HERKIMER BOCES BOARD OF EDUCATION
REGULAR MEETING

April 22, 2021

Herkimer BOCES
Main Complex – Room C5

6:45pm – Call to Order/Pledge of Allegiance

AGENDA

I. BOARD OF EDUCATION

A. Review of Agenda
B. Privilege of the Floor

II. ROUTINE BUSINESS

A. Approval of Minutes, March 11, regular meeting
B. Service Contract Transaction, March 2021
C. Treasurer's Report – February 2021
D. Budget Status & Revenue Status Reports – February 2021
E. Extracurricular Treasurer's Report – March 2021
F. Bid Award
G. MORIC Regional Technology Bid
H. Certify the 2021-2022 Administrative Budget Vote in the amount of $3,291,726
I. Personnel Report

III. BOARD FORUM

A. Board President's Report
B. Board member sharing: NYSSBA and SBI

IV. NEW BUSINESS

A. NYSSBA Area 5 Director Nomination, Two-Year Term – January 1, 2022– William Miller
B. Positive Thoughts
C. Topics for Next Meeting

V. ADMINISTRATIVE REPORTS & RECOMMENDATIONS

A. Director of Special and Alternative Education
B. Director of Adult, Early Childhood and Outreach Education
C. Business Manager
D. Assistant Superintendent for Administrative Services
E. Assistant Superintendent for Instructional Services
F. District Superintendent

VI. FUTURE BUSINESS AND MEETINGS

- SBI Distinguished Service Awards & Student Achievement Awards, May 13, Via Zoom
- Board of Education Meeting, May 20 @ 5:30pm, WEB Complex, Room C5
- Memorial Day, May 31 – No School

.

VII. ADJOURNMENT

Herkimer BOCES Board of Education

Regular Meeting

Thursday, March 11, 2021

Members Present	**Absent**	**Others Present**	
Thomas Shypski, President	Deborah Kessler	Sandra R. Sherwood, District Superintendent	
Michael Clements	Daniel Voce	Shawn Maxson, Board Clerk	
Ronald Loiacono – via Zoom			
Janine Lynch		Via Zoom:	
Jane North – via Zoom		Steve Coupe	Dave Itzo
William Miller		Kathy Fox	Zane Mahar
James Schmid		Mary Kline	
Linda Tharp		Roberta Matthews	
		Jim Picolla	

President Shypski called the meeting to order at 5:33pm and requested everyone rise to recite the Pledge of Allegiance.

REVIEW OF AGENDA

The Board reviewed the agenda. Mrs. Sherwood requested an executive session at the end of the meeting to discuss a personnel matter.

TENURE APPOINTMENT

Terrance Campo

As recommended by District Superintendent, Sandra R. Sherwood, Ms. Lynch moved and Mrs. Tharp seconded a motion to grant tenure to Terrance Campo, in compliance with Education Law, in the area of Mathematics, effective 4/24/2021. **Certification:** Mathematics 7-12. All voted in favor; motion carried 8:0.

ROUTINE BUSINESS

The Board action to authorize the transfer of $500,000 into the Assigned Fund Balance [Capital] was moved following Mr. Coupe's report.

Approval of Minutes

Mr. Miller moved and Mrs. Tharp seconded a motion to approve the February 11, 2021, regular meeting minutes as presented. All voted in favor; motion carried 8:0.

Contract & Budget Adjustment Billing No. 7

Mr. Miller moved and Mrs. Tharp seconded a motion to approve Contract and Budget Adjustment: Billing No. 7, $113,264, as presented. All voted in favor; motion carried 8:0.

Treasurer's Report

Mr. Miller moved and Mrs. Tharp seconded a motion to approve the Treasurer's Report for January 2021, as presented. All voted in favor; motion carried 8:0.

Budget Status & Revenue Status Report

Mr. Miller moved and Mrs. Tharp seconded a motion to approve the Budget Status and Revenue Status Report for January 2021, as presented. All voted in favor; motion carried 8:0.

Extracurricular Treasurer's Report

Mr. Miller moved and Mrs. Tharp seconded a motion to approve the Extracurricular Treasurer's Report for February 2021, as presented. All voted in favor; motion carried 8:0.

2021-2022 BOCES Calendar

Mrs. Sherwood presented the proposed 2021-2022 BOCES calendar for the Board's consideration.

Mr. Miller moved and Mrs. Tharp seconded a motion to approve the 2021-2022 BOCES calendar as presented. All voted in favor; motion carried 8:0.

PERSONNEL REPORT

As recommended by District Superintendent, Sandra R. Sherwood, Mr. Miller moved and Mrs. Tharp seconded a motion to accept the resignations, approve the paid and unpaid leaves of absence, appointments and amendments, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate. **Salaries are as per the relevant collective bargaining agreement unless otherwise noted.**

The expiration dates of the 3-year and 4-year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in three (3) of the probationary years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

Permanent Civil Service Appointments

Mark Lovato – Teacher Aide will become permanent on 4/8/2021

Separations

Beverly Hyla - Resignation, Account Clerk, Business Office, 3/26/2021 [COB]

Joshua Blanchard - Resignation, Teacher Aide, Special Education, 3/5/2021 [COB]

Kelsey Bowman - Resignation, Cleaner, Maintenance/Custodial Services, 3/12/2021 [COB]

Leaves of Absence

Brianne Parker - Teacher Aide, Special Education Programs, Blended paid and unpaid (Consecutive), 3/23/2021 - 3/26/2021, medical.

Danielle Sponable - Speech Therapist, Related Service Providers, FMLA (Consecutive), 5/20/2021 - 6/30/2021.

Jon Griffith - Instructional Support Services Coordinator, Instructional Support Services, FMLA (Intermittent), 2/23/2021 - 3/12/2021.

Kari Holtz - Office Assistant I, Technical Education, FMLA (Intermittent), 1/21/2021 - 1/20/2022.

Kerwin Hughes - Special Education Teacher, Special Education Programs, FMLA (Consecutive), 1/4/2021 - 1/18/2021.

Sara Nicolette - Teacher, Adult LPN, FMLA (Intermittent), 2/22/2021 - 6/24/2021.

Amendments

Roberta Charles - Senior Account Clerk, from: 11/2/2020 - 5/1/2021 to 11/2/2020 - 5/22/2021, Effective: 3/12/2021, Reason: Other (Adjust probationary period as employee missed 21 days of work.)

Sonja Purinton - Resignation, (Amendment to end date), Special Education Teacher, Special Education, 3/26/2021 [COB]

Willie Howard - Cleaner, from 10/9/2020 - 4/8/2021 to 10/9/2020 - 10/8/2021, Effective 3/12/2021, Reason: Other (Extend probationary appointment per MOA.).

Certified Appointments – New Employees

****Nadine Paul -** Special Education Teacher, Special Education Programs, Replacement, Probationary - 4 Year, 3/25/2021 to 3/24/2025, Tenure Area: General Special Education, SWD (Grades 1-6) (Professional), Per CBA (Pro-Rated)

****Robin Polkosnik -** Criminal Justice Teacher, Technical Education, Replacement, Long-Term Substitute, 3/12/2021 to 6/30/2021, (Uncertified), Per CBA (Pro-Rated)

Certified Appointments – Current Employees

Ashley Randall - Math Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Mathematics 7-12 (Professional), $37.25 per hour

Chelsey Andreski - English Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, English Language Arts 7-12 (Professional), $37.25 per hour

Jeffery Brown - Science Teacher (Middle School), Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Chemistry 7-12 (Professional), $37.25 per hour

Joelle Yost - Social Studies Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Social Studies 7-12 (Professional), $37.25 per hour

John Finger - Social Studies Teacher, Regional Summer School, Term, 7/1/2021 to 8/31/2021, Social Studies 7-12 (Two-Year Extension), $37.25 per hour

Kelsey LaCourse - Social Studies Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Social Studies 7-12 (Initial), $37.25 per hour

Kyle Hudziak - Social Studies Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Social Studies 7-12 (Permanent), $37.25 per hour

Loreen Hobart - Living Environment Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Biology 7-12 (Permanent), $37.25 per hour

Mary Tomaso - Test Security Coordinator, Instructional Support Services, New, Term, 7/1/2020 to 6/30/2021, School District Administrator (Permanent), $5,900.00 Stipend

Norman Mitchell - Special Education Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Special Education (Permanent), $37.25 per hour

Rachel Braund - English Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, English Language Arts 7-12 (Professional), $37.25 per hour

Richard Hensel - English Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, English Language Arts 7-12 (Initial), $37.25 per hour

Todd Hobin - Health Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Physical Education (Professional), $37.25 per hour

Todd Hobin - Physical Education Teacher, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Physical Education (Professional), $37.25 per hour

Classified Appointments – New Employees

Shannon Grainer - Teacher Aide, Adult Early Childhood and Outreach Education, Replacement, Probationary - 6 Month, 3/12/2021 to 9/11/2021, Non-Competitive Class, Per CBA (Pro-Rated)

****Jesse Hendrick -** Building Maintenance Worker, Maintenance/Custodial, New, Probationary - 6 Month, 3/8/2021 to 9/7/2021, Labor Class, Per CBA (Pro-Rated)

****Maria Varlaro -** Teacher Aide, Technical Education, Replacement, Probationary - 6 Month, 3/12/2021 to 9/11/2021, Non-Competitive Class, Per CBA

****Teisha Burdick -** Teacher Aide, Special Education Programs, Replacement, Probationary - 6 Month, 3/12/2021 to 9/11/2021, Non-Competitive Class, Per CBA (Pro-Rated)

Classified Appointments – Current Employees

Ronald Gatto - Teacher Aide, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Non-Competitive Class, $12.50 per hour

Linda Kudrewicz - School Nurse, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Reg Prof Nurse (Exp. 5/31/2022) (License), $24.75 per hour

Kim Perry - Teacher Aide, Regional Summer School, New, Term, 7/1/2021 to 8/31/2021, Non-Competitive Class, $12.50 per hour

Substitute Appointments

Effective upon approval by the Board of Education of the Personnel Report and ending July 8, 2021 unless otherwise amended at a future meeting of the Board of Education.

Joseph Carney
Mark Prokopienko

Establish Regional Summer School Pay Schedule

Teacher – Regular session, review session, proctoring, scoring	$37.25/hr.
Teacher Aide	$12.50/hr.
Exam proctor/scorer – Certified Teacher (non-regular session instructor)	$25/hr.
Exam proctor/scorer – Uncertified Teacher (non-regular session instructor)	$20/hr.
Exam proctor/scorer –Certified Teaching Assistant (non-regular session)	$15/hr.
Exam proctor/scorer – Teacher Aide (non-regular session)	$12.50/hr.
Registered Nurse	$24.75/hr.
Licensed Practical Nurse	$14.85/hr.

All voted in favor; motion carried 8:0.

BOARD FORUM

During Board Forum, Board members shared how high school students are being brought back to in-person instruction in their districts.

Mr. Clements reported on winter sports and the Summer Enrichment Program that is being planned in collaboration with Richfield Springs.

Mrs. North reported Central Valley is live streaming its sporting events.

Mr. Schmid reported on Dolgeville's budget planning and complimented Business Manager Jessica Radley for her expertise in her position. He noted that new superintendent, Mr. Gilfus, is working intermittently until his start date as deputy superintendent on May 1.

Ms. Lynch noted that West Canada Valley is live streaming sporting events and that parents of seniors were allowed to attend "senior night" in person.

According to Mrs. Tharp, students from Richfield Springs and Owen D. Young were offered skiing opportunities at Royal Mountain this winter. Students who participated in at least two trips were given a tee shirt. She also noted how the district is conducting a grading analysis and looking for gaps in student learning.

Mr. Miller read a parent letter about kids being the super heroes during the pandemic. He stated that Little Falls has a building project underway and complimented Mrs. Sherwood and Mr. Coupe for their recent BOCES budget presentation given at the Little Falls Board meeting. He noted that Little Falls nominated him for another three years as their representative on the BOCES Board.

A brief discussion was held about BOCES Board representation.

President Shypski reported that students at Richfield Springs are playing basketball, he noted that the district is aggressively addressing an attendance problem with a group of high school students and that the district is assessing where students are academically. He shared his long-term budget concerns and information on the Scholastic Clay Target League that Richfield Springs and Owen D. Young students are participating in.

President Shypski invited Board members to attend future advocacy meetings with legislators. SBI plans to schedule in-person meetings this summer.

NYSSBA Update

The 2021 NYSSBA Convention planning is underway. Mr. Miller reported that the June director's meeting will be in-person.

NEW BUSINESS

Policy Review

General Commitments, 0014 – Gender Neutral Single-Occupancy Bathroom Facilities

Mrs. Sherwood recommended the first reading be waived and requested the Board consider approving this new policy as it is tied to a change in law.

Mr. Schmid moved and Ms. Lynch seconded a motion to waive the first reading and adopt policy 0014, Gender Neutral Single-Occupancy Bathroom Facilities as presented. All voted in favor; motion carried 8:0.

Positive Thoughts

- Thank you notes to NYS Legislators for making time to meet with Mrs. Sherwood, Mrs. Fischer and student representatives for NYSUT/BOCES Advocacy Day on March 4.
- A group of superintendents met with local legislators on the NYSCOSS Advocacy Day.
- BOCES Board of Education and District Superintendent place ad for the Pathways Yearbook.
- Mrs. Sherwood read an email message of appreciation to all staff at the WEB Complex from Zane Mahar following an unplanned evacuation when a fire alarm was triggered on a very cold winter day.

In response to Mr. Schmid's inquiry about 3-8 assessments, Mrs. Sherwood reported that an SED survey is being conducted for K-12 schools to gather information so that a waiver request can be submitted to the federal government. She stated that districts have to plan to administer the tests at this point in time.

ADMINISTRATIVE REPORTS & RECOMMENDATIONS

Director of Special and Alternative Education, Roberta Matthews

Pathways and Special Programs:

- The February Superintendent's Conference Day was very successful. In addition to creating an opportunity for staff to develop new strategies and hone their instructional skills, administrators created opportunities for staff to care for their social-emotional needs.
- The Superintendent's Sub-committee for Itinerant Services met and current Itinerant services were reviewed. At this point in time, there are no new Itinerant requests.
- Teachers and students are preparing for the 3–8 assessments and the New York State Alternate Assessment. These assessments will be continuing at this point according to a recent NYS Education Department memo.
- All teachers responsible for the Alternate Assessment testing have been trained and are ready to begin the process which is being led by Sheri Perry.
- Extended School Year program planning continues.
- March is Youth Art Month. The Mohawk Valley Center for the Arts (MVCA) encourages support for quality school art programs and promotes art material safety. The program provides an opportunity to recognize the "A" in STEAM (Science, Technology, Engineering, ARTS, and Mathematics). MVCA will celebrate by hosting the art work of Herkimer County art students and their art teachers in the 2021 Reflections Exhibition. This exhibition will be on display on the new Mohawk Valley Center for the Arts website, and at the 401 Gallery, Canal Place, Little Falls. Art teacher, Cynthia Brownell and four Herkimer BOCES students' art work will be on display in celebration of Youth Art Month.
- Students and staff at Barringer Road Elementary have been reading, writing and learning about diversity and the importance of inclusion in all aspects of life. One of their recent projects had students blending colors to create a self-portrait.

Director of Adult, Early Childhood and Outreach Education, Mary Kline

Early Childhood Education

- The Early Childhood classes continue to learn their letters, shapes and numbers. Students continue to be sought for the 2021-2022 Pre K classes and the summer integrated Preschool program. Registration information is posted on the Herkimer BOCES website.
- The preschool programs have new Smart Boards and they were too high for the students to reach so Mr. Spatto's class at Pathways created steps for the students.

Adult Education

LPN

- An application for CARES Act money to cover some of the related expenses to operate the LPN program during COVID has been submitted. The amount that was requested was over $18,000. To date, funding has not been received. BOCES is eligible for CARES Act II funding for COVID related expenses that were expended since September 2020.
- Recruitment for the new full and part-time classes has begun. A new video for virtual open houses is being developed.
- Plans are underway to hold an outside graduation ceremony in July. More details will follow once a site is confirmed.

