

**Oswego County BOCES  
Board of Education  
SUNY Oswego – Phoenix Extension Site  
(70 County Route 59, Phoenix, New York 13135)  
Regular Meeting/Board Forum**

**WEDNESDAY  
AUGUST 21, 2013**

**REGULAR MEETING**

**AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PRESENTATIONS**
4. **FACILITIES REPORT – C&S COMPANIES**
5. **PUBLIC COMMENTS**
6. **APPROVAL OF MINUTES OF THE JULY 10, 2013 REORGANIZATIONAL & REGULAR BOARD MEETINGS AND JULY 29, 2013 SPECIAL BOARD MEETING**
7. **FINANCE**
  - 7.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.
  - 7.2 Financial Reports. Please see enclosures.
    - 7.21 Treasurer's Report
    - 7.22 Budget Status Report & Transfers Greater Than \$50,000
  - 7.3 Internal Claims Auditor Report. Please see enclosures.
  - 7.4 Bids/Awards & Rejection. Please see enclosures
    - 7.41 RFP – Asbestos Project Monitoring
  - 7.5 Resolution for Disposal of Surplus Equipment – August 9, 2013. Please see enclosure.

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services declares the attached listing of equipment as surplus and authorizes proper disposal of such.
  - 7.6 Resolution to Accept Donation from St. Luke Health Services

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the donation of two (2) fully electric hospital beds, valued at approximately \$1,900 from St. Luke Health Services for our Adult Education program.
  - 7.7 Resolution to Accept Donation from Supporting Success for Children with Hearing Loss

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the donation of Interact AS Speech to Text Software, valued at approximately \$815 from Supporting Success for Children with Hearing Loss for our Special Education program.
  - 7.8 Resolution to Authorize Write-Off Account Receivables from Adult Education Students

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services, upon the recommendation of the District Superintendent and the BOCES' external auditor, hereby authorizes that the total sum of \$16,651.75 owed to the BOCES for participation in various BOCES programs, as are specifically noted on the list of debtors with amounts owed and attached hereto as Exhibit "A", be written off the books of the BOCES inasmuch as all reasonable means to collect such debts have been exhausted, including submitting such claims to a collection agency and in some cases having had the debtor file for bankruptcy.
  - 7.9 Resolution to Appoint Copyright Officer

BE IT RESOLVED that further to the Resolution 7.16 Appointment of Copyright Officer, originally adopted at the July 10, 2013 Reorganizational Meeting of the Board, the Oswego County Board of Cooperative Educational Services hereby appoints Tracy Fleming as Copyright Officer, effective August 12, 2013, for the school year in accordance with Board Policy 7231.



**7. FINANCE (CONTINUED)**

**7.10 Resolution to Adopt the Exemption from the Internal Auditor Requirement**

WHEREAS a mandate relief measure was enacted in the 2013-14 budget by New York State to exempt school districts from the requirement to maintain an internal audit function; and

WHEREAS Education Law Section 2116-B was amended to include language relative to this exemption; and

WHEREAS the New York State Education Department Office of Educational Management Services provided guidance indicating that BOCES can also partake in this exemption and created a Certification Form for BOCES to use in order to illustrate eligibility, and has also indicated that this exemption applies to the 2012-13 school fiscal year; and

WHEREAS Oswego County BOCES qualifies for this exemption for fiscal year 2012-13 based on completion of this form as prescribed by NYSED;

BE IT RESOLVED that the Oswego County BOCES shall adopt the mandate relief measure enacted in the 2013-14 State Budget and not conduct an internal audit for the 2012-13 school year.

**7.11 2012-2013 Surplus and Reserves Analysis**

**7.12 Resolution to Approve Funding of Retirement Contribution Reserve Funding:**

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 and/or program surpluses remaining in the General Fund at the end of each fiscal year; and

WHEREAS the Board passed a resolution at their June 19, 2013 meeting establishing intent to contribute additional funds to this reserve in 2012-13;

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 necessary .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 the amount of \$\_\_\_\_\_. The amounts charged to each program will represent the prorated share of this total where appropriate based on the percent of year-end actual NYSERS expenditures in each program and the proceeds shall be used as needed for the purpose of financing NYSERS contributions.

**7.13 Resolution to Approve Funding of (Legal) Liability Reserve Funding:**

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 Legal Liability Reserve Fund may be funded from budgetary appropriations and/or program surpluses remaining in the General Fund at the end of each fiscal year; and

WHEREAS the Board passed a resolution at their June 19, 2013 meeting establishing intent to contribute additional funds to this reserve in 2012-13;

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 necessary .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 the amount of \$\_\_\_\_\_. The amounts charged to each program will represent the prorated share of each program's total fiscal year-end expenditures and the proceeds shall be used as needed for the purposes as outlined in Education Law section 1950.4.cc.



## **7. FINANCE (CONTINUED)**

### **7.14 Resolution to Approve Funding of Unemployment Insurance Reserve Funding:**

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 and/or program surpluses remaining at the end of the fiscal year; and

WHEREAS the Board passed a resolution at their June 19, 2013 meeting establishing the intent to contribute additional funds to this reserve in 2012-13;

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 the amount of \$\_\_\_\_\_. The amounts charged to each program will represent the prorated share of this total based on the percent of unemployment benefit appropriations originally budgeted in each program, and the proceeds shall be used as may be determined necessary for the purpose of paying expenses as outlined in General Municipal Law section 6-m.

### **7.15 Resolution to Approve Funding of 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 & Technical Education budget; and

WHEREAS the Board passed a resolution at their June 19, 2013 meeting establishing the intent to contribute additional funds to this reserve in 2012-13; and

WHEREAS at their August 14, 2013 meeting, the Chief School Officers reviewed the status of projected CTE surpluses and overall status of reserves, and recommended the CTE Instructional Equipment Reserve be funded in the amount of \$150,000 for the 2012-2013 school year;

BE IT RESOLVED that effective for the 2012-2013 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 or the increase of the 101-3010-200 code as necessary to fund an aggregate total contribution to the CTE Instructional Equipment Reserve Fund in the amount of \$\_\_\_\_\_.

## **8. PERSONNEL**

### **8.1 Personnel Actions. Please see enclosure.**

RESOLVED, that upon the recommendation of the District Superintendent of Schools, that the Oswego County Board of Cooperative Educational Services approve the Personnel Section of the agenda, effective as indicated.

8.11 Leave of Absence

8.12 Position Terminated

8.13 Resignations

8.14 Retirements

8.15 Appointments

8.16 Substitutes

**8. 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)
<b>Appointed Officials</b>							
District Clerk	Melissa Allard	5126	36321792	8 am – 4 pm plus attendance at Board meetings at night	July 1 – June 30	Y	N/A
Deputy Treasurer	Eileen Dreher	0373	395/6087	8 am – 4 pm	July 1 – June 30	Y	N/A
Alternate Internal Claims Auditor	Mary Soble	8813	38905147	8 am – 4 pm	July 1 – June 30	Y	N/A
Internal Claims Auditor	Lisa Spencer	3798	37553195	8 am – 4 pm	July 1 – June 30	Y	N/A
Treasurer	Kelly Wood	1331	41036286	8 am – 4 pm	July 1 – June 30	Y	N/A

**9. ACADEMIC INITIATIVES****10. SUPERINTENDENT'S REPORT**

- 10.1 Resolution to approve Revisions to the Comprehensive Emergency Management Plan (CEMP). Please see enclosure.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the revisions to the Comprehensive Emergency Management Plan for the Oswego County BOCES dated October 2013.

- 10.2 Resolution to Allow the District Superintendent to Approve Change Orders

RESOLVED that the District Superintendent of Schools is hereby authorized to approve change orders, for each of the separate prime contractors, in an amount not to exceed \$25,000 for any single change order; change orders for any amount in excess of \$25,000 per prime contractor must be approved by the BOCES Board.

**11. PRESIDENT'S REPORT**

- 11.1 2013-14 Board Goals Discussion. Please see enclosures.
- 11.2 Board Self-Evaluation & District Superintendent's Evaluation Discussion
- 11.3 Discussion Regarding Policy Committee Meeting Dates

**12. INFORMATION****13. BOARD FORUM/DISCUSSION****14. ADJOURNMENT**






CHRISTOPHER J. TODD, *District Superintendent/Executive Officer*

Phone 315-963-4222  
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## Memorandum

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**TO:** Members of the Oswego County Board of Cooperative Educational Services  
**FROM:** Christopher J. Todd  
District Superintendent   
**DATE:** August 16, 2013  
**SUBJECT:** BOARD MEETING HEADS UP – AUGUST 21, 2013

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### **Board Meeting/Board Forum**

Just a reminder that this meeting will be held at the SUNY Oswego Phoenix Extension site located at 70 County Route 59, Phoenix, New York 13135. We will act on the usual Board items and then continue with our Board Forum discussion of Board Goals, etc...

**Facilities** – Nate Van Wie from C&S Companies will be present to give a Facilities Report at the beginning of the meeting.

**Finance** – There will be a discussion about 2012-13 Surpluses and the funding of reserves. There is also a resolution to exempt Oswego County BOCES from doing an Internal Audit as per the mandate relief enacted on by New York State. Other items under the Finance section are routine in nature.

**Personnel Report** – As a reminder, Tracy Fleming's appointment as Interim Director of Technology is on the Personnel Report. Last month you passed a resolution regarding the Standard Work Day for Missy Allard as District Clerk. Upon providing that resolution to the New York State Retirement System, they expressed that the resolution should include additional titles. Please find a new resolution to be acted on that includes all titles they asked for.

**Superintendent's Report** – Mike Sterio has updated the Comprehensive Emergency Management Plan (CEMP) for this year and it is on the agenda for your approval so it can be distributed to staff in the opening day packets. There is also a resolution to allow me as District Superintendent to approve change orders for the capital project in order to keep things moving along.

As always, if you have questions about any of the agenda items, please feel free to contact me prior to the meeting.

CJT/ma

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, New York 13114

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

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**Reorganization Meeting**  
**July 10, 2013**

The Reorganization Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, July 10, 2013 at the BOCES Main Center in Mexico, New York.

Mrs. Melissa Allard, District Clerk called the meeting to order at 6:35 p.m.

The Pledge of Allegiance was recited.

Board Members Present:	Donna Blake Eric Behling Casey Brouse Kevin Dix Matthew Geitner Gregory Muench John Shelmdine William White
Board Members Absent:	Joel Southwell William Scriber
Central Administration:	Christopher Todd Mark LaFountain Michael Sheperd
Program Administrators & Staff:	Gisele Benigno Kevin Clapp Tracy Fleming Jim Huber Alyson Inman Dora Thurlow Wayne Wideman
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Attorney:	Marc Reitz

**OATHS OF OFFICE FOR NEWLY APPOINTED AND NEW TERMS OF OFFICE FOR BOARD MEMBERS:**

Melissa Allard, District Clerk administered the Oaths of Office to Mr. Casey Brouse – APW Central School District, Mr. Gregory Muench – Central Square Central School District, and Mr. Kevin Dix – Phoenix Central School District.

**ELECTION OF PRESIDENT:**

Nominations were opened:

Mr. Kevin Dix nominated Mr. John Shelmdine, Mrs. Donna Blake seconded this nomination.

It was:

Moved by Kevin Dix, seconded by Donna Blake, that Mr. John Shelmdine be nominated as President for the Oswego County Board of Cooperative Educational Services for the 2013-2014 school year.

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

**OATH OF OFFICE OF PRESIDENT:**

Melissa Allard, District Clerk administered the Oath of Office to Mr. John Shelmdine, newly elected Board President.

**ELECTION OF VICE-PRESIDENT:**

Nominations were opened.

Mr. William "Dave" White nominated Mr. Gregory Muench, Mrs. Donna Blake seconded this nomination.

It was:

Moved by William "Dave" White, seconded by Donna Blake, that Mr. Gregory Muench be nominated as Vice-President for the Oswego County Board of Cooperative Educational Services for the 2013-2014 school year.

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



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**OATH OF OFFICE OF VICE PRESIDENT:**

Melissa Allard, District Clerk administered the Oath of Office to Mr. Gregory Muench, newly elected Board Vice-President.

**PUBLIC COMMENTS:**

None

**APPOINTMENTS**

- 8.1 **Appointment of District Clerk (HELD UNTIL AFTER EXECUTIVE SESSION)**  
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 *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 *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 *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 *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 **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 **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 **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:

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

**8.22 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 Geitner, ~~Walt Freyer and the Secretary to the Assistant Superintendent for Student Services~~ to the Board Policy Committee for the school year.

**8.23 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.

It was:

Moved by Matthew Geitner, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services accept resolutions 8.2 through 8.23 and remove resolution 8.1 until after an Executive Session of the Reorganization Agenda.

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

**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).



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**DESIGNATIONS – (CONTINUED)**

**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.***

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

**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, 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.

It was:

Moved by Gregory Muench, seconded by Eric Behling, that Oswego County Board of Cooperative Educational Services approve resolutions 9.1 through 9.11 of the Reorganization Agenda.

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

**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.

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**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 \$1,900,000, 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.

It was:

Moved by Eric Behling, seconded by Casey Brouse, that Oswego County Board of Cooperative Educational Services approve resolutions 10.1 through 10.3 of the Reorganization Agenda as presented.

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

**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.



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**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/Migrant Education	\$100.00	Paul Gugel
Administrative Services	\$25.00	Michael Sheperd
District Office	\$50.00	Melissa Allard
Instruction	\$100.00	Roseann Bayne
Occupational & GED Program	\$100.00	CTE Principal (IBD)
Alternative Ed/Driver's Ed./Summer School	\$50.00	Ron Camp
Special Education	\$100.00	James Huber
Special Education Program – Fulton	\$25.00	Charles Pehta

**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	<b>\$70.36</b> per day, non-certified <b>\$75.78</b> per day, non-certified w/4-yr degree <b>\$81.18</b> per day, certified <b>\$92.00</b> 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)	<b>\$8.94</b> per hour, regardless of program Current hiring rate, Long-term (+30 days, same assignment)
Substitute TA Interpreter	\$9.29 per hour	<b>\$9.48</b> per hour
Substitute School Nurse	\$13.80 per hour	<b>\$14.08</b> per hour
Substitute Maintenance Worker	\$8.49 per hour	<b>\$8.66</b> per hour
Substitute Custodial Worker	\$8.05 per hour	<b>\$8.21</b> per hour
Substitute Clerical	\$8.39 per hour	<b>\$8.56</b> per hour
Substitute Data Entry	\$7.59 per hour	<b>\$7.74</b> per hour
Substitute AV Repairer	\$8.49 per hour	<b>\$8.66</b> per hour
Substitute Maintenance Mechanic I	\$11.67 per hour	<b>\$11.90</b> per hour
Substitute Property Guard	\$12.64 per hour	<b>\$12.89</b> per hour
Substitute Health Occ Instructor	\$16.65 per hour	<b>\$16.98</b> per hour

**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 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 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.

It was:

Moved by Gregory Muench seconded by Matthew Geltner, that Oswego County Board of Cooperative Educational Services approve resolutions 11.1 through 11.20 of the Reorganization Agenda as presented.

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

**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.f. for its authorized volunteers.



## July 10, 2013 Oswego County BOCES Reorganization Meeting Board Minutes

**13. OTHER (CONTINUED)****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, 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	Community Bank	Checking
Capital	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.

It was:

Moved by Casey Brouse, seconded by Donna Blake, that Oswego County Board of Cooperative Educational Services approve resolutions 12.1 through 12.10 as presented.

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

**EXECUTIVE SESSION MOTION**

It was:

Moved by Matthew Geltner, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss the employment status of an employee.

The BOCES Board entered into an Executive Session at 6:49 p.m. in the W450 Conference Room. Those in attendance were: Eric Behling, Donna Blake, Casey Brouse, Kevin Dix, Matthew Geltner, Gregory Muench, John Shelmidine, Christopher Todd, and William White.

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

**Regular Board Meeting reconvened**

It was:

Moved by Donna Blake, seconded by Gregory Muench, 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 8, Nays 0, motion carried.

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 7:03 p.m.

**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 \$4,800.

It was:

Moved by William White, seconded by Kevin Dix, 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 \$4,800.

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

**The Board immediately moved into their Regular Meeting Agenda**



**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
July 10, 2013**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, July 10, 2013 at the BOCES Main Center in Mexico, New York.

The Regular Meeting of the Oswego County Board of Cooperative Educational Services began immediately following the Reorganization meeting.

Board Members Present:	Donna Blake Eric Behling Casey Brouse Kevin Dix Matthew Goltner Gregory Muench John Sheldline William White
Board Members Absent:	Joel Southwell William Scriber
Central Administration:	Christopher Todd Mark LaFountain Michael Shepard
Program Administrators & Staff:	Gisele Benigno Kevin Clapp Tracy Fleming Jim Huber Alyson Inman Dora Thurlow Wayne Wideman
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Attorney:	Marc Reitz

**APPROVAL OF THE MINUTES OF THE JUNE 19, 2013 REGULAR BOARD MEETING**

It was:

Moved by Kevin Dix, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services approves the minutes of the June 19, 2013 Regular Board meeting as presented.

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

**FINANCE**

- 4.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.
- 4.2 Financial Reports:
  - 3.21 Treasurer's Report
  - 3.22 Budget Status Report & Transfers Greater Than \$50,000
- 4.3 Internal Claims Auditor Report.
- 4.4 Bids and Awards. Please see enclosure
  - 4.41 Cooperative Bid – Welding Supplies – Bid #B13-6001
- 4.5 Resolution for Disposal of Surplus Equipment – June 26, 2013. Please see enclosure.  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services declares the attached listing of miscellaneous equipment as surplus and authorizes proper disposal of such.
- 4.6 Resolution to Approve Revenue Anticipation Notes (RAN)  
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.
- 4.7 Resolution to Accept Donation from Oswego Industries. Please see enclosure.  
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.

## July 10, 2012 Oswego County BOCES Regular Meeting Board Minutes

- 4.8 Resolution to Amend Audit Committee Charter. Please see enclosure.  
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 2013-14 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.

It was:

Moved by Matthew Geltner, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves Sections 4.1 through 4.8 of the Finance Section of Board Agenda.

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

- 4.9 Audit Committee Meeting Minutes. Please see enclosure (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				
Burke, Danielle	Special Education	Teaching Assistant	8/16/2013				
Furlong, Tammy	Special Education	Teaching Assistant	8/16/2013				
Kessler, Julia	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, Tommy	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				
Bersuch, Daniel	Printing Department	Courier	8/31/2013				
Frigon, Barbara	Special Education	Teaching Assistant	8/17/2013				
Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Career & Technical Education	Bates, Paula	Academic Review Consultant		\$164.00 /hr	07/11/2013	08/09/2013	10 days
	Caughlin, 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
	Pryor, Lisa	Career Pathways Liaison		\$63,131.00 /yr	07/01/2013	06/30/2014	to be adjusted according to negotiated contract
	Trabucco, 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	Sub-Teacher		\$11.75 /hr	07/01/2013	06/30/2014	19 hrs./wk.



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Instructional Support Services	David Covert, Frederick	Registrar 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 6/24/2013
	Reichel, Jeffrey	LAN Technician	Prov	\$21.16	/hr	08/23/2013		to be adjusted according to negotiated contract
Special Education	Blundell, Joann	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	10 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
	Paoletti, Cynthia	Curriculum Development		\$164.00	/day	07/01/2013	08/30/2013	REVISED TO 12 days
	Schepard, 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
	Turtura, Stacey	School Counselor (50%)	Reapp Perm	\$57,582.00	/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, Jessie	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

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	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
	Falmestock, 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
Special Education Summer School	Foley, Gerald	School Counselor		\$427.58	/day	07/03/2013	08/16/2013	REVISED to 25 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Hurne, Claudia	Nurse/RN		\$183.62	/day	07/03/2013	07/03/2013	1 day; to be adjusted according to negotiated contract
	Hyczyszyn, Ann Marie	Educational Audiologist		\$306.56	/day	07/03/2013	08/16/2013	REVISED TO 17 days; contingent upon enrollment; to be adjusted according to negotiated contract
	Lone, Irene	Teaching Assistant		\$84.20	/day	07/05/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract



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Lynch, Jennifer	School Psychologist	\$322.86	/day	07/03/2013	08/16/2013	REVISED to 25 days; contingent upon enrollment; to be adjusted according to negotiated contract
Piuskevici, Michelle	Teaching Assistant/Interpreter	\$89.28	/day	07/03/2013	08/16/2013	31 days; contingent upon enrollment; to be adjusted according to negotiated contract
Pratt, Melissa	Teaching Assistant	\$91.40	/day	07/03/2013	08/16/2013	22 days; to be adjusted according to negotiated contract
Pratt, 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	\$291.63	/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	\$287.89	/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	\$396.66	/day	07/03/2013	08/16/2013	REVISED to 19 days; contingent upon enrollment; to be adjusted according to negotiated contract
Thompson, Kelly	Teacher of Visually Impaired	\$343.21	/day	07/03/2013	08/16/2013	REVISED TO 13 days; contingent

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							upon enrollment; to be adjusted according to negotiated contract
	Turtura, Stacey	School Counselor		\$290.84	/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
	LeMacchia, 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	AIS English Teacher		\$659.09	/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
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)				
	Feltnestock, 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)				
	Houso, 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)				
	Pasha, Patrick			\$8.94/hr; \$81.18/day (rate pending board approval)				
	Prett, Melissa			\$8.94/hr; \$81.18/day (rate pending board approval)				

It was:

Moved by Kevin Dix, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves the Personnel Section of the Board Agenda as amended and corrected.

Some discussion took place regarding counselors be excessed once again. It was suggested that all counselors get notified in March that they will be excessed so if another job opportunity comes up they can look at it.

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

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.

It was:

Moved by Eric Behling, seconded by Matthew Geitner, that the Oswego County Board of Cooperative Educational Services hereby approves the revised terms and conditions of employment for non-represented administrators who are not covered by a collective bargaining agreement.

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

**ACADEMIC INITIATIVES**

No Report.

July 10, 2012 Oswego County BOCES Regular Meeting Board Minutes

**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.

It was:

Moved by Donna Blake, seconded by Matthew Geitner 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.

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

- 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.

It was:

Moved by Kevin Dix, 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 Supportive Employees' Association for the period of July 1, 2012 through June 30, 2016.

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

- 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, Veronica LaBarge and Lisa Spencer, Non-Represented Support Staff employees by 2% for the 2012-13 and 2013-14 school years effective immediately.

It was:

Moved by Donna Blake, seconded by William "Davi" White, that the Oswego County Board of Cooperative Educational Services hereby approves the increase in salaries for Melissa Allard, Mary Anne Kirkpatrick, Veronica LaBarge and Lisa Spencer, Non-Represented Support Staff employees by 2% for the 2012-13 and 2013-14 school years effective immediately.

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

Mr. Todd also notified the Board of an incident with our Adult Education Department's tractor trailer today during a student's road test. Everyone is okay and Mr. LaFountain took care of the question the officer had of the registration (Permanent Exempt Status) of the vehicle with the Department of Motor Vehicles. Mr. Todd thanked Mr. LaFountain for dealing with the situation.

Mr. Todd also stated that he received an e-mail from Mr. Nate VanWie of C&S Companies stating that some contractors had requested that Oswego County BOCES extend the bidding process for the capital project for one week. The Board agreed to grant the request.

It was:

Moved by Kevin Dix seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby extends the time period to accept bids for the capital project by one week, thereby making the official deadline for receipt and opening of bids to be Wednesday, July 24, 2013 at 2:00 p.m., in the Oswego County BOCES Mall Area.

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

**PRESIDENT'S REPORT**

President Sheldine reminded the Board Members that the August 21, 2013 Board meeting will take place at the SUNY Oswego Extension Site beginning at 9 a.m. and ending at 3:00 p.m. This meeting will also consist of a discussion about surplus and setting reserve amounts, as well as, setting goals for the 2013-2014 school year.

John also mentioned that he and Greg Muench traveled to Kansas City for the SkillsUSA competition and our students finished 13<sup>th</sup> and 22<sup>nd</sup> in the Nation in the areas of Early Childhood Education and Carpentry.



**EXECUTIVE SESSION**

It was:

Moved by Donna Blake seconded by Matthew Goltner, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss the District Superintendent's Employment Agreement.

The BOCES Board entered into an Executive Session at 8:08 p.m. in the W-450 Conference Room.

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

**Regular Board Meeting Reconvened**

It was:

Moved by Donna Blake, seconded by Gregory Muench 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 8, Nays 0, motion carried.

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 8:15 p.m.

**Approval of the District Superintendents Employment Agreement**

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves and authorizes President John Shelmdine to sign on their behalf the Employment Agreement dated July 10, 2013 between the Oswego County BOCES and Mr. Christopher J. Todd, effective immediately.

It was:

Moved by Donna Blake seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services hereby approves and authorizes President John Shelmdine to sign on their behalf the Employment Agreement dated July 10, 2013 between the Oswego County BOCES and Mr. Christopher J. Todd, effective immediately.

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

**Meeting Adjourned**

It was:

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

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

The BOCES Board adjourned at 8:18 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SPECIAL MEETING  
July 29, 2013**

The Special Meeting of the Oswego County Board of Cooperative Educational Services was held on Monday, July 29, 2013 at the Oswego County BOCES Area Center in Mexico, New York.

Mr. John Shelmidine called the meeting to order at 6:30 p.m.

Board Members Present:	Donna Blake Kevin Dix Gregory Muench Joel Southwell John Shelmidine, President Dave White
Board Members Absent:	Eric Behling Casey Brouse Matthew Geitner
Central Administration:	Christopher J. Todd, District Superintendent Roseann Bayne Michael Sheperd
Officers:	None
Attorney:	None
Guests:	Janice Clark, Mexico Board Member Nate Van Wie, C&S Companies Nick Waer, Mosale

The Pledge of Allegiance was recited.

**PUBLIC COMMENTS**

None

**Resolution to Accept Construction Bids:**

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the Oswego County BOCES Additions and Alternations to District Wide Facilities 'Overall Bld Summary - Option D' as presented.

It was:

Moved by Donna Blake, seconded by Joel Southwell, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the Oswego County BOCES Additions and Alternations to District Wide Facilities 'Overall Bld Summary - Option D' as presented.

Vote on the motion: Ayes 6, Nays 0, motion carried.

**Resolution to Withdraw Siracusa Mechanical from HVAC Bid:**

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves withdrawing Siracusa Mechanical from the HVAC Bid opened on July 24, 2013 without penalty.

It was:

Moved by William "David" White, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves withdrawing Siracusa Mechanical from the HVAC Bid opened on July 24, 2013 without penalty.

Vote on the motion: Ayes 6, Nays 0, motion carried.

**Meeting Adjourned**

It was:

Moved by Donna Blake, seconded by Eric Behling, that the BOCES Board Meeting be adjourned.

Vote on the motion: Ayes 6, Nays 0, motion carried.

The BOCES Board adjourned at 7:20 p.m.

