

**Oswego County BOCES
Board of Education
W450 – Public Safety Classroom
179 County Route 64, Mexico, NY 13114
6:00 p.m. Board Capital Project Tour With Nate – Meet At “Blue House”
6:30 p.m. Executive Session (If Needed)
Regular Meeting – Immediately Following Executive Session (If Needed)**

**WEDNESDAY
JANUARY 15, 2014**

REGULAR MEETING

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PRESENTATIONS**
 - 3.1 Community Forums Presentation – Mr. Charlie Borgognoni, Executive Director - CNY SBA
- 4. FACILITIES REPORT - C & S COMPANIES**
- 5. PUBLIC COMMENTS**
- 6. APPROVAL OF MINUTES OF THE DECEMBER 18, 2013 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 Internal Claims Auditor Report. Please see enclosures.
 - 7.4 Bids/Awards & Rejection. Please see enclosures
 - 7.41 Cooperative Bid – Paper & Plastic Supplies – Bid #B14-1001
 - 7.42 Cooperative Bid – Printing Services – Bid #B14-5000
 - 7.5 Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs. Please See Enclosure.

WHEREAS, the Board of Directors of the Sole Supervisory District of Oswego County, New York (the “BOCES”) desires to finance the costs of certain energy efficiency improvements at BOCES facilities, all as more fully described in the Performance Contract dated July 12, 2012, between the BOCES and Johnson Controls, Inc., as amended (the “Project”); and

WHEREAS, the BOCES intends to finance the Project or portions of the Project with the proceeds of the sale of lease obligations the interest upon which is excluded from gross income for federal income tax purposes (the “Obligations”); and

WHEREAS, prior to the issuance of the Obligations the BOCES desires to incur certain capital expenditures (the “Expenditures”) with respect to the Project from available moneys of the BOCES; and

WHEREAS, the BOCES Board has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the BOCES for the Expenditures from the proceeds of the Obligations; and

NOW, THEREFORE, THE BOCES BOARD DOES HEREBY RESOLVE AND DETERMINE AS FOLLOWS:

 - Section 1. The BOCES hereby states its intention and reasonably expects to reimburse Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations.
 - Section 2. The reasonably expected maximum principal amount of the Obligations is \$2,023,910.
 - Section 3. This resolution is being adopted no later than 60 days after the date on which the BOCES will expend moneys for the portion of the Project costs to be reimbursed from proceeds of the Obligations.

7.5 Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs (Continued)

- Section 4. The BOCES will make a reimbursement allocation, which is a written allocation that evidences the BOCES's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.
- Section 5. The limitations described in Section 3 and Section 4 do not apply to (a) costs of Issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.
- Section 6. Each Expenditure will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the BOCES so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the BOCES.
- Section 7. This resolution is consistent with the budgetary and financial circumstances of the BOCES, as of the date hereof. No moneys from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the BOCES (or any related party) pursuant to their budget or financial policies with respect to the Project costs.
- Section 8. This resolution is adopted as official action of the BOCES in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of BOCES expenditures incurred prior to the date of issue of the Obligations.
- Section 9. All the recitals in this Resolution are true and correct and this Board of Directors so finds, determines and represents.
- Section 10. This resolution shall take effect immediately.

7.6 2014-15 Budget Development Update. (Please see enclosures)

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.

- 8.11 Leaves of Absence
- 8.12 Retirement
- 8.13 Termination
- 8.14 Appointments
- 8.15 Substitutes

9. **INSTRUCTIONAL SUPPORT**

9.1 Oswego County Poverty Report – Roseann Bayne

9.2 Graduation Requirements – Roseann Bayne

9.3 Points of Pride – January 15, 2014. (Please See Enclosure)

9.4 Resolution to Approve An Overnight Fieldtrip – Horticulture Program. (Please See Enclosure)

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby grants approval for three Horticulture students to participate in the NY FFA 212/360 Conference at the Embassy Suites in Syracuse, NY on January 25-26, 2014. Students will be transported via a DOT inspected bus and chaperoned by Instructor, Margaret Rice. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

9. INSTRUCTIONAL SUPPORT

9.5 Resolution to Approve A Fieldtrip to NYC – Cosmetology Program. (Please See Enclosure)

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and grants permission for students in the Cosmetology program to attend the International Beauty Show in New York City on March 11, 2014. Students would be transported to the show via a chartered motor coach. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

10. SUPERINTENDENT'S REPORT

10.1 Oswego County BOCES Adult Education Annual Completion, Placement and Licensure Report. (Please See Enclosure).

10.2 Resolution to Accept and Approve the Adult Education Program Refund Policy (Please See Enclosure).

BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the Adult Education Program's Refund Policy as presented.

10.3 Resolution to Accept and Approve the Amended Adult Education Program Admissions Policy (Please See Enclosures).

BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the amended Adult Education Program's Admissions Policy as presented.

10.4 Adult Education Instructional Advisement Committee

10.5 Cayuga Community College Partnership

10.6 Rebranding Discussion

11. PRESIDENT'S REPORT

12. INFORMATION

13. BOARD FORUM/DISCUSSION


14. ADJOURNMENT



CHRISTOPHER J. TODD, District Superintendent/Executive Officer

Phone 315-963-4222
Fax 315-963-4475
ctodd@oswegoboces.org

Memorandum

TO: Members of the Oswego County Board of Cooperative Educational Services
FROM: Christopher J. Todd 
District Superintendent
DATE: January 15, 2014
SUBJECT: BOARD MEETING HEADS UP – NOVEMBER 20, 2013

Capital Project Tour – Just a reminder for anyone interested that Nate Van Wie will be giving a tour of the capital project prior to next Wednesday's Board Meeting at 6:00 p.m. If you are interested, please meet Nate in his office located in the "Blue House" in front of the Exceptional Education building.

Presentations – Mr. Charlie Borgognoni, Executive Director of the CNYSBA has requested ten minutes of your time to speak to you about the upcoming community forums that will be taking place in February.

Finance – Under "Finance" all items appear to be routine in nature.

Personnel – The Personnel Report includes one termination of an instructor in the "Crossroads" program and an appointment of an instructor to take their place. A Teaching Assistant is also being recalled to a 50% appointment in the Exceptional Education program.

Instructional Support – Assistant Superintendent, Roseann Bayne will be sharing with you the recently completed Oswego County Poverty Report, as well as, an update on graduation requirements.

Two programs are asking for your approval for field trips. The first field trip is for three students in Horticulture to attend the New York FFA Conference in Syracuse, NY and I would encourage your approval of this trip. The second field trip is not an overnight field trip, however, due to the fact that it is a trip to New York City, we are bringing it to you for your approval with the understanding that the District Superintendent will have the discretion to cancel this trip if necessary.

Superintendent's Report – You will see under my report, some items that relate to Adult Education. The amendments to our refund policy and admissions policy are necessary to align our policies and procedures in the Adult Education catalog with the requirements to move the program towards accreditation. I will also be asking a couple of you to sit on an Adult Education Instructional Advisement Committee, which is also necessary to move the program towards accreditation.

All in all, I believe this is a pretty routine Board meeting that doesn't need much explanation. Should you have questions regarding any of the items on the agenda, please feel free to contact us prior to the Board meeting.

CJT/ma

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, New York 13114

Christopher J. Todd, District Superintendent/Executive Officer

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
REGULAR MEETING
December 18, 2013**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, December 18, 2013 at the Oswego County BOCES Main Campus in Mexico, New York.

Mr. John Shelmidine called the meeting to order at 6:31 p.m.

Board Members Present:	Donna Blake Casey Brouse Eric Behling Kevin Dix Matthew Geitner Gregory Muench, Vice-President John Shelmidine, President William "Dave" White
Board Members Absent:	Joel Southwell
Central Administration:	Christopher J. Todd, District Superintendent Roseanne Bayne Mark LaFountain Michael Sheperd
Other BOCES Staff:	Gisèle Benigno Marla Berlin Tracy Fleming Paul Gugel James Huber Alyson Inman Sarah McCrobie Lisa Nappi Dr. John Ramin Amy Rhinehart Wayne Wideman
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Attorney:	Marc Reitz
Guests:	Nate Van Wle, C&S Companies

The Pledge of Allegiance was recited.

FACILITIES REPORT

Mr. Nate Van Wle shared with the Board an "Additions and Alterations to District Facilities" monthly report dated December 2013 and informed them that the additional charges for asbestos abatement are expected to be at \$128,650. Mr. Van Wle asked the Board if they would consider approving the costs not to exceed \$129,000.

It was:

Moved by Donna Blake, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby approves additional asbestos abatement fees for the capital project up to a maximum amount of \$129,000

Vote on the motion: Ayes 8, Nays 0, motion carried.

PUBLIC COMMENTS

None.

REBRANDING PRESENTATION

Gisèle Benigno, Amy Rhinehart and Sarah McCrobie, members of the Oswego County BOCES Public Relations Department, shared some ideas they had as a rebranding concept for the Oswego County BOCES. They shared that with the capital project being done, now is a good time for a rebranding to occur. Three different ideas were shared with the Board and the Board gave feedback as to which ideas they liked and why. A committee will be put together to discuss the rebranding further including staff and stakeholders.

APPROVAL OF THE MINUTES OF THE NOVEMBER 20, 2013 REGULAR BOARD MEETING

It was:

Moved by Donna Blake, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services approves the minutes of the November 20, 2013 Regular Board Meeting as presented.

Vote on the motion: Ayes 8, Nays 0, motion carried.

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 Internal Claims Auditor Report. Please see enclosures.

7.4 Bids/Awards & Rejection. Please see enclosures

7.41 Cooperative Bid – Technology Supplies and Equipment – Bid #B14-7801

7.42 Cooperative Bid – Multiple Vehicles – Bid #B14-4003

7.5 Resolution for Disposal of Surplus Equipment -- December 4, 2013. Please see enclosure.

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services declares the attached listing of equipment as surplus and authorizes proper disposal of such.

7.6 Resolution to Appoint Assistant Treasurer of Student Fund Accounts. Please See Enclosure.

BE IT RESOLVED, that further to the Resolution 8.16 Appointment of Treasurer of Student Fund Accounts, originally adopted at the July 10, 2013 Reorganizational Meeting of the Board, the Oswego County Board of Cooperative Educational Services hereby appoints Susan Shanty-Morley, effective December 19, 2013, as Assistant Treasurer of Student Fund Accounts at a stipend of \$510 for the school year.

It was:

Moved by Gregory Muench, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services approves Section 7.1 through 7.6 of the Finance Section of the Board Agenda, effective as indicated.

Vote on the motion: Ayes 8, Nays 0, motion carried.

7.7 Resolution to Amend Stipend for Treasurer of Student Fund Accounts. Please see enclosure.

WHEREAS at their July 10, 2013 Reorganizational Meeting, the Board passed a resolution authorizing the appointment of Vickie Rowe as Treasurer of Student Fund Accounts at a stipend of \$1,200 to be adjusted according to the negotiated contractual increase for the Support Staff bargaining unit, for the 2013-14 school year, and

WHEREAS the Assistant Superintendent for Human Resources has indicated that the correct stipend amount for this position is \$1,275,

BE IT RESOLVED that the resolution 8.15 be amended to reflect the appointment of Vickie Rowe as Treasurer of Student Fund Accounts at a stipend of \$1,275 to be adjusted according to the negotiated contractual increase for the Support Staff bargaining unit, for the 2013-14 school year.

It was:

Moved by Gregory Muench, seconded by Matthew Geitner, that the Oswego County Board of Cooperative Educational Services approves Section 7.1 through 7.7 of the Finance Section of the Board Agenda, effective as indicated.

Vote on the motion: Ayes 8, Nays 0, motion carried.

7.7 Audit Committee Meeting Minutes. (For Information Only).

7.8 Preliminary Draft 2014-15 Administrative and Capital Budgets.

Mr. Michael Sheperd shared a draft of the 2014-2015 Administrative and Capital Budgets with the Board.

8.1 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.

Leave of Absence							
Name	Program	Position	Effective Date				
Becker, Kim	Exceptional Education	Teaching Assistant	11/22/2013 - 2/6/2014				
MacDougall, Kristy	Exceptional Education	Teaching Assistant	11/23/2013 - 12/13/2013				
Retirement							
Name	Program	Position	Effective Date				
Wheeler Marcarian, Marsha	Arts In Education	Arts-In-Education Coordinator	7/1/2014				
Termination							
Name	Program	Position	Effective Date				
Bliss, Bobbi	Business Office	Printer's Assistant	11/29/2013				
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
After School Driver Education	Sweet, Donna	Secretarial	\$12.82	/hr	11/18/2013	06/30/2014	20 days as per timesheet
Business Office	Blaine, Joyce	Printer's Assistant	\$27,436.00	/yr	12/04/2013		to be prorated from 12/4/13
Exceptional Education	Craig, Rebecca	Home Tutor	\$15.00	/hr	12/03/2013	06/30/2014	0-10 hrs/wk as per timesheet
	Furlong, Tammy	Teaching Assistant	\$21,327.00	/yr	11/20/2013		to be prorated from 11/20/13
	Raml, John	Director for Curriculum	\$90,511.00	/yr	07/01/2013		
Instructional Technology	McIntosh, Tobie	AV Specialist (80%)	\$45,539.00	/yr	12/02/2013		to be prorated from 12/2/13 to 80%
Operations & Maintenance	Perkins, Chrissdoe	Custodial Worker	\$13.52	/hr.	01/02/2014		
	Wisner, Robert	Custodial Worker	\$13.82	/hr.	01/02/2014		
School Library System	Flood, Elaine	School Library System Consultant	\$21.98	/hr.	12/03/2013	06/30/2014	add'l 77 hours
	Phillips, Mary Ann	Library Resource Consultant	\$12.00	/hr.	12/03/2013	06/30/2014	0-19 hrs/wk as per timesheet; not to exceed 996 hrs
Workstudy	Student # 98	Workstudy Student	\$1.75	/hr	11/18/2013	06/26/2014	as per timesheet
Substitutes							
Career & Technical Education							
Hall, Rebecca	\$8.94/hr; \$70.36/day						
Exceptional Education							
Brodeur, Kelly	\$70.36/day						
Canough, Amy	\$8.56/hr; \$8.94/hr; \$70.36/day						
Farmer, Carol	\$8.56/hr; \$8.94/hr; \$70.36/day						
Warren, Kaitlyn	\$8.94/hr						
Instructional Technology							
McIntosh, Tobie	\$8.66/hr						

It was:

Moved by Kevin Dix, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves the Personnel Report on the Board Agenda, effective as indicated.

Vote on the motion: Ayes 8, Nays 0, motion carried.

PERSONNEL - ADDENDUM

Resignation							
Name	Program	Position		Effective Date			
Reichel, Jeffrey	Instructional Technology	LAN Technician		1/1/2013			
Appointment							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Instructional Technology	DeSantis, Matthew	LAN Technician	\$21.81	/hr	01/06/2014	01/06/2015	

It was:

Moved by Casey Brouse, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves the Personnel Report on the Board Addendum, effective as indicated.

Vote on the motion: Ayes 8, Nays 0, motion carried.

INSTRUCTIONAL SUPPORT

9.1 Points of Pride – December 18, 2013.

SUPERINTENDENT'S REPORT

Mr. Todd informed the Board that the CNYSBA would be sponsoring an open community forum entitled "Our Kids, Our Schools...Our Future!" on February 5th at the North Syracuse Junior High School Auditorium (5353 W. Taft Rd, North Syracuse, NY 13212). Mr. Todd stated that he would be sure the electronic version of the form was e-mailed to each of the Board Members again for their information.

Mr. Todd also announced that he would be offering a tour of the BOCES campus facilities prior to the next Board meeting on January 15, 2014 at 6 p.m. for anyone who is interested.

BOARD FORUM/DISCUSSION

None.

MEETING ADJOURNED

It was:

Moved by Casey Brouse, seconded by Donna Blake, that the BOCES Board Meeting be adjourned.

Vote on the motion: Ayes 8, Nays 0, motion carried.


The BOCES Board adjourned at 8:05 p.m.

