2017 be awarded as indicated above.

Total Items Awarded: Forty-four (44) items with an annual award of **\$35,575.37**



Cooperative Purchasing

AMY S. RHINEHART
School Purchasing Officer
P: 315.963.4253 | C: 315.297.3214
arhinehart@oswegoboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent

FROM: Amy Rhinehart, School Purchasing Officer

SUBJECT: RFP Award #B16-4030 Water Sampling and Testing Services

DATE: 4/15/2016

CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Gisele Benigno, Coordinator of Business Administration, PR & Special Projects

The Center for Instruction, Technology & Innovation (CITI) along with the Altmar-Parish-Williamstown Central School District, Central Square Central School District, Fulton City School District, Hannibal Central School District, Mexico Academy & Central School District, Oswego City School District, Phoenix Central School District, Pulaski Academy & Central School District, and Sandy Creek Central School District are interested in conducting water sampling and testing in accordance with '3Ts for Reducing Lead in Drinking Water in Schools' Technical Guidance manual issued by the United States Environmental Protection Agency (EPA).

CITI issued, on behalf of itself and the above named school districts, a Request for Proposals (RFP) to invite bidders to submit qualifications and quotations to provide water sampling services; train school district staff on proper pretest procedures and sampling procedures; and coordinate water testing services at a full service certified and approved drinking water laboratory. The testing would be for evidence of lead and copper.

RFP B16-4030 Water Sampling and Testing Services was issued on April 4, 2016 and opened on April 13, 2016 at 3:00 p.m. In addition to advertising the RFP in CITI's officially designated newspaper, The Palladium Times, the RFP was posted on CITI's website and emailed to five (5) firms. A total of six (6) firms responded to the bid solicitation. Three (3) of the six (6) respondents submitted a 'no-bid' response.

A BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, NY 13114
Christopher J. Todd, District Superintendent/Executive Officer

RFP Responses:

	Sampling Services <i>The PER HOUR RATE (of one employee) to provide sampling services at a designed bid participant's location(s). Inclusive in the price is the cost for travel and mileage. Sampling might be requested to take place prior to the start of the school day or on a day when school is not in session.</i>	Training Services <i>The fee to conduct a one-time, maximum 3-hour, training to review guidelines outlined in the EPA's 3Ts manual, pre-sampling procedures (system preparations), and sampling procedures for RFP participants wishing to utilize internal staff to collect samples. This includes reviewing how to collect a sample, how samples should be preserved, and how to complete the necessary paperwork.</i>	Testing Services <i>The PER SAMPLE cost to test samples for <u>lead and copper</u> and provide sampling district with a report of the results. Inclusive in this price must be the cost of supplies, travel related expenses and/or expenses to transport the samples to/from testing site.</i>
Atlantic Testing	No Bid	No Bid	No Bid
Certified Environmental Services	No Bid	No Bid	No Bid
Converse Laboratories, Inc.*	\$85 per hour	\$250	\$40 <i>Testing Laboratory: Test America</i>
LaBella Associates	\$60 per hour	\$600	\$36 (no report) \$18 for lead only \$18 for copper only \$41 (with report) \$23 for lead only (w/report) \$23 for copper only (w/report) <i>Testing Laboratory: Accutest New England</i>
OBG (O'Brien & Gere)	No Bid	No Bid	No Bid
Pace Analytical Services, Inc.	\$50 per hour	\$50 per hour \$300 for 3-hour training	\$24 (10 working day turnaround) \$15 for lead only \$9 for copper only \$30 (5 working day turnaround) \$22 for lead only \$8 for copper only <i>Testing Laboratory: Pace Analytical Services, Inc.</i>

*Bidder noted the following exceptions/limitations on RFP response: Price per sample is only guaranteed if project is started within 75 days from bid opening.

Recommendation: Water Sampling and Testing Services RFP B16-4030 reserved the right to make an award to the lowest responsible bidder that can satisfy the requirements set forth within the RFP solicitation. It is my recommendation to award RFP B16-4030 to Pace Analytical Services, Inc. for a contract term of April 21, 2016 – December 31, 2016.

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Amy Rhinehart, School Purchasing Officer
SUBJECT: Bid Award #B16-8013 Diesel Engine Rotary Mower
DATE: 4/15/16
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Gisele Benigno, Coordinator of Business Administration, PR & Special Projects

The Center for Instruction, Technology & Innovation (CITI) coordinated a one-time diesel engine rotary mower bid for the Hannibal Central School District.

Diesel Engine Rotary Mower Bid B16-8013 solicited to purchase one (1) diesel engine rotary mower and sunshade attachment.

Bid B16-8013 was opened on Thursday, April 7, 2016 at 1:00 p.m. In addition to advertising the bid in CITI's officially designated newspaper, The Palladium Times, the bid was posted on CITI's website, emailed to two (2) vendors and mailed to a third vendor.

Three (3) vendors responded with proposals for the solicitation and a tabulation of the results is as follows:

Specifications	Grassland Equipment & Irrigation Corp.	Lakeland Equipment Corp.	M.T.E. Turf Equipment
Lot A: New 2015/2016 Toro Groundmaster 4000-D 11' Diesel Engine Rotary Mower	\$59,979.66	\$46,717.22 <i>VARIANCE, BID ALTERNATE TRACTOR: 2015/2016 John Deere Wide-Area Mower 1600 Turbo</i>	\$51,985.00 <i>VARIANCE, BID ALTERNATE TRACTOR: 2016 Jacobsen R-311 #69178</i>
Lot B: Sunshade Attachment	\$521.82	\$1,202.20	\$693.00
Total Bid Price	\$60,501.48	\$47,919.22	\$52,678.00
Warranty	<i>2 Years or 1500 Hours</i>	<i>2 Years - unlimited hours</i>	<i>3 Years or 2500 hours</i>
Delivery	<i>Within 30 Days after receipt of purchase order</i>	<i>30-45 Days after receipt of purchase order</i>	<i>Within 30 Days after receipt of purchase order</i>



Cooperative Purchasing

AMY S. RHINEHART
School Purchasing Officer
P: 315.963.4253 | C: 315.297.3214
arhinehart@CITiboces.org

Analysis:

A review of the specifications of the lowest bid submission, a 2015/2016 John Deere Wide-Area Mower 1600 Turbo, found that the mower is not of a comparable standard to the Toro Groundmaster4000-D Diesel Engine Rotary Mower based on the following specifications:

- The mowing deck of the John Deere is driven by a hydraulic motor to a drive belt. The bid solicitation requested a mower with a mowing deck that is direct driven. The experience of the district has been that mowing decks that are not direct driven require more maintenance and belt replacement.
- The power steering on the John Deere does not have a dedicated power source.
- The overall cutting path width of the John Deere model is 128 inches, 4 inches smaller than bid specifications.

A review of the specifications of the second lowest bid submission, a 2016 Jacobsen R-311, found that the variances of the mower offered are of an acceptable comparable standard to the Toro Groundmaster 4000-D Diesel Engine Rotary mower.

Recommendation:

The Diesel Engine Rotary Mower Bid, B16-8013, with a contract date of April 21, 2016 to December 31, 2016 be awarded to the lowest responsible qualifying bidder, M.T.E. Turf Equipment, at a total bid award of **\$52,678.00**.

Center for Instruction, Technology & Innovation
MEMORANDUM

TO: CiTi Board of Education
Mr. Christopher Todd

FROM: Mary Soble
Claims Auditor

DATE: April 5, 2016

RE: March Claims Auditor's Report

Attached is a claims auditor's summary report for the month of March. This information details specific issues found in the warrants as well as the corrective action that was taken.

**Center for Instruction, Technology and Innovation
Internal Claims Auditor's
Summary Report
March, 2016**

<i>Claims Error Analysis</i>	<i>March 15th check run</i>	<i>March 30th check run</i>
Original invoice needed		
Taxes not deducted from invoice		
Incorrect math calculation		
Conference approval documentation not submitted with reimbursement request		
Approval signature needed on invoice		
Check amount does not match invoice		
Receiving signature needed on purchase order		
Charged to incorrect budget code		
Question regarding appropriateness of expense		
Employee submitted mileage on day absent	2	
Conference approval documentation not approved		
Discount available but not taken		
Check made payable to does not match invoice		
Question regarding invoices attached		
Subtotals	2	0
Total claims processed in check run	301	296
Percentage error ratio per check run totals	0.66%	0.00%
Number of demand checks	32	5
Items of concern:		

Center for Instruction, Technology & Innovation
Internal Claims Auditor's Report

Date: 3/15/16 (General)

[illegible]



Administrative Services

GISELE BENIGNO
Coordinator of Business Administration, PR & Special Projects
P: 315.963.4241 | C: 315.297.1830
ghenigno@oswegoboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent

FROM: Gisèle Benigno, Coordinator of Business Administration, PR & Special Projects

RE: Approval of Surplus for April 20, 2016 Board Meeting

DATE: April 11, 2016

CC: Michael J. Sheperd, Assistant Superintendent for Administrative Services
Tammy Bigelow, Receiving Clerk

I am recommending that the equipment listed on the enclosed documentation be deemed surplus and prepared for auction and/or disposal as per Oswego County BOCES Board Policy, as it has been determined the equipment is either obsolete, past repair, and/or of little practical value to the BOCES.

Enclosures



Center for Instruction,
Technology & Innovation
Your education destination

Print Form

RECEIVED
Office of the Assistant Superintendent

Location Change or Disposal of Equipment

MAR 1 2016

Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Admin. Services for processing.
Center for Instruction, Technology & Innovation

Description of Equipment* <u>Cisco Catalyst 2960 Switch</u>	
Asset Tag # <u>17958</u>	Serial Number <u>FC1430W36M</u>
Originally purchased with Grant Funds: <input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> I don't know	
* Please use reverse to add additional items if necessary	

☐ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
☐ Disposal Service
☒ Other (or Additional Details)

Returned to vendor

Reason for Disposal:

- ☐ Obsolete
☐ Unrepairable
☐ No longer of practical use to the BOCES
☒ Other (or Additional Details)

Sent Back to Cisco and replaced under warranty

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

Lori Freeman 3/11/16
Requestor Date

[Signature] 3/11/16
Director Date

[Signature] 3/16/16
Assistant Superintendent Date
For Admin. Services

Instructional Technology

MAR 14 2016

OSWEGO COUNTY B.O.C.E.S.

PL

RE



17958



RECEIVED
Office of the Assistant Superintendent

Location Change or Disposal of Equipment

Instructional Technology

APR 04 2016

Administrative Services
Instructional Technology & Innovation
Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Admin. Services for processing.

Description of Equipment*	Dell Optiplex 745
Asset Tag #	09102
Serial Number	6QNV5D1
Originally purchased with Grant Funds:	<input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> I don't know
* Please use reverse to add additional items if necessary	

☐ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
- ☒ Disposal Service (Tech Use Only)
- ☐ Discarded/Scrap
- ☐ Other (or Additional Details)

Reason for Action:

- ☒ Obsolete
- ☐ Unrepairable
- ☐ No longer of practical use to the BOCES
- ☐ Other (or Additional Details)

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

WF Matt DeSantis 3/29/16
Requestor Date

M. [Signature] 4/1/16
Assistant Superintendent Date
For Admin. Services

[Signature] 4/1/16
Director Date

PLF OSWEGO COUNTY B.O.C.E.S. 1E
09102



RECEIVED
Office of the Assistant Superintendent

Location Change or Disposal of Equipment

Instructional Technology

APR 04 2016

Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Admin. Services for processing, Technology, & Innovation

Description of Equipment*	Dell Optiplex 780
Asset Tag #	14420
Serial Number	454W6Q1
Originally purchased with Grant Funds:	<input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> I don't know
* Please use reverse to add additional items if necessary	

☒ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
- ☒ Disposal Service (Tech Use Only)
- ☐ Discarded/Scrap
- ☐ Other (or Additional Details)

Reason for Action:

- ☒ Obsolete
- ☐ Unrepairable
- ☐ No longer of practical use to the BOCES
- ☐ Other (or Additional Details)

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

LF Matt DeSantis 3/29/16
Requestor Date

[Signature] 4/7/16
Assistant Superintendent Date
For Admin. Services

[Signature] 4/1/16
Director Date

OSWEGO COUNTY B.O.C.E.S.

PI



IRE

14420



RECEIVED
Office of the Assistant Superintendent



Location Change or Disposal of Equipment

Administrative Services
Center for Instruction, Technology & Innovation
Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Admin. Services for processing.

Description of Equipment* Dell Optiplex 745	
Asset Tag # ESLD6Q1 14419	Serial Number ESLD6Q1
Originally purchased with Grant Funds: <input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> I don't know	
* Please use reverse to add additional items if necessary	

☐ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
☒ Disposal Service (Tech Use Only)
☐ Discarded/Scrap
☐ Other (or Additional Details)

Reason for Action:

- ☒ Obsolete
☐ Unrepairable
☐ No longer of practical use to the BOCES
☐ Other (or Additional Details)

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

LF Matt DeSantis 3/29/16
Requestor Date

[Signature] 4/1/16
Assistant Superintendent Date
For Admin. Services

[Signature] 4/1/16
Director Date

OSWEGO COUNTY B.O.C.E.S.

PL RE
14419

RECEIVED
Office of the Assistant Superintendent

Instructional Technology

APR 04 2016



Location Change or Disposal of Equipment

Administrative Services
Center for Instruction, Technology & Innovation

Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Admin. Services for processing.

Description of Equipment*	Cell Phone 780	
Asset Tag #	13958	Serial Number
		GT5ZMN1
Originally purchased with Grant Funds:	<input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> I don't know	
* Please use reverse to add additional items if necessary		

☐ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
- ☒ Disposal Service (Tech Use Only)
- ☐ Discarded/Scrap
- ☐ Other (or Additional Details)

Reason for Action:

- ☒ Obsolete
- ☐ Unrepairable
- ☐ No longer of practical use to the BOCES
- ☐ Other (or Additional Details)

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

LF Matt DeSantis 3/29/16
Requestor Date

[Signature] 4/1/16
Director Date

[Signature] 4/1/16
Assistant Superintendent Date
For Admin. Services

OSWEGO COUNTY B.O.C.E.S.

PLE



UE

13958



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd *MJS*
Assistant Superintendent for Administrative Services

SUBJECT: Resolution to Enter into a Three-Year High Speed Communications Service Contract with Time Warner Cable

DATE: 04/18/2016

CC:

Relative to OCM BOCES providing high speed internet service to our newly leased location in Phoenix, please be advised of the following. On Monday, April 18th, we received a call from Robyn Prell of the OCM BOCES Telecommunications Service explaining that the OCM Board was not able to place the approval of our contract with Time Warner Cable on their agenda this month.

Robyn indicated that setting up services such as these can require a long lead time. Not wanting to cause a delay, Robyn worked with Time Warner Cable to have them extend the same terms and conditions to us that they had negotiated with Time Warner Cable on our behalf. As a result, Robyn provided the attached contract from Time Warner Cable for our consideration in this regard.

As such, please find below a resolution, which replaces the resolution previously provided by OCM BOCES, to approve and execute the attached contract with Time Warner Cable for thirty-six (36) months from the time of service start (approximately June 1, 2016).

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves execution of the Time Warner Cable contract, for an amount of \$564.81 per month for a period of thirty-six (36) months from the time of service start, in order to receive Ethernet Private Line Service for High Speed Communications between the Oswego County BOCES Mexico campus and the Oswego County BOCES Phoenix campus to be leased from Operation Oswego County.

Thank you for your consideration of this matter.

MJS:mak
Enclosure

Time Warner Cable Service Order

Ethernet Service Agreement (SA)

Pursuant to NYS Office of General Services Contract PS63596

Time Warner Cable shall provide Customer with Ethernet Private Line service between the two service locations listed below, based upon the terms and conditions of the New York State Office of General Services Contract PS63596.

Customer Name:	Oswego County BOCES (CiTi)
Date:	04/18/2016

Section 1. Billing Information

Billing Name:	Oswego County BOCES (CiTi)
Street Address:	179 County Route 64
Suite information:	
City, State and Zip Code:	Mexico, NY 13114
Billing Contact:	Accounts Payable (Attn: Autumn Harrington)
Contact phone number:	315-963-4243

Section 2. Service location Information

Service Location A	
Service Location Name:	Oswego County BOCES (CiTi)
Street Address:	179 County Route 64
Room/Suite information:	
City, State and Zip Code:	Mexico, NY 13114
Installation Contact:	Roger Kocher
Contact phone number:	315-963-4303
Service Location Z	
Service Location Name:	Oswego County BOCES / CiTi Extension
Street Address:	70 County Route 59
Room/Suite information:	
City, State and Zip Code:	Phoenix, NY 13135
Installation Contact:	Roger Kocher
Contact phone number:	315-963-4303



Section 3. Initial Term of Service

Term:	Effective Date:
36 months (per approved fiscal year)	From the date of Time Warner Cable Completion Notice

Section 4. Circuit and Pricing Information

Customer will not be eligible to receive any other additional discounts, promotions and/or credits. The rates and charges set forth in this SA include Taxes, Surcharges and Fee charges. Any additional components or services not identified below will be provided at the rates, terms and conditions of the CTS Contract number PS 63596. Customer has the option to upgrade service in 100 MB increments, up to 1 GB, within contract.

Customer will pay the following monthly recurring charges ("MRC"), which are fixed for the Term of this SA and the Installation costs and One-Time Costs for Ethernet Services as set forth below:


Circuit Description	<u>Location A</u> ("From")	<u>Location Z ("To")</u>	Monthly Recurring Charge
100 Meg Ethernet Private Line	179 County Route 64 Mexico, NY 13114	70 County Route 59 Phoenix, NY 13135	\$564.81
Install Cost			\$ 0.00

Customer: OCM BOCES	Time Warner Cable
Signature:	Signature:
Name: John Shelmidine	Name:
Title: Board President	Title:
Date:	Date:



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Resolution to Approve Lease of the Phoenix Extension Site

DATE: 04/11/2016

Please find attached for Board consideration and approval a Resolution Approving Lease of the Phoenix Extension Site. This resolution has been prepared using a format prescribed by our attorney in support of the lease between the Operation Oswego County Inc. and the Center for Instruction, Technology & Innovation for use of space at the Phoenix Extension Site. The property is located at 70 County Route 59, in the Oswego County Industrial Park, Schroepfel, NY and will initially be earmarked for use by our Instructional Support Services department, Migrant program and other general use as needed.

Please let me know if you have any questions.

MJS:mak

Enclosure

BOCES RESOLUTION APPROVING LEASE

At a Regular Meeting of the Board of Education of the Oswego County Board of Cooperative Educational Services (the "BOCES"), held on April 20, 2016, at the Center for Instruction, Technology & Innovation, located at 179 County Route 64, Mexico, County of Oswego, State of New York;

WHEREAS, Operation Oswego County, Inc. (the "Owner") is the Owner of real property located at 70 County Route 59, in the Oswego County Industrial Park, in the Town of Schroepfel, County of Oswego, State of New York, which consists of an approximately 7,150 +/- sq. ft. building; and

WHEREAS, the BOCES desires to lease the premises in order to facilitate the provision of educational services; and

WHEREAS, the BOCES has considered the terms set forth in a proposed lease agreement between the parties; and

NOW, THEREFORE, be it resolved as follows:

1. The Board determines the lease to be in the best interest of the supervisory District in that the leased space meets the program needs and no other space is available to accommodate the program at the BOCES. Moreover, the lease is at, or below, fair market value.
2. The Lease Agreement between the BOCES and the Owner is contingent upon the terms set forth in the agreement, including approval of the Lease Agreement by the Commissioner of Education and the issuance of a Certificate of Occupancy.
3. The Lease is hereby approved and the Board President is authorized to execute the same, retroactively to the effective date of the lease.
4. This resolution shall take effect immediately.

Dated: _____, 2016

L. Michael Treadwell, CEcD
Executive Director



44 West Bridge Street
Oswego, NY 13126
315 343-1545

Fax: 315-343-1546
email: ooc@oswegocounty.org
www.oswegocounty.org

Operation Oswego County

An Economic and Job Development Corporation Serving Oswego County, NY

LEASE AGREEMENT

This sets forth a Lease Agreement made as of the 1st day of May 2016, between OPERATION OSWEGO COUNTY, INC., of 44 W. Bridge Street, Oswego, New York 13126 (the "Landlord") and the CENTER FOR INSTRUCTION, TECHNOLOGY & INNOVATION (CiTi) of 179 County Route 64 Mexico, New York 13114 (the "Tenant").

NOW, THEREFORE, it is agreed hereto by and between the parties as follows:

1. LEASED PREMISES. Landlord represents that the leased Premises is owned by the Landlord in fee simple absolute or leased for a period exceeding the Term herein, including any renewal terms which may be herein provided. Landlord shall provide the Tenant with a copy of underlying and ground leases. Landlord hereby leases to Tenant and Tenant hereby takes from Landlord 7,150 square feet of the building located at 70 County Route 59, in the Oswego County Industrial Park, in the Town of Schroepfel, Oswego County, New York.

2. PURPOSE. The leased premises shall be used by Tenant for classroom, commercial or industrial purposes, and for no other purpose. Tenant will not use, occupy or permit the Premises or any part thereof to be used or occupied for any unsafe, unlawful or illegal business, use or purposes, nor for any disreputable or hazardous business, use or purpose, nor in such manner as to constitute a nuisance of any kind, nor for any purpose or use in any way in violation of any present or future laws, rules, requirements, orders, directives, ordinances or regulations of the United States of America, State of New York, nor will Tenant use, occupy or permit the Premises or any part thereof to be used or occupied for any purpose or use in conflict with reasonable regulations established by Landlord from time to time and the provisions contained in the certificate of occupancy applicable to the Premises, as now existing or hereafter extended or amended.

3. LEASE TERM. The Lease Term shall commence on May 1, 2016, and shall continue until June 30, 2019, unless sooner terminated pursuant to the provisions of the Lease. Either party may terminate this Lease with 120 days' notice to the other in writing. Rent will be prorated to the date of termination.

4. RENT. Commencing on May 1, 2016, Tenant agrees to pay Landlord annual rental payments in equal monthly installments on the first day of each month throughout the lease term, according to the following schedule:

May1, 2016 – June 30, 2017: \$9.25 per s.f. / \$5,511.42 per month / \$66,137 per year;
July 1, 2017 - June 30, 2019: \$9.50 per s.f. / \$5,660.42 per month / \$67,925 per year;

All rent and additional rent payments provided hereafter shall be made to Landlord at Landlord's principal office located at 44 West Bridge Street, Oswego, New York 13126 or at such other address as Landlord may designate.

5. TAXES AND ASSESSMENTS. Throughout the lease term, Landlord shall be responsible to pay all real property taxes, assessments, special or otherwise, and all other charge of every kind and description which may be levied against the leased premises, or any building or improvement thereon, by any governmental authority. Tenant shall be responsible for paying all applicable taxes, license fees and all applicable other charges of every kind and description which may be imposed by any governmental authority on the Tenant's leasehold interest or on any fixtures, equipment, appliances, goods, inventory and any other personal property placed upon the Premises by Tenant.

