

**Oswego County BOCES
Board of Education
West 450 Conference Room
6:30 p.m. Executive Session (If Needed)
Reorganization Meeting – Immediately Following Executive Session (If Needed)**

**REORGANIZATION
SPECIAL MEETING**

6:30 P.M.

**WEDNESDAY
JULY 10, 2013**

AGENDA

- 1. CALL TO ORDER** The Clerk of the Board of Education will call the meeting to order.
- 2. PLEDGE OF ALLEGIANCE**
- 3. OATH OF OFFICE OF BOARD MEMBERS**
The Clerk of the Board of Education will administer the oaths of office to the newly elected Board Member and Board Members beginning a new term.
- 4. ELECTION OF PRESIDENT**
- 5. OATH OF OFFICE OF PRESIDENT**
- 6. NEWLY ELECTED PRESIDENT ASSUMES CHAIR AND PROCEEDS WITH THE BUSINESS OF THE MEETING AS FOLLOWS:**
 - 6.1 Election of Vice President**
- 7. PUBLIC COMMENTS**
- 8. APPOINTMENTS**
 - 8.1 Appointment of District Clerk**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Melissa Allard as District Clerk of the Board for the school year at a stipend of \$3,510 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
 - 8.2 Appointment of Treasurer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Kelly Wood as Treasurer of the Board for the school year at a salary of \$59,772 *to be adjusted according to the negotiated contractual increase for the Coordinators Bargaining Unit.*
 - 8.3 Appointment of Deputy Treasurer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Eileen Dreher as Deputy Treasurer of the Board for the school year at a stipend of \$877 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
 - 8.4 Appointment of Internal Claims Auditor**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Lisa Spencer as Internal Claims Auditor of the Board for the school year at a stipend of \$2,924 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*
 - 8.5 Appointment of Alternate Internal Claims Auditor**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services appoints Ms. Mary Soble as Alternate Internal Claims Auditor to perform the duties of Internal Claims Auditor, in the absence of the Internal Claims Auditor, for the school year at a stipend of \$381 *to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit.*

- 8.6 **Appointment of Records Access Officer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mary Anne Kirkpatrick as Freedom of Information/Records Access Officer for the school year.
- 8.7 **Appointment of Records Management Officer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Lisa Spencer as Records Management Officer for the school year.
- 8.8 **Appointment of Attendance Officer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints ~~Walt Freyer~~ **Roseann Bayne** as Attendance Officer for the school year.
- 8.9 **Appointment of Pupil Records Access Officer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints ~~Walt Freyer~~ **Roseann Bayne** as Pupil Records Access Officer for the school year.
- 8.10 **Appointment of Purchasing Agent**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints ~~Howard Bellardini~~ **Alyson Inman** as Purchasing Agent for the school year.
- 8.11 **Appointment of Deputy Purchasing Agent**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Gisèle Benigno as Deputy Purchasing Agent for the school year, authorized to act as Purchasing Agent only in the absence of the regularly appointed Purchasing Agent.
- 8.12 **Appointment of Asbestos Designee**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Wayne Wideman as Asbestos Designee for the school year.
- 8.13 **Appointment of Human Rights Officer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as Title IX Compliance Officer for the school year and ~~Jane Suddaby~~ **Roseann Bayne** as Title IX Compliance Co-Officer for the school year.
- 8.14 **Appointment of Dignity Act Coordinator**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as Dignity Act Coordinator for the school year.
- 8.15 **Appointment of Medicaid Compliance Officer**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints ~~Walt Freyer~~ **James Huber** as Medicaid Compliance Officer for the school year.
- 8.16 **Appointment of Treasurer of Student Fund Accounts**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes 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*, and Linda Siever as Assistant Treasurer for Student Fund Accounts *at a stipend of \$500 to be adjusted according to the negotiated contractual increase for the Support Staff Bargaining Unit* for the school year.
- 8.17 **Appointment of Chief Faculty Counselors for Student Fund Accounts**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Chief Faculty Counselor for Special Education Student Fund Accounts, and ~~Ron Camp~~ **Roseann Bayne** as Chief Faculty Counselor for Non-Special Education Student Fund Accounts, for the school year.
- 8.18 **Appointment of Auditors of Student Fund Accounts**
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Auditor of Non-Special Education Student Fund Accounts, and ~~Ron Camp~~ **Roseann Bayne** as Auditor of Special Education Student Fund Accounts, for the school year.

8.19 **Appointment of Staff on an Interim Basis**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to employ individuals on an interim basis, until such time as the Board of Education is able to act upon a formal recommendation for appointment, for the school year. Such interim appointments shall be considered temporary in nature.

8.20 **Appointment of Clerk Pro-tem**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of the Vice President of the Board to serve as Clerk Pro-tem for the school year.

8.21 **Appointment of Audit Committee Member**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of the following individuals to the Audit Committee for the terms indicated below:

<u>Name</u>	<u>Relationship</u>	<u>Term Length</u>	<u>Effective Date</u>	<u>Conclusion Date</u>
Jeffrey Grimshaw	County Resident	2 years	July 1, 2013	June 30, 2015
	Board Member	3 years	July 1, 2013	June 30, 2016

8.22 **Appointment of Audit Committee Chair**

~~BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jeffrey Grimshaw as Chair of the Audit Committee for the school year.~~

8.23 **Appointment of Board Policy Committee Members**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointments of Gregory Muench, Matthew Geltner, ~~Walt Freyer and the Secretary to the Assistant Superintendent for Student Services~~ to the Board Policy Committee for the school year.

8.24 **Appointment of Copyright Officer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Kevin Clapp to serve as Copyright Officer for the school year in accordance with Board Policy 7231.

DESIGNATIONS

9.1 **Designation of Legal Counsel**

BE IT RESOLVED that the law firm of Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. is hereby designated as the BOCES legal counsel at an annual retainer of \$31,800 for the school year in accordance with the Retainer Agreement (attached).

9.2 **Designation of Principals**

BE IT RESOLVED that based upon their current job assignments, Paul Gugel, Ronald Camp, Lisa Nappi, Charles Pehta and John Ramin are hereby designated as Principals for the purposes of Education Law Section 3214 for the school year.

9.3 **Designation of School Physician**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the Oswego Hospital as the provider of School Physician services as needed for the school year in accordance with the existing contractual agreement (attached).

9.4 **Designation of Independent Internal Auditing Firm**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the firm of Dermody, Burke and Brown, CPAs, LLC as Independent Internal Auditing Firm for the school year in accordance with the results of the RFP awarded by the Board on May 1, 2012.

9.5 **Designation of Independent External School Auditing Firm**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the firm of Ray Wager, CPA as Independent External School Auditing Firm for the school year in accordance with the results of the RFP awarded by the Board on May 1, 2012.

9.6 **Designation of Regular Monthly Meeting Time and Place**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hold regular meetings as identified and special meetings when necessary. *Meetings will begin at 6:30 p.m., Location: W450-August 21, 2013-all others Special Education Gymnasium.*

<i>August</i>	<i>August 21, 2013</i>	<i>February</i>	<i>February 12, 2014</i>
<i>September</i>	<i>September 18, 2013</i>	<i>March</i>	<i>March 19, 2104</i>
<i>October</i>	<i>October 16, 2013</i>	<i>April</i>	<i>April 9, 2014 (Annual Meeting)</i>
<i>November</i>	<i>November 20, 2013</i>	<i>April</i>	<i>April 23, 2014 (Regular Meeting)</i>
<i>December</i>	<i>December 18, 2013</i>	<i>May</i>	<i>May 14, 2014</i>
<i>January</i>	<i>January 15, 2014</i>	<i>June</i>	<i>June 18, 2014</i>

9.7 **Designation of Depository Bank Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates Chase, Fleet/Bank of America, Key, Pathfinder, Citizens, ~~HSBC~~, Community, Lyons and Merrill Lynch Banks as the depositories for bank accounts for the school year.

9.8 **Designation Of Financial Advisor**

BE IT RESOLVED that Oswego County Board of Cooperative Educational Services retains the services of Fiscal Advisors & Marketing, Inc. of Syracuse, New York as our Financial Advisor to provide related services including preparing the required financial statements, marketing the BOCES Revenue Anticipation Notes and coordinating other borrowings as needed for the school year.

9.9 **Designation of Bond Counsel**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services retains the firm of Hawkins, Delafield & Wood of New York, NY as Bond Counsel for the school year.

9.10 **Designation of Official Newspapers**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services *hereby designates* The Palladium Times, the Oswego County Weeklies and the Valley News as the official newspapers for the school year.

9.11 **Designation of Representative to the OCM Workers' Compensation Consortium Board of Directors.**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates Michael Sheperd as Primary Designee and Mark LaFountain as Alternate Designee to sit on the Board of Directors of the OCM Workers' Compensation Consortium and exercise the voting authority of the Oswego County BOCES on the Board of Directors for the school year.

10. BONDING OF PERSONNEL

10.1 **Bonding of District Treasurer/Deputy Treasurer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding of the District Treasurer and Deputy Treasurer in the amount of \$4,900,000 each, as contained in the District General Insurance Policy, for the school year.

10.2 **Bonding of Treasurer of Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding of the Treasurer of Student Fund Accounts in the amount of ***\$4,900,000***, as contained in the District General Insurance Policy, for the school year.

10.3 **Bonding of Other Employees**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding in the amount of \$100,000 per employee, as contained in the District General Insurance Policy, for the school year.

11. AUTHORIZATIONS

11.1 **Authorization to Sign Purchase Orders and Purchase Contracts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent to assign funds intended to be used for specific purposes and to sign purchase orders and any contracts obligating the BOCES to the purchase of a good or service, and the Deputy Purchasing Agent to be authorized to assign funds intended to be used for specific purposes and to sign purchase orders in the absence of the Purchasing Agent for the school year.

11.2 Authorization to Approve Agreements and Contracts

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Board President to approve and execute agreements, contracts and other documents requiring Board approval, by signing said documents on behalf of the Board, and the Board Vice-President authorized to sign in the absence of the President for the school year.

11.3 Bank Resolution

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Treasurer and/or Deputy Treasurer to open bank accounts, sign instruments, initiate Automatic Clearing House debits, initiate payments by use of Depository Transfer Checks, give instructions for the transfer or withdrawal of funds by wire or otherwise and for the payment or withdrawal of moneys, credits, items and property, and authorizing designated banks to accept for deposit, for credit or for collection, items in accordance with municipal laws.

11.4 Authorization for Approval of Conference Attendance

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to approve the attendance and payment of approved expenses for such attendance of professional and support staff at conferences, workshops, etc., and that the President of the Board of Education be authorized to grant approval for Board member attendance at such events, at BOCES' expense, within the scope of budget appropriations, for the school year.

11.5 Authorization to Certify the Payroll

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent, the Assistant Superintendent for Administrative Services, or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to have the authority to certify the payroll for the school year.

11.6 Authorization of Check Signatures

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the following as check signers and/or their printed facsimile signatures for the school year.

Position	Staff Member
District Treasurer	Kelly Wood
Deputy Treasurer	Eileen Dreher

11.7 Authorization of Deputy Treasurer to Sign Checks in Absence of Treasurer

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Deputy Treasurer to sign checks in the absence of the Treasurer for the school year.

11.8 Authorization for Budget Transfers and Amendments

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to approve budget transfers and amendments for the school year in accordance with Board Policy 4130 Administration of Budget.

11.9 Authorization To Apply for Grants In Aid

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to apply for Grants in Aid (State and/or Federal) for the school year.

11.10 Authorization to Sign Documents in Absence of District Superintendent

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the **District Superintendent to sign contracts, agreements, licenses, and other documents that aren't otherwise required to be signed by the Board President and/or the Purchasing Agent, and the Assistant Superintendent for Administrative Services or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services to sign documents in the absence of the District Superintendent for the school year.**

11.11 Authorization of Petty Cash Accounts

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the establishment of the following petty cash accounts for the school year:

Location/Program	Amount	Custodian
Adult Education/Health Occupations	\$50.00	Paul Gugel
Administrative Services	\$25.00	Michael Sheperd
Assessment & Industrial Training	\$25.00	Paul Gugel
Community Education Program	\$50.00	Paul Gugel
District Office	\$50.00	Melissa Allard
Instructional Support Services Instruction	\$50.00 \$100.00	Jane Suddaby Roseann Bayne
Occupational & GED Program	\$100.00	Ron Camp
Special Education	\$100.00	James Huber
Special Education Program - Fulton	\$25.00	Charles Pehta
Student Programs	\$100.00	Walter Freyer
Transportation Program	\$25.00	Kathy Jamerson

11.12 Authorization of Substitute Rates

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the establishment of the following substitute rates for the school year:

Position	2011-12 Rate	Proposed 2012-13 Rate
Substitute Teacher	\$68.98 per day, non-certified \$74.29 per day, non-certified w/4-yr degree \$79.59 per day, certified \$90.20 per day, long-term (20-60 days) 1/200th of starting salary, over 60 days	\$70.36 per day, non-certified \$75.78 per day, non-certified w/4-yr degree \$81.18 per day, certified \$92.00 per day, long-term (20-60 days) 1/200th of starting salary, over 60 days
Substitute Teacher Assistant	\$8.76 per hour, regardless of program Current hiring rate, Long-term (+30 days, same assignment)	\$8.94 per hour, regardless of program Current hiring rate, Long-term (+30 days, same assignment)
Substitute TA Interpreter	\$9.29 per hour	\$9.48 per hour
Substitute School Nurse	\$13.80 per hour	\$14.08 per hour
Substitute Maintenance Worker	\$8.49 per hour	\$8.66 per hour
Substitute Custodial Worker	\$8.05 per hour	\$8.21 per hour
Substitute Clerical	\$8.39 per hour	\$8.56 per hour
Substitute Data Entry	\$7.59 per hour	\$7.74 per hour
Substitute Bus Driver	\$11.67 per hour (non-BOCES employee)	n/a
Substitute Bus Driver	Current hourly rate + \$3 (for BOCES Bus Aides)	n/a
Substitute Bus Aides	\$7.96 per hour	n/a
Substitute AV Repairer	\$8.49 per hour	\$8.66 per hour

Substitute Maintenance Mechanic I	\$11.67 per hour	<i>\$11.90 per hour</i>
Substitute Property Guard	\$12.64 per hour	<i>\$12.89 per hour</i>
Substitute Health Occ Instructor	\$16.65 per hour	<i>\$16.98 per hour</i>

11.13 Authorization to Submit Bid Notices to Newspapers

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent or Deputy Purchasing Agent to submit bid notices to the official newspapers throughout the year.

11.14 Authorization to Open Bids

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes ~~the Assistant Superintendent for Administrative Services,~~ the Purchasing Agent and the Deputy Purchasing Agent to be individually authorized to open bids at designated times.

11.15 Authorization of Audit and Certification of Bills for Payment

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the ~~Internal Claims Auditor or~~ Alternate Internal Claims Auditor in the absence of the ***Internal*** Claims Auditor to certify payment of all obligations.

11.16 Authorization for Investment of Funds

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Treasurer, or the Deputy Treasurer in the absence of the Treasurer, to administer the investment program of the District, in accordance with municipal laws and regulations

11.17 Authorization of Facsimile Signatures for Checks

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the use of a printed facsimile signature of the Treasurer, or the Deputy Treasurer in the absence of the Treasurer, for signing checks.

11.18 Authorization of Facsimile Signatures for Purchase Orders

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the use of a printed facsimile signature of the Purchasing Agent, or the Deputy Purchasing Agent in the absence of the Purchasing Agent, for signing Purchase Orders.

11.19 Authorization to Sign Appropriate Contracts and Agreements

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Assistant Superintendent for Administrative Services or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to sign any contracts or agreements which are not required to be signed by the Purchasing Agent, the District Superintendent, or the Board President, for the school year.

11.20 Authorization to Collect and Review Certified Payrolls for Public Works Contracts

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent, or the Deputy Purchasing Agent in the absence of the Purchasing Agent, to collect and review certified payrolls for public work contracts for the school year.

12. OTHER

12.1 Re-Adoption of all Policies in Effect During the Previous Year

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the re-adoption of all existing policies of the Board and records as maintained by the District Clerk and the District Superintendent for the school year.

12.2 Adoption of the Protections of Public Officers Law Section 18

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees to confer the benefits of Section 18 of the Public Officers upon its employees and officers, and further agrees to be held liable for the costs incurred under such provision of law; and It is further RESOLVED that the adoption of the provisions of Section 18 of the Public Officers Law is intended to supplement, and not supplant, any other applicable provisions relating to the defense and indemnification of its employees and officers.

12.3 Workers Compensation Coverage for Volunteers

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees that the BOCES shall participate in the Onondaga Cortland Madison Workers Compensation Consortium group to provide the insurance coverage that is permitted pursuant to Education Law Section 1950.4. ff. for its authorized volunteers.

12.4 Board Membership in Associations

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services in accordance with budgeted availability of funds hereby approves the membership in the New York State School Boards Association, ~~National School Boards Association~~, Central New York School Boards Association, the Oswego County School Boards Association, the Rural Schools Association, the New York State Association for Women in Administration, the Greater Oswego-Fulton Chamber of Commerce, the Greater Mexico Chamber of Commerce **and the Association of Educational Service Agencies**, for the school year, and to subscribe to the Erie 1 BOCES Board Policy Update Service, the Erie 1 BOCES Administrative Manual Update Service, the Statewide BOCES Public Relations efforts, and the BOCES Ed Consortium.

12.5 Establishment of Mileage Reimbursement Rate

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the reimbursement of mileage at the official IRS mileage rate for the school year.

12.6 Establishment of FOIL (Freedom of Information Law) Request Charges

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby establishes charges for the processing of requests received under the Freedom of Information Law in accordance with Chapter 223 of the Laws of New York of 2008 as follows: \$.25 per photocopy; an amount equal to the hourly salary of the lowest paid agency employee who has the skills required to prepare a copy of the requested record, if greater than two hours, and/or any other fees eligible to be charged in conjunction with the request, in accordance with the law.

12.7 Establishment of GASB-54 Protocols

BE IT RESOLVED that the Oswego County Board of Cooperative Educational services hereby establishes that the process used to assign funds is by the authorization placed by the Purchasing Agent on a purchase order after having been created and approved through the established purchasing procedures; and that resources will generally be spent from budgetary appropriations first, and that utilization of reserve funds will be determined based on the legal appropriation of such funds which require either the Board of Education and/or the proper voter approval, and that assigned amounts will be considered expended when the transaction occurs for which the assignment was made.

12.8 Adoption of NSF (Non-Sufficient Funds) Charge

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent to impose a charge of \$30.00 per returned item to any account owing the Oswego County BOCES where a tendered payment of such an account was returned for insufficient funds. BE IT FURTHER RESOLVED that the service charges shall be collected in the manner prescribed by law for the collection of the account for which the returned item was tendered. The District Superintendent may require future payments by individuals to be tendered in cash or by certified or cashier's check.

12.9 Approval of Bank Accounts

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the use of following bank accounts for the school year:

Fund	Bank	Type of Account
General	Chase	Money Market
General	KeyBank	Checking
General	KeyBank	Money Market
General Reserve	KeyBank	Money Market
General Unemployment	KeyBank	Checking
Federal	KeyBank	Checking
Federal – Teacher Center	KeyBank	Savings
Trust & Agency	KeyBank	Checking
Trust & Agency Health Benefits	KeyBank	Checking
Trust & Agency Health Reserve	KeyBank	Money Market
Trust & Agency Payroll	KeyBank	Checking
Capital	HSBC /Community Bank	Checking
Capital	HSBC /Community Bank	Money Market

12.10 Approval to Dispose in Place of Computers and Computer Equipment

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby authorizes the "disposal in place" for BOCES asset tagged computers, computer related equipment, electronic data processing equipment and other such equipment included in the same asset classes, that are older than three years as of **June 30, 2013** and reside in the local component school districts. Such assets shall be eliminated from the BOCES asset inventory database and each component school district shall receive an itemized list of the computers and equipment located in their district.

5. PERSONNEL

5.1 Personnel Actions. Please see enclosure.

5.11 Excessed

5.12 Resignations

5.13 Retirements

5.14 Appointments

5.15 Substitutes

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.

5.2 Resolution to approve the Revised Terms and Conditions of Employment for Non-Represented Administrators who are not covered by a Collective Bargaining agreement. Please see enclosure.

6. ACADEMIC INITIATIVES

7. SUPERINTENDENT'S REPORT

7.1 Resolution to Apply for the RUS DLT Grant. (Please See Enclosure)

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services grants permission to the District Superintendent, Christopher Todd, to apply for and sign the RUS DLT (Rural Utilities Service Distance Learning Telemedicine) Grant.

7.2 Ratification of the 2012-2016 Oswego County BOCES Supportive Employees' Association Contract

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES Supportive Employees' Association for the period of July 1, 2012 through June 30, 2016.

7.3 Resolution to Approve Salary Increases for Non-Represented Support Staff.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the increase in salaries for Melissa Allard, Mary Anne Kirkpatrick, and Lisa Spencer, Non-Represented Support Staff employees by 2% for the 2012-13 and 2013-14 school years effective immediately.

8. INFORMATION

9. PRESIDENT'S REPORT

10. INFORMATION

11. BOARD FORUM/DISCUSSION

12. ADJOURNMENT

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
REGULAR MEETING
June 19, 2013**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, June 19, 2013 at the BOCES Main Center in Mexico, New York.

Mr. John Shelmidine called the meeting to order at 6:32 p.m.

Board Members Present:	Eric Behling Donna Blake Matthew Geltner Gregory Muench John Shelmidine, President Joel Southwell Dave White
Board Members Absent:	Kevin Dix, Vice-President William Scriber
Central Administration:	Christopher J. Todd, District Superintendent Mark LaFountain Michael Sheperd
Program Administrators & Staff:	Gisèle Benigno Tracy Fleming Paul Gugel Jim Huber Alyson Inman Roger Kocher Dora Thurlow Wayne Wildeman
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Attorney:	Marc Reitz
Guests:	Roseann Bayne

The Pledge of Allegiance was recited.

EXECUTIVE SESSION MOTION

It was:

Moved by Donna Blake, seconded by Matthew Geltner, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to meet with a perspective Assistant Superintendent for Instruction candidate.

