

**Owen D. Young Central School District
Board of Education Meeting
March 13, 2023
6:30 PM**

The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.

AGENDA

- I. Call to Order - 6:30 p.m. – Library
- II. Pledge to the Flag
- III. Agenda:
 - a. Review March 13, 2023 agenda
- III. Minutes:
 - a. Review February 13, 2023 minutes
- IV. Guest Presentations
 - a. Drama Club presentation
- V. Routine Business
 - a. Approval of the Treasurer’s Report for January 2023
 - b. Approve nomination of candidates for the Herkimer BOCES Board of Education
 - c. Approve Owen D. Young students participating in track, baseball and softball with Richfield Springs for Spring 2023 season.
- VI. New Business
 - a. Approve 2023-24 lease agreement with Herkimer BOCES for pre-K classroom.
 - b. Approve copier agreement with Ed & Ed Business Technology.
 - c. Approve contract with Ryan Painting for corridor work in secondary and intermediate wings for no more than \$33,000.
 - d. Vote to approve/authorize SEQR resolution for 2023/24 Capital Outlay consisting of ceiling and lighting replacements in various locations of K-12 building.
 - e. Approve Herkimer BOCES IMA Bond Resolution
- VII. Policies
 - Approve 2nd Reading Policy Numbers 4300 – Borrowing Funds, 4301 – Investments Policy, 4302 – Insurance, 4303 – Reserve Funds, 4400 – Audit Committee, 4401 – Annual Audit, 4402 – Auditing Claims for Payment, 4403 – Medicaid Billing Compliance, 4500 – General Procurement Standards, 4501 Competitive Bidding, 4502 – Non-Bidding Purchasing, 4503 – Sale of Surplus Property, 4504 – Purchase Orders, 4505 – Accounting of Fixed Assets, Inventory and Tracking, 4506 – Use of Federal Funds for Political Expenditures, 4507 –

Procurement – Uniform Grant Guidance for Federal Awards, 8500 – Special Education Programs and Services

VIII. Board Forum

- a. President's Report
- b. Round Table

IX. Administrative Reports and Recommendations

a. Superintendent/Building Principal's Report

- a. Discipline report – February 2023
- b. Budget transfers – February 2023
- c. Update radar speed sign
- d. Update on transportation
 - i. Shortages
 - ii. Richfield covering runs
 - iii. Options moving forward
 - 1. Transition to bus stops for late runs
 - 2. Cancel/consolidate afterschool runs
 - 3. Outsource sports runs to Richfield
 - 4. Contract transportation to outside company

b. Department updates

- a. Guidance
- b. Athletics & Curriculum
- c. Technology
- d. Communications
- e. Maintenance
- f. Library/Media Center

c. Business Official's Report

- a. Review preliminary Budget
- b. Tax cap review

X. Privilege of the floor

Persons wishing to speak should first be recognized by the President, then identify themselves, any organization they may be representing at the meeting, and the agenda topic that they wish to discuss. Multiple persons addressing similar comments are required to be addressed by one spokesperson.

Topics must be addressed one at a time with each individual's comments limited to three (3) minutes for a total of twelve (12) minutes designated for the public comment session limited to topics listed on the agenda. Such limits may be reduced or expanded for a particular meeting by a simple majority of the Board.

The Board of Education and administration will consider all comments and will not comment or answer any questions before examining and evaluating relevant information. Once the Board of Education and administration have examined relevant information they may choose to provide comment/response at the subsequent meeting during Routine Business, entitled "*Response to Privilege of the Floor*".

- XI. Executive session: CSE/CPSE & Personnel
To discuss items related to the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person; and to discuss student issues.
- XII. CSE/CPSE Recommendations: 3-13-23
- XIII. Personnel Actions:
 - a. Approve Personnel Report dated 3-13-23
- XIV. Adjournment

Upcoming Events

March:

- 16 SBI Showcase @ Herkimer BOCES 5:15-7:00pm
- 16 Dance sponsored by Class of 2024
- 17 NO SCHOOL Superintendent's Conference Day
- 17 & 18 All County II Music Festival at Poland Central School
- 31 School Musical 7:00pm – Willy Wonka Jr.

April:

- 1 School Musical 7:00pm – Willy Wonka Jr.
- 3 Board of Education Meeting 6:30 Library
- 7-14 NO SCHOOL Spring Recess
- 19 BOCES Budget Vote
- 19-21 Grades 3-8 ELA Assessments

**Owen D. Young Central School District
Board of Education Meeting
February 13, 2023**

The mission of the Owen D. Young Central School is to provide an excellent educational environment in which all students can achieve success and become contributing citizens.

Minutes

President Marshall called the meeting to order at 6:31pm. Those present were led in the Pledge of Allegiance.

Present: Quendryth Marshall; President	Holly Pullis; Vice President	Ethan Durham; Trustee
Paul Kennerknecht; Trustee	George Mower; Trustee	Brennan Fahey; Superintendent
Fred Seifried; Treasurer	Jenn Jones; District Clerk	Patrick Doody; Bus Driver/Community Member

The Board reviewed the Agenda for February 13, 2023 and found a conflict under the Monthly Activities. The Board also reviewed the minutes from January 9, 2023 and found them to be correct.

Upon a motion by Trustee Mower, seconded by Vice President Pullis, the Board entered into Executive Session at 6:33pm.

The Board exited Executive Session at 7:30pm.

MOTION CARRIED 5:0

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved the Treasurer's Report for December 2022.

MOTION CARRIED 5:0

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved items a-d listed below.

- a. Approve 2023-24 District Calendar
- b. Approve ODY students participating in the Richfield Clay Targeting Club with Richfield Springs for Spring 2023.
- c. Approve Resolution authorizing district to participate in Oswego County BOCES Cooperative Purchasing Program.
- d. Approve items for disposal dated 2-13-23

MOTION CARRIED 5:0

The Board discussed dates noted on the proposed 2023-24 District Calendar.

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved the first reading for Policy Numbers 4300 – Borrowing Funds, 4301 – Investments Policy, 4302 – Insurance, 4303 – Reserve Funds, 4400 – Audit Committee, 4401 – Annual Audit, 4402 – Auditing Claims for Payment, 4403 – Medicaid Billing Compliance, 4500 – General Procurement Standards, 4501 Competitive Bidding, 4502 – Non-Bidding Purchasing, 4503 – Sale of Surplus Property, 4504 – Purchase Orders, 4505 – Accounting of Fixed Assets, Inventory and Tracking, 4506 – Use of Federal Funds for Political Expenditures, 4507 – Procurement – Uniform Grant Guidance for Federal Awards, 8500 – Special Education Programs and Services

MOTION CARRIED 5:0

The Board discussed grammar corrections, and clarification of language. Vice President Pullis discussed a recent change that BOCES made to Policy 4502 that she recommended ODY look into.

President Marshall discussed the Booster Club and the success of the winter sports season as it wraps up, passing on compliments from the community.

Vice President Pullis updated the Board on the recent BOCES meeting reviewing their Capital Project, Superintendent search, and the upcoming Budget Presentation. She then went on to inform the Board that the FFA was able to send their first member to a Leadership Development Event and were very successful. Vice President Pullis shared that Ag Literacy Week is coming up in March, and that she is planning an agriculture lesson with Mr. Dando. Vice President Pullis concluded that she has been approached by community members regarding communication from the school about staffing changes and the potential need for virtual days. She reminded the Board of their goal to improve communication with the community.

Trustee Mower shared a news article regarding Florida education changes. He believes he is seeing a trend of attacking history education and is concerned that may spread to other states.

Trustee Durham shared that the boys modified basketball season ended well with an 8:2 record. He shared that he would like to work on open gym again to help students understand the basics before they join modified.

The Board discussed the bus driver shortage and the schools recruiting strategies, noting that they contracted one run out to Bernie Bus. Superintendent Fahey briefed the Board that ODY may have to cancel some after school runs because of a lack of drivers, that the school is already utilizing sub drivers and will continue to do so, and that some athletic runs have been filled by Richfield Springs. The Board discussed the obligations the school has to students and community to provide adequate bussing options and how to fill those needs for next year. The Board directed Mr. Fahey to gather information on the cost and practical concerns of using an outside company to fill bussing requirements.

Upon a motion by Trustee Durham, seconded by Trustee Kennerknecht, the Board added a second Privilege of the Floor to the agenda.

MOTION CARRIED 5:0

Patrick Doody addressed the Board with concerns he had regarding communication between bus drivers and the school, and that he believes the Bernie driver(s) was not being held to the same safety standards as the rest of the drivers until this past week.

The Board discussed the subject of electric buses concluding that it would be better to start preparing now rather than after the state issues a deadline. The Board discussed infrastructure needs and directed Superintendent Fahey to find more information about what would be required.

Superintendent Fahey briefed the Board on the progress of the Capital Project and the Capital Outlay Project.

Mr. Seifried shared a letter from the DMV regarding a transportation audit that was recently conducted, and the deficiencies that were found. He also laid out the process for contesting these deficiencies noting that the cost of doing so may be just as costly as paying the fine. The Board directed Mr. Seifried to pay the fine rather than contest the findings.

Mr. Seifried shared with the Board an overview of the supply request lists from teachers and different departments in the school. He went on to ask if the Board would like to renew the Science Enrichment program contract, to which he was answered yes. The Board discussed the benefits of the program. Mr. Seifried concluded by sharing a breakdown of the 22-23 budget so far as well as a tentative outline of the 23-24 proposed budget. The Board directed Mr. Seifried to continue building the 23-24 budget, that he is on the right track reiterating they will not exceed a 2% tax levy increase.

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved the CES/CPSE recommendations dated February 13, 2023. **MOTION CARRIED 5:0**

The Board discussed the Athletics report asking for a breakdown of numbers for spring sports sign-ups.

Upon a motion by Trustee Mower, seconded by Trustee Kennerknecht, the Board approved the Personnel Report dated February 13, 2023. **MOTION CARRIED 5:0**

Upon a motion by Vice President Pullis, seconded by Trustee Mower, the meeting was adjourned at 9:18pm. **MOTION CARRIED 5:0**

Respectfully submitted,

Jenn Jones, District Clerk

PERSONNEL REPORT, February 13, 2023

As recommended by Superintendent Brennan Fahey, the Board approve the appointments and accept the resignations, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

1. Appointments:

- a. Name: Heather Edwards
- Position: 4 year Probationary appointment – Elementary K-6
- Effective Dates: February 10, 2023- February 9, 2027
- Salary: Step 4 per contract pro-rated for remainder of 2022-23 school year.

“RESOLVED that Ms. Edwards is hereby appointed on a probationary basis in the tenure area of Elementary K-6 with the understanding that the named individual does hold New York State certification appropriate to or required for that position; that the probationary appointment shall commence on February 10, 2023; as based on ratings derived in compliance with Education Law Section 3012-d.”

- b. Name: Suzanne Giachetti
- Position: District Health/Medical Coordinator
- Effective Dates: 2022-2023 school year
- Salary: Stipend - \$7,000

2. Probationary Appointment Extension:

BE IT RESOLVED, that the Board of Education of the Owen D. Young Central School District, upon the recommendation of the Superintendent of Schools, hereby approves extending the probationary appointment of Richelle Van Volkenburg for a period of one year, to September 1, 2024, due to a requested unpaid leave for the 2022-23 school year.

3. Correction:

- a. Name: Cory Pike
- Position: 4 year Probationary appointment – Assistant Principal
- Effective Dates: July 1, 2020- June 30, 2024
- Salary: per contract

“RESOLVED that Mr. Pike is hereby appointed on a probationary basis in the tenure area of Assistant Principal with the understanding that the named individual does hold New York State certification appropriate to or required for that position; that the probationary appointment shall commence on September 1, 2020; as based on ratings derived in compliance with Education Law Section 3012-d.”

4. Substitutes:

- a. Fern Bailey
- b. Gianna Frank
- c. Hannah Leonard

- d. Morgan Stuble
- e. Samantha Domion
- f. Sirena Smith

OWEN D. YOUNG CENTRAL SCHOOL DISTRICT

BOARD MEETING

JANUARY

PERIOD COVERING
(1/1/2023) – (1/31/2023)

TREASURER'S REPORT

1. GENERAL FUND (5) - JANUARY
2. SCHOOL LUNCH (1) – JANUARY
3. FEDERAL (5) - JANUARY
4. TRUST AND AGENCY (2) - JANUARY
5. ACTIVITY (1) - JANUARY
6. EXPENDABLE (1) – JANUARY
7. CAPITAL (4) – JANUARY

P.O. BOX 125, VAN HORNSVILLE, NY 13475

TREASURER'S REPORT

2023 January

CHECKING ACCOUNTS

	GENERAL FUND	SPECIAL AID FUND	SCHOOL LUNCH	T & A FUND	CAPITAL FUND	EXPEND TRUST	DEBT SERVICE	ACTIVITY FUND
CASH BALANCE:								
BEGINNING OF THE MONTH	\$ 359,373.29	\$ 1,670.00	\$ 35,127.02	\$ 199,703.73	\$ 0.07	\$ 73,771.38	\$ 713,181.62	\$ 13,149.72
ADD:								
RECEIPTS FOR THE MONTH	\$ 521,286.92	\$ 83,000.69	\$ 7,488.14	\$ 233,260.65	\$ 5,906.70	\$ 24.78	\$ 12.51	\$ 1,502.23
TOTAL BEGINNING BALANCE & RECEIPTS	\$ 880,660.21	\$ 84,670.69	\$ 42,615.16	\$ 432,964.38	\$ 5,906.77	\$ 73,796.16	\$ 713,194.13	\$ 14,651.95
DISBURSEMENTS FOR MONTH	\$ 685,309.85	\$ 52,057.24	\$ 1,246.60	\$ 220,427.19	\$ 5,906.68	\$ 2,500.00	\$ -	\$ 1,280.00
CASH BALANCE:								
END OF THE MONTH	\$ 195,350.36	\$ 32,613.45	\$ 41,368.56	\$ 212,537.19	\$ 0.09	\$ 71,296.16	\$ 713,194.13	\$ 13,371.95
BANK RECONCILIATIONS								
BANK BALANCE AS PER STATEMENT:	\$ 437,881.07	\$ 36,349.95	\$ 41,368.56	\$ 212,537.19	\$ 428.55	\$ 71,796.16	\$ 713,194.13	\$ 13,371.95
LESS:								
OUTSTANDING CHECKS	\$ 242,530.71	\$ 3,736.50	\$ -	\$ -	\$ 428.46	\$ 500.00	\$ -	\$ -
ADD:								
BANK ERROR***			\$ -	\$ -				
ADD:								
OUTSTANDING DEPOSITS	-	-		\$ -		-	-	
SUBTRACT:				\$ -				
CASH BALANCE:								
END OF THE MONTH	\$ 195,350.36	\$ 32,613.45	\$ 41,368.56	\$ 212,537.19	\$ 0.09	\$ 71,296.16	\$ 713,194.13	\$ 13,371.95

***cont. error

OWEN D. YOUNG CENTRAL SCHOOL DISTRICT
P.O. BOX 125, VAN HORNESVILLE, NY 13475

TREASURER'S REPORT

2023 January

		SAVINGS				WATER FUND ACCT
	PAYROLL ACCOUNT		EXPENDABLE TRUST	NON-EXPENDABLE TRUST	VAN HORNE SCH TRUST	
BANK BALANCE: PER STATEMENT	\$ 76,807.09	BEGINNING	\$ 7,010.95	\$ 4,758.12	\$ 535,036.47	\$ 3,348.03
LESS: OUTSTANDING CHECKS	\$ 76,804.06	INTEREST	\$ 0.06	\$ 0.04	\$ -	\$ 12.05
INTEREST ADD	\$ 3.03	RECEIPTS	\$ 0.06	\$ 0.04	\$ 18,932.31	\$ -
OUTSTANDING DEPOSITS		DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -
BANK ERROR ADD: IN TRANSIT	-	BANK ERROR ADD				
CASH BALANCE:		CASH BALANCE				
END OF THE MONTH	\$ (0.00)	END OF MONTH	\$ 7,011.01	\$ 4,758.16	\$ 553,968.78	\$ 3,360.08

TREASURER'S REPORT

2023 January

INTEREST ACCOUNTS						
	CAPITAL RESERVE	LIABILITY RESERVE	ACTIVITY FUND	CAPITAL SAVINGS	GENERAL SAVINGS	GENERAL FUND TAX ACCOUNT
CASH BALANCE: BEGINNING OF THE MONTH	\$ 951,615.15		\$ 15,550.37	\$ -	\$ 952,551.22	\$ 1,085,428.21
ADD: INTEREST	8.39		0.14	-	9.88	74.37
ADD: RECEIPTS FOR THE MONTH	94,976.31		0.14	-	283,838.28	74.37
TOTAL: BEGINNING BALANCE & RECEIPTS	1,046,591.46		15,550.51	-	1,236,389.50	1,085,502.58
LESS: DISBURSEMENTS FOR THE MONTH	-		-	-	95,578.34	500,000.00
ADD BANK ERROR						-
CASH BALANCE: END OF THE MONTH	\$ 1,046,591.46	\$ -	\$ 15,550.51	\$ -	\$ 1,140,811.16	\$ 585,502.58

TREASURER

OWEN D. YOUNG CSD

Check Warrant Report For A - 53: General Fund 1/6/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31020	01/06/2023	2418	AUBUCHON HARDWARE	23032	17.98
31021	01/06/2023	1470	BERNARD P. DONEGAN, INC	23071	585.00
31022	01/06/2023	438	BEVERLY GUILFOYLE	23130	680.40
31023	01/06/2023	3591	BROWN + BROWN OF GARDEN CITY, INC.	23005	4,052.65
31024	01/06/2023	3675	BUELL FUELS	23041	20,825.70
31025	01/06/2023	177	CHRISTMANN, DONNA	*See Detail Report	1,158.27
31026	01/06/2023	4158	EDBLOX INC		4,100.00
31027	01/06/2023	3486	GECRB/AMAZON	*See Detail Report	602.64
31028	01/06/2023	4110	GIRVIN & FERLAZZO, P.C.	23010	372.00
31029	01/06/2023	2514	HANNAFORD #0366		71.49
31030	01/06/2023	469	HERKIMER COUNTY BOCES GENERA		252.00
31031	01/06/2023	508	HUMMELS OFFICE PLUS	*See Detail Report	1,056.24
31032	01/06/2023	2874	LEAF		724.00
31033	01/06/2023	732	LINDA MOSHER	23129	1,020.60
31034	01/06/2023	1437	LOWE'S COMPANIES, INC.	23028	663.07
31035	01/06/2023	2867	M & T BANK		1,966.70
31036	01/06/2023	646	MADISON-ONEIDA-HERKIMER CNSRTM	23014	280.80
31037	01/06/2023	2300	NATIONALGRID	23053	24.07
31038	01/06/2023	3001	NEW YORK STATE SCHOOL BOARD		2,000.00
31039	01/06/2023	3811	ONEIDA ELECTRICAL CONTRACTORS, INC.		1,510.97
31040	01/06/2023	2378	ORKIN	23029	62.99
31041	01/06/2023	3053	DALE PEARSON		188.40
31042	01/06/2023	2595	PIKE, CORY		66.00
31043	01/06/2023	156	LINDA PUTMAN		188.40
31044	01/06/2023	1498	RENAISSANCE LEARNING INC.		172.00
31045	01/06/2023	4164	SALAMONE, NICHOLAS		148.40
31046	01/06/2023	3743	SEIFRIED IV, FREDERICK		61.64
31047	01/06/2023	4116	SERVICE, GEORGE		148.40
31048	01/06/2023	1056	STARUCK, KATHY	23140	891.00
31049	01/06/2023	1555	STB ENTERPRISES INC.	23045	317.50

Number of Transactions: 30

Warrant Total: 44,209.31

Vendor Portion: 44,209.31

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 30 in number, in the total amount of \$44,209.31. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/18/23

Date

Debbie Miller

Signature

claims Auditor

Title

OWEN D. YOUNG CSD

Check Warrant Report For A - 58: General Fund 1/24/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31071	01/24/2023	2466	GALE/ CENGAGE LEARNING		150.00
31072	01/24/2023	2514	HANNAFORD #0366		19.57
31073	01/24/2023	1699	HERKIMER COUNTY SHERIFF	23042	1,919.25
31074	01/24/2023	3970	JONES, JENNIFER		15.39
31075	01/24/2023	1437	LOWE'S COMPANIES, INC.	23028	626.27
31076	01/24/2023	741	STEPHEN V MURPHY		188.40
31077	01/24/2023	3053	DALE PEARSON		188.40
31078	01/24/2023	156	LINDA PUTMAN		188.40
31079	01/24/2023	1322	PAUL H. PUTMAN		188.40
31080	01/24/2023	1897	S & S WORLDWIDE	220256	32.00
31081	01/24/2023	3719	SALAMONE, SAMUEL		188.40
31082	01/24/2023	3977	ZUZEK, KAREN		188.40
Number of Transactions: 12				Warrant Total:	3,892.88
				Vendor Portion:	3,892.88

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 12 in number, in the total amount of \$3,892.88. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/16/23 Debbie Miller Claims Auditor
 Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For A - 63: General Fund 1/27/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
31083	01/27/2023	3486	GECRB/AMAZON	23154	79.99
31084	01/27/2023	1713	HERKIMER COUNTY SCHOOLS HEALTH	23069	66,430.12
31085	01/27/2023	3719	SALAMONE, SAMUEL		99.40
31086	01/27/2023	1120	TOWN OF STARK	23023	690.39
Number of Transactions: 4				Warrant Total:	67,299.90
				Vendor Portion:	67,299.90