Respectfully Submitted,

Christopher J. Todd  
Clerk Pro-Tem



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**INTEROFFICE MEMORANDUM**

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**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:** 8/9/13

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Enclosed are the following items for the Finance/Administrative Services section of the August 21, 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 June 30, 2013, as prepared and submitted by Kelly Wood, Treasurer.
- General Fund Budget Status Report as of July 31, 2013 as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Award Recommendation – RFP for Asbestos Project Monitoring, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Approval of Surplus Equipment – August 21, 2013, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Resolution to Accept Donation from St. Luke Health Services
- Resolution to Accept Donation from Supporting Success for Children with Hearing Loss
- Resolution to Authorize Write Off of Accounts Receivables from Adult Ed Students
- Resolution to Appoint Copyright Officer
- Resolution to Adopt the Exemption from the Internal Auditor Requirement
- Review of 2012-2013 Surpluses
- Resolution to Approve Funding of Reserves

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

# OSWEGO COUNTY BOCES

## ALP 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
001072	06/28/2013	C	A-Verci	0024		No	No			\$550.00	001072
Subtotal for Bank Account: Capital Check - Capital Fund Checking											
Grand Total										\$550.00	
Void Total										\$0.00	
Net										\$550.00	

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



# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030305	06/20/2013	C	New York State Commissioner	0024		No	No			\$58.00	030305
030306	06/28/2013	C	Actes	0024		No	No			\$674.00	030306
030307	06/28/2013	C	AT&T Mobility	0024		No	No			\$518.61	030307
030308	06/28/2013	C	AWS Education Services	0024		No	No			\$135.00	030308
030309	06/28/2013	C	CAS/Career Pathways	0024		No	No			\$1,280.00	030309
030310	06/28/2013	C	Central Square Central Schools	0024		No	No			\$498.00	030310
030311	06/28/2013	C	Contemporary Personnel Staffing	0024		No	No			\$729.00	030311
030312	06/28/2013	C	Crewrie Plaza Charlotte Executive Park	0024		No	No			\$4,121.36	030312
030313	06/28/2013	C	Culotti/Karen	0024		No	No			\$177.22	030313
030314	06/28/2013	C	Demco	0024		No	No			\$365.45	030314
030315	06/28/2013	C	Ellia/Rob	0024		No	No			\$22.60	030315
030316	06/28/2013	C	Fosco/Jenna	0024		No	No			\$272.50	030316
030317	06/28/2013	C	Gingold/Hetty	0024		No	No			\$2,400.00	030317
030318	06/28/2013	C	Hamibal Central School	0024		No	No			\$273.75	030318
030319	06/28/2013	C	Harland Technology Services	0024		No	No			\$819.00	030319
030320	06/28/2013	C	INFORMATION TODAY	0024		No	No			\$94.00	030320
030321	06/28/2013	C	Johnstone Supply	0024		No	No			\$144.00	030321
030322	06/28/2013	C	Kramer/Lori	0024		No	No			\$257.62	030322
030323	06/28/2013	C	Linworth Publishing Inc.	0024		No	No			\$177.00	030323
030324	06/28/2013	C	Marks/W. Theresa	0024		No	No			\$178.42	030324
030325	06/28/2013	C	Mosher/Tracy	0024		No	No			\$396.00	030325
030326	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030326
030327	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030327
030328	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030328
030329	06/28/2013	C	NYS Education Dept.	0024		No	Yes	7/30/2013	Cash Replacement Check # 030433 Issued	\$143.00	030329
030330	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030330
030331	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030331
030332	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030332
030333	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030333
030334	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030334
030335	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030335
030336	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030336
030337	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030337
030338	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030338
030339	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030339
030340	06/28/2013	C	NYS Education Dept.	0024		No	Yes	7/30/2013	Cash Replacement Check # 030434 Issued	\$143.00	030340
030341	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030341
030342	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030342
030343	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030343

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

# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030344	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030344
030345	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030345
030346	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030346
030347	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030347
030348	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030348
030349	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030349
030350	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030350
030351	06/28/2013	C	NYS Education Dept.	0024		No	No			\$143.00	030351
030352	06/28/2013	C	NYS Education Dept.	0024		No	No			\$400.00	030352
030353	06/28/2013	C	OCM BOCES	0024		No	No			\$17,040.01	030353
030354	06/28/2013	C	Oswego City School Dist.	0024		No	No			\$500.00	030354
030355	06/28/2013	C	Oswego County BOCES Treasurer	0024		No	No			\$708.00	030355
030356	06/28/2013	C	Oswego Hospital	0024		No	No			\$150.00	030356
030357	06/28/2013	C	Pyzdrowski/Cynthia	0024		No	No			\$100.00	030357
030358	06/28/2013	C	School Library Journal	0024		No	No			\$79.99	030358
030359	06/28/2013	C	School Library Systems Assoc. of NY	0024		No	No			\$525.00	030359
030360	06/28/2013	C	Sherman/Adella	0024		No	No			\$252.44	030360
030361	06/28/2013	C	Sreb	0024		No	No			\$1,520.00	030361
030362	06/28/2013	C	STADIUM INTERNATIONAL	0024		No	No			\$1,084.96	030362
030363	06/28/2013	C	Staples Contract & Commercial	0024		No	No			\$307.07	030363
030364	06/28/2013	C	TeachingBooks.net LLC	0024		No	No			\$543.00	030364
030365	06/28/2013	C	Tompkins-Seneca-Tioga BOCES	0024		No	No			\$7,295.51	030365
030366	06/28/2013	C	Travel Leaders	0024		No	No			\$1,684.40	030366
030367	06/28/2013	C	Trowbridge/Adella	0024		No	No			\$357.08	030367
030368	06/28/2013	C	Wal-Mart Community	0024		No	No			\$168.18	030368
030369	06/28/2013	C	Yudin/P. Marla	0024		No	No			\$555.64	030369
030370	06/28/2013	C	Zagg Incorporated	0024		No	No			\$284.97	030370
Subtotal for Bank Account: FederalKey - Key Bank - Federal											
										Grand Total	\$51,885.90
										Void Total	\$0.00
										Net	\$51,885.90

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



# OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
101836	06/27/2013	C	Hilton Garden Inn Troy	0024		No	Yes	6/17/2013	Room not needed	(\$96.00)	101836
102046	06/28/2013	C	AC Moore, Inc.	0024		No	No			\$4.77	102046
102047	06/28/2013	C	Adams/William A.	0024		No	No			\$57.94	102047
102048	06/28/2013	C	Aeshep, Inc.	0024		No	No			\$85.00	102048
102049	06/28/2013	C	Allard/Melissa	0024		No	No			\$47.46	102049
102050	06/28/2013	C	American Welding Society	0024		No	No			\$135.00	102050
102051	06/28/2013	C	Apple Computer, Inc.	0024		No	No			\$48,320.00	102051
102052	06/28/2013	C	APW Central School	0024		No	No			\$2,682.53	102052
102053	06/28/2013	C	Aquarium of Niagara	0024		No	No			\$176.00	102053
102054	06/28/2013	C	Arnold/Mary E.	0024		No	No			\$174.25	102054
102055	06/28/2013	C	AT&T Mobility	0024		Yes	No			\$2,803.85	102055
102056	06/28/2013	C	Atkinson/Patricia M.	0024		No	No			\$174.25	102056
102057	06/28/2013	C	Auxiliary Services	0024		No	No			\$483.00	102057
102058	06/28/2013	C	B&H Photo Video	0024		No	No			\$52.20	102058
102059	06/28/2013	C	Babcock/Marilyn F.	0024		No	No			\$67.94	102059
102060	06/28/2013	C	Baker/Shirley	0024		No	No			\$67.94	102060
102061	06/28/2013	C	Baltimore Woods Nature Center	0024		No	No			\$252.00	102061
102062	06/28/2013	C	Barkley/Wayne E.	0024		No	No			\$67.94	102062
102063	06/28/2013	C	Bascom/Thomas J.	0024		No	No			\$174.25	102063
102064	06/28/2013	C	Baseball Hall of Fame	0024		No	No			\$960.00	102064
102065	06/28/2013	C	Becker/Marian	0024		No	No			\$167.21	102065
102066	06/28/2013	C	Beck/Philip H.	0024		No	No			\$348.50	102066
102067	06/28/2013	C	Belden/Nancy M.	0024		No	No			\$348.50	102067
102068	06/28/2013	C	Belden/Virginia	0024		No	No			\$77.97	102068
102069	06/28/2013	C	Belfiore/Ross A.	0024		No	No			\$81.52	102069
102070	06/28/2013	C	Benedict/Lane	0024		No	No			\$88.96	102070
102071	06/28/2013	C	Bennett/Nancy A.	0024		No	No			\$57.94	102071
102072	06/28/2013	C	Benz/Kathleen A.	0024		No	No			\$174.25	102072
102073	06/28/2013	C	Bergene/Mary C.	0024		No	No			\$278.79	102073
102074	06/28/2013	C	Blake/Dorina	0024		No	No			\$477.15	102074
102075	06/28/2013	C	Blanchard/Barbara A.	0024		No	No			\$174.25	102075
102076	06/28/2013	C	Bola/Sharon L.	0024		No	No			\$174.25	102076
102077	06/28/2013	C	Bollenbacher/Cynthia	0024		No	No			\$67.94	102077
102078	06/28/2013	C	Bord/Schoeneck & King	0024		No	No			\$25.00	102078
102079	06/28/2013	C	Bower/Elizabeth L.	0024		No	Yes	7/2/2013	Cash Replacement Check # 102455 Issued	\$174.25	102079
102080	06/28/2013	C	Bradbury/Amy	0024		No	No			\$201.71	102080
102081	06/28/2013	C	Bradley/Lessie	0024		No	No			\$823.20	102081
102082	06/28/2013	C	Bradway/Thomas R.	0024		No	No			\$278.79	102082
102083	06/28/2013	C	Breckenridge/Lynca C.	0024		No	No			\$67.94	102083
102084	06/28/2013	C	Bromka/Sandra	0024		No	No			\$850.00	102084

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

# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102085	06/28/2013	C	Brownell/Cand A.	0024		No	No			\$174.25	102085
102086	06/28/2013	C	Brown/Patricia I.	0024		No	No			\$67.94	102086
102087	06/28/2013	C	Brown/Roger A.	0024		No	No			\$174.25	102087
102088	06/28/2013	C	Bullard/Bonnie L.	0024		No	No			\$174.25	102088
102089	06/28/2013	C	Burdick/Linda	0024		No	No			\$174.25	102089
102090	06/28/2013	C	Burdick/Sherry	0024		No	No			\$169.50	102090
102091	06/28/2013	C	Burrows/Charlene K.	0024		No	No			\$174.25	102091
102092	06/28/2013	C	Byme/Shella C.	0024		No	No			\$174.25	102092
102093	06/28/2013	C	Camcar, Inc.	0024		No	No			\$176.96	102093
102094	06/28/2013	C	Camerton/Patricia A.	0024		No	No			\$81.52	102094
102095	06/28/2013	C	Campbell/Jared	0024		No	No			\$4,000.00	102095
102096	06/28/2013	C	Campbell/Loni	0024		No	No			\$276.93	102096
102097	06/28/2013	C	Capital Region BOCES	0024		No	No			\$11,974.00	102097
102098	06/28/2013	C	Car/Nancy	0024		No	No			\$163.29	102098
102099	06/28/2013	C	CAS/Career Pathways	0024		No	No			\$230.00	102099
102100	06/28/2013	C	Castellan/Kathryn	0024		No	No			\$449.74	102100
102101	06/28/2013	C	CDI Computer Dealers, Inc.	0024		No	No			\$2,550.00	102101
102102	06/28/2013	C	Central Square Central School District	0024		No	No			\$17,900.91	102102
102103	06/28/2013	C	Charlesworth-Burch/Linda	0024		No	No			\$67.94	102103
102104	06/28/2013	C	Chetman/Patricia L.	0024		No	No			\$135.86	102104
102105	06/28/2013	C	Clark/Donna M.	0024		No	No			\$174.25	102105
102106	06/28/2013	C	Clark/Janice H.	0024		No	No			\$67.94	102106
102107	06/28/2013	C	Clark/Katherine	0024		No	No			\$67.94	102107
102108	06/28/2013	C	Clark/Nancy E.	0024		No	No			\$174.25	102108
102109	06/28/2013	C	ClassLink	0024		No	No			\$1,295.00	102109
102110	06/28/2013	C	Clinton-Essex-Wash BOCES	0024		No	No			\$1,602.98	102110
102111	06/28/2013	C	CNY Personal Safety	0024		No	No			\$900.00	102111
102112	06/28/2013	C	CNY SBA	0024		No	No	6/30/2013	Duplicate payment	\$50.00	102112
102113	06/28/2013	C	Construction Training Centers of NYS	0024		No	No			\$1,000.00	102113
102114	06/28/2013	C	Cooper/Nancy	0024		No	No			\$289.85	102114
102115	06/28/2013	C	Cornell University	0024		No	No			\$5,025.00	102115
102116	06/28/2013	C	CORNING MUSEUM OF GLASS	0024		No	No			\$546.00	102116
102117	06/28/2013	C	Corporate Payment: Systems	0024		No	No			\$2,930.34	102117
102118	06/28/2013	C	Cortland Repertory Theatre	0024		No	No			\$312.00	102118
102119	06/28/2013	C	Cummings/Shelagh M.	0024		No	No			\$67.94	102119
102120	06/28/2013	C	Custom Computer Specialists, Inc.	0024		No	No			\$1,461.45	102120
102121	06/28/2013	C	Custom Novelty Prints	0024		No	No			\$35.00	102121
102122	06/28/2013	C	CXtec	0024		No	No			\$151.50	102122
102123	06/28/2013	C	D & W Industrial	0024		No	No			\$1,523.41	102123
102124	06/28/2013	C	Dann/Janet C.	0024		No	No			\$67.94	102124

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



# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102125	06/28/2013	C	Davenport/Rosemary A.	0024		No	No			\$209.10	102125
102126	06/28/2013	C	Davies/Gladys	0024		No	No			\$67.94	102126
102127	06/28/2013	C	Davies/William	0024		No	No			\$174.25	102127
102128	06/28/2013	C	Davies/Steven D.	0024		No	No			\$2,000.00	102128
102129	06/28/2013	C	Deban/Susan	0024		No	No			\$278.79	102129
102130	06/28/2013	C	Doffen/Karen E.	0024		No	No			\$348.60	102130
102131	06/28/2013	C	Delano/Kathy L.	0024		No	No			\$67.94	102131
102132	06/28/2013	C	Delline/Alan C.	0024		No	No			\$67.94	102132
102133	06/28/2013	C	Dell Marketing L.P.	0024		No	No			\$2,125.88	102133
102134	06/28/2013	C	Delong/Elsaine S.	0024		No	No			\$348.50	102134
102135	06/28/2013	C	Delong/Theresa M.	0024		No	No			\$174.25	102135
102136	06/28/2013	C	Dens/Sally	0024		No	No			\$841.29	102136
102137	06/28/2013	C	Dept International	0024		No	No			\$119.38	102137
102138	06/28/2013	C	Derosie/George	0024		No	No			\$174.25	102138
102139	06/28/2013	C	Dexter/Barbara J.	0024		No	No			\$108.70	102139
102140	06/28/2013	C	DISCOVERY CENTER OF THE SOUTHERN TIER	0024		No	No			\$192.00	102140
102141	06/28/2013	C	Dovlak/Joseph	0024		No	No			\$174.25	102141
102142	06/28/2013	C	Drake/Grace	0024		No	No			\$278.79	102142
102143	06/28/2013	C	Dremler/Loretta E.	0024		No	No			\$67.94	102143
102144	06/28/2013	C	E Group, Inc.	0024		No	No			\$154.95	102144
102145	06/28/2013	C	Eagan/Linda B.	0024		No	No			\$174.25	102145
102146	06/28/2013	C	Ellis/Mark A.	0024		No	No			\$180.07	102146
102147	06/28/2013	C	Empowerment Associates	0024		No	No			\$3,052.25	102147
102148	06/28/2013	C	Engelman/Susan	0024		No	No			\$108.48	102148
102149	06/28/2013	C	Erickson/Margaret	0024		No	No			\$1,855.75	102149
102150	06/28/2013	C	Erie 1 BOCES	0024		No	No			\$4,759.98	102150
102151	06/28/2013	C	ERIE 2-CATTARAUGUS-CHAUT BOCES	0024		No	No			\$750.00	102151
102152	06/28/2013	C	Erie Canal Village	0024		No	No			\$875.00	102152
102153	06/28/2013	C	Exxonmobil	0024		No	No			\$58.96	102153
102154	06/28/2013	C	Falco/Seza	0024		No	No			\$21.01	102154
102155	06/28/2013	C	Fausti/Carol A.	0024		No	No			\$108.70	102155
102156	06/28/2013	C	Feeney/Susan M.	0024		No	No			\$81.52	102156
102157	06/28/2013	C	Felco/Rose M.	0024		No	No			\$67.94	102157
102158	06/28/2013	C	Ferrara, Florenza	0024		No	No			\$2,661.30	102158
102159	06/28/2013	C	Ferris/Robert N.	0024		No	No			\$174.25	102159
102160	06/28/2013	C	Fetterly/Gail M.	0024		No	No			\$81.52	102160
102161	06/28/2013	C	Field/Donald E.	0024		No	No			\$67.94	102161
102162	06/28/2013	C	Field/Shirley C.	0024		No	No			\$67.94	102162
102163	06/28/2013	C	Fisher/William J.	0024		No	No			\$278.79	102163
102164	06/28/2013	C	Fluke Corporation	0024		No	No			\$456.00	102164

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# OSWEGO COUNTY BOCES

A/P Check Register  
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Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102165	06/28/2013	C	Francis Joyce	0024		No	No			\$67.54	102165
102166	06/28/2013	C	Frawley Julia M.	0024		No	No			\$67.54	102166
102167	06/28/2013	C	Frawley Stephen J.	0024		No	No			\$67.54	102167
102168	06/28/2013	C	Frawley Theresa A.	0024		No	No			\$348.50	102168
102169	06/28/2013	C	Fulton City School Dist	0024		No	No			\$27,298.28	102169
102170	06/28/2013	C	Gardner, Inc.	0024		No	No			\$68.75	102170
102171	06/28/2013	C	Gardner/Karen	0024		No	No			\$174.25	102171
102172	06/28/2013	C	Gary John T.	0024		No	No			\$174.25	102172
102173	06/28/2013	C	Getner Matthew	0024		No	No			\$285.72	102173
102174	06/28/2013	C	Genesee County Museum	0024		No	No			\$934.50	102174
102175	06/28/2013	C	Genesee City Village &	0024		No	No			\$720.00	102175
102176	06/28/2013	C	GIFFORD FAMILY THEATRE	0024		No	No			\$6,810.00	102176
102177	06/28/2013	C	Golombeski Lisa A.	0024		No	No			\$8.65	102177
102178	06/28/2013	C	Goodness Mary P.	0024		No	No			\$174.25	102178
102179	06/28/2013	C	Google, Inc.	0024		No	No			\$2,200.00	102179
102180	06/28/2013	C	Govconnection, Inc.	0024		No	No			\$57.00	102180
102181	06/28/2013	C	Graham Ronald F.	0024		No	No			\$278.79	102181
102182	06/28/2013	C	Granger Inc.	0024		No	No			\$125.94	102182
102183	06/28/2013	C	Gramlich Jack	0024		No	No			\$400.00	102183
102184	06/28/2013	C	Graves Terry L.	0024		No	No			\$339.68	102184
102185	06/28/2013	C	Great Swamp Conservancy	0024		No	No			\$475.00	102185
102186	06/28/2013	C	Greco Karen M.	0024		No	No			\$174.25	102186
102187	06/28/2013	C	Grimshaw Colleen M.	0024		No	No			\$278.79	102187
102188	06/28/2013	C	Gugula Gall A.	0024		No	No			\$174.25	102188
102189	06/28/2013	C	Gundrop Cases	0024		No	No			\$4,031.02	102189
102190	06/28/2013	C	Hager Nelda	0024		No	Yes	7/12/2013	Cash Replacement Check # 102530 Issued	\$174.25	102190
102191	06/28/2013	C	Halsey Machinery Co. Inc	0024		No	No			\$42.37	102191
102192	06/28/2013	C	Halshead Georgia A.	0024		No	No			\$67.94	102192
102193	06/28/2013	C	Hammond James E.	0024		No	No			\$10.00	102193
102194	06/28/2013	C	Hannibal Central School	0024		No	No			\$4,127.57	102194
102195	06/28/2013	C	Hannibal Central School	0024		No	No			\$8,322.17	102195
102196	06/28/2013	C	Harysiak Linda M.	0024		No	No			\$174.25	102196
102197	06/28/2013	C	Harriet Tubman Home	0024		No	No			\$121.00	102197
102198	06/28/2013	C	Harris Paul	0024		No	No			\$174.25	102198
102199	06/28/2013	C	Hartman Rose	0024		No	No			\$37.40	102199
102200	06/28/2013	C	Haun Welding Supply	0024		No	No			\$5.87	102200
102201	06/28/2013	C	Hayden John	0024		No	No			\$174.25	102201
102202	06/28/2013	C	Heys Janet E.	0024		No	No			\$174.25	102202
102203	06/28/2013	C	Heber Linda	0024		No	No			\$96.62	102203
102204	06/28/2013	C	Hickey A. Jayne	0024		No	No			\$67.94	102204

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# OSWEGO COUNTY BOCES

A/P Check Register

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Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102205	06/28/2013	C	Hillyard / New York	0024		No	No			\$217.55	102205
102206	06/28/2013	C	Hoeltich/Jane E.	0024		No	No			\$174.25	102206
102207	06/28/2013	C	Holiday Inn Albany	0024		No	No			\$416.00	102207
102208	06/28/2013	C	Halhouse/Judith L.	0024		No	No			\$278.79	102208
102209	06/28/2013	C	HOPKINS AUDIOMETER CALIB.	0024		No	No			\$402.00	102209
102210	06/28/2013	C	Hopkins/Charlene	0024		No	No			\$53.79	102210
102211	06/28/2013	C	Horch/Kathleen	0024		No	No			\$31.08	102211
102212	06/28/2013	C	Hotel Bethlehem	0024		No	No			\$566.60	102212
102213	06/28/2013	C	House/Barbara	0024		No	No			\$278.79	102213
102214	06/28/2013	C	Howe Caverns, Inc.	0024		No	No			\$1,020.00	102214
102215	06/28/2013	C	Hoyt/Lori	0024		No	No			\$167.24	102215
102216	06/28/2013	C	Huber/James	0024		No	No			\$210.75	102216
102217	06/28/2013	C	Hudson/Barbara	0024		No	No			\$174.25	102217
102218	06/28/2013	C	Hughes/Catherine D.	0024		No	No			\$209.10	102218
102219	06/28/2013	C	Hyde/Weston T.	0024		No	No	6/28/2013	internal transfer needed	\$174.25	102219
102220	06/28/2013	C	IIRP	0024		No	No			\$600.00	102220
102221	06/28/2013	C	Ileczyszyn/Ann Marie	0024		No	No			\$217.53	102221
102222	06/28/2013	C	Jackson/Valerie A.	0024		No	No			\$278.79	102222
102223	06/28/2013	C	Jake's Automotive	0024		No	No			\$192.95	102223
102224	06/28/2013	C	Jerrati/Sue	0024		No	No			\$10.48	102224
102225	06/28/2013	C	Johnson/Monica	0024		No	No	6/30/2013	duplicate payment	\$375.00	102225
102226	06/28/2013	C	Johnson/Wesley W.	0024		No	No			\$67.94	102226
102227	06/28/2013	C	Jones/Karen A.	0024		No	No			\$174.25	102227
102228	06/28/2013	C	Jones/Peggy A.	0024		No	No			\$174.25	102228
102229	06/28/2013	C	Juckins/Lynne R.	0024		No	No			\$174.25	102229
102230	06/28/2013	C	Kane/Betty	0024		No	No			\$174.25	102230
102231	06/28/2013	C	Kelso/Priscilla M.	0024		No	No			\$135.85	102231
102232	06/28/2013	C	Kent/Jean L.	0024		No	No			\$174.25	102232
102233	06/28/2013	C	Kerfen/Sharon J.	0024		No	No			\$81.52	102233
102234	06/28/2013	C	Kingsley/Rachel A.	0024		No	No			\$2.26	102234
102235	06/28/2013	C	Knight/Karen A.	0024		No	No			\$67.94	102235
102236	06/28/2013	C	Kraep/Cheryl A.	0024		No	No			\$174.25	102236
102237	06/28/2013	C	Krawles/Richard	0024		No	No			\$174.25	102237
102238	06/28/2013	C	Koam/Tac	0024		No	No			\$67.50	102238
102239	06/28/2013	C	Kovank/Marilyn	0024		No	No			\$41.81	102239
102240	06/28/2013	C	Kramer/Lori	0024		No	No			\$65.44	102240
102241	06/28/2013	C	La Tulpi/Susan J.	0024		No	No			\$209.10	102241
102242	06/28/2013	C	Ladd/Frances L.	0024		No	No			\$67.94	102242
102243	06/28/2013	C	Lazan/Marion Blumental	0024		No	No			\$2,850.00	102243
102244	06/28/2013	C	Levi/Zach	0024		No	No			\$600.00	102244

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# OSWEGO COUNTY BOCES

A/P Check Register  
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Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102245	06/26/2013	C	Lichtenstein/Wary	0024		Yes	No			\$46.33	102245
102246	06/26/2013	C	Lichtenstein/Wary	0024		No	No			\$174.25	102246
102247	06/26/2013	C	Licht-sall/Lorraine F.	0024		No	No			\$174.25	102247
102248	06/26/2013	C	Lincusk/Beverly L.	0024		No	No			\$174.25	102248
102249	06/26/2013	C	Lincy/Denise B.	0024		No	No			\$278.79	102249
102250	06/26/2013	C	Link/Susan M.	0024		No	No			\$174.25	102250
102251	06/26/2013	C	Lodwood/Elaine G.	0024		No	No			\$174.25	102251
102252	06/26/2013	C	Lok/Jeffer P.	0024		No	No			\$135.88	102252
102253	06/26/2013	C	Loomis/James W.	0024		No	No			\$67.94	102253
102254	06/26/2013	C	Loomis/Lorraine G.	0024		No	No			\$67.94	102254
102255	06/26/2013	C	Lounsbery/Sharon	0024		No	No			\$174.25	102255
102256	06/26/2013	C	Lovell/Suzanne M.	0024		No	No			\$174.25	102256
102257	06/26/2013	C	Macdougall/Bonnie A.	0024		No	No			\$135.88	102257
102258	06/26/2013	C	Macdougall/Lanet	0024		No	No			\$208.10	102258
102259	06/26/2013	C	Madison/Eva M.	0024		No	No			\$67.94	102259
102260	06/26/2013	C	Maid of the Mist	0024		No	No			\$764.35	102260
102261	06/26/2013	C	Malone/Maurice A.	0024		No	No			\$174.25	102261
102262	06/26/2013	C	Maniccia/Lenarda B.	0024		No	No			\$174.25	102262
102263	06/26/2013	C	March/Vilcia	0024		No	No			\$291.54	102263
102264	06/26/2013	C	Marcks/Mr.	0024		No	No			\$1,608.70	102264
102265	06/26/2013	C	McDermott/Lucille E.	0024		No	No			\$208.10	102265
102266	06/26/2013	C	Meijer/Phoebe M.	0024		No	No			\$174.25	102266
102267	06/26/2013	C	Mexico Central School District	0024		No	No			\$101.56	102267
102268	06/26/2013	C	Mexico Central Schools	0024		No	No			\$916.53	102268
102269	06/26/2013	C	Mexico Central Schools	0024		No	No			\$205.55	102269
102270	06/26/2013	C	Microsonics, Inc.	0024		No	No			\$126.50	102270
102271	06/26/2013	C	Miller/Ciane B.	0024		No	No			\$174.25	102271
102272	06/26/2013	C	Miller/Handic	0024		No	No			\$300.00	102272
102273	06/26/2013	C	Mirabito Enery Products	0024		No	No			\$5,341.32	102273
102274	06/26/2013	C	Mitchell's Speedway Press	0024		No	No			\$158.00	102274
102275	06/26/2013	C	Monteth/Deborah P.	0024		No	No			\$67.94	102275
102276	06/26/2013	C	Moran/Sean R.	0024		No	No			\$208.10	102276
102277	06/26/2013	C	Moretti/Stephanie	0024		No	No			\$318.66	102277
102278	06/26/2013	C	Morton/Duane	0024		No	No			\$174.25	102278
102279	06/26/2013	C	MOST	0024		Yes	No			\$1,570.00	102279
102280	06/26/2013	C	MPS	0024		No	No			\$7,774.13	102280
102281	06/26/2013	C	MSC Industrial Supply Co.	0024		No	No			\$10.04	102281
102282	06/26/2013	C	Muench/Gregory M.	0024		No	No			\$505.11	102282
102283	06/26/2013	C	MYERS/BRENDA	0024		No	No	8/30/2013	Wrong Vendor	\$174.25	102283
102284	06/26/2013	C	NAPA Paint & Supply	0024		No	No			\$1,525.25	102284

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A/P Check Register

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102285	05/28/2013	C	Nappi/Lisa	0024		No	No			\$1,288.77	102285
102286	05/28/2013	C	National Grid	0024		No	No			\$29.04	102286
102287	05/28/2013	C	National Restaurant Assoc. Suppliers	0024		No	No			\$6,271.17	102287
102288	05/28/2013	C	NATIONAL TECHNICAL HONOR SOCIETY	0024		No	No			\$3,020.00	102288
102289	05/28/2013	C	Nearby/Chris	0024		No	No			\$123.17	102289
102290	05/28/2013	C	Nettel/Sally	0024		No	No			\$37.94	102290
102291	05/28/2013	C	New Haven Building Supply	0024		No	No			\$75.45	102291
102292	05/28/2013	C	New York State Thruway	0024		No	No			\$303.40	102292
102293	05/28/2013	C	Norris/Antoniette	0024		No	No			\$174.25	102293
102294	05/28/2013	C	Noto/Michael A.	0024		No	No			\$174.25	102294
102295	05/28/2013	C	NYSSBA	0024		No	No			\$1,500.00	102295
102296	05/28/2013	C	O'Brien/James	0024		No	No			\$57.94	102296
102297	05/28/2013	C	OCM BOCES	0024		No	No			\$803,368.06	102297
102298	05/28/2013	C	OfficeMax Incorporated	0024		No	No			\$141.84	102298
102299	05/28/2013	C	Ojet/Tina	0024		No	No			\$50.85	102299
102300	05/28/2013	C	On The Farm Discovery Center, Inc.	0024		No	No			\$642.00	102300
102301	05/28/2013	C	Oswego City School Dist.	0024		No	No			\$20,671.78	102301
102302	05/28/2013	C	Oswego County Weeklies	0024		No	No			\$312.00	102302
102303	05/28/2013	C	Oswego Hospital	0024		No	No			\$548.00	102303
102304	05/28/2013	C	Ouderirk/Kathleen M.	0024		No	No			\$348.50	102304
102305	05/28/2013	C	Ouderirk/Laurie	0024		No	No			\$1,414.83	102305
102306	05/28/2013	C	Owen/Denise	0024		No	No			\$152.55	102306
102307	05/28/2013	C	Pagan/Mary-Kay	0024		No	No			\$278.79	102307
102308	05/28/2013	C	Palladium Times, Inc.	0024		No	No			\$249.43	102308
102309	05/28/2013	C	Palmer's T.V. & Electronic	0024		No	No			\$85.00	102309
102310	05/28/2013	C	Palmer/William R.	0024		No	No			\$174.25	102310
102311	05/28/2013	C	Parker/Jacelyn C.	0024		No	No			\$135.86	102311
102312	05/28/2013	C	Pauline/Cindy	0024		Yes	No			\$4,000.00	102312
102313	05/28/2013	C	Pavlikowski/Gertrude	0024		No	No			\$278.79	102313
102314	05/28/2013	C	PCM-G	0024		No	No			\$26.61	102314
102315	05/28/2013	C	Pepper/Debra	0024		No	No			\$13.51	102315
102316	05/28/2013	C	Perkins/Kathleen	0024		No	No			\$174.25	102316
102317	05/28/2013	C	Perrin/Helen	0024		No	No			\$42.72	102317
102318	05/28/2013	C	Petrinelli/Louis R.	0024		No	No			\$174.25	102318
102319	05/28/2013	C	Phillips/Mary A.	0024		No	No			\$278.79	102319
102320	05/28/2013	C	Phillips-Frank/Jane D.	0024		No	No			\$209.10	102320
102321	05/28/2013	C	Phoenix Central School	0024		No	No			\$12,594.28	102321
102322	05/28/2013	C	Phonak, LLC	0024		No	No			\$92.64	102322
102323	05/28/2013	C	Pizzadilli Arts	0024		No	No			\$2,450.00	102323
102324	05/28/2013	C	Pizzuto/Carol F.	0024		No	No			\$278.79	102324