6. UTILITIES AND SERVICES. Tenant shall, at its own expense, pay for heat, air-conditioning, electric power and gas. Heat, air-conditioning, electric power and gas will be provided by the Tenant at all times, except in the case of acts of God or equipment malfunction. Tenant shall pay water and sewer expenses. Tenant shall be responsible for all costs of Tenant's telephone installations and services to Tenant's location. Tenant will provide for cleaning of their rental space.

7. DUTY TO REPAIR. Landlord warrants that the premises is in good and satisfactory condition and complies with all applicable United States, New York State and local municipal laws, regulations, rules and ordinances.

All damage or injury to the Premises, except normal wear and tear, of any kind or nature resulting from the use of the Building by the Tenant, its servants, employees, or licensees shall be repaired, restored or replaced promptly by Tenant at its sole cost and expense. All such repairs, restoration and replacements shall be in quality and class equal to the original work or installations and shall be done in a good and workmanlike manner by contractors selected by the Tenant in consultation with the Landlord. If Tenant fails to make such repairs, restorations or replacements within 90 days after notice by Landlord, Landlord may, at its option, declare a default under this Lease or may make the necessary repairs at the expense of Tenant. All expenses so incurred by Landlord shall be collectible as additional rent and shall be paid by Tenant within ninety (90) days after rendition of a statement thereof.

Landlord shall, at its expense, make all reasonable structural repairs and replacements necessary to keep the exterior of the Premises in good order and repair. Tenant agrees to notify Landlord of the necessity for any repairs of which Tenant may have knowledge, for which Landlord may be responsible under the provisions of this paragraph. Landlord shall commence any repairs required under this paragraph in a timely and efficient manner after it receives notice from Tenant.

8. PARKING AND OTHER TENANT RESPONSIBILITIES. Parking is provided in the area adjacent to the Building to be used by the Tenant of the Building. Tenant is responsible for the snow plowing of the parking lot and driveway and for trash removal and all other expenses incident to the occupation of the demised premises.

9. ALTERATIONS. All alterations to the premises interior made by the Tenant, including but not limited to changes in partitions, installations of partitions, electrical, plumbing, or any others will be paid for by the Tenant. The Tenant will make no such alterations without the prior written approval of the Landlord and, where requested by the Landlord, will provide written plans and specifications for such alterations. All such alterations will become the property of the Landlord and will not be removed

from the premises at the conclusion of the Lease. This notwithstanding, any articles of personal property including, without limitation, business and trade fixtures, machinery, equipment, cabinet work, furniture, movable partitions, carpeting and water coolers, owned or installed by the Tenant are and shall remain the property of the Tenant and may be removed by it at any time during the Lease term, renewal, extension or holdover, but the Tenant shall not be required to remove them at the end of the lease, renewal, extension or holdover period unless it elects, providing that if such fixtures, machinery, equipment, cabinet work, furniture, movable partitions, carpeting, and water coolers are removed, the cost of repairing and damage to the Premises arising from such removal shall be paid Tenant.

10. COMPLIANCE WITH LAW. Tenant shall comply with all governmental laws, ordinances, rules, regulations or requirements applicable to the use of the Premises, including Regulations of the Commissioner, 8 NYCRR 155.4. Tenant shall not do or permit anything in the Premises, or bring or keep anything that shall in any way increase the hazard of fire or which shall be in violation of the rules of the Board of Fire Underwriters or the New York State standard form of fire insurance policy. Without limiting the foregoing, Tenant shall not bring any chemicals, radioactive or toxic materials on the Premises without prior written consent of the Landlord.

11. INDEMNITY. Landlord shall defend, indemnify and hold harmless Tenant, its Board of Education, its officers, administrators, employees, agents and representatives from and against all claims, demands, causes of action, liabilities, losses damages, judgments, penalties, costs and expenses (including reasonable attorneys' fees) arising out of the negligent or intentional acts or omissions of Landlord, its officers, employees, agents, representatives and invitees. Tenant shall defend, indemnify and hold harmless Landlord, its officers, employees, agents, representatives and invitees from and against all claims, demands, causes of action, liabilities, losses, damages, judgments, penalties, costs and expenses (including reasonable attorneys' fees) arising out of the negligent or intentional acts or omissions of Tenant, its Board of Education, its officers, administrators, employees, agents and representatives.

12. LIENS. Tenant shall not suffer or permit, at any time during the lease term, any mechanics' lien or other lien to attach to the premises or improvement thereon growing out of Tenant's occupancy of the premises herein and whenever any lien shall be filed or shall attach, Tenant shall, within 10 days thereafter, pay the lien or procure its cancellation.

13. EMINENT DOMAIN. If the whole of the Premises shall be taken or condemned for any public or quasi-public purpose or use, or if a substantial portion of the Premises shall be taken or condemned so as to make Tenant's further use and occupancy of the Premises impractical or unfeasible, this Lease shall terminate as of the date title vests in the condemnor and the rent and additional rent shall be paid or refunded on a proportionate basis up to that date. If, however, only a portion of the Premises shall be taken or condemned and Tenant's further use and occupancy of the Premises is practical and feasible, this Lease shall remain in full force and effect and the rent and additional rent shall be proportionately abated based upon the portion of the Premises rendered unfit for the Tenant's use and occupancy.

Tenant shall not be entitled to any part of any award or recovery made as a result of any taking or condemnation, either whole or partial, and the full amount thereof shall belong to Landlord. Tenant hereby expressly waives any and all claim which it may have to any award or recovery, and Tenant will make no claim against Landlord for the value of the unexpired portion of the term of this Lease.

14. INSURANCE. (a) Fire Insurance. (i) Landlord shall obtain fire and extended insurance protection for the Premises. Landlord shall be entitled to all the proceeds from that insurance and Tenant shall have no claim to those proceeds. Tenant shall not be entitled to, or make any claim for, any compensation from Landlord by reason of inconvenience, annoyance or injury to Tenant's business as a result of any fire or other casualty unless caused by Landlord's negligence. Tenant shall not do or permit anything to be done which may increase Landlord's insurance premiums or which would be a violation of the rules of the New York Fire Insurance Rating Organization; if Tenant does, Landlord may, at its option, terminate this Lease or require Tenant to pay, as additional rent, the increase in premiums within 10 days of delivery of the Landlord's written request for payment. (ii) Tenant, in case of fire or other casualty, shall immediately give notice to Landlord. If the Premises are so damaged that Landlord, in its sole discretion, shall decide not to rebuild or repair, then the term of this Lease shall cease and the accrued rent shall be paid to the time of the fire or casualty. If Landlord decides to rebuild or repair the Premises, rent shall be equitably apportioned during the period repairs are made. *This provision will contravene recent New York Appellate Division ruling in Bi-Economy Market, Inc. v. Harleysville Insurance Company of New York 1 No. 15, (N.Y.Ct.App. Dec. February 19, 2008)* (iii) Tenant shall, at its sole cost and expense, procure and maintain throughout the term of this Lease fire and extended insurance protection covering all personal property located on or about the Premises.

15. SUBORDINATION TO MORTGAGES. This Lease is and shall be subject to the lien of any mortgage or mortgages, and to the lien resulting from any other method of financing or refinancing, which is or shall at any time hereafter be placed upon the Premises or any part thereof, or upon any building or improvement upon the Premises. The parties further agree that the holder of any such mortgage, interest, lien or the Landlord of such underlying lease shall not terminate this Lease nor shall this Lease be affected by the enforcement of any such mortgage, interest, lien or underlying lease. The Tenant, when requested by the holder of such mortgage, or the Landlord of the underlying lease, shall execute an attornment agreement to the holder of such mortgage or the Landlord of the underlying lease should either succeed to the rights of the Landlord under this Lease.

Tenant agrees that it will upon demand execute and deliver all instruments necessary to effect the subordination of this Lease to the lien of any mortgage. However, no property owned or removable by the Tenant shall be subject to the lien of the said mortgage or mortgages. In confirmation of such subordination, Tenant shall promptly execute a certificate to such effect that Landlord may reasonably request. This lease shall be subject and subordinate to the lien of any future mortgage or any future underlying lease.

16. DEFAULT. (a) Default. Each of the following shall be a Default under this Lease: (i) If the Premises should be abandoned or vacated by Tenant; (ii) If proceedings are commenced by or against Tenant in any court under a bankruptcy or insolvency statute; (iii) If proceedings are commenced for the appointment of a trustee or receiver of Tenant's property or any substantial portion thereof; (iv) If there shall be a default in the payment of rent, or any part thereof, for more than ten (10) days after written notice of that default is mailed by Landlord; or (v) If there shall be a default in the performance of any other term, covenant, or condition contained in this Lease by Tenant for more than twenty (20) days after written notice of that default is mailed by Landlord. (b) Upon a Default, Landlord at any time may give written notice to Tenant that the Lease has been terminated and all rights of Tenant under this Lease has expired and terminated (c) Tenant's Duty to Surrender. Upon the termination of this Lease by reason of a Default ("early termination"), Tenant shall quit and peacefully surrender the Premises to Landlord broom clean and in first class condition and repair, reasonable wear and tear excepted, and Landlord, upon or at any time after the early termination may, with thirty days prior

written notice, and in accordance with law, re-enter the Premises and take possession by summary proceedings, ejectment, and may dispossess and remove Tenant and all other persons and property from the Premises without liability except for damages caused by Landlord's negligence for prosecution or damages, and Landlord may have, hold and enjoy the Premises and the right to receive all rental income from the Premises. (d) Tenant's obligations after Termination. In the event Tenant quits the Demised Premises such that it remains responsible for the payment of rent to the Landlord, the total rental to be paid the Landlord shall be reduced by that portion of the rent attributable to charges for utility and other services which the Landlord is obligated to provide pursuant to the terms of this Lease, whether or not such charges have been itemized. Furthermore, in the event Tenant shall so quit the Premises, Landlord shall be obligated to make all reasonable efforts to re-let the Demised Premises in order to cover the cost otherwise accruing to Tenant. (f) Other Rights and Remedies of Landlord. The mention of any right or remedy of Landlord in this Lease shall not preclude Landlord from exercising any other or remedy Landlord might have at law or in equity including, without limitation, the restraint of any threatened breach of this Lease by Tenant.

17. ASSIGNMENT AND SUBLETTING. Tenant shall not assign this Lease, or sublease any part of the premises without the Landlord's prior written consent which shall not be unreasonably withheld or delayed. Except with the assignment of its right to receive payment, the Landlord is prohibited from assigning, transferring, conveying or disposing of its rights, title or interest in this Agreement without the prior written consent of Tenant.

18. SURRENDER OF PREMISES. At the expiration or prior termination of this Lease, Tenant shall surrender the Premises in as good a condition as received by Tenant, reasonable wear and tear alone excepted.

19. LOCKS, KEYS AND RIGHT OF ENTRY. (a) All locks attached to the premises at any time must be installed by Landlord and will be charged to Tenant. Landlord and Tenant will both have keys to all locks. (b) No locks may be changed by Tenant unless the change is performed by Landlord. (c) Landlord may enter the premises at reasonable times to inspect and make repairs or alterations, or for any other necessary reason. Except in emergency situations, Landlord will endeavor to coordinate all entries with the presence of Tenant. Prior to Tenant's occupancy of the Premises, Landlord shall change all locks attached to the Premises and provide Tenant with keys to all locks.

20. REMEDIES CUMULATIVE. The rights and remedies of Landlord under this Agreement shall be cumulative and shall not exclude any other rights and remedies of the Landlord allowed by law with respect to any default under this Agreement. Failure by Landlord to insist upon the strict performance of any of the covenants and agreements herein set forth or to exercise any rights or remedies upon default by Tenant hereunder shall not be considered or taken as a waiver or relinquishment for the future of the right to insist upon and to enforce by mandamus or other appropriate legal remedy a strict compliance by Tenant with all of the covenants and conditions hereof, or of the rights to exercise any such rights or remedies, if such default by Tenant be continued or repeated, or of the right to recover possession of the premises by reason thereof.

21. SIGNS. Prior to Tenant's occupancy of the Premises, Landlord shall remove any existing signs representing the occupancy of prior Tenants and shall at Tenant's discretion, allow Tenant to install a sign depicting the name of the Tenant under this Agreement: Center for Instruction, Technology & Innovation. Tenant shall not install any additional interior or exterior signs on the Premises or the Building without the prior written permission of Landlord.

22. ACCESS. Upon reasonable prior notice, Landlord and its agents shall have the right at all times to enter the Premises to examine them and show them to prospective purchasers or Tenants. The Tenant shall have access to the premises and common areas, 24 hours a day, every day of the year.

23. GOVERNING LAW; SEVERABILITY. This Lease and the performance of it shall be governed, interpreted, construed and regulated by the laws of the State of New York. If any portion of this Lease is held invalid, the remainder of this Lease shall be unaffected and shall remain in full force and effect.

24. ENTIRE AGREEMENT. This Lease contains the entire agreement of the parties and supersedes all prior written or oral communications, representations, warranties or agreements of the parties.

25. MODIFICATIONS. This Lease may not be modified except in writing executed by both parties.

26. NOTICES. Any notice, demand, or request, required or agreed to be given hereunder by either party, shall be sufficiently given or served if in writing and signed by the party giving it, and mailed to the party to be notified as follows:

To Landlord: Operation Oswego County, Inc.
44 West Bridge Street
Oswego, NY 13126
Attn: L. Michael Treadwell, Executive Director

To Tenant: Center of Instruction, Technology & Innovation
179 County Route 64
Mexico, NY 13114.
Attn: Michael J. Sheperd, Assistant Superintendent

or to such other address as Landlord and Tenant, respectively may from time to time designate by giving notice thereof in writing. Service shall be complete upon mailing, except in the case of a notice to change an address in which case service shall be complete when notice is received by the addressee.

27. CAPTIONS. The paragraph headings and captions contained in this Lease are inserted for convenience of reference only, and are not to be deemed part of or to be used in construing this Lease.

28. SUCCESSORS. This Lease shall be binding upon and inure to the benefit of the parties hereto, their heirs, executors, administrators, successors and assigns.

29. TERMINATION. Tenant reserves the right to terminate this contract with sixty (60) days prior written notice for (i) unavailability of funds as illustrated in paragraph 6 of this Agreement; (ii) cause; and/or (iii) convenience.

30. UNLAWFUL INDUCEMENT. The Landlord for itself, its agents, employees, and as the case may be, its directors, officers, managers, members or partners (limited or general) represents and warrants to the Tenant, after its due inquiry, and for the express purpose of inducing Tenant's reliance upon such representation and warranty, that neither the Landlord its agents, employees, and as the case may be, its directors, officers, managers, members or partners (limited or general) has made any payment or given any good, service or other thing of value or made any promise or representation that it will make any future payment or give any good, service or other thing of value or exercised any

influence to entice the Tenant to enter into this Lease, and further that upon its inquiry, neither the Landlord nor any agents, employees, and as the case may be, its directors, officers, managers, members or partners (limited or general) has been solicited by any person to give, now or in the future, any good, service, payment or other thing of value for this purpose of securing this Lease.

31. CONFLICTS. This Lease shall be void and unenforceable if entered into in violation of General Municipal Law Section 801 or New York State Education Law Section 410.

32. APPROVAL. The Tenant, as a Board of Cooperative Educational Services, shall submit this Agreement to the New York State Commissioner of Education for approval pursuant to the Regulations of the Commissioner of Education, 8 NYCRR 155.15(b)(1). This Agreement is null and void unless and until approved by the Board of Cooperative Educational Services and the Commissioner of Education.

33. NON-APPROPRIATION OF FUNDS. In the event no funds are appropriated or are otherwise unavailable in any fiscal period for lease payments due under this Agreement, Tenant will notify the Landlord of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Tenant of any kind except for Lease Payments for which funds were appropriated.

34. VENUE. All disputes which arise in connection with, or are related to this Agreement or any claimed breach thereof, shall be resolved, if not sooner settled, by litigation only in Oswego County, New York.

INTENDING TO BIND THEMSELVES, the parties, by their duly authorized officers, have executed this Agreement in duplicate originals as of the date set forth after the signatures below.

OPERATION OSWEGO COUNTY, INC.

By: 
Barbara Bateman, Vice President

**CENTER FOR INSTRUCTION,
TECHNOLOGY & INNOVATION**

By: _____
John Shelmidine, Board President

STATE OF NEW YORK)
COUNTY OF OSWEGO) SS.:

On the 12th day of APRIL, 2016, before me personally came Barbara Bateman, to me known, who, being by me duly sworn, did depose and say that she resides in Oswego, New York; that she is the Vice President of Operation Oswego County, Inc.; That she executed the above instrument; and that she signed her name thereto.


Notary Public

TERESA F WOOLSON
Notary Public - State of New York
Oswego County #01WOS007213
Commission Expires 05/18/2018

STATE OF NEW YORK)
COUNTY OF OSWEGO) SS.:

On this _____ day of _____, 2016, before me personally came John Shelmidine, to me known, who being by me duly sworn, did depose and say that he resides in _____, New York; that he is the Board President for the Center for Instruction, Technology & Innovation; that he executed the above instrument; and that he signed his name thereto.

Notary Public

Approval of NYS
Attorney General:

By: _____

Date: _____

Approved:
Thomas P. DiNapoli
State Comptroller

By: _____

Date: _____

Center for Instruction, Technology & Innovation

MEMORANDUM

TO: CiTi Board of Education
Chris Todd

FROM: Mark LaFountain
Asst. Supt. for Personnel

DATE: April 15, 2016

RE: **Cover Memo for April 20, 2016 Personnel Report**

The following appointments will be on the personnel report for the April 20 Board agenda:

Adult Education

Kara Smith is being appointed as a part-time Clinical Instructor for the Health Occupations program.

Exceptional Education

Roseangela Dupree, Colleen Herrington, Justin McAuslan and Nicolette Smith are being appointed as Teaching Assistants. Theresa Birmingham is also being recalled from a preferred hiring list as a Teaching Assistant.

Amy Wenner is being appointed as a long-term substitute to fill the maternity leave of Stephanie Macro-Zwolinski.

Operations and Maintenance

Andy Nelson and Ronald King are both being appointed as Custodial Workers. Andy is replacing Teresa Mannise who resigned. Ronald will be working at the Phoenix site as well as Dutch Ridge Road.

Please contact me prior to the Board meeting if you have any questions or concerns.

ML/lb

**Board of Education
Personnel Report
April 20, 2016**

Leave of Absence							
Name	Program	Position	Effective Date				
Macro-Zwolinski, Stephanie	Exceptional Education	Teacher	5/13/2016 - 6/24/2016				
Retirements							
Name	Program	Position	Effective Date				
Allison, Betty	Exceptional Education	Teaching Assistant	6/24/2016				
Anderson, Jacqueline	Exceptional Education	Teaching Assistant	6/24/2016				
Cooper, Nancy	Exceptional Education	Teacher	6/24/2016				
Foley, Gerald	Exceptional Education	School Counselor	6/24/2016				
Hebert, Linda	Exceptional Education	Teacher	6/24/2016				
Kellogg, Elizabeth	Exceptional Education	Teacher	6/30/2016				
Kinney, Elizabeth	Exceptional Education	Teaching Assistant	6/24/2016				
McKnight, Janet	Exceptional Education	Teacher	6/30/2016				
Porth, Helen	Exceptional Education	Teacher	6/24/2016				
Pinkevicz, Sandra	Exceptional Education	Typist	6/30/2016				
Ryder, Elaine	Exceptional Education	Teaching Assistant	5/2/2016				
Scahill, Debra	Exceptional Education	School Counselor	6/30/2016				
Whitney, Donita	Migrant Education	Senior Typist	6/30/2016				
Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Adult Education	Smith, Kara	Clinical Instructor	Reapp	\$31.21/hr	04/21/2016	06/30/2016	0-19 hrs/wk as per timesheet
Career & Technical Education	Soboleski, Steven	CDL Instructor	Reapp	\$12.62/hr	03/06/2016	06/10/2016	as per timesheet
Exceptional Education	Aguilar, Theresa	Job Coach	Reapp	\$9.86/yr	03/11/2016	06/30/2016	0-25 hrs/wk as per timesheet
	Bleiberg, Melanie	Job Coach	Reapp	\$9.86/hr	04/21/2016	06/30/2016	0-10 hrs/wk as per timesheet
	Birmingham, Theresa	Teaching Assistant	Recalled Perm	\$19,712.00/yr	03/28/2016		recalled from preferred hiring list; to be prorated from 3/28/2016
	Mackey, Elizabeth	Job Coach	Temp	\$9.86/yr	04/21/2016	06/30/2016	0-10 hrs/wk as per timesheet
	Smith, Nicolette	Interpreter Stipend	Reapp	\$922.00/stpend	5/2/2016	6/30/2016	to be prorated from 5/2/2016
	Wenner, Amy	Long Term Substitute Teacher	Reapp	\$262.08/day	03/28/2016	06/23/2016	as per timesheet
Instructional Technology	Houlihan, Sage	Student Helper	Temp	\$9.00/hr	04/21/2016	06/30/2016	as per timesheet
Operations & Maintenance	King, Ronald	Custodial Worker	Prob	\$13.87/hr	05/09/2016	05/09/2017	40 hrs/wk
	Nelson, Andy	Custodial Worker	Prob	\$13.87/hr	05/09/2016	05/09/2017	40 hrs/wk
Workstudy	Student # 102	Workstudy Student	Temp	\$1.75/hr	03/17/2016	06/30/2016	as per timesheet
Workstudy	Student # 103	Workstudy Student	Reapp	\$1.75/hr	03/21/2016	06/30/2016	as per timesheet
Workstudy	Student # 104	Workstudy Student	Reapp	\$2.35/hr	03/17/2016	06/30/2016	as per timesheet
Workstudy	Student # 105	Workstudy Student	Reapp	\$2.35/hr	03/17/2016	06/30/2016	as per timesheet
Workstudy	Student # 106	Workstudy Student	Temp	\$1.75/hr	03/18/2016	06/30/2016	as per timesheet
Workstudy	Student # 107	Workstudy Student	Temp	\$1.75/hr	04/07/2016	06/30/2016	as per timesheet
Probationary Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Exceptional Education	Dupree, Roseangela	Teaching Assistant	Prob	\$21,862.00/yr	4/21/2016	4/21/2020	to be prorated from 4/21/2016
	Herrington, Colleen	Teaching Assistant	Prob	\$17,403.00/yr	4/21/2016	4/21/2020	to be prorated from 4/21/2016
	McAuslan, Justin	Teaching Assistant	Prob	\$18,467.00/yr	4/21/2016	4/21/2020	to be prorated from 4/21/2016
	Smith, Nicolette	Teaching Assistant	Prob	\$17,403.00/yr	5/2/2016	5/2/2020	to be prorated from 5/2/2016
Substitutes							
Adult Education							
Smith, Kara			\$31.21/hr				
Alternative Education/Career & Technical Education							
Barry, Erin			\$91.98/day; \$10.20/hr				
Nosiglia, Holly			\$91.98/day; \$10.20/hr				
Exceptional Education							
Bleiberg, Melanie			\$80.95/day; \$10.75/hr; \$10.20/hr; \$9.86/hr				
Herrington, Colleen			\$80.95/day				
Mackey, Elizabeth			\$9.86/hr				
Ware, Rebecca			\$80.95/day; \$10.75/hr; \$10.20/hr; \$9.00/hr				

Points of Pride due on 4/1/16

What accomplishments or work would you like to share out with the ISS Department and the CITi Board of Education?

