

20104 STATE ROUTE 3 WATERTOWN, NY 13601 BOCES.COM (315) 779-7000

BOARD AGENDA

Wednesday, March 15, 2023 Board Room, Administration Building Watertown, New York 6:00 p.m.

Mr. Todd's #286-4554

Call to Order Flag Salute

Public Comment

Presentation

> Welding Presentation and Tour – Don Snyder, Instructor

CONSENT AGENDA

- 1. Approve minutes of February 15, 2023
- 2. Accept Internal Claim's Auditor's Report
- pp. 5-6 3. Approve Budget Transfers

REGULAR AGENDA

pp. 7-17 4. Personnel Items –

pp. 3-4

5. Out-of-State Travel -

L. LaRose-Collins, J. Collins, L. Gaffney and M. Trainor to National Community Schools and Family Engagement Conference, O6/O6-O9/23, Philadelphia, PA Downtown Marriott as a pass through Fort Drum Regional Full-Scale Community Schools for an approximate cost of \$5,904

- M. Pennock to Region 1 and Pennsylvania Leadership Conference, O5/O3-O5/23, Bucks County Community College, Newtown, PA at an approximate cost of \$1,281. Mary will be presenting at the conference.
- 6. Approve the 2023-2024 budget of \$58,322,937 and major changes and tuitions as presented. Furthermore, the Board set the Central Administration budget at \$4,616,596 for approval by component districts on April 25, 2023
- 7. Approve the Jefferson-Lewis BOCES services request and contract for 2023-2024 with Madison-Oneida BOCES
- pp. 18-19 8. Approve a lease amendment with Madison-Oneida BOCES retroactive to O7/O1/22, for two satellite office locations and not three satellite office locations

- p. 20 9. Declare the enclosed list to be surplus and be discarded
- p. 21 10. Approve the 2023-24 12-month employees' holiday schedule
 - 11. Approve for the summer of 2023, 12-month staff an option to work their regular work hours over a 4-day work week instead of the shortened day. Advanced scheduling must be done which would still provide 5-day departmental coverage. Staff will be required to decide between the 4-day work week or 5-day hour less per day prior to the summer schedule start date of July 3, 2023-September 1, 2023
 - 12. Board Reports

03/03/23 – Conversation with Assemblymen Blankenbush, Gray and Senator Walczyk- G. Rice 03/11/23 – Odyssey of the Mind – G. Rice

03/14/23 - CTE Advisory Committee Meeting -

pp. 22-23 Enclosed Enclosed

p. 24

Administration Reports – District Superintendent –
 Assistant Superintendent for Programs L. LaRose-Collins – Departmental Goals Progress Reports
 Assistant Superintendent for Business M. Traynor – Departmental Goals Progress Reports

- Board Election Update -
 - 15. Issues/Current Topics –
 - 16. Adjournment -

Calendar

- March 14 CTE Advisory Committee Meeting 1:00 pm
 - 21 BOCES Personnel Committee Meeting HGSTC Conf Room B 2:00 pm
 - 30 JLSBA National Honor Society Ceremony WHS 6:00 pm
- April O5 Recruitment Day @ HGSTC BOCES Annual Meeting/Board Meeting Watertown 6:00/6:30 p.m.
 - 20 Recruitment Day @ BTC
 - 25 Districts vote on BOCES Central Administration Budget & Election of Members to the Board
 - 28 SkillsUSA State Competition Ceremony Syracuse NYS Fairgrounds



20 10 4 STATE ROUTE 3 WATERTOWN, NY 1360 1 BOCES.COM

Stephen J. Todd
DISTRICT SUPERINTENDENT

(315) 779-7000 (315) 377-7000 (800) 356-4356

FOR PROGRAMS

ASSISTANT SUPERINTENDENT

(800) 356-4356

Leslie A. LaRose-Collins

(315) 779-7009 (315) 377-7009 **Michele A. Traynor** ASSISTANT SUPERINTENDENT

FOR BUSINESS

FAX:

March 7, 2023

Board of Education Jefferson Lewis BOCES Watertown, NY 13601

Board of Education:

During my claims audit procedures conducted in February 2023, we received approximately 741 claims, with a total of \$7,947,524.04, and have noted no findings. I have approved all claims presented as valid claims against the District.