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

# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102325	06/28/2013	C	Platt/Margaret F.	0024		No	No			\$174.25	102325
102326	06/28/2013	C	Polisnello Fuels, Inc.	0024		No	No			\$1,854.56	102326
102327	06/28/2013	C	Ponto/Eileen	0024		No	No			\$209.13	102327
102328	06/28/2013	C	Poole/Maryn	0024		No	No			\$166.11	102328
102329	06/28/2013	C	Port City Cafe and Bakery	0024		Yes	No			\$737.60	102329
102330	06/28/2013	C	Praller/James	0024		No	No			\$3,303.00	102330
102331	06/28/2013	C	Price Chopper Oper. Co., Inc.	0024		No	No			\$79.84	102331
102332	06/28/2013	C	PROVANTAGE	0024		No	No			\$1,092.00	102332
102333	06/28/2013	C	Pulnam-Westchester BOCES	0024		No	No			\$482.80	102333
102334	06/28/2013	C	QUESTAR III	0024		No	No			\$2,800.00	102334
102335	06/28/2013	C	Ramin/John	0024		No	No			\$120.35	102335
102336	06/28/2013	C	Ramsey/Robert	0024		No	No			\$67.94	102336
102337	06/28/2013	C	Ravasi/Christine	0024		No	No			\$174.25	102337
102338	06/28/2013	C	Raymond/Helen R.	0024		No	No			\$67.94	102338
102339	06/28/2013	C	Rehab Resources	0024		No	No			\$2,731.72	102339
102340	06/28/2013	C	Reidy/Joanne L.	0024		No	No			\$348.50	102340
102341	06/28/2013	C	Rhinehart/Amy	0024		No	No			\$310.75	102341
102342	06/28/2013	C	Rhinehart/John F.	0024		No	No			\$67.94	102342
102343	06/28/2013	C	Rice/Pamela M.	0024		No	No			\$278.79	102343
102344	06/28/2013	C	Richardson/Jennifer	0024		No	No			\$174.25	102344
102345	06/28/2013	C	Rioch USA, Inc.	0024		No	No			\$2,929.16	102345
102346	06/28/2013	C	Riordan/Evelyn M.	0024		No	No			\$67.94	102346
102347	06/28/2013	C	River Vista Center	0024		No	No			\$2,576.00	102347
102348	06/28/2013	C	Robbins/Leon E.	0024		No	No			\$174.25	102348
102349	06/28/2013	C	Roberts/Susan J.	0024		No	No			\$174.25	102349
102350	06/28/2013	C	Rochester Museum	0024		No	No			\$90.00	102350
102351	06/28/2013	C	Rosamond Gifford Zoo	0024		No	No			\$1,573.00	102351
102352	06/28/2013	C	Rosenbaum/Robin	0024		No	No			\$41.81	102352
102353	06/28/2013	C	Rowland/Carla	0024		No	No			\$108.70	102353
102354	06/28/2013	C	Ruby/Carol A.	0024		No	No			\$67.94	102354
102355	06/28/2013	C	Rural Schools Association	0024		No	No			\$600.00	102355
102356	06/28/2013	C	Russell/Rebecca J.	0024		No	No			\$278.79	102356
102357	06/28/2013	C	Ruta/Judith A.	0024		No	No			\$81.52	102357
102358	06/28/2013	C	Saisselin/Patricia A.	0024		No	No			\$174.25	102358
102359	06/28/2013	C	Salley/Linda L.	0024		No	No			\$174.25	102359
102360	06/28/2013	C	Salmons/Lanet N.	0024		No	No			\$67.94	102360
102361	06/28/2013	C	Sandy Creek Central School Dist.	0024		No	No			\$5,450.01	102361
102362	06/28/2013	C	Santore/Judith A.	0024		No	No			\$174.25	102362
102363	06/28/2013	C	Scarbo/Wick L.	0024		No	No			\$174.25	102363
102364	06/28/2013	C	Schlipper/Ann R.	0024		No	No			\$174.25	102364

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



# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102365	06/28/2013	C	Scholarship Library	0024		No	No			\$367.00	102365
102366	06/28/2013	C	School Specialty	0024		No	No			\$42.60	102366
102367	06/28/2013	C	Schulz/Kelly	0024		No	No			\$259.27	102367
102368	06/28/2013	C	Schumaker/Joy M.	0024		No	No			\$278.79	102368
102369	06/28/2013	C	SEABREEZE MUSEMENT PARK	0024		No	No			\$1,115.53	102369
102370	06/28/2013	C	Seaton/Prudence A.	0024		No	No			\$67.94	102370
102371	06/28/2013	C	Sereno/Charlote	0024		No	No			\$174.25	102371
102372	06/28/2013	C	Sereno/Charlote	0024		No	No			\$67.94	102372
102373	06/28/2013	C	Seward House Museum	0024		No	No			\$364.00	102373
102374	06/28/2013	C	Seymour/Tamara	0024		No	No			\$98.31	102374
102375	06/28/2013	C	SFM	0024		No	No			\$35.00	102375
102376	06/28/2013	C	Shelmidine/John	0024		No	No			\$458.18	102376
102377	06/28/2013	C	Shepard/Michael	0024		No	No			\$301.51	102377
102378	06/28/2013	C	Sherman/Joanne I.	0024		No	No			\$278.79	102378
102379	06/28/2013	C	Sherwin/Williams	0024		No	No			\$177.83	102379
102380	06/28/2013	C	Shoenfelt-Jasakula/Debra	0024		No	No			\$174.25	102380
102381	06/28/2013	C	Sidner/Jane R.	0024		No	No			\$87.94	102381
102382	06/28/2013	C	SLICE N GO	0024		Yes	No			\$2,040.00	102382
102383	06/28/2013	C	Smart/Jeanette	0024		No	No			\$67.94	102383
102384	06/28/2013	C	Smegelsky/Joann	0024		No	No			\$45.33	102384
102385	06/28/2013	C	Smith/Margaret C.	0024		No	No			\$135.85	102385
102386	06/28/2013	C	Souva/Sandra	0024		No	No			\$67.94	102386
102387	06/28/2013	C	Sova/Theresa	0024		No	No			\$90.12	102387
102388	06/28/2013	C	Spavin/Carolyn	0024		No	No			\$76.26	102388
102389	06/28/2013	C	Sperati/Kristine	0024		No	No			\$278.79	102389
102390	06/28/2013	C	Spink/Karen A.	0024		No	No			\$209.10	102390
102391	06/28/2013	C	Staples Contract & Commercial	0024		Yes	No			\$492.34	102391
102392	06/28/2013	C	Staples, Inc. and Subsidiaries	0024		No	No			\$85.52	102392
102393	06/28/2013	C	Steen/James	0024		No	No			\$67.94	102393
102394	06/28/2013	C	Stefano's	0024		No	No			\$415.70	102394
102395	06/28/2013	C	Stewart/Elizabeth	0024		No	No			\$282.52	102395
102396	06/28/2013	C	Stolusky/Danielle	0024		No	No			\$18.93	102396
102397	06/28/2013	C	Stuber/Jacqueline L.	0024		No	No			\$67.94	102397
102398	06/28/2013	C	Sullivan/Kathleen A.	0024		No	No			\$108.70	102398
102399	06/28/2013	C	Synergy Global Solutions	0024		No	No			\$220.00	102399
102400	06/28/2013	C	Syrell/Mary E.	0024		No	No			\$174.25	102400
102401	06/28/2013	C	Taylor/Brian	0024		No	No			\$20.34	102401
102402	06/28/2013	C	Techni-Tool	0024		No	No			\$233.83	102402
102403	06/28/2013	C	Telford/Donald W.	0024		No	No			\$67.94	102403
102404	06/28/2013	C	Tetke/Joanne M.	0024		No	No			\$67.94	102404

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

# OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: GeneralKey - Key Bank - Gen Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102405	06/28/2013	C	Equipment	0024		No	No			\$677.57	102405
102406	06/28/2013	C	The Bake Shop Eatery	0024		No	No			\$100.00	102405
102407	06/28/2013	C	The Farmer's Museum	0024		No	No			\$1,158.00	102407
102408	06/28/2013	C	The Saratoga Hilton	0024		No	No			\$334.00	102408
102409	06/28/2013	C	The Strong	0024		No	No			\$575.00	102409
102410	06/28/2013	C	Thompson Park Conservancy	0024		No	No			\$238.50	102410
102411	06/28/2013	C	Thompson/Beth	0024		No	No			\$178.54	102411
102412	06/28/2013	C	Thompson/Holly	0024		No	No			\$333.82	102412
102413	06/28/2013	C	Tiger Direct	0024		No	No			\$706.06	102413
102414	06/28/2013	C	Time Warner Cable	0024		No	No			\$119.88	102414
102415	06/28/2013	C	Todd/Christopher J.	0024		No	No			\$404.54	102415
102416	06/28/2013	C	Toxiles/Sandra R.	0024		No	No			\$174.25	102416
102417	06/28/2013	C	Turtur/Carol A.	0024		No	No			\$67.94	102417
102418	06/28/2013	C	Tweedie/Catalina	0024		No	No			\$174.25	102418
102419	06/28/2013	C	Tyo/Barbara A.	0024		No	No			\$67.94	102419
102420	06/28/2013	C	Uncle Sam Boat Tours	0024		No	No			\$2,487.50	102420
102421	06/28/2013	C	Unifirst Corporation	0024		No	No			\$203.60	102421
102422	06/28/2013	C	Uniforms Etc.	0024		No	No			\$600.00	102422
102423	06/28/2013	C	United Parcel Service	0024		No	No			\$30.19	102423
102424	06/28/2013	C	USPS - Hasler	0024		No	No			\$8,914.14	102424
102425	06/28/2013	C	Vandbrook/Jo-Anne	0024		No	No			\$174.25	102425
102426	06/28/2013	C	VANSCHACK/SANDRA	0024		No	No			\$174.25	102426
102427	06/28/2013	C	Vaughn/Betty	0024		No	No			\$174.25	102427
102428	06/28/2013	C	Veira Jr. Antonio da Rocha	0024		No	No			\$2,200.00	102428
102429	06/28/2013	C	W-S-W-H-E BOCES	0024		No	No			\$283.00	102429
102430	06/28/2013	C	Wal-Mart Community	0024		No	No			\$314.83	102430
102431	06/28/2013	C	Walker's Cleaners	0024		No	No			\$463.50	102431
102432	06/28/2013	C	Wallace/Alice B.	0024		No	No			\$67.94	102432
102433	06/28/2013	C	Warren/Marcia A.	0024		No	No			\$345.50	102433
102434	06/28/2013	C	Wasilewski/Mary D.	0024		No	No			\$275.79	102434
102435	06/28/2013	C	Waters/Pamela	0024		No	No			\$152.55	102435
102436	06/28/2013	C	Watler/Gail M.	0024		No	No			\$67.94	102436
102437	06/28/2013	C	Wayne-Finger Lakes BOCES	0024		No	No			\$4,543.50	102437
102438	06/28/2013	C	Wells/Brenda J.	0024		No	No			\$108.70	102438
102439	06/28/2013	C	White/William	0024		No	No			\$201.30	102439
102440	06/28/2013	C	Whitney/Prescott	0024		No	No			\$174.25	102440
102441	06/28/2013	C	Wickham/Jerald	0024		No	No			\$174.25	102441
102442	06/28/2013	C	Williams/Dan	0024		No	No			\$25.00	102442
102443	06/28/2013	C	Williams/Nancy J.	0024		No	No			\$67.94	102443
102444	06/28/2013	C	Wilson/John A.	0024		No	No			\$174.25	102444

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



# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
102445	06/28/2013	C	Wick/Nicole	0024		No	No			\$47.45	102445
102446	06/28/2013	C	Woodworks	0024		No	No			\$4,579.17	102446
102447	06/28/2013	C	Woodard/Sandra A.	0024		No	No			\$174.25	102447
102448	06/28/2013	C	Wood/Bette	0024		No	No			\$174.25	102448
102449	06/28/2013	C	Wood/Diane A.	0024		No	No			\$67.94	102449
102450	06/28/2013	C	Woodson/Donna	0024		No	No			\$174.25	102450
102451	06/28/2013	C	Younis/Barbara T.	0024		No	No			\$67.94	102451
102452	06/28/2013	C	Young/Ann	0024		No	No			\$729.19	102452
102453	06/28/2013	C	Young/Beverly C.	0024		No	No			\$108.70	102453
102454	06/28/2013	C	Zagg Incorporated	0024		No	No			\$99.95	102454
Subtotal for Bank Account: GeneralKey - Key Bank - Gen Fund											
										Grand Total	\$1,173,206.19
										Void Total	(\$869.50)
										Net	\$1,177,336.69
										Grand Total	\$1,230,642.09
										Void Total	(\$869.50)
										Net	\$1,229,772.59

## Selection Criteria

Bank Account: All

Warrant: 0024

Check date is between 06/16/2013 and 06/30/2013

Sort by: Check Number

Printed by JENNIFER WOODS

# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
1328AETNA	06/21/2013	E	First Niagara Bank	0023		No	No			\$7,061.47	1328AETNA
1328AMERCE	06/21/2013	E	First Niagara Bank	0023		No	No			\$50.00	1328AMERCE
1328CABANK	06/21/2013	E	First Niagara Bank	0023		No	No			\$2,605.34	1328CABANK
1328CADARE	06/21/2013	E	First Niagara Bank	0023		No	No			\$200.00	1328CADARE
1328CAPGUA	06/21/2013	E	First Niagara Bank	0023		No	No			\$200.00	1328CAPGUA
1328EMPBEN	06/21/2013	E	First Niagara Bank	0023		No	No			\$1,250.00	1328EMPBEN
1328EQUIT	06/21/2013	E	First Niagara Bank	0023		No	No			\$2,720.00	1328EQUIT
1328ERS4	06/21/2013	E	NYS & Local Retirement Systems	0023		No	No			\$800.58	1328ERS4
1328ERS5	06/21/2013	E	NYS & Local Retirement Systems	0023		No	No			\$554.04	1328ERS5
1328ERS6	06/21/2013	E	NYS & Local Retirement Systems	0023		No	No			\$192.23	1328ERS6
1328ERSARR	06/21/2013	E	NYS & Local Retirement Systems	0023		No	No			\$83.22	1328ERSARR
1328ERSLON	06/21/2013	E	NYS & Local Retirement Systems	0023		No	No			\$1,775.00	1328ERSLON
1328FEDTAX	06/21/2013	E	Key Bank of Central NY	0023		No	No			\$116,123.34	1328FEDTAX
1328FICA	06/21/2013	E	Key Bank of Central NY	0023		No	No			\$114,810.12	1328FICA
1328FIDELI	06/21/2013	E	First Niagara Bank	0023		No	No			\$584.62	1328FIDELI
1328IDSLIF	06/21/2013	E	First Niagara Bank	0023		No	No			\$500.00	1328IDSLIF
1328LNCOL	06/21/2013	E	First Niagara Bank	0023		No	No			\$411.90	1328LNCOL
1328MEDI	06/21/2013	E	Key Bank of Central NY	0023		No	No			\$26,850.77	1328MEDI
1328MET	06/21/2013	E	First Niagara Bank	0023		No	No			\$750.42	1328MET
1328NORAMC	06/21/2013	E	First Niagara Bank	0023		No	No			\$175.00	1328NORAMC
1328NY	06/21/2013	E	Key Bank of Central NY	0023		No	No			\$41,812.37	1328NY
1328OPPENH	06/21/2013	E	First Niagara Bank	0023		No	No			\$2,763.78	1328OPPENH
1328OSWSCU	06/21/2013	E	New York State Processing Center	0023		No	No			\$48.00	1328OSWSCU
1328PFSINV	06/21/2013	E	First Niagara Bank	0023		No	No			\$75.00	1328PFSINV
1328RIVER	06/21/2013	E	First Niagara Bank	0023		No	No			\$50.00	1328RIVER
1328UNITYM	06/21/2013	E	First Niagara Bank	0023		No	No			\$50.00	1328UNITYM
1328VANGUA	06/21/2013	E	First Niagara Bank	0023		No	No			\$1,150.00	1328VANGUA
1328EMPBEN	06/28/2013	E	First Niagara Bank	0023		No	No			\$1,000.00	1328EMPBEN
1328ERS4	06/28/2013	E	NYS & Local Retirement Systems	0023		No	No			\$548.00	1328ERS4
1328ERS5	06/28/2013	E	NYS & Local Retirement Systems	0023		No	No			\$78.84	1328ERS5
1328ERS6	06/28/2013	E	NYS & Local Retirement Systems	0023		No	No			\$87.57	1328ERS6
1328ERSARR	06/28/2013	E	NYS & Local Retirement Systems	0023		No	No			\$23.26	1328ERSARR
1328FEDTAX	06/28/2013	E	Key Bank of Central NY	0023		No	No			\$35,438.14	1328FEDTAX
1328FICA	06/28/2013	E	Key Bank of Central NY	0023		No	No			\$41,170.75	1328FICA
1328MEDI	06/28/2013	E	Key Bank of Central NY	0023		No	No			\$9,528.29	1328MEDI
1328NY	06/28/2013	E	Key Bank of Central NY	0023		No	No			\$12,224.21	1328NY
912096	06/19/2013	C	HCC Life Insurance Company	0023		No	No			\$22,766.35	912096
912097	06/28/2013	C	BOCES Teachers Assoc.	0023		No	No			\$2,884.47	912097
912098	06/28/2013	C	Commissioner of Taxation and Finance	0023		No	No			\$84.21	912098
912099	06/28/2013	C	NYS Teachers Retirement	0023		No	No			\$4,872.00	912099

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



# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
912100	06/28/2013	C	NYSUT Accounting	0023		No	No			\$1,438.16	912100
912101	06/28/2013	C	Oswego County Sheriff	0023		No	No			\$513.69	912101
912102	06/28/2013	C	Preferred Group Plan, Inc	0023		No	No			\$2,877.50	912102
912103	06/28/2013	C	Swirellar, Trustees/Mark W.	0023		No	No			\$126.32	912103
912104	06/28/2013	C	United Way of Greater	0023		No	No			\$60.50	912104
912105	06/28/2013	C	Votes/Cope	0023		No	No			\$47.50	912105
Subtotal for Bank Account: T&AKey - Key Bank - T&A Fund											
Grand Total										\$456,860.39	
Void Total										\$0.00	
Net										\$456,860.39	

Grand Total \$456,860.39  
Void Total \$0.00  
Net \$456,860.39

## Selection Criteria

Bank Account: All  
Warrant: 0023  
Check date is between 06/15/2013 and 06/30/2013  
Sort by: Check Number  
Printed by: JENNIFER WOODS

# 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
001073	07/15/2013	C	HAYLOR, FREYER & COON, INC.	PND1		No	No			\$23,345.00	001073
001074	07/15/2013	C	Syracuse Media Group	PND1		No	No			\$474.72	001074
Subtotal for Bank Account: Capital Check - Capital Fund Checking											
Grand Total										\$23,819.72	
Void Total										\$0.00	
Net										\$23,819.72	

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
030371	07/03/2013	C	Cook/Claudia	PND1		No	No			\$570.09	030371
030372	07/03/2013	C	Fisher/William	PND1		No	No			\$67.24	030372
030373	07/03/2013	C	Habayeb/Reema	PND1		No	No			\$48.59	030373
030374	07/03/2013	C	Harnibal Central School	PND1		No	No			\$1,671.25	030374
030375	07/03/2013	C	Jackson/Linda	PND1		No	No			\$224.87	030375
030376	07/03/2013	C	Kramer/Lori	PND1		No	No			\$32.04	030376
030377	07/03/2013	C	NATIONAL TECHNICAL HONOR SOCIETY	PND1		No	No			\$235.00	030377
030378	07/03/2013	C	Netusil/Terencia	PND1		No	No			\$328.57	030378
030379	07/03/2013	C	Oswego Hospital	PND1		No	No			\$127.00	030379
030380	07/03/2013	C	Port City Cafe and Bakery	PND1		No	No			\$95.97	030380
030381	07/03/2013	C	Prioretti/Cynthia	PND1		No	No			\$184.42	030381
030382	07/03/2013	C	U.S. Dept. of Veterans Affairs	PND1		No	No			\$1,000.00	030382
030383	07/03/2013	C	Whitney/Danella	PND1		No	No			\$63.06	030383
030384	07/03/2013	C	YucinP. Maria	PND1		No	No			\$421.37	030384
030385	07/11/2013	C	Manhattan College	PND1		No	No			\$5,520.00	030385
030386	07/11/2013	C	Molloy College	PND1		No	No			\$900.00	030386
030387	07/15/2013	C	Be-Jelle/Kevin D.	PND1		No	No			\$251.05	030387
030388	07/15/2013	C	Cayuga Oncodaga BOCES	PND1		No	No			\$20,351.44	030388
030389	07/15/2013	C	Dell Marketing L.P.	PND1		No	No			\$42,700.00	030389
030390	07/15/2013	C	Fosco/Jenna	PND1		No	No			\$637.21	030390
030391	07/15/2013	C	GENESEO MIGRANT CENTER	PND1		No	No			\$450.00	030391
030392	07/15/2013	C	Hardesly/Jacqueline L.	PND1		No	No			\$248.84	030392
030393	07/15/2013	C	J & K Auto Parts	PND1		No	No			\$55.68	030393
030394	07/15/2013	C	Mosher/Tracy	PND1		No	No			\$158.26	030394
030395	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030395
030396	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030396
030397	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030397
030398	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030398
030399	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030399
030400	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030400
030401	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030401
030402	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030402
030403	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030403
030404	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030404
030405	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030405
030406	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030406
030407	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030407
030408	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030408
030409	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030409
030410	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030410

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	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030411	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030411
030412	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030412
030413	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030413
030414	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030414
030415	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030415
030416	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030416
030417	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030417
030418	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030418
030419	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030419
030420	07/15/2013	C	NCLEX Workforce Program	PND1		No	No			\$200.00	030420
030421	07/15/2013	C	New York State Commissioner	PND1		No	No			\$630.00	030421
030422	07/15/2013	C	New York State Commissioner	PND1		No	No			\$450.00	030422
030423	07/15/2013	C	OCM BOCES Workers Comp Cnstrm	PND1		No	No			\$6,844.81	030423
030424	07/15/2013	C	Penske Leasing	PND1		No	No			\$1,432.50	030424
030425	07/15/2013	C	Pierce/Steven	PND1		No	No			\$3.00	030425
030426	07/15/2013	C	RITTENHOUSE BOOK DIST.	PND1		No	No			\$560.42	030426
030427	07/15/2013	C	SLICE N GO	PND1		No	No			\$650.00	030427
030428	07/15/2013	C	Staples Contract & Commercial	PND1		No	No			\$430.48	030428
030429	07/15/2013	C	Syracuse University	PND1		No	No			\$11,000.00	030429
030430	07/15/2013	C	Tompkins-Seneca-Tioga BOCES	PND1		No	No			\$3,783.08	030430
030431	07/15/2013	C	Troubridge/Adele	PND1		No	No			\$55.48	030431
030432	07/25/2013	C	NAHP	PND1		No	No			\$225.00	030432
030433	07/30/2013	C	NYS Education Dept.	PND1		No	No			\$143.00	030433
030434	07/30/2013	C	NYS Education Dept.	PND1		No	No			\$143.00	030434
030435	07/30/2013	C	ASC-CLIO, LLC	PND1		No	No			\$200.00	030435
030436	07/30/2013	C	AT&T Mobility	PND1		No	No			\$519.43	030436
030437	07/30/2013	C	Bardy's 4 Seasons Tire & Auto	PND1		No	No			\$32.00	030437
030438	07/30/2013	C	Barnes & Noble	PND1		No	No			\$1,580.00	030438
030439	07/30/2013	C	BlueTarp Financial, Inc.	PND1		No	No			\$40.55	030439
030440	07/30/2013	C	Boutelle/Kevin D.	PND1		No	No			\$84.07	030440
030441	07/30/2013	C	Brasford/Jennifer	PND1		No	No			\$38.99	030441
030442	07/30/2013	C	Corporate Payment Systems	PND1		No	No			\$184.35	030442
030443	07/30/2013	C	Farden/Wandy	PND1		No	No			\$352.56	030443
030444	07/30/2013	C	Gingold/Hetty	PND1		No	No			\$3,200.00	030444
030445	07/30/2013	C	G.P. Italian Eatery	PND1		No	No			\$119.94	030445
030446	07/30/2013	C	Huber/Lames	PND1		No	No			\$191.03	030446
030447	07/30/2013	C	Luchsinger/Sharon	PND1		No	No			\$242.95	030447
030448	07/30/2013	C	Marks/M. Theresa	PND1		No	No			\$141.87	030448
030449	07/30/2013	C	Mayer-Johnson LLC	PND1		No	No			\$41.95	030449
030450	07/30/2013	C	Mexico Central Schools	PND1		No	No			\$500.00	030450

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# 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
030451	07/30/2013	C	Mexico Central Schools	PND1		No	No			\$1,394.16	030451
030452	07/30/2013	C	Michelle Shirley, Director	PND1		No	No			\$75.00	030452
030453	07/30/2013	C	NYLA	PND1		No	No			\$145.00	030453
030454	07/30/2013	C	OCLC	PND1		No	No			\$196.00	030454
030455	07/30/2013	C	Oswego County BOCES Treasurer	PND1		No	No			\$783.85	030455
030456	07/30/2013	C	Penske Leasing	PND1		No	No			\$1,091.10	030456
030457	07/30/2013	C	Price Chopper Oper. Co., Inc.	PND1		No	No			\$69.41	030457
030458	07/30/2013	C	Staples, Inc. and Subsidiaries	PND1		No	No			\$26.34	030458
030459	07/30/2013	C	TeachingBooks.net LLC	PND1		No	No			\$843.00	030459
030460	07/30/2013	C	TrowbridgeAdella	PND1		No	No			\$388.72	030460
030461	07/30/2013	C	Wal-Mart Community	PND1		No	No			\$309.88	030461
030462	07/30/2013	C	Wholesale Point, Inc.	PND1		No	No			\$159.00	030462
Subtotal for Bank Account: FederalKey - Key Bank - Federal											
Grand Total										\$121,103.02	
Void Total										\$0.00	
Net										\$121,103.02	

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

AJF 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
102455	07/02/2013	C	Bower/Elizabeth L.	PND1	No	No	No			\$174.25	102455
102456	07/03/2013	C	Allard/Melissa	PND1	No	No	No			\$4.00	102456
102457	07/03/2013	C	APW Central School	PND1	No	No	No			\$537.71	102457
102458	07/03/2013	C	Atlantic Power, Inc.	PND1	No	No	No			\$1,030.98	102458
102459	07/03/2013	C	Benedict/Liane	PND1	No	No	No			\$190.97	102459
102460	07/03/2013	C	Bradbury/Army	PND1	No	No	No			\$118.65	102460
102461	07/03/2013	C	Burch/Roger	PND1	No	No	No			\$148.03	102461
102462	07/03/2013	C	Carnegie Conference Center	PND1	No	No	No			\$24,333.00	102462
102463	07/03/2013	C	Carr/Nancy	PND1	No	No	No			\$121.48	102463
102464	07/03/2013	C	Central Square	PND1	No	No	No			\$3,720.25	102464
102465	07/03/2013	C	Central Square Central School District	PND1	No	No	No			\$1,447.02	102465
102466	07/03/2013	C	Clapp/Kevin	PND1	No	No	No			\$185.73	102466
102467	07/03/2013	C	Cooper/Nancy	PND1	No	No	No			\$208.32	102467
102468	07/03/2013	C	DeL Marketing L.P.	PND1	No	No	No			\$57,777.75	102468
102469	07/03/2013	C	Doobert/Cheryl	PND1	No	No	No			\$5,571.50	102469
102470	07/03/2013	C	Eastman/David	PND1	No	No	No			\$171.78	102470
102471	07/03/2013	C	Elchholz/Debra B.	PND1	No	No	No			\$273.18	102471
102472	07/03/2013	C	Empowerment Associates	PND1	No	No	No			\$10,606.30	102472
102473	07/03/2013	C	Erickson/Margaret	PND1	No	No	No			\$557.83	102473
102474	07/03/2013	C	Foley/Gerald	PND1	No	No	No			\$107.35	102474
102475	07/03/2013	C	Freyer/Walter	PND1	No	No	No			\$112.15	102475
102476	07/03/2013	C	Giverson/Lori	PND1	No	No	No			\$102.83	102476
102477	07/03/2013	C	Global Gav Ed Solutions, Inc.	PND1	No	No	No			\$248.05	102477
102478	07/03/2013	C	Grainger Inc.	PND1	No	No	No			\$30.94	102478
102479	07/03/2013	C	Herry/Scott	PND1	No	No	No			\$79.10	102479
102480	07/03/2013	C	Hotel Indigo	PND1	No	No	No			\$1,684.00	102480
102481	07/03/2013	C	Hotel Indigo	PND1	No	No	No			\$1,246.00	102481
102482	07/03/2013	C	Ilczyszyn/Ann Marie	PND1	No	No	No			\$223.74	102482
102483	07/03/2013	C	Inman/Alyson	PND1	No	No	No			\$40.37	102483
102484	07/03/2013	C	J & K Auto Parts	PND1	No	No	No			\$547.71	102484
102485	07/03/2013	C	Johnson Controls	PND1	No	No	No			\$29,431.54	102485
102486	07/03/2013	C	Kovarik/Marilyn	PND1	No	No	No			\$35.16	102486
102487	07/03/2013	C	Kramer/Lori	PND1	No	No	No			\$52.77	102487
102488	07/03/2013	C	Lazan/Marion Blumentel	PND1	No	No	No			\$1,750.00	102488
102489	07/03/2013	C	LeRoy/Jonathan P.	PND1	No	No	No			\$750.00	102489
102490	07/03/2013	C	March/Victoria	PND1	No	No	No			\$129.38	102490
102491	07/03/2013	C	McGraw Hill Education LLC	PND1	No	No	No			\$4,998.88	102491
102492	07/03/2013	C	McKnight/Jarret	PND1	No	No	No			\$11.87	102492
102493	07/03/2013	C	Mexico Central Schools	PND1	No	No	No			\$11.00	102493
102494	07/03/2013	C	Moretti/Stephanie	PND1	No	No	No			\$168.94	102494