Director of ISS

Iraina

- Facilitated the creation of a vision and operating principles for Pulaski Elementary School
- Completed DTSDE Reviews of Hannibal Middle and High Schools
- Transitioning Phoenix Rtl planning to their new Rtl Coordinator hired as a result of our audit
- Requests for 2 additional audits
- Developed a protocol for the Mexico Administrative Team to use on an on-going basis to examine their CDEP plan
- Planned DTSDE review of Pulaski's Middle and High Schools
- Working with Phoenix and Mexico to encourage more collaboration in the areas of Flipped and Blended learning

Distance Learning

Melissa

Courses:

- OCC did a student profile on a Distance Learning Student who completed a semester of college her Senior Year. Ellen Parker from APW took 4 OCC courses resulting in 12 credits as well as a 4 credit Statistic course that APW offered. [Here is a link to the article.](#) Ellen will be attending OCC in the fall.
- Videoconferencing: An example of what we are doing this month
- COSI Autopsy: John C Birdlebough High School on April 11th at 1:30 in the Distance Learning Lab
- The Great Barrier Reef in Australia: Cleveland Intermediate on April 21st at 6:30 in the cafeteria

ITS: Model Schools

ITS:

- MS has selected Lynne Harper, 5th Grade teacher from APW, for their April Educator Spotlight for her increase of instructional technology usage with projects
- Our Cubelets are currently loaned out to Riley Elementary School

Peri**Oswego**

- Continued work on Technology Benchmarks
- Started work on New Teacher Training day in collaboration with ELA coaches
- Held Schoology Training for Team Synergy
- Participated in March 18th conference day
- Assisted with various Google products and Teachscape

CiTi

- Attended three 3D printer building and programming days
- Met with Librarian regarding CodeMonkey
- Presented at the Social Studies Network and the County Librarian's meeting
- Participating in the weekly calls from NYSED regarding the NYSAA and CBT field tests
- Had much fun working at the Zonta Women's Day Event with the girls and MakeyMakeys

Fulton

- Participated in March 24th conference day

Central Square

- Held part 2 of Introduction to Schoology at the High School

Hannibal

- Participated in March 28th conference day
- Planning a Mystery Skype at the elementary school

Nancy**Continued to collaborate with district staff:****Altmar-Parish-Williamstown Central Schools****Writing Project: Biographical Narrative**

One of the writing assignments this year for students in Mrs. Harper's and Ms. Hurd's 5th grade Humanities classes was to write a narrative. As a team with Mrs. Isham, Writing Specialist and Mrs. Weisenburger, Instructional Coach, they thought it would be a wonderful idea if the children wrote a biographical narrative about someone who overcame adversity.

The students choose a person that they were interested in, they researched information on the internet and then they were guided in writing a biographical narrative. Mrs. Harper told me once the children were done with their writing "we thought it would be a great idea for them to showcase their writing somehow." They had already given speeches at the beginning of the year, so they

thought that creating a news report would be exciting and engaging for the children.

They contacted me for consultation and support and I provided training on an iPad app called Touchcast which would allow the children to film in front of a green screen and then project an image (of their choosing) for the background. The children practiced several times both in front of the iPad and without it so they could become animated and sound like a news reporter. Every child walked away from this project feeling successful.

In addition, on March 22, Mrs. Harper invited parents in to view all of the final news reports. It was well attended and the students proudly shared their experience. The link below are a few examples of final video news reports:

<http://apwschools.org/districtpage.cfm?pageID=418>

Mexico Academy and Central Schools

Blended learning keeps growing. In addition to more class projects and more coming up this next month, the Blended Learning teachers met for a half-day session on March 23rd to dig deeper into understanding what a blended learning classroom looks like. Our discussions focused on three elements of a blended learning classroom; movement, student-centered, and being challenged led to great insight and sharing of ideas. We completed the three hour session with time to work on either further development of another lesson or creating "Snapshots" as a way to share out to the public.

Snapshots are a one page document intended to provide a quick overview of each blended learning lesson with an intent to share with all teachers in the district. We plan is to share them on our intranet with a search function where other teachers across the district can search for ideas and collaborate across subjects and grades.



Dan

Oswego

- Continued work on Technology Benchmarks
- Participated in March 18th conference day

CiTi

- Held FileMaker trainings for EE on campus staff as well as 4th street
- Provided training for TOD's to utilize Office 365
- Attended three 3D printer building and programming days

Phoenix

- Reviewed Student Engagement data with Flipped teachers
- Began working with two 6th grade teachers to support implementation of technology into students learning

Central Square

- Began planning for April and May training for Flipped program using OneNote Classroom and Schoology

Lynn

Mexico:

- Held 2 very productive ½ day PD's for Elementary Blended Teachers – teachers had most of the time to collaborate and continue to develop BL projects/lessons
- Continue to hold morning workshops on One Drive, Word/Excel Online

Phoenix

- Reviewed Student Engagement data with Flipped teachers
- Continued support of Speech teachers as they integrate technology
- Supported Flipped teacher at JCB as she prepared for her BoE presentation of technology in her classroom
- Began supporting non-flipped science teacher considering flipping in 2016-2017

Brad

Mexico

- Co-facilitated two Blended Learning half-day workshops for middle and high school teachers.

Phoenix

- Presented two half-day Introduction to Google interactive workshops for middle school teachers at EJD. These interactive workshops were requested by a Flipped Learning teacher to help promote collaboration and student engagement among his peers and among students. In Phoenix

CSD, each teacher and student has a Google-connected account (that many are unaware of). This workshop served to promote the dynamic use of a transformative, yet practical technology platform that is being used in classrooms worldwide.

SEGIS	<ul style="list-style-type: none"> • Attended JMT Steering Committee Meeting
Tracy	<ul style="list-style-type: none"> • Fulton – co-presented Assistive Technology Research Committee's final report • Hannibal – participated in District-Led DTSDE Reviews in two schools
Mary Jo	<ul style="list-style-type: none"> • Pulaski – continued IEP support including training • Central Square – provided training to paraprofessionals, Understanding Student Behavior

School Improvement	
Liane	<ul style="list-style-type: none"> • Attended the Statewide ELA Workshop with Tim Shanahan – prepared to share with our districts and networks • Met with Mexico Admins to discuss The Leader In Me work and next steps for training • Worked with Sandy Creek Writing Committee as part of our ongoing work to clarify the K-5 writing program • Met with APW Elementary group to kick off The Leader In Me Book Study – set up online space for this in Schoology • Developed an online PD session for Central Square High School to support teachers for their March 17th PD day • Met with Instructional Coaches – discussed Hard Conversations, Made plans for extending to half day sessions to further develop coaching skills • Co-facilitated Poverty Simulation in Fulton, and co-presented Instructional Strategies workshop on their PD Day
Barb	<ul style="list-style-type: none"> • Facilitated 8 data meetings throughout the month at Mexico Middle School • Participated in Social Studies conference in collaboration with teachers across the state in Syracuse • Attended SCDN in Albany for updates on curriculum and instruction

- Attended DATAG in Albany for updates on data collection and reporting
 - Facilitated a county-wide Social Studies teacher network represented by 6 component districts
 - Collaborated with Peri in writing up the Earth Science review report for Fulton HS
 - Presented to Literacy Network demonstrating the connection of the new NGSS to literacy skills
 - Attended a presentation at the CNY Teacher Center around promoting questioning skills in the classroom
 - Trained participants for the poverty simulation that was held in Fulton – 17 participants
 - Facilitated a poverty simulation to over 100 individuals during Fulton's Staff development day
 - Facilitated a half-day workshop focused on classroom strategies for engaging students from rural poverty
 - Attended the NYS Council for Social Studies annual conference in Albany
- Suzanne
 - Held the final Grade Band (3 – 5) Math Network full-day workshop for Oswego County
 - Continued math in-service to migrant tutors
 - Attended the AMTRA conference in Rochester, NY
 - Continued teacher coaching in OMS
 - Initiated planning stages for Fulton elementary schools, Oswego elementary school in starting math reviews as a computational component
 - Held the monthly Math Leader Network where Mexico, Sandy Creek, Central Square, and Pulaski expressed interest in starting and continuing the implementation of math reviews in classrooms
 - Attended Teacher Center workshop on Promoting Cognitive Rigor with Classroom Questioning
 - Attended Commissioner Elia's presentation in Central Square and spoke on behalf of teachers in my math networks
 - Participated and had a role in the poverty simulation in Fulton/poverty workshop
 - Attended preliminary district level meeting in Phoenix to assist with K-12 math audit

SLS**Marla**

- Sponsored, along with 8 other groups, including 5 School Library Systems, 2 Teacher Centers and 1 college, Sam Wineburg, author of Reading Like a Historian, at the Oncenter. This was an extremely popular event with over 240 attendees.
- Attended the Education Media and Technology Conference in Syracuse which focused on Media Literacy and Mindcraft
- Attended a workshop, with Eric Francis, sponsored by the Teacher Center on getting students to ask good questions
- Attended and presented at the New York State Social Studies Conference in Albany
- Throughout the month we worked on refining and editing a grant for \$20,000 that we hope to receive from the Library of Congress to train teachers on how to use and teach from the gold mine of resources located at the Library of Congress.
- Presented a full day of workshops at Hannibal CSD on Streaming Media and Media Literacy
- Taking a 6 week course from the Library of Congress on how to use and present to teachers the use of their resources
- Presented "Text Sets" to Elem Literacy Network
- Visits to Fulton HS and Pulaski ES

Elaine

- Presented at Hannibal for their Superintendent's conference day

CTE**Construction Technology**

- Alex Barankovich, Eric Pierce & Justin Woodmancy from Construction Tech volunteered their time to participate in APW's Exploration Night March 24 from 6-8
- Field trip to the Empire State Carpenters Apprenticeship Training Facility in Rochester, NY
- Continued support for ARISE ramp program, BEL

SUNY Oswego Technology Education Tour

- Attended the following programs: Auto Body, Digital Media, Advanced Metal Manufacturing, Outdoor Power and Construction Technology, BEL

Culinary Arts

- Guest Chef visitation from Mr. Steele and John Gary
- Presented at the Youth Summit to over 700 8th grade Oswego County students, BEL
- 3/8/2016 Field Trip to Wegmans Super Store Dewitt
- 3/16/2016 Advisory Board Critique; Am vs. Pm Buffet PBL Project
- 3/22/2016 Youth Summit- Hospitality-Foodservice and Skills:
 - Teamwork, Communication, Problem Solving, Following Directions, Patience and Perseverance.

Digital Media

- Created the logo, brochure and poster designs for the Youth Summit, BEL
- Created Weston T. Hyde brochure, BEL
- Attended 3D printer workshop
- Produced Leadership Oswego brochure, BEL

Public Safety

- In conjunction with SUNY Oswego University Police conducted human/vehicular traffic control at the Youth Summit, BEL
- Provided human/vehicular traffic control at the Training and Career Expo at CITI, BEL
- Provided human/vehicular traffic control at the PTECH presentation at CITI
- CITI Instructor and State Trooper, Mark Bender, provided K-9 instruction at the Youth Summit
- Provided guidance to students at the Youth Summit, BEL
- Marched in the St. Patrick's Day Parade

New Visions

- Provided guidance to students at the Youth Summit
- PBL drug abuse project

Early Childhood Education

- In the beginning stages, working in conjunction with Children's Museum of Oswego (CMOO) to provide student opportunities, BEL
- Held mock parent/teacher conferences, BEL

Guidance Counselors

- Provided assistance with the Career Expo, Youth Summit, both APW Career Fairs, BEL

Business Education Liaison (BEL)

- Presented CTE programs at the following: Community Development Meeting, Workforce Development Board Meeting, Greater Oswego – Fulton Chamber of Commerce Executive Committee, Monday Mile/Healthy Mile
- If BEL is seen above assistance was provided to the program
- Logan Scott (HERO) attended the CiTi Safety Committee meeting as the student representative from the Student Safety Committee

Cosmetology

- Cosmetology, Graphic Arts, and Construction programs are collaborating with Paula Annesi from Bryant - presentation on resumes, cover letters, and interviews
- Cosmetology students will again be participating in the St. Baldrick's shaving on April 10 at the Lake Ontario Events and Conference Center

Kathy Finnerty -

Cayuga Community College Advantage Program Status Report (Dual Enrollment) (As of March 17, 2016)

Spring 2016 Enrollment

Nutrition in Nursing Assistant (11th Graders) and Culinary Arts (Second-Year Students)

2 Sections- BIOL 209 (3 Credits) AM- 26

PM- 21

Total- 47

Introduction to Networks in Computer Systems and Networking- Cisco

1 Section- CS 225 (3 Credits)

AM- 15

Computer Systems and Networking- A+ Computer Repair

1 Section Computer Literacy- CS 035 (1 Credits)

PM- 18

1 Section Microcomputer Maintenance- CS 080 (1 Credits) PM- 18

1 Section Windows Operating Systems- CS 103 (1 Credits)

PM- 18

Total- 33

Fall 2015 Enrollment

Chemistry in Nursing Assistant- Taught to 12 Graders in the Program

2 Sections- CHEM101 (4 Credits)

AM- 13

PM- 20

Total- 33

Machine Tools 1- Advanced Metal Manufacturing

2 Sections-MMT101 (3 Credits)

AM- 16

PM- 12

Total- 28

Photoshop- Digital Media

2 Sections-ART252 (3 Credits) AM- 25

PM- 15

Total- 40

Total Participating Students- 181

Alternative Programs

Ron

12th Annual Regional Awareness Program for Teen Drivers held on March 30th. Partners included:

- Oswego County Stop DWI
- Oswego County Sheriff's Department
- Oswego City Police Department
- NYS Troopers
- CITI Driver Education Staff
- AT&T
- Oswego County ABATE

Bridges to Success

The students from Bridges attended the Youth Awareness Program at 5 Points Correctional Facility. The inmates shared stories about the poor choices they made that eventually led them to prison. They role played various activities, ate the yummy prison food, and explored different areas of the prison. The students left with a deeper understanding that the choices they make now will determine their future.

Bridges students had a motivational speaker come in Derrick Falcetti (Former Alternative Education Student at CITI) a Rad Tech at the Nuclear Plant and boxing instructor at the Oswego YMCA. He is a former boxer who was stopped mid-career due to a spinal condition and now is the Boxing Club instructor at the Y. He spoke about importance of Education, positive life style and a never give up attitude.

Kristen Paura also came in as a guest speaker and talked to the students about Healthy Relationships.

The students went on a field trip to a local nursing home to play BINGO with the residents.

Project Explore

Maple syrup season is done, the students were able to make 30 gallons, despite the weather and MUD.

CARE

Students in CARE program made a promotional video as part of their PBL project.

APPS – March 2016

Classroom Presentations – 6
Referrals for Reproductive Health Care – 22
Referrals to School Base Health Center – 11
Referrals to Guidance – 7
Referrals to School Psychologist – 2
Other Referrals – 10
Referrals to Mental Health – 2
Pregnancy Tests – 6
Pregnancies – 0
One to One Contacts – 152
Discussion/Peer Group Meetings – 22
STD's – 1
Pregnancies referred to program – 1

Jim

Center for Instruction, Technology and Innovation

Instructional Calendar 2016-2017 (Draft #1)

September 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept 5 - Labor day
Sept 6 - Teacher Orientation Day
Sept 7 - Classes Begin

October 2016						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct 7 - Staff Development Day
Oct 10 - Columbus Day Holiday

November 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov 11 - Veterans' Day Holiday
Nov 23-25 - Thanksgiving Recess

December 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec 26-30 - Christmas Recess

January 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2 - New Year's Day Observed
Jan 16 - Martin Luther King Day
Jan 27 - Staff Development Day
Jan 24-27 Regents Exam Days

February 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 20-24 - Winter Recess

March 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar 17 - Staff Development Day
Mar 27-31 - ELA Test Admin

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 14 - Good Friday
April 17-21 - Spring Recess

May 2017						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 1-5 - Math Test Admin
May 24-25 - Science Perform Admin
May 29 - Memorial Day (Observed)

June 2017						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 5 Science Written Admin
June 1 & 13-22 Regents Exams
June 23 - Last Day of School/Rating Day

School Day Tally			
Sept	21	Feb	15
Oct	20	Mar	22
Nov	18	Apr	14
Dec	17	May	22
Jan	20	Jun	17
	96		90
Total days = 186			

LEGEND

Recess Days
Regents Exam Days
NYS Assessment Days
Orientation/Staff Development
Opening/Last Day of School

In the event that all five emergency (snow) days are used, make up days would be made up on the first available recess period (ie: February/April break week). CITI employees who follow their component district's calendar are expected to also follow their calendar in the event that the district is over the number of emergency days allowed.

Policy notes and corrections.

2000 Series of Policy;

2110 Paragraph 3 & 5	Name correction "CiTi BOCES"
2110 Pg 2 Paragraph 5	Name correction "CiTi BOCES"
2111 Paragraph 1	Name correction "CiTi BOCES"
2120 Paragraph 1, multiple	Name correction "CiTi BOCES"
2130 Paragraph 1	Name correction "CiTi BOCES"
2210 Paragraph 1	Name correction "CiTi BOCES"
2221 Paragraph 1	Name correction "CiTi BOCES"
2230 Paragraph 1 & 5	Name correction "CiTi BOCES"
2240 Paragraph 1	Name correction "CiTi BOCES"
2310 Paragraph 5	Name correction "CiTi BOCES"
2240 Paragraph 1	Name correction "CiTi BOCES"
2310 Paragraph 5	Name correction "CiTi BOCES"
2420 Pg 2 Paragraph 2 & 3	Name correction "CiTi BOCES"
2420 Pg 4 Last Paragraph	Name correction "CiTi BOCES"

3000 Series of Policy;

3112 Paragraph 2	Name correction "CiTi BOCES"
If possible can we include an Organizational Chart with current names of administrators.	
3112 Paragraph 3	end of first sentence should read NYS Commissioner of Education, not Commissioner of New York State.

4000 Series of Policy;

4120 Paragraphs 2,3,5,6	Name correction "CiTi BOCES"
4120 Pg 2 Paragraphs 2 & 3	Name correction "CiTi BOCES"
4130 Paragraph 1	Name correction "CiTi BOCES"
4130 BUDGET TRANSFER	Paragraph 1 second sentence "Any such budget adjustment individually in excess of Fifty thousand dollars, \$50,000.00 shall be "Approved by the BOCES Board" and be specifically noted in the regular budget status report provided in its monthly finance package.
[Wording in blue is new text added.]	

4210 Paragraphs 1 & 4	Name correction "CiTi BOCES"
4210 Pg 2 Paragraph 1 & 4	Name correction "CiTi BOCES"
4210 Pg 3 Paragraph 3	Name correction "CiTi BOCES"
4210 Pg 4 Paragraphs 3,6,7	Name correction "CiTi BOCES"
4310 Paragraph 6	Name correction "CiTi BOCES"
4330 Paragraph 1, 1d,1f,1g	Name correction "CiTi BOCES"
4330 Pg2 Paragraph 3	Name correction "CiTi BOCES"
4340 Paragraph 3,5,5b, 5d	Name correction "CiTi BOCES"

Policy notes and corrections.

4411 Paragraph 1, A3	Name correction "CiTi BOCES"
4412	Name correction "CiTi BOCES"
4473 Paragraph 4b	Name correction "CiTi BOCES"
4484 Paragraph 6	Name correction "CiTi BOCES"
4510 Paragraph 3	Name correction "CiTi BOCES"
4513 Paragraph 1 & 2	Name correction "CiTi BOCES"
4514 Paragraph 1	Name correction "CiTi BOCES"
4522 Paragraph 1	Name correction "CiTi BOCES"
4530 Paragraph 1	Name correction "CiTi BOCES"
4542 Paragraph 1	Name correction "CiTi BOCES"
4550 Paragraphs 2,3,6	Name correction "CiTi BOCES"
4550 Pg2 Paragraph 2	Name correction "CiTi BOCES"
4571 Paragraph 1 , B, last	Name correction "CiTi BOCES"
4571 Pg2 a,b. last	Name correction "CiTi BOCES"
4571 Pg3 all	Name correction "CiTi BOCES"

CONTENTS

2013

3000

Administration

Oswego County BOCES

NUMBER

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1.3	Tenure Areas for Administrators and Program Staff Specialists	3130

ADMINISTRATIVE OPERATIONS

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POLICY

2010

3111

Administration

SUBJECT: DISTRICT SUPERINTENDENT

The District Superintendent shall act as the executive officer of the Board, possess the powers and discharge the duties defined in Education Law and be responsible for executing all policies, decisions and orders of the Board.

The District Superintendent shall report to the Board upon the operation of the policies adopted by the Board and may present for consideration such changes and amendments believed to be desirable or necessary. In the absence of a Board Policy, the District Superintendent shall have the power to take administrative action.

The general administration of all programs shall be under the District Superintendent's direction and supervision. The District Superintendent or designee shall attend all meetings of the Board and shall act in an advisory capacity on all matters. In all emergency situations not specifically designated herein, the District Superintendent shall have the power to act in accordance with the best judgment. In the absence of the District Superintendent, the Assistant Superintendent for Pupil Services, the Director of Human Resources, the Director of Security, the Assistant Superintendent for Administrative Services, in that order, shall assume full responsibility for administrative decisions.

Adopted: 5/12/10

SUBJECT: ADMINISTRATIVE AND SUPERVISORY PERSONNEL

The Board of Cooperative Educational Services has the responsibility for the employment of administrative and supervisory personnel in the BOCES. No such person shall be employed unless recommended by the District Superintendent.

Administrative and supervisory personnel shall be considered to be those employees officially designated by the Oswego County Board of Cooperative Educational Services action as responsible for administrative and supervisory tasks required to carry out Board of Cooperative Educational Services policy, programs, decisions and actions.

These employees shall meet all certification and/or Civil Service requirements, as outlined in New York State Education Law, the New York State Civil Service Law, and the Rules and Regulations promulgated by the Commissioner of New York State. The administrative and supervisory personnel shall be obligated to meet these requirements at the time of employment or be eligible to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all administrative and supervisory personnel shall be set forth in a job description for each position as authorized by the Board, upon the recommendation of the District Superintendent.