Adult Literacy

- The TASC test will be held in March at Herkimer College. There will be another test opportunity in May.
- The New York State Education Department has released the Grant proposals for both the Literacy Zone and the Workforce Investment Opportunity Act (WIOA) for 2022-2027. This is a large grant and requires many community partners to participate. The comprehensive application is due on March 30.

Outreach Education

- Planning for the Tutorial Outreach Summer Program is underway.
- The quarterly New York State Migrant Education Program Consortium meeting is scheduled for March. This provides an opportunity to meet with the NYSED program representatives and other program leaders from around New York State.

Business Manager, Stephen Coupe

Mr. Coupe reported that all districts received a dividend from the Health Insurance Consortium due to the significant drop in claims as a result of the restrictions placed on medical facilities during the COVID-19 pandemic. The Consortium is running a significant surplus and has decided to declare a one-time special dividend. The BOCES share of this was $563,647.70. Mr. Coupe suggested that $500,000 of the dividend be transferred to the Capital Reserve Fund Balance to offset the local share of the upcoming BOCES capital project.

Authorization to transfer $500,000 into the Assigned Fund Balance [Capital]

Mr. Loiacono moved and Mrs. Tharp seconded a motion to authorize the transfer of $500,000 into the assigned fund balance [Capital]. All voted in favor; motion carried 8:0.

The remaining $63,647.70 would be transferred to the Teachers' Retirement System (TRS) Reserve as part of the $195,000 already approved to be added to the TRS Reserve.

- Recognition of Beverly Hyla as she is re-retiring from BOCES.
- Old outstanding checks
- Credit card late fees

Assistant Superintendent for Administrative Services, Jim Picolla

Mr. Picolla reported on the following areas of the BOCES:

Information Technology

- The server upgrades continue to progress as planned. The domain controllers are now fully updated and running secure operating systems.
- The review of wireless options for the planned upgrade has been completed and after careful consideration, Aruba was determined to be the best system to fit. Aruba is a MORIC supported solution.

Operations and Maintenance

- Preliminary meetings have been held with King + King to work on the development of a capital project for the BOCES.
- The O&M training program and culture change initiative continues to move forward.
- The SED Visual Inspection reports for all three buildings have been finalized and submitted.

Personnel Office

- A series of workshops have been held with staff to better understand the Human Resource Management module of WinCap software (financial management tool).

- HR is in the process of adjusting WinCap records to better conform with the best practices recommended by the vendor.
- A series of tools were developed for the administrative team to assist them with decision-making and general understanding of COVID-related leaves and remote work options. Some of these tools have been shared with our districts.
- A cursory review of the BOCES website was conducted, checking for outdated information such as contact names, important dates, and outdated documents.
- Mr. Picolla is conducting exit interviews of most employees upon their separation. A report will be provided once enough data is collected to provide some insight.

Safety Office

General Update

- The Safety Service has been exploring the development of a Community Schools CoSer utilizing the local agency: Connected Community Schools.
- The Coordinator of Safety Services worked with Mt. Markham CSD to inventory and dispose of excess chemicals from its high school and middle school buildings. The chemicals were delivered to the Oneida-Herkimer Solid Waste Authority for disposal.

COVID-19 Response

- As a licensed Limited Services Laboratory, BOCES was able to obtain 150 COVID-19 tests for free from New York State. These tests will be used to test BOCES' Health Science Careers students as they take the clinical portion of their class. The testing will be conducted by a BOCES' school nurse.
- The Safety Service assisted with contact tracing for eight COVID-19 cases in a three-week period.
- The Safety Service has been working closely with Herkimer County Public Health and Athletic Directors from Herkimer County school districts to develop a template for a sport-specific safety plan that can be implemented for high-risk winter and fall sports in the districts.
- Based on the Governor's Executive Order, BOCES has developed a method of collecting the vaccine status of BOCES employees and the percentage of BOCES teachers that are providing in-person instruction at least once a week. These numbers will be reported to the Herkimer County Public Health Department.
- Based on the NYS Department of Health's latest guidance, the Safety Service is assisting districts with determining the feasibility of holding proms, dances, etc. that will fit within the state's guidelines.

Trainings & Inspections

- The Safety Service has been conducting the six-month asbestos inspections required under AHERA for all school buildings that contain known asbestos containing materials.
- BOCES' Director of Facilities completed the walkthrough portions of Visual Inspections for Mt. Markham and Poland CSDs.

School Safety Advisor Update

- The School Safety Advisor continues to monitor the parking lots at the WEB and Remington for evidence of illegal activity.
- The School Safety Advisor is reviewing Central Valley's Emergency Response Plan and their Athletics and Return to Play protocol from a security/physical safety perspective.
- The School Safety Advisor has been in communication with the US Department of Homeland Security in relation to training opportunities.
- The School Safety Advisor is in communication with the Director of Governmental Sales at Herkimer Industries regarding its "Stop the Bleed" initiative and products.

PBIS Coordinator Update

The PBIS Coordinator has conducted numerous trainings, provided various support services and provided professional development opportunities.

Assistant Superintendent for Instructional Services, Kathy Fox

Goal 1 - Grow in strength and leadership across our region

The regional leaders met and the following updates were provided:

- Guest speaker on Coaching the Whole Athlete
- Amy Konz from the MORIC provided updated data reporting requirements and tips, and provided updates from NYSED.
- During roundtable meetings, leaders shared AIS ideas, expressed concerns for students that are behind, and offered ideas on how to provide interventions to students.
- Leaders shared vertical discussions with grade levels, and prioritizing standards, and assessments that will identify gaps.
- Regional discussion around literacy continues.

Goal 2 - Stabilize staffing and programs to ensure our components and the community continue to have needed support in a cost-effective manner

- The Superintendent Sub-committee for Instructional Support Services met and the professional development spring catalog was shared, prioritizing curriculum and identifying gaps were discussed, and potential summer PD was expressed.
- Members of this committee discussed long-range planning needed to address assessed learning gaps.

Goal 3 - Develop accountability systems with clear expectations

- Regional Summer School (RSS) was discussed at the secondary leaders meeting.
- Middle level leaders discussed the need for RSS to focus on ELA and math rather than all four academic subjects through a project-based model as in the past.
- Driver's education was also discussed as students are able to attend in-person or virtual instruction for the direct instruction part of the course. The driving requirements will be fulfilled through a parent attestation.
- RSS will be held at Frankfort-Schuyler CSD.

Technical Education

CTE

- A new articulation agreement is being developed with SUNY Morrisville for the Criminal Justice program. Dual credit college courses with MVCC are being added in the Building and Construction, Welding, and Advanced Manufacturing programs.
- Students in Visual Communications are finishing their redesigned brochures for each of the Technical Education programs.
- The Health Science Careers program is making final preparations to attend clinical training for their CNA certification at the FoltsBrook Center. Herkimer BOCES is one of the few programs across the state that is offering this opportunity to students in the midst of the pandemic. Students in HOSA are preparing for their spring conference that will be held virtually in April.

VP-TECH

- The VP-TECH students continue to assist the LPN program by making face shields. Additionally, VP-TECH students, under the direction of Mrs. Rachel Kent, participated in a mock interview program.

School to Careers

- A STC representative served as a judge for the Cosmetology Business Plan competition and worked with the VP-TECH Social Studies teacher to provide mock job interviews to all of the students in the economics class.
- STC will host a virtual 7th grade Skilled Building Trades Day for the component districts in May.
- STC is working on a college and career day for ninth and 10th grade students in April.
- The STC team facilitated a virtual team building activity for the entire Technical Programs staff to participate in during the Superintendent's Conference Day.
- The STC team continues to utilize virtual webinars as a means of professional development and shares the information with BOCES staff and/or per district requests.

INSTRUCTIONAL SUPPORT SERVICES

Mentoring

- The focus in February was "Self-Care is Self-Love."
- Another level of support created for teachers with the collaboration of the teachers' union, the mentoring program, and administration, is a Teacher Study.

Curriculum Work

- Curriculum work with VP-TECH continues. Teachers will reimagine their design of instruction to fit closely to the intentionality of VP-TECH from its inception. This includes professional development on Universal Design Instructional Practice and Inquiry-Based Learning approaches.

Professional Development

- The ISS team provided 10 PD offerings throughout February. Much of which included Instructional Technology practices.
- For the Superintendent's Conference Day, the ISS team facilitated sessions that fostered social emotional learning, as well as a reflection of curriculum and standards work, including co-teaching and planning. Teacher Aides were provided training on how to support students using technology. The staff feedback was overwhelmingly positive.

Virtual Online Learning Services

- We are currently managing 814 enrollments for seven component districts. There were 12 new enrollments added during February.

Home Instruction

- Home Instruction is wrapping up the end of the second quarter. Enrollment remains at 355.

School Boards Institute

- District Clerk's workshop was held virtually in February.
- DSA/SAA nominations are due in March. The recognition ceremony will be held virtually on May 13.

District Superintendent, Sandra Sherwood

- Culinary students to prepare a meal for the Board at its April 22 meeting; it was determined that the April 22 board meeting will begin at 6:45pm.
- Annual Meeting Report has been finalized and sent to the printer.

FUTURE BUSINESS AND MEETINGS

- Virtual SBI General Membership Meeting, "Virtual Learning Platforms, What Works and Future Needs" presented by BOCES IT Leaders, March 18, 6pm
- Nominations due to the Board Clerk for BOCES Board of Education candidates, March 22
- Virtual BOCES Open House, March 24
- BOCES Annual Meeting, April 1 @ 6pm, will be live streamed
- No School – Spring Recess, April 2 – April 9
- Component Boards meet to vote on BOCES Budget and hold Board Election, April 21
- Board of Education Meeting, April 22, @ 6:45pm, WEB Complex, Room C5

.

Schedule of 2021-2022 Budget Presentations
To Component Boards of Education

March

16 Dolgeville @ 6pm – HS Cafeteria
17 Richfield Springs @ 6:30pm – Cafeteria

EXECUTIVE SESSION

Mr. Miller moved and Ms. Lynch seconded a motion to enter into executive session for the purpose of discussing the employment history of a particular person leading to promotion. All voted in favor; motion carried 8:0. The Board went into executive session at 7:35pm. President Shypski declared the meeting reconvened at 7:58pm.

ADJOURNMENT

Mrs. Tharp moved and Ms. Lynch seconded a motion to adjourn the meeting at 7:59pm. All voted in favor; motion carried 8:0.

Shawn Maxson
Board Clerk

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
CENTRAL VALLEY CENTRAL SCHOOL DISTRICT [212101]								
201 - SPECIAL EDUCATION								
201.010	3/11/2021	458,500.00	28,000.00	-0.0800	0.00	-2,240.00	456,260.00	ADJUSTMENT #1175
203 - SPECIAL EDUCATION								
203.010	3/11/2021	445,312.50	37,500.00	0.5200	0.00	19,500.00	464,812.50	ADJUSTMENT #1175
206 - CAREER AWARENESS								
206.010	3/11/2021	444,150.00	42,000.00	0.9450	0.00	39,690.00	483,840.00	ADJUSTMENT #1175
308 - SCHOOL SOCIAL WORKER								
308.011	3/11/2021	53,699.10	2,730.00	-1.0990	0.00	-3,000.27	50,698.83	ADJUSTMENT #1176
318 - SPEECH IMPAIRED								
318.011	3/11/2021	110,088.00	3,669.60	1.4750	0.00	5,412.66	115,500.66	ADJUSTMENT #1176
319 - OCCUPATIONAL THERAPY								
319.011	3/11/2021	74,053.00	3,976.00	1.4000	0.00	5,566.40	79,619.40	ADJUSTMENT #1176
320 - PHYSICAL THERAPY								
320.011	3/11/2021	16,973.25	3,710.00	0.6750	0.00	2,504.25	19,477.50	ADJUSTMENT #1176
398 - TEACHER AIDE 1:1								
398.200	3/11/2021	110,420.92	28,459.00	-0.2790	0.00	-7,940.06	102,480.86	ADJUSTMENT #1176
503 - LIBRARY AUTOMATION								
503.150	3/11/2021	893.00	0.00	0.0000	47.00	47.00	940.00	ADJUSTMENT #27062
516 - SCHOOL/CURRICULAR PLANNING								
516.022	3/24/2021	0.00	0.00	0.0000	75.00	75.00	75.00	ADJUSTMENT PER CONTRACT REQUEST WITH WESTERN SUFFOLK BOCES
633 - COMPUTER SERVICE: MANAGEMENT								
633.519	3/11/2021	3,135.96	0.00	0.0000	10.00	10.00	3,145.96	ADJUSTMENT #27062
633.150	3/23/2021	10,638.65	0.00	0.0000	2,839.00	2,839.00	13,477.65	ADJUSTMENT #27103
633.519	3/23/2021	3,145.96	0.00	0.0000	42.58	42.58	3,188.54	ADJUSTMENT #27103
SubTotal CENTRAL VALLEY CENTRAL SCHOOL DISTRICT [212101]				**3.5570**	**3,013.58**	**62,506.56**		
DOLGEVILLE CENTRAL SCHOOL [211003]								
201 - SPECIAL EDUCATION								
201.010	3/24/2021	224,700.00	28,000.00	0.9950	0.00	27,860.00	252,560.00	ADJUSTMENT #1177
308 - SCHOOL SOCIAL WORKER								
308.011	3/24/2021	6,859.12	2,730.00	-0.6620	0.00	-1,807.26	5,051.86	ADJUSTMENT #1178
318 - SPEECH IMPAIRED								
318.011	3/24/2021	44,035.20	3,669.60	-1.4620	0.00	-5,364.96	38,670.24	ADJUSTMENT #1178
319 - OCCUPATIONAL THERAPY								
319.011	3/24/2021	17,892.00	3,976.00	-0.4870	0.00	-1,936.31	15,955.69	ADJUSTMENT #1178
320 - PHYSICAL THERAPY								
320.011	3/24/2021	12,985.00	3,710.00	-0.9750	0.00	-3,617.25	9,367.75	ADJUSTMENT #1178
346 - ITINERANT-OSWEGO BOCES								
346.100	3/24/2021	1,149.30	0.00	0.0000	3,194.39	3,194.39	4,343.69	ADJUSTMENT #1159 ENROLLMENT ADJ PER OSWEGO BOCES