Respectfully Submitted,

Melissa A. Allard
District Clerk

INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Administrative Services Report for the Board of Education

DATE: 1/9/14

Please find enclosed the following Items for the Finance/Administrative Services section of the January 15, 2014 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 November 30, 2013, 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 November 30, 2013, as prepared and submitted by Kelly Wood, Treasurer.
- General Fund Budget Status Report as of December 31, 2013, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Cooperative Bid Award #B14-1001 – Paper and Plastic Supplies, as prepared and submitted by Alyson Inman, School Purchasing Officer.
- Cooperative Bid Award #B14-5000 – Printing Supplies, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs
- 2014-2015 Budget Development Update

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

A/P Check Register

Bank Account: Capital Chck - Captial Fund Checking

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001124	12/10/2013	C	Asbestos & Environmental Consulting Corp	0009		No	No			\$20,088.31	001124
001125	12/10/2013	C	CME Associates, Inc.	0009		No	No			\$1,555.00	001125
001126	12/16/2013	C	A-VERDI	0009		No	No			\$1,320.00	001126
001127	12/16/2013	C	Ferrara, Florence	0009		No	No			\$842.43	001127
001128	12/16/2013	C	Lawman Heating & Cooling, Inc.	0009		No	No			\$256,911.92	001128
001129	12/16/2013	C	Mosaic Associates	0009		No	No			\$67,527.00	001129
001130	12/19/2013	C	Ferrara, Florence	0009		No	No			\$1,113.00	001130
001131	12/19/2013	C	Lawman Heating & Cooling, Inc.	0009		No	No			\$422,367.82	001131
001132	12/19/2013	C	Patricia Electric, Inc.	0009		No	No			\$215,460.00	001132
Subtotal for Bank Account: Capital Chck - Capital Fund Checking										\$987,185.48	
										\$0.00	
										\$987,185.48	

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: FederalKey - Key Bank - Federal

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
025605537 M	12/23/2013	M	Peterbilt of St. Louis	PND1						\$36,327.00	025605537 M
030455	07/30/2013	C	Oswego County BOCES Treasurer	0001		No	No	12/16/2013	Cash Replacement Check # 030890 Issued	(\$783.95)	030455
030841	12/04/2013	C	NYS & Local Retirement Systems	0009		No	No			\$78,321.50	030841
030842	12/05/2013	C	Buskey/Miranda	0009		No	No			\$47.00	030842
030843	12/05/2013	C	Ranieri/Stacy	0009		No	No			\$2,164.00	030843
030844	12/05/2013	C	Rice/Annette	0009		No	No			\$2,518.00	030844
030845	12/05/2013	C	Rice/Sara	0009		No	No			\$323.00	030845
030846	12/16/2013	C	Barnes & Noble	0009		No	No			\$103.21	030846
030847	12/16/2013	C	Commercial Art Supply	0009		No	No			\$322.40	030847
030848	12/16/2013	C	Contemporary Personnel Staffing	0009		No	No			\$265.40	030848
030849	12/16/2013	C	Corporate Payment Systems	0009		No	No			\$48.00	030849
030850	12/16/2013	C	COSI	0009		No	No			\$295.00	030850
030851	12/16/2013	C	Cote/Justin	0009		No	No			\$50.00	030851
030852	12/16/2013	C	COUNCIL OF PRACTICAL NURSE PROGRAMS NYS	0009		No	No			\$150.00	030852
030853	12/16/2013	C	Desmond Hotel	0009		No	No			\$208.00	030853
030854	12/16/2013	C	Drake/Helen	0009		No	No			\$150.57	030854
030855	12/16/2013	C	Elia/Rob	0009		No	No			\$10.68	030855
030856	12/16/2013	C	Espinosa/Fernando	0009		No	No			\$864.62	030856
030857	12/16/2013	C	Espinosa/Sally	0009		No	No			\$555.04	030857
030858	12/16/2013	C	Farden/Mandy	0009		No	No			\$70.06	030858
030859	12/16/2013	C	Fisher/William	0009		No	No			\$55.37	030859
030860	12/16/2013	C	Fosco/Jenna	0009		No	No			\$537.94	030860
030861	12/16/2013	C	Frank's Uniforms	0009		No	No			\$157.00	030861
030862	12/16/2013	C	Gilmour/Suzanne L.	0009		No	No			\$1,000.00	030862
030863	12/16/2013	C	Gugel/Paul	0009		No	No			\$475.39	030863
030864	12/16/2013	C	Haur Welding Supply	0009		No	No			\$272.00	030864
030865	12/16/2013	C	Hi Willow Research & Publishing	0009		No	No			\$180.00	030865
030866	12/16/2013	C	Kidd/Daniel	0009		No	No			\$22.50	030866
030867	12/16/2013	C	Lawrence/Jen	0009		No	No			\$410.76	030867
030868	12/16/2013	C	Lewandowski/Evelyn	0009		No	No			\$110.18	030868
030869	12/16/2013	C	Marks/M. Theresa	0009		No	No			\$704.64	030869
030870	12/16/2013	C	Matott/Brandon	0009		No	No			\$45.00	030870
030871	12/16/2013	C	Middleton/Arene	0009		No	No			\$57.24	030871
030872	12/16/2013	C	Mosher/Tracy	0009		No	No			\$115.59	030872
030873	12/16/2013	C	NAHP	0009		No	No			\$150.00	030873
030874	12/16/2013	C	Nichols/Linda A.	0009		No	No			\$138.28	030874
030875	12/16/2013	C	NYSUT Building Corp.	0009		No	No			\$1,700.00	030875
030876	12/16/2013	C	NYSUT Education & Learning Trust	0009		No	No			\$800.00	030876

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

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: FederalKey - Key Bank - Federal

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030877	12/16/2013	C	OCM BOCES	0009		No	No			\$48,077.26	030877
030878	12/16/2013	C	Oliveria/Maria	0009		No	No			\$126.00	030878
030879	12/16/2013	C	Oswego Hospital	0009		No	No			\$264.00	030879
030880	12/16/2013	C	Patterson Dental Supply	0009		No	No			\$48.75	030880
030881	12/16/2013	C	PC University	0009		No	No			\$99.00	030881
030882	12/16/2013	C	Pemberton/Becky	0009		No	No			\$31.08	030882
030883	12/16/2013	C	Staples Advantage	0009		No	No			\$67.82	030883
030884	12/16/2013	C	Staples Contract & Commercial	0009		No	No			\$54.79	030884
030885	12/16/2013	C	Tompkins-Seneca-Tioga BOCES	0009		No	No			\$3,232.68	030885
030886	12/16/2013	C	Trowbridge/Adelle	0009		No	No			\$734.51	030886
030887	12/16/2013	C	Venzon Wireless	0009		No	No			\$160.04	030887
030888	12/16/2013	C	Wayne Drug Store	0009		No	No			\$101.83	030888
030889	12/16/2013	C	Whitney/Doreita	0009		No	No			\$42.04	030889
030890	12/16/2013	C	Oswego County BOCES Treasurer	0009		No	No			\$783.95	030890
030891	12/18/2013	C	Bail/Andrea	0009		No	No			\$3,813.00	030891
030892	12/18/2013	C	Company/Judy	0009		No	No			\$3,813.00	030892
030893	12/18/2013	C	Cummings/Thomas	0009		No	No			\$2,239.00	030893
030894	12/18/2013	C	Dunham/Suzette	0009		No	No			\$1,924.50	030894
030895	12/18/2013	C	Eusepi/Shaina	0009		No	No			\$2,877.50	030895
030896	12/18/2013	C	Kowaries/Barbara	0009		No	No			\$1,194.50	030896
030897	12/18/2013	C	Margetin/Pamela	0009		No	No			\$2,877.50	030897
030898	12/18/2013	C	Paigel/Grace	0009		No	No			\$1,252.50	030898
030899	12/18/2013	C	Pepper/Lauren	0009		No	No			\$1,272.50	030899
030900	12/18/2013	C	Razavi/Stephanie	0009		No	No			\$3,102.00	030900
030901	12/18/2013	C	Stoddard/Tara	0009		No	No			\$1,501.50	030901
030902	12/18/2013	C	Vollmer/Donna	0009		No	No			\$2,877.50	030902
030903	12/18/2013	C	Waters/Venus	0009		No	No			\$3,811.00	030903
030904	12/19/2013	C	APW Central School	0009		No	No			\$580.00	030904
030905	12/19/2013	C	Contemporary Personnel Staffing	0009		No	No			\$266.40	030905
030906	12/19/2013	C	Cook/Klaudia	0009		No	No			\$439.05	030906
030907	12/19/2013	C	Drake/Helen	0009		No	No			\$106.79	030907
030908	12/19/2013	C	Elsevier	0009		No	No			\$2,435.40	030908
030909	12/19/2013	C	Espinoza/Sally	0009		No	No			\$245.21	030909
030910	12/19/2013	C	Fosco/Jenna	0009		No	No			\$186.50	030910
030911	12/19/2013	C	Global Gov Ed Solutions, Inc.	0009		No	No			\$107.94	030911
030912	12/19/2013	C	Goodheart-Wilcox Publisher	0009		No	No			\$1,073.81	030912
030913	12/19/2013	C	Moore Medical, LLC	0009		No	No			\$95.89	030913
030914	12/19/2013	C	Oswego Hospital	0009		No	No			\$94.00	030914
030915	12/19/2013	C	Staples Advantage	0009		No	No			\$195.20	030915

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

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: FederalKey - Key Bank - Federal

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030916	12/19/2013	C	Staples Contract & Commercial	0009		No	No			\$182.38	030916
030917	12/19/2013	C	BowlingDolores	0009		No	No			\$2,407.00	030917
030918	12/23/2013	C	Koegel Jr, Ken	PND1		No	Yes	12/23/2013	Wrong vendor	\$1,000.00	030918
030919	12/23/2013	C	KoegelKenneth J.	PND1		No	No			\$1,000.00	030919
Subtotal for Bank Account: FederalKey - Key Bank - Federal											
Grand Total										\$226,623.89	
Void Total										(\$1,783.95)	
Net										\$224,839.94	

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Pay To	Warrant	Fund	Recorded	Void	Date	Reason	Check #	Check Amount	Check Number
103087	09/16/2013	C	Pulaski Academy	0003		No	Yes	12/3/2013	Cash Replacement Check # 104106 Issued		(\$24,226.27)	103087
103157	09/30/2013	C	Delano/Kathy L.	0003		No	Yes	12/16/2013	Cash Replacement Check # 104319 Issued		(\$84.50)	103157
103602	10/17/2013	C	Mexico Central School District	0005		No	Yes	12/3/2013	Cash Replacement Check # 104105 Issued		(\$518,334.02)	103602
103994	11/26/2013	C	GIFFORD FAMILY THEATRE	0007		No	Yes	12/17/2013	check to be issued in June 2014		(\$920.00)	103994
104105	12/03/2013	C	Mexico Central School District	0009		No	No				\$618,334.02	104105
104106	12/03/2013	C	Pulaski Academy	0009		No	No				\$24,226.27	104106
104107	12/04/2013	C	APW Central School	0009		No	No				\$34,833.49	104107
104108	12/04/2013	C	Central Square Central School District	0009		No	No				\$81,332.80	104108
104109	12/04/2013	C	Fulton City School Dist.	0009		No	No				\$165,947.02	104109
104110	12/04/2013	C	Hannibal Central School	0009		No	No				\$48,096.23	104110
104111	12/04/2013	C	Mexico Central School District	0009		No	No				\$70,544.37	104111
104112	12/04/2013	C	NYS & Local Retirement Systems	0009		No	No				\$574,358.40	104112
104113	12/04/2013	C	Oswego City School Dist.	0009		No	No				\$143,161.95	104113
104114	12/04/2013	C	Phoenix Central School	0009		No	No				\$58,185.96	104114
104115	12/04/2013	C	Pulaski Academy	0009		No	No				\$52,974.55	104115
104116	12/04/2013	C	Sandy Creek Central School Dist.	0009		No	No				\$35,142.43	104116
104117	12/05/2013	C	Carr's Holidays	0009		No	No				\$12,710.00	104117
104118	12/10/2013	C	Regal Entertainment Group	0009		No	Yes	12/23/2013	did not go to the movies		\$1,175.00	104118
104119	12/16/2013	C	A-VERDI	0009		No	No				\$1,150.00	104119
104120	12/16/2013	C	Adco	0009		No	No				\$42.00	104120
104121	12/16/2013	C	Addcom Electronics	0009		No	No				\$385.00	104121
104122	12/16/2013	C	Advanced Educational Products	0009		No	No				\$604.32	104122
104123	12/16/2013	C	Albany Marriott	0009		No	No				\$119.00	104123
104124	12/16/2013	C	Alisco	0009		No	No				\$345.14	104124
104125	12/16/2013	C	Apple Computer, Inc.	0009		No	No				\$383.00	104125
104126	12/16/2013	C	APW Central School	0009		No	No				\$2,413.89	104126
104127	12/16/2013	C	ASCD	0009		No	No				\$89.00	104127
104128	12/16/2013	C	Auxiliary Services	0009		No	No				\$105.00	104128
104129	12/16/2013	C	B&H Photo Video	0009		No	No				\$13.67	104129
104130	12/16/2013	C	Baynet/Roseann M.	0009		No	No				\$547.56	104130
104131	12/16/2013	C	Bella Tours	0009		No	No				\$8,469.00	104131
104132	12/16/2013	C	Benedict/Liane	0009		No	No				\$368.08	104132
104133	12/16/2013	C	Benjamin/Michelle	0009		No	No				\$23.73	104133
104134	12/16/2013	C	Bennett/Donna	0009		No	No				\$54.24	104134
104135	12/16/2013	C	BlueTarp Financial, Inc.	0009		No	No				\$44.10	104135
104136	12/16/2013	C	Bradbury/Amy	0009		No	No				\$142.95	104136
104137	12/16/2013	C	Bradley/Jessie	0009		No	No				\$241.82	104137

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

OSWEGO COUNTY BOCES

AJP Check Register
Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104138	12/16/2013	C	Camp/Lei Lani	0009		No	No			\$331.15	104138
104139	12/16/2013	C	Cam/Nancy	0009		No	No			\$187.58	104139
104140	12/16/2013	C	Castellani/Kathryn	0009		No	No			\$172.89	104140
104141	12/16/2013	C	CDW Government, Inc.	0009		No	No			\$139.00	104141
104142	12/16/2013	C	Cell Phone & Computer Repair by Team Tec	0009		No	No			\$129.99	104142
104143	12/16/2013	C	Cengage Learning	0009		No	No			\$2,502.50	104143
104144	12/16/2013	C	Central Poly Corporation	0009		No	No			\$1,980.00	104144
104145	12/16/2013	C	Central Square Central School District	0009		No	No			\$2,642.80	104145
104146	12/16/2013	C	Centipet	0009		No	No			\$4,600.62	104146
104147	12/16/2013	C	City Electric Co.	0009		No	No			\$61.32	104147
104148	12/16/2013	C	Clark/Paul	0009		No	No			\$62.15	104148
104149	12/16/2013	C	Clean Venture, Inc.	0009		No	No			\$486.00	104149
104150	12/16/2013	C	CNY ARTS, INC.	0009		No	No			\$1,440.00	104150
104151	12/16/2013	C	Cogen/Lyle	0009		No	No			\$2,200.00	104151
104152	12/16/2013	C	Custom Computer Specialists, Inc.	0009		No	No			\$146.26	104152
104153	12/16/2013	C	DATAG	0009		No	No			\$180.00	104153
104154	12/16/2013	C	Delaney/Jennifer	0009		No	No			\$51.22	104154
104155	12/16/2013	C	Dell Marketing L.P.	0009		No	No			\$1,591.91	104155
104156	12/16/2013	C	Depot Int'l/West Point Products	0009		No	No			\$61.83	104156
104157	12/16/2013	C	deVries/Rachel Guido	0009		No	No			\$1,575.00	104157
104158	12/16/2013	C	Dox Electronics	0009		No	No			\$966.00	104158
104159	12/16/2013	C	Dupli Envp & Graphics	0009		No	No			\$129.00	104159
104160	12/16/2013	C	Eastman/Bonnie	0009		No	No			\$108.75	104160
104161	12/16/2013	C	Empire Flower Supply	0009		No	No			\$165.50	104161
104162	12/16/2013	C	Empire Tractor	0009		No	No			\$317.03	104162
104163	12/16/2013	C	Empowerment Associates	0009		No	No			\$3,480.71	104163
104164	12/16/2013	C	English/Eric	0009		No	No			\$2,500.00	104164
104165	12/16/2013	C	Eric Armin Inc.	0009		No	No			\$149.25	104165
104166	12/16/2013	C	Ferrara, Florenza	0009		No	No			\$1,672.00	104166
104167	12/16/2013	C	Foley/Gerald	0009		No	No			\$115.83	104167
104168	12/16/2013	C	Fort Brewerton Historical Society	0009		No	No			\$327.00	104168
104169	12/16/2013	C	Frank's Uniforms	0009		No	No			\$1,370.00	104169
104170	12/16/2013	C	Fulton City School Dist	0009		No	No			\$3,990.92	104170
104171	12/16/2013	C	Fulton City School Dist	0009		No	No			\$80.00	104171
104172	12/16/2013	C	Fulton City School Dist	0009		No	No			\$43,500.00	104172
104173	12/16/2013	C	Gempler's	0009		No	No			\$74.95	104173
104174	12/16/2013	C	General Binding	0009		No	No			\$195.85	104174
104175	12/16/2013	C	George Eastman House	0009		No	No			\$128.00	104175
104176	12/16/2013	C	Global Equipment Co.	0009		No	No			\$131.47	104176