I understand the fiduciary duty of the Board of Education, as well as the role of the claims auditor in insuring that all disbursements are valid and handled according to the provisions of the Education Law and Board's policies and procedures.

Should you have any questions regarding anything included in this report, please do not hesitate to contact me at 315-779-7021.

Sincerely,

Susan Farr Claims Auditor



20 10 4 STATE ROUTE 3 WATERTOWN, NY 1360 1 BOCES.COM (315) 779-7000 (315) 377-7000 (800) 356-4356 FAX: (315) 779-7009 (315) 377-7009

Stephen J. Todd
DISTRICT SUPERINTENDENT

Leslie A. LaRose-Collins
ASSISTANT SUPERINTENDENT
FOR PROGRAMS

Michele A. Traynor
ASSISTANT SUPERINTENDENT
FOR BUSINESS

Jefferson Lewis BOCES Warrant Summary - February 2023

The following claims on warrants listed below have been duly audited and ordered paid:

Warrant Number	Fund	Beg Check/ACH Number	End Check/ACH Number	Approved number of Claims	Approved amount
February 2023					
	VOID	220770	220770	-1	-\$44.85
82	A&F	220771	220884		
		16341	16395	400	\$1,555,086.24
	VOID	16376	16376	-1	-\$1,873.44
83	Dental/Vision	628	636	9	\$3,150.27
84	Health Insurance	2808	2808	1	\$713,694.00
85	BOCES Aid	16396	16413	18	\$5,218,024.00
86	A&F	220885	220885		
		16414	16414	2	\$8,873.44
87	Payroll Warrant	220886	220886	1	\$49.66
88	A&F	220887	220983		
		16415	16473	254	\$289,798.25
88	Void	220953	220953	-1	-\$6,848.00
89	Dental/Vision	637	641	6	\$1,687.79
90	A&F	220984	220985	2	\$6,722.06
92	EFT			51	\$159,204.62
otal				741	\$7,947,524.04

The detailed documents supporting the claims listed above have been reviewed and approved and the payment of each certified claim verified that it was charged to the proper fund.