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$67,299.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/16/23 Debbie Miller claims Auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For C - 10: SCHOOL LUNCH 1/13/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3750	01/13/2023	1123	HERKIMER COUNTY BOCES, TREAS.	23118	1,246.60
Number of Transactions: 1				Warrant Total:	1,246.60
				Vendor Portion:	1,246.60
				Payroll Portion:	0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$1,246.60. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/25/23

Date

Debbie Miller

Signature

claims Auditor

Title

OWEN D. YOUNG CSD

Check Warrant Report For F - 9: Federal Fund 1/6/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4598	01/06/2023	3486	GECRB/AMAZON	*See Detail Report	1,490.14
4599	01/06/2023	2869	HOBY		450.00
Number of Transactions: 2				Warrant Total:	1,940.14
				Vendor Portion:	1,940.14

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$1,940.14. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/18/23 Debbu Miller claims Auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For F - 10: FEDERAL FUND 1/13/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4600	01/13/2023	3486	GECRB/AMAZON	*See Detail Report	1,365.36

Number of Transactions: 1

Warrant Total:	1,365.36
Vendor Portion:	1,365.36
Payroll Portion:	0.00

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$1,365.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/25/23 Debbie Miller claims auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For F - 11: Federal Fund 1/24/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4601	01/24/2023	3486	GECRB/AMAZON	23157	455.95
4602	01/24/2023	1699	HERKIMER COUNTY SHERIFF	23042	1,574.92
Number of Transactions: 2				Warrant Total:	2,030.87
				Vendor Portion:	2,030.87

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$2,030.87. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/16/23 Debbie Miller claims auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For F - 12: Federal Fund 1/24/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4603	01/27/2023	3486	GECRB/AMAZON	*See Detail Report	566.23
4604	01/27/2023	4165	MORRISVILLE AUXILIARY CORP.		245.00
4605	01/27/2023	3743	SEIFRIED IV, FREDERICK		525.00
Number of Transactions: 3				Warrant Total:	1,336.23
				Vendor Portion:	1,336.23

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$1,336.23. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/16/23 Debbie MILL claims Auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For F - 13: Federal Fund 2/1/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
4606	01/31/2023	3486	GECRB/AMAZON	23151	135.40
4607	01/31/2023	1793	PSAT/NMSQT		234.00
Number of Transactions: 2				Warrant Total:	369.40
				Vendor Portion:	369.40

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$369.40. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/16/23 Debbie Miller claims Auditor
Date Signature Title

Check Warrant Report For A - 51: LIABILITIES-PR 01/05/2023 For Dates 12/23/2022 - 1/5/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
918	01/05/2023	1697	ODY - PAYROLL ACCOUNT		70,911.79 ✓
919	01/05/2023	1698	NYS INCOME TAX BUREAU		4,177.78
920	01/05/2023	1705	ODY - GENERAL FUND		1,132.73 ✓
921	01/05/2023	2664	US FEDERAL GOVERNMENT		23,110.38
922	01/05/2023	3170	THE OMNI GROUP		1,995.50
6606	01/05/2023	3280	NBT BANK - DUES		759.93 ✓
6607	01/05/2023	2780	SERVICE UNIT TREASURER		200.37 ✓
Warrant Total:					102,288.48
Vendor Portion:					102,288.48

Number of Transactions: 7

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$102,288.48. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/11/23 Debbie Miller claims auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For Z - 6: JANUARY ACTIVITY For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
2914	01/06/2023	3262	KIDS KORNER ALBANY		260.00
2915	01/13/2023	3091	MUSIC THEATRE INTERNATIONAL		1,020.00
Number of Transactions: 2				Warrant Total:	1,280.00
				Vendor Portion:	1,280.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$1,280.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/18/23 Debbie Miller Claims Auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For H - 12: Capital Fund 1/6/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1849	01/06/2023	1470	BERNARD P. DONEGAN, INC	23071	487.50
1850	01/06/2023	3487	KING + KING	220193	3,080.00
Number of Transactions: 2				Warrant Total:	3,567.50
				Vendor Portion:	3,567.50

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$3,567.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/18/23 Debbie MILL claims auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For H - 14: Capital Fund 1/24/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1852	01/24/2023	3244	GATEHOUSE MEDIA NY	23148	428.46
Number of Transactions: 1				Warrant Total:	428.46
				Vendor Portion:	428.46

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$428.46. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/6/23 Debbie Miller claims Auditor
Date Signature Title

OWEN D. YOUNG CSD

Check Warrant Report For H - 15: Capital Fund 2/1/2023 For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
1853	01/31/2023	1470	BERNARD P. DONEGAN, INC		97.50
Number of Transactions: 1				Warrant Total:	97.50
				Vendor Portion:	97.50

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$97.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/6/23 Debbie Miller Claims Auditor
Date Signature Title

OWEN D. YOUNG CSD



Budget Transfer Schedule Report For A - 7: January Budget Transfer

Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Detail Description			
318	01/31/2023	End of Month Transfer (January)	Not Required		
A 1621.200-00	MAINT EQUIPMENT			2,200.00	
A 2110.400-00	REG SCHOOL CONTRACTUAL				8,700.00
A 2250.470-00	HC CHILD TUITION			8,700.00	
A 5510.210-00	TRANS BUS PURCHASE				2,200.00
Grand Totals:				10,900.00	10,900.00

Number of Budget Transfers: 1

Net Amount: 0.00

Account Distribution Totals

Account	Description	Debits	Credits
A 1621.200-00	MAINT EQUIPMENT	2,200.00	0.00
A 2110.400-00	REG SCHOOL CONTRACTUAL	0.00	8,700.00
A 2250.470-00	HC CHILD TUITION	8,700.00	0.00
A 5510.210-00	TRANS BUS PURCHASE	0.00	2,200.00
Fund A Totals:		10,900.00	10,900.00
Grand Totals:		10,900.00	10,900.00

OWEN D. YOUNG CSD



Budget Transfer Query From 1/1/2023 - 1/31/2023 In Between \$0.00 And \$999,999,999.99

Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
318	01/31/2023	End of Month Transfer (January)	A 2250.470-00		8,700.00	0.00
			A 1621.200-00		2,200.00	0.00
			A 2110.400-00		0.00	8,700.00
			A 5510.210-00		0.00	2,200.00
Transfer Totals:					10,900.00	10,900.00
Grand Totals:					10,900.00	10,900.00

OWEN D. YOUNG CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400-00</u>	BD OF EDUC CONTRACTUAL	5,000.00	0.00	5,000.00	4,007.54	0.00	992.46
<u>A 1010.450-00</u>	BD OF EDUC SUPPLIES	400.00	-50.00	350.00	98.29	0.00	251.71
<u>A 1010.490-00</u>	BD OF EDUC BOCES	11,376.00	0.00	11,376.00	5,088.00	6,288.00	0.00
1010	*	16,776.00	-50.00	16,726.00	9,193.83	6,288.00	1,244.17
<u>A 1040.160-00</u>	DIST CLERK NON INST SALARY	4,400.00	0.00	4,400.00	2,200.00	0.00	2,200.00
<u>A 1040.400-00</u>	DIST CLERK CONTRACTUAL	200.00	200.00	400.00	330.00	0.00	70.00
<u>A 1040.450-00</u>	DIST CLERK SUPPLIES	100.00	0.00	100.00	0.00	0.00	100.00
1040	*	4,700.00	200.00	4,900.00	2,530.00	0.00	2,370.00
<u>A 1060.400-00</u>	DIST MTG CONTRACTUAL	1,200.00	-200.00	1,000.00	0.00	0.00	1,000.00
1060	*	1,200.00	-200.00	1,000.00	0.00	0.00	1,000.00
10	**	22,676.00	-50.00	22,626.00	11,723.83	6,288.00	4,614.17
<u>A 1240.150-00</u>	CS ADMIN INST SALARY	75,920.00	0.00	75,920.00	43,800.00	26,392.31	5,727.69
<u>A 1240.160-00</u>	CS ADMIN NON INST SALARY	31,908.40	0.00	31,908.40	18,533.70	12,355.72	1,018.98
<u>A 1240.400-00</u>	CS ADMIN CONTRACTUAL	3,000.00	0.00	3,000.00	1,820.00	0.00	1,180.00
<u>A 1240.450-00</u>	CS ADMIN SUPPLIES	500.00	3.20	503.20	92.61	3.20	407.39
1240	*	111,328.40	3.20	111,331.60	64,246.31	38,751.23	8,334.06
12	**	111,328.40	3.20	111,331.60	64,246.31	38,751.23	8,334.06
<u>A 1310.160-00</u>	BUS OFFICE SALARY	49,574.50	0.00	49,574.50	29,650.08	9,292.23	10,632.19
<u>A 1310.400-00</u>	BUS OFFICE CONTRACTUAL	3,800.00	0.00	3,800.00	2,345.42	0.00	1,454.58
<u>A 1310.450-00</u>	BUS OFFICE SUPPLIES	200.00	100.00	300.00	274.56	0.00	25.44
<u>A 1310.490-00</u>	BUS OFFICE BOCES SERVICES	52,481.25	18,854.65	71,335.90	36,711.35	34,624.55	0.00
1310	*	106,055.75	18,954.65	125,010.40	68,981.41	43,916.78	12,112.21
<u>A 1320.160-00</u>	CLAIMS AUDIT NON-INSTRUCTIONAL STIPEND	2,500.00	0.00	2,500.00	1,250.00	0.00	1,250.00
<u>A 1320.400-00</u>	AUDIT CONTRACTUAL	12,000.00	0.00	12,000.00	9,000.00	3,000.00	0.00
1320	*	14,500.00	0.00	14,500.00	10,250.00	3,000.00	1,250.00
<u>A 1325.160-00</u>	TREAS SALARY	42,500.00	800.00	43,300.00	25,961.55	17,307.68	30.77
<u>A 1325.400-00</u>	TREAS CONTRACTUAL	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 1325.450-00</u>	TREAS SUPPLIES	100.00	0.00	100.00	83.28	0.00	16.72
1325	*	42,900.00	800.00	43,700.00	26,044.83	17,307.68	347.49
<u>A 1330.400-00</u>	TAX COLLECTOR CONTRACTUAL	5,200.00	0.00	5,200.00	4,536.99	0.00	663.01
<u>A 1330.450-00</u>	TAX COLLECTOR SUPPLIES	100.00	0.00	100.00	71.28	0.00	28.72
1330	*	5,300.00	0.00	5,300.00	4,608.27	0.00	691.73
<u>A 1345.490-00</u>	COOPERATIVE PURCHASING BOCES	4,111.25	0.00	4,111.25	259.50	3,851.75	0.00

OWEN D. YOUNG CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 1/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1345		*	4,111.25	0.00	4,111.25	259.50	3,851.75	0.00
<u>A 1380.400-00</u>	FISCAL AGENT CONTRACTUAL		3,600.00	0.00	3,600.00	1,615.50	1,427.50	557.00
1380		*	3,600.00	0.00	3,600.00	1,615.50	1,427.50	557.00
13		**	176,467.00	19,754.65	196,221.65	111,759.51	69,503.71	14,958.43
<u>A 1420.400-00</u>	LEGAL CONTRACTUAL		6,000.00	26,000.00	32,000.00	22,335.51	9,664.49	0.00
1420		*	6,000.00	26,000.00	32,000.00	22,335.51	9,664.49	0.00
<u>A 1430.490-00</u>	PERSONEL BOCES SERVICES		32,908.07	0.00	32,908.07	16,454.04	16,454.03	0.00
1430		*	32,908.07	0.00	32,908.07	16,454.04	16,454.03	0.00
<u>A 1460.490-00</u>	RECORDS MANAGEMENT BOCES		3,159.00	0.00	3,159.00	1,579.50	1,579.50	0.00
1460		*	3,159.00	0.00	3,159.00	1,579.50	1,579.50	0.00
<u>A 1480.490-00</u>	PUBLIC INFORMATION SERVICES BOCES		21,863.41	0.00	21,863.41	10,931.71	10,931.70	0.00
1480		*	21,863.41	0.00	21,863.41	10,931.71	10,931.70	0.00
14		**	63,930.48	26,000.00	89,930.48	51,300.76	38,629.72	0.00
<u>A 1620.160-00</u>	OP PLANT SALARY		37,224.00	0.00	37,224.00	0.00	0.00	37,224.00
<u>A 1620.162-00</u>	OP PLANT NON INST OVERTIME		4,200.00	0.00	4,200.00	2,080.00	0.00	2,120.00
<u>A 1620.163-00</u>	OP PLANT NON INST HRLY/DAILY		1,500.00	0.00	1,500.00	207.27	0.00	1,292.73
<u>A 1620.200-31</u>	OP PLANT EQUIPMENT MAIN		25,000.00	-3,000.00	22,000.00	0.00	0.00	22,000.00
<u>A 1620.400-31</u>	OP PLANT CONTRACTUAL MAIN		40,000.00	28,375.50	68,375.50	58,158.85	1,255.10	8,961.55
<u>A 1620.400-32</u>	OP PLANT CONTRACTUAL TEACHER		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 1620.401-31</u>	OP PLANT LIGHT & POWER MAIN		39,000.00	3,900.00	42,900.00	28,574.68	14,287.34	37.98
<u>A 1620.401-32</u>	OP PLANT LIGHT & POWER TEACHER		5,000.00	0.00	5,000.00	3,251.60	1,625.80	122.60
<u>A 1620.401-34</u>	LC POWER - LEARNING CENTER		1,000.00	0.00	1,000.00	171.99	188.01	640.00
<u>A 1620.402-00</u>	OP PLANT PHONE		11,000.00	0.00	11,000.00	4,966.53	2,233.47	3,800.00
<u>A 1620.403-31</u>	OP PLANT WATER MAIN		19,000.00	0.00	19,000.00	16,698.41	0.00	2,301.59
<u>A 1620.403-32</u>	OP PLANT WATER TEACHER		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1620.404-31</u>	OP PLANT FUEL OIL MAIN		70,000.00	0.00	70,000.00	20,825.70	44,174.30	5,000.00
<u>A 1620.404-32</u>	OP PLANT FUEL OIL TEACHER		10,000.00	0.00	10,000.00	4,097.90	5,902.10	0.00
<u>A 1620.450-31</u>	OP PLANT SUPPLIES MAIN		15,000.00	0.00	15,000.00	4,815.63	1,224.44	8,959.93
<u>A 1620.490-00</u>	OP PLANT BOCES SERVICES		56,017.58	0.00	56,017.58	27,193.00	28,824.58	0.00
1620		*	344,941.58	29,275.50	374,217.08	171,041.56	99,715.14	103,460.38
<u>A 1621.160-00</u>	MAINT SALARY		42,216.00	0.00	42,216.00	24,441.35	16,150.96	1,623.69
<u>A 1621.160-03</u>	MAINT. CLEANER		66,144.00	0.00	66,144.00	32,965.61	30,634.39	2,544.00
<u>A 1621.162-00</u>	MAINT OVERTIME		1,500.00	0.00	1,500.00	1,113.05	0.00	386.95

OWEN D. YOUNG CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1621.163-22</u>	POOL NON-INSTRUCTIONAL HR/DAILY	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1621.200-00</u>	MAINT EQUIPMENT	25,000.00	19,900.25	44,900.25	22,140.24	0.00	22,760.01
<u>A 1621.400-31</u>	MAINT CONTRACTUAL MAIN	20,000.00	2,755.25	22,755.25	5,644.50	4,946.63	12,164.12
<u>A 1621.450-00</u>	MAINT SUPPLIES	20,000.00	7,689.00	27,689.00	14,883.48	10,770.36	2,035.16
<u>A 1621.450-22</u>	MAINT. POOL SUPPLIES	3,000.00	0.00	3,000.00	1,599.49	715.00	685.51
<u>A 1621.490-00</u>	MAINT BOCES SERVICES	7,710.00	0.00	7,710.00	3,855.00	3,855.00	0.00
1621	*	186,570.00	30,344.50	216,914.50	106,642.72	67,072.34	43,199.44
<u>A 1670.400-00</u>	CENTRAL PRINTING + MAILING	6,500.00	0.00	6,500.00	2,760.17	1,358.24	2,381.59
<u>A 1670.490-00</u>	CENTRAL PRINTING BOCES SERVICES	5,152.00	0.00	5,152.00	1,576.00	3,576.00	0.00
1670	*	11,652.00	0.00	11,652.00	4,336.17	4,934.24	2,381.59
<u>A 1680.490-00</u>	BOCES DATA PROCESSING	859.00	0.00	859.00	429.50	429.50	0.00
1680	*	859.00	0.00	859.00	429.50	429.50	0.00
16	**	544,022.58	59,620.00	603,642.58	282,449.95	172,151.22	149,041.41
<u>A 1910.421-00</u>	LIABILITY INSURANCE	54,000.00	0.00	54,000.00	44,214.00	0.00	9,786.00
<u>A 1910.422-00</u>	STUDENT ACCIDENT INSURANCE	5,000.00	0.00	5,000.00	1,677.20	0.00	3,322.80
1910	*	59,000.00	0.00	59,000.00	45,891.20	0.00	13,108.80
<u>A 1920.400-00</u>	SCHOOL ASSOC DUES CONTRACTUAL	4,262.00	0.00	4,262.00	3,591.00	0.00	671.00
1920	*	4,262.00	0.00	4,262.00	3,591.00	0.00	671.00
<u>A 1964.400-00</u>	REFUND PROPERTY TAX CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00
1964	*	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 1981.490-00</u>	BOCES ADMIN	69,488.91	0.00	69,488.91	34,744.45	34,744.46	0.00
<u>A 1981.493-00</u>	BOCES CAPITAL CONS	37,583.09	0.00	37,583.09	5,005.75	32,577.34	0.00
1981	*	107,072.00	0.00	107,072.00	39,750.20	67,321.80	0.00
19	**	170,334.00	0.00	170,334.00	89,232.40	67,321.80	13,779.80
1	***	1,088,758.46	105,327.85	1,194,086.31	610,712.76	392,645.68	190,727.87
<u>A 2010.490-00</u>	BOCES-CURRICULUM DEVELOPMENT	15,817.38	0.00	15,817.38	5,958.91	9,858.47	0.00
2010	*	15,817.38	0.00	15,817.38	5,958.91	9,858.47	0.00
<u>A 2020.150-00</u>	SUPERVISION SALARY	147,435.08	0.00	147,435.08	85,158.00	61,556.10	720.98
<u>A 2020.160-00</u>	SUPERVISION NON INST SALARY	24,937.98	0.00	24,937.98	18,973.60	0.00	5,964.38
<u>A 2020.400-00</u>	SUPERVISION CONTRACTUAL	5,000.00	0.00	5,000.00	3,785.16	0.00	1,214.84
<u>A 2020.450-00</u>	SUPERVISION SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
2020	*	180,373.06	0.00	180,373.06	107,916.76	61,556.10	10,900.20
<u>A 2070.490-00</u>	INSERVICE BOCES SERVICES	10,293.00	0.00	10,293.00	5,294.00	4,999.00	0.00

OWEN D. YOUNG CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2070	*	10,293.00	0.00	10,293.00	5,294.00	4,999.00	0.00
20	**	206,483.44	0.00	206,483.44	119,169.67	76,413.57	10,900.20
<u>A 2110.120-00</u>	REG SCHOOL SALARY K-6	411,715.05	0.00	411,715.05	143,447.02	0.00	268,268.03
<u>A 2110.130-00</u>	REG SCHOOL SALARY 7-12	604,522.96	0.00	604,522.96	235,869.13	0.00	368,653.83
<u>A 2110.131-00</u>	INSTRUCTIONAL EARNINGS ADJUSTMENT	3,000.00	0.00	3,000.00	120.00	0.00	2,880.00
<u>A 2110.140-00</u>	REG SCHOOL SALARY SUBS	35,000.00	0.00	35,000.00	15,076.25	0.00	19,923.75
<u>A 2110.163-00</u>	REG SCHOOL HRLY/DAILY	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2110.200-00</u>	REG SCHOOL EQUIPMENT	2,000.00	3,000.00	5,000.00	441.74	4,210.00	348.26
<u>A 2110.400-00</u>	REG SCHOOL CONTRACTUAL	10,000.00	8,700.00	18,700.00	9,343.28	0.00	9,356.72
<u>A 2110.400-64</u>	REG SCHOOL CONTRACTUAL CHORUS	1,000.00	0.00	1,000.00	200.00	0.00	800.00
<u>A 2110.400-65</u>	REG SCHOOL CONTRACTUAL BAND	1,000.00	0.00	1,000.00	50.00	0.00	950.00
<u>A 2110.450-00</u>	REG SCHOOL SUPPLIES	6,000.00	0.00	6,000.00	2,301.27	95.00	3,603.73
<u>A 2110.450-40</u>	REG SCHOOL SUPPLIES KINDERGATEN	300.00	0.00	300.00	260.07	0.00	39.93
<u>A 2110.450-41</u>	REG SCHOOL SUPPLIES FIRST	300.00	0.00	300.00	82.82	12.56	204.62
<u>A 2110.450-42</u>	REG SCHOOL SUPPLIES SECOND	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2110.450-43</u>	REG SCHOOL SUPPLIES THIRD	300.00	0.00	300.00	133.13	0.00	166.87
<u>A 2110.450-44</u>	REG SCHOOL SUPPLIES FOURTH	300.00	0.00	300.00	236.12	0.00	63.88
<u>A 2110.450-45</u>	REG SCHOOL SUPPLIES FIFTH	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2110.450-46</u>	REG SCHOOL SUPPLIES SIXTH	300.00	0.00	300.00	204.80	8.66	86.54
<u>A 2110.450-47</u>	REG SCHOOL SUPPLIES HS SCIENCE	2,500.00	0.00	2,500.00	2,011.68	21.10	467.22
<u>A 2110.450-48</u>	REG SCHOOL SUPPLIES HS MATH	1,000.00	239.85	1,239.85	136.07	103.78	1,000.00
<u>A 2110.450-49</u>	REG SCHOOL SUPPLIES 7&8 MATH	300.00	47.94	347.94	47.94	0.00	300.00
<u>A 2110.450-50</u>	REG SCHOOL SUPPLIES 7&8 SCIENCE	1,000.00	0.00	1,000.00	441.54	0.00	558.46
<u>A 2110.450-51</u>	REG SCHOOL SUPPLIES 7&8 SOCIAL STUDIES	300.00	219.89	519.89	208.91	10.98	300.00
<u>A 2110.450-52</u>	REG SCHOOL SUPPLIES HS SOCIAL STUDIES	500.00	84.93	584.93	62.19	22.74	500.00
<u>A 2110.450-53</u>	REG SCHOOL SUPPLEIS 7&8 ENGLISH	300.00	0.00	300.00	54.03	0.00	245.97
<u>A 2110.450-54</u>	REG SCHOOL SUPPLIES HS ENGLISH	500.00	91.05	591.05	40.64	50.41	500.00
<u>A 2110.450-55</u>	REG SCHOOL SUPPLIES ART	1,800.00	278.85	2,078.85	466.51	92.63	1,519.71
<u>A 2110.450-57</u>	REG SCHOOL SUPPLIES SPANISH	500.00	0.00	500.00	154.35	0.00	345.65
<u>A 2110.450-59</u>	REG SCHOOL SUPPLIES TECHNOLOGY	3,000.00	0.00	3,000.00	1,238.37	0.00	1,761.63
<u>A 2110.450-60</u>	REG SCHOOL SUPPLIES REMEDIATION	350.00	0.00	350.00	261.27	0.00	88.73
<u>A 2110.450-61</u>	REG SCHOOL SUPPLIES PHYS ED	700.00	0.00	700.00	344.68	38.00	317.32