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

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104177	12/16/2013	C	Govconnection, Inc.	0009		No	No			\$34,414.00	104177
104178	12/16/2013	C	Gramlich/Jack	0009		No	No			\$2,600.00	104178
104179	12/16/2013	C	Gravelle/Ralph	0009		No	No			\$24.35	104179
104180	12/16/2013	C	Hannibal Central School	0009		No	No			\$2,720.84	104180
104181	12/16/2013	C	Harris Computer Systems	0009		No	No			\$438.70	104181
104182	12/16/2013	C	Haun Welding Supply	0009		No	No			\$329.51	104182
104183	12/16/2013	C	HAYLOR, FREYER & COON, INC.	0009		No	No			\$508.00	104183
104184	12/16/2013	C	Hebert/Linda	0009		No	No			\$32.77	104184
104185	12/16/2013	C	Hello Direct, Inc.	0009		No	No			\$424.90	104185
104186	12/16/2013	C	Henry Schein Inc.	0009		No	No			\$345.51	104186
104187	12/16/2013	C	Hewlett Packard	0009		No	No			\$1,912.00	104187
104188	12/16/2013	C	Hilbig/Michael	0009		No	No			\$500.00	104188
104189	12/16/2013	C	Hillyard / New York	0009		No	No			\$179.16	104189
104190	12/16/2013	C	Holiday/Doris	0009		No	No			\$10.74	104190
104191	12/16/2013	C	Huber/James	0009		No	No			\$5.52	104191
104192	12/16/2013	C	Ilczynski/Ann Marie	0009		No	No			\$171.20	104192
104193	12/16/2013	C	Impact Computer and Electronics	0009		No	No			\$53.27	104193
104194	12/16/2013	C	Interlight	0009		No	No			\$1,197.79	104194
104195	12/16/2013	C	J & K Auto Parts	0009		No	No			\$77.36	104195
104196	12/16/2013	C	JIM SNACK, INC.	0009		No	No			\$500.00	104196
104197	12/16/2013	C	Kaban/Tina	0009		No	No			\$233.46	104197
104198	12/16/2013	C	Kather/Nancy	0009		No	No			\$29.95	104198
104199	12/16/2013	C	Kovarik/Marilyn	0009		No	No			\$90.77	104199
104200	12/16/2013	C	Lafountain/Mark	0009		No	No			\$45.20	104200
104201	12/16/2013	C	Lindenmeyr Munroe	0009		No	No			\$1,542.29	104201
104202	12/16/2013	C	Logissoft Computer Product	0009		No	No			\$20,096.78	104202
104203	12/16/2013	C	Lynch/Jennifer	0009		No	No			\$93.79	104203
104204	12/16/2013	C	Lynda.com, Inc.	0009		No	No			\$2,800.00	104204
104205	12/16/2013	C	Macro/Stephanie	0009		No	No			\$232.05	104205
104206	12/16/2013	C	MailFinance	0009		No	No			\$1,082.91	104206
104207	12/16/2013	C	Mannise/Teresa	0009		No	No			\$63.28	104207
104208	12/16/2013	C	Mastroleo/Audrey	0009		No	No			\$3,000.00	104208
104209	12/16/2013	C	Mayer-Johnson LLC	0009		No	No			\$499.00	104209
104210	12/16/2013	C	McCam/Kenneth	0009		No	No			\$750.00	104210
104211	12/16/2013	C	Mentoring Minds	0009		No	No			\$1,206.98	104211
104212	12/16/2013	C	Merry Go Round Playhouse	0009		No	No			\$19,600.00	104212
104213	12/16/2013	C	Mexico Central School District	0009		No	No			\$484.64	104213
104214	12/16/2013	C	Microsonics, Inc.	0009		No	No			\$305.00	104214
104215	12/16/2013	C	Mitchell's Speedway Press	0009		No	No			\$496.00	104215

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OSWEGO COUNTY BOCES

A/P Check Register

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Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104216	12/16/2013	C	Moretti/Stephanie	0009		No	No			\$141.25	104216
104217	12/16/2013	C	Muench/Gregory M.	0009		No	No			\$197.98	104217
104218	12/16/2013	C	My Learning Plan Inc.	0009		No	No			\$52,382.58	104218
104219	12/16/2013	C	Nappi/Lisa	0009		No	No			\$1,394.43	104219
104220	12/16/2013	C	National Reading Styles	0009		No	No			\$94.95	104220
104221	12/16/2013	C	NCS Pearson Inc	0009		No	No			\$14,000.00	104221
104222	12/16/2013	C	Nelson/Peri	0009		No	No			\$411.68	104222
104223	12/16/2013	C	Nesbitt/Diana	0009		No	No			\$68.54	104223
104224	12/16/2013	C	New Haven Building Supply	0009		No	No			\$46.98	104224
104225	12/16/2013	C	Nova Tours & Travel Inc.	0009		No	No			\$13,761.00	104225
104226	12/16/2013	C	NY SAMPO	0009		No	No			\$100.00	104226
104227	12/16/2013	C	NYSCATE	0009		No	No			\$800.00	104227
104228	12/16/2013	C	NYSMC	0009		No	No			\$53,472.33	104228
104229	12/16/2013	C	NYSSMA	0009		No	No			\$828.00	104229
104230	12/16/2013	C	Oak Tree Products, Inc.	0009		No	No			\$340.26	104230
104231	12/16/2013	C	OCM BOCES	0009		No	No			\$727,747.66	104231
104232	12/16/2013	C	OCMEA	0009		No	No			\$14.00	104232
104233	12/16/2013	C	Office Depot	0009		No	No			\$271.45	104233
104234	12/16/2013	C	On The Move Occupational Therapy	0009		No	No			\$250.00	104234
104235	12/16/2013	C	Oriental Trading Co	0009		No	No			\$42.05	104235
104236	12/16/2013	C	Orlando/Tonette	0009		No	No			\$945.00	104236
104237	12/16/2013	C	Oswego City School Dist.	0009		No	No			\$2,217.82	104237
104238	12/16/2013	C	Oswego County Weeklies	0009		No	No			\$33.20	104238
104239	12/16/2013	C	Oswego Hospital	0009		No	No			\$849.00	104239
104240	12/16/2013	C	Olicon Inc.	0009		No	No			\$320.00	104240
104241	12/16/2013	C	Ouderkerk/Laurie	0009		No	No			\$850.88	104241
104242	12/16/2013	C	Pacemaker Steel & Piping Co.	0009		No	No			\$956.80	104242
104243	12/16/2013	C	PALLADIUM TIMES, INC.	0009		No	No			\$51.67	104243
104244	12/16/2013	C	Palmer's T.V. & Electronic	0009		No	No			\$85.00	104244
104245	12/16/2013	C	Paulanjo's Pizza	0009		No	No			\$58.83	104245
104246	12/16/2013	C	Pauline/Cindy	0009		No	No			\$2,000.00	104246
104247	12/16/2013	C	PC University	0009		No	No			\$346.00	104247
104248	12/16/2013	C	PC University Distributor's Inc.	0009		No	No			\$712.00	104248
104249	12/16/2013	C	PCM-G	0009		No	No			\$54.09	104249
104250	12/16/2013	C	Peaceful Schools	0009		No	No			\$2,400.00	104250
104251	12/16/2013	C	Perfection Learning Corp	0009		No	No			\$601.26	104251
104252	12/16/2013	C	Phoenix Central School	0009		No	No			\$1,835.93	104252
104253	12/16/2013	C	POSTLER & JAECKLE CORP	0009		No	No			\$688.18	104253
104254	12/16/2013	C	Price Chopper Oper. Co., Inc.	0009		No	No			\$178.92	104254

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OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104255	12/16/2013	C	PROVANTAGE	0009		No	No			\$4,388.00	104255
104256	12/16/2013	C	Pureland Supply	0009		No	No			\$131.80	104256
104257	12/16/2013	C	QUESTAR III	0009		No	No			\$227.78	104257
104258	12/16/2013	C	Quill Corporation	0009		No	No			\$531.98	104258
104259	12/16/2013	C	Ramin\John	0009		No	No			\$496.94	104259
104260	12/16/2013	C	Rechio-Demmin\Barbara E.	0009		No	No			\$129.95	104260
104261	12/16/2013	C	Rehab Resources	0009		No	No			\$2,866.04	104261
104262	12/16/2013	C	Remote Support, Inc.	0009		No	No			\$32.80	104262
104263	12/16/2013	C	Rosenbaum\Robin	0009		No	No			\$118.09	104263
104264	12/16/2013	C	Safety-Kleen Corp.	0009		No	No			\$320.33	104264
104265	12/16/2013	C	Sandy Creek Central School Dist.	0009		No	No			\$520.38	104265
104266	12/16/2013	C	Seahill\Debra	0009		No	No			\$107.35	104266
104267	12/16/2013	C	School Specialty	0009		No	No			\$322.64	104267
104268	12/16/2013	C	Schulz\Kelly	0009		No	No			\$448.33	104268
104269	12/16/2013	C	Seneca Data Distributors	0009		No	No			\$119.00	104269
104270	12/16/2013	C	Server Supply.com Inc.	0009		No	No			\$193.00	104270
104271	12/16/2013	C	Seymour\Tamara	0009		No	No			\$306.69	104271
104272	12/16/2013	C	Shelmidine\John	0009		No	No			\$126.56	104272
104273	12/16/2013	C	Shue\Nicole	0009		No	No			\$283.63	104273
104274	12/16/2013	C	SMS Tech Solutions	0009		No	No			\$280.00	104274
104275	12/16/2013	C	Snap-On Industrial	0009		No	No			\$140.27	104275
104276	12/16/2013	C	Sova\Theresa	0009		No	No			\$244.08	104276
104277	12/16/2013	C	Standard Stationery	0009		No	No			\$29.38	104277
104278	12/16/2013	C	Staples Advantage	0009		No	No			\$467.43	104278
104279	12/16/2013	C	Staples Contract & Commercial	0009		No	No			\$3,269.82	104279
104280	12/16/2013	C	Student Tours Internatt	0009		No	No			\$18,228.00	104280
104281	12/16/2013	C	SUNY Oswego	0009		No	No			\$175.73	104281
104282	12/16/2013	C	Supporting Success	0009		No	No			\$45.50	104282
104283	12/16/2013	C	Synergy Global Solutions	0009		No	No			\$15,785.18	104283
104284	12/16/2013	C	Syracuse City Ballet	0009		No	No			\$596.00	104284
104285	12/16/2013	C	Syracuse Opera Company	0009		No	No			\$375.00	104285
104286	12/16/2013	C	Syracuse Stage	0009		No	No			\$600.00	104286
104287	12/16/2013	C	Syracuse Stage	0009		No	No			\$1,704.00	104287
104288	12/16/2013	C	Sysco Food Services	0009		No	No			\$1,477.77	104288
104289	12/16/2013	C	Tequipment	0009		No	No			\$96,923.91	104289
104290	12/16/2013	C	The Morgan State House	0009		No	No			\$1,039.00	104290
104291	12/16/2013	C	The Office Pal	0009		No	No			\$3,154.80	104291
104292	12/16/2013	C	The Scotsman Press	0009		No	No			\$13.83	104292
104293	12/16/2013	C	Thinking Collaborative	0009		No	No			\$5,000.00	104293

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

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104294	12/16/2013	C	Thompson/Beth	0009		No	No			\$296.63	104294
104295	12/16/2013	C	Time Warner Cable	0009		No	No			\$1,778.95	104295
104296	12/16/2013	C	Titman/Kathleen	0009		No	No			\$14.41	104296
104297	12/16/2013	C	Toolstoday, LLC	0009		No	No			\$344.28	104297
104298	12/16/2013	C	Tops Markets LLC	0009		No	No			\$82.17	104298
104299	12/16/2013	C	Toshiba Business Solutions, USA	0009		No	No			\$5,906.00	104299
104300	12/16/2013	C	Trout/Nikki	0009		No	No			\$154.25	104300
104301	12/16/2013	C	TSRC, Inc.	0009		No	No			\$336.10	104301
104302	12/16/2013	C	UNIFIRST CORPORATION	0009		No	No			\$196.16	104302
104303	12/16/2013	C	Uniforms Etc.	0009		No	No			\$274.42	104303
104304	12/16/2013	C	United Parcel Service	0009		No	No			\$63.13	104304
104305	12/16/2013	C	Usherwood & Associates of NY	0009		No	No			\$2,140.00	104305
104306	12/16/2013	C	VMware, Inc.	0009		No	No			\$991.00	104306
104307	12/16/2013	C	W.B. Mason Co., Inc.	0009		No	No			\$7,073.60	104307
104308	12/16/2013	C	Waste Management of Syracuse	0009		No	No			\$1,286.78	104308
104309	12/16/2013	C	Wegmans Food Markets Inc.	0009		No	No			\$23.56	104309
104310	12/16/2013	C	Wex Bank	0009		No	No			\$64.76	104310
104311	12/16/2013	C	WGL Sport of the Arts	0009		No	No			\$325.00	104311
104312	12/16/2013	C	Wilson/Lynne	0009		No	No			\$193.80	104312
104313	12/16/2013	C	Wood/Kelly	0009		No	No			\$215.50	104313
104314	12/16/2013	C	Woodson/Teresa	0009		No	No			\$17.52	104314
104315	12/16/2013	C	Young/Ann	0009		No	No			\$371.77	104315
104316	12/16/2013	C	Youth Education in the Arts	0009		Yes	No			\$975.00	104316
104317	12/16/2013	C	Zagg Incorporated	0009		No	No			\$99.99	104317
104318	12/16/2013	C	Zones Inc	0009		No	No			\$570.00	104318
104319	12/16/2013	C	Delano/Kathy L.	0009		No	No			\$84.60	104319
104320	12/19/2013	C	Advanced Educational Products	0009		No	No			\$54.95	104320
104321	12/19/2013	C	Alaska SeaLife Center	0009		No	No			\$170.00	104321
104322	12/19/2013	C	Alscb	0009		No	No			\$172.57	104322
104323	12/19/2013	C	Annese & Associates, Inc.	0009		No	No			\$37,389.31	104323
104324	12/19/2013	C	Apple Computer, Inc.	0009		No	No			\$383.00	104324
104325	12/19/2013	C	APW Central School	0009		No	No			\$1,147.10	104325
104326	12/19/2013	C	AT&T Mobility	0009		No	No			\$432.32	104326
104327	12/19/2013	C	B&H Photo Video	0009		No	No			\$89.90	104327
104328	12/19/2013	C	Benigno/Giselle	0009		No	No			\$278.20	104328
104329	12/19/2013	C	Cleveland Plant & Flower	0009		No	No			\$243.49	104329
104330	12/19/2013	C	CNY Jazz Arts Foundation, Inc.	0009		Yes	No			\$1,020.00	104330
104331	12/19/2013	C	Cogen/Lyle	0009		No	No			\$1,350.00	104331
104332	12/19/2013	C	Corporate Payment Systems	0009		No	No			\$142.10	104332