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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
102485	07/03/2013	C	Nelson/Peri	PND1		No	No			\$85.60	102485
102486	07/03/2013	C	Nelson/Robert	PND1		No	No			\$163.18	102486
102487	07/03/2013	C	NYS SSGA	PND1		No	No			\$100.00	102487
102488	07/03/2013	C	Old McDonald's Farm, LLC	PND1		No	No			\$402.00	102488
102489	07/03/2013	C	Oswego City School Dist	PND1		No	No			\$1,248.50	102489
102500	07/03/2013	C	Oswego County Weeklies	PND1		No	No			\$90.00	102500
102501	07/03/2013	C	Partners For Education & Business	PND1		No	No			\$5,533.75	102501
102502	07/03/2013	C	Paulino's Pizza	PND1		No	No			\$56.83	102502
102503	07/03/2013	C	Petta/Charles	PND1		No	No			\$158.21	102503
102504	07/03/2013	C	Phoenix Central School	PND1		No	No			\$507.83	102504
102505	07/03/2013	C	Poole/Marilyn	PND1		No	No			\$143.50	102505
102506	07/03/2013	C	Price Chopper Coor. Co., Inc.	PND1		No	No			\$18.25	102506
102507	07/03/2013	C	River Vista Center	PND1		No	No			\$1,775.00	102507
102508	07/03/2013	C	Royal Botanical Gardens	PND1		No	No			\$125.00	102508
102509	07/03/2013	C	Scantion Corporation	PND1		No	No			\$976.09	102509
102510	07/03/2013	C	School Specialty	PND1		No	No			\$549.12	102510
102511	07/03/2013	C	Schulz/Kelly	PND1		No	No			\$215.27	102511
102512	07/03/2013	C	Shepherd/Michael	PND1		No	No			\$107.48	102512
102513	07/03/2013	C	SHERWIN WILLIAMS	PND1		No	No			\$90.127	102513
102514	07/03/2013	C	Staples Contract & Commercial	PND1		No	No			\$352.75	102514
102515	07/03/2013	C	Steno/Michael	PND1		No	No			\$83.62	102515
102516	07/03/2013	C	Stewart/Elizabeth	PND1		No	No			\$75.15	102516
102517	07/03/2013	C	Synergy Global Solutions	PND1		No	No			\$36,314.00	102517
102518	07/03/2013	C	Thompson/Clell	PND1		Yes	No			\$33.34	102518
102519	07/03/2013	C	Tighe/Diana	PND1		No	No			\$65.54	102519
102520	07/03/2013	C	Titman/Kathleen	PND1		No	No			\$158.20	102520
102521	07/03/2013	C	Tom Knight Productions	PND1		No	No			\$350.00	102521
102522	07/03/2013	C	Trump/Loria	PND1		No	No			\$18.95	102522
102523	07/03/2013	C	Valley News	PND1		No	No			\$21.00	102523
102524	07/03/2013	C	Walters/Patricia	PND1		No	No			\$93.23	102524
102525	07/03/2013	C	Wideman/Wayne	PND1		No	No			\$72.32	102525
102526	07/03/2013	C	Wright/Kimberly	PND1		No	No			\$76.84	102526
102527	07/03/2013	C	Yaeger/Gretchen	PND1		No	No			\$63.93	102527
102528	07/03/2013	C	Young/Beverly	PND1		No	No			\$363.52	102528
102529	07/11/2013	C	Postmaster	PND1		No	No			\$46.00	102529
102530	07/11/2013	C	Hager/Nelcia	PND1		No	No			\$174.25	102530
102531	07/15/2013	C	Allard/Melissa	PND1		No	No			\$50.00	102531
102532	07/15/2013	C	Anness & Associates	PND1		No	No			\$34,415.29	102532
102533	07/15/2013	C	Apple Computer, Inc.	PND1		No	No			\$56.00	102533
102534	07/15/2013	C	Bayne/Roseann M.	PND1		No	No			\$100.00	102534

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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
102535	07/15/2013	C	Benedict/Liane	PND1		No	No			\$189.95	102535
102536	07/15/2013	C	Biels Information Tech. Systems	PND1		No	No			\$967.00	102536
102537	07/15/2013	C	Burnax	PND1		No	No			\$886.78	102537
102538	07/15/2013	C	CDW Government, Inc.	PND1		No	No			\$138.00	102538
102539	07/15/2013	C	CILCO	PND1		No	No			\$50.00	102539
102540	07/15/2013	C	Custom Computer Specialists, Inc.	PND1		No	No			\$1,068.91	102540
102541	07/15/2013	C	Eichholtz/Debra B.	PND1		No	No			\$179.80	102541
102542	07/15/2013	C	Erie 1 BOCES	PND1		No	No			\$725.00	102542
102543	07/15/2013	C	ESSP	PND1		No	No			\$275.00	102543
102544	07/15/2013	C	Friends of Rosamond Gifford Zoo	PND1		No	No			\$223.50	102544
102545	07/15/2013	C	Granger Inc.	PND1		No	No			\$3,155.34	102545
102546	07/15/2013	C	Greater Southern Tier Boces	PND1		No	No			\$603.00	102546
102547	07/15/2013	C	Gugelli/Paul	PND1		No	No			\$600.00	102547
102548	07/15/2013	C	Harris Computer Systems	PND1		No	No			\$53,933.63	102548
102549	07/15/2013	C	Haus Welding Supply	PND1		No	No			\$13.90	102549
102550	07/15/2013	C	Heinemann	PND1		No	No			\$330.00	102550
102551	07/15/2013	C	Hillside Children's Center	PND1		No	No			\$31,577.19	102551
102552	07/15/2013	C	Huber/James	PND1		No	No			\$100.00	102552
102553	07/15/2013	C	Interlight	PND1		No	No			\$419.97	102553
102554	07/15/2013	C	Kellogg/Beth	PND1		No	No			\$14.89	102554
102555	07/15/2013	C	Laubscher/Jennifer	PND1		No	No			\$25.80	102555
102556	07/15/2013	C	Lynch/Jennifer	PND1		No	No			\$68.11	102556
102557	07/15/2013	C	Mexico Central Schools	PND1		No	No			\$6,315.56	102557
102558	07/15/2013	C	Mitchell's Speedway Press	PND1		No	No			\$1,000.05	102558
102559	07/15/2013	C	Myers/Barbara E.	PND1		No	No			\$174.25	102559
102560	07/15/2013	C	National Grid	PND1		No	No			\$21.23	102560
102561	07/15/2013	C	Nelson/Peri	PND1		No	No			\$129.33	102561
102562	07/15/2013	C	Nyscoas	PND1		No	No			\$2,642.58	102562
102563	07/15/2013	C	* NYSSFM/BSGA Training	PND1		No	No			\$100.00	102563
102564	07/15/2013	C	OCM BOCES	PND1		No	No			\$3,344.14	102564
102565	07/15/2013	C	OCM BOCES Workers Comp Constrm	PND1		No	No			\$194,982.19	102565
102566	07/15/2013	C	Ouderkirk/Laurie	PND1		No	No			\$218.09	102566
102567	07/15/2013	C	Pacemaker Steel & Piping Co.	PND1		No	No			\$5,823.43	102567
102568	07/15/2013	C	Palmer's T.V. & Electronic	PND1		No	No			\$100.20	102568
102569	07/15/2013	C	Pearson Education	PND1		No	No			\$1,590.85	102569
102570	07/15/2013	C	PeopleSystems	PND1		No	No			\$350.00	102570
102571	07/15/2013	C	PreBuild East LLC	PND1		No	No			\$15.02	102571
102572	07/15/2013	C	Pureland Supply	PND1		No	No			\$555.34	102572
102573	07/15/2013	C	Recctio-Demmin/Barbara E.	PND1		No	No			\$808.88	102573
102574	07/15/2013	C	School Specialty	PND1		No	No			\$88.79	102574

Check sent to wrong address

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
102575	07/15/2013	C	Shepherd Michael	PND1		No	No			\$25.00	102575
102576	07/15/2013	C	Sreb	PND1		No	No			\$380.00	102576
102577	07/15/2013	C	Staples Contract & Commercial	PND1		No	No			\$131.27	102577
102578	07/15/2013	C	SUNY Oswego	PND1		No	No			\$83.48	102578
102579	07/15/2013	C	Syracuse Media Group	PND1		No	No			\$55.00	102579
102580	07/15/2013	C	The Office Pal	PND1		No	No			\$3,579.70	102580
102581	07/15/2013	C	THE OMNI GROUP	PND1		No	No			\$2,436.00	102581
102582	07/15/2013	C	Todd/Christopher J.	PND1		No	No			\$866.36	102582
102583	07/15/2013	C	Tompkins-Seneca-Tioga BOCES	PND1		No	No			\$50.00	102583
102584	07/15/2013	C	Travel Leaders	PND1		No	No			\$322.10	102584
102585	07/15/2013	C	Unifirst Corporation	PND1		No	No			\$39.80	102585
102586	07/15/2013	C	United Parcel Service	PND1		No	No			\$28.90	102586
102587	07/15/2013	C	Valley News	PND1		No	No			\$21.00	102587
102588	07/15/2013	C	Wager, CPA, P.C./Raymond F.	PND1		No	No			\$8,000.00	102588
102589	07/15/2013	C	Wegmans Food Markets Inc.	PND1		No	No			\$240.76	102589
102590	07/30/2013	C	Syracuse Stage	PND1		No	No			\$2,510.00	102590
102591	07/30/2013	C	A-VERDI	PND1		No	No			\$540.00	102591
102592	07/30/2013	C	Advanced Educational Products	PND1		No	No			\$1,612.50	102592
102593	07/30/2013	C	American Red Cross	PND1		No	No			\$1,151.00	102593
102594	07/30/2013	C	AT&T Mobility	PND1		No	No			\$73.66	102594
102595	07/30/2013	C	AT&T Mobility	PND1		No	No			\$2,547.33	102595
102596	07/30/2013	C	Auslander/Nikola	PND1		No	No			\$150.00	102596
102597	07/30/2013	C	B&H Photo Video	PND1		No	No			\$299.40	102597
102598	07/30/2013	C	Barnes & Noble	PND1		No	No			\$45.82	102598
102599	07/30/2013	C	Battelle for Kids Offices	PND1		No	No			\$92.00	102599
102600	07/30/2013	C	BlueTarp Financial, Inc.	PND1		No	No			\$137.70	102600
102601	07/30/2013	C	Br Johnson, Inc.	PND1		No	No			\$585.00	102601
102602	07/30/2013	C	Bradley/Jessie	PND1		No	No			\$21.68	102602
102603	07/30/2013	C	Burdick/Sherry	PND1		No	No			\$88.56	102603
102604	07/30/2013	C	Burke's Home Center	PND1		No	No			\$13.48	102604
102605	07/30/2013	C	Camcor, Inc.	PND1		No	No			\$541.92	102605
102606	07/30/2013	C	Carnegie Conference Center	PND1		No	No			\$4,516.56	102606
102607	07/30/2013	C	Castillo & Silky Education Consultants	PND1		No	No			\$9,382.66	102607
102608	07/30/2013	C	CDW Government, Inc.	PND1		No	No			\$651.45	102608
102609	07/30/2013	C	Cell Phone & Computer Repair by Team Tac	PND1		No	No			\$299.97	102609
102610	07/30/2013	C	Center for Cognitive Coaching	PND1		No	No			\$968.00	102610
102611	07/30/2013	C	City Electric Co.	PND1		No	No			\$1,328.18	102611
102612	07/30/2013	C	Clapp/Kevin	PND1		No	No			\$215.28	102612
102613	07/30/2013	C	ClassLink	PND1		No	No			\$874.00	102613
102614	07/30/2013	C	Corporate Payment Systems	PND1		No	No			\$617.03	102614

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
102615	07/30/2013	C	Grombach/Nancy F.	PND1		No	No		No	\$27.52	102615
102616	07/30/2013	C	Custom Computer Specialists, Inc.	PND1		No	No		No	\$486.57	102616
102617	07/30/2013	C	Dell Marketing L.P.	PND1		No	No		No	\$3,241.44	102617
102618	07/30/2013	C	Demco	PND1		No	No		No	\$43.26	102618
102619	07/30/2013	C	Depot International	PND1		No	No		No	\$169.37	102619
102620	07/30/2013	C	Desantis Jr, John	PND1		No	No		No	\$2,927.34	102620
102621	07/30/2013	C	DISCOVERY CENTER OF THE SOUTHERN TIER	PND1		No	No		No	\$336.00	102621
102622	07/30/2013	C	Doyle's Bicycle Sales and Services, Inc.	PND1		No	No		No	\$331.11	102622
102623	07/30/2013	C	Dupli Envp & Graphics	PND1		No	No		No	\$597.50	102623
102624	07/30/2013	C	Ed & Ed Business Technology, Inc.	PND1		No	No		No	\$1,310.00	102624
102625	07/30/2013	C	Factory Express	PND1		No	No		No	\$213.30	102625
102626	07/30/2013	C	Falco/Sara	PND1		No	No		No	\$371.93	102626
102627	07/30/2013	C	Fedex	PND1		No	No		No	\$33.41	102627
102628	07/30/2013	C	Ferrara, Fiorenza	PND1		No	No		No	\$2,650.92	102628
102629	07/30/2013	C	Floccabulary	PND1		No	No		No	\$2,280.00	102629
102630	07/30/2013	C	Frost/Karen	PND1		No	No		No	\$48.59	102630
102631	07/30/2013	C	Furlong/Tammy	PND1		No	No		No	\$75.32	102631
102632	07/30/2013	C	Goodheart-Willcox Publisher	PND1		No	No		No	\$275.30	102632
102633	07/30/2013	C	Govconnection, Inc.	PND1		No	No		No	\$2,529.50	102633
102634	07/30/2013	C	Grazing Inc.	PND1		No	No		No	\$2,916.51	102634
102635	07/30/2013	C	Greater Oswego-Fulton Chamber of Commerce	PND1		No	No		No	\$285.00	102635
102636	07/30/2013	C	Hannibal Central School	PND1		No	No		No	\$37.67	102636
102637	07/30/2013	C	HAYLOR, FREYER & COON, INC.	PND1		No	No		No	\$118,138.00	102637
102638	07/30/2013	C	Hedges/Laurie L	PND1		No	No		No	\$1,500.00	102638
102639	07/30/2013	C	Hewlett-Packard Company	PND1		No	No		No	\$98.32	102639
102640	07/30/2013	C	Hibbard / New York	PND1		No	No		No	\$188.09	102640
102641	07/30/2013	C	Huber/James	PND1		No	No		No	\$204.86	102641
102642	07/30/2013	C	Ilczyszyn/Ann Marie	PND1		No	No		No	\$16.10	102642
102643	07/30/2013	C	Interlight	PND1		No	No		No	\$1,619.34	102643
102644	07/30/2013	C	Kovarik/Marilyn	PND1		No	No		No	\$12.47	102644
102645	07/30/2013	C	Lafountain/Mark	PND1		No	No		No	\$102.83	102645
102646	07/30/2013	C	LEAF, Inc.	PND1		No	No		No	\$325.00	102646
102647	07/30/2013	C	Mahon/Craig	PND1		No	No		No	\$156.25	102647
102648	07/30/2013	C	Mentoring Minds	PND1		No	No		No	\$55.85	102648
102649	07/30/2013	C	Mitchell's Speedway Press	PND1		No	No		No	\$2,293.50	102649
102650	07/30/2013	C	MOST	PND1		No	No		No	\$747.50	102650
102651	07/30/2013	C	MPS	PND1		No	No		No	\$877.86	102651
102652	07/30/2013	C	Nabinger/Melissa	PND1		No	No		No	\$77.62	102652
102653	07/30/2013	C	National Grid	PND1		No	No		No	\$24.56	102653

Payment Types: C=Computer Check A=Auto-ated 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
102654	07/30/2013	C	New Haven Building Supply	PND1	No	No	No			\$182.45	102654
102655	07/30/2013	C	New York State Thruway	PND1	No	No	No			\$182.02	102655
102656	07/30/2013	C	NORTHERN NEW YORK LIBRARY NETWORK	PND1	No	No	No			\$112.50	102656
102657	07/30/2013	C	KYSMEC	PND1	No	No	No			\$53,472.33	102657
102658	07/30/2013	C	NYSSBA	PND1	No	No	No			\$912.00	102658
102659	07/30/2013	C	Oriental Trading Co	PND1	No	No	No			\$38.01	102659
102660	07/30/2013	C	Oswego Hospital	PND1	No	No	No			\$241.00	102660
102661	07/30/2013	C	Page/Cynthia	PND1	No	No	No			\$400.00	102661
102662	07/30/2013	C	Pearson Education	PND1	No	No	No			\$147.40	102662
102663	07/30/2013	C	Petra/Charles	PND1	No	No	No			\$68.31	102663
102664	07/30/2013	C	PROVANTAGE	PND1	No	No	No			\$128.50	102664
102665	07/30/2013	C	Pureland Supply	PND1	No	No	No			\$206.73	102665
102666	07/30/2013	C	Pyramid School Products	PND1	No	No	No			\$322.50	102666
102667	07/30/2013	C	Recchio-Demmitt/Barbara E.	PND1	No	No	No			\$18.92	102667
102668	07/30/2013	C	SC/DN Registration - Laurie Hedges	PND1	No	No	No			\$1,900.00	102668
102669	07/30/2013	C	Scholastic Inc.	PND1	No	No	No			\$27.78	102669
102670	07/30/2013	C	Scholastic Magazines	PND1	No	No	No			\$244.82	102670
102671	07/30/2013	C	Sergeant Laboratories, Inc.	PND1	No	No	No			\$2,287.55	102671
102672	07/30/2013	C	Sherwin Williams	PND1	No	No	No			\$592.72	102672
102673	07/30/2013	C	Staples Contract & Commercial	PND1	No	No	No			\$165.28	102673
102674	07/30/2013	C	Staples, Inc. and Subsidiaries	PND1	No	No	No			\$2,427.55	102674
102675	07/30/2013	C	Supermedia LLC	PND1	No	No	No			\$20.00	102675
102676	07/30/2013	C	Tacny Corporation	PND1	No	No	No			\$1,499.00	102676
102677	07/30/2013	C	Tequiment	PND1	No	No	No			\$2,080.00	102677
102678	07/30/2013	C	TERACAL	PND1	No	No	No			\$2,535.00	102678
102679	07/30/2013	C	The Council for Professional Recognition	PND1	No	No	No			\$2,600.00	102679
102680	07/30/2013	C	Time for Kids	PND1	No	No	No			\$201.84	102680
102681	07/30/2013	C	Todd/Christopher J.	PND1	No	No	No			\$66.45	102681
102682	07/30/2013	C	Toshiba Business Solutions	PND1	No	No	No			\$5,478.85	102682
102683	07/30/2013	C	Travel Leaders	PND1	No	No	No			\$1,445.00	102683
102684	07/30/2013	C	UNIFIRST CORPORATION	PND1	No	No	No			\$335.20	102684
102685	07/30/2013	C	VOLNEY MULTIPLEX	PND1	No	No	No			\$283.40	102685
102686	07/30/2013	C	Ward's Natural Science	PND1	No	No	No			\$166.68	102686
102687	07/30/2013	C	Wex Bank	PND1	No	No	No			\$7.91	102687
102688	07/30/2013	C	Wilson/Michael	PND1	No	No	No			\$80.52	102688
102689	07/30/2013	C	Wingsstream Communications	PND1	No	No	No			\$217.05	102689
102690	07/30/2013	C	Zurich China Corp.	PND1	No	No	No			\$441.00	102690
102691	07/30/2013	C	Postmaster	PND1	No	No	No			\$7,263.02	102691
102692	07/30/2013	C	Myers/Barbara E.	PND1	No	No	No			\$174.25	102692

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
Subtotal for Bank Account: GeneralKey - Key Bank - Gen Fund											
									Grand Total	\$841,443.54	
									Void Total	(\$174.25)	
									Net	\$841,269.39	

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: UnempKey - Key Bank - Unemployment

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
C02046	07/30/2013	C	NYS Unemployment Insurance	PND1		No	No			\$2,665.44	002046
Subtotal for Bank Account: UnempKey - Key Bank - Unemployment											
Grand Total:										\$2,665.44	
Void Total:										\$0.00	
Net:										\$2,665.44	
Grand Total:										\$989,031.82	
Void Total:										(\$174.25)	
Net:										\$988,857.57	

## Selection Criteria

Bank Account: All  
Warrant: PND1  
Check date is between 07/31/2013 and 07/31/2013  
Sort by: Check Number  
Printed by JENNIFER WOODS

# 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
1401ERS4	07/05/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$261.56	1401ERS4
1401ERS5	07/05/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$78.10	1401ERS5
1401ERS6	07/05/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$48.12	1401ERS6
1401ERSARR	07/05/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$23.26	1401ERSARR
1401ERSLON	07/05/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$1,532.00	1401ERSLON
1401FEDTAX	07/05/2013	E	Key Bank of Central NY	PND2		No	No			\$13,996.58	1401FEDTAX
1401FICA	07/05/2013	E	Key Bank of Central NY	PND2		No	No			\$13,152.32	1401FICA
1401MEDI	07/05/2013	E	Key Bank of Central NY	PND2		No	No			\$5,075.96	1401MEDI
1401NY	07/05/2013	E	Key Bank of Central NY	PND2		No	No			\$5,152.63	1401NY
1402AETNA	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$2,117.69	1402AETNA
1402CABANK	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$1,725.00	1402CABANK
1402CADARE	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$200.00	1402CADARE
1402CAPGUA	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$200.00	1402CAPGUA
1402EMPBEN	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$960.00	1402EMPBEN
1402EQUIT	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$2,225.00	1402EQUIT
1402ERS4	07/19/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$634.19	1402ERS4
1402ERS5	07/19/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$237.69	1402ERS5
1402ERS6	07/19/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$1,29.29	1402ERS6
1402ERSARR	07/19/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$83.22	1402ERSARR
1402ERSLON	07/19/2013	E	NYS & Local Retirement Systems	PND2		No	No			\$1,532.00	1402ERSLON
1402FEDTAX	07/19/2013	E	Key Bank of Central NY	PND2		No	No			\$48,798.27	1402FEDTAX
1402FICA	07/19/2013	E	Key Bank of Central NY	PND2		No	No			\$55,086.16	1402FICA
1402FIDELI	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$491.95	1402FIDELI
1402IDSJIF	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$500.00	1402IDSJIF
1402LINCOL	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$411.90	1402LINCOL
1402MEDI	07/19/2013	E	Key Bank of Central NY	PND2		No	No			\$12,863.30	1402MEDI
1402MET	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$539.63	1402MET
1402NORAMC	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$175.00	1402NORAMC
1402NY	07/19/2013	E	Key Bank of Central NY	PND2		No	No			\$18,189.52	1402NY
1402OPPENH	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$2,239.48	1402OPPENH
1402OSWSOU	07/19/2013	E	New York State Processing Center	PND2		No	No			\$48.00	1402OSWSOU
1402PFSINV	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$75.00	1402PFSINV
1402UNITYM	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$50.00	1402UNITYM
1402VANGUA	07/19/2013	E	J. P. Morgan Chase	PND2		No	No			\$650.00	1402VANGUA
912106	07/09/2013	C	QBE	PND2		No	No			\$2,713.28	912106
912107	07/15/2013	C	Swimline, Trustee/Mark W.	PND2		No	No			\$1,26.92	912107
912108	07/15/2013	C	The State Insurance Fund	PND2		No	No			\$1,156.58	912108
912109	07/30/2013	C	Oswego County Sheriff	PND2		No	No			\$1,78.71	912109
912110	07/30/2013	C	POMCO	PND2		No	No			\$19,484.58	912110
912111	07/30/2013	C	PopplJoann	PND2		No	No			\$84.27	912111

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



# OSWEGO COUNTY BOCES

A/P Check Register

Bank Account: T&AKey - Key Bank - T&A Fund

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
912112	07/30/2013	C	Preferred Group Plan, Inc	PND2		No	No			\$234.50	912112
912113	07/30/2013	C	Swimelar, Trustee/Mark W.	PND2		No	No			\$128.92	912113
Subtotal for Bank Account: T&AKey - Key Bank - T&A Fund											
Grand Total										\$230,579.63	
Void Total										\$0.00	
Net										\$230,579.63	
Grand Total										\$230,579.63	
Void Total										\$0.00	
Net										\$230,579.63	

## Selection Criteria

Bank Account: AE

Warrant: PND2

Check date is between 07/01/2013 and 07/31/2013

Sort by: Check Number

Printed by JENNIFER WOODS



KELLY R. WOOD, *Treasurer*

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

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## INTEROFFICE MEMORANDUM

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**TO:** MICHAEL SHEPERD  
**FROM:** KELLY R. WOOD, TREASURER  
**SUBJECT:** FINANCIAL REPORTS FOR THE BOARD OF EDUCATION  
**DATE:** 8/7/2013  
**CC:** GISELE BENIGNO

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➤ Included in this packet please find, June 30, 2013 the following accounts:

- General Checking - The main checking account for Oswego County BOCES.
- General Money Markets - Money Markets where all ACH deposits are made to and transfer out to other accounts. Money is transferred into the account to earn interest.
- General Money Market Reserve Account - Money Market for Retirement Contribution, Employee Benefit, and Liability Reserve.
- General Unemployment - Checking account to pay all unemployment taxes.
- Federal Checking - Checking account for Adult Education, Grants, Preschool, Special Ed-Summer School.
- Trust & Agency Checking - Checking account for employee's payroll deductions.
- Trust & Agency Health Benefits - Checking account for employee's health benefits.
- Trust & Agency Health Money Market - The health insurance reserve for active and retired employees. Money is transferred into the account to earn interest.
- Trust & Agency Payroll - Checking account for the payment of the net payroll.
- Capital - Checking account for all our capital projects.
- Capital Money Market - Money is transferred into the account to earn interest.
- OCTC Excess Fund - Oswego County Teacher Center excess savings account.
- The Accounts Receivable Balance reflects all account balances as of July 31, 2013.
- Please contact me if you have any questions.

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
179 County Route 64, Mexico, New York 13114  
Christopher J. Todd, *District Superintendent/Executive Officer*

[illegible][illegible]

Respectfully Submitted,  
KELLY R. WOOD  
TREASURER





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

Phone 315-963-4241

Fax 315-963-8477

[gbenigno@oswegooces.org](mailto:gbenigno@oswegooces.org)

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## MEMORANDUM

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**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:** August 7, 2013

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

The Oswego BOCES 2013-2014 initial budget is \$42,437,375. The report indicates adjustments totaling \$182,029 resulting in a current budget for 2013-2014 of \$42,619,404.

There were no budget transfers greater than \$50,000 between July 10, 2013 and July 31, 2013.