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
504 - EDUCATIONAL COMMUNICATIONS CENTER								
504.020	3/24/2021	121.64	0.00	0.0000	4,000.00	4,000.00	4,121.64	ADJUSTMENT #5733
504.210	3/29/2021	0.00	0.00	0.0000	2,000.00	2,000.00	2,000.00	ADJUSTMENT #5734
514 - ON-LINE SEARCH SERVICE								
514.030	3/18/2021	13,173.10	0.00	0.0000	2,332.00	2,332.00	15,505.10	ADJUSTMENT #5601
591 - INST COMPUTER SERVICES MADISON								
591.150	3/4/2021	2,170.80	0.00	0.0000	91,000.00	91,000.00	93,170.80	ADJUSTMENT #26955
591.501.201	3/4/2021	0.00	0.00	0.0000	3,840.00	3,840.00	3,840.00	ADJUSTMENT #26955
591.151	3/4/2021	0.00	0.00	0.0000	3,940.00	3,940.00	3,940.00	ADJUSTMENT #27022
591.183	3/17/2021	0.00	0.00	0.0000	1,244.00	1,244.00	1,244.00	ADJUSTMENT #27076
591.184	3/17/2021	645.00	0.00	0.0000	3,274.00	3,274.00	3,919.00	ADJUSTMENT #27076
591.188	3/17/2021	1,244.00	0.00	0.0000	-1,244.00	-1,244.00	0.00	ADJUSTMENT #27076
591.189	3/17/2021	3,274.00	0.00	0.0000	-3,274.00	-3,274.00	0.00	ADJUSTMENT #27076
633 - COMPUTER SERVICE: MANAGEMENT								
633.519	3/4/2021	3,822.18	0.00	0.0000	1,365.00	1,365.00	5,187.18	ADJUSTMENT #26955
633.519	3/4/2021	5,187.18	0.00	0.0000	59.10	59.10	5,246.28	ADJUSTMENT #27022
SubTotal DOLGEVILLE CENTRAL SCHOOL [211003]				**-2.5910**	**111,730.49**	**126,864.71**		
FRANKFORT-SCH CENTRAL SCHOOL [210402]								
201 - SPECIAL EDUCATION								
201.010	3/9/2021	399,224.00	28,000.00	2.3280	0.00	65,184.00	464,408.00	ADJUSTMENT #1179
203 - SPECIAL EDUCATION								
203.010	3/9/2021	225,000.00	37,500.00	-1.1250	0.00	-42,187.50	182,812.50	ADJUSTMENT #1179
308 - SCHOOL SOCIAL WORKER								
308.011	3/9/2021	18,854.74	2,730.00	-0.7770	0.00	-2,121.21	16,733.53	ADJUSTMENT #1180
308.010	3/12/2021	46,069.80	76,783.00	-0.2000	0.00	-15,356.60	30,713.20	ADJUSTMENT #1207
318 - SPEECH IMPAIRED								
318.011	3/9/2021	66,052.80	3,669.60	0.4500	0.00	1,651.32	67,704.12	ADJUSTMENT #1180
319 - OCCUPATIONAL THERAPY								
319.011	3/9/2021	64,629.88	3,976.00	0.7250	0.00	2,882.60	67,512.48	ADJUSTMENT #1180
320 - PHYSICAL THERAPY								
320.011	3/9/2021	29,680.00	3,710.00	-0.3750	0.00	-1,391.25	28,288.75	ADJUSTMENT #1180
507 - INSTRUCTIONAL COMPUTER SERVICES								
507.510	3/11/2021	124,135.09	0.00	0.0000	-75,149.80	-75,149.80	48,985.29	ADJUSTMENT #1205
507.209	3/15/2021	42,302.00	0.00	0.0000	3,208.18	3,208.18	45,510.18	ADJUSTMENT #5729
507.060	3/23/2021	5,750.00	0.00	0.0000	172.50	172.50	5,922.50	ADJUSTMENT #5730
591 - INST COMPUTER SERVICES MADISON								
591.501.099	3/18/2021	0.00	0.00	0.0000	169.00	169.00	169.00	ADJUSTMENT #27093
633 - COMPUTER SERVICE: MANAGEMENT								
633.726	3/2/2021	76.00	0.00	0.0000	-76.00	-76.00	0.00	ADJUSTMENT #27018
633.519	3/18/2021	233.25	0.00	0.0000	10.00	10.00	243.25	ADJUSTMENT #27093
633.150	3/29/2021	2,014.20	0.00	0.0000	1,261.03	1,261.03	3,275.23	ADJUSTMENT #27114
633.201	3/29/2021	0.00	0.00	0.0000	67.00	67.00	67.00	ADJUSTMENT #27114

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
633.519	3/29/2021	243.25	0.00	0.0000	19.92	19.92	263.17	ADJUSTMENT #27114
SubTotal FRANKFORT-SCH CENTRAL SCHOOL [210402]				**1.0260**	**-70,318.17**	**-61,656.81**		
GLOVERSVILLE CITY SD [170500]								
206 - CAREER AWARENESS								
206.010	3/15/2021	0.00	42,000.00	0.4500	0.00	18,900.00	18,900.00	ADJUSTMENT #1181
318 - SPEECH IMPAIRED								
318.011	3/15/2021	0.00	3,669.60	0.3030	0.00	1,111.89	1,111.89	ADJUSTMENT #1182
319 - OCCUPATIONAL THERAPY								
319.011	3/15/2021	0.00	3,976.00	0.2030	0.00	807.13	807.13	ADJUSTMENT #1182
320 - PHYSICAL THERAPY								
320.011	3/15/2021	0.00	0.00	0.0000	751.28	751.28	751.28	ADJUSTMENT #1182
SubTotal GLOVERSVILLE CITY SD [170500]				**0.9560**	**751.28**	**21,570.30**		
HERKIMER CSD [210601]								
215 - TRUST PROGRAM								
215.314	3/2/2021	0.00	0.00	0.0000	-2,554.20	-2,554.20	-2,554.20	ADJUSTMENT #1171 ONEIDA BILL QTR 2 CHANGES
215.020	3/2/2021	77,103.00	0.00	0.0000	-52,044.52	-52,044.52	25,058.48	ADJUSTMENT #1171 ONEIDA BILL QTR 2 CHANGES
591 - INST COMPUTER SERVICES MADISON								
591.191	3/23/2021	1,276.00	0.00	0.0000	1,276.00	1,276.00	2,552.00	ADJUSTMENT #27075
591.302	3/23/2021	14,100.60	0.00	0.0000	1,750.00	1,750.00	15,850.60	ADJUSTMENT #27075
591.191	3/23/2021	2,552.00	0.00	0.0000	-1,276.00	-1,276.00	1,276.00	ADJUSTMENT #27075
591.302	3/23/2021	15,850.60	0.00	0.0000	-1,750.00	-1,750.00	14,100.60	ADJUSTMENT #27075
633 - COMPUTER SERVICE: MANAGEMENT								
633.264	3/8/2021	4,680.00	0.00	0.0000	4,193.80	4,193.80	8,873.80	ADJUSTMENT #27054
633.265	3/8/2021	20,123.00	0.00	0.0000	2,404.02	2,404.02	22,527.02	ADJUSTMENT #27054
633.519	3/8/2021	2,668.90	0.00	0.0000	212.91	212.91	2,881.81	ADJUSTMENT #27054
633.264	3/8/2021	8,873.80	0.00	0.0000	-4,193.80	-4,193.80	4,680.00	ADJUSTMENT #27054
633.265	3/8/2021	22,527.02	0.00	0.0000	-2,616.93	-2,616.93	19,910.09	ADJUSTMENT #27054
633.206	3/8/2021	0.00	0.00	0.0000	1,400.00	1,400.00	1,400.00	ADJUSTMENT #27053
633.519	3/8/2021	2,881.81	0.00	0.0000	21.00	21.00	2,902.81	ADJUSTMENT #27053
633.519	3/18/2021	2,902.81	0.00	0.0000	10.00	10.00	2,912.81	ADJUSTMENT #1208
SubTotal HERKIMER CSD [210601]				**0.0000**	**-53,167.72**	**-53,167.72**		
HOLLAND-PATENT CSD [412201]								
203 - SPECIAL EDUCATION								
203.010	3/17/2021	0.00	37,500.00	0.4750	0.00	17,812.50	17,812.50	ADJUSTMENT #1185
308 - SCHOOL SOCIAL WORKER								
308.011	3/17/2021	0.00	0.00	0.0000	324.19	324.19	324.19	ADJUSTMENT #1186

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
SubTotal HOLLAND-PATENT CSD [412201]				**0.4750**	**324.19**	**18,136.69**		
JOHNSTOWN CITY SD [170600]								
206 - CAREER AWARENESS								
206.010	3/19/2021	39,900.00	42,000.00	-0.4500	0.00	-18,900.00	21,000.00	ADJUSTMENT #1186
318 - SPEECH IMPAIRED								
318.011	3/19/2021	5,229.18	3,669.60	-1.0550	0.00	-3,871.43	1,357.75	ADJUSTMENT #1186
319 - OCCUPATIONAL THERAPY								
319.011	3/19/2021	3,777.20	3,976.00	-0.8250	0.00	-3,280.20	497.00	ADJUSTMENT #1186
320 - PHYSICAL THERAPY								
320.011	3/19/2021	3,524.50	3,710.00	-0.8250	0.00	-3,060.75	463.75	ADJUSTMENT #1186
SubTotal JOHNSTOWN CITY SD [170600]				**-3.1550**	**0.00**	**-29,112.38**		
LITTLE FALLS CITY SCHOOLS [210800]								
203 - SPECIAL EDUCATION								
203.010	3/8/2021	223,125.00	37,500.00	0.4750	0.00	17,812.50	240,937.50	ADJUSTMENT #1187
308 - SCHOOL SOCIAL WORKER								
308.011	3/8/2021	17,745.00	2,730.00	-0.2060	0.00	-562.38	17,182.62	ADJUSTMENT #1188
318 - SPEECH IMPAIRED								
318.011	3/8/2021	20,182.80	3,669.60	1.5000	0.00	5,504.40	25,687.20	ADJUSTMENT #1188
346 - ITINERANT-OSWEGO BOCES								
346.100	3/29/2021	11,560.63	0.00	0.0000	-1,149.31	-1,149.31	10,411.32	ADJUSTMENT #1211
620 - SUBSTANCE COLLECTION								
620.300	3/9/2021	193.25	0.00	0.0000	271.00	271.00	464.25	ADJUSTMENT #1203
633 - COMPUTER SERVICE: MANAGEMENT								
633.150	3/23/2021	1,552.76	0.00	0.0000	2,014.20	2,014.20	3,566.96	ADJUSTMENT #26980
633.303	3/23/2021	1,056.36	0.00	0.0000	178.48	178.48	1,234.84	ADJUSTMENT #26980
633.523	3/23/2021	0.00	0.00	0.0000	715.00	715.00	715.00	ADJUSTMENT #26980
633.519	3/23/2021	2,876.21	0.00	0.0000	32.89	32.89	2,909.10	ADJUSTMENT #26980
SubTotal LITTLE FALLS CITY SCHOOLS [210800]				**1.7690**	**2,062.26**	**24,816.78**		
MOUNT MARKHAM CSD [212001]								
201 - SPECIAL EDUCATION								
201.010	3/9/2021	322,000.00	28,000.00	-0.0620	0.00	-1,736.00	320,264.00	ADJUSTMENT #1189
203 - SPECIAL EDUCATION								
203.010	3/9/2021	252,187.50	37,500.00	-0.4800	0.00	-18,000.00	234,187.50	ADJUSTMENT #1189
215 - TRUST PROGRAM								
215.020	3/9/2021	0.00	0.00	0.0000	44,334.23	44,334.23	44,334.23	ADJUSTMENT #1170
215.314	3/9/2021	0.00	0.00	0.0000	2,175.80	2,175.80	2,175.80	ADJUSTMENT #1170
308 - SCHOOL SOCIAL WORKER								
308.011	3/9/2021	36,650.25	2,730.00	-0.6310	0.00	-1,722.63	34,927.62	ADJUSTMENT #1190
318 - SPEECH IMPAIRED								
318.011	3/9/2021	23,026.74	3,669.60	-0.7550	0.00	-2,770.55	20,256.19	ADJUSTMENT #1190

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
398 - TEACHER AIDE 1:1								
398.200	3/9/2021	42,688.50	28,459.00	-0.2500	0.00	-7,114.75	35,573.75	ADJUSTMENT #1190
591 - INST COMPUTER SERVICES MADISON								
591.302	3/4/2021	11,932.83	0.00	0.0000	-2,248.95	-2,248.95	9,683.88	ADJUSTMENT #27037
620 - SUBSTANCE COLLECTION								
620.100	3/9/2021	0.00	0.00	0.0000	160.00	160.00	160.00	ADJUSTMENT #1200
633 - COMPUTER SERVICE: MANAGEMENT								
633.001	3/4/2021	0.00	0.00	0.0000	67,720.00	67,720.00	67,720.00	ADJUSTMENT #27048
633.002	3/4/2021	83,255.00	0.00	0.0000	-83,255.00	-83,255.00	0.00	ADJUSTMENT #27048
SubTotal MOUNT MARKHAM CSD [212001]				**-2.1780**	**28,886.08**	**-2,457.85**		
OWEN D. YOUNG CENTRAL SCHOOL [211701]								
308 - SCHOOL SOCIAL WORKER								
308.011	3/11/2021	1,706.25	2,730.00	-0.1050	0.00	-286.65	1,419.60	ADJUSTMENT #1191
504 - EDUCATIONAL COMMUNICATIONS CENTER								
504.210	3/25/2021	0.00	0.00	0.0000	1,000.00	1,000.00	1,000.00	ADJUSTMENT #5731
504.020	3/25/2021	500.00	0.00	0.0000	2,000.00	2,000.00	2,500.00	ADJUSTMENT #5732
514 - ON-LINE SEARCH SERVICE								
514.030	3/12/2021	4,637.00	0.00	0.0000	-769.60	-769.60	3,867.40	ADJUSTMENT #1206
545 - HOME SCHOOL COORDINATOR								
545.020	3/2/2021	2,808.00	351.00	3.0000	0.00	1,053.00	3,861.00	ADJUSTMENT #1174
591 - INST COMPUTER SERVICES MADISON								
591.182	3/8/2021	0.00	0.00	0.0000	1,654.00	1,654.00	1,654.00	ADJUSTMENT #27041
591.184	3/8/2021	1,573.80	0.00	0.0000	2,188.00	2,188.00	3,761.80	ADJUSTMENT #27041
591.187	3/8/2021	1,654.00	0.00	0.0000	-1,654.00	-1,654.00	0.00	ADJUSTMENT #27041
591.189	3/8/2021	2,188.00	0.00	0.0000	-2,188.00	-2,188.00	0.00	ADJUSTMENT #27041
620 - SUBSTANCE COLLECTION								
620.300	3/11/2021	106.25	0.00	0.0000	212.50	212.50	318.75	ADJUSTMENT #1204
621 - PUBLIC INFORMATON SERVICE								
621.603	3/12/2021	130.00	65.00	3.0000	0.00	195.00	325.00	ADJUSTMENT #1206
633 - COMPUTER SERVICE: MANAGEMENT								
633.638.030	3/2/2021	1,125.00	0.00	0.0000	-1,125.00	-1,125.00	0.00	ADJUSTMENT #27030
633.150	3/23/2021	24,386.79	0.00	0.0000	1,733.26	1,733.26	26,120.05	ADJUSTMENT #27104
633.519	3/23/2021	1,560.65	0.00	0.0000	26.00	26.00	1,586.65	ADJUSTMENT #27104
SubTotal OWEN D. YOUNG CENTRAL SCHOOL [211701]				**5.8950**	**3,077.16**	**4,038.51**		
POLAND CENTRAL SCHOOL DISTRICT [211103]								
203 - SPECIAL EDUCATION								
203.010	3/11/2021	262,500.00	37,500.00	0.5500	0.00	20,625.00	283,125.00	ADJUSTMENT #1192
308 - SCHOOL SOCIAL WORKER								
308.011	3/11/2021	33,544.87	2,730.00	-1.8910	0.00	-5,162.43	28,382.44	ADJUSTMENT #1193
318 - SPEECH IMPAIRED								
318.011	3/11/2021	34,613.50	3,669.60	-1.4250	0.00	-5,229.18	29,384.32	ADJUSTMENT #1193