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

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104333	12/19/2013	C	Demo BOCES	0009		No	No			\$3,670.00	104333
104334	12/19/2013	C	Depot Int'l West Point Products	0009		No	No			\$375.00	104334
104335	12/19/2013	C	Didax	0009		No	No			\$164.70	104335
104336	12/19/2013	C	Empire Flower Supply	0009		No	No			\$124.00	104336
104337	12/19/2013	C	Erie 1 BOCES	0009		No	No			\$3,328.52	104337
104338	12/19/2013	C	Ferrara, Florenza	0009		No	No			\$2,561.30	104338
104339	12/19/2013	C	Friends of Rosamond Gifford Zoo	0009		No	No			\$220.00	104339
104340	12/19/2013	C	GrassoJason	0009		No	No			\$150.00	104340
104341	12/19/2013	C	Harriet Tubman Home	0009		No	No			\$65.00	104341
104342	12/19/2013	C	Haun Welding Supply	0009		No	No			\$1,280.62	104342
104343	12/19/2013	C	Hillyard / New York	0009		No	No			\$1,328.64	104343
104344	12/19/2013	C	Hilton Albany	0009		No	No			\$1,077.76	104344
104345	12/19/2013	C	Infinet Technology Solutions	0009		No	No			\$5,555.54	104345
104346	12/19/2013	C	It Savvy	0009		No	No			\$427.84	104346
104347	12/19/2013	C	Jefferson Lewis BOCES	0009		No	No			\$3,419.55	104347
104348	12/19/2013	C	LafountainMark	0009		No	No			\$169.29	104348
104349	12/19/2013	C	MastroleoAudrey	0009		No	No			\$3,000.00	104349
104350	12/19/2013	C	Maxi Aids	0009		No	No			\$34.80	104350
104351	12/19/2013	C	Mexico Central Schools	0009		No	No			\$189.00	104351
104352	12/19/2013	C	Monroe #1 BOCES	0009		No	No			\$718.38	104352
104353	12/19/2013	C	NAPA Paint & Supply	0009		No	No			\$371.88	104353
104354	12/19/2013	C	National Grid	0009		No	No			\$16.49	104354
104355	12/19/2013	C	North East Color Guard Circuit	0009		No	No			\$290.00	104355
104356	12/19/2013	C	OCMEA	0009		No	No			\$54.00	104356
104357	12/19/2013	C	Oswego Hospital	0009		No	No			\$425.00	104357
104358	12/19/2013	C	Paper-Papers, LLC	0009		No	No			\$40.99	104358
104359	12/19/2013	C	PC University	0009		No	No			\$1,060.00	104359
104360	12/19/2013	C	Phonak, LLC	0009		No	No			\$248.89	104360
104361	12/19/2013	C	PinsenElian	0009		No	No			\$1,500.00	104361
104362	12/19/2013	C	PROVANTAGE	0009		No	No			\$106.00	104362
104363	12/19/2013	C	Punam-Westchester BOCES	0009		No	No			\$1,431.00	104363
104364	12/19/2013	C	RuchiDave	0009		No	No			\$500.00	104364
104365	12/19/2013	C	School Specialty	0009		No	No			\$104.21	104365
104366	12/19/2013	C	SLICE N GO	0009		No	No			\$450.00	104366
104367	12/19/2013	C	Staples Advantage	0009		No	No			\$354.91	104367
104368	12/19/2013	C	Staples Contract & Commercial	0009		No	No			\$418.35	104368
104369	12/19/2013	C	Supermedia LLC	0009		No	No			\$20.00	104369
104370	12/19/2013	C	Syracuse Stage	0009		No	No			\$5,400.00	104370
104371	12/19/2013	C	Syracuse Stage	0009		No	No			\$1,644.00	104371

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

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104372	12/19/2013	C	Sysco Food Services	0009		No	No			\$10.35	104372
104373	12/19/2013	C	Equipment	0009		No	No			\$44,783.00	104373
104374	12/19/2013	C	Toshiba Business Solutions	0009		No	No			\$702.05	104374
104375	12/19/2013	C	UNIFIRST CORPORATION	0009		No	No			\$98.08	104375
104376	12/19/2013	C	Uniforms Etc.	0009		No	No			\$58.25	104376
104377	12/19/2013	C	Waste Management of Syracuse	0009		No	No			\$822.25	104377
104378	12/19/2013	C	Windstream Communications	0009		No	No			\$437.74	104378
104379	12/19/2013	C	Todd/Christopher J.	0009		No	No			\$685.57	104379
Subtotal for Bank Account: GeneralKey - Key Bank - Gen Fund											
Grand Total										\$3,315,688.31	
Void Total										(\$644,739.89)	
Net										\$2,670,948.42	

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

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: T&AKey - Key Bank - T&A Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
1412AETNA	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$4,706.64	1412AETNA
1412AMERCE	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$50.00	1412AMERCE
1412CABANK	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$1,670.00	1412CABANK
1412CADARE	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$200.00	1412CADARE
1412CAPGUA	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$200.00	1412CAPGUA
1412EMPBEN	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$1,150.00	1412EMPBEN
1412EQUIT	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$2,465.00	1412EQUIT
1412ERS4	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$695.99	1412ERS4
1412ERS5	12/06/2013	E	NYS & Local Retirement Systems	0010		No	No			\$240.35	1412ERS5
1412ERS6	12/06/2013	E	NYS & Local Retirement Systems	0010		No	No			\$323.11	1412ERS6
1412ERSARR	12/06/2013	E	NYS & Local Retirement Systems	0010		No	No			\$23.26	1412ERSARR
1412ERSLON	12/06/2013	E	NYS & Local Retirement Systems	0010		No	No			\$1,655.00	1412ERSLON
1412FEDTAX	12/06/2013	E	NYS & Local Retirement Systems	0010		No	No			\$79,536.51	1412FEDTAX
1412FICA	12/06/2013	E	NYS & Local Retirement Systems	0010		No	No			\$63,584.09	1412FICA
1412FIDELI	12/06/2013	E	Key Bank of Central NY	0010		No	No			\$400.00	1412FIDELI
1412IDSLIF	12/06/2013	E	Key Bank of Central NY	0010		No	No			\$525.00	1412IDSLIF
1412LNCOL	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$411.90	1412LNCOL
1412MEDI	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$19,772.92	1412MEDI
1412MET	12/06/2013	E	Key Bank of Central NY	0010		No	No			\$730.41	1412MET
1412NORAMC	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$175.00	1412NORAMC
1412NY	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$29,807.04	1412NY
1412OPPENH	12/06/2013	E	Key Bank of Central NY	0010		No	No			\$1,913.83	1412OPPENH
1412OSWSCU	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$92.00	1412OSWSCU
1412PFSINV	12/06/2013	E	New York State Processing Center	0010		No	No			\$75.00	1412PFSINV
1412UNITYM	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$50.00	1412UNITYM
1412VANGUA	12/06/2013	E	J. P. Morgan Chase	0010		No	No			\$1,175.00	1412VANGUA
1413AETNA	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$4,706.64	1413AETNA
1413AMERCE	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$50.00	1413AMERCE
1413CABANK	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$1,570.00	1413CABANK
1413CADARE	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$200.00	1413CADARE
1413CAPGUA	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$200.00	1413CAPGUA
1413EMPBEN	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$1,150.00	1413EMPBEN
1413EQUIT	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$2,465.00	1413EQUIT
1413ERS4	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$531.55	1413ERS4
1413ERS5	12/20/2013	E	NYS & Local Retirement Systems	0010		No	No			\$244.44	1413ERS5
1413ERS6	12/20/2013	E	NYS & Local Retirement Systems	0010		No	No			\$390.95	1413ERS6
1413ERSARR	12/20/2013	E	NYS & Local Retirement Systems	0010		No	No			\$23.26	1413ERSARR
1413ERSLON	12/20/2013	E	NYS & Local Retirement Systems	0010		No	No			\$1,655.00	1413ERSLON
1413FEDTAX	12/20/2013	E	NYS & Local Retirement Systems	0010		No	No			\$72,458.39	1413FEDTAX

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

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: T&A Key - Key Bank - T&A Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
1413FICA	12/20/2013	E	Key Bank of Central NY	0010		No	No			\$74,567.44	1413FICA
1413FIDELI	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$400.00	1413FIDELI
1413IDSLIF	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$525.00	1413IDSLIF
1413LINCOL	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$411.90	1413LINCOL
1413MEDI	12/20/2013	E	Key Bank of Central NY	0010		No	No			\$17,586.75	1413MEDI
1413MET	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$730.41	1413MET
1413NORAMC	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$175.00	1413NORAMC
1413NY	12/20/2013	E	Key Bank of Central NY	0010		No	No			\$26,562.36	1413NY
1413OPPENH	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$1,813.83	1413OPPENH
1413OSWSCU	12/20/2013	E	New York State Processing Center	0010		No	No			\$92.00	1413OSWSCU
1413PFSINV	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$75.00	1413PFSINV
1413UNITYM	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$50.00	1413UNITYM
1413VANGUA	12/20/2013	E	J. P. Morgan Chase	0010		No	No			\$1,175.00	1413VANGUA
1414FEDTAX	12/30/2013	E	Key Bank of Central NY	PND2		No	No			\$45.09	1414FEDTAX
1414FICA	12/30/2013	E	Key Bank of Central NY	PND2		No	No			\$162.88	1414FICA
1414MEDI	12/30/2013	E	Key Bank of Central NY	PND2		No	No			\$38.56	1414MEDI
1414NY	12/30/2013	E	Key Bank of Central NY	PND2		No	No			\$37.00	1414NY
912201	12/16/2013	C	BOCES Suppl/Employee Assn	0010		No	No			\$1,136.21	912201
912202	12/16/2013	C	BOCES Teachers Assoc.	0010		No	No			\$2,936.54	912202
912203	12/16/2013	C	Guardian	0010		No	No			\$3,344.13	912203
912204	12/16/2013	C	HIGHER EDUC.SERVICES CORP	0010		No	No			\$30.00	912204
912205	12/16/2013	C	NYS Teachers Retirement	0010		No	No			\$4,421.00	912205
912206	12/16/2013	C	NYSUT Accounting	0010		No	No			\$1,294.35	912206
912207	12/16/2013	C	Oswego County Sheriff	0010		No	No			\$155.25	912207
912208	12/16/2013	C	Preferred Group Plan, Inc	0010		No	No			\$3,296.88	912208
912209	12/16/2013	C	Swimelar, Trustee/Mark W.	0010		No	No			\$125.92	912209
912210	12/16/2013	C	The S.A.A.N.Y.S.	0010		No	No			\$846.97	912210
912211	12/16/2013	C	The State Insurance Fund	0010		No	No			\$398.38	912211
912212	12/16/2013	C	United Teaching Assistant	0010		No	No			\$1,483.94	912212
912213	12/16/2013	C	United Way of Greater	0010		No	No			\$41.50	912213
912214	12/16/2013	C	Vote/Cope	0010		No	No			\$46.50	912214
912215	12/16/2013	C	BOCES Suppl/Employee Assn	0010		No	No			\$1,107.82	912215
912216	12/16/2013	C	BOCES Teachers Assoc.	0010		No	No			\$2,936.54	912216
912217	12/16/2013	C	HCC Life Insurance Company	0010		No	No			\$22,339.05	912217
912218	12/16/2013	C	HIGHER EDUC.SERVICES CORP	0010		No	No			\$70.00	912218
912219	12/16/2013	C	NYS Teachers Retirement	0010		No	No			\$4,478.00	912219
912220	12/16/2013	C	NYSUT Accounting	0010		No	No			\$1,225.82	912220
912221	12/16/2013	C	Oswego County Sheriff	0010		No	No			\$182.95	912221
912222	12/16/2013	C	Preferred Group Plan, Inc	0010		No	No			\$3,114.88	912222

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

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: T&AKey - Key Bank - T&A Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
912223	12/19/2013	C	Swimelar, Trustee/Mark W.	0010		No	No			\$126.92	912223
912224	12/19/2013	C	The S.A.A.N.Y.S.	0010		No	No			\$846.97	912224
912225	12/19/2013	C	United Teaching Assistant	0010		No	No			\$1,483.94	912225
912226	12/19/2013	C	United Way of Greater	0010		No	No			\$41.50	912226
912227	12/19/2013	C	Vote/Cope	0010		No	No			\$46.50	912227
Subtotal for Bank Account: T&AKey - Key Bank - T&A Fund											
Grand Total										\$499,684.99	
Void Total										\$0.00	
Net										\$499,684.99	
Grand Total										\$5,029,182.67	
Void Total										(\$646,523.84)	
Net										\$4,382,658.83	

Selection Criteria

Bank Account: All
Check date is between 12/01/2013 and 12/31/2013
Sort by: Check Number/Check Date
Printed by GISELE BENIGNO



JAMES HUBER, *Director of Exceptional Education*

Phone 315-963-4315
Fax 315-963-4391
jhuber@oswegoboces.org

MEMO

TO: MICHAEL SHEPHERD
FROM: VICKIE ROWE
SUBJECT: STUDENT CLUB ACCOUNT REPORT
DATE: DECEMBER 19, 2013

Attached please find the November Student Club Account Reports for the Board of Education Meeting in January.

If you have any questions please let me know.

Attachment

Oswego County BOCES

Student Club/Class Accounts Report November 1, 2013 through November 30, 2013

<u>Club/Class Account</u>	11/1/2013			11/30/2013
	<u>Beginning</u>	Deposits	Withdrawals	<u>Ending</u>
	<u>Balance</u>			<u>Balance</u>
Adult Health Occupations	\$ 373.73	\$54.40	\$0.00	\$428.13
Auto Body	\$ 3.52	\$188.00	\$60.00	\$131.52
Computer Exploration	\$ 364.52	\$0.00	\$0.00	\$364.52
Cosmetology	\$ 99.71	\$0.00	\$0.00	\$99.71
Deaf Education	\$ 1,291.81	\$0.00	\$204.63	\$1,087.18
Law Enforcement #873	\$ 505.17	\$200.00	\$0.00	\$705.17
Manufacturing Plus	\$ 2,980.28	\$0.00	\$48.00	\$2,932.28
Retailing I	\$ 6,862.85	\$5,784.77	\$5,888.76	\$6,758.86
Signature Club	\$ 4,529.44	\$0.00	\$1,194.96	\$3,334.48
Skills USA VICA	\$ 1,790.74	\$18.00	\$0.00	\$1,808.74
The Star Ceramics Club	\$ 276.08	\$0.00	\$0.00	\$276.08
S.T.E.R.N.	\$ 98.73	\$0.00	\$0.00	\$98.73
Vocational Training Prog	\$ 1,287.44	\$0.00	\$0.00	\$1,287.44
TOTAL:	\$20,464.02	\$6,245.17	\$7,396.35	\$19,312.84



KELLY R. WOOD, Treasurer

Phone 315-963-4203
Fax 315-963-8477
kwood@oswegoboces.org

INTEROFFICE MEMORANDUM

TO: MICHAEL SHEPERD
FROM: KELLY R. WOOD, TREASURER
SUBJECT: FINANCIAL REPORTS FOR THE BOARD OF EDUCATION
DATE: 1/2/2014
CC: GISELE BENIGNO

- Included in this packet please find, November 30, 2013 the following accounts:
- General Checking – The main checking account for Oswego County BOCES.
 - 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.
 - General Unemployment – Checking account to pay all unemployment taxes.
 - Federal Checking – Checking account for Adult Education, Grants, Preschool, Special 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 December 31, 2013.
 - Please contact me if you have any questions.

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, New York 13114

Christopher J. Todd, District Superintendent/Executive Officer

Respectfully Submitted,
WELLY R. WOOD
TREASURER



GISÈLE BENIGNO, Coordinator of Business Administration, PR & Special Projects

Phone 315-963-4241

Fax 315-963-8477

gbenigno@oswegoboces.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: January 6, 2014

Enclosed is the Budget Status Report as of December 31, 2013.

The Oswego BOCES 2013-2014 initial budget is \$42,437,375. The report indicates adjustments totaling \$1,568,678 resulting in a current budget for 2013-2014 of \$44,006,053.

There were no budget transfers greater than \$50,000 between December 1, 2013 and December 31, 2013.