# OSWEGO COUNTY BOCES

Budget Status Report As Of: 07/31/2013  
Fiscal Year: 2014

## Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
001 ADMINISTRATION		6,043,690.00	0.00	6,043,690.00	367,313.29	1,354,336.27	4,328,070.44	4,327,488.15
002 CAPITAL PROJECTS		155,950.00	0.00	155,950.00	0.00	0.00	155,950.00	155,950.00
101 CAREER & TECHNICAL EDUCATION		6,350,276.00	1,047.08	6,351,323.08	69,891.47	2,321,826.96	3,959,544.95	3,906,255.42
200 Staffing 1:12:3 OCM BOCES		192,530.00	0.00	192,530.00	0.00	0.00	192,530.00	192,530.00
201 Special Education 12:1:1		856,355.00	0.00	856,355.00	6,785.11	145,469.89	704,130.00	703,828.80
202 12:1:1 1/2 Day Work Study		415,072.00	0.00	415,072.00	4,210.95	53,503.49	357,358.56	357,360.58
203 SPECIAL EDUCATION 12:1:4		392,532.00	0.00	392,532.00	2,413.46	111,067.31	279,051.23	278,448.83
205 SPECIAL EDUCATION 8:1:1		244,402.00	0.00	244,402.00	2,365.52	33,590.83	208,345.65	207,735.55
206 Staffing 1:6:1		26,000.00	0.00	26,000.00	0.00	0.00	26,000.00	26,000.00
207 SPECIAL EDUCATION 6:1:1		3,714,792.00	0.00	3,714,792.00	28,699.21	1,043,940.73	2,645,152.06	2,640,199.86
209 RESOURCE ROOM/CASL/TNT TCHR SRVS		282,209.00	0.00	282,209.00	2,197.01	32,799.02	257,222.97	257,222.97
210 OPT 3 OCM		65,000.00	0.00	65,000.00	0.00	0.00	65,000.00	65,000.00
211 Special Ed Option E - ODS		15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	15,000.00
217 Special Education Day Treatment		2,036,670.00	128,563.98	2,165,233.98	16,793.97	467,369.05	1,681,080.96	1,679,287.89
223 SPECIAL EDUCATION 1:1 TEACHER ASSISTANT		3,491,259.00	0.00	3,491,259.00	22,241.25	936,594.00	3,122,423.75	3,122,423.75
300 Visually Impaired OCM BOCES		7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	7,500.00
302 ITINERANT - VISUALLY IMPAIRED		464,689.00	0.00	464,689.00	9,616.70	39,632.93	421,459.37	421,459.37
303 ITINERANT - HEARING IMPAIRED		1,368,055.00	0.00	1,368,055.00	12,195.91	135,905.54	1,219,949.55	1,219,949.55
305 ITINERANT - SPEECH THERAPIST		337,921.00	0.00	337,921.00	2,533.06	44,249.50	291,138.44	291,138.44
307 In-District Job Coach		0.00	0.00	0.00	0.00	5,370.82	-5,370.82	-5,370.82
309 Shared School Business Official -OCM		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	75,000.00
321 ITINERANT - PUBLIC RELATIONS		168,284.00	0.00	168,284.00	10,355.25	106,899.54	51,059.21	48,703.92
330 HANDICAPPED RELATED SVC - PHYSICAL THERA		5,000.00	0.00	5,000.00	7.27	0.00	4,992.73	4,992.73
331 HANDICAPPED RELATED SVC - OCCU THERAPIST		65,294.00	0.00	65,294.00	529.82	3,793.00	63,971.18	60,971.18
352 HANDICAPPED: OTHER ITINERANT		924,812.00	0.33	924,812.33	6,991.84	130,972.00	785,848.49	785,826.41
355 Drivers Education - 10 Month		257,213.00	0.00	257,213.00	2,337.25	65,782.22	189,098.53	189,088.53
402 Alternative Education-Secondary		882,103.00	0.00	882,103.00	13,989.75	179,805.56	668,307.69	668,390.45
406 GIFTED AND TALENTED PROGRAMS		26,739.00	0.00	26,739.00	322.55	5,761.15	20,555.30	20,555.30
409 Alt Ed-Secondary- X-C Jeff Lewis		21,000.00	0.00	21,000.00	0.00	0.00	21,000.00	21,000.00
410 MIDDLE SCHOOL ALTERNATIVE EDUCATION		0.00	0.00	0.00	874.20	14,335.96	-15,210.86	-15,210.86
414 SUMMER SCHOOL - GENERAL EDUCATION		371,853.00	0.00	371,853.00	113,195.54	266,770.47	-8,113.01	-8,113.01
415 PERFORMING ARTS - AESTHETIC EDUCATION		1,275,543.00	0.00	1,275,543.00	8,818.41	152,837.31	1,075,892.28	1,007,836.43
418 EXPLORATORY ENRICHMENT & PLANETARIUM		321,483.00	0.00	321,483.00	2,985.03	49,250.11	269,247.86	264,251.32
419 ENVIRONMENTAL EDUCATION		6,400.00	0.00	6,400.00	0.00	0.00	6,400.00	6,400.00
423 Hospital Bound Instruction-TST BOCES		400.00	0.00	400.00	0.00	0.00	400.00	400.00
424 Hospital Bound Instruction-G-TS BOCES		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00
425 Exploratory Enrichment		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00
426 Hospital Bound Instruction-OCM BOCES		12,500.00	0.00	12,500.00	0.00	0.00	12,500.00	12,500.00
428 Challenger Learning - Monroe #1		500.00	0.00	500.00	0.00	0.00	500.00	500.00

\* Includes a pending Budget Transfer Request:



**OSWEGO COUNTY BOCES**  
Budget Status Report As Of: 07/31/2013  
Fiscal Year: 2014

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
477 DISTANCE LEARNING		201,477.00	0.00	201,477.00	5,628.23	118,192.77	76,556.00	76,595.30
502 Extracurricular Act Coord Jeff Lewis		700.00	0.00	700.00	0.00	0.00	700.00	700.00
504 STAFF DEVELOP-HOSTS & READING RECOVERY		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00
507 PLANNING - INSTRUCTIONAL SUPPORT		209,073.00	0.00	209,073.00	8,124.22	146,508.79	54,039.99	54,039.99
509 Instructional Technology-OCM BOCES		2,185,000.00	0.00	2,185,000.00	0.00	0.00	2,185,000.00	2,185,000.00
511 LEARNING TECHNOLOGIES		110,703.00	41,199.98	151,902.98	2,352.19	81,593.78	68,457.01	68,332.01
512 LIBRARY MEDIA		146,168.00	0.00	146,168.00	235.28	30,207.45	115,665.26	115,665.26
513 Library Media OCM BOCES		5,500.00	0.00	5,500.00	0.00	0.00	5,500.00	5,500.00
514 MICROCOMPUTER REPAIR		312,301.00	0.00	312,301.00	9,431.89	137,373.01	166,436.10	164,073.11
515 INSTRUCTIONAL TECHNOLOGY (CLO)		1,806,744.00	3,064.84	1,809,808.84	11,522.24	604,697.13	1,193,593.47	1,042,577.80
517 MODEL SCHOOLS		357,752.00	2,340.00	360,092.00	14,183.82	230,622.48	65,280.56	65,280.56
518 Cisco - Albany Scholastic-Schenckady Sara		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00
526 HOME SCHOOL COORDINATION		14,403.00	0.00	14,403.00	1,071.80	2,742.67	10,588.53	10,588.53
527 Home School GS' BOCES		4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	4,000.00
533 SCHOOL/CURR IMPROVEMENT		530,628.00	4,357.05	534,985.05	19,454.09	340,888.58	174,642.38	130,241.83
534 LIBRARY AUTOMATION		47,694.00	362.40	48,056.40	525.90	23,429.45	24,101.05	24,101.05
535 Library Automation-OCM BOCES		25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	25,000.00
537 LIBRARY COOPERATIVE COLLECTION DEVELOPME		200,653.00	0.00	200,653.00	2,859.31	151,736.41	46,057.28	45,542.28
540 ISS Curriculum Improvement-Cayuga BOCES		750.00	0.00	750.00	0.00	0.00	750.00	750.00
541 ISS Curriculum Improvement-Monroe 2		21,000.00	0.00	21,000.00	0.00	0.00	21,000.00	21,000.00
543 ISS Curriculum Improvement-Mad Onedia		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00
546 ISS Curriculum Improvement-Capital Reg		500.00	0.00	500.00	0.00	0.00	500.00	500.00
549 ISS Curriculum- OCM BOCES		100,000.00	0.00	100,000.00	0.00	0.00	100,000.00	100,000.00
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	0.00	0.00	1,500.00	1,500.00
583 INSTRUCTIONAL MATERIALS DEVELOPMENT		72,500.00	0.00	72,500.00	0.00	0.00	72,500.00	72,500.00
589 PRINTING		287,755.00	1,093.00	288,848.00	21,750.64	-117,032.95	384,130.31	384,130.31
600 Pupil Transportation- OCM BOCES		200.00	0.00	200.00	0.00	0.00	200.00	200.00
601 TELECOMMUNICATIONS		750,000.00	0.00	750,000.00	0.00	0.00	750,000.00	750,000.00
602 TELEPHONE INTERCONNECT		560,000.00	0.00	560,000.00	0.00	0.00	560,000.00	560,000.00
603 PUPIL TRANSPORTATION - BOCES PROGRAMS H/C		0.00	0.00	0.00	0.00	-233,542.05	233,542.05	233,542.05
605 Planning Services -Eno 1 BOCES		19,000.00	0.00	19,000.00	0.00	0.00	19,000.00	19,000.00
606 COMPUTER SERVICE- ADM X-CONT OCM BOCES		2,600,000.00	0.00	2,600,000.00	0.00	0.00	2,600,000.00	2,600,000.00
608 Recruiting		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00
610 PLANNING: MANAGEMENT SUPPORT		0.00	0.00	0.00	0.00	-6,930.00	6,930.00	6,930.00
611 SUBSTITUTE COORDINATION		20,536.00	0.00	20,536.00	206.55	146.00	20,183.44	20,183.44
612 SCHOOL SAFETY RISK MANAGEMENT		153,694.00	0.00	153,694.00	6,517.08	101,172.17	45,974.75	45,974.75
614 GASB45 Question III		12,000.00	0.00	12,000.00	0.00	0.00	12,000.00	12,000.00
615 WORKERS COMP ADMIN		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	40,000.00

\* Includes a pending Budget Transfer Request



# OSWEGO COUNTY BOCES

Budget Status Report As Of: 07/31/2013  
Fiscal Year: 2014

## Fund: A GENERAL FUND


Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
517 Sub Coordination OCM		37,000.00	0.00	37,000.00	0.00	0.00	37,000.00	37,000.00
618 CBO - FINANCIAL TRACKING SRVC		37,000.00	0.00	37,000.00	0.00	0.00	37,000.00	37,000.00
620 Negotiations - OCM BOCES		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	75,000.00
622 GASB 45 - Capital Region BOCES		45,000.00	0.00	45,000.00	0.00	-10,000.00	55,000.00	55,000.00
623 GASB 45 Planning-Clinton Essex BOCES		24,000.00	0.00	24,000.00	0.00	0.00	24,000.00	24,000.00
624 Planning Service, Mgt-Questar III		55,000.00	0.00	55,000.00	0.00	0.00	55,000.00	55,000.00
627 Negotiation-Cayuga Onondaga BOCES		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	75,000.00
630 EMPLOYEE ASSISTANCE PROGRAM		57,500.00	0.00	57,500.00	0.00	0.00	57,500.00	57,500.00
631 Medicaid Reimbursement Processing		16,500.00	0.00	16,500.00	0.00	0.00	16,500.00	16,500.00
665 Medicaid Reimbursement Processing		63,000.00	0.00	63,000.00	0.00	0.00	63,000.00	63,000.00
670 COOPERATIVE PURCHASING		60,831.00	0.00	60,831.00	9,213.01	-11,412.48	63,025.47	63,025.47
671 Energy Management OCM BOCES		50,500.00	0.00	50,500.00	0.00	0.00	50,500.00	50,500.00
676 Employee Benefit Coordination OCM BOCES		75,500.00	0.00	75,500.00	0.00	0.00	75,500.00	75,500.00
680 Assett (Records Mgmt)		16,500.00	0.00	16,500.00	0.00	0.00	16,500.00	16,500.00
701 OPERATIONS & MAINTENANCE		35,499.00	0.04	35,499.04	125,275.85	-925,373.94	834,597.13	833,714.11
711 INTERNAL TECHNOLOGY SUPPORT		13,399.00	0.00	13,399.00	43,351.49	-435,037.93	460,555.44	451,330.42
712 INSTRUCTIONAL SUPPORT SVCS ADMIN		4,203.00	0.00	4,203.00	15,251.55	-143,549.41	136,500.86	136,500.86
713 Internal Security		0.00	0.00	0.00	5,203.83	-111,110.80	105,906.92	105,906.92
715 Internal Safety		0.00	0.00	0.00	1,977.92	-7,454.84	5,486.92	5,486.92
720 SPECIAL EDUCATION ADMINISTRATION		10,726.00	0.00	10,726.00	35,479.86	-475,051.25	447,307.39	444,657.40
721 STUDENT SERVICES ADMINISTRATION		2,098.00	0.00	2,098.00	4,467.29	-325,109.86	322,740.57	322,740.57
722 PLANNING, INSTRUCTION		1,702.00	0.00	1,702.00	9,070.34	-162,529.47	155,161.13	155,161.13
732 Counsel Services		0.00	0.00	0.00	0.00	0.00	0.00	-125.43
<b>Total GENERAL FUND</b>		<b>42,437,375.00</b>	<b>182,022.70</b>	<b>42,619,403.70</b>	<b>1,082,942.66</b>	<b>6,136,870.75</b>	<b>35,597,590.29</b>	<b>35,016,508.90</b>

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***Oswego County BOCES***  
***MEMORANDUM***

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TO: BOCES Board of Education  
Mr. Christopher Todd

FROM: Lisa Spencer  
Claims Auditor 

DATE: July 31, 2013

RE: Claims Auditor's Report

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Attached is a claims auditor's summary report for the last check run in June and the three check runs in July. This information details issues found with specific checks in the warrants as well as the corrective action taken.

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

<b>Claims Error Analysts</b>	<b>June 28th check run</b>	<b>July 3rd check run</b>	<b>July 15th check run</b>	<b>July 30th check run</b>
Original invoice needed				
Taxes not deducted from invoice				
Incorrect math calculation				
Conference approval documentation not submitted with reimbursement request				
Approval signature needed on invoice				
Check amount does not match invoice				
Receiving signature needed on purchase order				
Charged to incorrect budget code				
Question regarding appropriateness of expense				
Employee submitted mileage on day absent				
Conference approval documentation not approved				
Discount available but not taken				
Check made payable to does not match invoice				
Asst. Supt. signature needed				
Incorrect back-up documentation				
Check made payable to wrong person	2			
<b>Subtotals</b>	2	0	0	0
<b>Total claims processed in check run</b>	482	86	109	134
<b>Percentage error ratio per check run totals</b>	0.41%	0.00%	0.00%	0.00%
Number of demand checks	2	0	5	1
<b>Item of concern:</b>				



## Date: 6/28/13 (general)

[illegible]



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

Phone 315-963-4241  
Fax 315-963-8477  
[gbenigno@oswegoboces.org](mailto:gbenigno@oswegoboces.org)

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## MEMORANDUM

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**TO:** Christopher J. Todd, District Superintendent  
**FROM:** Gisele Benigno, Coordinator of Business Administration, PR & Special Projects  
**SUBJECT:** Asbestos Project Monitoring RFP  
**DATE:** July 29, 2013  
**CC:** Michael Sheperd, Assistant Superintendent for Administrative Services

---

On June 6, 2013, Oswego County BOCES issued a Request for Proposals (RFP) for the selection of a qualified Asbestos Project Monitoring company to provide air monitoring services for the completion of the removal of asbestos containing materials.

In addition to advertising in the Palladium Times and posting the bid on our website, we solicited proposals from four (4) companies. Two (2) companies submitted a proposal, which were opened on June 28, 2013.

Proposals were reviewed and analyzed, with the following results:

Atlantic Testing Laboratories	AECC Environmental Consulting
\$98,050.00	\$96,400.00

**Recommendation:** AECC Environmental Consulting Company be selected as the Asbestos Project Monitoring Company to provide air monitoring services for the completion of the removal of asbestos containing materials.

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
179 County Route 64, 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@oswegooces.org

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## MEMORANDUM

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**TO:** Christopher J. Todd, District Superintendent  
**FROM:** Gisèle Benigno, Coordinator of Business Administration  
**SUBJECT:** Approval of Surplus for August 21, 2013 Board Meeting  
**DATE:** August 9, 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





RECEIVED  
Office of the Assistant Superintendent  
Location Change or Disposal of Equipment  
JUL 11 2013

Directions: Enter all information and check appropriate boxes. Sign at bottom and Administrative Services for processing.  
Oswego County BOCES

Description of Equipment\* Nikon Coolpix Camera  
Asset Tag # NONE Serial Number \_\_\_\_\_  
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  
☐ Disposal Service (Tech Use Only)  
☒ Discarded/Scrap  
☐ Other (or Additional Details)

Reason for Action:

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

☐ Transfer of Equipment

Transfer from:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Transfer to:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Amy Rinehart 7/5/13  
Requestor Date

Girola Bengus 7-8-13  
Director Date

M. Shepard 7/25/13  
Assistant Superintendent Date  
For Admin. Services

[Signature]

PLEASE ATTACH TAG HERE



RECEIVED  
Office of the Assistant Superintendent  
JUL 11 2013  
**Location Change or Disposal of Equipment**

Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Administrative Services for processing.  
Oswego County BOCES

Description of Equipment*	Dell computer w/ keyboard PRE - 390		
Asset Tag #	08469	Serial Number	110PHPKJ5D1
Originally purchased with Grant Funds: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no <input type="checkbox"/> I don't know			
* Please use reverse to add additional items if necessary			

☒ **Surplus of Equipment (Board Action Required)**

Recommended Action:

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

Reason for Action:

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

☐ **Transfer of Equipment**

Transfer from:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Transfer to:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

[Signature] 7/5/13  
Requestor Date

[Signature] 7/25/13  
Assistant-Superintendent Date  
For Admin. Services

[Signature] 7.5.13  
Director Date

[Signature]

PLEASE ATTACH TAG HERE







RECEIVED  
Office of the Assistant Superintendent  
Location Change or Disposal of Equipment  
JUL 11 2013

Directions: Enter all information and check appropriate boxes. Sign at bottom and submit to Administrative Services for processing.  
Oswego County BOCES

Description of Equipment\* Dell Laptop  
Asset Tag # 06383 Serial Number 110AG1QGY71  
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  
☐ Disposal Service (Tech Use Only)  
☒ Discarded/Scrap  
☐ Other (or Additional Details)

Reason for Action:

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

☐ Transfer of Equipment

Transfer from:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Transfer to:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Jan Amp 7/5/13  
Requestor Date

Gustaf Bengtson 7-6-13  
Director Date

M. Shepard 7/20/13  
Assistant Superintendent Date  
For Admin. Services

KS  
PLEASE ATTACH TAG HERE







RECEIVED  
Office of the Assistant Superintendent  
Location Change or Disposal of Equipment  
JUL 11 2013

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

Description of Equipment\* Computer equipment PRE-390  
Asset Tag # 084656 Serial Number 110 PPKJ5D1  
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  
☐ Disposal Service (Tech Use Only)  
☐ Discarded/Scrap  
☐ Other (or Additional Details)

Reason for Action:

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

☐ **Transfer of Equipment**

Transfer from:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Transfer to:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

[Signature] 7/5/13  
Requestor Date

[Signature] 7/25/13  
Assistant Superintendent Date  
For Admin. Services

[Signature] 7.8.13  
Director Date

[Signature]

PLEASE ATTACH TAG HERE



RECEIVED  
Office of the Assistant Superintendent  
JUL 16 2013

## Location Change or Disposal of Equipment

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

Description of Equipment\* GBC Digicool Inserter  
Asset Tag # No Tag Serial Number 1201 NK25910  
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  
☐ Disposal Service (Tech Use Only)  
☐ Discarded/Scrap  
☐ Other (or Additional Details)  
\_\_\_\_\_  
\_\_\_\_\_

#### Reason for Action:

- ☐ Obsolete  
☒ Unrepairable  
☐ No longer of practical use to the BOCES  
☒ Other (or Additional Details)  
~~Costly repairs~~ - Costly repairs  
Warrant replacement

### ☐ Transfer of Equipment

#### Transfer from:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

#### Transfer to:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Dora Thurfur 7/12/13  
Requestor Date

Gossie Buehner 7.15.13  
Director Date

M. Shepard 7/22/13  
Assistant Superintendent Date  
For Admin. Services

PLEASE ATTACH TAG HERE



RECEIVED  
Office of the Assistant Superintendent  
JUL 21 2013

**Location Change or Disposal of Equipment**

Administrative Services  
Oswego County BOCES

*Directions: Enter all information and check appropriate boxes. Sign at bottom and forward to Oswego County BOCES for processing.*

Description of Equipment* <u>Hospital Bed and Mattress</u>	
Asset Tag # <u>05423</u>	Serial Number <u>4-4104-000</u>
Originally purchased with Grant Funds: <input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> I don't know <u>CN09249</u>	
* Please use reverse to add additional items if necessary	

**Surplus of Equipment (Board Action Required)**

Recommended Action:

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

Reason for Action:

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

☐ **Transfer of Equipment**

Transfer from:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Transfer to:

Department: \_\_\_\_\_

Room#: \_\_\_\_\_

Building: \_\_\_\_\_

Employee: \_\_\_\_\_

Paul Goyel 7/17/13  
Requestor Date

Paul Goyel 7/17/13  
Director Date

[Signature] 7/23/13  
Assistant Superintendent Date  
For Admin. Services

PLEASE ATTACH TAG HERE





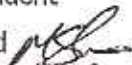


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## INTEROFFICE MEMORANDUM

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**TO:** Christopher J. Todd  
District Superintendent

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

**SUBJECT:** Resolution to Accept Donation from St. Luke Health Services

**DATE:** 07/22/2013

**CC:** T. Bigelow, W. Wideman

---

Please find attached a Request for Donation Approval Form for a donation of two (2) fully electric hospital beds with new foam core mattresses and half-length side rails to our Adult Education program by St. Luke Health Services. 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 St. Luke Health Services for our Adult Education program:

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the donation of two (2) fully electric hospital beds with new foam core mattresses and half-length side rails, valued at approximately \$1,900.00, from St. Luke Health Services for our Adult Education program.

Thank you for your consideration of this matter.

MJS:mak

Enclosure

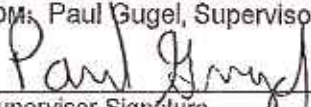



**OSWEGO COUNTY BOCES**  
**REQUEST FOR DONATION APPROVAL FORM**  
(this form is for items of \$500+ value ONLY)

DATE: July 09, 2013

TO: Christopher J. Todd, District Superintendent

FROM: Paul Gugel, Supervisor

  
Supervisor Signature

  
Assistant Superintendent Signature

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

Donated Item	Working (Y/N)	Approximate Value
(2) Fully electric hospital beds (with little sign of wear and tear) with new foam core mattresses (still in plastic packing) and half length side rails	<u>Yes</u>	<u>Comparable InvaCare model 5410 package (with mattress and side rails) list for \$950 each</u>

Attach second page if more space is needed.

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

BOCES PN program moved off-campus in August, 2012 taking three very old hospital beds from the PN classroom. (Previously we had shared newer and better equipment belonging to the school CNA program.) One of the beds we presently use is broken and irreparable and one over-heats when adjusted up and down a few times. The gifted beds will allow more practice and demonstration stations when working with students in our lab. This improvement will also address a concern noted by 2012-13 students on their program evaluation – that equipment in our nursing lab is old and outdated.)

**Donor Information**

Contact Person: Betsy Nesbitt, Staff Development and John Wall, Building Engineer

Company Name: St. Luke Health Services

Address: 299 East River Road

City, State, Zip: Oswego, NY 13126

Phone: 315-342-3166 extension 122 (John Wall)

**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.

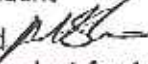


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**INTEROFFICE MEMORANDUM**

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**TO:** Christopher J. Todd  
District Superintendent

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

**SUBJECT:** Resolution to Accept Donation from Supporting Success for Children with Hearing Loss

**DATE:** 07/09/2013

**CC:** T. Bigelow, W. Wideman

---

Please find attached a Request for Donation Approval Form for a donation of Interact AS Speech to Text Software to our Special Education program by Supporting Success for Children with Hearing Loss. 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 Supporting Success for Children with Hearing Loss for our Special Education program:

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the donation of Interact AS Speech to Text Software, valued at approximately \$815.00, from Supporting Success for Children with Hearing Loss for our Special Education program.

Thank you for your consideration of this matter.

MJS:mak

Enclosure





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

JUL - 8 2013

Administrative Services  
Oswego County BOCES

DATE: July 3, 2013

TO: Christopher J. Todd, District Superintendent

FROM: James E. Huber, Director of Special Education

Director's Signature

Assistant Superintendent Signature 7/3/13

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

Donated Item	Working (Y/N)	Approximate Value
Interact - AS Speech to Text - Software	Yes	\$815.00

Attach second page if more space is needed.

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

Interact - AS provides what the teacher just said in text form on a computer, I-Pad or Android tablet on the student's desk one second

after the teacher spoke. It analyzes the sound of the speaker at full speed as it's said and the text appears less than 2 seconds later.

The software learns your accent or speech patterns for better recognition and greater accessibility for the student.

**Donor Information**

Contact Person: Karen L. Anderson, Ph. D., Director

Company Name: Supporting Success for Children with Hearing Loss

Address: E-mail: Karen@successforkidswithhearingloss.com

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**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.

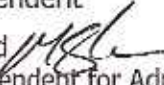


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**INTEROFFICE MEMORANDUM**

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**TO:** Christopher J. Todd  
District Superintendent

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

**SUBJECT:** Resolution to Authorize Write-Off Accounts Receivables from Adult Ed Students

**DATE:** 07/22/2013

**CC:**

---

At the end of each school year, outstanding tuition payments due from Adult Education students are reviewed in an effort to identify which should be deemed uncollectable. During this past year, each of the accounts included in the attached list have been pursued by our collection agency and there are amounts that still remain unpaid. As it is highly unlikely they will be received, prior guidance from the auditors dictates that these amounts be formally "written off" by Board resolution.

The resolution below was previously created by Marc Reitz for consideration in these instances (the detail behind the figure has been attached as a reference). It is also worthy to note that as part of the write-off process, each of these people will receive a 1099 form as these amounts represent cancelled debt which must be claimed as personal income.

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services, upon the recommendation of the District Superintendent and the BOCES' external auditor, hereby authorizes that the total sum of \$16,651.75 owed to the BOCES for participation in various BOCES programs, as are specifically noted on the list of debtors with amounts owed and attached hereto as Exhibit "A", be written off the books of the BOCES inasmuch as all reasonable means to collect such debts have been exhausted, including submitting such claims to a collection agency and in some cases having had the debtor file for bankruptcy.

MJS:mak

Enclosure

Medical Assistant	School Year 2011-2012				
Novak Lisa	11/10/2011	115-12F	881-287-1315	\$1,120.00	In Collections
				\$1,120.00	
Medical Assistant	School Year 2011-2012				
Haynes Cynthia	6/30/2008	JD0014-08	882-001-1315	\$230.00	
Kostoruk Mary	6/30/2008	JD0020-08	882-001-1315	\$185.00	
Practical Nursing	School Year 2011-2012				
Ingerson Donna	6/12/2008	069-08F	881-974-1315	\$100.00	
Guter Daniela	6/19/2008	083-08F	881-974-1315	\$314.00	
Practical Nursing	School Year 2011-2012				
U.S. Dept of Labor	11/30/2010	JD0007-11	881-974-1315	\$178.00	For Loretta Franz
Practical Nursing	School Year 2011-2012				
Gonn Tracy	6/1/2011	042-12F/124-12F	881-974-1315	\$12,711.75	
Latona Asha	5/1/2011	043-12F	881-974-1315	\$2,670.50	In Collections
Trumblie Amanda	6/1/2011	043-12F	881-974-1315	\$1,363.00	In Collections
Woolworth Ashley	6/1/2011	060-12F	881-974-1315	\$1,268.50	In Collections
Basaw Justin	6/1/2011	063-12F	881-974-1315	\$1,495.00	In Collections
Yorres Angelina	6/27/2011	084-12F	881-974-1315	\$2,055.00	In Collections
Webster Edward	6/22/2011	085-12F	881-974-1315	\$1,508.00	In Collections
Rood Rhonda	10/26/2011	110-12F	881-974-1315	\$667.50	In Collections
Bonting Chelsea	12/16/2011	134-12F	881-974-1315	\$411.00	In Collections
	3/23/2012	168-12F	881-974-1315	\$1,272.25	
Welding	School Year 2011-2012				
Lozano Gerrell	6/13/2011	073-12F	883-613-1315	\$1,805.00	In Collections
				\$1,805.00	
Total				\$18,851.75	




## ***OSWEGO COUNTY BOCES***

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### **INTEROFFICE MEMORANDUM**

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**TO:** Christopher J. Todd  
District Superintendent

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

**SUBJECT:** Resolution to Appoint Copyright Officer

**DATE:** 08/08/2013

---

As a reminder, the resolution 7.16 adopted at the Reorganizational Meeting in July specifically appointed Kevin Clapp as Copyright Officer. At this time, Mr. Clapp is no longer with us and Tracy Fleming is serving as the interim Administrator for the program.

The following resolution is therefore provided to amend the Appointment of Copyright Officer resolution adopted during the July 10, 2013 Reorganizational Meeting for this purpose.

BE IT RESOLVED that further to the Resolution 7.16 Appointment of Copyright Officer, originally adopted at the July 10, 2013 Reorganizational Meeting of the Board, the Oswego County Board of Cooperative Educational Services hereby appoints Tracy Fleming as Copyright Officer, effective August 12, 2013, for the school year in accordance with Board Policy 7231.

Thank you.

MJS:mak

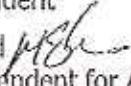


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## INTEROFFICE MEMORANDUM

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**TO:** Christopher J. Todd  
District Superintendent

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

**SUBJECT:** Resolution to Adopt the Exemption from the Internal Auditor Requirement

**DATE:** 08/08/2013

---

As a mandate relief measure in the 2013-14 State budget, Ed Law Section 2116 - B (2) was amended to exempt school districts and BOCES with less than 8 teachers, or actual general fund expenditures of less than \$5m, or actual enrollment of less than 1,500 students from the requirement to maintain an internal audit function.