OWEN D. YOUNG CSD



Appropriation Status Detail Report By Function From 7/1/2022 To 1/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.450-62</u>	REG SCHOOL SUPPLIES MUSIC	2,000.00	1,000.00	3,000.00	2,153.70	846.30	0.00
<u>A 2110.480-00</u>	REG SCHOOL TEXTBOOKS	12,000.00	5,134.74	17,134.74	6,134.74	0.00	11,000.00
<u>A 2110.480-12</u>	REG SCHOOL TEXTBOOKS -ELEMENTARY	1,600.00	0.00	1,600.00	21.51	0.00	1,578.49
<u>A 2110.480-13</u>	REG SCHOOL TEXTBOOKS - HIGH SCHOOL	3,000.00	612.00	3,612.00	1,584.05	0.00	2,027.95
<u>A 2110.490-00</u>	REG SCHOOL BOCES SERVICES	327,283.00	-17,030.00	310,253.00	90,133.29	220,119.71	0.00
2110	*	1,436,971.01	2,379.25	1,439,350.26	513,261.10	225,631.87	700,457.29
21	**	1,436,971.01	2,379.25	1,439,350.26	513,261.10	225,631.87	700,457.29
<u>A 2250.150-00</u>	HC CHILD INST SALARY	30,856.45	0.00	30,856.45	-12,036.60	0.00	42,893.05
<u>A 2250.160-00</u>	HC CHILD NON INST SALARY	70,454.00	0.00	70,454.00	4,178.68	0.00	66,275.32
<u>A 2250.400-00</u>	HC CHILD CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2250.450-00</u>	HC CHILD SUPPLIES	500.00	0.00	500.00	246.42	0.00	253.58
<u>A 2250.470-00</u>	HC CHILD TUITION	40,000.00	-8,700.00	31,300.00	0.00	0.00	31,300.00
<u>A 2250.490-00</u>	HC CHILD BOCES SERVICES	415,883.00	-36,854.65	379,028.35	80,458.02	290,399.87	8,170.46
2250	*	562,693.45	-45,554.65	517,138.80	72,846.52	290,399.87	153,892.41
<u>A 2280.490-00</u>	OCC ED 10-12 BOCES	112,923.00	0.00	112,923.00	56,461.50	56,461.50	0.00
2280	*	112,923.00	0.00	112,923.00	56,461.50	56,461.50	0.00
22	**	675,616.45	-45,554.65	630,061.80	129,308.02	346,861.37	153,892.41
<u>A 2330.400-00</u>	PRE-K CONTRACTUAL	37,000.00	0.00	37,000.00	0.00	37,000.00	0.00
<u>A 2330.490-00</u>	SP SCHOOL BOCES SERVICES	2,900.00	0.00	2,900.00	1,105.00	1,795.00	0.00
2330	*	39,900.00	0.00	39,900.00	1,105.00	38,795.00	0.00
23	**	39,900.00	0.00	39,900.00	1,105.00	38,795.00	0.00
<u>A 2610.150-00</u>	LIBRARY INSTRUCTIONAL SALARY	68,527.15	0.00	68,527.15	25,280.00	0.00	43,247.15
<u>A 2610.400-00</u>	LIBRARY CONTRACTUAL	350.00	0.00	350.00	0.00	0.00	350.00
<u>A 2610.450-00</u>	LIBRARY SUPPLIES	1,300.00	434.71	1,734.71	584.71	0.00	1,150.00
<u>A 2610.460-00</u>	LIBRARY LOAN PROGRAM	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>A 2610.490-00</u>	LIBRARY BOCES SERVICES	18,051.00	0.00	18,051.00	10,484.73	7,566.27	0.00
2610	*	90,228.15	434.71	90,662.86	36,349.44	7,566.27	46,747.15
<u>A 2630.200-00</u>	INSTRUCTIONAL EQUIPMENT	5,000.00	0.00	5,000.00	388.98	0.00	4,611.02
<u>A 2630.220-00</u>	INSTRUCTIONAL COMP	10,000.00	0.00	10,000.00	1,745.66	187.50	8,066.84
<u>A 2630.400-00</u>	COMPUTER CONTRACTUAL	2,000.00	0.00	2,000.00	1,000.00	0.00	1,000.00
<u>A 2630.450-00</u>	INSTRUCTIONAL SUPPLIES	6,000.00	0.00	6,000.00	318.25	0.00	5,681.75
<u>A 2630.460-00</u>	INSTRUCTIONAL COMP	3,500.00	0.00	3,500.00	1,072.00	0.00	2,428.00
<u>A 2630.490-00</u>	COMPUTER ASSIST BOCES SERVICES	280,673.00	0.00	280,673.00	149,268.71	131,404.29	0.00

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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2630		*	307,173.00	0.00	307,173.00	153,793.60	131,591.79	21,787.61
26		**	397,401.15	434.71	397,835.86	190,143.04	139,158.06	68,534.76
<u>A 2805.490-00</u>	ATTENDANCE REG SCHOOL		1,108.00	0.00	1,108.00	554.19	553.81	0.00
2805		*	1,108.00	0.00	1,108.00	554.19	553.81	0.00
<u>A 2810.150-00</u>	GUIDANCE INST SALARIES		54,501.79	0.00	54,501.79	23,246.90	0.00	31,254.89
<u>A 2810.160-00</u>	GUIDANCE NON INST SALARY		24,407.32	0.00	24,407.32	11,877.36	0.00	12,529.96
<u>A 2810.400-00</u>	GUIDANCE CONTRACTUAL		350.00	0.00	350.00	160.08	72.72	117.20
<u>A 2810.450-00</u>	GUIDANCE SUPPLIES		1,200.00	0.00	1,200.00	171.53	5.00	1,023.47
<u>A 2810.490-00</u>	GUIDANCE BOCES SERVICES		32,334.00	0.00	32,334.00	11,264.45	21,069.55	0.00
2810		*	112,793.11	0.00	112,793.11	46,720.32	21,147.27	44,925.52
<u>A 2815.160-00</u>	HLTH SERVICES NON INST SALARY		40,772.00	0.00	40,772.00	16,154.12	0.00	24,617.88
<u>A 2815.400-00</u>	HEALTH SERVICES CONTRACTUAL		4,500.00	1,241.98	5,741.98	115.75	4,561.90	1,064.33
<u>A 2815.450-00</u>	HEALTH SERVICES SUPPLIES		2,500.00	5.64	2,505.64	1,213.03	5.64	1,286.97
2815		*	47,772.00	1,247.62	49,019.62	17,482.90	4,567.54	26,969.18
<u>A 2820.400-00</u>	PSYCH SERVICES		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
2820		*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<u>A 2850.150-00</u>	COCURRICULAR SALARY		17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
2850		*	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
<u>A 2855.150-00</u>	INTER ATHLETIC SALARY		30,000.00	0.00	30,000.00	12,375.85	0.00	17,624.15
<u>A 2855.160-00</u>	NON-INSTRUCTIONAL INTER-ATHLETIC SALARY		2,200.00	0.00	2,200.00	400.00	0.00	1,800.00
<u>A 2855.400-00</u>	INT ATHLETIC CONTRACTUAL		17,800.00	0.00	17,800.00	8,728.98	0.00	9,071.02
<u>A 2855.450-00</u>	INT ATHLETIC SUPPLIES		4,000.00	348.11	4,348.11	3,589.22	348.11	410.78
2855		*	54,000.00	348.11	54,348.11	25,094.05	348.11	28,905.95
28		**	243,173.11	1,595.73	244,768.84	89,851.46	26,616.73	128,300.65
2		***	2,999,545.16	-41,144.96	2,958,400.20	1,042,838.29	853,476.60	1,062,085.31
<u>A 5510.150-00</u>	TRANSPORTATION DIRECTOR		4,250.00	80.00	4,330.00	2,596.20	1,730.72	3.08
<u>A 5510.160-00</u>	TRANS NON INST SALARY		87,018.80	0.00	87,018.80	40,243.17	0.00	46,775.63
<u>A 5510.161-00</u>	TRANS SALARY FULL TIME		45,032.00	0.00	45,032.00	26,066.00	17,234.00	1,732.00
<u>A 5510.162-00</u>	TRANS SALARY - OVERTIME		18,000.00	0.00	18,000.00	13,636.76	0.00	4,363.24
<u>A 5510.163-00</u>	TRANS REG. ROUTE HOURLY/DAILY		4,000.00	0.00	4,000.00	1,059.75	0.00	2,940.25
<u>A 5510.163-01</u>	TRANS SALARY		9,950.51	0.00	9,950.51	5,560.05	3,706.78	683.68
<u>A 5510.163-02</u>	TRANS MONITOR SALARY		9,950.51	0.00	9,950.51	4,550.06	0.00	5,400.45
<u>A 5510.163-03</u>	TRANS SPORTS SALARY		6,500.00	0.00	6,500.00	2,815.71	0.00	3,684.29

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 5510.163-04</u>	TRANS FIELD TRIP SALARY	3,000.00	0.00	3,000.00	1,381.60	0.00	1,618.40
<u>A 5510.163-05</u>	TRANS ACAD LATE SALARY	4,000.00	4,000.00	8,000.00	4,976.90	0.00	3,023.10
<u>A 5510.163-06</u>	TRANS SUMMER SCHOOL SALARY	4,000.00	800.00	4,800.00	4,781.64	0.00	18.36
<u>A 5510.210-00</u>	TRANS BUS PURCHASE	189,289.92	2,200.00	191,489.92	58,324.51	133,066.21	99.20
<u>A 5510.400-00</u>	TRANS CONTRACTUAL	64,400.00	-452.23	63,947.77	34,107.22	17,383.71	12,456.84
<u>A 5510.411-00</u>	TRASH REMOVAL SERVICE	600.00	70.00	670.00	387.80	277.00	5.20
<u>A 5510.450-00</u>	TRANS SUPPLIES	0.00	100.00	100.00	10.08	0.00	89.92
<u>A 5510.490-00</u>	TRANS BOCES SERVICES	1,370.00	0.00	1,370.00	708.75	661.25	0.00
<u>A 5510.510-00</u>	TRANS BUS PARTS	40,000.00	3,600.00	43,600.00	17,250.07	26,309.81	40.12
<u>A 5510.520-00</u>	TRANS GASOLINE	15,000.00	0.00	15,000.00	2,900.45	12,098.70	0.85
<u>A 5510.530-00</u>	TRANS DIESEL FUEL	45,000.00	0.00	45,000.00	28,321.73	11,678.27	5,000.00
5510	*	551,361.74	10,397.77	561,759.51	249,678.45	224,146.45	87,934.61
55	**	551,361.74	10,397.77	561,759.51	249,678.45	224,146.45	87,934.61
5	***	551,361.74	10,397.77	561,759.51	249,678.45	224,146.45	87,934.61
<u>A 7140.400-00</u>	COMM REC CONTRACTUAL	70,000.00	0.00	70,000.00	1,919.25	13,080.75	55,000.00
<u>A 7140.450-00</u>	COMM REC SUPPLIES	2,600.00	845.60	3,445.60	948.93	845.60	1,651.07
7140	*	72,600.00	845.60	73,445.60	2,868.18	13,926.35	56,651.07
71	**	72,600.00	845.60	73,445.60	2,868.18	13,926.35	56,651.07
<u>A 7310.150-00</u>	SUMMER PROGRAM INST SALARY	12,700.00	0.00	12,700.00	7,201.01	0.00	5,498.99
<u>A 7310.160-00</u>	SUMMER YOUTH SALARY	12,200.00	-4,000.00	8,200.00	2,112.65	0.00	6,087.35
<u>A 7310.400-00</u>	YOUTH PROGRAM CONTRACTUAL	2,500.00	0.00	2,500.00	232.00	0.00	2,268.00
7310	*	27,400.00	-4,000.00	23,400.00	9,545.66	0.00	13,854.34
73	**	27,400.00	-4,000.00	23,400.00	9,545.66	0.00	13,854.34
7	***	100,000.00	-3,154.40	96,845.60	12,413.84	13,926.35	70,505.41
<u>A 9010.800-00</u>	STATE RETIREMENT EMP BENEFIT	69,988.00	0.00	69,988.00	60,289.00	0.00	9,699.00
9010	*	69,988.00	0.00	69,988.00	60,289.00	0.00	9,699.00
<u>A 9020.800-00</u>	TEACHER RETIREMENT EMP BENEFIT	185,919.00	0.00	185,919.00	140,000.00	0.00	45,919.00
9020	*	185,919.00	0.00	185,919.00	140,000.00	0.00	45,919.00
<u>A 9030.800-00</u>	SOCIAL SECURITY EMP BENEFIT	164,400.00	0.00	164,400.00	65,912.43	163.37	98,324.20
9030	*	164,400.00	0.00	164,400.00	65,912.43	163.37	98,324.20
<u>A 9040.800-00</u>	WORKERS COMP EMP BENEFIT	16,000.00	600.00	16,600.00	16,600.00	0.00	0.00
9040	*	16,000.00	600.00	16,600.00	16,600.00	0.00	0.00
<u>A 9050.800-00</u>	UNEMPLOYMENT INSURANCE	10,000.00	0.00	10,000.00	7.12	1,992.88	8,000.00

OWEN D. YOUNG CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9050	*	10,000.00	0.00	10,000.00	7.12	1,992.88	8,000.00
<u>A 9055.800-00</u>	DISABILITY INSURANCE EMP BENEFIT	1,300.00	0.00	1,300.00	354.98	305.02	640.00
9055	*	1,300.00	0.00	1,300.00	354.98	305.02	640.00
<u>A 9060.800-00</u>	HEALTH INSURANCE EMP BENEFIT	882,521.38	0.00	882,521.38	413,313.50	493,015.02	-23,807.14
9060	*	882,521.38	0.00	882,521.38	413,313.50	493,015.02	-23,807.14
90	**	1,330,128.38	600.00	1,330,728.38	696,477.03	495,476.29	138,775.06
<u>A 9711.600-00</u>	SERIAL BOND PRINCIPAL	265,000.00	0.00	265,000.00	265,000.00	0.00	0.00
<u>A 9711.700-00</u>	SERIAL BOND INTEREST	78,206.26	0.00	78,206.26	78,206.26	0.00	0.00
9711	*	343,206.26	0.00	343,206.26	343,206.26	0.00	0.00
97	**	343,206.26	0.00	343,206.26	343,206.26	0.00	0.00
<u>A 9901.901-00</u>	INTERFUND TRANSFER TO CAFETERIA FUND	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00
9901	*	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00
<u>A 9950.000</u>	TRANSFER TO CAPITAL	100,000.00	0.00	100,000.00	3,109.17	0.00	96,890.83
9950	*	100,000.00	0.00	100,000.00	3,109.17	0.00	96,890.83
99	**	115,000.00	0.00	115,000.00	18,109.17	0.00	96,890.83
9	***	1,788,334.64	600.00	1,788,934.64	1,057,792.46	495,476.29	235,665.89
Fund ATotals:		6,528,000.00	72,026.26	6,600,026.26	2,973,435.80	1,979,671.37	1,646,919.09
Grand Totals:		6,528,000.00	72,026.26	6,600,026.26	2,973,435.80	1,979,671.37	1,646,919.09

OWEN D. YOUNG CSD

Revenue Status Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001.00</u>	REAL PROPERTY TAXES	1,719,105.78	0.00	1,719,105.78	1,549,838.63	169,267.15
<u>A 1085.00</u>	STATE TAX RELIEF PROGRAM	224,445.22	0.00	224,445.22	204,675.46	19,769.76
<u>A 1090.00</u>	INTEREST AND PENALTIES	6,000.00	0.00	6,000.00	2,780.90	3,219.10
<u>A 2401</u>	INTEREST	500.00	0.00	500.00	28.26	471.74
<u>A 2401.00</u>	INTEREST AND EARNINGS	1,000.00	0.00	1,000.00	590.73	409.27
<u>A 2410.00</u>	RENTAL OF REAL PROPERTY	7,800.00	0.00	7,800.00	4,500.00	3,300.00
<u>A 2413.00</u>	RENTAL OF REAL PROPERTY, BOCES	6,500.00	0.00	6,500.00	3,250.00	3,250.00
<u>A 2665.00</u>	SALE OF EQUIPMENT	0.00	0.00	0.00	8,745.85	-8,745.85
<u>A 2666.00</u>	SALE OF TRANSPORTATION EQUIPMENT	30,000.00	0.00	30,000.00	0.00	30,000.00
<u>A 2680.00</u>	INSURANCE RECOVERIES	1,700.00	0.00	1,700.00	0.00	1,700.00
<u>A 2700</u>	REIMBURSEMENT OF MEDICARE PART D	0.00	0.00	0.00	1,159.54	-1,159.54
<u>A 2701.00</u>	REFUND OF PRIOR YR EXP, BOCES	70,000.00	0.00	70,000.00	0.00	70,000.00
<u>A 2703</u>	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	9,814.85	-9,814.85
<u>A 2770.00</u>	UNCLASSIFIED REVENUES	2,500.00	0.00	2,500.00	293.50	2,206.50
<u>A 3101.00</u>	BASIC FORMULA	3,012,170.00	0.00	3,012,170.00	700,071.19	2,312,098.81
<u>A 3101.01</u>	BASIC FORMULA, EXCESS	408,417.00	0.00	408,417.00	70,952.00	337,465.00
<u>A 3102.00</u>	LOTTERY AID	0.00	0.00	0.00	327,831.48	-327,831.48
<u>A 3103.00</u>	BOCES AID	505,743.00	0.00	505,743.00	-27,032.91	532,775.91
<u>A 3260.00</u>	TEXBOOK AID	10,695.00	0.00	10,695.00	2,280.00	8,415.00
<u>A 3262.00</u>	COMPUTER SOFTWARE AID	4,454.00	0.00	4,454.00	0.00	4,454.00
<u>A 3263.00</u>	LIBRARY AID	839.00	0.00	839.00	0.00	839.00
<u>A 4601.00</u>	MEDICAID ASSISTANCE AID	2,500.00	0.00	2,500.00	484.85	2,015.15
<u>A 5050.00</u>	interfund transfer for debt service	36,000.00	0.00	36,000.00	0.00	36,000.00
A Totals:		6,050,369.00	0.00	6,050,369.00	2,860,264.33	3,190,104.67
Grand Totals:		6,050,369.00	0.00	6,050,369.00	2,860,264.33	3,190,104.67

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number					
Z ART	Art Club						
07/01/2022	<u>16</u>		Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	1,083.81	1,083.81
Z ART Totals:					0.00	1,083.81	1,083.81

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z C22	CLASS OF 2022							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	540.77	540.77
07/14/2022	<u>2903</u>		3193	SENIOR FLOWERS - GRADUATION FLOWERS	CD-1	62.50	0.00	478.27
10/31/2022	<u>110</u>			TOTRANSFER LEFTOVER FUNDS FROM CLASS OF 2002 TO THE CLASS OF 2024 AS PER REQUEST AND BOARD APPROVAL	JE-4	478.27	0.00	0.00
Z C22 Totals:						540.77	540.77	0.00

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z C23	CLASS OF 2023							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	3,407.11	3,407.11
10/03/2022	<u>895351</u>			OWEN D YOUNG CSD (CLASS OF 2023) / WELCOME BACK DANCE	CR-4	0.00	521.00	3,928.11
10/12/2022	<u>895385</u>			OWEN D YOUNG (CLASS OF 2023) / HEIDELBERG BREAD FUNDRAISER (COLD PRE-PACKAGED)	CR-4	0.00	801.00	4,729.11
10/17/2022	<u>76</u>			TO MOVE FUNDS CREDITED TO THE WRONG ACCOUNT	JE-4	208.00	0.00	4,521.11
10/25/2022	<u>2906</u>		4111	CLASS OF 2023 / BREAD FUNDRAISER - CLASS OF 2023	CD-3	256.00	0.00	4,265.11
10/31/2022	<u>895437</u>			OWEN D YOUNG CSD/ CLASS OF 2023	CR-4	0.00	45.00	4,310.11
Z C23 Totals:						464.00	4,774.11	4,310.11