The BOCES Board entered into an Executive Session at 6:36 p.m. in the W450 Conference Room. Those in attendance were: Melissa Allard, Eric Behling, Donna Blake, Matthew Geltner, Gregory Muench, John Shelmidine, Joel Southwell, Christopher Todd, and William White.

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

Regular Board Meeting reconvened

It was:

Moved by Gregory Muench, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services adjourn the Executive Session and reconvene to the Regular Board Meeting.

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

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 7:05 p.m.

FACILITIES REPORT

Mr. Todd stated that since there wasn't a whole lot to report on Nate was not at the meeting this evening. Mr. Todd informed the Board that the advertising for the bidding process is done and everything is on schedule for the release of the bids and opening of the bids as stated before. The Board discussed setting a date to accept bids after their opening and they set the date of Monday, July 29, 2013.

PUBLIC COMMENTS

None.

APPROVAL OF THE MINUTES OF THE MAY 15, 2013 REGULAR BOARD MEETING MINUTES

It was:

Moved by Matthew Geitner, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services approves the minutes of the May 15, 2013 Regular Board meeting minutes.

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

FINANCE

7.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.

7.2 Financial Reports.

7.21 Treasurer's Report

7.22 Budget Status Report & Transfers Greater Than \$50,000

7.3 Internal Claims Auditor Report.

7.4 Bids/Awards & Rejection. Please see enclosures

7.41 Bid Rejection - Cooperative Bid - Ice Cream Bid #B13-1201

7.42 Cooperative Bid - Milk and Dairy Products Bid #B13-0601

7.43 Cooperative Bid - Bread Products Bid #B13-0901

7.44 Cooperative Bid - Paper and Plastic Supplies Bid #B13-1001

7.45 Cooperative Bid - Paper and Plastic Supplies for Southern Cayuga CSD Bid #B13-1001SC

7.46 Cooperative Bid - Permanent Cafeteria Smallwares Bid #B13-1101

7.47 Cooperative Bid - Ice Cream Bid #B13-1201RB

7.48 Cooperative Bid - Calculators Bid #B13-1501

7.49 Cooperative Bid - Transportation Parts & Supplies Bid #B13-1701

7.50 Cooperative Bid - Transportation Fuels Bid #B13-2000

7.51 Cooperative Bid - USDA Food and Meat Purchase NOI Bid #B13-8005

7.52 Cooperative Bid - Food/Meat/Beverages Bid #B14-FMB01

7.53 Cooperative Bid - Food/Meat/Beverages for Southern Cayuga CSD Bid #B14-FMB01SC

7.5 Resolution to Accept Continuing Education Sponsorship. Please see enclosure.

RESOLVED, that the Oswego County Board of Cooperative Educational Services accepts the sponsorship of participating component districts for the 2013-2014 Continuing Education Program.

7.6 Resolution to Authorize the Disposal of Buses. Please see enclosure.

WHEREAS the Board of Cooperative Educational Services underwent a thorough study in the fall of 2012 to examine the status and viability of its transportation services; and

WHEREAS the study concluded that it is no longer feasible to continue to provide such services due to insufficient levels of subscriptions, with indications from districts of continued reductions resulting in further increased cost to remaining districts and internal programs of the BOCES, and as such they should be discontinued; and

WHEREAS the BOCES Board passed a resolution at their January 16, 2013 meeting to discontinue the Transportation Services effective June 30, 2013; and

WHEREAS the Superintendents and Business Officials of all nine component school districts have recommended and agreed that the disposition of the buses relative to this discontinued service should take place as follows:

- 1) The buses would first be offered to Oswego County BOCES component school districts at no cost and selection of buses would take place via largest to smallest RWADA value, then
- 2) Any remaining buses would be offered for sale to the public, and all proceeds realized would be refunded in proportion to RWADA value only to those Oswego County BOCES component districts who did not receive a bus; and

WHEREAS four of the nine component districts have indicated they wish to receive a bus and have selected their bus via RWADA order as agreed;

BE IT RESOLVED that the buses in the attached list be deemed surplus as they are no longer of practical use to the BOCES, and disposed of in accordance with the recommendations of the Oswego County component school district Superintendents and Business Officials, with Bus #97 going to Central Square CSD, Bus #96 going to Oswego City SD, Bus #95 going to Fulton City SD, and Bus #92 going to Mexico CSD.

BE IT FURTHER RESOLVED that all buses remaining after said disbursement be offered for sale to the public and all proceeds resulting from such sale be refunded to the Oswego County component districts who did not receive a bus, in proportion to their RWADA for the year in which the refund is processed.

7. FINANCE – (CONTINUED)**7.7 Resolution for Disposal of Surplus Equipment – June 6, 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.

7.8 Resolution to Authorize Funding of a Retirement Contribution Reserve:

WHEREAS the Oswego County Board of Cooperative Educational Services has established a Retirement Contribution Reserve Fund ("RCRF") in accordance with General Municipal Law section 6-r; and

WHEREAS the RCRF may be funded with amounts designated from budgetary appropriations or program surpluses remaining at the end of the fiscal year;

BE IT RESOLVED that effective for the 2012-13 fiscal year, the Oswego County Board of Cooperative Educational Services hereby authorizes the transfer of available unspent balances from other codes within each program budget to the .802 object codes within those programs, or the increase of the .802 object codes as necessary to fund an aggregate total contribution to the RCRF in an amount not to exceed \$300,000 with the actual contribution to be established by the Board at a subsequent Board meeting. The amounts charged to each program will represent the prorated share of this total based on the percent of qualifying NYSERS salary earned in each program and the proceeds shall be used as may be determined necessary for the payment of required employer NYSERS contributions.

7.9 Resolution to Authorize Funding of a (Legal) Liability Reserve

WHEREAS the Oswego County Board of Cooperative Educational Services had previously established a liability reserve in accordance with Education Law section 1950.4.cc; and

WHEREAS the Liability Reserve Fund may be funded from budgetary appropriations of program surpluses remaining at the end of the year;

BE IT RESOLVED that effective for the 2012-13 fiscal year, the Oswego County Board of Cooperative Educational Services hereby authorizes the transfer of available unspent appropriations from other codes within each program budget to the .400 object codes within those programs, or the increase of the .400 object codes as necessary to fund an aggregate total contribution to the liability reserve fund in an amount not to exceed \$50,000 with the actual contribution to be established by the Board at a subsequent Board meeting. The amounts charged to each program will represent the prorated share of the total program surplus and the proceeds shall be used as may be determined necessary for the purposes as outlined in Education Law section 1950.4.cc.

7.10 Resolution to Authorize Funding an Unemployment Insurance Reserve

WHEREAS the Oswego County Board of Cooperative Educational Services has established an Unemployment Insurance Reserve Fund in accordance with General Municipal Law section 6-m; and

WHEREAS the Unemployment Insurance Reserve Fund may be funded with amounts designated from budgetary appropriations or program surpluses remaining at the end of the fiscal year;

BE IT RESOLVED that effective for the 2012-13 fiscal year, the Oswego County Board of Cooperative Educational Services hereby authorizes the transfer of available unspent balances from other codes within each program budget to the .801 object codes within those programs, or the increase of the .801 object codes as necessary to fund an aggregate total contribution to the Unemployment Insurance Reserve Fund in an amount not to exceed \$100,000 with the actual contribution to be established by the Board at a subsequent Board meeting. The amounts charged to each program will represent the prorated share of this total based on the percent of overall actual salaries expended in each program and the proceeds shall be used as may be determined necessary for the purpose of paying claims for this purpose.

7.11 Resolution Authorizing Funding of an Employee Benefit Accrued Liability Reserve

WHEREAS the Oswego County Board of Cooperative Educational Services has established an Employee Benefits Accrued Liability Reserve Fund in accordance with General Municipal Law section 6-p; and

WHEREAS the Employee Benefits Accrued Liability Reserve Fund may be funded with amounts designated from budgetary appropriations or program surpluses remaining at the end of the fiscal year;

BE IT RESOLVED that effective for the 2012-13 fiscal year, the Oswego County Board of Cooperative Educational Services hereby authorizes the transfer of available unspent balances from other codes within each program budget to the .804 object codes within those programs, or the increase the .804 object codes as necessary to fund an aggregate total contribution to the Employee Benefits Accrued Liability Reserve Fund in an amount not to exceed \$200,000. The actual contribution shall be determined and enacted as soon as practical through the established calculation methodology of multiplying the applicable per diem allowance for each employee by the applicable balance of their unused sick days for employees ages 40 and older, less the portion of this total estimated based on historical trend to be paid to employees ages 55 and older in the next fiscal year. The amounts charged to each applicable program will represent the prorated share of this total based on the percent of overall actual salaries expended in each program and the proceeds shall be used as may be determined necessary for the purpose of paying contractual obligations allowed for this purpose.

7. FINANCE – (CONTINUED)**7.12 Resolution Authorizing Funding of a Career Education Instructional Equipment Reserve Funding**

WHEREAS the Oswego County Board of Cooperative Educational Services passed a resolution at their December 19, 2012 meeting to establish a Career and Technical Education (CTE) Instructional Equipment Reserve Fund in accordance with Education Law Section 1950 (4)(ee) and Section 170.3(K) of the Regulations of the Commissioner of Education; pending majority approval of the component Boards; and

WHEREAS the fund was unanimously approved by all component districts during winter and spring 2013; and

WHEREAS the CTE Instructional Equipment Reserve may be funded by budgetary expense from the Career and Technical Education budget;

BE IT RESOLVED that effective for the 2012-13 fiscal year, the Oswego County Board of Cooperative Educational Services hereby authorizes the transfer of available unspent appropriations from other CTE budget codes to the 101-3010-200 code as necessary to fund contribution to the CTE Instructional Equipment Reserve in an amount not to exceed \$300,000 with the actual amount to be established by the Board at a subsequent Board meeting. The amount funded will be determined following receipt of a funding recommendation from the established Sub-Committee of Chief School Officers, School Business Officials and BOCES' Administrators.

7.13 Resolution to Accept Donation from Shoregroup, Inc.

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the donation of fifty (50) NexLink servers, valued at approximately \$40,000 to \$50,000 from Shoregroup, Inc. for our Career & Technical Education program.

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves Section 7.1 through 7.13 of Finance Section of the Board Agenda, effective as indicated.

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

7.14 2012-13 Audit Committee Summary and Update. (Please See Attached - For Information Only)**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.

Excessed			
Name	Program	Position	Effective Date
Grey, Barbie Jo	Career & Technical Education	Teaching Assistant	6/30/2013
Anderson, Jessica	Special Education	Teaching Assistant	6/30/2013
Bissell, Alexandra	Special Education	Teaching Assistant	6/30/2013
Bonner, Kathryn	Special Education	Teaching Assistant	6/30/2013
Costello, Kathryn	Special Education	Teaching Assistant	6/30/2013
Latak, Tracy	Special Education	Teaching Assistant	6/30/2013
Lautensack, Cheryl	Special Education	Teaching Assistant	6/30/2013
Macro, Stephanie	Special Education	Teaching Assistant	6/30/2013
Troul, Nikki	Special Education	Teaching Assistant	6/30/2013
Leave of Absence			
Name	Program	Position	Effective Date
Dimon, Renee	Special Education	Teaching Assistant	5/17/2013 - 6/30/2013
Resignations			
Name	Program	Position	Effective Date
Boutelle, Kevin	Instructional Support Services	VAP Technology Coordinator	7/12/2013
Coufure, Kathleen	Special Education	Substitute School Nurse/RN	5/23/2013
Goodridge, Emory	Adult Education	Medical Billing/Coding Instructor	6/22/2013
Kingsley, Rachel	Special Education	Teaching Assistant/Web Coach	6/17/2013
Nevills, Kristy	Special Education Summer School	Teaching Assistant	NEVER STARTED
Trabucco, Mark	Secondary Summer School	Math Teacher	NEVER STARTED

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL – (CONTINUED)

Retirements							
Name	Program	Position	Effective Date				
Pooler, Marilyn	Instructional Technology	LAN Technician	8/28/2013				
Schermerhorn, Lorraine	Special Education	Teaching Assistant	8/19/2013				
Siever, Linda	Special Education	Senior Typist	9/20/2013				
Tenure							
Name	Program	Position	Effective Date				
Falco, Sara	Career & Technical Education	Culinary Arts Instructor	9/1/2013				
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education Program	Bucher, Patricia	C.N.A Instructor (Part-time)	\$22.22	/hr.	05/16/2013	06/30/2014	as per timesheet
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education	Albrecht, Marda	Test Proctor (Part-time)	\$10.40	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Banks, Kimberly	Health Occ. Instructor/Phlebotomy	\$22.22	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Baleman, Cathy	CDL-B (Bus Driver) Instructor	\$26.01	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Bradway, Donna	Test Proctor/TABE (Part-time)	\$13.00	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Bucher, Patricia	Curriculum Development	\$164.00	/day	05/16/2013	06/30/2014	4 days; to be adjusted according to negotiated contract
	DeSantis, John	HEMO Instructor	\$26.01	/hr	07/01/2013	08/30/2013	as per timesheet; to be adjusted according to negotiated contract
	DeSantis, John	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	2 days; to be adjusted according to negotiated contract
	Dustheim, Leland	Evening HVAC/CDL-B Instructor	\$21.63	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL -- (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education	Ella, Roberto	Workforce Liaison	\$15.33	/hr	07/01/2013	06/30/2014	0-37.5 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Euson, Roxanne	Literacy Instructor	\$21.63	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Fisher, William	Literacy/GED Instructor	\$23.08	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Gravelle, Ralph	Evening Adult CTE-Welding	\$28.12	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Grey, Barbie Jo	Evening Adult CTE - Welding	\$22.50	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Hill, Robert	5-Hr. Prelicensing Instructor	\$21.50	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Koegel, Kenneth	HEO/CDL-A & CDL-B Instructor	\$21.63	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Koegel, Kenneth	Curriculum Development	\$164.00	/day	07/01/2013	06/30/2014	4 days; to be adjusted according to negotiated contract
	Lamb, Theresa	Literacy/GED Instructor	\$21.63	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	McNitt, Shirley	Teaching Assistant/GED	\$22.00	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Moran, Susan	Literacy/GED Instructor	\$23.08	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL -- (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education	Palmer, Margaret	Lead Instructor - LPN/CNA	\$31.55	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Palmer, Margaret	Curriculum Development	\$164.00	/day	07/01/2013	06/30/2014	4 days; to be adjusted according to negotiated contract
	Scheppard, Kimberly	Test Proctor (Part-time)	\$10.40	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Sherman, Adele	Health Occ. Instructor/Dental	\$21.78	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Sherman, Adele	Curriculum Development	\$164.00	/day	07/01/2013	06/30/2014	4 days; to be adjusted according to negotiated contract
	Solazzo, Tracy	Practical Nursing Instructor	\$31.21	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Solazzo, Tracy	Curriculum Development	\$164.00	/day	07/01/2013	06/30/2014	4 days; to be adjusted according to negotiated contract
	Solazzo, Tracy	Health Occ. Instructor/CNA	\$22.22	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Spencer, Shelly	Curriculum Development	\$164.00	/day	07/01/2013	06/30/2014	6 days; to be adjusted according to negotiated contract
	Spencer, Shelly	Health Occ. Instructor - MA/Phlebotomy	\$24.86	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Wickham, Jerry	Auto Technology Instructor	\$27.04	/hr	07/01/2013	06/30/2014	as per timesheet; to be adjusted according to negotiated contract
	Wood, George	HEMO Instructor	\$26.01	/hr	07/01/2013	08/30/2013	as per timesheet

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education	Wood, George	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	2 days; to be adjusted according to negotiated contract
	Yeomans, Laura	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2014	4 days; to be adjusted according to negotiated contract
	Yeomans, Laura	LPN Instructor (Part-time)	\$31.21	/hr	07/01/2013	08/30/2014	as per timesheet, not to exceed 800 hrs/yr.
Career & Technical Education	Easman, David	School Counselor	\$349.54	/day	07/01/2013	08/30/2013	20 days; to be adjusted according to negotiated contract
	Ellis, Mark	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	26 days; to be adjusted according to negotiated contract
	Falco, Sara	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Finnerty, Kathy	Consulting Teacher	\$455.20	/day	07/01/2013	08/30/2013	27 days; to be adjusted according to negotiated contract
	Giverson, Lori	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	15 days; to be adjusted according to negotiated contract
	Hartman, Rose	Cosmetology Instructor	\$263.79	/day	07/01/2013	08/30/2013	10 days total; to be adjusted according to negotiated contract
	Hawksby, Jr., Joseph	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Henry, Scott	School Counselor	\$360.62	/day	07/01/2013	08/30/2013	20 days; to be adjusted according to negotiated contract
	Hoyt, Lori	Consulting Teacher (Science)	\$330.30	/day	07/01/2013	08/30/2013	13 days; to be adjusted according to negotiated contract
	Knowles, Linda	Consulting Teacher (English)	\$345.72	/day	07/01/2013	08/30/2013	8 days; to be adjusted according to negotiated contract

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Career & Technical Education	Mahon, Craig	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Nabinger, Melissa	Child Dev't Associate Review	\$164.00	/day	07/02/2013	07/05/2013	3 days; to be adjusted according to negotiated contract
	Nabinger, Melissa	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	20 days; to be adjusted according to negotiated contract
	Mesblitt, Dianna	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	15 days; to be adjusted according to negotiated contract
	Peel, Lori Ann	Consulting Teacher (Math)	\$339.92	/day	07/01/2013	08/30/2013	13 days; to be adjusted according to negotiated contract
	Reinville, Richard	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Rice, Margaret	Floral Design & Greenhouse Technology Teacher (50%)	\$49,944.00	/yr	09/01/2013		Reduced to 50% eff. 8/1/2013; salary to be prorated to 60% and adjusted according to negotiated contract
	Rovito, Ines	Cosmetology Instructor	\$302.61	/day	07/01/2013	08/30/2013	10 days; to be adjusted according to negotiated contract
	Teormina, Carol	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	15 days; to be adjusted according to negotiated contract
	Wood, George	Programmatic Maintenance	\$14.62	/hr	07/01/2013	08/30/2013	as needed per timesheet
	Wright, Kimberly	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	10 days; to be adjusted according to negotiated contract
Instructional Support Services	Bayne, Roseann	Assistant Superintendent for Instruction	\$115,000.00	/yr	TBD	TBD	

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Instructional Support Services	Cukoll, Karen	Coordinator	\$303.36	/day	07/01/2013	08/30/2013	7 days as per timesheet; to be adjusted according to negotiated contract
	Tiedemann, Mary	Workshop Presenter	\$50.00	/hr	05/09/2013	06/30/2013	as per timesheet
Instructional Technology	Deshaires, Jacob	Temp. IT Tech Assistant	\$8.49	/hr	07/07/2013	08/30/2013	as per timesheet
	Garrett, Matthew	Temp. IT Tech Assistant	\$8.49	/hr	07/07/2013	08/30/2013	as per timesheet
	Hannon, Robert	Temp. IT Tech Assistant	\$8.49	/hr	07/07/2013	08/30/2013	as per timesheet
	Peet II, James	Student Helper	\$7.25	/hr	07/01/2013	08/30/2013	as per timesheet
	Sharkey, Christi	Temp. IT Tech Assistant	\$8.49	/hr	07/07/2013	08/30/2013	as per timesheet
Migrant Education	Arco-Brown, Luanne	ESL Tutor	\$15.15	/hr	07/01/2013	06/30/2014	0-19 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Beck, Karalyn	ESL Tutor	\$11.00	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Bradford, Jennifer	Migrant Specialist	\$158.17	/day	07/01/2013	08/30/2013	28 days; to be adjusted according to negotiated contract
	Cook, Claudia	Adolescent Specialist	\$40,677.00	/yr	07/01/2013	06/30/2014	to be adjusted according to negotiated contract
	Farden, Mandy	Data Entry Operator	\$12.82	/hr	07/01/2013	06/30/2014	0-19 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Farden, Mandy	In-Home/School Tutor	\$14.85	/hr	07/01/2013	06/30/2014	0-37.5 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Fosco, Jenna	ESL Advocate	\$14.00	/hr	07/01/2013	06/30/2014	0-37.5 hrs/wk. as per timesheet; to be adjusted according to negotiated contract

PERSONNEL -- (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Migrant Education	Habayeb, Reema	In-Home/School Tutor	\$15.49	/hr	07/01/2013	06/30/2014	0-19 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Jackson, Linda	In Home/School Tutor	\$14.13	/hr	07/01/2013	06/30/2014	0-19 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Luchsinger, Sharon	ESL Tutor	\$11.00	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Moe, Say	Migrant Interpreter	\$11.00	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Natusil, Terencia	ESL & In-Home/School Tutor	\$13.83	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Rofz, Luisa	Migrant Tutor	\$11.00	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Shimer, Melinda	ESL Tutor	\$15.39	/hr	07/01/2013	06/30/2014	0-19 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Theobald, Michael	Migrant Education Specialist - Bilingual	\$38,000.00	/yr	07/01/2013	06/30/2014	0-37.5 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Trowbridge, Adele	In-Home/School Tutor	\$15.06	/hr	07/01/2013	06/30/2014	0-37.5 hrs/wk. as per timesheet; to be adjusted according to negotiated contract

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Migrant Education	Wah, Eh Khu	Migrant Interpreter	\$11.00	/hr	07/01/2013	06/30/2014	0-19 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Wilson, Edward	In-Home/School Tutor	\$14.13	/hr	07/01/2013	06/30/2014	0-18 hrs/wk as per timesheet; to be adjusted according to negotiated contract
Public Relations	Camp, Lei Leni	Public Information Assistant	\$42,106.00	/yr	07/01/2013		
	Reitz, Nicole	Public Information Assistant	\$39,000.00	/yr	07/08/2013		to be prorated from 7/8/2013
	Rhinehart, Amy	Public Information Assistant	\$40,713.00	/yr	07/01/2013		
REMS/Security Office	Griffin, Randy	Project Specialist	\$50.00	/hr	07/01/2013	06/30/2014	as per timesheet
Special Education	Abbolit, Sharon	Job Coach	\$9.63	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; contingent upon enrollment
	Berthod, Patricia	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; contingent upon enrollment
	Callard, Mary	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; contingent upon enrollment
	Castellani, Kathryn	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Clark, Katherine	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Clyne, Marilyn	Job Coach	\$9.63	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; contingent upon enrollment
	Cooper, Nancy	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Elgabrawy, Michelle	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; contingent upon enrollment