As such, the NYSED has created a "Certification Form" to prove eligibility for this exemption (see attached). According to the form, our BOCES qualifies for the exemption. Should the board decide to move forward with the exemption, the resolution below has been provided for consideration:

WHEREAS a mandate relief measure was enacted in the 2013-14 budget by New York State to exempt school districts from the requirement to maintain an internal audit function; and

WHEREAS Education Law Section 2116-B was amended to include language relative to this exemption; and

WHEREAS the New York State Education Department Office of Educational Management Services provided guidance indicating that BOCES can also partake in this exemption and created a Certification Form for BOCES to use in order to illustrate eligibility, and has also indicated that this exemption applies to the 2012-13 school fiscal year; and

WHEREAS Oswego County BOCES qualifies for this exemption for fiscal year 2012-13 based on completion of this form as prescribed by NYSED;

BE IT RESOLVED that Oswego BOCES shall adopt the mandate relief measure enacted in the 2013-14 State budget and not conduct an internal audit for the 2012-13 school year.

MJS:mak

Enclosure

# **BOCES' Certification Form for Exemption from the Internal Auditor Requirement**

BOCES Name: OSWEGO COUNTY BOCES BOCES District Superintendent: Christopher Todd  
 District Superintendent's Email: ctodd@oswego-boces.org District Superintendent's Phone Number: 1-315-463-4222

I hereby certify that my BOCES is exempt from the internal auditor requirement for the 2012-13 school year, per Subdivision 2 of Section 2118-b of the Education Law.

My BOCES meets the criteria for exemption from the internal auditor requirement, because the sum of my BOCES' student enrollment for the following categories, as reported for the 502 Report for 2011-12, is less than 1,500:

(Please list pupil counts below)

<input type="text" value="710"/>	CTE (100-199) pupil count
<input type="text" value="180"/>	Special Education (200-299) pupils reported for all staffing ratios; and
<input type="text" value="0"/>	General Education - Alternative Education (5873-5878) pupil count
<input type="text" value="890"/>	= Total





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## INTEROFFICE MEMORANDUM

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**TO:** Christopher J. Todd  
District Superintendent

**FROM:** Michael J. Shepard *[Signature]*  
Assistant Superintendent for Administrative Services

**SUBJECT:** Resolution to Approve Funding of Reserves

**DATE:** 08/16/2013

---

As per the resolution relative to the funding of reserves passed by the Board of Education at their June 19, 2013 meeting, please find below the follow-up resolutions for Board consideration in establishing the actual funding amount for each reserve.

### **Retirement Contribution Reserve Funding:**

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 and/or program surpluses remaining in the General Fund at the end of each fiscal year; and

WHEREAS the Board passed a resolution at their June 19, 2013 meeting establishing intent to contribute additional funds to this reserve in 2012-13;

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 necessary .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 the amount of \$ \_\_\_\_\_. The amounts charged to each program will represent the prorated share of this total where appropriate based on the percent of year-end actual NYSERS expenditures in each program and the proceeds shall be used as needed for the purpose of financing NYSERS contributions.

### **(Legal) Liability Reserve Funding:**

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 Legal Liability Reserve Fund may be funded from budgetary appropriations and/or program surpluses remaining in the General Fund at the end of each fiscal year; and

WHEREAS the Board passed a resolution at their June 19, 2013 meeting establishing the intent to contribute additional funds to this reserve in 2012-13; and

WHEREAS at their August 14, 2013 meeting, the Chief School Officers reviewed the status of projected CTE surpluses and overall status of reserves, and recommended the CTE Instructional Equipment Reserve be funded in the amount of \$150,000 for the 2012-2013 school year;

BE IT RESOLVED that effective for the 2012-2013 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 or the increase of the 101-3010-200 code as necessary to fund an aggregate total contribution to the CTE Instructional Equipment Reserve Fund in the amount of \$\_\_\_\_\_.

MJS:mak



**Board of Education  
Personnel Report  
August 21, 2013**

**Leave of Absence**

Name	Program	Position	Effective Date
arbin, Christine	Special Education	Teaching Assistant	1/2/2014 - 1/24/2014

**Position Terminated**

Name	Program	Position	Effective Date
sh, EhKhu	Migrant Education	Migrant Interpreter	7/31/2013

**Resignations**

Name	Program	Position	Effective Date
rry, Andrea	APPS	Teen Health Issues Educator	7/15/2013
pp, Kevin	Instructional Technology	Director of Technology	8/12/2013
kson, Linda	Migrant Education	In Home/School Tutor	9/1/2013
ams, Joseph	Summer School 2013	Driver Education Teacher	NEVER STARTED
illulo, Frederick	Summer School 2013	Teacher	NEVER STARTED
ild, Jason	Summer School 2013	Teacher	NEVER STARTED
ils, Caitlin	Summer School 2013	Teacher	NEVER STARTED
ish, Scott	Summer School 2013	Teacher	NEVER STARTED
rie, Bill	Summer School 2013	Teacher	NEVER STARTED
eenay, Heidi	Summer School 2013	Teacher	NEVER STARTED
ison, Christopher	VAP Grant	Project Director	7/3/2013
mbel, Megan	VAP Grant	Consultant Teacher	NEVER STARTED

**Retirements**

Name	Program	Position	Effective Date
sher, Eileen	Business Office	Senior Account Clerk	11/30/2013
o, Sandra	Special Education	Teaching Assistant	8/30/2013
borne, Wendy	Special Education	Teaching Assistant	10/5/2013
os, Charlaiane	Special Education	Teaching Assistant	8/30/2013

**Appointments**

Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Jt Education	Graham, Nina	GED Proctor		\$15.00/hr	07/01/2013	06/30/2014	as per timesheet
	Proletti, Cynthia	GED Clerk		\$20.00/hr	08/21/2013	06/30/2014	as per timesheet; not to exceed 125 hrs
	Santa Barbara, Kathy	GED Examiner		\$25.00/hr	07/01/2013	06/30/2014	as per timesheet
Business Office	Bliss, Bobbi	Printer's Assistant		\$13.14/hr	07/30/2013	06/30/2014	as per timesheet
	Inman, Alyson	School Purchasing Officer	Reapp Perm	lyr	09/20/2013		
				\$55,000			
Cur & Technical Education	Gravelle, Ralph	Curriculum Development		\$164.00/day	07/01/2013	08/31/2013	20 days
	Jay, Dustin	Student Helper	Temp	\$7.25/hr	07/09/2013	08/30/2013	as per timesheet
	Nesbitt, Dianna	Curriculum Development		\$164.00/day	07/01/2013	08/31/2013	add'l 5 days
	Wright, Kimberly	Curriculum Development		\$164.00/day	07/01/2013	08/31/2013	add'l 5 days
Trict Office	LaGrou, Gary	CPRAED, First Aid Instructor		\$150.00/class	07/01/2013	06/30/2014	as per timesheet
	LaGrou, Gary	Coaching Instructor		\$27.05/hr	07/01/2013	06/30/2014	as per timesheet
	Manion, John	Coaching Instructor		\$27.05/hr	07/01/2013	06/30/2014	as per timesheet
	Manion, John	CPRAED, First Aid Instructor		\$150.00/class	07/01/2013	06/30/2014	as per timesheet
Instructional Support Services	Allard, Melissa	GCNY Ed Consortium Secretary		\$3,250/stipend	07/01/2013	06/30/2014	
	Ascenzi, Dante	Coordinator of OCAY League		\$2,500/stipend	09/01/2013	06/30/2014	as per timesheet
	Audi-Klaben, Brenda	Workshop Presenter		\$50.00/hr	07/01/2013	06/30/2014	as per timesheet
	Benedict, Liane	Workshop Presenter		\$50.00/hr	07/01/2013	06/30/2014	as per timesheet
	Corcoran, Dana	Workshop Presenter	Temp	\$50.00/hr	07/01/2013	06/30/2014	as per timesheet
	Coughlin, William	OCAY League Coach		\$1,000/stipend	09/01/2013	06/30/2014	as per timesheet
	Covert, Frederick	Workshop Presenter		\$36.00/hr	07/01/2013	06/30/2014	as per timesheet
	DeMar, Mary Ann	Workshop Presenter		\$50.00/hr	07/01/2013	06/30/2014	as per timesheet
	Dunham, Curtis	Workshop Facilitator		\$20.00/hr	09/01/2013	06/30/2014	as per timesheet
	Dunham, Elizabeth	Workshop Facilitator		\$16.00/hr	09/01/2013	06/30/2014	as per timesheet
	Fenton, Maria	Workshop Presenter		\$50.00/hr	07/01/2013	06/30/2014	as per timesheet
	Flood, Elaine	School Library System Consultant		\$21.98/hr	07/01/2013	06/30/2014	as per timesheet; not to exceed \$19,936
	Flood, Elaine	Technology Support		\$21.98/hr	07/01/2013	06/30/2014	as per timesheet; not to exceed 420 hours
	Fox, Stephen	Workshop Presenter		\$36.00/hr	07/01/2013	06/30/2014	as per timesheet
	Halsey, Justin	Workshop Presenter		\$36.00/hr	09/01/2013	06/30/2014	as per timesheet
	Kovalchik, Brian	Workshop Presenter		\$35.00/hr	07/01/2013	06/30/2014	as per timesheet
	Kovarik, Marilyn	Staff Development Specialist		\$500/day	07/01/2013	06/30/2014	as per timesheet
	Lonious, Eric	OCAY League Coach		\$1,000/stipend	09/01/2013	06/30/2014	as per timesheet
	Lathrop, Katherine	Workshop Facilitator		\$20.00/hr	09/01/2013	06/30/2014	as per timesheet
	Mason, William	OCAY League Coach		\$1,000/stipend	09/01/2013	06/30/2014	as per timesheet
	McCullough, Sandra	OCAY League Coach		\$1,000/stipend	09/01/2013	06/30/2014	as per timesheet
	Mihalak, Kathryn	GCNY Ed Consortium Secretary		\$3,500/stipend	07/01/2013	06/30/2014	
	Nelson, Peri	Workshop Presenter		\$50.00/hr	07/01/2013	06/30/2014	as per timesheet
	Parsnow, Susan	Workshop Facilitator		\$20.00/hr	09/01/2013	06/30/2014	as per timesheet
	Pilawa, Kayley	OCAY League Coach	Temp	\$1,000/stipend	09/01/2013	06/30/2014	as per timesheet
	Rocchio-Demmin, Barbara	Workshop Presenter		\$50.00/hr	07/01/2013	06/30/2014	as per timesheet



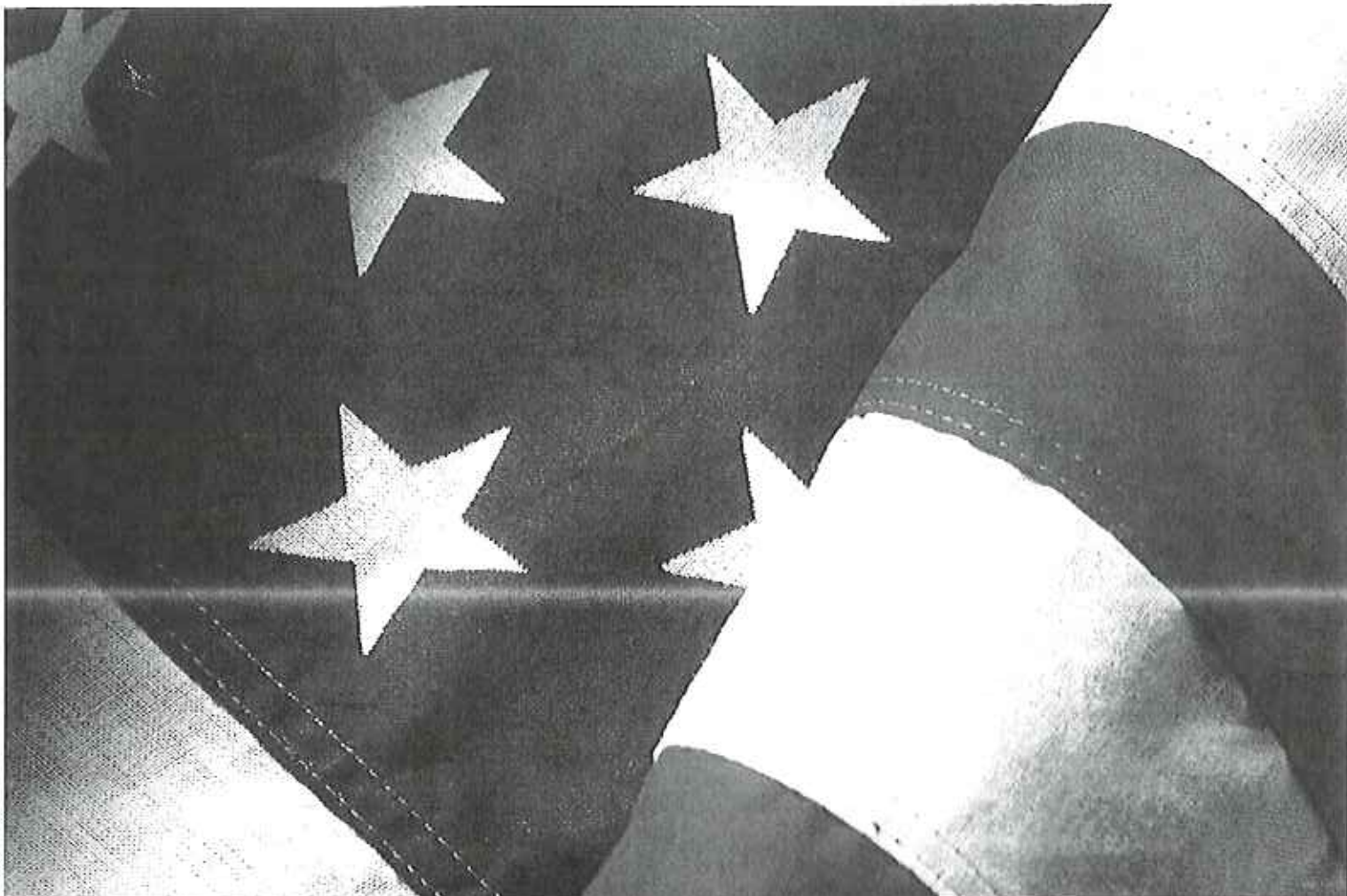
**Board of Education  
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Special Education Summer School	Praet, Melissa	Teaching Assistant		\$91.40/day	07/03/2013	08/16/2013	reduced to 20 days; to be adjusted according to negotiated contract
	Wells, Teri	Teaching Assistant/Int.		\$109.50/day	07/03/2013	08/16/2013	31 days
Summer School 2013	Bentley, Nathaniel	AIS Science Teacher		\$681.82/session	07/29/2013	08/12/2013	10 days
Summer School 2013	Bentley, Nathaniel	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Bentley, Nathaniel	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Brancato, Patricia	School Nurse/RN		\$28.25/hr	07/13/2013	08/14/2013	2 days as per timesheet
	Brown, Amanda	Regents Proctoring	Temp	\$65.00/test	08/13/2013	08/14/2013	2 days
	Brown, Linda	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Brown, Linda	Teaching Assistant		\$14.00/hr	07/01/2013	07/07/2013	up to 25 hours total
	Brown, Michael	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Brown, Michael	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Buda, A. John	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Buda, A. John	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Chamberlain, Amanda	English Teacher	Temp	\$1,450/session	07/09/2013	08/12/2013	contingent upon enrollment
	Chamberlain, Amanda	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Chamberlain, Amanda	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	DeLorenzo, Joshua	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	DeLorenzo, Joshua	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	DiSanto, Paula	English Teacher	Temp	\$1,450/session	07/08/2013	08/12/2013	contingent upon enrollment
	Edick, Cynthia	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Fahnestock, Jordan	AIS Social Studies Teacher		\$659.09/session	07/29/2013	08/12/2013	10 days
	Fahnestock, Jordan	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Fox, Karen	Regents Proctoring	Temp	\$65.00/test	08/13/2013	08/14/2013	2 days
	Guild, Jason	AIS Science Teacher		\$659.09/session	07/29/2013	08/12/2013	10 days
	Harmon, Sandra	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Harmon, Sandra	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Hawn, Melanie	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Hawn, Melanie	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Heath, Matthew	AIS Social Studies Teacher		\$681.82/session	07/29/2013	08/12/2013	10 days
	Heath, Matthew	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Hess, Heather	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Hess, Heather	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Honors, Tommy	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Houck, Lorraine	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Houck, Lorraine	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	James, Todd	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	James, Todd	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Johst, Michael	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Johst, Michael	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Kelsey, Patricia	AIS English Teacher		\$659.09/session	07/29/2013	08/12/2013	10 days
	Kelsey, Patricia	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Knoop-Kocher, Michele	Regents Proctoring	Temp	\$65.00/test	08/13/2013	08/14/2013	2 days
	Koproski, Eric	AIS Social Studies Teacher		\$659.09/session	07/29/2013	08/12/2013	10 days
	Koproski, Eric	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Koproski, Eric	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Kowanes, Frederick	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Kowanes, Frederick	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	LaMacchia, James	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Lesinski, Mark	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Lesinski, Mark	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	LeVea, Margaret	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Lichoret, Alex	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Lyons, Derek	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	McGowan, Katherine	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	McGowan, Katherine	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Mills, Katherine	AIS Social Studies Teacher	Temp	\$659.09/session	07/29/2013	08/12/2013	10 days
	Muench, Paul	AIS Social Studies Teacher	Temp	\$659.09/session	07/29/2013	08/12/2013	10 days
	Muench, Paul	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Muench, Paul	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Nugent, Kelly	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Ostrich, Beth	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Perry, Michael	AIS Math Teacher		\$659.09/session	07/29/2013	08/12/2013	10 days
	Perry, Michael	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Perry, Michael	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Perry, Stephen	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days
	Perry, Stephen	Regents Proctoring		\$65.00/test	08/13/2013	08/14/2013	2 days
	Petrie, Bill	AIS Math Teacher		\$727.27/session	07/29/2013	08/12/2013	10 days
	Petrie, Bill	Grading Regents		\$10.00/test	08/15/2013	08/16/2013	2 days

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roccio, Shawn	\$8.94/hr, \$81.18/day
horat, Alex	\$81.18/day
trio, Bill	\$81.18/day
verance, Shanna	\$81.18/day
odridge, Kristina	\$70.36/day





# Oswego County BOCES

Comprehensive Emergency Management Plan

October 2013



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### General Notes

The Guide has been placed on the OSWEGO COUNTY BOCES web page in Adobe Acrobat files. Each file is a stand-alone part of the overall document. This structure permits the manipulation of each file without conflicting with the other component parts. Because of this, each of the pages in the individual component parts is numbered independent of all the other files. When an Emergency Operations Plan (EOP) is assembled as a single file, it is recommended that before inserting a component file into the main file all page numbers in the contributing file are deleted. When the single EOP document file is complete, it can then be renumbered as a single file. This will eliminate numbering conflicts that would occur.

Files should be printed in 2-sided copy mode. Refer any questions about any aspect of this Plan to OSWEGO COUNTY BOCES, to the Director of Security at [mstorie@oswegoboces.org](mailto:mstorie@oswegoboces.org). Assistance is also available on the OSWEGO COUNTY BOCES webpage at [www.oswegoboces.org](http://www.oswegoboces.org).

It is the intention of OSWEGO COUNTY BOCES that the component parts of this Guide will be continuously updated as required. This is a comprehensive plan that is broken into the following three sections:

The **Base Plan** provides an overview of the Oswego County BOCES' preparedness and response strategies. It describes expected hazards, outlines agency roles and responsibilities, and explains how BOCES keeps the plan current.

The **Functional Annexes** are individual sections that focus on specific response and recovery missions, such as Communications and Damage Assessment. These annexes describe the actions, roles, and responsibilities that participating organizations have for completing tasks for a function. They discuss how the jurisdiction manages the function before, during, and after the emergency and identify the group that implements that function. However, each Functional Annex addresses only general strategies used for any emergency.

The **Hazard-Specific Appendices** describe strategies for managing preparedness and response missions for a specific hazard. Attached to the end of each functional annex, they explain the procedures that are unique to that annex for a hazard type. These appendices may be short or long, depending on the details needed to explain the actions, roles, and responsibilities. Strategies already outlined in a Functional Annex should not be repeated in a Hazard-Specific Appendix.

The most up to date copy of this plan exists for employees on the Oswego County BOCES Intranet at <http://portal.oswegoboces.org>. Hard copies of the plan exist in the following locations:

- District Office
- Security Office



## Building Level Emergency Response Plans Advisory Committee Contact Information

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Contact	Position	Phone Number
Todd, Christopher	District Superintendent	315-963-4222
Bayne, Roseann	A/S for Instruction	315-963-4297
LaFountain, Mark	A/S for Personnel	315-963-4286
Sterio, Michael	Director of Security / Emergency Management and Safety	315-963-4289
Sheperd, Michael	A/S for Administrative Services	315-963-4260
Wideman, Wayne	Superintendent of Building and Grounds	315-963-4211
Camp, Ron	Director of Alternate Education	315-963-4314
Huber, Jim	Director of Special Education	315-963-4315
TBA	Principal of CTE	
Allard, Melissa	Secretary to District Superintendent	315-963-4222
Spencer, Lisa	Secretary to A/S for Personnel	315-963-4286



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period and, prior to its adoption, a public hearing was held on October 21, 2009. Full copies of the BOCES Comprehensive Emergency Management Plan and any appendices are submitted to the New York State Education Department within thirty days of its adoption. A copy of this plan is available for review in the Oswego County BOCES office of the Director of Security.

## 2.0 INTRODUCTION

### 2.1 Statement of Policy

The Comprehensive Emergency Management Plan (CEMP) is a basic guide to providing a response system, by the Oswego County BOCES Administration, to a major crisis or emergency occurring on the BOCES Campus or directly impacting the Oswego County BOCES. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this plan. The response to any major crisis or disturbance will be conducted within the framework of this plan.

### 2.2 Vision

The vision for the *Oswego County Board of Cooperative Educational Services' Comprehensive Emergency Management Plan (CEMP)* is:  
***a campus with coordinated capabilities to prevent, protect against, respond to, and recover from all hazards in a way that balances risk with resources and need.***<sup>1</sup>

### 2.3 Plan Implementation

#### 2.3.1 Phase I

In the development of the plan participation was solicited from all stakeholder representatives at BOCES. Planners were sure to include representatives of faculty, students, staff and administrators. Every bargaining unit at BOCES had representatives invited to participate in the planning process.

#### 2.3.2 Phase II

Staff, faculty and administrators received training in full spectrum planning, including discussions of prevention, mitigation, preparedness, response, and recovery. Representatives of Oswego County Emergency Management Office, Oswego County Fire Coordinator's Office and the New York State Police provided participants an introduction to the Incident Command System (I-100) training.

In addition to response and incident command training, bus drivers also received Transportation Security Awareness training.

#### 2.3.3 Phase III

The third phase of this planning process will include an exercise that will help to identify overlaps and gaps in the plan and in training. Results of the exercise will be captured to begin the next mitigation plan.

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<sup>1</sup> Adapted from DHS National Preparedness Guidance.

- Has authority to make emergency funding decisions.
  - Authorizes the release of public information.
  - Assumes the role of incident commander and establishes a fixed command post.
- 3.2 Assistant Superintendents
- Acts on the behalf of the Superintendent in his absence.
  - May be assigned to fulfill roles of command or general staff during an incident.
  - Shall report to the Command Post when an incident is declared.
- 3.3 Security Director
- Is responsible for the day-to-day maintenance of the Comprehensive Emergency Management Plan.
  - May facilitate meetings to address prevention, mitigation, and preparedness issues.
  - Arranges for exercises to test Plan and identifies areas for improvement.
  - Coordinates training of staff and personnel in preparedness efforts.
  - Shall report to the Command Post when an incident is declared.
- 3.4 Safety Officer
- Performs internal hazard assessments in each teaching area.
  - Develops safety and training programs for staff.
  - Shall report to the Command Post when an incident is declared.
- 3.5 Superintendent of Buildings and Grounds
- Is responsible for the overall preparedness of the physical plant.
  - Is responsible for the readiness of protective systems and emergency power and water.
  - Shall report to the Command Post when an incident is declared.
- 3.6 School Security Officer
- Maintains general order in a school setting.
  - Investigates and reports on all violations of security, all rules and laws, and school policy.
  - Advises school administrators of situations which may create a potential harm or exposure.
  - Summons law enforcement, fire service, and emergency medical services as needed.
  - Maintains certification as required pursuant to NYS Security Guard laws.
  - Attends and participates in REMS and ICS trainings.
- 3.7 Readiness and Emergency Management Planning Team
- The team is comprised of key administrators and staff that play an integral role in the safety and security of campus.
  - The team is responsible for content and revisions to the plan.
  - Upon approval of this Plan, the members listed below are deemed appointed by the BOCES Board of Education as the district-wide school safety team.



**3.11 Students**

- Follow direction of teaching staff during an incident.
- Review and support the plan to ensure readiness.

**3.12 Parents**

- Support the plan and encourage the student to follow guidelines.
- Review plan with students to ensure readiness.
- Cooperate with school officials and follow direction.
- Wait for direction of how and when to respond. This notification will come from local media releases. Parents and guardians will require proper identification when picking up a student. Telephone authorizations will not be accepted during a crisis for security purposes.

**4.0 GENERAL ASSUMPTIONS**

**4.1 An emergency may occur at any time.**

A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.

**4.2 Most incidents are handled locally. Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state, federal governments, and/or private institutions, non-government organizations (NGO's) and other entities.**

**4.3 Incident plans must be flexible.**

The succession of events in any incident are not fully predictable, therefore, this Comprehensive Emergency Management Plan (CEMP) and any Incident Action Plan (IAP) devised prior to or at the time of the event, will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

**4.4 Outside resources and assistance may be delayed.**

An emergency or a disaster may additionally affect residents within close proximity to the campus, therefore town, county, state, and federal emergency services or resources may not be immediately available. In such cases, a delay in the delivery of effective and sufficient off-campus emergency services may typically be expected for a period of up to 30 minutes or more.

**5.0 NOTIFICATION**

**5.1 Declaration of an Emergency**

Staff, faculty, administrators or students may identify an emergency or crisis situation. Once identified notification should be made to the building or program administrator. Building or program administrators should contact Security personnel by dialing zero (0), from any BOCES phone, or via radio. Security personnel will make the initial determination of the response and recommend a course of action with notification to administrators.

**6.3.1 Code of Conduct / Anti-Bullying**

The Oswego County BOCES has adopted a student code of conduct that each student receives along with training on its contents. Students are held to the standards set forth in the code of conduct and can receive counseling, discipline or even expulsion for non-compliance.

**6.3.2 Background checks / Finger Printing**

Every employee hired after the SAVE Legislation of 2001 (Education Law § 3004-b [1] and the NYS Education Commissioners Regulation [8 NYCRR § 87.6]) must be fingerprinted prior to the start of work. Subsequently, if any employee is finger printed as the result of a finger-printable offense, the New York State Department Education notifies the Oswego County BOCES Human Resources Director of the arrest.

**6.3.3 Access Control/Visitation**

The Oswego County BOCES has adopted an access control/visitation policy outlining procedures for receiving visitors.

**6.3.4 Surveillance Systems**

The BOCES uses IP-based surveillance camera systems to monitor conduct and BOCES properties.

**6.4 Mitigation Plan (Also See 1.5)**

Issues identified from internal or external assessments are prioritized primarily by impact to life safety and infrastructure protection. Those priorities become the basis for the planning focus for the planning period, generally the school year. These priorities are set by the School Safety Committee and are communicated to the District Superintendent and the Board of Education if there are budget implications. A timetable, budget and assignment of responsibilities are made and progress is tracked by the Security Director. Collectively, the hazards or area of improvement and the corresponding actions taken are collected and become the mitigation plan. These efforts are then evaluated in an exercise in an attempt to identify any new weakness or gaps. Those issues identified in the exercise, along with internal and external assessments, are used to begin the cycle again.

**7.0 PREPAREDNESS**

Preparedness refers to actions taken to create and maintain the capacity to respond to, and recover from natural disasters and other emergencies. This is achieved through measures such as planning, exercises, training, community education, information management, communications and warning systems.



### 7.3.2 Safety Training

#### 7.3.2.1 Safety Indoctrination

All new employees receive campus safety indoctrination at the beginning of their employment. For example, employees participated in three separate full-day staff developments on topics related to identifying suspicious persons or packages, response to emergency situations, dealing with difficult persons and harassment within the workplace.

#### 7.3.2.2 Ongoing Safety Training

7.3.2.2.1 Cardiopulmonary Resuscitation (CPR) / AED American Heart Association Heartsaver™ courses are held annually for Oswego County BOCES personnel. Employees are on an odd or even refresher cycle, following recommended re-training every two years. Employees are selected based on their primary work location on campus and participation is strictly on a voluntary basis.

7.3.2.2.2 Asbestos  
Certain Oswego County BOCES employees have been identified as those that may come into contact with asbestos in the course of their work. These employees are trained to recognize the hazard in the work place and to take steps to mitigate it.

7.3.2.2.3 Confined Space  
Certain Oswego County BOCES employees have been identified as those that may come into contact with confined spaces and permit-required confined spaces in the course of their work. These employees are trained to recognize the hazard in the work place and to take steps to mitigate it.

7.3.2.2.4 Fire Safety  
Certain Oswego County BOCES employees have been identified as those that may come into contact with fire more often than others in the routine course of their work. These employees are trained to recognize the hazard in the work place and to take steps to mitigate it.