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number					
Z C24	CLASS OF 2024						
07/01/2022	<u>16</u>		Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	1,421.00	1,421.00
10/31/2022	<u>110</u>		TOTTRANSFER LEFTOVER FUNDS FROM CLASS OF 2002 TO THE CLASS OF 2024 AS PER REQUEST AND BOARD APPROVAL	JE-4	0.00	478.27	1,899.27
11/02/2022	<u>895442</u>		ODY CLASS OF 2024 / UTICA COFFEE FUNDRAISER TAX EXEMPT PRE-PPACKAGED COLD	CR-5	0.00	1,763.00	3,662.27
11/02/2022	<u>895443</u>		ODY CLASS OF 2024 / DANCE DONATIONS	CR-5	0.00	522.90	4,185.17
11/16/2022	<u>2910</u>	3815	CLASS OF 2024 FUNDRAISER - CLASS OF 2024 COFFEE FUNDRAISER	CD-4	1,318.00	0.00	2,867.17
Z C24 Totals:					1,318.00	4,185.17	2,867.17

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z C25	CLASS OF 2025							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	1,429.27	1,429.27
Z C25 Totals:						0.00	1,429.27	1,429.27

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Date	Account Name Ref Number	PO Number	Vendor ID Explanation	Schedule	Debits	Credits	Balance
Z C26		CLASS OF 2026						
	07/01/2022	<u>16</u>		Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	715.28	715.28
	01/18/2023	<u>895560</u>		OWEN D YOUNG CLASS OF 2026 / DANCE DONATION	CR-8	0.00	355.00	1,070.28
Z C26 Totals:						0.00	1,070.28	1,070.28

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Date	Account Name Ref Number	PO Number	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Z C27		CLASS OF 2027							
	07/01/2022	16			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	481.26	481.26
Z C27 Totals:							0.00	481.26	481.26

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z C28	CLASS OF 2028							
12/06/2022	<u>895495</u>			CLASS OF 2028 / CLASS DONATION	CR-6	0.00	194.00	194.00
12/06/2022	<u>895496</u>			CLASS OF 2028 / POPCORN FUNDRAISER	CR-6	0.00	1,481.76	1,675.76
01/06/2023	<u>2914</u>		3262	CLASS OF 28 FUNDRAISER - KIDS KORNER FUNDRAISER	CD-6	260.00	0.00	1,415.76
Z C28 Totals:						260.00	1,675.76	1,415.76

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z DRM	Drama Club							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	3,667.31	3,667.31
01/13/2023	<u>2915</u>		3091	WILLY WONKA PLAY - OWEN D YOUNG DRAMA PLAY	CD-6	1,020.00	0.00	2,647.31
Z DRM Totals:						1,020.00	3,667.31	2,647.31

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Date	Account Name Ref Number	PO Number	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Z INL		Internation Club							
	07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	2,010.65	2,010.65
Z INL Totals:							0.00	2,010.65	2,010.65

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z JNHS	Junior National Honor Society							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	2,040.64	2,040.64
11/09/2022	<u>2909</u>		2634	NATIONAL JUNIOR HONOR SOCIETY - ODY JUNIOR HONOR SOCIETY	CD-4	385.00	0.00	1,655.64
11/16/2022	<u>895473</u>			OWEN D YOUNG CSD JUNIOR NATIONAL HONOR SOCIETY / WREATH SALE	CR-5	0.00	1,815.24	3,470.88
11/30/2022	<u>104</u>			TO SHARE JNHS MONEY WITH NHS FOR PROFIT SHARE ON WREATH SALE	JE-5	227.00	0.00	3,243.88
12/01/2022	<u>895485</u>			OWEN D YOUNG JNHS / WREATH SALES	CR-6	0.00	192.15	3,436.03
12/14/2022	<u>2912</u>		2323	HONOR SOCIETY WREATH SALE - HONOR SOCIETY FUNDRAISER	CD-5	1,569.50	0.00	1,866.53
Z JNHS Totals:						2,181.50	4,048.03	1,866.53

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Date	Account Name Ref Number	PO Number	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Z LSC		LEARN AND SERVE COMMUNITY CLUB							
	07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	48.40	48.40
Z LSC Totals:							0.00	48.40	48.40

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z NHS	Senior National Honor Society							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	1,036.05	1,036.05
10/25/2022	<u>2907</u>		2634	NHS MEMBERSHIP DUES - ODY NHS DUES	CD-3	385.00	0.00	651.05
11/30/2022	<u>104</u>			TO SHARE JNHS MONEY WITH NHS FOR PROFIT SHARE ON WREATH SALE	JE-5	0.00	227.00	878.05
12/02/2022	<u>895490</u>			OWEN D YOUNG HONOR SOCIETY / WREATH SALE	CR-6	0.00	18.48	896.53
Z NHS Totals:						385.00	1,281.53	896.53

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z SCI	Science & Outing Club							
07/01/2022	16			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	1,632.85	1,632.85
Z SCI Totals:						0.00	1,632.85	1,632.85

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number					
Z SKI	Ski Club						
07/01/2022	<u>16</u>		Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	771.90	771.90
12/13/2022	<u>895504</u>		OWEN D YOUNG SKI CLUB / STUDENT PAID LIFT TICKET	CR-6	0.00	150.00	921.90
12/22/2022	<u>2913</u>	4083	STUDENT MADE CHECK OUT TO ODY SHOULD HAVE BEEN ROYAL - SKI CLUB STUDENT WRONG VENDOR	CD-5	150.00	0.00	771.90
01/13/2023	<u>895557</u>		SKI CLUB / TRANSPORTATION TO BE USED FOR END OF YEAR TRIP (FAHEY) ODY \$90	CR-8	0.00	90.00	861.90
01/26/2023	<u>895563</u>		OWEN D YOUNG SKI CLUB / TRANSPORTATION TO BE USED FOR END OF YEAR TRIP (FAHEY) ODY \$149	CR-8	0.00	149.00	1,010.90
Z SKI Totals:					150.00	1,160.90	1,010.90

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account Date	Account Name Ref Number PO Number	Vendor ID Explanation	Schedule	Debits	Credits	Balance
Z STC	Student Council (Juice)					
07/01/2022	<u>16</u>	Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	1,122.79	1,122.79
07/31/2022	<u>895259</u>	ADIRONDACK BANK / ACTIVITY FUNDS CHECKING INTEREST	CR-1	0.00	0.17	1,122.96
07/31/2022	<u>895273</u>	ADIRONDACK BANK / ACTIVITY FUNDS SAVINGS INTEREST	CR-1	0.00	0.12	1,123.08
08/31/2022	<u>895283</u>	ADIRONDACK BANK / ACTIVITY FUNDS SAVINGS INTEREST	CR-2	0.00	0.14	1,123.22
08/31/2022	<u>895287</u>	ADIRONDACK BANK / ACTIVITY FUND CHECKING INTEREST	CR-2	0.00	0.19	1,123.41
09/30/2022	<u>895390</u>	ADIRONDACK BANK / ACTIVITY FUNDS INTEREST	CR-3	0.00	0.17	1,123.58
09/30/2022	<u>895394</u>	ADIRONDACK BANK / ACTIVITY FUNDS SAVINGS INTEREST	CR-3	0.00	0.13	1,123.71
10/31/2022	<u>895463</u>	ADIRONDACK BANK / ACTIVITY FUNDS CHECKING INTEREST	CR-4	0.00	0.19	1,123.90
10/31/2022	<u>895468</u>	ADIRONDACK BANK / ACTIVITY SAVINGS INTEREST	CR-4	0.00	0.13	1,124.03
11/30/2022	<u>895497</u>	ADIRONDACK BANK / ACTIVITY SAVINGS INTEREST	CR-5	0.00	0.13	1,124.16
11/30/2022	<u>895505</u>	ADIRONDACK BANK / ACTIVITY FUND CHECKING INTEREST	CR-5	0.00	0.20	1,124.36
12/31/2022	<u>895544</u>	ADIRONDACK BANK / ACTIVITY CHECKING INTEREST	CR-6	0.00	0.22	1,124.58
12/31/2022	<u>895552</u>	ADIRONDACK BANK / ACTIVITY SAVINGS INTEREST	CR-6	0.00	0.13	1,124.71
01/31/2023	<u>895584</u>	ADIRONDACK BANK / ACTIVITY FUND CHECKING INTEREST	CR-8	0.00	0.23	1,124.94
01/31/2023	<u>895588</u>	ADIRONDACK BANK / ACTIVITY SAVINGS INTEREST	CR-8	0.00	0.14	1,125.08
Z STC Totals:				0.00	1,125.08	1,125.08

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number						
Z TECH	TECHNOLOGY CLUB							
07/01/2022	<u>16</u>			Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	325.40	325.40
01/26/2023	<u>895565</u>			OWEN D YOUNG TECHNOLOGY CLUB / MEAT STICK FUNDRAISER	CR-8	0.00	908.00	1,233.40
Z TECH Totals:						0.00	1,233.40	1,233.40

OWEN D. YOUNG CSD



General Ledger Account Transactions Detail Report From 7/1/2022 To 1/31/2023

Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	PO Number					
Z YRB	Otsquagan Yearbook						
07/01/2022	<u>16</u>		Opening Ledger Entries Opening Ledger Entries	JE-1	0.00	4,092.02	4,092.02
07/14/2022	<u>2904</u>		3262 YEARBOOK FUNDRAISER - YEARBOOK FUNDRAISER	CD-1	153.00	0.00	3,939.02
08/02/2022	<u>895250</u>		YEARBOOK CLUB / YEARBOOK ADS	CR-2	0.00	470.00	4,409.02
08/11/2022	<u>2905</u>		2289 YEARBOOK BALANCE - YEARBOOK BALANCE	CD-2	357.00	0.00	4,052.02
09/21/2022	<u>895320</u>		YEAR BOOK CLUB / YEAR BOOK ADS (CASH)	CR-3	0.00	65.00	4,117.02
10/17/2022	<u>76</u>		TO MOVE FUNDS CREDITED TO THE WRONG ACCOUNT	JE-4	0.00	208.00	4,325.02
10/21/2022	<u>895418</u>		OWEN D YOUNG YEARBOOK / CHOCOLATE FUNDRAISER	CR-4	0.00	434.94	4,759.96
10/27/2022	<u>895433</u>		ODY YEARBOOK CLUB / YEARBOOK ADS	CR-4	0.00	85.50	4,845.46
11/09/2022	<u>2908</u>		2289 INITIAL DEPOSIT - ODY YEARBOOK	CD-4	1,990.00	0.00	2,855.46
11/30/2022	<u>2911</u>		3262 CHOCOLATE FUNDRAISER - YEARBOOK FUNDRAISER	CD-4	301.00	0.00	2,554.46
12/01/2022	<u>895486</u>		OWEN D YOUNG YEARBOOK / YEARBOOK ADS	CR-6	0.00	375.00	2,929.46
12/20/2022	<u>895516</u>		OWEN D YOUNG YEAR BOOK / YEARBOOK ADS	CR-6	0.00	345.00	3,274.46
Z YRB Totals:					2,801.00	6,075.46	3,274.46

Sandra R. Sherwood
District Superintendent

315.867.2023
Fax: 315.867.2002
ssherwood@herkimer-boces.org

February 1, 2023

Ms. Quendryth Marshall, President
Owen D. Young CSD
Van Hornesville NY 13475

Dear Ms. Marshall:

The BOCES Annual Meeting will be held on **Thursday, March 30, 2023**, at 6pm at the WEB Complex in the Lobby at 352 Gros Boulevard, Herkimer.

The election of members to the BOCES Board and voting on the 2023-2024 BOCES Administrative Budget will be held on **Wednesday, April 19, 2023**, at a special or regular meeting of each component board of education. Please note that **March 20, 2023**, is the deadline date for nominating resolutions to be submitted to the BOCES Clerk, Shawn Maxson. The form is included in this mailing. This year there will be four [4] vacancies on the BOCES Board: Dolgeville [James (Bob) Schmid], Frankfort-Schuyler [one-year term to fill the vacant seat], Mount Markham [Ronald Loiacono], and Poland [Michele Szarek]. Except for the vacant seat, the current terms expire on June 30, 2023 and three [3] seats will be for three-year terms. The Frankfort-Schuyler seat will be for one year, expiring in 2024.

We look forward to seeing you on March 30. We are excited to come together to celebrate the accomplishments of our students and the great work being done throughout our region.

Sincerely,



Holly Pullis
BOCES Board President

/s/mm

Enclosures

pc/ Superintendent of Schools, Owen D. Young CSD
District Clerk, Owen D. Young CSD

**NOMINATION FOR
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES
BOARD OF EDUCATION**

Three Seats are for a three-year term
One seat is for a one-year term [Frankfort-Schuyler]

The Following Districts Have Open Seats:

Dolgeville
Frankfort-Schuyler [one-year term]
Mount Markham
Poland

*Should nominations not be received for candidates residing in each of the
four districts listed above, other nominations will be accepted.*

Nominate up to four individuals

RESOLVED:

The _____ School District nominates:

Name of Nominee	Name of Nominee	Name of Nominee	Name of Nominee
Address	Address	Address	Address
City	City	City	City

for the office of Member of the Board of Cooperative Educational Services Board of Education.

Signature, Board of Education President

Date

Must be returned by **March 20, 2023** to:
Shawn Maxson, Board Clerk
Herkimer-Fulton-Hamilton-Otsego BOCES
352 Gros Boulevard
Herkimer, NY 13350
Email: smaxson@herkimer-boces.org
Fax: 315-867-2002

CONTRACT FOR RENTAL OF FACILITIES

THIS AGREEMENT made in duplicate this 1st day of September, 2022, by and between **OWEN D. YOUNG CSD**, County of Herkimer, party of the first part, and the **BOARD OF COOPERATIVE EDUCATIONAL SERVICES, SOLE SUPERVISORY DISTRICT OF HERKIMER COUNTY**, party of the second part.

The said party of the first part hereby agrees to provide to the party of the second part the following facilities during the school year 2022/2023 at the indicated cost.

For each class located in a host district, BOCES will reimburse the district for the room, ancillary services, and operations and maintenance as follows.

<u>FACILITY</u>	<u>COSER</u>	<u>PERIOD OF TIME</u>	<u>RENTAL</u>	<u>ANCILLARY</u>	<u>O & M</u>	<u>TOTAL</u>
Owen D. Young (1 Classroom)	F870/F871	9/1/22 -6/30/23	\$6,500			\$6,500
TOTAL COST						<u>\$6,500</u>

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule: ten percent (10%) each month beginning September through June.

Waiver of Subrogation.

(a) Lessor hereby waives any right of recovery from the Lessee if the building in which the leased premises are located is damaged or destroyed by fire and/or any other perils of extended insurance coverage or other insured type damage during the term of this lease or any extension thereof. Lessee hereby waives any right of recovery from the Lessor if the Lessee's personal property is damaged or destroyed by fire and/or any other perils of extended coverage or other insured type damage during the terms of this lease or any extension thereof.

(b) Each of the parties to this Lease agrees to have a subrogation clause attached to and made part of the insurance policy or policies in force for the Premises in the following or an equivalent form:

This insurance shall not be invalidated should the insured waive in writing, prior to a loss, any or all rights of recovery against any other party for a loss occurring to the property described herein.

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

President, Board of Education (party of the first part)

Address

Clerk, Board of Education (party of the first part)

Address


Herkimer BOCES
President, Board of Education (party of the second part)

352 Gros Boulevard, Herkimer, NY 13350
Address


Herkimer BOCES
Clerk, Board of Education (party of the second part)

352 Gros Boulevard, Herkimer, NY 13350
Address

Equipment number	[EquipmentI n stallDate]	Contract number	Meter group	Model	Mo.				Serial number	Make	Customer name	Equip. location	Latest date (reading)	Latest display (reading)
					Mo. avg (install)	Mo. avg (3mo.)	avg (6mo.)	Mo. avg (12mo.)						
28396 /R122344-E	8/29/2017	WE2351-RIC-;	B\W	TA7002i	18239	23211	23170	19923	VAP6Y00404	Kyocera	Owen D Young CeI Elem Teachers' Rm Hrs: 8	1/15/2023	1185416	
29358 /R607661	11/9/2021	WE2351-RIC-;	B\W	TA7003i	32390	31008	30031	32290	RRK1401705	Kyocera	Owen D Young CeI HS - Teachers' Copy Rm	1/15/2023	463634	
30053 /R122627-E	10/30/2017	WE2351-RIC-;	B\W	TA4052ci	2194	2342	3134	1941	W2M7702766	Kyocera	Owen D Young CeI HS/Main Office Hrs: 7:30	1/15/2023	138078	
30053 /R122627-E	10/30/2017	WE2351-RIC-;	Color	TA4052ci	2698	2741	3200	2644	W2M7702766	Kyocera	Owen D Young CeI HS/Main Office Hrs: 7:30	1/15/2023	169715	
32426 /R607662	11/9/2021	WE2351-RIC-;	B\W	TA3553ci	1946	1531	1686	1919	RFE1708674	Kyocera	Owen D Young CeI High School - Guidance	1/15/2023	27862	
32426 /R607662	11/9/2021	WE2351-RIC-;	Color	TA3553ci	2368	1188	1836	2314	RFE1708674	Kyocera	Owen D Young CeI High School - Guidance	1/15/2023	34138	
32427 /R607663	11/9/2021	WE2351-RIC-;	B\W	M2540dw	486	459	523	496	VCJ1438830	Kyocera	Owen D Young CeI District - Business Office	1/15/2023	6955	

**RESOLUTION REGARDING
STATE ENVIRONMENTAL QUALITY REVIEW
CAPITAL PROJECT**

WHEREAS, the Board of Education of the Owen D. Young Central School District (the “Board”) has considered the effect upon the environment of the proposed work consisting of the following Scope of Work to be completed:

Replacement of ceiling and lighting in various locations around the building

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action’ and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6NYCRR part 617.5(c), now therefore;

BE IT RESOLVED, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617, State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action as a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

Dated:

**Board Clerk
Owen D. Young Central School District**

**OWEN D. YOUNG CENTRAL SCHOOL DISTRICT
HERKIMER COUNTY, NEW YORK**

EXTRACT OF MINUTES

A meeting of the Board of Education (the "Board") of the Owen D. Young Central School District, Herkimer County, New York (the "District") was duly convened at _____ p.m., local time, at the _____ in the District, on March 13, 2023.

The meeting was called to order by _____ and, upon roll being called, the following members of the Board were:

PRESENT:

ABSENT:

ALSO PRESENT:

The following bond resolution was offered by _____ and seconded by _____, to-wit:

**BOND RESOLUTION DATED MARCH 13, 2023
AUTHORIZING THE ISSUANCE OF \$969,000 GENERAL
OBLIGATION BONDS OF THE OWEN D. YOUNG
CENTRAL SCHOOL DISTRICT, HERKIMER COUNTY,
NEW YORK, TO PAY SUCH SCHOOL DISTRICT'S SHARE
OF THE COST OF CERTAIN CAPITAL IMPROVEMENTS
TO EXISTING BOCES FACILITIES.**

WHEREAS, the Herkimer Fulton Hamilton Otsego Board of Cooperative Educational Services (the "BOCES") has heretofore been created and the Owen D. Young Central School District, Herkimer County, New York (the "District") is one of the component school districts thereof; and

WHEREAS, the BOCES has proposed to construct and equip improvements to various BOCES school facilities to increase their utility for the purposes of the BOCES at an estimated maximum cost of \$50,000,000 (the "Project") and in furtherance thereof, has entered into an agreement by and among the BOCES and each of the component school districts of the BOCES providing for such construction and equipping, the allocation and apportionment of such estimated maximum cost among such component school districts, the payment by each such component school district of its respective share to the BOCES, and other matters incidental thereto; and

WHEREAS, such agreement has heretofore been duly executed by BOCES and by each of the component school districts thereof, including the District; and

WHEREAS, pursuant to Section 1950(14) of the Education Law, neither the approval of the voters of the District, nor the voting of a special tax or a tax to be collected in the installments are conditions precedent to the adoption by the Board of Education of the District (the "Board") of a bond resolution authorizing the financing of the District's share of the aforesaid estimated maximum cost; and

WHEREAS, the BOCES has heretofore determined that the Project constitutes a Type II action under the State Environmental Quality Review Act of the State of New York ("SEQRA") and the applicable regulations thereunder, and therefore is not subject to review under the SEQRA and the regulations promulgated thereunder; and

WHEREAS, it is now desired to authorize (but not require) the financing by the District of its share of the aforesaid estimated maximum cost, as authorized by such Section 1950(14) of the Education Law;

NOW THEREFORE,

BE IT RESOLVED by the Board as follows:

SECTION 1. The District has reviewed the Project, and has considered and concurs with the prior determination of the BOCES that the Project constitutes a Type II action pursuant to SEQRA and the applicable regulations promulgated thereunder, and therefore is not subject to review under the SEQRA and the regulations promulgated thereunder.

SECTION 2. The specific object or purpose to be financed pursuant to this resolution is the payment of the District's agreed upon and proportionate share of the estimated maximum cost

of the Project, as more fully described in the preambles hereto (the "Purpose"). No money has heretofore been authorized to be applied to the payment of the cost of the Purpose.

SECTION 3. The estimated maximum cost of the Purpose is \$969,000, which expenditure is hereby authorized. The plan for the financing thereof is by the issuance of up to \$969,000 of general obligation serial bonds of the District (and, if desirable, notes and renewal notes to be issued in anticipation thereof), all of which are hereby authorized to be issued pursuant to the Local Finance Law. Investment earnings on such obligations shall be applied to either the debt service on such obligations, or to the costs of the Purpose. Such bonds and notes are to be payable from amounts which shall annually be levied on all the taxable real property in the District (subject to certain statutory limitations imposed by Chapter 97 of the 2011 Laws of New York), and the faith and credit of the District are hereby irrevocably pledged for the payment of the bonds and notes that are authorized hereunder, and the interest thereon.