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Special Education	Ericksen, Margaret	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Eseldine, Susan	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Frawley, Theresa	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Gilbo, Julia	Job Coach	\$9.83	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Gunn, Nancy	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Hall, Charlotte	Curriculum Development	\$47.78	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Hebert, Linda	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	House, Barbara	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Hoyt, Lori	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	2 days; to be adjusted according to negotiated contract
	Jack, Alice	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Jones, Keith	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Kellogg, Elizabeth	Work-study Coordinator	\$347.13	/day	07/01/2013	08/30/2013	19 days; to be adjusted according to negotiated contract

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Special Education	Kickbush, Barbara	Curriculum Development	\$164.00	/day	07/08/2013	07/09/2013	2 days; to be adjusted according to negotiated contract
	Krass, Patricia	Job Coach	\$10.92	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Lane, Nicole	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Loomis, Michelle	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Martin, Colleen	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	10 days; to be adjusted according to negotiated contract
	Neuenhoff, Lydia	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Paeo, Cynthia	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	2 days; to be adjusted according to negotiated contract
	Pehls, Eric	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Pent, Helen	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Prahl, Melissa	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Proietti, David	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Sereno, Charlotte	Job Coach	\$9.63	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Special Education	Sereno, Jacob	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; to be adjusted according to negotiated contract
	Settle, Jacquelyn	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk as per timesheet; contingent upon enrollment
	Seymour, Tamara	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	10 days; to be adjusted according to negotiated contract
	Stenson, Georgia	Job Coach	\$9.36	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Stenson, Mary	Temporary Typist	\$12.82	/hr	07/01/2013	08/30/2013	0-19 hrs/wk. as per timesheet; to be adjusted according to negotiated contract
	Terpening, Sandra	Job Coach	\$9.29	/hr	07/03/2013	08/16/2013	0-25 hrs/wk. as per timesheet; contingent upon enrollment
	Thompson, Beth	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	10 days; to be adjusted according to negotiated contract
	Tilman, Kathleen	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
Special Education Summer School	Blount, Martha	School Nurse/RN	\$183.62	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Burch, Roger	Work-study Coordinator	\$388.08	/day	07/10/2013	08/16/2013	28 days; contingent upon enrollment; to be adjusted according to negotiated contract

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Special Education Summer School	Carney, Lisa	Teacher	\$320.89	/day	07/03/2013	08/16/2013	REDUCED to 30 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Figliuolo-Cheney, Brynn	Teacher Aide	\$74.30	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Haywood, Danielle	Teacher Aide	\$74.30	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Hoffer, Andrea	Curriculum Development	\$164.00	/day	07/01/2013	08/30/2013	5 days; to be adjusted according to negotiated contract
	Jewell, Lea	Teacher Aide	\$74.30	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Kickbush, Barbara	Teacher	\$352.53	/day	07/03/2013	08/16/2013	REVISED to 28 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Ladd , Kimberlee	Teacher Assistant	\$93.35	/day	07/08/2013	08/16/2013	REVISED TO 30 days; contingent upon enrollment; to be adjusted according to negotiated contract

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Special Education Summer School	Lougee, Mary	Teaching Assistant/Interpreter	\$125.05	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Mahaffy, Susan	Teaching Assistant	\$91.40	/day	07/03/2013	08/16/2013	27 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Pawlewicz, Daniel	Physical Education Teacher	\$259.34	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Puckett, Hilary	Teacher	\$259.34	/day	07/03/2013	08/16/2013	reduced to 28 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Shaw, Kimberly	Teacher Assistant	\$98.33	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Sikes, Charlaene	Teaching Assistant	\$98.80	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Wardhaugh, Sara	Teacher Aide	\$74.30	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Special Education Summer School	Whalen, Sue	Teacher Assistant	\$95.26	/day	07/09/2013	08/16/2013	30 days; cont upon enrollment; to be adjusted according to neg contract
	Wilson, Lynne	Teacher	\$348.93	/day	07/03/2013	08/09/2013	REVISED TO 26 days; cont upon enrollment; to be adjusted according to neg contract
Summer School 2013	Burger, Laura	AlS Math Teacher	\$850.00	/Session	07/29/2013	08/12/2013	10 days; contingent upon enrollment
	Evans, Denise	Resource Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Helitz, Allison	Administrative Intern	\$3,525.00	/Total	07/01/2013	08/30/2013	
	Iorio, Gina	Librarian (50%)	\$1,600.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	LeRoy, Kimberly	Librarian (50%)	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Lipiska, Jenna	Social Studies Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Meeker, David	Math Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Oswald, Kimberly	English Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Parish, Scott	English Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Perry, Michael	Math Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Phillips, Lindsey	English Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Pierce-DeGrew, Patricia	Social Studies Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Simmons, Erin	Administrative Intern	\$3,525.00	/Total	07/01/2013	08/30/2013	
	Stoelzel, David	Science Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Sweeney, Heidi	Science Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Wackerow, David	Math Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
	Watros, James	Social Studies Teacher	\$1,450.00	/Session	07/08/2013	08/12/2013	contingent upon enrollment
VAP Grant	Abbott, Elizabeth	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Calaman, Keith	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Carpenter, Penny	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet

PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
VAP Grant	Cesari, Lindsay	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Child-Dauphin, Susan	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Goettel, Dennis	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Higgins, Jennie	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Hyland, Peter	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Kingsbury, Sally	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Miller, Sunshine	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Orlando, Tonette	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Pope, Stacey	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Rombel, Megan	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Terrion, Shirley	Consultant Teacher	\$100.00	/day	07/01/2013	08/30/2013	Maximum of 20 days as per timesheet
	Student # 122	Workstudy Student	\$1.75	/hr	06/14/2013	06/21/2013	as per timesheet
Workstudy	Student # 1	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 2	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 3	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 4	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 5	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 6	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 7	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 8	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 9	Workstudy Student	\$1.75	/hr	07/08/2013	08/16/2013	as per timesheet
Substitutes							
Instructional Technology							
	Hardesty, Jacqueline		\$9.75/hr				
Operations & Maintenance							
	Henderson, Kelley		\$8.05/hr				
	Horth, Michael		\$8.05/hr				
	Pearce, Ronald		\$8.05/hr				
Special Education							
	Balchelor, Morgan		\$8.76/hr, \$68.98/day				
	Gates, Krista		\$8.76/hr, \$68.98/day				
	Loomis, Michella		\$8.76/hr, \$68.98/day				
Summer School							
	Warren, Renee		\$79.59/day				

It was:

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

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

June 19, 2013 Oswego County BOCES Regular Meeting Board Minutes

PERSONNEL – (CONTINUED)**8.2 Resolution to Approve Standard Work Day and Reporting Resolution**

BE IT RESOLVED, that the Oswego BOCES hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/ Ends	Participates In Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Appointed Officials							
District Clerk	Melissa Allard	5126	36321792	8 am – 4 pm plus attendance at Board meetings at night	July 1 – June 30	Y	N/A

It was:

Moved by Donna Blake, seconded by Matthew Geitner, that the Oswego BOCES hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

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

8.3 Resolution to Approve Salary Increases for Non-Represented Administrative Staff

RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees to increase non-represented administrators' salaries for the 2012-2013 school year as follows:

Walt Freyer – 2% (retiring 6/30/13)
 Mark LaFountain – 3%
 Mike Shepherd – 1.5%
 Jane Suddaby – 2%

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby agrees to increase non-represented administrators' salaries for the 2012-2013 school year as follows:

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

RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees to increase non-represented administrators' salaries for the 2013-2014 school year as follows:

Mark LaFountain – 3%
 Mike Shepherd – 1.5%
 Jane Suddaby – 2% (retiring 7/22/13)

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby agrees to increase non-represented administrators' salaries for the 2013-2014 school year as follows:

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

ACADEMIC INITIATIVES**9.1 Request for approval of overnight field trips – Migrant Education.**

RESOLVED, that the Oswego County Board of Cooperative Educational Services grants permission for Migrant Outreach Students to attend overnight field trips as follows: In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel these trips.

- a.) The CLOSE UP Washington Flagship Program, will be held from Sunday, June 23rd to Friday, June 28th in Washington, D.C. Students will be staying at the Key Bridge Marriott, 1401 Lee Highway, Arlington, VA and will be transported to Binghamton by Claudia Cook, where they will then travel with students from other MEOP's via rented caravan by the NYS Migrant Youth Programs' Office..
- b.) The Migrant Academy will be held from Monday, July 22nd to Friday, August 2nd on the Hartwick College campus. Students will be staying on the Hartwick College Campus.
- c.) The GAIN (Getting Ahead in the New Millennium) Conference will be held from Monday, August 6th to Wednesday, August 8th in Mount Morris, NY. Students will be staying at the Country Inn & Suites in Mount Morris and will be transported to and from the conference in a DOT Inspected BOCES fleet vehicle
- d.) The WOW (Women Options and Work) Conference will be held from Monday, August 5th to Wednesday, August 7th in Mount Morris, NY. Students will be staying at the Country Inn & Suites in Mount Morris.
- e.) The "Out-On-A-Limb" overnight retreat is scheduled from August 19th through August 21st at Camp Bristol Hills near Canandaigua, NY.

It was:

Moved by Matthew Gelbner, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services grants permission for Migrant Outreach Students to attend overnight field trips as listed above. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel these trips.

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

9.2 Resolution to Approve an Overnight Field Trip.

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services grants permission for Special Education Summer School classes to participate in an overnight camping field trip on August 8, 2013 at Camp Hollis. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel this trip.

It was:

Moved by Matthew Gelbner, seconded by Eric Behling that the Oswego County Board of Cooperative Educational Services grants permission for Special Education Summer School classes to participate in an overnight camping field trip on August 8, 2013 at Camp Hollis. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel this trip.

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

SUPERINTENDENT'S REPORT

The action of ratification of bargaining unit contracts was moved to be acted on after an Executive Session as additional information was requested prior to the vote.

Additional Comments for the Superintendent's Report.

District Superintendent Todd announced to the Board that the Leadership Group (formerly known as the Cabinet) would be going to Monroe 2 BOCES for an administrative visit on August 31st and September 1st. The group will visit Monroe 2 BOCES and then break off to have discussions with their counterparts. It is hoped that this visit will occur each year.

PRESIDENT'S REPORT

President Shelmdine announced that this is the time of year of graduations and end of year ceremonies.

Our SkillsUSA students will be traveling to Kansas City next week and the Board wishes them well.

Mr. Shelmdine also announced that William Scriber was unable to attend this evening's Board Meeting, which would have been his last. Mr. Shelmdine announced that he was going to be presented with a plaque from the BOCES and also a coffee cup with candy from the CNYSBA. Mr. Todd will schedule a meeting with him to present the items to him personally.

Mr. Shelmdine also announced that Mr. Casey Brouse will be joining the BOCES Board beginning at the Reorganizational meeting.

EXECUTIVE SESSION MOTION

It was:

Moved by Donna Blake, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss negotiations and a personnel issue.

The BOCES Board entered into a second Executive Session at 7:31 p.m. in the W450 Conference Room. Those in attendance were: Melissa Allard, Eric Behling, Donna Blake, Matthew Geitner, Mark LaFontaine, Gregory Muench, Marc Reitz, John Shelmoline, Michael Sheperd, Joel Southwell, Christopher Todd, and William White.

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

Regular Board Meeting reconvened

It was:

Moved by Donna Blake, seconded by Dave White, that the Oswego County Board of Cooperative Educational Services adjourn the Executive Session and reconvene to the Regular Board Meeting.

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

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 8:20 p.m.

SUPERINTENDENT'S REPORT

10.1 Ratification of the 2012-2016 Oswego County BOCES Teachers' Association Contract

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES Teachers' Association for the period of July 1, 2012 through June 30, 2016.

It was:

Moved by Donna Blake, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES United Teaching Assistants for the period of July 1, 2012 through June 30, 2016.

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

10.2 Ratification of the 2012-2016 Oswego County BOCES United Teaching Assistants Contract

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES United Teaching Assistants for the period of July 1, 2012 through June 30, 2016.

It was:

Moved by Donna Blake seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES Teachers' Association for the period of July 1, 2012 through June 30, 2016.

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

Meeting Adjourned

It was:

Moved by William "Dave" White, seconded by Donna Blake, that the BOCES Board Meeting be adjourned.

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

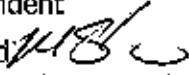
The BOCES Board adjourned at 8:22 p.m.

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: 06/28/13

Enclosed are the following items for the Finance/Administrative Services section of the July 10, 2013 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.
- Treasurer's Report for the period ending May 31, 2013, as prepared and submitted by Kelly Wood, Treasurer.
- General Fund Budget Status Report as of June 26, 2103 as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Cooperative Bid Award B13-6001-Welding Supplies and Materials, as prepared and submitted by Alyson Inman, School Purchasing Officer.
- Approval of Surplus Equipment – July 10, 2013, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Resolution to Approve Revenue Anticipation Notes (RAN)
- Resolution to Accept Donation from Oswego Industries
- Resolution to Amend Board Policies
- Resolution to Amend Audit Committee Charter
- Audit Committee Meeting Minutes (for Information only)

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

MJS:mak
Enclosures

OSWEGO COUNTY BOCES

A/P Check Register
Bank Account: 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
1327AETNA	06/07/2013	E	First Niagara Bank	PND2		No	No			\$7,081.47	1327AETNA
1327AMERCE	06/07/2013	E	First Niagara Bank	PND2		No	No			\$50.00	1327AMERCE
1327CABANK	06/07/2013	E	First Niagara Bank	PND2		No	No			\$2,608.34	1327CABANK
1327CADARE	06/07/2013	E	First Niagara Bank	PND2		No	No			\$200.00	1327CADARE
1327CAPGUA	06/07/2013	E	First Niagara Bank	PND2		No	No			\$200.00	1327CAPGUA
1327TEMPSEN	06/07/2013	E	First Niagara Bank	PND2		No	No			\$1,250.00	1327TEMPSEN
1327TEQUIT	06/07/2013	E	First Niagara Bank	PND2		No	No			\$2,720.00	1327TEQUIT
1327ERS4	06/07/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$791.58	1327ERS4
1327ERS5	06/07/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$253.54	1327ERS5
1327ERS6	06/07/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$183.08	1327ERS6
1327ERSARR	06/07/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$83.22	1327ERSARR
1327ERSLON	06/07/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$1,816.00	1327ERSLON
1327FEDTAX	06/07/2013	E	Key Bank of Central NY	PND2		No	No			\$65,285.96	1327FEDTAX
1327FICA	06/07/2013	E	Key Bank of Central NY	PND2		No	No			\$75,308.72	1327FICA
1327FIDELI	06/07/2013	E	First Niagara Bank	PND2		No	No			\$584.62	1327FIDELI
1327IDSUF	06/07/2013	E	First Niagara Bank	PND2		No	No			\$500.00	1327IDSUF
1327LINCOL	06/07/2013	E	First Niagara Bank	PND2		No	No			\$748.80	1327LINCOL
1327MEDI	06/07/2013	E	Key Bank of Central NY	PND2		No	No			\$17,612.92	1327MEDI
1327MET	06/07/2013	E	First Niagara Bank	PND2		No	No			\$760.42	1327MET
1327NORAMC	06/07/2013	E	First Niagara Bank	PND2		No	No			\$175.00	1327NORAMC
1327NY	06/07/2013	E	Key Bank of Central NY	PND2		No	No			\$25,262.72	1327NY
1327OPPENH	06/07/2013	E	First Niagara Bank	PND2		No	No			\$2,764.46	1327OPPENH
1327OSWSCU	06/07/2013	E	New York State Processing Center	PND2		No	No			\$48.00	1327OSWSCU
1327PFSINV	06/07/2013	E	First Niagara Bank	PND2		No	No			\$75.00	1327PFSINV
1327RIVER	06/07/2013	E	First Niagara Bank	PND2		No	No			\$50.00	1327RIVER
1327UNITYM	06/07/2013	E	First Niagara Bank	PND2		No	No			\$50.00	1327UNITYM
1327VANGUA	06/07/2013	E	First Niagara Bank	PND2		No	No			\$1,150.00	1327VANGUA
912084	06/14/2013	C	BOCES Teachers Assoc.	PND2		No	No			\$2,868.27	912084
912085	06/14/2013	C	Commissioner of Taxation and Finance	PND2		No	No			\$84.21	912085
912086	06/14/2013	C	Guardian	PND2		No	No			\$3,484.18	912086
912087	06/14/2013	C	NYS Teachers Retirement	PND2		No	No			\$4,416.23	912087
912088	06/14/2013	C	NYSUT Accounting	PND2		No	No			\$1,382.73	912088
912089	06/14/2013	C	Oswego County Sheriff	PND2		No	No			\$468.15	912089
912090	06/14/2013	C	Preferred Group Plan, Inc	PND2		No	No			\$2,912.00	912090
912091	06/14/2013	C	Swimelar, Trustees/Mark W,	PND2		No	No			\$126.92	912091
912092	06/14/2013	C	The State Insurance Fund	PND2		No	No			\$9,327.84	912092
912093	06/14/2013	C	United Way of Greater	PND2		No	No			\$80.50	912093
912094	06/14/2013	C	Vofat/Cope	PND2		No	No			\$47.50	912094
912095	06/14/2013	C	United Teaching Assistant	PND2		No	No			\$1,741.70	912095

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

OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: Capital Check - Capital Fund Checking

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001069	06/14/2013	C	A-Verdi	PND1		No	No			\$830.00	001069
001070	06/14/2013	C	Annese & Associates, Inc.	PND1		No	No			\$875.00	001070
001071	06/14/2013	C	Oswego County Department of Health	PND1		No	No			\$150.00	001071
Subtotal for Bank Account: Capital Check - Capital Fund Checking										\$1,455.00	
Grand Total										\$0.00	
Void Total										\$0.00	
Net										\$1,455.00	

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check
* Payee Name is different from current vendor name.

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
030262	06/05/2013	C	Azteca Mexican Grill	PND1		No	No			\$276.00	030262
030263	06/14/2013	C	Airgas USA, Inc.	PND1		No	No			\$372.00	030263
030264	06/14/2013	C	Albany Marriott	PND1		No	No			\$312.00	030264
030265	06/14/2013	C	Barnes & Noble	PND1		No	No			\$82.60	030265
030266	06/14/2013	C	Boutelle Kevin D.	PND1		No	No			\$88.10	030266
030267	06/14/2013	C	Bradford Jennifer	PND1		No	No			\$27.28	030267
030268	06/14/2013	C	Contemporary Personnel Staffing	PND1		No	No			\$372.00	030268
030269	06/14/2013	C	Cook Claudia	PND1		No	No			\$566.04	030269
030270	06/14/2013	C	COSt	PND1		No	No			\$295.00	030270
030271	06/14/2013	C	Culotta Karen	PND1		No	No			\$123.42	030271
030272	06/14/2013	C	Dell Marketing L.P.	PND1		No	No			\$28.74	030272
030273	06/14/2013	C	Ellis Rob	PND1		No	No			\$10.68	030273
030274	06/14/2013	C	Elsevier	PND1		No	No			\$805.08	030274
030275	06/14/2013	C	Farden Mandy	PND1		No	No			\$898.09	030275
030276	06/14/2013	C	Fisher William	PND1		No	No			\$67.24	030276
030277	06/14/2013	C	Flood Elaine	PND1		No	No			\$54.44	030277
030278	06/14/2013	C	Fosco Jenna	PND1		No	No			\$1,117.73	030278
030279	06/14/2013	C	Frank's Uniforms	PND1		No	No			\$1,048.98	030279
030280	06/14/2013	C	Gugel Paul	PND1		No	No			\$226.12	030280
030281	06/14/2013	C	Haun Welding Supply	PND1		No	No			\$65.21	030281
030282	06/14/2013	C	Henry Schein Inc.	PND1		No	No			\$20.32	030282
030283	06/14/2013	C	Holiday Inn Express	PND1		No	No			\$208.00	030283
030284	06/14/2013	C	Jackson Linda	PND1		No	No			\$263.29	030284
030285	06/14/2013	C	Luchsing Sharon	PND1		No	No			\$197.18	030285
030286	06/14/2013	C	Moore Medical, LLC	PND1		No	No			\$133.84	030286
030287	06/14/2013	C	North-Hart Occupational Competency Te	PND1		No	No			\$3,358.00	030287
030288	06/14/2013	C	NYS Department of Motor Vehicles	PND1		No	No			\$250.00	030288
030289	06/14/2013	C	NYSACE, REGION V	PND1		No	No			\$60.00	030289
030290	06/14/2013	C	Palladium Times, Inc.	PND1		No	No			\$80.00	030290
030291	06/14/2013	C	Pauline Cindy	PND1		No	No			\$400.00	030291
030292	06/14/2013	C	Proletta Cynthia	PND1		No	No			\$83.06	030292
030293	06/14/2013	C	PROVANTAGE	PND1		No	No			\$152.00	030293
030294	06/14/2013	C	Recchio-Deminis Barbara E.	PND1		No	No			\$210.33	030294
030295	06/14/2013	C	SDE, Inc.	PND1		No	No			\$4,255.00	030295
030296	06/14/2013	C	Staples Contract & Commercial	PND1		No	No			\$706.63	030296
030297	06/14/2013	C	Staples Contract & Commercial, Inc.	PND1		No	No			\$1,878.00	030297
030298	06/14/2013	C	Staples, Inc. and Subsidiaries	PND1		No	No			\$13.47	030298
030299	06/14/2013	C	Tompkins-Seneca-Tioga BOCES	PND1		No	No			\$4,038.98	030299
030300	06/14/2013	C	Triumph Learning LLC	PND1		No	No			\$195.89	030300
030301	06/14/2013	C	Trowbridge Adele	PND1		No	No			\$1,328.32	030301

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

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

Check Number	Check Date	Pay Type	Pay	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030302	06/14/2013	C	U.S. Dept. of Veterans Affairs		PND1		No	No			\$5,325.00	030302
030303	06/14/2013	C	Video General, Inc.		PND1		No	No			\$142.00	030303
030304	06/14/2013	C	Whitney/Donella		PND1		No	No			\$52.55	030304
Subtotal for Bank Account: FederalKey - Key Bank - Federal												
Grand Total											\$31,350.92	
Void Total											\$0.00	
Net											\$31,350.92	

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check
* Payee Name is different from current vendor name.

