




CHRISTOPHER J. TODD, District Superintendent/Executive Officer

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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:** February 12, 2014  
**SUBJECT: BOARD MEETING HEADS UP**

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**Facilities Report** – Nate Van Wie will provide a written report for you this month instead of being in attendance for the meeting because there is not a lot to report this month. I checked with John to be sure this was acceptable for this month. The update will be uploaded to the Board site as soon as it is received from Nate.

**Finance** – Under "Finance" you will find a resolution to approve lease financing for the EPC.

**Instructional Support** – Assistant Superintendent, Roseann Bayne will be sharing with you the recently completed Data Compilation of a few random surveys that was done.

**Superintendent's Report** – I will share with you information regarding a newly formed committee called the "Communications Planning Committee", which was formed out of a recommendation from our Administrative Efficiency Study.

**President's Report** – You will notice that two Board policies have been removed from the Second Reading and Approval. These two policies need to be looked at more closely and have some input from administration; therefore I have removed them from this approval.

All in all, things appear to be routine in nature for this Board meeting. Should you have questions regarding anything appearing on the agenda, please do not hesitate to contact our office. See you next Wednesday night.

CJT/ma

OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

179 County Route 64, Mexico, New York 13114

Christopher J. Todd, District Superintendent/Executive Officer

**Oswego County BOCES  
Board of Education  
W450 – Public Safety Classroom  
179 County Route 64, Mexico, NY 13114  
6:30 p.m. Executive Session (If Needed)  
Regular Meeting – Immediately Following Executive Session (If Needed)**

**WEDNESDAY  
FEBRUARY 12, 2014**

**REGULAR MEETING**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PRESENTATIONS**
  - 3.1 New York State School Boards Association Board Achievement Award – Level 1
  - 3.2 New York State School Board Association Board Excellence Awards – Level 2
- 4. FACILITIES REPORT - C & S COMPANIES**
- 5. PUBLIC COMMENTS**
- 6. APPROVAL OF MINUTES OF THE JANUARY 15, 2014 REGULAR BOARD MEETING**
- 7. FINANCE**
  - 7.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.
  - 7.2 Financial Reports. Please see enclosures.
    - 7.21 Student Club Account
    - 7.22 Treasurer's Report
    - 7.23 Budget Status Report & Transfers Greater Than \$50,000
  - 7.3 Internal Claims Auditor Report. Please see enclosures.
  - 7.4 Resolution for Disposal of Surplus Equipment – February 12, 2014. 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.
  - 7.5 Resolution to Award Lease Financing For the EPC

The Board of Cooperative Educational Services Of the Sole Supervisory District of Oswego County New York, HEREBY RESOLVES (by a majority vote of all the members of said Board) AS FOLLOWS:

Section 1. The Board of Cooperative Educational Services of the Sole Supervisory District of Oswego County (the "BOCES") received proposals from two (2) firms to provide financing for the Energy Performance Contract with Johnson Controls, Inc. (the "Agreement").

Section 2. Following a discussion of the BOCES, and based upon the written recommendation received from Fiscal Advisors & Marketing, Inc., the BOCES' Financial Advisor, it is hereby determined that the proposal of Municipal Leasing Consultants (the "Lessor"), which represents the lowest responsible bid received by the BOCES, is hereby accepted.

Section 3. The President of the Board, the Vice President of the Board, the District Superintendent and/or the Assistant Superintendent for Administrative Services (collectively the "Authorized Representatives" and individually, the "Authorized Representative") acting on behalf of the BOCES, are hereby authorized to negotiate, enter into, execute, and deliver one or more lease purchase agreements (collectively the "Equipment Leases" or individually the "Equipment Lease") with the Lessor, such documents to be made available for public inspection at the office of the District Clerk. The Authorized Representatives are hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Leases (including, but not limited to, escrow agreements) as the Authorized Representatives deem necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.



Section 4. The aggregate original principal amount of the Equipment Leases shall not exceed \$2,023,910.00 and shall bear interest as set forth in the Equipment Lease(s) and shall contain such options to purchase by the BOCES as set forth therein.

Section 5. The BOCES' obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the BOCES as set forth in each Equipment Lease and the BOCES' obligations under the Equipment Leases shall not constitute a general obligation of the BOCES or indebtedness under the Constitution or laws of the State of New York.

Section 6. The proceeds of any Equipment Leases may be applied to reimburse the BOCES for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the BOCES has adopted a prior statement of intent to issue bonds for such purpose. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 7. The Authorized Representatives are hereby authorized to take any and all other actions necessary in connection with the Agreement and any financing related thereto.

Section 8. This resolution shall take effect immediately.

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

8. **PERSONNEL**

8.1 Personnel Actions. Please see enclosure.

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

8.11 Leaves of Absence

8.12 Appointments

8.13 Substitutes

9. **INSTRUCTIONAL SUPPORT**

9.1 Data Compilation Oswego County CTE Meeting – January 2014 – Roseann Bayne

9.2 Points of Pride – February 12, 2014. (Please See Enclosure)

10. **SUPERINTENDENT'S REPORT**

10.1 Communications Planning Committee

11. **PRESIDENT'S REPORT**

11.1 Second Reading and Adoption of Board Policies. (Please See Enclosures)

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the Second Reading and Adoption of the following Board Policies moved by Donna Blake, seconded by Casey Brouse excluding policies as noted below:

- 1315 – Appointment And Duties Of the Claims Auditor
- 1317 – Duties Of The External (Independent) Auditor
- 1431 – Regular Board Meetings And Rules (Quorum and Parliamentary Procedure)
- 1433 – Executive Sessions of the Board
- 1435 – Minutes of Board Meetings
- 1436 – Special Meetings of the Board
- 1438 – Annual Organizational Meeting
- 1580 – Board Member Training
- 2410 – Code of Conduct On BOCES Property
- 2420 – Non-Discrimination And Anti-Harassment in the BOCES
- 4230 – Acceptance of Gifts, Grants and Bequests To BOCES
- 4310 – Purchasing
- 4480 – Financial Accountability
- 4550 – Smoking/Tobacco Use
- 4571 – Information Security Breach and Notification
- 4573 – Employee Persona Identifying/Information
- 5120 – Equal Employment Opportunity
- 5121 – Sexual Harassment of BOCES Personnel

- 5130 – Performance Review
- 5156 – Safety of Students (Fingerprinting Clearance of New Hires)
- 5260 – Staff Use of Computerized Information Resources
- 5262 – Use of Email in the BOCES
- 5320 – Health Insurance
- 5341 – Family and Medical Leave Act
- 6212 – Suspension of Students Attending BOCES Programs
- 6220 – Alcohol, Tobacco, Drugs and Other Substances (Students)
- 6230 – Searches and Interrogations Of Students
- 6240 – Weapons in School and The Gun-Free Schools Act
- 6320 – Student Records: Access and Challenge
- 6322 – Student Data Breaches
- 6421 – Administration of Medication
- 6460 – Equal Educational Opportunity
- 6462 – Bullying in the BOCES
- 6464 – Dignity For All Students Act
- ~~➤ 6470 – Notification of Sex Offenders (Remove)~~
- 7111 – Fire Drills and Bomb Threats
- 7121 – Providing Teachers and Service Providers Copies of A Student's Individualized Education Program.
- ~~➤ 7315 – Student Use of Personal Technology (Remove)~~

**12. INFORMATION**

**13. BOARD FORUM/DISCUSSION**

**14. ADJOURNMENT**



**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
January 15, 2014**

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

Mr. John Shelmidine called the meeting to order at 6:45 p.m.

Board Members Present:	Donna Blake Casey Brouse Eric Behling Matthew Goltner Gregory Muench, Vice-President John Shelmidine, President Joel Southwell William "Dave" White
Board Members Absent:	Kevin Dix
Central Administration:	Christopher J. Todd, District Superintendent Roseanne Bayne Mark LaFountain Michael Sheperd
Other BOCES Staff:	Gisèle Benigno Marla Berlin Ron Camp Tracy Fleming Paul Gugel Jackie Hardesty James Huber Alyson Inman Wayne Wideman
Officers:	Melissa Allard, District Clerk
Attorney:	Marc Reltz
Guests:	Nate Van Wie, C&S Companies Loren Tarsio, Mosaic Nick Waer, Mosaic

**The Pledge of Allegiance was recited.**

Mr. John Shelmidine, Board President asked for a moment of silence in memory of Jane Suddaby, retired Assistant Superintendent for Instructional Support Services.

President Shelmidine also shared that Board Member Kevin Dix is unable to be present at the meeting this evening because his youngest son was the one involved in a car accident with a snow plow in the village of Phoenix. Mr. Shelmidine stated that the Board's thoughts are with Mr. Dix and his son.

**COMMUNITY FORUMS PRESENTATION** – Mr. Charlie Borgognoni, Executive Director of CNYSBA  
Mr. Charlie Borgognoni, Executive Director of the CNYSBA shared with the Board of Education plans for a Community Forum entitled "Our Kids, Our Schools... Our Future!" The forum will be held at the North Syracuse Junior High School on February 5, 2014 from 6:30 – 8:30 p.m.

**FACILITIES REPORT**

Mr. Nate Van Wie from C&S Companies introduced Ms. Loren Tarsio from Mosaic Associates who shared inside and outside color schemes for the capital project. The inside color scheme had already been decided, but the Board was asked their opinion on the outside color scheme. Three various options were presented to the Board of Education. The consensus of the Board was to go with something completely different than is currently present so it was apparent that a capital project had been completed. They decided to go with Option #3, which is Aluminum Composite Panels: Slate Blue and Paint for Existing Metal Panels: Sage.

Mr. Van Wie informed the Board that they will be presented a revised construction schedule at their February Board of Education meeting.

**PUBLIC COMMENTS**

None.

**APPROVAL OF THE MINUTES OF THE DECEMBER 18, 2013 REGULAR BOARD MEETING**

It was:

Moved by Eric Behling, seconded by Matthew Geltner, that the Oswego County Board of Cooperative Educational Services approves the minutes of the December 18, 2013 Regular Board Meeting as presented.

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

**7. FINANCE**

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

7.2 Financial Reports. Please see enclosures.

7.21 Student Club Account

7.22 Treasurer's Report

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

7.3 Internal Claims Auditor Report. Please see enclosures.

7.4 Bids/Awards & Rejection. Please see enclosures

7.41 Cooperative Bid – Paper & Plastic Supplies – Bid #B14-1001

7.42 Cooperative Bid – Printing Services – Bid #B14-5000

7.5 Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs.

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

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

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

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

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

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

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

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

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

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



## January 15, 2014 Oswego County BOCES Regular Meeting Board Minutes

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

- Section 6. Each Expenditure will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the BOCES so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the BOCES.
- Section 7. This resolution is consistent with the budgetary and financial circumstances of the BOCES, as of the date hereof. No moneys from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the BOCES (or any related party) pursuant to their budget or financial policies with respect to the Project costs.
- Section 8. This resolution is adopted as official action of the BOCES in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of BOCES expenditures incurred prior to the date of issue of the Obligations.
- Section 9. All the recitals in this Resolution are true and correct and this Board of Directors so finds, determines and represents.
- Section 10. This resolution shall take effect immediately.

It was:

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

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

## 7.6 2014-15 Budget Development Update.

Mr. Michael Sheperd, Assistant Superintendent for Administrative Services presented a PowerPoint Presentation to the Board of Education giving them an update of the current 2014-2015 Budget for Oswego County BOCES.

**8.1 PERSONNEL**

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

Leave of Absence						
Name	Program	Position	Effective Date			
Dimon, Renee	Exceptional Education	Teaching Assistant	1/1/2014 - 6/30/2014			
Retirement						
Name	Program	Position	Effective Date			
Crombach, Nancy	Exceptional Education	Teaching Assistant	2/25/2014			
Termination						
Name	Program	Position	Effective Date			
Saakian, Zhanna	Crossroads	Math Teacher (75%)	1/17/2014 (End of Day)			
Appointments						
Program	Name	Position	Salary	Eff. Date	End Date	Comments
Adult Education	Hillier, Elizabeth	Clinical Instructor	\$31.21 /hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
	Ly, Rebecca	Clinical Instructor	\$31.21 /hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
Crossroads	Halsey, Justin	Math Teacher	\$55,826.00 /yr	01/21/2014	01/21/2017	to be prorated from 1/21/14
						reduced and prorated to 70% (50% - CTE (Floral Design); 20% Crossroads) eff. 1/21/14
Exceptional Education	Rico, Margaret	Business Teacher	\$50,783.00 /yr	01/21/2014		
	Gayne, Donna	Teaching Assistant (50%)	\$20,474.00 /yr	01/08/2014	06/30/2014	to be prorated from 1/8/14 to 50%
	Leutensack, Cheryl	Teaching Assistant	\$19,954.00 /yr	01/13/2014		recalled from a preferred hiring list & prorated from 1/13/14

**8.1 PERSONNEL – (CONTINUED)**

Appointments						
Program	Name	Position	Salary	Eff. Date	End Date	Comments
OCTC	Dolson, Kasey	Workshop Presenter	\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Gipe, Michele	Workshop Presenter	\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Hardy, Suzanne	Workshop Presenter	\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Kirkwyland Jonathan	Workshop Presenter	\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
	Rosenberg, Janet	Workshop Presenter	\$50.00 /hr	12/11/2013	06/30/2014	as per timesheet
VAP Grant	Lane, Susan	Common Core Coach	\$35.00 /hr	02/01/2014	06/30/2014	as per timesheet
	Seltz, Carmalita	Moodle Consultant	\$100.00 /hr	11/01/2013	06/30/2014	as per timesheet
Substitutes						
Exceptional Education						
Stolusky, Daniella			\$8.56/hr			

It was:

Moved by Casey Brouse, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services approves the Personnel Report on the Board Agenda, effective as indicated.

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

**INSTRUCTIONAL SUPPORT****9.1 Oswego County Poverty Report**

Mrs. Roseann Bayne, Assistant Superintendent for Instructional Programs shared with the Board of Education an Oswego County Poverty Report, which showed correlations between poverty rates and student achievement. Mrs. Bayne shared that the report will allow educators to focus on areas in need of improvement for those students in need.

**9.2 Graduation Requirements**

Mrs. Roseann Bayne shared with those present an update on graduation requirements for high school students.

**9.3 Points of Pride – January 15, 2014.**

Points of Pride were distributed to the Board of Education for their information only.

**9.4 Resolution to Approve An Overnight Fieldtrip – Horticulture Program.**

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

**9.5 Resolution to Approve A Fieldtrip to NYC – Cosmetology Program.**

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

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves Horticulture and Cosmetology Field Trips as presented above, with the stipulation that in the event of an uncertain situation, the District Superintendent will have the discretion to cancel these trips.

Mrs. Marla Berlin informed the Board of Education that the cosmetology field trip may or may not be occurring since it is an opportunity that should be available to all students. If all students are unable to attend, then the trip may not occur.

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



**SUPERINTENDENT'S REPORT**

- 10.1 Oswego County BOCES Adult Education Annual Completion, Placement and Licensure Report.  
The BOCES Adult Education Annual Completion, Placement and Licensure Report for 2012-13 was Shared with the Board of Education for their information.
- 10.2 Resolution to Accept and Approve the Adult Education Program Refund Policy  
BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the Adult Education Program's Refund Policy as presented.
- 10.3 Resolution to Accept and Approve the Amended Adult Education Program Admissions Policy  
BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the amended Adult Education Program's Admissions Policy as presented.

It was:

Moved by Casey Brouse, seconded by Joel Southwell that the Oswego County Board of Cooperative Educational Services accepts and approves amending the Adult Education Program Refund Policy and Adult Education Program Admission Program Policies as presented.

Mr. Todd pointed out to the Board Members that these are not Board Policies, but rather are program policies that had to be amended to coincide with the accreditation process that Adult Education is working on.

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

- 10.4 Adult Education Instructional Adviseement Committee  
Mr. Todd advised the Board of Education that another requirement for the accreditation process is for Adult Education to have an "Instructional Adviseement Committee". He asked if any of the Board Members were interested in serving on that committee. The Board Members who expressed an interest in participating on the committee are: Donna Blake, John Shelmidine and Joel Southwell.
- 10.5 Cayuga Community College Partnership  
District Superintendent Todd announced to the Board that he has been in conversation with administration from Cayuga Community College regarding some possible partnerships with some Adult Education programs.
- 10.6 Rebranding Discussion  
Mr. Todd gave a quick overview of the presentation that was given last month at the Board meeting and stated that a committee is being formed to review information that had been presented.
- 10.7 Resolution to Approve First Reading of Board Policies:  
RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the First Reading of Board Policies:

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of Board Policies:

- 1315 – Appointment And Duties Of the Claims Auditor
- 1317 – Duties Of The External (Independent) Auditor
- 1431 – Regular Board Meetings And Rules (Quorum and Parliamentary Procedure)
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- 6421 – Administration of Medication
- 6460 – Equal Educational Opportunity
- 6462 – Bullying in the BOCES
- 6464 – Dignity For All Students Act
- 6470 – Notification of Sex Offenders
- 7111 – Fire Drills and Bomb Threats
- 7121 – Providing Teachers and Service Providers Copies of A Student's Individualized Education Program.
- 7315 – Student Use of Personal Technology

The BOCES Board will vote on the Board Policy following the Second Reading at the October 16<sup>th</sup> Board of Education meeting.

**BOARD FORUM/DISCUSSION**

None.

**MEETING ADJOURNED**

It was:

Moved by Joel Southwell, seconded by Donna Blake, that the BOCES Board Meeting be adjourned.

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

The BOCES Board adjourned at 8:55 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk



**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
January 15, 2014**

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

Mr. John Shelmidine called the meeting to order at 6:45 p.m.

Board Members Present:	Donna Blake Casey Brouse Eric Behling Matthew Geitner Gregory Muench, Vice-President John Shelmidine, President Joel Southwell William "Dave" White
Board Members Absent:	Kevin Dix
Central Administration:	Christopher J. Todd, District Superintendent Roseanne Bayne Mark LaFountain Michael Sheperd
Other BOCES Staff:	Gisèle Benigno Marla Berlin Ron Camp Tracy Fleming Paul Gugel Jackie Hardesty James Huber Alyson Inman Wayne Wideman
Officers:	Melissa Allard, District Clerk
Attorney:	Marc Reitz
Guests:	Nate Van Wie, C&S Companies Loren Tarsio, Mosaic Nick Waer, Mosaic

**The Pledge of Allegiance was recited.**

Mr. John Shelmidine, Board President asked for a moment of silence in memory of Jane Suddaby, retired Assistant Superintendent for Instructional Support Services.

President Shelmidine also shared that Board Member Kevin Dix is unable to be present at the meeting this evening because his youngest son was the one involved in a car accident with a snow plow in the village of Phoenix. Mr. Shelmidine stated that the Board's thoughts are with Mr. Dix and his son.

**COMMUNITY FORUMS PRESENTATION** – Mr. Charlie Borgognoni, Executive Director of CNYSBA

Mr. Charlie Borgognoni, Executive Director of the CNYSBA shared with the Board of Education plans for a Community Forum entitled "Our Kids, Our Schools... Our Future!" The forum will be held at the North Syracuse Junior High School on February 5, 2014 from 6:30 -- 8:30 p.m.

**FACILITIES REPORT**

Mr. Nate Van Wie from C&S Companies introduced Ms. Loren Tarsio from Mosaic Associates who shared inside and outside color schemes for the capital project. The inside color scheme had already been decided, but the Board was asked their opinion on the outside color scheme. Three various options were presented to the Board of Education. The consensus of the Board was to go with something completely different than is currently present so it was apparent that a capital project had been completed. They decided to go with Option #3, which is Aluminum Composite Panels: Slate Blue and Paint for Existing Metal Panels: Sage.

Mr. Van Wie informed the Board that they will be presented a revised construction schedule at their February Board of Education meeting.

**PUBLIC COMMENTS**

None.

**APPROVAL OF THE MINUTES OF THE DECEMBER 18, 2013 REGULAR BOARD MEETING**

It was:

Moved by Eric Behling, seconded by Matthew Geltner, that the Oswego County Board of Cooperative Educational Services approves the minutes of the December 18, 2013 Regular Board Meeting as presented.

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

**7. FINANCE****7.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.****7.2 Financial Reports.** Please see enclosures.

7.21 Student Club Account

7.22 Treasurer's Report

7.23 Budget Status Report &amp; Transfers Greater Than \$50,000

**7.3 Internal Claims Auditor Report.** Please see enclosures.**7.4 Bids/Awards & Rejection.** Please see enclosures

7.41 Cooperative Bid – Paper &amp; Plastic Supplies – Bid #B14-1001

7.42 Cooperative Bid – Printing Services – Bid #B14-5000

**7.5 Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs.**

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

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

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

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

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

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

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

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

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

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

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



## January 15, 2014 Oswego County BOCES Regular Meeting Board Minutes

- Section 6. Each Expenditure will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the BOCES so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the BOCES.
- Section 7. This resolution is consistent with the budgetary and financial circumstances of the BOCES, as of the date hereof. No moneys from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the BOCES (or any related party) pursuant to their budget or financial policies with respect to the Project costs.
- Section 8. This resolution is adopted as official action of the BOCES in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of BOCES expenditures incurred prior to the date of issue of the Obligations.
- Section 9. All the recitals in this Resolution are true and correct and this Board of Directors so finds, determines and represents.
- Section 10. This resolution shall take effect immediately.

It was:

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

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

#### 7.6 2014-15 Budget Development Update.

Mr. Michael Sheperd, Assistant Superintendent for Administrative Services presented a PowerPoint Presentation to the Board of Education giving them an update of the current 2014-2015 Budget for Oswego County BOCES.

### 8.1 PERSONNEL

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

Leave of Absence						
Name	Program	Position	Effective Date			
Dimon, Renee	Exceptional Education	Teaching Assistant	1/1/2014 - 6/30/2014			
Retirement						
Name	Program	Position	Effective Date			
Crombach, Nancy	Exceptional Education	Teaching Assistant	2/25/2014			
Termination						
Name	Program	Position	Effective Date			
Saakian, Zhanna	Crossroads	Math Teacher (/5%)	1/17/2014 (End of Day)			
Appointments						
Program	Name	Position	Salary	Eff. Date	End Date	Comments
Adult Education	Hillier, Elizabeth	Clinical Instructor	\$31.21 /hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
	Ly, Rebecca	Clinical Instructor	\$31.21 /hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
Crossroads	Halsey, Justin	Math Teacher	\$55,826.00 /yr	01/21/2014	01/21/2017	to be prorated from 1/21/14
						reduced and prorated to 70% (50% - CTE [Floral Design]; 20% Crossroads) eff. 1/21/14
Exceptional Education	Rice, Margaret	Business Teacher	\$50,763.00 /yr	01/21/2014		
	Gayne, Donna	Teaching Assistant (50%)	\$20,474.00 /yr	01/08/2014	06/30/2014	to be prorated from 1/8/14 to 50%
	Lautensack, Cheryl	Teaching Assistant	\$19,954.00 /yr	01/13/2014		recalled from a preferred hiring list & prorated from 1/13/14

### 8.1 PERSONNEL – (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
OCTC	Dolson, Kasey	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Gipe, Michele	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Hardy, Suzanne	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Kirkwyland Jonathan	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Rosenberg, Janet	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
VAP Grant	Lane, Susan	Common Core Coach	\$35.00	/hr	02/01/2014	06/30/2014	as per timesheet
	Seitz, Carmalita	Moodle Consultant	\$100.00	/hr	11/01/2013	06/30/2014	as per timesheet
Substitutes							
Exceptional Education							
Stolusky, Danielle			\$8.56/hr				

It was:

Moved by Casey Brouse, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services approves the Personnel Report on the Board Agenda, effective as indicated.

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

#### **INSTRUCTIONAL SUPPORT**

##### **9.1 Oswego County Poverty Report**

Mrs. Roseann Bayne, Assistant Superintendent for Instructional Programs shared with the Board of Education an Oswego County Poverty Report, which showed correlations between poverty rates and student achievement. Mrs. Bayne shared that the report will allow educators to focus on areas in need of improvement for those students in need.

##### **9.2 Graduation Requirements**

Mrs. Roseann Bayne shared with those present an update on graduation requirements for high school students.

##### **9.3 Points of Pride – January 15, 2014.**

Points of Pride were distributed to the Board of Education for their information only.

##### **9.4 Resolution to Approve An Overnight Fieldtrip – Horticulture Program.**

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

##### **9.5 Resolution to Approve A Fieldtrip to NYC – Cosmetology Program.**

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

It was:

Moved by Gregory Muench, seconded by Eric Bohling, that the Oswego County Board of Cooperative Educational Services approves Horticulture and Cosmetology Field Trips as presented above, with the stipulation that in the event of an uncertain situation, the District Superintendent will have the discretion to cancel these trips.

Mrs. Marla Berlin informed the Board of Education that the cosmetology field trip may or may not be occurring since it is an opportunity that should be available to all students. If all students are unable to attend, then the trip may not occur.

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



**SUPERINTENDENT'S REPORT**

- 10.1 Oswego County BOCES Adult Education Annual Completion, Placement and Licensure Report  
The BOCES Adult Education Annual Completion, Placement and Licensure Report for 2012-13 was Shared with the Board of Education for their information.
- 10.2 Resolution to Accept and Approve the Adult Education Program Refund Policy  
BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the Adult Education Program's Refund Policy as presented.
- 10.3 Resolution to Accept and Approve the Amended Adult Education Program Admissions Policy  
BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the amended Adult Education Program's Admissions Policy as presented.

It was:

Moved by Casey Brouse, seconded by Joel Southwell that the Oswego County Board of Cooperative Educational Services accepts and approves amending the Adult Education Program Refund Policy and Adult Education Program Admission Program Policies as presented.

Mr. Todd pointed out to the Board Members that these are not Board Policies, but rather are program policies that had to be amended to coincide with the accreditation process that Adult Education is working on.

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

- 10.4 Adult Education Instructional Advisement Committee  
Mr. Todd advised the Board of Education that another requirement for the accreditation process is for Adult Education to have an "Instructional Advisement Committee". He asked if any of the Board Members were interested in serving on that committee. The Board Members who expressed an interest in participating on the committee are: Donna Blake, John Shelmidine and Joel Southwell.
- 10.5 Cayuga Community College Partnership  
District Superintendent Todd announced to the Board that he has been in conversation with administration from Cayuga Community College regarding some possible partnerships with some Adult Education programs.
- 10.6 Rebranding Discussion  
Mr. Todd gave a quick overview of the presentation that was given last month at the Board meeting and stated that a committee is being formed to review information that had been presented.
- 10.7 Resolution to Approve First Reading of Board Policies:  
RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the First Reading of Board Policies:

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of Board Policies:

- 1315 – Appointment And Duties Of the Claims Auditor
- 1317 – Duties Of The External (Independent) Auditor
- 1431 – Regular Board Meetings And Rules (Quorum and Parliamentary Procedure)
- 1433 – Executive Sessions of the Board
- 1435 – Minutes of Board Meetings
- 1436 – Special Meetings of the Board
- 1438 – Annual Organizational Meeting
- 1580 – Board Member Training
- 2410 – Code of Conduct On BOCES Property
- 2420 – Non-Discrimination And Anti-Harassment in the BOCES
- 4230 – Acceptance of Gifts, Grants and Bequests To BOCES
- 4310 – Purchasing
- 4480 – Financial Accountability
- 4550 – Smoking/Tobacco Use
- 4571 – Information Security Breach and Notification
- 4573 – Employee Persona Identifying/Information
- 5120 – Equal Employment Opportunity
- 5121 – Sexual Harassment of BOCES Personnel
- 5130 – Performance Review
- 5156 – Safety of Students (Fingerprinting Clearance of New Hires)
- 5260 – Staff Use of Computerized Information Resources
- 5262 – Use of Email in the BOCES
- 5320 – Health Insurance
- 5341 – Family and Medical Leave Act

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- 6212 – Suspension of Students Attending BOCES Programs
- 6220 – Alcohol, Tobacco, Drugs and Other Substances (Students)
- 6230 – Searches and Interrogations Of Students
- 6240 – Weapons in School and The Gun-Free Schools Act
- 6320 – Student Records: Access and Challenge
- 6322 – Student Data Breaches
- 6421 – Administration of Medication
- 6460 – Equal Educational Opportunity
- 6462 – Bullying in the BOCES
- 6464 – Dignity For All Students Act
- 6470 – Notification of Sex Offenders
- 7111 – Fire Drills and Bomb Threats
- 7121– Providing Teachers and Service Providers Copies of A Student's Individualized Education Program.
- 7315 – Student Use of Personal Technology

The BOCES Board will vote on the Board Policy following the Second Reading at the October 16<sup>th</sup> Board of Education meeting.

**BOARD FORUM/DISCUSSION**

None.

**MEETING ADJOURNED**

It was:

Moved by Joel Southwell, seconded by Donna Blake, that the BOCES Board Meeting be adjourned.

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

The BOCES Board adjourned at 8:55 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk






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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:** 2/7/14

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Enclosed are the following items for the Finance/Administrative Services section of the February 12, 2014 Board of Education meeting:

- Enclosed for the information of the Board is a list of bills approved and ordered paid by the Internal Claims Auditor.
- Student Club Account Report for the period ending December 31, 2013, as prepared by Vickie Rowe, Treasurer of Student Club Accounts, and submitted by Jim Huber, Chief Faculty Advisor of Student Club Accounts.
- Treasurer's Report for the period ending December 31, 2013, as prepared and submitted by Kelly Wood, Treasurer.
- General Fund Budget Status Report as of January 31, 2014, as prepared and submitted by Gisèle Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Approval of Surplus Equipment-- February 12, 2014, as prepared and submitted by Gisele Benigno, Coordinator of Business Administration, Printing, Public Relations and Special Projects.
- Resolution to Award Lease Financing for the EPC
- 2014-2015 Budget Development Update

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

MJS:mak  
Enclosures

# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
001133	01/09/2014	C	CME Associates, Inc.	0011		No	No			\$852.00	001133
001134	01/15/2014	C	A-VERDI	0011		No	No			\$1,840.00	001134
001135	01/15/2014	C	Asbestos & Environmental Consulting Corp	0011		No	No			\$36,337.50	001135
001136	01/15/2014	C	C & S Design Build, Inc.	0011		No	No			\$34,783.33	001136
001137	01/15/2014	C	JAG Environmental, LLC	0011		No	No			\$35,360.00	001137
001138	01/15/2014	C	JOSEPH FLIHAN CO.	0011		No	No			\$51,395.00	001138
001139	01/15/2014	C	Lawman Heating & Cooling, Inc.	0011		No	No			\$914,761.98	001139
001140	01/15/2014	C	Moody's Investors Service, Inc.	0011		No	No			\$10,000.00	001140
001141	01/15/2014	C	Parida Electric, Inc.	0011		No	No			\$216,310.00	001141
001142	01/15/2014	C	Trespasz & Marquardt LLP	0011		No	No			\$16,235.00	001142
001143	01/15/2014	C	Trespasz & Marquardt LLP	0011		No	No			\$11,645.00	001143
001144	01/15/2014	C	Trespasz & Marquardt LLP	0011		No	No			\$14,235.00	001144
001145	01/15/2014	C	Usherwood & Associates of NY	0011		No	No			\$1,800.00	001145
001146	01/15/2014	C	Weydman Electric, Inc.	0011		No	No			\$57,714.40	001146
001147	01/30/2014	C	A-VERDI	0011		No	No			\$1,920.00	001147
001148	01/30/2014	C	C & S Design Build, Inc.	0011		No	No			\$34,783.33	001148
001149	01/30/2014	C	Mosaic Associates	0011		No	No			\$46,527.00	001149
Subtotal for Bank Account Capital Check - Capital Fund Checking										\$1,488,199.54	
Grand Total										\$0.00	
Void Total										\$1,488,199.54	
Net											

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



# OSWEGO COUNTY BOCES

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

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
030851	12/16/2013	C	Cote/Justin	0009		No	Yes	1/10/2014	duplicate payments included	(\$50.00)	030851
030870	12/16/2013	C	Matotti/Brandon	0009		No	Yes	1/10/2014	Duplicate payments included	(\$45.00)	030870
030920	01/09/2014	C	Guilfo/Nicholas	0011		No	No			\$540.50	030920
030921	01/09/2014	C	Holmes/Andrew	0011		No	No			\$2,001.50	030921
030922	01/09/2014	C	Wallace/Dana	0011		No	No			\$331.00	030922
030923	01/15/2014	C	ACCESS-VR	0011		No	No			\$4,723.00	030923
030924	01/15/2014	C	Advanced Educational Products	0011		No	No			\$789.00	030924
030925	01/15/2014	C	APW Central School	0011		No	No			\$100.00	030925
030926	01/15/2014	C	A&T Mobility	0011		No	No			\$1,366.63	030926
030927	01/15/2014	C	Barnes & Noble	0011		No	No			\$1,973.88	030927
030928	01/15/2014	C	Burke/Rosemary	0011		No	No			\$789.32	030928
030929	01/15/2014	C	CareerTrack Inc.	0011		No	No			\$96.00	030929
030930	01/15/2014	C	Cascade School Supplies, Inc.	0011		No	No			\$111.00	030930
030931	01/15/2014	C	Cayuga Onondaga BOCES	0011		No	No			\$7,453.80	030931
030932	01/15/2014	C	Central Square Central School District	0011		No	No			\$168.31	030932
030933	01/15/2014	C	Colella/Margaret	0011		No	No			\$76.72	030933
030934	01/15/2014	C	Contemporary Personnel Staffing	0011		No	No			\$355.20	030934
030935	01/15/2014	C	Cote/Justin	0011		No	No			\$22.50	030935
030936	01/15/2014	C	Denver Marriott South at Park Meadows	0011		No	No			\$604.80	030936
030937	01/15/2014	C	Desmond Hotel	0011		No	No			\$208.00	030937
030938	01/15/2014	C	Drake/Helen	0011		No	No			\$101.42	030938
030939	01/15/2014	C	Ellis/Rob	0011		No	No			\$66.84	030939
030940	01/15/2014	C	Elsevier	0011		No	No			\$2,207.25	030940
030941	01/15/2014	C	Erie 1 BOCES	0011		No	No			\$2,340.00	030941
030942	01/15/2014	C	First Universalist Church	0011		No	No			\$250.00	030942
030943	01/15/2014	C	Fisher/William	0011		No	No			\$54.24	030943
030944	01/15/2014	C	Fosco/Jenna	0011		No	No			\$583.13	030944
030945	01/15/2014	C	Frank's Uniforms	0011		No	No			\$78.00	030945
030946	01/15/2014	C	Haun Welding Supply	0011		No	No			\$4,393.13	030946
030947	01/15/2014	C	Hillside Children's Center	0011		No	No			\$79,992.95	030947
030948	01/15/2014	C	J & K Auto Parts	0011		No	No			\$19.96	030948
030949	01/15/2014	C	Johnson Newspaper Corporation	0011		No	No			\$356.06	030949
030950	01/15/2014	C	Johnson/Wanda	0011		No	No			\$43.65	030950
030951	01/15/2014	C	Keefe/Jana	0011		No	No			\$33.90	030951
030952	01/15/2014	C	Kramer/Lori	0011		No	No			\$296.83	030952
030953	01/15/2014	C	Lewandowski/Evelyn	0011		No	No			\$151.99	030953
030954	01/15/2014	C	Liverpool Central School	0011		No	No			\$127.00	030954
030955	01/15/2014	C	Matotti/Brandon	0011		No	No			\$22.50	030955
030956	01/15/2014	C	Mexico Central Schools	0011		No	No			\$1,004.37	030956