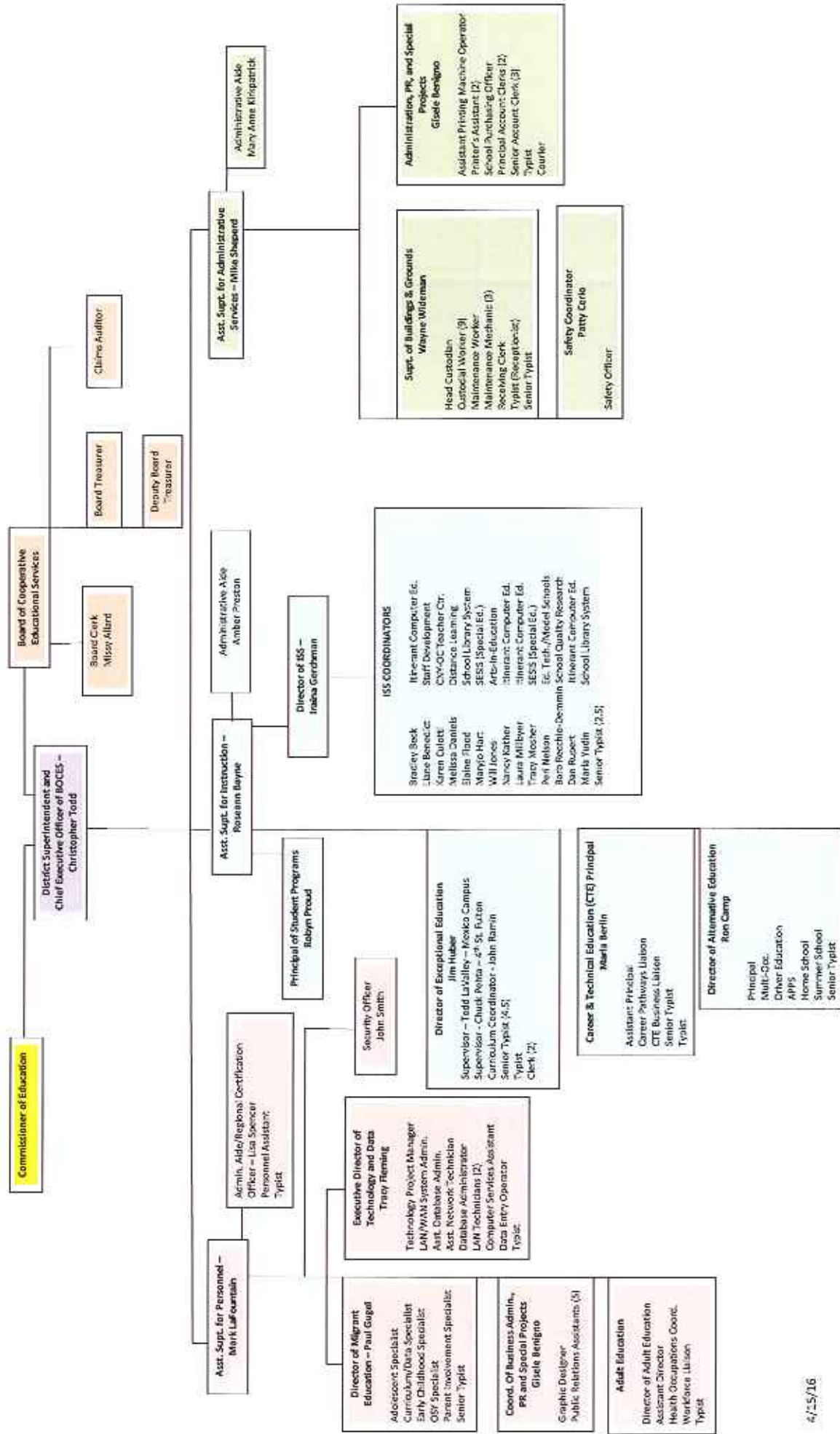
Terms of Employment for Administrative/Supervisory Personnel

All administrative/supervisory personnel, with the exception of the District Superintendent, will be appointed to their positions for a probationary period of three (3) years or if a Civil Service employee for a period of 26 weeks. Administrative/supervisory personnel will be placed on tenure at the completion of their probationary period, if their performance is deemed satisfactory by their immediate superior, the District Superintendent, and the Board of Cooperative Educational Services. The Board of Cooperative Educational Services, the District Superintendent and all administrative/supervisory personnel are obligated to adhere to the New York State Education Law and all Rules and Regulations of the Commissioner in matters relating to probationary and tenure appointments.

Education Law Sections 2204, 2212, 3006, 3007, 3008, 3009, 3010, 3014, 3031, 3019-a and 3020-a
Civil Service Law Sections 35(g), 50-59 and 60-65

Adopted: 5/12/10

CENTER FOR INSTRUCTION, TECHNOLOGY & INNOVATION – ORGANIZATIONAL CHART – 2015-16



POLICY

2010

3120

Administration

SUBJECT: EVALUATION OF THE DISTRICT SUPERINTENDENT AND OTHER ADMINISTRATIVE STAFF

District Superintendent

The Board shall conduct an annual evaluation of the performance of the District Superintendent, using procedures agreed to by the District Superintendent and the Board. Such procedures shall be filed in the Office of the District Superintendent, and be available for review by any individual no later than September 10 of each year.

This evaluation shall be completed on or before the regular monthly meeting of the Board in June each year. The evaluation report shall be maintained as a confidential document.

The District Superintendent shall be granted the opportunity to respond to the evaluation.

Other Administrative Staff

All other administrative personnel shall be evaluated by the District Superintendent, Assistant Superintendent or other administrator to whom they report.

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(o)(2)

Adopted: 5/12/10

SUBJECT: TENURE AREAS FOR ADMINISTRATORS AND PROGRAM STAFF SPECIALISTS

In accordance with the most current guidelines provided by the decisions of the Commissioner of Education and the courts of the State of New York, the Board of Education hereby establishes the tenure areas listed below for all administrators and staff specialists currently employed and those administrators and staff specialists who may be so appointed in the future:

a) Administrators:

1. Assistant Superintendent for Pupil Services
2. Assistant Superintendent for Instructional Support
3. Assistant Superintendent for Administrative Services
4. Director of Human Resources
5. Director of Special Education
6. Director of Career and Technical Education and Alternative Education
7. Director of Adult Education and Workforce Development
8. Assistant Director of Special Education
9. Supervisors of Special Education

b) Program Specialists:

1. Migrant Education Coordinator
2. SESIS Training Specialist/Coordinator
3. SESIS Training Specialist
4. Distance Learning Coordinator
5. Staff Development Coordinator
6. Arts-in-Education Coordinator
7. Oswego County Teacher Center Coordinator
8. School Library System Coordinator
9. Model Schools Coordinator
10. Itinerant Computer Education Coordinator

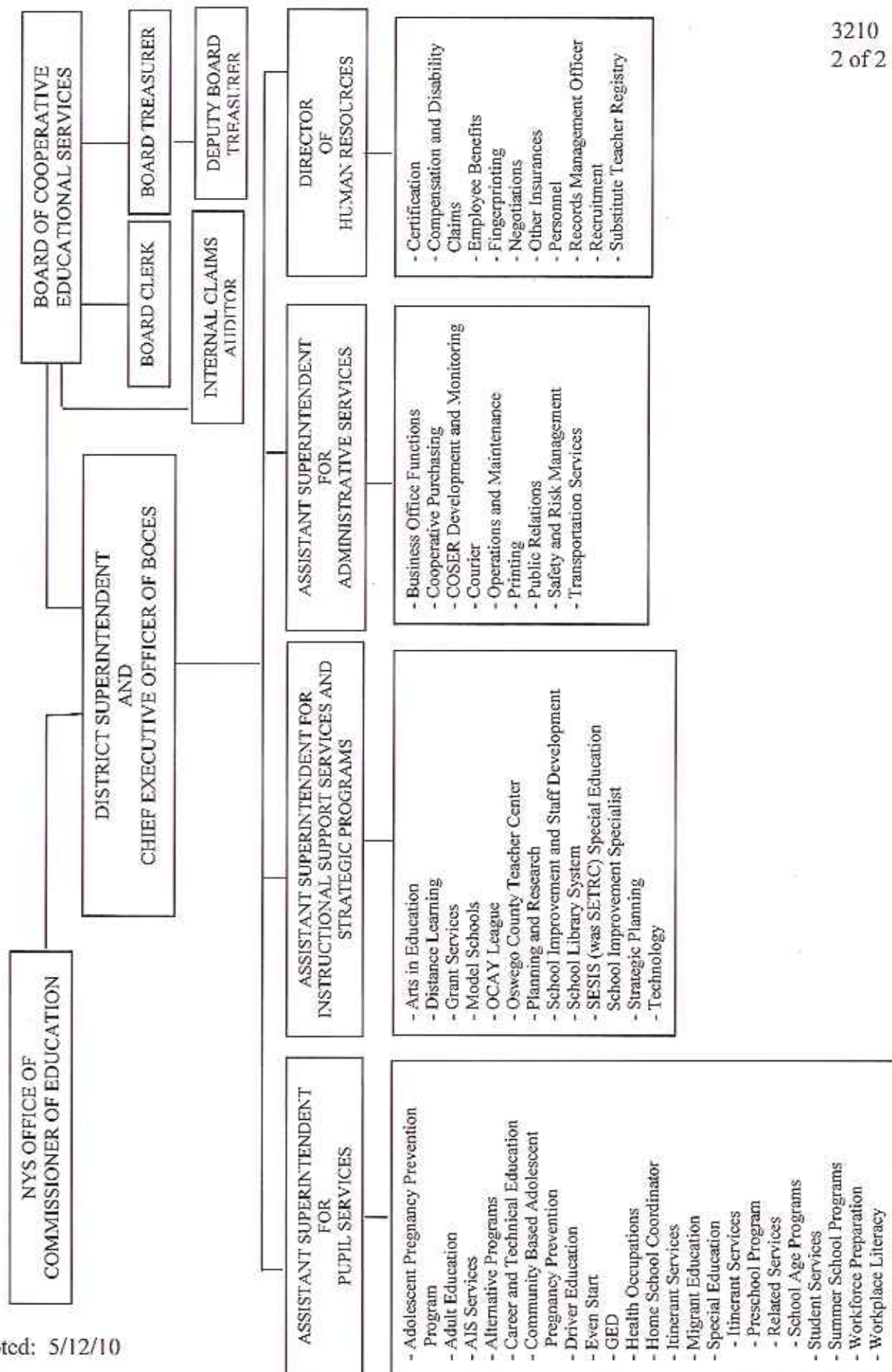
SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

The basic principles of Administrative Organization and Operation as illustrated in the accompanying Organizational Chart are:

- a) The Board of Cooperative Educational Services shall formulate and legislate educational policy.
- b) Administrative regulations shall be developed by the District Superintendent or designee in cooperation with affected and/or interested staff members or lay persons.
- c) The Central Office staff shall provide overall leadership and assistance in planning and research.
- d) Areas of responsibility for each individual shall be clearly defined.
- e) There shall be full opportunity for complete freedom of communication among all levels in the BOCES staff.

(Continued)

OSWEGO COUNTY BOCES ORGANIZATIONAL CHART



Adopted: 5/12/10

POLICY

2010

3220

Administration

SUBJECT: CHIEF SCHOOL OFFICERS' COUNCIL

The District Superintendent may establish a Chief School Officers' Council to provide a means for appropriate and necessary communication to occur between and among the BOCES and the component school districts.

This council may be used to ascertain needs of school districts, discuss proposals for meeting such needs, provide information concerning legal requirements of school districts and other topics deemed appropriate by the District Superintendent.

It is the intent of this council to maintain and develop close cooperation among and between component school districts and to facilitate the communication process within the BOCES area.

Membership in the Chief School Officers' Council is limited to the officially appointed Chief School Administrators of the component school districts who shall meet at such times and places as designated by the District Superintendent.

Other personnel of the component school districts and BOCES may be requested to attend regularly or at specific meetings by the District Superintendent to facilitate the matters under consideration.

Adopted: 5/12/10

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Non-Instructional/Business
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Oswego County BOCES

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Oswego County BOCES

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POLICY

2010

4110

Non-Instructional/Business
Operations

SUBJECT: BUDGET PLANNING AND PREPARATION

In order to provide for a comprehensive and accurate budget, the Board and administrative staff shall prepare the budget in a systematic manner. The Board shall be informed of the entire budgetary process, so that their input can be provided where needed. Furthermore, this involvement shall ensure that the Board is well informed of the budget.

Education Law Section 1950(2-a) and (4)(b)

NOTE: Refer also to Policy #4120 -- Budget Development and Adoption

Adopted: 5/12/10

POLICY

2010

4120
1 of 2

Non-Instructional/Business
Operations

SUBJECT: BUDGET DEVELOPMENT AND ADOPTION

Planning for the annual budget shall enable the BOCES to effectively inform component districts of their estimated costs in a timely manner, enabling them to meet any deadlines by the State Education Department, as well as any set forth by law or regulation.

Authorization of the budgetary commitment of a component school district to participate in programs and services provided by Oswego County BOCES rests with the component school board and is executed by the Superintendent or designee of the School District. A preliminary service request is due not later than December 31 of each year, with the final request due on or before May 1, in accordance with Section 1950 of Education Law.

The Oswego County Board of Cooperative Educational Services shall prepare tentative budgets for its administrative, capital and program costs as delineated in accordance with law and/or regulation. All tentative budgets will be formally presented to the component districts at the Annual Meeting held on or before April 15.

The Board must attach to the administrative budget a detailed statement of the total compensation to be paid to the District Superintendent, delineating the salary, annualized cost of benefits and any in-kind or other form of remuneration to be paid. In addition, if available, the Board must attach to the proposed administrative budget a BOCES report card as enumerated in law and regulation.

The tentative budgets and attachments shall be provided to each component school board at least ten (10) days prior to the Annual Meeting. The board of each component school district shall adopt a public resolution approving or disapproving such tentative administrative budget at a regular or special meeting held on the same date designated for election of members of the Oswego County Board of Cooperative Educational Services. Each component board is entitled to one (1) vote on the proposed administrative budget. Approval of the tentative administrative budget requires the approval of a majority of the total number of component school boards. If a majority of the components turns down the administrative budget or if there is a tie vote, the Cooperative Board will adopt and prepare a contingency administrative budget which may not exceed the previous year's administrative budget except for increases to supplemental retirement allowances. If the majority of component districts approve the tentative administrative budget, the Cooperative Board may adopt the administrative budget without modification.

While the BOCES capital and program budgets are presented to the component districts for their review, the adoption of those budgets is the sole responsibility of the Oswego County Board of Cooperative Educational Services. The law requires the Board to adopt its final administrative, capital and program budgets by May 15.

(Continued)

POLICY

2010

4120
2 of 2

Non-Instructional/Business
Operations

SUBJECT: BUDGET DEVELOPMENT AND ADOPTION (Cont'd.)

After this date, requests for changes in the district's level of participation, either increases or decreases, shall be made in writing by the component school Superintendent to the District Superintendent or designee.

Requests from component school districts for services not available from Oswego County BOCES must be made in writing to the District Superintendent or designee who may authorize the issuance of a cross contract with another BOCES.

If it is determined by the District Superintendent or designee that the requested service is one Oswego County BOCES offers or can deliver, the cross-contract will not be authorized and the services will be provided by Oswego County BOCES.

Education Law Section 1950(2-a) and (4)(b)
8 New York Code of Rules and Regulations (NYCRR) Section 170.3

NOTE: Refer also to Policy #4110 -- Budget Planning and Preparation

Adopted: 5/12/10

POLICY

2010

4130

Non-Instructional/Business
Operations

SUBJECT: ADMINISTRATION OF BUDGET

The District Superintendent is responsible to the Oswego County Board of Cooperative Educational Services for the administration of the budget.

- a) The District Superintendent/designee shall acquaint Program Administrators and Coordinators with the final provisions of their program budgets and guide them in planning to operate efficiently and economically within these provisions. Function and object appropriations for line items shall be determined by July 1 of the fiscal year based on the May 15 previously adopted budget. All changes and transfers shall be properly recorded in the interim between May 15 and July 1.
- b) Under the District Superintendent's direction, the Business Office shall maintain such records of accounting control as are required by the New York State Uniform System of Accounts, the Board of Cooperative Educational Services, and such other procedures as are deemed necessary, and shall work with the various administrative units to monitor the status of their individual budgets, on a service and object basis. The Business Office shall bring to the attention of the administrative units and the District Superintendent significant deviations from original requests.
- c) Superintendent for Administrative Services, Program Administrators and Coordinators, through the Assistant are responsible to the District Superintendent for the operation of their units within budgetary limits.
- d) The District Superintendent shall require the Assistant Superintendent for Administrative Services to render a summary report by program or major function, at least quarterly, within the Regulations of the Commissioner of Education.

Budget Transfers

The District Superintendent, in compliance with the Commissioner's Regulations, shall be authorized to approve any transfer of funds between/within budget functions and internal fund transfers. Any such budget adjustments individually in excess of fifty thousand dollars (\$50,000) shall be specifically noted in the regular Budget Status Reports provided to the Board in its monthly finance package.

The District Superintendent or designee is authorized to receive and appropriate unanticipated or unbudgeted revenue to the appropriate budget function, to create codes, if necessary, and to adjust the budget if anticipated revenue is unrealized. However, budget increases in the Administrative Budget which result in the bottom line budget total being greater than the amount initially adopted and the prior year's outstanding encumbrances will be approved only through Board resolution.

POLICY

2010

4210
1 of 6

Non-Instructional/Business
Operations

SUBJECT: INVESTMENT POLICY

Scope

This investment policy applies to all Oswego County BOCES ("BOCES") moneys and other financial resources available to BOCES for investment on its own behalf or on behalf of any other entity or individual (the "Funds").

Objectives

The primary objectives of this policy are as follows:

- a) To conform with all applicable federal, state and other legal requirements (legality);
- b) To adequately safeguard all deposits and investments (safety);
- c) To provide sufficient liquidity to meet all operating requirements (liquidity); and
- d) To obtain a competitive rate of return (yield).

Delegation of Authority

That officer of BOCES who has responsibility for BOCES Funds (currently the Treasurer and the Assistant Superintendent for Administrative Services) and/or designee shall be responsible for the implementation and administration of this Policy and shall establish written compliance procedures in accordance with the provisions of Section 39 of the General Municipal Law. The primary responsibility of the Assistant Superintendent for Administrative Services is not diminished or relieved by the act of delegating authority to a designee.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Oswego County BOCES to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

(Continued)

SUBJECT: INVESTMENT POLICY (Cont'd.)**Diversification**

It is the policy of the Oswego County BOCES to diversify its deposits and investments by financial institutions, by maturity scheduling and by investment instrument if it is deemed beneficial to do so.

Internal Controls

The Treasurer and Assistant Superintendent for Administrative Services shall be responsible for establishing and maintaining an internal control structure to provide assurance that BOCES deposits and investments are reasonably safeguarded against loss, and that transactions are properly authorized, executed and recorded.

Designation of Depositaries

The BOCES Board shall by resolution designate one (1) or more commercial banks and/or trust companies (as defined in General Municipal Law Section 10) (a "Bank") for the deposit, in the name of BOCES, of BOCES Funds, the disposition of which is not otherwise provided for by law, in accordance with General Municipal Law Section 10, applicable law and this Policy.

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, Section 10, all deposits of Oswego County BOCES, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a) By a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law Section 10, equal to or one hundred three percent (103%) the aggregate amount of deposits from the categories designated in Appendix A to the policy.
- b) By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed ninety (90) days with an aggregate value equal to one hundred three percent (103%) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one (1) of the three (3) highest rating categories by at least one (1) nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

(Continued)

SUBJECT: INVESTMENT POLICY (Cont'd.)

- c) By an eligible surety bond payable to the government for an amount at least equal to one hundred three percent (103%) of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two (2) nationally recognized statistical rating organizations.

Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Oswego County BOCES or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodial for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency or revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Permitted Investments

Monies not required for immediate expenditure may be invested for terms not to exceed BOCES projected cash flow needs in the following types of investments:

- a) Special time deposit accounts;
- b) Certificates of deposit;
- c) Obligations of the United States of America;

(Continued)

SUBJECT: INVESTMENT POLICY (Cont'd.)

- d) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- e) Obligations of the State of New York;
- f) Obligations issued pursuant to LFL Sections 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Oswego County BOCES;
- g) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- h) Certificates of Participation (COP's) issued pursuant to GML Section 109-b;
- i) Obligations of this local government, but only with any monies in a reserve fund established pursuant to GML Sections 6-c, 6d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Oswego County BOCES within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Oswego County BOCES within two (2) years of the date of purchase.

Authorized Financial Institutions and Dealers

The Oswego County BOCES shall maintain a list of financial institutions and dealers approved for investment purposes. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Oswego County BOCES. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

Purchase of Investments

The Treasurer and the Assistant Superintendent for Administrative Services or designee is authorized to contract for the purchase of investments:

(Continued)

SUBJECT: INVESTMENT POLICY (Cont'd.)

- a) Directly, including through a repurchase agreement, from an authorized trading partner.
- b) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion Number 88-46, and the specific program has been authorized by the governing board.
- c) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Oswego County BOCES by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- a) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d) No substitution of securities will be allowed.
- e) The custodian shall be a party other than the trading partner.

(Continued)

SUBJECT: INVESTMENT POLICY (Cont'd.)

Appendix A

Schedule of Eligible Securities

- a) Obligations issued, or fully insured or guaranteed as the payment of principal interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- b) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.
- c) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

POLICY

2010

4220

Non-Instructional/Business
Operations

SUBJECT: STATE AND FEDERAL FUNDS

The District Superintendent or designee, to the extent that such funds may be available, shall seek State and Federal aid and/or other funds to the greatest extent possible in financing BOCES programs, provided such funds are not to be used for partisan political purposes such as lobbying activities, the production of publications, or the production of any other materials intended for influencing legislation. Aid awards shall be reported to the Board at regularly scheduled Board meetings.

Federal Funds

The BOCES shall account for each federal project separately, and shall expend such funds only as authorized by the approved project application.

Handling of State Aid

The Treasurer is authorized to receive all reimbursements from public funds on account of the component districts and deposit the same in the designated depository.

Upon receipt of each payment of state aid the District Superintendent may authorize the Treasurer to pay to each component school district whose contract is paid up-to-date (i.e., all contracts paid up to and including the month immediately preceding the month in which the state aid is anticipated to be paid) the gross amount of state aid earned by that district and paid in that allotment of state aid.

OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments (revised May 10, 2004)
Compliance Supplement for Single Audit of State and Local Governments (revised June 27, 2003)
supplementing OMB Circular A133

Adopted: 5/12/10

SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO BOCES

The Board may accept gifts, grants and/or bequests of money, real or personal property, as well as other merchandise which, in view of the Board, add to the overall welfare of BOCES, provided such acceptance is in accordance with existing laws and regulations. However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interest of BOCES. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety.

At the same time, the Board will safeguard the BOCES, the staff and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to BOCES.

The Board will not formally consider the acceptance of gifts or grants until and unless it receives the offer in writing from the donor/grantor. Any such gifts or grants donated to the Board and accepted on behalf of BOCES must be by official action and resolution passed by Board majority. The Board would prefer the gift or grant to be a general offer rather than a specific one. Consequently, the Board would suggest the donor/grantor work first with BOCES administrators in determining the nature of the gift or grant prior to formal consideration for acceptance by the Board. However, the Board, in its discretion, may direct the District Superintendent or designee to apply such gift or grant for the benefit of a specific school program or service.