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
101825	06/03/2013	C	APW Central School	PND1		No	No			\$382,748.40	101825
101826	06/03/2013	C	Central Square Central School District	PND1		No	No			\$720,594.00	101826
101827	06/03/2013	C	Fulton City School Dist	PND1		No	No			\$831,896.90	101827
101828	06/03/2013	C	Hannibal Central School	PND1		No	No			\$298,352.60	101828
101829	06/03/2013	C	Mexico Central School District	PND1		No	No			\$560,591.55	101829
101830	06/03/2013	C	Oswego City School Dist.	PND1		No	No			\$514,076.10	101830
101831	06/03/2013	C	Phoenix Central School	PND1		No	No			\$508,905.60	101831
101832	06/03/2013	C	Pulaski Academy	PND1		No	No			\$246,421.60	101832
101833	06/03/2013	C	Sandy Creek Central School Dist.	PND1		No	No			\$255,752.70	101833
101834	06/04/2013	C	SLICE N GO	PND1		No	No			\$1,743.75	101834
101835	06/07/2013	C	Hampton Inn Kingston	PND1		No	No	6/17/2013	Room not needed	\$210.00	101835
101836	06/07/2013	C	Hilton Garden Inn Troy	PND1		No	Yes			\$96.00	101836
101837	06/07/2013	C	IRIS	PND1		No	No			\$1,470.00	101837
101838	06/07/2013	C	Panini's Restaurant	PND1		No	No			\$575.00	101838
101839	06/07/2013	C	RPI Computer Science	PND1		No	No			\$100.00	101839
101840	06/07/2013	C	Daddy Ed's	PND1		No	No			\$138.00	101840
101841	06/14/2013	C	A-Verdi	PND1		No	No			\$1,010.00	101841
101842	06/14/2013	C	AcuTek Systems	PND1		No	No			\$4,592.00	101842
101843	06/14/2013	C	Addcom Electronics	PND1		No	No			\$385.00	101843
101844	06/14/2013	C	Ainslie Scott	PND1		No	No			\$750.00	101844
101845	06/14/2013	C	Albany Marriott	PND1		No	No			\$832.00	101845
101846	06/14/2013	C	Alsoo	PND1		No	No			\$824.42	101846
101847	06/14/2013	C	Apple Computer, Inc.	PND1		No	No			\$538.00	101847
101848	06/14/2013	C	Applied Educational Systems	PND1		No	No			\$3,950.00	101848
101849	06/14/2013	C	APW Central School	PND1		No	No			\$7,276.95	101849
101850	06/14/2013	C	Aquarium of Niagara	PND1		No	No			\$143.00	101850
101851	06/14/2013	C	B&H Photo Video	PND1		No	No			\$473.20	101851
101852	06/14/2013	C	Baltimore Woods Nature Center	PND1		No	No			\$528.00	101852
101853	06/14/2013	C	Barnes & Noble	PND1		No	No			\$1,986.80	101853
101854	06/14/2013	C	Beaver Lake Nature Center	PND1		No	No			\$283.50	101854
101855	06/14/2013	C	Bialas/Mary Jeanne	PND1		No	No			\$1,050.00	101855
101856	06/14/2013	C	Binghamton Mets	PND1		No	No			\$525.00	101856
101857	06/14/2013	C	Buell/Leslie J.	PND1		No	No			\$250.00	101857
101858	06/14/2013	C	Burch/Roger	PND1		No	No			\$187.58	101858
101859	06/14/2013	C	Bureau of Lectures & Concert Artists, Inc	PND1		No	No			\$685.00	101859
101860	06/14/2013	C	Burns/Christie Casciano	PND1		No	No			\$250.00	101860
101861	06/14/2013	C	Camillus Erie Canal Park	PND1		No	No			\$100.00	101861
101862	06/14/2013	C	Campbell/Bruce	PND1		No	No			\$1,000.00	101862
101863	06/14/2013	C	Campbell/Jared	PND1		No	No			\$2,000.00	101863
101864	06/14/2013	C	Capstone Press Inc.	PND1		No	No			\$4,228.75	101864

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

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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
101865	06/14/2013	C	Cazenovia Public Library	PND1		No	No			\$115.00	101865
101866	06/14/2013	C	CDW Government, Inc.	PND1		No	No			\$1,305.45	101866
101867	06/14/2013	C	Cell Phone & Computer Repair by Team Tec	PND1		No	No			\$199.98	101867
101868	06/14/2013	C	Cengage Learning	PND1		No	No			\$62.50	101868
101869	06/14/2013	C	Centris Group, LLC	PND1		No	No			\$20,005.65	101869
101870	06/14/2013	C	Chief Architect, Inc.	PND1		No	No			\$895.00	101870
101871	06/14/2013	C	Chittenango Landing Canal Boat Museum	PND1		No	No			\$2,358.00	101871
101872	06/14/2013	C	ClappKevin	PND1		No	No			\$56.50	101872
101873	06/14/2013	C	ClassLink	PND1		No	No			\$400.00	101873
101874	06/14/2013	C	Cleveland Plant & Flower	PND1		No	No			\$141.96	101874
101875	06/14/2013	C	CNYSEA	PND1		No	No			\$40.00	101875
101876	06/14/2013	C	Columbus Zoo	PND1		No	No			\$300.00	101876
101877	06/14/2013	C	CookLaura	PND1		No	No			\$23.28	101877
101878	06/14/2013	C	COOPERATIVE EXTENSION	PND1		No	No			\$300.00	101878
101879	06/14/2013	C	Cortland Repertory Theatre	PND1		No	No			\$1,696.00	101879
101880	06/14/2013	C	CostalNicholas	PND1		No	No			\$300.00	101880
101881	06/14/2013	C	Crystal Grove Diamond Mine & Campground	PND1		No	No			\$240.00	101881
101882	06/14/2013	C	CunninghamRhoda	PND1		No	No			\$21.36	101882
101883	06/14/2013	C	Custom Computer Specialists, Inc.	PND1		No	No			\$2,714.40	101883
101884	06/14/2013	C	CXtec	PND1		No	No			\$24,457.00	101884
101885	06/14/2013	C	Darien Lake	PND1		No	No			\$899.40	101885
101886	06/14/2013	C	Demo BOCES	PND1		No	No			\$4,899.72	101886
101887	06/14/2013	C	DeFeliceCynthia	PND1		No	No			\$2,100.00	101887
101888	06/14/2013	C	Dell Marketing L.P.	PND1		No	No			\$24,242.04	101888
101889	06/14/2013	C	Depot International	PND1		No	No			\$215.11	101889
101890	06/14/2013	C	Dupli Envp & Graphics	PND1		No	No			\$142.00	101890
101891	06/14/2013	C	EichholzDebra B.	PND1		No	No			\$1,221.27	101891
101892	06/14/2013	C	ERIE 2-CATTARAUGUS-SCHAUT BOCES	PND1		No	No			\$750.00	101892
101893	06/14/2013	C	Erie Canal Museum	PND1		No	No			\$100.00	101893
101894	06/14/2013	C	Expeditionary Learning	PND1		Yes	No			\$96,000.00	101894
101895	06/14/2013	C	FalcoSara	PND1		No	No			\$102.72	101895
101896	06/14/2013	C	FloodElaime	PND1		No	No			\$177.77	101896
101897	06/14/2013	C	Fossil Connoisseur, Inc.	PND1		No	No			\$1,745.00	101897
101898	06/14/2013	C	FreyerWalter	PND1		No	No			\$760.50	101898
101899	06/14/2013	C	Genesee Cty Village &	PND1		No	No			\$1,011.00	101899
101900	06/14/2013	C	GIFFORD FAMILY THEATRE	PND1		No	No			\$528.00	101900
101901	06/14/2013	C	GisekStan	PND1		No	No			\$90.00	101901
101902	06/14/2013	C	Gruinger Inc.	PND1		No	No			\$489.62	101902
101903	06/14/2013	C	GramlichJack	PND1		No	No			\$8,200.00	101903

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check
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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	Vold	Date	Reason	Check Amount	Check Number
101904	06/14/2013	C	Greater Southern Tier Boces	PND1		No	No			\$9,827.15	101904
101905	06/14/2013	C	Hampton Inn and Suites Albany/Downtown	PND1		No	No			\$116.50	101905
101906	06/14/2013	C	Hampton Inn Kingston	PND1		No	No			\$315.00	101906
101907	06/14/2013	C	Hannibal Central School	PND1		No	No			\$9,823.44	101907
101908	06/14/2013	C	HarrellDavid	PND1		No	No			\$1,075.00	101908
101909	06/14/2013	C	Haun Welding Supply	PND1		No	No			\$252.86	101909
101910	06/14/2013	C	Herkimer Diamond Mines, Inc.	PND1		No	No			\$812.00	101910
101911	06/14/2013	C	Hillside Children's Center	PND1		No	No			\$30,782.53	101911
101912	06/14/2013	C	Hillyard / New York	PND1		No	No			\$501.30	101912
101913	06/14/2013	C	Hope Lake Lodge Indoor Water Park	PND1		No	No			\$3,400.00	101913
101914	06/14/2013	C	HomingRabacaz	PND1		No	No			\$200.00	101914
101915	06/14/2013	C	HorthKathleen	PND1		No	No			\$31.08	101915
101916	06/14/2013	C	ImoxdSulley	PND1		No	No			\$150.00	101916
101917	06/14/2013	C	Impact Computer and Electronics	PND1		No	No			\$75.54	101917
101918	06/14/2013	C	J & K Auto Parts	PND1		No	No			\$877.59	101918
101919	06/14/2013	C	J & M SCHAEFFER, INC.	PND1		No	No			\$559.22	101919
101920	06/14/2013	C	JacobsNeil	PND1		No	No			\$80.00	101920
101921	06/14/2013	C	JAMF Software, LLC	PND1		No	No			\$1,600.00	101921
101922	06/14/2013	C	Jay Manikis Productions	PND1		No	No			\$900.00	101922
101923	06/14/2013	C	Jefferson Lewis BOCES	PND1		No	No			\$3,343.01	101923
101924	06/14/2013	C	Johnson Controls	PND1		No	No			\$7,422.96	101924
101925	06/14/2013	C	Jones School Supply Company, Inc.	PND1		No	No			\$80.00	101925
101926	06/14/2013	C	Justo Lamas Group	PND1		No	No			\$500.00	101926
101927	06/14/2013	C	KathanNancy	PND1		No	No			\$77.12	101927
101928	06/14/2013	C	Kathy's Cakes and Specialty Treats	PND1		Yes	No			\$390.00	101928
101929	06/14/2013	C	Kells Jr.Donald	PND1		No	No			\$125.00	101929
101930	06/14/2013	C	KingsleyRachel A.	PND1		No	No			\$6.78	101930
101931	06/14/2013	C	Knepp Electrical	PND1		No	No			\$708.60	101931
101932	06/14/2013	C	KocherRoger	PND1		No	No			\$115.28	101932
101933	06/14/2013	C	KovarikMarilyn	PND1		No	No			\$21.00	101933
101934	06/14/2013	C	LafountainMark	PND1		No	No			\$140.12	101934
101935	06/14/2013	C	LaMannaJuan Francisco	PND1		No	No			\$80.00	101935
101936	06/14/2013	C	LaubscherJennifer	PND1		No	No			\$214.31	101936
101937	06/14/2013	C	Lima Hollow Nature Center	PND1		No	No			\$220.00	101937
101938	06/14/2013	C	Lindenmeyr Munroe	PND1		No	No			\$377.25	101938
101939	06/14/2013	C	Lowe's	PND1		No	No			\$251.39	101939
101940	06/14/2013	C	Lynda.com, Inc.	PND1		No	No			\$1,750.00	101940
101941	06/14/2013	C	Madison Oneida BOCES	PND1		No	No			\$371.50	101941
101942	06/14/2013	C	Maggo Touch Entertainment	PND1		No	No			\$2,600.00	101942
101943	06/14/2013	C	MailFinance	PND1		No	No			\$1,062.91	101943

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

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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
101944	06/14/2013	C	Mastroianni/Audrey	PND1		No	No			\$6,500.00	101944
101945	06/14/2013	C	McCarthy/Ulm	PND1		No	No			\$475.00	101945
101946	06/14/2013	C	McEntee/Robert	PND1		No	No			\$1,250.00	101946
101947	06/14/2013	C	Maximo Central School District	PND1		No	No			\$9,858.80	101947
101948	06/14/2013	C	Mexico Central Schools	PND1		No	No			\$11,712.00	101948
101949	06/14/2013	C	Mexico Central Schools	PND1		No	No			\$8,194.82	101949
101950	06/14/2013	C	Mitchell's Speedway Press	PND1		No	No			\$3,871.51	101950
101951	06/14/2013	C	MOCT	PND1		No	No			\$7,972.50	101951
101952	06/14/2013	C	MPS	PND1		No	No			\$3.84	101952
101953	06/14/2013	C	Nabinger/Melissa	PND1		No	No			\$337.19	101953
101954	06/14/2013	C	National Grid	PND1		No	No			\$130.61	101954
101955	06/14/2013	C	Natural Heritage Trust	PND1		No	No			\$357.00	101955
101956	06/14/2013	C	NCS Pearson, Inc.	PND1		No	No			\$8,043.00	101956
101957	06/14/2013	C	Nelson/Pari	PND1		No	No			\$200.14	101957
101958	06/14/2013	C	Nesbitt/Dianna	PND1		No	No			\$111.31	101958
101959	06/14/2013	C	New York State Parks	PND1		No	No			\$161.00	101959
101960	06/14/2013	C	Nocti-Nat'l Occupational Competency Te	PND1		No	No			\$7,003.00	101960
101961	06/14/2013	C	Nova Tours & Travel Inc.	PND1		No	No			\$1,330.00	101961
101962	06/14/2013	C	NYS OPRHP	PND1		No	No			\$100.00	101962
101963	06/14/2013	C	NYS/ER	PND1		No	No			\$40.00	101963
101964	06/14/2013	C	NYS/MEC	PND1		No	No			\$3,157.85	101964
101965	06/14/2013	C	O'Gorman/Edward	PND1		No	No			\$300.00	101965
101966	06/14/2013	C	O'Gorman/Mika	PND1		No	No			\$300.00	101966
101967	06/14/2013	C	O'Gorman/Darlene	PND1		No	No			\$71.19	101967
101968	06/14/2013	C	Ojal/Tina	PND1		No	No			\$132.21	101968
101969	06/14/2013	C	Old McDonald's Farm, LLC	PND1		No	No			\$384.00	101969
101970	06/14/2013	C	Ontario Place Hotel	PND1		No	No			\$188.00	101970
101971	06/14/2013	C	OPTEL BCS, Inc.	PND1		No	No			\$37,043.75	101971
101972	06/14/2013	C	Orlando/Tonette	PND1		No	No			\$1,905.00	101972
101973	06/14/2013	C	Oswego City School Dist.	PND1		No	No			\$1,968.80	101973
101974	06/14/2013	C	Oswego County Weeklies	PND1		No	No			\$49.76	101974
101975	06/14/2013	C	Palladium Times, Inc.	PND1		No	No			\$78.85	101975
101976	06/14/2013	C	Partners in Restorative Initiatives	PND1		No	No			\$400.00	101976
101977	06/14/2013	C	Paulino's Pizza	PND1		No	No			\$58.83	101977
101978	06/14/2013	C	PC University	PND1		No	No			\$243.20	101978
101979	06/14/2013	C	Peach Orchard Inc.	PND1		No	No			\$40.00	101979
101980	06/14/2013	C	Perkins/Charles	PND1		No	No			\$28.25	101980
101981	06/14/2013	C	Perkins/Dave	PND1		No	No			\$77.80	101981
101982	06/14/2013	C	Phoenix/Daniel	PND1		No	No			\$35.00	101982
101983	06/14/2013	C	Poodle/Marilyn	PND1		No	No			\$186.11	101983

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check
* Payee Name is different from current vendor name.

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
101984	06/14/2013	C	Presentation Concepts Corp.	PND1		No	No			\$2,275.00	101984
101985	06/14/2013	C	Price Chopper Oper. Co., Inc.	PND1		No	No			\$219.68	101985
101986	06/14/2013	C	Pro-Ed	PND1		No	No			\$225.34	101986
101987	06/14/2013	C	PROVANTAGE	PND1		No	No			\$346.50	101987
101988	06/14/2013	C	Putnam-Wadsworth BOCES	PND1		No	No			\$482.80	101988
101989	06/14/2013	C	Pyramid School Products	PND1		No	No			\$207.86	101989
101990	06/14/2013	C	RaminJohn	PND1		No	No			\$1,016.14	101990
101991	06/14/2013	C	Raptor Technologies, Inc.	PND1		No	No			\$100.00	101991
101992	06/14/2013	C	Reochio-DiamminBarbara E.	PND1		No	No			\$197.75	101992
101993	06/14/2013	C	Ricoh USA, Inc.	PND1		No	No			\$2,923.16	101993
101994	06/14/2013	C	Rochester Museum	PND1		No	No			\$640.00	101994
101995	06/14/2013	C	Rosamond Gifford Zoo	PND1		No	No			\$1,991.00	101995
101996	06/14/2013	C	RuchiDave	PND1		No	No			\$1,200.00	101996
101997	06/14/2013	C	Safety-Kleen Corp.	PND1		No	No			\$1,232.47	101997
101998	06/14/2013	C	Salmon River Fine Arts Center	PND1		No	No			\$50.00	101998
101999	06/14/2013	C	Sands Casino Resort Bethlehem	PND1		No	No			\$391.71	101999
102000	06/14/2013	C	SantangeloKathleen A. M.	PND1		No	No			\$2,000.00	102000
102001	06/14/2013	C	Seneca Data Distributors	PND1		No	No			\$258.00	102001
102002	06/14/2013	C	Seward House Museum	PND1		No	No			\$115.00	102002
102003	06/14/2013	C	SeymourTamara	PND1		No	No			\$224.87	102003
102004	06/14/2013	C	Silver Nuggett	PND1		No	No			\$998.96	102004
102005	06/14/2013	C	Skills USA-New York	PND1		No	No			\$6,420.00	102005
102006	06/14/2013	C	SmithMichael P.	PND1		No	No			\$300.00	102006
102007	06/14/2013	C	Solvay School Lunch Fund	PND1		No	No			\$595.00	102007
102008	06/14/2013	C	SpencerLisa	PND1		No	No			\$80.00	102008
102009	06/14/2013	C	St. GelaisJoanne	PND1		No	No			\$56.21	102009
102010	06/14/2013	C	Staples Contract & Commercial	PND1		No	No			\$2,759.40	102010
102011	06/14/2013	C	Staples, Inc. and Subsidiaries	PND1		No	No			\$297.70	102011
102012	06/14/2013	C	Summit Professional Education	PND1		No	No			\$193.00	102012
102013	06/14/2013	C	SUNY Oswego	PND1		No	No			\$90.50	102013
102014	06/14/2013	C	Supermedia LLC	PND1		No	No			\$19.50	102014
102015	06/14/2013	C	Synergy Global Solutions	PND1		No	No			\$4,115.32	102015
102016	06/14/2013	C	Syracuse Media Group	PND1		No	No			\$388.00	102016
102017	06/14/2013	C	Sysco Food Services	PND1		No	No			\$224.00	102017
102018	06/14/2013	C	TaggBarbara	PND1		No	No			\$500.00	102018
102019	06/14/2013	C	Tallmadge Tire	PND1		No	No			\$888.06	102019
102020	06/14/2013	C	The Scotsman Press	PND1		No	No			\$188.13	102020
102021	06/14/2013	C	The Strong	PND1		No	No			\$286.00	102021
102022	06/14/2013	C	TheatreworksUSA	PND1		No	No			\$13,300.00	102022
102023	06/14/2013	C	ThompsonHolly	PND1		No	No			\$588.34	102023

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

* Payee Name is different from current vendor name.

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
102024	06/14/2013	C	Time Warner Cable	PND1		No	No			\$386.04	102024
102025	06/14/2013	C	Todd/Christopher J.	PND1		No	No			\$81.16	102025
102026	06/14/2013	C	Tops Market #584	PND1		No	No			\$66.86	102026
102027	06/14/2013	C	Town Mechanical, Inc.	PND1		No	No			\$491.40	102027
102028	06/14/2013	C	Trionfero Joseph	PND1		No	No			\$1,025.00	102028
102029	06/14/2013	C	Trust Nursery	PND1		No	No			\$150.00	102029
102030	06/14/2013	C	Unifirst Corporation	PND1		No	No			\$244.70	102030
102031	06/14/2013	C	United Parcel Service	PND1		No	No			\$36.29	102031
102032	06/14/2013	C	Usherwood & Associates of NY	PND1		No	No			\$2,116.25	102032
102033	06/14/2013	C	Valliant J.M.C.	PND1		No	No			\$810.00	102033
102034	06/14/2013	C	Von Mechow/Fred	PND1		No	No			\$600.00	102034
102035	06/14/2013	C	W.B. Mason Co., Inc.	PND1		No	No			\$3,471.10	102035
102036	06/14/2013	C	Wager, CPA, P.C./Raymond F.	PND1		No	No			\$200.00	102036
102037	06/14/2013	C	Washington Computer Services	PND1		No	No			\$6,808.00	102037
102038	06/14/2013	C	Wastia Management of Syracuse	PND1		No	No			\$1,030.87	102038
102039	06/14/2013	C	Wayne Drug Store	PND1		No	No			\$31.68	102039
102040	06/14/2013	C	Wegmans Food Markets Inc.	PND1		No	No			\$52.84	102040
102041	06/14/2013	C	Wheeler Marcanan/Mangha	PND1		No	No			\$101.86	102041
102042	06/14/2013	C	Windstream Communications	PND1		No	No			\$217.06	102042
102043	06/14/2013	C	YMCA	PND1		No	No			\$135.00	102043
102044	06/14/2013	C	Zurich Cinemas of Oswego, Inc.	PND1		No	No			\$661.25	102044
102045	06/14/2013	C	SUNY Oswego	PND1		No	No			\$420.00	102045
Subtotal for Bank Account: GeneralKey - Key Bank - Gen Fund											
Grand Total										\$4,908,197.80	
Void Total										\$0.00	
Net										\$4,908,197.80	

Grand Total \$4,941,003.72
Void Total \$0.00
Net \$4,941,003.72

Bank Account All
Warrant: PND1
Check date is between 06/01/2013 and 06/14/2013
Sort by: Check Number
Printed by JENNIFER WOODS

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer(Manual) M=Manual Check
* Payee Name is different from current vendor name.