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
030957	01/15/2014	C	Middleton/Arlene	0011		No	No			\$58.76	030957
030958	01/15/2014	C	Moore Medical, LLC	0011		No	No			\$158.00	030958
030959	01/15/2014	C	Napa Auto Parts	0011		No	No			\$4,606.03	030959
030960	01/15/2014	C	Olivera/Maria	0011		No	No			\$279.96	030960
030961	01/15/2014	C	Oswego City School Dist	0011		No	No			\$1,738.00	030961
030962	01/15/2014	C	Oswego Hospital	0011		No	No			\$254.00	030962
030963	01/15/2014	C	Pauline/Cindy	0011		No	No			\$300.00	030963
030964	01/15/2014	C	Penske Leasing	0011		No	No			\$46.32	030964
030965	01/15/2014	C	Pullens Enterprises, LLC	0011		No	No			\$822.75	030965
030966	01/15/2014	C	River's End Bookstore	0011		No	No			\$134.50	030966
030967	01/15/2014	C	Safelite AutoGlass	0011		No	No			\$310.89	030967
030968	01/15/2014	C	SDE, Inc.	0011		No	No			\$4,295.00	030968
030969	01/15/2014	C	Staples Advantage	0011		No	No			\$136.40	030969
030970	01/15/2014	C	Tompkins-Seneca-Tioga BOCES	0011		No	No			\$3,275.38	030970
030971	01/15/2014	C	Travel Leaders	0011		No	No			\$529.80	030971
030972	01/15/2014	C	Trowbridge/Adele	0011		No	No			\$282.50	030972
030973	01/15/2014	C	W.B. Mason Co., Inc.	0011		No	No			\$34.80	030973
030974	01/15/2014	C	Wal-Mart Community	0011		No	No			\$78.47	030974
030975	01/15/2014	C	Wayne Drug Store	0011		No	No			\$21.42	030975
030976	01/15/2014	C	Yudin/P. Maria	0011		No	No			\$651.45	030976
030977	01/30/2014	C	AT&T Mobility	0011		No	No			\$1,378.75	030977
030978	01/30/2014	C	Barnes & Noble	0011		No	No			\$1,228.79	030978
030979	01/30/2014	C	Bivens/Michelle	0011		No	No			\$1,148.50	030979
030980	01/30/2014	C	Burke/Rosemary	0011		No	No			\$285.89	030980
030981	01/30/2014	C	Calhoun Technologies World Headquarters	0011		No	No			\$35.00	030981
030982	01/30/2014	C	Cayuga Onondaga BOCES	0011		No	No			\$6,678.70	030982
030983	01/30/2014	C	Contemporary Personnel Staffing	0011		No	No			\$485.40	030983
030984	01/30/2014	C	Cook/Claudia	0011		No	No			\$35.03	030984
030985	01/30/2014	C	Dean/Patrick	0011		No	No			\$2,122.00	030985
030986	01/30/2014	C	Dorovan/Lan	0011		No	No			\$1,148.50	030986
030987	01/30/2014	C	EduTron Corporation	0011		No	No			\$8,000.00	030987
030988	01/30/2014	C	Euson/Roxanne	0011		No	No			\$40.32	030988
030989	01/30/2014	C	Hannibal Central School	0011		No	No			\$210.92	030989
030990	01/30/2014	C	Harrison/Gabrielle	0011		No	No			\$1,552.50	030990
030991	01/30/2014	C	Johnson/Lisa	0011		No	No			\$13.00	030991
030992	01/30/2014	C	Kelhoe/Michael	0011		No	No			\$3,658.00	030992
030993	01/30/2014	C	Kingsley/Victoria	0011		No	No			\$2,077.50	030993
030994	01/30/2014	C	Kunesh/Inny Tautava	0011		No	No			\$187.44	030994
030995	01/30/2014	C	Lambert/Wendie	0011		No	No			\$2,722.00	030995

Payment Types: C=Computer Check A=Automated Payment E=Electronic Transfer (Manual) N=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
030996	01/30/2014	C	Larson/Dana	0011		No	Yes	1/30/2014	Check amount wrong	\$2,722.00	030996
030997	01/30/2014	C	Lavallee/Jennifer	0011		No	Yes	1/30/2014	Check amount wrong	\$4,375.00	030997
030998	01/30/2014	C	LoPulangi/Mary	0011		No	Yes	1/30/2014	Check amount wrong	\$1,552.50	030998
030999	01/30/2014	C	Malcoff/Jona	0011		No	Yes	1/30/2014	Check amount wrong	\$2,722.00	030999
031000	01/30/2014	C	Middleton/Arlene	0011		No	No			\$25.87	031000
031001	01/30/2014	C	Miclar/Amanda	0011		No	Yes	1/30/2014	Check amount wrong	\$2,722.00	031001
031002	01/30/2014	C	Monteth/Jenna	0011		No	Yes	1/30/2014	Check amount wrong	\$1,477.50	031002
031003	01/30/2014	C	Mosher/Tia	0011		No	No			\$533.83	031003
031004	01/30/2014	C	Nichols/Linda A.	0011		No	No			\$88.97	031004
031005	01/30/2014	C	NYS/CATE	0011		No	No			\$600.00	031005
031006	01/30/2014	C	NYSUT Building Corp.	0011		No	No			\$850.00	031006
031007	01/30/2014	C	Ontario Products, LLC	0011		No	No			\$998.82	031007
031008	01/30/2014	C	Phillips/Ashley	0011		No	Yes	1/30/2014	Check amount wrong	\$1,374.00	031008
031009	01/30/2014	C	Pocket Nurse Medical Supplies	0011		No	No			\$93.70	031009
031010	01/30/2014	C	Proietti/Cynthia	0011		No	No			\$126.00	031010
031011	01/30/2014	C	Putnam/Amanda	0011		No	No			\$150.00	031011
031012	01/30/2014	C	Pyramid School Products	0011		No	No			\$146.40	031012
031013	01/30/2014	C	RITTENHOUSE BOOK DIST.	0011		No	No			\$1,945.03	031013
031014	01/30/2014	C	River's End Bookstore	0011		No	No			\$275.55	031014
031015	01/30/2014	C	Sidman/Ashley L.	0011		No	Yes	1/30/2014	Check amount wrong	\$1,762.50	031015
031016	01/30/2014	C	Sodus Central School District	0011		No	No			\$657.00	031016
031017	01/30/2014	C	South Seneca	0011		No	No			\$87.00	031017
031018	01/30/2014	C	Sprague/Matthew	0011		No	Yes	1/30/2014	Check amount wrong	\$1,148.50	031018
031019	01/30/2014	C	Staples Advantage	0011		No	No			\$59.99	031019
031020	01/30/2014	C	Staples Contract & Commercial	0011		No	No			\$190.77	031020
031021	01/30/2014	C	Siles/Laura	0011		No	Yes	1/30/2014	Check amount wrong	\$1,477.50	031021
031022	01/30/2014	C	Supp/Angelina	0011		No	Yes	1/30/2014	Check amount wrong	\$711.81	031022
031023	01/30/2014	C	Theisen/Heather	0011		No	Yes	1/30/2014	check amount wrong	\$1,148.50	031023
031024	01/30/2014	C	Trombridge/Adele	0011		No	No			\$293.80	031024
031025	01/30/2014	C	Wiggins/Hope	0011		No	Yes	1/30/2014	Check amount wrong	\$2,902.50	031025
031026	01/30/2014	C	Bivens/Michelle	0011		No	No			\$3,552.50	031026
031027	01/30/2014	C	Donovan/Jan	0011		No	No			\$3,552.50	031027
031028	01/30/2014	C	Harrison/Gabriele	0011		No	No			\$3,148.50	031028
031029	01/30/2014	C	Johnson/Lisa	0011		No	No			\$2,722.00	031029
031030	01/30/2014	C	Kingsley/Victoria	0011		No	No			\$2,623.50	031030
031031	01/30/2014	C	Lavallee/Jennifer	0011		No	No			\$326.00	031031
031032	01/30/2014	C	LoPulangi/Mary	0011		No	No			\$3,146.50	031032
031033	01/30/2014	C	Monteth/Jenna	0011		No	No			\$7.50	031033
031034	01/30/2014	C	Putnam/Amanda	0011		No	No			\$4,701.00	031034

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer/Manual, N=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
031035	01/30/2014	C	Sidman/Ashley L.	0011		No	No			\$1,788.50	031035
031036	01/30/2014	C	Sprague/Mathew	0011		No	No			\$3,552.50	031036
031037	01/30/2014	C	Siles/Laura	0011		No	No			\$3,223.50	031037
031038	01/30/2014	C	Supp/Angelina	0011		No	No			\$2,257.19	031038
031039	01/30/2014	C	Thesen/Heather	0011		No	No			\$583.50	031039
031040	01/30/2014	C	Wiggins/Hope	0011		No	No			\$1,798.50	031040
Subtotal for Bank Account: FederalKey - Key Bank - Federal											
Grand Total										\$237,248.54	
Void Total										(\$36,952.31)	
Net										\$200,296.23	

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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
104168	12/16/2013	C	Fort Brewerton Historical Society	0009		No	Yes	1/16/2014	Snow Day, show cancelled	(\$327.00)	104168
104380	01/09/2014	C	Car's Holidays	0011		No	No			\$4,180.00	104380
104381	01/10/2014	C	NASC	0011		No	No			\$1,560.00	104381
104382	01/15/2014	C	A-VERDI	0011		No	No			\$540.00	104382
104383	01/15/2014	C	Adams Mark Hotel	0011		No	Yes	1/21/2014	Hotel reservations charged to credit card.	\$204.00	104383
104384	01/15/2014	C	Addcom Electronics	0011		No	No			\$385.00	104384
104385	01/15/2014	C	Advance Tool	0011		No	No			\$50.00	104385
104386	01/15/2014	C	Agullaro Kathy	0011		No	No			\$48.59	104386
104387	01/15/2014	C	Albany Marriott	0011		Yes	No			\$541.00	104387
104388	01/15/2014	C	Albrecht Marcia	0011		No	No			\$140.12	104388
104389	01/15/2014	C	Alisco	0011		No	No			\$172.57	104389
104390	01/15/2014	C	APW Central School	0011		No	No			\$529.70	104390
104391	01/15/2014	C	Aronson Marc	0011		No	No			\$2,360.00	104391
104392	01/15/2014	C	ASCD	0011		No	No			\$89.00	104392
104393	01/15/2014	C	AT&T Mobility	0011		Yes	No			\$2,743.47	104393
104394	01/15/2014	C	Atlantic Power, Inc.	0011		No	No			\$184.91	104394
104395	01/15/2014	C	B&H Photo Video	0011		No	No			\$390.88	104395
104396	01/15/2014	C	Benjamin Michelle	0011		No	No			\$18.16	104396
104397	01/15/2014	C	BlueTarp Financial, Inc.	0011		No	No			\$4.10	104397
104398	01/15/2014	C	BR Johnson, Inc.	0011		No	No			\$550.00	104398
104399	01/15/2014	C	Bradbury Amy	0011		No	No			\$231.65	104399
104400	01/15/2014	C	Bradley Jessie	0011		No	No			\$182.72	104400
104401	01/15/2014	C	Buffalo Public School Curriculum	0011		No	No			\$1,800.00	104401
104402	01/15/2014	C	Bulch's Auto Paint Supply	0011		No	No			\$95.40	104402
104403	01/15/2014	C	Cancox, Inc.	0011		No	No			\$427.59	104403
104404	01/15/2014	C	Camp Fire USA - Camp Talcoi	0011		No	No			\$1,596.00	104404
104405	01/15/2014	C	Campbell Jared	0011		No	No			\$1,000.00	104405
104406	01/15/2014	C	Camp/Lai Lani	0011		No	No			\$255.44	104406
104407	01/15/2014	C	Camp/Ronald	0011		No	No			\$72.89	104407
104408	01/15/2014	C	Capital Region BOCES	0011		No	No			\$11,865.52	104408
104409	01/15/2014	C	Carr Nancy	0011		No	No			\$142.38	104409
104410	01/15/2014	C	Castillo & Silky Education Consultants	0011		No	No			\$4,823.11	104410
104411	01/15/2014	C	Castellan Kathryn	0011		No	No			\$319.23	104411
104412	01/15/2014	C	Cayuga Onondaga BOCES	0011		No	No			\$6,544.35	104412
104413	01/15/2014	C	CDW Government, Inc.	0011		No	No			\$687.20	104413
104414	01/15/2014	C	CHEFS	0011		No	No			\$499.50	104414
104415	01/15/2014	C	CJS/TECI	0011		No	No			\$220.00	104415
104416	01/15/2014	C	Cleveland Plant & Flower	0011		No	No			\$185.48	104416
104417	01/15/2014	C	CNI Office Supplies	0011		No	No			\$477.96	104417

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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
104418	01/15/2014	C	Coffey/Matthew	0011		No	No			\$18.08	104418
104419	01/15/2014	C	Cooper/Nancy	0011		No	No			\$537.88	104419
104420	01/15/2014	C	David Moreland Education Assemblies	0011		No	No			\$930.00	104420
104421	01/15/2014	C	Davis Equipment	0011		No	No			\$485.47	104421
104422	01/15/2014	C	Demo BOCES	0011		No	No			\$3,670.00	104422
104423	01/15/2014	C	Dell Marketing L.P.	0011		No	No			\$3,611.17	104423
104424	01/15/2014	C	Denski/Sally	0011		No	No			\$419.23	104424
104425	01/15/2014	C	Desmond Hotel	0011		No	No			\$417.00	104425
104426	01/15/2014	C	Direct Packet, Inc. d/b/a	0011		No	No			\$5,496.70	104426
104427	01/15/2014	C	DoubleTree by Hilton Hotel	0011		No	No			\$873.18	104427
104428	01/15/2014	C	Dupli Envp & Graphics	0011		No	No			\$161.00	104428
104429	01/15/2014	C	Elevation Education	0011		No	No			\$1,975.00	104429
104430	01/15/2014	C	Elizabeth Dishaw, Tax Collector	0011		No	No			\$29,050.00	104430
104431	01/15/2014	C	Empowerment Associates	0011		No	No			\$2,010.78	104431
104432	01/15/2014	C	Enco Manufacturing Co.	0011		No	No			\$25.30	104432
104433	01/15/2014	C	Erie 1 BOCES	0011		No	No			\$3,328.76	104433
104434	01/15/2014	C	Fedex	0011		No	No			\$50.38	104434
104435	01/15/2014	C	Foley/Gerald	0011		Yes	No			\$32.21	104435
104436	01/15/2014	C	Furong/Tammy	0011		No	No			\$64.41	104436
104437	01/15/2014	C	GIFFORD FAMILY THEATRE	0011		No	No			\$920.00	104437
104438	01/15/2014	C	Gosek/Stan	0011		No	No			\$150.00	104438
104439	01/15/2014	C	Gowconnection, Inc.	0011		No	No			\$1,080.00	104439
104440	01/15/2014	C	Granger Inc.	0011		No	No			\$283.55	104440
104441	01/15/2014	C	Gramlich/Jack	0011		No	No			\$4,000.00	104441
104442	01/15/2014	C	Greater Southern Tier Boces	0011		No	No			\$212.50	104442
104443	01/15/2014	C	HALSEY MACHINERY CO., INC	0011		No	No			\$228.06	104443
104444	01/15/2014	C	Hampton Inn and Suites Albany/Downtown	0011		No	No			\$617.50	104444
104445	01/15/2014	C	Haun Welding Supply	0011		No	No			\$3,166.71	104445
104446	01/15/2014	C	Hebert/Linda	0011		No	No			\$29.85	104446
104447	01/15/2014	C	Hills Brothers, Inc.	0011		No	No			\$995.00	104447
104448	01/15/2014	C	Hillside Children's Center	0011		No	No			\$69,023.33	104448
104449	01/15/2014	C	Hillyard / New York	0011		No	No			\$1,030.06	104449
104450	01/15/2014	C	Holiday Inn Albany	0011		No	No			\$204.00	104450
104451	01/15/2014	C	Horning/Rebecca	0011		No	No			\$65.00	104451
104452	01/15/2014	C	Horth/Kathleen	0011		No	No			\$40.40	104452
104453	01/15/2014	C	Huber/James	0011		No	No			\$145.66	104453
104454	01/15/2014	C	Iczyszyn/Vann Marie	0011		No	No			\$217.24	104454
104455	01/15/2014	C	Imagerow By Mahar	0011		No	No			\$737.42	104455
104456	01/15/2014	C	J & K Auto Parts	0011		No	No			\$510.32	104456

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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
104457	01/15/2014	C	JLCMTA	0011		No	No			\$306.00	104457
104458	01/15/2014	C	JOURNAL OF LIGHT CONSTRU	0011		No	No			\$28.95	104458
104459	01/15/2014	C	KabamTina	0011		No	No			\$220.55	104459
104460	01/15/2014	C	Kathy's Cakes and Specialty Treats	0011		No	No			\$48.00	104460
104461	01/15/2014	C	Keystone	0011		No	No			\$123.32	104461
104462	01/15/2014	C	LafountainMark	0011		No	No			\$39.12	104462
104463	01/15/2014	C	LaubscherJennifer	0011		No	No			\$55.94	104463
104464	01/15/2014	C	LONGLEY BROS., INC	0011		No	No			\$135.56	104464
104465	01/15/2014	C	LoomisRobert	0011		No	No			\$519.00	104465
104466	01/15/2014	C	Lowe's	0011		No	No			\$139.24	104466
104467	01/15/2014	C	MailFinance	0011		No	No			\$1,062.91	104467
104468	01/15/2014	C	Majestic Theatre	0011		No	No			\$3,934.50	104468
104469	01/15/2014	C	MarcelleTeresa	0011		No	No			\$117.52	104469
104470	01/15/2014	C	MarkeCharles D.	0011		No	No			\$91.53	104470
104471	01/15/2014	C	MastroletAudrey	0011		Yes	No			\$1,500.00	104471
104472	01/15/2014	C	McCarthyJim	0011		No	No			\$575.00	104472
104473	01/15/2014	C	McCrobieSarah	0011		No	No			\$506.24	104473
104474	01/15/2014	C	Merry Go Round Playhouse	0011		No	No			\$22,930.00	104474
104475	01/15/2014	C	Mexico Central Schools	0011		No	No			\$5,458.04	104475
104476	01/15/2014	C	Mexico Central Schools	0011		No	No			\$4,802.73	104476
104477	01/15/2014	C	Mitchell's Speedway Press	0011		No	No			\$2,439.73	104477
104478	01/15/2014	C	MorettiStephanie	0011		No	No			\$187.02	104478
104479	01/15/2014	C	MOST	0011		No	No			\$745.00	104479
104480	01/15/2014	C	MSC Industrial Supply Co.	0011		No	No			\$378.56	104480
104481	01/15/2014	C	MurrayMark	0011		No	No			\$300.00	104481
104482	01/15/2014	C	National Association of School Nurses	0011		No	No			\$100.00	104482
104483	01/15/2014	C	National Grid	0011		No	No			\$71.24	104483
104484	01/15/2014	C	New Haven Building Supply	0011		No	No			\$55.41	104484
104485	01/15/2014	C	New York State Thruway	0011		No	No			\$15.93	104485
104486	01/15/2014	C	NYS & Local Retirement Systems	0011		No	No			\$51.92	104486
104487	01/15/2014	C	NYS AHPERD Central Office	0011		No	No			\$160.00	104487
104488	01/15/2014	C	NYS Field Band Conference	0011		No	No			\$300.00	104488
104489	01/15/2014	C	NYSASBO	0011		No	No			\$343.45	104489
104490	01/15/2014	C	NYSASN	0011		No	No			\$55.00	104490
104491	01/15/2014	C	NYSATA	0011		No	No			\$385.00	104491
104492	01/15/2014	C	NYSBDA	0011		No	No			\$355.00	104492
104493	01/15/2014	C	NYSSMA	0011		No	No			\$36.00	104493
104494	01/15/2014	C	OCM BOCES	0011		No	No			\$732,249.82	104494
104495	01/15/2014	C	OCMEA	0011		No	No			\$177.00	104495

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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
104496	01/15/2014	C	OCMEA	0011		No	No			\$305.00	104496
104497	01/15/2014	C	OfficeMax Incorporated	0011		No	No			\$34.62	104497
104498	01/15/2014	C	Omnitron Electronics	0011		No	No			\$236.50	104498
104499	01/15/2014	C	Open Hand Theatre	0011		No	No			\$400.00	104499
104500	01/15/2014	C	Orlando/Tonette	0011		No	No			\$900.00	104500
104501	01/15/2014	C	Oswego City School Dist.	0011		No	No			\$1,585.92	104501
104502	01/15/2014	C	Oswego County Weeklies	0011		No	No			\$48.00	104502
104503	01/15/2014	C	Oswego State Education Center	0011		No	No			\$735.00	104503
104504	01/15/2014	C	Oicon Inc.	0011		No	No			\$118.00	104504
104505	01/15/2014	C	PALLADIUM TIMES, INC.	0011		No	No			\$92.90	104505
104506	01/15/2014	C	Paulino's Pizza	0011		No	No			\$60.00	104506
104507	01/15/2014	C	PBP Management	0011		No	No			\$1,500.00	104507
104508	01/15/2014	C	PC University	0011		No	No			\$1,588.00	104508
104509	01/15/2014	C	PCM-G	0011		No	No			\$85.96	104509
104510	01/15/2014	C	PeopleSystems	0011		No	No			\$350.00	104510
104511	01/15/2014	C	PJC of Oswego County	0011		No	No			\$125.00	104511
104512	01/15/2014	C	POSTLER & JAECKLE CORP	0011		No	No			\$4,785.50	104512
104513	01/15/2014	C	Postmaster	0011		No	No			\$1,535.00	104513
104514	01/15/2014	C	Price Chopper Oper. Co., Inc.	0011		No	No			\$183.41	104514
104515	01/15/2014	C	ProBuild East LLC	0011		No	No			\$179.96	104515
104516	01/15/2014	C	Pullens Enterprises, LLC	0011		No	No			\$44.00	104516
104517	01/15/2014	C	Pyramid School Products	0011		No	No			\$149.28	104517
104518	01/15/2014	C	QUESTAR III	0011		No	No			\$227.78	104518
104519	01/15/2014	C	Quill Corporation	0011		No	No			\$749.97	104519
104520	01/15/2014	C	Raptor Technologies, Inc.	0011		No	No			\$100.00	104520
104521	01/15/2014	C	Rechnio-Demini/Barbara E.	0011		Yes	No			\$239.10	104521
104522	01/15/2014	C	Regents Research Fund	0011		No	No			\$542.00	104522
104523	01/15/2014	C	Region 9 DECA	0011		No	No			\$648.00	104523
104524	01/15/2014	C	Rhinehart Army	0011		No	No			\$306.03	104524
104525	01/15/2014	C	Roberson Museum	0011		No	No			\$600.00	104525
104526	01/15/2014	C	Ruch/Dave	0011		No	No			\$1,401.00	104526
104527	01/15/2014	C	Ryan/Wary	0011		No	No			\$18.08	104527
104528	01/15/2014	C	Safety-Kleen Corp.	0011		No	No			\$867.84	104528
104529	01/15/2014	C	Sanford & Butts Fire	0011		No	No			\$353.00	104529
104530	01/15/2014	C	Santangelo/Kathleen A. M.	0011		No	No			\$2,000.00	104530
104531	01/15/2014	C	Scencenter	0011		No	No			\$248.00	104531
104532	01/15/2014	C	Seymour/Tamara	0011		No	No			\$110.18	104532
104533	01/15/2014	C	Shanty-Morley/Susan	0011		No	No			\$100.40	104533
104534	01/15/2014	C	Shepard/Michael	0011		No	No			\$342.62	104534

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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
104535	01/15/2014	C	Silver Nugget	0011		No	No			\$50.00	104535
104536	01/15/2014	C	Smegelsky Joann	0011		No	No			\$187.53	104536
104537	01/15/2014	C	Sova Theresa	0011		No	No			\$196.62	104537
104538	01/15/2014	C	Standard Stationery	0011		No	No			\$74.70	104538
104539	01/15/2014	C	Staples Advantage	0011		Yes	No			\$151.55	104539
104540	01/15/2014	C	Staples Contract & Commercial	0011		No	No			\$175.99	104540
104541	01/15/2014	C	Staples, Inc. and Subsidiaries	0011		Yes	No			\$36.00	104541
104542	01/15/2014	C	Sterio/Michael	0011		No	No			\$720.00	104542
104543	01/15/2014	C	SUNY Cortland	0011		No	No			\$240.00	104543
104544	01/15/2014	C	SUNY Oswego	0011		No	No			\$112.50	104544
104545	01/15/2014	C	Supermedia LLC	0011		No	No			\$20.00	104545
104546	01/15/2014	C	Tequipment	0011		No	No			\$12,110.68	104546
104547	01/15/2014	C	The Desmond	0011		No	No			\$111.00	104547
104548	01/15/2014	C	Thompson/Beth	0011		No	No			\$179.95	104548
104549	01/15/2014	C	Thompson/Clem	0011		Yes	No			\$67.24	104549
104550	01/15/2014	C	Thompson/Holly	0011		No	No			\$935.21	104550
104551	01/15/2014	C	Tighe/Diane	0011		No	No			\$68.93	104551
104552	01/15/2014	C	Titman/Kathleen	0011		No	No			\$37.28	104552
104553	01/15/2014	C	TOWNE PLACE SUITES BY MARRIOTT	0011		No	No			\$1,221.00	104553
104554	01/15/2014	C	TrouNikki	0011		No	No			\$142.38	104554
104555	01/15/2014	C	Troxell Communications	0011		No	No			\$4,119.50	104555
104556	01/15/2014	C	TSRC, Inc.	0011		No	No			\$840.25	104556
104557	01/15/2014	C	UNIFIRST CORPORATION	0011		No	No			\$196.16	104557
104558	01/15/2014	C	Uniforms Etc.	0011		No	No			\$268.00	104558
104559	01/15/2014	C	Usherwood & Associates of NY	0011		No	No			\$2,885.49	104559
104560	01/15/2014	C	VALLEY LOCKSMITH	0011		No	No			\$174.05	104560
104561	01/15/2014	C	Wacheva Cultural Arts, Inc.	0011		No	No			\$800.00	104561
104562	01/15/2014	C	Wal-Mart Community	0011		Yes	No			\$239.27	104562
104563	01/15/2014	C	Walker's Cleaners	0011		No	No			\$183.95	104563
104564	01/15/2014	C	Wall Street Walks	0011		No	No			\$510.00	104564
104565	01/15/2014	C	Waste Management of Syracuse	0011		No	No			\$2,042.73	104565
104566	01/15/2014	C	Wayne Drug Store	0011		No	No			\$101.83	104566
104567	01/15/2014	C	Western NY School Counselors Consortium	0011		No	No			\$130.00	104567
104568	01/15/2014	C	WGL Sport of the Arts	0011		No	No			\$300.00	104568
104569	01/15/2014	C	Wideman/Wayne	0011		No	No			\$192.10	104569
104570	01/15/2014	C	Wilson/Lynne	0011		No	No			\$159.05	104570
104571	01/15/2014	C	Windsream Communications	0011		No	No			\$439.52	104571
104572	01/15/2014	C	Woodmancy/Kathleen	0011		No	No			\$7.46	104572
104573	01/15/2014	C	Woods/Jennifer	0011		No	No			\$10.42	104573

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
104574	01/15/2014	C	Young/Ann	0011	No	No	No			\$249.80	104574
104575	01/23/2014	C	New York FFA Registrations	0011	No	No	No			\$570.00	104575
104576	01/24/2014	C	Postmaster	0011	No	No	No			\$7,188.00	104576
104577	01/30/2014	C	A-VERDI	0011	No	No	No			\$479.00	104577
104578	01/30/2014	C	Alsco	0011	No	No	No			\$517.71	104578
104579	01/30/2014	C	Alternative Engery Solutions	0011	No	No	No			\$720.00	104579
104580	01/30/2014	C	Apple Computer, Inc.	0011	No	No	No			\$11,953.00	104580
104581	01/30/2014	C	ASE Student Certification (NA3SA)	0011	No	No	No			\$1,200.00	104581
104582	01/30/2014	C	AT&T Mobility	0011	No	No	No			\$435.83	104582
104583	01/30/2014	C	AT&T Mobility	0011	Yes	Yes	No			\$2,412.35	104583
104584	01/30/2014	C	Atomic Learning Inc.	0011	No	No	No			\$98.00	104584
104585	01/30/2014	C	B&H Photo Video	0011	No	No	No			\$490.32	104585
104586	01/30/2014	C	Balidali Productions, Inc.	0011	No	No	No			\$4,000.00	104586
104587	01/30/2014	C	Ballerline/Lake	0011	No	No	No			\$2,500.00	104587
104588	01/30/2014	C	Bayne/Roseann M.	0011	No	No	No			\$383.92	104588
104589	01/30/2014	C	Benedict/Lane	0011	No	No	No			\$234.38	104589
104590	01/30/2014	C	Bird/John	0011	No	No	No			\$800.00	104590
104591	01/30/2014	C	Bohnen Technical Center	0011	No	No	No			\$2,700.00	104591
104592	01/30/2014	C	Butler/Dawn	0011	No	No	No			\$19.66	104592
104593	01/30/2014	C	Calhoun Technologies World Headquarters	0011	No	No	No			\$347.23	104593
104594	01/30/2014	C	Calico Industries	0011	No	No	No			\$50.34	104594
104595	01/30/2014	C	Camcor, Inc.	0011	No	No	No			\$1,064.96	104595
104596	01/30/2014	C	Capella/Daniel J.	0011	No	No	No			\$118.85	104596
104597	01/30/2014	C	Carr's Holidays	0011	No	No	No			\$5,202.00	104597
104598	01/30/2014	C	CDW Government, Inc.	0011	No	No	No			\$12.00	104598
104599	01/30/2014	C	Central Chapter N.Y.S.B.O.C., Inc.	0011	No	No	No			\$50.00	104599
104600	01/30/2014	C	Central Square Central School District	0011	No	No	No			\$4,675.50	104600
104601	01/30/2014	C	Cerro/Patricia A.	0011	No	No	No			\$14.69	104601
104602	01/30/2014	C	Clinton-Essex-War-Wash BOCES	0011	No	No	No			\$432.88	104602
104603	01/30/2014	C	CNI Office Supplies	0011	No	No	No			\$6,852.24	104603
104604	01/30/2014	C	Corporate Payment Systems	0011	No	No	No			\$83.59	104604
104605	01/30/2014	C	Cort-Lanes	0011	No	No	No			\$300.00	104605
104606	01/30/2014	C	Custom Computer Specialists, Inc.	0011	No	No	No			\$19,117.52	104606
104607	01/30/2014	C	David Moreland Education Assemblies	0011	No	No	No			\$930.00	104607
104608	01/30/2014	C	Dell Marketing L.P.	0011	No	No	No			\$68.99	104608
104609	01/30/2014	C	Dennison/Dyan	0011	No	No	No			\$3.02	104609
104610	01/30/2014	C	Denski/Sally	0011	No	No	No			\$314.71	104610
104611	01/30/2014	C	Depot Int'l West Point Products	0011	No	No	No			\$198.21	104611
104612	01/30/2014	C	deVries/Rachel Guido	0011	No	No	No			\$3,375.00	104612

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer(Multi-usd), 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
104613	01/30/2014	C	Dobbertin Cheryl	0011		No	No			\$2,283.06	104613
104614	01/30/2014	C	Dox Electronics	0011		No	No			\$2,124.00	104614
104615	01/30/2014	C	Educational Audiology Association	0011		No	No			\$54.00	104615
104616	01/30/2014	C	Empire Flower Supply	0011		No	No			\$364.50	104616
104617	01/30/2014	C	Ericsson/Margaret	0011		No	No			\$366.04	104617
104618	01/30/2014	C	eSafety Supplies, Inc.	0011		No	No			\$66.85	104618
104619	01/30/2014	C	Famous Artists	0011		No	No			\$2,002.50	104619
104620	01/30/2014	C	Ferrara, Fiorenza	0011		No	No			\$2,661.30	104620
104621	01/30/2014	C	Finger Lakes Chemicals	0011		No	No			\$193.93	104621
104622	01/30/2014	C	Fiscal Advisors & Market	0011		No	No			\$8,500.00	104622
104623	01/30/2014	C	Frost/Karen	0011		No	No			\$20.34	104623
104624	01/30/2014	C	Fulton City School Dist.	0011		No	No			\$1,700.00	104624
104625	01/30/2014	C	Govconnection, Inc.	0011		No	No			\$748.00	104625
104626	01/30/2014	C	Grainger Inc.	0011		No	No			\$59.30	104626
104627	01/30/2014	C	Greater Mexico Chamber of Commerce	0011		No	No			\$25.00	104627
104628	01/30/2014	C	Greater Southern Tier Boces	0011		No	No			\$212.50	104628
104629	01/30/2014	C	Green Light Group Tours	0011		No	No			\$10,143.00	104629
104630	01/30/2014	C	Hanna/Scott	0011		No	No			\$1,800.00	104630
104631	01/30/2014	C	Hannibal Central School	0011		No	No			\$220.03	104631
104632	01/30/2014	C	Hann Welding Supply	0011		No	No			\$1,023.15	104632
104633	01/30/2014	C	Hawkins, Delafield & Wood	0011		No	No			\$7,700.00	104633
104634	01/30/2014	C	HAYLOR, FREYER & COON, INC.	0011		No	No			\$677.00	104634
104635	01/30/2014	C	Hill & Markes	0011		No	No			\$769.89	104635
104636	01/30/2014	C	Horth/Kathleen	0011		No	No			\$24.24	104636
104637	01/30/2014	C	Huber/James	0011		No	No			\$40.00	104637
104638	01/30/2014	C	J. M. McDonald Sports Complex	0011		No	No			\$180.00	104638
104639	01/30/2014	C	Jefferson Lewis BOCES	0011		No	No			\$4,557.69	104639
104640	01/30/2014	C	Jerome Fire Equipment Co	0011		No	No			\$486.00	104640
104641	01/30/2014	C	King/Kristie	0011		No	No			\$500.00	104641
104642	01/30/2014	C	Kovarik/Marilyn	0011		No	No			\$32.77	104642
104643	01/30/2014	C	Kukkol/Linda	0011		No	No			\$21.47	104643
104644	01/30/2014	C	Lake Erie Systems and Services, Inc.	0011		No	No			\$36.08	104644
104645	01/30/2014	C	LaManna/Juan Francisco	0011		No	No			\$80.00	104645
104646	01/30/2014	C	Lanel/Krene	0011		No	No			\$12.43	104646
104647	01/30/2014	C	Lindermeier	0011		No	No			\$530.29	104647
104648	01/30/2014	C	Loomis/Michelle	0011		No	No			\$10.17	104648
104649	01/30/2014	C	Macro/Stephanie	0011		No	No			\$359.34	104649
104650	01/30/2014	C	Madison County Music Educators' Associat	0011		No	No			\$230.00	104650
104651	01/30/2014	C	Maines Funding Corp	0011		No	No			\$962.99	104651

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
104652	01/30/2014	C	Mannise/Teresa	0011		No	No			\$88.56	104652
104653	01/30/2014	C	Mastroleo/Audrey	0011		No	No			\$3,000.00	104653
104654	01/30/2014	C	Maxi Aids	0011		No	No			\$61.10	104654
104655	01/30/2014	C	McKnight/Janet	0011		No	No			\$40.68	104655
104656	01/30/2014	C	Mexico Central School's	0011		No	No			\$4,986.08	104656
104657	01/30/2014	C	Microsonics, Inc.	0011		No	No			\$171.00	104657
104658	01/30/2014	C	Mitchell's Speedway Press	0011		No	No			\$3,019.65	104658
104659	01/30/2014	C	Monroe #1 BOCES	0011		No	No			\$839.45	104659
104660	01/30/2014	C	National Grid	0011		No	No			\$212.34	104660
104661	01/30/2014	C	Nelson/Pen	0011		No	No			\$108.39	104661
104662	01/30/2014	C	Nelson/Robert	0011		No	No			\$43.17	104662
104663	01/30/2014	C	New Hartford Band Parents, Inc.	0011		No	No			\$145.00	104663
104664	01/30/2014	C	New Haven Building Supply	0011		No	No			\$35.80	104664
104665	01/30/2014	C	New York DECA	0011		No	No			\$8,247.00	104665
104666	01/30/2014	C	New York State Thruway	0011		No	No			\$40.14	104666
104667	01/30/2014	C	Nova Tours & Travel Inc.	0011		No	No			\$17,240.00	104667
104668	01/30/2014	C	NYS Dec	0011		No	No			\$600.00	104668
104669	01/30/2014	C	NYS Dept of Labor	0011		No	No			\$250.00	104669
104670	01/30/2014	C	NYSASCD	0011		No	No			\$55.00	104670
104671	01/30/2014	C	NYSIPA	0011		No	No			\$170.00	104671
104672	01/30/2014	C	NYSMA	0011		No	No			\$324.00	104672
104673	01/30/2014	C	Oak Tree Products, Inc.	0011		No	No			\$331.15	104673
104674	01/30/2014	C	OCM BOCES	0011		No	No			\$865,217.92	104674
104675	01/30/2014	C	OCMEA	0011		No	No			\$144.00	104675
104676	01/30/2014	C	OCMEA	0011		No	No			\$133.00	104676
104677	01/30/2014	C	Onida Jazz Festival	0011		No	No			\$450.00	104677
104678	01/30/2014	C	Oswego City School Dist.	0011		No	No			\$189.78	104678
104679	01/30/2014	C	Oswego Hospital	0011		No	No			\$707.50	104679
104680	01/30/2014	C	Pacemaker Millar Group	0011		No	No			\$428.00	104680
104681	01/30/2014	C	PALLADIUM TIMES, INC.	0011		No	No			\$150.02	104681
104682	01/30/2014	C	Paulino's Pizza	0011		No	No			\$68.03	104682
104683	01/30/2014	C	Paxton-Patterson	0011		No	No			\$116.80	104683
104684	01/30/2014	C	Peaceful Schools	0011		No	No			\$2,800.00	104684
104685	01/30/2014	C	Pearson Education	0011		No	No			\$971.81	104685
104686	01/30/2014	C	Penn State Industries	0011		No	No			\$702.55	104686
104687	01/30/2014	C	Pizzuto/Alicia	0011		No	No			\$4,200.00	104687
104688	01/30/2014	C	Postmaster	0011		No	No			\$49.00	104688
104689	01/30/2014	C	Price Chopper Oper. Co., Inc.	0011		No	No			\$33.32	104689
104690	01/30/2014	C	Pureland Supply	0011		No	No			\$337.08	104690