SECTION 4. It is hereby determined that the period of probable usefulness of the Purpose is thirty years, pursuant to subdivision 14(b) of Section 1950 of the Education Law.

SECTION 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell the bonds herein authorized and the bond anticipation notes in anticipation of the issuance and sale of such bonds, including renewals of such notes, is hereby delegated to the President of the Board, as the chief fiscal officer of the District, or to the Vice President of the Board (in the event of the absence or unavailability of the President). Such bonds and notes shall be of such terms, forms and contents, and shall be sold in such manner, as may be prescribed by such President (or Vice President), consistent with the provisions of the Local Finance Law.

SECTION 6. All other matters except as provided herein relating to the bonds and notes herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein, and the manner of execution of the same including without limitation, the authority to determine whether to accept bids electronically to the extent allowed by Section 58.00 of the Local Finance Law, the consolidation with other issues, the determination to issue bonds with substantially level or declining annual debt service, all contracts for, and determinations with respect to, credit or liquidity enhancements, if any, shall be determined by the President of the Board (or by the Vice President of the Board in the event of the absence or unavailability of the President). Such bonds and notes shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the President (or Vice President) of the Board shall determine, consistent with the provisions of the Local Finance Law.

SECTION 7. The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 2 of this resolution. The District then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the earlier of (1) the date hereof or (2) the date of any earlier expression by the District of its intent to reimburse such expenditures with the proceeds of the bonds authorized by Section 3 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute the declaration (or reaffirmation) of the

District's "official intent" to reimburse the expenditures authorized by Section 3 hereof with such bond or note proceeds, as required by United States Treasury Regulations Section 1.150-2.

SECTION 8. The President of the Board is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and may designate the bonds authorized by this resolution, and any notes issued in anticipation thereof, as "qualified tax-exempt obligations" in accordance with Section 265(b)(3) of the Code.

SECTION 9. The President of the Board is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the bonds authorized hereunder (or any bond anticipation notes issued in anticipation of the sale of such bonds), containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, as promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 10. The District Clerk is hereby authorized to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of the Local Finance Law, in the official newspaper(s) of the District, or if no newspaper(s) have been so designated, then in a newspaper having general circulation in the District, which newspaper shall be designated by the Board in a separate resolution. The validity of the serial bonds authorized hereby, or of any bond anticipation notes issued in anticipation of the sale of such serial bonds, may be contested only if:

(1) (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of publication of this resolution (or a summary thereof) are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication; or

(2) such obligations are authorized in violation of the provisions of the Constitution of New York.

SECTION 11. This resolution shall take effect immediately.

The question of the adoption of the foregoing bond resolution was duly put to a vote, which resulted as follows:

AYES:

NOES:

ABSENT:

The bond resolution was thereupon declared duly adopted.

CERTIFICATE OF DISTRICT CLERK

The undersigned hereby certifies that:

1. The undersigned is the duly qualified and acting Clerk of the Owen D. Young Central School District, Herkimer County, New York (the "District") and the custodian of the records of the District, including the minutes of the proceedings of the Board of Education of the District (the "Board"), and is duly authorized to execute this certificate.

2. A meeting of the Board was duly convened and held on March 13, 2023, and minutes of the meeting have been duly recorded in the minute book kept by me in accordance with law for the purpose of recording the minutes of meetings of the Board.

3. I have compared the attached extract with the recorded minutes and the extract is a true, correct and exact copy of the minutes and of the whole thereof insofar as the minutes relate to the subject matters referred to in the extract.

4. The extract of minutes correctly states the members of the Board who attended and voted at the meeting.

5. The extract of minutes contains a true and correct copy of a resolution that was duly adopted at such meeting of the Board entitled:

**BOND RESOLUTION DATED MARCH 13, 2023
AUTHORIZING THE ISSUANCE OF \$969,000 GENERAL
OBLIGATION BONDS OF THE OWEN D. YOUNG
CENTRAL SCHOOL DISTRICT, HERKIMER COUNTY,
NEW YORK, TO PAY SUCH SCHOOL DISTRICT'S SHARE
OF THE COST OF CERTAIN CAPITAL IMPROVEMENTS
TO EXISTING BOCES FACILITIES.**

6. Such resolution was duly adopted in all respects in accordance with law and the regulations of the District and has not since been rescinded, amended, revoked, annulled or modified and is in full force and effect. A legally sufficient number of members (at least a majority of the total voting strength of the Board) voted in the proper manner for the adoption of the resolution. All other requirements and proceedings under law, such regulations, or otherwise, incident to such meeting and the adoption of the resolution, including any publication, if required by law, have been duly fulfilled, carried out and otherwise observed.

7. The seal appearing below constitutes the official seal of the District and was duly affixed by the undersigned at the time this certificate was signed.

IN WITNESS WHEREOF, the undersigned has executed this certificate as of March 13, 2023.

District Clerk

(SEAL)

**THE FOLLOWING PAGE IS THE
LEGAL NOTICE (ESTOPPEL NOTICE)**

**IT IS TO BE PUBLISHED ONCE IN THE OFFICIAL
NEWSPAPER(S) OF THE DISTRICT AFTER
THE BOARD ADOPTS THE BOND RESOLUTION**

**NOTICE OF BOND RESOLUTION
OWEN D. YOUNG CENTRAL SCHOOL DISTRICT
HERKIMER COUNTY, NEW YORK**

NOTICE IS HEREBY GIVEN that the bond resolution summarized below has been adopted by the Board of Education (the “Board”) of the Owen D. Young Central School District, Herkimer County, New York (the “District”) on March 13, 2023, and the validity of the bonds authorized by such resolution (or any bond anticipation notes issued in anticipation of the sale of such bonds) may be hereafter contested only if:

1. (a) such obligations were authorized for an object or purpose for which the District is not authorized to expend money, or

(b) the provisions of the law which should be complied with as of the date of publication of this notice were not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication of this notice, or

2. such obligations were authorized in violation of the provisions of the Constitution of New York.

SUMMARY OF BOND RESOLUTION

The following is a summary of a bond resolution that was adopted by the Board of Education (the “Board”) of the Owen D. Young Central School District, Herkimer County, New York (the “District”) on March 13, 2023 in connection with a Herkimer Fulton Hamilton Otsego Board of Cooperative Educational Services (the “BOCES”) capital improvements project (the “Project”). The bond resolution authorizes the Board to expend towards the Project the District’s agreed-upon and proportionate share (\$969,000) of the total estimated maximum cost of the Project. The bond resolution further authorizes the issuance and sale of serial bonds of the District in an amount not to exceed \$969,000, and delegates to the President of the Board the power to authorize the issuance of notes in anticipation of the sale of such bonds. The proceeds from the sale of such bonds or notes shall be used for the purpose of financing the District’s agreed-upon and proportionate share of the estimated maximum cost of the Project, which consists of the reconstruction and renovation of, and the construction of improvements and upgrades to, various buildings and facilities of the BOCES (and the sites thereof), and the purchase of original furnishings, equipment, machinery and apparatus required in connection with the purposes for which such buildings, facilities and sites are used, and all ancillary or related work required in connection therewith, including preliminary costs and costs incidental thereto and to the financing thereof. The period of probable usefulness for the Project is 30 years. A copy of the resolution summarized hereby is available for public inspection during normal business hours for 20 days following the publication of this summary at the office of the District Clerk, _____, Van Hornesville, New York.

FISCAL MANAGEMENT

AUDIT COMMITTEE

I. Designation of Audit Committee

The Audit Committee is ~~established by a subcommittee of the Board of Education (the Board), Board resolution, and~~ comprised of one or more members of the Board of Education and members of the Owen D. Young Central School District (the District) community who have been appointed in this role.

II. Role of the Audit Committee

A. The Audit Committee ~~operates in an advisory capacity to the Board. The responsibility for reviewing Audit Committee recommendations and deciding what, if any, action is appropriate, remains with the Board. shall hold regularly scheduled meetings and report to the Board on the activities of the Committee on an as needed basis, but not less than annually.~~

B. ~~The audit report will address or include at a minimum~~ Specific duties of the audit committee include the following:

1. ~~The activities of the Audit Committee~~ Recommend external auditors;
2. ~~A summary of the minutes of the Audit Committee's meetings~~ Meet with the external auditors prior to the start of the annual audit;
3. ~~Significant findings brought to the attention of the Audit~~ Review and discuss with the external auditor any risk assessment of the District's fiscal situation;
4. ~~Any indications of suspected fraud, waste, or abuse~~ Receive and review the draft annual audit report and management letter and assist the Board in interpreting those documents;
5. ~~Significant internal control findings; and~~ Make a recommendation to the Board on whether to accept the annual audit report;
6. ~~Activities of the internal audit function.~~ Review corrective action plans developed by the District and assist the Board with implementation of those plans; and
7. Assist in the oversight of the internal audit function (see Policy 4402), including making recommendations regarding the appointment of the internal auditor, reviewing significant findings and recommendations of the internal

FISCAL MANAGEMENT

AUDIT COMMITTEE

auditor, monitoring the implementation of such recommendations, and participating in the evaluation of the internal auditor.

C. The Audit Committee shall hold regularly scheduled meetings and report to the Board annually. responsibilities of The Audit Committee's report must include, at least, the following include the following:

1. ~~provide recommendations regarding the appointment of the External (Independent) Auditor for the District~~ The activities of the Audit Committee;
2. ~~Meet with External (Indeocendent) Auditor prior to the commencement of the audit~~ A summary of the minutes of the Audit Committee's meetings;
3. ~~Review and discuss with the external auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable~~ Significant findings brought to the attention of the Audit Committee;
4. ~~Receive and review the draft annual audit report and management letter and working directly with the External (Independent) Auditor, assist the Board in interpreting those documents~~ Any indications of suspected fraud, waste, or abuse;
5. ~~Make a recommendation to the Board on whether to accept the annual audit report~~ Activities of the internal audit function;
6. ~~Review corrective action plans developed by the District and assist the Board in implementation of those plans; and~~
7. ~~Assist in the oversight of the internal audit function (Policy 4402), including making recommendations regarding the appointment of the internal auditor, reviewing significant findings and recommendations of the internal auditor, monitoring the implementation of such recommendations, and participating in the evaluation of the internal auditor.~~

III. ~~Corrective Action Plan~~

A. ~~Within ninety (90) days of receipt of the report or management letter, the Superintendent shall prepare a corrective action plan approved by the Board in response to any findings contained in:~~

1. ~~the annual external audit report or management letter;~~

FISCAL MANAGEMENT

AUDIT COMMITTEE

- ~~2. final audit report issued by the District's internal auditor;~~
 - ~~3. final report issued by the State Comptroller;~~
 - ~~4. final audit report issued by the State Education Department; or~~
 - ~~5. final audit report issued by the United States or an office, agency, or department thereof.~~
- ~~B. The corrective action plan must be filed with the State Education Department and if appropriate, must include the expected date(s) of implementation. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.~~
- ~~C. The Audit Committee also assists in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor, reviewing significant findings and recommendations of the Internal Auditor, monitoring the District's implementation of such recommendations, and participating in the evaluation of the performance of the Internal Audit Function.~~
- ~~D. The Audit Committee may conduct an Executive Session pursuant to Public Officers Law Section 105 pertaining to the following matters:~~
- ~~1. To meet with the External (Independent) Auditor prior to commencement of the audit;~~
 - ~~2. To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and~~
 - ~~3. To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents.~~
- ~~E. Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee Meeting, including an executive session of the Audit Committee if authorized by a Board resolution. If such Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.~~

Owen D. Young Central School District

Legal Ref: NYS Education Law §§ 2116-c, 3811-3813; 8 NYCRR § 170.12;

Adopted: 02/03/14

POLICY

FISCAL MANAGEMENT

Draft
4400

AUDIT COMMITTEE

Revised: 01/09/17, _____

AUDITING CLAIMS FOR PAYMENT

I. ~~Purpose and Board Responsibility~~ Statement of Policy

This Policy governs the payment of claims against the Owen D. Young Central School District (the District) of any sort, including payment for goods, services, payroll, and reimbursement of expenses. The claims audit process confirms that the purchase was authorized, the product was received, the amount claimed is accurate and is supported by documentation. A warrant compiling approved claims is prepared and submitted to the Treasurer for payment.

The Board of Education (the Board) may appoint, by resolution, a Claims Auditor to perform this function. If the Board creates the Office of Claims Auditor, its operation shall be governed by the provisions of Part II of this Policy. If the Board does not appoint a Claims Auditor or abolishes the office, the Board is responsible for performing the claims audit function.

II. Office of Claims Auditor

A. Reporting

1. The Claims Auditor shall report directly to the Board of Education and the performance of the duties of the Claim Auditor shall be evaluated by the Board.
2. The Claims Auditor shall report to the Audit Committee semi-annually or more frequently if requested by the Audit Committee.

B. Authority

The Claims Auditor is invested with and shall exercise the full powers of the Board to audit, allow, or reject any account, charge, claim, or demand against the District.

C. Duties

1. The Board shall review the duties of the Claims Auditor position with the Claims Auditor at least annually.
2. The Claims Auditor shall be responsible for performing all of the duties imposed by law on the Board with respect to the claims auditing process, including
 - a. Examining demands against the District

AUDITING CLAIMS FOR PAYMENT

- b. Determining that the proposed payment is for a valid and legal purpose
 - c. Determining that the obligation was approved by an authorized District official
 - d. Determining that the product or service for which payment is demanded was received
 - e. Determining that the payment demanded does not exceed the available appropriation
 - f. Determining that the voucher is in proper form, is mathematically correct, does not duplicate previously paid charges, and is in agreement with the purchase order; and
 - g. Meeting other requirements established by regulations of the State Education Department and the Office of State Comptroller.
3. The Claims Auditor shall be alert to any indications of fraud, abuse, or illegal acts. If the Claims Auditor detects apparent violations of law or apparent instances of abuse by an employee or other vendor, or information that such behavior may occur, the Claims Auditor shall report directly to the Board.
- D. Eligibility
- 1. The Claims Auditor is not ~~be~~ required to be a resident of the District.
 - 2. The Claims Auditor is classified as an exempt civil service position.
 - 3. The following persons are prohibited from holding the position of Claims Auditor:
 - a. a member of the Board;
 - b. the clerk or treasurer of the Board;
 - c. the Superintendent or other official responsible for business management;
 - d. the person designated as purchasing agent;

AUDITING CLAIMS FOR PAYMENT

- e. clerical or professional personnel directly involved in accounting and purchasing functions of the school district.
- f. the individual or entity responsible for the internal audit function;
- g. the independent auditor responsible for the annual external audit of the financial statements; and
- h. a close family member (parent/person(s) in parental relation, sibling, or nondependent child) or an immediate family member (spouse, spouse equivalent, or dependent (whether or not related)) of an employee, officer, or contractor providing services to the District.

Owen D. Young Central School District

Legal Ref: NYS Education Law §§1604, ~~1709~~, 1724, 2524

Adopted: 10/07/13

Revised: 01/09/17, _____

AUDITING CLAIMS FOR PAYMENT

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The Board of Education (the Board) may appoint, by resolution, a Claims Auditor to perform this function. If the Board creates the Office of Claims Auditor, its operation shall be governed by the provisions of Part II of this Policy. If the Board does not appoint a Claims Auditor or abolishes the office, the Board is responsible for performing the claims audit function.

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1. The Claims Auditor shall report directly to the Board of Education and the performance of the duties of the Claim Auditor shall be evaluated by the Board.
2. The Claims Auditor shall report to the Audit Committee semi-annually or more frequently if requested by the Audit Committee.

B. Authority

The Claims Auditor is invested with and shall exercise the full powers of the Board to audit, allow, or reject any account, charge, claim, or demand against the District.

C. Duties

1. The Board shall review the duties of the Claims Auditor position with the Claims Auditor at least annually.
2. The Claims Auditor shall be responsible for performing all of the duties imposed by law on the Board with respect to the claims auditing process, including
 - a. Examining demands against the District

AUDITING CLAIMS FOR PAYMENT

- b. Determining that the proposed payment is for a valid and legal purpose
 - c. Determining that the obligation was approved by an authorized District official
 - d. Determining that the product or service for which payment is demanded was received
 - e. Determining that the payment demanded does not exceed the available appropriation
 - f. Determining that the voucher is in proper form, is mathematically correct, does not duplicate previously paid charges, and is in agreement with the purchase order; and
 - g. Meeting other requirements established by regulations of the State Education Department and the Office of State Comptroller.
3. The Claims Auditor shall be alert to any indications of fraud, abuse, or illegal acts. If the Claims Auditor detects apparent violations of law or apparent instances of abuse by an employee or other vendor, or information that such behavior may occur, the Claims Auditor shall report directly to the Board.
- D. Eligibility
- 1. The Claims Auditor is not be required to be a resident of the District.
 - 2. The Claims Auditor is classified as an exempt civil service position.
 - 3. The following persons are prohibited from holding the position of Claims Auditor:
 - a. a member of the Board;
 - b. the clerk or treasurer of the Board;
 - c. the Superintendent or other official responsible for business management;
 - d. the person designated as purchasing agent;

AUDITING CLAIMS FOR PAYMENT

- e. clerical or professional personnel directly involved in accounting and purchasing functions of the school district.
- f. the individual or entity responsible for the internal audit function;
- g. the independent auditor responsible for the annual external audit of the financial statements; and
- h. a close family member (parent/person(s) in parental relation, sibling, or nondependent child) or an immediate family member (spouse, spouse equivalent, or dependent (whether or not related)) of an employee, officer, or contractor providing services to the District.

Owen D. Young Central School District

Legal Ref: NYS Education Law §§1604, ~~1709~~, 1724, 2524

Adopted: 10/07/13

Revised: 01/09/17, _____

GENERAL PROCUREMENT STANDARDS

I. Competitive Bidding

The District must complete a competitive bidding process that complies with General Municipal Law Section 103 before it enters into a contract for public work that involves spending more than thirty-five thousand dollars (\$35,000.00), enters into a purchase contract for goods or services that involves spending more than twenty thousand dollars (\$20,000.00) or enters into a lease of personal property. The bidding process shall be conducted in accordance with Policy 4501.

- A. If the total purchases of a commodity, service, or technology during the twelve (12) month period following the date of the first purchase is reasonably expected to total more than the threshold amounts described above, then the purchase shall be made through the competitive bidding process.
- B. If a commodity, service, or technology is potentially subject to the bidding requirements of Section 103 of the General Municipal Law, but it has been purchased without competitive bidding in an amount less than the threshold amounts described above, then additional purchases of that commodity, service, or technology from the same provider are not permitted if the additional purchase would cause the total value of the reasonably expected purchases of that commodity, service, or technology over a twelve month period to exceed the threshold amounts for competitive bidding.
- C. Pursuant to the Iran Divestment Act of 2012, each bidder or offeror must certify that they are not on the list created and maintained by the State Office of General Services (OGS).

II. Purchasing Without Competitive Bidding

Where a purchase is permitted by law to be made without competitive bidding, District personnel must make purchase decisions so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of the District, facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and guard against favoritism, improvidence, extravagance, fraud and corruption. The non-bid purchase process shall be conducted in accordance with Policy 4502.

III. Standardization

The Board of Education (the Board) may determine that reasons of efficiency or economy support standardization on a particular kind of equipment, material or supplies. The Board's determination shall be adopted by a resolution that is approved by a three-fifths (3/5) vote of the full Board membership and that explains the reasons for the standardization.

FISCAL MANAGEMENT

GENERAL PROCUREMENT STANDARDS

IV. Instructional Materials

Pursuant to Section 200.2 of the Commissioner's Regulations, the District shall give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities.

V. Responsibilities

- A. The Superintendent and the School Business Official may develop more specific procurement procedures for the guidance of District employees that are consistent with these Policies. They shall insure that all District employees involved in purchasing and business functions are familiar with these Policies and that all District employees follow these Policies.
- B. The Purchasing Agent designated by the Board is responsible for operating the purchasing program in compliance with these procedures.
- C. Each employee involved in the procurement process is responsible to become familiar with these procedures and to follow their requirements, to seek clarification and direction from the Purchasing Agent whenever they are unsure how to proceed in compliance with these Policies and to inform the Purchasing Agent of any concerns regarding compliance.
- D. The District will follow the applicable requirements in the Federal Uniform Grant Guidance (2 CFR Part 200) whenever it procures goods or services using Federal grant funds awarded through formulas or discretionary grants, including funds awarded by the United States Department of Education as grant or funds to a pass-through entity, such as the New York State Education Department, for subgrants.

VI. Personal Purchasing Prohibited

No goods or services shall be purchased in the name of the District or through the District's procedures other than goods or services purchased for use in conducting the District's business. No one may purchase goods or services for personal use or on behalf of any organization other than the District through the District's purchasing procedures.

VII. Contracting with Small and Minority Businesses, Women's' Business Enterprises (SMWBEE) and Labor Surplus Area Firms

The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps will include:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

GENERAL PROCUREMENT STANDARDS

- B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

VIII. Unintentional Non-Compliance

Any unintentional failure to comply with the provisions of section 104-b of the General Municipal Law or the District's policies regarding procurement shall not be grounds to void any action taken or give rise to a cause of action against the District, or any officer or employee of the District.

IX. Notice and Annual Review

The Board shall review these Policies and any supplemental procurement procedures adopted by the Superintendent or School Business Official on an annual basis. Comments regarding these Policies and any supplemental procurement procedures shall be solicited from the District's officers who are involved in the procurement process at least every third year.