Swan Fare
Susan Farr, Claims Auditor

<u>316123</u>

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Budgetary Transfer Report

Fiscal Year: 2023

Current Appropriation - Effective From: 07/01/2022 To: 03/03/2023

Effective Date	Trans ID	Transaction Description Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
Fund: A - GEN	NERAL FUND					
03/01/2023	012463	Reallocate budget for proper coding of pers	onnel			
		A334-6711-160-00-000 R	Salary-Support	-3,000.00		
		A334-6711-161-00-000 R	Salary-Extra Pay		3,000.0	0
03/01/2023	012468	Reallocate budget for proper coding of pers	connel and benefits			
		A365-7117-150-00-000 R	Certified Salaries	-3,000.00		
		A365-7117-811-00-000 R	NYS TRS	-100.00		
		A365-7117-160-00-000 R	Salary-Support		3,000.0	0
		A365-7117-813-00-000 R	NYS ERS		100.0	0
03/01/2023	012531	Reallocated budget for proper coding of per	rsonnel and benefits			
		A385-5510-150-03-000 R	Certified Salaries	-200.00		
		A385-5510-816-03-000 R	Health Insurance	-302.00		
		A385-5510-151-03-000 R	Salary-Extra Pay		300.0	0
		A385-5510-811-03-000 R	NYS TRS		200.0	0
		A385-5510-814-03-000 R	Medicare		1,0	0
		A385-5510-815-03-000 R	Social Security		1.0	0
3/01/2023	012543	Reallocated budget for proper coding of per	sonnel and benefits			
		A515-6114-811-03-000 R	NYS TRS	-700.00		
		A515-6114-160-03-000 R	Salary-Support		400.0	0
		A515-6114-813-03-000 R	NYS ERS		300.0	0
03/01/2023	012544	Reallocated budget for proper coding of per	sonnel and benefits			
		A602-7111-813-00-000 R	Nys Employee Retirement	-2,700.00		
		A602-7111-816-00-000 R	Health Insurance		2,700.0	0
3/01/2023	012545	Reallocated budget for proper coding of per	sonnel and benefits			
		A604-7131-151-00-000 R	Bus Driver Training	-7,700.00		
		A604-7131-811-00-000 R	Nys Teacher Retirement	-1,000.00		
		A604-7131-160-00-000 R	Salary-Support		7,700.0	0
		A604-7131-813-00-000 R	Nys Employee Retirement		1,000.0	0
3/01/2023	012546	Reallocated budget for proper coding of per	sonnel and benefits			
		A703-4010-813-02-000 R	Nys Employee Retirement	-7,500,00		
		A703-4010-816-02-000 R	Health Insurance		7,500.0	0
3/01/2023	012547	Reallocated budget for proper coding of per	rsonnel			
		A709-3768-150-02-000 R	Instructional Salaries	-2,500.00		
		A709-3768-151-02-000 R	Extra Pay		500.0	0
		A709-3768-156-02-000 R	Salary-Sub Teachers		2,000.0	
3/01/2023	012548	Reallocated budget for proper coding of per				
		A710-4670-150-02-000 R	Instructional Salaries	-100.00		
		A710-4670-155-02-000 R	Salary-Teacher Assts		100.0	0
3/01/2023	012550	Reallocated budget for proper coding of per	epocito Arenina - y meneralizacione propoenciali pr			
		A712-4010-160-02-000 R	Support Salaries	-800.00		
		A712-4010-816-02-000 R	Health Insurance	-1,200.00		
		A712-4010-161-02-000 R	Extra Pay	1,200.00	800.0	O
		A712-4010-813-02-000 R	Nys Employee Retirement		1,200.0	
3/01/2023	012553	Reallocated budget for proper coding of per	20 (200)		7,200.0	•
		A506-6111-161-03-000 R	Extra Pay	-3,500.00		
		A506-6111-813-03-000 R	Nys Employee Retirement	-200.00		
		A506-6111-151-03-000 R	Extra Pay	200.00	3,500.0	n
		A506-6111-811-03-000 R	Nys Teacher Retirement		200.0	
3/01/2023	012554	Reallocated budget for proper coding of per			200.0	U
	J.2007	A706-5010-160-03-000 R	Salary-Support	-5,200.00		
				-5,200.00 -350.00		
		A706-5010-813-03-000 R	Nys Employee Retirement	-350,00	E0 0	10
		A706-5010-150-03-000 R	Instructional Salaries		50.0	
2/04/2022	042557	A706-5010-816-03-000 R	Health Insurance		5,500.0	U
3/01/2023	012557	Reallocated budget for proper coding of per				
		A214-4235-162-02-000 R	Salary-Teacher Aides	-6,500.00		_
		A214-4235-166-02-000 R	Salary-Sub Aides		6,500.0	U

