



BOCES
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20104 STATE ROUTE 3
WATERTOWN, NY 13601
BOCES.COM

(315) 779-7000

**JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOARD OF
COOPERATIVE EDUCATIONAL SERVICES**

ANNUAL MEETING
Jefferson-Lewis BOCES
Administration Building
Conference Rooms A/B
20104 State Route 3
Watertown, NY 13601

April 05, 2023
7:15 p.m.

AGENDA

Call to Order Dr. Sandra Young-Klindt, President, Jefferson-Lewis-Hamilton-Herkimer-
Oneida Board of Cooperative Educational Services
Chairperson of the Annual Meeting

Pledge of Allegiance

Introduction of Members of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative
Educational Services

Notice of Annual Meeting

Patricia L. LaClair
Clerk of the Board

Approval of Minutes of the 2022 Annual Meeting

Presentation of the Proposed 2023-2024 BOCES Budget

Stephen J. Todd
District Superintendent
Chief Executive Officer

General Questions Pertaining to the Budget and Programs

Adjournment

Dr. Sandra Young-Klindt
Chairperson



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BOARD AGENDA

Wednesday, April 05, 2023
Board Room, Administration Building
Watertown, New York
7:30 p.m.

Mr. Todd's #286-4554

Call to Order
Flag Salute

Public Comment

CONSENT AGENDA

1. Approve minutes of March 15, 2023
2. Accept Internal Claim's Auditor's Report
3. Approve Budget Transfers

REGULAR AGENDA

4. Personnel Items –

5. Out-of-State Travel –

C. Steckly and J. White to the International Center for Leadership in Education 2023 Model Schools Conference, 06/25-28/23, Orlando, FL, @ an approximate cost of \$6,200

M. Douglas, R. Fulkerson and J. Ginger to the Southern Regional Education Board (SREB) Making Schools Work Conference, 07/18-21/23, Orlando, FL, @ an approximate cost of \$6,000

6. Authorize the administration to obtain cash flow projections from Fiscal Advisors, Inc., to solicit quotations for a revenue anticipation note totaling up to \$4 million for 2023-2024

7. Authorize the revision to 9.20 Authorization of Payment for Recurring Bills on an as needed basis from the reorganizational meeting of July 6, 2022

8. Approve the revision of co-lead advisors of SkillsUSA @ HGSTC to just one lead advisor of Geoffrey Buckingham for the 2022-23 school year

9. Approve the 2023-2024 Payroll Schedule

10. Declare to be surplus and be discarded

Tag Number	Item Description	Location	Recommendation
1740	Fellowes 500 LL Shredder	BTC	Scrap
26335	EPSON Color Printer	BTC	Scrap

11. Board Report
JLSBA National Honor Society Recognition 03/30/23 – S. Klindt, G. Rice

pp. 21-22

12. Administration Reports – District Superintendent –
Assistant Superintendent for Programs L. LaRose-Collins –
Assistant Superintendent for Business M. Traynor –
13. Issues/Current Topics –
14. Adjournment -

Calendar

- | | | |
|-------|----|--|
| April | 25 | Districts vote on BOCES Central Administration Budget & Election of Members to the Board |
| | 28 | SkillsUSA State Competition Ceremony – Syracuse NYS Fairgrounds |
| May | 9 | CTE Advisory Committee Meeting – BTC Collaborative Learning Lab – 1:00 pm |
| | 10 | BOCES Board Meeting – Lewis County Extension Center – 6:00 pm |
| | 16 | National Honor Society Induction - HGSTC – Adult Learning Center – 7:00 pm |
| | 22 | JLSBA Presentation/Annual Meeting with Guest Speaker, Robert Schneider, Executive Director of the NYSSBA – Tug Hill Vineyards – 5:15/6:00 pm |
| | 23 | National Honor Society Induction – BTC - 7:00 pm |
| | 25 | Career Jam – Watertown Fairgrounds Ice Arena – 8:30 am |
| | 31 | SkillsUSA Banquet – HGSTC – 6:00 pm
Signing Day @ BTC |
| June | 1 | Signing Day @ HGSTC |
| | 8 | HGSTC Awards Day – South Lewis High School - 9:00 am
High School Equivalency Graduation – Hilton Garden Inn – 6:15 pm |
| | 9 | BTC Awards Day – Dulles State Office Building – 9:00 am |
| | 12 | ACES Graduation – Watertown ACES Building – 1:00 pm |
| | 21 | BOCES Board Meeting – Retiree Recognition – Watertown – 6:00 pm |
| | 23 | Adult Practical Nursing Graduation – Hilton Garden Inn – Watertown – 10:00 am |