Owen D. Young Central School District

Legal Ref: NY General Municipal Law §§102, 103, 103-g 104-b, 109-a; 800 et seq., NY Education Law §§ 207, 305 (14), 2053, 3602, 4403; NY Finance Law §163; 8 NYCRR §200.2

Cross Ref: 4501, Competitive Bidding; 4502, Non-bid Purchasing

Adopted: 02/07/14

Revised: 01/09/17, _____

COMPETITIVE BIDDING

I. Competitive Bidding Required

- A. The Purchasing Agent shall insure that a competitive bidding process compliant with the General Municipal Law and these Policies is conducted prior to entering into:
 - 1. a public works contract involving an expenditure of more than thirty-five thousand dollars (\$35,000.00), including contracts for the purchase of labor, construction, and some services;
 - 2. a purchase contract involving an expenditure of more than twenty thousand dollars (\$20,000.00), including contracts for the purchase of materials, equipment, and supplies; or
 - 3. a lease of personal property for a period of time not to exceed the current school year.
- B. In the event that a contract combines the provision of professional services not subject to the bidding requirement and a purchase that is otherwise subject to the bidding requirement, the Owen D. Young Central School District (the District) will determine whether the professional service or the purchase is the predominant part of the transaction, and proceed with the bidding process if the purchase component is predominant and is in excess of the applicable monetary threshold.

II. Competitive Bidding Not Required

- A. Contracts for public work or the purchase of supplies, material, or equipment may be entered into without competitive bidding in the case of a public emergency arising out of an accident or other unforeseen occurrence that creates circumstances that require immediate action to preserve public property or the life, health, safety, or property of District residents, employees or students.
- B. Surplus and second-hand supplies, materials, and equipment may be purchased without competitive bidding from the federal government, the State of New York, or another political subdivision or district within the State.
- C. Competitive bidding is not required when there is, in fact, only one source for the product or service being purchased. This exception includes monopoly markets, such as public utilities.
- D. Competitive bidding is not required for the procurement of professional services which, because of the specialized or confidential nature of the services, do not lend themselves to procurement through competitive bidding.

COMPETITIVE BIDDING

III. The Bidding Process

- A. The Purchasing Agent has the authority to prepare, advertise, and open bids for all purchase contracts and contracts for public work.
- B. A Notice to Bidders shall be published in the officially designated newspaper commencing not less than five (5) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids.
- C. Bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and shall be kept in a safe, locked location until the time of opening.
- D. Bids may be received through electronic format where the Purchasing Agent has confirmed that the District's hardware and software enable it to;
 - 1. comply with Article Three of the State Technology Law and related regulation
 - 2. document the time and date of receipt
 - 3. authenticate the identity of the sender
 - 4. maintain the security of the information transmitted, and
 - 5. maintain the confidentiality of the information of the bid or offer until the date and time of bid opening.
- E. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least three (3) District employees present at each bid opening, including the Purchasing Agent or the Purchasing Agent's designee. All interested parties may also attend the opening of bids.
- F. After being opened, all bids shall be recorded and analyzed. The Purchasing Agent shall make a recommendation to the Board of Education (the Board) regarding an award on the basis of best value (as defined in Section 163 of the State Finance Law) to a responsible and responsive bidder. Alternatively, the Purchasing Agent may recommend that all bids be rejected.

In the event there are two (2) or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase.
- G. Bid bonds, deposits or performance bonds may be required at the discretion of the Purchasing Agent. The need for such security can be determined on a case-by-case basis.

COMPETITIVE BIDDING

- H. Every bid shall contain the certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.
- I. Minor deviations from specifications or compliance with bidding requirements may be waived by the Board upon the recommendation of the Purchasing Agent. The Purchasing Agent shall determine all questions of comparability or equivalency.
- J. State contracts and group bids through the BOCES Cooperative Purchasing may be used to fulfill bid requirements.

Owen D. Young Central School District

Legal Ref: NY Education Law §§207, 305 (14), 2053, 3602, 4403; 1725; NY General Municipal Law §§102, 103, 104-b, 109-a; 800 et seq.; NY Finance Law §163; 8 NYCRR §200.2

Adopted: 04/07/14

Revised: 01/09/17, _____

FISCAL MANAGEMENT

NON-BID PURCHASING

I. Objective

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. It is the Policy of the District to “shop around” and to maintain accurate records of the efforts made by the Owen D. Young Central School District (the District) staff to buy wisely. Alternative proposals or quotations will be secured by requests for proposals, written quotations, or verbal quotations, as set forth below.

II. Methods of Solicitation and Documentation

A. Verbal Quotations

1. Verbal quotations may be solicited by telephone.
2. ~~A log shall be maintained by each District employee or officer who solicits a verbal quotation. The Purchasing Agent is responsible for maintaining a master log by periodically consolidating all logs kept by District employees and officers.~~ Verbal quotes must be recorded on the purchase requisition.
3. Each log of verbal quotations shall record the name of the vendor and date and time the vendor was solicited; whether contact was made with the vendor; and, if so, who the contact person was; what the vendor was told about the good or service being solicited; and the vendor’s response.

B. Written Quotations

1. A standard “request for quotation” shall be used to solicit written quotations (Regulation 4502.1). All vendors sent a “request for quotation” for a particular good or service shall be provided with an identical written description of the good or service being solicited.
2. Written quotations may be solicited and received electronically, provided all documentation is preserved either physically or electronically.
3. The Purchasing Agent shall maintain a master file of all written solicitations and all written responses.

C. Requests for Proposals (RFP)

NON-BID PURCHASING

1. Written Requests for Proposals are generally used to obtain comparable quotations for the provision of professional and other specialized services. A Request for Proposals will contain critical details of the engagement, including the methods which the District will use in selecting the service provider, and set a deadline for the submission of written Proposals.
2. A particular Request for Proposals shall be sent to a representative sample of individuals and firms known to offer the service being purchased (e.g., architects, engineers, accountants, lawyers, underwriters, fiscal consultants, etc.). To develop a pool of candidates, the District may advertise in professional journals, canvass directories of professionals in a particular field, and make inquiries of other school districts or users of the service being sought.
3. The evaluation of responses to a Request for Proposals will consider the price quoted, any special knowledge or expertise of the service provider, the quality of the service, the staffing of the service and the suitability for the District's needs.

D. List of Vendors

The Purchasing Agent shall maintain a list of known and acceptable vendors, grouped by category of good or service provided. Any District officer or employee initiating a purchase may consult this list.

III. Comparable Proposals Required

A. General Categories

1. Prior to entering into a purchase contract involving an expenditure of ~~less than one thousand dollars (\$1,000.00)~~ more than nine hundred and ninety-nine dollars (\$999.00) but less five thousand dollars (\$5,000.00), the responsible officer or employee shall solicit and document three (3) verbal quotes.
2. Prior to entering into a purchase contract involving an expenditure of between ~~one~~ five thousand dollars (\$15,000.00) and ~~twenty~~ nineteen thousand dollars (\$2019,000.00), the responsible officer or employee shall solicit and document three (3) written quotes.
3. Prior to entering into a public works contract involving an expenditure of less than twenty-thousand dollars (\$20,000.00), the responsible officer or employee shall solicit and document three (3) verbal quotes.

NON-BID PURCHASING

4. Prior to entering into a public works contract involving an expenditure between twenty thousand dollars (\$20,000.00) and thirty-five thousand dollars (\$35,000.00), the responsible officer or employee shall solicit and document three (3) written quotes.

B. Specific Categories

1. Insurance: written quotes are needed
2. Professional services: Requests for Proposals shall be issued periodically, as determined by the Board of Education (the Board)
3. Lease of personal property: written quotations are required. Before a proposed lease of personal property is presented to the Board for consideration, an analysis of the relative costs and benefits of leasing rather than purchasing and an analysis of whether the proposed arrangement is a true lease rather than an installment purchase agreement shall be prepared and presented to the Board.
4. Surplus or second-hand government equipment: written quotes for comparable equipment in the market are needed
5. Certain food and milk purchases: written quotes and documentation sufficient to satisfy Sections 114.3 and 114.4 of the Commissioner's Regulations are needed.

IV. Comparable Proposals Not Required

A. Emergencies

When the Board passes a resolution that an emergency situation exists, the District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

B. Sole Source Situations

Whenever the Purchasing Agent determines that a good or service is available only from a "sole source" supplier, the Purchasing Agent shall document, before making the purchase, the unique benefits of the patented items as compared to other items available in the marketplace, that no other item provides substantially equivalent or similar benefits, and that, considering the benefits received, the cost of the item is reasonable, when compared to conventional methods.

NON-BID PURCHASING

C. Professional Services

When feasible, professional services should be retained after considering information about the prices charged by alternative service providers. ~~However, the specialized and confidential nature of some professional services makes them unsuitable for purchase through competitive proposals. For that reason,~~ The Board shall monitor the District's use of professional services and periodically issue Requests for Proposals to assess the cost effectiveness of the services being used by the District.

D. Minor Purchases

Quotations need not be obtained prior to a purchase that is so small that the use of District resources to solicit and document the quotations would not be cost effective.

E. Purchases Through County

The procedures set forth above need not be followed when a purchase is made through any county of New York State. However, a purchase shall not be made in that manner unless the Purchasing Agent has documented that the purchase may be made upon the same terms, conditions, and specifications at a lower cost by purchasing through the county.

F. Other Special Source Purchases

1. The procedures set forth above need not be followed when a purchase is made from or through the state Office of General Services, from individuals with severe handicapping conditions as defined under the state Finance Law, or from correctional institutions pursuant to the Corrections Law.
2. The procedures set forth above need not be followed when a purchase is made of an apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through the use of a contract let by the United States of America or any agency, state or any other county, or political subdivision or district, if such contract was let in a manner that constitutes competitive bidding with state law and made available for use by other governmental entities.

V. Purchasing

A. Tie Quotations

NON-BID PURCHASING

In the event of tie quotations, the Purchasing Agent may award the purchase to one (1) of the low quotations or reject all quotations and resolicit quotations.

B. Purchase Order

After three (3) quotations have been gathered, they shall be compared to available State contracts. If the same product or service is not available at a lower price through a State contract, the Principal, Director or Program Supervisor will issue a purchase order for materials from the vendor with the lowest price. The Purchasing Agent shall certify that the quotations required by this Policy have been received. Quotations or information on telephone quotes received should be attached to the purchase order submitted to the Purchasing Agent.

C. Purchase Other than for Lowest Quoted Price

When a purchase is made from other than the lowest responsible dollar offerer, the documentation of the quotations shall be supplemented with a statement justifying such award. Such justification must demonstrate that the award provides for the prudent and economical use of public moneys in the best interests of the taxpayers of the District.

D. No Quotes Received

When no quotations are received despite solicitation by the means of either mail or telephone ~~above~~, the Purchasing Agent should attempt to broaden the District's solicitation, if at all feasible. However, where the District has taken steps to obtain quotations, the Purchasing Agent may make purchases in the open market until conditions change.

Owen D. Young Central School District

Legal Ref: NY Education Law §§ 305(14), 409(i), 3602, 4403; NY Finance Law § 163; 8 NYCRR § 200.2; NY General Municipal Law §§ 102, 103, 104-b, 109-a; 119-n, 119-o

Cross Ref: 4502.1, Procurement of Goods and Services Quote Form

Adopted: 2008

Revised: 01/09/17, _____

FISCAL MANAGEMENT

SALE OF SURPLUS PROPERTY

I. Statement of Policy

The Building Administrators are responsible for identifying obsolete or surplus materials, equipment or other personal property of the Owen D. Young Central School District (the District). Such materials, equipment, and supplies that are obsolete and cannot be salvaged or utilized effectively shall be sold through bid procedures, if possible, for the highest possible price.

II. Annual Determination

Each year, a determination shall be made of equipment, supplies, and materials that are obsolete and cannot be salvaged or utilized effectively by the respective program administrator and reported to the School Business Official. The School Business Official shall consider disposal of such equipment or supplies by:

- A. Reassigning the items, as needed, to other locations within the ~~School~~ District;
- B. Centralizing the storage of items of potential usefulness; or
- C. Discarding or selling as surplus those items determined to be of no further use or worthless.

III. Following approval by the Board of Education (the Board), items may be sold in the following manner:

- A. Offering to sell the items to local municipalities or local nonprofit organizations;
- B. Selling the items at a public sale. In the event of a public sale, notice of availability of such equipment, supplies, and materials and requests for bids shall be disseminated through announcements in local newspapers, internet sales and auction sites and such other appropriate means at least one (1) week before the sale. The ~~general~~ public, as well as staff members who are not Board members, officers or involved in the purchasing function, shall be eligible to bid on the equipment, supplies, and materials; and
- C. Selling the remaining items as scrap for the best obtainable amount or discarding in the safest, least expensive manner.

IV. Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or they contain outdated material or are in poor condition. If textbooks are no longer useful or usable, the procedures for disposal shall adhere to the following order of preference:

- A. Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the School District; then
- B. Donation to charitable organizations; or

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FISCAL MANAGEMENT

SALE OF SURPLUS PROPERTY

C. Disposal as trash or recycling.

V. Students

The District Superintendent may permit the sale of supplies and materials to students at cost. Sale of supplies and materials shall be permitted only in cases where the supplies and materials are essential to the instructional program and/or unique to a specific student.

Owen D. Young Central School District

Legal Ref: NYS Constitution, Article VIII, NY General Municipal Law §§ 51. op. St. Comptroller,
58-120

Adopted: 02/03/14

Revised: 01/09/17, _____

FISCAL MANAGEMENT

PURCHASE ORDERS

I. Statement of Policy

The Purchasing Agent shall be authorized to issue pre-numbered purchase orders for all goods and services where a budgetary appropriation has been made. When formal bidding procedures are required by law, the purchase order will be issued after the Board of Education (the Board) awards of the bid and will refer to the bid submitted, to the specifications attached as part of the contract, and the price or prices indicated by the bidder in the bid.

II. Blanket Purchase Orders

Blanket purchase orders issued yearly to local dealers shall be used only for day-to-day custodial needs or minor repairs.

III. Purchase Orders

Purchase orders shall also indicate the address for delivery. All goods received must be accepted by an authorized Owen D. Young Central School District (the District) employee who shall certify that the goods were received in good condition before payment can be approved.

IV. Invoices

No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due and a receiving copy of the purchase order bearing the signature of an authorized school employee are present. The invoice must have been issued in response to an approved purchase order.

Owen D. Young Central School District

Adopted: 2008

Revised: 01/09/17, _____

FISCAL MANAGEMENT

ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING

I. Statement of Policy

The Superintendent or ~~his/her~~ their designee shall be responsible for maintaining a continuous and accurate inventory of equipment owned by the Owen D. Young Central School District (the District) in accordance with "The Uniform System of Accounts for School Districts." All supplies and equipment purchased and received by the ~~School~~ District shall be checked, logged, and stored through an established procedure.

II. Duty of the School Business Official

A. The School Business Official shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations. These accounts will serve to

1. maintain a physical inventory of assets,
2. establish accountability,
3. determine replacement costs, and
4. provide appropriate insurance coverage.

B. The School Business Official shall arrange for the annual inventory and appraisal of District property, equipment and material. Any discrepancies between an inventory and District property records on file should be traced and explained.

C. An inventory of equipment including instructional equipment shall be maintained. All items that have a life expectancy of five (5) years or longer shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. A property record will be maintained for each asset and will contain, where possible, the following information:

1. date of acquisition
2. description
3. cost or value
4. location
5. asset type
6. estimated useful life
7. replacement cost
8. current value
9. salvage value
10. date and method of disposition, and

FISCAL MANAGEMENT

ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING11. responsible official.

- D. An inventory of supplies which are warehoused shall be maintained separately for instructional, cafeteria, maintenance, and transportation departments.

III. Fixed Assets

- A. Fixed assets with a minimum value established by the District that have a useful life of one (1) year or more and physical characteristics not appreciably affected by the use of consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

- B. The Board of Education (the Board) shall establish a dollar threshold as a basis for considering which fixed assets are to be depreciated. Such threshold shall ensure that at least ~~80~~ eighty percent (80%) of the value of all assets is reported. However, it is recommended that such threshold shall not be greater than five thousand dollars (\$5,000.00). A standardized depreciation method and averaging convention shall also be established for depreciation calculations. Assets shall be recorded at initial cost or, if not available, at estimated initial costs; gifts or fixed assets shall be recorded at estimated fair value at the time of the gift.

- C. Fixed assets acquired having a value equal to or greater than the established threshold are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the New York State Comptroller's Office or the IRS.

- ~~IV. Assets shall be recorded at initial cost or, if not available, at estimated initial costs; gifts or fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:~~

- ~~a. date of acquisition~~
- ~~b. description~~
- ~~c. cost or value~~
- ~~d. location~~
- ~~e. asset type~~
- ~~f. estimated useful life~~
- ~~g. replacement cost~~
- ~~h. current value~~
- ~~i. salvage value~~
- ~~j. date and method of disposition, and~~
- ~~k. responsible official.~~

FISCAL MANAGEMENT

ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING

IV. ~~The School Business Official shall arrange for the annual inventory and appraisal of District property, equipment and material. Any discrepancies between an inventory and District property records on file should be traced and explained.~~

~~A. An inventory of equipment including instructional equipment shall be maintained. All items that have a life expectancy of five (5) years or longer shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers.~~

~~B. An inventory of supplies which are warehoused shall be maintained separately for instructional, cafeteria, maintenance, and transportation departments.~~

V. Disposition of Federal Grant to include Title I Equipment

When original or replacement equipment acquired under a Federal grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made.

A. Items of equipment with a current unit fair market value of less than five thousand dollars (\$5,000.00) may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

B. Items of equipment with a current per unit fair market value in excess of than five thousand dollars (\$5,000.00) may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

C. In cases where the District fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions. No federal approval is necessary to dispose of equipment costing over five thousand dollars (\$5,000.00) but for sub-grantees, NYSED approval is necessary. Once NYSED has determined that it has no other need for the use of the equipment, sub-grantees are free to proceed with the sale of the equipment.

~~VI. Equipment Purchased with Extra-classroom Funds~~

D. Title to all equipment acquired with extra-classroom activity funds shall reside with the District and be carried as an insurable asset on its list of insurable values. Such equipment shall be tagged as District property but is available for exclusive use by the extra-classroom activity club acquiring the item.

VII. Leases

FISCAL MANAGEMENT

ACCOUNTING OF FIXED ASSETS, INVENTORY AND TRACKING

- A. GASB 87 establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.
- B. GASB 87 defines a lease as a contract that conveys control or the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. This can include, but is not limited to, buildings, land, vehicles, and equipment.
- C. Any contract meeting the definition of a lease in which the District is either a Lessee or Lessor shall be accounted for under the applicable rules and guidance of GASB 87, unless specifically excluded.

VIII. Borrowing of Assets

District property, supplies, equipment and tools may not be borrowed or used for personal projects or private gains.

Owen D. Young Central School District

Legal Ref: NYS Education Law ~~Section~~ §2116(a); Uniform System of Accounts for School Districts, EDGAR Part 800.32 and 80.36

Adopted: 02/03/14

Revised: 01/09/17, _____

FISCAL MANAGEMENT

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

I. Statement of Policy

The Owen D. Young Central School District (the District) will follow all applicable requirements in the Uniform Grant Guidance and the Code of Federal Regulations (2 C.F.R Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

II. Uniform Grant Guidance Requirements

Under Uniform Grant Guidance, the District will implement policies and procedures, including but not limited to:

- A. Using its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance. As such, District/ procurements related to Federal grants will be subject to New York State General Municipal Law, this policy, and Uniform Guidance Requirements.
- B. Establishing and maintaining effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process implemented by the District designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 - 1. Effectiveness and efficiency of operations
 - 2. Reliability of reporting for internal and external use and
 - 3. Compliance with applicable laws and regulations
- C. Complying with federal statutes, regulations, and the terms and conditions of the federal awards.
- D. Evaluating and monitoring the District's compliance with statutes, regulations, and the terms and conditions of federal awards.

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

- E. Taking prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- F. Taking reasonable measures to safeguard protected personally identifiable information and other information that the federal awarding agency or pass-through entity designates as sensitive or that District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- G. Maintaining oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- H. Maintaining standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- I. Not allowing any employee, officer or agent to participate in the selection, awarding or administration of a contract supported by a Federal Award if ~~he or she has~~ they have a real or apparent conflict of interest.
- J. Having procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical procurement approach, including analyzing other means described in §200.318 of the Uniform Guidance to ensure appropriate and economical acquisitions.
- K. Awarding contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- L. Maintaining records that sufficiently detail the history of the procurement including, but not limited to:
 - 1. Rationale for the method of procurement;

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

2. Selection of contract type;
 3. Contractor selection or rejection; and
 4. The basis for the contract price.
- M. Using time and material contracts, only after a determination, in writing, that no other contract is suitable.
- N. Conducting all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance, or state and local procurement thresholds, whichever is most restrictive.
- O. Conducting procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- P. Having written procedures for procurement to ensure that all solicitations:
1. incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and
 2. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
- Q. Ensuring that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- R. Using one of the five acceptable procurement methodologies detailed in 2 CFR § 200.320 which include
1. Micro-purchases
 2. Small purchase procedures
 3. Sealed bids
 4. Competitive proposals and
 5. Noncompetitive proposals.
- S. Having a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District will make available, upon

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed.

- T. Taking all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- U. Including in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- V. Performing a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- W. Negotiating profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- X. Complying with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

Owen D. Young Central School District

Legal Ref: 2 CFR §§ ~~200.61~~, 200.1, 200.303, 200.318, 200.319, 200.320, 200.321, 200.323, 200.326, and 200.331; 2 CFR Part 200, App. II

Adopted: 04/15/20

Revised: _____

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

I. Statement of Policy

The Owen D. Young Central School District (the District) shall make available to all students who are eligible under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the New York State Education Law and implementing regulations a free appropriate public education in the least restrictive environment appropriate to meet individual needs.