7.3.2.2.5 Personal Protective Equipment (online)  
Oswego County BOCES employees are trained to recognize what personal protection equipment (PPE) is needed for various job duties and where that PPE can be found.

7.3.2.2.6 Right to Know (online)  
Oswego County BOCES employees may come into contact with certain hazardous materials in the course of their work. These employees are trained to recognize the hazards in the work place and to take steps to mitigate the hazard.



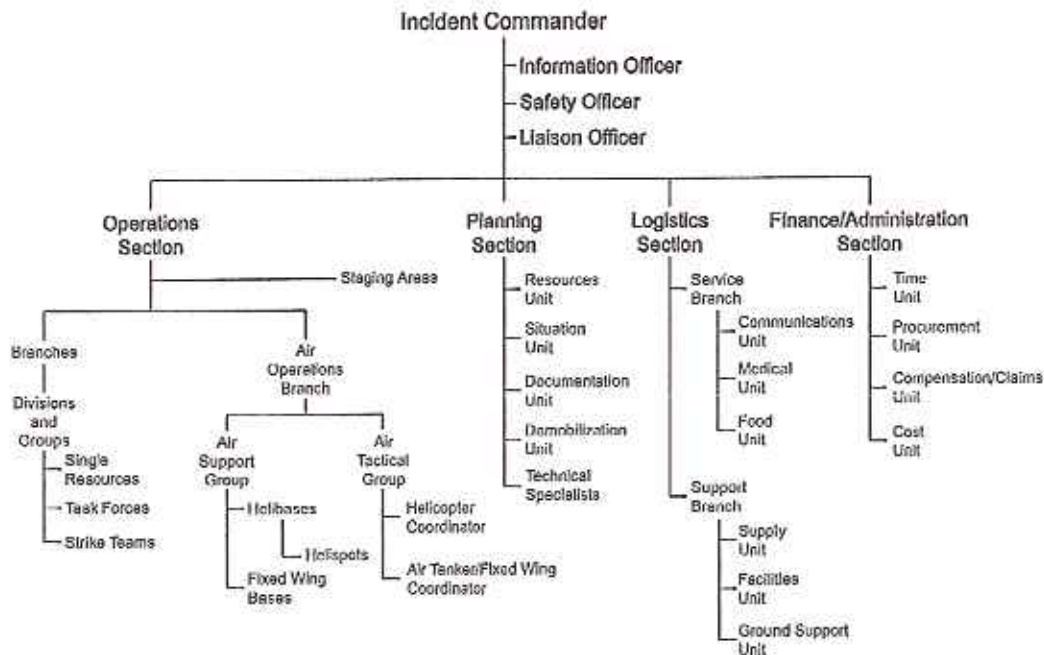
- 7.5.4 Evacuation Area Supervisors and two alternates have been identified and a verbal commitment has been made for the upcoming school year.
- 7.5.5 Update and distribute Universal Emergency Procedures during School Opening Conference Day.

## 8.0 RESPONSE TO INCIDENTS

Response is the systematic approach to dealing with crisis and disasters that disrupt the normal activity of a facility.

### 8.1 Incident Command System

In accordance with local, state and federal guidelines, Oswego County BOCES will utilize the Incident Command System (ICS) to manage crisis as well as routine events. The ICS builds its structure progressively from minor incidents to major disasters. Any operational incident may be managed by the ICS by activating the resources or functions appropriate to a specific level of emergency or type of incident. The primary tasks are established as supervisory or functional positions to provide a systematic structure, enabling the Incident Commander to delegate tasks and responsibilities so more time may be spent managing the overall incident.



#### 8.1.1 Definitions

- a. Branch – The organizational level with functional or geographic responsibility for implementing major parts of the incident operations.
- b. Command – The act of directing, ordering and/or controlling resources by virtue of explicit legal, organizational, or delegated authority.
- c. Command Post – The location from which primary command functions are executed, usually co-located with the incident base; it may also be referred to

Command should begin to assign Divisions/Groups:

- a. When the Incident Commander foresees a situation which will eventually involve a number of companies beyond Command's capability to directly control;
- b. When Command can no longer effectively manage the number of resources currently involved in the operation;
- c. When resources are operating from tactical positions over which Command has little or no control; or
- d. When the situation demands that close resource control is required because of a dangerous situation.

#### 8.1.2.1 Division

A division is a geographic designation. The incident may be broken down into geographic areas and the supervisor of those areas would be designated a Division Supervisor. The most common way to divide division is by the sides of a building (A, B, C, D)

#### 8.1.2.2 Group

A group is a functional designation. The incident may be broken down into functional components and the supervisor of these areas would be designated a Group Supervisor.

#### 8.1.2.3 Branch

A branch is a designation given to the next level above a division or group. Although not required, a branch may be established when a division or group grows to become too large or is too complex to manage as a division or group. The person in charge of a branch is a Branch Director.

### 8.2 Incident Priorities

At every incident, decision makers shall act based on the following overall incident priorities:

- a. Life Safety – the primary mission should be to protect life more than any other goal. Decisions shall be made to protect as many lives as possible. The individual operating at emergency incidents shall do whatever is necessary to primarily protect their own life first, and then others.
- b. Incident Stabilization – the secondary goal when operating at incidents is to bring the incident under control.
- c. Property Conservation – the third goal at incidents shall be to protect property from further damage, once life safety and incident stabilization considerations have been made.



Director of Security. To activate a stay in place procedure the following announcement should be made:

*"YOUR ATTENTION PLEASE. DUE TO A HAZARD WE ARE INSTITUTING THE SHELTER-IN-PLACE PROCEDURE. REMEMBER THAT THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THEIR RESPECTIVE AREAS WITH DOORS CLOSED. NO ONE IS PERMITTED OUT OF THEIR AREAS FOR ANY REASON. STUDENTS AND STAFF OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. INSTRUCTION MAY CONTINUE DURING THIS PERIOD. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU"*

When the announcement is made:

- Have staff and students under your supervision clear shop areas and hallways to the nearest available classroom or other designated location.
- Close and lock windows, doors and blinds. (including overhead doors)
- Do not allow anyone to leave your area until given permission to do so.
- Normal activity can continue inside.

#### 8.4.2 Lock Down

This action is taken when the threat of violence or gunfire is identified or when directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, students are to remain in the classrooms or designated locations quiet and concealed from view at all times and behind cover if possible.

This response action shall be made when personnel are made aware of an imminent threat of physical or deadly force. To activate a lock down the following announcement should be made and/or the lock down alert shall be activated:

*"YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT A LOCK DOWN. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM."*

When the announcement is made or high/low siren tone is activated:

- Collect and secure students under your supervision.
- Assist those needing special assistance.
- In transit, students and staff should seek the nearest available security officer or administrator for further directions to safe areas.
- Students and staff operating in their shop areas should return to their classrooms.
- Close and lock all windows and doors, close blinds, attempt to cover any other window with paper or some form of covering.
- Have students and staff sit on the floor near the wall with the door.
- Take attendance; report student accounting when contacted by the Evacuation Area Supervisor.



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Evacuation Area	Primary	Secondary	Tertiary
Area #1 – S330 N.E. Corner	Craig Mahon	Kathy Horth	Colleen Martin
Area #2 – North Lawn	Mark Ellis	Jim Casamento	Mark Bender
Area #3 - Special Ed	Robert Nelson	Lisa Nappi	Linda Siever
Area #4 – Outside Printing	Dora Thurlow	Lani Camp	Laura Cook
Area #5 - Bus Garage	Paul Clark	Tammy Bigelow	
Area #6 - HERO	George Wood	John DeSantis	

When the announcement is made or evacuation alarm sounds:

- Evacuation Area Supervisors' forms, clipboard, vest and radio are required for Evacuation Area Supervisors to perform their duties during an on-site evacuation.
- Exit through the closest and safest exit. (if primary exit is blocked, use secondary exit)
- Bring attendance roster with you for student accounting.
- Assist those with access or functional needs
- Do not stop for student/staff belongings.
- Go to the designated evacuation area.
- Check for injuries.
- Take attendance, report student accounting to the Evacuation Area Supervisor.
- Wait for further instructions.
- Some students with physical disabilities may be sheltered on buses during building evacuation procedures.

8.4.3.1.1 On Campus Relocation - On-site evacuation may be done for a particular building or multiple buildings. Fire Department, law enforcement or other emergency personnel should be consulted about potential on-campus sheltering locations given weather and incident conditions. The following may be used as a general guide for the relocation of students on campus:

Area of involvement:	Relocated to:
Main building	Special Ed Gymnasium
Special Education	Main building - mall
Heavy Equipment	Main building

If necessary, occupants of outor buildings may be required to shelter in a more suitable and fortified building. These areas, when notified to do so, should move to the main building, mall area.

E220	E230	W410
N510	N520	W450
S310	S330	W460

Persons with access needs may be moved by bus to alternate locations as necessary.

#### 8.4.3.2 Reverse Evacuation

County BOCES and Mexico Central Schools to aid in the transportation and temporary sheltering of students and staff. Students will remain at this location until transported to their respective home school or reunified with their families or guardians.

MMS Program Administrator:

Kim Holliday 963-8400 x4201

MMS Maintenance Supervisor:

Jay Rector 963-8400 x4201

Mexico Academy & Central School Superintendent of  
Buildings and Grounds:

Ed McCarty 963-8400 x4630

#### 8.4.3.4- Evacuation During Construction and Renovation Projects

Prior to and during major construction or renovation projects, when established egress and on-site evacuation routes are temporarily altered or eliminated, the Readiness and Emergency Planning Team shall make plans for rerouting of building occupants through the structure to their assigned or alternate evacuation areas. Rerouting accommodations shall comply with Section 10 of the NYS Fire and Building codes. All affected occupants shall be notified prior to the beginning of construction activities. Diagrams of altered egress and evacuation routes shall be conspicuously posted in the affected areas.

#### 8.4.4 Campus Closures

Under certain circumstances it may become necessary to close campus and cancel classes. This is especially true during winter months and winter storms. The decision may be made when experiencing severe weather and in some cases in anticipation of severe weather.

##### 8.4.4.1 Snow Day Closures

Once declared by the District Superintendent, or designee, notification will be made first via local television media and followed up by radio stations. If notified that "OSWEGO BOCES IS CLOSED" students, teaching staff and first shift staff do not report. Second shift support staff is still expected to report. It should be noted that declared closure for weather is only applicable to daytime classes, unless specifically indicated in the notification.

#### 8.4.5 All Clear

Once an incident is remedied the campus may be return to normal operation. The building Program Administrator makes this decision after the consent and approval from the fire department, law enforcement, and/or code enforcement official, if applicable and in consultation with the BOCES security and building operations and maintenance personnel.

#### 8.5 Student / Parent Reunification



- |                               |                              |
|-------------------------------|------------------------------|
| • Chevy K30                   | Silverado/flat bed w 9' plow |
| • (2) John Deere 624H         | Loader w/4 cycle bucket      |
| • Bobcat Skid Steer           | S250 with attachment         |
| • Gas powered generator       | 5000 watt                    |
| • Gas powered generator       | 6000 watt                    |
| • 2 x Diesel Baldor Generator | 75 Kw                        |

**9.2 Restoration of Information Technology Infrastructure (See also Functional Annex 4.5 – Continuity of Operation)**

Data systems have been made resilient by the use of virtual servers and software to be able to stand up systems in suitable locations that have proper energy sources and connectivity. Prior to, during and, ultimately, after an incident, IT personnel will perform assessments as to the severity of the potential or as actual damage to the system occurs.

The primary focus of the restoration will be that of the back up server. Once the back up server is operational, the cataloging process could begin. Servers would be restored in the following order:

1. Essential for basic internal functions – Wincap, AD, Email, Data
2. External/community functions – Web, Listserv
3. Curriculum delivery - Moodle, Print Service

**Summary of Data Center Recovery Activities**

- Identify level of failure
- Summon sufficient staff with specific expertise
- Identify proper facilities to stand up alternate system
- Procure needed hardware systems
- Contact Central New York Regional Information System (CNYRIC) for WAN connectivity and restoration
- Contact CCA for restoration of WinCap
- Contact ClassLink for restoration of Classmate system
- Configure a server with BackupExec 11d, Veeam ESXi backup and Ultrium tape device
- Install VMWare ESXi on replacement servers
- Restore latest base virtual machines
- Restore most current data (possibly 14 days old)

Data backups are on Ultrium media and were created using Symantec Backup Exec version 11d. The current system is an Ultrium automated library that holds 16 tapes. Tapes are removed from this device bi-weekly or as needed for storage in a fireproof cabinet in the System Administrator's office. Tapes are write protected for 30 days. Once every 30 days data is captured from all virtual machines to portable disk using Veeam backup for VMWare ESXi. In a recovery scenario the latest base virtual machines will be loaded onto replacement hardware and then the most current data will be restored from tape backup. Those backup tapes may be current only to 14 days prior. More current information may be lost.

**9.3 Assessment of Emotional Impact**



Association of Suicidology has clear recommendations and has supporting research regarding the contagion effect; memorials following a suicide may glamorize death and may communicate that suicide is an appropriate or desired response to stress. Instead the AAS recommends that energies be directed into projects to help the living, such as volunteering, tutoring, fundraising for a charity in their name, establishing a scholarship or helping in the community.

#### **9.5.2 Memorial Services**

It may be appropriate to hold a memorial service. It is recommended that those close to the individual, both students and staff, be involved in the planning process. Provide the service beforehand. Be sure to include uplifting messages and symbols of life, such as balloons or candles.

##### **9.5.2.1 Spontaneous Memorials**

Spontaneous or temporary memorials will most likely be established following a death on a school campus because the community is looking for solace. After a major incident the area may become filled with flowers, posters, balloons, plants, teddy bears, candles, photos, poems, crosses, and other mementos. Staff members should monitor messages left at a spontaneous memorial, and be ready for unusual or unexpected circumstances. In addition, due to the throngs of people at the memorial, daily trash removal may become an unexpected chore. Staff must plan and determine how and when to manage, and ultimately, remove the items. It may be best to do this with planning, involving both staff members and students in the decisions. Items should not be removed in a sudden or unexpected way, as this can create feelings of anger and resentment, in addition to the grief already being experienced. When possible, a positive atmosphere should be created through a celebration of life or other ritual that honors the deceased, while removing the items. The timing of the removal should be considered carefully, for example, a natural break in the school calendar if possible, such as a weekend, vacation, or holiday. In general, it is not recommended that temporary memorials be left up past the school year in which the death occurred.

#### **9.5.3 Resources**

- National Association of School Psychologist  
[http://www.nasponline.org/resources/crisis\\_safety/memorials\\_general.aspx](http://www.nasponline.org/resources/crisis_safety/memorials_general.aspx)
- National Center for School Crisis and Bereavement  
<http://www.cincinnatichildrens.org/svc/alpha/s/school-crisis/>

#### **9.6 After Action and Lessons Learned**

After action exercises should be conducted and an after action report (AAR) should be compiled after actual incidents or close calls. The Director of Security is charged with collecting the information and completing the report. The process should be constructive and aim at identifying areas for improvement in, for example; procedure, training or equipment. Areas for improvement identified in the AAR should be incorporated into the Mitigation Plan and be made part of the larger planning process.

#### **9.7 Government Assistance**

Once an event overwhelms local resources, state and federal resources may be called upon. State resources, such as the New York National Guard, may be called upon to remove snow or debris caused by a natural disaster. Local, State and Federal resources must be requested through the Chief Local Official, such as the Village Mayor, Town

Category A - *Debris Clearance*- This category includes all storm induced debris on non-federal public roads, including the right-of-way, non-federal public waterways, other public property, and private property when undertaken by local government forces. It can also cover the cost of demolition of public structures if those structures were made unsafe by the disaster.

Category B - *Emergency Protective Measures*- This category addresses the need to provide appropriate emergency measures designed to protect life, safety, property, and health (i.e., barricades, sand bags and safety personnel).

Category C - *Road System*- This category addresses damages to non-federal roads, bridges, streets, culverts, and traffic control devices.

Category D - *Water Control Facilities*- Eligible damages under this category include costs to repair or replace dikes, dams, drainage channels, irrigation works, and levees.

Category E - *Building and Equipment* -Eligible damages under this category include costs to repair public buildings and equipment, supplies/inventories that were damaged and transportation systems such as public transit systems.

Category F - *Public Utility Systems* -Under this category, assistance is available for damaged water systems, landfills, sanitary sewerage systems, storm drainage systems, and light/power facilities.

Category G - *Other*- The "other" category includes park and recreational facilities, or any other public facility damages that do not reasonably fit in one of the other six categories.

#### 9.8 Resilient Reconstruction

After a crisis situation, attempts should be made to not simply reoccupy a similar footprint, but rather replace the damaged structure with one that is resilient to a similar or worse event in the future. This can be done by incorporating new design and materials into the construction that can help lessen damage. Utilities that were vulnerable should be relocated out of harms way. Areas that are prone to flood may be relocated to higher ground or berms may be constructed to lessen damage from water.



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The REMSCO for the Oswego County BOCES is:

CNY Regional EMS Council  
 Jefferson Tower – Suite L1  
 50 Presidential Plaza  
 Syracuse, NY 13202  
 (315) 701-5707 phone  
 (315) 701-5709 fax

**A.1.3.2 Changes to AED Program**

It may become necessary from time to time to make significant changes to the AED program at Oswego County BOCES. When the changes relate to changes to the EHCP or the EMS response agency, a new *Notice of Intent to Provide PAD* (DOH 4135) and a copy of the collaborative agreement shall be filed with the REMSCO.

Changes of location of AED's on campus and training changes do not require the filing of a new Notice of Intent form.

**A.1.4 Use of the AED**

When activated by someone sent from the scene or carried to the incident by security, facilities or teaching staff, the AED should be used in accordance with current guidelines from the American Heart Association.

Maneuver	Adult	Child
	Lay Person: ≥8 years HCP: Adolescent and older	Lay Person: 1 – 8 HCP: 1 year to adolescent
Activate (lone rescuer)	When found unresponsive	After performing 5 cycles of CPR. For sudden, witnessed collapse, activate after verifying unresponsiveness.
<b>Airway</b>	Head-tilt / Chin-lift (HCP: suspected trauma, use jaw thrust)	
Breathing (initial)	2 breaths (1 second/breath)	2 effective breaths (1 second/breath)
HCP: Rescue breathing without compressions	10-12 breaths/minute (approximately 1 every 5-6 seconds)	12-20 breaths/min (approximately 1 every 3-5 seconds)
Foreign-body airway obstruction (conscious)	Abdominal Thrusts	
Circulation	Carotid	Brachial or Femoral
Compression landmarks	Center of the chest, between nipples	
Compression rate	Approximately 100	
Compression to ventilation ratio	30:2	
Defibrillation	Use adult pads / Do not use child/ped pads	After 5 cycles of CPR. Use child/ped pads systems for child 1-8, if available. If not available, use adult AED and pads.

AHA Currents Winter 2005-2006. p.15.



**A.3. Evacuation of Students and Staff with Access and Functional Needs**

The Oswego County BOCES has many students and staff members with access and functional needs who may require assistance during an evacuation. To ensure that these individuals receive the assistance they need to exit during an emergency or a drill, Oswego County BOCES has added this Assisted Evacuation Plan (AEP) protocol to its Comprehensive Emergency Management Plan.

The purpose of an AEP is to establish, rehearse and have on record individualized evacuation plans for students and staff who have conditions which impede their ability to evacuate from a school building. AEPs shall be created when a student or staff member first joins BOCES. Thereafter, AEPs for that individual shall be updated annually, or whenever changing circumstances merit updating.

To create an AEP for a student or employee with access or functional needs, the person directly assigned to supervise that individual shall complete an AEP form located on page 62 of this Plan document. Department administrators are responsible for initiating AEPs by providing copies of this form to assigned staff.

An AEP will identify the student or employee requiring assistance, the reason the person needs assistance, the type of assistance to be provided, the person(s) responsible for providing the assistance and two alternates. It will describe any special arrangements and equipment required to move the individual to the evacuation assembly area specified for their location within the building. Other pertinent information shall be noted in the space provided.

Any student AEP shall have a class schedule and a schedule of any out-of-class services attached to it. Copies of these forms shall be distributed to the following as is applicable:

- Principal/Supervisor
- District Office
- Nurse
- Classroom/Homeroom/Resource Teacher
- Substitute Information Folder
- Security Office (to be incorporated into the DERP folder)
- Evacuation Area Supervisor Attendance Roster

**A.4 Crisis Support Services**

1. All disasters have some effect on the mental well being of their victims.
2. Normal communications channels may be disrupted and victims may not be able to contact their relatives.
3. Following a disaster, many victims have intense feelings of guilt, anger, frustration, etc., and may require crisis intervention and/or emotional support to deal with the situation.
4. Rapid deployment of mental health counselors to assist disaster victims and/or grieving family members is essential to address what has happened and to implement effective recovery actions.
5. All crisis-counseling services are voluntary for victims and rescue personnel.

Oswego County BOCES  
Continuity of Operations Plan  
2011

## Functional Annex 4.5

Oswego County  
Board of Cooperative Educational Services  
179 County Route 64  
Mexico, New York 13114

### **Acknowledgements**

The OSWEGO COUNTY BOCES staff and the members of the Safety Committee associated with this project wish to thank everyone who donated information directly to OSWEGO COUNTY BOCES or who placed materials on the Internet and in the public domain, without which this planning guide could not have been assembled for use by campus administrators and planners.

### **General Notes**

The Guide has been placed on the OSWEGO COUNTY BOCES web page in Adobe Acrobat files. Each file is a stand-alone part of the overall document. This structure permits the manipulation of each file without conflicting with the other component parts. Because of this, each of the pages in the individual component parts is numbered independent of all the other files. Files should be printed in 2-side copy mode.

Refer any questions about any aspect of this Plan to OSWEGO COUNTY BOCES, to the Director of Security at [msterio@oswegoboces.org](mailto:msterio@oswegoboces.org). It is the intention of OSWEGO COUNTY BOCES that the component parts of this Guide will be continuously updated as required.



## 1.0 INTRODUCTION

### 1.1 Purpose

The purpose of this Continuity of Operations Plan (COOP) is to guide Readiness and Emergency Management Planning Team members and Safety Team members in reducing threats from man-made and natural hazards and help sustain the functions identified as critical for Oswego County BOCES.

### 1.2 Scope

This COOP is designed to provide guidance to faculty, staff, and students to the Oswego County BOCES campus located at 179 County Route 64, Mexico, New York during the normal school year and during summer programs. This plan primarily focuses on the first 24 hours surrounding a disaster. Those BOCES employees working in alternative locations should follow local school district and building guidelines. This plan supersedes older planning documents.

### 1.3 Planning Process

The Readiness and Emergency Management Planning (REMP) team has adopted a planning process that addresses an all hazards planning approach. Oswego County BOCES is at risk for natural as well as man-made crisis. The REMP team has identified critical functions that are necessary to the sustainment of the BOCES mission and campus.

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6	Phase 7	Phase 8
Create plans & procedures that address all-hazards assumptions	Identify critical functions and services	Identify key personnel and orders of succession	Provide data support systems/vital records	Identify alternate facilities	Identify communication systems and emergency contact information	Reinforce by education, training and exercise programs	<b>REVIEW COOP ANNUALLY</b>

### 1.4 Plan Maintenance

Periodic plan review will occur annually in conjunction with the needs assessment for the mitigation plan. The risk assessment and mitigation process should be conducted annually in order to assess threat and develop strategies to prevent and/or mitigate that risk. A more specific maintenance schedule can be found in APPENDIX 1.3.

### 1.5 Responsibilities

#### 1.5.1 District Superintendent

The District Superintendent is responsible for participating in the planning for major events and supporting the Continuity of Operations Plan (COOP). The Superintendent provides policy direction, guidance and objectives during an incident for the implementation of the COOP.

### 3.2 List of Essential Functions

Figure 3.2a

Function	Process	Significance
<b>ALL</b>	Accountability	Quickly and accurately accounting for all staff and students.
<b>Administration</b>	Leadership	Provide insight, guidance and approval.
<b>Information Technology</b>	Server back-up	Information retention, Data for critical functions such as payroll.
	Hardware replacement	Acquisition of hardware to allow for completion of critical functions
<b>Business Office</b>	Procurement	Allows for the acquisition of needed resources.
	Payroll	Allows for the continuous pay of employees to aid in personal recovery and maintain focus.
	Accounts Receivable	Maintains business continuity and allows for the processing of funds.
	Accounts Payable	Supports procurement in meeting obligations.
<b>Operations and Maintenance</b>	Power distribution	Maintaining critical functions such as potable water supply, telephone and fire detection service.
	Heat and hot water	Critical function required for occupation of the building
	Fire detection system	Critical function required for occupation of the building
	Communications: Telephones	Critical function required for occupation of the building
	Snow Removal	Critical function required to maintain occupation of the building.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Activation and Relocation

- 4.1.1 The COOP may be activated by the BOCES Superintendent when it is deemed necessary. In the absence of the Superintendent, the decision for the implementation of the COOP shall be made in accordance with the Comprehensive Emergency Management Plan CEMP Line of Succession (8.2.1). It should be understood that any student or staff member may activate an



organization. Some functions may be placed on hold in the event of a pandemic in order to sustain a base level of operations. Core functions may include:

4.2.4.1 Operations

- 4.2.4.1.1 Notify suppliers and employees of any changes to the work schedule.
- 4.2.4.1.2 Provide support to all ongoing projects.
- 4.2.4.1.3 Run information technology functions.
- 4.2.4.1.4 Review outsourcing contracts to determine if penalties for nonperformance are adequate.

4.2.4.2 Business Office

- 4.2.4.2.1 Make arrangements to pay employees.
- 4.2.4.2.2 Pay expenses in timely fashion.

4.3 Reconstitution

- 4.3.1 Reconstitution procedures will commence when the District Superintendent or other authorized person determines that the emergency has ended and that reoccupation of the facility is safe and lawful. This may include a certificate of occupancy from local code enforcement officials.
- 4.3.2 The District Superintendent will designate the Assistant Superintendent of Administrative Services, or designee, as the Reconstitution Manager to work with the operations and maintenance and business office staff responsible for the reconstitution process. The Reconstitution Manager will develop a plan and schedule of activities to ensure the orderly transition of all district functions, personnel, equipment, and records from the alternative location back to campus.
- 4.3.3 The District Superintendent will coordinate with appropriate state agencies to ensure continued financial support from the state during a district-wide emergency closure or a school emergency closure.
- 4.3.3 When personnel, equipment, and documents are in place at the new or restored facility, the remaining staff at the alternate site shall transfer essential functions, cease operations, and deploy to that new or restored facility as directed.

4.4 Communications

- 4.4.1 All communications with staff will be done face-to-face when possible. If face-to-face communications are not practical or possible, then public address announcements will be made offering guidance and direction.
- 4.4.2 Weather broadcasts may be monitored via the internet or weather radio.

5.0 SCENARIOS

The Oswego BOCES campus is vulnerable to a full range of hazards (man-made, natural and technological disasters).

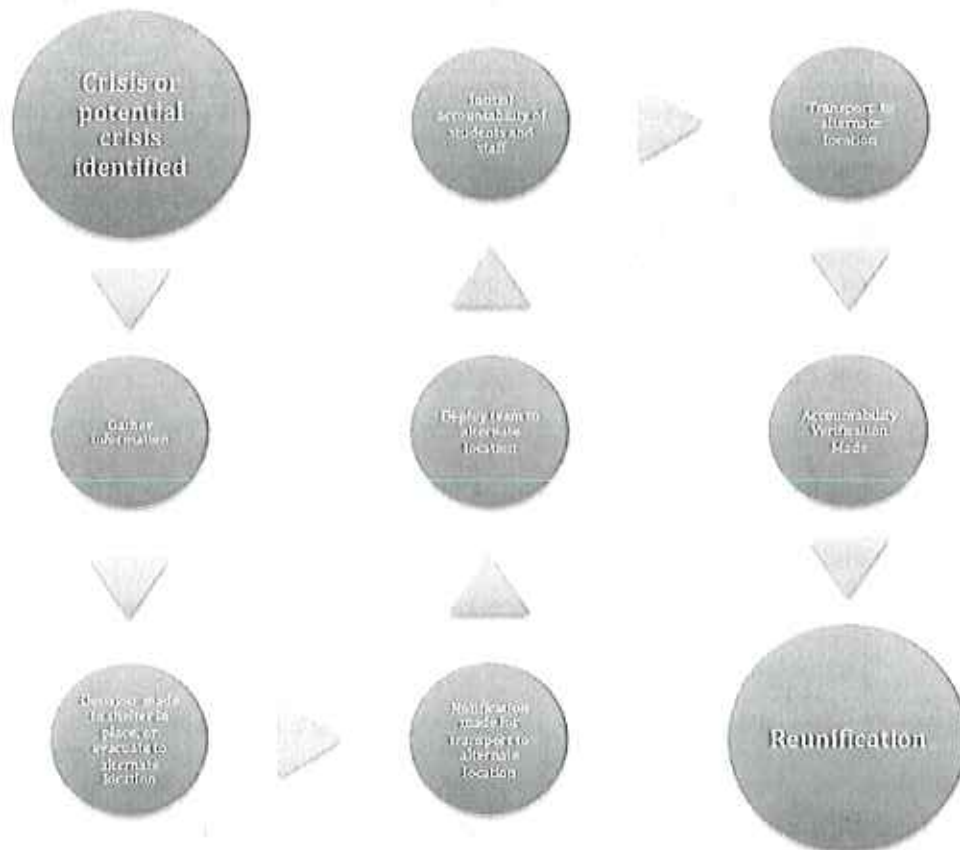
- 5.1 Loss of service due to a lack of facility access.