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# OSWEGO COUNTY BOCES

A/P Check Register  
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Check Number	Check Date	Pay Type	Pay To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
104691	01/30/2014	C	Putnam-Westchester BOCES	0011	No	No	No			\$1,431.00	104691
104692	01/30/2014	C	Pyramid School Products	0011	No	No	No			\$1,556.95	104692
104693	01/30/2014	C	QUESTAR II	0011	No	No	No			\$227.78	104693
104694	01/30/2014	C	Quill Corporation	0011	No	No	No			\$459.98	104694
104695	01/30/2014	C	RTL	0011	No	No	No			\$9,540.00	104695
104696	01/30/2014	C	Reedho-Demmin/Barbara E.	0011	No	No	No			\$59.89	104696
104697	01/30/2014	C	Rehab Resources	0011	No	No	No			\$2,374.53	104697
104698	01/30/2014	C	Reichel, Jeffrey	0011	No	No	No			\$172.89	104698
104699	01/30/2014	C	REYMORE CHEVROLET SALES	0011	No	No	No			\$2,125.75	104699
104700	01/30/2014	C	Rooh USA, Inc.	0011	No	No	No			\$300.00	104700
104701	01/30/2014	C	Rowe/Monk	0011	No	No	No			\$1,550.00	104701
104702	01/30/2014	C	RUMETCO SALES, INC.	0011	No	No	No			\$198.00	104702
104703	01/30/2014	C	Safety-Kleen Corp.	0011	No	No	No			\$320.33	104703
104704	01/30/2014	C	Schmitz, Eric	0011	No	No	No			\$1,000.00	104704
104705	01/30/2014	C	Scholastic Inc.	0011	No	No	No			\$331.55	104705
104706	01/30/2014	C	School Health Corp	0011	No	No	No			\$130.19	104706
104707	01/30/2014	C	Schultz/Kelly	0011	No	No	No			\$130.81	104707
104708	01/30/2014	C	Scott Electric	0011	No	No	No			\$130.00	104708
104709	01/30/2014	C	Server Supply	0011	No	No	No			\$79.00	104709
104710	01/30/2014	C	Server Supply.com Inc.	0011	No	No	No			\$222.00	104710
104711	01/30/2014	C	Sheeley/James	0011	No	No	No			\$1,525.00	104711
104712	01/30/2014	C	Silver Nuggett	0011	No	No	No			\$130.00	104712
104713	01/30/2014	C	SkillsUSA Inc.	0011	No	No	No			\$1,428.00	104713
104714	01/30/2014	C	Skyworks, Inc.	0011	No	No	No			\$449.13	104714
104715	01/30/2014	C	Snap-On Industrial	0011	No	No	No			\$304.78	104715
104716	01/30/2014	C	Staples Advantage	0011	No	No	No			\$74.59	104716
104717	01/30/2014	C	Staples Contract & Commercial	0011	No	No	No			\$1,081.07	104717
104718	01/30/2014	C	Steno/Michael	0011	No	No	No			\$40.00	104718
104719	01/30/2014	C	Stolusky/Danielle	0011	No	No	No			\$37.52	104719
104720	01/30/2014	C	Supreme Medical	0011	No	No	No			\$25.39	104720
104721	01/30/2014	C	Synergy Giesal Solutions	0011	No	No	No			\$23,546.60	104721
104722	01/30/2014	C	SYRACUSE UNIVERSITY	0011	No	No	No			\$150.00	104722
104723	01/30/2014	C	Sysco Food Services	0011	No	No	No			\$380.17	104723
104724	01/30/2014	C	Talman/Tire	0011	No	No	No			\$231.88	104724
104725	01/30/2014	C	The Office Pal	0011	No	No	No			\$2,057.00	104725
104726	01/30/2014	C	Thompson/Beth	0011	No	No	No			\$148.03	104726
104727	01/30/2014	C	Time Warner Cable	0011	No	No	No			\$2,992.13	104727
104728	01/30/2014	C	Todd/Christopher J.	0011	No	No	No			\$1,420.23	104728
104729	01/30/2014	C	Top of the Rock LLC	0011	No	No	No			\$796.33	104729

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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
104730	01/30/2014	C	Tops Markets LLC	0011		No	No			\$46.23	104730
104731	01/30/2014	C	Toronto Symphony Orchestra	0011		No	No			\$1,105.75	104731
104732	01/30/2014	C	Toshiba Business Solutions	0011		No	No			\$3,456.00	104732
104733	01/30/2014	C	UNIFIRST CORPORATION	0011		No	No			\$354.12	104733
104734	01/30/2014	C	United Parcel Service	0011		No	No			\$30.81	104734
104735	01/30/2014	C	Verizon	0011		No	No			\$4.49	104735
104736	01/30/2014	C	Wal-Mart Community	0011		No	No			\$296.01	104736
104737	01/30/2014	C	Ward's Natural Science	0011		No	No			\$23.56	104737
104738	01/30/2014	C	Williams/Dan	0011		No	No			\$60.00	104738
104739	01/30/2014	C	Windstream Communications	0011		No	No			\$213.64	104739
104740	01/30/2014	C	WorldStrides Heritage Performance Prog.	0011		No	No			\$26,204.00	104740
104741	01/30/2014	C	Young/Ann	0011		No	No			\$154.98	104741
Subtotal for Bank Account: GeneralKey - Key Bank - Gen Fund											
Grand Total										\$2,158,078.27	
Void Total										(\$531.00)	
Net										\$2,157,547.27	

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



# OSWEGO COUNTY BOCES

A/P Check Register  
Bank Account: GenMMChase - Chase-Gen Premier MM

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
01/24/2014	01/28/2014	E	Reef HQ Aquarium	0011		No	No			\$296.15	01/24/2014
Subtotal for Bank Account: GenMMChase - Chase-Gen Premier MM										\$296.15	
										\$0.00	
										\$296.15	
Grand Total											
Void Total											
Net											

# 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
1416AETNA	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$5,956.64	1416AETNA
1416AMERCE	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$50.00	1416AMERCE
1416CABANK	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$1,570.00	1416CABANK
1416CADARE	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$200.00	1416CADARE
1416CAPGUA	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$200.00	1416CAPGUA
1416EMPBEN	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$1,150.00	1416EMPBEN
1416EQUIT	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$2,615.00	1416EQUIT
1416ERS4	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$441.94	1416ERS4
1416ERS5	01/03/2014	E	NYS & Local Retirement Systems	0012		No	No			\$251.65	1416ERS5
1416ERS6	01/03/2014	E	NYS & Local Retirement Systems	0012		No	No			\$384.84	1416ERS6
1416ERSARR	01/03/2014	E	NYS & Local Retirement Systems	0012		No	No			\$23.26	1416ERSARR
1416FEDTAX	01/03/2014	E	Key Bank of Central NY	0012		No	No			\$68,478.77	1416FEDTAX
1416FICA	01/03/2014	E	Key Bank of Central NY	0012		No	No			\$72,418.04	1416FICA
1416FIDELI	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$400.00	1416FIDELI
1416IDSLIF	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$525.00	1416IDSLIF
1416LNCOL	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$411.90	1416LNCOL
1416MEDI	01/03/2014	E	Key Bank of Central NY	0012		No	No			\$16,936.60	1416MEDI
1416MET	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$730.41	1416MET
1416NORAMC	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$175.00	1416NORAMC
1416NY	01/03/2014	E	Key Bank of Central NY	0012		No	No			\$25,555.73	1416NY
1416OPPENH	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$1,948.27	1416OPPENH
1416OSWSCU	01/03/2014	E	New York State Processing Center	0012		No	No			\$92.00	1416OSWSCU
1416PFSINV	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$75.00	1416PFSINV
1416UNITYM	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$50.00	1416UNITYM
1416VANGUA	01/03/2014	E	J. P. Morgan Chase	0012		No	No			\$1,175.00	1416VANGUA
1417AETNA	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$5,956.64	1417AETNA
1417AMERCE	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$50.00	1417AMERCE
1417CABANK	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$1,570.00	1417CABANK
1417CADARE	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$200.00	1417CADARE
1417CAPGUA	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$200.00	1417CAPGUA
1417EMPBEN	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$1,150.00	1417EMPBEN
1417EQUIT	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$2,615.00	1417EQUIT
1417ERS4	01/17/2014	E	NYS & Local Retirement Systems	0012		No	No			\$426.80	1417ERS4
1417ERS5	01/17/2014	E	NYS & Local Retirement Systems	0012		No	No			\$203.85	1417ERS5
1417ERS6	01/17/2014	E	NYS & Local Retirement Systems	0012		No	No			\$501.21	1417ERS6
1417ERSARR	01/17/2014	E	NYS & Local Retirement Systems	0012		No	No			\$23.26	1417ERSARR
1417ERSLON	01/17/2014	E	NYS & Local Retirement Systems	0012		No	No			\$2,034.00	1417ERSLON
1417FEDTAX	01/17/2014	E	Key Bank of Central NY	0012		No	No			\$70,806.73	1417FEDTAX
1417FICA	01/17/2014	E	Key Bank of Central NY	0012		No	No			\$74,698.69	1417FICA

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&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
1417FIDELI	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$400.00	1417FIDELI
1417DSLIF	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$525.00	1417DSLIF
1417UNCOL	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$411.90	1417UNCOL
1417MEDI	01/17/2014	E	Key Bank of Central NY	0012		No	No			\$17,469.93	1417MEDI
1417MET	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$730.41	1417MET
1417NORAMC	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$175.00	1417NORAMC
1417NY	01/17/2014	E	Key Bank of Central NY	0012		No	No			\$26,370.48	1417NY
1417OPPENH	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$3,436.01	1417OPPENH
1417OSWSCU	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$48.00	1417OSWSCU
1417PFSINV	01/17/2014	E	New York State Processing Center	0012		No	No			\$75.00	1417PFSINV
1417UNITYM	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$50.00	1417UNITYM
1417VANGUA	01/17/2014	E	J. P. Morgan Chase	0012		No	No			\$1,175.00	1417VANGUA
1418AETNA	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$5,956.64	1418AETNA
1418AMERCE	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$50.00	1418AMERCE
1418CABANK	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$1,570.00	1418CABANK
1418CADARE	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$200.00	1418CADARE
1418CAPGUA	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$200.00	1418CAPGUA
1418EMPBEN	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$1,150.00	1418EMPBEN
1418EQUIT	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$2,515.00	1418EQUIT
1418ERS4	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$431.09	1418ERS4
1418ERS5	01/31/2014	E	NYS & Local Retirement Systems	0012		No	No			\$233.45	1418ERS5
1418ERS6	01/31/2014	E	NYS & Local Retirement Systems	0012		No	No			\$501.21	1418ERS6
1418ERSARR	01/31/2014	E	NYS & Local Retirement Systems	0012		No	No			\$23.26	1418ERSARR
1418ERSLON	01/31/2014	E	NYS & Local Retirement Systems	0012		No	No			\$2,034.00	1418ERSLON
1418FEDTAX	01/31/2014	E	NYS & Local Retirement Systems	0012		No	No			\$70,478.02	1418FEDTAX
1418FICA	01/31/2014	E	Key Bank of Central NY	0012		No	No			\$74,552.08	1418FICA
1418FIDELI	01/31/2014	E	Key Bank of Central NY	0012		No	No			\$400.00	1418FIDELI
1418FIRSTI	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$25.00	1418FIRSTI
1418DSLIF	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$525.00	1418DSLIF
1418UNCOL	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$411.90	1418UNCOL
1418MEDI	01/31/2014	E	Key Bank of Central NY	0012		No	No			\$17,458.95	1418MEDI
1418MET	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$730.41	1418MET
1418NORAMC	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$175.00	1418NORAMC
1418NY	01/31/2014	E	Key Bank of Central NY	0012		No	No			\$26,357.82	1418NY
1418OPPENH	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$3,191.67	1418OPPENH
1418OSWSCU	01/31/2014	E	New York State Processing Center	0012		No	No			\$48.00	1418OSWSCU
1418PFSINV	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$75.00	1418PFSINV
1418UNITYM	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$50.00	1418UNITYM
1418VANGUA	01/31/2014	E	J. P. Morgan Chase	0012		No	No			\$1,175.00	1418VANGUA

Payment Types: C=Computer Check, A=Automated Payment, E=Electronic Transfer/Manual, V=Menu 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
912228	01/16/2014	C	BOCES Supp/Employee Assn	0012		No	No			\$2,215.64	912228
912229	01/16/2014	C	BOCES Teachers Assoc.	0012		No	No			\$5,873.08	912229
912230	01/16/2014	C	Guardian	0012		No	No			\$3,354.94	912230
912231	01/16/2014	C	HAYLOR, FREYER & COON, INC.	0012		No	No			\$3,125.00	912231
912232	01/16/2014	C	HIGHER EDUC.SERVICES CORP	0012		No	No			\$140.00	912232
912233	01/16/2014	C	NYS Teachers Retirement	0012		No	No			\$4,536.50	912233
912234	01/16/2014	C	NYS Teachers Retirement	0012		No	No			\$161.50	912234
912235	01/16/2014	C	NYSUT Accounting	0012		No	No			\$2,448.50	912235
912236	01/16/2014	C	Oswego County Sheriff	0012		No	No			\$410.98	912236
912237	01/16/2014	C	Preferred Group Plan, Inc	0012		No	No			\$5,904.76	912237
912238	01/16/2014	C	QBE	0012		No	No			\$15,897.04	912238
912239	01/16/2014	C	Swimelar, Trustee/Mark W.	0012		No	No			\$253.84	912239
912240	01/16/2014	C	The S.A.A.N.Y.S.	0012		No	No			\$1,593.94	912240
912241	01/16/2014	C	The State Insurance Fund	0012		No	No			\$1,156.57	912241
912242	01/16/2014	C	United Teaching Assistant	0012		No	No			\$3,018.79	912242
912243	01/16/2014	C	United Way of Greater	0012		No	No			\$83.00	912243
912244	01/16/2014	C	Vote/Cope	0012		No	No			\$93.00	912244
912245	01/30/2014	C	BOCES Supp/Employee Assn	0012		No	No			\$1,144.26	912245
912246	01/30/2014	C	BOCES Teachers Assoc.	0012		No	No			\$2,936.54	912246
912247	01/30/2014	C	HCC Life Insurance Company	0012		No	No			\$22,373.55	912247
912248	01/30/2014	C	NYS Teachers Retirement	0012		No	No			\$4,479.50	912248
912249	01/30/2014	C	NYSHESC	0012		No	No			\$70.00	912249
912250	01/30/2014	C	NYSUT Accounting	0012		No	No			\$1,224.25	912250
912251	01/30/2014	C	Oswego County Sheriff	0012		No	No			\$191.06	912251
912252	01/30/2014	C	Preferred Group Plan, Inc	0012		No	No			\$3,184.86	912252
912253	01/30/2014	C	Swimelar, Trustee/Mark W.	0012		No	No			\$126.92	912253
912254	01/30/2014	C	The S.A.A.N.Y.S.	0012		No	No			\$846.97	912254
912255	01/30/2014	C	United Teaching Assistant	0012		No	No			\$1,500.91	912255
912256	01/30/2014	C	United Way of Greater	0012		No	No			\$41.50	912256
912257	01/30/2014	C	Vote/Cope	0012		No	No			\$51.50	912257
Subtotal for Bank Account T&AKey - Key Bank - T&A Fund											
Grand Total										\$712,355.39	
Void Total										\$0.00	
Net										\$712,355.39	

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

# 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
002048	01/30/2014	C	NYS Unemployment Insurance	0011		No	No			\$56,565.89	002048
Subtotal for Bank Account: UnempKey - Key Bank - Unemployment											
Grand Total										\$56,565.89	
Void Total										\$0.00	
Net										\$56,565.89	
Grand Total										\$4,652,743.78	
Void Total										(\$37,483.31)	
Net										\$4,615,260.47	

## Selection Criteria

Bank Account: All  
Check date is between 01/01/2014 and 01/31/2014  
Sort by: Check Number/Check Date  
Printed by GISELE BENIGNO





JAMES HUBER, Director of Exceptional Education

Phone 315-963-4315  
Fax 315-963-4391  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

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MEMO

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TO: MICHAEL SHEPHERD  
FROM: VICKIE ROWE  
SUBJECT: STUDENT CLUB ACCOUNT REPORT  
DATE: JANUARY 16, 2014

Attached please find the December Student Club Account Reports for the Board of Education Meeting in February.

If you have any questions please let me know.

Attachment

## Oswego County BOCES

Student Club/Class Accounts Report December 1, 2013 through December 31, 2013

<u>Club/Class Account</u>	<u>12/1/2013 Beginning Balance</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>12/31/2013 Ending Balance</u>
Adult Health Occupations	\$ 428.13	\$70.25	\$0.00	\$498.38
Auto Body	\$ 131.52	\$460.00	\$415.53	\$175.99
Computer Exploration	\$ 364.52	\$0.00	\$0.00	\$364.52
Cosmetology	\$ 99.71	\$0.00	\$0.00	\$99.71
Deaf Education	\$ 1,087.18	\$1,037.50	\$1,159.94	\$964.74
Law Enforcement #873	\$ 705.17	\$0.00	\$100.00	\$605.17
Manufacturing Plus	\$ 2,932.28	\$0.00	\$504.02	\$2,428.26
Retailing I	\$ 6,758.86	\$10,642.20	\$5,340.39	\$12,060.67
Signature Club	\$ 3,334.48	\$2,432.00	\$1,256.96	\$4,509.52
Skills USA VICA	\$ 1,808.74	\$0.00	\$0.00	\$1,808.74
The Star Ceramics Club	\$ 276.08	\$0.00	\$0.00	\$276.08
S.T.E.R.N.	\$ 98.73	\$0.00	\$0.00	\$98.73
Vocational Training Prog	\$ 1,287.44	\$0.00	\$0.00	\$1,287.44
<b>TOTAL:</b>	<b>\$19,312.84</b>	<b>\$14,641.95</b>	<b>\$8,776.84</b>	<b>\$25,177.95</b>



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:** 1/31/2014  
**CC:** GISELE BENIGNO

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- Included in this packet please find, December 31, 2013 the following accounts:
- General Checking – The main checking account for Oswego County BOCES.
  - General Money Markets – Money Markets where all ACH deposits are made to and transfer out to other accounts. Money is transferred into the account to earn interest.
  - General Money Market Reserve Account - Money Market for Retirement Contribution, Employee Benefit, and Liability Reserve.
  - General Unemployment – Checking account to pay all unemployment taxes.
  - Federal Checking – Checking account for Adult Education, Grants, Preschool, Special Ed-Summer School.
  - Trust & Agency Checking – Checking account for employee's payroll deductions.
  - Trust & Agency Health Benefits – Checking account for employee's health benefits.
  - Trust & Agency Health Money Market – The health Insurance reserve for active and retired employees. Money is transferred into the account to earn interest.
  - Trust & Agency Payroll – Checking account for the payment of the net payroll.
  - Capital – Checking account for all our capital projects.
  - Capital Money Market – Money is transferred into the account to earn interest.
  - OCTC Excess Fund -- Oswego County Teacher Center excess savings account.
  - The Accounts Receivable Balance reflects all account balances as of January 31, 2014.
  - 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*



	(A) Checking (0026)	(J) MM&S Bank (7-82)	(K) NW-Cross Bank (0030)	(L) MM&S Bank (2388)	(M) Unrec'd Res. (0096)	(N) D/C (0037)	(O) Cash (0061)	(P) Health-Cong (8148)	(Q) Health Res. (7023)	(R) Payroll (0053)	(S) Capital-Gain (7165)	(T) Cap't MM-Corn (5050)	(U) DOTC-Business (2281)	Total
Beginning Balance	2,197,515.55	1,200,410.60	999,612.84	3,799,857.21	10,022.16	587,950.26	-49,483.99	593,268.34	783,945.30	-2,227.11	24,703,591.53	130,307.53	6,240.35	34,415,746.67
Cash Receipt	5,544,160.00	246,209.46	28.28	321.07		714,905.11	1,485,743.77	764,107.94	66.42	901,684.54	207.26	2.55	-2,000.60	9,777,656.82
Cash Disbursement	-4,581,759.03					-576,795.90	-1,428,368.50	-722,583.54		-918,449.40	-967,185.48			-9,115,271.88
Transfer from MM														0.00
Transfers In Transit														0.00
Ending Balance	3,059,536.52	1,546,623.06	999,632.12	3,799,857.21	10,022.16	906,099.30	106,099.25	401,872.44	783,911.72	0.00	25,717,013.31	150,712.46	2,640.95	35,377,283.55
Balance per Bank	3,009,504.23	1,546,623.06	999,632.12	3,799,857.21	10,022.16	914,765.86	159,103.82	500,296.44	782,311.72	6,691.39	23,720,288.74	150,010.48	7,440.95	35,509,646.28
Deposits in Transit						137.52	265.53			-106.05				1,590.08
Transfer outstanding	-1,591.98					-723.30								-2,315.28
Checks Outstanding	-248,576.20					-12,122.05	-52,452.09	-107,598.00		-7,797.44	-3,275.43			-431,777.21
Ending Balance	3,059,536.52	1,546,623.06	999,632.12	3,799,857.21	10,022.16	906,099.30	106,099.25	401,872.44	783,911.72	0.00	25,717,013.31	150,712.46	2,640.95	35,377,283.55

Accounts Receivable Balances YTD as of:		31-Jan-14	
General Fund			
		\$ 6,377,694.52	
Outstanding Contract Payments	\$	1,991,983.33	
Current Contract Payments	\$	4,185,944.50	
Misc. invoices		\$591.59	
		<u>\$5,177,708.52</u>	
Outstanding Contract Payment as of:		31-Jan-14	
Fulton		\$ 842,486.26	12/27/2013
Hannibal		300,653.22	12/27/2013
Mexico		669,429.74	12/27/2013
Sandy Creek		179,594.14	12/22/2013
		<u>\$ 1,991,983.33</u>	
Name	Check #	Payal	Reason
		Ytd	Check

Federal Fund			
Adult Education Receivable	\$	139,677.55	
MIS. Invoices	\$	47,251.13	
	\$	<u>595,987.68</u>	
			\$555,687.58

Respectfully Submitted,  
KELLY R. WOOD  
TREASURER



GISÈLE 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:** 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:** February 3, 2014

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Enclosed is the Budget Status Report as of January 31, 2014.

The Oswego BOCES 2013-2014 initial budget is \$42,437,375. The report indicates adjustments totaling \$837,377 resulting in a current budget for 2013-2014 of \$43,274,752..

There were no budget transfers greater than \$50,000 between January 1, 2014 and January 31, 2014.

# OSWEGO COUNTY BOCES

Budget Status Report As Of: 01/31/2014  
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	-33,651.71	6,010,038.29	1,815,572.40	836,069.00	3,356,396.89	3,356,396.89
002 CAPITAL PROJECTS		155,950.00	0.00	155,950.00	43,749.75	79,500.25	32,700.00	32,700.00
101 CAREER & TECHNICAL EDUCATION		6,350,276.00	-180,746.28	6,169,529.72	1,878,985.65	3,492,786.34	797,757.73	796,857.56
200 Staffing 1:12:3 OCM BOCES		192,500.00	0.00	192,500.00	85,545.00	0.00	106,955.00	106,955.00
201 Exceptional Education 12:1:1		856,365.00	445,445.59	1,301,811.59	343,138.97	312,490.06	146,182.66	146,182.66
202 12:1:1 1/2 Day Work Study		415,072.00	42,587.00	457,659.00	182,044.48	220,808.67	54,805.85	54,805.85
203 Exceptional Education 12:1:4		392,532.00	510,223.55	902,755.55	140,120.12	730,008.04	32,627.39	32,627.39
205 Exceptional Education 8:1:1		244,402.00	-52,960.02	191,441.98	72,276.50	102,490.98	16,674.50	16,674.50
206 Staffing 1:6:1		26,000.00	0.00	26,000.00	13,429.33	0.00	12,570.67	12,570.67
207 Exceptional Education 6:1:1		3,714,792.00	2,046,524.85	5,761,316.85	1,417,199.49	4,220,129.01	123,988.35	123,988.35
209 RESOURCE ROOM/CONSULT TCHR SRVCS		292,209.00	4,303.73	296,512.73	131,582.58	152,105.21	12,824.94	12,824.94
210 OPT 3 OCM		65,000.00	0.00	65,000.00	16,537.00	0.00	48,463.00	48,463.00
211 Exceptional Ed Option E - QDS		15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	15,000.00
212 Deaf Hearing - OCM		0.00	24,603.18	24,603.18	24,603.18	0.00	0.00	0.00
217 Exceptional Education Day Treatment		2,036,670.00	-1,392.62	2,035,277.38	693,518.50	1,260,366.41	81,392.47	81,392.47
223 Exceptions: Education 1:1 TEACHER ASSIST		3,461,259.00	-2,772,194.31	709,064.69	1,351,623.88	-707,593.87	65,034.58	65,034.58
300 Visually Impaired OCM BOCES		7,500.00	0.00	7,500.00	1,143.33	0.00	6,356.67	6,356.67
302 ITINERANT - VISUALLY IMPAIRED		464,689.00	-104,909.11	359,779.89	155,128.19	162,743.04	41,906.66	41,906.66
303 ITINERANT - HEARING IMPAIRED		1,368,055.00	53,646.16	1,421,701.16	672,530.98	695,403.83	52,768.35	52,768.35
305 ITINERANT - SPEECH THERAPIST		337,921.00	-265,441.07	72,479.93	10,420.91	42,092.60	19,966.42	19,966.42
306 PHYSICAL EDUCATION		0.00	23,823.15	23,823.15	12,158.05	9,708.78	1,956.32	1,956.32
307 In-District Job Coach		0.00	11,451.00	11,451.00	6,441.43	2,176.77	2,832.80	2,832.80
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	129,196.16	297,480.16	162,550.39	71,918.61	63,011.16	63,011.16
330 HANDICAPPED RELATED SVC - PHYSICAL THERA		5,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00
331 HANDICAPPED RELATED SVC - OCCU THERAPIST		65,294.00	-65,294.00	0.00	0.00	0.00	0.00	0.00
338 CURRICULUM & INSTRUCTION COORDINATION		0.00	0.00	0.00	-262.00	0.00	262.00	262.00
352 HANDICAPPED: OTHER ITINERANT		924,812.00	-73,524.58	851,287.42	317,156.70	406,131.65	127,999.07	127,999.07
355 Drivers Education - 10 Month		257,218.00	33,543.85	290,761.85	73,294.73	104,894.84	112,572.28	112,572.28
399 Disabilities, Other Monroe 1		0.00	1,776.68	1,776.68	1,776.68	0.00	0.00	0.00
402 Alternative Education-Secondary		862,103.00	146,357.78	1,008,460.78	512,285.91	451,167.36	45,007.51	44,769.59
406 GIFTED AND TALENTED PROGRAMS		26,739.00	-184.00	26,555.00	8,636.48	8,360.99	9,557.53	9,557.53
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 Crossroads		0.00	358,742.72	358,742.72	187,869.97	106,004.29	64,868.46	63,830.46
414 SUMMER SCHOOL - GENERAL EDUCATION		371,853.00	181,846.94	553,699.94	455,113.32	67,894.18	30,892.44	30,892.44
415 PERFORMING ARTS - AESTHETIC EDUCATION		1,275,548.00	46,768.13	1,322,316.13	596,681.05	402,218.95	323,416.13	319,442.93
418 EXPLORATORY ENRICHMENT & PLANETARIUM		321,483.00	-19.60	321,463.40	112,277.79	102,714.09	106,471.52	106,471.52
419 ENVIRONMENTAL EDUCATION		6,400.00	0.00	6,400.00	3,200.00	0.00	3,200.00	3,200.00
423 Hospital Bound Instruction-TST BOCES		400.00	0.00	400.00	0.00	0.00	400.00	400.00

\* Includes a pending Budget Transfer Request



# OSWEGO COUNTY BOCES

Budget Status Report As Of: 01/31/2014  
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
424 Hospital Bound Instruction-GTS 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	1,405.72	0.00	1,094.28	1,094.28
426 Hospital Bound Instruction-OCM BOCES		12,500.00	0.00	12,500.00	5,244.00	0.00	7,256.00	7,256.00
428 Challenger Learning - Monroe #1		500.00	0.00	500.00	369.20	0.00	110.80	110.80
441 Hospital Edu CEWW X-C		0.00	32.86	32.86	32.86	0.00	0.00	0.00
472 E-Learning Connect- OCM		0.00	43,575.15	43,575.15	43,575.15	0.00	0.00	0.00
477 DISTANCE LEARNING		201,477.00	16,765.69	218,242.69	110,744.76	83,744.85	23,753.08	23,753.08
502 Extracurricular Act Coord Jeff Lewis		700.00	0.00	700.00	249.02	0.00	450.98	450.98
504 STAFF DEVELOP-HOSTS & READING RECOVERY		5,000.00	5,089.50	10,089.50	10,089.50	0.00	0.00	0.00
507 PLANNING - INSTRUCTIONAL SUPPORT		209,073.00	-14,215.15	194,857.85	91,789.10	97,649.69	5,419.06	5,266.10
508 Instructional Technology-OCM BOCES		2,135,000.00	140,069.55	2,325,069.55	1,057,787.33	0.00	1,267,282.22	1,267,282.22
511 LEARNING TECHNOLOGIES		110,703.00	43,474.79	154,177.79	24,113.07	82,264.66	47,800.06	47,800.06
512 LIBRARY MEDIA		146,168.00	-12,550.00	133,618.00	52,861.22	26,732.52	54,024.26	54,024.26
513 Library Media OCM BOCES		5,500.00	0.00	5,500.00	2,510.17	0.00	2,989.83	2,989.83
514 MICROCOMPUTER REPAIR		313,307.00	-1,089.11	312,217.89	109,569.30	143,227.11	59,415.48	59,415.48
515 INSTRUCTIONAL TECHNOLOGY (CLO)		1,806,744.00	308,632.35	2,115,376.35	1,254,679.77	559,455.05	301,241.53	301,241.53
517 MODEL SCHOOLS		357,752.00	-2,385.27	355,366.73	175,529.85	174,549.54	5,287.34	5,287.34
518 Cisco - Albany Scholastic-Schenck Sara		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00
526 HOME SCHOOL COORDINATION		14,403.00	-97.88	14,305.12	7,732.28	1,792.50	4,780.34	4,780.34
527 Home School GST BOCES		4,000.00	0.00	4,000.00	1,062.50	0.00	2,937.50	2,937.50
528 Academic Decathlon- OCM		0.00	142.86	142.86	142.86	0.00	0.00	0.00
532 Staff Development- Other		0.00	10,130.00	10,130.00	2,739.85	0.00	7,390.14	7,390.14
533 SCHOOL/CURR IMPROVEMENT		530,628.00	168,116.94	698,744.94	428,368.81	259,055.45	12,320.88	2,423.68
534 LIBRARY AUTOMATION		47,694.00	11,771.28	59,465.28	28,805.94	13,972.98	16,686.36	16,686.36
535 Library Automation-OCM BOCES		25,000.00	0.00	25,000.00	10,875.00	0.00	14,125.00	14,125.00
537 LIBRARY COOPERATIVE COLLECTION DEVELOPME		200,653.00	46,948.62	247,599.62	156,724.51	49,953.08	40,922.03	40,922.03
540 ISS Curriculum Improvement-Cayuga BOCES		750.00	0.00	750.00	0.00	0.00	750.00	750.00
541 ISS Curriculum Improvement Monroe 2		21,000.00	2,927.39	23,927.39	23,927.39	0.00	0.00	0.00
543 ISS Curriculum Improvement-Mad Onelda		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	5,000.00
546 ISS Curriculum Improvement-Capital Reg		500.00	540.00	1,040.00	1,040.00	0.00	0.00	0.00
548 ISS Curriculum Jeff Lewis		0.00	1,138.12	1,138.12	1,138.12	0.00	0.00	0.00
549 ISS Curriculum- OCM BOCES		100,000.00	0.00	100,000.00	8,464.13	0.00	91,535.87	91,535.87
553 ISS CURR. Genesee Valley BOCES		1,700.00	0.00	1,700.00	0.00	0.00	1,700.00	1,700.00
554 School Improvement X-Contract Monroe 1		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	1,500.00
593 INSTRUCTIONAL MATERIALS DEVELOPMENT		72,500.00	0.00	72,500.00	35,002.08	0.00	37,497.92	37,497.92
599 PRINTING		287,755.00	74,250.50	362,005.50	371,468.29	-105,360.33	95,897.54	95,897.54
600 Pupil Transportation- OCM BOCES		200.00	14.12	214.12	214.12	0.00	0.00	0.00
601 TELECOMMUNICATIONS		750,000.00	0.00	750,000.00	442,210.45	0.00	307,789.55	307,789.55
602 TELEPHONE INTERCONNECT		560,000.00	0.00	560,000.00	266,789.27	0.00	293,210.73	293,210.73

# OSWEGO COUNTY BOCES

Budget Status Report As Of: 01/31/2014

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
603 PUPIL TRANSPORTATION - BOCES PROGRAMS H/C		0.00	-13,500.00	-13,500.00	89,031.19	-228,216.50	125,685.31	125,685.31
605 Planning Service - Eric 1 BOCES		19,000.00	0.00	19,000.00	14,991.28	0.00	4,008.72	4,008.72
606 COMPUTER SERVICE-ADM X-CONT OCM BOCES		2,600,000.00	38,965.65	2,638,965.65	1,480,677.80	0.00	1,178,288.05	1,178,288.05
608 Recruiting		5,000.00	500.00	5,500.00	5,724.00	0.00	-224.00	-224.00
610 PLANNING: MANAGEMENT SUPPORT		0.00	1,992.08	1,992.08	0.00	-6,900.00	8,892.08	8,892.08
611 SUBSTITUTE COORDINATION		20,536.00	-125.00	20,411.00	9,547.76	172.50	10,890.74	10,890.74
612 SCHOOL/SAFETY RISK MANAGEMENT		153,664.00	-5.54	153,658.46	75,284.86	55,088.79	23,284.81	23,284.81
614 GASB45 Questar III		12,000.00	0.00	12,000.00	2,361.12	0.00	9,638.88	9,638.88
615 WORKERS COMP ADMIN		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	40,000.00
616 Safety/Risk OCM BOCES		0.00	243.00	243.00	0.00	0.00	0.00	0.00
617 Sub Coordination: OCM		37,000.00	0.00	37,000.00	17,851.12	0.00	19,148.88	19,148.88
618 CBO - FINANCIAL TRACKING SRVC		37,000.00	0.00	37,000.00	18,350.00	0.00	18,650.00	18,650.00
620 Negotiations -OCM BOCES		75,000.00	0.00	75,000.00	38,375.00	0.00	36,625.00	36,625.00
622 GASB 45 -Capital Region BOCES		45,000.00	9,600.00	54,600.00	38,314.24	-400.00	16,885.76	16,885.76
623 GASB 45 Planning-Clinton Essex BOCES		24,000.00	0.00	24,000.00	2,000.02	0.00	21,999.98	21,999.98
624 Planning Service, Mgr-Questar III		55,000.00	0.00	55,000.00	27,450.00	0.00	27,550.00	27,550.00
627 Negotiation-Cayuga Onondaga BOCES		75,000.00	0.00	75,000.00	32,358.03	0.00	42,641.97	42,641.97
628 Safety/Risk Management-Jeff Lewis		0.00	3,000.00	3,000.00	0.00	0.00	0.00	0.00
630 EMPLOYEE ASSISTANCE PROGRAM		57,500.00	2,002.00	59,502.00	26,357.50	0.00	33,144.50	33,144.50
631 Medicaid Reimbursement Processing		16,500.00	0.00	16,500.00	0.00	0.00	16,500.00	16,500.00
635 STAC Processing - OCM		0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00
641 STAFF DEVELOPMENT - CLERICAL		0.00	1,000.00	1,000.00	0.00	900.00	100.00	100.00
643 Staff Development Bus Drivers Jeff		0.00	60.00	60.00	60.00	0.00	0.00	0.00
665 Medicaid Reimbursement Processing		63,000.00	0.00	63,000.00	45,515.00	0.00	17,485.00	17,485.00
670 COOPERATIVE PURCHASING		60,831.00	7,521.00	68,352.00	104,969.62	-49,092.66	12,475.04	12,475.04
671 Energy Management OCM BOCES		50,500.00	0.00	50,500.00	24,193.33	0.00	26,316.67	26,316.67
676 Employee Benefit Coordination OCM BOCES		75,500.00	1,650.20	77,150.20	42,120.50	0.00	35,029.70	35,029.70
680 Assett (Records Mgmt)		16,500.00	0.00	16,500.00	14,166.00	0.00	2,334.00	2,334.00
701 OPERATIONS & MAINTENANCE		35,499.00	148,641.04	184,140.04	1,221,790.25	-1,503,158.83	485,508.62	485,469.83
702 Vision Services		0.00	6,056.37	6,056.37	4,820.40	670.49	565.48	565.48
703 Audio & TOD Services		0.00	-12,969.32	-12,969.32	4,264.88	-18,361.76	1,127.56	1,127.56
705 Speech Impaired		0.00	4,181.37	4,181.37	105,177.25	-101,015.06	19.18	19.18
711 INTERNAL TECHNOLOGY SUPPORT		18,899.00	33,021.00	51,920.00	559,047.04	-629,502.56	122,375.52	120,236.18
712 INSTRUCTIONAL SUPPORT SVCS ADMIN		4,203.00	-21,845.00	-17,442.00	147,266.63	-197,963.54	33,254.91	33,254.91
713 Internal Security		0.00	-288.40	-288.40	67,450.11	-105,471.54	37,733.03	36,593.03
715 Internal Safety		0.00	0.00	0.00	18,580.03	-21,625.67	3,065.64	3,065.64
720 Exceptional Education Administration		10,728.00	-12,119.00	-1,393.00	435,037.11	-554,986.05	118,555.94	118,555.94
721 STUDENT SERVICES ADMINISTRATION		2,098.00	-2,148.11	-50.11	192,210.13	-290,155.24	97,895.00	97,895.00
722 PLANNING, INSTRUCTION		1,702.00	-1,702.00	0.00	-286.79	310.59	-23.80	-23.80