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
319 - OCCUPATIONAL THERAPY								
319.011	3/11/2021	26,937.40	3,976.00	-0.1850	0.00	-735.56	26,201.84	ADJUSTMENT #1193
398 - TEACHER AIDE 1:1								
398.200	3/16/2021	108,855.67	28,459.00	-1.6250	0.00	-46,245.87	62,609.80	ADJUSTMENT #1193
401 - REGIONAL PROGRAM OF EXCELLENCE								
401.420	3/2/2021	16,146.00	1,794.00	-2.0000	0.00	-3,588.00	12,558.00	ADJUSTMENT #21009
515 - PRINTING MADISON								
515.509	3/25/2021	2,374.64	0.00	0.0000	16.79	16.79	2,391.43	ADJUSTMENT #1209
537 - School/Curriculum Improvement Planning								
537.512	3/25/2021	65.00	0.00	0.0000	-65.00	-65.00	0.00	ADJUSTMENT #1209
591 - INST COMPUTER SERVICES MADISON								
591.305	3/25/2021	6,706.50	0.00	0.0000	-405.00	-405.00	6,301.50	ADJUSTMENT #1209
601 - WORKERS' COMPENSATION ADMINISTRATION								
601.490	3/2/2021	8,383.00	0.00	0.0000	-1,404.00	-1,404.00	6,979.00	ADJUSTMENT #1165 PER MADISON BILL
611 - PLANNING SERVICE, MGMT								
611.030	3/2/2021	19,600.00	0.00	0.0000	-9,800.00	-9,800.00	9,800.00	ADJUSTMENT #1165 PER MADISON BILL
620 - SUBSTANCE COLLECTION								
620.200	3/11/2021	1,024.00	0.00	0.0000	-400.00	-400.00	624.00	ADJUSTMENT #1202
633 - COMPUTER SERVICE: MANAGEMENT								
633.519	3/25/2021	2,711.93	0.00	0.0000	-407.82	-407.82	2,304.11	ADJUSTMENT #1209
633.638.023	3/25/2021	0.80	0.00	0.0000	-0.80	-0.80	0.00	ADJUSTMENT #1209
635 - STAFF DEVELOPMENT								
635.607	3/2/2021	1,988.00	0.00	0.0000	-500.00	-500.00	1,488.00	ADJUSTMENT #1165 PER MADISON BILL
SubTotal POLAND CENTRAL SCHOOL DISTRICT [211103]				**-6.5760**	**-12,965.83**	**-53,301.87**		
RICHFIELD SPRINGS CSD [472001]								
206 - CAREER AWARENESS								
206.050	3/19/2021	66,780.00	66,780.00	-0.4750	0.00	-31,720.50	35,059.50	ADJUSTMENT #1194
308 - SCHOOL SOCIAL WORKER								
308.011	3/19/2021	8,906.62	2,730.00	-1.9390	0.00	-5,293.47	3,613.15	ADJUSTMENT #1195
591 - INST COMPUTER SERVICES MADISON								
591.150	3/4/2021	55,272.40	0.00	0.0000	26,353.60	26,353.60	81,626.00	ADJUSTMENT #1166
591.303	3/4/2021	42,626.00	0.00	0.0000	-19,920.00	-19,920.00	22,706.00	ADJUSTMENT #1166
591.501.201	3/19/2021	11,310.00	0.00	0.0000	-5,200.00	-5,200.00	6,110.00	ADJUSTMENT #1210
591.190	3/23/2021	2,992.00	0.00	0.0000	2,992.00	2,992.00	5,984.00	ADJUSTMENT #27087
591.302	3/23/2021	12,161.33	0.00	0.0000	2,500.00	2,500.00	14,661.33	ADJUSTMENT #27087
591.183	3/23/2021	0.00	0.00	0.0000	1,244.00	1,244.00	1,244.00	ADJUSTMENT #27087
591.184	3/23/2021	0.00	0.00	0.0000	4,738.00	4,738.00	4,738.00	ADJUSTMENT #27087
591.188	3/23/2021	1,244.00	0.00	0.0000	-1,244.00	-1,244.00	0.00	ADJUSTMENT #27087
591.189	3/23/2021	4,738.00	0.00	0.0000	-4,738.00	-4,738.00	0.00	ADJUSTMENT #27087
591.190	3/23/2021	5,984.00	0.00	0.0000	-2,992.00	-2,992.00	2,992.00	ADJUSTMENT #27087

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Service Contract Transaction Listing
Fiscal Year: 2021

	Effective	Prior Contract	Unit Cost	Quantity	Fixed Costs	Adjustments	Current Amt	Remark
591.302	3/23/2021	14,661.33	0.00	0.0000	-2,500.00	-2,500.00	12,161.33	ADJUSTMENT #27087
620 - SUBSTANCE COLLECTION								
620.100	3/19/2021	90.00	0.00	0.0000	50.00	50.00	140.00	ADJUSTMENT #1201
620.200	3/19/2021	470.00	0.00	0.0000	85.00	85.00	555.00	ADJUSTMENT #1201
633 - COMPUTER SERVICE: MANAGEMENT								
633.206	3/4/2021	0.00	0.00	0.0000	1,400.00	1,400.00	1,400.00	ADJUSTMENT #27010
633.519	3/4/2021	3,138.34	0.00	0.0000	21.00	21.00	3,159.34	ADJUSTMENT #27010
633.519	3/4/2021	3,159.34	0.00	0.0000	-1,233.60	-1,233.60	1,925.74	ADJUSTMENT #1166
635 - STAFF DEVELOPMENT								
635.607	3/9/2021	0.00	0.00	0.0000	191.00	191.00	191.00	ADJUSTMENT #21099
SubTotal RICHFIELD SPRINGS CSD [472001]				**-2.4140**	**1,747.00**	**-35,266.97**		
WEST CANADA VALLEY CENTRAL SCHOOL [210302]								
201 - SPECIAL EDUCATION								
201.010	3/9/2021	320,600.00	28,000.00	-1.3500	0.00	-37,800.00	282,800.00	ADJUSTMENT #1197
203 - SPECIAL EDUCATION								
203.010	3/9/2021	78,750.00	37,500.00	-0.4500	0.00	-16,875.00	61,875.00	ADJUSTMENT #1197
308 - SCHOOL SOCIAL WORKER								
308.011	3/9/2021	14,093.63	2,730.00	-0.6120	0.00	-1,670.76	12,422.87	ADJUSTMENT #1198
SubTotal WEST CANADA VALLEY CENTRAL SCHOOL [210302]				**-2.4120**	**0.00**	**-56,345.76**		

Grand Totals for Listing:

Adjustments
-33,375.81

Selection Criteria

Fund='A'
Transaction date between 03/01/2021 and 03/30/2021
Sort By: CustName/CoSer
Printed by TINA JACOPELLE

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES TREASURER'S REPORT

FEBRUARY, 2021

CHECKING ACCOUNTS

BOCES	General Fund	Special Aid	Cafeteria	Trust & Agency	Capital Fund	WC Reserve	UI Reserve	Payroll	All Funds
Beginning Cash Balance	2,707,324.20	455,419.55	12,228.40	-532,788.40	1,231,831.86	264,750.42	198,206.05	-537.00	4,336,435.08
Cash Receipts	9,284,529.55	1,230,513.66	60,307.00	2,241,443.49	0.00	11,213.75	5,610.94	784,087.59	13,617,705.98
Total Funds Available	11,991,853.75	1,685,933.21	72,535.40	1,708,655.09	1,231,831.86	275,964.17	203,816.99	783,550.59	17,954,141.06
Cash Disbursements	6,082,952.68	432,589.23	39,703.99	1,674,984.22	0.00	0.00	0.00	784,087.59	9,014,317.71
Ending Cash Balance	5,908,901.07	1,253,343.98	32,831.41	33,670.87	1,231,831.86	275,964.17	203,816.99	-537.00	8,939,823.35

BANK RECONCILIATIONS

M&T BANK	General Fund	Special Aid	Cafeteria	Trust & Agency	Capital Fund	WC Reserve	UI Reserve	Payroll	All Funds
Bank Balance Month End	5,981,350.29	1,263,222.17	32,775.66	585,747.69	1,231,831.86	275,964.17	203,816.99	40,715.96	9,615,424.79
Less Outstanding Checks (List Attached)	72,449.22	10,075.23	0.00	552,042.68	0.00	0.00	0.00	41,252.96	675,820.09
Plus Outstanding Deposits	0.00	197.04	55.75	0.00	0.00	0.00	0.00	0.00	252.79
Total Available Balance	5,908,901.07	1,253,343.98	32,831.41	33,705.01	1,231,831.86	275,964.17	203,816.99	-537.00	8,939,857.49
				-34.14				-0.00	-34.14

-34.14

Total BOCES On Deposit	9,615,424.79
Health Consortium Deposits	14,678,020.38
Total Funds on Deposit	24,293,445.17
FDIC Insurance	250,000.00
Uninsured Funds	24,043,445.17
Surety / Collateral EOM	23,890,176.19
% of Funds Collateralized	99%

I hereby certify that the cash balances in all accounts are in agreement with the resepctive bank statements, as reconciled:

TREASURER, Herkimer-Fulton-Hamilton-Otsego BOCES

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Revenue Status Report As Of: 02/28/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
0 Administration			4,771,133.00	3,622,881.00	2,937,278.04	896,889.82	1,193,783.22	508,180.26
1 Career Education			4,765,484.00	4,784,084.00	3,248,987.32	461,672.00	1,544,830.00	9,733.32
2 Special Education			8,215,919.00	9,195,872.48	6,239,495.16	878,987.56	2,993,496.99	37,119.67
3 Itinerent Services			4,093,990.00	4,241,996.03	2,640,684.14	416,360.86	1,645,188.08	43,876.19
4 General Instruction			3,165,005.00	3,377,527.87	2,478,618.18	623,749.63	1,006,879.96	107,970.27
5 Instruction Support			3,351,571.00	4,537,248.85	3,362,706.89	391,186.91	1,292,919.77	118,377.81
6 Other Services			5,932,549.00	7,003,534.62	5,316,908.93	642,665.91	2,001,068.56	314,442.87
7 Undefined			0.00	0.00	0.00	0.00	0.00	0.00
Total GENERAL FUND			34,295,651.00	36,763,144.85	26,224,678.66	4,311,512.69	11,678,166.58	1,139,700.39

Selection Criteria

Criteria Name: Shared: BOE Revenue Status Modified
As Of Date: 02/28/2021
Show Actual revenue in 'As Of' cycle
Print Summary Only
Sort by: Fund/State CoSer Group
Printed by ROXANNE GILLEN

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES

Budget Status Report As Of: 02/28/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
0 Administration		4,771,133.00	-10,000.00	4,761,133.00	2,929,089.18	306,323.28	301,740.48	1,530,303.34
1 Career Education		4,765,484.00	18,600.00	4,784,084.00	1,711,439.64	229,269.87	1,118,800.39	1,953,843.97
2 Special Education		8,215,919.00	988,297.48	9,204,216.48	3,459,582.54	496,750.74	2,325,211.36	3,419,422.58
3 Itinerent Services		4,093,990.00	186,031.03	4,280,021.03	1,919,502.57	293,467.86	1,388,679.24	971,839.22
4 General Instruction		3,165,005.00	212,522.87	3,377,527.87	1,332,006.46	175,243.99	887,046.71	1,158,474.70
5 Instruction Support		3,351,571.00	1,163,140.46	4,514,711.46	2,855,409.96	358,472.81	2,171,044.70	-511,743.20
6 Other Services		5,932,549.00	1,060,260.32	6,992,809.32	4,303,157.68	613,108.17	3,195,733.85	-506,082.21
7 Undefined		0.00	10,000.00	10,000.00	2,164,757.21	300,928.01	998,382.45	-3,153,139.66
Total GENERAL FUND		**34,295,651.00**	**3,628,852.16**	**37,924,503.16**	**20,674,945.24**	**2,773,564.73**	**12,386,639.18**	**4,862,918.74**

MARCH 2021

HERKIMER COUNTY BOCES
EXTRA-CURRICULAR ACCOUNTS

M & T BANK

Account Name	Beg. Balance	Receipts	Sub-total	Disbursements	Ending Balance
Career Prep	786.83		786.83		786.83
Child & Family Services	2,302.28	1,915.50	4,217.78	75.86	4,141.92
Conservation	16.50	20.00	36.50		36.50
Cosmetology AM	1,833.03		1,833.03	10.67	1,822.36
Cosmetology PM	521.71		521.71	1.14	520.57
Cosmetology Retail	1,332.16		1,332.16	20.93	1,311.23
Culinary and Hospitality	1,200.53		1,200.53		1,200.53
Heavy Equipment	224.81	1,364.00	1,588.81	1,247.04	341.77
HOSA AM	2,491.60	651.00	3,142.60	1,887.18	1,255.42
HOSA PM	1,596.57	267.00	1,863.57	200.36	1,663.21
Pathways Student Council	0.00	59.00	0.00		59.00
Pathways Yearbook	946.47	620.00	1,566.47	7.62	1,558.85
PBIS (Pathways)	183.87	10.00	193.87		193.87
PBRS (Jarvis)	250.00		250.00		250.00
Skills USA	16,082.14	661.00	16,743.14	655.52	16,087.62
Visual Communications	5,648.94	352.00	6,000.94	453.39	5,547.55
VP-Tech	908.43	253.12	1,161.55		1,161.55
Interest Accrued	98.38	0.53	98.91		98.91
TOTAL	**$36,424.25**	**$6,173.15**	**$42,538.40**	**$4,559.71**	**$38,037.69**

$38,037.69

Approved by Extra-Curr Treasurer

Approved by CTC Principal

Date 4/14/2021

Date 4/14/21

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
EXTRA CURRICULAR TREASURER'S REPORT
March 2021

CHECKING ACCOUNTS

beginning of month	36,424.25
+ receipts	6,173.15
Beginning balance + receipts	42,597.40
- disbursements	4,559.71
Cash balance end of month	38,037.69

OUTSTANDING CHECKS

1575	74.69
1588	127.37
1589	233.82

BANK RECONCILIATIONS	
Bank balance	38,473.57
- outstanding checks	435.88
bank error	0.00
Outstanding dep	0.00
Cash balance end of month	38,037.69

Total Outstanding Checks	435.88

TO: Shawn Maxson

Steven Coupe

FROM: Tricia Schumacher COOPERATIVE PURCHASING

RE: Bid Award MEAT BID MAY – JULY 2021

THE FOLLOWING ORDER IS TENTIVELY AWARDED BY THE BID COMMITTEE AT THE BID AWARD MEETING

GINSBERG TOTAL $ 18,000.77

TOTAL $ 18,000.77

Cooperative Bidding Resolution

WHEREAS, it is the plan of a number of PUBLIC SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (the "BOCES") during the 2021-2022 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

WHEREAS, the _____ School District ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

WHEREAS, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its right and responsibilities should it elect to participate in the joint bidding of commodities; and

BE IT FURTHER RESOLVED, that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

CERTIFICATION OF DISTRICT CLERK

I, _____, District Clerk of the _____ _____ School District Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on _____, 2021.

Date: _____

HERKIMER · FULTON
HAMILTON · OTSEGO
BOCES
Creating Opportunities for Growth

To: Component School District Clerks

From: Shawn Maxson
Clerk of the Board of Cooperative Educational Services

Date: April 22, 2021

RE: Voting Results

Each component school board met to vote on the 2021-2022 proposed BOCES Administrative Budget and to elect three [3] members to the Board of Cooperative Educational Services.

Listed below are the results of the voting:

- 2021-2022 Proposed Administrative Budget:
  The proposed 2021-2022 Administrative Budget was approved.
  Component Boards: 10 – 0

- Election of three [3] members to the Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services:

	Votes Received
Michael Clements (Frankfort-Schuyler CSD)	10
Thomas Shypski (Richfield Springs CSD)	10
William Miller (At Large for Little Falls City SD)	10

Michael Clements, Thomas Shypski and William Miller were each elected to serve a three-year term of office beginning July 1, 2021 through June 30, 2024.

Please do not hesitate to contact me at 315-867-2023, should you have any questions regarding this information.

C: BOCES Board of Education
Sandra R. Sherwood, District Superintendent
Superintendents

ONEIDA MADISON HERKIMER COUNTIES

School Boards Institute

"Children First"

MICHAEL HEAD
President
Telephone:
(315) 794-2891
E-Mail:
mhead@wboro.org

ROBERT BATSON
1st Vice President
Telephone:
(315) 826-7342
E-Mail:
rbatson@munsonmachinery.com

Doug Gustin
2nd Vice President
Telephone:
(315) 264-6215
E-Mail:
dmgklg@aol.com

JAMES VanWormer
Coordinator for Board Training
Telephone:
(315) 941-6229
E-Mail:
jvwormer@gmail.com

Charley Priola
Secretary for Board Training
Telephone:
(315) 867-2077
FAX: 867-2024
E-Mail:
OMHSBI@herkimer-boces.org

To: OMH-SBI Members

From: Jim Van Wormer, Coordinator for Board Training

Re: Nomination for NYSBBA Area 5 Director

Date: 2/18/21

As you are aware NYSSBA Past President William Miller is asking your support in your nomination for the upcoming NYSSBA Area 5 Director election.

He needs to be nominated by a minimum of 5 School districts in Area 5.

If you could please consider placing his nomination on you next Board meeting Bill would appreciate your support.

As in the past the board minutes with the nomination resolution and record of approval must be sent via e-mail to: mary.metheny@nyssba.org

The nomination resolution as per past practice does not need to be overly complicated.