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
Subtotal for Bank Account: T&AKey - Key Bank - T&A Fund											
									Grand Total	\$228,551.31	
									Void Total	\$0.00	
									Net	\$228,551.31	
									Grand Total	\$228,551.31	
									Void Total	\$0.00	
									Net	\$228,551.31	

Selection Criteria

Bank Account: All
Warrant: PND2
Check date is between 06/01/2013 and 06/14/2013
Sort by: Check Number
Printed by JENNIFER WOODS



KELLY R. WOOD, Treasurer

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

INTEROFFICE MEMORANDUM

TO: MICHAEL SHEPERD
FROM: KELLY R. WOOD, TREASURER
SUBJECT: FINANCIAL REPORTS FOR THE BOARD OF EDUCATION
DATE: 6/24/2013
CC: GISELE BENIGNO

➤ Included in this packet please find, May 31, 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 June 21, 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

OSWEGO COUNTY BOCES
TREASURER'S REPORT
May 25, 2013

	(A) Checking (0023)	(B) MM+NY Bank (7142)	(C) MM+Chase Bank (4100)	(D) MM+NY Bank (2368)	(E) Unexp Res (0066)	(F) Corp (0057)	(G) Cash (0083)	(H) Health-Org (8149)	(I) Health Res (7022)	(J) Payroll (0085)	(K) Capital-Comm (7495)	(L) Capit Mkt Comm (8185)	(M) CCTC Excess (2221)	(N) Totals
Beginning Balance	3,891,868.29	1,891,135.35	2,500,495.95	3,602,166.05	10,022.16	878,441.09	282,465.05	528,758.19	1,310,881.24	0.00	68,462.69	5,935.68	1,980.89	34,402,615.12
Cash Receipts	7,579,307.06	4,654,109.29	2,601,465.84	317.68		69,665.29	1,487,692.32	622,445.85	110.24	593,522.14	0.54	0.06	0.17	27,898,677.94
Cash Disbursement	-5,974,372.72	-4,414,559.65				-273,834.69	-1,485,252.64	-704,540.52		-629,311.53	-1,320.00			-33,746,972.75
Transfer from MM														0.00
Transfers to Transak														0.00
Ending Balance	5,496,802.63	1,890,895.19	5,120,842.79	3,602,166.05	10,022.16	604,606.40	282,465.05	458,658.50	1,310,881.24	13,871.63	67,142.23	5,935.74	1,980.89	38,622,320.31
Balance per Bank	1,910,888.65	6,945,104.84	5,120,842.79	3,602,166.05	10,022.16	604,606.40	282,465.05	458,658.50	1,310,881.24	13,871.63	67,142.23	5,935.74	1,980.89	20,000,041.30
Deposits in Transit	4,715,034.65					1,771.25								4,405,755.90
Transfer outstanding	-19.82	-4,414,320.65												-4,414,340.47
Cheque Outstanding	-1,127,103.12													-1,127,103.12
Ending Balance	5,388,601.32	1,890,895.19	5,120,842.79	3,602,166.05	10,022.16	604,606.40	282,465.05	458,658.50	1,310,881.24	13,871.63	67,142.23	5,935.74	1,980.89	38,622,320.31

Accounts Receivable Balance YTD 31st of 21-Jun-13 \$ 1,990,034.38
General Fund
Outstanding Contract Payments \$ 1,990,034.38
Current Contract Payments \$ 51,359.97
Misc. Invoices \$ 1,938,674.30

Federal Fund
Actual Estimated Receivable \$ 121,893.08
Misc. Invoices \$ 28,745.22
\$ 150,638.30
\$ 2,138,662.68

Respectfully Submitted,
KELLY R. WOOD
TREASURER



GISELE 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: June 26, 2013

Enclosed is the Budget Status Report as of June 26, 2013.

The Oswego BOCES 2012-2013 initial budget is \$40,939,764. The report indicates adjustments totaling \$2,537,232 resulting in a current budget for 2012-2013 of \$43,476,996.

There were no budget transfers greater than \$50,000 between June 7, 2013 and June 26, 2013.

OSWEGO COUNTY BOCES

Budget Status Report As Of: 06/26/2013
Fiscal Year: 2013

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
001 ADMINISTRATION		5,652,760.00	-111,819.59	5,540,940.41	4,853,599.22	386,512.27	300,828.92	300,828.92
002 CAPITAL PROJECTS		187,360.00	18,500.00	205,860.00	157,849.28	0.00	48,010.74	48,010.74
101 CAREER & TECHNICAL EDUCATION		5,830,911.00	37,937.49	5,868,848.49	3,463,805.69	2,207,844.21	207,198.59	207,198.59
200 Staffing 1:12.3 OCM BOCES		192,500.00	0.00	192,500.00	168,888.00	0.00	23,612.00	23,612.00
201 Special Education 12:1:1		1,070,822.00	870,128.26	1,940,950.26	730,534.66	1,114,506.67	95,908.93	95,908.93
202 12:1:1 1/2 Day Work Study		249,515.00	155,040.96	404,555.96	349,581.22	45,522.79	9,451.95	9,451.95
203 SPECIAL EDUCATION 12:1:4		613,359.00	555,916.75	1,169,274.75	401,273.58	742,066.12	25,935.05	25,935.05
205 SPECIAL EDUCATION 8:1:1		590,388.00	9,548.07	599,936.07	293,721.24	284,791.30	21,423.53	21,423.53
206 Staffing 1:6:1		0.00	30,335.00	30,335.00	0.00	0.00	0.00	0.00
207 SPECIAL EDUCATION 6:1:1		3,928,492.00	1,940,406.41	5,868,898.41	2,432,348.97	3,314,178.16	122,378.28	122,378.28
208 RESOURCE ROOM/CONSULTANT TCHR SVCS		314,510.00	-33,062.03	281,447.97	215,880.57	47,015.41	18,571.99	18,571.99
210 OPT 3 OCM		0.00	104,953.66	104,953.66	99,573.20	0.00	5,380.46	5,380.46
211 Special Ed Option E - ODS		0.00	21,914.36	21,914.36	25,566.81	0.00	-3,652.45	-3,652.45
217 Special Education Day Treatment		0.00	1,705,525.57	1,705,525.57	1,179,249.71	481,748.65	44,527.21	44,527.21
223 SPECIAL EDUCATION 1:1 TEACHER ASSISTANT		3,482,814.00	-2,981,049.69	511,764.31	2,532,199.92	-2,134,501.77	114,076.16	114,076.16
300 Visually Impaired OCM BOCES		9,500.00	0.00	9,500.00	6,669.95	0.00	2,830.05	2,830.05
302 ITINERANT - VISUALLY IMPAIRED		457,382.00	-6,163.53	451,218.47	378,050.67	48,136.07	24,031.73	24,031.73
303 ITINERANT - HEARING IMPAIRED		1,363,451.00	-17,426.71	1,346,024.29	1,141,214.23	152,790.87	52,019.39	52,019.39
305 ITINERANT - SPEECH THERAPIST		503,570.00	-377,875.01	125,694.99	83,988.03	51,030.87	10,678.09	10,678.09
307 In-District Job Coach		0.00	0.00	0.00	28,422.77	3,117.44	-31,540.21	-31,540.21
309 Shared School Business Official -OCM		0.00	64,695.60	64,695.60	71,884.00	0.00	-7,188.40	-7,188.40
321 ITINERANT - PUBLIC RELATIONS		81,822.00	64,145.53	145,967.53	163,733.33	-23,413.47	5,647.67	5,647.67
330 HANDICAPPED RELATED SVC - PHYSICAL THERA		27,676.00	-27,600.00	76.00	0.00	76.00	0.00	0.00
331 HANDICAPPED RELATED SVC - OCCU THERAPIST		77,071.00	-68,512.23	7,558.71	874.71	6,684.00	0.00	0.00
336 CURRICULUM & INSTRUCTION COORDINATION		0.00	19,400.00	19,400.00	13,913.41	1,942.29	3,544.30	3,544.30
352 HANDICAPPED: OTHER ITINERANT		915,697.00	-789,926.21	145,770.79	27,865.36	108,396.02	9,509.41	9,509.41
355 Drivers Education - 10 Month		246,413.00	34,343.17	281,356.17	158,084.72	59,583.80	83,727.65	83,727.65
402 Alternative Education-Secondary		948,123.00	17,382.48	965,505.48	776,921.74	143,431.08	43,152.66	43,152.66
406 GIFTED AND TALENTED PROGRAMS		27,537.00	-2,110.54	25,426.46	19,220.91	5,068.82	1,138.73	1,138.73
409 Alt Ed-Secondary- X-C Jeff Lewis		0.00	10,195.56	10,195.56	9,176.00	0.00	1,019.56	1,019.56
412 EQUIVALENT ATTENDANCE EDUCATION		0.00	0.00	0.00	1,920.76	0.00	-1,920.76	-1,920.76
414 SUMMER SCHOOL - GENERAL EDUCATION		410,483.00	-80,630.96	329,852.04	247,355.85	77,595.65	4,900.54	4,900.54
415 PERFORMING ARTS - AESTHETIC EDUCATION		1,272,496.00	143,759.20	1,416,255.20	1,126,507.51	106,207.62	183,540.27	183,540.27
418 EXPLORATORY ENRICHMENT & PLANETARIUM		273,288.00	69,990.02	343,278.02	257,390.25	89,830.77	46,057.00	46,057.00
419 ENVIRONMENTAL EDUCATION		6,400.00	0.00	6,400.00	6,400.00	0.00	0.00	0.00
422 FOREIGN LANGUAGE IMMERSION PROGRAM		12,545.00	-12,533.52	11.48	10.00	0.00	1.48	1.48
423 Hospital Bound Instruction-TST BOCES		0.00	450.00	450.00	450.00	0.00	0.00	0.00
424 Hospital Bound Instruction-GTS BOCES		2,500.00	934.00	3,434.00	3,434.00	0.00	0.00	0.00
425 Exploratory Enrichment		4,000.00	0.00	4,000.00	3,075.00	0.00	925.00	925.00

* Includes a pending Budget Transfer Request

OSWEGO COUNTY BOCES

Budget Status Report As Of: 06/26/2013
Fiscal Year: 2013

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
426 Hospital Bound Instruction-OCM BOCES		12,500.00	0.00	12,500.00	7,654.00	0.00	4,846.00	4,846.00
428 Challenger Learning - Monroe #1		0.00	737.11	737.11	737.11	0.00	0.00	0.00
436 Distance Learning - Wayne Finger Lakes X		0.00	6,079.50	6,079.50	10,626.00	0.00	-4,546.50	-4,546.50
477 DISTANCE LEARNING		196,182.00	-1,076.18	195,105.82	145,266.74	43,862.62	5,987.46	5,987.46
502 Extracurricular Act Coord Jeff Lewis		500.00	53.00	553.00	553.00	0.00	0.00	0.00
504 STAFF DEVELOP-HOSTS & READING RECOVERY		0.00	5,652.50	5,652.50	6,460.00	0.00	-807.50	-807.50
507 PLANNING - INSTRUCTIONAL SUPPORT		206,740.00	-23,390.32	183,349.68	142,730.19	42,395.28	-2,375.79	-2,375.79
508 Instructional Technology-OCM BOCES		2,135,000.00	137,471.28	2,322,471.28	2,152,230.99	0.00	170,180.29	170,180.29
511 LEARNING TECHNOLOGIES		68,791.00	184,012.24	253,803.24	141,836.84	85,180.85	26,983.55	26,983.55
512 LIBRARY MEDIA		147,227.00	-9,242.34	137,984.66	107,761.60	26,168.55	4,054.51	4,054.51
513 Library Media OCM BOCES		12,500.00	0.00	12,500.00	5,020.32	0.00	7,479.68	7,479.68
514 MICROCOMPUTER REPAIR		294,839.00	96,401.70	331,239.70	218,830.00	98,527.47	14,082.23	14,082.23
515 INSTRUCTIONAL TECHNOLOGY (CLO)		1,659,636.00	681,125.28	2,340,761.28	1,893,028.47	435,798.83	11,933.98	11,933.98
517 MODEL SCHOOLS		345,153.00	-15,892.30	329,260.70	251,550.34	67,804.75	9,895.61	9,895.61
518 Cisco - Albany Scholastic-Schwendady Sara		0.00	-5.28	-5.28	1,040.43	-1,040.00	-6.71	-6.71
526 HOME SCHOOL COORDINATION		18,517.00	24.20	18,541.20	14,733.67	1,187.91	2,619.62	2,619.62
527 Home School GST BOCES		4,000.00	2,375.00	6,375.00	6,375.00	0.00	0.00	0.00
532 Staff Development: Other		0.00	4,740.69	4,740.69	4,029.34	387.30	324.05	324.05
533 SCHOOL/CURR IMPROVEMENT		555,034.00	439,410.60	994,444.60	779,874.94	254,281.17	-39,511.51	-41,112.63
534 LIBRARY AUTOMATION		42,410.00	11,468.92	53,878.92	36,750.33	11,969.42	5,159.17	5,159.17
535 Library Automation-OCM BOCES		28,000.00	0.00	28,000.00	21,420.00	0.00	7,580.00	7,580.00
537 LIBRARY COOPERATIVE COLLECTION DEVELOPME		182,656.00	61,536.99	244,192.99	194,564.82	16,049.14	33,579.03	33,579.03
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		10,000.00	210.74	10,210.74	10,210.74	0.00	0.00	0.00
543 ISS Curriculum Improvement-Mad Onaida		1,500.00	2,215.00	3,715.00	8,715.00	0.00	0.00	0.00
545 ISS Curriculum Improvement-Rockland		0.00	13,340.00	13,340.00	13,340.00	0.00	0.00	0.00
548 ISS Curriculum Improvement-Capital Reg		750.00	0.00	750.00	0.00	0.00	750.00	750.00
549 ISS Curriculum- OCM BOCES		112,500.00	0.00	112,500.00	12,280.00	0.00	100,210.00	100,210.00
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	354.89	0.00	1,145.31	1,145.31
593 INSTRUCTIONAL MATERIALS DEVELOPMENT		72,500.00	0.00	72,500.00	70,050.00	0.00	2,450.00	2,450.00
599 PRINTING		221,893.00	113,261.65	335,154.65	482,914.09	-193,897.51	46,143.27	46,143.27
600 Pupil Transportation- OCM BOCES		200.00	0.00	200.00	188.00	0.00	12.00	12.00
601 TELECOMMUNICATIONS		750,000.00	0.00	750,000.00	872,154.26	0.00	-122,154.26	-122,154.26
602 TELEPHONE INTERCONNECT		560,000.00	0.00	560,000.00	549,081.65	0.00	10,918.35	10,918.35
603 PUPIL TRANSPORTATION - BOCES PROGRAMS H/C		1,044,866.00	-271,566.87	773,309.13	979,319.70	-227,076.19	21,065.82	21,065.82
604 NEGOTIATIONS		6,200.00	2,051.25	8,251.25	6,375.00	0.00	1,876.25	1,876.25
605 Planning Service -Eric 1 BOCES		10,000.00	16,193.33	26,193.33	26,193.33	0.00	0.00	0.00
806 COMPUTER SERVICE: ADM X-COIT OCM BOCES		2,600,000.00	11,775.90	2,611,775.90	2,775,437.48	-17,770.95	-145,880.53	-145,880.53

OSWEGO COUNTY BOCES


Budget Status Report As Of: 06/26/2013
Fiscal Year: 2013

Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
608 Recruiting		2,500.00	1,845.20	4,345.20	4,828.00	0.00	-482.80	-482.80
610 PLANNING: MANAGEMENT SUPPORT		0.00	0.00	0.00	6,591.67	-10,000.00	3,408.33	3,408.33
611 SUBSTITUTE COORDINATION		18,056.00	0.00	18,056.00	15,272.68	366.81	2,416.51	2,416.51
612 SCHOOL/SAFETY RISK MANAGEMENT		35,648.00	110,791.51	146,439.51	113,201.94	17,311.25	15,926.31	15,926.31
613 Fingerprinting (SAVE legislation)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
614 GASB45 Questar III		0.00	13,050.00	13,050.00	14,500.00	0.00	-1,450.00	-1,450.00
615 WORKERS COMP ADMIN		30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	30,000.00
616 Safety/Risk OCM BOCES		125,000.00	0.00	125,000.00	230.00	0.00	124,770.00	124,770.00
617 Sub Coordination OCM		36,500.00	0.00	36,500.00	34,247.00	0.00	2,253.00	2,253.00
618 CBO - FINANCIAL TRACKING SRVC		27,000.00	8,988.00	35,988.00	35,988.00	0.00	0.00	0.00
620 Negotiations -OCM BOCES		60,500.00	7,511.05	68,011.05	75,990.00	0.00	-7,978.95	-7,978.95
622 GASB 45 -Capital Region BOCES		52,500.00	0.00	52,500.00	8,315.84	0.00	44,184.16	44,184.16
623 GASB 45 Planning-Clinton Essex BOCES		3,000.00	14,633.02	17,633.02	19,236.00	0.00	-1,602.98	-1,602.98
624 Planning Service, Mgt-Questar III		27,000.00	450.00	27,450.00	27,450.00	0.00	0.00	0.00
627 Negotiation-Cayuga Onondaga BOCES		55,000.00	6,000.00	61,000.00	61,000.00	0.00	0.00	0.00
630 EMPLOYEE ASSISTANCE PROGRAM		57,500.00	0.00	57,500.00	68,213.00	0.00	-8,713.00	-8,713.00
631 Medicaid Reimbursement Processing		16,500.00	0.00	16,500.00	10,780.00	0.00	5,740.00	5,740.00
635 Medicaid Reimbursement Processing		0.00	59,163.81	59,163.81	66,130.00	0.00	-6,966.19	-6,966.19
670 COOPERATIVE PURCHASING		55,012.00	-2,384.68	52,627.32	164,942.65	-117,380.82	5,065.49	5,065.49
671 Energy Management OCM BOCES		50,500.00	0.00	50,500.00	49,110.00	0.00	1,390.00	1,390.00
676 Employee Benefit Coordination OCM BOCES		75,500.00	0.00	75,500.00	82,847.00	0.00	-7,347.00	-7,347.00
680 Asset (Records Mgmt)		3,500.00	14,769.88	18,269.88	28,192.50	0.00	-9,922.62	-9,922.62
701 OPERATIONS & MAINTENANCE		33,950.00	-312,957.05	-279,007.05	1,722,591.42	-2,402,481.44	400,882.97	254,441.97
702 Vision Services		0.00	-25,259.89	-25,259.89	5,533.03	-38,002.73	7,209.81	7,209.81
703 Audio & TOD Services		0.00	-3,286.39	-3,286.39	16,205.31	-23,139.03	1,647.33	1,647.33
705 Speech Impaired		0.00	-87,141.17	-87,141.17	245,936.09	-340,352.10	7,274.84	7,274.84
711 INTERNAL TECHNOLOGY SUPPORT		16,300.00	46,039.59	62,339.59	724,920.48	-671,886.54	9,285.65	9,285.65
712 INSTRUCTIONAL SUPPORT SVCS ADMIN		9,910.00	-2,829.27	1,580.73	261,550.86	-284,814.95	24,804.82	24,804.82
713 Internal Security		0.00	224,976.00	224,976.00	163,249.86	2,708.75	59,018.39	59,018.39
715 Internal Safety		0.00	27,810.35	27,810.35	27,263.77	530.08	11.50	11.50
720 SPECIAL EDUCATION ADMINISTRATION		12,035.00	-130,857.32	-118,822.32	720,632.03	-875,882.23	38,367.82	38,367.82
721 STUDENT SERVICES ADMINISTRATION		1,985.00	-21,896.74	-19,941.74	280,214.73	-445,553.47	145,497.00	145,497.00
722 PLANNING, INSTRUCTION		2,935.00	-72,559.82	-69,624.82	176,905.13	-262,036.97	15,507.02	15,507.02
730 Physical Therapy		0.00	8,660.03	8,660.03	13,382.84	-17,433.25	12,710.44	12,710.44
731 Occupational Therapy		0.00	15,770.80	15,770.80	57,050.86	-53,349.78	12,069.70	12,069.70
732 Counsel Services		0.00	-139,894.74	-139,894.74	553,352.71	-604,578.54	110,731.09	110,731.09
Total GENERAL FUND		40,939,764.00	2,537,231.97	43,476,995.97	39,331,521.53	1,489,608.15	2,655,856.24	2,507,824.07

Oswego County BOCES
MEMORANDUM

TO: BOCES Board of Education
Mr. Christopher Todd

FROM: Lisa Spencer, 
Claims Auditor

DATE: June 28, 2013

RE: Claims Auditor's Report

Attached is a claims auditor's summary report for the first check run in June. I am pleased to report there were no issues found with the checks in this warrant.

June, 2013

Item of concern:



ALYSON INMAN, School Purchasing Officer

Phone 315-963-4263
Fax 315-963-8477
alinman@oswegoboces.org

MEMORANDUM

TO: Christopher J. Todd, District Superintendent
FROM: Alyson Inman, School Purchasing Officer
SUBJECT: Bid Award #B16-6001 – Welding Supplies and Materials
DATE: 6/26/2013
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Gisele Benigno, Coordinator of Business Admin., P.R., and Special Projects

Bids were opened for Cooperative Bid #B13-6001 – Welding Supplies and Materials on June 7, 2013. In addition to advertising the bid in the Palladium Times and posting on the Oswego County BOCES Cooperative Purchasing web page, solicitations were e-mailed directly to twenty-two (22) vendors of which five (5) responded. Of the responses received two (2) were 'No Bid' with a request to remain on the bidders' list for future invitations. Three (3) of the bids were accepted as responsive. The bid is divided into six (6) categories: Welding Hard Goods, Filler Metal, Materials, Gases, Safety Materials and Equipment. Bidders are required to bid at least 95% of the items within the category to be considered for award of the category. A total of one hundred sixty-five (165) items were solicited.

The following schools participated in the bid: Hannibal Central Schools and Oswego County BOCES.

Oswego County BOCES Participation: The bid participation total for Oswego County BOCES is (158) items for \$86,732.14.