II. Duties of the District

- A. The ~~School~~ District accepts its responsibility to ensure that pupils with disabilities have the same opportunity to participate in district programs including extra-curricular programs and activities which are available to all other pupils enrolled in the District.
- B. The District, in accordance with Section 200.2(b)(4) of the Commissioner's Regulations, shall ensure that a continuum of alternative placements will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.

III. Duties of the Board

Consistent with the requirements of federal and state laws and regulations, the Board of Education (the Board) will:

- A. appoint a committee on special education and, as appropriate, CSE subcommittees to assure the identification and placement of eligible students with disabilities. The Board of ~~Education~~ authorizes the Superintendent to recruit and recommend for hiring individuals who possess the certification, education and experience necessary.
- B. based upon the recommendation of the CSE, arrange for special education programs within legally prescribed timeframes. Should it disagree with the recommendation of the CSE, the Board, upon notice to the parents involved, and in accordance with the procedures set forth in the Regulations of the Commissioner of Education, may forward its concerns to the CSE or reconvene a

SPECIAL EDUCATION PROGRAMS AND SERVICES

second CSE for review of and revisions to the original recommendations as appropriate.

IV. Duties of the Superintendent

To ensure the appropriate delivery of services to students with disabilities who reside in the District, the Superintendent shall ensure that:

- A. all children with disabilities residing in the ~~School~~ District including those attending private school are identified, located and evaluated. A register of students eligible to attend the public schools or to attend a preschool program in accordance with Section 4410 of the Education Law shall be maintained and revised annually by the CSE or CPSE as appropriate.
- B. school-wide approaches and pre-referral interventions including, but not limited to, academic intervention services in order to remediate a student's performance prior to referral for special education are implemented.
- C. personally identifiable data and information or records pertaining to students with disabilities remain confidential as required by law and regulations.
- D. the Board shall develop and implement a plan as part of the professional development plan pursuant to section 100.2(dd) of the Commissioner's Regulations. Such plan shall include, but is not limited to, a description of the professional development activities provided to all professional staff and supplementary school personnel who work with students with disabilities to assure that they have the skills and knowledge necessary to meet the needs of students with disabilities.
- E. the District plan governing the provision of special education programs and services will provide detailed information on how appropriate space for the provision of special education programs and services will be allocated.

IV. Instructional Materials

- A. The District will establish a plan to ensure that all instructional materials used in the schools of the ~~Owen D. Young Central School~~ District are available in a usable alternative format which shall meet the National Instructional Materials Accessibility Standard for each student with a disability in accordance with the student's educational needs and course selection at the same time that such materials are available to nondisabled students.

SPECIAL EDUCATION PROGRAMS AND SERVICES

- B. Alternative format includes, but is not limited to, Braille large print, open and closed captioned, audio or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual student.
- C. The plan shall
1. give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities
 2. specify, when an electronic file is provided, how the format will be accessed by students and/or how the District will convert to an accessible format
 3. specify the process to be used when ordering materials to identify the needs of students with disabilities residing in the District for alternate format materials
 4. specify ordering timelines to ensure that alternative format materials are available at the same time as regular format materials are available; and
 5. include procedures so that when students with disabilities move into the ~~school~~ District during the school year, the process to obtain needed materials is without delay.

V. Duties of the Committee on Special Education

The Committee on Special Education (CSE) is responsible for making recommendations to the Board of ~~Education~~ regarding the identification and placement of students with disabilities.

- A. The CSE will convene periodically in accordance with federal laws and regulations to identify and review each student's IEP and, if necessary, to make further recommendations to the Board of ~~Education~~.
- B. The CSE will develop strategies to ensure the successful application of a student's IEP and to ensure that the student's IEP remains confidential and is not disclosed to any person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations.

SPECIAL EDUCATION PROGRAMS AND SERVICES

1. The CSE shall ensure that each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) is given a copy of such student's IEP prior to the implementation of such program.
2. Other service providers (such as certain teachers, assistants, and support staff persons) who will not receive a copy of the IEP, but who have direct contact with a disabled student shall be given information of the specific accommodations relevant to their contact with such student.
3. The Chairperson of the CSE shall designate a professional employee of the district with knowledge of the student's disability and the education program to, prior to the implementation of the student's IEP, inform each such teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modifications and support that must be provided.

VI. Notice of the Procedural Safeguards

~~Parents of students with disabilities and their children shall be provided with notice of the procedural safeguards available to them and their children.~~ The District will use the procedural safeguard notice prescribed by the Commissioner of Education and make the notice available in the manner prescribed by the Commissioner's Regulations. Students with disabilities and their parents will be afforded the procedural safeguard rights set forth in the notice.

VII. Notice of Enrollment or Attendance

Each parent or person in parental relation shall be notified upon enrollment or attendance of their child that state and federal law provides them with rights regarding referral and evaluation of their child for the purposes of special education services or programs. The District will notify the parent or person in parental relations to obtain the information through the website of the State Education Department. The notification will also include the name and contact information of the Committee on Special Education chairperson or other appropriate special education administrator.

VIII. Notice of Physical or Mechanical Restraint or Use of Time Out Room

- A. The District shall ensure that parent(s) or person(s) in parental relation of a student with a disability are notified on the same day any physical or mechanical restraint is applied to their child or if their child is placed in a time-out room.

SPECIAL EDUCATION PROGRAMS AND SERVICES

- B. The Superintendent or designee shall develop internal procedures to ensure such notifications to parents or persons in parental relation occur on the same day.
- C. If the parent or person in parental relation cannot be contacted after reasonable attempts are made, the principal shall record and report such attempts to the committee on special education.

Owen D. Young Central School District

Legal Ref: 8 NYCRR 200.2, 200.4, 200.6; 34 CFR 300, 20 U.S.C. Section 14 et seq. (IDEA); NYS Education Law §§4001, 4401; ~~Chapter 408 of the Laws of 2002.~~

Cross Ref: 8502, Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 Policy; 7500, Family Educational Rights and Privacy Act of 1974 (FERPA) Policy.

Adopted: 04/07/14

Revised: 02/11/19, _____

Discipline Report

February 2019-2023

	February 2019	2020	2021	2022	2023
Did not abide with school rules	4	5	1	4	18
Inappropriate behavior	2	0	0	0	7
Disruption of Education	2	4	1	0	4
Disrespectful to Staff Member	1	1	1	0	5
Insubordination	1	1	1	3	7
Inappropriate Language	2	0	0	0	0
Uncooperative	0	0	0	0	2
Destruction or damage to school property	1	1	0	0	3
Late to Class	0	0	0	1	0
Misuse of computer account	1	0	1	0	0
Uncooperative	0	0	1	0	1
Left class without permission	0	1	0	0	1
Lying	2	0	0	0	2
Profanity or Gestures	2	0	0	0	0
Excessive Talking	0	2	0	0	0
Theft	0	0	0	0	1
Total Offenses:	18	15	6	8	51



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
319	02/28/2023	END OF MONTH TRANSFER (FEB)	A 1910.421-00		2,500.00	0.00
			A 1620.160-00		900.00	0.00
			A 2855.400-00		1,500.00	0.00
			A 2610.150-00		4,500.00	0.00
			A 1320.400-00		0.00	2,000.00
			A 1380.400-00		0.00	500.00
			A 1621.162-00		0.00	900.00
			A 2855.450-00		0.00	1,500.00
			A 5510.162-00		0.00	4,500.00
Transfer Totals:					9,400.00	9,400.00
Grand Totals:					9,400.00	9,400.00

OWEN D. YOUNG CSD

Budget Transfer Schedule Report For A - 8: FEBRUARY BUDGET TRANSFER



Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Detail Description			
319	02/28/2023	END OF MONTH TRANSFER (FEB)	Not Required		
A 1320.400-00	AUDIT CONTRACTUAL				
A 1380.400-00	FISCAL AGENT CONTRACTUAL				2,000.00
A 1620.160-00	OP PLANT SALARY				500.00
A 1621.162-00	MAINT OVERTIME			900.00	
A 1910.421-00	LIABILITY INSURANCE				900.00
A 2610.150-00	LIBRARY INSTRUCTIONAL SALARY			2,500.00	
A 2855.400-00	INT ATHLETIC CONTRACTUAL			4,500.00	
A 2855.450-00	INT ATHLETIC SUPPLIES			1,500.00	
A 5510.162-00	TRANS SALARY - OVERTIME				1,500.00
					4,500.00
Grand Totals:				9,400.00	9,400.00
Net Amount:				0.00	

Number of Budget Transfers: 1

Account Distribution Totals

Account	Description	Debits	Credits
A 1320.400-00	AUDIT CONTRACTUAL	0.00	2,000.00
A 1380.400-00	FISCAL AGENT CONTRACTUAL	0.00	500.00
A 1620.160-00	OP PLANT SALARY	900.00	0.00
A 1621.162-00	MAINT OVERTIME	0.00	900.00
A 1910.421-00	LIABILITY INSURANCE	2,500.00	0.00
A 2610.150-00	LIBRARY INSTRUCTIONAL SALARY	4,500.00	0.00
A 2855.400-00	INT ATHLETIC CONTRACTUAL	1,500.00	0.00
A 2855.450-00	INT ATHLETIC SUPPLIES	0.00	1,500.00
A 5510.162-00	TRANS SALARY - OVERTIME	0.00	4,500.00
Fund A Totals:		9,400.00	9,400.00
Grand Totals:		9,400.00	9,400.00

**Owen D. Young CSD; BOE Activity Report
Guidance & CSE/CPSE: February 2023 / March 2023**

Alicia Soper

ODY School Counseling	ODY CSE/CPSE
BOCES Career Tech Sophomore Visit and Registration. Students interested in participating in BOCES next year were provided a letter of info and permission forms	Processed re-evaluation consent forms for upcoming evaluations
Course Selection: Update and review of course selection forms, begin meeting with students/families	Coordinated meetings with highschool students and ACCES-VR (Vocational Counseling services for students with disabilities). Assisted students and families with the application process, and arranged intake meetings for students and ACCES-VR Vocational Counselor
Herkimer County Counselor Association Career Day: Field trip for 9th graders to Herkimer College for a career expo-March 14, 2023	Scheduled CSE meetings to review results of recent evaluations/Approaching Annual Review Meeting season
Point Break Assembly (mental health, resiliency) Outreach to program trainer in effort to bring this highly recommended program to ODY this spring.	IST Meeting Participation/weekly team meetings: meeting beginning to be scheduled during the month of October to discuss student needs
Meetings with students to address social/emotional/academic concerns	CSE Chairpersons Meeting (zoom meeting) Mar 2, 2023
CFES/Sophomore Symposium planning Committee meeting/Outreach to colleges for "swag" items and participation in the event.The symposium is a career expo designed for 10th graders throughout the CFES Leatherstocking schools and will take place in March 2023.	Shared resources with ODY Special Education teachers and related service providers regarding programs and services during the 2022-2023 School year
SBI Presentation @ Herkimer BOCES 3/16/2023 collaboration with colleagues regarding upcoming presentation of ODY Mental Health/SEL services	Weekly IEP Counseling with Elementary students
Meeting with BOCES School To Careers to discuss job shadowing/internship opportunities for ODY juniors/seniors	Review of current sped students and preparing recommendations for the 2023-2024 school year
3/17 Superintendent Conference Day- Arranged for CFES Program Directors to come to ODY to present College & Career Readiness training to ODY Faculty. CCR training is part of the process for districts hoping to earn School of Distinction status from CFES and ODY is almost there!	Participation in data meetings with k-5 teachers and collaboration with ODY Administration and School Psychologist regarding special education programs/service needs for the upcoming school year.
Outward Bound and 8th Grade Odyssey student interviews with representatives from the Clark Sports Center	BOCES Special Program Student registration/outreach to program supervisors and counselor regarding recommendations for current students for 2023/2024

	programming

Coming up!

- SUNY Poly Field trip...April?
- CFES Sophomore Symposium @ the Otesaga- March 22-23rd
- Middle School event at SUNY Cobleskill? Waiting on more details from the college.
- SADD Assembly w/ Richfield Springs CSD
- College Day at Herkimer College (College Fair)

Owen D. Young CSD; BOE Activity Report
IT Department
March 2023
Oleg Verenich

Student Updates

Addressed Device Repair Requests
Supported Student Password Resets
Supported Student Device Network

Teacher Updates

Created New Teacher Accounts
Supported Teacher Password Resets
Supported Instructional Software
Supported ClassLink Launchpad for Students and Teachers

Classroom Updates

Created Secure and Separate SSID Broadcast (Wi-Fi) for Chromebooks
Created Secure and Separate SSID Broadcast (Wi-Fi) for Smart TV/Displays

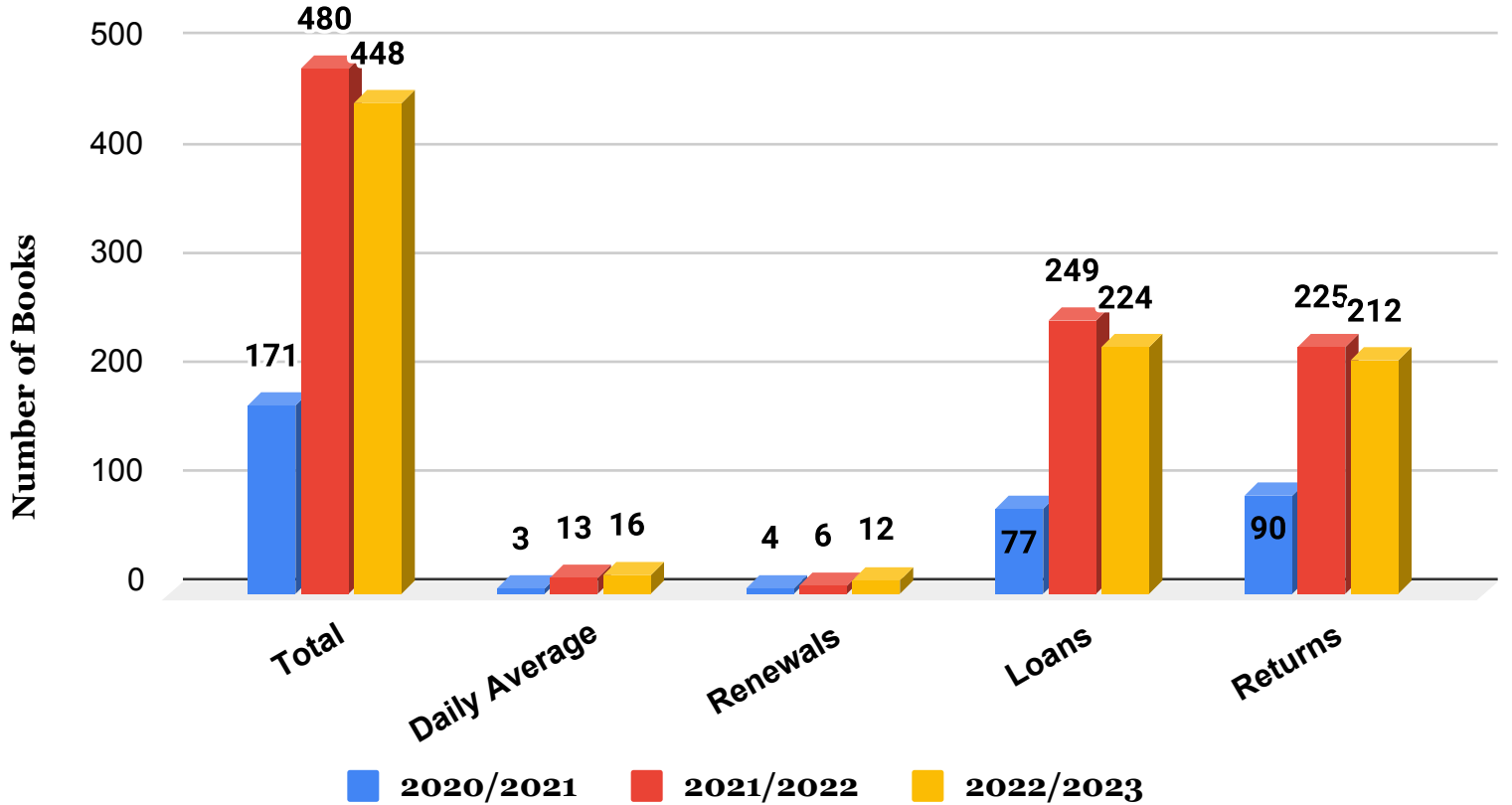
District Updates

Supported Athletics Streaming

**Owen D. Young CSD;
BOE Activity Report
Facilities - Robert Walker
February 2023**

- **Monthly fire extinguisher Check/ Extinguishers annual inspect & Charge**
- **Snow removal, Plow and salt as needed**
- **Asbestos Inspection- 6 month Surveillance**
- **Meet With contractors for Capital Project**
- **Diagnose and repair Ice machine**
- **Continue Cleaning out spaces for Capital project**
- **Repair Teacherage heat to Business office**
- **Fire suppression inspection of kitchen Hood**
- **Order spare parts for teacherage Boiler**
- **Update Trooper Access card list**
- **Walk Building with BOCES new School Facilities Advisor**
- **Move Bank of Lockers from Gym Area to 1954 hall**
- **HVAC filters changed and Lubricate equipment UV's & AHU's**
-

Library Usage for the Month of February



Herkimer BOCES

Facilities Committee

Agenda March 2, 2023

Present: Bri Koegel, J Shepardson, Dan Parker, Gordy Miller, James Picolla, Kerry Tarolli, Tanya Destito, Craig Spofford, Nate VanWie, Scott Hongo, Tom Shypski

- Review of the Building Condition Survey – K2
 - ❖ The design team reviewed the BCS Summary report line-by-line with the committee. Items addressed in the current project are in black ink. Items outstanding are in blue ink.
 - ❖ Escalation is calculated out 5 years with a 1.88 factor
 - ❖ The BCS is a condition survey of how the building is now. It does not address instructional needs or how the building could/should be used.
 - ❖ Some storefronts, windows, doors and overhead doors are still OK, but all will need replacing within the next few years.
 - ❖ DDC vendor will be Day Automation. We will set up a demo for Dan and team.
 - ❖ The capital project addresses nearly all of the critical items in their current state.
 - ❖ **The BCS DOES NOT INCLUDE roof replacement at the WEB or REM. Both are due for replacement by 2030 at an estimated cost of nearly \$20M.**
- Capital Project Updates – K2
 - ❖ K2 described the design process to date, including meeting with program administrators and sketching several versions of the schematics, based on educational need and use. Areas of focus right now are the sped wing and upper CTE hallway.
 - Basement drain
 - ❖ Jet cleaned and scoped over February Break
 - ❖ Found and cleared obstruction about 16 feet in from the manhole
 - ❖ Cleaned about 80 feet into the drain
 - ❖ Scope would only go about 20 feet into the drain, then kept getting stuck
 - ❖ Appears to be a break about 60 feet into the drain... somewhere under the Gym floor
 - ❖ Water and sand kept flooding the pipe as we jet cleaned it
 - ❖ Inside cleanout was not connected to the same pipe in the way the drawing suggested. It looks like there is a vertical T connecting them. It is not possible to turn the scope up the T.
 - ❖ Basement is dry. Humidity is controlled. Air quality in occupied rooms surrounding the basement is excellent.
 - ❖ Waiting for recommendations from the engineers, but the level of urgency is significantly reduced.
 - Initial Schematics
 - ❖ These are not designs. They are schematics to get the main ideas on paper. Design phase is coming
 - ❖ Sped Wing
 - Sped wing is designed for elementary aged students with disabilities.
 - Rooms sizes are increased and offices are moved to closer proximity of students served
 - Rooms are arranged in three suites of three rooms, two bathrooms, office, and calm room
 - Pool is converted to OT/PT
 - ❖ CTE Wing
 - Upper hallway is converted to classrooms, a fitness center, a teaching kitchen and office spaces
 - Rooms will be used for M/HS aged students with disabilities
 - Move the IT computer lab back to the Orange Room
 - Break up the larger offices within the CTE office to create additional smaller offices
- Prioritize later Project Scope Items – Committee
 - ❖ The committee reviewed the project scope for phases 1B & 2
 - ❖ The consensus opinion of the committee is that the BOCES and design team put a lot of thought into the prioritization of the project, focusing on safety, code, and ADA compliance with consideration for

constructability... i.e. you don't do mechanicals before you move the walls and know how the space will be used.