If you do not have a model from previous years a sample is provided below.

Resolution:

The _____ CSD nominates Mr. William Miller as the NYSSBA Area 5 Director for the next two year term effective January 1, 2022.

Aye:_____ Nay:_____

Thank you for your consideration of this request.

DOLGEVILLE CENTRAL SCHOOL
38 Slawson Street
Dolgeville, New York 13329
www.dolgeville.org

Board of Education
Scott Hongo - President
Jennifer Williams - VP
Marie Huddleston
Julie Izzo
Robert Maxwell
James Schmid
Craig Spofford

Theodore E. Kawryga
Interim Superintendent
315.429.3155 x. 3500

Jessica Radley
Business Manager
315.429.3155 x. 3002

Ruth Leavitt
7-12 Principal
315.429.3155 x. 2701

Crystal Chrisman
PreK-6 Principal
315.429.3155 x. 1701

Michelle Primeau
Supervisor/Principal
Special Education
315.429.3155 x. 2803

Daniel Zilkowski
Dean of Students/
Athletic Director
315.429.3155 x. 2900

Daniel Guenthner
HS Guidance Counselor
315.429.3155 x. 2802

Mirella Pazzaglia
MS Guidance Counselor
315.429.3155 x. 2804

Bethany Straney
7-12 School Nurse
315.429.3155 x. 2601

Linda Hemmerich
PreK-6 School Nurse
315.429.3155 x. 1601

Joseph Stack
Transportation Supervisor
315.429.9388

Matthew Randall
Technology Coordinator
315.429.3155 x 5001

Anthony Dupuis
School Lunch Manager
315.429.3155 x 2951

David Redmond
Building Maintenance
315.429.3155 x 4001

February 10, 2021

Mrs. Sandra R. Sherwood
District Superintendent & CEO
Herkimer-Fulton-Hamilton-Otsego BOCES
352 Gros Boulevard
Herkimer, NY 13350

Dear Mrs. Sherwood:

While we realize that you are unable to receive gifts in your position as the Herkimer County BOCES District Superintendent, the Dolgeville Central School District Board of Education would like to extend its sincere appreciation and gratitude to you for conducting our Superintendent Search.

The hiring of a Superintendent is one of the Board's most important functions and with your leadership and expertise, the process was nothing but impeccable. We believe the outcome of the search has provided us with an excellent choice for our next superintendent and we are confident that the district will be successful under his leadership.

We thank you again for your diligence in guiding our district through this very challenging task.

Sincerely,

Scott Hongo, II
Board President
DCS Board of Education

LOCAL

E. Herkimer sewer project work to start in fall

Donna Thompson Herkimer Times Telegram
USA TODAY NETWORK

Construction on the East Herkimer commercial sewer district project won't get started until the fall of this year, according to Herkimer Town Supervisor Dominic Frank, but the timing of the project will work well for the Herkimer BOCES William E. Busacker building.

"While our septic system is working, it is reaching its 'end of life' and with the trout stream that runs through our property, we cannot expand it," Herkimer-Fulton-Hamilton-Otsego BOCES Superintendent Sandra Sherwood said in an email. "So with the thought of potentially needing more capacity and that we will have to address this in the next few years, we will be connecting."

She called the projected completion date "perfect timing for our current system."

The town had hoped the work on the $2.681 million project could get started this spring, but delays that resulted from a change in the planned route for laying the municipal sewer line slowed progress, said Frank. Completion is now expected in August 2022.

Original plans would have taken the line from the former MDS site at the end of Gros Boulevard, where ELG Utica Alloys and the Herkimer Distribution Center building are located, east across a farmer's field on a route that also would offer hookup access to Herkimer BOCES, Valley Residential Services on Pine Grove Road as well as Tioga Construction and the Church of Jesus Christ of Latter-day Saints, both on Gros Boulevard, and on out to a pump on Route 5.

"That turned out to be the more expensive way," Frank said.

Tests showed that the soil in the field was not conducive to running pipes. A new route was selected that runs from the Herkimer Distribution Center to Gros Boulevard, intersecting with Pine Grove Road and down that road to a gravity sewer connection that flows to a pump station on the south side of Route 5, north of the Lowe's store, according to the description in the engineering map, plan and report.

The waste then will be pumped under the West Canada Creek and into an existing manhole on East Albany Street to connect to the village of Herkimer's sewer system.

"It gets the job done," said Frank.

The town already had completed an environmental review based on the first route, however. Another one had to be done after the second route was laid out.

The town also will need to obtain easements from the Herkimer school district and a local property owner and request an extension on the $500,000 Northern Borders Regional Commission grant it obtained to bring down the net cost to be borne by the district, he said. That grant has a completion deadline of Sept. 30.

The $440,000 state grant the town was awarded calls for the project to be completed by the end of 2022.

Frank noted in the past that the new district would allow Valley Residential Services to expand and could help attract a business to the vacant Herkimer Distribution Center.

The town first started looking into the possibility of a sewer district in the East Herkimer area around 2014, according to Frank.

"We applied for a CFA (consolidated funding application) grant and were awarded it, but it was taking so long that we relinquished the grant. We applied again in 2018," he said.

Initially, town officials thought there might be a need for municipal sewer service for the residential area, but that turned out not to be the case, he explained. The people in East Herkimer already have municipal water and the drainage is good, so most have no problems with their septic systems. The board decided to move ahead with a commercial sewer district instead.

Donna Thompson is the government and business reporter for the Times Telegram. For unlimited access to her stories, please subscribe or activate your digital account today. Email her at donna@timestelegram.com.

Times Telegram 3/13/2021

HERKIMER COUNTY NEWS IN BRIEF

HERKIMER

BOCES classes to resume Monday

Herkimer-Fulton-Hamilton-Otsego BOCES canceled all K-12 classes for Friday because of a one-day staffing shortage, but classes are scheduled to resume Monday, according to Herkimer BOCES District Superintendent Sandra Sherwood.

She explained that Herkimer BOCES worked with the Herkimer County Public Health Department to offer a COVID-19 vaccine clinic to Herkimer BOCES staff members.

Almost 80 staff members from the many BOCES programs and locations received their first shots on Thursday, Feb. 11, and their second shots Thursday, March 11.

Because of the common side effects of receiving the second vaccine shot, many Herkimer BOCES staff members were reporting symptoms Thursday that are listed on COVID-19 attestations that employees must complete each day before attending. This would have caused insufficient staffing Friday morning, so classes were canceled.

"The downside of having to cancel classes for one day was far outweighed by the ability to get so many of our staff members vaccinated as quickly as possible," Sherwood commented.

03.15.21

District Superintendent
Herkimer-Fulton-Hamilton-Otsego BOCES
352 Gros Boulevard
Herkimer, New York 13350-1499

Dear Sandra,

It gives me great pleasure to announce that you have been chosen as this year's recipient of The National Safety Security Protection Association (NSSPA) School Leadership Award. This award is given annually to a school leader that demonstrates exceptional focus on school security and safety while acting on behalf of their students, faculty, and staff. It is a prestigious honor that serves to recognize the best of the best within our ranks.

The NSSPA is a 501(c)3 non-profit organization with the mission to keep our nation's K-12 schools safe by providing education, information, research, accreditation, and guidance to our communities. The NSSPA utilizes a diverse group of experts and professionals from across the nation to help the public prevent, mitigate, prepare, respond to, and recover from, emergencies primarily in a K-12 setting. We will accomplish this through education, research, and collaboration.

Years of service, leadership, character, and an uncompromising passion and commitment towards keeping children safe are just a few of the qualities that yield a nomination for this award. We all know that students cannot learn, and teachers cannot teach if they do not feel safe and secure. Your actions and commitments provide an educational setting that is conducive to both teaching and learning – THANK YOU!

It is an honor to extend a personal congratulations to you. Due to COVID, your award will be mailed to your district office.

Sincerely,
The NSSPA 2021 Award Selection Committee National Safety Security Protection Association

Pc:
Dr. Betty Rosa, New York State Education Commissioner
Dr. Charles Dedrick, Executive Director of the New York State Council of School Superintendents Ms. Kim Parahus, New York State School Facilities Association
Respective boards of education

April 9, 2021 - Herkimer Country Editor

Herkimer BOCES Cosmetology clinic re-opens to community to provide experience to students

For the first time in more than a year, the Herkimer-Fulton-Hamilton-Otsego BOCES Cosmetology program is opening up its clinic that allows students to gain experience providing salon and spa services.

Customers from school and the local community are invited to receive services including cuts, coloring, perms, manicures, pedicures, waxing and more under the supervision of Cosmetology instructor Holly Rotundo Fischer and teaching assistant Sarah Jacquays-Alberts.

"Due to COVID-19, we haven't been able to open the clinic as soon as we normally would, but we're happy to have the guidelines in place to allow it to start now," Fischer said. "The clinic provides students with valuable experience doing hands-on work, interacting with customers, preparing for an entry-level salon job and building the foundation for a potential career in cosmetology."

The clinic, named Salon Illusions, is open to community members by appointment only from 9 a.m. to 1 p.m. on Thursdays and Fridays at the Herkimer BOCES William E. Busacker Complex at 352 Gros Blvd. in Herkimer. To make an appointment or for information, call 315.867.2043.

All school and salon COVID-19 guidelines will be strictly adhered to. The low prices of the services are used to offset the costs of putting on the clinic.

Herkimer BOCES Cosmetology student Autumn Comstock, of Poland Central School District, said she is excited about the clinic opening.

"It's great to finally be getting back to normal and to work on clients," Comstock said. "The pandemic isn't going to stop us from doing what we love."

Herkimer-Fulton-Hamilton-Otsego BOCES Cosmetology student Autumn Comstock, of Poland Central School District, performs a foil highlight on Clinton resident Allessandra Russell on March 26 in the Cosmetology program's clinic, which is now open to the community. Call 315.867.2043 for information or to make an appointment.

A NOTE FROM HERKIMER BOCES

A NOTE OF APPRECIATION

HERKIMER · FULTON
HAMILTON · OTSEGO
BOCES
Creating Opportunities for Growth

Follow your Dreams

Redesigned 2021

Snapfish

Special people make special schools!

HERKIMER · FULTON
HAMILTON · OTSEGO
BOCES
Creating Opportunities for Growth

SCHOOL ROCKS!

Redesigned 2021

Snapfish

Special people make special schools!

PATHWAYS PRESS

HERKIMER COUNTY BOCES

Creating Opportunities for Growth

Frankfort/CVA/Herkimer/Dolgeville/Little Falls/Richfield Springs/Poland/Mount Markham/West Canada/ODY

Get to Know Our Student Council Members

MRS. DESARRO

Mrs. DeSarro not only is the Art and Spanish teacher at Pathways but she is also the co-advisor for Student Council and the Yearbook. Mrs. DeSarro helps conduct meetings, creates new events, and interviews potential candidates for the Student Council. She makes our school a colorful place and we wouldn't be as successful as a committee if we didn't have her.

Important dates:

APRIL

April 2 - 11 - Spring Break

April 22 - Tie Dye Day

315-867-2055

77 E. North Street
Ilion, NY 13357

REMINDER: Parkas for Pathways.

The Arches Program has jackets available for anyone in need.

PRINCIPAL'S MESSAGE

"I can't believe the third quarter is coming to a close and summer is right around the corner. The fourth quarter is going to go by fast! I hope you all use the spring break to recharge your batteries and come back ready to do great things in the classroom."

Mr. Corrigan
pcorrigan@herkimer-boces.org

Happy Spring everybody!
I want to give my deepest thanks to everyone who is helping with the Anna Strong movement. Seeing the piles of cans, the money donated and the signs made, make me feel so proud to work in a school with so many compassionate and thoughtful people. A big Shoutout to all who attended the TREATY program as well. You are the future leaders of this school and eventually when you enter the workforce - Well done. Lastly, the third marking period is slowly creeping to an end, so get those grades up and finish strong.

Mr. Itzo
ditzo@herkimer-boces.org

STUDENT SHOUT-OUTS:

These students have displayed SAFE, RESPECTFUL and RESPONSIBLE behaviors, whether in-person or virtual. Keep up the great work.

Corey Palmer
Joe Paul Terwilliger
Chris Reed
Haley Roberts
Jaden Sebastian
Skyeleigh Keeler
Zach Aversa
Kaden Drouin
Harmony Miller
Emily Getman
Cole Youngs
Adam Rogers
Hunter Ross
Jamie Laraby
Jasiah Perkett
Logan Hart
Derek Postol
Veronica Cavaretta
Destiny Charles
Evan Aney
Kamren Louis
Austin Trask
Mike Adams
Ethan Williams
Luke Rutherford
Trent Kalka
Gage Pankiewicz
Justin Stewart
Justin Bruce
Maleak Waller
Matthew Witte
Michael Grecco
Juliana Tarattuchin
Aiden Woodcock
Macalah Cristallo
David Krick
Esed Corbic

Message from the Nurse

STUDENTS MUST BE HEALTHY TO BE EDUCATED AND EDUCATED TO BE HEALTHY

Skin Cancer Awareness Month: May 2021

It's quite easy to be safe when playing outside, with the simplest and most important thing to do being putting on sun screen. Make sure you put on a hat, or cover your skin. It's the easy things like this that save your skin from harmful and painful damage caused by the sun when over-exposed.

What damage can the sun cause?

Over-exposure to the sun's rays can cause serious damage to your body, with two common types of cancers. One being non-melanoma, and melanoma, which is by far the most dangerous and deadly skin cancer. This simple reason is enough to look after your skin and stay in the shade and be safe in the sun.

Who is affected?

Everyone is affected by damage to the skin from the sun.

So this year, remember to wear sunscreen, wear a t-shirt, stay in the shade and during Sun Awareness Month spread the word of sun safety and the dangers of over exposure!

Skin cancer is the most common cancer in the United States and around the world: 1 in 5 Americans will develop skin cancer by the age of 70, and more people are diagnosed with skin cancer each year in the United States than all other cancers combined.

The most common forms of skin cancer are these three types: basal cell carcinoma, which is almost always curable; melanoma, which is curable if diagnosed early but life threatening if caught later; and squamous cell carcinoma, which is also curable if caught but can be life-threatening if diagnosed late.

Because of skin cancer's high prevalence and common risk factors, including exposure to ultraviolet (UV) radiation from sunlight and tanning devices, raising awareness has become pivotal in the fight against it. That's why each **May** is dedicated to spreading awareness and promoting treatment and diagnosis methods for skin cancer.

Welcome Spring! Goodbye winter blues, hello fresh air and sunshine (hopefully). Changes in the season are a wonderful opportunity to do a quarterly check in with ourselves, as well as with our family or support system. Are there any new healthy habits you would like to start? Are there any unhealthy habits you would like to get rid of? Taking advantage of the change in weather, as well as shift in season and mood is important. Although entering into spring is a rejuvenating time period, it can also contain some stress. Stress, whether positive or negative, is something that we all experience on a daily basis.

Here are some strategies that you could use to enter into Spring in positive way:

- PRIORITIZE: Make a list of things you want to do this season. Do not give into pressure, do the things you really enjoy and forget about the rest.
- LIGHT: Getting access to plenty of natural daylight by spending some time outside, bonus is you have access to fresh air too!
- SCHEDULE: Consistency is key! Maintain as regular as a schedule as possible, even when cold temperatures tempt you to sleep in. Try to wake up and go to sleep a consistent time each day (weekends included), set reasonable and feasible expectations for yourself when implementing a new healthy habit
- PHYSICAL HEALTH: Taking care of your body is just as important as taking care of your mental health - fortunately the two of them link together pretty well. Try to exercise at least 30 minutes a day (break it up into 3 cycles of 10 minutes or 2 cycles of 15 minutes if you have to), at least five days per week. Eat plenty of healthy foods, drink enough water and get enough sleep.
- BONUS PLAN: Stop complaining. I know this is easier said than done, but it is an important step when trying to move forward in a healthy headspace. Where your focus goes, your energy flows, do your best to be focusing on positive opportunities for growth. Practicing gratitude by identifying one thing you are grateful for each day can really help with the mindset shift.