Budgetary Transfer Report

Fiscal Year: 2023

Current Appropriation - Effective From: 07/01/2022 To: 03/03/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
03/01/2023	012558	Reallocated b	udget for proper coding of personnel	and benefits			1
			A585-6709-160-02-000 R	Salary-Support	-3,000.00		
			A585-6709-813-02-000 R	NYS ERS	-1,300.00		
			A585-6709-151-02-000 R	Salary-Extra Pay		1,000.00)
			A585-6709-161-02-000 R	Salary-Extra Pay		2,000.00)
			A585-6709-811-02-000 R	NYS TRS		1,300.00)
03/01/2023	012561	Reallocated b	udget for proper coding of personnel				1
			A208-4240-155-02-000 R	Salary-Teacher Assts	-63,000.00		
			A208-4240-150-02-000 R	Instructional Salaries		63,000.00)
03/01/2023	012562	Proper coding	of costs/increases in utilities				1
			A701-8010-301-05-000 R	Materials/Supplies (IT)	-10,000.00		
			A701-8010-420-01-000 R	Building Renovations	-150,000.00		
			A701-8010-301-01-000 R	Materials/Supplies		10,000.00)
			A701-8010-400-01-000 R	Purchased Services		20,000.00)
			A701-8010-401-01-000 R	Utilities		110,000.00)
			A701-8010-410-01-000 R	Bldg Maintenance		20,000.00)
03/01/2023	012563	Proper coding	of personnel and benefits				1
			A708-6616-150-02-000 R	Instructional Salaries	-250.00		
			A708-6616-155-02-000 R	Salary-Tchr Asst	-16,500.00		
			A708-6616-156-02-000 R	Salary-Sub Teachers	-5,000.00		
			A708-6616-811-02-000 R	Nys Teacher Retirement	-1,900.00		
			A708-6616-151-02-000 R	Extra Pay		1,000.00)
			A708-6616-162-02-000 R	Salary-Teacher Aides		20,500.00)
			A708-6616-166-02-000 R	Salary-Sub Aide		250,00)
			A708-6616-813-02-000 R	NYS ERS		1,900.00)
03/02/2023	012577	Reallocate bu	dget for professional development				1
			A602-7111-200-00-000 R	Equipment	-2,000.00		
			A602-7111-400-00-000 R	Purchased Services		2,000.00	
03/02/2023	012602	Proper coding	of personnel and benefits				1
			A518-6211-150-03-000 R	Instructional Salaries	-10,000.00		
			A518-6211-153-03-180 R	Instructional Salary-RTTT	-71,652.00		
			A518-6211-811-03-000 R	Nys Teacher Retirement	-10,200.00		
			A518-6211-812-03-000 R	Workers Comp	-300.00		
			A518-6211-814-03-000 R	Medicare	-580,00		
			A518-6211-815-03-000 R	Social Security	-10,880.00		
			A518-6211-153-03-201 R	Instructional Salary		71,652.00	כ
			A518-6211-160-03-000 R	Support Salaries		10,000.00	ס
			A518-6211-811-03-201 R	Nys Teacher Retirement		4,200.00)
			A518-6211-812-03-201 R	Workers Comp		300.00	כ
			A518-6211-814-03-201 R	Medicare		580.00)
			A518-6211-815-03-201 R	Social Security		2,480.00)
			A518-6211-816-03-000 R	Health Insurance		6,000.00)
			A518-6211-816-03-201 R	Health Insurance		8,400.00)
03/02/2023	012690	Reallocated bi	udget for proper coding of personnel				1
			A622-7017-160-00-000 R	Salary-Support	-42,000.00		
			A622-7017-816-00-000 R	Health Insurance	-10,000.00		
			A622-7017-150-00-000 R	Certified Salaries		52,000.00	
			Total for Fund A - GENERAL FUND		-455,114.00	455,114.00	0

Personnel Agenda March 15, 2023

Retirements

Name: Angela C. Bartelotte, Typist, effective 07/31/23

Name: Kris D. Biazzo, Coordinator Distance Learning, effective 07/01/23 Name: Louisa J. Caldwell, Occ Ed Teacher Assistant, effective 06/30/23

Name: Joyce K. Deem, Teacher Support Person, effective 06/23/23 Name: Deanna L. Doviak, Teacher Assistant, effective 07/01/23

Name: Michael J. Fortunato, Plumbing and HVAC Instructor, effective 07/01/23

Name: Rebecca M. Kelley, Speech Therapist, effective 07/01/23

Resignations

Name: Arielle L. Kranbuhl, Occ Ed Teacher Assistant, effective 02/28/23, with the District Superintendent authorizing the waiver of

the 30-day notice

Name: Mark L. Rice, Part-time Jobs Skills Training Instructor, effective 03/07/23

Classified Appointments

Name: Caitlin R. Blacksten, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 03/13/23

Salary: TSP Scale, \$18,898, prorated from 03/13/23

Name: Sierra G. Conners, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 03/06/23

Salary: TSP Scale, \$18,689, prorated from 03/06/23 Name: Maelisa B. Roggie, Occ Ed Teacher Aide

Appointment Type: Permanent

Start Date: 03/20/23

Salary: Occ Ed Scale, Level 1, \$18,879, prorated from 03/20/23 Name: Mercedes R. Stevens, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 03/06/23

Salary: TSP Scale, \$19,489, prorated from 03/06/23

Name: Albena C. Thomas, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 03/06/23

Salary: TSP Scale, \$18,889, prorated from 03/06/23

Name: Shelby A. Vrooman, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 02/27/23