Vendor's Bid – Hard Goods	Number of Items Bid	% Bid	Total of Common Items Bid	Bid Analysis
Haun Welding Supply	66	100%	\$4,600.99	\$13,508.45
Meteo Supply, Inc.	26	39%	\$6,978.96	-
Pacemaker Millar	0	0%	-	-
Total Items	66	100%	100%	\$13,508.45

Analysis: When qualifying bids from vendors were compared for Welding Hard Goods, only Haun Welding Supply met the 95% bid requirement. It was determined that Haun Welding Supply also provided the lowest responsive aggregate bid for (66) items with a total value of \$13,508.45.



ALYSON INMAN, School Purchasing Officer

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

Vendor's Bid – Filler Metal	Number of Items Bid	% Bid	Total of Common Items Bid	Bid Analysis
Haun Welding Supply	21	100%	\$7,021.35	\$9,383.50
Metco Supply, Inc.	14	67%	\$12,892.23	-
Pacemaker Millar	0	0%	-	-
Total Items	21		100%	\$9,383.50

Analysis: When qualifying bids from vendors were compared for Welding Filler Metal, only Haun Welding Supply met the 95% bid requirement. It was determined that **Haun Welding Supply** also provided the lowest responsive aggregate bid for (21) items with a total value of \$9,383.50.

Vendor's Bid – Materials	Number of Items Bid	% Bid	Total of Common Items Bid	Bid Analysis
Haun Welding Supply	0	0%	-	-
Metco Supply, Inc.	31	91%	\$25,792.07	-
Pacemaker Millar	34	100%	\$13,587.50	\$26,121.50
Total Items	34		100%	\$26,121.50

Analysis: When qualifying bids from vendors were compared for Welding Materials, it was determined that **Pacemaker Millar** provided the lowest responsive aggregate bid for (34) items with a total value of \$26,121.50.

Vendor's Bid – Gases	Number of Items Bid	% Bid	Total of Common Items Bid	Bid Analysis
Haun Welding Supply	19	100%	-	\$1,733.20
Metco Supply, Inc.	0	0%	-	-
Pacemaker Millar	0	0%	-	-
Total Items	19		100%	\$1,733.20

Analysis: One submission for Welding Gases was received and met the 95% bid requirement. It was determined that **Haun Welding Supply** provided a responsive aggregate bid for the (19) items with a total value of \$1,733.20.



ALYSON INMAN, School Purchasing Officer

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

Vendor's Bid – Safety Supplies	Number of Items Bid	% Bid	Total of Common Items Bid	Bid Analysis
Haun Welding Supply	22	100%	\$694.41	\$4,920.46
Metco Supply, Inc.	6	27%	\$1,105.54	-
Pacemaker Millar	0	0%	-	-
Total Items	21		95%	\$4,901.78

Analysis: When qualifying bids from vendors were compared for Welding Safety Supplies, only Haun Welding Supply met the 95% bid requirement. It was determined that Haun Welding Supply also provided the lowest responsive aggregate bid for (21) of the (22) items with a total value of \$4,901.78. One item was not awarded due to obsolesces and the alternate bid did not meet the same Noise Reduction Specifications of the original item.

Vendor's Bid – Equipment	Number of Items Bid	% Bid	Total of Common Items Bid	Bid Analysis
Haun Welding Supply	3	100%	-	\$31,991.00
Metco Supply, Inc.	0	0%	-	-
Pacemaker Millar	0	0%	-	-
Total Items	3		100%	\$31,991.00

Analysis: Welding Equipment is awarded in a line-by-line manner. Three (3) items were bid with a quantity of four (4) each for two of the items and one (1) each for the remaining, totaling nine (9) pieces of equipment. One submission for Welding Equipment was received. Haun Welding Supply is the responsive bidder for the (3) items with a total value of \$31,991.00.

Category	Vendor	# of Items Awarded	Total Award
Welding Hard Goods	Haun Welding Supply	66	\$13,508.45
Welding Filler Metal	Haun Welding Supply	21	\$9,383.50
Welding Materials	Pacemaker Millar	34	\$26,121.50
Welding Gases	Haun Welding Supply	19	\$1,733.20
Welding Safety Supplies	Haun Welding Supply	21	\$4,901.78
Welding Equipment	Haun Welding Supply	3	\$31,991.00
Total Award		164 of 165	\$87,639.43

Recommendation: The Welding Supplies and Materials Cooperative Bid with a contract date of August 1, 2013 to July 31, 2014 is awarded as indicated per the above table.

Total Items Awarded: One hundred sixty-four (164) items with a total bid award of \$87,639.43.

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
179 County Route 84, Mexico, New York 13114
Christopher J. Todd, District Superintendent/Executive Officer



Gisèle 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 Administration
SUBJECT: Approval of Surplus for July 10, 2013 Board Meeting
DATE: June 26, 2013
CC: Michael Sheperd, Assistant Superintendent for Administrative Services
Alyson Inman, School Purchasing Officer
Tammy Bigelow, Receiving Clerk

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

Enclosures

Location Change or Disposal of Equipment

RECEIVED
Office of the Assistant Superintendent
Administrative Services
Oswego County BOCES

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

JUN 17 2013

Description of Equipment* Dell Optiplex G6620 Computer
 Asset Tag # 07124 Serial Number 29H1D82
 Originally purchased with Grant Funds: ☐ yes ☒ no ☐ I don't know
 * Please use reverse to add additional items if necessary

☒ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
☒ Discarded/Scrap
☐ Other (or Additional Details)

Reason for Disposal:

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

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

[Signature]
Requestor

6/3/2013
Date

[Signature]
Director

6/10/13
Date

[Signature]
Assistant Superintendent
For Admin. Services

6/13/13
Date



Location Change or Disposal of Equipment

RECEIVED

Office of the Assistant Superintendent

JUN 12 2013

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

Description of Equipment* Dell Optiplex GX620 Computer
 Asset Tag # 07126 Serial Number 28H1556
 Originally purchased with Grant Funds: ☐ yes ☒ no ☐ I don't know
 * Please use reverse to add additional items if necessary

☒ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
☒ Discarded/Scrap
☐ Other (or Additional Details)

Reason for Disposal:

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

☐ Transfer of Equipment

Transfer from:

Department: _____
 Room#: _____
 Building: _____
 Employee: _____

Transfer to:


Department: _____
 Room#: _____
 Building: _____
 Employee: _____



Requestor

6/3/2013


Date



Director

6/10/13

Date


 Assistant Superintendent
 For Admin. Services

6/13/13
 Date

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

PLEASE

07176

B



Location Change or Disposal of Equipment

RECEIVED

Office of the Assistant Superintendent

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

JUN 12 2013

Description of Equipment* HP PROBOOK FOLIO

Asset Tag # 19047

Serial Number Administrative Services
Oswego County BOCES

Originally purchased with Grant Funds: ☐ yes ☒ no ☐ I don't know

* Please use reverse to add additional items if necessary

☒ Surplus of Equipment (Board Action Required)

Recommended Action:

- ☐ Auction
☐ Discarded/Scrap
☒ Other (or Additional Details)
 BEING RETURNED TO VENDOR

Reason for Disposal:

- ☐ Obsolete
☐ Unreparable
☐ No longer of practical use to the BOCES
☒ Other (or Additional Details)
 COMPUTER DIDN'T HAVE WIRELESS/BLUETOOTH

☐ Transfer of Equipment

Transfer from:

Department: _____

Room#: _____

Building: _____

Employee: _____

Transfer to:

Department: _____

Room#: _____

Building: _____

Employee: _____

JOANN POPP

6/5/13

Requestor

Date

Assistant Superintendent
 For Admin. Services

6/18/13
 Date

Director

6/10/13
 Date

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

PI



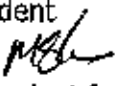
19047

ERB



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Approval of Revenue Anticipation Notes (RAN)

DATE: 06/24/2013

CC: G. Benigno, K. Wood

At the May 15, 2013 Board Meeting, a resolution was passed authorizing the renewal of Revenue Anticipation Notes not to exceed \$5,500,000. Subsequently, our designated financial advisor, Fiscal Advisors & Marketing, Inc., worked with us to market and accept sealed proposals for a sale date of June 20, 2013. The results are as follows:

<u>Bidder</u>	<u>Amount</u>	<u>Net Interest Rate</u>	<u>Net Interest</u>
JPMorgan Chase Bank, N.A.	\$4,000,000	0.700000%	\$27,144.44
Jefferies LLC	\$4,000,000	0.758946%	\$29,430.22
Oppenheimer & Co., Inc.	\$4,000,000	0.874527%	\$33,912.22
Key Banc Capital Markets	\$4,000,000	1.099771%	\$42,646.67
Roosevelt & Cross, Inc.	\$4,000,000	1.652006%	\$64,061.11

Enclosed is the documentation received from our financial advisors, Fiscal Advisors & Marketing, Inc., recommending the award of the notes be made to JPMorgan Chase Bank, N.A.

Please consider presenting the following resolution to the Board of Education for the approval of the award of the Revenue Anticipation Notes as recommended by Fiscal Advisors & Marketing, Inc.:

BE IT RESOLVED, that Revenue Anticipation Notes (RAN) in the amount of \$4,000,000 dated July 8, 2013 and due June 27, 2014 be awarded to JPMorgan Chase Bank, N.A.

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

MJS:mak
Enclosures

BID CONFIRMATION SUMMARY SHEET

ISSUER: THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES FOR THE
SOLE SUPERVISORY DISTRICT OF OSWEGO COUNTY, NEW YORK

AMOUNT OF ISSUE : \$4,000,000

MIG RATING : N/A

TYPE OF ISSUE : RAN

D&Q (YES/NO) : NO

SALE DATE : 6/20/2013

NOTES DATED: 7/8/2013

TIME : 11:00 AM

NOTES DUE: 6/27/2014

Life (days)
349

BIDDER	Amount	Interest Rate	Gross Interest	Premium	Net Interest	Effective Net Interest Rate	
JPMorgan Chase Bank, N.A.	4,000,000	0.700%	27,144.44	0.00	27,144.44	0.700000%	*
Jefferies LLC	4,000,000	1.250%	48,472.22	19,042.00	29,430.22	0.758946%	
Oppenheimer & Co., Inc.	4,000,000	1.250%	48,472.22	14,560.00	33,912.22	0.874527%	
KeyBanc Capital Markets	4,000,000	1.500%	58,166.67	15,520.00	42,646.67	1.099771%	
Roosevelt & Cross, Inc.	4,000,000	1.750%	67,861.11	3,800.00	64,061.11	1.652006%	

Interest Owed at Maturity: \$27,144.44

* AWARDED


PREPARED BY:

FA FISCAL ADVISORS & MARKETING, INC.
6/20/2013



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Resolution to Accept Donation from Oswego Industries

DATE: 06/24/2013

CC: T. Blgelow, W. Wideman

Please find attached a Request for Donation Approval Form for a donation of Ceramic Slip Casting Molds to our Special Education program by Oswego Industries. As a result of discussions arising from past audits, it was suggested that our Board recognize and accept such donations through formal action and identify the specific purpose of the donation.

Therefore, please find below a resolution to accept the donation from Oswego Industries for our Special Education program:

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the donation of Ceramic Slip Casting Molds, valued at approximately \$1,900.00, from Oswego Industries for our Special Education program.

Thank you for your consideration of this matter.

MJS:mak

Enclosure



OSWEGO COUNTY BOCES
REQUEST FOR DONATION APPROVAL FORM
(This form is for items of \$500+ value ONLY)

DATE: June 10, 2013 _____

TO: Christopher J. Todd, District Superintendent

FROM: Chuck Pehta, Supervisor Mr. Jim Huber

Chuck Pehta
Supervisor Signature

[Signature]
Assistant Superintendent Signature

I hereby request BOCES Board approval for the following donation(s).

Donated Item	Working (Y/N)	Approximate Value
Ceramic Slip Casting Molds	Y	\$1900.00

Attach second page if more space is needed.

Briefly describe how this donation will be used by the program's students:

The molds are being donated for student use within the Vocational Enrichment Program located at Hewitt Union, SUNY Oswego. Students utilize slip casting and processing as part of their academic and work experience.

Pick up of items is Oswego Industries, North East Operations, Pierce Drive, Fulton, NY (located behind Kmart on Rte. 481) _____

Donor Information

Contact Person: Darlene Baker (needs to be called to prepare for pick-up) _____

Company Name: Oswego Industries _____

Address: 7 Morrill Place _____

City, State, Zip: Fulton, NY 13069 _____

Phone: (315) 598-6707 _____


Instructions

- Submit this form at least nine business days prior to the next BOCES Board Meeting.
- Donations can not be physically accepted prior to BOCES Board approval.
- In the case of vehicle donations please attach the official title to this form.
- Send this original application to the Assistant Superintendent for Administrative Services and keep a copy for your records.



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Resolution to Amend Audit Committee Charter

DATE: 06/27/2013

CC:

During their annual review of the Audit Committee Charter at the June 11, 2013 meeting, the Audit Committee discussed amending the "Administrative Matters" section of the Charter to include the approval of the Audit Committee Chairperson annually by the Audit Committee during the first meeting of the year. As a result of this discussion, the Audit Committee voted to recommend this revision to the Board of Education.

Therefore, the following revision of the Audit Committee Charter may be presented to the BOCES Board of Education for their consideration:

BE IT RESOLVED, that the Oswego County BOCES Audit Committee Charter be revised to include the following language in the "Administrative Matters" section of the Charter:

- Effective for the 2013-2014 school year and thereafter, at the first meeting of each school year the Audit Committee shall identify and vote to approve a Chairperson to preside over meetings and activities for the year.

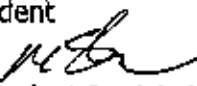
Thank you for your consideration of this matter.

MJS:mak



INTEROFFICE MEMORANDUM

TO: Christopher J. Todd
District Superintendent

FROM: Michael J. Sheperd 
Assistant Superintendent for Administrative Services

SUBJECT: Audit Committee Meeting Minutes for Board Members

DATE: 06/27/2013

CC:

In accordance with the Charter of the Audit Committee, for inclusion in the Board packet as an informational item, please find attached a copy of the minutes from the Audit Committee meeting held on June 11, 2013. The minutes outline the discussions and the general business that was conducted in this meeting.

If there are any questions, please do not hesitate to contact me or the Board members serving on the Audit Committee.

Thank you.

MJS:mak

Enclosure

Minutes

Audit Committee Meeting

June 11, 2013

5:00 p.m.

Present:

Michael Egan
Gregory Muench
Morris Sorbello
Michael Sheperd
Tom Zuber, CPA

Absent:

Jeffrey Grimshaw
William Scriber

Call to order 5:15 p.m.

I. 2012-2013 External Audit Commencement Meeting – Tom Zuber, CPA

Tom Zuber presented the summary handout explaining the audit approach and process:

- a. Monitors news/headlines & trends about BOCES
- b. Reviews major operating funds, Federal (Single Audit), Extraclass Activities
- c. Examines what internal controls are in place and whether they are working
- f. Facilitates communication with Board and Audit Committee to be sure they are able to review any areas of concern
- g. Facilitates conversations with management and other employees to check in on things (i.e., one district Food Service employee blew whistle on Supervisor stealing food from cafeteria)
- h. Reminder – They only perform sample testing, they don't look at every transaction; they look more closely at higher risk areas
- i. Unique things regarding Oswego BOCES and BOCES in general
 1. Fund balances (good to look at because it's a hot topic with OSC)
 2. We have approximately \$3.8M and do a good job at transparency and communicating to Board (fund balance went down by about \$500,000 due to a reduced amount of encumbrances)
 3. It's good to review how BOCES manage and use reserves (another hot topic with OSC)
 4. Things are being considered at state level like:
 - Should BOCES be full accrual?

- Should component districts be recognizing part of the BOCES obligation on their books? (on their long term debt obligation)
 - Should the BOCES pick up a receivable from their districts for their share of the long term debt?
5. OPEB obligation is \$77M for Oswego BOCES with no legal avenue to fund it
 6. Moody's may adjust their outlook on districts stability now based on the existence of the tax cap
 7. Oswego BOCES has done a very good job at providing for financial stability
 8. GASB-68 new regulations for accounting and financial reporting for pensions
 9. Internal Audit function can be eliminated for BOCES/Districts less than 1500 students – keep an eye out for guidance from SED on this
 10. ERS/TRS stabilization program – Tom isn't aware of any districts (other than 1 or 2 very large cities) who are taking this option
 11. Audit review will also follow up on prior year findings:
 - Preschool
 - Adult Ed
 - Team Sheldon
 - Federal Grant time allocations
 - Special Aid fund audit reclassification

No questions from the Audit Committee.

II. Recommendations for Seat Vacancies

The Board members on the Committee agreed to have preliminary discussion with the Board about filling the Board vacancy.

Resolution to Recommend the appointment of Jeffrey Grimshaw and a Board Selected Candidate to fill the seats to be vacated on June 30, 2013

It was,

Moved by Mike Egan, seconded by Morris Sorbello, that the following recommendation be presented to the Board:

BE IT RESOLVED, that the Oswego County BOCES Audit Committee hereby recommends that the BOCES Board of Education appoints Jeffrey Grimshaw and a Board Selected Candidate to fill the seats to be vacated on June 30, 2013.

Vote on the motion: Ayes 3, Nays 0, motion carried.

III. Appoint Chair

The Committee chose to recommend the appointment of Michael Egan as Chair of the Audit Committee for the 2013-14 year, and also to recommend a revision to the Charter that would allow them to select their own Chairperson rather than having one Board approved.

The Committee agreed to make this recommendation to the Board if the Charter revision recommendation were to be denied:

Resolution to Recommend the Appointment of Michael Egan as Chair of the Audit Committee for the 2013-14 year:

It was,

Moved by Morris Sorbello, seconded by Greg Muench, that the following recommendation be presented to the Board:

BE IT RESOLVED, that the Oswego County BOCES Audit Committee hereby recommends that the BOCES Board of Education appoints Michael Egan as Chair of the Audit Committee for the 2013-14 year.

Vote on the motion: Ayes 3, Nays 0, motion carried.

IV. Review of Informational Items to be Shared with the Board

- a. Calendar of prior year activity
- b. Review of status of audit findings

There were no questions from the Committee and they agreed they would serve very well in representing Committee activity to the Board.

V. Review of Charter for Revision Recommendations

The Committee agreed to recommend one revision to the Charter which would amend the "Administrative Matters" section of the Charter to include the approval of the Audit Committee Chairperson annually by the Audit Committee during the first meeting of the year:

Resolution to Recommend Revision to the Oswego County BOCES Audit Committee Charter

It was,

Moved by Morris Sorbello, seconded by Greg Muench, that the following recommendation be presented to the Board:

BE IT RESOLVED, that the Oswego County BOCES Audit Committee Charter be revised to include the following language in the "Administrative Matters" section of the Charter:

- Effective for the 2013-2014 school year and thereafter, at the first meeting of each school year, the Audit Committee shall identify and vote to approve a Chairperson to preside over meetings and activities for the year.

Vote on the motion: Ayes 3, Nays 0, motion carried.

VI. Other

Audit Committee asked Mike to research whether Audit Committee members are required to receive training and whether training opportunities exist for this purpose.

VII. Development of 2013-14 Calendar

Mike reviewed the draft meeting plan for the 2013-14 year, noting that most dates are tentative pending the outcome and timing of the audit work, and it was approved by the Committee.

July 2013	Oath of Office for Non-Board members (within 30 days of appointment)
October 1, 2013	Kick-off IRA 2013 Review results of 2012-13 External Audit
December 3, 2013	Review results of IRA 2013 Discuss & identify testing area Review Results of Single & Extraclassroom Audits
April 1, 2014	Review results of testing area Status report on outstanding action plan items
June 10, 2014	Kick-off External Audit 2013-14 BOE update on 2013-14 activity Review Charter, Member and Chair Appointments Prepare tentative 2014-15 Meeting Schedule

Next meeting Tuesday, October 1, 2013 at 5:00 p.m.

Motion to Adjourn:

It was,

Moved by Morris Sorbello, seconded by Greg Muench, that the meeting be adjourned.

Vote on the motion: Ayes 3, Nays 0, motion carried

Meeting adjourned at 6:32 p.m.