-Ms. Paladino (Grade 7, 8, and 9) and Ms. Rocco (Grade 10, 11, and 12)

TEACHER HIGHLIGHTS

MR. DZIEKAN

Tell us about what you teach. 10th grade Special Education

What is some advice that you give your students? "Don't give up. Don't ever give up" - Jimmy V.

How long have you worked at Pathways? 3 years

What is your favorite hobby? sports, camping, hiking, travel

What would you like to say to your students about this crazy school year? You gotta roll with the punches and keep a positive mental attitude.

MS. WILLIAMS

Tell us about what you teach. 9t Grade Special Education

What is some advice that you give your students? Never stop trying

How long have you worked at Pathways? 7 months

What is your favorite hobby? hiking

What would you like to say to your students about this crazy school year? We almost made it through, just a little longer.

MS. MADISON

Tell us about what you teach. I teach 11th and 12th grade 8:1:1

What is some advice that you give your students? work hard for what you want, self-advocate, and always do your best

How long have you worked at Pathways? This is my 8th year

What is your favorite hobby? I like to cook,bake, crochet and camp.

What would you like to say to your students about this crazy school year? We are all here for you, we will get through this, and hopefully be stronger in the end.

MR. FARLEY

Tell us about what you teach. 8th grade Special Education

What is some advice that you give your students? be open to opportunities

How long have you worked at Pathways? 2 years

What is your favorite hobby? music and watching sports

What would you like to say to your students about this crazy school year? keep a positive mindset.

MS. MILLER

Tell us about what you teach. Special Education

What is some advice that you give your students? keep trying even if it's hard

How long have you worked at Pathways? 5 years

What is your favorite hobby? cooking

What would you like to say to your students about this crazy school year? We can do it. Keep going.

MS. WAITE

Tell us about what you teach. 12:1:1 Alternate Assessment Classroom and Career Exploration

What is some advice that you give your students? You can do whatever wish. If you really want it, go for it. Don't ever give up.

How long have you worked at Pathways? 4 years, I have been with BOCES for 10 years. This will be my 11th year.

What is your favorite hobby? gardening, reading, caroling

What would you like to say to your students about this crazy school year? Crazy but we all got through it. As the saying goes, when life gives you lemons make lemonade.

Herkimer ■ Fulton ■ Hamilton ■ Otsego BOCES
www.herkimer-boces.org

352 Gros Boulevard
Herkimer, NY 13350

Roberta A. Matthews, Director
Special Education & Alternative Education

315.867.2057
Fax: 315.867.2004
rmatthews@herkimer-boces.org

Board of Education Report
Roberta A. Matthews- Director of Special Education & Alternative Education
April 22, 2021

Special Programs and Pathways:

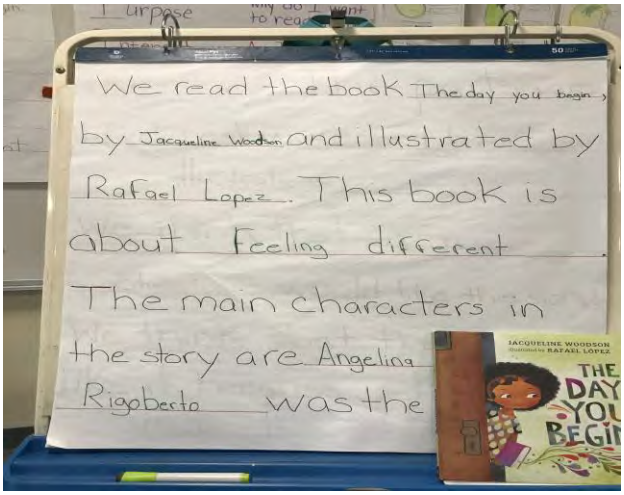
On March 24th at 2:30 a small group of Physical Education teachers and Health teachers from the BOCES as well as our Itinerant Health and Physical Education teachers met to learn more about sun awareness and how to keep our skin healthy as the days get warmer and sunlight becomes stronger. The purpose of this meeting was to educate adults and in turn students about skin cancer and what to do to prevent it. Staff learned that there are more cases of skin cancer (basal cell carcinoma, squamous cell carcinoma, melanoma) diagnosed in the U.S. than all other cancers combined.

The leading cause of skin cancers is unprotected skin exposure to UV rays, from the sun or from tanning beds. One bad sunburn during childhood increases your lifetime risk of skin cancer by 70% and five or more sunburns during childhood increases your lifetime risk of melanoma (the deadliest form of skin cancer) by 50%. They learned that 75% of skin cancers can be prevented and that is our goal.

Mrs. Patricia Day, Office Assistant in the Special Programs Office and an active member of the Children's Melanoma Prevention Foundation shared many resources with the group. At the conclusion of the meeting, participants were asked to commit to one thing that they thought that they could do to advance this important work. Teachers have downloaded lesson plans and put up a banner at their school with information about sun awareness. They also use sun awareness as a writing prompt or bell ringer to begin the class and start a conversation. All of these efforts have the potential to improve outcomes for many students and families. The website may be accessed at: melanomaprevention.org

Patricia Wilson and the students at Barringer Road entered an essay contest sponsored by The United Way of the Mohawk Valley. They won the contest which was a: Black History Month book giveaway. The group won five new books!
Since writing is challenging for our students, Ms. Wilson thought that this would be a good opportunity to model Interactive Writing with the whole class. The entire class entered with one essay about the book, The Day You Begin by Jacqueline Woodson and Rafael López .

The students' Interactive Writing piece.



Another exciting literary experience happened at Barringer Road. One of our student's families from Ms. Hilt's class arranged for an author to visit the classroom virtually. All three classrooms at Barringer Road participated!
The book they read and discussed was: The Other Ducks by Ellen Yeomans. This is a really good book that complimented Ms. Hilt's unit on climate. This author has written many other children's books; and she showed the children some of them. The children were very excited to meet a real author!

Here is a photo of Ms. Yeomans working with the children:

Local regions have been asked for feedback regarding in-person instruction. At our last CSE Chairs meeting, the Chairs from our component districts worked in break-out rooms on Zoom to answer the following question: *To maximize in-person instruction for students with disabilities this summer and into next school year, what needs to occur to make this happen?* Our thoughts and

ideas were shared with Chris Suriano, Assistant Commissioner of Special Education for the New York State Education Department. Overwhelmingly, the thoughts were around getting students back to school full time unless there is a serious medical condition barring that from happening. The governor initiated choice at the beginning of Extended School Year last year and in the fall. Feedback indicates that choice needs to be more limited with tighter guidelines.

We begin our (3 -8) assessments in ELA the week of April 19th and in Math the week of May 3rd. This year, we will only be giving part one of the assessment. Time limit has also been waived for this year. Our (3 – 6) grade students will be participating in computer-based testing and our (7 – 8) grade students will be paper-based.

Our Instructional Support Team in collaboration with the Kelberman Center put on an Autism Fair on April 1st. A few of our staff working with children with autism led workshops and our partners from TIM Academy and ICAN also participated. It was a very collaborative and informative event planned well by our ISS Team and supported by Special Programs!

Pathways and our special education classes had a half day of parent conferences on the afternoon of March 19th. Attendance at the conference was good, but not as good as it was in November. Teacher aides and some teaching assistants participated in professional development with our ISS Team. The topic was *Compassion Fatigue.* We had positive feedback about this PD from the participants.

Our counselors are continuing to meet monthly. We are currently looking at *Elevatus Training*. This is training on having conversations with persons with an intellectual disability in the area of relationships and sexuality. A few of us will be attending a parent group to learn more about this training and determine if it would be helpful for at least one counselor at our BOCES to be trained in this area as a resource to all.

Community support continues to be important at Pathways. Recently, staff and students collected bottles and cans to support a CVA student battling cancer. Pathways refers to this as, "*Anna Strong!"* To date they have collected close to $800.00, which will be given to the family to help defray medical costs for Anna.

Students at Pathways also participated in the Catholic Charities TREATY program. TREATY is an acronym for Teaching Reconciliation in Education to Administrators, Teachers, and Youth. The program that students at Pathways are participating in is the Peer Mediation Program.
Peer Mediation Training is a 15-hour training that is offered to students. These students are taught specific mediation techniques and skills with the goal of allowing them to serve as peer mediators in the future.

Dave Itzo, our Pathways Assistant Principal and Eric Thomas, our Pathways Physical Education teacher and Health teacher have teamed up proactively to educate students about what sexual harassment is along with consequences for these types of behaviors. Mr. Itzo and Mr. Thomas are taking approximately fifteen minutes at the beginning of each physical education class to provide this educational opportunity. The goal is to help students to recognize all behaviors that are considered sexual harassment, to stop those behaviors before they start and to connect the behaviors to legal ramifications.

Adult, Early Childhood and Outreach Education
April 22,2021

Early Childhood Education

The Early Childhood classes enjoyed their Spring Break. Some classes are being allowed to use the playground for the first time this year. Preparation is underway for Mother's Day. Classes are working on planters and pictures to send home. We continue to seek students for the 21-22 Pre K classes and the summer integrated Preschool program.

We have information posted on the Herkimer BOCES website and so far have had a great response. Many applications have been sent out and even better many have been returned already.

Adult Education

LPN-

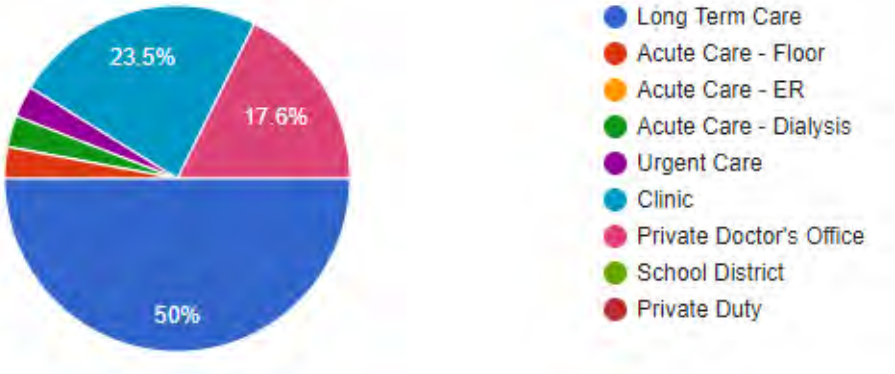
Our recruitment for the new full and part-time classes has begun. We have started to offer the entrance screening test. A new video for our virtual open house is has been developed. We are hopeful that we get many students for the program.

A virtual job fair for the LPN program will be held on May 12. Potential employers will be conducting interviews with the students using Zoom. So far we have about six scheduled to attend but know that more will join us as the reservation to hold a spot just went out on Monday, April 12.

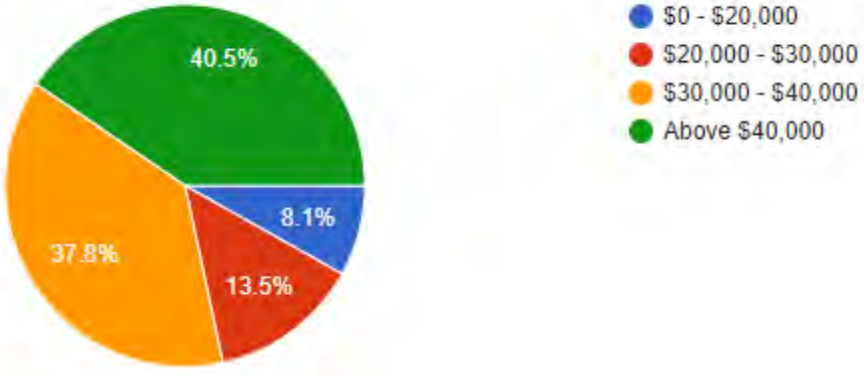
Annually we conduct a survey of past graduates to determine where they are working, salary range, number of times they have changed positions and the value in a Herkimer BOCES LPN certification.

Question title:

What category of LPN work would you consider your present job to be? Number of responses: 34 responses.



Question title: What is your current base salary? Number of responses: 37 responses.



Plans are underway to hold an outside graduation ceremony in mid-July. More details will follow once we confirm a site and the rules that will be in place.

A**dult Literacy-**

The TASC test results from the March exam given at Herkimer College were sent to our program today. There will be another test given in June at our test location at Herkimer College. Six of the nine students passed all sections of the test and will be issued their High School Equivalency (HSE). The remailing three students all passed some of the sections. We will work with them to get ready for the next opportunity on June 1 and June 2.

Three grant proposals for the Literacy Zone, the Workforce Investment Opportunity Act (WIOA)and a new option for Corrections Education for 2022-2027 were completed and submitted to NYESED. These large grants and require many community partners to participate. Our partners in Herkimer County are always anxious to support our efforts. We are awaiting news of the outcome of the grant competition.

Outreach Education

The spring is a busy time for our program. The third testing window for the Easy CBM tests opens on April 18. Staff will be post testing virtually all the students with pretests that were given in September or January. We are doing post tests on our preschoolers virtually which is a challenge. Our 12th graders are filling out scholarship applications including the Leah Levy award that is administered by Herkimer BOCES. Those applications are due by April 30.

We continue to plan for our summer program which will again use program created choice boards. The theme is going to be “Time Travel”. Each of the four boards will feature a different era. We are meeting monthly to finalize plans.

The Hunger Coalition of Herkimer County was able to purchase for us some personal care items and diapers for some of our families. Families have been very appreciative as it helps them stretch their limited resources.

O**utreach and Trainings/Meetings**

Some of the **meetings and trainings** attended include:

- Monthly Migrant Statewide Support Team Meeting
- Staff Meeting for Pre K
- Staff Meeting for Migrant Education
- CSE Chairs Meeting
- Career Center Staff Meeting
- Herkimer Healthnet Monthly Meeting
- Migrant Esperanza (Homeless) Meeting
- Mohawk Valley Community Action Board of Directors
- Mohawk Valley Communality Action Program and Finance Committee
- CNY Health Coalition Meeting
- Pennsylvania State Migrant Education Virtual Conference
- Adult Education Program Manager's Meeting
- Healthy Families Advisory Meeting

Community Outreach

We are working on a new project with the Herkimer Hunger Coalition. They are going to purchase and gather items of need for some of our families. Some of the items include personal care, cleaning and PPE. We are going to pilot the program to determine what is most needed. We appreciate the support of the Coalition.

Herkimer ■ Fulton ■ Hamilton ■ Otsego BOCES
www.herkimer-boces.org

352 Gros Boulevard
Herkimer, NY 13350

HERKIMER · FULTON
HAMILTON · OTSEGO
BOCES
Creating Opportunities for Growth

Stephen G. Coupe
Business Manager

315-867-2052
Fax: 315-867-2053
scoupe@herkimer-boces.org

To: Sandra Sherwood
From: Stephen Coupe
Re: Board Report – April - 2021
Date: April 15, 2021

New Contract Adjustment Report Format – The usual Contract Adjustment Report provided to the Board each month was a spreadsheet manually maintained by one of our account clerks. As contract adjustments were made, they would be logged into this spreadsheet. Since our Service Contracts are maintained by our WinCap software, this same information can be obtained from the reporting module in WinCap. The format may be slightly different but the data is the same and it is sorted in the same order as the old spreadsheet. We no longer will be maintaining the manual spreadsheet, which will save a significant amount of time.

Board Financials – Enclosed are the financials for February, 2021. I had hoped with a board meeting later in the month we would have March financial completed as well. The bank reconciliations were completed, however we had not yet received the Surety / Collateral statement for the lower left section of the Treasurer's Report.

Two items to note on the Treasurer's Report. In the Trust & Agency Fund, we have historically had some small reconciling issues. In January this amount was $395.44. For February, this amount has been reduced to $34.14. We continue to work on these reconciling items and will have this in balance by the end of year at the latest. In the Payroll Fund, there is a balance of -$537.00. This negative balance has existed since at least the start of the current fiscal year (7/1/2020). Our books are in agreement with the bank statement. We are researching this to see if we can determine why this happened, but before year end we will have this corrected. The July, 2021 report starting next fiscal year will be completely clean from these errors.