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Stephen J. Todd
DISTRICT SUPERINTENDENT

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

Leslie A. LaRose-Collins
ASSISTANT SUPERINTENDENT
FOR PROGRAMS

FAX:
(315) 779-7009
(315) 377-7009

Michele A. Traynor
ASSISTANT SUPERINTENDENT
FOR BUSINESS

March 31, 2023

Board of Education
Jefferson Lewis BOCES
Watertown, NY 13601

Board of Education:

During my claims audit procedures conducted in March 2023, we received approximately 1545 claims, with a total of \$2,686,476.80, and have noted no findings. This amount is minus the EFT Warrant, as it will not be finalized until after the first of the month. 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



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ASSISTANT SUPERINTENDENT
FOR PROGRAMS

Michele A. Traynor
ASSISTANT SUPERINTENDENT
FOR BUSINESS

**Jefferson Lewis BOCES
Warrant Summary - March 2023**

The following claims on warrants listed below, minus the EFT warrant, have been duly audited and ordered paid:

Warrant Number	Fund	Beg Check/ACH Number	End Check/ACH Number	Approved number of Claims	Approved amount
March 2023					
94	A&F	220989	221093		
		16474	16524	316	\$1,446,814.69
95	Dental/Vision	642	649	8	\$2,867.37
96	Health Insurance	2816	2816	1	\$707,284.00
88	Voids	16449	16473	-2	-\$3,898.25
97	Capital Fund	1051	1051		
		140	140	2	\$15,289.90
98	Medicare Reimbursements	221094	221147		
		16525	17227	893	\$124,922.90
V94	Voids	221090	221090	-1	-\$7,624.33
100	A&F	221148	221230		
		17228	17318	324	\$399,995.32
V100	Void	221166	221166	-1	-\$550.00
101	Dental/Vision	650	652	3	\$825.20
103	A&F	221231	221232	2	\$550.00
Total				1545	\$2,686,476.80

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.


Susan Farr, Claims Auditor

3/31/23
Date

Jefferson-Lewis BOCES

Budgetary Transfer Report

Fiscal Year: 2023

Current Appropriation - Effective From: 07/01/2022 To: 03/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
Fund: A - GENERAL FUND							
03/03/2023	012714	Proper coding of benefits					1
			A001-1250-813-00-000 R	Nys Employee Retirement	-760.00		
			A001-1240-813-00-000 R	Nys Employee Retirement		760.00	
03/03/2023	012726	Reallocated budget for proper coding of personnel and benefits					1
			A101-3010-816-01-000 R	Health Insurance	-11,059.66		
			A101-3020-157-01-000 R	Salary-Stipends	-100.00		
			A101-3020-816-01-000 R	Health Insurance	-58,667.70		
			A101-3110-150-01-000 R	Instructional Salaries	-150.00		
			A101-3210-812-01-000 R	Workers Comp	-121.66		
			A101-3340-812-01-000 R	Workers Comp	-488.36		
			A101-3410-816-01-000 R	Health Insurance	-694.31		
			A101-3440-812-01-000 R	Workers Comp	-217.93		
			A101-3510-150-01-000 R	Instructional Salaries	-100.00		
			A101-3640-150-01-000 R	Instructional Salaries	-595.54		
			A101-3640-811-01-000 R	Nys Teacher Retirement	-41.83		
			A101-3670-150-01-000 R	Instructional Salaries	-171.32		
			A101-3670-816-01-000 R	Health Insurance	-99.69		
			A101-3763-150-01-000 R	Instructional Salaries	-150.00		
			A101-3860-816-01-000 R	Health Insurance	-210.05		
			A101-3960-816-01-000 R	Health Insurance	-11,490.00		
			A101-3990-816-01-000 R	Health Insurance	-43,382.10		
			A101-3010-813-01-000 R	Nys Employee Retirement		1,435.84	
			A101-3020-150-01-000 R	Instructional Salaries		28,597.83	
			A101-3020-151-01-000 R	Extra Pay		100.00	
			A101-3020-811-01-000 R	Nys Teacher Retirement		14,822.92	
			A101-3020-814-01-000 R	Medicare		1,283.01	
			A101-3020-815-01-000 R	Social Security		5,484.76	
			A101-3110-151-01-000 R	Extra Pay		150.00	
			A101-3210-811-01-000 R	Nys Teacher Retirement		121.66	
			A101-3210-816-01-000 R	Health Insurance		8,039.60	
			A101-3340-811-01-000 R	Nys Teacher Retirement		488.36	
			A101-3340-816-01-000 R	Health Insurance		31,541.30	
			A101-3410-151-01-000 R	Extra Pay		100.00	
			A101-3410-811-01-000 R	Nys Teacher Retirement		594.31	
			A101-3440-811-01-000 R	Nys Teacher Retirement		217.93	
			A101-3440-816-01-000 R	Health Insurance		9,916.10	
			A101-3510-151-01-000 R	Extra Pay		100.00	
			A101-3640-161-01-000 R	Salary-Extra Pay		595.54	
			A101-3640-813-01-000 R	NYS ERS		41.83	
			A101-3640-816-01-000 R	Health Insurance		11,988.10	
			A101-3670-151-01-000 R	Extra Pay		171.32	
			A101-3670-811-01-000 R	Nys Teacher Retirement		99.69	
			A101-3763-151-01-000 R	Extra Pay		150.00	
			A101-3860-151-01-000 R	Extra Pay		100.00	
			A101-3860-811-01-000 R	Nys Teacher Retirement		90.95	
			A101-3860-814-01-000 R	Medicare		3.42	
			A101-3860-815-01-000 R	Social Security		15.68	
			A101-3960-151-01-000 R	Extra Pay		3,000.00	
			A101-3960-156-01-000 R	Salary-Sub Teachers		1,627.52	
			A101-3960-811-01-000 R	Nys Teacher Retirement		4,212.13	
			A101-3960-814-01-000 R	Medicare		502.60	
			A101-3960-815-01-000 R	Social Security		2,147.75	
03/03/2023	012727	Reallocated budget for proper coding of personnel and benefits					1
			A410-5842-816-03-000 R	Health Insurance	-48.99		
			A410-5842-813-03-000 R	Nys Employee Retirement		48.99	

Jefferson-Lewis BOCES

Budgetary Transfer Report

Fiscal Year: 2023

Current Appropriation - Effective From: 07/01/2022 To: 03/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
03/03/2023	012728	Reallocated budget for proper coding of personnel and benefits					1
			A412-5840-816-03-000 R	Health Insurance	-144.80		
			A412-5840-811-03-000 R	Nys Teacher Retirement		95.81	
			A412-5840-813-03-000 R	NYS ERS		48.99	
03/03/2023	012729	Reallocated budget for proper coding of personnel and benefits					1
			A502-6310-816-05-000 R	Health Insurance	-887.35		
			A502-6310-812-05-000 R	Workers Comp		887.35	
03/03/2023	012730	Reallocated budget for proper coding of personnel and benefits					1
			A616-7134-812-00-000 R	Workers Comp	-12.12		
			A616-7134-815-00-000 R	Social Security	-20.00		
			A616-7134-813-00-000 R	NYS ERS		32.12	
03/03/2023	012731	Reallocated budget for proper coding of personnel and benefits					1
			A645-7211-816-00-000 R	Health Insurance	-77.08		
			A645-7211-813-00-000 R	NYS ERS		77.08	
03/06/2023	012773	Proper coding of benefits					1
			A001-1240-811-00-000 R	Nys Teacher Retirement	-120.00		
			A001-1250-811-00-000 R	Nys Teacher Retirement		120.00	
03/07/2023	012851	Reallocated budget for proper coding of personnel and benefits					1
			A201-4210-162-02-000 R	Salary-Tchr Aide	-21,000.00		
			A201-4210-160-02-000 R	Salary-Support		16,000.00	
			A201-4210-166-02-000 R	Salary-Sub Aide		5,000.00	
03/07/2023	012852	Proper coding of staff and benefits					1
			A202-4220-156-02-000 R	Salary-Sub Teachers	-625.00		
			A202-4220-816-02-000 R	Health Insurance	-20,000.00		
			A202-4220-151-02-000 R	Extra Pay		624.00	
			A202-4220-155-02-000 R	Salary-Teacher Assts		1.00	
			A202-4220-162-02-000 R	Salary-Tchr Aide		20,000.00	
03/07/2023	012884	Reallocate budget for proper coding of benefits					1
			A703-4010-815-02-000 R	Social Security	-800.00		
			A703-4010-811-02-000 R	Nys Teacher Retirement		800.00	
03/07/2023	012895	To properly code salary and benefits					1
			A707-6910-150-02-000 R	Instructional Salaries	-3,000.00		
			A707-6910-157-02-000 R	Salary-Stipend		3,000.00	
03/07/2023	012896	Properly code salary & benefits					1
			A614-7334-160-03-000 R	Salary-Support	-8,000.00		
			A614-7334-813-03-000 R	Nys Employee Retirement	-30.00		
			A614-7334-159-03-000 R	Salary-Presenter		8,000.00	
			A614-7334-811-03-000 R	Nys Teacher Retirement		30.00	
03/15/2023	013228	To reallocate budget from professional services to purchased services					1
			A705-5130-446-02-000 R	Consultants	-30,000.00		
			A705-5130-400-02-000 R	Purchased Services		30,000.00	
03/16/2023	013277	To reallocate budget from equipment leases to supplies					1
			A701-8010-451-01-000 R	Rental Of Equip	-25,000.00		
			A701-8010-301-01-000 R	Materials/Supplies		25,000.00	
03/29/2023	013919	To reallocate budget to cover supply and purchased services.					1
			A101-3010-307-01-000 R	MatlSuppl Textbooks	-3,560.00		
			A101-3010-455-01-000 R	Conference/Mileage	-10,000.00		
			A101-3110-451-01-000 R	Rental Of Equip	-1,580.00		
			A101-3760-301-01-000 R	Materials/Supplies	-2,050.00		
			A101-3010-301-01-000 R	Materials/Supplies-Prog		780.00	
			A101-3010-400-00-000 R	Skills USA		6,210.00	
			A101-3010-400-01-000 R	Purchased Services		4,335.00	
			A101-3010-408-01-000 R	Tech Assessments-Online		2,235.00	
			A101-3110-301-01-000 R	Materials/Supplies		815.00	
			A101-3110-400-01-000 R	Purchased Services		765.00	
			A101-3760-304-01-000 R	Resale-BTC		2,050.00	

Jefferson-Lewis BOCES

Budgetary Transfer Report

Fiscal Year: 2023

Current Appropriation - Effective From: 07/01/2022 To: 03/30/2023

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
03/30/2023	013933	To reallocate budget to cover supplies.					1
			A616-7134-400-00-000 R	Purchased Services	-250.00		
			A616-7134-301-00-000 R	Materials/Supplies		250.00	
			Total for Fund A - GENERAL FUND		-255,705.49	255,705.49	

Jefferson-Lewis BOCES

Budgetary Transfer Report

Fiscal Year: 2023

Current Appropriation - Effective From: 07/01/2022 To: 03/30/2023

Total Current Appropriation

255,705.49

Selection Criteria

Type: Current Appropriation

Fund: A

Date From: 07/01/2022

Date To: 03/30/2023

Date Used: Effective in Budget

Printed by Liz Peluso

Resignations

Name: Anna Atwood, Speech Therapist, effective 03/22/23

Name: Renee E. Rose, Teacher Support Person, effective 03/16/23, with the District Superintendent authorizing the waiver of a 2-week notice

Name: James E. VanCour, Teacher Assistant, effective 03/22/23, with the District Superintendent authorizing the waiver of the 30-day notice