**Board of Education
Personnel Report
July 10, 2013**

Excessed							
Name	Program	Position	Effective Date				
Burke, Danielle	Special Education	Teaching Assistant	8/16/2013				
Furlong, Tammy	Special Education	Teaching Assistant	8/16/2013				
Kessler, Julie	Special Education	Teaching Assistant	8/16/2013				
Smegelsky, Joann	Special Education	School Counselor	8/16/2013				
Somers, Kerry	Special Education	Teaching Assistant	8/16/2013				
Warner, Cassandra	Special Education	Teaching Assistant	8/16/2013				
Resignations							
Name	Program	Position	Effective Date				
Farrell, Tammy	Special Education	Curriculum Coordinator	6/29/2013				
Benjamin, Michelle	Special Education Summer School	Teaching Assistant/Interpreter	NEVER STARTED				
Coe, Sandra	Special Education Summer School	Teaching Assistant	NEVER STARTED				
Dimon, Renee	Special Education Summer School	Teaching Assistant	NEVER STARTED				
Marks, Hannah	Special Education Summer School	Teaching Assistant/Interpreter	NEVER STARTED				
Newidomy, Nikki	Summer School 2013	English Teacher	NEVER STARTED				
Hyland, Peter	VAP Grant	Consultant Teacher	NEVER STARTED				
Retirements							
Name	Program	Position	Effective Date				
Barsuch, Daniel	Printing Department	Courier	9/28/2013				
Frigon, Barbara	Special Education	Teaching Assistant	8/17/2013				
Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Career & Technical Education	Bales, Paula	Academic Review Consultant		\$164.00/hr	07/11/2013	08/09/2013	10 days
	Coughlin, William	Academic Review Consultant		\$164.00/hr	07/11/2013	08/09/2013	10 days
	Dudley, Susan	Interim CTE Principal		\$450.00/day	07/11/2013	06/30/2014	as per timesheet
	Prye, Lisa	Career Pathways Liaison		\$63,131.00/yr	07/01/2013	06/30/2014	to be adjusted according to negotiated contract
	Trafuoco, Mark	Academic Review Consultant		\$164.00/hr	07/11/2013	08/09/2013	10 days
District Office	Morris, Bonnie	Sub-Teacher Registrar		\$12.00/hr	07/01/2013	06/30/2014	12.5 hrs./wk.
	Wilson, Michael David	Sub-Teacher Registrar		\$11.75/hr	07/01/2013	06/30/2014	19 hrs./wk.
Instructional Support Services	Covert, Frederick	Workshop Presenter		\$35.00/hr	06/04/2013	06/04/2013	as per timesheet
	Wills, Robert	Workshop Presenter		\$35.00/hr	06/04/2013	06/04/2013	as per timesheet
Instructional Technology	Hardesty, Jacqueline	Technology Coordinator	Reapp Prov	\$60,000.00/yr	06/24/2013		to be prorated from 8/24/2013
	Reichel, Jeffrey	LAN Technician	Prov	\$21.16/hr	08/23/2013		to be adjusted according to negotiated contract
Special Education	Blundell, Joan	Job Coach		\$9.29/hr	07/03/2013	08/16/2013	0-25 hrs./wk. as per timesheet
	Burdick, Sherry	Curriculum Development		\$164.00/day	07/01/2013	08/30/2013	5 days
	Craig, Rebecca	Curriculum Development		\$164.00/day	07/01/2013	08/30/2013	15 days
	Delaney, Jennifer	Curriculum Development		\$47.76/day	08/26/2013	08/30/2013	5 days
	Engelman, Susan	Curriculum Development		\$164.00/day	07/01/2013	08/30/2013	10 days
	McKnight, Janet	Curriculum Development		\$164.00/day	07/08/2013	07/08/2013	1 day
	Ochsner, Darlene	Curriculum Development		\$164.00/day	07/08/2013	07/08/2013	1 day
	Peeno, Cynthia	Curriculum Development		\$164.00/day	07/01/2013	08/30/2013	REVISED TO 12 days
	Scheppard, Kimberly	Curriculum Development		\$47.76/day	08/26/2013	08/30/2013	5 days
	Smegelsky, Joann	Curriculum Development		\$164.00/day	07/01/2013	08/30/2013	5 days
	Tarlura, Stacey	School Counselor (50%)	Reapp Perm	\$67,582.00/yr	09/01/2013		reduced and prorated to 50% eff. 9/1/2013; to be adjusted according to negotiated contract
Special Education Summer School	Bradley, Jesse	Educational Audiologist		\$341.50/day	07/03/2013	08/16/2013	REVISED TO 22 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Bradbury, Amy	Educational Audiologist		\$337.74/day	07/03/2013	08/16/2013	REVISED TO 28 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Cleveland, Chelsie	Teacher Aide		\$74.30/day	07/03/2013	08/16/2013	31 days; to be adjusted according to negotiated contract
	Dennison, Diane	Teaching Assistant		\$74.30/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Douglas, Ashleigh	Teaching Assistant/Interpreter		\$87.64/day	07/03/2013	08/16/2013	30 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Fahnestock, Mason	Lifeguard/Teaching Assistant		\$84.20/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract

**Board of Education
Personnel Report
July 10, 2013**

Special Education Summer School	Foley, Gerald	School Counselor		\$427.68/day	07/03/2013	08/16/2013	REVISED to 25 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Hume, Claudia	Nurse/RN		\$183.62/day	07/03/2013	07/03/2013	1 day; to be adjusted according to negotiated contract
	Ickyszyn, Ann Marie	Educational Audiologist		\$306.58/day	07/03/2013	08/16/2013	REVISED TO 17 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Lane, Irene	Teaching Assistant		\$84.20/day	07/05/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Lynch, Jennifer	School Psychologist		\$322.88/day	07/03/2013	08/16/2013	REVISED to 25 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Plinkecz, Michele	Teaching Assistant/Interpreter		\$69.28/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Prall, Melissa	Teaching Assistant		\$81.40/day	07/03/2013	08/16/2013	22 days; to be adjusted according to negotiated contract
	Prall, Melissa	Teacher		\$264.44/day	07/08/2013	08/16/2013	9 days; to be adjusted according to negotiated contract
	Sereno, Jacob	Teacher Aide		\$74.30/day	07/03/2013	08/16/2013	31 days; to be adjusted according to negotiated contract
	Smegelsky, Joann	School Counselor		\$281.63/day	07/03/2013	08/16/2013	REVISED to 19 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Stewart, Elizabeth	Occupational Therapist		\$287.83/day	07/03/2013	08/16/2013	REVISED to 13 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Thompson, Clement	School Counselor		\$396.08/day	07/03/2013	08/16/2013	REVISED to 19 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Thompson, Holly	Teacher of Visually Impaired		\$343.21/day	07/03/2013	08/16/2013	REVISED TO 13 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Tufura, Stacey	School Counselor		\$280.84/day	07/03/2013	08/16/2013	REVISED to 19 days; contingent upon enrollment; to be adjusted according to negotiated contract
Summer School 2013	Brown, Gregory	Teaching Assistant		\$14.00/hr	07/08/2013	08/12/2013	as per timesheet; contingent upon enrollment
	Ferguson, Robert	Social Studies Teacher		\$1,450.00/session	07/08/2013	08/12/2013	contingent upon enrollment
	Freeman, Jeremy	Driver Education Teacher		\$1,450.00/session	07/01/2013	08/16/2013	contingent upon enrollment
	Koproski, Eric	Social Studies Teacher		\$1,450.00/session	07/08/2013	08/12/2013	contingent upon enrollment
	LaMacchia, James	Teaching Assistant		\$14.00/hr	07/08/2013	08/12/2013	as per timesheet; contingent upon enrollment
	Prye, Kelsey	Secretary		\$12.82/hr	07/01/2013	08/16/2013	as per timesheet; to be adjusted according to negotiated contract
	Sweet, Donna	Secretary		\$12.82/hr	07/01/2013	08/16/2013	as per timesheet; to be adjusted according to negotiated contract
	Warren, Renee	ALS English Teacher		\$659.08/session	07/29/2013	08/12/2013	contingent upon enrollment
Workstudy	Student # 10	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 11	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 12	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 13	Workstudy Student		\$2.35/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 14	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 15	Workstudy Student		\$2.35/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 16	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 17	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 18	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 19	Workstudy Student		\$2.35/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 20	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 21	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 22	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet
	Student # 23	Workstudy Student		\$1.75/hr	07/08/2013	08/16/2013	as per timesheet

**Board of Education
Personnel Report
July 10, 2013**

Substitutes	
Operations & Maintenance	
Hirsch, Matthew	\$8.21/hr (rate pending board approval)
Patrick, Ryan	\$8.21/hr (rate pending board approval)
Washer, Andrew	\$8.21/hr (rate pending board approval)
Special Education	
Allen, Judy	\$8.94/hr; \$81.18/day (rate pending board approval)
Blundell, Joan	\$8.94/hr; \$70.36/day (rate pending board approval)
Fahnestock, Mason	\$8.94/hr; \$70.36/day (rate pending board approval)
Lindberg, Kenneth	\$8.94/hr; \$70.36/day (rate pending board approval)
Smith, Jennifer	\$8.94/hr; \$81.18/day (rate pending board approval)
Summer School 2013	
Belden, Ginny	\$8.94/hr; \$81.18/day (rate pending board approval)
Furlong, Tammy	\$8.94/hr; \$70.36/day (rate pending board approval)
Halter, Kathy	\$8.94/hr; \$75.78/day (rate pending board approval)
House, Barbara	\$8.94/hr; \$70.36/day (rate pending board approval)
Hoyt, Lori	\$8.94/hr; \$81.18/day (rate pending board approval)
Jock, Alice	\$8.94/hr; \$70.36/day (rate pending board approval)
Kelsey, Patricia	\$8.94/hr; \$75.78/day (rate pending board approval)
Pascho, Patrick	\$8.94/hr; \$81.18/day (rate pending board approval)
Pratt, Melissa	\$8.94/hr; \$81.18/day (rate pending board approval)

Terms and Conditions of Employment
For Non-Represented Administrators
who are not covered by any
Collective Bargaining Agreement

1. Employees Covered:

Assistant Superintendent for Administrative Services; Assistant Superintendent for Instruction; Assistant Superintendent for Personnel

2. Except as expressly modified or supplemented in this statement, the terms and conditions of employment for the positions noted above shall be the same as the terms and conditions of employment as set forth in the labor contract between the Oswego BOCES and the Oswego County BOCES Administrators Association.

3. Salary: As established annually by the BOCES Board.

The terms and conditions of employment set forth herein shall be effective as of July 1, 2013, and shall continue in full force and in effect each year thereafter unless and until modified and approved by the BOCES Board.

RURAL UTILITIES SERVICE
Telecommunications Program

**Distance Learning and
Telemedicine Grant Program**

FY 2013 Toolkit

USDA



Committed to the future of rural communities.

Contents

	<u>Page</u>
Application Resources & Tips	T-ii
SF 424—Application for Federal Assistance	T-1
SF 424 Instructions (Combined OMB and RD Instructions)	T-3
Survey on Ensuring Equal Opportunity for all Applicants	T-7
Budget:	
Overall Budget Worksheet	T-8
In-Kind Match Worksheet	T-10
Other Funds Worksheet	T-11
Fixed Site Applications Use:	
Site Worksheet – Fixed Sites	T-12
Rurality Worksheet – Fixed Sites	T-14
NSLP Worksheet – Fixed Sites	T-16
Non-Fixed Site Applications Use:	
Site Worksheet – Non-Fixed Sites	T-18
Rurality Worksheet – Non-Fixed Sites	T-19
NSLP Worksheet – Non-Fixed Sites	T-21
Leveraging Worksheet	T-23
Additional NSLP Worksheet	T-24
Certifications	
Equal Opportunity and Nondiscrimination	C-1
Architectural Barriers	C-2
Flood Hazard Area Precautions	C-3
Uniform Relocation Assistance & Real Property Acquisition Policies Act	C-4
Drug-Free Workplace	C-5
Debarment, Suspension, and Other Responsibility Matters	C-6
Lobbying for Contracts, Grants, Loans, and Cooperative Agreements	C-7
Non Duplication of Services	C-8
Environmental Questionnaire	C-9
Felony Conviction and Tax deliquent Status	C-10

Application Tips

- **APPLICATION GUIDE:** Please read and follow the *Distance Learning and Telemedicine Program FY 2013 Grant Application Guide* as you fill out the forms, worksheets and certifications in this Toolkit.
- **AS YOU FILL OUT OR SIGN EACH OF THE TOOLKIT ITEMS,** place them under the tabs of your grant application as explained in Section V, "Putting It All Together," of the *Grant Application Guide*.
- **FILL THE FORMS OUT COMPLETELY.** Missing or inaccurate data on ANY of the forms will adversely affect our ability to process your application.
- **REGULATIONS:** The Program's regulation governs the application process, the *Guide* and this Toolkit, but it does not specify application format. Use the *FY 2013 Application Guide* for instructions on how to prepare your complete application package. (See the Code of Federal Regulations, 7 CFR 1703, Subparts D, E, F and G. A copy of the regulations is posted at the DLT Web page listed below.)
- **CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) Number: 10.855**
- **DLT PROGRAM:** (202) 720-0665 dltinfo@wdc.usda.gov
- **ONLINE RESOURCES**

DLT Resources Web page	http://www.rurdev.usda.gov/UTP_DLTResources.html
RUS Staff	http://www.rurdev.usda.gov/UTP_ContactStaff.html
State Single Points of Contact (SPOC)	http://www.whitehouse.gov/omb/grants_spoc
Grants.gov Information	http://www.grants.gov/
Census FactFinder2	http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=geo&refresh=t&tab=map&src=bkmk
Definition of "Place"	http://www.census.gov/geo/reference/etc/etc_place.html

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>	
* 3. Date Received: <input type="text"/> <small>Completed by Grants.gov upon submission.</small>		4. Applicant Identifier: <input type="text"/>			
5a. Federal Entity Identifier: <input type="text"/>			* 5b. Federal Award Identifier: <input type="text"/>		
State Use Only:					
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>			
8. APPLICANT INFORMATION:					
* a. Legal Name: <input type="text"/>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>			* c. Organizational DUNS: <input type="text"/>		
d. Address:					
* Street 1:		<input type="text"/>			
Street 2:		<input type="text"/>			
* City:		<input type="text"/>			
County/Parish:		<input type="text"/>			
* State:		<input type="text"/>			
Province		<input type="text"/>			
* Country:		USA: UNITED STATES			
* Zip / Postal Code:		<input type="text"/>			
e. Organizational Unit:					
Department Name: <input type="text"/>			Division Name: <input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: <input type="text"/>		* First Name: <input type="text"/>			
Middle Name: <input type="text"/>					
* Last Name: <input type="text"/>					
Suffix: <input type="text"/>					
Title: <input type="text"/>					
Organizational Affiliation: <input type="text"/>					
* Telephone Number: <input type="text"/>		Fax Number: <input type="text"/>			
* Email: <input type="text"/>					

Application for Federal Assistance SF-424

9. Type of Applicant 1 - Select Applicant Type:

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachments

Delete Attachments

View Attachments

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments

Delete Attachments

View Attachments

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)

☐ Yes

☐ No

If "Yes", provide explanation and attach.

Add Attachments

Delete Attachments

View Attachments

21. *By signing this application, I certify (1) to the statement(s) contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

☐ ** I AGREE

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.

INSTRUCTIONS FOR THE SF-424

These instructions include general instructions provided by OMB (in black) and the additional instructions and guidance from the Agency (in blue). In many cases, the Agency provides specific instructions or has already filled in the information making the general OMB instruction less useful. For these, the OMB text is shown in a small font. General OMB Directions not applicable to the DLT Program are struck through. This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of ~~preapplications and applications and related information under discretionary programs.~~ Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements. **PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

1. We have already checked the "application box" for you. 1. Type of Submission: (Required) Select one type of submission in accordance with agency instructions. ~~• Preapplication • Application • Changed/Corrected Application~~ If requested by the agency, check if this submission is to change or correct a previously submitted application. ~~Unless requested by the agency, applicants may not use this to submit changes after the closing date.~~
2. We have already checked the "new" box for you. Type of Application: (Required) Select one type of application in accordance with agency instructions. New – An application that is being submitted to an agency for the first time. ~~Continuation – An extension for an additional funding/budget period for a project with a projected completion date. This can include renewal. Revision – Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify).~~
- 3-5. Leave blank for our use. 3. Date Received: Leave this field blank. This date will be assigned by the Federal agency. 4. Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable. 5a. Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any. 5b. Federal Award Identifier: For new applications leave blank. ~~For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.~~
- 6-7. Leave blank for state use. 6. Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable. 7. State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.
8. There are multiple entries in this block.
 - a. Enter the legal name of the applicant that will undertake the project funded by the assistance as that name appears in legal documents such as contracts, i.e., in full without abbreviations or omissions. (See Section IV-B of the *Application Guide*.) Applicant Information: Enter the following in accordance with agency instructions: a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.
 - b. Enter the employer or tax identification number assigned by the IRS. ~~If your organization is not in the US, enter 44-4444444.~~
 - c. OMB requires all grant applicants supply a DUNS Number (Dun & Bradstreet Universal Numbering System). The number is free. To obtain a DUNS number, please call Dun & Bradstreet at 866-705-5711 or refer to www.whitehouse.gov/omb/grants/duns_num_guide.pdf. e. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
 - d. Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).
 - e. Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.
 - f. This information will be used for all contact and correspondence. Please complete carefully and in full. Attach a sheet if you want to provide additional contacts. It is crucial that we have accurate information, in particular, a fax number. If you do not have a fax, you must provide a reliable e-mail address to receive correspondence promptly. Otherwise, it will go by regular US mail. Given that response deadlines are based on the date of our correspondence, using mail effectively shortens your time to respond. If any of you contact information changes after you submit your application, please inform us.

If you wish to delegate someone not in your organization to act on your behalf, attach a letter to the SF 424 listing the person's name, organization, contact info, and relationship to your organization. Make sure the letter states the scope of the delegation and any time limit you wish to apply to their authority. The letter of delegation must be signed by the same authorized person who signs the SF 424 in Block 21. Remember, if you delegate someone, that person is responsible for responding to any date-sensitive request from us. Faxes

(or e-mails) will be sent to that contact. We also send a copy to the applicant, but that correspondence goes by mail. If you designate someone to act, but also wish to receive such correspondence as promptly as possible, make that clear and provide contact info for both. Name (required), organizational affiliation (if affiliated with another organization than the applicant organization, enter the name (First and last name), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.

9. Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. For example, a public university that is identified as an Historically Black College could enter "H,T" Use the following designations. Many are self-explanatory.

- A. State Government. Do not include state supported institutions of higher learning.
- B. County Government. Exclude supported institutions of primary, secondary, or post secondary learning.
- C. City or Township Government. Also include boroughs or other forms of local municipal government. Exclude supported institutions of higher learning or post secondary education.
- D. Special District Government. According to the Census, special district governments are independent, special purpose governmental units that exist as separate entities with substantial administrative and fiscal independence from general purpose governments. This excludes school district governments. Special district governments provide specific services, usually only one, not supplied by general purpose governments. The services range from hospitals and fire protection to mosquito abatement and cemetery upkeep. It covers a wide variety of entities, most of which are officially called districts or authorities. However, not all so named represent separate governments. Many "districts" or "authorities" are so closely related to county, municipal, or state governments that they are classified as subordinate agencies of those governments. In order to be considered a special district government, an entity must possess three attributes - existence as an organized entity, governmental character, and substantial autonomy.
- E. Regional Organization. An organization affiliated with more than one state or local government, but without the governmental character of a Special District Government.
- F. U.S. Territory or Possession.
- G. Independent School District. Includes public primary & secondary districts (K-12), regardless of their specific relationship to states, counties, municipalities, or overlap with other public school districts.
- H. Public/State Controlled Institution of Higher Learning
- I. Indian/Native American Tribal Government – Federally Recognized
- J. Indian/Native American Tribal Government – Other than Federally Recognized.
- K. Indian/Native American Tribally Designated Organization.
- L. Public Housing Authority/Indian/Native American Housing Authority.
- M. Nonprofit (Secular) with 501C3 IRS Status (Other than Institution of Higher Education.)
- N. Nonprofit (Secular) without 501C3 IRS Status (Other than Institution of Higher Education.)
- O. Private Institution of Higher Education.
- P. Individual. Individuals are not eligible for the DLT Grant Program.
- Q. For-Profit Organization other than Small Business.
- R. Small Business
- S. Hispanic-Serving Institution.
- T. Historically Black Colleges and Universities (HBCUs).
- U. Tribally Controlled Colleges and Universities (TCCUs).
- V. Alaska Native and Native Hawaiian Serving Institutions.
- W. Non domestic (non US) Entity. Not eligible. Only domestic areas (US and certain territories) qualify for DLT Funding.
- X. Other. (specify)
- Y. Nonprofit (Faith-Based – with or without 501C3 IRS Status)

10-13. We have entered the required information in blocks 10-12. Leave Block 13 blank. 10. (Required) Enter the name of the Federal agency from which assistance is being requested with this application. 11. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. 12. (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement. 13. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

14-16. Please refer to the DLT Instruction Guide for complete instructions

14. List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.

15. (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects).

16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation ~ 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. .

17. (Required) Enter the proposed start date and end date of the project. Because the exact date of start cannot be estimated, use a sequential scheduling measurement, such as: month-1, week-1, week-2, week-3, etc.

18. (Estimated Funding): Data shown in this box is summary information only. Showing a match in Box 18-b does not constitute documentation of matching funds in form and substance satisfactory to the Agency for evaluating matching funds. You must document your matching funds under Tab E-3 – Leveraging.

- a. **Federal:** Show the amount requested from the Agency as a grant. This number is line E, *DLT GRANT REQUEST*, in the *Budget Summary* block at the bottom of the *Overall Budget Worksheet* (See Toolkit).
- b. **Applicant:** Show the total proposed matching contributions regardless of source. This number is the sum of lines B & C, *Less Proposed Cash Match* and *Less Proposed In-Kind Match*, in the *Budget Summary* block at the bottom of the *Overall Budget Worksheet*. This is a summary number and does not constitute documentation of your match, which must be provided under Tab E-3.
- c, d, & f: Leave Blank.
- e. **Other:** Show amounts in the project budget, but not in the grant request or proposed matching funds. This number is line D, *Less Other Funds*, in the *Budget Summary* block of the *Overall Budget Worksheet*.
- g. **Total:** Show the total budget. This number is line A, *Overall DLT Project Budget*, in the *Budget Summary* block of the *Overall Budget Worksheet*.

19. The DLT Program is subject to Executive Order 12372, *Intergovernmental Review of Federal Programs*. The Order requires that grant applicants consult with State and local officials if that state has a *State Local Point of Contact* (SPOC). If your state has a SPOC, you must submit a copy of your application to them at the same time you submit your application to us. Check this website to determine if your state has a SPOC and for contact information:

http://www.whitehouse.gov/omb/grants_spoc

The following states had a SPOC at the time this Guide was prepared. Double-check the website above when you prepare your application to make certain that your state has not established a SPOC in the meantime. 19. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.

Arkansas	California	Delaware
District of Columbia	Florida	Georgia
Iowa	Kentucky	Louisiana (new)
Maine	Maryland	Michigan
Missouri	Nevada	New Hampshire
North Dakota	Rhode Island	South Carolina
Utah	West Virginia	American Samoa
Texas	Guam	North Mariana Islands
Puerto Rico	Virgin Islands	

20. (Required) Select the appropriate box. We cannot make a grant if you are delinquent on Federal debt. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on a continuation sheet.

21. The SF-424 must be signed by an authorized representative of the applicant's organization, the organization that will manage the project if a grant is awarded. An authorized representative is one capable of obligating the financial and personnel resources of an organization. You must include evidence that the signer is authorized to obligate the organization. Place the evidence behind the SF-424 and *Site Worksheet* under Tab A.

Applications submitted without evidence that the person who signed the SF-424 is so authorized may be returned as ineligible.

Matching funds must be documented under Tab E-3 – *Leveraging*. A signature on the SF 424 does not constitute documentation in form and substance satisfactory to the Agency. See Section E-3 Leveraging for Details.

Important Note: All correspondence will be sent to the contact person shown in block 8. The address and contact information provided in this block will be used only if it duplicates block 8 or if block 8 is left blank.

Please provide a valid and "stable" email address of the contact person.

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

Survey on Ensuring Equal Opportunity for Applicants

Reproduction of OMB No. 1890-0014 EXP 02/28/09

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Federal Program: Distance Learning & Telemedicine Grant Program **CFDA Number 10.855**

1. Has the applicant ever received a grant or contract from the Federal government?

☐ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☐ No (Self-Identify)

3. Is the applicant a secular organization?

☐ Yes ☐ No (Self-Identify)

4. Does the applicant have 501(c)(3) status? (501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require non-profit applicants to have 501(c)(3) status. Others do not.

☐ Yes ☐ No

5. Is the applicant a local affiliate of a national organization?

☐ Yes ☐ No (Self-Explanatory)

6. How many full-time equivalent employees does the applicant have? (Check only one box.) For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to questions 2 and 3 should reflect the staff and budget size of the local affiliate.

☐ 3 or fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☐ 6-14 ☐ over 100

7. What is the size of the applicant's annual budget? (Check only one box.) Annual Budget means the amount of money your organization spends each year on all such activities.

☐ less than \$150,000
☐ \$150,000 - \$299,999
☐ \$300,000 - \$499,999
☐ \$500,000 - \$999,999
☐ \$1,000,000 - \$4,999,999
☐ \$5,000,000 or more

Paperwork Burden Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy estimate(s) or suggestions for improving this form, please write to the Agency Contact listed in this grant application.

Reproduction of OMB No. 1890-0014 Exp. 02/28/09

2013 DLT Project Overall Budget Worksheet

(See D-1 and D-2 in Section IV of the *Application Guide*)

Line Item No. ¹	Site Name ²	Description	Unit Cost	No.	Extended Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
Overall DLT Project Budget – Page 1 Subtotal →					
Budget Summary					
A.	(Sum of page 1 and continuation sheets subtotals) Overall DLT Project Budget³				
B.	(as documented under Tab E-3) Less Proposed Cash Match				
C.	(documented under Tab E-3 & <i>In-Kind Match Worksheet</i>) Less Proposed In-Kind Match⁴				
D.	DLT Grant Request (A – B – C = D)				

1. Use the line-item number established on the *Overall Budget Worksheet(s)* on the other budget worksheets. If line-item 16 on the *Overall Budget Sheet* is a particular piece of equipment slated for an in-kind match at a particular end user site, show it as item 16 on the *In-Kind Match Worksheet*. Don't start a new numbering system on the other sheet.
2. For non-fixed site applications, list as your site the operational service center out of which the financed equipment will operate.
3. Line A is the sum of all DLT project extended costs as shown on this page and any continuation sheets. It includes the grant request and all proposed matches. Items for ineligible requests are entered on the Other Funds Worksheet, but ARE NOT included in the budget total.
4. Matching funds (lines B & C) must be properly documented under Tab E-3 of your application as described in detail in the *Application Guide*. Any portion that is not properly documented will not be credited as an eligible match.

Place this Worksheet under Tab D-2 of your Application

Overall Budget Worksheet (Continuation)

[illegible]

1. See footnotes on *Overall Budget Worksheet*

Place this sheet with other budget sheets under Tab D-2

(See D-1, D-2, & E-3 in Section IV of the *Application Guide*)

[illegible]

1. & 2. See footnotes on Overall Budget Worksheet

T-10

Other Funds Worksheet

(See D-1 & D-2 in Section IV of the *Application Guide*)

Some line-items included in a DLT Project Budget are not eligible as either grant or match. The funds for these items must come from other sources and are designated here as "Other Funds." Show items or costs in your project that will be purchased with funds other than DLT Budget funds. ***Do not include any items or totals from this sheet on the Overall Budget Worksheet.***

[illegible]

D. Total Proposed Other Funds →
(Insert this number in line D of the *Budget Summary*
on the *Overall Budget Worksheet*)

Make copies of this sheet if needed and label them "continuation." Place this sheet with other budget sheets under Tab D-2

2013 Site Worksheet - Fixed Sites (Attachment to SF 424)

(See A, D-1 and D-2 in Section IV of the *Application Guide*)

Column 1. For each Hub, combination Hub/End-User, and End-User site, show its official name (and abbreviated version should you choose to use one). Each site name (and abbreviation) must be used consistently throughout the balance of your application. Below the site name, show the complete street address with town name. If the location does not have a place name that can be found on the Census FactFinder2 Website or the Rand McNally Atlas, use the name of the nearest town that can be identified, or the town name used by the Post Office. Number the hub sites separately than the numbering sequence you use for sites where there are end users, i.e. hub1, hub2, site1 site2, etc.

Column 2. For each site, show how you designate the site. i.e., as a Hub, a Hub/End-User, or End-User.

Column 3. Show the County in which the site is located.

Column 4. Show the School District in which the site is located.

Column 5. Show the Congressional District in which the site is located (example: MI 57th Dist., John Smith.)

Site #	1. Site Name (identify abbreviated version, if any) Complete Street Address	2. Site Designation	3. County	4. School District	5. Congressional District

You are not restricted to 5 sites. A continuation sheet follows this page. If you have many sites, use as many continuation sheets as you need.

Place this sheet behind SF-424 under Tab A of your Application

Site Worksheet - Fixed Sites (Continuation)

1. Complete Site Name (Abbreviation, if any) Complete Street Address	2. Site Designation	3. County	4. School District	5. Congressional District

Place this sheet behind SF-424 under Tab A of your Application

2013 *Rurality* Worksheet – Fixed Sites

(For more complete guidance in completing this sheet, see E-1 in Section IV of the *Application Guide*)

Category	Population	Points
Exceptionally Rural – Any area of the US NOT included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 5,000 inhabitants.	5,000 or fewer	45
Rural – Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 5,000 and not in excess of 10,000 inhabitants.	5001 - 10,000	30
Mid-Rural - Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 10,000 and not in excess of 20,000 inhabitants.	10,001 - 20,000	15
Urban Area - Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.	20,001 or more	0

Enter each site (hub, hub/end-user and end-user) in the table below. Place pure hubs at the beginning of the list separated by a space and **exclude** them from your estimated *Rurality* score. To document, attach print-outs of population and Census maps (or other) for each site as described in the *Application Guide*. **Any end-user site without verifiable mapped locations will be evaluated as zero points.** Reference to sites must be consistent throughout the application, as listed on the *Rurality* and *NSLP Worksheets*, the *Site Worksheet*, the *Executive Summary*, the *Telecommunications System Plan*, and the *Budget*. **If the sites are not consistent your application may be returned as incoherent and therefore ineligible.**

Site #	Site Name (Location) (Same numbering and order as <i>Site & NSLP Worksheets</i>)	Site Type (Hub, etc.)	Town or Place Name	Census Population	Rurality Points

Applicant's Estimated Rurality Score (Sum of Rurality Points ÷ # of End-User Sites)	
---	--

Rurality Score (For Agency Use)	
---	--

You are not restricted to 5 sites. A continuation sheet follows this page. If you have many sites, use as many continuation sheets as you need. Be sure to indicate your estimated *Rurality* score for all end-user sites on this sheet.

Place this sheet and Census documentation under Tab E-1 of your Application

2013 NSLP Worksheet – Fixed Sites

(For more complete guidance in completing this sheet, see E-2 in Section IV of the *Application Guide*)

Decision Table	Is site Eligible for NSLP?	Use NSLP % for Specific School	Use NSLP % for School District where site located
Type of End-User			
Public School (K-12)	Yes	Yes	No
Private Non Profit School (K-12)	Yes	Yes	No
A College or Other Educ. Org.	No	No	Yes
All Others - Hospital, Public Library, Clinic, etc.	N/A	No	Yes

Scoring Table	Points
NSLP Eligibility %	
NSLP < 25%	Zero
25% ≤ NSLP < 50%	15
50% ≤ NSLP < 75%	25
NSLP ≥ 75%	35

Enter each site in the table below placing them in the same order as on the Site Worksheet and Rurality Worksheet. Identify the site by type. Provide data for hubs. Place pure hubs at the beginning of the list separated by a space and do not include them in your estimated NSLP score. The Decision Table above shows whether to enter specific school or district information for each site. Remember that your sites must be consistent throughout the application.

Any site without verifiable documentation attached behind this Worksheet will be evaluated at zero percent eligibility. The Agency will not research undocumented data. Applicants must provide documentation for each site's percentage with a written certification from the organization that administers the NSLP in your area that the data are accurate and the most recent available. Some official NSLP data is posted on state websites. If so, you may provide printouts from these sites. Data from unofficial websites is not acceptable. Please highlight the relevant data on the attached documentation.

	Site Name (Same numbering and order as Site & Rurality Worksheets)	Site Type (Hub, etc.)	Total Students	% Eligible (See Attached)
Average NSLP (Sum of NSLP Percentages ÷ # of Sites)				

Applicant's Estimated NSLP Score (Enter Points from Scoring Table)	
--	--

NSLP Score (for Agency Use)	
---------------------------------------	--

You are not restricted to 5 sites. A continuation sheet follows this page. If you have more sites, use as many continuation sheets as you need. Be sure to indicate your estimated NSLP score for all end-user sites on this sheet.

Place this sheet and certified NSLP documentation under Tab E-2 of your Application

2013 Non-Fixed Site Worksheet – Operational Service Centers

– Attach a Detailed Map –

Use the Non-Fixed Worksheets only if your application is for a non-fixed site project - ambulance, visiting nurse, etc. In this Worksheet list your operational service center locations, its county, and the Congressional District that serves its area. For each service center site, show its precise address and provide a brief description of the nature of the facility. Attach a **detailed map**, showing the location of each of the **service center locations** (as listed below). Also on the map, clearly mark the **defined boundary** of your official service territory; showing the **county divisions** (if there are more than one), major population centers, and any other geographic or demographic information pertinent to the project. If the territory is split into autonomous regions, define and mark those regions. **Columns 2-4** - Show the relevant County, School District, and Congressional District Data associated with each listed operational service center site, followed by any other counties that are in your service territory. (All counties in your service territory must be listed below, accompanied with their school district and Congressional District.

#	1. Service Center Sites (attach Detail Map) For Service Center Sites & other operational locations: Street Address with Brief Description	2. County	3. School District	4. Congressional District

You are not restricted to these lines. If your organization has more than 5 operational service sites, please copy this worksheet and continue listing them on the copy.
Place this sheet behind SF-424 under Tab A of your Application

2013 Non-Fixed Site *Rurality* Worksheet

Use the **Non-Fixed Worksheets** only if your application is for a non-fixed site project - ambulance, VNA, etc.
(For more complete guidance in completing this sheet, refer to E-1 in Section IV of the *Application Guide*)

Category	Population	Points
Exceptionally Rural – Any area of the US not included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 5,000 inhabitants.	5,000 or fewer	45
Rural – Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 5,000 and not in excess of 10,000 inhabitants.	5001 - 10,000	30
Mid-Rural - Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 10,000 and not in excess of 20,000 inhabitants.	10,001 - 20,000	15
Urban Area - Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.	20,001 or more	0

List the name of each city, town or 'place' that lies within the project service territory (refer to instructions in the 2013 DLT Grant Application Guide). For each of those line items, list the county where it is located and the population of that town or place (using 2010 Census). Referring to the table above, assign the number of *Rurality* points associated with each town's population statistic. *Only list those towns that show up on the Census FactFinder2 maps (or those which are listed on the 2013 Rand McNally Atlas).* At the very end of the list on a single line item enter the term **Census Rural** as the last item. Census Rural represents all other communities and rural residents inside your service area that are not included in any town or place recognized by the Census. That item will be assigned 45 points and will be counted in your *rurality* average as a single entry.

#	City, Town or Place	County	Population	<i>Rurality</i> Points

Applicant's Estimated *Rurality* Score
(Sum of *Rurality* Points ÷ Number of Items)

***Rurality* Score**
(For Agency Use)

A continuation sheet follows this page. Use as many as you need.

Place this sheet and Census documentation under Tab E-1 of your Application

Rurality Worksheet – Non-Fixed Sites (Continuation)[illegible]

Place *Rurality Worksheets* and Census documentation under Tab E-1 of your Application

2013 NSLP Worksheet – Non-Fixed Sites

Use the Non-Fixed Worksheets only if your application is for a non-fixed site project - ambulance, VNA, etc.
(For more complete guidance in completing this sheet, refer to E-2 in Section IV of the *Application Guide*)

Scoring Table	
NSLP Eligibility %	Points
NSLP < 25%	Zero
25% ≤ NSLP < 50%	15
50% ≤ NSLP < 75%	25
NSLP ≥ 75%	35

In column 1, enter the name of each School District into which the service offered by the applicant extends, whether that area coincides with the entire School District in whole or in part. Enter the number of students in that district and the percentage that are eligible for the National School Lunch Program in columns 2 and 3.

Any site without verifiable documentation attached behind this Worksheet will be evaluated at zero percent eligibility. The Agency will not research undocumented data. Applicants must provide documentation of each school district's percentage with a written certification from the organization that administers the NSLP in your area that the data are accurate and the most recent available. Some official NSLP data is posted on state websites. If so, you may provide printouts from these websites. Data from unofficial websites is not acceptable. Please highlight the relevant data on the attached documentation.

	School District Name	Total Students	% Eligible (See Attached)
1			
2			
3			
4			
5			
Average NSLP (Sum of NSLP Percentages ÷ # of School Districts)			

Applicant's Estimated NSLP Score (Enter Points from Scoring Table)	NSLP Score (for Agency Use)
---	--------------------------------

A continuation sheet follows this page. Use as many as you need. Be sure to include continuation sheet data in the average.

Place this sheet and supporting documentation under Tab E-2 of your Application

NSLP Worksheet – Non-Fixed Sites (Continuation)[illegible]

Place *NSLP Worksheets* and supporting documentation under Tab E-2 of your Application

2013 Leveraging Worksheet

(Matching Funds – For more complete guidance, see E-3 in Section IV of the *Application Guide*)

- The applicant must demonstrate an eligible match of at least 15% of the grant request.
- To be credited, the proposed match must be for eligible purposes. If the Agency cannot fund an item if it were in the grant request, we cannot accept it as match.
- As an applicant, you submit a proposed match and estimated score. The eligibility of the match and actual score is determined by the Agency.
- You must document your matching funds as described in the *Application Guide*. Place letters of financial commitment and other match documentation along with this form under TAB E-3 of your application package. Each donor's match as listed below must be supported by a matching letter. If you have more than ten donors, use another copy of this sheet and label it "continuation."

Matches not properly documented behind this Sheet under Tab E-3 will not be credited. Depending on the consequent reduction of your match, this could lower your score or make your project ineligible (i.e., if resultant match is < 15%)

Eligible Match ÷ Eligible Grant Request (%)	Points
15% < Match % ≤ 30%	0
30% < Match % ≤ 50%	15
50% < Match % ≤ 75%	25
75% < Match % ≤ 100%	30
Match > 100%	35

Donor (place documentation letter from each donor, including the applicant, behind this sheet)	Proposed Match (\$)
i.	
ii.	
iii.	
iv.	
v.	
vi.	
vii.	
viii.	
ix.	
x.	
1. Total proposed matching contributions (sum of i thru x):	
2. Total DLT Grant requested:	\$
3. Match as Percent of Grant Request (Line 1 ÷ Line 2 • 100%):	%

Applicant's Estimated Leveraging Score (Enter Points from Scoring Table)		Leveraging Score (For Agency Use)	
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Place this sheet and supporting documentation under Tab E-3 of your Application

2013 Additional NSLP Worksheet

(See more complete information about additional NSLP, see F-1 in Section IV of the *Application Guide*)

The NSLP eligibility percentage on our *NSLP Worksheet* (Tab E-2) is: _____

If this percentage is under 50%, and you believe your NSLP eligibility percentage does not accurately reflect the economic conditions in your area compared to other areas with similar eligibility percentages, you have the option to request additional points here. (If the eligibility on your *NSLP Worksheet* is 50% or higher, but you suspect that the percentage could drop below 50% after Agency review of your application, you may also request these points. Such a request will be acted upon only if your final *NSLP eligibility* is below 50% as determined by the Agency.) Points awarded by the Agency in this category, if any, are based on the supporting information provided. Attach your supporting documentation behind this worksheet under Tab F-1.

Requests for *Additional NSLP* will not be considered if not accompanied by supporting documentation (i.e., no *Additional NSLP* points will be awarded).

I hereby request additional NSLP Points and have attached documentation behind this Worksheet to support my request.

Signature of Authorized Representative

(Same person who signed the SF - 424, *Application for Federal Assistance*)

Date

Additional NSLP Points (for Agency Use)	
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Place this sheet and supporting documentation under Tab F-1 of your Application

Equal Opportunity and Nondiscrimination Certification

All grants made under 7 CFR 1703 are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq.*; 7 CFR 15b); and the Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR 90), and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the RUS Distance Learning and Telemedicine Loan and Grant Programs."

The _____ (Grantee)
hereby certifies that, as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, it will comply with the above referenced laws, regulations and Executive Orders.

Date

Signature

Type or Print Name

Title

Place this Certification under Tab H of your Application

Certificate Regarding Architectural Barriers

All facilities financed with RUS grants that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151 *et seq.*), and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The _____ (Grantee) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Grant and Loan Program, it is in compliance, or will be in compliance upon completion of the project, with the above referenced law.

Date

Signature

Type or Print Name

Title

Place this Certification under Tab H of your Application

Certificate Regarding Flood Hazard Area Precautions

In accordance with 7 CFR 1788, if the project is in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

- ☐ a) The project is not located in a 100-year flood plain; therefore, no Flood Insurance is required.
- ☐ b) The project is located in a 100-year flood plain and the required insurance is or will be provided by:

The _____ (Grantee) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Loan and Grant Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

Date

Signature

Type or Print Name

Title

Place this Certification under Tab H of your Application

***Uniform Relocation Assistance and Real Property Acquisition
Policies Act of 1970 Certification***

The _____ (Grantee) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) as amended, 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR 24 and 7 CFR 21.

Specifically, the _____ (Grantee) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person;

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act,
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons, and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c) (3) of the Uniform Act.

Date

*Signature of President or Authorized Official of
Ultimate Recipient*

Place this Certification under Tab H of your Application

Certification Regarding Drug-Free Workplace Requirements for Grantees Other than Individuals

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR 3017.600.

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d)
 - (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street Address *City*

County *State* *Zip Code*

☐

Check if there are workplaces on file that are not identified here.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Page 2 of 2

Place this Certification under Tab H of your Application

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR 3017.510.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Place this Certification under Tab H of your Application

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (Copies of this form may be obtained from RUS.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Place this Certification under Tab H of your Application

Non-Duplication of Services Certificate

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements that no facilities using financial assistance will duplicate adequate established telemedicine services and/or distance learning services.

The _____ (Grantee) hereby certifies that as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, that it will not use RUS grant funds to duplicate any adequate established services as referenced above.

(Note: Applicants and participants in DLT grant applications are sometimes applicants or participants in other current year applications or are sometime applicants or participants in projects that received awards in prior years. For guidance on disclosing such situation with respect to duplication of adequate established services, please refer to "Include the Following in your TSP" under D-1, *Telecommunications System Plan*, in Section IV of the *Application Guide*.)

Date

Signature

Type or Print Name

Title

Place this Certification under Tab H of your Application

Environmental Questionnaire/Certification

Environmental Project Summary:

(Describe all construction in the project, no matter the source of funding. Provide details of how the project will impact the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and insert between the first and second pages.)

CERTIFICATION

I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.

(Signature and Date)

(Print or Type Title)

QUESTIONNAIRE

Note: It is extremely important to respond to all questions completely to ensure expeditious processing of the Public Television Station Digital Transition Grant Program application. The information herein is required by Federal law.

Important: Any activity related to the project that may adversely affect the environment or limit the choice of reasonable development alternatives shall not be undertaken prior to the completion of Rural Utilities Service's environmental review process.

Legal Name of Applicant _____

Signature (Type, sign, & date) _____

The applicant's representative certifies to the best of his/her knowledge and belief that the information contained herein is accurate. Any false information may result in disqualification for consideration of financial assistance or the rescission of financial assistance.

I. Project Description - Detailing construction, including, but not limited to internal modifications of existing structures, and/or installation of telecommunications transmission facilities including satellite uplinks or downlinks, microwave transmission towers, and cabling.

1. Describe the portion of the project, and site locations (including legal ownership of real property), involving internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities) for each site.

2. Describe the portion of the project, and site locations (including legal ownership or real property), involving construction of transmission facilities, including cabling, microwave towers, satellite dishes, or disturbance of property of .99 acres or greater for each project site.

3. Describe the nature of the proposed use of the facilities and whether any hazardous materials, air emissions, wastewater discharge, or solid waste will result.

4. State whether or not any project site(s) contain or are near properties listed or eligible for listing in the National Register of Historic Places, and identify any historic properties. (The applicant must supply evidence that the State Historic Preservation Officer (SHPO) has cleared development regarding any historical properties).

5. Provide information whether or not any facility(ies) or site(s) are located in a 100-year floodplain. A National Flood Insurance Map should be included reflecting the location of the project site(s).

II. For projects that involve construction of transmission facilities, including cabling, microwave towers, satellite dishes, or physical disturbance of real property of .99 acres or greater, the following information must be submitted (7 CFR 1703.109(i)(3)).

1. A map (*preferably a U.S. Geological Survey map*) of the area for each site affected by construction (include as an attachment).
2. A description of the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project and a description of the current land use and zoning and any vegetation for each project site affected by construction.
3. A description of buildings or other structures (i.e., transmission facilities), including dimensions, to be constructed or modified.
4. A description of the presence of wetlands or existing agricultural operations and/or threatened or endangered species or critical habitats on or near the project site(s) affected by construction.
5. Describe any actions taken to mitigate any environmental impacts resulting from the proposed project (use attachment if necessary).

Note: The applicant may submit a copy of any environmental review, study assessment, report or other document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other Federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

AD-3030

U.S. DEPARTMENT OF AGRICULTURE

**REPRESENTATIONS REGARDING FELONY CONVICTION
AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

Note: You only need to complete this form if you are a corporation. A corporation includes, but is not limited to, any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552(e), as amended). The authority for requesting the following information for USDA Agencies and staff offices is in §738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, as amended and/or subsequently enacted. The information will be used to confirm applicant status concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0025. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1. APPLICANT'S NAME	2. APPLICANT'S ADDRESS (Including Zip Code)	3. TAX ID NO. (Last 4 digits)
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- 4A. Has the Applicant been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application? ☐ YES ☐ NO
- 4B. Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of application? ☐ YES ☐ NO
- 4C. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? ☐ YES ☐ NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

PART B – SIGNATURE

5A. APPLICANT'S SIGNATURE (BY)	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	5C. DATE SIGNED (MM-DD-YYYY)
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The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.