Retirement – We recently received notice from Ruth Neff that she plans to retire on June 30, 2021. Ruth has been with Herkimer BOCES since 2009. When Mount Markham joined our Central Business Office (CBO) in 2009, she transferred from Mount Markham's business office where she had been working since 1993. Her decades of experience will be sorely missed. Post-retirement, Ruth plans to work part time from home for Central Valley CSD, focusing mostly on their payroll duties. Concurrently, Central Valley has informed us that they will not be needing our CBO service for 2021-22.

To: **Sandra Sherwood**
From: **James Picolla**
Re: **Board Report – April 2021**
Date: **April 12, 2021**

Business Office

Steve and I recently hosted our first professional development session for clerical BOCES employees. Conducted via Zoom, we had more than 25 participants join us for the event. We will be hosting a series of short workshops during the next few months intended to help foster communication between the various offices for the BOCES. We scheduled our second session for the day of the April Board meeting. We will offer a tutorial of the entire purchase process, from teacher request to final payment of invoices.

Food Service

We continue to feed approximately 240 students for lunch at the WEB daily, M-T and TH-F. We serve about 100 students on Wednesdays. The culinary students help us by making salads or yogurt parfaits on some days. They also help at serving time, giving them a different perspective on the school lunch service.

At Pathways, our count has jumped to nearly 50 students per day. We are running the Pathways kitchen with one person until we can hire someone to fill the second vacancy.

Our Cook Manager recently surveyed component districts and found some districts are now serving students in the cafeteria. We are looking forward to welcoming our students back into the cafeteria in the upcoming school year.

Information Technology

Our IT department continues to implement upgrade and maintenance plans for all of our systems. In prior months, we reported on server upgrades and progress toward wireless upgrades. We continue our work in both of these areas.

Our infrastructure upgrade plans also include replacement of the edge switches at Remington and the German Street offices. We expect each of these upgrades will cost around $12,000. An edge switch, for the lack of a better description, is the main point of entry for network service to a location. It is a bit like the modem you have in your home. We budgeted for these upgrades in FY22. They will take place this summer.

We will also focus on continuing to expand our security camera coverage at both the WEB and Remington buildings. The next step in our install cycle is to finish the external cameras at the WEB. We will complete this work in cooperation with the O&M team this summer.

This summer, we will replace several smartboards using the remaining equipment funds from the FY21 budget year. We will emphasize replacing the oldest and most damaged boards first.

Finally, our IT department serviced 243 recorded work orders since my last report.

Operations and Maintenance

I continue to set the early foundation for a BOCES capital project. On March 31, I arranged for a team from King & King to meet with our BOCES to conduct a walkthrough of both the WEB and Remington buildings. This was a "first view" for the engineering team and will help establish context for our future planning sessions.

The initial walkthrough of the two buildings yielded a list of potential areas of exploration from the team. Further investigation is required before recommending a final scope and project.

WEB:

- Site work could include miscellaneous sidewalks replacement and a paved egress path at the rear of the building. Fencing would be a priority for security as it relates to the exterior playground near the Gymnasium. Is there a long-term goal for the Gymnasium to expand?
- Rebuild the front entry and provide a holding pattern for parents to improve security.
- Repurpose the pool area with athletic storage, weight room or specific PE curriculum.
- Reconfigure locker rooms and shower area to changing stations and ADA toilet rooms.
- Special Ed wing could use ADA upgrades for toilet rooms and sinks. This wing could also use flooring replacement to remove carpet at the end of its useful life.
- Reconfigure serving line in cafeteria to allow more square footage in dining area.
- Completely reconfigure kitchen and equipment, including freezer and cooler.
- Update doors and windows (replaced around 2004).
- Improve lobby acoustics and presentation system.
- Add vision panels to interior doors where one does not exist (for security purposes).
- Replace any wire glass associated with doors and windows throughout.
- Renovate Leatherstocking and convert to large conference center
- Replace flooring throughout nursing and possibly upgrade some casework to meet ADA needs.
- Determine the quantity and type of lockers for replacement in CTE.
- Advanced manufacturing lab could use more space, benches and equipment exhaust.
- Replace lifts, exhaust and trench drains to auto lab
- Install overhead door mesh in CTE shops to secure area while allowing airflow.
- Remove flooring in CTE wing and provide epoxy finish or concrete polishing.
- BOCES to think about all spaces as they relate to the programs and determine if there are any that are no longer used for that curriculum and could be renovated for something else?

Remington:

- Site work could include sidewalk replacements
- Revise bus loop and traffic patterns.
- Add fencing to address security issues behind the building.
- Address the sanitary line that has dropped
- Upgrade toilet rooms to address ADA and refinish.
- Repurpose media center with appropriate usage. What could that be?

- Finish upgrades and interior door replacement in adult ed wing.
- Install ventilation and dust collection systems in the wood shop. Create new classroom separate from the shop area. Create an exterior door access. Install welding stations. Possibly relocate the sop to a larger footprint?
- Construct a greenhouse near the shop?
- Create a proper family & consumer science lab/classroom.
- Refinish the gymnasium and remove the partition. Install new wall pads and MEP systems. Move climbing wall to WEB.
- Playground seems to be a thoroughfare with community and should remain.
- Minimal work on second floor.
- Create a high school science lab.
- Adding A/C to remainder of building.
- Renovate the kitchen and service line.
- Renovate or repurpose the locker rooms.
- Restore/clean the exterior masonry (front entry and media center areas).
- Replace windows in select areas of the building (adult ed wing).

At both buildings:

- Replace heating system
- Temperature control in network closets
- New PA System
- New Clock System
- Data closets to meet ED Law 2-d
- Camera and security upgrades

During the second week of March, we experienced a theft and vandalism to our maintenance vehicles. Unfortunately, someone attempted to steal the catalytic converters off several of our trucks. They were only successful in removing one of them, but managed to damage several others. Our trucks were inoperable until the repairs were completed. We are now parking the trucks inside the locked gate area behind the WEB (the area where we build the house).

Similarly, we are experiencing an increase in frequency of vandalism at the Remington building. We have seen several instances of graffiti and other small acts. The maintenance crew does their best to immediately clean and repair these each day.

Our crews have been busy with several projects this month. We completed the gender-neutral signage of all single stall bathrooms prior to the new law going into effect. Additionally, we cleaned the air vents at the WEB and finished replacing all of the air filters in accordance with our annual maintenance schedule. We also worked in partnership with CTE students to “spring clean” our grounds by raking flowerbeds and cleaning up our landscapes.

Our Facilities Director recently completed an inventory of all HVAC equipment at both the Remington building and WEB complex. With this inventory, we now have an accurate list of all HVAC equipment models and locations as well as a list of replacement part numbers (belts, filters, etc.) so we can better manage our repair and maintenance of these units.

During break, our crews completed numerous small maintenance jobs throughout both campuses. For example, we painted the Criminal Justice room, positioned data lines in many of the rooms at Remington (to prepare for the new Wi-Fi), cleaned up the grounds a Remington, and power scrubbed the bathroom floors in the lower CTE wing.

Finally, our crews have been replacing outdoor lighting at Remington. Much of this work requires use of the lift and we cannot safely complete this work until the ground has hardened enough to support the weight of the lift.

Personnel Office

With the increase in COVID-19 vaccination rates and lower infection rates, we have seen a dramatic downturn in employee requests for use of COVID-19 leave. This has been a welcomed change on many levels.

This month our office focused mostly on routine matters, including processing paperwork for the summer hiring season. In addition to this work, we focused our efforts on continuing data cleaning in WinCap. We are currently focusing on seniority, longevity, and hire dates for all active permanent employees. We will then focus on correcting the leaves of absence history.

In more non-routine matters, we conducted several employee investigations and provided consultation to the administrative team on a number of additional significant matters. I continue to support many of our administrators on a daily basis by providing assistance with matters ranging from student concerns to law enforcement and legal matters.

We continue to expand our use of Applitrack. I recently developed a new form and modified several others to provide additional support and assistance to the administrative and clerical teams. These changes are the result of feedback from the field. One at a time, we are formalizing administrative and clerical functions that were until now, completed using informal processes.

This month's professional development attendance included:

- MASLA – Round Table Discussion on COVID-related personnel issues
- Utica National – Addressing Mental Health and Social-Emotional Wellbeing of Staff and Students during COVID-19 Parts II & III
- Ferrara Firm – Legal Updates
- ThoughtExchange – Equitable Budgeting During COVID & Learning Loss
- Renaissance Solutions - The Math Divide—Measuring Learning Gaps and Motivating Growth

Safety Office

<u>General Update</u>

The Coordinator of Safety Services attends all Safety Committee and District Health Meetings that he to which he is invited.

At the request of the Assistant Principal of Pathways Academy, the Coordinator of Safety Services forwarded resources related to sexual harassment prevention and requested that the PBIS Coordinator reach out to Pathways administration to offer assistance with school climate related activities around sexual harassment. The Safety Service also assisted with providing training resources to the WEB for a

DASA issue. The Coordinator of Safety Services also set up remedial training related to a staff issue at the request of the Assistant Superintendent of Administrative Services.

The Coordinator of Safety Services developed recommendations based on information from the debriefing of a student injury incident on 3/17/2021 conducted by the School Safety Advisor. He worked with the Supervisor of Special Education at the WEB to determine if the number of radios assigned to the program, and the programming of those radios is appropriate. He also contacted JPJ (our radio vendor) about purchasing additional radios and reprogramming specific radios to increase their capacity.

At the direction of the District Superintendent, the Safety Service is still exploring the development of a Community Schools CoSer utilizing the local agency. The Coordinator is working with the Business Manager to develop a budget and CoSer application.

COVID-19 Response

Herkimer County Public Health and the Safety Service worked together to clarify the limits on spectators at outdoor sporting events under the State's current gathering regulations. We forwarded this information to all Herkimer County Districts, including the Town of Webb and Utica Academy of Sciences.

The Safety Service provided guidance on the development of a COVID Safety Plan for Sideline Cheerleading during the upcoming "Fall 2" season. The Safety Service monitors the county's 14-day rolling average positivity rate. As of April 10th, it is 1.2%. According to the CDC metrics, as of the week of April 2nd through 8th, Herkimer County is considered to have "substantial" community spread of COVID-19.

At the request of a district, the Safety Service is planning to review District Reopening Plans to ensure they are in alignment with current NYSDOH guidelines. There were numerous revisions to the guidelines since districts received approval for their plans last summer.

The Safety Service developed a synopsis of the Wedding and Catered Events guidance and forwarded that to the Component Districts to assist them with their prom planning. The Safety Service is keeping a tally of which districts are planning proms and the number estimated to attend. Herkimer County Public Health offered to provide COVID-19 tests to each district to offset the expense of the required testing. However, there is some resistance from the New York State Center for School Safety to allow for this. The issue is pending. Should we move forward, districts would conduct the testing under HFHO BOCES' Limited-Service Laboratory (LSL) certificate.

The Safety Service reported the first round of COVID-19 testing to the State Department of Health using its LSL. The nurse at the WEB tested the Health Occupation students prior to their clinical work at Foltsbrook Nursing Home. There were no positive tests reported.

Between January 30th and February 21st, the Safety Service assisted with contact tracing of four COVID-19 cases. This involves working with the program administration to determine the contact-tracing period, potential quarantine period, and collecting contact information (name, address, phone number, and parent/guardian info) to securely forward to the appropriate Public Health Department. The Safety Service also provided guidance to Component Districts with their positive cases as needed.

Trainings & Inspections

The Coordinator of Safety Services conducted an inspection for a requesting district. The inspection focused on potential for mold in one of their buildings. The Coordinator of Safety Services provided

clarification to Directors of Facility on both lead in water sampling requirements and updates to SED Visual Inspection and Building Condition Survey regulations.

The Coordinator of Safety Services attended and State Education Department two-day training on Emergency Response Planning for Schools and Districts. The training focused on the elements needed for both District Safety Plans and Building-Level Emergency Response Plans.

PBIS Coordinator Update

The PBIS Coordinator attended the following meetings:

- Herkimer County Counselors Association Meeting

The PBIS Coordinator provided the following support services:

- Assisted individuals with registration for Dignity Act Coordinator refresher training
- Coordinated a Sexual Abuse Recognition session for Migrant Ed program
- Produced and distributed March Newsletter (see attached)
- Assisted Utica School District administrator with DASA information
- Helped facilitate diversity awareness training for Jarvis
- Aided staff with DASA reporting at the WEB
- Provided resources and training options for staff at Web on LGBTQ awareness and sensitivity
- Organized a "Step Challenge" for the month of April (see attached)

The PBIS Coordinator conducted or facilitated the following trainings:

- Dignity Act Coordinator Refresher
- Sexual Abuse Recognition

The PBIS Coordinator attended the following professional development opportunities:

- Addressing Mental Health & Social-Emotional Wellbeing of Staff & Students
- Utilizing Character Strengths as Pathways to Success
- Community & Schools Together Conference
- NY State SEL Framework 2-day Conference

School Safety Advisor Update

The School Safety Advisor continues to monitor the parking lots at the WEB and Remington for evidence of illegal activity, including working with the NY State Police regarding theft of catalytic converters from two HFHO BOCES Maintenance vehicles. He met with a NYS trooper and assisted with the preliminary investigation. He also assisted the Supervisor of Special Education at the WEB with issue of vehicles at the WEB during non-school hours.

The School Safety Advisor has been in regular communication with the Department of Homeland Security to identify additional training the Safety Service could offer to districts.

The Safety Advisor continues to work with Arc Herkimer/Herkimer Industries to provide "Stop the Bleed" kits and trainings to Herkimer BOCES and its component districts. This work included arranging and attending a meeting with BOCES District Superintendent, Business Manager, the Coordinator of Safety Services and Ethan Dunham, Director of Government Sales at Herkimer Industries. The Advisor also met with Jill Waite, nurse at Mt. Markham CSD regarding the use of "Stop the Bleed" in that district.

The School Safety Advisor is working with Central Valley CSD regarding current issues, plans, and drills. He attended and observed a lockdown drill at Barringer Road Elementary as a part of this work and is

developing follow-up recommendations for the school. He also attended the Little Falls CSD Safety Committee meeting.

The School Safety Advisor continues to stay in regular contact with law and regional law enforcement agencies:

- Reached out to Herkimer PD and met with Chief Jory regarding current issues/trends; including a potential connection between a local student and crime committed within the village.
- Met with the newly appoint Chief of Police for Little Falls, Chief Thomas, and arranged for a tour of Benton Hall Academy with Principal Joe Long and the Chief.
- Scheduled to attend the Little Falls Board of Education meeting in April with the Chief of Little Falls Police Department and the Coordinator of Safety Services.

The School Safety Advisor provided the following services to programs/departments at Herkimer BOCES:

- Meetings with the Assistant Principal and the Mental Health Counselor of Pathways Academy regarding a student issuing involving recording and possible live streaming in the school building. After working with an investigator from Ilion PD, we determined the activity was not a violation of any NYS Penal Law.
- Met with the Assistant Principal of Pathways Academy to finalize drill documents and their posting.
- Met with the Principal and Assistant Principal of Technical Education regarding a student driver issue at dismissal. Followed up with NY State Police regarding the issue.
- Met with Director of Special and Alternative Education and the Supervisor of Special Education at the WEB for a preliminary debrief regarding a student injury that occurred on 3/17.
- Subsequently facilitated a full debrief with all involved staff and forwarded notes from the debriefing to the Coordinator of Safety Services.

In addition to his other work, the School Safety Advisor regularly forwards pertinent information/current events to superintendents related to school and law enforcement issues.

HERKIMER BOCES WELLNESS INITIATIVE

Safe Schools

March 2021

A Publication of the Herkimer-Fulton-Hamilton-Otsego BOCES Safety Service

Think Spring, in only 19 more days❀
In this edition you will find a collection of resources - all focused on safety of our schools as well as our own well-being. March 26th is National SEL Day, so included are some resources for you!

Harmony SEL

Harmony is a FREE social and emotional learning program for schools, districts, or organizations. Sign up today!