## 6.0 TRAINING AND EXERCISES

- 6.1 Personnel shall be trained in their roles of continuity of operations and remain current in their primary responsibilities, but also maintain an understanding and capability of fulfilling roles that they may have to assume during and after a crisis.
- 6.2 An exercise will be conducted at least annually to evaluate the effectiveness and identify gaps or overlaps in the plan. The exercise may focus on specific parts of the plan and should include important components such as communications.

### COOP Process



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**Appendix 1.2 COOP Vital Records Schedule**

Vital File, Record, or Database	Form of Record	Pre-Positioned at Alternate Location	Hand Carried to Alternate Location	Backed up Offsite
Attendance Record (CTE)	Electronic			X
Attendance Records (SpEd)	Electronic			X
Attendance Records (Adult Ed)	Hardcopy		X	
Comprehensive Emergency Management Plan (3)	Hardcopy		X	
KI+ Opt out Forms (CEMP)	Hardcopy		X	
Potassium Iodide KI+ Tablets			X	
Staff Contact Information – Phone Trees (CEMP)	Hardcopy		X	
Student Contact Record	Hardcopy		X	
Student Medical Record	Hardcopy		X	
Credit Card - Business Office	Hardcopy		X	
Architectural Drawings	Hardcopy	X		X
Asset Inventory	Electronic			X

## **Hazard Specific Appendices**

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### **B.1 AIRCRAFT EMERGENCY**

#### **Crash on School Property**

- **Staff Actions:**
  - Notify Principal/Program Administrator
  - Move students away from immediate vicinity of crash, establish secure perimeter
  - Summon on-site medical staff
  - Render aid to victims
- **Program Administrator / Supervisor:**
  - Call 911
  - Notify on-duty security officer and/or Director of Security via two way radio or dial 289 and District Office
  - Determine area(s) of school property involved
  - Implement evacuation procedures, if appropriate
  - Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash
  - Provide first aid triage, treatment and removal of injured persons from occupied school buildings
  - Account for all building occupants and report same to incident commander

#### **Crash Near School Property but No Damage**

- **Staff Actions:**
  - Notify Principal/Program Administrator
  - Move students away from immediate vicinity of crash
- **Principal/Program Administrator:**
  - Call 911
  - Initiate Shelter-in-Place procedures if warranted
  - Notify Director of Security and the District Office
  - All students and staff should remain indoors; any students or staff outside should initiate Reverse Evacuation or go to a safe location until further instructions are received.
  - No evacuations should occur unless explosions or fire endanger the building

**District Superintendent will notify Board President**



### **B.3 ASSAULT**

When student(s) or staff has been assaulted use the following guidelines:

- **Staff observing the incident:**
  - Report to school Principal/Program Administrator the type and number of injuries and if the assailant is still in the area
  - Give location of assault
  - Administer first aid and get medical attention if necessary
  - If the assailant has left the area, give direction of travel, if in a vehicle description of vehicle, license number
  - Give good description of the assailant (clothing, age, height, etc...)
  - Remove bystanders from immediate area (including students and staff not involved)
- **Principal/Program Administrator:**
  - Call 911 if warranted, notify on-duty security officer and/or Director of Security
  - Give type and number of injuries
  - Advise if assailant is still in the building or on the property
  - If threat persist, consider implementation of building Lock-down
  - Notify District Office as appropriate
  - Document actions and complete incident reports

**Bomb Threat: Questions to ask:**

1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. What was the exact wording of the threat?
11. Was the caller male or female?
12. What race or ethnicity?
13. What was the approximate age of the caller?
14. What was the number that the call was received?
15. What were the time, date and duration of the call?

## B.6 CHEMICAL OR BIOHAZARDOUS MATERIAL INCIDENT

Departments should evaluate the potential of hazardous materials spills in their areas and develop contingency plans for dealing with these spills. Copies of department plans should be sent to Operations and Maintenance. Individuals located where potential spills may occur should be knowledgeable in emergency spill procedures. Appropriate containment and clean-up materials should be on hand, conveniently located and well-marked.

There also exists the potential of a man-made threat by using chemical or biological agents as a "weapon of mass destruction" (WMD) in order to harm numerous people on and off campus. Suspicious agents and/or packages found on campus may pose a potential risk. Employees should try to identify if anyone in the area claims the package. If no one claims the package, then it should be treated as a hazardous chemical either indoor or outdoor. (Also see B.16 Suspicious Packages)

### INDOOR INCIDENT:

1. Any spillage or reaction of a hazardous material causing serious contamination or injury is to be reported *immediately* by calling Operations and Maintenance (ext. 368) or Campus Security (ext. 0), and the department supervising the activity. Trip the fire pull station and call 911.
2. When reporting, be specific about the:
  - location of the release
  - name & quantity of material involved
  - extent of injuries, if any
  - environmental concerns, such as the location of storm drains & streams
  - any unusual features such as foaming, odor, fire, etc.
  - any suspected terrorist activity
3. If flammable or combustible liquids are spilled, immediately turn off all sources of ignition. Remove injured personnel to fresh air or an emergency shower or eyewash depending on the type of exposure. Flush affected skin or eyes with large amounts of water. First Aid procedures should be started at once.
4. Anyone who may be contaminated by a radiation spill should be isolated to avoid contact with others as much as possible, and cautioned not to spread contamination.
5. Do not attempt to stop a leak, reduce contamination, or clean up a major spill unless you have been properly trained, have appropriate personal protective equipment, and can do so without putting yourself in danger.
6. The instructor or supervisor should evacuate and limit access to the affected area at once to prevent further contamination of others until the arrival of safety personnel. If necessary, alert other building occupants to evacuate. Move to a safe area crosswind or upwind to avoid exposure to fumes. Never go downwind.
7. On your way out, open windows and turn on a fume hood, if possible. Close the sash if the spill/release was in the hood. Close the door.
8. Unless seeking medical attention, potentially exposed individuals should report to emergency personnel at the site. Supervisors and instructors involved will record and report the names of potentially exposed individuals.
9. Have personnel knowledgeable of incident, facilities, and laboratory procedures assist emergency personnel.
10. Required clean-up will be directed by Operations and Maintenance and/or other authorities.



## **B.7 DISEASE OUTBREAK (Pandemic Potential)**

There may be cases where students, staff and faculty become ill. Although a single student or staff member becoming ill is not a campus crisis situation, a number of students and staff could jeopardize the effectiveness of the campus.

It is recommended that students and staff members with known illnesses, particularly contagious illnesses, such as influenza, remain out of school. Illnesses and pandemic are difficult to alert to due to the slow onset and the signs and symptoms being attributed to other causes by the victim. Often times these illnesses are difficult to track due to the increased self-medication with over the counter medications. In cases where a significant number of students or teachers are ill, notification should be reported to Oswego County Health Department in order to help show a potential pattern and offer an early alert to a potential pandemic outbreak.

**Goals:**

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses










Students, staff and faculty who come to school sick or develop an illness at school, should be dismissed and their contact with others limited. Students should be picked up by a parent or guardian in order to avoid close contact with a number of other students on the bus.

Students, staff and faculty are encouraged to practice routine safe guards, such as washing hands with soap or water and practicing sneezing etiquette. With water and soap are unavailable a minimum 60% alcohol based waterless cleaner should be used.

No one should handle contaminated materials, such as discarded tissues without proper personal protective equipment, such as latex gloves. Trash receptacles should be emptied periodically to avoid a potential cross contamination.

In the event, it becomes necessary to close school for an extended period of time due to a disease outbreak, students and staff may be able to access information regarding the duration of the closure, course work and human resources concerns through the web. Parents and students may access the Oswego County BOCES homepage at [www.oswegoboces.org](http://www.oswegoboces.org). District staff may access the Oswego County BOCES portal and intranet via <http://portal.oswegoboces.org> and entering their appropriate login and password.

## B.9 FIRE / EXPLOSION

 ORDINARY COMBUSTIBLES	 FLAMMABLE LIQUIDS	 ELECTRICAL EQUIPMENT	 COMBUSTIBLE METALS	 COMBUSTIBLE COOKING
				
<b>Class A</b> fires involve solid combustible materials that are not metals such as wood, paper, cloth, and some plastics.	<b>Class B</b> fires involve combustible or flammable liquids and gases such as gasoline, diesel fuel, paint, paint thinners, and propane.	<b>Class C</b> fires involve energized electrical equipment such as fuse boxes, circuit breakers, appliances, and machinery.	<b>Class D</b> fires involve combustible metals, such as magnesium, sodium, potassium, and titanium.	<b>Class K</b> fires involve cooking appliances that use cooking media such as vegetable or animal oils and fats.

### In the event of a fire:

- **Staff Actions:**
  - Sound alarm
  - Implement evacuation procedures to outside evacuation areas (see map)
  - Implement Assisted Evacuation Plan for any student/staff member needing special assistance; Complete form for each person assisted
  - Call 911
  - Follow standard Student Accounting and Reporting procedures
  - Incident Commander (IC) will respond to the Command Post, located at District Superintendent's parking space north of the stone wall in front of C-110 (Main Building) with a radio to communicate and direct the response.
  - Do not return to building until given "all clear" by Incident Commander
- **Principal/Program Administrator:**
  - Call 911, Notify Director of Security, District Office, Building Response Team (BRT)
  - Determine if arrangements need to be made for transportation to Off-Site Evacuation Center or if school is to be dismissed, implement Early Dismissal plan
  - Complete Emergency Drill report, noting any problems or concerns (keep a copy for your records and send a copy to Director of Security)

If a fire alarm activation occurs at or around routine dismissal time, students should be directed to continue boarding buses, rather than be diverted to Evacuation Areas. Once on board, bus drivers must take attendance and report same to designated BOCES personnel.

For fires or related alarm system activation in the hours outside of the normal school day, the on-duty security personnel will act as Incident Commander. In the event that security is not available, personnel from Operations and Maintenance will act as IC.

## **B.11 HOSTAGE SITUATION**

- **Staff Actions:**
  - Notify Principal/Program administrator
  - Keep all students in their classrooms until further notice; secure area
  - Follow standard Student Accounting and Reporting procedures
- **Principal/Program administrator:**
  - Initiate Lockdown, Shelter-in-Place procedures
  - Call 911, Notify on-duty security officer and/or Director of Security, District Office
  - Notify all students outside their classrooms to report to the nearest safe classroom
  - Evacuate the building only with assistance of Law Enforcement
  - The hostago-takor or armed person should be isolated if possible
  - As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to stop approaching visitors from entering the campus
  - Notify parent(s) or spouse(s) of victim(s)
  - Notify District Superintendent or designee



### **B.13 POWER FAILURE**

All school personnel shall immediately report any power failure to the Principal/Program administrator.

- **Staff Actions:**
  - Notify Program Administrator/Supervisor
  - Follow standard Student Accounting procedures
  - Turn off any equipment being used in case of power surge at return of power
  - Wait for further instruction
- **Program Administrator/Supervisor:**
  - Notify O & M Supervisor; who will call power company
  - Notify on-duty security officer and/or Director of Security, District Office
  - If electrical failure is limited to a small area, consider relocation of affected staff and students
  - Determine whether school operations can continue
  - If fire alarms and communications systems are inoperable, activate alternative plans to ensure safety of building occupants
  - If power outage is extensive and long term, or if associated hazards prevent school from continuing, activate Early Dismissal plan
  - O & M Superintendent of Buildings and Grounds will direct the implementation of alternate power source(s) to regain power in East 220 and in critical areas of Central 110 for prolonged power outages, using BOCES owned power generators.

8. Parents reuniting with students at reception center will use the same procedure as early release from school.

During an emergency evacuation, normal communication methods may not be available, traffic may be congested and designated individuals may not be notified in a timely manner of the necessity to distribute KI while in transit. If communication has been cut off from the buses, over 3 hours has elapsed since the last communication and buses are not close to the NYS Fairgrounds, designated individuals will administer KI to students and staff on the bus as a precautionary measure. Document administration of KI per building protocol and upon arrival at NYS Fairgrounds, advise health officials of administration of KI.

#### **Oswego County BOCES Building Response Plan For KI Distribution**

The following protocol will be used during a Radiological emergency in which sheltering has been advised. Students, staff and visitors should remain in their current location and wait for further instructions.

1. District Superintendent or designee receives notification from the schools' liaison at the Emergency Operations Center (EOC) or the Emergency Alert System to administer KI.
2. Principal/Program Administrator notifies designated individuals in all buildings. Designated individuals are aware of the location of the KI pills and the opt out list (see attached.)
3. Principal/Program Administrator reviews list of absent staff members to determine availability of designated individuals to administer KI. Personnel will be assigned to rooms that need a designated individual present to administer KI.
4. Designated individuals distribute and administer KI to students noted on the class list:
  - Designated individual (DI) asks student's full name
  - DI gives student KI to ingest
  - DI notes time of administration to class and any observable reactions
  - DI marks back of student's hand with a permanent marker ("KI"). This will identify that the student has received dose of KI.
2. School not in session
  - a. In the event that school is not in session; students, faculty and staff shall monitor local radio and television stations for instructions.

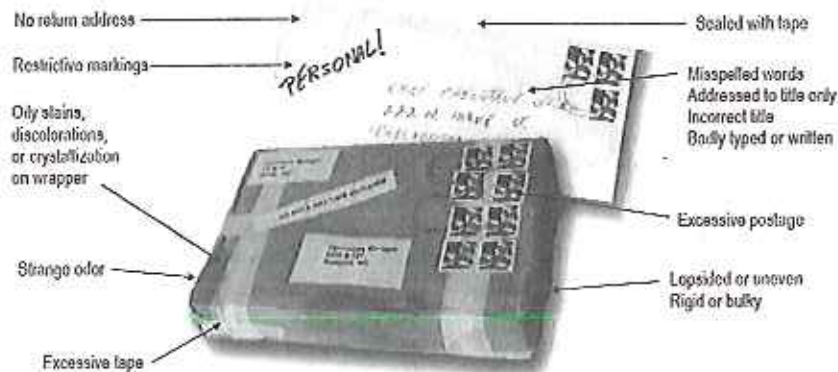
<b>Emergency Alert System Stations</b>	
<b>Radio</b>	
WSYR – AM 570	WHEN - AM 620
WYYY – FM 94.5	WWHT – FM 107.9
WBBS – FM 104.7	
<b>Television</b>	
WSTM – TV 3 NBC	WSYR – TV 9 ABC
WTVH – TV 5 CBS	TV 10 Time Warner
TV 6	

### B.16 Suspicious Package

This procedure is a guide for responding to a situation in which a suspicious package is found on campus. (Also see B.6 Chemical or Biological Materials Incidents)

Identifying a suspicious package:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odors
- No return address
- Excessive weight
- Protruding wires or aluminum foil
- Lopsided or uneven envelope or package
- Excessive security material such as tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with words "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address
- Powdery substance felt through or appearing on the package or envelope



Actions:

1. Treat item as a hazardous material.
2. Do not open, shake, sniff, touch, taste, or look closely at the contents.
3. Put item down.
4. LEAVE the room and CLOSE the door.
5. Isolate the area and deny entry.
6. Immediately wash your hands with soap and water.
7. Promptly call 911
8. Make a list of all persons who were in the room when the item was identified as being suspicious.



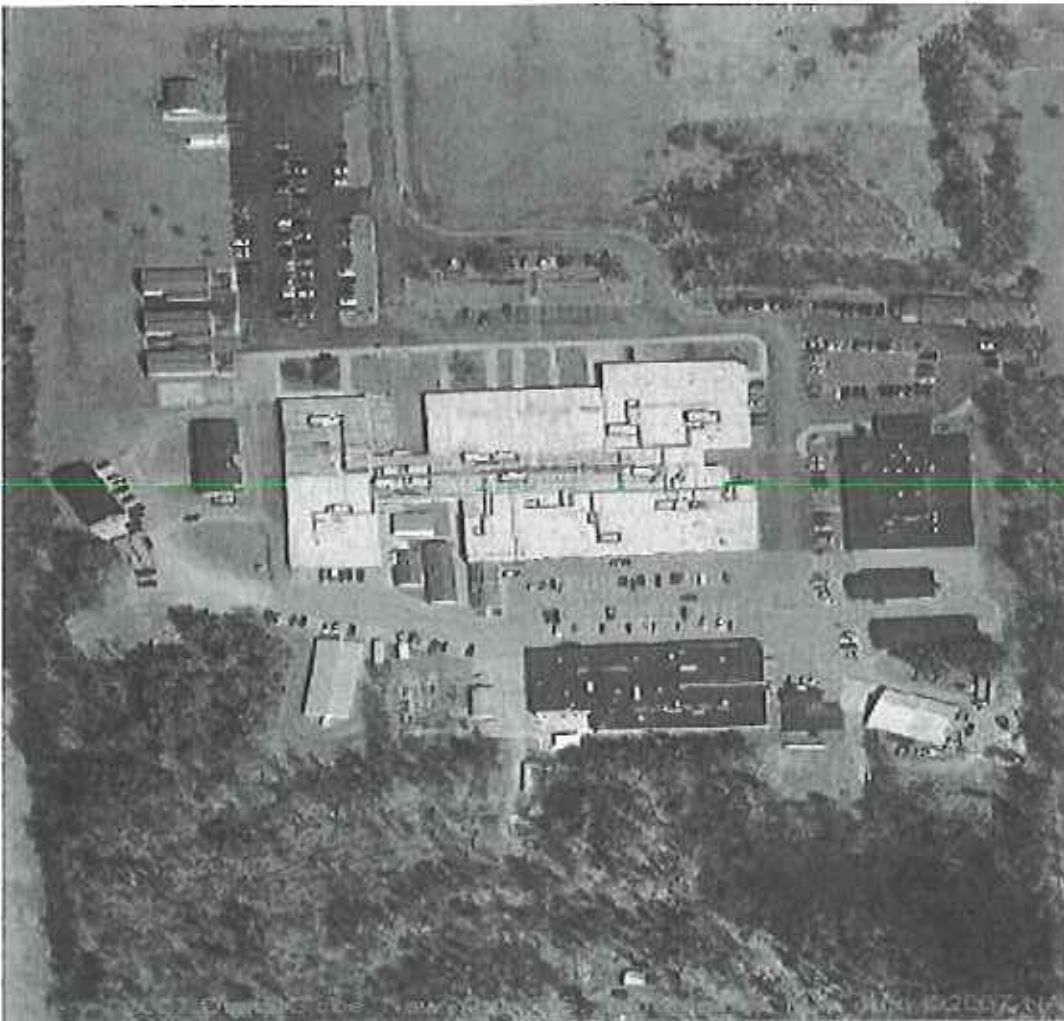
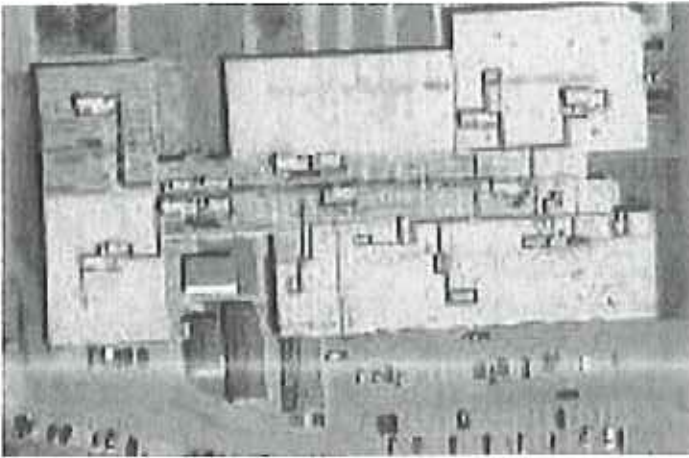
#### **B.18 TRESSPASSER / INTRUDER (ARMED)**

This procedure is a guide for responding to a situation in which a student, staff member, or outsider is armed, has assaulted, intends to assault or threatens another person, or is displaying irrational behaviors. The Principal, designee, and other staff members must exercise good judgment and discretion in responding to a threatening person. Appropriate action must be determined by the specific situation. At all times, the most important consideration is the safety of students and staff.

- **Staff Actions:**
  - Direct that students seek immediate shelter
  - Remain calm, avoid sudden movements or gestures; Be reassuring and non-threatening
  - Notify on-duty security officer via two-way radio or dial ext. 289
  - Call Principal/Program Administrator, as soon as possible to initiate emergency response
  - Do not attempt to take the weapon from the individual
  - Try to talk with the individual, use his/her name if known while talking with them
  - Try not to raise your voice when talking to individual
- **Principal/Program Administrator actions:**
  - Call 911; Notify on-duty security officer and/or Director of Security, District Office
  - Initiate Lockdown procedures
  - When location of armed intruder is known, isolate area
  - Notify Building Response Team (BRT)
  - Gather as much information about the individual as possible; Have someone make notes to give to law enforcement
  - Set up Command Post to direct operations

#### **TRESPASSER / INTRUDER (UNARMED)**

- **Staff Actions:**
  - Contact on duty security officer for assistance via two- way radio or ext. 289
  - Advise subject that they are trespassing, determine if subject has a legitimate business on campus; Instruct subject to return to the welcome/reception center for proper visitors pass;
  - Advise subject to leave school property immediately, when legitimate business cannot be determined
  - Notify Principal/Program Administrator; give description and location of subject
  - Keep subject in view until assistance arrives
  - If possible keep subject away from students and building
- **Principal/Program Administrator:**
  - Advise trespasser that they are trespassing and will be subject to prosecution if they do not leave school property immediately
  - Call 911; Notify on-duty security officer and/or Director of Security, District Office
  - Determine whether to initiate lockdown procedures
  - Keep subject in view until law enforcement arrives
  - Isolate the subject away from students and staff





**ASSISTED EVACUATION PLAN**  
**For Person With Access or Functional Needs**

Person's Name: \_\_\_\_\_

Building: \_\_\_\_\_

Teacher/Supervisor: \_\_\_\_\_

Room: \_\_\_\_\_

Reason Student/Employee Needs Assistance:

\_\_\_\_\_

Assistance Given:

\_\_\_\_\_

Person Responsible:

\_\_\_\_\_

First Alternate Person Responsible:

\_\_\_\_\_

Second Alternate Person Responsible:

\_\_\_\_\_

Special Arrangement Needed at Assembly Area:

\_\_\_\_\_

Other Pertinent Information:

\_\_\_\_\_

Attach copy of student/employee class schedule or schedule of out-of-classroom services.

Signature of Person Who Prepared Plan

Date \_\_\_\_\_

Copies on File: Principal/Supervisor      District Office  
Nurse      Classroom/Homeroom Teacher

Substitute Information Folder  
District Emergency Response Plan -Security

*Circulate information to all special area or class teachers.  
Copy of plan should be kept with class attendance roster/staging area supervisor.*



## OSWEGO COUNTY BOCES Comprehensive Emergency Management Plan

- Develop with the EHCP, a written collaborative agreement which shall include, but not be limited to the following items:
  - Written practice protocols for the use of the AED;
  - Written policies and procedures which include:
    - Training requirements for AED users;
    - A process for the immediate notification of EMS by calling of 911;
    - A process for identification of the location of the AED units;
    - A process for routine inspection of the AED unit(s) as well as regular maintenance and which meet or exceed manufacturers recommendations;
    - Incident documentation requirements, and
    - Participation in a regionally approved quality improvement program.
- Provide written notice to the 911 and/or the community equivalent ambulance dispatch entity of the availability of AED service at the organization's location;
- File the Notice of Intent (NOI) to Provide PAD (DOH 4135) and a signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO), and
- File a new NOI and Collaborative Agreement with the REMSCO if the EHCP changes.

### Reporting a PAD AED Use

In the event that the PAD program uses the AED to defibrillate a person, the program must report the incident to the appropriate REMSCO. The REMSCO may request additional information regarding the incident, but the PAD must report, at a minimum, the following information:

- Provide written notification of AED usage to the REMSCO within 48 hours of the incident;
- The name of the PAD program;
- Location of the incident;
- The date and time of the incident;
- The age and gender of the patient;
- Estimated time from arrest to CPR and the 1st AED shock;
- The number of shocks administered to the patient;
- The name of the EMS agency that responded, and
- The hospital to which the patient was transported.

A copy of the usage report should also be provided to the EHCP.

### Regional EMS Council Responsibility in Public Access Defibrillation

Each REMSCO is responsible for receiving and maintaining notification and utilization documentation. The REMSCOs must develop and implement the following policies and procedures:

- Insure that a copy of each new or updated Notice of Intent (DOH 4135) is forwarded to the Bureau of EMS;
- Maintain a copy of the Notice of Intent and the Collaborative Agreement;
- Collect utilization documentation and information;
- Provide detailed quarterly reports to the DOH on PAD programs in the region, and
- Develop Quality Assurance participation, data submission and documentation requirements for participating organizations.

### Data Collection Requirements

REMSCO quality improvement programs are encouraged to use the data elements from the Utstein Guidelines for Prehospital Cardiac Arrest Research (Cumming RO, Chamberlain DA, Abramson NS, et al, Circulation 1991; 84:960-975).

**OSWEGO COUNTY BOCES**  
**Comprehensive Emergency Management Plan**

New York State Department of Health  
 Bureau of Emergency Medical Services

**Notice of Intent to Provide  
 Public Access Defibrillation**

Original Notification ☐ Update ☐

**Entity Providing PAD**

Name of Organization	( ) Telephone Number
Name of Primary Contact Person	E-Mail Address
Address	( ) Fax Number
City	State Zip

**Type of Entity** (please check the appropriate boxes)

<input type="checkbox"/> Business	<input type="checkbox"/> Fire Department/District	<input type="checkbox"/> Private School
<input type="checkbox"/> Construction Company	<input type="checkbox"/> Police Department	<input type="checkbox"/> College/University
<input type="checkbox"/> Health Club/Gym	<input type="checkbox"/> Local Municipal Government	<input type="checkbox"/> Physician's Office
<input type="checkbox"/> Recreational Facility	<input type="checkbox"/> County Government	<input type="checkbox"/> Dental Office or Clinic
<input type="checkbox"/> Industrial Setting	<input type="checkbox"/> State Government	<input type="checkbox"/> Adult Care Facility
<input type="checkbox"/> Retail Setting	<input type="checkbox"/> Public Utilities	<input type="checkbox"/> Mental Health Office or Clinic
<input type="checkbox"/> Transportation Hub	<input type="checkbox"/> Public School K-6	<input type="checkbox"/> Other Medical Facility (specify)
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Public School 6-12	<input type="checkbox"/> Other (specify)

**PAD Training Program** (indicate the training program chosen. Only the approved programs may be used. Please see Policy Statement 09-03 (<http://www.health.state.ny.us/nysdoh/ems/policy09-03.htm>))

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**Automated External Defibrillator**

Manufacturer of AED Unit	Model of AED Pediatric Capable <input type="checkbox"/>	Number of Trained PAD Providers	Number of AEDs
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**Emergency Health Care Provider**

Name of Emergency Health Care Provider (Hospital or Physician)	Telephone Number
Address	
City	( ) Fax Number
State	Zip

**Name of Ambulance Service and 911 Dispatch Center**

Name of Ambulance Service and Contact Person	Telephone Number
Name of 911 Dispatch Center and Contact Person	County

**Authorization Names and Signatures**

CEO or Designee (Please print)	Signature	Date
Physician or Hospital Representative (Please print)	Signature	Date

004-1131(v09) Complete this form and send it with your completed Collaborative Agreement to the REMSCO for your area  
 Policy Statement 09-03 Page 4 of 6

PUBLIC ACCESS DEFIBRILLATION  
REPORT OF USE

Name of PAD Site \_\_\_\_\_  
Location of Incident \_\_\_\_\_  
Date of Incident \_\_\_\_\_ Time \_\_\_\_\_  
Patient's Age \_\_\_\_\_ Gender: Male Female  
Witnessed Arrest: Yes/No Number of Shocks Delivered \_\_\_\_\_  
CPR initiated prior to application of AED: Yes No  
Time elapsed between arrest & CPR: \_\_\_\_\_ minutes Unknown  
Time elapsed between arrest & first shock \_\_\_\_\_ minutes Unknown  
CPR initiated by: Bystander Staff EMS Other \_\_\_\_\_  
Name of transporting service \_\_\_\_\_  
Hospital destination \_\_\_\_\_  
Patient outcome on scene:  
Regain of Pulse Remained Pulseless  
Became Responsive Remained unresponsive

Please mail this form to: (within 48 hrs of incident)  
Central New York EMS  
Jefferson Tower, Suite LL1  
50 Presidential Plaza  
Syracuse, NY 13202



## Board of Education Goals for

2012-2013 School Year

### Goal 1:

Instructional and administrative support programs offered by Oswego County BOCES are aligned with best practices, current research, and component districts' needs.

### Goal 2:

Organizational structures and operational procedures of the Oswego County BOCES will make effective and efficient use of all available resources.

### Goal 3:

We will expand our effective communication to establish relationships that foster positive brand identifications and better define programs and services for the BOCES with business and industry, component districts, and policy makers.

**Oswego County BOCES**  
**August 2013**  
**(DRAFT FORM From Leadership Meeting)**

**Vision:**

Provide individuals with experiences and opportunities to achieve for our families and communities

**Core Values:**

1. We Make Student Based Decisions with Honesty, Respect and Integrity.
2. We Embrace Innovation and Creativity.
3. We Collaborate Focused on Quality Service, Expertise and Student Success.