OSWEGO COUNTY BOCES

Budget Status Report As Of: 12/31/2013

Fiscal Year: 2014

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
001 ADMINISTRATION		6,043,690.00	1,311.69	6,045,001.69	1,664,007.49	991,598.64	3,389,395.56	3,381,612.72
002 CAPITAL PROJECTS		155,950.00	0.00	155,950.00	43,749.75	79,500.25	32,700.00	32,700.00
101 CAREER & TECHNICAL EDUCATION		6,350,276.00	-130,403.08	6,219,872.92	1,510,128.74	3,857,126.89	852,617.29	849,580.97
200 Staffing 1:12:3 OCM BOCES		192,500.00	0.00	192,500.00	51,327.00	0.00	141,173.00	141,173.00
201 Exceptional Education 12:1:1		856,365.00	472,321.69	1,328,686.69	268,327.34	851,560.23	208,799.12	208,799.12
202 12:1:1 1/2 Day Work Study		415,072.00	51,317.08	466,389.08	137,514.36	256,652.57	72,222.15	72,222.15
203 Exceptional Education 12:1:4		392,532.00	525,248.55	917,780.55	109,531.55	757,004.69	51,244.31	51,244.31
205 Exceptional Education 8:1:1		244,402.00	20,185.98	264,587.98	55,672.00	117,696.83	91,219.15	91,219.15
206 Staffing 1:6:1		26,000.00	0.00	26,000.00	10,071.99	0.00	15,928.01	15,928.01
207 Exceptional Education 6:1:1		3,714,792.00	2,080,329.85	5,795,121.85	1,084,981.49	4,525,755.10	184,385.26	184,385.26
209 RESOURCE ROOM/CONSULT TCHR SRVCS		292,209.00	-3,272.64	288,936.36	99,904.49	183,064.57	5,967.30	5,917.30
210 OPT 3 OCM		65,000.00	0.00	65,000.00	9,922.20	0.00	55,077.80	55,077.80
211 Exceptional Ed Option E - CDS		15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	15,000.00
217 Exceptional Education Day Treatment		2,036,670.00	147,859.60	2,184,529.60	478,269.47	1,468,290.22	237,969.91	237,969.91
223 Exceptional Education 1:1 TEACHER ASSIST		3,481,259.00	-2,184,254.89	1,297,004.11	1,034,353.36	-449,245.57	711,896.32	711,896.32
300 Visually Impaired OCM BOCES		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	7,500.00
302 ITINERANT - VISUALLY IMPAIRED		464,689.00	-3,308.61	461,380.39	117,931.91	197,210.03	146,238.45	146,238.45
303 ITINERANT - HEARING IMPAIRED		1,368,055.00	-10,201.40	1,357,853.60	509,487.38	828,865.50	19,500.72	8,406.92
305 ITINERANT - SPEECH THERAPIST		337,921.00	-3,710.26	334,210.74	86,778.68	166,056.45	81,375.61	81,324.41
306 PHYSICAL EDUCATION		0.00	120,249.00	120,249.00	9,068.75	12,509.62	98,670.63	98,670.63
307 In-District Job Coach		0.00	5,451.00	5,451.00	2,382.84	0.00	3,068.16	3,068.16
308 Shared School Business Official -OCM		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	75,000.00
321 ITINERANT - PUBLIC RELATIONS		168,284.00	124,117.00	292,401.00	125,410.53	91,761.57	75,228.90	75,181.94
330 HANDICAPPED RELATED SVC - PHYSICAL THERA		5,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00
331 HANDICAPPED RELATED SVC - OCCU THERAPIST		65,294.00	-65,294.00	0.00	0.00	0.00	0.00	0.00
338 CURRICULUM & INSTRUCTION COORDINATION		0.00	0.00	0.00	-262.00	0.00	262.00	262.00
352 HANDICAPPED: OTHER ITINERANT		924,812.00	-12,024.58	912,787.42	257,110.90	511,027.53	144,648.99	144,648.99
355 Drivers Education - 10 Month		257,218.00	33,544.33	290,762.33	59,137.36	95,235.04	136,389.93	136,389.93
399 Disabilities, Other Monroe 1		0.00	1,024.10	1,024.10	1,024.10	0.00	0.00	0.00
402 Alternative Education-Secondary		962,103.00	160,758.64	1,022,861.64	400,148.42	558,576.24	64,136.98	64,040.28
406 GIFTED AND TALENTED PROGRAMS		26,739.00	-184.00	26,555.00	8,201.67	8,750.16	9,603.17	9,603.17
409 AltM Ed-Secondary- X-C Jeff Lewis		21,000.00	0.00	21,000.00	0.00	0.00	21,000.00	21,000.00
410 MIDDLE SCHOOL ALTERNATIVE EDUCATION		0.00	388,056.90	388,056.90	144,243.99	178,494.48	65,318.45	65,318.45
414 SUMMER SCHOOL - GENERAL EDUCATION		371,853.00	174,757.46	546,610.46	454,434.70	67,704.29	24,471.47	24,471.47
415 PERFORMING ARTS - AESTHETIC EDUCATION		1,275,543.00	29,783.00	1,305,331.00	440,692.04	428,105.92	436,533.04	431,857.04
418 EXPLORATORY ENRICHMENT & PLANETARIUM		321,483.00	8,257.70	329,740.70	81,209.18	113,935.92	134,595.60	134,595.60
419 ENVIRONMENTAL EDUCATION		6,400.00	0.00	6,400.00	1,920.00	0.00	4,480.00	4,480.00
423 Hospital Bound Instruction-TST BOCES		400.00	0.00	400.00	0.00	0.00	400.00	400.00
424 Hospital Bound Instruction-GTS BOCES		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00

* Includes a pending Budget Transfer Request

OSWEGO COUNTY BOCES

Budget Status Report As Of: 12/31/2013

Fiscal Year: 2014

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
425 Exploratory Enrichment		2,500.00	0.00	2,500.00	738.00	0.00	1,762.00	1,762.00
426 Hospital Bound Instruction-OCM BOCES		12,500.00	0.00	12,500.00	4,140.00	0.00	8,360.00	8,360.00
428 Challenger Learning - Monroe #1		500.00	0.00	500.00	302.33	0.00	197.67	197.67
472 E-Learning Connect- OCM		0.00	26,145.09	26,145.09	26,145.09	0.00	0.00	0.00
477 DISTANCE LEARNING		201,477.00	16,267.69	217,744.69	89,118.71	100,714.50	27,911.48	27,911.48
502 Extracurricular Act Coord Jeff Lewis		700.00	0.00	700.00	186.79	0.00	513.21	513.21
504 STAFF DEVELOP-HOSTS & READING RECOVERY		5,000.00	1,053.70	6,053.70	6,053.70	0.00	0.00	0.00
507 PLANNING - INSTRUCTIONAL SUPPORT		209,073.00	-1,501.64	207,571.36	73,278.76	113,397.96	20,894.64	20,894.64
509 Instructional Technology-OCM BOCES		2,185,000.00	24,500.32	2,209,500.32	572,174.06	0.00	1,637,326.26	1,637,326.26
511 LEARNING TECHNOLOGIES		110,703.00	46,242.38	156,945.38	19,662.29	86,434.96	50,843.63	50,843.63
512 LIBRARY MEDIA		146,168.00	-1,107.00	145,061.00	32,466.10	27,278.17	85,314.73	85,314.73
513 Library Media OCM BOCES		5,500.00	0.00	5,500.00	1,506.10	0.00	3,993.90	3,993.90
514 MICROCOMPUTER REPAIR		313,301.00	-1,089.11	312,211.89	93,211.98	151,113.38	67,886.03	67,886.03
515 INSTRUCTIONAL TECHNOLOGY (CLO)		1,806,744.00	108,315.97	1,915,059.97	1,179,900.02	390,890.80	344,269.15	324,666.43
517 MODEL SCHOOLS		357,752.00	1,293.00	359,045.00	141,592.91	205,711.39	11,740.70	11,740.70
518 Cisco - Albany Scholastic-Schendady Sara		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00
526 HOME SCHOOL COORDINATION		14,403.00	-97.88	14,305.12	6,290.77	2,057.20	5,957.15	5,957.15
527 Home School GST BOCES		4,000.00	0.00	4,000.00	850.00	0.00	3,150.00	3,150.00
532 Staff Development: Other		0.00	10,130.00	10,130.00	1,365.75	0.00	8,764.25	8,764.25
533 SCHOOL/CURR IMPROVEMENT		530,628.00	133,543.30	664,171.30	364,817.48	310,622.36	-11,268.54	-15,273.19
534 LIBRARY AUTOMATION		47,694.00	11,771.28	59,465.28	27,689.93	14,742.24	17,033.11	17,007.75
535 Library Automation-OCM BOCES		25,000.00	0.00	25,000.00	6,525.00	0.00	18,475.00	18,475.00
537 LIBRARY COOPERATIVE COLLECTION DEVELOPME		200,663.00	45,807.06	246,460.06	154,301.27	47,170.79	44,988.00	44,988.00
540 ISS Curriculum Improvement-Cayuga BOCES		750.00	0.00	750.00	0.00	0.00	750.00	750.00
541 ISS Curriculum Improvement Monroe 2		21,000.00	2,927.39	23,927.39	23,927.39	0.00	0.00	0.00
543 ISS Curriculum Improvement-Mad Onelda		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00
546 ISS Curriculum Improvement-Capital Reg		500.00	540.00	1,040.00	1,040.00	0.00	0.00	0.00
549 ISS Curriculum- OCM BOCES		100,000.00	0.00	100,000.00	6,117.19	0.00	93,882.81	93,882.81
553 ISS CURR. Genesee Valley BOCES		1,700.00	0.00	1,700.00	0.00	0.00	1,700.00	1,700.00
554 School Improvement X-Contract Monroe 1		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	1,500.00
593 INSTRUCTIONAL MATERIALS DEVELOPMENT		72,500.00	0.00	72,500.00	20,833.41	0.00	51,666.59	51,666.59
599 PRINTING		287,755.00	43,211.10	330,966.10	316,844.93	-82,215.49	96,536.66	96,001.01
600 Pupil Transportation- OCM BOCES		200.00	0.00	200.00	111.76	0.00	88.24	88.24
601 TELECOMMUNICATIONS		750,000.00	0.00	750,000.00	265,326.27	0.00	484,673.73	484,673.73
602 TELEPHONE INTERCONNECT		560,000.00	0.00	560,000.00	160,073.57	0.00	399,926.43	399,926.43
603 PUPIL TRANSPORTATION - BOCES PROGRAMS HVC		0.00	-13,500.00	-13,500.00	76,495.74	-258,520.19	168,624.45	168,624.45
605 Planning Service -Eric 1 BOCES		19,000.00	0.00	19,000.00	12,732.47	0.00	6,267.53	6,267.53
606 COMPUTER SERVICE: ADM X-CONT OCM BOCES		2,600,000.00	38,965.65	2,638,965.65	888,122.94	0.00	1,750,842.71	1,750,842.71
608 Recruiting		5,000.00	500.00	5,500.00	4,293.00	0.00	1,207.00	1,207.00

OSWEGO COUNTY BOCES

Budget Status Report As Of: 12/31/2013


Fiscal Year: 2014

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
610 PLANNING: MANAGEMENT SUPPORT		0.00	1,992.08	1,992.08	0.00	-6,900.00	8,892.08	8,892.08
611 SUBSTITUTE COORDINATION		20,536.00	-125.00	20,411.00	7,008.82	197.33	13,204.85	13,204.85
612 SCHOOL/SAFETY RISK MANAGEMENT		153,684.00	-5.54	153,658.46	62,143.23	60,834.69	30,680.54	30,430.54
614 GASB45 Questar III		12,000.00	0.00	12,000.00	1,905.56	0.00	10,094.44	10,094.44
615 WORKERS COMP ADMIN		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	40,000.00
616 Safety/Risk OCM BOCES		0.00	243.00	243.00	243.00	0.00	0.00	0.00
617 Sub Coordination OCM		37,000.00	0.00	37,000.00	10,415.56	0.00	26,584.44	26,584.44
618 CBO - FINANCIAL TRACKING SRVC		37,000.00	0.00	37,000.00	14,680.00	0.00	22,320.00	22,320.00
620 Negotiations -OCM BOCES		75,000.00	0.00	75,000.00	23,025.00	0.00	51,975.00	51,975.00
622 GASB 45 -Capital Region BOCES		45,000.00	0.00	45,000.00	38,314.24	-10,000.00	16,685.76	16,685.76
623 GASB 45 Planning-Clinton Essex BOCES		24,000.00	0.00	24,000.00	1,600.00	0.00	22,400.00	22,400.00
624 Planning Service, Mgt-Questar III		55,000.00	0.00	55,000.00	27,450.00	0.00	27,550.00	27,550.00
627 Negotiation-Cayuga Onondaga BOCES		75,000.00	0.00	75,000.00	32,353.03	0.00	42,641.97	42,641.97
628 Safety/Risk Management-Jeff Lewis		0.00	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00
630 EMPLOYEE ASSISTANCE PROGRAM		57,500.00	2,002.00	59,502.00	15,814.50	0.00	43,687.50	43,687.50
631 Medicaid Reimbursement Processing		16,500.00	0.00	16,500.00	0.00	0.00	16,500.00	16,500.00
635 STAC Processing - OCM		0.00	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00
641 STAFF DEVELOPMENT - CLERICAL		0.00	1,000.00	1,000.00	900.00	0.00	100.00	100.00
643 Staff Development: Bus Drivers Jeff		0.00	60.00	60.00	60.00	0.00	0.00	0.00
665 Medicaid Reimbursement Processing		63,000.00	0.00	63,000.00	27,309.00	0.00	35,691.00	35,691.00
670 COOPERATIVE PURCHASING		60,831.00	7,521.00	68,352.00	85,890.69	-30,363.98	12,825.29	12,825.29
671 Energy Management OCM BOCES		50,500.00	0.00	50,500.00	14,559.00	0.00	35,941.00	35,941.00
676 Employee Benefit Coordination OCM BOCES		75,500.00	1,650.20	77,150.20	25,272.30	0.00	51,877.90	51,877.90
680 Assett (Records Mgmt)		16,500.00	0.00	16,500.00	7,962.00	0.00	8,538.00	8,538.00
701 OPERATIONS & MAINTENANCE		35,499.00	148,641.04	184,140.04	1,028,167.49	-1,367,457.39	523,429.94	522,660.45
702 Vision Services		0.00	5,256.37	5,256.37	1,353.16	3,903.21	0.00	0.00
703 Audio & TOD Services		0.00	-14,169.32	-14,169.32	1,266.02	-15,435.34	0.00	0.00
705 Speech Impaired		0.00	-206,402.67	-206,402.67	789.01	-207,191.68	0.00	0.00
711 INTERNAL TECHNOLOGY SUPPORT		18,899.00	33,021.00	51,920.00	442,915.72	-579,561.99	188,566.27	187,049.15
712 INSTRUCTIONAL SUPPORT SVCS ADMIN		4,203.00	-44,615.00	-40,412.00	123,273.62	-189,803.57	26,117.95	26,117.95
713 Internal Security		0.00	-288.40	-288.40	52,990.50	-97,862.41	44,583.51	44,583.51
715 Internal Safety		0.00	0.00	0.00	15,035.52	-18,203.01	3,167.49	3,167.49
720 Exceptional Education Administration		10,726.00	-12,119.00	-1,393.00	352,653.69	-484,557.13	130,510.44	130,510.44
721 STUDENT SERVICES ADMINISTRATION		2,098.00	-2,148.11	-50.11	177,120.30	-275,474.21	98,303.80	98,303.80
722 PLANNING, INSTRUCTION		1,702.00	-1,702.00	0.00	10,274.61	310.59	-10,585.20	-10,585.20
731 Occupational Therapy		0.00	0.00	0.00	0.00	0.00	0.00	0.00
732 Counsel Services		0.00	-777,972.87	-777,972.87	2,058.61	-780,031.48	0.00	0.00
Total GENERAL FUND		42,437,375.00	1,568,677.69	44,006,052.69	16,445,528.57	13,008,939.35	14,551,584.77	14,497,050.31

Oswego County BOCES
MEMORANDUM

TO: BOCES Board of Education
Mr. Christopher Todd

FROM: Lisa Spencer 
Claims Auditor

DATE: January 6, 2014

RE: December Claims Auditor's Report

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

**Oswego County BOCES
Internal Claims Auditor's
Summary Report
December, 2013**

Claims Error Analysis	December 16th check run	December 19th check run
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	1	
Receiving signature needed on purchase order		
Charged to incorrect budget code		
Question regarding appropriateness of expense		
Employee submitted mileage on day absent	1	
Conference approval documentation not approved		
Discount available but not taken		
Check made payable to does not match invoice		
Subtotals	2	0
Total claims processed in check run	281	99
Percentage error ratio per check run totals	0.71%	0.00%
Number of demand checks	20	0
Items of concern:		

Date: 12/16/13

[illegible]



ALYSON INMAN, School Purchasing Officer

Phone 315-963-4253
Fax 315-963-8477
ainman@oswegoboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Alyson Inman, School Purchasing Officer
SUBJECT: Bid Award #B14-1001 Paper and Plastic Supplies Cooperative Bid
DATE: 01/08/2013
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Giselle Benigno, Coordinator of Business Admin., P.R., and Special Projects

Bids were opened for the Cooperative Bid #B14-1001 – Paper and Plastic Supplies on December 9, 2013. In addition to advertising the bid in the Palladium Times, solicitations were e-mailed directly to eighteen (18) vendors of which seven (7) responded. An additional vendor submission was received for a total of eight (8) vendor responses. Of the one hundred thirty-four (134) items solicited, four (4) of the items were “No Bid”. This bid is to be awarded in a line by line manner to the lowest responsive bidders.

The following schools participated in the bid: Central Square Central Schools, Hannibal Central Schools, Mexico Academy and Central Schools, Oswego City Schools, Phoenix Central Schools, and Pulaski Academy and Central Schools.

Vendor Name	Number of Items Bid	Number of Items Awarded	% of Awarded Items	Amount of Award
Sanico, Inc.	25	2	2%	\$194.70
Pyramid School Products	21	9	7%	\$666.92
Hill & Markes Wholesale, Inc.	109	39	30%	\$22,536.24
Calico Industries, Inc.	64	37	28%	\$14,936.52
Central Poly Corporation	22	2	2%	\$384.20
Interboro Packaging Corp.	23	0	0%	\$0.00
Maines Paper & Food Service, Inc.	112	33	25%	\$9,635.18
Quill Corporation	52	8	6%	\$1,978.14
Total Items Awarded		130	100%	\$50,331.90
No Bid and No Award Items		4 of 134		

Oswego County BOCES Participation: Oswego County BOCES did not participate in this bid.

Recommendation: It is recommended that the Paper and Plastic Supplies Cooperative Bid with a contract date of February 1, 2014 to July 31, 2014 be awarded as indicated above.

Total Items Awarded: One hundred thirty (130) items with a six month award of \$50,331.90.

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, New York 13114

Christopher J. Todd, District Superintendent/Executive Officer



GISELE BENIGNO, *Coordinator of Business Administration, PR & Special Projects*

Phone 315-963-4241
Fax 315-963-8477
gbenigno@oswegoboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Gisele Benigno, Coordinator of Business Admin., P.R., and Special Projects
SUBJECT: Bid Award #B14-5000– Printing Services
DATE: 01/08/2014
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Alyson Inman, School Purchasing Officer

Bids were opened for Cooperative Bid #B14-5000 for Printing Services on November 19, 2013. In addition to advertising the bid in the Palladium Times and on our website, solicitations were e-mailed directly to nineteen (19) vendors of which five (5) responded.

This particular bid is used by the Oswego County BOCES Printing Department for Oswego County BOCES and component district presswork projects through CoScr 599. There were 33 total line item requirements covering seven different types of printing projects (newsletters, letterhead, flyers, envelopes, calendars, booklets and mail processing services). Each type of project represented a lot, and the bid was structured as a lot by lot award.

Vendor	# Lots Bid	# Lots Low Bid	\$ of Award
Messenger Post Media	1 of 7	1	\$3,248.00
Postal Envelope Company	1 of 7	0	-
Courier Printing Corp	3 of 7	0	-
Mitchell Printing & Mailing, Inc.	6 of 7	4	\$46,636.80
Coughlin Printing Group	6 of 7	2	\$2,520.75
TOTAL		7	\$52,405.55

Oswego County BOCES Participation: Oswego County BOCES is the only participant in this bid as the entire award will be processed and ordered through our Print Shop.

Recommendation: It is recommended that the Printing Services, with a contract date from February 1, 2014 to January 31, 2015 totaling \$52,405.55 be awarded as indicated above.

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

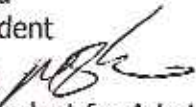
179 County Route 64, Mexico, New York 13114

Christopher J. Todd, *District Superintendent/Executive Officer*



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs

DATE: 01/09/2014

CC:

Delays in SED approval (eventually achieved) caused a delay in our ability to pursue lease financing needed to fund the Energy Performance Contract work. Consequently, work on the EPC has already begun and receipt of borrowed proceeds is not anticipated until mid-February. Although Johnson Controls has not yet broached the subject of seeking payment, if eventually needed, this resolution would allow us to front money from the General Fund to pay EPC expenses and reimburse those funds from proceeds of the borrowing when received.

Therefore, please find attached the resolution authorizing the reimbursement of expenditures for Energy Performance Contract Project Costs from Proceeds of a Tax-Exempt Lease Obligation prepared by our bond counsel, for consideration and adoption by the Board of Education during the January 15, 2014 regular board meeting. We have also included other supporting documents that are required to be completed by the District Clerk.

Thank you.

MJS:mak
Enclosures

EXTRACT OF MINUTES

Meeting of the Board of Cooperative Educational Services

of the Sole Supervisory District

of Oswego County, New York

January 15, 2014

* * *

A regular meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of Oswego County, New York, was held on January 15, 2014 at ____ o'clock P.M. (Prevailing Time).

There were present: John Shelmidine, President of the Board; and

There were absent:

Also present: Melissa A. Allard, District Clerk

* * *

Board Member _____ offered the following resolution and moved its adoption:

Section 2. The reasonably expected maximum principal amount of the Obligations is \$2,023,910.

Section 3. This resolution is being adopted no later than 60 days after the date on which the BOCES will expend monies for the portion of the Project costs to be reimbursed from proceeds of the Obligations.

Section 4. The BOCES will make a reimbursement allocation, which is a written allocation that evidences the BOCES's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.

Section 5. The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.

Section 6. Each Expenditure will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the BOCES so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the BOCES.

The adoption of the foregoing resolution was seconded by Board Member

_____ and duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.



PHONE: 212-820-9300
FAX: 212-514-8425

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PORTLAND

(212) 820-9563

January 7, 2014

Board of Cooperative Educational Services of the
Sole Supervisory District of Oswego County, New York
(Our File Designation: 5544/38155)

Mr. Michael Sheperd
Assistant Superintendent for Administrative Services
Oswego BOCES
179 County Road 64
Mexico, New York 13114

Dear Mike:

via e-mail: msheperd@oswegoboces.org

Following up on our telephone conversation earlier this week, I have prepared and now forward to you *by e-mail only* a draft Extract of Minutes of the meeting of the BOCES Board to be held on January 15, 2014, regarding the BOCES' ability to reimburse expenditures for financing of the BOCES' energy performance contract from the lease financing scheduled to take place in February. The resolution requires a majority vote of the full voting strength of the Board.

May I kindly ask that you obtain and forward to me a certified copy of the completed Extract of Minutes for inclusion in our record of proceedings as soon as possible following the January 15th meeting. As always, please do not hesitate to contact me if you have any questions or concerns.

With all best wishes, I am

Very truly yours,

Daniel G. Birmingham

DGB:cfc
Enclosures

**RESOLUTION OF THE BOARD OF COOPERATIVE
EDUCATIONAL SERVICES OF THE SOLE SUPERVISORY
DISTRICT OF OSWEGO COUNTY, NEW YORK, ADOPTED
JANUARY 15, 2014, REGARDING ITS INTENTION TO
REIMBURSE EXPENDITURES FOR PROJECT COSTS FROM
PROCEEDS OF A TAX-EXEMPT LEASE OBLIGATION**

WHEREAS, the Board of Directors of the Sole Supervisory District of Oswego County, New York (the "BOCES") desires to finance the costs of certain energy efficiency improvements at BOCES facilities, all as more fully described in the Performance Contract dated July 12, 2012, between the BOCES and Johnson Controls, Inc., as amended (the "Project"); and

WHEREAS, the BOCES intends to finance the Project or portions of the Project with the proceeds of the sale of lease obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"); and

WHEREAS, prior to the issuance of the Obligations the BOCES desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the BOCES; and

WHEREAS, the BOCES Board has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the BOCES for the Expenditures from the proceeds of the Obligations; and

NOW, THEREFORE, THE BOCES BOARD DOES HEREBY RESOLVE AND DETERMINE AS FOLLOWS:

Section 1. The BOCES hereby states its intention and reasonably expects to reimburse Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations.

Section 7. This resolution is consistent with the budgetary and financial circumstances of the BOCES, as of the date hereof. No moneys from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the BOCES (or any related party) pursuant to their budget or financial policies with respect to the Project costs.

Section 8. This resolution is adopted as official action of the BOCES in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of BOCES expenditures incurred prior to the date of issue of the Obligations.

Section 9. All the recitals in this Resolution are true and correct and this Board of Directors so finds, determines and represents.

Section 10. This resolution shall take effect immediately.

DISTRICT CLERK'S CERTIFICATE

I, Melissa A. Allard, being the duly appointed and acting District Clerk of Board of the Cooperative Educational Services of the Sole Supervisory District of Oswego County, State of New York (the "BOCES"), HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of the BOCES duly called and held on January 15, 2014, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relates to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said BOCES this _____ day of January, 2014.

(SEAL)

District Clerk

OSWEGO COUNTY BOCES

2014-15 BUDGET Development Status Update

(January 15, 2014)

- *Admin & Capital Budget Updates*
- *Draft Contingency Calculation*
- *Updated Draft Rates & Impact*
- *Updates on Budgeting Progress*
- *Questions/Discussion*



Estimated Revenues...

NO CHANGE FROM DECEMBER

- Interest Earnings (est. no change)
 - Estimated \$5,000 (rate is approx. 0.11%)
 - Total Earnings are offset by bank fees
- Other Revenue Categories (est. no change)
 - Indirect Revenue from Grants
 - Certification Evaluations
 - ERS Reserve (estimating \$17,750 for Admin \$86,650 BOCES-wide)
 - Misc. Unclassified (largely due to surplus sales via Auctions International)
 - Other Categories (no revenue to speak of)
 - Insurance Recoveries*
 - Refunds of Prior Year Expenses*
 - Gifts & Donations*

Net Change → (est. no change)



DRAFT Admin. Budget

Sorted by Object Group

NO CHANGE FROM DECEMBER

Item	2013-14 Adjusted	2013-14 Adjusted	2014-15 Proposed	Diff. w/ Orig. Budget	% of Prev.	% of Total
Salaries	842,752	842,752	900,229	+ 57,477	8.82%	13.80%
Equipment	2,780	2,780	7,220	+ 4,440	159.71%	1.07%
Supplies	10,350	10,362	14,050	+ 3,700	35.75%	0.89%
Contractual	343,511	364,040	380,555	+ 37,044	10.78%	8.89%
Debt Svc.	176,750	176,750	150,250	(26,500)	(14.99%)	(6.36%)
Benefits	531,623	531,623	581,910	+ 50,287	9.45%	12.07%
Retiree hlth.	3,808,978	3,808,978	4,145,763	+ 336,785	8.84%	80.84%
Transfers	326,946	326,946	280,329	(46,617)	(14.26%)	(11.20%)
TOTAL →	\$6,043,690	\$6,064,231	\$6,460,306	+ \$416,616	6.89%	100%



DRAFT Admin & Capital Budgets

NO CHANGE FROM DECEMBER

COSER	2013-14 Orig. Budget	2013-14 Adjusted	2014-15 Proposed	Diff. w/ Orig. Budget
Admin	6,043,690	6,064,231	6,460,306	+ 416,616
Capital	155,950	155,950	299,450	+ 143,500
Total →	\$6,199,640	\$6,220,181	\$6,759,756	+ \$560,116

****Note:** Administration and Capital fees are budgeted in the same function code by school districts (i.e.: two parts of the same budget line item), so together they illustrate the impact on the district's administrative budget.

DRAFT RWADA Rate Breakout

NO CHANGE FROM DECEMBER



<u>COSER</u>	<u>2013-14 Actual</u>	<u>2014-15 Projected Ref. High</u>	<u>2014-15 Projected RWADA</u>	<u>2014-15 Projected Rev Chg.</u>	<u>2014-15 Projected All Other</u>	<u>2014-15 Projected Total</u>	<u>Difference</u>	<u>Difference</u>
Admin	\$274.66	15.46	7.54	-	3.65	\$301.31	+26.65	9.7%
Capital	\$7.16	-	0.35	-	6.58	\$14.09	+6.93	96.79%
Combo →	\$281.82	\$15.46	\$7.89	-	\$10.23	\$315.40	+33.58	11.92%

DRAFT Impact to Districts

NO CHANGE FROM DECEMBER



NOTE: Estimates are based on RWADA decreases per values on SED website as posted on 12.4.13.

<u>District</u>	<u>2013-14 Actual \$\$</u>	<u>2014-15 Projected</u>	<u>Difference</u>
APW	381,302	427,682	+46,380
CSQ	1,271,290	1,373,882	+102,592
FUL	1,057,952	1,160,987	+103,035
HAN	433,721	465,530	+31,809
MEX	648,186	715,327	+67,141
OSW	1,163,353	1,298,925	+133,572
PHO	605,631	639,316	+33,685
PUL	331,702	349,463	+17,761
SCR	251,102	275,029	+23,927
TOTAL →	\$6,144,239	\$6,704,141	+ \$559,902

DRAFT Contingency Calculation



<u>CATEGORY</u>	<u>2013-14 Orig. Budget</u>	<u>2014-15 Original Draft</u>
Budget	\$6,043,690	\$6,480,308
Retiree Health	- 3,808,978	- 4,145,763
TRS	- 61,645	- 71,590
ERS	- 110,235	- 113,605
Balance →	\$2,062,832	\$2,129,348
Amount To Reduce →		\$66,516
Contingency Total →		\$6,393,790

BUDGET Development Status

"All CoSers Considered" → Total CoSer Count = 148

Initial Draft Budget & Rate Setting Completed:

[31]

001, 002, 101, 321, 355, 402, 410, 414, 418APPS, 477, 511, 514, 515, 517, 526, 533, 599,
611, 612, 670, 701, 711, 712, 713, 715, 720, 721, 814, 815, 816, 817

Initial Draft Budget & Rate Setting in Progress:

[33]

201, 202, 203, 205, 207, 209, 217, 223, 302, 303, 305, 330, 331, 352, 406, 415, 418ARTS,
512, 534, 537, 702, 703, 705, 730, 731, 732, 802, 823, 826, 879, 880, 881, 886

CoSer Adds (or In-waiting)/Deletes:

[11]

Added/In-Waiting: 306 (APE), 307 (IC), 310 (Asst Supt), 311 (ASL), 312 (Libr), 338 (Curr),

507 (Grants), 635 (Recruitment)

To Be Deleted: 603, 634, 722

Cross Contract or Revenue/As Used Only:

[64]

200, 206, 210, 211, 300, 309, 399, 409, 412, 419, 423, 424, 425, 426, 428, 472, 502, 504, 509,
513, 518, 527, 532, 535, 540, 541, 543, 546, 549, 553, 554, 593, 600, 601, 602, 604, 605, 606,
608, 610, 613, 614, 615, 616, 617, 618, 620, 622, 623, 624, 627, 628, 630, 631, 633, 635, 641,
642, 643, 660, 665, 671, 676, 680

Other: Grants & Federal Fund Programs:

[9]

804, 820, 829, 831, 836, 841, 842, 844, 845

DRAFT Estimated Rates to Date

<u>COSER</u>	<u>2013-14 Adopted Rate</u>	<u>2014-15 Proposed Rate</u>	<u>Difference</u>	
101 - CTE	\$8,830	\$8,965	+135	1.5%
312 - Itln. Librarian	\$109,390	\$109,390	-	0%
321 - Public Relations	\$84,676; \$500	\$83,576; \$590	(1,100)	(1.3%)
338 - Itln. Curric. Dev.	\$133,485	\$133,485	-	0%
355 - Drivers Education	\$31,467	\$31,785	+318	1.0%
402 - Multi-Occ	\$15,315	\$15,625	+310	2.0%
406 - OCAY League	\$3,558	NOT DONE YET		
410 - Alt.Ed. Middle Sch.	\$21,450	\$39,200	+17,750	82.8%
412 - Equivalent Att.	\$10.20	TBD from SED		
414 - Summer School	\$347; \$544; \$50	\$355; \$545; \$51	+8; +1; +1	2.3%; 0.2%; 2.0%
415 - Arts in Education	\$2,643; 0.154	NOT DONE YET		
418 - Explor. Enrich.	\$1,224; 0.130	NOT DONE YET		

DRAFT Estimated Rates to Date

<u>COSER</u>	<u>2013-14 Adopted Rate</u>	<u>2014-15 Proposed Rate</u>	<u>Difference</u>	
418 - APPS	\$15,394; \$642	\$15,394; \$642	-	0%
477 - Distance Learn.	\$37,517; \$9,285; \$468	\$37,895; \$9,370; \$475	+378; +85; +7	1.0%; 0.9%; 1.5%
507 - GRANTS	-	\$28,865; \$800; \$106	NEW SERVICE	-
511 - Computer Supp.	\$3,205; 0.051; \$79.50 \$724; \$3,210; \$1,500	\$3,305; 0.0525; \$81.00; \$740; \$3,310; \$1,550; \$2,000	+100; +0.0015; +16; +100; +50	3.1%; 2.9%; 1.9%; 2.2%; 3.1%; 0.3%
512 - Library Media	\$9.08	NOT DONE YET		
514 - Tech. Repair	\$11,338; \$10.16; 0.051	\$11,338; \$10.16; 0.0525	-; -; +0.0015	0%; 0%; 2.9%
515 - Instruct. Tech.	\$7,633; 0.051; \$83,004; \$89,503; \$91,044; \$724	\$7,770; 0.0525; \$85,245; \$91,920; \$93,505; \$740	+137; +0.0015; +2,241; +2,417; +2,461; +16	1.8%; 2.7%; 2.2%
515 - continued...	\$2,900; \$21.80; \$11; \$1,580; \$0.55; \$2,000; \$14	\$2,900; \$21.80; \$11; \$1,580; \$0.55; \$2,000; \$14	-	0%
517 - Model Schools	\$12,182; \$107,036; \$785	\$12,657; \$111,210; \$800	+475; +4,174; +15	3.9%; 3.9%; 1.9%
526 - Home School	\$295	\$295	-	0%

DRAFT Estimated Rates to Date

<u>COSER</u>	<u>2013-14 Adopted Rate</u>	<u>2014-15 Proposed Rate</u>	<u>Difference</u>	
533 -- School Improve.	\$39,691 (combo); \$9.59; \$918; \$550	\$41,915; \$10.13; \$950; \$575	+2,224; +0.54; +32; +25	5.6%; 5.6%; 3.5%; 4.5%
534 -- Library Auto.	\$735; \$420; 0.105	NOT DONE YET		
537 -- Library Collect.	\$1,174 ; \$1.07 ; 0.105 ; 0.21	NOT DONE YET		
599 - Printing	\$0.075 ; \$4,485	\$0.075 ; \$3,485	- ; (1,000)	0%; (22.3%)
604 -- Negotiate (data)	\$1,000	\$600	(\$400)	(40.0%)
611 -- Sub Calling	\$4.29	\$4.35	+0.06	1.4%
612 -- Safety & Risk	\$13,015 ; \$2.11	\$13,265 ; \$2.23	+250 ; +0.12	1.9%; 5.7%
670 -- Purchasing	\$7,800 ; \$400	\$9,760 ; \$425	+1,960 ; \$25	25.1%; 6.3%

DRAFT Estimated Rates to Date

<u>COSER</u>	<u>2013-14 Adopted Rate</u>	<u>2014-15 Proposed Rate</u>	<u>Difference</u>	
201 -- 12:1:1	\$24,452	NOT DONE YET		
2xx - Job Coaching	\$14.65; \$27.78	NOT DONE YET		
202 -- Half-Day Wk. St.	\$10,839	NOT DONE YET		
203 -- 12:1:4	\$35,486	NOT DONE YET		
205 -- 8:1:1	\$30,365	NOT DONE YET		
207 -- 6:1:1	\$43,331	NOT DONE YET		
209 - Resource	\$3,388; \$1,695	NOT DONE YET		
217 -- Day Treatment	\$90,772	NOT DONE YET		
223 -- 1:1 Asst's/Aides	\$54,102; \$55,412; \$46,779	NOT DONE YET		

DRAFT Estimated Rates to Date

<u>COSER</u>	<u>2013-14 Adopted Rate</u>	<u>2014-15 Proposed Rate</u>	<u>Difference</u>	
302 – Vis. Impaired	\$103,990; \$4,883; \$183.50; \$275	NOT DONE YET		
303 – Teacher of Deaf	\$102,765; \$4,184; \$156.50; \$264	NOT DONE YET		
303 – Audiology	\$103,695; \$5,443; \$204; \$306; \$780.50	NOT DONE YET		
305 – Speech	\$106,615; \$142,498; \$2,200; \$2945; \$101; \$262	NOT DONE YET		
306 – Adapted PE	\$120,250	NOT DONE YET		
307 – Job Coach	\$30,517	NOT DONE YET		
311 – ASL Teacher	\$102,765	NOT DONE YET		
330 – Phys. Therapy	\$103,751; \$2,353; \$1,176; \$88; \$295	NOT DONE YET		
331 – Occ. Therapy	\$103,751; \$2,353; \$1,176; \$88; \$295	NOT DONE YET		
352 – Counseling	\$104,385; \$4,341; \$163; \$261	NOT DONE YET		

DRAFT Estimated Rates to Date

<u>COSER</u>	<u>2013-14 Adopted Rate</u>	<u>2014-15 Proposed Rate</u>	<u>Difference vs. Adopt & Proj</u>	<u>vs. Adopt & Proj</u>
814 – Sp.Ed. Summer	P: \$7,003 ; R: \$7,112	P: \$7,952	+949 ; +840	13.6% ; 11.8%
815 – Summer Rel. Sv.	P: \$99.49 ; R: \$105.51	P: \$110.95	+11.46 ; +5.44	11.5% ; 5.2%
816 – Sum. 1:1 Ass't's	P: \$4,410 ; R: \$4,398	P: \$4,670	+260 ; +272	5.9% ; 6.2%
817 – Sum Day Treat.	P: \$13,813 ; R: \$11,408	P: \$12,810	(1,003) ; +1,404	(7.3%) ; 12.3%



DRAFT Budget Dev. Excerpts

101 – CTE	2013-14 Orig. Budget	2013-14 Projected	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chg.
Salary & Benefits	3,398,883	3,208,180	3,437,976	+\$39,093	
NOTE: Staff FTE	33.9 FTE	33.6 FTE	37.8 FTE	+ 3.9 FTE**	
Equ/Sup/Contr.	773,842	783,842	767,509	(\$6,333)	
Transfers	2,177,551	2,177,551	2,028,378	(\$149,173)	
TOTAL BUDGET →	\$6,350,276	\$6,169,573	\$6,233,863	(\$116,413)	(1.8%)
Tuition	677 @ \$8,830	732.2 @ \$8,830	700 @ \$8,965	+23 ; +\$135	+1.5%
Other Misc. Adjusts.	\$378,656*	(\$141,397)	\$11,500	(\$367,156)	
TOTAL REVENUE →	\$6,356,566	\$6,323,929	\$6,287,000	(\$69,566)	(1.1%)
Est. Surplus/Def. →	+ \$6,290	+\$154,356	+ \$53,137	+\$46,847	

* 2012-13 budget reductions of \$350,556 (planned during dev.) & misc. revenue from resale, scrap, ERS rsv.

** 1.0 Liaison position; 3.0 add'l Tch Assts; -.10 net of misc adjustments (some staff moved to new prog in diff CoSer).

DRAFT Budget Dev. Excerpts

410 – Crossroads	2013-14 Orig. Budget	2013-14 Projected	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chg.
Salary & Benefits	347,840	331,230	860,860	+\$513,020	
NOTE: Staff FTE	3.5 FTE	3.5 FTE	10.33 FTE	+6.83 FTE**	
Equ/Sup/Contr.	27,513	27,513	37,156	+\$9,643	
Transfers	-0-	-0-	81,495	+\$81,495***	
TOTAL BUDGET →	\$375,353	\$358,743	\$979,511	+\$604,158	+161.0%
Tuition	17.5 @ \$21,450	16.95 @ \$21,450	25 @ \$39,200	+7.5; +\$17,750	+82.8%
Other Misc. Adjusts.	-	-	-	-	
TOTAL REVENUE →	\$375,375	\$363,578	\$980,000	+\$604,625	+161.1%
Est. Surplus/Def. →	+ \$22	+\$4,835	+ \$489	+\$467	

** Staffing Increases include:

+3.0 content area teachers, +1.0 Counselor, +.58 Admin, +1.0 TA, +.75 Clerical, +.05 PE, +.45 RN

*** Deal with CSO's was that transfer charges would not apply in first year of program in order to get off ground. Added into formulas for 2014-15.

DRAFT Budget Dev. Excerpts

<u>533 (&507) – School Improvement</u>	<u>2013-14 Orig. Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Proposed</u>	<u>Draft Diff. w/ Orig. Budget</u>	<u>Draft % Chg.</u>
Salary & Benefits	400,964	356,964	403,439	+\$2,475	
NOTE: Staff FTE	3.07 FTE	2.60 FTE	3.0 FTE	(.07) FTE	
Equ/Sup/Contr.	18,574	23,508	26,770	+\$8,196	
Transfers	228,200	190,542	223,301	(\$4,899)	
TOTAL BUDGET →	\$647,738	\$571,014	\$653,510	+\$5,772	+0.9%
Subscr- BASE FEE	9 @ \$39,691	9 @ \$39,691	9 @ \$41,915	- ; +\$2,224	+5.6%
Subscr – RWADA	20,625 @ \$9.59	20,625 @ \$9.59	20,148 @ \$10.13	(477) ; +\$0.54	+5.6%
Other Misc.	\$94,691*	\$18,000	\$72,184	(\$22,507)	
TOTAL REVENUE →	\$649,704	\$573,013	\$653,518	+\$3,814	+0.6%
Surplus/Def. →	+ \$1,966	+\$1,999	+ \$8	(\$1,958)	

* Assumed savings due to Asst Supt consol. & other xfer refinements: \$47,658; Workshops to be billed back: \$33,410; Per diem work and admin fees on workshops: \$10,623; ERS Reserve: \$3,000

DRAFT Budget Dev. Excerpts

<u>612 – Safety & Risk</u>	<u>2013-14 Orig. Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Proposed</u>	<u>Draft Diff. w/ Orig. Budget</u>	<u>Draft % Chg.</u>
Salary & Benefits	124,030	120,830	126,439	+\$2,409	
NOTE: Staff FTE	1.15 FTE	1.15 FTE	1.15 FTE	-	
Equ/Sup/Contr.	15,375	15,375	15,755	+\$380	
Transfers	9,019	9,019	9,372	+\$353	
TOTAL BUDGET →	\$148,424	\$145,224	\$151,566	+\$3,142	+2.1%
Subscr- BASE FEE	8 @ \$13,015	8 @ \$13,015	8 @ \$13,265	- ; +\$250	+1.9%
Subscr – RWADA	21,461 @ \$2.11	20,911 @ \$2.11	20,384 @ \$2.23	(1077) ; +\$0.12	+5.7%**
Other Misc.	-	-	-	-	
TOTAL REVENUE →	\$149,403	\$148,242	\$151,576	+\$2,173	+1.5%
Surplus/Def. →	+ \$979	+\$3,018	+ \$10	(\$969)	

** Increase largely represents correction due to drop in RWADA.

DRAFT Budget Dev. Excerpts

670 – Purchasing	2013-14 Orig. Budget	2013-14 Projected	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chg.
Salary & Benefits	184,165	185,365	185,898	(\$18,267)**	
NOTE: Staff FTE	2.10 FTE	2.10 FTE	1.85 FTE	(.25 FTE)	
Equ/Sup/Contr.	5,250	5,250	6,015	+ \$765	
Transfers	23,169	23,169	20,399	(\$2,770)	
TOTAL BUDGET →	\$212,584	\$213,784	\$192,312	(\$20,272)	(9.5%)
Subscr- BASE FEE	9 @ \$7,800	9 @ \$7,800	9 @ \$9,760	- ; +\$1,960	+25.1%
Subscr – Spec. Bids	0 @ \$400	0 @ \$400	0 @ \$425	- ; +\$25	+6.3%
Subscr – Trans&ERS	\$143,853	\$143,853	\$104,562	(\$39,291)	(27.3%)
TOTAL REVENUE →	\$214,053	\$214,053	\$192,402	(\$21,651)	(10.1%)
Surplus/Def. →	+ \$1,469	+ \$269	+ \$90	(\$1,379)	

** Reclassified .25FTE of existing purchasing staff to the Admin budget to more accurately reflect duties performed on behalf of BOCES.

DRAFT Budget Dev. Excerpts

814 – Summer Ex.Ed.	2013-14 Orig. Budget	2013-14 Actual	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chg.
Salary & Benefits	739,616	654,097	710,046	(\$29,570)	
NOTE: Staff FTE	-	-	-	-	
Equ/Sup/Contr.	47,600	31,453	41,825	(\$5,775)	
Transfers	221,209	185,941	202,326	(\$18,883)	
TOTAL BUDGET →	\$1,008,425	\$871,491	\$954,197	(\$54,228)	(5.4%)
Tuition	144 @ \$7,003	122.16 @ \$7,111.75	120 @ \$7,952	(24) ; +\$949**	+13.6%
Other Misc. Adjusts.	-	2,720 FB	-	-	
TOTAL REVENUE →	\$1,008,432	\$871,491	\$954,240	(\$54,192)	(5.4%)
Est. Surplus/Def. →	+\$7	+\$0	+\$43	+\$36	

** Rate correction due to enrollment decline.

DRAFT Budget Dev. Excerpts

815 – Summer Related Svc.	2013-14 Orig. Budget	2013-14 Actual	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chg.
Salary & Benefits	29,150	37,914	36,166	+\$7,016	
NOTE: Staff FTE	-	-	-	-	
Equ/Sup/Contr.	1,900	711	1,350	(\$550)	
Transfers	6,466	5,868	7,715	+1,249	
TOTAL BUDGET →	\$37,516	\$44,493	\$45,231	+\$7,715	+20.6%
Tuition	362 @ \$99.49	244 @ \$105.51	295 @ \$110.95	(67) ; +\$11.46	+11.5%
Other Misc. Adjusts.	1,500	12,566	12,500	+11,000	
TOTAL REVENUE →	\$37,516	\$38,310	\$45,231	+\$7,715	+20.6%
Est. Surplus/Def. →	+ \$0	(\$6,183)	+ \$0	+\$0	

** Rate correction due to decline in units of service.

DRAFT Budget Dev. Excerpts

816 – Summer 1:1	2013-14 Orig. Budget	2013-14 Actual	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chg.
Salary & Benefits	241,791	199,621	210,639	(\$31,152)	
NOTE: Staff FTE	-	-	-	-	
Equ/Sup/Contr.	200	216	300	+\$100	
Transfers	43,584	39,298	19,199	(24,395)	
TOTAL BUDGET →	\$285,575	\$239,135	\$230,138	(\$55,437)	(19.4%)
Tuition	62 @ \$4,410	45.33 @ \$4,398.16	45 @ \$4,670	(17) ; +\$260	+5.9%
Other Misc. Adjusts.	12,155 FB	39,767 FB	20,000 FB	+7,845	
TOTAL REVENUE →	\$285,575	\$239,135	\$230,150	(\$55,425)	(19.4%)
Est. Surplus/Def. →	+ \$0	+\$0	+ \$12	+\$12	

** Rate correction due to enrollment decline.

DRAFT Budget Dev. Excerpts

817 – Summer Day Treatment	2013-14 Orig. Budget	2013-14 Actual	2014-15 Proposed	Draft Diff. w/ Orig. Budget	Draft % Chn.
Salary & Benefits	102,770	70,246	130,047	+\$27,277	
NOTE: Staff FTE	-	-	-	-	
Equ/Sup/Contr.	59,289	100,904	117,200	+\$57,911	
Transfers	31,323	30,269	8,909	(\$22,414)	
TOTAL BUDGET →	\$193,382	\$201,419	\$256,156	+\$62,774	+32.5%
Tuition	14 @ \$13,813	17.66 @ \$11,405.59	20 @ \$12,810	+6; (\$1,003)	(7.3%)
Other Misc. Adjusts.	-	-	-	-	
TOTAL REVENUE →	\$193,382	\$201,423	\$256,200	+\$62,818	+32.5%
Est. Surplus/Def. →	+\$0	+\$4	+\$44	+\$0	

** Rate decrease due to enrollment increase.

Continued BUDGETARY Strategies

- Maintain lean budget line items where possible.
- Consolidation of services where possible.
- Examining strategic opportunities relative to internal support overhead
 - Assess vacancies due to attrition?
 - Savings due to contraction?
- Use of Reserves if needed (Retirement, Unempl, Liability)
- Continue to Grow services (existing and new)

Student Program Options (CTE, Alt, ExEd)	Itinerant ASL
Recruitment	Itinerant APE
Itinerant Assistant Supt for Instruction	CBO Options ??



Questions & Discussion



Oswego County BOCES

MEMORANDUM

TO: BOCES Board of Education
Chris Todd

FROM: Mark LaFountain
Asst. Supt. for Personnel

DATE: January 13, 2014

RE: **Cover Memo for January 15, 2014 Personnel Report**

Crossroads

Zhanna Saakian is being terminated from her position as a Math Teacher at the Crossroads Academy. Justin Halscy has been hired as a full-time Math Teacher to replace her.

ML/lis

Board of Education
Personnel Report
January 15, 2014

Leave of Absence							
Name	Program	Position	Effective Date				
Dimon, Renee	Exceptional Education	Teaching Assistant	1/1/2014 - 6/30/2014				
Retirement							
Name	Program	Position	Effective Date				
Crombach, Nancy	Exceptional Education	Teaching Assistant	2/25/2014				
Termination							
Name	Program	Position	Effective Date				
Saaklan, Zhanna	Crossroads	Math Teacher (75%)	1/17/2014 (End of Day)				
Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Adult Education	Hillier, Elizabeth	Clinical Instructor		\$31.21 /hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
	Ly, Rebecca	Clinical Instructor		\$31.21 /hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
Crossroads	Halsey, Justin	Math Teacher	Prob	\$55,826.00 /yr	01/21/2014	01/21/2017	to be prorated from 1/21/14
	Rico, Margaret	Business Teacher	Perm	\$50,783.00 /yr	01/21/2014		reduced and prorated to 70% (50% - CTE [Floral Design]; 20% Crossroads) eff. 1/21/14
Exceptional Education	Gayne, Donna	Teaching Assistant (50%)		\$20,474.00 /yr	01/08/2014	06/30/2014	to be prorated from 1/8/14 to 50%
	Lautensack, Cheryl	Teaching Assistant	Recalled Perm	\$19,954.00 /yr	01/13/2014		recalled from a preferred hiring list & prorated from 1/13/14
OCTC	Dolson, Kasey	Workshop Presenter		\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Gipo, Michole	Workshop Presenter		\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Hardy, Suzanne	Workshop Presenter		\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Kirkwyland Jonathan	Workshop Presenter		\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Rosenberg, Janet	Workshop Presenter		\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
VAP Grant	Lane, Susan	Common Core Coach		\$35.00 /hr	02/01/2014	06/30/2014	as per timesheet
	Seitz, Carmalita	Moodle Consultant		\$100.00 /hr	11/01/2013	06/30/2014	as per timesheet
Substitute							
Exceptional Education							
Stolusky, Danielle				\$8.56/hr			

POINTS OF PRIDE PRESENTED TO
OSWEGO COUNTY BOCES BOARD OF EDUCATION
JANUARY 15, 2014

FROM:
INSTRUCTIONAL SUPPORT SERVICES
CAREER AND TECHNICAL EDUCATION
EXCEPTIONAL EDUCATION

INSTRUCTIONAL SUPPORT SERVICES:

Staff Development
Liane Benedict

- December:
 - LAP Review support at Fulton HS – 8 classrooms visited, report completed
 - HS Literacy Network Meeting – 15 attended
- January:
 - Literacy Network meeting this Friday – 45 attending
 - Fulton ECC Meeting – Tri-State Rubric
 - Sandy Creek – visiting ELA classrooms with follow up coaching, debriefing
 - APW – meeting with classroom teachers to coach around ELA module implementation
 - Math Boot Camp – regional project with Teacher Center and OCM BOCES, 150 registered. Being held at Central Square Middle School January 17-18. Andrew Chen keynoting.
 - Cognitive Coaching Training/Symposium – Colorado

DDI – School Improvement

Barbara Recchio-Demmin

- Attended S/CDN- sharing with districts current news and reforms
- Presented workshop for LOTE teachers county wide focused on integrating CCLS into Foreign Language curriculum
- Working with Oswego CSD in reviewing their SIG Grant
- Collaborative work with RIC in mining data from L2RPT for analysis and distribution to districts
- Complete and distributed a report analyzing effects of poverty on student proficiency on the 3-8 state assessments

Roseann Bayne

- Lead Evaluator Certification Training-APW, Fulton and Central Square
- APPR Training- Hannibal
- Facilitating Program Team Meetings at BOCES
- Presenting at Oswego County High School Principals Meeting on February 3rd
- Graduation Requirement Presentation with Superintendents

Model Schools

Peri Nelson

- Offered 2 Model Schools Workshops and 2 Webinars
- Held a Lunch & Learn on social bookmarking and online bookmarking tools for Oswego County BOCES CTE.
- Met with administrators from Oswego County BOCES Exceptional Education regarding the use of Twitter.
- Presented about Model Schools to the Fulton CSD Technology Committee and to Grade 5 Teachers at Hannibal CSD.
- Collaborated with Tracy Fleming about the new Educational Technology Specialist position.

- Added and updated links for the CCLS webpage for Public Relations to post for our county's teachers.
- Created Common Core Mathematics workbooks for the newly released modules.

The Computer Education Coordinators have provided these additional Points of Pride from their schools:

- Jen has been working with Ted Love and Phoenix to begin introducing Flipped Learning to teachers in the district. They've invited/booked Jonathan Bergmann, (<http://jonbergmann.com/>) to give a keynote address to the district and consult with a small group of teachers interested in the Flipped Learning model on their March 24th Superintendent day. This will kick off a small pilot program with 1:1 devices in some classrooms implementing the Flipped Learning model. There is an teacher application process involved in order to be part of this unique instructional experience.
- Jen and Nancy have been asked to present their work with Mexico Academy and Central Schools: Blended Learning Academy at the NYSCATE Blended Learning Summit in Albany on February 6, 2014. They will be giving information to statewide district leaders on how they helped Mexico implement a Blended Learning pilot with mobile devices, summer professional development and ongoing teacher consultation.
- Jen has organized a Schoology Lunch and Learn with Dan Gottlieb of Schoology Inc., to be held at the Oswego BOCES CCC Campus on January 29. She enjoyed working to bring more information about Schoology (available through State contract) to Oswego County Component Districts and looks forward to possibly arranging more of these in the future with other companies.

Distance Learning **Laurie Ouderkirk**

Connected Mexico HS Environmental students with the Alaskan SeaLife Center for a program about monitoring Sea Lions

School Library Systems **Marla Yudin**

The School Library System is in the early stages of meeting with the Teacher Preparation Department at SUNY-Oswego in order to plan for presentations to those students in the teacher education department about the role of the librarian in helping them and their future students be academically successful.

VAP Grant
Linda Nichols

The VAP grant is working on completing the quarterly reports due to the state. The first AP professional development is scheduled for Friday, January 10. The service for 2014-15 has been developed and is being presented to the districts in the four BOCES.

CONTINUING AND TECHNICAL EDUCATION (CTE):
Marla Berlin

- Two Model School Technology Trainings.
- Culinary Arts students worked with Exceptional Education students to bake Christmas cookies.
- Public Safety & Justice students held a successful toy collection drive for Toys for Tots.
- Floral students held a wreath and holiday arrangement sale.
- New Vision students on rotation at the Palladium Times had article published.
- Representatives attended Senator Ritchie's Agriculture Advisor Committee meeting.
- Bryant & Stratton representative presented seminars on Interviewing Skills and Dressing for Success.

EXCEPTIONAL EDUCATION:
Jim Huber

- Community Service Activities:
 - Mitten Tree Drive
 - Canned Food Drive
 - Christmas Caroling – St. Luke's, Seneca Hill, Ladies Home in Oswego
 - Baked cookies and delivered them to nursing homes
- Staff Development:
 - CPR/AED
 - Introduction to CCSS Shifts" Training
 - Math Network – Teacher-to-Teacher – Grades 6-8



MARLA A. BERLIN, *Principal of Career & Technical Education*

Phone 315-963-4433
Fax 315-963-7882
mberlin@oswegoboces.org

January 6, 2014

Attn: John Shelmidine and the Oswego County BOCES Board of Education

Our Horticulture Instructor along with 3 students would like to attend the NY FFA 212 / 360 Conference at the Embassy Suites in Syracuse on Saturday, January 25 to Sunday, January 26, 2014.

The following staff will be attending:

Margaret Rice / Instructor

The following students will be attending:

Austin Williams
Kayla Munger
Bethany Gregory

They will leave the BOCES Campus at 9:00 am on Saturday, January 25; arrive at the Embassy Suites in Syracuse at approximately 10:00 am. On Sunday, January 26th at 12:00 the students and instructor will then board the bus to return to BOCES for 1:00 pm pickup by parent or guardian.

With the boards permission we would like to attend the New York FFA Conference.

Thank you,

A handwritten signature in black ink that reads "M. Berlin".

Marla A. Berlin, Principal
Career & Technical Education

MAB/lwd



MARLA A. BERLIN, *Principal of Career & Technical Education*

Phone 315-963-4433
Fax 315-963-7882
mberlin@oswegoboces.org

January 8, 2014

Re: International Beauty Show New York City, March 11th, 2014

Attn: Oswego County BOCES Board of Education

The International Beauty Show in New York City is an annual event that brings together artists from all over the world to educate students in all aspects of the Cosmetology Profession. We would like to request permission from the board to have the students in the cosmetology program attend this event as we have done in the past.

The travel plans would include chartering a motor coach and leaving BOCES at 4am on March 11th, 2014 and returning to the campus at approximately 12:00 pm that evening.

Should the board approve this request, we would provide a complete itinerary along with the names of the students and chaperones that would be attending. Thank you for your time and consideration of this request.

Cordially,

A handwritten signature in cursive script that reads "Mrs. Rovito / Rose Hartman".

Mrs. Rovito, Mrs. Hartman and Ms. Whalen

irovito@oswegoboces.org / rhartman2@oswegoboces.org or (315) 963-4232

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, New York 13114

Christopher J. Todd, *District Superintendent/Executive Officer*

OSWEGO COUNTY BOCES ANNUAL COMPLETION, PLACEMENT AND LICENSURE REPORT for 7/1/12 to 6/30/13

Post Secondary Educational Training	Beginning Enrollment	New Enrollment	Cumulative Enrollment(sum of row 1 & 2)	Students still enrolled	Non-Graduate completers	Graduate completers	Total completers(SUM OF ROW 5&6)	Non-Graduate completers emp. in pos. related to field of inst.	Graduate completers emp. in pos. related to field of inst.	Total Completers emp. in pos. rel. to field of inst.(sum row 8&9)	Graduate completers emp. in pos. unrelated to field of inst.	Graduate completers waiting to take licensure exam	Graduate completers who took licensure exam	Graduate completers who passed licensure exam	Graduate completers unavailable for emp.	Graduate completers who refuse emp.	Graduate completers seeking emp./status unknown	Withdrawals	Sum of row 12, 15 & 16	Difference - row 6 & row 19	Difference - row 7 & row 19	Graduation rate(%)	Total completion rate(%)	Graduate placement rate (%)	Total placement rate (%)	Licensure exam pass rate(%)	
Automotive Technology & Services Prog.	8	8	16	8	0	7	7	0	6	6	1	0	0	0	0	0	0	0	1	0	7	7	88	88	86	86	0
CDL-A program	0	6	6	0	0	6	6	0	6	6	0	0	6	6	0	0	0	0	0	0	6	6	100	100	100	100	100
CDL-A-HEO program	6	11	17	6	0	10	10	0	10	10	0	0	10	10	0	0	0	0	1	0	10	10	91	91	100	100	100
CDL-B-Bus driver Program	0	1	1	0	0	1	1	0	1	1	0	0	1	1	0	0	0	0	0	0	1	1	100	100	100	100	100
CDL-B-Dump Truck Program	0	2	2	0	0	2	2	0	2	2	0	0	2	2	0	0	0	0	0	0	2	2	100	100	100	100	100
CDL-B-HEO Program	0	2	2	1	0	1	1	0	1	1	0	0	1	1	0	0	0	0	0	0	1	1	100	100	100	100	100
Certified Admin. Health Assistant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Certified Dental Assistant program	0	16	16	8	0	8	8	0	6	6	2	0	0	0	0	0	0	0	0	0	8	8	100	100	75	75	NA
Certified Nurse Aide Program	0	29	29	0	0	29	29	0	20	20	1	0	29	24	2	1	5	0	3	3	26	26	100	100	77	77	83
Certified Phlebotomy Technician Prog.	0	28	28	0	0	24	24	0	13	13	6	0	0	0	0	0	5	4	0	24	24	24	86	86	54	54	NA
Dental office Receptionist program	0	1	1	0	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	100	100	100	100	NA
Heating, Ventilation & Air Conditioning (HVAC) program	7	19	25	12	0	14	14	0	8	8	2	0	0	0	0	0	4	0	0	14	14	14	100	100	57	57	NA
Heavy Equipment Maintenance & Operation (HEMO) program	2	0	2	0	0	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	2	100	100	0	0	NA
Licensed Practical Nursing program	0	29	29	0	1	26	27	1	18	19	0	1	23	20	2	0	5	2	3	23	23	24	90	93	78	79	87
Medical Assistant program	0	15	15	8	0	7	7	0	5	5	0	0	0	0	0	0	2	0	0	7	7	100	100	71	71	NA	
Medical Billing and Coding program	10	7	17	0	0	15	15	0	3	3	3	0	0	0	0	0	0	9	2	0	15	15	88	88	20	20	NA
Welding: 160 hr. Certified Welder	0	2	2	0	0	2	2	0	1	1	1	0	0	0	0	0	0	0	0	0	2	2	100	100	50	50	NA
Welding:32hr. certified welder program	3	0	3	0	0	3	3	0	0	0	0	0	0	0	0	0	3	0	0	3	0	0	100	100	0	0	NA
Welding: 320 Hr. Certified Welder prog.	5	19	24	0	0	21	21	0	16	16	1	0	0	0	0	0	4	3	0	21	21	21	88	88	76	76	NA
Welding: 60 Hr. Certified Welder	0	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	100	100	0	0	NA
INSTITUTIONAL TOTALS	41	196	237	43	1	180	181	1	117	118	19	1	72	64	4	5	34	13	10	170	171						

Refund Policy

The *Handbook of Accreditation* states under Standard Seven - Financial Resources, Criterion 13, the following:

The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:

- a. The institution's refund policy must be published in the catalog and be uniformly administered.
- b. Refunds, when due, must be made without requiring a request from the student
- c. Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.
- d. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- e. The institution must comply with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency or a public institution's governing board.

As referenced in item "f" above, the refund policy adopted by the Commission is as stated below.

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled In Professional Development, Continuing Education, or Limited Contract Instruction

Institutions engaging in programs which are short-term **must** have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for Withdrawal After Class Commences

(a) Public Institutions

The refund policy for students attending public institutions shall be consistent with the policy established by the institution's governing board.

(b) Non-Public Institutions

(1) Refund Policy for Programs Obliging Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

ADMISSIONS POLICY FOR ADULT EDUCATION PROGRAMS

The program will comply with the State, Federal and Local Labor Laws. It shall be the policy of the Board of Cooperative Educational Services of Oswego County to provide equal opportunities for all persons affected by the myriad of operations of the Oswego County BOCES without regard to age, race, sex, marital status, disability, creed, religion, political affiliation or national origin.

1. Admission into all classes is subject to acceptance and space availability. Students are encouraged to apply early. Once a class is filled, applicants are placed on a waiting list. A minimum number of students must be enrolled for classes to occur.
2. Applicants should understand that not everyone is accepted into the program. A final decision on selection will be made after the candidate completes all of the application steps.
3. The complete application steps, as well as other pre-requisites, are outlined on the cover of the program application packets.
4. All candidates will receive a letter indicating whether or not they are being accepted into the program.
5. For the Practical Nursing, Medical Assistant, Dental Assistant, Nurse Aide Programs: Candidates must participate in an admissions interview. The goal of the interview is to help ensure that the candidate can and will be successful in the program.

REFUND AND PAYMENT POLICY for ADULT EDUCATION PROGRAMS

Program costs are due at the beginning of each new program unless other arrangements have been made. These may include a payment plan, approved agency funding, or approved private education loans. Program costs must be paid in full prior to the end date of the course.

TUITION AND PAYMENT SCHEDULE FOR COURSES OTHER THAN TITLE IV

Refunds and charges for all courses except Title IV courses will be determined per the following schedule:

- 1) Drop within first 10% of BOCES program90% REFUNDED and 10% due BOCES
- 2) Drop within first 15% of BOCES program70% REFUNDED and 30% due BOCES
- 3) Drop within first 20% of BOCES program50% REFUNDED and 50% due BOCES
- 4) Drop within first 25% of BOCES program30% REFUNDED and 70% due BOCES
- 5) Drop Exceeding 25% of BOCES program0% REFUNDED and 100% due BOCES

TUITION AND PAYMENT SCHEDULE FOR TITLE IV PROGRAMS (PRACTICAL NURSING, MEDICAL ASSISTANT, DENTAL ASSISTANT, AND AUTOMOTIVE TECHNOLOGY & SERVICES)

Refunds and charges for an enrollment period within a Title IV program will be determined per the following schedule:

- 1) Drop within first 10% of a payment period (either half of the program)90% refunded, 10% due BOCES
- 2) Drop within first 15% of a payment period (either half of the program) 70% refunded; 30% due BOCES
- 3) Drop within first 20% of a payment period (either half of the program) 50% refunded; 50% due BOCES
- 4) Drop within first 25% of a payment period (either half of the program) 30% refunded; 70% due BOCES
- 5) Drop exceeding 25% of a payment period (either half of the program).....0% refunded; 100% due BOCES

A percentage for refunds will be computed by taking the total number of course hours the program has been in session, compared to the total program hours possible. Only tuition is refundable. The cost of books, uniforms, and other miscellaneous items, are not refundable. Tuition refund checks take up to thirty days to process after a request is submitted.

BOCES Adult Education Department does comply with Veterans Refund Policy, as well as all policies as set forth in Veterans Administration Circular 22-79-6, dated March 8, 1979, on file in the school office.

RETURN OF TITLE IV AID

Federal regulations governing the use of Title IV funds (student loans and Pell Grants) dictate how much of this type of aid a student has "earned" for the period of time attended. Any "unearned" Title IV funds must be returned to the Title IV program (i.e., loan program or Pell Grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student's actual institutional costs. A student needs to be aware that if they drop from a program, Title IV funds may have to be returned to a

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- 2) Drop within first 20% of BOCES program70% REFUNDED and 30% due BOCES
- 3) Drop within first 25% of BOCES program50% REFUNDED and 50% due BOCES
- 4) Drop within first 50% of BOCES program25% REFUNDED and 75% due BOCES
- 5) Drop Exceeding 50% of BOCES program0% REFUNDED and 100% due BOCES

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Refunds and charges for an enrollment period within a Title IV program will be determined per the following schedule:

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- 2) Drop within first 20% of a payment period (either half of the program)70% refunded; 30% due BOCES
- 3) Drop within first 25% of a payment period (either half of the program)50% refunded; 50% due BOCES
- 4) Drop within first 50% of a payment period (either half of the program)25% refunded; 75% due BOCES
- 5) Drop exceeding 50% of a payment period (either half of the program)0% refunded; 100% due BOCES

A percentage for refunds will be computed by taking the total number of course hours the program has been in session, compared to the total program hours possible. Only tuition is refundable. The cost of books, uniforms, and other miscellaneous items, are not refundable. Tuition refund checks take up to thirty days to process after a request is submitted.

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