HARMONY SEL GAMES

Sample of games in the Harmony platform

HARMONY SEL CONNECTION CARDS

Connection cards to use from Harmony

HARMONY SEL LESSON

Snapshot of an SEL lesson for grade 5 in Harmony platform

DASA AMENDMENT PROPOSALS

There are two Amendments that are proposed and will become permanent changes in the coming months. Follow these links to better familiarize yourself with the details.

[School Safety an Educational Climate Report]

[Crown Act]

A middle schooler was insecure … www.cnn.com

We've all had at least one bad haircut in our lifetimes, and chances are, we remember how that bad haircut made us feel.

WHAT EDUCATORS SHOULD KNOW ABOUT DIGITAL SELF-HARM DURING HYBRID AND REMOTE LEARNING

As educators continue to plow through the challenges of keeping school going during a pandemic that has lasted for nearly a full year, they should be looking out for signs of students engaging in digital self-harm, researchers say. [Continue reading here]

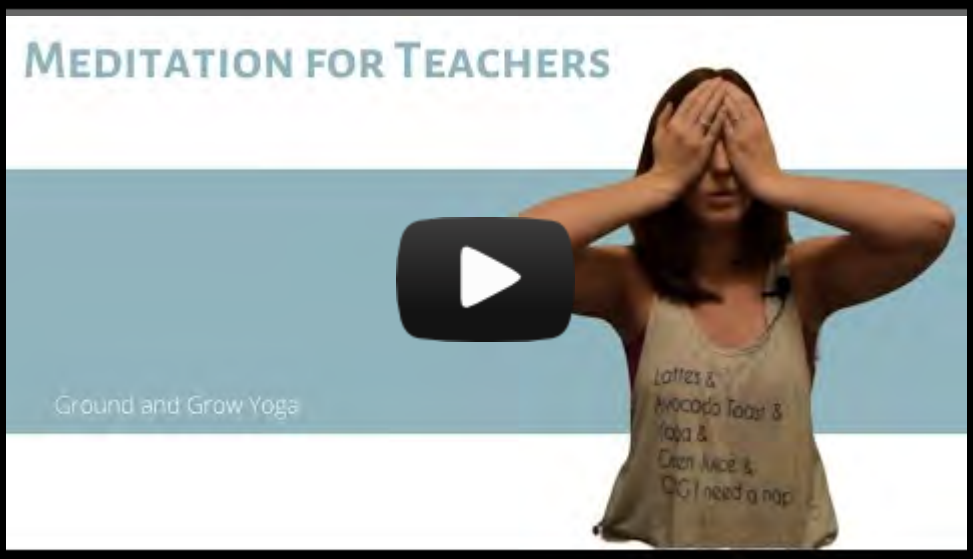
Schools, Not Teachers, Must Reduce Stress and Burnout

Emergency Response Planning for Schools

New York State's school officials and staff do countless things every day to keep students and staff safe. This two-part training focuses on providing an overview of the planning principles and planning process recommended in the federal Guide for Developing High-Quality School Emergency Operations Plans, with an in-depth review of New York State's Project SAVE legislation regarding developing DistrictWide Safety Plans and Building-Level Emergency Response Plans and how school officials can use federal guidance to meet New York's statutory and regulatory requirements. Participants will receive guidance in how to apply a 6-Step Planning Process to develop plans which will allow your school or district to address the 5 preparedness missions of Prevention, Mitigation, Protection, Response, and Recovery.

To register follow this link.

Quick Meditation: 10 Min Meditation for Teachers



😀 Mindful March 😀

Herkimer-Fulton-Hamilton-Otsego BOCES

352 Gros Boulevard, Herkimer, ...
charlander@herkimer-boces.org
315-867-2034
herkimer-boces.org

TO: Board of Education

FROM: Kathy Fox, Assistant Superintendent for Instructional Services

DATE: April 13, 2021

Spring has officially arrived. It is so much nicer to have evenings with sunlight. I hope you are enjoying the warmer weather as well.

Goal 1 - Grow in strength and leadership across our region

Our regional leaders hosted several guest speakers during the month of March including Christina Cain from Herkimer County Department of Health, Todd Price from Windsor Learning, and Bonita Gibb, from Herkimer County who shared how to make referrals through the Systems of Care Grant. Referrals can be made through a family school navigator as well as a Lead Referral Supervisor. Sandra Sherwood provided leaders with the latest SED information on assessments, expected Board of Regents actions, and quarantine/school requirements around the vaccine. Amy Konz from the MORIC provided leaders with coding information around virtual students not taking assessments versus opting out. Keara Battisti from the Regional Partnership highlighted the FAQ prepared by the Board of Regents. Discussions included Regents administration, course calculations, CDOS hours, opt-outs/absences for Regents days, and attendance during Regents days. Secondary leaders discussed regulations around prom, senior trip, and graduation. Jon Griffith discussed the latest plans for in-person Regional Summer School. He also discussed the Civic Readiness Initiative with middle school leaders.

Goal 2 - Stabilize staffing and programs to ensure our components and the community continue to have needed support in a cost-effective manner

We are excited to coordinate an elementary summer school for Richfield Springs and Frankfort-Schuyler. It will be located at the Frankfort-Schuyler Elementary School and will be in session for 20 days. We are coordinating staff hiring and student enrollment through our BOCES.

We received the summer youth TANF grant application and plan to write it for an in-person experience for 14 and 15 year old students. We are hopeful that it will provide young people with an in-person opportunity to develop some entry level skills while adhering to CDC regulations.

Goal 3 - Develop accountability systems with clear expectations

The superintendent subcommittee recommended the VP-TECH continue to be an option for students in our region. Funding has been the biggest concern as college tuition could be a hurdle if the grant went unfunded. We received the good news that VP-TECH grant funding will continue for a new cohort. This allows us to begin recruiting for a ninth grade cohort. We will also be working with our LEA, Herkimer Central School District, to prepare our budget for next year.

TECHNICAL EDUCATION (Zane Mahar)

Career Tech Education

Criminal Justice - A new articulation agreement has been finalized with SUNY Morrisville for our Criminal Justice program. Students are able to earn 6 credits with a GPA of B or better. This is a nice addition to our articulation agreement options in this program.

Health Science-Our Health Science program has completed a week long intensive clinical experience at the Foltsbrook Center for their CNA certification. Through the hard work and planning of Ms. Christe Zambri, the instructor, and by building robust partnerships with the center administration, our students were offered a “real world” working experience. This consisted of being “full time employees (nonpaid)” for the week with Foltsbrook picking up the cost of the second and third covid tests for each student and clinical supervisor. Foltsbrook staff also went so far as to provide daily lunch to all of our students in their staff cafeteria.

We are one of the only programs in the state, and the only program in our region to offer a clinical experience to our CNA students due to the Covid-19 pandemic.

School to Careers (STC)

Throughout the month of March, the STC team supported CTE programs in many ways including, but not limited to: Sophomore Visitation, Open House, Giotto Apprenticeship Program, Resume Writing and Interviewing, and presentations on various scholarship opportunities.

The STC team is working on the logistics for CTE-WBL internships by creating and recording asynchronous presentations for the Google Classroom. In addition, the students are encouraged to locate their own internship sites as part of their 21st Century workplace readiness skills. In keeping with past schedules, CTE internships typically begin in early May and are completed before the end of June.

VP-TECH hosted Mentor Monday at the beginning of March. Work Ethics was a hot topic with mentors discussing interacting with superiors, co-workers, and taking on extra tasks to promote better experiences, learning new skills, and showing reliability. The senior mentor, Mark Cushman, is also partnering with Herkimer BOCES for an internship program for some of our students. The STC team provides one-on-one career prep sessions with the students applying for the Giotto Enterprise Apprenticeship Program.

INSTRUCTIONAL SUPPORT SERVICES

Mentoring (Sarah Trunfio)

For mentoring March was focused on preparation for staff summative evaluations. In the month of April, the mentoring program will begin accepting applications for Mentors for the 2021-22 school year. We are looking forward to our June end of the year celebration which will include all three cohorts as well as the mentors coming together to celebrate the end of a school year and begin plans for what next year will look like.

Curriculum Work (Sarah Trunfio)

As we wind down this school year, the instructional support team has started planning for summer curriculum work for our BOCES and our 10 component districts. We are also planning LETRS training for Administrators in May and for teachers this summer. LETRS training takes the *Science of Reading* research and creates a professional development opportunity for educators to embed the *Science of Reading* principles into their instruction.

Professional Development (Jon Griffith)

The month of March was a busy month for Professional Development. The Instructional Support team has been partnering with our JMT and Statewide groups connected through our networks to provide Statewide training in our region. In addition, several smaller personalized training within our region took place through book studies, traditional training, and asynchronous training support. In all, we offered 32 specific training and supported 1000 attendees in the month of March. On March 17, Jennifer Stanton provided a regional training on “Concurrent Instructional Practices” that supported over 40 individuals. Sheri Perry provided training to the State Curriculum Development Network on March 26 showcasing her knowledge of online instruction to the greater New York State network of staff developers and teacher leader evaluators. Jon Griffith provided support for grant training for World Languages through the month of March working closely with the RIC and our JMT partners. Additionally, Sarah Trunfio also supported the same grant training in Social Emotional Learning. On April 1st our BOCES, in collaboration with the Kelberman Center, held our first annual Autism Conference which was held virtually. This has been a goal of the ISS team and specifically, Sarah Trunfio, for getting this conference up and running. Resources and a conference page was created for the event and can be found on our website at this link: https://www.herkimer-boces.org/page/autism-awareness-conference

Virtual Online Learning Services (Sheri Perry)

We are currently managing 818 enrollments for seven component districts. There were four new course enrollments added during March.

Data Reports (Sheri Perry)

Student and staff reports continue to be sent from Level 0 onto Level 2. Our BOCES Staff Snapshot was updated at the end of March to reflect recent teacher of record changes (new hires). State course codes are also being checked to make sure the correct code is being reported for each course. This also helps with teachers not being listed as teaching out of certification.

Student daily attendance data is being reviewed. Instructional modalities such as in-person and remote appear on the attendance report. In the past, we stopped reporting student absences for circumstances such as when the home district was closed, when students were on field trips, etc. This was done to reduce the impact on chronic absenteeism as students were not attending BOCES for a legitimate reason. However, now that NYSED required either a present or absence for each student, we will need to report these types of absences. The absences are considered an excused absence. If we do not report these absences, students come up as having missing enrollment for the day. Sheri is working with the MORIC to assure these issues are corrected as student attendance is a factor in our districts' state aid allocations.

Home Instruction (Lori Waterbury)

It is coming to the end of the third quarter for Home Instruction. Third Quarter Reports are starting to trickle in. To date, we have 352 Home Instruction students.

SBI (Charley Priola)

On March 18 we held a program in replacement of our yearly Program Showcase due to COVID. The program was titled "O-M-H SBI Instructional Shift: One Year into a Pandemic". It focused on changes that have been made during the pandemic by shifting in person instruction to remote or hybrid learning, the possibilities of future learning, and resources available to school districts. SBI is preparing for this year's 2020-2021 DSA/SAA virtual Awards ceremony being held on May 13. We have had our highest number of nominations despite the pandemic and look forward to meeting with the selection committee.

Arts & Ed (Charley Priola)

Each district has been busy trying to continue offering virtual opportunities to their students. Many districts are preparing for the virtual NYSSMA solo festival. Requests through the district spreadsheets are still coming in for the end of the year opportunities.

Herkimer ■ Fulton ■ Hamilton ■ Otsego BOCES
www.herkimer-boces.org

352 Gros Boulevard
Herkimer, NY 13350

Sandra R. Sherwood
District Superintendent

315.867.2023
Fax: 315.867.2002
ssherwood@herkimer-boces.org

April 9, 2021

Ms. Rebecca Wilcox, Chief Examiner
NYS Comptroller's Office
State Office Building, Room 409
333 E. Washington Street
Syracuse, NY 13202-1428

Dear Ms. Wilcox,

This letter serves as Herkimer-Fulton-Hamilton-Otsego BOCES' official response to the NYS Comptrollers audit for the period of July 1, 2019 – October 1, 2020 for the purpose of examining the BOCES' controls over online banking transactions.

After a review of 44 of the 196 online banking transactions that occurred during this review period, your office found that all transactions were for appropriate purposes. However, you made several recommendations that will strengthen our protocols and security. We are developing a corrective action plan that will be submitted soon as many of the steps have already been put in place.

We appreciate the thorough review by your team as well as the professionalism that all the auditors showed throughout the process. We are committed to improving our practices and safeguarding the component districts' funds that pay for BOCES services. We will continue to review our practices and implement improved security measures. Thank you for providing your insight to assist us with this.

Respectfully,

Sandra R. Sherwood
District Superintendent

Thomas N. Shypski
President, Board of Education

C: S. Coupe, Business Manager
Board of Education

Operations & Planning Department
Herkimer BOCES Safety Committee

Subject: Herkimer BOCES Safety Committee Meeting
Date: March 23, 2021 @ 2:45PM
Location: Via Zoom

Agenda:

1. **Employee and Student Illness/Injuries**
   - Trends?
   - Training Topics

2. **Inspections**
   - Lead in Drinking Water

3. **Emergency Management**
   - Drills per Building
     - Issues?

4. **Building Safety & Security**
   - Remington
   - WEB

5. **Other Business**
   - Round Table
   - Next Meeting: May 2021

Operations & Planning Department
Herkimer BOCES Safety Committee
Meeting Minutes

3-23-2021

Members Present: Patricia Frank, Adam Hutchinson, Linda Tharp, Adam Spatto, Dan Parker, Roberta Matthews, Kathy Fox, Tim Johnston, Patricia Wilson, Patrick Corrigan, Zane Mahar, and Briana Jackson

Alternative Member: Bob Schmid

Members Absent: Mary Kline

Employee and Student Illness/Injuries

- Student injury report was reviewed. Nothing of concern is trending. There is no need for any additional training at this time.

Inspections

- Building inspections have been completed.
- Lead in drinking water was tested this year. This typically is tested every five years. The test results were consistent with past years. Some areas were found to be slightly higher than in the past, but this is thought to be due to the lack of water use in these areas with the new COVID procedures put in place; i.e. water fountains not being used. Areas of Remington have slightly higher levels due to CVA not utilizing these areas when they owned the building. Sinks, eye wash stations, etc. will be retested once these areas are opened up for regular use.

Emergency Management

1. **Fire drills and lockdowns held at the WEB Complex**
    - Administration at the WEB Complex reported that they're up to date on all their required drills. Half of the required drills for the school year have been completed. There are two more fire drills and lockdowns that need to be done. A lockdown is anticipated to occur in the next few weeks.
    - It was asked if fire drills were still supposed to be occurring on a monthly basis and per SED, this requirement has been waived for the current school year. The safety office will continue to keep up date on any changes to these requirements.

- The Special Programs administration expressed concerns regarding fire drills in the winter in regards to keeping their multiple disability classes students warm and out of the elements. An idea mentioned was purchasing a large insulated tent that students would be able to shelter in until either buses arrive or the building is cleared to reenter. Adam Hutchinson will reach out to other BOCES throughout the state looking for suggestions on how they handle keeping their disabled students sheltered in an emergency situation.

2. **Fire drills and lockdowns held at Remington**
    - All drills at Remington have been completed

Building Safety and Security

1. **WEB Complex**
    - No serious concerns at this time regarding safety and security at the WEB
2. **Remington**
    - Concerns that the lock sets on the outside doors of the building are worn down so the doors can be forced open. Dan Parker and Pat Corrigan are both aware of this issue and working on ways to address it.

Other Business

- Concerns that kids are hanging around the back of the Remington building after school hours smoking. Mr. Corrigan called Ilion PD requesting they patrol the area during nightly rounds. If the problems escalate, the safety office will also work with Ilion PD to establish a plan.
- Dan Parker is currently working with Symplex to replace smoke detectors that are in the Heavy Equipment class garage with heat detectors to avoid the alarm accidentally being set off by exhaust fumes.
- The cost and time frame for repairing the exterior doors at Remington was discussed.
- The next safety committee meeting will be held in May with the last one anticipated to be held towards the end of June to recap on the previous year and focus on COVID safety measures and procedures.