# OSWEGO COUNTY BOCES

Budget Status Report As Of: 01/31/2014

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
731 Occupational Therapy		0.00	0.00	0.00	1,352.52	0.00	-1,352.52	-1,352.52
732 Counsel Services		0.00	-711,359.10	-711,359.10	33,144.43	-749,509.32	5.79	5.79
<b>Total GENERAL FUND</b>		<b>42,437,375.00</b>	<b>837,376.82</b>	<b>43,274,751.82</b>	<b>21,118,371.53</b>	<b>10,821,210.82</b>	<b>11,335,169.47</b>	<b>11,315,047.05</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: February 6, 2014

RE: January Claims Auditor's Report

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

**Oswego County BOCES  
Internal Claims Auditor's  
Summary Report  
January, 2014**

<b>Claims Error Analysis</b>	<b>January 15th check run</b>	<b>January 30 check run</b>
Original invoice needed		
Taxes not deducted from invoice		
Incorrect math calculation		1
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		
<b>Subtotals</b>	0	1
<b>Total claims processed in check run</b>	281	243
<b>Percentage error ratio per check run totals</b>		
Number of demand checks	5	2
<b>Items of concern:</b>		







Gisèle Benigno, *Coordinator of Business Administration, PR & Special Projects*

Phone 315-963-4241  
Fax 315-963-8477  
gbenigno@oswegoboces.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 February 12, 2014 Board Meeting  
**DATE:** February 4, 2014  
**CC:** Michael Sheperd, Assistant Superintendent for Administrative Services  
Alyson Inman, School Purchasing Officer  
Tammy Bigelow, Receiving Clerk

---

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

Enclosures



# Location Change or Disposal of Equipment

JAN 9 2014

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

Administrative Services  
Oswego County BOCES

Description of Equipment\* Canon DR-7080C Copier/Scanner  
Asset Tag # N/A Serial Number 03C00011

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] 1-2-14  
Requestor Date

[Signature] 1/2/14  
Director Date

[Signature] 1/2/14  
Assistant Superintendent Date  
For Admin. Services

PLEASE ATTACH TAG HERE





**RECEIVED**  
Office of the Assistant Superintendent  
**Location Change or Disposal of Equipment**  
JAN 16 2014

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

Administrative Services  
Oswego County BOCES

Description of Equipment\* HP COMPUTER

Asset Tag # 13552

Serial Number 2UA0310FY3

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

\* Please use reverse to add additional items if necessary

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

Recommended Action:

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

Reason for Disposal:

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

WATER DAMAGED-CS SCHOOL DISTRICT

☐ **Transfer of Equipment**

Transfer from:

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

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

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

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

Transfer to:

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

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

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

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

JOANN POPP

1/14/14

Requestor

Date

Assistant Superintendent  
for Admin. Services

1/17/14  
Date

Director

1/14/14  
Date







RECEIVED  
Office of the Assistant Superintendent

## Location Change/ or Disposal of Equipment

Administrative Services

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

Description of Equipment\* DELL LATITUDE D610 LAPTOP

Asset Tag # 06392

Serial Number 9YPGY71

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

\* Please use reverse to add additional items if necessary

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

#### Recommended Action:

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

#### Reason for Disposal:

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

### ☐ Transfer of Equipment

#### Transfer from:

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

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

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

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

#### Transfer to:

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

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

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

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

JOANN POPP

1/10/14

Requestor

Date

*[Signature]*  
 Assistant Superintendent  
 For Admin. Services

1/17/14  
 Date

*[Signature]*  
 Director

1/13/14  
 Date

PI

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



06392




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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 Award Lease Financing for the EPC

**DATE:** 02/07/2014

**CC:**

---

In accordance with the authorization of the Board at their July 2, 2012 meeting and subsequent execution of the Energy Performance Contract with Johnson Controls, Inc. dated July 12, 2012, and Contract Amendment dated November 20, 2013, our designated financial advisor, Fiscal Advisors & Marketing, Inc., worked with us to market and accept sealed proposals for lease financing of the Energy Performance Contract. Bids were opened on January 8, 2014, and the results are as follows:

<u>Bidder</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Total Interest</u>
Municipal Leasing Consultants	\$2,023,910	3.1400%	\$496,560.58
Green Campus Partners	\$2,023,910	3.2900%	\$518,849.65

Our bond attorney, Dan Birmingham of Hawkins, Delafield & Wood LLC, has prepared the attached Extract of Minutes and Resolution awarding the lease to Municipal Leasing Consultants and authorizing the execution of the necessary lease purchase agreement. In addition, both Dan Birmingham and Marc Reitz have reviewed and approved the lease agreement, which is being finalized by Municipal Leasing Consultants and will be provided to Mr. Shelmidine for execution at the Board meeting.

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

MJS:mak  
Enclosures



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

ONE CHASE MANHATTAN PLAZA  
NEW YORK, NY 10005  
WWW.HAWKINS.COM

NEW YORK  
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HARTFORD  
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SACRAMENTO  
SAN FRANCISCO  
PORTLAND

(212) 820-9563

February 6, 2014

The Board of Cooperative Educational Services of the Sole Supervisory District  
of Oswego County, New York  
Energy Performance Contract - Resolution Awarding Financing  
(Our File Designation: 5544/38155)

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

Dear Mike:

via e-mail: [msheperd@oswegoboces.org](mailto:msheperd@oswegoboces.org)

Pursuant to our communications with respect to the financing of the energy performance contract of the Board of Cooperative Educational Services of the Sole Supervisory District of Oswego County (the "BOCES"), we have prepared and now send along a draft Extract of Minutes setting forth the resolution (i) declaring the findings of the BOCES with respect to the proposals received in connection with the Request for Proposals circulated by Fiscal Advisors & Marketing, Inc., and (ii) making certain other determinations in connection therewith, to be considered by the Board of Education at its meeting on February 12, 2014.

Please note that the resolution is to be adopted by majority vote of the BOCES Board.

Kindly obtain and forward to me a certified copy of the Extract of Minutes.

With best regards, I am

Very truly yours,

Daniel G. Birmingham

DGB:jgc  
Enclosures



EXTRACT OF MINUTES

Meeting of the Board of Cooperative Educational Services  
of the Sole Supervisory District of Oswego County, New York

February 12, 2014

\* \* \*

A meeting of the Board of Cooperative Educational Services of the Sole  
Supervisory District of Oswego County, New York, was held in said District, on February 12,  
2014, at \_\_\_\_ o'clock P.M. (Prevailing Time).

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

There were absent:

Also present: Melissa A. Allard, District Clerk

\* \* \*

Board Member \_\_\_\_\_ offered the following resolution and moved  
its adoption:

**RESOLUTION OF THE BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES OF THE SOLE SUPERVISORY  
DISTRICT OF OSWEGO COUNTY, NEW YORK (THE "BOCES")  
DECLARING THE FINDINGS OF THE BOCES WITH RESPECT TO  
THE PROPOSALS FOR THE TAX-EXEMPT LEASE FINANCING OF  
SAID BOCES AND MAKING CERTAIN OTHER DETERMINATIONS  
IN CONNECTION THEREWITH.**

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF THE  
SOLE SUPERVISORY DISTRICT OF OSWEGO COUNTY, NEW YORK, HEREBY  
RESOLVES (by a majority vote of all the members of said Board) AS FOLLOWS:

Section 1. The Board of Cooperative Educational Services of the Sole  
Supervisory District of Oswego County (the "BOCES") received proposals from two (2) firms to  
provide financing for the Energy Performance Contract with Johnson Controls, Inc. (the  
"Agreement").

Section 2. Following a discussion of the BOCES, and based upon the written  
recommendation received from Fiscal Advisors & Marketing, Inc., the BOCES' Financial  
Advisor, it is hereby determined that the proposal of Municipal Leasing Consultants (the  
"Lessor"), which represents the lowest responsible bid received by the BOCES, is hereby  
accepted.

Section 3. The President of the Board, the Vice President of the Board, the  
District Superintendent and/or the Assistant Superintendent for Administrative Services  
(collectively the "Authorized Representatives" and individually, the "Authorized  
Representative") acting on behalf of the BOCES, are hereby authorized to negotiate, enter into,

execute, and deliver one or more lease purchase agreements (collectively the "Equipment Leases" or individually the "Equipment Lease") with the Lessor, such documents to be made available for public inspection at the office of the District Clerk. The Authorized Representatives are hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Leases (including, but not limited to, escrow agreements) as the Authorized Representatives deem necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.

Section 4. The aggregate original principal amount of the Equipment Leases shall not exceed \$2,023,910.00 and shall bear interest as set forth in the Equipment Lease(s) and shall contain such options to purchase by the BOCES as set forth therein.

Section 5. The BOCES' obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the BOCES as set forth in each Equipment Lease and the BOCES' obligations under the Equipment Leases shall not constitute a general obligation of the BOCES or indebtedness under the Constitution or laws of the State of New York.

Section 6. The proceeds of any Equipment Leases may be applied to reimburse the BOCES for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the BOCES has adopted a prior statement of intent to issue bonds for such purpose. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 7. The Authorized Representatives are hereby authorized to take any and all other actions necessary in connection with the Agreement and any financing related thereto.

Section 8. This resolution shall take effect immediately.



\* \* \*

The adoption of the foregoing resolution was seconded by Board Member

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

AYES:

NOES:

The resolution was declared adopted.

\*\*\*\*\*

# OSWEGO COUNTY BOCES

## 2014-15 BUDGET Development Status Update (February 12, 2014)

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



## Estimated Revenues...

### NO CHANGE FROM LAST PRESENTATION

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

Net Change → (est. no change)



## Draft budget Changes

Item	2014-15 1st Draft	Proposed Adjustments	2014-15 Revised Draft
Salaries	900,229	-	900,229
Equipment	7,220	-	7,220
Supplies	14,050	-	14,050
Contractual	380,555	-	380,555
Debt Svc.	150,250	-	150,250
Benefits	581,910	-	581,910
Retiree hlth.	4,145,763	(51,872)	4,093,891
Transfers	280,329	-	280,329
<b>TOTAL →</b>	<b>\$6,460,306</b>	<b>(\$51,872)</b>	<b>\$6,408,434</b>

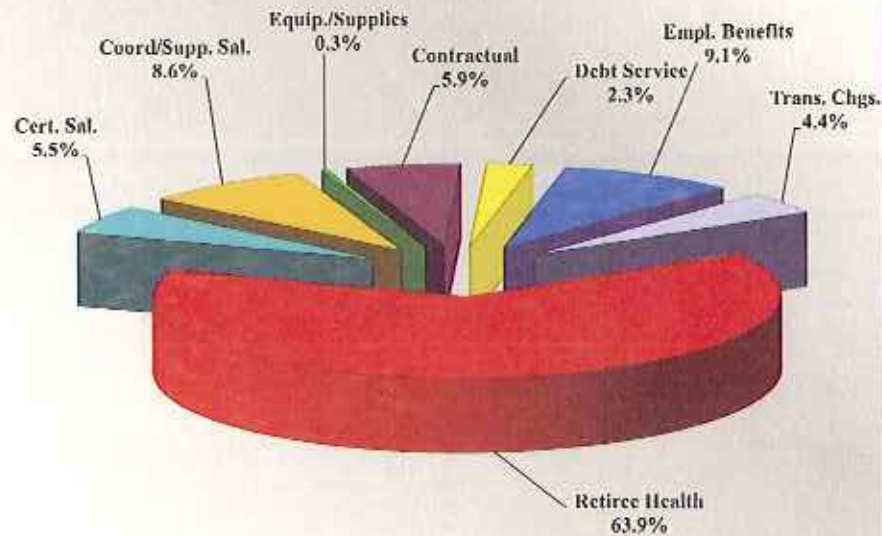
## DRAFT Admin. Budget

Sorted by Object Group

Item	2013-14 Adopted	2013-14 Adjusted	2014-15 Proposed	Diff. w/ Orig. Budget	% of Prev.	% of Total
Salaries	842,752	842,752	900,229	+ 57,477	8.82%	15.76%
Equipment	2,780	2,780	7,220	+ 4,440	169.71%	1.22%
Supplies	10,350	10,362	14,050	+ 3,700	35.76%	1.01%
Contractual	343,511	384,040	380,555	+ 37,044	10.78%	10.16%
Debt Svc.	176,750	176,750	150,250	(26,500)	(14.99%)	(7.27%)
Benefits	531,623	531,623	581,910	+ 50,287	9.46%	13.79%
Retiree hlth.	3,808,978	3,808,978	4,093,891	+ 284,913	7.48%	78.11%
Transfers	326,946	326,946	280,329	(46,617)	(14.26%)	(12.78%)
<b>TOTAL →</b>	<b>\$6,043,690</b>	<b>\$6,064,231</b>	<b>\$6,408,434</b>	<b>+ \$364,744</b>	<b>6.04%</b>	<b>100%</b>



## DRAFT Admin. Budget



## DRAFT Admin & Capital Budgets

NO CHANGE IN CAPITAL SINCE LAST PRESENTATION

<u>COSER</u>	<u>2013-14 Orig. Budget</u>	<u>2013-14 Adjusted</u>	<u>2014-15 Proposed</u>	<u>Diff. w/ Orig. Budget</u>
<b>Admin</b>	6,043,690	6,064,231	6,408,434	+ 364,744
<b>Capital</b>	155,950	155,950	299,450	+ 143,500
<b>Total →</b>	<b>\$6,199,640</b>	<b>\$6,220,181</b>	<b>\$6,707,884</b>	<b>+ \$508,244</b>

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

## DRAFT RWADA Rate Breakout



COSFR	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Projected</u> <u>Res. Hlth.</u>	<u>2014-15</u> <u>Projected</u> <u>RWADA</u>	<u>2014-15</u> <u>Projected</u> <u>Rev. Chn.</u>	<u>2014-15</u> <u>Projected</u> <u>All Other</u>	<u>2014-15</u> <u>Projected</u> <u>Total</u>	<u>Difference</u>	<u>Difference</u>
<i>Admin</i>	\$274.66	13.04	7.51	-	3.66	\$298.87	+24.21	8.8%
<i>Capital</i>	\$7.16	-	0.35	-	6.58	\$14.09	+6.93	96.79%
<i>Combo</i> ➔	\$281.82	\$13.04	\$7.86	-	\$10.24	\$312.96	+31.14	11.05%

## DRAFT Impact to Districts (Admin & Capital Combined)

<u>District</u>	<u>2013-14</u> <u>Actual \$\$</u>	<u>2014-15</u> <u>Projected Dr #1</u>	<u>2013-14</u> <u>Proj. Draft #2</u>	<u>Diff. Draft 1 to</u> <u>Draft 2</u>
<i>APW</i>	381,302	427,682	424,374	(3,308)
<i>CSQ</i>	1,271,290	1,373,882	1,363,254	(10,628)
<i>FUL</i>	1,057,952	1,160,987	1,152,006	(8,981)
<i>HAN</i>	433,721	465,530	461,929	(3,601)
<i>MEX</i>	648,186	715,327	709,793	(5,534)
<i>OSW</i>	1,163,353	1,296,925	1,286,892	(10,033)
<i>PHO</i>	605,631	639,316	634,370	(4,946)
<i>PUL</i>	331,702	349,463	346,760	(2,703)
<i>SCR</i>	251,102	275,029	272,901	(2,128)
<i>TOTAL</i> ➔	\$6,144,239	\$6,704,141	\$6,652,279	(\$51,862)

## 2012-13 Actual CoSer 001 Net cost

<u>District</u>	<u>Contract Expense</u>	<u>Surplus Refund</u>	<u>BOCES Aid</u>	<u>Net Cost</u>	<u>% of Contr.</u>	<u>Orig. Rate</u>	<u>Net Rate</u>
APW	\$340,982	57,342	210,134	73,506	21.6%	\$250.17	\$53.93
CSQ	\$1,154,034	194,072	688,249	271,713	23.5%	\$250.17	\$58.90
FUL	\$943,391	158,648	613,837	170,905	18.1%	\$250.17	\$43.32
HAN	\$398,521	67,019	265,706	65,796	16.5%	\$250.17	\$41.30
MEX	\$601,659	101,180	345,020	155,459	25.8%	\$250.17	\$64.64
OSW	\$1,086,812	182,767	550,936	353,108	32.5%	\$250.17	\$81.28
PHO	\$554,127	93,187	336,830	124,110	22.4%	\$250.17	\$56.03
PUL	\$291,448	49,012	179,832	62,604	21.5%	\$250.17	\$53.74
SCR	\$233,909	39,336	119,292	75,281	32.2%	\$250.17	\$80.51

## DRAFT General Fund Budget

### BOCES Programs & Services Only

<u>Object Code</u>	<u>2013-14 Adopted Budget</u>	<u>2013-14 Projected</u>	<u>2014-15 Tentative Budget</u>	<u>\$ Diff w/ Adopted</u>	<u>% Diff w/ Adopted</u>
Salaries	14,363,369	14,263,067	14,679,882	+516,513	3.6%
BOCES Equip	453,943	751,212	574,840	+120,897	26.6%
BOCES Supplies	746,553	793,495	823,660	+77,107	10.3%
BOCES Contr.	3,499,163	3,784,860	3,835,542	+336,379	9.6%
RAN Interest	176,750	176,750	150,250	(26,500)	(15.0%)
Benefits	9,152,486	8,549,866	9,507,880	+355,394	3.9%
Retiree Health Ins	3,808,978	3,808,978	4,093,691	+284,913	7.5%
Inter-fund Ch/Cr	(412,837)	(395,489)	(355,442)	+57,395	13.9%
Misc. Adjusts:	-	-	-	-	-
subtotal →	\$31,788,405	\$31,732,769	\$33,510,503	+\$1,722,098	+5.4%

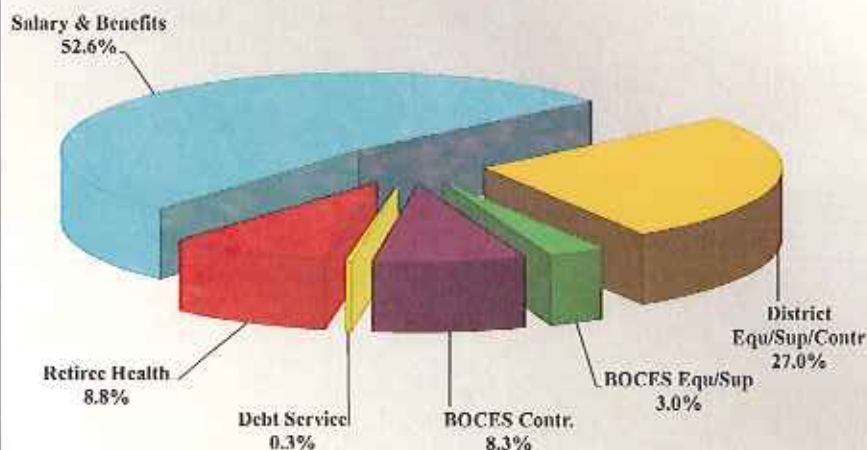


## DRAFT General Fund Budget

District Spending Items & Cross Contracts Only

Object Code	2013-14 Adopted Budget	2013-14 Projected	2014-15 Tentative Budget	\$ Diff w/ Adopted	% Diff w/ Adopted
<i>subtotal</i> ➔	\$31,788,405	\$31,732,759	\$33,510,603	+\$1,722,098	+5.4%
<i>District Equip</i>	1,500,000	1,777,833	1,896,000	+396,000	26.4%
<i>District Supplies</i>	186,800	188,746	213,850	+27,050	14.5%
<i>District Contract</i>	1,490,320	1,639,113	2,041,400	+551,080	37.0%
<i>District XC's</i>	7,470,650	7,738,821	8,343,000	+872,350	11.7%
<i>subtotal</i> ➔	\$10,647,770	\$11,542,013	\$12,494,250	+\$1,846,480	+17.3%
<b>Total Combined Budget:</b>					
<i>Grand Total</i> ➔	\$42,436,175	\$43,274,772	\$46,004,753	+\$3,568,578	+8.4%

## DRAFT General Fund Budget



## Historical Staffing Illustrated

School Year	Total Reg. Employee Count Annually on Feb. 1 <sup>st</sup>	Difference
2002-03	576	(11)
2003-04	568	(8)
2004-05	555	(13)
2005-06	528	(27)
2006-07	496	(32)
2007-08	489	(7)
2008-09	438	(51)
2009-10	424	(14)
2010-11	358	(66)
2011-12	326	(32)
2012-13	306	(20)
2013-14	290	(16)
2014-15 BUD.	Est. 303.2	Est. +13.2 (net)
Cumulative Total →		(283.8) total; (21.8)/yr

### Of the +13.2 Net:

Net +8.4 in support of new progs./svcs./ enrollment/subscrip. increases

Net +1.6 in support of board goals / study recommend.

+3.2 other internal (tech, clerical, O&M)

## General Fund Budget Timeline

<u>Dec 20<sup>th</sup> - present</u>	Initial Request forms received from districts (due date Dec. 18 <sup>th</sup> ).
<u>January 22<sup>nd</sup></u>	Draft Rates transmitted to districts.
<u>Jan. 30<sup>th</sup> – Feb. 14<sup>th</sup></u>	District Visits to Discuss Service Requests.
<u>March 14<sup>th</sup></u>	Final Request Forms to districts (due Apr. 11 <sup>th</sup> ).
<u>March 28<sup>th</sup></u>	Mail Budget Document to districts.
<u>April 9<sup>th</sup></u>	Annual Meeting.
<u>April 23<sup>rd</sup></u>	BOCES Budget Vote.
<u>May 14<sup>th</sup></u>	BOCES Board adoption of Gen. Fund budget.

## Questions & Discussion

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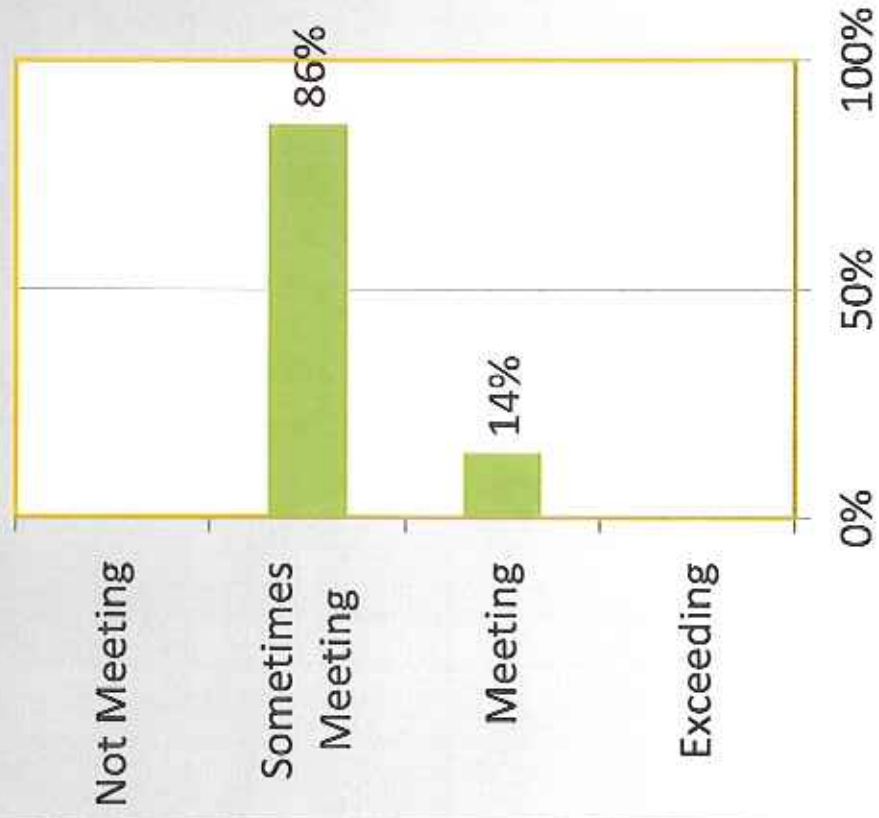
**Board of Education  
Personnel Report  
February 12, 2014**

Leave of Absence							
Name	Program	Position	Effective Date				
Becker, Kim	Exceptional Education	Teaching Assistant	2/7/2014 - 6/30/2014				
MacDougall, Kristy	Exceptional Education	Teaching Assistant	1/16/2014 - 2/14/2014				
Appointments							
Program	Name	Position	Type Appt.	Salary	Eff. Date	End Date	Comments
Career & Technical Education	Fisher, Karen	Teaching Assistant	Recall Perm	\$19,058.00 /yr	2/10/2014		recalled from preferred hiring list; to be prorated from 2/10/14
	Nesbitt, Diana	Team Leader		\$2,955.00 /yr	9/1/2013	6/30/2014	
	Vrooman, Roger	CDL Instructor		\$20.40 /hr	2/1/2014	6/30/2014	as per timesheet
Distance Learning	Gullo, Heather	Regents Reviewer		\$35.00 /hr	1/15/2014	6/30/2014	as per timesheet
Exceptional Education	Craig, Rebecca	Senior Class Advisor		\$900.00 /stipend	9/1/2013	6/30/2014	
	Furlong, Tammy	Senior Class Advisor		\$900.00 /stipend	9/1/2013	6/30/2014	
	Gayna, Donna	Teacher Assistant	Recall Perm	\$20,474.00 /yr	1/21/2014		recalled from preferred hiring list; to be prorated from 1/21/14
	Quade, Mary	Home Tutor		\$15.00 /hr	1/24/2014	6/30/2014	0-10 hrs/wk as per timesheet
	Warner, Cassandra	Teacher Assistant	Recall Prob	\$17,116.00 /yr	2/10/2014	9/13/2014	recalled from preferred hiring list; to be prorated from 2/10/14
Migrant Education	Vasquez, Ruth	Migrant Tutor		\$14.50 /hr	2/16/2014	8/31/2014	0-19 hrs/wk as per timesheet
OCTC	DePoint, Brad	Workshop Presenter		\$50.00 /hr	12/11/2013	6/30/2014	as per timesheet
	DePoint, Lynnette	Workshop Presenter		\$50.00 /hr	12/11/2013	6/30/2014	as per timesheet
	Griffin, Stephanie	Workshop Presenter		\$50.00 /hr	12/11/2013	6/30/2014	as per timesheet
	Stafronberg, Jennifer	Workshop Presenter		\$50.00 /hr	12/11/2013	6/30/2014	as per timesheet
	Tennant, Heather	Workshop Presenter		\$50.00 /hr	12/11/2013	6/30/2014	as per timesheet
	Tugaw, Brianna	Workshop Presenter		\$50.00 /hr	12/11/2013	6/30/2014	as per timesheet
	Workstudy	Student # 99	Workstudy Student		\$2.35 /hr	09/16/2013	06/26/2014
Substitutes							
Exceptional Education							
Herrington, Colleen			\$8.94/hr; \$70.36/day				
Lamb, Angela			\$8.94/hr; \$70.36/day				
Mayo, Richard			\$8.94/hr; \$70.36/day				

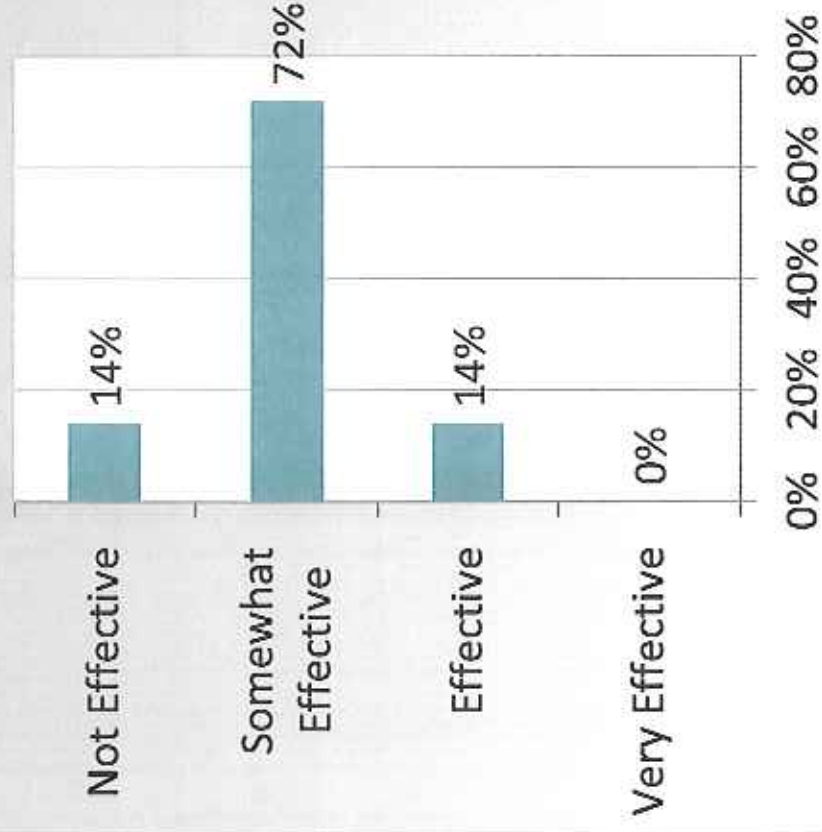
# Data Compilation Oswego County CTE Meeting January 2014

Data was derived from 7 anonymous surveys that were handed in from the 8 district that were in attendance at the county-wide meeting

**Q1. BOCES meets the  
Educational Needs of  
County Students**

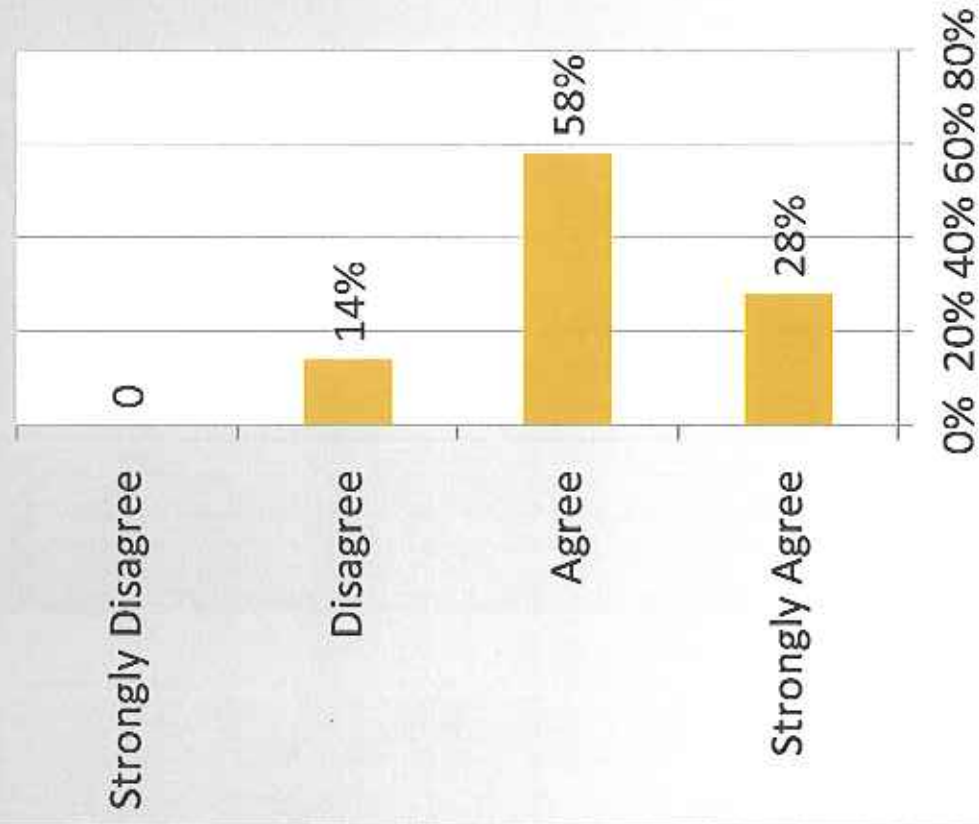


**Q2. Communication from  
BOCES CTE to school  
districts and families is  
effective**

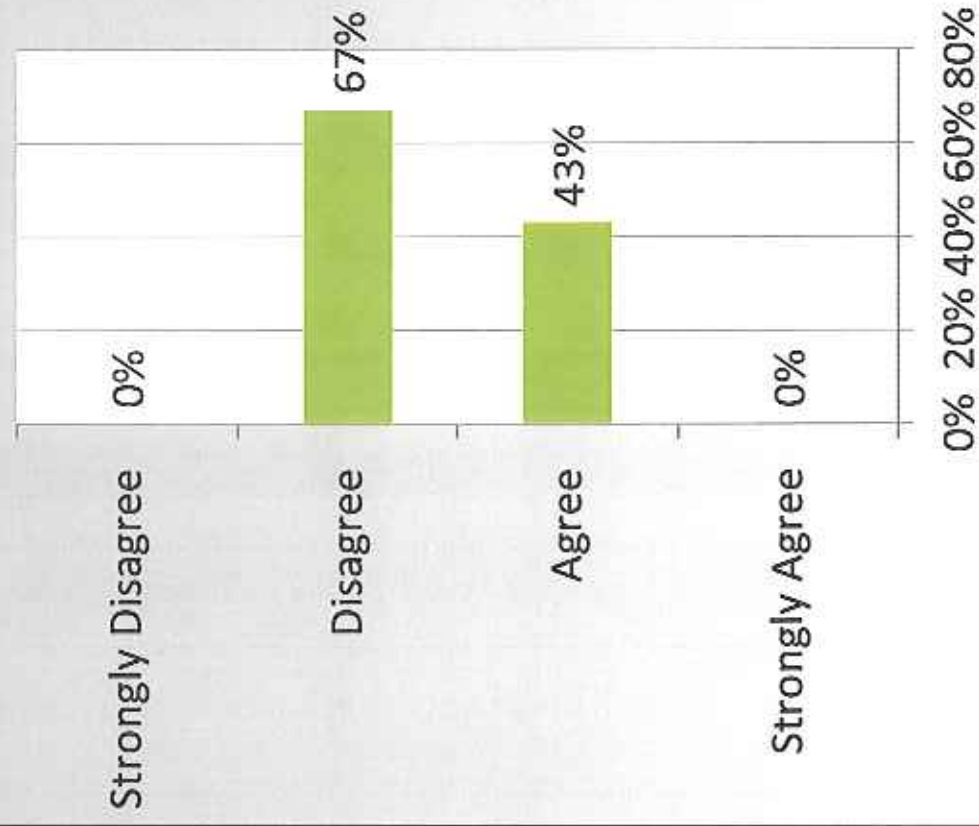




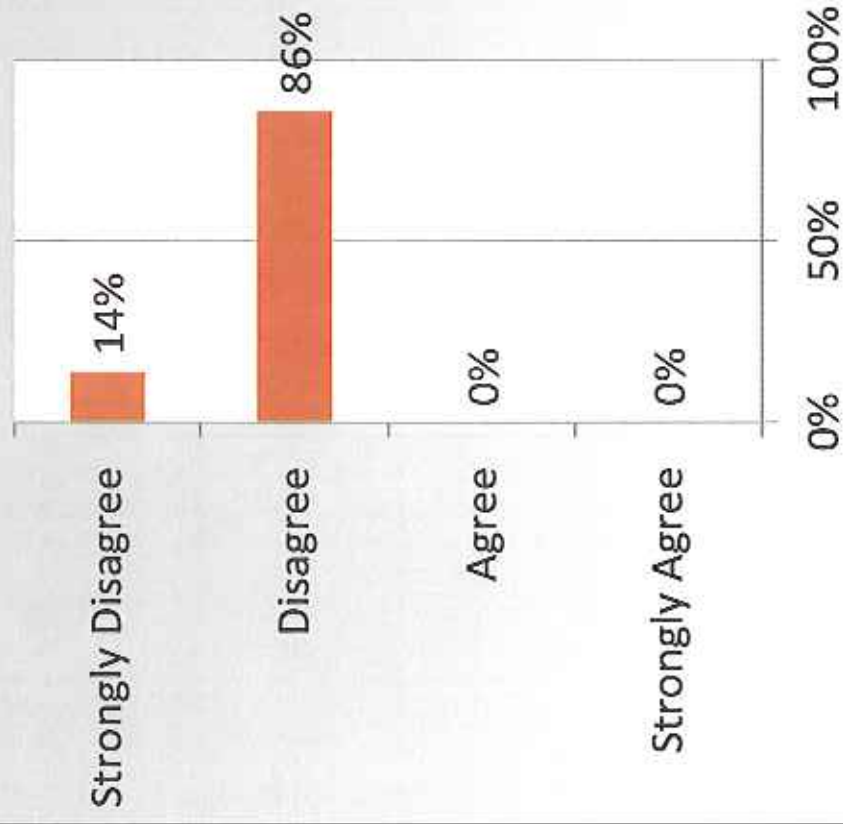
### 3. BOCES needs more CTE program offerings