The Board is prohibited, in accordance with the New York State Constitution, from making gifts/charitable contributions with BOCES funds.

If deemed appropriate or required, gifts and/or grants of money to BOCES shall be annually accounted for under the trust and agency account in the bank designated by the Board.

All gifts, grants and/or bequests shall become BOCES property. Letters of appreciation from the President of the Board and the District Superintendent or designee may be sent to a donor/grantor in recognition of the contribution to BOCES.

Accounting for Gifts

- a) If deemed appropriate or required, 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 subheading "Perpetual Inventory" below.
- b) Any property donated shall be for the use of BOCES and no employee shall benefit personally from such donations.

(Continued)

POLICY

2010

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2 of 2

Non-Instructional/Business
Operations

SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO BOCES (Cont'd.)

- c) It shall be the responsibility of the donor to have the value of the gift or donation established, when necessary, for tax purposes. When requested, the Board of Cooperative Educational Services will acknowledge, in writing, the receipt of the gift or donation on behalf of the Board of Cooperative Educational Services.
- d) All gifts or donations shall be immediately brought to the attention of the Program Administrator of the service to which the contribution is made.
- e) The Program Administrator shall recommend the acceptance or rejection of the gift to the District Superintendent and notify the donor of the intention.
- f) The District Superintendent shall make a recommendation to accept or reject such gifts to the Cooperative Board at a regular meeting.
- g) The Program Administrator of the service to which the gift or donation is made shall be responsible to see that the gift or donation is appropriately used.
- h) The District Superintendent shall ensure procedures are developed for administering gifts and/or donations that are not specific to a program.

New York State Constitution 8, Section 1
General Municipal Law Section 805-a(1)

NOTE: Refer also to Policy #4320 -- BOCES Personal Property Accountability and Disposal

Adopted: 5/12/10

SUBJECT: PURCHASING

The BOCES' purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the District Superintendent and the Assistant Superintendent for Administrative Services. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet BOCES needs.

All purchases must be covered with a properly executed purchase order unless express permission is granted by the Purchasing Agent to procure without one. Purchase orders must be supported with a purchase requisition bearing a clear description of the item to be purchased, a suggested source of supply, and an estimated price, and budget appropriations must be adequate to cover such obligations. All requisitions must be approved by the appropriate Administrator.

Blanket purchase orders may be issued to vendors from whom repetitive purchases are made to cover such purchases for a fixed period of time.

Items delivered to the BOCES program, not supported with properly executed purchase requisitions and purchase orders (unless granted express permission as previously cited), will be returned to the vendor, and the staff member responsible for such improper ordering practice may be required to pay for the item or any costs related to the purchase if full credit is not issued upon return.

Delivery of all items ordered by the BOCES shall be to the Receiving Department at the BOCES unless otherwise stipulated on the face of the purchase order. Verification of the shipment and appropriate distribution of goods, so received, shall be the responsibility of the Receiving Department staff.

Annually at its Reorganizational Meeting, the Oswego County BOCES Board shall designate a Purchasing Agent with sole authority to approve purchase orders and obligate the BOCES to purchases, and whose responsibility will be to centralize purchasing into the Business Office and administer the purchasing process.

The Purchasing Agent shall:

- a) Solicit competitive bids (publicly advertised) and/or quotations in compliance with General Municipal Law 103 for materials, equipment and supplies [annual expenditures exceeding ten thousand dollars (\$10,000)]; and public work contracts [exceeding twenty thousand dollars (\$20,000)]; and provide recommendations for awards of such to the Board for approval by formal resolution.
 1. When a contract involves acquisition of both goods and services, a judgment must be made as to the primary purpose of the contract. If the services are minor, incidental or customarily provided by the vendor in connection with the goods purchased, the

(Continued)

SUBJECT: PURCHASING (Cont'd.)

contract should be viewed as a purchase contract. If the service component is extensive or predominant or involves special skills, the contract should be treated as one for public works.

2. In determining the necessity for competitive bidding, the aggregate amount to be expended during the fiscal year on an item or those of a similar nature (a "reasonable commodity grouping") must be considered. For example, office supplies or art materials would constitute an appropriate grouping for bidding purposes.
 3. Additionally, in determining whether the dollar requirements have been reached, allowances for any trade-in related to the purchase must be treated as an expenditure; the estimated gross cost of the item is controlling. Net cost is relevant only to the determination of the low bid.
 4. Residency or place of business for local bidders may be considered in determination of award only in cases where identical bids have been submitted.
- b) With the approval of the Assistant Superintendent for Administrative Services, determine and document when competitive bidding is not required and provide appropriate alternative purchasing procedures, except for procurements:
1. Under county contract;
 2. Under State contract;
 3. Of articles manufactured in State correctional institutions; or from agencies for the blind or severely disabled; and
 4. Under Board approved cooperative bids.

(Refer to subheading "Procurement of Goods and Services.")

- c) Ensure, that in compliance with General Municipal Law 104(b), at least two (2) verbal quotations are obtained for all purchases between one thousand dollars (\$1,000) but less than three thousand dollars (\$3,000) and at least two (2) written quotations are obtained for all purchases between three thousand dollars (\$3,000) and nine thousand nine hundred ninety-nine dollars (\$9,999). Additionally, for public works contracts between ten thousand dollars (\$10,000) and nineteen thousand nine hundred ninety-nine dollars (\$19,999), at least three (3) written quotations must be obtained.

(Continued)

SUBJECT: PURCHASING (Cont'd.)

- d) With the assistance of the Business Office and approval of the Assistant Superintendent for Administrative Services establish and implement procedures and forms according to General Municipal Law and Education Law that will:
 - 1. Provide necessary resources for BOCES services at optimal value.
 - 2. Maintain appropriate and comprehensive accounting and reporting system to document all purchasing transactions.
 - 3. Prevent loss and/or diversion of BOCES property.
 - 4. Provide responsible suppliers with opportunities to bid.
- e) Provide justification and documentation on any award to a bidder other than the lowest dollar bidder setting forth the reasons for such decision.
- f) Not be required to secure alternative proposal or quotations for:
 - 1. Emergencies where time is a crucial factor.
 - 2. Procurements for "sole source items".
 - 3. Professional services, true leases, and insurances.
 - 4. Single or multiple items of less than one thousand dollars (\$1,000) in value unless the aggregate purchase of such items would exceed purchasing policy limits.
 - 5. Items purchased for the purpose of retail sales.
 - 6. Second-hand equipment from another government agency.

Procurement of Goods and Services

The Board recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;

(Continued)

SUBJECT: PURCHASING (Cont'd.)

- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Section 186; State Finance Law, Sections 175-a and 175-b; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons; and
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the BOCES.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the BOCES or any BOCES employee.

The Board shall solicit comments concerning the BOCES' policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

Request for Proposal Process for the External (Independent) Auditor

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The BOCES may, however, permit an external (independent) auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

(Continued)

SUBJECT: PURCHASING (Cont'd.)**Alternative Formats for Instructional Materials**

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the BOCES). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

BOCES Plan

As required by federal law and New York State Regulations, the BOCES has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. To facilitate this process, the BOCES will participate in the National Instructional Materials Access Center (NIMAC) and will require that all contracts with publishers for textbooks and other printed core materials executed after December 2006 include a provision requiring the publisher to produce NIMAS files and send them to NIMAC.

Environmentally Sensitive Cleaning and Maintenance Products

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2010 school year, the BOCES shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The BOCES shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the BOCES can procure these products on a competitive basis.

The BOCES shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

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SUBJECT: PURCHASING (Cont'd.)

Contracts for Goods and Services

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

Upon the adoption of a resolution by a vote of at least three-fifths (3/5) of all Board members stating that for reasons of efficiency or economy there is need for standardization, purchase contracts for a particular type or kind of equipment, materials or supplies of more than ten thousand dollars (\$10,000) may be awarded by the Board to the lowest responsible bidder furnishing the required security after advertisement for sealed bids in the manner provided in law.

Education Law Sections 305(14), 409-i, 1950, and 3602

General Municipal Law Articles 5-A and 18

State Finance Law Section 163-b

8 New York Code of Rules and Regulations (NYCRR) Sections 170.2, 200.2(b)(10), 200.2(c)(2) and 200.2(i)

NOTE: Refer also to Policy #4320 -- BOCES Personal Property Accountability and Disposal

Adopted: 5/12/10

SUBJECT: BOCES PERSONAL PROPERTY ACCOUNTABILITY AND DISPOSAL**Definition of Personal Property**

- a) **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 (1) 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.
- b) **Valuable personal property shall mean** personal property which has a unit resale value of five hundred dollars (\$500) or more, and equipment, supplies, parts of materials which are disposed of in lots having an aggregate resale value of five hundred dollars (\$500) or more.
- c) **Surplus personal property shall mean** personal property which has no known, immediate or currently foreseeable use to the Board of Cooperative Services.

Disposition of Personal Property

- a) 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.

- b) **Procedures for Disposition of Equipment, Supplies or Materials**
 - 1. 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.
 - 2. All surplus or obsolete equipment, supplies or materials on the physical inventory will be declared surplus by the Board and sold using a method of sale which, in the judgment of the Board and based on the recommendation of the Purchasing Agent, will bring the best price.
 - 3. Personal property items of little or no value may be disposed of based on the recommendation of the District Superintendent, in a manner consistent with law, and which results in the least cost to the BOCES for disposal.

(Continued)

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Non-Instructional/Business
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SUBJECT: BOCES PERSONAL PROPERTY ACCOUNTABILITY AND DISPOSAL (Cont'd.)

4. Any personal property whose market value is estimated to be greater than five hundred dollars (\$500), 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 (1) prior attempt for sale to the public, may be disposed of by BOCES.
5. All surplus and obsolete personal property shall be advertised in the local newspapers and any other appropriate means to assure public awareness.
6. Equipment purchased with federal funds may not be disposed of until approval has been granted by the federal agency responsible for the grant.
7. Any items which are not disposed of in the manner previously described may be donated to a charitable organization or disposed of as trash.

Textbooks

Textbooks and/or supplies that have lost their value to the educational program, may be disposed of by the following process.

If no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- a) Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the BOCES; then
- b) Donation to charitable organizations; or
- c) Disposal as trash.

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

- a) 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 BOCES policies, shall be subject to removal from office and/or such other discipline or penalties as authorized by law or as decided by the District Superintendent.

(Continued)

**SUBJECT: BOCES PERSONAL PROPERTY ACCOUNTABILITY AND DISPOSAL
(Cont'd.)**

- b) 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 the District 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 in accordance with Board Policy #4481 -- Whistle-Blower Policy.
- c) 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 as established in policy.

Review and Amendment of the Policy

Review

The BOCES shall review its policy on Personal Property Accountability annually and make amendments it deems necessary.

Amendments

The BOCES shall submit its amended policy, within 30 days of its adoption, to the Commissioner of Education for approval.

Education Law Sections 207 and 1950(18)
8 New York Code of Rules and Regulations (NYCRR) Section 170.3

NOTE: Refer also to Policies #4230 -- Acceptance of Gifts, Grants and Requests to BOCES
#4310 -- Purchasing
#4431 -- Accounting of Fixed Assets
#4481 -- Whistle-Blower Policy

Adopted: 5/12/10

SUBJECT: USE OF CREDIT CARDS

The District Superintendent and Assistant Superintendent for Administrative Services may apply for, and obtain, a commercial bank credit card in the Oswego County BOCES Board's name. The intent of this policy is to relieve the District Superintendent and Assistant Superintendent for Administrative Services, who frequently must incur authorized business expenses, of the need to carry a personal financial burden on BOCES' behalf, and to enable the Purchasing Agent and/or other authorized member of the Business Office to engage in purchases that require, or that would otherwise be too cumbersome to pursue using the regular purchase order system. However, all expenditures charged on BOCES credit card shall be reasonable and necessary to the successful conduct of the official business in which the individual is engaged. Any and all receipts or other acceptable documentation for such charges to the account must be submitted to the Business Office on a monthly basis. This authorization, however, is subject to the following restrictions and limitations:

- a) Such credit card shall be issued only to the District Superintendent or Assistant Superintendent for Administrative Services.
- b) Such credit card shall be used for none but authorized purposes.
- c) The expenditure chargeable to such credit card shall be limited to a dollar amount deemed reasonable and necessary by the District Superintendent and/or the Board. The District Superintendent and/or Assistant Superintendent for Administrative Services shall establish a reasonable annual limit for such credit card.
- d) Such credit card shall be used only for authorized purposes, examples of which include the purchase of travel services for Oswego County BOCES staff who must use airlines to travel to business meetings or conferences, and, in selected instances, the rental of hotel rooms for Oswego County BOCES staff who must stay overnight for business meetings or conferences.
- e) The expenditures for these items will be reviewed and approved by the Assistant Superintendent for Administrative Services or designee in an effort to pursue the lowest possible airfares, hotel rentals for staff, or purchase of other goods.
- f) It is understood that such expenditures shall never exceed Oswego County BOCES Board approved budget allocations in the business travel expense lines of any budget, unless prior approval from the District Superintendent or Assistant Superintendent for Administrative Services is obtained.
- g) All expenses for travel will follow the Oswego County BOCES Travel Policy. Professional Development Attendance Forms will be submitted and Purchase Orders created to document these expenses.

(Continued)

SUBJECT: USE OF CREDIT CARDS (Cont'd.)

- h) On-line purchases for items that cannot be purchased in an otherwise established manner, with equivalent benefit.

The Internal Auditor shall monitor the monthly charges on BOCES credit cards with special care, and shall immediately report any instance of suspected abuse to the District Superintendent and to the Oswego County Board of Education through the appropriate reporting channels.

Use of Gasoline Credit Cards

The Assistant Superintendent for Administrative Services is authorized to obtain and issue gasoline credit cards for use by drivers of official Oswego County BOCES vehicles. Such credit cards shall be issued to the Transportation Department.

The Assistant Superintendent for Administrative Services is directed to establish such procedures as are necessary to ensure that gasoline credit cards are used only for the conduct of authorized official business. Any individual using such a credit card shall first be required to indemnify the Board, in writing, against unauthorized use. Also any employee using such credit card shall be required to obtain a receipt for each purchase and submit all receipts to the Transportation Office immediately upon return on the card. Receipts must then be submitted to the Business Office on a monthly basis.

SUBJECT: USE OF CELL PHONES**Purpose**

At the discretion of the District Superintendent, BOCES may provide cell phones and/or telecommunication devices for the purpose of conducting BOCES-related work activities in order to enhance work productivity and increase cost effectiveness of BOCES operations.

Authorization

Only authorized BOCES employees may use BOCES cellular phones and/or BOCES contracted services. Authorization for use and/or assignment of cellular service is required from an immediate supervisor.

Personal Use/Reimbursement

Cellular telephone service and/or data services may be purchased to assist employees in the performance of their position responsibilities. Under regular circumstances, such service is intended for conducting Oswego County BOCES business. In the event an employee uses a device for other than business purposes they shall reimburse BOCES for all expenses (i.e., roaming charges, text messaging, data transfers etc.) related to such non-business usage pursuant to established Regulation.

Minimal use of text messaging is allowed for business communication. Text messaging communication that exceeds the BOCES plan will be reimbursed by the employee regardless of purpose. Individuals authorized to use BOCES cellular phones shall agree in writing to accept financial responsibility for any non-business related usage by that individual. Reimbursement will occur within thirty (30) days of notice.

In the event that an employee uses a personal cell phone for Oswego County BOCES business, that employee will be reimbursed as follows:

- a) The original phone bill must be presented.
- b) Oswego County BOCES calls or text messaging must be documented.
- c) The calling plan must be detailed to determine the per-minute rate.
- d) Oswego County BOCES will reimburse the minute rate or the Oswego County BOCES rate, **whichever is lower.**
- e) The immediate supervisor must authorize the expense.

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SUBJECT: USE OF CELL PHONES (Cont'd.)

- f) Such reimbursement will be limited to the monthly maximum amount BOCES currently pays for an equivalent device.

Employees shall submit reimbursement to BOCES in the amount that is represented by multiplying the minutes of their personal use by the rate established by BOCES. The reimbursement rate shall be determined by dividing the entire cost of cell phones (pool plan fees, phone fees and federal taxes) by the pool plan minutes.

In order to better regulate our phone usage, audits of phone bills will occur, including regular random sampling. Items that may trigger an audit include excessive minute use, weekend usage and roaming charges. Employees may be required to submit a detailed explanation for usage which appears to be excessive or unusual.

Adopted: 5/12/10

SUBJECT: MEAL AND REFRESHMENT EXPENSES DURING MEETINGS

The Oswego County BOCES Board recognizes that from time to time it may be appropriate to provide food or refreshment at District meetings and or events, which are being held for an educational and/or business-related purpose.

Meal Expenses

- a) In order for meal expenses for a meeting between staff members to be eligible for reimbursement or payment by the organization, the following conditions need to be met:
 1. Scheduling prevents the meeting from being held at a different time;
 2. The meal must be provided during the meeting. It cannot be delivered or served at the beginning or end of the scheduled meeting;
 3. The claimant must justify on the purchase order the need for such expense as outlined above. The District Superintendent or designee must make **prior** approval of the expense. Such expense must be made in accordance with Oswego County BOCES Purchasing Procedures; and,
- b) **Before** meal expenses for meetings with staff members can be reimbursed or paid, the following information must be provided to the Business Office:
 1. What was the purpose of the meeting?
 2. When was the meeting held?
 3. What time was the meeting held?
 4. What was the reason that the meal had to be served during the meeting?

Refreshments

- a) The Board of Education recognizes that it is appropriate to provide light refreshments at District meetings (i.e., coffee, water, juice, bagels, etc.), where such meetings serve an educational purpose. Examples of authorized categories of expenditures include but are not limited to:
 1. Teacher orientation day at the beginning of each school year.
 2. Superintendents' Conference Days.

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SUBJECT: MEAL AND REFRESHMENT EXPENSES DURING MEETINGS (Cont'd.)

3. Employee workshops.
 4. Community/District Meetings.
 5. Assessment day grading of tests.
 6. Receptions for volunteers.
 7. Evening academic event.
- b) Working lunches/business meetings are permissible if deemed appropriate by the District Superintendent. In such instances, the District Superintendent or designee shall sign off on any meal receipt submitted for reimbursement.

NOTE: Refer also to Policies #1560 -- Reimbursement of Expenses for Board of Education Members
#5212 -- Reimbursement for Approved Expenses

Adopted: 5/12/10

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SUBJECT: LEASING OF INSTRUCTIONAL MATERIALS

The Oswego County Cooperative Board may enter into agreements for the leasing of instructional materials with the understanding that such agreements are in the financial interest of BOCES; in that such leases allow BOCES to acquire collections of very expensive materials on an immediate basis while making payments over a longer term period. Without such leasing provisions, the same collections could not be made available to Oswego County teachers as expeditiously as can be done through a lease. It is understood that leases contemplated will not be made for terms in excess of five (5) years, shall be entered into with the understanding that they may be terminated in the event that appropriations are no longer available to finance the undertaking, and will be subject to the General Municipal Law, Bidding Requirements, as Education Law, Section 1950, provides.

Education Law Section 1950

Adopted: 5/12/10

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Non-Instructional/Business
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SUBJECT: INVENTORIES

The District Superintendent or designee shall be responsible for maintaining a continuous and accurate inventory of equipment owned by the BOCES in accordance with "The Uniform System of Accounts for School Districts" and Cooperative Board policies.

All supplies and equipment purchased and received by the BOCES shall be checked, logged, and stored through an established procedure, as outlined by regulation.

Uniform System of Accounts for School Districts (Fiscal Section)

NOTE: Refer also to Policies #4320 -- BOCES Personal Property Accountability and Disposal
#4431 -- Accounting of Fixed Assets

Adopted: 5/12/10

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SUBJECT: ACCOUNTING OF FIXED ASSETS

Each staff member or employer will be responsible to protect and account for all equipment and supplies delivered to their care.

The Assistant Superintendent of Administrative Services shall be responsible to establish and maintain procedures for the accounting of general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations.

These accounts will serve to:

- a) Maintain a physical inventory of assets;
- b) Establish accountability;
- c) Determine replacement costs; and
- d) Provide appropriate insurance coverage.

Fixed assets acquired having a value equal to or greater than five hundred dollars (\$500), and having a useful life of one (1) year or more with physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

Fixed assets acquired having a value equal to or greater than five thousand dollars (\$5,000) are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NY State Comptroller's Office or the IRS. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. In order to ensure proper internal control and support the validity of the record, a property record will be maintained for each asset and will contain, where possible, the following information:

- a) Date of acquisition;
- b) Description sufficient to identify the item (including model or serial number);
- c) Cost or value at time of acquisition;

(Continued)

SUBJECT: ACCOUNTING OF FIXED ASSETS (Cont'd.)

- d) Location;
- e) Asset type;
- f) Estimated useful life;
- g) Replacement cost;
- h) Current value;
- i) Budget coding for program responsible for acquisition;
- j) Date and method of disposition; and
- k) Responsible official.

The Assistant Superintendent for Administrative Services shall arrange for the annual inventory appraisal of BOCES property, equipment and material. Any discrepancies between an inventory and the BOCES property records on file should be traced and explained.

The Assistant Superintendent for Administrative Services shall develop, in writing, the basic rules and/or regulations/procedures 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.

NOTE: Refer also to Policy #4320 -- BOCES Personal Property Accountability and Disposal

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Non-Instructional/Business
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SUBJECT: FIXED ASSETS

All staff will be responsible to protect and account for all equipment and supplies delivered to their care.

To accomplish this, the District Superintendent will direct the establishment and maintenance of a comprehensive system to account for fixed assets. Said system shall be as follows:

- a) The Assistant Superintendent for Administrative Services shall be responsible for developing and maintaining the inventory records of fixed assets.
- b) The Assistant Superintendent for Administrative Services shall be responsible for policies and regulations to be followed in maintaining the fixed asset property records.
- c) Procedures employed shall comply with all applicable laws and regulations.
- d) The minimum standards to be considered for inclusion in the fixed asset records are:
 1. Have significant value. [Equipment costing five hundred dollars (\$500), or more shall be included in General Fixed Assets.]
 2. A useful life.
 3. The physical characteristics of the asset are not appreciably affected by use or consumption.
- e) The inventory records should contain sufficient information to ensure proper identification of each item classified as fixed assets. The system should ensure proper internal control, and provide a complete audit trail, enabling any individual to ascertain the validity of the accounting records and detailed inventory records. Each inventory record must reflect at least the following:
 1. Sufficient description of the fixed asset. You must be able to determine that the item being "physically" examined is the one that is represented in the record.
 2. Class of fixed asset. The accounting records require a separation into major categories (land, buildings, machinery, equipment, etc.).
 3. Year of acquisition.
 4. Historical cost. The actual cost at time of acquisition. If the actual cost is unknown, or if the fixed asset was received as a gift, you should estimate value.
 5. Budget coding the program responsible for the acquisition of the particular fixed asset.