- ❖ We are not far enough along in the project to be concerned with making cuts to scope yet. Until we have better estimates (current estimates are square footage estimates) we cannot really discuss the issue.
- ❖ The consensus agreement was to table the issue until after the design phase and the first round of estimates from the construction manager. These will be much more accurate than current estimates. We will then further the discussion after the first round of bids come in.
- ❖ The consensus was that items listed in Phase 1B should remain in 1B and those in 2 should remain in 2 at this point.
- **Annual Mini-Projects – Committee**
 - ❖ Careful planning with the capital project over the next few years to coordinate work so as to not “work against” each other. For example, do a mini-project to replace interior doors in a hallway that will be rebuilt in two years.
 - ❖ This year we pulled 4 sets of doors at REM out of the capital project and accelerated their work as a mini-project (Phase 1A). It has nearly cleared SED approval and if contracts are settled in time could be completed this summer or early fall at the latest. Unspent German Street rent will be used to fund this project.
 - ❖ The consensus of the committee is that completing mini-projects is appropriate and the direction we need to move. However, as with the capital project, it is a bit too early to prioritize them beyond this year. The instructional need to improve the WEB lobby is noted as a high priority.
 - **Built into BOCES Maintenance Plan**
 - ❖ The goal is to take care of some of these projects BEFORE they reach critical stage. As we progress, our intent of these projects is to focus more and more on programmatic needs versus structural needs.
 - ❖ We don't want to let things build up and therefore balloon in cost.
 - **Fiscal Plan**
 - ❖ Discussed the BOCES Board commitment to set aside \$100-\$200K per year to conduct mini projects to better maintain our facilities using the O&M budget line.
 - **Aid Constraints**
 - ❖ Careful financial planning since mini-projects count against the Maximum Cost Allowance and aidability of the building
 - ❖ At least some of the work has to be interior with each project. We cannot just upgrade a playground, for example. We must do something inside along with that.
 - **Project Ideas**
 - ❖ The committee discussed some ideas for future mini projects. They include using the new BCS to identify items we can address within the limited budget, items that were or may get pulled from the current capital project, replacement of interior doors not addressed in the project, upgrades to playgrounds, drainage and sidewalk improvements, acoustic improvements to the WEB lobby, instructional upgrades to CTE labs, and replacing the LED display sign at the WEB
- **Next BOCES Major Project – Jim**
 - ❖ Jim discussed that we already need to be planning for the next capital project.
 - **Fiscal Implications for District**
 - ❖ The last payment for the current project is in 2027. It is best for districts that the first payment for the next project be in 2028 in order to keep the tax level. (As one debt falls off, replace it with new debt.) This will avoid the roller coaster effect of local tax levies and prevent huge spikes like districts will likely see next year.
 - **Timing**
 - ❖ Next project vote will probably be in 2026 in order to go out to bid in 2027 so payments/expenses can begin in 2028
 - ❖ It is important for this committee to communicate that with their colleagues, superintendents and business officials
 - **Roof Plus Project?**

- ❖ We already know there is about \$10M worth of work left on the BCS that we are not addressing. There is an additional \$10M of work left of this project (although some of that is overlap with the BCS). There is \$20M in roof repairs.
- ❖ We will be able to address some items as mini-projects, but the next capital project will be substantial.
- **Round Table Discussions**
 - ❖ Jim gave an update on the German street progress. The walls are framed and the MEP work has begun. We appear to be on track for a May occupancy. We will stagger the move in so as to cause minimal disruption to the end of the year activities for impacted divisions.

Documents Shared:

- ❖ Agenda
- ❖ BCS Summary
- ❖ Updated Construction Timeline
- ❖ WEB Floorplan and in-progress design scheme for Sped and Upper CTE wings
- ❖ Project Scope

Next meeting will be held after we receive the design estimates... mid-late April. In the meantime, members are encouraged to visit the capital project drive for photo updates of completed work and other documents. Jim will also produce periodic "one-page" facility updates to help members facilitate conversation with their Board. As always, please do not hesitate to reach out to us if you have questions.

Herkimer BOCES Facilities Report

2022 CAPITAL PROJECT HIGHLIGHTS

WEB Complex

- Life/Safety Systems Upgrades
- Replace HVAC systems
- Repurpose space to serve child with special needs
- Building brought up to current code requirements

Remington Building

- Life/Safety System Upgrades
- Partial replacement of HVAC systems
- Convert building from elementary use to high school use
- Building brought up to current code requirements

German Street

- Relocate conference center
- Relocate Adult LPN Program
- Relocate some Operations and Maintenance functions from other buildings.

Project Timeline



Engineers use a jet cleaner and video scope to inspect the foundation drains near the basement at the WEB.

- Contracts with King & King and C&S are scheduled for Board approval.
- BOCES held a meeting with Business Officials to provide financial updates and review of the project.
- Engineers jet cleaned and scoped the foundation drain leading to the basement below the pool. They will provide a report of their findings.
- Construction at German Street is progressing. The ceiling is painted, walls framed, and mechanical installation is progressing.
- The BOCES Facilities Committee met on March 2 to review the BCS and discuss future facilities updates.

The Facilities Committee met on March 2, 2023 to review the Building Condition Surveys with the team from King & King. The BCS identified over \$45 million in work requiring attention in the next five to eight years. While much of this work is included in the current building project, there is a significant list of items yet to be addressed. These items include: asphalt replacement, storefront, window, and flashing replacement, drainage, masonry cleaning, exterior and garage door replacement, foundation repairs, fire-rated wall repairs, building envelope upgrades, and more.

It is important to note that the BCS does not include replacing the WEB or Rem roof systems. However, the design team indicated both will need replacing by 2030 and will appear on the 2027 BCS. The roof work is

Currently estimated at almost \$20 million.

The committee also discussed the need for BOCES to complete annual mini-projects as part of our routine maintenance plan. They discussed and prioritized project ideas including upgrades to the WEB lobby, playgrounds, basement drainage, and various CTE lab upgrades.

The committee reviewed progress with the capital project and discussed the prioritization of later scope items, based on the availability of project funds.

The committee will share their ideas for prioritization with the BOCES Board of Education.

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services**

**2023-2024 Proposed
Administrative and Capital Budgets**



**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget Summary
2023-2024**

	2021-22 Actual Budget	2022-23 Current Budget	2023-24 Proposed Budget	% Change
Board of Education	\$ 80,942	\$109,350	\$113,472	3.77%
District Superintendent	300,416	326,156	344,624	5.66%
Central Administration	208,682	276,292	284,818	3.09%
Business Administration	565,546	611,179	755,051	23.54%
Transfer Charges	<u>14,592</u>	<u>29,284</u>	<u>27,500</u>	-6.09%
Total Current Admin. Costs	<u>\$1,170,178</u>	<u>\$1,352,261</u>	<u>\$1,525,465</u>	<u>12.81%</u>
Post-Employment Health	<u>\$2,096,976</u>	<u>\$2,287,341</u>	<u>\$2,460,000</u>	<u>7.55%</u>
Total Administrative Budget	<u>\$3,267,154</u>	<u>\$3,639,602</u>	<u>\$3,985,465</u>	<u>9.50%</u>

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2023-2024**

	<u>2021-22</u> Actual Budget	<u>2022-23</u> Current Budget	<u>2023-24</u> Proposed Budget
<u>BOARD OF EDUCATION</u>			
Non Instructional Salaries	\$ 8,215	\$ 8,437	\$8,775
Internal Claims Auditor	2,750	2,750	2,750
Supplies	4,480	7,571	7,800
Memberships & Annual Meeting Expenses	10,602	11,330	11,700
Travel Expenses	0	1,030	1,100
Conferences	290	3,200	3,300
Audit/Legal	18,000	21,575	22,300
Other BOCES*	31,457	48,540	50,000
Employee Retirement	1,611	1,042	1,510
Social Security	795	665	856
Health Insurance	1,837	2,339	2,500
Post-Employment Health	740	716	694
Dental/Vision Reimbursement	0	0	0
Workers Compensation	110	112	112
Unemployment Insurance	<u>55</u>	<u>43</u>	<u>56</u>
Total Board of Education	<u>\$80,942</u>	<u>\$109,350</u>	<u>\$113,453</u>

*Labor Relations, Policy Service, Internal Audit

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2023-2024**

	<u>2021-22</u> Actual Budget	<u>2022-23</u> Current Budget	<u>2023-24</u> Proposed Budget
<u>DISTRICT SUPERINTENDENT</u>			
District Superintendent Salary	\$127,614	\$138,061	\$148,974
Office Staff Salaries	66,466	68,260	70,991
Miscellaneous Office Salaries	0	500	500
Supplies and Materials	9,098	12,061	12,400
Contractual Expenses	6,400	15,450	15,900
Travel Expenses	2,662	5,665	5,800
Staff Conferences	10,305	6,200	6,400
Consultants & Lawyer	5,286	5,150	5,300
Other BOCES*	533	40	533
Teachers Retirement (TRS): District Supt.	15,506	14,498	14,636
Employees Retirement (ERS)	9,939	8,191	9,365
Social Security	4,835	5,260	5,560
Health Insurance	25,427	29,880	31,400
Post-Employment Health	13,100	13,238	13,338
Dental/Vision Reimbursement	334	600	300
Workers Compensation Insurance	1,941	2,068	2,151
Unemployment Insurance	<u>970</u>	<u>1,034</u>	<u>1,076</u>
Total District Superintendent	<u><u>\$300,416</u></u>	<u><u>\$326,156</u></u>	<u><u>\$344,624</u></u>

*Labor Relations

District Superintendent Compensation and Expense Disclosure

The District Superintendent's employment agreement is limited to terms and conditions established by the State of New York for state employees in the Management/Confidential Group. The Herkimer BOCES District Superintendent compensation is budgeted from two sources as follows:

State of New York	\$ 43,499
BOCES	<u>148,974</u>
Total*	<u>\$192,473</u>

***Total increase is calculated on total salary (NYS share plus BOCES share)
(This is pending Board action, typically in the summer)**

The District Superintendent is budgeted to provide other benefits to which the BOCES contributes as follows, estimated for 2023-2024:

- Health Insurance (\$7,940)
- Life Insurance (\$470)
- Disability Insurance (\$450)
- Teacher Retirement (\$14,897)
- Annual Dues to Professional Organizations

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2023-2024**

	2021-22 Actual <u>Budget</u>	2022-23 Current <u>Budget</u>	2023-24 Proposed <u>Budget</u>
<u>CENTRAL ADMINISTRATION</u>			
Instructional Salaries	\$ 47,538	\$ 49,885	\$ 51,857
Office Staff Salaries	44,798	47,008	47,695
Supplies and Materials	1,713	5,408	5,600
Contractual Expenses	47,101	38,064	39,200
Travel Expenses	249	515	500
Staff Conferences	648	1,500	1,500
General Liability Insurance	-48	45,000	46,400
Consultants/Lawyers	2,172	12,300	12,700
Other BOCES	19,361	30,232	31,350
Teachers Retirement (TRS)	4,562	5,175	5,186
Employees Retirement (ERS)	6,698	5,521	6,248
Social Security	6,814	7,290	7,616
Health Insurance	19,222	20,140	21,100
Post-Employment Health	6,233	6,201	6,172
Dental/Vision Reimbursement	236	600	200
Workers Compensation	923	969	996
Unemployment Insurance	<u>462</u>	<u>484</u>	<u>498</u>
Total Central Administration	<u><u>\$ 208,682</u></u>	<u><u>\$ 276,292</u></u>	<u><u>\$ 284,818</u></u>

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2023-2024**

	2021-22 Actual Budget	2022-23 Current Budget	2023-24 Proposed Budget
<u>BUSINESS ADMINISTRATION</u>			
Salaries	\$231,831	\$257,698	\$355,135
Equipment	0	0	0
Supplies and Materials	9,554	10,000	9,500
Contractual	104,562	116,995	120,000
Staff Travel	466	150	250
Staff Conferences	1,381	2,500	2,500
Consulting	38,405	10,300	10,600
Interest Expense	0	18,000	18,000
Other BOCES*	19,431	24,800	26,200
Teachers Retirement	3,429	7,381	3,845
Employees Retirement (ERS)	26,082	22,464	41,486
Social Security	16,983	18,550	24,954
Health Insurance	92,944	100,000	115,000
Post-Employment Health	15,649	15,977	21,692
Dental/Vision Reimbursement	1,352	3,000	1,400
Workers Compensation	2,318	2,243	2,993
Unemployment Insurance	<u>1,159</u>	<u>1,121</u>	<u>1,496</u>
Total Business Administration	<u>\$565,546</u>	<u>\$611,179</u>	<u>\$755,051</u>

*State Aid Planning, Teacher Recruiting, Coop Purchasing/Bidding, Workers Comp. Admin.

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2023-2024**

	<u>2021-22 Actual Budget</u>	<u>2022-23 Current Budget</u>	<u>2023-24 Proposed Budget</u>
<u>TRANSFER CHARGES</u>			
Operation and Maintenance	0	0	0
Telephone	1,184	8,964	8,000
Computer Support	13,408	14,420	14,000
Printing	0	0	5,000
Cooperative Purchasing	0	0	0
Staff Development	<u>0</u>	<u>750</u>	<u>500</u>
Total Transfer Charges	<u><u>\$14,592</u></u>	<u><u>\$29,284</u></u>	<u><u>\$27,500</u></u>
Total Current Administrative Costs	<u><u>\$1,170,178</u></u>	<u><u>\$1,352,261</u></u>	<u><u>\$1,525,465</u></u>
<u>POST EMPLOYMENT HEALTH INSURANCE</u>			
Post-Employment Benefits	\$ 2,096,976	\$2,287,341	\$2,460,000
Total Undistributed	<u><u>\$ 2,096,976</u></u>	<u><u>\$2,287,341</u></u>	<u><u>\$2,460,000</u></u>
Total Administrative Budget	\$3,267,154	\$3,639,602	\$3,985,465
			9.50%¹

¹ Change from 2022-2023 Budget

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget Revenues
2023-2024**

<u>District</u>	RWADA		2022-2023 Current Admin Budget	2023-24 Proposed Admin Budget
	<u>2022-2023</u>	<u>2023-2024</u>		
Central Valley	2,224	2,097	\$ 897,161	\$968,651
Dolgeville	797	752	321,510	347,366
Frankfort-Schuyler	839	784	338,452	362,147
Herkimer	1,142	1,087	460,683	502,109
Little Falls	1,020	1,005	411,468	464,232
Mount Markham	1,113	1,082	448,984	499,800
Owen D. Young	173	178	69,788	82,222
Poland	587	567	236,796	261,910
Richfield Springs	433	424	174,672	195,855
West Canada Valley	<u>709</u>	<u>652</u>	<u>286,010</u>	<u>301,173</u>
Totals for School Districts	9,037	8,628	\$3,645,524	\$3,985,465

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Capital Budget
2023-2024**

	<u>2021-22</u> Actual Budget	<u>2022-23</u> Current Budget	<u>2023-24</u> Proposed Budget
<u>CLASSROOM RENTALS</u>			
Central Valley	\$163,850	\$184,000	\$212,000
Dolgeville	7,500	7,500	7,500
Frankfort-Schuyler	0	0	0
Herkimer	7,500	7,500	7,500
Owen D. Young	6,500	6,500	6,500
Poland	0	0	0
Richfield Springs	0	0	0
Summer Programs	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Classrooms	\$210,350	\$230,500	\$258,500
<u>OTHER FACILITY RENTALS</u>			
HARC	\$114,342	\$258,500	\$400,000
One-Stop	7,000	7,000	7,000
Oneida BOCES	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
Total Other Facilities	\$139,342	\$283,500	\$425,000
<u>CAPITAL EXPENDITURES</u>			
Bonds & Energy Perform.	\$1,126,225	\$1,125,000	\$1,100,000
Capital Project	0	0	12,000,000
Capital Fund	<u>0</u>	<u>150,000</u>	<u>150,000</u>
Total Capital Expenditures	\$1,126,225	\$1,275,000	\$13,250,000
Total Expenditures	<u>\$1,475,917</u>	<u>\$1,789,000</u>	<u>\$13,933,500</u>
<u>REVENUES</u>			
Charge to Districts	\$1,356,917	\$1,648,000	\$13,797,000
Program Charges	72,000	78,000	78,000
Preschool Programs	39,500	55,500	51,000
Other Programs	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
Total Revenues	<u>\$1,475,917</u>	<u>\$1,789,000</u>	<u>\$13,933,500</u>

**RWADA Charges
Capital Budget
By School District
2023-2024**

<u>District</u>	<u>Rental</u>	<u>DASNY Bonds</u>	<u>Capital Project</u>	<u>Total</u>
Central Valley	\$ 169,403	\$ 258,353	\$3,330,320	3,758,076
Dolgeville	60,749	88,213	503,200	652,163
Frankfort-Schuyler	63,334	120,031	1,177,440	1,360,805
Herkimer	87,812	124,032	1,585,440	1,797,284
Little Falls	81,187	116,697	1,385,280	1,583,164
Mount Markham	87,408	138,703	1,500,960	1,727,070
Owen D. Young	14,379	26,959	262,560	303,899
Poland	45,804	73,543	712,200	831,547
Richfield Springs	34,252	64,779	609,480	708,511
West Canada Valley	<u>52,671</u>	<u>88,690</u>	<u>933,120</u>	<u>1,074,481</u>
Capital District Charges	<u>\$697,000</u>	<u>\$1,100,000</u>	<u>\$12,000,000</u>	<u>\$13,797,000</u>

*note that different RWADA levels apply to different parts of the capital budget: for the remaining debt on the 2010 project, the 2010 RWADA is used, for the capital project, the 2022 RWADA is used, and for the rentals and leases for 2024, the 2023-24 RWADA is used

**Herkimer BOCES
RWADA Administrative and Capital Charges
2022-23 and 2023-24**

District	Current 2022-23 Budgets			Proposed 2023-2024 Budgets			Change	
	Administrative	Capital	Total	Administrative	Capital	Total	Dollar	Percent
Central Valley	\$ 893,323	\$ 392,934	\$1,286,257	\$968,651	\$ 3,758,076	\$ 4,726,727	\$2,970,469	230.9%
Dolgeville	320,134	136,343	456,477	347,366	652,163	999,528	1,043,051	228.5%
Frankfort-Schuyler	337,004	171,315	508,319	362,147	1,360,805	1,722,952	1,214,633	239.0%
Herkimer	458,712	192,942	651,654	502,109	1,797,284	2,299,393	1,647,739	252.9%
Little Falls	409,707	178,380	588,087	464,232	1,583,164	2,047,396	1,459,309	248.1%
Mount Markham	447,063	206,268	653,331	499,800	1,727,070	2,226,870	1,573,539	240.8%
Owen D. Young	69,490	37,584	107,074	82,222	303,899	386,121	249,047	232.6%
Poland	235,783	109,186	344,696	261,910	831,547	1,093,457	748,489	217.0%
Richfield Springs	173,925	91,310	265,235	195,855	708,511	904,366	639,131	241.0%
West Canada Valley	<u>284,787</u>	<u>131,737</u>	<u>416,524</u>	301,173	1,074,481	1,375,654	959,129	230.3%
Total	<u>\$3,629,928</u>	<u>\$1,648,000</u>	<u>\$5,277,928</u>	<u>\$3,985,465</u>	<u>\$13,797,000</u>	<u>\$17,782,465</u>	<u>\$12,504,537</u>	<u>236.9%</u>

*note that different RWADA levels apply to different parts of the capital budget: for the remaining debt on the 2010 project, the 2010 RWADA is used, for the capital project, the 2022 RWADA is used, and for the rentals and leases for 2024, the 2023-24 RWADA is used



Jones, Jennifer <jjones@odycsd.org>

Registration Open for the Policy and Superintendent Evaluation Workshops

1 message

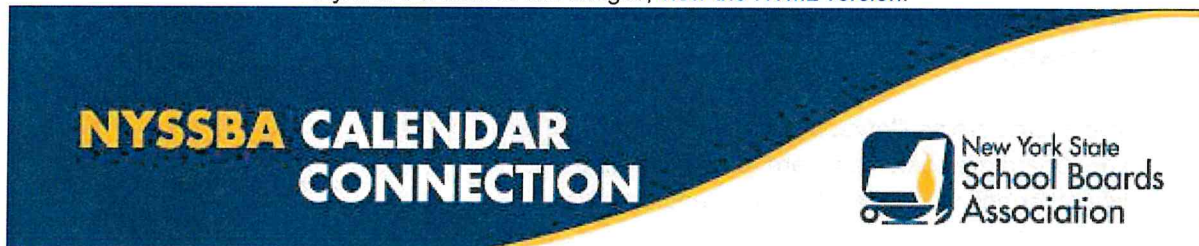
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To: jjones@odycsd.org

Tue, Mar 7, 2023 at 11:48 AM

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Policy Issues Workshop

Your board can learn how the 2022 U.S. Supreme Court decision *Kennedy v. Bremerton* has changed the landscape for school policy.

- Where has the Supreme Court drawn the line on the separation of church and state in public schools?
- How must school district policies be written to be in line with the recent Supreme Court decision?
- What other recent policy changes should your board consider to keep your manual current?

Date and Time:

Wednesday, April 26, 8:30 to 11:30 a.m.

[Register Now](#)

This is a live virtual workshop. Attend via computer, tablet or mobile device.

Superintendent Evaluation Workshop

School board members have a legal responsibility to evaluate their superintendent on an annual basis.

Communication, transparency, clear expectations – these are the hallmarks of a high-functioning Board/Superintendent relationship.

Your board will review best practices for designing an evidence-based evaluation process that will:

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**Leadership in Education
Event
July 28-29, 2023**

**Registration Opens April
10.**

**2023 Annual Convention
& Education Expo
October 26-28, 2023**

**Registration Opens
August 8.**

- Overcome challenges.
- Foster meaningful conversations.
- Strengthen relationships on your governance team.

Date and Time

March 11: 8:00 a.m. - Noon

September 22: 8:00 a.m. - Noon

[Register Now](#)

CTLE Credit is available from NYSSBA for participation for this event.

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**Agenda for the March 30, 2023
Annual Meeting
6pm**

- I. Welcome

- II. Call to Order
 - Pledge of Allegiance
 - Approval of 2022 Minutes
 - Joseph Ciccone, Frankfort-Schuyler CSD Board President

- III. Outstanding Community Partner Award – Mark Scalise and Foltsbrook Center for Nursing and Rehabilitation

- IV. Your Kids, Your BOCES Presentation
 - Sandra Sherwood, District Superintendent

- V. Introduction of BOCES Board Candidates
 - Respective component superintendents
 - BOCES board candidates will address the audience

- VI. Adjournment
 - Joseph Ciccone



Jones, Jennifer <jjones@odycsd.org>

Save The Date: 2023 Annual School Law Conference

1 message

Ferrara Fiorenza PC <news@ferrarafirm.com>

Fri, Mar 3, 2023 at 8:30 AM

To: Quendryth Marshall <jjones@odycsd.org>



FERRARA FIORENZA PC

ATTORNEYS AND COUNSELORS AT LAW

FERRARA FIORENZA PC
ANNUAL
SCHOOL LAW
CONFERENCE

JULY
27
2023

Turning Stone Resort
Verona, New York
More Details Coming Soon!

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