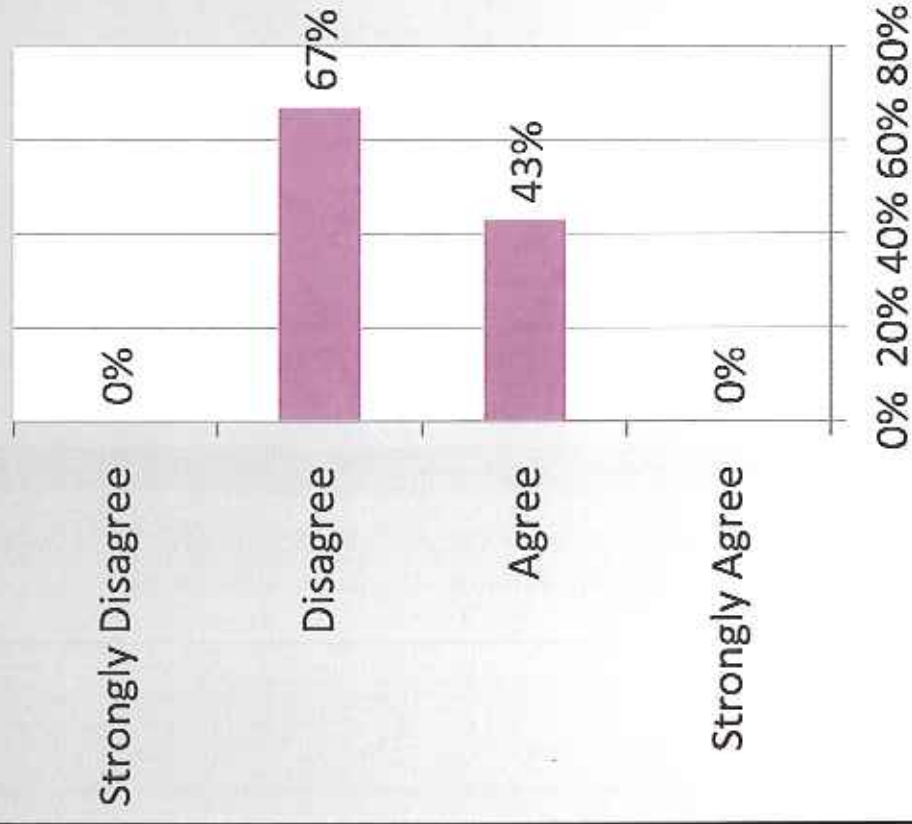
### 4. BOCES needs to reduce current CTE Offerings



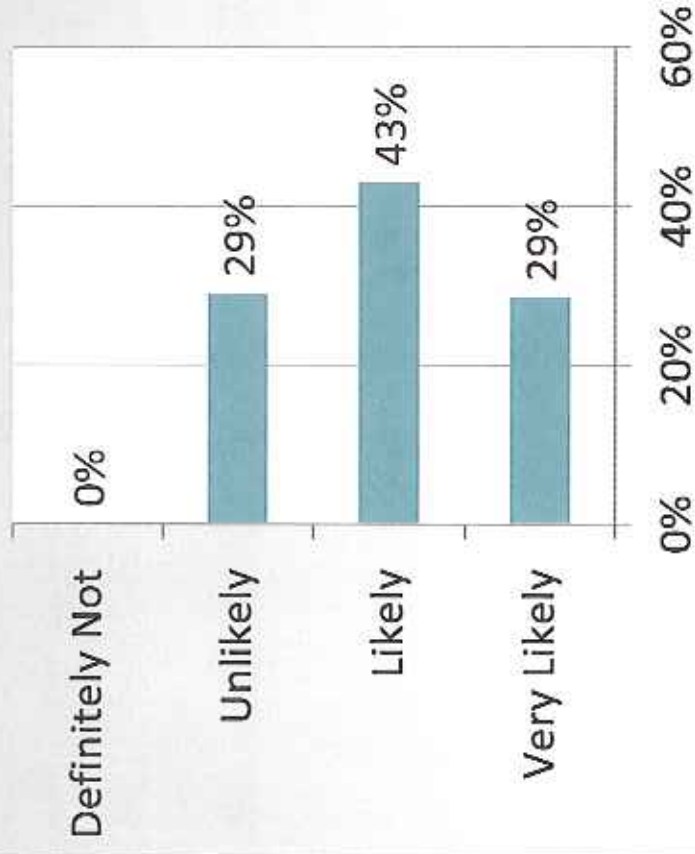
**5. BOCES should offer more college credit bearing courses**



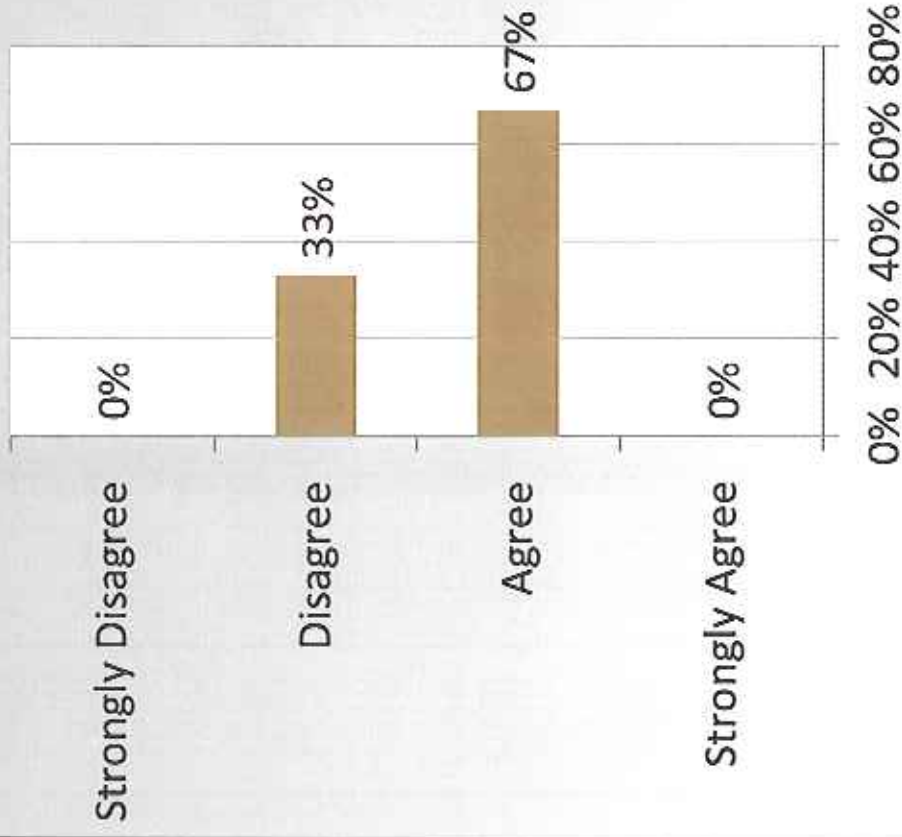
**6. CTE needs more New Visions Programs**



**7. If there was student interest in a new program my district would exceed its current budgeted seat numbers and add seats to CTE**



**8. BOCES should offer more high school credit bearing academic opportunities**





**9. Please Indicate the likelihood of your district promoting and/or sending students to the new programs being considered for 2014-15**

**1= Very Likely 2=Likely 3=Unlikely 4=Definitely Not**

**\*School District responses were averaged**

<b>Program</b>	<b>Likelihood *Averaged</b>	<b>Disaggregated (# of responses)</b>
<b>New Visions Business</b>	1.8 (Likely-Very Likely)	3- Very Likely 2-Likely 1-Definitely Not
<b>CTE Business</b>	1.8 (Likely-Very Likely)	3- Very Likely 2-Likely 1-Definitely Not
<b>CTE STEM</b>	2.0 (Likely)	3- Very Likely 1-Likely 3-Unlikely
<b>10<sup>th</sup> Grade Career Connections</b>	2.28 (Likely-Unlikely)	3-Very Likely 1-Likely 1-Unlikely 2-Definitely Not

## **Programs to Add- Narrative Reponses**

- Business +++
- Machining
- Engineering
- More trades like HVAC ++
- More IT courses
- More Medical Health Options  
(imaging, etc)
- Landscaping and Design
- Physical Trainer
- 10<sup>th</sup> Grade Exploratory +++

## **Programs to Cut- Narrative Responses**

- Auto Body/Auto Tech++
- Motorsports



## **What other academic content should we offer? - Narrative responses**

- We are looking for full-day programs to eliminate wasted travel time ++
- We need English 11
- Need full credits in stead of ½'s

## **Suggestions for promoting the future success of BOCES-Narrative Responses**

- Better promotions to the general public and parents+++
- Full-day programming +++
- Unified County Calendar and Start times
- Continue Building good communications/Keep dialogue open with the schools ++

**POINTS OF PRIDE PRESENTED TO**  
**OSWEGO COUNTY BOCES BOARD OF EDUCATION**  
**FEBRUARY 12, 2014**

**FROM:**  
**INSTRUCTIONAL SUPPORT SERVICES**  
**CAREER AND TECHNICAL EDUCATION**  
**ALTERNATIVE EDUCATION**  
**EXCEPTIONAL EDUCATION**

**Roseann Bayne:**

- County CTE meeting with Superintendents, Principals and Counselors held in Sandy Creek on January 16th.
- Lead Evaluator Training - APW and Central Square.
- The School Improvement Team (Roseann, Liane and Barb) attended the County High School Principals' meeting and presented about graduation requirements; common core and regents exams; and principal growth scores.
- Holding two sessions of newly state required 6-hour Dignity For All Students Training for regional teachers and coaches
- February 20th- presenting to County-wide O&M and Buildings and Grounds staff.
- February 25th- leading a County training on Oppositional Defiance Disorder and Conduct Disorder.

**INSTRUCTIONAL SUPPORT SERVICES:**

**Staff Development**

**Liane Benedict**

- K-8 Principals Meeting.
- Math Boot Camp = Collaboration between OCM, Oswego and Teacher Center. 150 participants for weekend event.
- Presentation on Tri State rubric to Fulton Curriculum councils.
- Full day in Sandy Creek observing and coaching in middle schools classrooms around ELA Module implementation.



- Cognitive Coaching seminar.
- NTI Training.
- Next Week... HS Literacy Network, Teacher to Teacher ELA sessions, K-8 Literacy Network.

### **Model Schools**

#### **Peri Nelson**

- Offered 3 Model Schools Workshops. The scheduled webinar had to be postponed to February.
- Offered a Lunch & Learn and after school workshop for Oswego County BOCES CTE.
- Offered workshops for Oswego County BOCES Exceptional Education during Regents week.
- Met with two teachers at Hannibal Middle School for 1-on-1 meetings.
- Met with our Model Schools Coordinators mid-month as part of the Directors of Technology meeting.
- Presented on Edmodo at the January LOTE Network.
- Presented on iPad apps at the County-wide Curriculum and Instruction Committee meeting.
- Held two workshops for Oswego City School District: An all-day New Teacher Training geared toward educational technology and an after school workshop on Elementary iPad Apps.
- Presented multiple sessions on iPad apps for Sandy Creek Elementary School and Copyright and Fair Use for Sandy Creek Middle and High Schools during the January 31 Superintendent Conference Day.
- Held interviews for the new Technology Education Specialist Position.
- Met with the Director of Technology from Mexico Academy and Central School to review screencasting demo for future creation of training videos for teachers with built-in projects.

- Attended Educon 2.6, with Nancy Kather, as part of the NYS Model Schools Consortium (in place of the January NYSMS meeting). Have already brought back some useful items to our districts.
- Added and updated links for the CCLS webpage for Public Relations to post for our county's teachers.
- Created Common Core Mathematics and ELA workbooks for the newly released modules.

### **Grants Services**

#### **Ross Gullo**

- Contributed to the successful awarding of a NYSED Full-day Prekindergarten and Expanded Half-day Prekindergarten Grant to Oswego City School District for the amount of \$60,180.
- Created a District Profile for each of the nine component school districts. Each profile contains Census and educational data specific to that district. This document can be used as a quick template to be inserted in grant applications or other reports that may deem appropriate by the district.
- Sent bi-weekly e-mails to Hannibal Central School District, Altmar-Parish Central School District Oswego City School Districts administrators with teacher-oriented grant announcements.

### **Distance Learning**

#### **Laurie Ouderkirk**

- Eighteen "The Mitten" classroom to classroom videoconferencing collaborations took place in the following elementary schools: Leighton, Cole, Millard Hawk, Minetto, Maroun, Riley, Hastings-Mallory and Fairley. Connections were made to partner classes in New York, North Carolina, South Carolina, Texas and Manitoba, Canada.
- Connected Phoenix and Baldwinsville Cafeteria staff for a series of "Food Safety" trainings provided by Watertown Central School.
- Students from Sandy Creek, APW, Hannibal, Central Square and Phoenix participated in Global History and Algebra Regents Review sessions via Distance Learning, taught by teachers in Central Square and APW.

- Phoenix HS students connected with the Rock and Roll Hall of Fame for a program about "Ball of Confusion: Rock Music and Social Change in the 60's."
- Teacher Center representatives from Hannibal, Phoenix, OCM and Dryden participated in an administrative meeting via videoconferencing.

### **School Library Systems**

**Marla Yudin**

BOE Goal #1 - "Instructional and Administrative support programs offered by Oswego County BOCES are aligned with best practices, current research and component district's needs".

In accordance with this goal, The Oswego County School Library System has set the calendar (displayed on the next two pages) of professional development opportunities for the teachers and librarians in the county.



# SCHOOL LIBRARY SYSTEM

The School Library System (SLS) is part of a statewide network of libraries providing schools with resources for students, and teachers. The SLS is pleased to offer a full listing of professional development topics for teachers, librarians and library staff. Please visit us on the web at [sls.oswegoboces.org](http://sls.oswegoboces.org), for more information about SLS and professional development offerings.

Please contact School Library System Director, Marla Yudin at 315-963-4304 or via email at [myudin@oswegoboces.org](mailto:myudin@oswegoboces.org) for more information about the SLS offerings. Registration is through <http://mylearningplan.com>

## Media Library Resources to Support all Curricula

The Oswego County BOCES through the CNYRIC Media Library offers over 80,000 resources including: streaming video, iPod audiobooks, SMARTBoard interactives, images, sound effects, eBooks and more. This class will familiarize you with the types of resources available as well as guide you through the use of the Media Portal for viewing and ordering Media Library content.

Date: March 5  
Audience: Teachers & Librarians  
Time: 4:00-6:00  
Location: BOCES Fulton Tech Lab Room 148  
Presenter: Amy Spath & Marla Yudin

## OPALS Users Group Meeting

This fast paced session will show you some remarkable ways other librarians are using OPALS in their schools. Topics include promoting the library, reports for administrators, advertising book reviews, links for research projects and more. Learn how to customize OPALS for added value to your students and teachers.

Date: March 14  
Audience: Librarians, Library Assistants, Tech. Dept.  
Location: BOCES Fulton Room 157-158  
Presenter: John Schuster

## Best New Children's & Young

## Primary Sources

A hands-on workshop for teachers who would like their students to question and investigate primary sources to make sense of information and develop new understanding by using supporting evidence from the source(s). Participants will see examples of student work and see an overview of carefully structured inquiry learning with primary sources. You will examine some Common Core related sources provided by the Library of Congress, identify at least one item from their digital collections for Common Core learning in your classroom, and choose a learning strategy for implementation of your lesson.

Date: April 23  
Audience: Teachers & Librarians  
Time: 4:00-6:00  
Location: BOCES Fulton Room Tech Lab Room 148  
Presenter: Marla Yudin

## Core Out Your Collection

Does your library collection reflect the needs of the Common Core? How do we select text that meets the needs of the Common Core? Does the look of your shelves appeal to your students? Do you dread weeding? In this workshop we will discuss some of the criteria and tools to examine your library collection in light of the Common Core.

Date: April 30  
Audience: Teachers & Librarians

## Adult Literature

Children's and Young Adult Literature is in a boom period, with dozens of titles being released every month. Help keep on top of some great reads from the past six months that you may have missed with this workshop focusing on new fiction, non-fiction and graphic novels. A series of quick book talks will highlight contemporary, dystopian, paranormal, sci-fi, and historical YA works and more!

Date: April 9  
Audience: Teachers & Librarians  
Time: 4:00-6:00  
Location: BOCES Fulton -Center  
Meeting Area  
Presenter: Angela Newman & Linda Rossiter

Duration: 4:00-6:00  
Delivery: BOCES Fulton Room 156  
Contact: Marla Yudin



## S.E.A.R.C.H. for Common Core Resources

"SEARCH for Success" provides easy and equitable access to all your online databases, including those in NOVELny and Teaching Books.net, through "one-stop shopping" that is so important to today's information users. Each school library has a unique login to "SEARCH for Success" which may be used by students, staff and parents with 24/7 access. "SEARCH for Success" will help schools obtain maximum use of their online database in support of the Common Core Learning Standards and other informational needs.

Date: May 7  
Audience: Teachers & Librarians  
Time: 4:00-6:00  
Location: BOCES Fulton Tech Lab Room 148  
Presenter: Marla Yudin



## **Special Education School Improvement Specialists (SESIS)**

**Teri Marks and Tracy Mosher**

### **December**

- Tracy completed a 4-day seminar in Albany on *Adaptive Schools*.
- Tracy participated in a LAP review of Fulton High School

### **January**

- Teri and Tracy attended statewide meetings in Albany. Explicit Direct Instruction and Specially Designed Instruction were topics of discussion.
- Tracy began a series of 1-hour workshops at Lanigan Elementary and Fairgrieve Elementary Schools that will conclude in May. Each 1-workshop followed with instructional coaching opportunities that same day as well as an additional day.
- Tracy began a 12-hour explicit direct instruction workshop at Fulton Jr. High. Two days of instructional coaching opportunities followed.
- Tracy continued a series of 1-hour workshops with the Fulton District administrators discussing the continuum of services and scaffolding instruction.
- Tracy provided 2 separate trainings for paraprofessionals at Fulton City School District.
- Tracy provided a 2-hour workshop for the Oswego City School District, *Scaffolding for 3-6 Math*.
- Teri conducted 3 morning professional development opportunities for elementary teachers in the Central Square Central School District.
- Teri facilitated a team in Central Square Schools to create a data based decision making model for special education placement across the continuum of services.
- Teri participated in a collaborative day for multiple service providers in the Hannibal School District.
- Teri spent a full day of instructional coaching of a teacher of 12:1:1 students on rigorous instruction aligned to the common core in Hannibal.
- Teri had three instructional sessions with AIS providers at Central Square Intermediate School.
- Teri met with a BOCES curriculum administrator on implementation of common core math curriculum for next school year.



## CAREER AND TECHNICAL EDUCATION:

Marla Berlin

- **New Vision Parent Information Night** is scheduled at SUNY Oswego on 2/5/14.
- **Culinary Arts** students will be preparing a breakfast buffet for the Oswego County School Counselors meeting on campus on 2/12/14 in honor of School Counselors' Week
- **Construction** students are working on a jury box and witness stand for the Phoenix Town Court
- Two Model Schools Technology trainings have been offered to the faculty/staff.
- Two faculty members (**Construction, Welding**) have been participating in the statewide assessment writing initiative in Albany.
- 10<sup>th</sup> graders will be making follow up visits to programs of interest on 2/10/14.
- Three students attended the weekend FFA conference in Syracuse.
- The **New Vision Allied Health** students will be visiting Upstate's Medical Gross Anatomy Lab.
- The faculty participated in two professional development days with the literacy trainer to support writing and reading strategies in CTE.
- The **Cosmetology** and **Culinary Arts** students will be hosting Oswego Industries' clients. They will be enjoying manicures and cooking lessons.
- SkillsUSA competition will be held on 2/13/14 at Morrisville College.

## **ALTERNATIVE EDUCATION: Ron Camp**

### **Good News – Crossroads**

- A few students went over to Fourth Street School and participated in the "Move Along" Presentation and wheelchair basketball game with the students in the Day Treatment Program. They seemed to enjoy the presentation and willingly shared their experience with their fellow students.
- Our new math teacher Mr. Halsey started on Monday. The students have welcomed him into the program, and seem to enjoy his teaching style and sense of humor.

### **Multi-Occ**

- The morning Manufacturing Class made fleece blankets and wood burned wooden ornaments that they donated to the Ronald McDonald House.
- Door/Name signs: Students made over 100 signs for doors and desks. Staff was able to personalize their sign with a picture or logo. Jobs that students did included: painting, designing, staining, delivering and managing the project.
- Fall Festival: Our classes hosted a Fall Festival for staff and students on campus. A group from Phoenix Elementary also came to this event. We had games, food, face painting, a haunted house and a scarecrow decorating contest. Apple pies were made by the classes with the assistance of an outside community member (mother of Helen Perth). Prior to this event, several students went to Appledale Orchards to pick apples that were used for the festival. Students also made wooden crates, some of which were sold with money being put into the student account.
- Easels: John Ramin approached us about making easels for each of the Exceptional Education classrooms. The easels will be used to support Common Core English Standards as well as other classroom skills/goals. The easels were designed by DDP students, constructed and stained by a carpentry class, and are currently in the stages of assembly. They should be complete by February break.
- Maple Syrup Production: Students gathered, split and stacked firewood that will be used for maple syrup production in late winter/early spring, cleared trails, and identified trees to determine those that will be tapped. Students are also checking the supplies needed to begin tapping trees after February break.

- Collaboration with Teachers of Younger Classes: Ms. Ochsner approached us about making several projects for her students that help to support the learning that is taking place in her classroom. We began to build a large longhouse at the request of her students. Several of our students created kits for the younger students to make a 3 foot snowman that was used for a family Christmas gift. Another group of students made the base for a chalkboard paddle like those used during colonial times. Our students also made kits to create Jacob's Ladder toys for Ms. Ochsner and Mrs. McKnight's classes. We are planning to assemble these kits by pairing up a younger student with one of our students in the near future.



## **EXCEPTIONAL EDUCATION:**

**Jim Huber**

### **1. Staff Development**

- ITD Talks – Digital and Blended Learning Environments – 1/8/14 – one staff member.
- DL Only – MUG – Online Learning with Moodle Training – 1/9/14 – two staff members.
- Regional Transition Support Group – five trainings total – 1/15/14 – 4/9/14 – four counselors to split coverage.
- Step Up to Writing Training – Train the Trainer – 1/16/14, 2/26/14, 2/27/14, and 2/28/14 – two staff members.
- Math Boot Camp – 1/17/14 and 1/18/14 – one staff member.
- TCI Refresher Training for Stepping Stones Staff – 1/29/14.
- Peace Circles – 1/30/14 – ten staff to attend.

### **2. Community Service Projects**

- Francis House – Paper goods donations – Mrs. Becker's class.

### **3. Regents Exams**

## By-Laws

**SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR**

The Board may adopt a resolution establishing the appointment of a Claims Auditor who shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims.

Boards may at their discretion adopt a resolution establishing the office of Deputy Claims Auditor to act as the Claims Auditor in the absence of the Claims Auditor. A Board may, by resolution, abolish the position of Deputy Claims Auditor at any time. The same eligibility requirements/qualifications that apply to a Claims Auditor apply to the Deputy Claims Auditor.

**Qualifications**

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims including experience with purchasing, bidding and claims. The Claims Auditor must be bonded or included in the BOCES' blanket undertaking, prior to assuming duty.

No person shall be eligible for appointment to the office of Claims Auditor who shall be:

- a) A member of the Board;
- b) The Clerk or Treasurer of the Board;
- c) The District Superintendent or official of the BOCES responsible for business management;
- d) The Purchasing Agent;
- e) Clerical or professional personnel directly involved in accounting and purchasing functions of the BOCES or under the direct supervision of the District Superintendent;
- f) The individual or entity responsible for the internal audit function (the Internal Auditor);
- g) The External (Independent) Auditor responsible for the external audit of the financial statements;
- h) A close or immediate family member of an employee, officer, or contractor providing services to the BOCES. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).

(Continued)

## By-Laws

**SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR (Cont'd.)**

The Board may delegate this claims audit function by using inter-municipal cooperative agreements, shared services through a Board of Cooperative Educational Services, or independent contractors, providing that the individual or organization serving as independent contractor meets the following standards for independence between the Claims Auditor and the BOCES:

- a) Has no other responsibilities related to the business operations of the BOCES;
- b) Has no interest in any other contracts with, and does not provide any goods or services to, the BOCES; and
- c) Is not a close or immediate family member of anyone who has responsibilities related to business operations of the BOCES, or has an interest in any other contracts with the BOCES. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).

**Duties of the Claims Auditor**

Valid claims against the BOCES shall be paid by the Treasurer only upon the approval of the Claims Auditor. The Claims Auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the BOCES, and in doing so, shall certify that each claim listed on the warrant was audited and payment was authorized, and provide periodic written reports as may be requested by the Board. The Claims Auditor shall examine all claim forms to verify:

- a) The availability of funds within the appropriate codes and adequacy of evidence to support the BOCES expenditure;
- b) The proposed payment is for a valid and legal purpose;
- c) The obligation was incurred by an authorized BOCES official;
- d) The items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
- e) The submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based; and
- f) The claim meets such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

(Continued)



**SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR (Cont'd.)**

During the course of claims review, the Claims Auditor shall also be alert to any indications of fraud, abuse, or illegal acts. If the Claims Auditor detects apparent violations of law or apparent instances of abuse by an employee or vendor, or discovers information to suggest that such behavior may occur, the Claims Auditor shall consult with the District Superintendent. In the event that the alleged acts appear to involve the District Superintendent, the Claims Auditor shall consult with the Board President.

Education Law Sections 1604(35), 1709(20-a), 2526 and 2554(2-a)  
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(c)

Adopted: 5/12/10  
Revised:

## By-Laws

**SUBJECT: DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR**

The Board by law shall obtain an annual audit of its records by an independent certified public accountant (CPA) or an independent public accountant (PA). The audit shall also include all extraclassroom activity funds. The independent accountant shall present the report of the annual audit to the Board. The Board shall adopt a resolution accepting the audit report and file a copy of the resolution with the Commissioner. The BOCES will also file the audit report with the Commissioner for a specific school year by October 15 of the following school year. In addition to the annual audit, the BOCES shall be subject to State audits conducted by the State Comptroller.

In addition, the independence and objectivity of the auditor may be enhanced when the Board and Audit Committee perform an oversight role with respect to the hiring and performance of the auditor, as required by law.

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

**Duties and Responsibilities**

The independent auditor must conduct the audit in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. Standards of GAGAS are organized as general, fieldwork, and reporting.

Below are some important considerations the BOCES shall expect of the auditor in preparing the audit; however, they should not be considered all-inclusive or a substitute for the auditor's professional judgment.

- a) **Independence:** The auditor must document that he/she is independent of the BOCES and free of personal and external impairments. The auditor must establish an internal quality control system to identify any personal and external impairment and assure compliance with GAGAS independence requirements.
- b) **Internal Quality Control System:** The auditor must document that his/her internal quality control processes adequately demonstrate compliance with government auditing standards. He/she must establish an organizational structure, policies and procedures to provide reasonable assurance of complying with applicable standards governing audits.
- c) **Internal Controls:** The auditor must obtain a sufficient understanding of the BOCES' internal controls and document such understanding covering the five interrelated components: the control environment, risk assessment, control activities, information and communication, and monitoring.

(Continued)

**SUBJECT: DUTIES OF THE EXTERNAL (INDEPENDENT) AUDITOR (Cont'd.)**

- d) Planning and Supervision: The auditor's work is to be properly planned and supervised and consider materiality in order to provide reasonable assurance of detecting misstatements resulting from direct and material illegal acts and material irregularities to financial statements. The auditor should also be aware of the possibility that indirect illegal acts may have occurred.
- e) Audit documentation: In order to meet the GAGAS requirements, the audit documentation should provide a clear understanding of its purpose, the source, and the conclusions the auditor reached. It should be organized to provide a clear link to the findings, conclusions, and recommendations contained in the audit report.
- f) Reporting on Internal Controls and Compliance: The auditor must report on and present the results of his/her testing of the BOCES' compliance with laws and regulations and its internal controls over financial reports in light of irregularities, illegal acts, other material noncompliance, significant deficiencies, and material weaknesses in internal controls.

Generally Accepted Government Auditing Standards (GAGAS) Sections 3.50-3.54, 4.03, 4.19-4.24, and 5.07-5.20

Education Law Section 1709 (20-a) and 2116-a

General Municipal Law Sections 33 and 104-b

8 NYCRR Sections 170.2, 170.3 and 170.12

Adopted: 5/12/10

Revised:



## By-Laws

**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND  
PARLIAMENTARY PROCEDURE)**

All Board meetings must be open to the public except those portions of the meetings which qualify as executive sessions. In accordance with Section 102 of the Open Meetings Law, a "meeting" is defined as an official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body. A "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct public business, including committees and subcommittees. Reasonable efforts shall be made to ensure that all meetings are held in an appropriate facility which can adequately accommodate any and all members of the public who wish to attend.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law. When the BOCES has the ability to do so, notice of the time and place of a meeting shall be conspicuously posted on the BOCES' internet website.

BOCES records subject to release under the Freedom of Information Law (FOIL), as well as any proposed rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If the BOCES maintains a regularly updated website and utilizes a high speed internet connection, such records may be posted on the website to the extent practicable, prior to the meeting. The BOCES may, but it is not required to, expend additional funds to provide such records.

If videoconferencing or online technology is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify all the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations. Voting may be done through videoconferencing, provided that members can be both seen and heard voting and participating from remote locations.

Regular meetings of the Board shall take place on the day and time designated by the Board at the Annual Reorganizational Meeting, except as modified at subsequent meetings of the Board.

The District Superintendent, in consultation with the Board President, shall prepare the agenda for regular meetings. Items may be placed on the agenda by the District Superintendent and/or any Board member.

An agenda of matters to be considered at each regular Board meeting, along with available information concerning each item, shall be provided to each Board member and the Clerk of the Board, five (5) days prior to the meeting to which they apply, whenever possible.

(Continued)



## By-Laws

**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND  
PARLIAMENTARY PROCEDURE) (Cont'd.)**

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

- a) Notwithstanding the foregoing, the Board shall in no event meet less than once each quarter.
- b) All official business must be conducted with a quorum present and all decisions made on the basis of a majority vote of the entire Board membership.
- c) An agenda shall be prepared by the District Superintendent prior to the meeting. For regular meetings, the agenda shall be distributed at least forty-eight (48) hours prior to the meeting.

The District Superintendent and members of his/her staff at the District Superintendent's discretion shall attend all meetings of the Board. The District Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

**Recordings of Meetings**

The Board recognizes that advances in technology allow public meetings to be photographed, broadcast, webcast and/or otherwise recorded, by means of audio or video, in a non-disruptive manner and supports the use of such technology to facilitate the open communication of public business. To that end, the Board may adopt rules addressing the location of the equipment and/or personnel used to photograph, broadcast, webcast and/or record such meetings to assure that its proceedings are conducted in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies, provided, upon request, to meeting attendees.

**Public Expression at Meetings**

Public expression at such meetings shall be encouraged and a specific portion of the agenda shall provide for this privilege of the floor. At its discretion, the Board may invite visitors to its meetings to participate in the Board's discussion of matters on the Agenda.

The Board reserves the right to determine the relevance and appropriateness of any presentation as specified in Policy #2220 --Presentation by the Public at Board Meetings.

(Continued)

**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND  
PARLIAMENTARY PROCEDURE) (Cont'd.)**

The Board reserves the right to enter into executive session as specified in Policy #1433 -- Executive Sessions.

**Quorum**

The quorum for any meeting of the Board of Cooperative Educational Services shall be five (5) members. No formal action shall be taken at any meeting at which a quorum is not present. A duly called meeting may be adjourned by less than a quorum if a quorum is not present within twenty (20) minutes after the time set for commencement of the meeting. In the event a meeting is adjourned, the President shall set the date, time and place of the reconvening of the adjourned meeting, with reasonable notice being given by the Clerk to all Board members.

If only a quorum exists (five [5] members), final action on resolutions cannot be taken except by unanimous votes. A resolution may be adopted only if passed unanimously by the five (5) members.

Education Law requires two-thirds vote by the Board to initially hire a teacher who is related to a Board member by blood or by marriage. (Refer also to Policy #5155 --Employment of Relatives of Board Members.)

**Use of Parliamentary Procedure**

The business of the Board of Cooperative Educational Services shall be conducted in accordance with the authoritative principles of parliamentary procedure as found in the latest edition of Robert's Rules of Order.

The President of the Board of Cooperative Educational Services or designee shall serve as Parliamentarian.

Education Law Sections 1708 and 2504  
General Construction Law Section 41  
Public Officers Law Article 7, Section 103(d), 104 and 107

NOTE: Refer also to Policies #1433 --Executive Sessions of the Board  
#1436 --Special Meetings of the Board  
#4310 --Purchasing  
#5155 --Employment of Relatives of Board of Education Members

Adopted: 5/12/10  
Revised: 8/15/12;



## By-Laws

**SUBJECT: EXECUTIVE SESSIONS OF THE BOARD**

The Board of Cooperative Educational Services may hold executive sessions where only members of the Board, the District Superintendent and other persons invited by the Board shall be present.

Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board may conduct an executive session for discussion of the below enumerated purposes only, provided, however, that no action by formal vote shall be taken except on an Education Law Section 3020-a probable cause finding. For all other purposes, the action by formal vote shall be taken in open meeting and properly recorded in the minutes of the meeting. Attendance at an executive session shall be permitted to any Board member and any persons authorized or requested to attend by the Board.

- a) Matters which will imperil the public safety if disclosed;
- b) Any matter which may disclose the identity of a law enforcement agent or informer;
- c) Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement, if disclosed;
- d) Discussions regarding proposed, pending or current litigation;
- e) Collective negotiations pursuant to Article 14 of the Civil Service Law;
- f) The medical, financial, credit or employment history of any particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of any particular person or corporation;
- g) The preparation, grading or administration of examinations;
- h) The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Motions for executive sessions should state the subject or subjects to be discussed in executive session. It is insufficient to merely recite statutory language.

Matters discussed in executive sessions must be treated as confidential; that is, never discussed outside of that executive session.

Public Officers Law Sections 105 and 106(2)(3)  
Education Law Section 3020-a

Adopted: 5/12/10  
Revised:

## By-Laws

**SUBJECT: MINUTES OF BOARD MEETINGS**

The minutes are a legal record of the activities of the Board as a public corporation having the specified legal purpose of maintaining public schools. The minutes of all meetings shall be kept by the Clerk of the Board or designee. The minutes shall be complete and accurate, stored in a minutes file and posted on the BOCES website if one is available.

The minutes of each meeting of the Board of Cooperative Educational Services shall state:

- a) The type of meeting;
- b) The date, time of convening, and adjournment;
- c) Board members present and absent;
- d) All action taken by the Board, with evidence of those voting in the affirmative and the negative, and those abstaining;
- e) The nature of events that transpire, in general terms of reference.

Communications and other documents that are too long and bulky to be included in the minutes shall be referred to in the minutes, shall be filed in the Office of the Clerk of the Board and shall be attached to the minutes online.

All Board minutes shall be signed by the Board Clerk when submitted and shall be kept in a permanent safe place. Minutes of the meeting shall be delivered or provided to each Board member prior to the next regular meeting and included in the Board packet. Unless otherwise provided by law, minutes shall be available to the public within two (2) weeks following the date of a meeting; draft copies, so marked, are acceptable, subject to correction.

**Minutes of Executive Sessions**

Minutes shall be taken at executive sessions of any action that is taken by formal vote. The minutes shall consist of a record or summary of the final determination of such action, the date and the vote. However, such summary need not include any matter which is not required to be made public by the Freedom of Information Law (FOIL).