Classified Appointments

Name: Sara B. Botteri, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 03/21/23

Salary: TSP Scale, \$18,889, prorated from 03/21/23

Name: Samuel T. Payne, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 04/17/23

Salary: TSP Scale, \$18,889, prorated from 04/17/23

Name: Hilary A. Rodriguez, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 03/29/23

Salary: TSP Scale, \$19,289, prorated from 03/29/23

Provisional Civil Service Appointment

Name: Justine A. Henderson, Assistant Health & Safety Coordinator

Appointment Type: Provisional

Start Date: 03/27/23

Salary: \$46,000, prorated from 03/27/23

Permanent Civil Service Appointment

Name: Susan Farr, Administrative Assistant to the District Superintendent

Appointment Type: Permanent

Start Date: 07/20/23

Salary: \$53,000, prorated from 07/20/23

Temporary Appointment

Name: Erin K. Welch-Albro, Resource Teacher

Appointment Type: Temporary

Start Date: 04/03/23-06/30/23

Salary: Scale A, Step 5, \$51,240, prorated from 04/03/23

Part-Time Appointment

Name: Catheryn K. Dahlberg High School Nursing Clinical & Lab Instructor, BTC

Appointment Type: Part-time

Lab Days 04/23-06/23 1-2 days per week

Clinical Days 04/23-06/23 3-4 days per week

Salary: \$35/hr.

Budget: A101-3960-152

Additional Work

Name: Sierra G. Conners, Transportation delay additional pay at hourly rate

Name: Susan A. Farr, 03/20/23-07/19/23 for training outside regular work day at current hourly rate

Name: Janet L. Ramsey, Board Dinner, 04/05/23 @ 1/200th of 2023-24 salary

Name: Blake R. VanValkenburgh, Board Dinner, 04/05/23 @ 1/200th of 2023-24 salary

Tenure

Name: Kathleen D. Farr, Teacher Assistant Tenure Area:
Teacher Assistant

End Date: 05/08/23

Name: Jamie E. Harper, Teacher Assistant Tenure Area:
Teacher Assistant

End Date: 03/20/23

Substitute

Name: Heidi Brown



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Michele A. Traynor
ASSISTANT SUPERINTENDENT
FOR BUSINESS

TO: Michele Traynor
Assistant Superintendent for Business
FROM: Liz Peluso
Business Manager
DATE: March 31, 2023
SUBJECT: Recurring bills dollar limitations

Please retroactively update resolution 9.20 from the reorganizational meeting as follows:

Authorization of Payment for Recurring Bills on an as needed basis

BE IT RESOLVED that the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services hereby authorizes the payment of recurring bills on an as needed basis to be determined by the business office, not to exceed the amounts listed for each bill or payment, with the understanding that after payment, such bills after payment are still subject to the BOCES normal approval, review and internal claims audit procedures.

Vendor	Purpose	Budget Code	Dollar Amount not to Exceed
Elavon	CC Payments	950-3010-400-23	\$2,000
Authorize.net	CC Payments	518-6211-400-03	2,000
National Grid	Utilities	701-8010-401-01 996-7450-400-23	20,000 45,000
NYSEG	Utilities	701-8010-401-01	10,000
Verizon	Utilities	701-8010-401-01	2,000
Frontier	Utilities	701-8010-401-01	2,000
Westelcom	Utilities	701-8010-401-01 610-7420-400-00 401-5877-400-03	6,000 10,000 5,000
Calltower	Utilities	610-7420-400-00 701-8010-401-01	2,000 4,000

Please contact me with any questions or concerns.

Jefferson-Lewis BOCES **2023-2024 Payroll Schedule**



Payroll **Check Dated**

7/7/23
7/21/23
8/4/23
8/18/23
9/1/23
9/15/2023*
9/29/23
10/13/23
10/27/23
11/9/23
11/24/23
12/8/23
12/22/23
1/5/24
1/19/24
2/2/24
2/16/24
3/1/24
3/15/24
3/29/24
4/12/24
4/26/24
5/10/24
5/24/24
6/7/24
6/21/24

*First pay for 10 month Salaried Employees