Adopted: 5/12/10

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SUBJECT: CASH IN SCHOOL BUILDINGS AND PETTY CASH FUNDS

Cash in School Buildings

Program Administrators will follow established procedures, in cooperation with the Business Office, to safeguard all cash received in their programs.

Petty Cash Funds

The Board hereby authorizes the establishment of petty cash funds not to exceed one hundred dollars (\$100).

Individual disbursements from accounts are limited to the amount of the Board authorization for the individual account.

Petty Cash accounts are not to be used to cash accommodation checks or provide accommodations payments to any individual.

Frequency of petty cash account reimbursement (re: replenishment) or total yearly disbursements are not limited, however, any occurrences of account reimbursement beyond two (2) for individual accounts must receive approval from the Assistant Superintendent for Administrative Services.

The funds are to be used for the payment of properly itemized bills for materials, supplies or services under conditions calling for immediate payment.

Petty cash custodians are to be designated by the Board on an annual basis and shall be fully responsible for all recordkeeping and all monies associated with the petty cash fund.

The BOCES Treasurer shall have the authority to make periodic audits of all petty cash funds, making reports to the Board at least annually.

8 New York Code of Rules and Regulations (NYCRR) Section 170.4

Adopted: 5/12/10

SUBJECT: EXTRACLASSROOM ACTIVITY FUND

An extraclassroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the Board of Education.

All extraclassroom activities shall be approved by the Board of Education. The Program Administrator shall maintain an up to date register of all extraclassroom activities that are approved or discontinued. Each extraclassroom activity shall have a faculty advisor appointed by the Board of Education. A Central Treasurer and a Faculty Auditor shall oversee all financial aspects of extraclassroom activities. The annual District audit will include all extraclassroom activity funds.

All extraclassroom activity funds shall be handled in accordance with the financial procedures illustrated by Finance Pamphlet No. 2, the Safeguarding, Accounting and Auditing of Extraclassroom Activity Funds, or most current revision as published by the New York State Education Department. All commitments and contracts shall be the sole responsibility of the extraclassroom activity club giving rise to the transaction, regardless of a change in advisors, membership or officers.

Proper books will be kept and all monies deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit. All transactions involving extraclassroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. Funds shall be invested in accordance with the Board of Education's Fiscal Management Policy "Investment of BOCES Funds".

The extraclassroom activities of the District are not included in the exemption granted to the School District from New York State sales tax. Without exception, clubs and activities are prohibited from using the school's tax exemption. The Central Treasurer shall be responsible for filing the periodic sales tax returns for the extraclassroom activity funds.

Unless otherwise determined by the Assistant Superintendent of Administrative Services, funds of discontinued extraclassroom activities (those inactive for one [1] year) and of graduating classes shall revert to the account of the general student organization or student council and shall be expended in accordance with the New York State Education Department's Finance Pamphlet No. 2 as referenced above.

The Chief Faculty Counselors and Central Treasurer, with approval of the District Superintendent, shall set up procedures in their respective schools for receipt and payment from the extraclassroom activity fund, appropriate controls to safeguard funds from misappropriation or fraud, and training/instruction for advisors, student officers and other club participants as may be advisable or beneficial as part of the extraclassroom activities experience.

(Continued)

SUBJECT: EXTRACLASSROOM ACTIVITY FUND (Cont'd.)**Duties of the Extraclassroom Activity Fund Treasurer and Faculty Auditor**Central Treasurer

The Extraclassroom Activity Fund Treasurer is appointed by the Board of Education and is responsible for the supervision of the extraclassroom activity fund.

The Treasurer's duties include the following:

- a) Signs all checks disbursing funds from the Extraclassroom Activity Account;
- b) Provides general supervision to ensure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.

Faculty Auditor

The Extraclassroom Activity Fund Faculty Auditor is appointed by the Board of Education and is responsible for auditing of all financial transactions of the fund.

The Auditor's duties include:

- a) Examine the statement of accounts from the Central Treasurer once each month;
- b) Audit the ledgers kept by student treasurers at least twice per year;
- c) Examine transactions and procedures to determine if correct;
- d) Certify the accuracy of entries posted and available balances listed;
- e) Investigate instances when Central Treasurer's report and club ledgers do not agree; and
- f) Prepare year-end report summarizing the financial condition of each activity and submit to the Program Supervisor and Board of Education.

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SUBJECT: EXTRACLASSROOM ACTIVITY FUND (Cont'd.)

NOTE: Refer also to Policies #4430 -- Inventories
#4431 -- Accounting of Fixed Assets

Adopted: 5/12/10
Revised: 6/15/11

POLICY

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Non-Instructional/Business
Operations

SUBJECT: REVENUES - ESTABLISHMENT OF FEES

The District Superintendent shall recommend to the Board tuitions, service charges, and special fees to adequately provide for all approved programs and services. The Board shall approve fees prior to their collection. The fees shall be established on an equitable basis for all participating districts in accordance with the law and Commissioner's Regulations. The uniform methodology for determining the cost of BOCES shared services shall be approved annually by at least three-quarters of the participating component school districts after consultation by local school officials with their respective boards of education.

Education Law Section 1950(4)(d)

Adopted: 5/12/10

POLICY

2010

4472

Non-Instructional/Business
Operations

SUBJECT: REVENUES FROM COMPONENT SCHOOL DISTRICTS

The participating component school districts shall be billed for their total contract amount in ten (10) equal monthly payments, from September through June of each school year, plus supplemental billings as needed. In addition, one hundred percent (100%) of the Administrative Budget will be billed in July. Services which have been delivered in full will be billed in their entirety.

Adopted: 5/12/10

SUBJECT: SPECIAL PROJECTS CONTRACTS

Special Projects Contracts are agreements between Oswego County BOCES and persons who can provide services of a specialized, unique or immediate nature which may not otherwise be provided by regular staff.

Special Projects Contracts shall be used to facilitate the delivery of services to programs or departments within BOCES and agencies served by BOCES in cases where assistance is needed.

All Special Projects Contracts must receive approval by the District Superintendent or designee before they are initiated. Expenses connected with the service must be included in the total sum to be specified in the contract.

Types of services must be classified in the following categories and adhere to appropriate New York State Education Department COSER service descriptors:

- a) Consultant - Provides advice, guidance, planning assistance, etc.;
- b) In-Service Workshop - Provides instructional services at workshops or courses provided by Oswego County BOCES;
- c) Curriculum Development - Provides assistance in providing new curriculum programs and materials;
- d) Other*.

*In the case of a need to obtain other temporary services which do not fall in the above categories, a rationale shall be presented along with the Special Projects Contract form indicating why it is appropriate to temporarily obtain the service.

BOCES shall enter into a contract with each component district for services rendered in their behalf and their share of the administrative and rental cost. This contract shall be payable in ten (10) equal monthly payments commencing in September.

BOCES may contract with other BOCES to provide services for schools in such other BOCES.

BOCES may contract with other BOCES to provide services to schools in the Oswego County area.

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Non-Instructional/Business
Operations

SUBJECT: SPECIAL PROJECTS CONTRACTS (Cont'd.)

Administrative Rental Costs and Dormitory Payments

Administrative costs and rental costs shall be allocated to the component districts in accordance with the ratio which the component school district's RWADA bears to the total RWADA of all the component school districts within the BOCES.

Service Costs

- a) Costs for itinerant teacher and pupil personnel service shall be allocated to component school districts on the basis of the fractional part of the cost of the service which is used by the school district.
- b) Costs for special education service and career and technical education service shall be allocated to component school districts on the basis of tuition per pupil enrolled in the program.

Adopted: 5/12/10

SUBJECT: RESERVE FUNDS

Reserve funds (essentially a legally authorized savings account for a specific purpose) are an important component in the BOCES financial planning for future projects, acquisitions and other lawful purposes. To this end, the BOCES may establish and maintain reserve funds in accordance with New York State Laws, Commissioner's Regulations and the rules and/or opinions issued by the Office of the New York State Comptroller, as applicable. The BOCES shall comply with the reporting requirements of Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Any and all BOCES reserve funds shall be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The BOCES may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary, to monitor all reserve fund activity and prepare any and all reports that the Board may require.

Periodic Review and Annual Report

The Board of Education will periodically review all reserve funds. The BOCES will also prepare and submit an annual report of all reserve funds to the Board of Education. The annual report shall include the following information for each reserve fund:

- a) The type and description of the reserve fund;
- b) The date the reserve fund was established and the amount of each sum paid into the fund;
- c) The interest earned by the reserve fund;
- d) Capital gains or losses resulting from the sale of investments of the reserve fund;
- e) The total amount and date of each withdrawal from the reserve fund;
- f) The total assets of the reserve fund showing cash balance and a schedule of investments; and
- g) An analysis of the projected needs for the reserve fund in the upcoming fiscal year and a recommendation regarding funding those projected needs.

The Board shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the BOCES reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

The Superintendent shall develop any necessary and/or appropriate regulations to implement the terms of the Board's policy.

Adopted: 6/15/11

SUBJECT: FINANCIAL ACCOUNTABILITY

Accountability for BOCES funds is necessary for the following reasons:

- a) To ensure that funds are not susceptible to loss, theft, waste, or misuse;
- b) To provide necessary data for state reports;
- c) To show compliance with legal mandates;
- d) To provide information that is necessary in policy formulation;
- e) To provide information necessary to the public and the school; and
- f) To promote budgetary control.

BOCES must have internal controls in place to ensure that the goals and objectives of the BOCES are accomplished; laws, regulations, policies, and good business practices are complied with; operations are efficient and effective; assets are safeguarded; and accurate, timely and reliable data are maintained.

The BOCES' governance and control environment reasonably ensures that:

- a) The BOCES' code of ethics addresses conflict of interest transactions with Board members and employees. Transactions that are "less-than-arm's length" are prohibited. "Less-than-arm's length" is a relationship between the BOCES and employees or vendors who are related to BOCES officials or Board members.
- b) The Board requires corrective action for issues reported in the CPA's management letter, audit reports, the Single Audit, and consultant reports.
- c) The Board has established the required policies and procedures concerning BOCES operations.
- d) The Board routinely receives and discusses the necessary fiscal reports including the:
 - 1. Treasurer's cash reports,
 - 2. Budget status reports,
 - 3. Revenue status reports,

(Continued)

SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)

4. District Contract Status Reports, and
 5. Monthly extraclassroom activity fund reports.
- e) As may be necessary or practical the BOCES has a long-term [three to five (3-5) years] financial plan for both capital projects and operating expenses.
 - f) The BOCES requires attendance at training programs for Board members, business officials, treasurers, claims auditors, and others to ensure they understand their duties and responsibilities and the data provided to them.
 - g) The Board has an audit committee to assist in carrying out its fiscal oversight responsibilities.
 - h) The BOCES' information systems are economical, efficient, current, and up-to-date.
 - i) All computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off site location.
 - j) The BOCES periodically verifies that its controls are working efficiently.
 - k) The BOCES encourages key staff to take time off from specific tasks related to fiscal operations, during which time another staff member performs the duties of the staff taking time off. Alternatively, periodic job switching can occur, where employees swap job duties for a period sufficient for regular duties to be performed for a cycle.

Cash Receipts

For the purposes of safeguarding cash and cash equivalents received, a separation of duties should exist for the opening and logging of daily receipts, and recording payments. For these purposes, where practical, procedures should be followed including but not limited to the following:

- a) The mail should be opened by staff who are not involved in making deposits. Any cash/checks received should be logged and checks stamped "For Deposit Only". Staff independent of these functions should periodically compare the log to the amount deposited and the cash posting.
- b) Cash/checks should be deposited daily by staff independent of logging and posting to financial system.

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SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)

- c) Cash/checks should be stored in a safe or other secured location at all times prior to deposit.
- d) Cash/checks received by the Business Office from other departments should be reconciled to class or registration rosters which have been provided by the departments in advance of the collection period.
- e) All cash/checks should either be remitted directly to the Business Office by the payee, or turned over to the Business Office on the day of receipt. Funds are to be stored in a safe or other secure location prior to submittal to the Business Office for deposit.

Adopted: 5/12/10

SUBJECT: WHISTLE-BLOWER POLICY**Reporting and Investigations of Allegations of Fraud**

All Board members and officers, BOCES employees and third party consultants are required to abide by the BOCES' policies, administrative regulations and procedures in the conduct of their duties. Further, all applicable federal and/or state laws and regulations must be adhered to in the course of BOCES operations and practices. Any individual who has reason to believe that financial improprieties or wrongful conduct is occurring within the School System is to disclose such information according to the reporting procedures established by the BOCES. The reporting procedures will follow the chain of command as established within the department or school building or as enumerated in the BOCES' Organizational Chart. In the event that the allegations of financial improprieties/fraud and/or wrongful conduct concern the investigating official, the report shall be made to the next level of supervisory authority. If the chain of supervisory command is not sufficient to ensure impartial, independent investigation, allegations of financial improprieties/fraud and/or wrongful conduct will be reported as applicable, to the Internal Auditor (if available), or the Independent (External) Auditor, or the School Attorney, or the Board. The BOCES' prohibition of wrongful conduct, including fraud, will be publicized within the BOCES as deemed appropriate; and written notification will be provided to all employees with fiscal accounting/oversight and/or financial duties including the handling of money.

Upon receipt of an allegation of financial improprieties/fraud and/or wrongful conduct, the Board or designated employee(s) will conduct a thorough investigation of the charges. However, even in the absence of a report of suspected wrongful conduct, if the BOCES has knowledge of, or reason to know of, any occurrence of financial improprieties/fraud and/or wrongful conduct, the BOCES will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all reports will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. Written records of the allegation, and resulting investigation and outcome will be maintained in accordance with law.

Based upon the results of this investigation, if the BOCES determines that a school official has engaged in financial improprieties/fraudulent and/or wrongful actions, appropriate disciplinary measures will be applied, up to and including termination of employment, in accordance with legal guidelines, BOCES policy and regulation, and any applicable collective bargaining agreement. Third parties who are found to have engaged in financial improprieties/fraud and/or wrongful conduct will be subject to appropriate sanctions as warranted and in compliance with law. *The application of such disciplinary measures by the BOCES does not preclude the filing of civil and/or criminal charges as may be warranted. Rather, when school officials receive a complaint or report of alleged financial improprieties/fraud and/or wrongful conduct that may be criminal in nature, law authorities should be immediately notified.*

An appeal procedure will also be provided, as applicable, to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable investigating officer(s).

(Continued)

SUBJECT: WHISTLE-BLOWER POLICY (Cont'd.)**Protection of School Employees who Report Information Regarding Illegal or Inappropriate Financial Practices**

Any employee of the School District who has reasonable cause to believe that the fiscal practices or actions of an employee or officer of the District violates any local, state, federal law or rule and regulation relating to the financial practices of the District, and who in good faith reports such information to an official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report. Further, neither the School District, nor employee or officer thereof, shall take, request, or cause a retaliatory action against any such employee who makes such a report.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Board also prohibits any retaliatory behavior directed against any witnesses and/or any other individuals who participate in the investigation of an allegation of illegal or inappropriate fiscal practices or actions. Follow-up inquiries shall be made to ensure that no reprisals or retaliatory behavior has occurred to those involved in the investigation. Any act of retaliation is prohibited and subject to appropriate disciplinary action by the BOCES.

Knowingly Makes False Accusations

Any individual who *knowingly* makes false accusations against another individual as to allegations of financial improprieties/fraud shall also face appropriate disciplinary action.

Civil Service Law Section 75-B
Education Law Section 3028-d

Adopted: 5/12/10
Revised: 6/15/11

SUBJECT: AUDIT COMMITTEE

An Audit Committee has been established by Board resolution. The Audit Committee may consist of:

- a) The Board as a whole;
- b) A subcommittee of the Board; or
- c) An Advisory Committee that may include, or be composed entirely of persons other than Board members if, in the opinion of the Board, such membership is advisable to provide accounting and auditing expertise.

Persons other than Board members who serve on the advisory committee shall be independent and shall not:

- 1. Be employed by the BOCES;
- 2. Be an individual who within the last two (2) years provided, or currently provides, services or goods to the BOCES;
- 3. Be the owner of or have a direct and material interest in a company providing goods or services to the BOCES; or
- 4. Be a close or immediate family member of an employee, officer, or contractor providing services to the BOCES. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).

The Audit Committee shall consist of at least three (3) members who should collectively possess knowledge in accounting, auditing, financial reporting, and BOCES finances. They shall serve without compensation, but shall be reimbursed for any actual and necessary expenditure incurred in relation to attendance at meetings. Employees of the BOCES are prohibited from serving on the Audit Committee, but may be invited to attend meetings at the discretion of the Committee. Members of the Audit Committee shall be deemed BOCES Officers.

The role of the Audit Committee shall be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not substitute for any required review and acceptance by the Board.

(Continued)

SUBJECT: AUDIT COMMITTEE (Cont'd.)

The Audit Committee shall develop and submit to the Board for approval a formal, written charter which includes, but is not limited to, provisions regarding the committee's purpose, mission, duties, responsibilities and membership requirements.

The Audit Committee shall hold regularly scheduled meetings and report to the Board on the activities of the Committee on an as needed basis, but not less than annually. The report will address or include at a minimum:

- a) The activities of the Audit Committee;
- b) A summary of the minutes of the meeting;
- c) Significant findings brought to the attention of the Audit Committee;
- d) Any indications of suspected fraud, waste, or abuse;
- e) Significant internal control findings; and
- f) Activities of the internal audit function.

The responsibilities of the Audit Committee include the following:

- a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the BOCES;
- b) Meet with the External (Independent) Auditor prior to commencement of the audit;
- c) Review and discuss with the External (Independent) Auditor any risk assessment of the BOCES fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- d) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board in interpreting such documents;
- e) Make a recommendation to the Board on accepting the annual audit report; and
- f) Review every corrective action plan developed by the BOCES and assist the Board in its implementation.

(Continued)

SUBJECT: AUDIT COMMITTEE (Cont'd.)**Corrective Action Plan**

Within ninety (90) days of receipt of the report or management letter, the District Superintendent shall prepare a corrective action plan approved by the Board in response to any findings contained in:

- a) The annual external audit report or management letter;
- b) A final audit report issued by the BOCES claims auditor;
- c) A final report issued by the State Comptroller;
- d) A final audit report issued by the State Education Department; or
- e) A final audit report issued by the United States or an office, agency or department thereof.

If required, the corrective action plan must be filed with the State Education Department, and if appropriate, must include the expected date(s) of implementation. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.

Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Claims Auditor; reviewing significant findings and recommendations of the Claims Auditor; monitoring the BOCES implementation of such recommendations; and participating in the evaluation of the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session pursuant to Public Officers Law Section 105 pertaining to the following matters:

- a) To meet with the External (Independent) Auditor prior to commencement of the audit;
- b) To review and discuss with the External (Independent) Auditor any risk assessment of the BOCES fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board in interpreting such documents.

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Non-Instructional/Business
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SUBJECT: AUDIT COMMITTEE (Cont'd.)

Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee meeting, including an executive session if authorized by a Board resolution. However, if such Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.

Education Law Sections 2116-c, and 3811-3813
Public Officers Law Sections 105(b), 105(c) and 105(d)
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

Adopted: 5/12/10

POLICY

2010

4483

Non-Instructional/Business
Operations

SUBJECT: INTERNAL AUDIT FUNCTION

The BOCES has established an Internal Audit Function which includes:

- a) Development of a risk assessment of BOCES operations including, but not limited to, a review of financial policies, procedures and practices;
- b) An annual review and update of such risk assessment;
- c) Annual testing and evaluation of one (1) or more of the BOCES internal controls, taking into account risk, control weaknesses, size, and complexity of operations;
- d) Preparation of reports, at least annually or more frequently as the Board may direct, which analyze significant risk assessment findings, recommend changes for strengthening controls and reducing identified risks, and specify timeframes for implementation of such recommendations.

The BOCES is permitted to utilize existing BOCES personnel to fulfill the Internal Audit Function, but such persons shall not have any responsibility for other business operations of the BOCES while performing Internal Audit Functions. The BOCES shall also be permitted to use inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950 or independent contractors to fulfill the Internal Audit Function as long as the personnel or entities performing this Function comply with any Regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the BOCES.

Personnel or entities serving as the Internal Auditor and performing the Internal Audit Function shall report directly to the Board. The Audit Committee shall assist in the oversight of the Internal Audit Function on behalf of the Board.

Education Law Sections 1950, 2116-b and 2116-c
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

NOTE: Refer also to Policy #1319 – Duties of the Internal Auditor

Adopted: 5/12/10

SUBJECT: FISCAL ACCOUNTING AND REPORTING

The Board of Education insists on clear, complete, and detailed accounting of all financial transactions for which the Board is held accountable.

The system of accounts will conform to the Uniform System of Accounts for School Districts. The accounting system will yield information necessary for the Board to make policy decisions.

Proposed expenditures will be budgeted under and the actual expenditures will be charged to categories that most accurately describe the purpose for which monies are to be spent.

In an effort to maintain control of the expenditures, the District Superintendent shall require the Chief Fiscal Officer to render a summary report by program or major function at least quarterly within regulations of the Commissioner of Education.

Program supervisors are responsible for operation of the programs within budgetary limits.

Funds expended for all budgets shall be subject to approval by the Oswego County BOCES Purchasing Agent and ultimately the Internal Claims Auditor.

The Board directs the District Superintendent to keep it informed of the financial status of the BOCES through monthly and annual reports. The District Superintendent should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation. The Chief Fiscal Officer will prepare and submit, through the Superintendent, to the Board and the Commissioner of Education, such reports as are prescribed by law. These shall be filed with appropriate governmental bodies as required under law or regulation. The BOCES will cooperate with governmental agencies and research organizations as required by law for data concerning the fiscal operations of the BOCES.

The BOCES shall be audited annually by an independent certified public accountant or a public accountant. The auditor's report shall be adopted by resolution and a copy shall be filed with the Commissioner of Education.

The District Superintendent is hereby directed to respond to all audit findings and recommendations. Such response is to include a statement of the corrective actions taken or proposed to be taken, or if action is not taken or proposed, an explanation of reasons, as well as a statement on the status of corrective actions taken on findings or recommendations contained in any previous report of examination or external audit, or any management letter for which a response was required.

The District Superintendent shall also ensure that the provisions contained in the General Municipal Law in regard to audit reports are followed.

(Continued)

SUBJECT: FISCAL ACCOUNTING AND REPORTING (Cont'd.)**Accounting of Funds**

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the BOCES' financial status and fixed assets. The BOCES will use the Uniform System of Accounts for School Districts.

Books and records of the BOCES shall be maintained in accordance with statutory requirements.

Provision shall be made for the adequate storage, security, and disposition of all financial and inventory records.

Electronic Banking

The Board of Education recognizes the use of various electronic banking transactions as a faster, easier, and more efficient substitute for paper transactions and authorizes the use of same in accordance with all applicable laws and regulations including General Municipal Law Section 5-a. Electronic banking uses computer and electronic technology to streamline the processing and recording of receipts and disbursements, while reducing the cost of processing these transactions. Receipts, disbursements and transfers in proper circumstances can be processed via electronic funds transfer (EFT) services, whether transferring funds from a savings to a checking account at the same bank, or making a payment to a vendor's bank across the country. Internal controls, such as written policies and procedures, authorizations segregation of duties and monitoring, however, are still important in the new technological world.

The Board also recognizes that most banking institutions no longer provide cancelled paper checks to their customers but instead offer an electronic image obtained online or on a CD. As such, the Board of Education authorizes the acceptance of these electronic images in lieu of cancelled checks as required by statute.

Scope

Electronic banking activities will be used for, but not limited, to the following:

- a) Online banking services (reviewing account balances, retrieving bank statements, downloading copies of cancelled checks, making stop payment orders, etc.)
- b) Check fraud prevention services (Positive Pay-Payables Web Services)
- c) Electronic depositing of checks received
- d) ACH vendor payments (payroll and/or accounts payable)

(Continued)

SUBJECT: FISCAL ACCOUNTING AND REPORTING (Cont'd.)

- e) EFT or wire transfers
- f) Electronic Federal Tax Payment System
- g) Electronic State Tax Payment System (prompt Tax)

Online Banking Services

Online banking services are recognized as standard practice and procedure for maintaining an effective cash management program. Access to any of the BOCES' online bank accounts will be managed by the Coordinator of Business Administration and the Treasurer to allow other users restricted access as necessary for banking functions as needed. (Examples of various online banking functions include monitoring account balances, issuing stop payment orders, retrieving copies of cancelled checks, ordering deposit slips, etc.)

Check Fraud Prevention Services

To help protect against the threat of check fraud, a file of all cash disbursement payments made by paper checks will be uploaded to the bank's web payables check fraud prevention system. This process provides details about the checks the BOCES has written and compares that information to checks being processed to the bank for payment. The benefits include reducing the risk of check fraud by providing the BOCES with the ability to monitor and control checks presented against any BOCES account so only authorized items are paid.

Electronic Funds Transfers

Electronic funds transfers and wire payments can only be initiated by the Treasurer/Deputy Treasurer. All bank transfers and wire payments must be reviewed by the Coordinator of Business Administration. The recording of such transactions will be captured manually by the Treasurer through the use of journal entries, which are approved in the financial software by the Coordinator of Business Administration. Bank call back features will be utilized when available.

Payroll ACH Payments

Payroll ACH payments are restricted to payroll-related deduction payments to authorized third party administrators of the BOCES and are authorized by the Coordinator of Business Administration after standard processing of payroll. Transfers are completed by the Treasurer, with payments taken from the Trust and Agency Fund bank account. Recording of such transactions will be captured manually by the Treasurer through the use of journal entries.

(Continued)

SUBJECT: FISCAL ACCOUNTING AND REPORTING (Cont'd.)

Accounts Payable ACH Payments are authorized by the Treasurer after standard processing and recording through accounts payable transaction cycle and claims auditing process. Recording of ACH vendor payments will be the responsibility of the Treasurer through standard posting of the monthly cash disbursements journal. All payments made through this process are subject to the same claims audit process as exists currently with paper drawn checks. Release of payments is made by the Treasurer only after the completion of the approval and claims audit process.

Revenue Collection

- a) Electronic Deposits of Checks by means of utilizing a secure banking check scanning device for checks received are authorized as delegated by the Coordinator of Business Administration. The use of an electronic scanning device helps improve security, efficiency and cost effectiveness of making deposits. Recording of such deposits will be the responsibility of the Treasurer through standard posting of the cash receipts monthly journal.
- b) Electronic payments received from customers are acceptable and may be recorded via manual journal entries or through the regular cash receipts transaction journal and the discretion of the Coordinator of Business Administration/Treasurer.

Monitoring

The Coordinator of Business Administration is responsible for implementing adequate internal controls for each of the electronic banking methods utilized. An effective internal control system includes, but is not limited to, segregation of duties, proper authorization, and adequate documentation for all electronic transactions.

Education Law Sections 1610, 1721, 2116-a, 2117, 2528, 2577, 2590-i

General Municipal Law Sections 5-9, 33, 34

8 New York Code of Rules and Regulations (NYCRR) Sections 155.1, 170.1, 170.2

SUBJECT: MEDICAID COMPLIANCE PROGRAM POLICY

The BOCES shall comply with New York State and federal laws and regulations related to their participation as a provider of care, services or supplies under the Medicaid program.

The BOCES, as a provider of services eligible for Medicaid claims, being the receiving entity will establish and implement a Medicaid Compliance Program designed to detect and prevent fraud, waste and abuse.

As required by the New York State Office of the Medicaid Inspector General (hereinafter referred to as the OMIG), the BOCES' Medicaid Compliance Program will be comprised of the following core elements:

- a) Written policies and procedures that describe compliance expectations as embodied in a code of ethics applicable to all BOCES personnel, including Board members. Such compliance expectations or standards of conduct shall include provisions designed to: implement the operation of the Medicaid Compliance Programs; provide guidance to employees and others on dealing with potential compliance issues; identify how to communicate compliance issues to appropriate personnel; and describe how issues are investigated and resolved;
- b) A designated employee who will be responsible for the day-to-day operation of the Medicaid Compliance Program. This employee's job duties may be exclusively related to Medicaid compliance issues or may be combined with other duties, provided that the Medicaid compliance portions of the employee's duties are satisfactorily fulfilled. The designated employee shall report directly to the District Superintendent or designee and shall also periodically report directly to the Board of Education on the BOCES Medicaid Compliance Program activities;
- c) Training and education of all affected BOCES employees and other persons associated with the BOCES Medicaid Compliance Program, including but not limited to members of the BOCES Board of Education. Such training shall occur periodically and shall be made a part of any required training or orientation for new employees, Board members, volunteers and/or others on dealing with the BOCES Medicaid Compliance Program;
- d) Communication lines and processes directed to the BOCES designated employee who will be responsible for the day-to-day operation of the Medicaid Compliance Program. Such communication lines and processes shall be accessible to all BOCES employees, Board members, volunteers and others associated with the BOCES Medicaid Compliance Program. The communication lines and processes are designed to allow employees to report compliance issues, including the anonymous and good faith reporting of any practice or procedure related to Medicaid reimbursement of school or preschool supportive health services, that an employee believes is inappropriate;

(Continued)

SUBJECT: MEDICAID COMPLIANCE PROGRAM POLICY (Cont'd.)

- e) Disciplinary procedures that encourage good faith and fair dealing in the BOCES Medicaid Compliance Program by all affected individuals. Such disciplinary procedures shall include procedures that articulate expectations for reporting and assisting with the resolution of compliance issues and also provide sanctions for the failure to report suspected problems and participating (either actively or passively) in non-compliant behavior;
- f) A system for the routine identification of Medicaid compliance risk areas in the BOCES Medicaid Compliance Program. Self-evaluation of such risk areas may be accomplished by, but not necessarily limited to, internal audits and external audits, as appropriate;
- g) A system for responding to, investigating, correcting and reporting compliance issues as they are raised, including the development of procedures and systems to reduce the potential for recurrence, identifying and reporting compliance issues to the OMIG and refunding overpayments; and
- h) A policy of non-intimidation and non-retaliation against any person for the good faith participation in any aspect of the administration of the BOCES Medicaid Compliance Program including, but not limited to, the reporting of potential issues, assisting as a witness with any investigation, evaluation, audit, remedial actions or reporting to appropriate officials as provided in Sections 740 and 741 of the New York State Labor Law.

Social Services Law Section 363-d
18 NYCRR Part 521

NOTE: Refer also to Policies #4480 -- Financial Accountability
#4481 -- Whistle-Blower Policy
#4482 -- Audit Committee
#4483 -- Internal Audit Function
#5110 -- Code of Ethics for Board Members and All BOCES Personnel

Adopted: 2/17/10
Revised: 6/15/11

POLICY

2010

4510

Non-Instructional/Business
Operations

SUBJECT: FACILITIES PLANNING

The Board shall rely on a comprehensive long-range facilities plan developed by the District Superintendent in conjunction with a licensed architect and in accordance with the Commissioner's Regulations to serve as a guide for capital improvements. Such plan shall be reevaluated and made current at least annually.

Comprehensive Public School Building Safety Program (RESCUE)

The BOCES shall develop a Comprehensive Public School Building Safety Program in accordance with Commissioners Regulation Section 155.17. The program shall be reevaluated and made current at least annually.

School Facility Report Cards

The Oswego County BOCES shall prepare an annual School Facility Report Card for each occupied school building.

The School Facility Report Card for each building shall be reviewed annually by the Board. The Board shall report in a public meeting on the status of each item set forth in Commissioner's Regulations for each facility.

8 New York Code of Rules and Regulation (NYCRR) Sections 155.1 and 155.6
Education Law Section 1950

NOTE: Refer also to Policy #4511 -- Facilities: Inspection Operation and Maintenance

Adopted: 5/12/10

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE**Operation and Maintenance**

The District Superintendent is charged with the responsibility for administering plant operations in the most efficient and economical manner possible, while placing high priority on health and safety of students and staff and conservation of natural resources, and friendliness to the environment.

The Board of Cooperative Educational Services has the responsibility to provide and maintain equipment, supplies and contractual services of high quality.

The Board, through the District Superintendent and designated staff, has the responsibility of protecting the BOCES investment in plant and facilities through a systematic maintenance program and an annual on-site inspection.

It is expected that the program shall include periodic preventive maintenance activities, long-range maintenance schedules and emergency repair procedures. It is further expected that all maintenance work will be carried out in a manner that will cause the least interference with the educational program.

Energy Conservation

The Board of Education recognizes the importance of energy conservation and is committed to the analysis, development, and initiation of conservation measures throughout the BOCES for the purpose of reducing energy consumption, particularly in these times of declining levels of natural energy resources and increasing cost of these resources. The Board maintains an aggressive and responsible program to reduce consumption of energy by its facilities and to provide education to both staff and students on the conservation of energy.

The BOCES is committed to an energy conservation program that addresses not only capital-related energy projects but ongoing, day-to-day energy related issues as well. All staff is urged to participate actively in a program of energy conservation by assisting in the efforts to eliminate the wasteful use of energy in the operation of the BOCES' buildings. Cooperation will be required of each employee and each student to achieve a meaningful energy conservation program that results in a more efficient use of energy resources. Involvement of staff and students is essential to a successful program of energy conservation.

The Superintendent of Buildings and Grounds shall report directly to the Board of Education and the District Superintendent, or their designee, on matters pertaining to energy conservation with duties to include, but are not limited to, the following:

- a) Analyzing the BOCES' energy consumption patterns and cost data;

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)

- b) Selecting and recommending to the Board an energy audit or technical assistance study to determine where the BOCES can save;
- c) Consider financing energy improvements with an energy performance contract. A technical assistance study can evaluate a proposed performance contract before the BOCES enters into an agreement;
- d) Consider cost savings from cooperative purchasing arrangements with other municipalities and school districts.

Progress reports on the implementation of energy conservation measures will be made to the Board at least annually.

Minimum Indoor Air Temperature

The BOCES will comply with the Property Maintenance Code of New York State, part of the New York State Uniform Fire Prevention and Building Code, which requires that indoor occupiable work spaces be maintained at a minimum temperature of sixty-five (65) degrees from September 14 to May 31 during the period the spaces are occupied. There are exceptions for areas of vigorous physical activities such as gymnasiums as well as processing spaces such as coolers or freezers. However, by law, code or regulation there is no maximum temperature specified. Ventilation requirements only require fresh air, not cool air-conditioning.

Long-Range Considerations

The energy conservation program is an important factor to be considered in planning effective use of school facilities, new construction, remodeling or rehabilitation programs, and modernization projects.

Inspections

The administration of BOCES shall cooperate with officials conducting health, fire, asbestos, bus, and boiler inspections. The administration shall keep the Board informed of the results of such inspections in a timely fashion.

Fire Inspection:

Education Law Section 807-a

8 New York Code of Rules and Regulations (NYCRR) Section 155.4

Health Inspection:

Education Law Section 906

(Continued)

POLICY

2011

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Non-Instructional/Business
Operations

SUBJECT: FACILITIES: INSPECTION, OPERATION AND MAINTENANCE (Cont'd.)

Asbestos Inspection:

40 Code of Federal Regulations (CFR) Part 763, Subpart E

Education Law Article 9-A

Plans and Specifications:

Education Law Sections 408, 408-a and 409

8 New York Code of Rules and Regulations (NYCRR) Sections 155.1 and 155.2

Structural Safety Inspections:

Education Law Sections 409-d, 409-e, 3602 and 3641(4)

8 New York Code of Rules and Regulations (NYCRR) Sections 155.1, 155.3, 155.4(b)(1) and 155.6

Energy Conservation Law Sections 27-2101-27-2117

NOTE: Refer also to Policy #4510 -- Facilities Planning

Adopted: 5/12/10
Revised: 6/15/11

POLICY

2010

4512

Non-Instructional/Business
Operations

SUBJECT: EVALUATING EXISTING BUILDINGS

All BOCES facilities will be evaluated annually to ensure that school buildings and service centers not only meet safety and building code requirements but also operate in such a manner as to achieve the desired educational programming and outcomes.

The District Superintendent or designee will solicit input from appropriate administrators regarding facility changes and remodeling plans. Administrators, in turn, will seek staff input as they develop their recommendations. The District Superintendent shall present to the Board, on an annual basis, school facilities projects reflecting major rehabilitation and remodeling requests.

Education Law Section 408, 409 and 1950

8 New York Code of Rules and Regulations (NYCRR) Section 155.1

Adopted: 5/12/10

POLICY

2010

4513

Non-Instructional/Business
Operations

SUBJECT: RENTAL OF FACILITIES

The following policy has been established by the Oswego County Board of Cooperative Educational Services to govern the rental of educational facilities in component school districts for educational programs operated as shared services.

Contracts

A written contract, signed by the proper authorities of the Oswego County Board of Cooperative Educational Services and the proper authorities of the school district owning the facilities to be rented, will be required. The contract will be consistent with the Regulations of the Commissioner of Education and the New York State Education Law, including Sections 403-a, 403-b, and 1950, and such other sections as may be relevant. Said written contracts will be binding on the local school district to furnish facilities as agreed to according to this policy and binding upon the Oswego County Board of Cooperative Educational Services to pay rental charges in accordance with this policy.

Fees

Lease agreements containing rental fees will be approved annually by resolution adopted by the Boards of Education of the Board of Cooperative Educational Services and each local school district into which an agreement has been entered. The rental fee shall be set forth in each contract.

Adopted: 5/12/10

SUBJECT: HAZARD COMMUNICATION STANDARD

The Oswego County Board of Cooperative Educational Services recognizes its responsibility to provide an environment which is reasonably secure from known hazards. The Board therefore directs the District Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and "Right-to-Know" legislation. Both the "Right to Know" poster and the "Labor Law Information Relating to Public Employees" poster must be posted in common areas informing workers of relevant work hazards and associated rights.

The District Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program. Such program will include the following:

- a) The acquisition, maintenance and review of Material Safety Data Sheets (MSDS's) for all known hazardous materials on BOCES property;
- b) The compilation of a hazardous materials inventory;
- c) Employee training in hazardous materials management and protection; and
- d) The recording of all incidents involving exposure to known hazardous materials. Records of employees who have been exposed to substances with enforceable exposure standards shall be kept.

The BOCES will comply with the requirements for the visual notification of pesticide spraying as set forth in the Environmental Conservation Law.

It is the responsibility of the entire BOCES community to report any unsafe building or equipment conditions to the appropriate office as soon as possible. In addition, designated administrators will provide information on hazardous materials to current and former employees within seventy-two (72) hours of a request.

Public Health Law Sections 4800-4808

Labor Law Sections 875-883

12 New York Code of Rules and Regulations (NYCRR) Part 820

OSHA Article 28 and 29 CFR 1910.1200(e)(i)

9 New York Code of Rules and Regulations (NYCRR) Part 1174

Adopted: 5/12/10

Revised: 8/15/12

SUBJECT: PEST MANAGEMENT AND PESTICIDE USE

The Board of Education is committed to maintaining the integrity of school buildings and grounds while protecting the health and safety of students and staff and maintaining a productive learning environment.

Structural and landscape pests can pose significant problems for people and property. Weeds and infestations can destroy playing fields and playgrounds and more importantly, cause severe allergic reactions. Pesticides can pose risks to people, property, and the environment. It is therefore the policy of the BOCES to incorporate Integrated Pest Management (IPM) procedures for control of weeds, structural and landscape pests. The objective of this program is to provide necessary pest control while using the least toxic approach to all pests, weeds and infestations.

Pest/Pesticide Management Plan

The BOCES will manage weeds and pests to:

- a) Reduce any potential human health hazard or threat to public safety.
- b) Prevent loss or damage to school structures or property.
- c) Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- d) Enhance the quality of life for students, staff, and others.

Integrated Pest Management (IPM) Coordinator

The Superintendent of Buildings and Grounds will serve as the IPM Coordinator. The Coordinator will be responsible for implementing the IPM policy and plan. The Coordinator's responsibilities will include the following:

- a) Recording all pest sightings by school staff and students.
- b) Recording all pesticide use and utilizing the least toxic approach.
- c) Assuring that pesticide use is done when school is not in session or when the area can be completely secured against access by school staff and students for a standard seventy-two (72) hours.
- d) Evaluating the school's progress in the IPM plan.
- e) Notifying parents, staff and neighbors of any applications of pesticides forty-eight (48) hours before they occur. The IPM Coordinator will serve as the BOCES' Pesticide Representative.

(Continued)

SUBJECT: PEST MANAGEMENT AND PESTICIDE USE (Cont'd.)**Pesticide Use on Common Areas**

Pesticides will not be used on playgrounds, turf, athletic or playing fields. In these common areas where children gather and play, pesticide alternatives will be used whenever possible and effective. An exception may be made for emergency applications of pesticide only when approved in advance by the local Health Department, Department of Environmental Conservation or the School Board. The Board may consult with the local Health Department on public health related emergency determinations. Some types of pesticides and alternatives, those deemed safe in federal regulation, may be allowable on playing fields and playgrounds in certain circumstances. The District will develop regulations governing the use of pesticides and their alternatives on school grounds.

Notification

The BOCES' IPM Coordinator or designated Pesticide Representative will give prior written notice of all pesticide applications to anyone who has asked to receive such notice. The BOCES will also notify parents, students and staff of periodic pesticide applications. The BOCES will maintain a list of those people who wish to receive forty-eight (48) hour notice before pesticide applications and will ensure that a system is developed to deliver such notice in a timely fashion to all affected. The notification system may be by mail or email, and will ensure that a back-up method is available to notify those for whom the regular system is unworkable. The name and contact information for the BOCES Pesticide Representative will be made available to all requesting it.

Sample forms for forty-eight (48) hour prior notification can be obtained at:

http://www.emsc.nysed.gov/facplan/documents/PesticideNeighborNotificationGuidelineforSchools_091001.pdf

Recordkeeping

Records of pesticide use will be maintained on site for two (2) years. Records will be completed on the day of pesticide use. In addition, pest surveillance records will be maintained to help verify the need for pesticide treatments.

Education Law Sections 409-k, 409-h
Environmental Conservation Law Section 33-0303
40 CFR Part 152.25
7 United States Code Section 136(mm), 136q(h)(2) (FIFRA)

Adopted: 6/15/11

POLICY

2010

4522

Non-Instructional/Business
Operations

SUBJECT: OWNED OR LEASED VEHICLES

Oswego County BOCES owned or leased vehicles may be made available for official travel by BOCES personnel upon approval of the District Superintendent or designee.

Alternatively, the District Superintendent or designee may approve reimbursement for travel for professional purposes in a private vehicle at a rate approved by the BOCES or through negotiated contract.

In no case is a BOCES owned vehicle to be approved for personal use unless authorized by the Board of Cooperative Educational Services.

The Board will be kept apprised of the inventory and status of BOCES owned and/or leased vehicles.

Maintenance of a Vehicle Inventory

The Assistant Superintendent for Administrative Services, through the Transportation Department, will keep an inventory of all BOCES owned vehicles for the purpose of making recommendations regarding the maintenance of vehicles and replacement by sale or disposal.

Adopted: 5/12/10

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES**

In accordance with federal regulations, employees in safety-sensitive positions as defined in regulations, including school bus drivers and trainees in the Tractor-Trailer Program, who are required to have and use a commercial drivers license (CDL), are subject to random testing for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). The BOCES shall adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for such employees in safety-sensitive positions.

The BOCES shall ensure that vendors/contract bus companies either establish and manage their own program, by contract, or through a consortium for the provision of alcohol and drug testing of employees in safety-sensitive positions. Safety-sensitive employees (SSE), including school bus drivers and other employees who drive a vehicle which is designed to transport sixteen (16) or more passengers (including the driver), shall be subject to this requirement.

Federal regulations require that school bus drivers and other SSEs be tested for alcohol and drugs at the following times:

- a) Drug testing will be conducted after an offer to hire, but before actually performing safety-sensitive functions for the first time. Such pre-employment testing will also be required when employees transfer to a safety-sensitive position;
- b) Safety-sensitive employees are also subject to a random drug and/or alcohol test on an unannounced basis just before, during or just after performance of safety-sensitive functions;
- c) In addition, testing will be ordered if a trained supervisor has a "reasonable suspicion" that an employee has engaged in prohibited use of drugs and/or alcohol;
- d) There will also be post accident testing conducted after accidents on employees whose performance could have contributed to the accidents; and
- e) Finally, return-to-duty and follow-up testing will be conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow-up testing may be extended for up to sixty (60) months following return-to-duty.

All employee drug and alcohol testing will be kept confidential and shall only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer and any other individual designated by law.

(Continued)

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)**

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles and other SSEs:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having any alcohol concentration in their system. If testing shows any degree of alcohol concentration, the employee must be removed from performing safety-sensitive activities for at least twenty-four (24) hours, and may be subject to disciplinary action.
- b) Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- c) Using alcohol while performing safety-sensitive functions.
- d) Using alcohol six (6) hours or less before duty. (New York State law prohibits use six (6) hours or less before duty.)
- e) When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- f) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the SSE uses any controlled substance. This prohibition does not apply when instructed by a physician who has advised the SSE that the substance does not adversely affect the SSE's ability to safely operate a CMV.
- h) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the SSE tests positive for controlled substances.

Drivers and other SSEs who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties pursuant to the vendors'/contract bus companies' policies and collective bargaining agreements, as well as the sanctions provided for in federal law. SSEs who have engaged in such prohibited behavior shall not be allowed to perform safety-sensitive functions until they are:

(Continued)

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND
OTHER SAFETY-SENSITIVE EMPLOYEES (Cont'd.)**

- a) Evaluated by a substance abuse professional (SAP);
- b) Complete any requirements for rehabilitation as set by the BOCES/vendor or contract bus company and the SAP;
- c) Pass a return-to-duty test with the result of 0.00 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use; and
- d) The SSE shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six (6) tests in the first twelve (12) months.

The District Superintendent or designee shall ensure that each vendor/contract bus company receives a copy of BOCES policy and any educational materials that explain the requirements of the alcohol and drug testing regulations. The District Superintendent or designee shall ensure that a copy of these materials is distributed to each vendor/contract bus company, and the vendor/bus company shall sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees.

The District Superintendent or designee can assist vendors/contract bus companies with arrangements for training of all supervisors who may be utilized to determine whether "reasonable suspicion" exists to test a driver for prohibited conduct involving alcohol or controlled substance use/abuse.

The District Superintendent or designee shall establish regulations necessary to implement this policy. Any significant violations of BOCES policy and/or regulations by vendors/contract bus companies and other employees shall result in revocation of their contract for the transportation of students.

Omnibus Transportation Employee Testing Act of 1991
(Public Law 102-143)

49 United States Code (USC) Sections 31136 and 31306

49 Code of Federal Regulations (CFR) Parts 40, 382, 391, 392, and 395

Adopted: 5/12/10

POLICY

2010

4524

Non-Instructional/Business
Operations

SUBJECT: OCCASIONAL SCHOOL BUS DRIVERS

In accordance with Commissioner's Regulations and New York State Law, an occasional school bus driver is a certified teacher employed by BOCES who drives, on a voluntary basis, a motor vehicle which is owned, leased, rented or otherwise controlled by BOCES and has been appropriately licensed and inspected to transport pupils. Occasional bus drivers are not required to receive training prior to operating a motor vehicle licensed and inspected to transport students that is described in the Commissioner's Regulations as being a passenger or suburban motor vehicle (having a seating capacity of no greater than ten (10) passengers in addition to the driver) and is being driven with passengers less than thirty (30) days in a calendar year.

The District Superintendent will develop procedures governing the use of occasional school bus drivers.

8 New York Code of Rules and Regulations (NYCRR) Part 156.3(d)(2)
15 New York Code of Rules and Regulations (NYCRR) Part 6(b)
Vehicle and Traffic Law Article 19, Section 509-a(1)

Adopted: 5/12/10

POLICY

2010

4530

Non-Instructional/Business
Operations

SUBJECT: INSURANCE AND EMPLOYEE BONDS

Insurance

The policy of the Board is to provide reasonable insurance protection for property and actions of the BOCES at the most economical cost. The Board may employ a consulting firm to obtain the best insurance policies possible for the Oswego County BOCES.

The Assistant Superintendent for Administrative Services or designee will coordinate the insurance protection activities and report to the Board.

Public Officers Law Section 18
General Municipal Law Sections 6n and 52
Education Law Sections 3023, 3028 and 3811

Bonding

The Board shall provide a faithful performance bond to cover all personnel with increased coverage for the Treasurer, Deputy Treasurer and/or Chief Accountant; and other appropriate staff. Approval of the bonding shall be made at the Annual Reorganizational Meeting or upon appointment when applicable.

Public Officers Law Section 11(2)
8 New York Code of Rules and Regulations (NYCRR) Section 170.2(d)

Adopted: 5/12/10

POLICY

2010

4541

Non-Instructional/Business
Operations

SUBJECT: HUMAN IMMUNODEFICIENCY VIRUS (HIV) RELATED ILLNESSES

A student shall not be denied the right to attend school or continue their education nor shall an employee be denied the right to continue their employment who has been diagnosed or identified as having a positive blood test for the antibodies to the Human Immunodeficiency Virus (HIV). The disclosure of confidential HIV-related information shall be strictly limited by current law and regulations.

Administrative regulations and procedures shall be developed and implemented by the administration based on recommendations from the New York State Education Department and from consultation with appropriate professional and medical staff in the BOCES.

Confidentiality:

Public Health Law Article 27-F

Adopted: 5/12/10

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT PLANNING

The Oswego County Board of Cooperative Educational Services recognizes the necessity for preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as its property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the District Superintendent is directed to develop such a plan for the BOCES and to ensure that sufficient training in carrying it out takes place.

Such plan shall provide for sheltering, evacuation, early dismissal, written notification to students and staff, and annual drill and coordination with local and county emergency preparedness administrators. The District Superintendent shall establish an Emergency Planning Committee to oversee the emergency management plan. The BOCES Emergency Management Coordinator shall be the Director of Security or designee.

The BOCES Emergency Management Plan shall be developed and maintained in coordination with the Oswego County government's Comprehensive Emergency Management Plan (CEMP). The BOCES plan will work cooperatively and under the umbrella of the Oswego County CEMP. The BOCES plan shall be compliant with all governmental mandates, particularly The National Incident Management System (NIMS), as outlined by presidential executive orders.

The District Superintendent is to provide such plan to the Board for review and, if appropriate, modification each year by October 1.

The District Superintendent is to ensure that copies of the plan are available for public inspection and that there are copies in appropriate places throughout the District.

Whenever the plan is utilized the BOCES Emergency Management Coordinator or designee will notify the BOCES District Superintendent of the situation, who will notify the BOCES Board President. A decision will be made as to further notifications necessary, possibly to include a press release.

The BOCES has developed, and will update by July 1 of each succeeding year, as necessary, a comprehensive BOCES Campus school safety plan and building-level school safety plans, as enumerated in Education Law and Commissioner's Regulations, and in a form as prescribed by the Commissioner of Education. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the BOCES with local and county resources in the event of such incidents or emergencies.

(Continued)

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT PLANNING (Cont'd.)

Each plan shall be reviewed by the appropriate Readiness and Emergency Management Planning Team (REMS) on at least an annual basis, updated as needed and recommended to the Board for approval. However, BOCES Campus and building level school safety plans shall be adopted by the Board only after at least one (1) public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Further, the Board shall make the BOCES Campus and building-level school safety plans available for public comment at least thirty (30) days prior to its adoption, provided that only a summary of each building-level emergency response plan (i.e., building-level school safety plan) shall be made available for public comment.

If the BOCES utilizes a stand-alone structure off Campus, pursuant to NYS Law, BOCES will have a building level school safety plan in place, BOCES' programs housed in component school districts will follow the CEMP of that district.

BOCES Campus School Safety Plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the BOCES, that addresses prevention and intervention strategies, emergency response and management at the BOCES level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The BOCES Campus School Safety Plan shall be developed by the Campus Emergency Management Advisory Committee, appointed by the Board. The BOCES Campus Advisory Team shall include, but not be limited to, representatives of the Board, student, teacher, administrator, and parent organizations, BOCES safety personnel and other BOCES personnel.

Building-Level School Safety Plans

Building-level school safety plan means a building-specific school emergency response plan that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The building-level plan shall be developed by the building-level safety team. The building-level team means a building-specific team appointed by the Program Administrator, or administrator in accordance with regulations or guidelines prescribed by the Board. The building-level team shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, BOCES safety personnel, other BOCES personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the Board deems appropriate.

(Continued)

POLICY

2010

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3 of 3

Non-Instructional/Business
Operations

SUBJECT: COMPREHENSIVE EMERGENCY MANAGEMENT PLANNING (Cont'd.)

Filing Disclosure Requirements

The BOCES shall file a copy of its comprehensive BOCES Campus-Wide Comprehensive Emergency Management Plan and any amendments thereto with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building-level safety plan and any amendments thereto shall be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building-level emergency response plans shall be confidential and shall not be subject to disclosure under the Freedom of Information Law.

Adopted: 5/12/10

POLICY

2010

4543

Non-Instructional/Business
Operations

SUBJECT: COMMUNICABLE DISEASES

For the purposes of this policy "communicable" is the principle of spreading disease by direct or indirect contact with the body of an affected person and shall include but not be limited to the following diseases: smallpox, diphtheria, scarlet fever, measles, strep infections, whooping cough, mumps, typhoid fever, rubella and pediculosis. The BOCES shall review on a case-by-case basis to determine whether circumstances exist that would tend to pose increased risks to others or require special precautions.

The BOCES shall observe state and federal statutes and rules regarding the exclusion of any employees and/or students who have contracted a communicable disease as well as employees and/or students who have been exposed to a communicable disease.

The BOCES shall comply with federal, state and local regulations regarding the prevention, control and reporting of communicable diseases.

Students who are excluded from attendance at the home school because of a communicable disease will also be excluded from attending BOCES classes.

The local health department and the home school will be consulted if a concern arises about a student who has been exposed to a communicable disease. The advice and direction of the local health department will be followed in dealing with such situations. The BOCES administration shall take all reasonable steps to inform parents, students, and employees regarding communicable diseases and their transmission.

Whenever, upon investigation and evaluation by the Director of School Health Services or other health professionals acting upon direction or referral of the director, a student in the public schools shows symptoms of any communicable or infectious disease reportable under the public health law that imposes a significant risk of infection of others in the school, that student shall be excluded from the school and sent home immediately, in a safe and proper conveyance. The Director of School Health Services shall immediately notify a local public health agency of any disease reportable under the public health law.

Following absence on account of illness or from unknown cause, the Director of School Health Services may examine each student returning to a school without a certificate from a local public Health Officer, a duly licensed physician, physician assistant, or nurse practitioner.

The Director of School Health Services, or other health professionals acting upon direction or referral of the director, may conduct evaluations of teachers and any other school employees, school buildings and premises as, in their discretion, they may deem necessary to protect the health of the students and staff.

Education Law Section 906

8 New York Code of Rules and Regulations (NYCRR) Section 136.3(h) and 136.3(i)

Adopted: 5/12/10

**SUBJECT: CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) IN
PUBLIC SCHOOL FACILITIES**

The BOCES shall provide and maintain on-site in each *instructional school facility* functional cardiac automated external defibrillator (AED) equipment as defined in Public Health Law Section 3000-b for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies in quantities and types as deemed by the Commissioner of Education, in consultation with the Commissioner of Health. Determination of the quantity and placement of AEDs must be made with consideration of at least the factors enumerated in Commissioner's Regulations. *An instructional school facility means a building or other facility maintained by the BOCES where instruction is provided to students pursuant to its curriculum.*

Whenever an *instructional BOCES facility* is used for a school-sponsored or school-approved curricular or extracurricular event or activity and whenever a *school-sponsored athletic contest* is held at any location, the public school officials and administrators responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site and that there is present during such event, activity or contest at least one (1) staff person who is trained in accordance with Public Health Law in the operation and use of an AED. *School-sponsored or school-approved curricular or extracurricular events or activities means events or activities of the BOCES that are, respectively, associated with its instructional curriculum or otherwise offered to its students. A school-sponsored athletic contest means an extra class intramural athletic activity of instruction, practice and competition for students in grades 4 through 12 consistent with Commissioner's Regulations Section 135.4.*

Where a *school-sponsored competitive athletic event* is held at a site other than a BOCES facility, BOCES officials shall assure that AED equipment is provided on-site by the sponsoring or host BOCES and that at least one (1) staff person who is trained, in accordance with Public Health Law, in the operation and use of the AED is present during such athletic event. *A school-sponsored competitive athletic event means an extraclass interscholastic athletic activity of instruction, practice and competition for students in grades 7 through 12 consistent with Commissioner's Regulations Section 135.4.*

BOCES facilities and BOCES staff responsible for carrying out the duties enumerated in Education Law Section 917 are deemed a "public access defibrillation provider" as defined pursuant to Public Health Law Section 3000-b and subject to the Public Health Law requirements and limitations.

Therefore, it is the policy of our BOCES to provide proper training requirements for BOCES AED users, to ensure the immediate calling of 911 and/or the community equivalent ambulance dispatch entity whenever the AED is used, to ensure ready identification of the location of the AED units as enumerated in the BOCES' Public Access Defibrillation Collaborative Agreement.

(Continued)

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SUBJECT: CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) IN PUBLIC SCHOOL FACILITIES (Cont'd.)

The BOCES will provide for regular maintenance and inspection procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained in accordance with law and/or regulation. Further, the BOCES will participate in the required Quality Improvement Program as determined by the Regional Emergency Medical Services Council.

The BOCES shall post a sign or notice at the main entrance to the facility or building in which the AED unit(s) is stored, indicating the exact location where the unit(s) is stored or maintained on a regular basis.

Pursuant to Public Health Law Sections 3000-a and 3000-b, the BOCES (as a public access defibrillation provider), or any employee or other agent of the BOCES who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

Education Law Section 917

Public Health Law Sections 3000-a and 3000-b

8 New York Code of Rules and Regulations (NYCRR) Sections 135.4 and 136.4

Adopted: 5/12/10
Revised: 8/15/12

SUBJECT: SMOKING/TOBACCO USE

In those other areas or facilities not governed by the smoking prohibition as authorized by the federal Pro-Children Act of 1994, the District shall adhere to the New York State Clean Indoor Air Act (Public Health Law Article 13-E) as newly revised by the Pro-Child Act of 1994.

School Grounds

Tobacco and tobacco products shall not be permitted and no person shall use tobacco or tobacco products on "BOCES grounds." For purposes of this policy, "tobacco use" means, but is not limited to, possession, smoking and chewing tobacco. For purposes of this policy, "BOCES grounds" means any instructional building, structure, and surrounding outdoor grounds contained within Oswego County BOCES' legally defined property boundaries as registered in the County Clerk's Office. (This shall include property leased by Oswego County BOCES.) Tobacco use is also prohibited in all vehicles owned or leased by the BOCES at any time.

Indoor Facilities

Oswego County BOCES shall not permit tobacco use at any time within any indoor facility owned or leased or contracted for and utilized by Oswego County BOCES.

The term "indoor facility," for purposes of this policy, means a building that is enclosed.

Prohibition of Tobacco Promotional Items/Tobacco Advertising

Tobacco promotional advertising items (c.g., brand names, logos and other identifiers) are prohibited:

- a) On BOCES grounds;
- b) In BOCES vehicles;
- c) At BOCES-sponsored events;
- d) In BOCES publications;
- e) On clothing, shoes, accessories, gear, and school supplies in accordance with the BOCES Code of Conduct and applicable collective bargaining agreements.

This prohibition of tobacco promotional items shall be implemented in accordance with the Oswego County BOCES Code of Conduct and applicable collective bargaining agreements.

(Continued)

SUBJECT: SMOKING/TOBACCO USE (Cont'd.)

In addition, tobacco advertising is also prohibited in all school-sponsored publications and at all school-sponsored events. The BOCES will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

Posting/Notification of Policy

In compliance with the New York State Clean Indoor Air Act, Oswego County BOCES will prominently post its Smoking/Tobacco Use policy in BOCES' buildings and supply a copy upon request to any current or prospective employee. "No Smoking" signs will also be posted as appropriate. Oswego County BOCES will also designate a school official to tell individuals who smoke in a non-smoking area that they are in violation of Article 13-E of the state Public Health Law and the federal Pro-Children Act of 1994.

Safe and Drug-Free Schools and Communities Act
20 United States Code (USC) Section 7101 et seq.
Pro-Children Act of 2001, as amended by the No Child Left Behind Act of 2001,
20 United States Code (USC) Sections 7181-7184
Education Law Sections 409 and 3020-a
Public Health Law Article 13-E

NOTE: Refer also to Policies #2230 -- Use of School Facilities and/or Resources
#2410 -- Code of Conduct on BOCES Property
#6210 -- Student Conduct
#6220 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)
#7113 -- Prevention Instruction
Oswego County BOCES Code of Conduct on School Property

Adopted: 5/12/10
Revised: 3/20/13

POLICY

2010

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SUBJECT: EXPOSURE CONTROL PROGRAM

The BOCES shall establish an exposure control program designed to prevent and control exposure to bloodborne pathogens. According to the New York State Department of Labor's Division of Safety and Health and Occupational Safety and Health Administration (OSHA) standards, the program shall consist of:

- a) Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike;
- b) Written standard operating procedures for blood/body fluid clean-up;
- c) Appropriate staff education/training;
- d) Evaluation of training objectives;
- e) Documentation of training and any incident of exposure to blood/body fluids;
- f) A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and HIV;
- g) Written procedures for the disposal of medical waste; and
- h) Provision of protective materials and equipment for all employees who perform job-related tasks involving exposure or potential exposure to blood, body fluids or tissues.

Occupational Safety and Health Administration (OSHA)
29 Code of Federal Regulations (CFR) 1910.1030

Adopted: 5/12/10

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SUBJECT: RECORDS MANAGEMENT

A Records Management Officer shall be designated by the District Superintendent, subject to the approval of the BOCES Board. Such Records Management Officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

Records Retention and Disposition Schedule ED-1, issued pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for the records of elementary and secondary educational institutions, is hereby adopted for use by all officers in disposing of BOCES' and/or Oswego County school districts' records listed therein.

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention period described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods.

The District Superintendent shall ensure that appropriate regulations and procedures shall be developed.

Arts and Cultural Affairs Law Section 57.19
8 New York Code of Rules and Regulations (NYCRR) Section 185

NOTE: Refer also to Policy #1318 -- Records Officers

Adopted: 5/12/10

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

Oswego County BOCES values the protection of private information of individuals in accordance with applicable law and regulations. Further, Oswego County BOCES is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's *private* information in compliance with the Information Security Breach and Notification Act and Board policy.

- a) "*Private information*" shall mean ****personal information** in combination with any one (1) or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
1. Social security number;
 2. Driver's license number or non-driver identification card number; or
 3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"*Private information*" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

****Personal information** shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

- b) "*Breach of the security of the system*," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by Oswego County BOCES. Good faith acquisition of personal information by an employee or agent of Oswego County BOCES for the purposes of Oswego County BOCES is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Examples of Determining Factors

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, Oswego County BOCES may consider the following factors, among others:

- a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- b) Indications that the information has been downloaded or copied; or
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

Notification Requirements

- a) For any computerized data owned or licensed by Oswego County BOCES that includes private information, Oswego County BOCES shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. Oswego County BOCES shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by Oswego County BOCES that includes private information which Oswego County BOCES does not own, the BOCES shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons by one (1) of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by Oswego County BOCES when notifying affected persons in electronic form. However, in no case shall Oswego County BOCES require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- c) Telephone notification, provided that a log of each such notification is kept by Oswego County BOCES when notifying affected persons by phone; or
- d) Substitute notice, if Oswego County BOCES demonstrates to the State Attorney General that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000), or that the affected class of subject persons to be notified exceeds five hundred thousand (500,000), or that the BOCES does not have sufficient contact information. Substitute notice shall consist of **all** of the following:
 - 1. E-mail notice when Oswego County BOCES has an e-mail address for the subject persons;
 - 2. Conspicuous posting of the notice on Oswego County BOCES' Website page, if Oswego County BOCES maintains one; and
 - 3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying Oswego County BOCES and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, Oswego County BOCES shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents.

In the event that more than five thousand (5,000) New York State residents are to be notified at one time, Oswego County BOCES shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with Section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by Oswego County BOCES that includes private information.

State Technology Law Sections 202 and 208

Adopted: 5/12/10

SUBJECT: DISPOSAL OF CONSUMER REPORT INFORMATION AND RECORDS

In accordance with the Federal Trade Commission's (FTC) "Disposal Rule," and in an effort to protect the privacy of consumer information, reduce the risk of fraud and identity theft, and guard against unauthorized access to or use of the information, the BOCES will take appropriate measures to properly dispose of sensitive information (i.e., personal identifiers) contained in or derived from consumer reports and records. Any employer who uses or possesses consumer information for a business purpose is subject to the Disposal Rule. According to the FTC, the standard for proper disposal of information derived from a consumer report is flexible, and allows the BOCES to determine what measures are reasonable based on the sensitivity of the information, the costs and benefits of different disposal methods, and changes in technology.

The term "*consumer report*" shall include information obtained from a consumer reporting company that is used - or expected to be used - in establishing a consumer's eligibility for employment or insurance, among other purposes. The term "*employment purposes*" when used in connection with a consumer report means a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee.

The FTC Disposal Rule defines "*consumer information*" as "any record about an individual, whether in paper, electronic, or other form, that is a consumer report or is derived from a consumer report. Consumer information also means a compilation of such records. Consumer information does not include information that does not identify individuals, such as aggregate information or blind data."

Information Covered by the Disposal Rule

The FTC has not included a rigid definition of the kinds of information that would be considered to identify particular individuals. In accordance with FTC guidance, there are a variety of personal identifiers beyond simply a person's name that would bring information within the scope of the Disposal Rule, including, but not limited to, a social security number, driver's license number, phone number, physical address, and e-mail address. Depending upon the circumstances, data elements that are not inherently identifying can, in combination, identify particular individuals.

"Proper" Disposal

The FTC Disposal Rule defines "*dispose*," "*disposing*," or "*disposal*," as:

- a) "The discarding or abandonment of consumer information," or
- b) "The sale, donation, or transfer of any medium, including computer equipment, upon which consumer information is stored."

(Continued)

**SUBJECT: DISPOSAL OF CONSUMER REPORT INFORMATION AND RECORDS
(Cont'd.)**

The BOCES will utilize disposal practices that are reasonable and appropriate to prevent the unauthorized access to - or use of - information contained in or derived from consumer reports and records. Reasonable measures to protect against unauthorized access to or use of consumer information in connection with BOCES disposal include the following examples. These examples are not exclusive or exhaustive methods for complying with the Disposal Rule.

- a) Burning, pulverizing, or shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed.
- b) Destroying or erasing electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- c) After due diligence, entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material, specifically identified as consumer information, in a manner consistent with the Disposal Rule. In this context, due diligence could include:
 - 1. Reviewing an independent audit of the disposal company's operations and/or its compliance with the Disposal Rule;
 - 2. Obtaining information about the disposal company from several references or other reliable sources;
 - 3. Requiring that the disposal company be certified by a recognized trade association or similar third party;
 - 4. Reviewing and evaluating the disposal company's information security policies or procedures;
 - 5. Taking other appropriate measures to determine the competency and integrity of the potential disposal company; or
 - 6. Requiring that the disposal company have a certificate of registration from the New York Department of State issued on or after October 1, 2010.
- d) For persons (as defined in accordance with the Fair Credit Reporting Act) or entities who maintain or otherwise possess consumer information through their provision of services directly to a person subject to the Disposal Rule, monitoring compliance with policies and procedures that protect against unauthorized or unintentional disposal of consumer information, and disposing of such information in accordance with examples a) and b) above.

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**SUBJECT: DISPOSAL OF CONSUMER REPORT INFORMATION AND RECORDS
(Cont'd.)**

Implementation of Practices and Procedures

The Board delegates to the District Superintendent/designee(s) the authority and responsibility to review current practices regarding the disposal of consumer information; and to implement such further reasonable and appropriate procedures, including staff training as necessary, to ensure compliance with the FTC's Disposal Rule.

The Fair Credit Reporting Act, 15 United States Code (USC) Section 1681 et seq.

The Fair and Accurate Credit Transactions Act of 2003, Public Law 108-159

Federal Trade Commission Disposal of Consumer Report Information and Records, 16 Code of Federal Regulations (CFR) Part 682

General Business Law Article 39-G

Adopted: 5/12/10