If action is taken by a formal vote in executive session, minutes shall be available to the public within one (1) week of the date of the executive session.

Education Law Section 2121  
Public Officers Law Section 106

Adopted: 5/12/10  
Revised:



## By-Laws

**SUBJECT: SPECIAL MEETINGS OF THE BOARD**

Special meetings of the Board of Cooperative Educational Services shall be held on call by any member of the Board and shall also be called at the request of the District Superintendent. A reasonable and good faith effort shall be made by the District Superintendent, Board President or Board Clerk, as the case may be, to give every member of the Board twenty-four (24) hours' notice of the time, place and purpose of the meeting. All special meetings shall be held at a regular meeting place of the Board. No business, other than that specified in the notice, shall be transacted.

Ordinarily, twenty-four (24) hour notice will be given for a special meeting. In an emergency, however, when all members can otherwise be notified of the meeting, all members may, at the meeting, waive in writing, the lack of twenty-four (24) hour notice.

Public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one (1) or more designated public locations at a reasonable time prior to the meeting.

Special meetings shall be conducted according to the procedures specified for regular meetings. Special meetings shall be open to the public in the same manner as are regular meetings.

Special meetings shall be called for specific purposes, occasioned by matters of urgency, and shall not usurp the place of the regular, publicly designated Board of Cooperative Educational Services Meeting.

**Work Sessions**

At the discretion of the President, special meetings of the Board may be periodically held for review of the instructional program, for consideration of policies and for analysis of ways and means by which the Board of Cooperative Educational Services programs may be improved.

When practical, members of the staff and knowledgeable citizens shall be invited to attend such meetings, to participate in the discussions and to present to the Board recommendations for improvement of the services rendered by the Board of Cooperative Educational Services.

Public Officers Law Sections 103 and 104

Adopted: 5/12/10  
Revised:



**SUBJECT: ANNUAL ORGANIZATIONAL MEETING**

The Board shall hold its Annual Organizational Meeting at any time during the first fifteen (15) days of July on a date set at the convenience of the Board no later than the month of June. The Clerk of the Board shall serve as temporary chairperson, who shall open the meeting and conduct the election of the President. The President shall assume office immediately, and shall conduct the remainder of the Board's business.

**Agenda**

- a) Appoint Temporary Chairperson. (Clerk of the Board is designated.)
- b) Administration of Oath to newly elected Board Members.
- c) Election of Officers:
  - 1. President;
  - 2. Vice President.
- d) Administration of Oaths to Elected Officers.
- e) Appointment of Officers:
  - 1. Clerk of the Board;
  - 2. Deputy Clerk of the Board;
  - 3. Treasurer;
  - 4. Internal Auditor;
  - 5. BOCES Attorney;
  - 6. BOCES Physician;
  - 7. Records Retention and Disposition Officer;
  - 8. Records Access Officer;
  - 9. Records Management Officer.

(Continued)

## By-Laws

**SUBJECT: ANNUAL ORGANIZATIONAL MEETING (Cont'd.)**

- f) Administration of Oaths to Appointed Officers who are present; oaths to others to be administered prior to initiating duties.
- g) Other appointments:
  - 1. Extraclassroom Activity Personnel;
  - 2. Independent Auditor;
  - 3. Purchasing Agent;
  - 4. Deputy Purchasing Agent;
  - 5. Title IX, ADA, Section 504 Compliance Officer(s);
  - 6. AHERA Local Educational Agency (LEA) designee;
  - 7. Dignity Act Coordinator [one (1) to each building].
- h) Designations:
  - 1. Official Bank Depositories;
  - 2. Regular Monthly Meetings;
  - 3. Official Newspaper(s).
- i) Authorizations:
  - 1. District Superintendent or designee to certify payrolls;
  - 2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates;
  - 3. Approval for Board Members and Administrators to attend meetings;
  - 4. Establishment of Petty Cash Fund(s);
  - 5. Designation of Treasurer to sign all checks;
  - 6. President and/or District Superintendent of the Board to sign necessary contracts on behalf of the Board of Cooperative Educational Services;

(Continued)

## By-Laws

**SUBJECT: ANNUAL ORGANIZATIONAL MEETING (Cont'd.)**

7. Vice President to sign contracts in the absence of President;
  8. District Superintendent or designee to approve all budget adjustments in accordance with Commissioner's Regulations Section 170.3;
  9. Designation of Principals for the purpose of Education Law Section 3213, Out of School Suspension.
- j) Bonding of Personnel:
1. Treasurer;
  2. All employees who handle cash.
- k) Establishment of the mileage rate to follow IRS rate.
- l) Readoption of Board policies.
- m) Approval of Advisory Councils' Memberships.
- n) Appointment of representatives to Oswego County School Boards Association Committees.
- o) Conference Attendance Resolution.

Public Officers Law Article 7

Adopted: 5/12/10  
Revised:



## By-Laws

**SUBJECT: BOARD MEMBER TRAINING**

Within the first year of election or appointment, each Board member must complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member and a training course acquainting him/her with the powers, functions and duties of Boards and administrative authorities affecting public education. Re-elected Board members shall not be required to repeat this training. The curriculum and provider of this training must be approved by the Commissioner of Education.

Upon completing the required training, the Board member shall file with the BOCES Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge to the BOCES.

Adopted: 5/12/10  
Revised:

## Community Relations

**SUBJECT: CODE OF CONDUCT ON BOCES PROPERTY**

The Oswego County BOCES has adopted and will amend, as appropriate, a *Code of Conduct for the Maintenance of Order on BOCES Property*, including BOCES functions, which shall govern the conduct of students, teachers and other BOCES personnel, as well as visitors and vendors. The Board shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, BOCES property means on or within any owned or leased building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the BOCES' schools or centers or in or on a BOCES supervised school bus; and a BOCES function shall mean a BOCES-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

BOCES programs or services provided in component district/"host building" locations shall comply with the Code of Conduct prescribed by that building/district.

The BOCES Code of Conduct shall be developed in collaboration with student, teacher, administrator, and parent organizations, BOCES safety personnel and other personnel.

The Code of Conduct must include, at a minimum, the following:

- a) Provisions regarding appropriate and acceptable conduct, dress and language on BOCES property and at BOCES functions and conduct, dress and language deemed unacceptable and inappropriate on BOCES property and at BOCES functions; and provisions regarding acceptable civil and respectful treatment of teachers, BOCES administrators, other BOCES personnel, students and visitors on BOCES property and at BOCES functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other BOCES personnel, the Board, and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination, bullying and/or harassment against any student, by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, that creates a hostile environment by conduct, with or without physical contact, threats, intimidation or abuse (verbal or non-verbal), of such a severe nature that:
  1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
  2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

(Continued)



**SUBJECT: CODE OF CONDUCT ON BOCES PROPERTY (Cont'd.)**

When the term "bullying" is used, even if not explicitly stated, such term includes cyberbullying, meaning such harassment or bullying that occurs through any form of electronic communication.

Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 1(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2)(a) and Title IX of the Education Amendments of 1972 (USC Section 1681, et seq.) or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973;

- c) Standards and procedures to assure security and safety of BOCES students and personnel;
- d) Provisions for the removal from the classroom and from BOCES property, including a BOCES function, of students and other persons who violate the Code;
- e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214-(3-a)(c) or the period of removal expires, whichever is less;
- f) Disciplinary measures to be taken for incidents on BOCES property or at BOCES functions involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, use of tobacco, violation of another individual's civil rights, harassment and threats of violence;
- g) Provisions for responding to acts of discrimination, bullying and/or harassment against students by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, pursuant to clause (b) of this subparagraph;
- h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law 3214 and other applicable federal, state and local laws, including provisions for appropriate continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from BOCES;
- i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;

(Continued)



## Community Relations

**SUBJECT: CODE OF CONDUCT ON BOCES PROPERTY (Cont'd.)**

- j) Provisions ensuring the Code of Conduct and its enforcement are in compliance with federal and state laws relating to students with disabilities;
- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition as defined in Articles 3 and 7 of the Family court Act will be filed;
- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For the purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case by case basis consistent with federal and state law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain language, publicized and explained in an age-appropriate manner to all students on an annual basis; and
- r) Guidelines and programs for in-service education programs for all BOCES staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate

(Continued)

**SUBJECT: CODE OF CONDUCT ON BOCES PROPERTY (Cont'd.)**

while discouraging, among other things, discrimination or harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The BOCES Code of Conduct shall be adopted by the Board of Education only after at least one public hearing that provided for the participation of BOCES personnel, parents/persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct shall be disseminated pursuant to law and Commissioner's Regulations.

The BOCES' Code of Conduct shall be reviewed on an annual basis, and updated if necessary in accordance with law. The BOCES may establish a committee pursuant to Education Law Section 2801(5)(a) to facilitate review of its Code of Conduct and BOCES' response to Code of Conduct violations. The BOCES Board shall reapprove any updated Code of Conduct or adopt revisions only after at least one public hearing that provides for the participation of BOCES personnel, parents/persons in parental relation, students, and any other interested parties. The BOCES shall file a copy of its Code of Conduct with the Commissioner of Education; and all amendments to the Code of Conduct shall be filed with the Commissioner no later than thirty (30) days after their adoption.

The Board of Education shall ensure community awareness of its Code of Conduct by:

- a) Posting the complete Code of Conduct on the Internet website, if any, including annual updates and other amendments to the Code;
- b) Providing copies of a summary of the Code of Conduct to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the Code of Conduct to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

(Continued)



**SUBJECT: CODE OF CONDUCT ON BOCES PROPERTY (Cont'd.)****Privacy Rights**

As part of any investigation, the BOCES has the right to search all school property and equipment including BOCES computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the BOCES for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Article 2, Sections 2801 and 3214

Family Court Act Articles 3 and 7

Vehicle and Traffic Law Section 142

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

NOTE: Refer also to *BOCES' Code of Conduct on School Property*

Adopted: 5/12/10  
Revised: 8/15/12;



## Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES**

The Board affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by Federal and state law. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the BOCES.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding pursuant to the anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on BOCES premises and in BOCES buildings; and at all BOCES-sponsored events, programs and activities, including those taking place at locations off BOCES premises or in another state.

This policy applies to dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the BOCES, as well as BOCES volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability that:

- a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;
- c) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the Oswego County BOCES.

(Continued)



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES  
(Cont'd.)**

**Complaints and Grievances by Employees**

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all BOCES personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The BOCES shall provide at least two (2) procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The District Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

**Complaints and Grievances by Students**

While students have the responsibility to abide by the policies and regulations of the BOCES, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination or reprisal.

Administration shall be responsible for establishing rules and regulations for the redress of complaints or grievances through proper administration channels. In addition, the administration shall be responsible for developing an appeals process, ensuring that students have full understanding and access to these regulations and procedure, and providing prompt consideration and determination of student complaints and grievances.

**Investigation of Complaints and Grievances**

The BOCES will promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The BOCES will designate, at a minimum, two (2) Compliance Officers, one (1) of each gender.

Any employee, student, or other member of the above named group who believes they have been a victim of harassment in the BOCES/school environment and/or at programs, activities and events under the control and supervision of the Oswego County BOCES, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, shall immediately report such alleged harassment; such report shall be directed to or forwarded to the BOCES' designated Compliance Officer(s) through informal and/or formal complaint procedures as developed by the BOCES. Alleged harassment complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated. In the event the Complaint Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

(Continued)



## Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES  
(Cont'd.)**

Upon receipt of an informal/formal complaint, the Oswego County BOCES will conduct a prompt, equitable and thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the BOCES has knowledge of any occurrence of harassment, the BOCES will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.

The District Superintendent will inform the Board of Education of investigations involving findings of harassment.

Based upon the results of an investigation, if the BOCES determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, BOCES policy and regulation, and the Code of Conduct. Should the offending individual be a BOCES employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, BOCES policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as BOCES volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the BOCES does not preclude the filing of civil and/or criminal charges as may be warranted.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. Follow-up inquiries shall be made to ensure the harassment has not resumed and all those involved in the investigation of the harassment complaint have not suffered retaliation.

**Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender and the District Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to BOCES policy or regulation and/or pursuing other legal avenues of recourse.

(Continued)



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES  
(Cont'd.)**

However, even if a determination is made that harassment did not occur, the District Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the District Superintendent will inform the Board of the results of each investigation involving a finding that harassment did not occur.

**Knowingly Makes False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment will also face appropriate disciplinary action.

**Privacy Rights**

As part of the investigation, the BOCES has the right to search all school property and equipment including BOCES computers. Rooms, desks, cabinets, lockers, computers, etc., are provided by the BOCES for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Civil Rights Compliance Officer (Title IX/Section 504/ADA Compliance Officer)**

The Civil Rights Compliance Officer is the Assistant Superintendent for Personnel. The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990) for any student, parent, employee or employment applicant.

Prior to the beginning of each school year, the BOCES shall issue an appropriate public announcement which advises students, parents/guardians, employees and the general public of the BOCES' established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Civil Rights Compliance Officer.

The Civil Rights Compliance Officer shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

(Continued)



**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES  
(Cont'd.)**

**Development and Dissemination of Administrative Regulations**

Regulations will be developed for reporting, investigating, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The District Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees and students, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Special training will be provided for designated supervisors and managerial employees for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each BOCES building. The BOCES' policy and regulations on anti-harassment will be published in appropriate BOCES publications such as teacher/employee handbooks, student handbooks, and/or BOCES calendars.

This policy does not abrogate other Oswego County BOCES policies and/or regulations or the Oswego County BOCES Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this BOCES. Different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of Oswego County BOCES policy.

Age Discrimination in Employment Act, 29 United States Code (USC) Section 621

Americans With Disabilities Act, 42 United States Code (USC) Section 12101 et seq.

Prohibits discrimination on the basis of disability.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Prohibits discrimination on the basis of disability.

Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000d et seq.

Prohibits discrimination on the basis of race, color or national origin.

Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq.

Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.

Prohibits discrimination on the basis of sex.

Civil Rights Law Section 40-c

Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.

(Continued)

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES  
(Cont'd.)**

Civil Service Law Section 75-B

Education Law Section 2801(1)

Executive Law Section 290 et seq.

Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

Military Law Sections 242 and 243

NOTE: Refer also to Policies #5121 -- Sexual Harassment (Personnel)  
#5170 -- Complaints and Grievances by Employees  
#6440 -- Sexual Harassment of Students  
#6461 -- Complaints and Grievances by Students



**SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO BOCES**

The Board may accept gifts, donations, grants and/or bequests of money, real or personal property, as well as other merchandise which, in view of the Board, add to the overall welfare of BOCES, provided such acceptance is in accordance with existing laws and regulations. Donations to the BOCES are fully tax deductible so long as the gift is used exclusively for public purposes in accordance with USC Section 170(c). However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interest of BOCES. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety.

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

The Board will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to BOCES. The Board may, if it deems it necessary, request that gifts of equipment, facilities or any item that requires upkeep and maintenance include funds to carry out such maintenance for the foreseeable life of the donation.

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

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

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

All gifts, grants and/or bequests shall become BOCES property. Letters of appreciation from the President of the Board and the District Superintendent or designee will be sent to a donor/grantor in recognition of the contribution to BOCES. Letters will be sent in a timely manner and will acknowledge the possible tax deduction available to donors whose gifts qualify under IRS regulations.

**Accounting for Gifts**

- a) If deemed appropriate or required, all gifts shall be entered into the perpetual physical inventory of the BOCES in the same manner as purchased personal property and consistent with the provisions of subheading "Perpetual Inventory" below.

(Continued)

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

- b) Any property donated shall be for the use of BOCES and no employee shall benefit personally from such donations.
- c) It shall be the responsibility of the donor to have the value of the gift or donation established, when necessary, for tax purposes. When requested, the Board of Cooperative Educational Services will acknowledge, in writing, the receipt of the gift or donation on behalf of the Board of Cooperative Educational Services.
- d) All gifts or donations shall be immediately brought to the attention of the Program Administrator of the service to which the contribution is made.
- e) The Program Administrator shall recommend the acceptance or rejection of the gift to the District Superintendent and notify the donor of the intention.
- f) The District Superintendent shall make a recommendation to accept or reject such gifts to the Cooperative Board at a regular meeting.
- g) The Program Administrator of the service to which the gift or donation is made shall be responsible to see that the gift or donation is appropriately used.
- h) The District Superintendent shall ensure procedures are developed for administering gifts and/or donations that are not specific to a program.

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

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

Adopted: 5/12/10  
Revised:



Non-Instructional/Business  
Operations**SUBJECT: PURCHASING**

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

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

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

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

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

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

The Purchasing Agent shall:

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

(Continued)



**SUBJECT: PURCHASING (Cont'd.)**

extensive or predominant or involves special skills, the contract should be treated as one for public works.

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

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

- c) Ensure, that in compliance with General Municipal Law 104(b), at least two (2) verbal quotations are obtained for all purchases between one thousand dollars (\$1,000) but less than three thousand dollars (\$3,000) and at least two (2) written quotations are obtained for all purchases between three thousand dollars (\$3,000) and nine thousand nine hundred ninety-nine dollars (\$9,999). Additionally, for public works contracts between ten thousand dollars (\$10,000) and nineteen thousand nine hundred ninety-nine dollars (\$19,999), at least three (3) written quotations must be obtained.
- d) With the assistance of the Business Office and approval of the Assistant Superintendent for Administrative Services establish and implement procedures and forms according to General Municipal Law and Education Law that will:

(Continued)

**SUBJECT: PURCHASING (Cont'd.)**

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

**Procurement of Goods and Services**

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

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

(Continued)



**SUBJECT: PURCHASING (Cont'd.)**

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

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

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

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

**Request for Proposal Process for the External (Independent) Auditor**

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

**Best Value**

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board must adopt a resolution at a public meeting authorizing the award of bids based on "best value."

(Continued)



**SUBJECT: PURCHASING (Cont'd.)**

The Board may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

**"Piggybacking" Law - Exception to Competitive Bidding**

On August 1, 2012, General Municipal Law (GML) Section 103 was amended to allow school districts and BOCES to purchase certain goods and services (apparatus, materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision or district of any state. The amendment authorizes school districts and BOCES to "piggyback" on contracts let by outside governmental agencies in a manner that constitutes competitive bidding "consistent with state law."

This "piggybacking" is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district therein;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law and is not in conflict with other New York State laws.

The "piggybacking" amendment and the "best value" amendment may not be combined to authorize a municipality to "piggyback" onto a cooperative contract which was awarded on the basis of "best value." In other words, while a school district or BOCES may authorize the award of contracts on the basis of "best value", it may not "piggyback" onto a purchasing contract awarded by another agency on the basis of "best value."

**Alternative Formats for Instructional Materials**

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

(Continued)

**SUBJECT: PURCHASING (Cont'd.)****BOCES Plan**

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

**Geographic Preference in Procuring Local Agricultural Products**

Schools participating in Child Nutrition Programs such as the National School Lunch Program, School Breakfast Program and/or Special Milk Program are encouraged to purchase unprocessed locally grown and locally raised agricultural products. BOCES may apply an optional geographic preference in the procurement of such products by defining the local area where this option will be applied. The intent of this preference is to supply wholesome unprocessed agricultural products that are fresh and delivered close to the source.

A geographic preference established for a specific area adds additional points or credits to bids received in response to a solicitation, but does not provide a set-aside for bidders located in a specific area, nor does it preclude a bidder from outside a specified geographic area from competing for and possibly being awarded a specific contract.

**Computer Software Purchases**

Software programs designated for use by students in conjunction with computers of the BOCES shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and
- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

(Continued)



**SUBJECT: PURCHASING (Cont'd.)****Environmentally Sensitive Cleaning and Maintenance Products**

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

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

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

**Contracts for Goods and Services**

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

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

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

General Municipal Law Articles 5-A and 18

State Finance Law Section 163-b

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

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

Adopted: 5/12/10

Revised:



**SUBJECT: FINANCIAL ACCOUNTABILITY**

Accountability for BOCES funds is necessary for the following reasons:

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

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

The BOCES' governance and control environment reasonably ensures that:

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

(Continued)

**SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)**

## 5. Monthly extraclassroom activity fund reports.

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

**Cash Receipts**

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

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

(Continued)



**SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)**

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

**Audit Response**

Periodically, the BOCES receives audit reports and risk assessments from the External (Independent) Auditor, the Internal Auditor and the Office of the New York State Comptroller. The Board will review all audit recommendations developed by the District Superintendent, in consultation with the Audit Committee, and respond appropriately. Audit reports and the accompanying management letters will be made available for public inspection. Notice of the availability of audit reports will be published in the BOCES' official newspaper or one having general circulation in the BOCES. If there is no newspaper, notice must be placed in ten (10) public places within the BOCES. Additionally, final audit reports from the Office of the NYS Comptroller should be posted on the BOCES website, if one is available, for a period of five (5) years.

8 NYCRR Section 170.12  
General Municipal Law Section 33(2)(c) and 35(1)(2)

Adopted: 5/12/10  
Revised:



**SUBJECT: SMOKING/TOBACCO USE**

In those other areas or facilities not governed by the smoking prohibition as authorized by the federal Pro-Children Act of 1994, the District shall adhere to the New York State Clean Indoor Air Act (Public Health Law Article 13-E) as newly revised by the Pro-Child Act of 1994.

**School Grounds**

Tobacco and tobacco products shall not be permitted and no person shall use tobacco or tobacco products on "BOCES grounds" or within one hundred (100) feet of the entrances, exits, or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property. For purposes of this policy, "tobacco use" means, but is not limited to, possession, smoking and chewing tobacco. For purposes of this policy, "BOCES grounds" means any instructional building, structure, and surrounding outdoor grounds, including entrances or exits, contained within Oswego County BOCES' legally defined property boundaries as registered in the County Clerk's Office. (This shall include property leased by Oswego County BOCES.) Tobacco use is also prohibited in all vehicles owned or leased by the BOCES at any time.

The use of e-cigarettes and any other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited.

**Indoor Facilities**

Oswego County BOCES shall not permit tobacco use at any time within any indoor facility owned or leased or contracted for and utilized by Oswego County BOCES.

The term "indoor facility," for purposes of this policy, means a building that is enclosed.

**Prohibition of Tobacco Promotional Items/Tobacco Advertising**

Tobacco promotional advertising items (e.g., brand names, logos and other identifiers) are prohibited:

- a) On BOCES grounds;
- b) In BOCES vehicles;
- c) At BOCES-sponsored events;
- d) In BOCES publications;
- e) On clothing, shoes, accessories, gear, and school supplies in accordance with the BOCES Code of Conduct and applicable collective bargaining agreements.

(Continued)

**SUBJECT: SMOKING/TOBACCO USE (Cont'd.)**

This prohibition of tobacco promotional items shall be implemented in accordance with the Oswego County BOCES Code of Conduct and applicable collective bargaining agreements.

In addition, tobacco advertising is also prohibited in all school-sponsored publications and at all school-sponsored events. The BOCES will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

**Posting/Notification of Policy**

In compliance with the New York State Clean Indoor Air Act, Oswego County BOCES will prominently post its Smoking/Tobacco Use policy in BOCES' buildings and supply a copy upon request to any current or prospective employee. "No Smoking" signs will also be posted as appropriate. Oswego County BOCES will also designate a school official to tell individuals who smoke in a non-smoking area that they are in violation of Article 13-E of the state Public Health Law and the federal Pro-Children Act of 1994.

Safe and Drug-Free Schools and Communities Act  
20 United States Code (USC) Section 7101 et seq.  
Pro-Children Act of 2001, as amended by the No Child Left Behind Act of 2001,  
20 United States Code (USC) Sections 7181-7184  
Education Law Sections 409 and 3020-a  
Public Health Law Article 13-E

NOTE: Refer also to Policies #2230 -- Use of School Facilities and/or Resources  
#2410 -- Code of Conduct on BOCES Property  
#6210 -- Student Conduct  
#6220 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)  
#7113 -- Prevention Instruction  
*Oswego County BOCES Code of Conduct on School Property*

Adopted: 5/12/10  
Revised: 3/20/13;



**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION**

Oswego County BOCES values the protection of private information of individuals in accordance with applicable law and regulations. Further, Oswego County BOCES is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's *private* information in compliance with the Information Security Breach and Notification Act and Board policy.

- a) "*Private information*" shall mean **\*\*personal information** in combination with any one (1) or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
1. Social security number;
  2. Driver's license number or non-driver identification card number; or
  3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"*Private information*" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

**\*\*\*Personal information** shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

- b) "*Breach of the security of the system*," shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by Oswego County BOCES. Good faith acquisition of personal information by an employee or agent of Oswego County BOCES for the purposes of Oswego County BOCES is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

**Determining if a Breach Has Occurred**

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, Oswego County BOCES may consider the following factors, among others:

- a) Indications that the information is in the physical possession or control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b) Indications that the information has been downloaded or copied; or

(Continued)



**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)**

- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; or
- d) System failures.

**Notification Requirements**

- a) For any computerized data owned or licensed by Oswego County BOCES that includes private information, Oswego County BOCES shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. Oswego County BOCES shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by Oswego County BOCES that includes private information which Oswego County BOCES does not own, the BOCES shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

**Methods of Notification**

The required notice shall be directly provided to the affected persons by one (1) of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by Oswego County BOCES when notifying affected persons in electronic form. However, in no case shall Oswego County BOCES require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

(Continued)

**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)**

- b) Telephone notification, provided that a log of each such notification is kept by Oswego County BOCES when notifying affected persons by phone; or
- d) Substitute notice, if Oswego County BOCES demonstrates to the State Attorney General that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000), or that the affected class of subject persons to be notified exceeds five hundred thousand (500,000), or that the BOCES does not have sufficient contact information. Substitute notice shall consist of all of the following:
  - 1. E-mail notice when Oswego County BOCES has an e-mail address for the subject persons;
  - 2. Conspicuous posting of the notice on Oswego County BOCES' Website page, if Oswego County BOCES maintains one; and
  - 3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying Oswego County BOCES and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, Oswego County BOCES shall notify the New York State Attorney General (AG), the New York State Department of Consumer Protection Board (CPB), and the New York State Office of Cyber Security (OCS) as to the timing, content and distribution of the notices and approximate number of affected persons.

In the event that more than five thousand (5,000) New York State residents are to be notified at one time, Oswego County BOCES shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with Section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by Oswego County BOCES that includes private information.

State Technology Law Sections 202 and 208

Adopted: 5/12/10  
Revised:



**SUBJECT: EMPLOYEE PERSONAL IDENTIFYING INFORMATION**

In accordance with Section 203-d of the New York State Labor Law, the BOCES shall restrict the use and access to employee personal identifying information. As enumerated in law, "personal identifying information" shall include social security number, home address or telephone number, personal electronic mail address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

The BOCES shall not unless otherwise required by law:

- a) Publicly post or display an employee's social security number;
- b) Visibly print a social security number on any identification badge or card, including any time card;
- c) Place a social security number in files with unrestricted access; or
- d) Communicate an employee's personal identifying information to the general public.

A social security number shall not be used as an identification number for purposes of any occupational licensing.

BOCES staff shall have access to this policy, informing them of their rights and responsibilities in accordance with Labor Law Section 203-d. BOCES procedures for safeguarding employee "personal identifying information" shall be evaluated; and employees who have access to such information as part of their job responsibilities shall be advised as to the restrictions on release of such information in accordance with law.

Labor Law Section 203-d

Adoption Date



## Personnel

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**

The Oswego County BOCES will provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived.

The term "military status" means a person's participation in the military service of the United States or the military service of the state, including but not limited to, the armed forces of the United States, the army national guard, the air national guard, the New York naval militia, the New York guard, and such additional forces as may be created by the federal or state government as authorized by law.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.

**Posting Requirement of Correction Law Article 23-A**

The BOCES shall post, in a place accessible to employees and in a visually conspicuous manner, a copy of Article 23-A of the Correction Law and any regulations promulgated under that statute. Article 23-A addresses the licensure and employment of persons previously convicted of one or more criminal offenses.

**Civil Penalties in Employment Discrimination Matters**

New York State Human Rights Law imposes civil fines and penalties, payable to the State, of up to \$50,000 for unlawful acts of employment discrimination, and up to \$100,000 for willful, wanton, or malicious discrimination. In accordance with law, these penalties may be assessed in all cases of employment discrimination (e.g., whether such a claim is pursued in a more formal court action or through an administrative proceeding before the New York State Division of Human Rights). Under the legislation, an employer with fewer than fifty (50) employees may be allowed to pay the civil fines and penalties in installments.

The new civil fines do not replace or limit other relief under New York State Human Rights Law that may be awarded to a prevailing complainant in an administrative proceeding which includes, but is not limited to, affirmative relief from the employer (e.g., an order that the individual be hired,

(Continued)



## Personnel

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (Cont'd.)**

promoted or reinstated by the employer), backpay and other compensatory damages (e.g., emotional distress damages). The New York State Division of Human Rights cannot award punitive damages or attorney's fees to a prevailing complainant in an administrative proceeding. However, a New York State Court may award a prevailing plaintiff in a court action various relief, including, but not limited to, punitive damages and attorney's fees. (An administrative proceeding before the New York State Division of Human Rights and an action commenced in a New York State Court represent two different ways to seek redress for acts of alleged employment discrimination.)

Provisions will be provided for the publication and dissemination, internally and externally of this policy to ensure its availability to interested citizens and groups.

Job descriptions for all Oswego County BOCES positions shall be developed and maintained by administration. Additionally, administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination. Those intending to file a grievance due to alleged discrimination must follow the grievance procedure as established by the BOCES.

Age Discrimination in Employment Act, 29 United States Code (USC) Section 621

Americans With Disabilities Act, 42 United States Code (USC) Section 12101 et seq.

Prohibits discrimination on the basis of disability.

Genetic Information Nondiscrimination Act of 2008 (GINA) Public Law 110-233

Prohibits discrimination in the workplace based upon genetic information.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000d et seq.

Prohibits discrimination on the basis of race, color or national origin.

Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq.

Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.

Prohibits discrimination on the basis of sex.

Civil Rights Law Section 40-c

Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.

Civil Service Law Section 75-B

Executive Law Section 290 et seq.

Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, predisposing genetic characteristics, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

Labor Law Section 201-f

Military Law Sections 242 and 243

Adopted: 5/12/10

Revised:

## Personnel

**SUBJECT: SEXUAL HARASSMENT OF BOCES PERSONNEL**

The Board affirms its commitment to non-discrimination and recognizes its responsibility to provide for all BOCES employees an environment that is free of sexual harassment, including sexual violence and intimidation. Sexual harassment, including sexual violence, is a violation of law and stands in direct opposition to BOCES policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. Since sexual violence is a form of sexual harassment, the term "sexual harassment" as used in this policy will implicitly include sexual violence even if it is not explicitly stated.

**Sexual Harassment**

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Sexual Violence**

Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence as defined by New York Penal Law includes but is not limited to acts such as:

- a) Rape;
- b) Sexual assault;
- c) Sexual battery;
- d) Sexual coercion.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances should be evaluated. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from co-workers as well as supervisors, and from a third party such as a school visitor, volunteer, or vendor, or any other

(Continued)



## Personnel

**SUBJECT: SEXUAL HARASSMENT OF BOCES PERSONNEL (Cont'd.)**

individual associated with the BOCES. The BOCES will designate, at a minimum, two (2) Compliance Officers, one (1) of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the BOCES' designated Compliance Officers through informal and/or formal complaint procedures as developed by the BOCES. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly, thoroughly and equitably investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the employee should report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the BOCES will conduct a thorough, prompt and equitable investigation of the charges. However, even in the absence of a complaint, if the BOCES has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the BOCES will investigate such conduct promptly, equitably and thoroughly. All procedures developed by the BOCES will provide for the prompt and equitable resolution of the sexual harassment.

To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis. The Superintendent will inform the Board of investigations involving findings of harassment.

Based upon the results of the investigation, if the BOCES determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken, as warranted, up to and including termination of the offender's employment in accordance with legal guidelines, BOCES policy and regulation, the *BOCES' Code of Conduct*, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

(Continued)



## Personnel

**SUBJECT: SEXUAL HARASSMENT OF BOCES PERSONNEL (Cont'd.)****Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Compliance Officer will so notify the complainant, the alleged offender and the District Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to BOCES policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the District Superintendent will inform the Board of the results of each investigation involving a finding that sexual harassment did not occur.

**Knowingly Makes False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

**Privacy Rights**

As part of the investigation, the BOCES has the right to search all school property and equipment including BOCES computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the BOCES for the use of students and staff, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Development and Dissemination of Administrative Regulations**

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The District Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the BOCES' condemnation of such conduct, and explain the sanctions for harassment. Training programs will be established for employees to help ensure awareness of the issues pertaining to sexual harassment in the workplace, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

(Continued)

**SUBJECT: SEXUAL HARASSMENT OF BOCES PERSONNEL (Cont'd.)**

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The BOCES' policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks and/or school calendars.

Civil Rights Act of 1991, 42 USC Section 1981(a)

29 CFR Section 1604.11(a)

Civil Service Law Section 75-B

Education Law Section 2801(1)

Executive Law Sections 296 and 297

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.

Title IX of the Education Amendments of 1972, 20 USC Section 1681 et seq.

34 CFR Section 100 et seq.

NOTE: Refer also to Policies #2420 -- Non-Discrimination and Anti-Harassment in the BOCES  
#6440 -- Sexual Harassment of Students

Adopted: 5/12/10  
Revised:



## Personnel

**SUBJECT: PERFORMANCE REVIEW**

The administration shall undertake a continuous program of supervision and evaluation of all personnel in Oswego County BOCES. Evaluation of teachers providing instructional services or pupil personnel services as defined pursuant to Commissioner's Regulations will be conducted in accordance with Oswego County BOCES' Annual Professional Performance Review (APPR).

**All Staff Members**

The administration shall undertake a continuous program of supervision and evaluation of all personnel, including support staff, in the BOCES. The primary purposes of the evaluations shall be to encourage and promote improved performance and to make decisions about the occupancy of positions.

**Teachers and Administrators**

The Oswego County BOCES is committed to supporting the development of effective teachers and administrators. To this end, the BOCES shall provide procedures for the evaluation of all professional staff. BOCES plans for Annual Professional Performance Review (APPR) of teachers and Principals shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents.

The primary purposes of these evaluations are:

- a) To encourage and promote improved performance;
- b) To guide professional development efforts; and
- c) To provide a basis for evaluative judgments by applicable school officials.

**APPR Ratings**

For those teachers and Principals subject to Education Law 3012-c, the Annual Professional Performance Review (APPR) will result in a single composite effectiveness score and a rating of "highly effective," "effective," "developing," or "ineffective." The composite score will be determined as follows:

- a) 20% - student growth on state assessments or a comparable measure of student achievement growth (increases to 25% upon implementation of a value-added growth model);
- b) 20% - locally selected measures of student achievement that are determined to be rigorous and comparable across classrooms as defined by the Commissioner (decreases to 15% upon implementation of a value-added growth model); and
- c) 60% - other measures of teacher/Principal effectiveness consistent with standards prescribed by the Commissioner in regulation.

(Continued)



## Personnel

**SUBJECT: EVALUATION OF PERSONNEL (Cont'd.)**

The ratings scale based on composite scores has been established as follows:

- a) Highly Effective = composite effectiveness score of 91-100
- b) Effective = composite effectiveness score of 75-90
- c) Developing = composite effectiveness score of 65-74
- d) Ineffective = composite effectiveness score of 0-64.

If a teacher or Principal is rated "developing" or "ineffective," the BOCES will develop and implement a teacher or Principal improvement plan (TIP) or (PIP). Tenured teachers and Principals with a pattern of ineffective teaching or performance, defined as two consecutive annual "ineffective" ratings, may be charged with incompetence and considered for termination through an expedited hearing process.

The BOCES will ensure that all evaluators are appropriately trained consistent with standards prescribed by the Commissioner and that an appeals procedure is locally developed.

**Disclosure of APPR Data**

Consistent with Chapter 68 of the Laws of 2012, which amends Education Law 3012-c, the Commissioner is required to disclose professional performance review data for teachers and Principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or Principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and Principals across the state.

Upon request, the BOCES will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. The BOCES' obligation to disclose this information is limited to those teachers and Building Principals subject to Education Law 3012-c. The BOCES will provide conspicuous notice to parents/legal guardians of their right to obtain such information and the methods by which the data can be obtained. Upon request, parents will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. When a request for this information is received, reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian entitled to review the data.

Annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (FOIL).

Education Law 3012-c  
Public Officers Law Sections 87 and 89  
8 NYCRR Sections 80-1.1 and 100.2(o)  
Adopted: 5/12/10  
Revised:



## Personnel

**SUBJECT: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)**

Unless otherwise authorized in accordance with law and regulation, the BOCES shall not employ or utilize a prospective school employee, as defined below, unless such prospective school employee has been granted a "full" clearance for employment by the State Education Department (SED). The BOCES shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The BOCES shall, however, obtain the applicant's consent to the criminal history records search.