Salary: TSP Scale, \$21,479, prorated from 02/27/23

Provisional Civil Service Appointment

Name: Alice J. Busler, Account Clerk/Typist

Appointment Type: Provisional

Start Date: 03/16/23

Salary: Account Clerk/Typist Scale, Level 5, \$32,336, prorated from 03/16/23

Name: Heath A. LaLone, Custodian Appointment Type: Provisional

Start Date: 02/28/2023

Salary: Custodian Scale, Level 4, \$32,611, prorated from 02/28/23

Jefferson-Lewis BOCES

Personnel Agenda March 15, 2023

Reinstatement Civil Service

Name: Lorraine G. Brosemer, .4 FTE Occupational Therapist

Appointment Type: Reinstatement

Start Date: 03/06/23

Salary: \$69,852, prorated from 03/06/23 to .4 FTE

Additional Work

Name: Stacey J. Berry, Adult Education Evening CDL Intructor @ \$35/hr. 3-6 pm as needed

Substitutes

Name: Nathanial Aubin Name: Eve R. Potter Name: Jackie L. Russell



Serving BOCES:

Herkimer-Fulton-Hamilton-Otsego Jefferson-Lewis-Hamilton-Herklmer-Oneida Madison-Oneida Oneida-Herkimer-Madison

To:

Lisa Decker, Deputy Superintendent of Finance and Operations

Madison-Oneida BOCES

From:

Heather Mahoney, Executive Director

Mohawk Regional Information Center

Date:

February 15, 2023

Re:

Lease Agreement - Jefferson-Lewis BOCES

Attached is a lease amendment for Board consideration:

> Jefferson-Lewis BOCES: The MORIC has used three (3) different satellite office locations within the Jefferson-Lewis BOCES campuses to house staff to support districts and to house equipment in order to allow for both the upkeep and backup of services. The lease needs to be amended because one (1) of the satellite offices are no longer needed. This will result in two (2) remaining locations at the Jefferson-Lewis BOCES campus in Watertown.

Mr. Steven Pearce, a Madison-Oneida BOCES School Attorney, has reviewed the terms of this lease agreement.

I recommend and request Board approval for this contract on behalf of MORIC component districts.

Att: (1)

Amendment
of
Lease Agreement
between
Jefferson-Lewis BOCES
and
Madison-Oneida BOCES

October 2, 2023

Whereas, the Jefferson-Lewis BOCES ("Landlord"), and the Madison-Oneida BOCES ("Tenant"), (collectively, the "Parties"), entered into a Lease Agreement ("Agreement") to cover the period of July 1, 2019 to June 30, 2024, whereby Tenant leased from Landlord 3 Sites for Mohawk Regional Information Center staff & equipment; and

Whereas, Tenant has experienced an unexpected retirement of a Regional Information Center staff member which retirement has impacted Tenant's need for space originally leased under the Agreement; and

Whereas, the Agreement provides, at Section 17, the ability for the parties to renegotiate and modify the terms thereof "... in exceptional cases when there is a significant change of circumstances of one of the Parties ..."; and

Whereas, the Parties have acknowledged the retirement referenced above to be an exceptional case causing a significant change of circumstances for Tenant.

Now, Therefore, the Parties agree as follows.

- 1. Section 1. <u>Leased Premises</u>, sub-section a., shall be amended to eliminate reference to the "320 square feet of Office Space at Adult Learning, (or equivalent space) on the Howard G. Sacketts [sic] Campus, Glenfield, New York."
- 2. By elimination of the language set forth in "1" above, Landlord shall be released from its obligation to lease to Tenant, and Tenant shall be released from its obligation to lease from Landlord the referenced space on the Howard G. Sackett Campus.
- 3. In recognition of the reduction of space leased under the Agreement, Section 3. <u>Rent</u> shall be amended to revise the annual rent for the Demised Premises to the sum of Fourteen Thousand Nine Hundred Eighty and Zero Cents (\$14, 980), retroactive to July 1, 2022.
- 4. All other provisions of the Agreement shall continue and remain unchanged.

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[Signatures Next Page]

ITEMS TO BE SCRAPPED OR SENT TO AUCTION FOR BOARD APPROVAL

Tag Number	Item Description	Location	Recommendation
	Dell Laptop	ВТС	Scrap
	Dell Laptop	ВТС	Scrap
11419	Cash Drawer	HGS	Scrap
1160	Projection Smart Board	ВТС	Scrap
26988	Dell 3301	Admin	Scrap
26994	Dell 3301	Admin	Scrap
24262	Dell 3301	Admin	Scrap
1353	Dell 3301	Admin	Scrap
1277	Dell 3301	Admin	Scrap
25586	Dell 3301	Admin	Scrap
2679	Dell 3301	Admin	Scrap
24589	Dell 3301	Admin	Scrap
2341	Dell 3301	Admin	Scrap
661	Dell 3301	Admin	Scrap
24783	Dell 3301	Admin	Scrap
26599	Dell 3301	Admin	Scrap
26710	Dell 3301	Admin	Scrap
26718	Dell 3301	Admin	Scrap
13508	HP Laserjet	HGSTC	Scrap
2177/23969	Dell T3600	HGSTC	Scrap
978	Dell 1650	HGSTC	Scrap
838	Dell 3600	HGSTC	Scrap
23961	Dell 3600	HGSTC	Scrap
941	Dell 3600	HGSTC	Scrap
2063	Dell 3600	HGSTC	Scrap
2312	Dell 3600	HGSTC	Scrap
948	Dell 3600	HGSTC	Scrap
23840	Mitsubishi wd570U	HGSTC	Scrap
16815	HPJetdirect 300x	HGSTC	Scrap
21678	Mitsubishi XD46OU	HGSTC	Scrap
21699	Dell Latitude D620	HGSTC	Scrap
24682	Epson Powerlite	HGSTC	Scrap
24411	TrippLite 2200 UPS	HGSTC	Scrap
23767	TrippLite 2200 UPS	HGSTC	Scrap
2192	Dell T3600	HGSTC	Scrap

12-MONTH EMPLOYEES' HOLIDAY SCHEDULE SURVEY JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOCES

2023-2024

DAYS THAT OFFICES WILL BE CLOSED:

•	July 4th	Tuesday	4 th of July
•	September 4	Monday	Labor Day
•	October 9	Monday	Columbus Day
•	November 10	Friday	Veteran's Day Holiday
•	November 23	Thursday	Thanksgiving Day Holiday
	November 24	Friday	Day after Thanksgiving
	December 22	Friday	Friday Before Christmas Holiday
•	December 25	Monday	Christmas Holiday
•	January 1	Monday	New Year's Holiday
•	January 15	Monday	Martin Luther King, Jr.
	February 19	Monday	Presidents' Day
•	May 27	Monday	Memorial Day
•	June 19	Wednesday	Juneteenth Holiday

*Legal Holidays

Board Approved



20104 STATE ROUTE 3 WATERTOWN, NY 13601 BOCES.COM (315) 779-7000

TO:

Stephen J. Todd

District Superintendent

FROM:

Patricia L. LaClair

Clerk of the Board

DATE:

March 6, 2023

RE:

Information for Members of the Board - Update

Update on Election of Members to the Board

March 27, 2023 is the deadline for component Boards of Education to nominate individuals for election to the Board of Cooperative Educational Services. The term of office for three (3) of the vacancies is three (3) years beginning on July 1, 2023 and concludes on June 30, 2026. The term of office for one (1) of the vacancies is two (2) years beginning immediately following the election on April 25, 2023 and concludes on June 30, 2025.

On February O2, 2O23, the Belleville Henderson Central School District Board of Education nominated Alice Draper

On February 07, 2023, the Watertown City School District Board of Education nominated Peter Monaco

On February 14, 2023, the South Lewis Central School District Board of Education nominated Grace Rice

On February 28, 2023, the Alexandria Central School District Board of Education nominated Stephen Dreizler

The BOCES Annual Meeting will be held on April O5, 2023 at the Jefferson-Lewis BOCES, Administration Building, Conference Rooms A/B, 20104 State Route 3, Watertown, NY 13301. The Annual Meeting will be preceded by a buffet dinner at 6:00 p.m. in the Culinary Arts Room located at the Bohlen Technical Center. On April 25, 2023 component school board members will meet in their individual districts to vote on the proposed 2023-2024 administration budget and cast ballots to elect members to the BOCES