The BOCES shall utilize SED's Web-based application known as \*TEACH for instantaneous access to important information about certification and fingerprinting. Through TEACH, SED provides an individual with the ability to apply for fingerprint clearance for certification and/or employment and view the status of their fingerprint clearance request. Through TEACH, the BOCES is able, among other applications, to submit an online request for fingerprint clearance for a prospective employee, view the status of a fingerprint clearance request, and determine whether a subsequent arrest letter has been issued.

**Safety of Students**

The BOCES will develop internal building and/or program procedures to help ensure the safety of students who have contact with an employee holding conditional appointment or emergency conditional appointment. Such procedures will address the safety of students in the classroom, students attending off-campus activities under the supervision of the BOCES, and students participating in extracurricular and/or co-curricular activities (including sports and athletic activities).

Safety procedures to be addressed include, but are not limited to, the following: supervision of the employee holding conditional appointment/emergency conditional appointment as determined appropriate by the applicable building/program administrator; and periodic visitations by the building/program administrator to the classroom, program and/or activity assigned to the employee holding conditional appointment/emergency conditional appointment.

**"Sunset" Provision for Conditional Appointments/Emergency Conditional Appointments**

The provisions in law which permit the conditional appointment and/or emergency conditional appointment of employees pending full clearance from SED shall terminate, in accordance with legislation, and shall be rescinded as Board policy and procedure as of that date (unless subsequent revisions to applicable law provide otherwise).

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**SUBJECT: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)  
(Cont'd.)****Access to TEACH**

Information regarding fingerprinting of new hires, including relevant laws and regulations, frequently asked questions (FAQs), an up-to-date chart for "Who Must be Fingerprinted", and instructions on the fingerprinting process are found on [www.highered.nysed.gov/tcert/ospra](http://www.highered.nysed.gov/tcert/ospra). To request access to TEACH, email [TEACHHELP@mail.nysed.gov](mailto:TEACHHELP@mail.nysed.gov).

Correction Law Article 23-A

Education Law Sections 305(30), 305(33), 1604, 1709, 1804, 1950, 2503, 2554, 2590-h, 2854, 3004-b, 3004-c and 3035

Executive Law Section 296(16)

Social Services Law Article 5, Title 9-B

8 New York Code of Rules and Regulations (NYCRR) Sections 80-1.11 and Part 87

## Personnel

**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

The Oswego County Board of Cooperative Educational Services will provide staff with access to various computerized information resources consisting of software, hardware, computer networks, wireless networks/access and electronic communication systems. This may include access to electronic mail, other network-based services and access to the Internet. It may also include the opportunity for staff to have access to these resources from locations outside the BOCES network and/or to access the BOCES computer system from their personal devices. All use of these resources, including use of the wireless network, including independent use off school premises and use on personal devices, shall be subject to this policy and accompanying regulations.

The Board encourages staff to make use of these resources to explore educational topics, conduct research and contact others in the performance of their work. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the District Superintendent or designee(s) to provide staff with training in the proper and effective use of these resources.

Staff use of these resources is conditioned upon written agreement by the staff member that use will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of these resources. All such agreements shall be kept on file.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of these resources. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees.

Access to confidential data is a privilege afforded to BOCES employees in the performance of their duties. Safeguarding this data is a BOCES responsibility that the Board takes very seriously. Consequently, BOCES employment does not automatically guarantee the initial or ongoing ability to use mobile/personal devices to access the BCIS and the information it may contain.

This policy does not attempt to articulate all required and/or acceptable uses of these resources; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior.

BOCES staff shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and rights of privacy protected by federal and state law.

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## Personnel

**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)**

Staff members who engage in unacceptable use, as defined in administrative regulations, may lose access to these resources and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the BOCES.

**Social Media Use by Employees**

*[\*This sample language is meant to be used as a "framework" for BOCES' as they develop their own Social Media Policy for staff to meet their unique standards and needs. This Policy assumes that the BOCES encourages the use of BOCES-owned approved social media tools, but may also permit limited communication or contact between staff and students on non-BOCES based SNS (i.e., Facebook, Twitter, etc.) with prior approval and authorization. For example, a BOCES may choose to allow a SNS such as Twitter to relay class assignments, homework, scheduling reminders and school notices only.]*

The BOCES recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The BOCES also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board encourages the use of BOCES approved social media tools and the exploration of new and emerging technologies to supplement the range of communication and educational services.

For purposes of this Policy, the definition of **public social media networks or Social Networking Sites (SNS)** are defined to include: websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the BOCES community which do not fall within the BOCES' electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Flickr, Vine, Instagram, SnapChat, blog sites, etc.). The definition of BOCES approved password-protected social media tools are those that fall within the BOCES' electronic technology network or which the BOCES has approved for educational use. Within these internal forums, the BOCES has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be defined as Official BOCES Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. The BOCES takes no position on an employee's decision to participate in the use of social media or SNS for personal use on personal time. However, personal use of these media during BOCES time or on BOCES-owned equipment is *\*prohibited/discouraged/allowed on a limited basis*. In addition, employees are encouraged to maintain the highest levels of professionalism when communicating, whether using BOCES devices or



**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES (Cont'd.)**

their own personal devices, in their professional capacity as educators. They have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable BOCES Policies and Regulations.

**Confidentiality, Private Information and Privacy Rights**

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and BOCES assessment data, shall only be loaded, stored or transferred to BOCES-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the BCIS, any mobile devices, including flash or key drives, and any devices that access the BCIS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location. Staff will not use cloud-based storage services (such as Dropbox, GoogleDrive, SkyDrive, etc.) for confidential files.

Staff will not leave any devices unattended with confidential information visible. All devices are required to be locked down while the staff member steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Staff data files and electronic storage areas shall remain BOCES property, subject to District control and inspection. The Director of Technology and LAN/WAN System Administrator or designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that computerized information will be private.

**Implementation**

Administrative regulations to implement the terms of this policy, address general parameters of acceptable staff conduct as well as prohibited activities so as to provide appropriate guidelines for employee use of these resources.

NOTE: Refer also to Policy #4571 -- Information Security Breach and Notification  
#5262 -- Use of Email in the BOCES  
#6215 -- Student Use of Personal Technology  
#6322 -- Student Data Breaches  
#7250 -- Internet Safety/Internet Content Filtering Policy

Adopted: 5/12/10  
Revised:

## Personnel

**SUBJECT: USE OF EMAIL IN THE BOCES**

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/ authorized user has a responsibility to maintain the BOCES' image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the BOCES at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. BOCES employees/authorized users shall use the BOCES' designated email system, such as Lotus Notes or Microsoft Exchange, for all business email, including emails in which students or student issues are involved.

**Employee Acknowledgement**

All employees and authorized users shall acknowledge annually and follow the BOCES' policies and regulations on acceptable use of computerized information resources, including email usage.

**Classified and Confidential**

BOCES employees and authorized users may not:

- a) Provide lists or information about BOCES employees or students to others and/or classified information without approval. Questions regarding usage and requests for such lists or information should be directed to a Principal/supervisor.
- b) Forward emails with confidential, sensitive, or secure information without Principal/supervisor authorization. Additional precautions should be taken when sending documents of a confidential nature.
- c) Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords shall not be communicated via email correspondence.
- d) Use email to transmit any individual's personal, private and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit/debit card number and security code, or any access code/password that permits access to financial accounts or protected student records.
- e) Send or forward email with comments or statements about the BOCES that may negatively impact it.
- f) Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

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**SUBJECT: USE OF EMAIL IN THE BOCES (Cont'd.)****Personal Use**

Employees and authorized users may use the BOCES' email system for limited personal use. However, there is no expectation of privacy in email use. Personal use should not include chain letters, junk mail, and jokes. Employees and authorized users shall not use the BOCES' email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups and list services, etc. without specific permission from the Principal/ supervisor. The BOCES' email system shall not be used for personal gain or profit.

**Email Accounts**

All email accounts on the BOCES' system are the property of the BOCES. Employees and authorized users shall not access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the BOCES' network. Personal accounts and instant messaging shall not be used to conduct official business.

**Receiving Unacceptable Mail**

Employees and authorized users who receive offensive, unpleasant, harassing or intimidating messages via email or instant messaging shall inform their Principal/supervisor immediately.

**Records Management and Retention**

Retention of email messages are covered by the same retention schedules as records in other formats, but are of a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

**Archival of Email**

All email sent and received to an employee's email account should be archived by the BOCES for a period of no less than six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to schedule ED-1. Depending on the BOCES' archival system, employees may have access to view their personal archive, including deleted email.

**Training**

Employees/authorized users should receive regular training on the following topics:

- a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization.

(Continued)



**SUBJECT: USE OF EMAIL IN THE BOCES (Cont'd.)**

- b) Confidentiality of emails.
- c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms.
- d) No expectation of privacy: email use on BOCES property is NOT to be construed as private.

**Sanctions**

The Computer Coordinator may report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/supervisor who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

**Notification**

All employees/authorized users will be required to access a copy of the BOCES' policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

**Confidentiality Notice**

A standard Confidentiality Notice will automatically be added to each email as determined by the BOCES.

NOTE: Refer also to Policies #2311 -- Confidentiality of Computerized Information  
#2420 -- Non-Discrimination and Anti-Harassment in the BOCES  
#4570 -- Records Management  
#5260 -- Staff Use of Computerized Information Resources  
#7250 -- Internet Safety/Internet Content Filtering Policy

Adopted: 8/15/12  
Revised:

## Personnel

**SUBJECT: HEALTH INSURANCE**

Health insurance for certificated and classified support staffs shall be in accordance with their respective negotiated agreements, Board policy and applicable law.

Employees who retire from the BOCES who meet New York State Teachers or Public Employee retirement criteria and have at least ten (10) years of continuous employment with Oswego County BOCES prior to their retirement are eligible to continue Health and Prescription Drug Insurance on the same premium sharing basis as in effect for active employees in their former job classification. Retired employees seeking insurance for their families may do so through BOCES by paying the premiums involved.

**Coverage for School Board Members**

Current School Board members may participate in medical, surgical and hospital insurance plans offered by the BOCES. However, the total cost of participation by School Board members and their families shall be borne by such members.

School Board members with twenty (20) or more years of service in such a position, subject to such conditions, limitations, and eligibility requirements as may be fixed by the Board, are permitted to participate in such insurance plans provided that the participating retired School Board members pay the total cost of participation for themselves and their families.

**Continuation of Medical Insurance Coverage at Termination of Employment**

Under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Under COBRA, employees generally may continue their group health insurance coverage for up to eighteen (18) months. In addition, with the exception of those in self-funded or self-insured plans, employees who have exhausted their federal COBRA coverage may extend their coverage for up to an additional eighteen (18) months, for a total period of thirty-six (36) months, under New York Insurance law.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one (1) of the following events:

- a) Death of the covered employee; or
- b) Divorce or legal separation from the covered employee; or

(Continued)



## Personnel

**SUBJECT: HEALTH INSURANCE (Cont'd.)**

- c) An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or
- d) The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue health coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. Premiums and administrative costs will be paid in accordance with law.

**Leaves of Absence**

The Board of Cooperative Educational Services, in order to effect continuous Health Insurance coverage for an employee while on a leave of absence, will continue to pay the Health Insurance premium.

Further, the employee, while on a leave of absence, will reimburse the Board of Cooperative Educational Services the full amount of the Health Insurance premium for the approved leave of absence; failure to timely reimburse the BOCES for such expenses shall result in termination of such coverage (30) thirty days after such reimbursement was to be paid.

The duration of the leave of absence shall be a minimum of one (1) month to a maximum of two (2) years in implementing this policy.

American Recovery and Reinvestment Act of 2009, Public Law 111-5  
Consolidated Omnibus Budget Reconciliation Act of 1985  
Insurance Law Section 3221(m)(4)(5) and (6)  
Patient Protection and Affordable Care Act (ACA), Public Law 111-148

Adopted: 5/12/10  
Revised: 8/15/12;

## Personnel

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT**

The Board of Cooperative Education Services, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives "eligible" employees of the Oswego County BOCES the right to take unpaid leave for a period of up to twelve (12) workweeks in a 12-month period as determined by the BOCES. The Oswego County BOCES will compute the 12-month period according to the following time frame: a "rolling" 12-month period that is measured backward from the date an employee uses any FMLA leave.

The entitlement to leave for the birth or placement of a child shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

Employees are "eligible" if they have been employed by the BOCES for at least twelve (12) months and for at least 1,250 hours of service during the previous twelve-month period. Full-time teachers are deemed to meet the 1,250 hour test. However, a break in employment for military service (i.e., call to active duty) should not interrupt the twelve (12) month/1,250 hours of employment requirement and should be counted toward fulfilling this prerequisite. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one (1) or more of the following reasons:

- a) The birth of a child and care for the child;
- b) Adoption of a child and care for the child;
- c) The placement of a child with the employee from foster care;
- d) To care for a spouse, minor child or parent who has a "serious health condition" as defined by the FMLA;
- e) To care for an adult child who is also incapable of self-care due to a disability (regardless of date of the onset of disability) and has a "serious health condition" as defined by the FMLA; and/or
- f) A "serious health condition" of the employee, as defined by the FMLA, that prevents the employee from performing his/her job.

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider that renders the person incapacitated for more than three (3) consecutive calendar days. Furthermore, the first visit to a health care provider for an employee claiming a "serious health condition" under FMLA must occur within seven (7) days of the aforementioned incapacity with the second required visit occurring within thirty (30) days of the incapacitating event. In order for an employee to claim the need for continuous treatment under FMLA for a chronic serious health condition, the condition must require a minimum

(Continued)



## Personnel

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (Cont'd.)**

of two (2) visits per year to a healthcare provider, continue over an extended period of time, and may cause episodic rather than a continuing period of incapacity. A "serious health condition" is also defined as any period of incapacity related to pregnancy or for prenatal care.

**Military Family Leave Entitlements**Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for a "military member" who is:

- a) Recovering from a service-connected serious illness or injury sustained while on active duty; or
- b) Recovering from a serious illness or injury that existed prior to the service member's active duty and was aggravated while on active duty; or
- c) A veteran who has a qualifying injury or illness from service within the last five (5) years and aggravates that illness or injury.

This military caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave. Military Caregiver Leave may be combined with other forms of FMLA-related leave providing a combined total of twenty-six (26) weeks of possible leave for any single twelve (12) month period; however, the other form of FMLA leave when combined cannot exceed twelve (12) of the twenty-six (26) weeks of combined leave. Military Caregiver Leave has a set "clock" for calculating the twelve (12) month period for when FMLA leave begins and tolling starts at the first day of leave taken.

The term "military member" means:

- a) A member of the Regular Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b) A veteran (discharged or released under condition other than dishonorable) who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

(Continued)

## Personnel

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (Cont'd.)**"Qualifying Exigency" Leave/Call to Active Duty

An "eligible" employee is entitled to FMLA leave because of "a qualifying exigency" arising out of circumstances where the spouse, son, daughter, or parent of the employee is serving in the regular Armed Forces or either the National Guard or the Reserves and is on active duty during a war or national emergency called for by the President of the United States or Congress, or has been notified of an impending call to active duty status, in support of a contingency operation. There is no "qualifying exigency" unless the military member is or is about to be deployed to a foreign country.

A "qualifying exigency" related to families of the Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve and Coast Guard Reserve personnel on (or called to) active duty to take FMLA protected leave to manage their affairs is defined as any one of the following reasons:

- a) Short-notice deployment;
- b) Military events and related activities;
- c) Childcare and school activities;
- d) Parental care leave;
- e) Financial and legal arrangements;
- f) Counseling;
- g) Rest and recuperation (for up to fifteen [15] calendar days);
- h) Post-deployment activities; and
- i) Any additional activities where the employer and employee agree to the leave.

In any case in which the necessity for leave due to a qualifying exigency is foreseeable, the employee shall provide such notice to the employer as is reasonable and practicable. This military-related leave is for up to twelve (12) weeks during a single twelve (12) month period. Leave may be taken intermittently or on a reduced leave schedule.

**Implementation/Benefits/Medical Certification**

At the Board's or employee's option, certain types of paid leave may be substituted for unpaid leave.

(Continued)



**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (Cont'd.)**

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave.

The Board has a right to thirty (30) days advance notice from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate that the leave is due to the "serious health condition" of the employee or the employee's immediate family member. Under no circumstance should the employee's direct supervisor contact any health care provider regarding the employee's condition; all contact in this manner must be made by a health care provider (employed by the employer), a human resource professional, a leave administrator or a management official. If the medical certification requested by the employer is found to be deficient, the employer must indicate where the errors are, in writing, and give the employee seven (7) days to provide corrected materials to cure any deficiency prior to any action being taken.

**Special Provisions for BOCES Employees**

An instructional employee is an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting (e.g., teachers, coaches, driving instructors, special education assistants, etc.). Teaching assistants and aides who do not have instruction as the principal function of their job are not considered an "instructional employee."

**Intermittent Leave Taken By Instructional Employees**

FMLA leave that is taken at the end of the school year and resumes at the beginning of the next school year is not regarded as intermittent leave but rather continuous leave. The period in the interim (i.e., summer vacation) is not counted against an employee and the employee must continue to receive any benefits that are customarily given over the summer break.

Intermittent leave may be taken but must meet certain criteria. If the instructional employee requesting intermittent leave will be on that leave for more than twenty percent (20%) of the number of working days during the period for which the leave would extend, the following criteria may be required by the employer:

- a) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

(Continued)

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (Cont'd.)**

Appropriate notice for foreseeable FMLA leave still applies and all employees must be returned to an equivalent position within the BOCES. Additional work-related certifications, requirements and/or training may not be required of the employee as a contingent of their return to work.

**Leave Taken by Instructional Employees Near the End of the Instructional Year**

There are also special requirements for instructional employees taking leave and the leave's relation to the end of the term. If the instructional employee is taking leave more than five (5) weeks prior to the end of the term, the BOCES may require that the employee take the leave until the end of the term if the leave lasts more than three (3) weeks and the employee was scheduled to return prior to three (3) weeks before the end of the term.

If the instructional employee is taking leave less than five (5) weeks prior to the end of the term for any of the following FMLA-related reasons except qualifying exigency, the BOCES may require that the employee remain out for the rest of the term if the leave lasts more than two (2) weeks and the employee would return to work during that two (2) week period at the end of the instructional term.

If the instructional employee begins taking leave during the three (3) weeks prior to the end of the term for any reason except qualifying exigency, the BOCES may require that the employee continue leave until the end of the term if the leave is scheduled to last more than five (5) working days.

Any additional time that is required by the employer due to the timing of the end of the school year, will not be charged against the employee as FMLA leave because it was the employer who requested that the leave extend until the end of the term.

**FMLA Notice**

A notice which explains the FMLA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building and a notice of an employee's FMLA rights and responsibilities shall be either placed in the employee handbook of the employer or furnished to each new employee upon hire. The employer has five (5) days to supply such notice from the date of hire.

Administration is directed to develop regulations to implement this policy, informing employees of their rights and responsibilities under the FMLA.

(Continued)



**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (Cont'd.)**

Family and Medical Leave Act of 1993 (as amended), Public Law 103-3  
National Defense Authorization Act of 2008, Public Law 110-181  
10 USC 101(a) (13)  
29 USC 1630.1 and 2611-2654  
29 CFR Part 825 and Part 1630  
42 USC 12102  
Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191  
45 CFR Parts 160 and 164

NOTE: Refer also to Policy #6552 -- Uniformed Services Employment and Reemployment Rights Act (USERRA)/Military Leaves of Absence

Adopted: 5/12/10  
Revised:

## Students

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS****Suspension from School**

Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of self or others.

BOCES Program Supervisors or "Acting Principals" shall have the authority to suspend students as authorized by the BOCES Board. Failing to have such authorization, all suspensions will be handled by the local school district.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Program Supervisors or "Acting Principal") for a short term suspension or the home school district for a long-term suspension. All students who are under suspension in their home school shall be automatically suspended from BOCES during the time of their home school suspension. Administrators of the home districts will be requested to inform BOCES of student suspensions.

Any staff member may recommend to the Acting Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Program Supervisor or Acting Principal for violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a report is to be prepared as soon as possible by the staff member recommending the suspension.

Upon receiving a recommendation or referral for suspension or when processing a case for suspension, the Program Supervisor or Acting Principal shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

Procedures for suspension will be coordinated with the local district.

The District Superintendent and/or the Program Supervisor and/or Acting Principal may suspend the following students from required attendance upon instruction:

- a) A student who is insubordinate or disorderly; or
- b) A student who is violent or disruptive; or
- c) A student whose conduct otherwise endangers the safety, morals, health or welfare of others.

(Continued)



## Students

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)****Suspension**Five (5) School Days or Less

The District Superintendent and/or the Program Supervisor of the school where the student attends shall have the power to suspend a student for a period not to exceed five (5) school days. In the absence of the Principal, the designated "Acting Principal" may then suspend a student for a period of five (5) school days or less.

When the District Superintendent or the Program Supervisor or Acting Principal (the "suspending authority") proposes to suspend a student for five (5) school days or less, the suspending authority shall provide the student with **notice** of the charged misconduct. If the student denies the misconduct, the suspending authority shall provide an **explanation** of the basis for the suspension.

When suspension of a student for a period of five (5) school days or less is proposed, administration shall also immediately notify the parent/person in parental relation in writing that the student *may be* suspended from school.

Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within twenty-four (24) hours of the decision to propose suspension at the last known address or addresses of the parents/persons in parental relation. Where possible, notification shall also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents/persons in parental relation.

The notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the student and the parent/person in parental relation of their right to request an immediate informal conference with the Program Supervisor or Acting Principal in accordance with the provisions of Education Law Section 3214(3)(b). Both the notice and the informal conference shall be in the dominant language or mode of communication used by the parents/persons in parental relation. At the informal conference, the student and/or parent/person in parental relation shall be authorized to present the student's version of the event and to ask questions of the complaining witnesses.

The notice and opportunity for informal conference shall take place **prior to** suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practical.

Teachers shall immediately report or refer a violent student to the Program Supervisor or District Superintendent for a violation of the *District's Code of Conduct* and a minimum suspension period.

(Continued)



**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**  
More Than Five (5) School Days

In situations where the Superintendent determines that a suspension in excess of five (5) school days may be warranted, the student and parent/person in parental relation, upon reasonable notice, shall have had an opportunity for a fair hearing. At the hearing, the student shall have the right of representation by counsel, with the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf.

Where the basis for the suspension is, in whole or in part, the possession on school grounds or school property by the student of any firearm, rifle, shotgun, dagger, dangerous knife, dirk, razor, stiletto or any of the weapons, instruments or appliances specified in Penal Law Section 265.01, the hearing officer or Superintendent shall not be barred from considering the admissibility of such weapon, instrument or appliance as evidence, notwithstanding a determination by a court in a criminal or juvenile delinquency proceeding that the recovery of such weapon, instrument or appliance was the result of an unlawful search or seizure.

Minimum Periods of Suspension

Pursuant to law, Commissioner's Regulations and the *BOCES Code of Conduct*, minimum periods of suspension shall be provided for the following prohibited conduct, subject to the requirements of federal and state law and regulations:

- a) Consistent with the federal Gun-Free Schools Act, any student who is determined to have brought a firearm to school or possessed a firearm on school premises shall be suspended for a period of not less than one (1) calendar year. However, the Superintendent has the authority to modify this suspension requirement on a case-by-case basis.
- b) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. The definition of "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority" shall be determined in accordance with the Regulations of the Commissioner.
- c) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a), provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law.

(Continued)



## Students

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**  
**Suspension of Students with Disabilities**

Generally, should a student with a disability infringe upon the established rules of the schools, disciplinary action shall be in accordance with procedures set forth in the *BOCES Code of Conduct* and in conjunction with applicable law and the determination of the Committee on Special Education (CSE).

For suspensions or removals up to ten (10) school days in a school year that do not constitute a disciplinary change in placement, students with disabilities must be provided with alternative instruction or services on the same basis as non-disabled students of the same age.

If suspension or removal from the current educational placement constitutes a disciplinary change in placement because it is for more than ten (10) consecutive school days or constitutes a pattern, a manifestation determination must be made. The District determines on a case-by-case basis whether a pattern of removals constitutes a change of placement. This determination is subject to review through due process and judicial proceedings.

**Manifestation Determinations**

A review of the relationship between the student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the disability must be made by a manifestation team immediately, if possible, but in no case later than ten (10) school days after a decision is made:

- a) By the Superintendent to change the placement to an interim alternative educational setting (IAES);
- b) By an Impartial Hearing Officer (IHO) to place the student in an IAES; or
- c) By the Board, District Superintendent, Superintendent or Acting Principal to impose a suspension that constitutes a disciplinary change of placement.

The manifestation team shall include a representative of the district knowledgeable about the student and the interpretation of information about child behavior, the parent and relevant members of the CSE as determined by the parent and the district. The parent must receive written notice prior to the meeting to ensure that the parent has an opportunity to attend. This notice must include the purpose of the meeting, the names of those expected to attend and notice of the parent's right to have relevant members of the CSE participate at the parent's request.

(Continued)

## Students

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**

The manifestation team shall review all relevant information in the student's file including the student's individualized education program (IEP), any teacher observations, and any relevant information provided by the parents to determine if: the conduct in question was caused by or had a direct and substantial relationship to the student's disability; or the conduct in question was the direct result of the BOCES' failure to implement the IEP. If the team determines the conduct in question was the direct result of failure to implement the IEP, the BOCES must take immediate steps to remedy those deficiencies.

Finding of Manifestation

If it is determined, as a result of this review, that the student's behavior is a manifestation of their disability the CSE shall conduct a functional behavioral assessment, if one has not yet been conducted, and implement or modify a behavioral intervention plan.

Functional behavioral assessment (FBA) means the process of determining why the student engages in behaviors that impede learning and how the student's behavior relates to the environment. FBA must be developed consistent with the requirements of Commissioner's Regulations Section 200.22(a) and shall include, but not be limited to, the identification of the problem behavior, the definition of the behavior in concrete terms, the identification of the contextual factors that contribute to the behavior (including cognitive and affective factors) and the formulation of a hypothesis regarding the general conditions under which a behavior usually occurs and probable consequences that serve to maintain it.

Behavioral intervention plan (BIP) means a plan that is based on the results of a functional behavioral assessment and, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs and intervention strategies that include positive behavioral supports and services to address the behavior.

Unless the change in placement was due to behavior involving serious bodily injury, weapons, illegal drugs or controlled substances, the student must be returned to the placement from which the student was removed unless the parent and the BOCES agree to a change of placement as part of the modification of the behavioral intervention plan.

No Finding of Manifestation

If it is determined that the student's behavior is not a manifestation of their disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration for which they would be applied to students without disabilities, subject to the right of the parent/person in parental relation to request a hearing objecting to the manifestation determination and the BOCES' obligation to provide a free, appropriate public education to such student.

(Continued)



## Students

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**Provision of Services Regardless of the Manifestation Determination

Regardless of the manifestation determination, students with a disability shall be provided the services necessary for them to continue to participate in the general education curriculum and progress toward meeting the goals set out in their IEP as delineated below:

- a) During suspensions or removals for periods of up to ten (10) school days in a school year that do not constitute a disciplinary change in placement, students with disabilities of compulsory attendance age shall be provided with alternative instruction on the same basis as nondisabled students. Students with disabilities who are not of compulsory attendance age shall be entitled to receive services during such suspensions only to the extent that services are provided to nondisabled students of the same age who have been similarly suspended.
- b) During subsequent suspensions or removals for periods of ten (10) consecutive school days or less that in the aggregate total more than ten (10) school days in a school year but do not constitute a disciplinary change in placement, students with disabilities shall be provided with services necessary to enable the student to continue to participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP and to receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. School personnel, in consultation with at least one (1) of the student's teachers, shall determine the extent to which services are needed, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress in meeting the goals set out in the student's IEP.
- c) During suspensions or other disciplinary removals, for periods in excess of ten (10) school days in a school year which constitute a disciplinary change in placement, students with disabilities shall be provided with services necessary to enable the student to continue to participate in the general education curriculum, to progress toward meeting the goals set out in the student's IEP, and to receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications that are designed to address the behavior violation so it does not recur. The IAES and services shall be determined by the CSE.

**Interim Alternative Educational Setting (IAES)**

Students with disabilities who have been suspended or removed from their current placement for more than ten (10) school days may be placed in an IAES which is a temporary educational setting other than the student's current placement at the time the behavior precipitating the IAES placement occurred.

(Continued)



**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**

Additionally, an Impartial Hearing Officer in an expedited due process hearing may order a change in placement of a student with a disability to an appropriate IAES for up to forty-five (45) school days if the Hearing Officer determines that maintaining the current placement is substantially likely to result in injury to the students or others.

There are three (3) specific instances when a student with a disability may be placed in an IAES for up to forty-five (45) school days without regard to a manifestation determination:

- a) Where the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the BOCES; or
- b) Where a student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the BOCES; or
- c) Where a student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the BOCES. Serious bodily harm has been defined in law to refer to one (1) of the following:
  - 1. Substantial risk of death;
  - 2. Extreme physical pain; or
  - 3. Protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

A school function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a student with a disability who violates a code of student conduct.

In all cases, the student placed in an IAES shall:

- a) Continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress towards the goals set out in the student's IEP, and
- b) Receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

(Continued)



## Students

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**

The period of suspension or removal may not exceed the amount of time a non-disabled student would be suspended for the same behavior.

**Suspension From BOCES**

The BOCES Acting Principal may suspend School District students from BOCES classes for a period not to exceed five (5) school days when student behavior warrants such action.

**In-School Suspension**

In-school suspension will be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes. The program is used to keep each student current with their class work while attempting to reinforce acceptable behavior, attitudes and personal interaction.

**BOCES Activities**

BOCES activities, such as field trips and other activities outside the building itself, are considered an extension of the school program. Therefore, an infraction handled at BOCES is to be considered as an act within the school district itself.

A student who is ineligible to attend a district school on a given day may also be ineligible to attend BOCES classes. The decision rests with the Superintendent or designee.

**Exhaustion of Administrative Remedies**

If a parent/person in parental relation wishes to appeal the decision of the Acting Principal and/or Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent/person in parental relation must appeal to the Board prior to commencing an appeal to the Commissioner of Education.

**Procedure After Suspension**

When a student has been suspended and is of compulsory attendance age, immediate steps shall be taken to provide alternative instruction which is of an equivalent nature to that provided in the student's regularly scheduled classes.

When a student has been suspended, the suspension may be revoked by the Board whenever it appears to be for the best interest of the school and the student to do so. The Board may also condition a student's early return to school and suspension revocation on the student's voluntary participation in counseling or specialized classes, including anger management or dispute resolution, where applicable.

(Continued)

**SUBJECT: SUSPENSION OF STUDENTS ATTENDING BOCES PROGRAMS (Cont'd.)**

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 615(k)(1)]

18 United States Code (USC) Section 921

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Section 1400 et seq.

20 United States Code (USC) Section 7151, as reauthorized by the No Child Left Behind Act of 2001

34 Code of Federal Regulations (CFR) Part 300

Education Law Sections 2801(1), 3214 and 4402

Penal Law Section 265.01

8 New York Code of Rules and Regulations (NYCRR) Sections 100.2(l)(2), 200.4(d)(3)(i), 200.22 and Part 201

NOTE: Refer also to Policy #6240 -- Weapons in School and the Gun-Free Schools Act

Adopted: 5/12/10  
Revised:



## Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)**

The Board recognizes that the misuse of alcohol, drugs, tobacco, and other illegal substances is a serious problem with legal, physical, emotional and social implications for our students, as well as the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

**Smoking**

Smoking shall not be permitted and no person shall smoke within one hundred (100) feet of the entrance, exits or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.

**Non-Medical Use of Prescription Drugs**

Non-medical use of prescription drugs among young people has become an increasing problem in the United States. Prescription drugs are easier to access because they can be taken from their home's medicine cabinet and young people may believe they are safer than illicit drugs because they are manufactured by a pharmaceutical company.

Should a student be found in possession of any of these substances, they shall be dealt with in accordance with the *Code of Conduct*.

**Persons Entering School Grounds**

Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school-sponsored function shall mean a school-sponsored or school-authorized extracurricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.

In accordance with Penal Law Section 220.00 for purposes of controlled substances offenses:

- a) "School grounds" means (1) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of the BOCES' schools, or (2) any area accessible to the public located within one thousand (1,000) feet of the real property boundary line comprising any such school or any parked automobile or other parked vehicle located within one thousand (1,000) feet of the real property boundary line comprising any BOCES school. An "area accessible to the public" shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.

(Continued)

**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)**  
**(Cont'd.)**

- b) "School bus" means every motor vehicle owned by the BOCES and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**Prevention and Intervention**

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a comprehensive program shall be developed addressing alcohol, tobacco, drugs, and other substances to include the following elements:

Primary Prevention

Preventing or delaying alcohol, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K through 12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

- a) A sequential K through 12 curriculum based on recognized principles of effectiveness that is developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, drugs, and other substances use/abuse;
- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials;
- c) An effort to provide positive alternatives to alcohol, tobacco, drugs, and other substances use/abuse through the promotion of drug/tobacco/alcohol-free special events, service projects and extracurricular activities that will develop and support a positive peer influence.

Intervention

School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

(Continued)



## Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)**  
**(Cont'd.)**

- a) Counseling of students in groups and as individuals on alcohol, tobacco, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose;
- b) Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, and other substance use/abuse;
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

**Disciplinary Measures**

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the *BOCES' Code of Conduct on School Property*.

**Staff Development**

There shall be ongoing training of BOCES staff about the components of an effective alcohol, tobacco and other substances program. Training shall include, but not be limited to, BOCES policies and regulations and the staff's role in implementing such policies and regulations. Teachers shall be trained to implement the BOCES' K through 12 alcohol, tobacco, drugs and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

**Implementation, Dissemination and Monitoring**

It shall be the responsibility of the District Superintendent to implement the alcohol, tobacco, drugs, and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community at large.

(Continued)

**SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)**  
**(Cont'd.)**

Additionally, copies of Board policy shall be disseminated to BOCES staff, parents/guardians and community members. The Superintendent/designee shall periodically review the tobacco, drugs and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Safe and Drug-Free Schools and Communities Act, as reauthorized by the No Child Left Behind Act of 2001  
20 USC Section 7101 et seq.  
Education Law Section 2801(1)  
Penal Law Sections 70.70(2)(a)(i), 220.00(17) and 220.44(5)  
Public Health Law 1399(o)  
Vehicle and Traffic Law Section 142  
8 NYCRR Section 409

NOTE: Refer also to Policies #2410 -- Code of Conduct on BOCES Property  
#5160 -- Alcohol and Drug Abuse (School Personnel)  
*BOCES Code of Conduct*

Adopted: 5/12/10  
Revised:



## Students

**SUBJECT: SEARCHES AND INTERROGATIONS OF STUDENTS**

Students are protected by the Constitution from unreasonable searches and seizures. A student may be searched and contraband/prohibited items seized on school grounds or in a school building by an authorized BOCES official only when the BOCES official has reasonable suspicion to believe the student has engaged in or is engaging in proscribed activity which is in violation of the law and/or the rules of the school (i.e., the *BOCES Code of Conduct*). The reasonableness of any search involves a twofold inquiry. School officials must first determine whether the action was justified at its inception, and second, determine whether the search, as actually conducted, was reasonably related in scope to the circumstances which justified the interference in the first place.

Factors to be considered in determining whether reasonable suspicion exists to search a student include:

- a) The age of the student;
- b) The student's school record and past history;
- c) The predominance and seriousness of the problem in the school where the search is directed;
- d) The probative value and reliability of the information used as a justification for the search;
- e) The school official's prior knowledge of and experience with the student; and
- f) The urgency to conduct the search without delay.

If reasonable suspicion exists to believe that a student has violated or is violating the law and/or school rules, it is permissible for an authorized school official to search that student's outer clothing, pockets, or property. The search may include, but is not limited to, the student's outer clothing such as a jacket or coat, pockets, backpack, and/or purse. Whenever possible, searches will be conducted by a staff member of the same sex as the student and, whenever possible, another staff member will be present as a witness.

**Strip Searches**

A strip search is a search that requires a student to remove any or all of his/her clothing, other than an outer coat or jacket. Strip searches are intrusive in nature and are almost never justified. If school officials have highly credible evidence that such a search would prevent danger or yield evidence, such a search may be conducted under exigent circumstances. In the alternative, if school authorities believe there is an emergency situation that could threaten the safety of others, the student shall, to the extent practicable, be isolated and secured. Police and parents will be contacted immediately.

(Continued)



**SUBJECT: SEARCHES AND INTERROGATIONS OF STUDENTS (Cont'd.)****Searches and Seizure of School Property**

Student desks, lockers, textbooks, computers, and other materials, supplies or storage spaces loaned by the school to students remain the property of the school, and may be opened and inspected by school employees at any time. The purpose of these searches, when they occur, is to ensure the safety of students, faculty and staff, enhance school security and prevent disruptions of the learning environment. Searches have been proven to have a deterrent effect on student behavior. Students have no reasonable expectation of privacy with respect to school property; and school officials retain complete control over such property. This means that student desks, lockers, textbooks, computers, and other materials, supplies or storage spaces may be subject to search and/or seizure of contraband/prohibited items at any time by school officials, without prior notice to students and without their consent. However, a student's personal belongings contained within the locker, desk, etc. are subject to the reasonable suspicion standard for searches by an authorized school official.

**Questioning of Students by School Officials**

School officials have the right to question students regarding any violations of school rules and/or illegal activity. In general, administration may conduct investigations concerning reports of misconduct which may include, but are not limited to, questioning students, staff, parents/guardians, or other individuals as may be appropriate and, when necessary, determining disciplinary action in accordance with applicable due process rights.

Should the questioning of students by school officials focus on the actions of one particular student, the student will be questioned, if possible, in private by the appropriate school administrator. The student's parent/guardian may be contacted; the degree, if any, of parental/guardian involvement will vary depending upon the nature and the reason for questioning, and the necessity for further action which may occur as a result.

The questioning of students by school officials does not preclude subsequent questioning/interrogations by police authorities as otherwise permitted by law. Similarly, the questioning of students by school officials does not negate the right/responsibility of school officials to contact appropriate law enforcement agencies, as may be necessary, with regard to such statements given by students to school officials.

School officials acting alone and on their own authority, without the involvement of or on behalf of law enforcement officials (at least until after the questioning of students by school authorities has been conducted) are not required to give the so-called "Miranda warnings" (i.e., advising a person, prior to any custodial interrogations as defined in law, of the right to remain silent; that any statement made by the individual may be used as evidence against him/her; and that the individual has the right to the presence of an attorney, either retained or appointed) prior to the questioning of students.

(Continued)



**SUBJECT: SEARCHES AND INTERROGATIONS OF STUDENTS (Cont'd.)**

If deemed appropriate and/or necessary, the Superintendent/designee may also review the circumstances with BOCES legal counsel so as to address concerns and the course of action, if any, which may pertain to and/or result from the questioning of students by school officials.

**Law Enforcement Officials**

It shall be the policy of the BOCES that a cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

**School Resource Officers**

BOCES may utilize School Resource Officers (SROs), law enforcement officers who work within the school building. There are different types of SROs: those employed by the BOCES and those employed by local law enforcement. SROs, acting in their capacity as law enforcement, are held to a different search standard than BOCES staff. Searches by law enforcement SROs must be justified by probable cause, not the BOCES' standard of reasonable suspicion. BOCES staff need to clearly establish who is initiating and conducting a search, the BOCES or law enforcement, and that the appropriate standard for such a search has been met.

**Interrogation of Students by Law Enforcement Officials**

If police are involved in the questioning of students on school premises, whether or not at the request of school authorities, it will be in accordance with applicable law and due process rights afforded students. Generally, police authorities may only interview students on school premises without the permission of the parent/guardian in situations where a warrant has been issued for the student's arrest (or removal). Police authorities may also question students for general investigations or general questions regarding crimes committed on school property. In all other situations, unless an immediate health or safety risk exists, if the police wish to speak to a student without a warrant they should take the matter up directly with the student's parent/guardian.

Whenever police wish to question a student on school premises, administration will attempt to notify the student's parent/guardian.

If possible, questioning of a student by police should take place in private and in the presence of the Building Principal/designee.

(Continued)

**SUBJECT: SEARCHES AND INTERROGATIONS OF STUDENTS (Cont'd.)****Child Protective Services' Investigations**

From time to time, Child Protective Services may desire to conduct interviews of students on school property. Such interviews generally pertain to allegations of suspected child abuse and/or neglect. The Board encourages cooperation with Child Protective Services in accordance with applicable Social Services Law.

Education Law Sections 1604(9), 1604(30), 1709(2), 1709(33) and 2801  
Family Court Act Section 1024  
Social Services Law Sections 411-428  
8 NYCRR Section 100.2(l)



**SUBJECT: WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT****Weapons in School**

The possession of a weapon on school property, in BOCES vehicles, in school buildings, or at school sponsored activities or settings under the control and supervision of the BOCES regardless of location, is strictly prohibited, except by law enforcement personnel. Any person possessing a weapon for educational purposes in any school building must have written authorization of the Superintendent of Schools or his/her designee.

Any and all determinations of what constitutes a "weapon" for the purposes of this policy shall be made in accordance with relevant provisions of the Penal Law of the State of New York.

**Specific Penalties Imposed by the Gun-Free Schools Act**

No student shall bring or possess any "firearm" as defined in federal law on school premises (including school buildings and grounds, BOCES vehicles, school settings and/or school sponsored activities under the control and supervision of the BOCES regardless of location). For purposes of this policy, the term "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any "destructive device" (e.g., any explosive, incendiary, or poison gas, including bombs, grenades, rockets or other similar devices). The term does not include a rifle which the owner intends to use solely for sporting, recreational or cultural purposes; antique firearms; or Class C common fireworks.

In accordance with the Gun-Free Schools Act and Education Law Section 3214(3)(d), any student who brings or possesses a dangerous weapon or firearm, as defined in federal law, on school property, will be referred by the District Superintendent to the appropriate agency or authority for a juvenile delinquency proceeding in accordance with Family Court Act Article 3 when the student is under the age of sixteen (16) except for a student fourteen (14) or fifteen (15) years of age who qualifies for juvenile offender status under the Criminal Procedure Law, and will be referred by the Superintendent to the appropriate law enforcement officials when the student is sixteen (16) years of age or older or when the student is fourteen (14) or fifteen (15) years of age and qualifies for juvenile offender status under the Criminal Procedure Law. For purposes of this policy, the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half inches (2 1/2") in length.

In addition, any student attending a BOCES school who has been found guilty of bringing a firearm to or possessing a firearm on school property, after a hearing has been provided pursuant to Education Law Section 3214, shall be suspended for a period of not less than one (1) calendar year and any student attending a non-BOCES school who participates in a program operated by the BOCES using funds from the Elementary and Secondary Education Act of 1965 who is determined to have brought a firearm to or possessed a firearm at a BOCES school or on other premises used by the

(Continued)



## Students

**SUBJECT: WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT (Cont'd.)**

BOCES to provide such programs shall be suspended for a period of not less than one (1) calendar year from participation in such program. The procedures of Education Law Section 3214(3) shall apply to such a suspension of a student attending a non-BOCES school. Further, after the imposition of the one (1) year penalty has been determined, the District Superintendent of Schools has the authority to modify this suspension requirement for each student on a case-by-case basis. In reviewing the student's one (1) year suspension penalty, the District Superintendent may modify the penalty based on factors as set forth in Regulations of the Commissioner of Education Section 100.2 and in Commissioner's Decisions. The determination of the District Superintendent shall be subject to review by the Board in accordance with Education Law Section 3214(3)(c) and by the Commissioner of Education in accordance with Education Law Section 310.

Student with a Disability

Pursuant to Commissioner Regulations, a student with a disability who is determined to have brought a weapon (including a firearm) to school or possessed a weapon (including a firearm) at school may be placed in an interim alternative educational setting, in accordance with federal and state law, for not more than forty-five (45) calendar days. If the parent or guardian requests an impartial hearing, the student must remain in the interim alternative placement until the completion of all proceedings, unless the parent or guardian and BOCES can agree on a different placement. For more information regarding Interim Alternative Educational Settings (IAES), refer to Policy #7313 -- Suspension of Students.

However, a student with a disability may be given a long term suspension pursuant to the Gun-Free Schools Act only if a group of persons knowledgeable about the student, as defined in federal regulations implementing the Individuals with Disabilities Education Act (IDEA), determines that the bringing of a firearm to school or possessing a firearm at school was not a manifestation of the student's disability, subject to applicable procedural safeguards.

If it is determined that the student's bringing of a firearm to school or possessing a firearm at school was a manifestation of the student's disability, the District Superintendent must exercise his/her authority under the Gun-Free Schools Act to modify the long term suspension requirement, and determine that the student may not be given a long term suspension for the behavior. The Committee on Special Education may review the student's current educational placement and initiate change in placement proceedings, if appropriate, subject to applicable procedural safeguards.

The BOCES may offer home instruction as an interim alternative educational setting during the pendency of review proceedings only if the student's placement in a less restrictive alternative educational setting is substantially likely to result in injury either to the student or to others.

The BOCES may also seek a court order to immediately remove a student with a disability from school if the BOCES believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others.

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**SUBJECT: WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT (Cont'd.)**

Students with disabilities continue to be entitled to all rights enumerated in the Individuals with Disabilities Act and Education Law Article 89; and this policy shall not be deemed to authorize suspension of students with disabilities in violation of these laws.

This policy does not prohibit the BOCES from utilizing other disciplinary measures including, but not limited to, out-of-school suspensions for a period of five days or less, or in-school suspensions, in responding to other types of student misconduct which infringe upon the established rules of the school. Additionally, this policy does not diminish the authority of the Board to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a.

The BOCES will continue to provide the suspended student who is of compulsory attendance age with appropriate alternative instruction during the period of the student's suspension.

Gun-Free Schools Act as reauthorized by the No Child Left Behind Act of 2001

18 USC Sections 921(a) and 930

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485 and 7151

Criminal Procedure Law Section 1.20(42)

Education Law Sections 310, 809-a, 3214 and Article 89

Family Court Act Article 3

Penal Law Sections 265.01-265.06

8 NYCRR Section 100.2 and Part 200

NOTE: Refer also to Policies #3411 -- Unlawful Possession of a Weapon Upon School Grounds

Adopted: 5/12/10

Revised:

## Students

**SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE**

The BOCES shall comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under its provisions, parents/guardians and noncustodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, have a right to inspect and review any and all education records maintained by the BOCES.

**Education Records**

The term "education records" is defined as all records, files, documents and other materials containing information directly related to a student; and maintained by the education agency or institution, or by a person acting for such agency or institution (34 Code of Federal Regulations (CFR) Section 99.3). This includes all records regardless of medium, including, but not limited to, handwriting, videotape or audiotape, electronic or computer files, film, print, microfilm, and microfiche.

In addition, for students who attend a public BOCES, all records pertaining to services provided under the Individuals with Disabilities Education Act (IDEA) are considered "education records" under FERPA. As such, they are subject to the confidentiality provisions of both Acts.

Personal notes made by teachers or other staff, on the other hand, are not considered education records if they are:

- a) Kept in the sole possession of the maker;
- b) Not accessible or revealed to any other person except a temporary substitute; and
- c) Used only as a memory aid.

Additionally FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation and not from the student's education records.

Records created and maintained by a law enforcement unit for law enforcement purposes are also excluded.

**Access to Student Records**

The Board directs that administrative regulations and procedures be formulated to comply with the provisions of federal law relating to the availability of student records. The purpose of such regulations and procedures shall be to make available to the parents/guardians of students and noncustodial parent(s) whose rights are not limited by court order or formal agreement, or students who are eighteen (18) years of age or older or who are attending an institution of post-secondary education, student records, and files on students, and to ensure the confidentiality of such records with respect to third parties.

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**SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**

Under FERPA, unless otherwise exempted in accordance with law and regulation, the BOCES may release personally identifiable information (PII) contained in student education records only if it has received a "signed and dated written consent" from a parent or eligible student. Signed and dated written consent may include a record and signature in electronic form provided that such signature:

- a) Identifies and authenticates a particular person as the source of the electronic consent; and
- b) Indicates such person's approval of the information contained in the electronic consent.

**Exceptions**

Without the consent of a parent or eligible student, a BOCES may release a student's information or records when it is:

- a) Directory Information and Limited Directory Information

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Limited Directory Information Disclosure means that the BOCES may limit disclosure of its designated directory information to specific parties, for specific purposes, or both. The intent is to allow schools the option to implement policies that allow for the disclosure of student information for uses such as yearbooks, but restrict disclosure for more potentially dangerous purposes. The BOCES shall limit disclosure of its designated directory information as otherwise specified in its public notice to parents of students in attendance and eligible students in attendance.

- b) To School Officials who have a Legitimate Educational Interest

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. An educational interest includes the behavior of a student and disciplinary action taken against such student for conduct that posed a significant risk to the safety or well-being of the student, other students or other members of the school community. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

- c) To Another Educational Institution

The BOCES may disclose any and all educational records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of IDEA, to another school or postsecondary institution at which the student seeks or intends to enroll, or after the student has enrolled or transferred, so long as the

(Continued)



## Students

**SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**

disclosure is for purposes related to the student's enrollment or transfer. Parental consent is not required for transferring education records if the school's annual FERPA notification indicates that such disclosures may be made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing.

d) For Health and Safety Emergency Reasons

BOCES' must balance the need to protect students' personally identifiable information with the need to address issues of school safety and emergency preparedness. Under FERPA, if an educational agency or institution determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records, without consent, to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals during the period of the health or safety emergency. BOCES' may release information from records to appropriate parties including, but not limited to, parents, law enforcement officials and medical personnel. A BOCES' determination that there is an articulable and significant threat to the health or safety of a student or other individuals shall be based upon a totality of the circumstances, including the information available, at the time the determination is made. The BOCES must record the articulable and significant threat that formed the basis for the disclosure and maintain this record for as long as the student's education records are maintained.

e) To Juvenile Justice Systems

Information may be disclosed to state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released. In such cases the official or authority must certify in writing that the information will not be disclosed to any other party except as provided under law without prior written consent.

f) To Foster Care Agencies

A BOCES may release records to an agency caseworker or other representative of a state or local child welfare agency, who has the right to access a student's case plan, when the agency or organization is legally responsible, for the care and protection of the student. This does not give a child welfare agency the right to look into any non-foster care student's records, without parental consent, when there has been a mere allegation of abuse or neglect, absent an order or subpoena (see below).

(Continued)



**SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**g) Pursuant to a Subpoena or Court Order

When a BOCES receives a subpoena or court order for the release of records the BOCES must make a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance. This allows the parent/guardian or eligible student to seek protective action against the subpoena or order before the release of the records.

BOCES' may disclose a student's records without first notifying parents/guardians or eligible students if the disclosure is:

1. Based on a subpoena in which the court orders, for good cause shown, not to reveal to any person the existence or contents of the subpoena or any information furnished pursuant to the subpoena;
2. Pursuant to a judicial order in cases where the parents are a party to a court proceeding involving child abuse or neglect or dependency matters, and the order is issued in the context of that proceeding; or
3. Made to a court (with or without an order or subpoena) when a BOCES is involved in a legal action against a parent or student and the records are relevant to the matter.

h) For Financial Aid Purposes

Pertinent information may be released in connection with the determination of eligibility, amount, conditions and enforcement of terms of a student's financial aid.

i) To Accrediting Organizations

Disclosure of a student's records may be made to an organization in which that student seeks accreditation, in order to carry out their accrediting function.

j) To Parents of a Dependant Student

Even when a student turns eighteen (18) years of age or older a BOCES may disclose education records to that student's parents, without the student's consent, if the student is claimed as a dependent for federal income tax purposes by either parent.

k) For Audit/Evaluation Purposes

The audit or evaluation exception allows for the disclosure of PII from education records without consent to authorized representatives of the Comptroller General of the U.S., the Attorney General, the Secretary of Education, federal, state or local educational authorities

(Continued)

## Students

**SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)**

("FERPA permitted" entities). Under this exception, PII from education records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal legal requirements that relate to those education programs (audit, evaluation, or enforcement or compliance activity).

The BOCES may, from time to time, disclose PII from education records without consent to authorized representatives of the entities listed above. The BOCES may also, from time to time, designate its own authorized representative who may access PII without consent in connection with an audit or evaluation of an education program within the BOCES. As an example, the BOCES might designate a university as its authorized representative in order to disclose, without consent, PII from education records on its former students to the university. The university could then disclose, without consent, transcript data on those former students attending the university to allow the BOCES to evaluate how effectively the BOCES prepared its students for success in postsecondary education.

l) For Conducting Studies

This exception allows for the disclosure of PII from education records without consent to organizations conducting studies for, or on behalf of, schools, BOCES' or postsecondary institutions. Studies can be for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction.

The BOCES may, from time to time, disclose PII from education records without consent to such organizations conducting studies for the BOCES, in accordance with its obligations under FERPA.

In addition, other entities outside of the BOCES may, from time to time, disclose PII from education records that the BOCES has previously shared with that entity, to organizations conducting studies on behalf of the BOCES. For example, a State Education Agency (SEA) may disclose PII from education records provided by the BOCES without consent to an organization for the purpose of conducting a study that compares program outcomes across BOCES' to further assess the effectiveness of such programs with the goal of providing the best instruction.

**Required Agreements for the Studies or Audit/Evaluation Exceptions (see items k and l)**

To the extent required by law, the BOCES shall enter into a written agreement with organizations conducting studies for the BOCES, or, with its designated authorized representatives in connection with audits or evaluations of education programs within the BOCES. In the event that the BOCES discloses PII from education records to its own designated authorized representative in connection with an audit or evaluation of an educational program within the BOCES, it shall use reasonable methods to ensure to the greatest extent practicable that its designated authorized representative complies with FERPA and its regulations.

(Continued)



**SUBJECT: STUDENT RECORDS: ACCESS AND CHALLENGE (Cont'd.)****State Exception for Student Teacher Videotaped Instruction**

Although not specifically listed in the enumerated exceptions to FERPA, New York State Regulations specify that schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet the instruction component for teaching certification. The video must remain confidential and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and personnel engaged in the determination of that student teacher's certification.

**Challenge to Student Records**

Parents/guardians of a student under the age of eighteen (18), or a student who is eighteen (18) years of age or older or who is attending an institution of post-secondary education, shall have an opportunity for a hearing to challenge the content of the school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

**Release of Information to the Noncustodial Parent**

The BOCES may presume that the noncustodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to the records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232g  
34 CFR Part 99  
8 NYCRR 80-1.5(b)

NOTE: Refer also to Policy #6491 -- Military Recruiters' Access to Secondary School Students and Information on Students

Adopted: 5/12/10  
Revised:

**SUBJECT: STUDENT DATA BREACHES**

A student data breach is defined as any instance in which there is an unauthorized release of or access to personally identifiable information (PII) or other protected information of students not suitable for public release.

The BOCES has a legal responsibility to protect the privacy of education data, including personally identifiable information (PII) of its students. The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, protects the privacy of student education records. Although FERPA does not include specific data breach notification requirements, it does protect the confidentiality of education records and requires districts to record each incident of data disclosure in accordance with 34 CFR 99.32 (a)(1). In addition, under state law, direct notification of parents and/or affected students may be warranted depending on the type of data compromised, such as student social security numbers and/or other identifying information that could lead to identity theft.

The BOCES has implemented privacy and security measures designed to protect student data stored in its student data management systems. These measures include reviewing information systems and data to identify where personally identifiable information is stored and used; monitoring data systems to detect potential breaches; and conducting privacy and security awareness training for appropriate staff. In the event of an alleged breach, the BOCES will promptly take steps to validate the breach, mitigate any loss or damage, and notify law enforcement if necessary.

The District Superintendent will develop and implement regulations for prevention, response and notification regarding student data breaches.

34 CFR 99.32 (a)(1)  
Technology Law Sections 202 and 208

NOTE: Refer also to Policies #4571 -- Information Security Breach and Notification  
#6320 -- Student Records: Access and Challenge

Adoption Date



## Students

**SUBJECT: ADMINISTRATION OF MEDICATION**

The school's registered professional nurse may administer medication to a student during school hours under certain conditions. (For the purpose of this policy "medication" includes prescription and non-prescription). Per New York State Education Department (NYSED) requirements, the school must receive the following before medication is given to a student:

- a) The original written order from the student's physician stating the name of the medication, precise dosage, frequency and time of administration;
- b) A written, signed consent from the student's parent or legal guardian requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) The medication, properly labeled in its original container, must be delivered to the BOCES Health Office by the student's parent or legal guardian. (The term "properly labeled" in the context of this policy means that the container must include the following information: the student's name, name of medication, dosage, frequency and prescribing physician.) A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s). An exception to this policy may apply for a student's asthma inhaler or EpiPen which a student may carry and use under certain conditions.

All medication orders must be reviewed annually or whenever there is a change in dosage.

Procedures governing the BOCES' receipt, storage and disposal of medication, as well as those pertaining to the administration of medication to a student after school hours and/or off school grounds during a school-sponsored activity will be in accordance with NYSED guidelines.

**Emergency Medication**

The administration of emergency medication (injectable, including "EpiPens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant must have trained the staff member to administer the emergency medication for that particular emergency situation (e.g., "EpiPen") and given him/her approval to assist the student in the event of an emergency anaphylactic reaction. Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

(Continued)

**SUBJECT: ADMINISTRATION OF MEDICATION****Use of Asthma Inhalers in Schools**

A student may carry and use an asthma inhaler if the School Health Office has the following on file:

- a) The physician's written order/diagnosis that the student has a severe asthma condition and may be subject to sudden and debilitating asthmatic attacks; and
- b) Written permission from the student's parent or legal guardian.

Upon written request of the student's parent or legal guardian, the school must allow a student to maintain an extra asthma inhaler in the care and custody of the school's registered professional nurse. (A BOCES is **not required** to hire a registered professional nurse solely for the purpose of maintaining a spare inhaler or to ensure that a registered professional nurse is available at all times in a school building for such purpose.)

Health Office personnel will maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will be required to report to the Health Office on a periodic basis as determined by Health Office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization, under any circumstances, will be referred for counseling by school nursing personnel. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may also be involved in determining the proper resolution of such student behavior.

**Blood Glucose Monitoring**

Children with diabetes have the right to care for their diabetes at school in accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which provide protection against discrimination for children with disabilities, including diabetes.

Accordingly, blood glucose monitoring must be allowed in the school setting at any time, within any place, and by anyone necessitating such testing. Children must receive assistance if needed with the procedure.

The school nurse shall oversee any arrangements that need to be made for testing and a system to report the results to the nurse as needed. Proper arrangements should be made for the disposal of sharps.

(Continued)



**SUBJECT: ADMINISTRATION OF MEDICATION****Alcohol-Based Hand Sanitizers**

Alcohol-based hand sanitizers are considered over-the-counter (OTC) drugs by the United States Food and Drug Administration. However, due to the fact that careful hand-washing and sanitation is the most effective way to control the recent spread of Methicillin-Resistant Staphylococcus Aureus (MRSA) in schools, the New York State Education Department (NYSED) has allowed a medical exemption to the requirements for OTC preparations in the school setting to permit the use of alcohol-based hand sanitizers.

The BOCES Medical Director may approve and permit the use of alcohol-based hand sanitizers in the BOCES' schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

**Sunscreen**

Although the Food and Drug Administration (FDA) technically considers sunscreen an over-the-counter drug which would require a doctor's prescription, New York Education Law Section 907 allows students to carry and use topical sunscreen products approved by the FDA for over-the-counter use for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness. A parent/guardian of the student must provide written permission which shall be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or guardian and authorized by the school.

**Disposal of Unused Medication**

Any unused medication (including, but not limited to expired prescription and nonprescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school year, then the School Nurse or designated School Health Office personnel must document that the medication was abandoned and dispose of the unused medication.

**\*Stocking Albuterol Metered-Dose Inhalers (MDIs)**

In order to reduce the frequency of absences for students with asthma in the schools, the Oswego County BOCES has determined that it will stock albuterol metered dose inhalers (MDIs) and/or liquid albuterol for use in a nebulizer for students diagnosed with asthma whose personal prescription albuterol supplies are empty.

*\*BOCES Option -- A BOCES may, but is not mandated to, provide this service. If a BOCES decides to not provide stock albuterol, this subheading should be removed.*

(Continued)

**SUBJECT: ADMINISTRATION OF MEDICATION**

Students utilizing a school's stock albuterol will need to provide a patient specific order for albuterol from their own private health provider, including an order permitting the student to utilize the school's stock albuterol. Stock albuterol may only be utilized when the school nurse is available to administer the medication.

The student's parent/guardian must provide the school with written permission allowing his/her child to be administered the school's stock albuterol in the event that the student's own prescription albuterol supply is empty.

All equipment used to deliver albuterol to a student will be cleaned and labeled with the student's own name and used solely by that individual student. (Examples of equipment to be cleaned are nebulizer tubing, facemask, mouthpiece, spacer, etc.)

The BOCES will develop Administrative Regulations to address the following:

- a) How stock albuterol will be obtained from a licensed pharmacy and replaced by the BOCES;
- b) How the BOCES' stock MDI and nebulizer, as well as individual student's nebulizer tubing, facemask and/or MDIs and spacers, will be cleaned and maintained; and
- c) The protocol for informing a parent/guardian that the BOCES' stock albuterol has been utilized by the student and that it is necessary for the parent/guardian to bring in replacement albuterol for his/her child.

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]  
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400 et seq.  
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.  
Education Law Sections 902(b), 907, 916, 6527(4)(a) and 6908(1)(a)(iv)  
Public Health Law Section 3000-a



## Students

**SUBJECT: EQUAL EDUCATIONAL OPPORTUNITY**

Each student attending BOCES programs shall have equal access to educational opportunities and will not be excluded or prevented from participating in or having admittance to the educational courses, programs or activities; school services; and extracurricular events on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, or use of a recognized guide dog, hearing dog or service dog. Sexual orientation is defined as heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived.

Administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints pertaining to discrimination on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, or use of a recognized guide dog, hearing dog or service dog.

**Educational Services for Married/Pregnant Students**

BOCES may not discriminate against students based on their parental and/or marital status. The opportunity to participate in all of the services, programs, and activities of the school district shall not be restricted or denied because of pregnancy, parenthood, or marriage.

Pregnant students shall be encouraged to remain in BOCES programs and to participate in appropriately designed programs. The forms of instruction may include any of the following or a combination of the following:

- a) Remain in school with provisions for special instruction, scheduling, and counseling as needed;
- b) Receive home instruction.

In this regard, the District Superintendent or his/her designee, in consultation with student services staff, the BOCES physician and the student's personal physician, may make program modifications which are feasible and necessary to accommodate the special needs of such students.

The term "military status" means a person's participation in the military service of the United States or the military service of the state, including but not limited to, the armed forces of the United States, the army national guard, the air national guard, the New York naval militia, the New York guard, and such additional forces as may be created by the federal or state government as authorized by law.

(Continued)

**SUBJECT: EQUAL EDUCATIONAL OPPORTUNITY (Cont'd.)**

The District Superintendent shall designate one (1) or more BOCES employees as Compliance Officer(s) whose responsibility will be to ensure compliance with the various federal and state statutes and regulations prohibiting discrimination in educational programs, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act (ADA).

The BOCES shall take appropriate annual and continuing steps to notify students and their parents or guardians of this policy of non-discrimination. This shall include provision for the publication and dissemination, internally and externally, of this policy to ensure its availability to interested citizens and groups. Included in this notification shall be the name(s), address(es) and telephone number(s) of the Compliance Officer(s) responsible for handling complaints regarding discrimination, and a description of the BOCES established grievance procedures.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.

Age Discrimination in Employment Act,  
29 United States Code Section 621  
Americans With Disabilities Act,  
42 United States Code (USC) Section 12101 et seq.  
Prohibits discrimination on the basis of disability.  
Section 504 of the Rehabilitation Act of 1973,  
29 United States Code (USC) Section 794 et seq.  
Title VI of the Civil Rights Act of 1964,  
42 United States Code (USC) Section 2000d et seq.  
Prohibits discrimination on the basis of race, color or national origin.  
Title VII of the Civil Rights Act of 1964,  
42 United States Code (USC) Section 2000c et seq.  
Prohibits discrimination on the basis of race, color, religion, sex or national origin.  
Title IX of the Education Amendments of 1972,  
20 United States Code (USC) Section 1681 et seq.  
Prohibits discrimination on the basis of sex.  
Civil Rights Law Section 40-c  
Prohibits discrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation or disability.  
Executive Law Section 290 et seq.  
Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, or use of a recognized guide dog, hearing dog or service dog.

Adopted: 5/12/10

Revised:



**SUBJECT: BULLYING IN THE BOCES**

The Board is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *BOCES Code of Conduct* for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Although this Policy focuses on the bullying of a student by another student, it should be noted that bullying against any individual is strictly prohibited. This includes bullying of staff members against students, students against staff members, staff members against other staff members, and bullying by or against any parents, persons in parental relation, volunteers, visitors or vendors who may be on school property or at school sponsored events as defined above.

**Engages in Cyberbullying Behavior**

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving BOCES students may occur both on campus and off school grounds and may involve student use of the BOCES Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;

(Continued)



**SUBJECT: BULLYING IN THE BOCES (Cont'd.)**

- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "Tinker standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the *BOCES Code of Conduct* and possible referral to local law enforcement authorities.

**Reports of Allegations of Bullying/Cyberbullying Behavior**

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall promptly, thoroughly and equitably investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the BOCES to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the BOCES. Allegations of bullying shall be promptly and equitably investigated and will be treated as confidential and private to the extent possible within legal constraints.

**Prevention and Intervention**

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at BOCES sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the BOCES to prevent bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

(Continued)



**SUBJECT: BULLYING IN THE BOCES (Cont'd.)**

Rules against bullying shall be publicized BOCES-wide and shall be disseminated as appropriate to staff, students and parents.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Civil Service Law Section 75-B

NOTE: Refer also to Policies #2410 -- Code of Conduct on BOCES Property  
#2420 -- Non-Discrimination and Anti-Harassment in the BOCES  
#6464 -- Dignity for All Students Act  
#6440 -- Sexual Harassment of Students  
#6463 -- Hazing of Students  
#7250 -- Internet Safety/Internet Content Filtering Policy  
*District Code of Conduct*

Adopted: 5/12/10  
Revised:

## Students

**SUBJECT: DIGNITY FOR ALL STUDENTS ACT**

The Board recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the BOCES will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the BOCES' educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The BOCES condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

**Dignity Act Coordinator**

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board shall appoint a Dignity Act Coordinator(s) who is employed by such BOCES and is licensed and/or certified as a classroom teacher, school counselor, psychologist, nurse, social worker, administrator/supervisor or Superintendent of Schools. BOCES' must share the name(s) and contact information of the Dignity Act Coordinator(s) with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

- a) Listing such information in the *Code of Conduct* and updates posted on the Internet website, if available; and
- b) Including such information in the plain language summary of the *Code of Conduct* provided to all persons in parental relation to students before the beginning of each school year; and
- c) Providing such information to parents and persons of parental relation in at least one (1) BOCES or school mailing or other method of distribution including, but not limited to, through electronic communication and/or sending such information home with each student and, if such information changes, in at least one (1) subsequent BOCES or school mailing or other such method of distribution as soon as practicable thereafter; and

(Continued)



**SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)**

- d) Posting such information in highly visible areas of school buildings; and
- e) Making such information available at the BOCES and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position. The BOCES must provide the change in information to parents or persons in parental relation as soon as practicable. The change in name and/or contact information of the Dignity Act Coordinator will not constitute a revision to the *Code of Conduct* so as to require a public hearing.

**Training and Awareness**

Each BOCES shall establish guidelines for training which shall be approved by the Board. Training will be provided each school year for all BOCES employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed at students that are committed by students or school employees on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property.

Training will include ways to promote a supportive school environment that is free from bullying, discrimination and/or harassment. Training shall:

- a) Raise awareness and sensitivity;
- b) Address social patterns and the effects on students;
- c) Inform employees on the identification and mitigation of such acts;
- d) Provide strategies for effectively addressing problems of exclusion, bias and aggression;
- e) Include safe and supportive school climate concepts in curriculum and classroom management; and
- f) Ensure the effective implementation of school policy on conduct and discipline.

(Continued)



## Students

**SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)**

Instruction in grades Kindergarten through 12 shall include a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to bullying, discrimination and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes. Such component must also include instruction on the safe and responsible use of the Internet and electronic communications.

Rules against bullying, discrimination and/or harassment will be included in the *Code of Conduct*, publicized BOCES-wide and disseminated to all staff and parents. Any amendments to the Code will be disseminated as soon as practicable following their adoption. New teachers shall be provided a complete copy of the current Code upon their employment. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of each school year.

**Reports and Investigations of Bullying, Discrimination and/or Harassment**

The BOCES will investigate all complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures, as necessary. School employees who witness or receive a report (oral or written) of harassment, bullying and/or discrimination must orally notify the District Superintendent, Principal, or their designee *no later than one (1) school day* after witnessing or receiving a report of such incident. The employee must then file a written report *within two (2) school days* after making the oral report. If, after an appropriate investigation, the BOCES finds that this policy has been violated, corrective action will be taken in accordance with BOCES policies and regulations, the *Code of Conduct*, and all appropriate federal or state laws. The District Superintendent, Principal or their designee shall notify the appropriate local law enforcement agency when it is believed that any harassment, bullying and/or discrimination constitute criminal conduct.

The BOCES will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner. SED has developed a form for gathering data titled, "Reports of Incidents Concerning School Safety and the Educational Climate" which can be found on the NYSED website.

The Building Principal of each primary and secondary school shall provide a regular report (at least once during each school year) on data and trends related to harassment, bullying and/or discrimination to the District Superintendent and in a manner prescribed by the BOCES, BOCES or charter school. There is no need for schools or BOCES' to submit this report to the State Education Department.

(Continued)



**SUBJECT: DIGNITY FOR ALL STUDENTS ACT (Cont'd.)****Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

Any person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

Education Law Sections 10-18, 801-a, 2801 and 3214  
8 NYCRR Section 100.2

NOTE: Refer also to Policies #2410 -- Code of Conduct on BOCES Property  
#2420 -- Non-Discrimination and Anti-Harassment in the BOCES  
#2430 -- Uniform Violent and Disruptive Incident Reporting  
System (VADIR)  
#6440 -- Sexual Harassment of Students  
#6462 -- Bullying in the BOCES  
#6463 -- Hazing of Students  
#6461 -- Equal Educational Opportunities

Adopted: 8/15/12  
Revised:

## Instruction

**SUBJECT: FIRE DRILLS AND BOMB THREATS****Fire Drills**

The administration of each school building shall provide instruction for and training of students, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.

Fire drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be held between September 1 and December 1. At least one (1) of the twelve (12) drills shall be held during a regular lunch period, or shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.

At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one (1) of these drills shall be held during the first week of summer school.

After-School Programs

The Program Administrator of BOCES-owned facilities or designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

**Bomb Threats**School Bomb Threats

The Board of Education has adopted the position that a bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. Specific procedures can be found in the BOCES campus-wide school safety plan, as required by Project SAVE.

Police Notification and Investigation

Appropriate State, county, and/or local law enforcement agencies must be notified by school personnel of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

(Continued)



## Instruction

**SUBJECT: FIRE DRILLS AND BOMB THREATS (Cont'd.)**Implementation

The Board directs the District Superintendent or designee to develop administrative regulations to implement the terms of this policy. Such regulations are to be incorporated in the BOCES campus-wide School Safety Plan, with provisions for written notification by October 1 of each school year to all students and staff about emergency procedures, an annual emergency drill, and the annual updating of the BOCES campus-wide school safety plans, by July 1, as mandated pursuant to law and/or regulation.

8 New York Code of Rules and Regulations (NYCRR) Sections 155.17 and 156.3(h)(2)  
Penal Law Sections 240.55, 240.60 and 240.62  
Education Law Sections 807, 2801-a and 3623

NOTE: Refer also to Policies #4542 -- Comprehensive Emergency Management Planning  
#6213 -- Loss or Destruction of BOCES Property or Resources

Adopted: 5/12/10  
Revised:

## Instruction

**SUBJECT: PROVIDING TEACHERS AND SERVICE PROVIDERS COPIES OF A STUDENT'S INDIVIDUALIZED EDUCATION PROGRAM**

The Oswego County BOCES Board of Education recognizes the importance of the communication of essential information regarding students to the staff working with those students. To ensure that each student's Individualized Education program (IEP) is properly implemented, Oswego County BOCES has implemented this policy.

The Board of Education directs that the District Superintendent establish administrative practices and procedures to ensure that each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for the implementation of a student's IEP is provided a paper or electronic copy of such student's IEP (*including amendments to the IEP or access to a student's IEP electronically*) *prior to the implementation of such program*. Individuals responsible for the implementation of a student's IEP shall be notified and trained on how to access such IEP electronically. The Assistant Superintendent for Pupil Services will designate a professional employee of the BOCES with a knowledge of the student's disability and education program, to be responsible for maintaining a record of the personnel who have received IEP copies for each student.

Any copy of a student's IEP shall remain confidential in compliance with the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, and BOCES policy regarding confidentiality of student records; and shall not be disclosed to any other person other than the parent/guardian of such student, except in accordance with federal and state laws and/or regulations. Appropriate training and information will be provided to designated school personnel, as applicable, to ensure the confidentiality of such information. Procedures will be established to ensure that copies of students' IEPs are stored in secure locations and retrieved or destroyed when such professionals are no longer responsible for implementing a student's IEP.

34 Code of Federal Regulations (CFR) Section 300.323(d)  
Education Law Section 4402(7)(a)(b)(c)

Adopted: 5/12/10  
Revised: