

HERKIMER BOCES BOARD OF EDUCATION REGULAR MEETING

Thursday, January 12, 2017

Leatherstocking Conference Room

5:30 p.m. – Call to Order/Pledge of Allegiance

AGENDA

I. BOARD OF EDUCATION [DL]

- A. Approval of Agenda
- B. Privilege of the Floor

II. ROUTINE BUSINESS [DL]

- A. Approval of Minutes, December 8, 2016, regular meeting
- B. Contract & Budget Adjustments, Billing NO. 4 & 5
- C. Treasurers' Reports, November 2016
- D. Extracurricular Account – Request for Change
- E. Internal Claims Audit Report, October – December 2016
- F. Personnel Report

III. BOARD FORUM [DL]

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

IV. OLD BUSINESS [DL]

- A. Strategic Objectives
 - 1. 2201 Transition Process
 - 2. Recruitment & Retention
 - 3. Program & Service Delivery
 - 4. Facilities & Technology Infrastructure

V. NEW BUSINESS [DL]

- A. Positive Thoughts
- B. Policy Review
 - 1st Reading - Support Operations
 - Policy #5003 – Bomb Threats
 - Policy #5000 – Fire and Emergency Drills
 - Policy #5001 – District-Wide Safety Plans and Building-Level Emergency Response Plans

Delete Policy #5006 – Safety & Communications; Replaced by Policy #5001 [District-Wide Safety Plans and Building-Level Emergency Response Plans]

VI. ADMINISTRATIVE REPORTS & RECOMMENDATIONS

- A. Director of Academic Services
- B. Director of Adult, Early Childhood and Outreach Education
- C. Executive Director of Business Operations
 - Final 2017-2018 Administrative and Capital Budget Review
 - Reserve Report
- D. Assistant Superintendent for Instruction
- E. Chief Operating Officer

VII. FUTURE BUSINESS AND MEETINGS [DL]

- SBI General Membership Meeting, “Legislative Forum – Assembly & Senate Educational Forum, January 26, registration @ 6 p.m., program @ 6:30 p.m., Oneida BOCES
- Board of Education Meeting, February 9 @ 5:30 p.m.
- NYSSBA Capital Conference – February 12 & 13, 2017 [Lobby Day is February 13]
- Mid-Winter Recess, February 20 - 24
- Honor Society Induction, February 28, 6 p.m., Leatherstocking Conference Room
- NYSUT/BOCES Advocacy Day, March 1, Albany
- SBI Board Development, “How to be a School Board of Education Candidate, March 6, 6 p.m., Oneida BOCES
- Sophomore Visitation Day, March 7
- CTE BOCES Open House, March 8 @ 6 p.m.
- Board of Education Meeting, March 9
- Superintendent’s Conference Day, March 17

VIII. ADJOURNMENT

Herkimer BOCES Board of Education

Regular Meeting

Thursday, December 8, 2016

Members Present

Daniel LaLonde, President
Thomas Shypski, Vice President
Jack Bono
William Dodge
Janine Lynch
William Miller
Linda Tharp
Lawrence Thibault
Scott Tranter
Daniel Voce – arrived at 5:38 p.m.

Absent

Others Present

Mark Vivacqua	Jon Bryant
Mark Deierlein	Kim Conley
Laurie Hedges	Brittany DerCola
James Picolla	Patricia Frank
	Chris Groves
	Mary Kline
	Roberta Matthews
	Sally McCann-Kramas
	Sheri Perry
Bethann Hammer	Sarah Trunfio
Jody Karla	

President LaLonde called the meeting to order at 5:25 p.m. and requested everyone rise to recite the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Dodge moved and Mr. Miller seconded a motion to accept the agenda as presented. All voted in favor; motion carried 9:0.

ROUTINE BUSINESS

Approval of Minutes

Mr. Dodge moved and Mr. Shypski seconded a motion to approve the November 3, 2016, regular meeting minutes as presented. All voted in favor; motion carried 9:0.

Contract & Budget Adjustment – Billing No. 3

Mr. Dodge moved and Mr. Shypski seconded a motion to approve the Contract and Budget Adjustment: Billing No. 3 – \$192,954.19 as presented. All voted in favor; motion carried 9:0.

Treasurers' Reports

Mr. Dodge moved and Mr. Shypski seconded a motion to accept the Treasurer's Reports and the Extracurricular Treasurer's Reports for September & October 2016 as presented. All voted in favor; motion carried 9:0.

Bid Awards

Mr. Dodge moved and Mr. Shypski seconded a motion to accept the copy paper bid for 1/1/17 – 5/31/17 from the lowest bidder [awarded to WB Mason and Hummel's Office Plus]:

WB Mason

\$88,884.00

Hummel's Office Plus

\$89,520.00

All voted in favor; motion carried 9:0.

BOARD FORUM**Board President's Report**

President LaLonde acknowledged receipt of a parent letter of complaint and a joint letter from the Herkimer BOCES Teachers' Union and CSEA, which stated their interest in being a part of the interview and selection process for the next BOCES District Superintendent. It was stated that the Board would respond to each party that their correspondence was received.

During board forum, Mrs. Tharp stated that a new synthetic roof is being installed on the Owen D. Young School and that students are involved by witnessing various phases of the installation and learning about the products being used for the project.

OLD BUSINESS**Strategic Objectives****2201 Transition Process**

According to Dr. Vivacqua, there is still no news to report on the 2201 Transition Process. Dr. Vivacqua expected to have an order from the Commissioner to move forward with the DS search long before now; he noted that the statutory limit is less than a month away for SED to prepare a study.

Dr. Vivacqua is recommending to the Board that Mr. Picolla be appointed as the chief operating officer, effective January 1, 2017 through June 30, 2017. In this capacity, he will run the day-to-day business of BOCES. Madison-Oneida BOCES District Superintendent Jacklin Starks will continue as the interim district superintendent. She will be responsible for all state-related work for the BOCES and will be very involved with the component superintendents as there is a lot of business happening at the state level. Dr. Vivacqua stated that Ms. Starks is willing to meet with the Board at any time and noted that it is not the Commissioner's expectation for the interim district superintendent to run board meetings while serving as interim.

Recruitment & Retention

As stated at previous board meetings, there are not enough mentors for all new staff members. Ms. Hedges will address this in more detail in her board report.

Facilities & Technology Infrastructure

The administration continues to hold meetings with King + King Architects regarding program needs. A meeting is scheduled with the Central Valley CSD administration to discuss the future of the Remington building. Plans are moving along ahead of schedule.

NEW BUSINESS**Positive Thoughts**

President LaLonde presented the following positive thoughts:

- News articles: Students in the BOCES 8:1:1 behavior adjustment classrooms learn about citizenship by writing thank you letters to veterans for their service, bravery and sacrifice as part of the classrooms' November education theme of "citizenship"; The School to Careers Program hosted its second annual Men's Career Experience with 100 male students attending; students from Pathways Academy attended the SUNY Polytechnic Institute Manufacturing Expo in October. The expo featured exhibitors from about 40 manufacturing companies in the state, and students were able to walk around to visit with company officials, try out drones and robots, use welding simulators provided by Pathways Academy and take a tour of the SUNY Polytechnic campus.

Policy Review – 2nd Reading**Students, Policy #7100, Concussion Management**

Dr. Vivacqua presented Policy #7100 for second reading. As reported last month, this is a new policy and since BOCES is providing more physical education classes it makes sense to adopt a concussion management policy. The Board was asked to consider adopting the Concussion Management policy.

Students, Policy #7100, Concussion Management

Mr. Dodge moved and Mr. Tranter seconded a motion to adopt Policy #7100, Concussion Management as presented. All voted in favor; motion carried 9:0.

ADMINISTRATIVE REPORTS & RECOMMENDATIONS**Director of Academic Services, Roberta Matthews****Board Goal No. 1: DIRECTION FOR CONTINUOUS IMPROVEMENT****Career and Technical Education:**

- Administration continues to meet with Herkimer College representatives to identify additional opportunities for our students to access college level content, materials and experiences.

Special Education:

- Special education teachers from grades K–3 met in November and worked to ensure that their curriculum is connected to standards and that the curriculum is seamlessly aligned between grade levels. Any gaps that were found were identified and instruction planned.

Pathways:

- Pathways Academy instituted a “Pathways for Peace” option for students prior to the student feeling overwhelmed or out of control. This space strives to be a peace-filled space with quiet music and an opportunity to decompress before getting back to class. While this is still a new initiative, Principals Bryant and Conley report that it is going well and used appropriately.

VP-TECH:

- VP-TECH students held student council elections. The elected representatives have been meeting weekly and planning future events. Currently, they are collecting teddy bears for the teddy bear toss at Utica College.
- VP-TECH had three students make high honor roll and six students achieved honor roll for the first marking period. We expect to see these numbers increase now that students are adjusted to the structure and learning lab; structured study hall times have been made mandatory.

Director of Adult, Early Childhood & Outreach Education, Mary Kline**Adult Education, Literacy Zone and High School TASC**

- The New York Association for Continuing/Community Education (NYACCE) has selected one of the Adult Literacy graduates as a student of the year. Kelsey Rae Andrews, a student of Jessica Murphy Armstrong, was honored at a dinner in Albany in October. Kelsey was the student speaker at our local ceremony last June as well. It is always an honor to have one of our students selected and be recognized at the state level.

Early Childhood Education

- This is a busy time for Pre K. Parent teacher conferences were held in November for all the children. December brings holiday celebrations and special events. Some centers bake cookies with the Home and Career classes, others hold a special story day event and others celebrate with more traditional festivities.

Migrant Education Tutorial and Support Services

- This year after a 4 or 5 year absence the NYS Migrant Conference returned. It was held in Saratoga Springs in early December. It was an opportunity for all staff to attend and hear quality presentations on ELA, math graduation pathways and working with adolescent students. They all were able to hear from the NYSED Migrant Education staff about the emphasis on in-depth work with the most mobile of students.
- Five students were able to attend the College Assisted Migrant Program at SUNY Oneonta. Students explored the campus, received information on financial aid and met with current students.

Community Outreach

- Holiday programs, such as, Hands Across the Valley, Gram Lorraine and the program at St. Anthony's and St. Joseph are in full swing. Many children will have gifts under their tree and new coats and hats to wear. The generosity of the Mohawk Valley is amazing.

Assistant Superintendent for Instruction, Laurie Hedges

- Due to an extraordinary turnover in faculty this year, we have thus far been unsuccessful in assigning a mentor to each new teacher. We simply do not have enough tenured faculty in special programs to meet the needs. For this reason, a mentoring committee meeting was convened. A mentoring coordinator will be assigned beginning in January. The mentoring coordinator and mentoring committee will work under the direction of Ms. Hedges to reconfigure the mentoring program by re-allocating and utilizing current resources. This assignment will be given to an administrative intern for the remainder of this year and there will be no additional costs incurred. The mentoring committee and mentoring coordinator will work together to determine the process for next year.
- Pending signatures, the BOCES CTLE application will be submitted to be an SED approved professional development sponsor for both the Herkimer BOCES and its component districts, as all employees who possess a professional certificate must complete 100 hours of professional development every five years. In addition, we continue to work to have all of our certified employees registered with SED over the 2016-2017 school year.
- After some extended negotiations regarding the changes that 3012d requires for the teacher and administrator evaluation process, all parties have come to agreement. The new APPR plan will be submitted to SED pending signatures.

Executive Director of Business Operations, Mark Deierlein**Proposed 2017-2018 Budget Assumptions**

Mr. Deierlein presented the proposed 2017-2018 administrative budget. [Material filed in the supplemental file dated 12/8/16.]

According to Mr. Deierlein, the proposed administrative budget for the 2017-2018 school year reflects an approximate increase of 3%, primarily due to the completion of the 5-year shift in post-retirement health insurance costs from the programs to the administrative budget.

Mr. Voce arrived at 5:38 p.m.

Dr. Vivacqua presented information on the funding of post-retirement health insurance. [Material filed in the supplemental file dated 12/8/16.]

Dr. Vivacqua stated that it is required by law to keep the post-retirement health insurance costs in the administrative budget. Those costs are currently \$2.4 million. In the past, BOCES has helped subsidize PRHI costs by using a liability account; however, the state is prohibiting BOCES from having such accounts and requires a return to the districts. In 2012, a plan was started to spend down the reserve and now collections in advance will no longer be used to subsidize the post-retirement health insurance costs. This is the end of the five-year plan and now the expense is being shifted to the administrative budget from the program budgets.

Dr. Vivacqua asked the component superintendents at their last Cabinet meeting how they would like to work this from here on out since the administrative budget will be going up exponentially. The superintendents agreed that an approximate 3% budget increase would be reasonable.

Dr. Vivacqua recommends the proposed 3% budget increase. He feels this is an acceptable increase and noted that program tuitions and fees have been kept steady.

The Board took a short break for the annual board photograph to be taken.

Mr. Barry Entwistle, New York State School Boards Association Director of Membership Relations, attended this evening's board meeting and presented Dr. Vivacqua with a parting gift of appreciation for his leadership role during his service as District Superintendent and through his entire career.

Chief Executive Officer, Mark Vivacqua

Dr. Vivacqua recognized the board of education, administrative staff, instructional and support staff. He highlighted accomplishments, which he believes have been brought together by the efforts of everyone during his time as district superintendent.

- The exponential growth of BOCES – new and expanding programs, both non-instructional and instructional have improved the viability of the organization to the extent that BOCES has increased its reach and has built the confidence of constituents because of fiscal stability (BOCES no longer needs to borrow money every year for operational expenses and revenues comfortably exceed expenditures).
- The expansion has brought about the ability to more comprehensively serve students whose needs are most central to our core mission: to teach the hard-to-teach, to serve the underserved. Expanded services to our most vulnerable students: general education students who have not met success in their home schools, and students with disabilities whose management needs have proved too intensive for our component schools to accommodate. In the past, some of these children would be struggling in their home schools, dropping out, or receiving their education in another county because they were turned away by our own BOCES.

Challenges for the Future

According to Dr. Vivacqua, tensions are coming out of successes BOCES is having. Expansion has meant that the teaching staff has grown by nearly a third in the last four years. Recruitment and retention, which has been a longstanding problem, has worsened. Herkimer BOCES is serving more students who were underserved or not educated at all. Staff is dealing with more difficult behaviors.

Dr. Vivacqua stated that fortunately, we have the tools to solve these issues and some plans are in place. Some will take creative thinking and a willingness to abandon some of the standard ways we have approached things.

Dr. Vivacqua expressed how appreciative he is to have had the opportunity to lead such an important educational institution in his own backyard.

President LaLonde thanked Dr. Vivacqua for all his accomplishments and all the students he served while he held the position of District Superintendent of Herkimer BOCES.

FUTURE BUSINESS AND MEETINGS

- SBI Executive Committee Meeting, December 12 @ 5:30 p.m., Oneida BOCES
- SBI Board Development, "Successful Board of Education Communication Initiatives with your School Community", January 9 @ 6 p.m., Oneida BOCES
- Board of Education Meeting, January 12 @ 5:30 p.m.
- SBI General Membership Meeting, "Legislative Forum – Assembly & Senate Educational Forum, January 26, registration @ 6 p.m., program @ 6:30 p.m., Oneida BOCES

EXECUTIVE SESSION

Mr. Dodge moved and Mr. Shypski seconded a motion to enter into executive session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and to discuss employee negotiations. All voted in favor; motion carried 10:0. The Board went into executive session at 6:09 p.m. President LaLonde declared the meeting reconvened at 6:42 p.m.

PERSONNEL REPORT

As recommended by Chief Executive Officer Mark Vivacqua, Mr. Thibault moved and Mr. Tranter seconded a motion to accept the resignations, abolish position and approve a leave of absence, appointments and amendments, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

Resignations

Clapper, Richard – Building Maintenance Supervisor, Maintenance, effective 12/31/16. [C.O.B.]

Konz, Amy – Math Teacher, CTE, effective 12/9/16. [C.O.B.]

Storms, Monica – Special Education Teacher, Pathways Academy, effective 12/9/16. [C.O.B.]

Abolition of Position

Secretary I – FTE

Leave of Absence [Unpaid]

Bustamante, Connie – Teaching Assistant, Special Programs, effective 9/26/16 – 11/4/16.

Certified Appointments

Connor, Dorothy – Clinical Instructor, LPN, effective 12/9/16 – 6/30/17, up to 200 hours @ \$28.36/hr = \$5,672.

Dayton, Joyce – Administrator at various districts, Administration, effective 1/3/17 – 6/30/17, up to 35 days @ \$300/day = \$10,500.

Geiger, Simone – Clinical Instructor, LPN, effective 12/9/16 – 6/30/17, up to 200 hours @ \$28.36/hr = \$5,672.

Hoffman, Nancy – Adult Education Teacher, Adult Education, effective 9/1/16 – 6/30/17, up to 100 hours @ \$24.72/hr = \$2,472.

Mitchell, Allison – Student Intern, Special Programs, effective 1/23/17 – 4/14/17, unpaid.

Petucci, Colleen – Clinical Instructor, CTE, effective 10/1/16 – 6/30/17, up to 165 hours @ \$28.36/hr = \$4,679.40.

Picolla, James – Chief Operating Officer, Central Administration, effective 1/1/17 – 6/30/17, at a stipend of \$850/month = \$5,100.

Rabideau, Morgan – Student Intern, Special Programs, effective 11/28/16 – 12/9/16, unpaid.

Tubert, Maria – MRTC Support, Instructional Support, effective 10/1/16 – 6/30/17, up to 30 hours @ \$35/hr = \$1,050.

Substitute Appointments

Mroz-Brewer, Ariel

Wood, Lydia

The expiration dates of the 4-year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

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

Name: **Bustamante, Connie**
Position: Special Education Teacher *(Special Programs)*
Type: Long-Term Substitute
Effective Dates: 9/26/16 – 11/4/16
Certification: Uncertified
Salary: \$32,640.10; Pro-rated; Step 1, Non-provisional

Name: **Khan, Nabil**
Position: ESL/ELL Teacher *(Itinerants)*
Type: 4-year Probationary
Effective Dates: 12/1/16 – 11/30/20
Certification: Uncertified
Tenure Area: English as a Second Language
Salary: \$32,640.10; Pro-rated; Step 1, Non-Provisional

Name: **Lojacono, Samuel**
Position: Math Teacher (*CTE*)
Type: 4-year Probationary
Effective Dates: 1/3/17 – 1/2/21
Certification: Mathematics 7-12, Professional, eff. 11/15
Tenure Area: Mathematics
Salary: \$36,428; Pro-rated; Step 4, Permanent

Name: **Pendrak, Erica**
Position: Special Education Teacher (*Special Programs*)
Type: 4-year Probationary
Effective Dates: 11/28/16 – 11/27/20
Certification: Students w/Disabilities (Grades 1-6), Initial, eff. 2/16
Tenure Area: General Special Education
Salary: \$34,971; Pro-rated; Step 2, Provisional

Name: **Whiteley, Dielle**
Position: Teaching Assistant (*Pathways Academy*)
Type: 4-year Probationary
Effective Dates: 11/14/16 – 11/13/20
Certification: Teaching Assistant, TA Continuing Certification, eff. 2/06
Tenure Area: Teaching Assistant
Salary: \$21,754; Pro-rated; Step 5, TA

Classified Appointments

Witt, Amanda – Teacher Aide, Professional Development, effective 11/1/16, up to 2 hours @ \$9.70/hr = 19.40.

Name: **Dodge, Jason**
Position: Building Maintenance Worker (*Maintenance*)
Type: Emergency Conditional (20 days)
Effective Dates: 12/19/16 – 1/13/17
Class: Non-Competitive
Salary: \$21,224.83; Pro-rated

Name: **Guarascio, Alicia**
Position: Teacher Aide (*Special Education*)
Type: 6-month Probationary
Effective Dates: 11/28/16 – 5/27/17
Class: Non-Competitive
Salary: \$11,640; Pro-rated

Amendments

Freeman-Kimbrell, Cynthia – LPN Clinical Supervisor, LPN, effective 9/9/16 – 6/30/17, amend up to an additional 200 hours @ \$28.36/hr = \$5,672. [BOE Meeting 9/8/16]

Konz, Amy – Curriculum Writer, CTE, effective 10/1/16 – 12/9/16, **amend up to an additional 30 hours @ \$25/hr = \$750.** [BOE Meeting 11/3/16]

McGovern, Linda – Cook Manager, Cafeteria, effective 7/1/16 – 6/30/17, up to 110 hours, **amend hourly rate from \$18.55/hr to \$19.25/hr = \$2,117.50.** [BOE Meeting 6/16/16]

Seifried, Wayne – Spanish Teacher, **amend from Long-Term Substitute to 4-Year Probationary, uncertified, tenure area: Foreign Languages, effective 9/1/16 – 8/31/20.** [BOE Meeting 9/8/16; amended 10/13/16]

All voted in favor; motion carried 10:0.

ADJOURNMENT

Mr. Thibaut moved and Mr. Tranter seconded a motion to adjourn the meeting at 6:46 p.m. All voted in favor; motion carried 10:0.

Shawn Maxson
Board Clerk

TO: Dr. Mark Vivacqua
 District Superintendent
FROM: Mr. Mark Deierlein
 Executive Director of Business Operations
DATE: November 30, 2016
RE: 2016-2017 SCHOOL YEAR
 CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 4

I. Service Adjustment

CENTRAL VALLEY

A201	Academic & Career Dev Skills 12:1:1	\$56,467.64	
A203	Behavioral Adjustment Skills 8:1:1	\$35,076.00	
A203	AIM - Kid's Oneida	\$58,414.00	
A204	Life Skills 12:1:3+1	(\$29,784.00)	
A308	School Social Worker	\$2,914.96	
A318	Speech Impaired	\$10,212.50	
A319	Occupational Therapy	\$10,983.84	
A320	Physical Therapy	\$12,328.48	
A398	Teacher Aide 1:1	\$75,183.00	
A531	Effective Schools - WFL BOCES	\$82,681.20	
A537	Curriculum Improvement - MAD	\$250.00	
A614	State Aid Plng - QUESTAR	(\$10.00)	
A633	Computer Svc Mgmt - MAD	\$4,647.48	
	Subtotal		\$319,365.10

DOLGEVILLE

A201	Academic & Career Dev Skills 12:1:1	\$109,470.33	
A203	Behavioral Adjustment Skills 8:1:1	(\$53,238.17)	
A204	Life Skills 12:1:3+1	\$27,404.26	
A308	School Social Worker	\$3,636.86	
A318	Speech Impaired	\$14,893.91	
A319	Occupational Therapy	\$2,406.94	
A320	Physical Therapy	\$74.98	
A398	Teacher Aide 1:1	\$48,117.12	
A591	Instructional Computer Svcs-MAD	\$60.00	
A614	State Aid Plng - QUESTAR	(\$10.00)	
A633	Computer Svc Mgmt - MAD	\$8,673.00	
	Subtotal		\$161,489.23

FRANKFORT-SCHUYLER

A201	Academic & Career Dev Skills 12:1:1	(\$15,170.50)	
A203	Behavioral Adjustment Skills 8:1:1	(\$30,692.41)	
A204	Life Skills 12:1:3+1	\$44,676.00	
A308	School Social Worker	(\$5,644.19)	
A318	Speech Impaired	\$2,042.50	
A319	Occupational Therapy	\$4,652.00	
A320	Physical Therapy	(\$17,774.62)	
A337	Visually Impaired - ONEIDA	(\$30,548.70)	
A398	Teacher Aide 1:1	(\$75,183.00)	
A435	Hospital Based Instr - OCM	\$4,120.00	
A537	Curriculum Improvement - MAD	\$25.00	
A614	State Aid Plng - QUESTAR	(\$10.00)	
A623	Recruiting Svc - PUTMAN	\$1,875.00	
	Subtotal		(\$117,632.92)

**2016-2017 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 4**

HERKIMER

A113	Career & Tech - ONEIDA	\$7,565.00	
A201	Academic & Career Dev Skills 12:1:1	\$515.80	
A203	Behavioral Adjustment Skills 8:1:1	(\$38,705.55)	
A204	Life Skills 12:1:3+1	\$59,362.49	
A308	School Social Worker	(\$1,625.18)	
A318	Speech Impaired	(\$5,204.70)	
A319	Occupational Therapy	(\$6,356.96)	
A320	Physical Therapy	\$417.97	
A340	Remedial Reading	(\$11,386.44)	
A398	Teacher Aide 1:1	(\$50,122.00)	
A435	Hospital Based Instr - OCM	\$2,884.00	
A614	State Aid PIng - QUESTAR	(\$10.00)	
	Subtotal		(\$42,665.57)

LITTLE FALLS

A203	Behavioral Adjustment Skills 8:1:1	\$73,785.16	
A204	Life Skills 12:1:3+1	(\$14,892.00)	
A308	School Social Worker	(\$49.10)	
A318	Speech Impaired	(\$3,774.54)	
A319	Occupational Therapy	(\$3,214.53)	
A320	Physical Therapy	(\$2,559.55)	
A398	Teacher Aide 1:1	(\$12,530.50)	
A614	State Aid PIng - QUESTAR	(\$10.00)	
A633	Computer Svc Mgmt - MAD	\$15,957.43	
	Subtotal		\$52,712.37

MOUNT MARKHAM

A201	Academic & Career Dev Skills 12:1:1	(\$106.19)	
A203	Behavioral Adjustment Skills 8:1:1	\$126,276.50	
A204	Life Skills 12:1:3+1	\$14,892.00	
A308	School Social Worker	(\$8,910.00)	
A318	Speech Impaired	(\$5,424.88)	
A319	Occupational Therapy	(\$9,304.00)	
A320	Physical Therapy	(\$3,231.75)	
A334	Nurse Practitioner - ONEIDA	\$2,231.76	
A591	Instructional Computer Svcs-MAD	\$1,039.70	
A614	State Aid PIng - QUESTAR	(\$10.00)	
A633	Computer Svc Mgmt - MAD	\$15.60	
	Subtotal		\$117,468.74

OWEN D. YOUNG

A201	Academic & Career Dev Skills 12:1:1	(\$15,170.50)	
A203	Behavioral Adjustment Skills 8:1:1	\$18,039.50	
A204	Life Skills 12:1:3+1	(\$12,062.52)	
A308	School Social Worker	\$990.00	
A318	Speech Impaired	(\$2,042.50)	
A614	State Aid PIng - QUESTAR	(\$10.00)	
	Subtotal		(\$10,256.02)

**2016-2017 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 4**

POLAND

A201	Academic & Career Dev Skills 12:1:1	\$55,933.63	
A203	Behavioral Adjustment Skills 8:1:1	\$37,334.55	
A204	Life Skills 12:1:3+1	(\$2,171.25)	
A308	School Social Worker	\$4,674.78	
A318	Speech Impaired	\$10,212.50	
A319	Occupational Therapy	\$6,736.10	
A320	Physical Therapy	\$8,618.00	
A398	Teacher Aide 1:1	\$25,061.00	
A515	Printing - MADISON	\$273.84	
A614	State Aid Plng - QUESTAR	(\$10.00)	
	Subtotal		\$146,663.15

RICHFIELD SPRINGS

A201	Academic & Career Dev Skills 12:1:1	\$69,056.12	
A203	Behavioral Adjustment Skills 8:1:1	\$757.66	
A203	AIM - Kid's Oneida	\$58,414.00	
A204	Life Skills 12:1:3+1	\$44,416.88	
A308	School Social Worker	\$11,710.91	
A318	Speech Impaired	\$1,200.63	
A319	Occupational Therapy	\$2,035.25	
A320	Physical Therapy	\$357.65	
A398	Teacher Aide 1:1	\$21,577.52	
A516	Curriculum Consultant	(\$9,700.00)	
A549	Staff Development - Questar	\$1,091.48	
A591	Instructional Computer Svcs-MAD	\$1,688.00	
A614	State Aid Plng - QUESTAR	(\$10.00)	
A633	Computer Svc Mgmt - MAD	\$11,311.90	
	Subtotal		\$213,908.00

WEST CANADA VALLEY

A201	Academic & Career Dev Skills 12:1:1	\$19,694.35	
A203	Behavioral Adjustment Skills 8:1:1	\$140,549.36	
A204	Life Skills 12:1:3+1	(\$103,311.76)	
A308	School Social Worker	(\$413.42)	
A318	Speech Impaired	(\$7,235.35)	
A319	Occupational Therapy	(\$1,285.35)	
A320	Physical Therapy	(\$3,666.53)	
A398	Teacher Aide 1:1	(\$74,782.03)	
A398	Teacher Assistant	(\$38,882.00)	
A511	Model Schools - MAD	\$332.00	
A591	Instructional Computer Svcs-MAD	\$28,062.48	
A614	State Aid Plng - QUESTAR	(\$10.00)	
A633	Computer Svc Mgmt - MAD	\$9,691.72	
	Subtotal		(\$31,256.53)

HAMILTON-FULTON-MONTGOMERY BOCES

A201	Academic & Career Dev Skills 12:1:1	\$28,022.95	
A204	Life Skills 12:1:3+1	(\$59,568.00)	
A308	School Social Worker	(\$3,960.00)	
A318	Speech Impaired	(\$3,574.37)	
A398	Teacher Aide 1:1	\$12,530.50	
	Subtotal		(\$26,548.92)

**2016-2017 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 4**

MADISON-ONEIDA BOCES

A203	Behavioral Adjustment Skills 8:1:1	\$33,697.79	
A203	AIM - Kid's Oneida	\$58,414.00	
A308	School Social Worker	\$4,884.66	
A319	Occupational Therapy	\$2,326.00	
	Subtotal		\$99,322.45

ONEIDA-MADISON-HERKIMER BOCES

A203	Behavioral Adjustment Skills 8:1:1	(\$43,608.69)	
A203	AIM - Kid's Oneida	\$58,414.00	
A308	School Social Worker	(\$1,175.33)	
A318	Speech Impaired	(\$6,127.50)	
A319	Occupational Therapy	(\$6,978.00)	
A398	Teacher Aide 1:1	(\$37,591.50)	
	Subtotal		(\$37,067.02)

Total of Contract Adjustment		\$845,502.06	\$845,502.06
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II. Budget Adjustments GENERAL FUND**A. Appropriations**

113-3869-491-180	Career & Tech - ONEIDA	\$7,565.00	
201-4220-150-000	Academic & Career Dev Skills 12:1:1	\$308,713.63	
203-4235-150-000	Behavioral Adjustment Skills 8:1:1	\$299,271.70	
203-4235-150-000	AIM - Kid's Oneida	\$233,656.00	
204-4240-150-000	Life Skills 12:1:3+1	(\$31,037.90)	
308-6910-150-000	School Social Worker	\$7,034.95	
318-4650-150-000	Speech Impaired	\$5,178.20	
319-6717-160-000	Occupational Therapy	\$2,001.29	
320-6716-160-000	Physical Therapy	(\$5,435.37)	
334-6714-491-180	Nurse Practitioner - ONEIDA	\$2,231.76	
337-4620-491-180	Visually Impaired - ONEIDA	(\$5,487.70)	
340-5120-150-000	Remedial Reading	(\$11,386.44)	
398-4670-160-000	Teacher Aide 1:1	(\$92,800.89)	
398-4670-150-000	Teacher Assistant	(\$38,882.00)	
435-5874-491-220	Hospital Based Instr - OCM	\$7,004.00	
511-6368-491-190	Model Schools - MAD	\$332.00	
515-6313-491-190	Printing - MADISON	\$273.84	
516-6211-150-000	Curriculum Consultant	(\$9,700.00)	
531-6366-491-026	Effective Schools - WFL BOCES	\$82,681.20	
537-6211-491-190	Curriculum Improvement - MAD	\$275.00	
549-6211-491-230	Staff Development - Questar	\$1,091.48	
591-6360-491-190	Instructional Computer Svcs-MAD	\$30,850.18	
614-7210-491-230	State Aid PIng - QUESTAR	(\$100.00)	
623-7112-491-018	Recruiting Svc - PUTMAN	\$1,875.00	
633-7710-491-190	Computer Svc Mgmt - MAD	\$50,297.13	
	Total Appropriations:		\$845,502.06

B. Revenues

A2252 Components	\$809,795.55	
A2254 Other BOCES	\$35,706.51	
Current Appropriation	\$29,425,876.70	
Adjustment	\$845,502.06	
NEW APPROPRIATION:		\$30,271,378.76

TO: Mr. James Picolla
 Chief Operating Officer

FROM: Mr. Mark Deierlein
 Executive Director of Business Operations

DATE: December 31, 2016

RE: 2016-2017 SCHOOL YEAR
 CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 5

I. Service Adjustment

CENTRAL VALLEY

A201	Academic & Career Dev Skills 12:1:1	(\$14,078.23)	
A203	AIM - Kid's Oneida	\$1,623.91	
A308	School Social Worker	(\$2,752.60)	
A404	Virtual Learning	\$1,925.00	
A406	Regional Learning Academy	\$165,431.81	
A514	Regional Catalog - Online - ONEIDA	\$1,521.35	
A517	Model Schools - ONEIDA	\$88,000.00	
A545	Home School Coordinator	\$3,020.00	
A591	Instructional Computer Svcs-MAD	\$154,545.82	
A620	Alcohol & Drug Testing	\$225.00	
A633	Computer Svc Mgmt - MAD	\$2,054.81	
	Subtotal		\$401,516.87

DOLGEVILLE

A112	Career & Tech - HFM	(\$17,320.00)	
A201	Academic & Career Dev Skills 12:1:1	\$45,617.69	
A203	Behavioral Adjustment Skills 8:1:1	\$29,065.24	
A232	LIFE Skills 12:1:4 - HFM	(\$26,607.60)	
A233	PACE 8:1:1 - HFM	(\$76,237.00)	
A235	CICP 6:1:2 - HFM	(\$113,038.33)	
A308	School Social Worker	\$3,190.18	
A318	Speech Impaired	\$1,531.88	
A320	Physical Therapy	\$1,623.63	
A329	Work Based Learning - HFM	\$7,978.63	
A332	Interpreter for the Deaf	\$51,684.00	
A406	Regional Learning Academy	(\$49,591.68)	
A407	Arts in Education - DCS	\$1,683.25	
A409	Academic Program - OSS	\$1,044.00	
A514	Regional Catalog - Online - ONEIDA	\$226.00	
A591	Instructional Computer Svcs-MAD	\$39,316.50	
A620	Alcohol & Drug Testing	\$605.00	
A633	Computer Svc Mgmt - MAD	\$567.23	
	Subtotal		(\$98,661.38)

**2016-2017 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 5**

FRANKFORT-SCHUYLER

A403	Senior Honors - Non Member	\$375.00	
A404	Virtual Learning	\$2,650.00	
A406	Regional Learning Academy	\$14,048.88	
A407	Arts in Education - FSCS	\$1,205.00	
A507	Learning Technology - ONEIDA	\$25,385.92	
A514	Regional Catalog - Online - ONEIDA	\$620.60	
A621	School Communication - ONEIDA	\$109.32	
A633	Computer Svc Mgmt - MAD	\$9,532.72	
	Subtotal		\$53,927.44

HERKIMER

A404	Virtual Learning	\$2,100.00	
A406	Regional Learning Academy	\$891.73	
A514	Regional Catalog - Online - ONEIDA	\$1,271.04	
A621	School Communication - ONEIDA	\$457.50	
	Subtotal		\$4,720.27

LITTLE FALLS

A514	Regional Catalog - Online - ONEIDA	\$6,810.89	
A516	Curriculum Improvement - Lvl 2 - LFCS	\$422.30	
A620	Alcohol & Drug Testing	\$75.00	
A633	Computer Svc Mgmt - MAD	(\$180.40)	
	Subtotal		\$7,127.79

MOUNT MARKHAM

A203	Behavioral Adjustment Skills 8:1:1	\$27,560.75	
A308	School Social Worker	\$3,025.04	
A404	Virtual Learning	\$750.00	
A406	Regional Learning Academy	(\$51,148.00)	
A510	Printing - ONEIDA	\$18,237.00	
A514	Regional Catalog - Online - ONEIDA	(\$1,727.08)	
A591	Instructional Computer Svcs-MAD	\$202.00	
A620	Alcohol & Drug Testing	\$565.00	
A633	Computer Svc Mgmt - MAD	\$10,978.16	
	Subtotal		\$8,442.87

OWEN D. YOUNG

A201	Academic & Career Dev Skills 12:1:1	\$23,059.16	
A308	School Social Worker	\$1,504.80	
A404	Virtual Learning	\$750.00	
A406	Regional Learning Academy	(\$16,825.00)	
A409	Academic Program - OSS	\$108.00	
A514	Regional Catalog - Online - ONEIDA	\$2,779.60	
A621	School Communication - ONEIDA	\$45.75	
A633	Computer Svc Mgmt - MAD	\$7,795.99	
	Subtotal		\$19,218.30

**2016-2017 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 5**

POLAND

A413	Summer School - ONEIDA	(\$10,164.00)	
A633	Computer Svc Mgmt - MAD	\$5,236.00	
	Subtotal		(\$4,928.00)

RICHFIELD SPRINGS

A201	Academic & Career Dev Skills 12:1:1	(\$10,273.47)	
A344	Visually Impaired - ONC	(\$5,407.50)	
A404	Virtual Learning	\$1,150.00	
A406	Regional Learning Academy	(\$100,950.00)	
A511	Model Schools - MAD	(\$3,505.11)	
A514	Regional Catalog - Online - ONEIDA	\$1,694.65	
A633	Computer Svc Mgmt - MAD	\$3,505.11	
	Subtotal		(\$113,786.32)

WEST CANADA VALLEY

A201	Academic & Career Dev Skills 12:1:1	(\$23,599.23)	
A203	Behavioral Adjustment Skills 8:1:1	\$27,560.74	
A319	Occupational Therapy	(\$32.10)	
A406	Regional Learning Academy	\$7,571.25	
A514	Regional Catalog - Online - ONEIDA	\$1,752.04	
A591	Instructional Computer Svcs-MAD	\$6,024.51	
A620	Alcohol & Drug Testing	\$640.00	
A633	Computer Svc Mgmt - MAD	\$85.25	
	Subtotal		\$20,002.46

ONEIDA BOCES

A406	Regional Learning Academy	\$1,346.00	
	Subtotal		\$1,346.00

Total of Contract Adjustment	\$298,926.30	\$298,926.30
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II. Budget Adjustments GENERAL FUND**A. Appropriations**

112-3000-491-160	Career & Tech - HFM	(\$17,320.00)
201-4220-150-000	Academic & Career Dev Skills 12:1:1	\$20,725.92
203-4235-150-000	Behavioral Adjustment Skills 8:1:1	\$84,186.73
203-4235-150-000	AIM - Kid's Oneida	\$1,623.91
232-4240-491-160	LIFE Skills 12:1:4 - HFM	(\$26,607.60)
233-4235-491-160	PACE 8:1:1 - HFM	(\$76,237.00)
235-4230-491-160	CICP 6:1:2 - HFM	(\$113,038.33)
308-6910-150-000	School Social Worker	\$4,967.42
318-4650-150-000	Speech Impaired	\$1,531.88
319-6717-160-000	Occupational Therapy	(\$32.10)

2016-2017 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 5

320-6716-160-000	Physical Therapy	\$1,623.63
329-3110-491-160	Work Based Learning - HFM	\$7,978.63

A. Appropriations (Continued)

332-6718-491-160	Interpreter for the Deaf	\$51,684.00	
344-4620-491-150	Visually Impaired - ONC	(\$5,407.50)	
403-5841-150-000	Senior Honors - Non Member	\$375.00	
404-5877-150-000	Virtual Learning	\$9,325.00	
406-5873-150-000	Regional Learning Academy	(\$29,225.01)	
407-5842-400-010	Arts in Education - DCS	\$1,683.25	
407-5842-400-020	Arts in Education - FSCS	\$1,205.00	
409-5874-150-000	Academic Program - OSS	\$1,152.00	
413-5875-491-180	Summer School - ONEIDA	(\$10,164.00)	
507-6360-491-180	Learning Technology - ONEIDA	\$25,385.92	
510-6313-491-180	Printing - ONEIDA	\$18,237.00	
511-6368-491-190	Model Schools - MAD	(\$3,505.11)	
514-6316-491-180	Regional Catalog - Online - ONEIDA	\$14,949.09	
516-6211-300-050	Curriculum Improvement - Lvl 2 - LFCS	\$422.30	
517-6368-491-180	Model Schools - ONEIDA	\$88,000.00	
545-6161-150-000	Home School Coordinator	\$3,020.00	
591-6360-491-190	Instructional Computer Svcs-MAD	\$200,088.83	
620-7334-491-170	Alcohol & Drug Testing	\$2,110.00	
621-7511-491-180	School Communication - ONEIDA	\$612.57	
633-7710-491-190	Computer Svc Mgmt - MAD	\$39,574.87	
	Total Appropriations:		\$298,926.30

B. Revenues

A2252 Components	\$297,580.30	
A2254 Other BOCES	\$1,346.00	
Current Appropriation	\$30,271,378.76	
Adjustment	\$298,926.30	
NEW APPROPRIATION:		\$30,570,305.06

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TREASURER'S REPORT
NOVEMBER 2016

CHECKING ACCOUNTS

HCT	General Fund	Special Aid Fund	School Lunch Fund	Trust and Agency	Capital Fund
beginning of month	1,076,622.71	1,129,528.97	7,012.48	-412,913.97	724,891.86
+ receipts	4,707,723.52	136,256.30	27,900.82	2,048,475.59	0.00
Beginning balance + receipts	5,784,346.23	1,265,785.27	34,913.30	1,635,561.62	724,891.86
- disbursements	1,913,014.82	466,832.87	21,044.09	2,002,456.18	0.00
Cash balance end of month	3,871,331.41	798,952.40	13,869.21	-366,894.56	724,891.86

BANK RECONCILIATIONS

Bank balance	4,415,837.92	828,232.06	19,204.85	136,400.56	724,891.86
- outstanding checks	544,506.51	29,279.66	5,756.34	504,205.00	0.00
bank error	0.00	0.00	0.00	0.00	0.00
outstanding dep	0.00	0.00	420.70	909.88	0.00
Cash balance end of month	3,871,331.41	798,952.40	13,869.21	-366,894.56	724,891.86

BALANCE OF FUNDS COLLATERALIZED

231.21%



TREASURER

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TREASURER'S REPORT
NOVEMBER 2016

HCT	WORKER'S COMP	UNEMPLOYMENT INSURANCE
Cash balance beginning of month	156,992.08	236,482.58
+receipts	14,851.66	26.45
Total beginning balance + receipts	171,843.74	236,509.03
- disbursements for the month	0.00	0.00
Outstanding deposit	0.00	0.00
Cash balance end of the month	171,843.74	236,509.03

PAYROLL ACCOUNT

BANK BALANCE PER STATEMENT	80,961.37
-OUTSTANDING CHECKS	80,961.37
	0.00
OUTSTANDING DEP	0.00
CASH BALANCE END OF THE MONTH	0.00

Account Name	Beg. Balance	Receipts	Sub-total	Disbursements	Ending Balance
Child & Family Services	2,282.54	60.00	2,342.54		2,342.54
Cosmetology AM	1,337.19		1,337.19		1,337.19
Cosmetology PM	214.95		214.95		214.95
Cosmetology Retail	1,377.74		1,377.74		1,377.74
Criminal Justice AM	21.05		21.05		21.05
Criminal Justice PM	20.00		20.00		20.00
Culinary and Hospitality	1,262.99	1,372.41	2,635.40		2,635.40
Foundations of Culinary	25.55		25.55	25.55	0.00
FBLA	1,406.81	348.50	1,755.31	1,158.18	597.13
HOSA AM	1,257.30	835.75	2,093.05	1,273.53	819.52
HOSA PM	1,122.87	825.00	1,947.87	1,586.00	361.87
Lego Robotics	0.00		0.00		0.00
Pathways	469.79		469.79		469.79
VP-Tech	94.50		94.50		94.50
Skills USA	15,037.86	2,975.00	18,012.86	109.39	17,903.47
Visual Communications	4,012.33	1,108.40	5,120.73	982.18	4,138.55
Interest Accrued	60.90	0.75	61.65		61.65
TOTAL	30,004.37	7,525.81	37,530.18	5,134.83	32,395.35

32,395.35

Approved by Extra-Curr Treasurer

Approved by CTC Principal

Laurie L. Hatorbury
Kathleen M. Fox

Date

1/5/17

Date

1-5-17

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
EXTRA CURRICULAR TREASURER'S REPORT
NOVEMBER 2016

CHECKING ACCOUNTS

HCT	EXTRA CURRICULAR	OUTSTANDING	
beginning of month	30,004.37		
+ receipts	7,500.26	1232	42.18
Beginning balance			
+ receipts	37,504.63	1234	225.75
- disbursements	5,109.28	1235	140.00
Cash balance end of month	32,395.35	1236	109.39
		1237	196.74
		1238	457.20
		1239	340.00
		1240	102.49
BANK RECONCILIATIONS			
Bank balance	32,942.20		
- outstanding checks	1,613.75		
bank error	0.00		0.00
outstanding dep	1,066.90		0.00
Cash balance end of month	32,395.35	OUTSTANDING	1,613.75

TO: Mark Deierlein
FROM: Laurie Waterbury *L.W.*
Extra-Curricular Treasurer
DATE: December 23, 2016
RE: Request for Change in an Account

I would like to request approval from the Board of Education for the following changes to the student accounts:

Accounts to be closed:

Foundations of Culinary (zero balance in the account)

Please let me know if this information is okay for me to give to Shawn for the January BOE Agenda.

cc: Kathy Fox

*OKAY
mpe*

Herkimer-Fulton-Hamilton-Otsego BOCES Internal Claims Audit Report
Beginning 10/1/16 and Ending 12/31/16

I have examined the claims made upon the Herkimer-Fulton-Hamilton-Otsego BOCES for the above dates. I have examined 1709 claims (1129 General Fund, 408 Special Aid Fund, 123 Trust & Agency Fund and 49 School Lunch Fund) in warrants amounting to \$10,190,988.34. In the course of my examination I have found the following exceptions.

Vendor	Service or Product	Exception	Amount of Claim	Correct Amount
Employee	Workshop	No purchase order.	\$109.34	
Employee	Dental Reimbursement	Write-up error.	\$275.24	\$136.00
Great American Financial	Service	Wrong vendor input – payable to Ed & Ed	\$117.90	
			\$502.48	\$136.00

I have brought these exceptions to the attention of the appropriate staff and the Business Official and they have been corrected.

Respectfully submitted,

Diana J. Cassidy

Diana J. Cassidy
Claims Auditor

FIRE DRILLS AND BOMB THREATS

~~I. Fire Drills~~

~~The administration of each school building shall instruct and train students, through fire drills, in procedures for leaving the building in the shortest possible time and without confusion or panic.~~

~~Fire drills shall be held at least twelve (12) times in each school year; eight (8) of these shall be held between September 1 and December 1. At least one (1) of the twelve (12) drills shall include special instruction on the procedures to be followed if a fire occurs during a student's lunch period.~~

~~At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted and one of these drills shall be held during the first week of summer school.~~

~~H. After School Programs~~

~~The building principal or his/her designee shall require those in charge of after school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.~~

III. Bomb Threats for BOCES Operated Facilities

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. This obligation must take precedence over a search for a suspect object. Prudent action is dependent upon known information about the bomb threat - location, if any; time of detonation; etc. If the bomb threat is targeted at the school parking lot or the front of the school, building evacuation may not be an appropriate response. If the bomb threat indicates that a bomb is in the school, then building evacuation is necessary unless the building has been previously inspected and secured in accordance with State Education Department Guidelines and as incorporated in the School Emergency Management Plan and administrative regulations.

The decision to evacuate a building or to take shelter is dependent upon information about where the bomb is placed and how much time there is to reach a place of safety. Prudent action dictates that students and other occupants be moved from a place of danger to a place of safety. Routes of egress and evacuation or sheltering areas must be thoroughly searched for suspicious objects before ordering an evacuation. Failure to properly search evacuation routes before an evacuation takes place can expose students and staff to more danger than

SUPPORT OPERATIONS

FIRE DRILLS AND BOMB THREATS

remaining in place until the search has taken place. Assistance is available from local police agencies and the New York State Police to train staff to check evacuation routes.

IVII. Police Notification and Investigation

A bomb threat to a school is a criminal act, which is within the domain and responsibility of law enforcement officials. Appropriate State, county, and/or local law enforcement agencies must be notified of any bomb threat as soon as possible after the receipt of the threat. Law enforcement officials will contact, as the situation requires, fire and/or county emergency coordinators according to the county emergency plan.

Therefore, the building administrator or designee is to notify local law enforcement officials and follow established procedures to move all occupants out of harm's way.

VIII. Implementation

The Board of Education directs the Superintendent or his/her designee to develop administrative regulations to implement the terms of this policy. Additionally, such regulations are to be incorporated in the School Emergency Management Plan, with provisions for written notification by October 1 of each school year to all students and staff about emergency procedures, an annual emergency drill, and the annual updating of the School Emergency Management Plan as mandated pursuant to law and/or regulation.

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

Legal Ref: NYS Education Law Sections 807, 3623; Penal Law Sections 240.55, 240.60, 240.61;
8 NYCRR 155.13, 1563(h)(2)

Adopted: 06/19/02

Revised: 12/13/12, _____

SUPPORT OPERATIONS

FIRE AND EMERGENCY DRILLS

I. Fire and Emergency Drills

- A. The administration of each school building shall provide instruction for and training of students, through fire and emergency drills, in procedures for leaving the building in the shortest possible time and without confusion or panic. Fire and emergency drills shall be conducted in accordance with Section 807 of the New York State Education Law.
 - 1. Fire and emergency drills shall be held at least twelve (12) times in each school year, eight (8) of which shall be held between September first and December thirty-first of each such year.
 - 2. Eight (8) of the twelve (12) required drills shall be evacuation drills, four (4) of which shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four (4) of the twelve (12) required drills shall be lock-down drills.
 - 3. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted, and one (1) of such drills shall be held during the first week of summer school.
 - 4. Students must also be instructed at one of the drills about procedures to be followed if a fire occurs during a lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.
- B. A written record shall be kept indicating the date and time each drill is conducted.
- C. The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.
- D. The Superintendent shall insure that the annual fire inspection required by Education Law Section 807-a is conducted, and that any necessary reports are filed and notices are published as required by the statute and applicable regulations of the Commissioner.
- E. The Superintendent shall insure that the instruction in fire and arson prevention required by Section 808 of the Education Law is provided to students in the District.

SUPPORT OPERATIONS

5000

FIRE AND EMERGENCY DRILLS

II. Implementation

The Superintendent is authorized to promulgate administrative regulations to implement the terms of this policy. Such regulations shall be consistent with the District-Wide School Safety Plan and each building level emergency response plan. Those administrative regulations shall ensure that written information is distributed regarding emergency procedures to all staff and students by October 1 of each school year; an annual drill to test the emergency response procedures under each building level-emergency response plan takes place; and the district-wide and building level emergency response plans are updated each year, by September 1, as mandated pursuant to law and regulation.

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

Legal Ref: Education Law Sections 807, 807-a, 808, 2801-a and 3623; 8 NYCRR 155.17, 156.3

Adopted: _____

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL EMERGENCY RESPONSE PLANS

I. ~~Philosophy~~

- ~~Emergencies and violent incidents are critical issues that must be addressed in an expeditious and effective manner. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) legislation.~~
- ~~The BOCES supports the initiative to address emergencies and violent incidents and the SAVE legislation.~~

H. I. Policy

- A. As required by State law, the Board of Education, has adopted a comprehensive District-Wide School Safety Plan and a Building Level School Safety Plan Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the BOCES and ~~such plans shall be reviewed~~ and ~~updated~~ those plans annually by ~~July~~ September 1st of each succeeding year.

H. ~~Plan Development~~

- ~~A. The District Wide School Safety Plan is reviewed and updated by a District Wide School Safety Team and shall contain all the elements required by Commissioner's Regulation 155.17(e)(1). The Building Level Plan is reviewed and updated by a Building Level School Safety Team (appointed by the Principal) and shall contain all the elements required by Commissioner's Regulation 155.17(e)(2).~~
- ~~B. Both plans must be made available for public comment at least thirty (30) days prior to adoption by the Board. Only a summary of the Building Level Plans shall be made available. The Board may adopt the plans only after at least one public hearing has been held.~~
- ~~C. A copy of the District Wide Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption. A copy of each Building Level Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption.~~

IV. ~~Implementation~~

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

- ~~A. The District Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.~~
- ~~B. The District Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.~~
- ~~C. The BOCES shall, at least once every school year, conduct one test of its emergency procedures.~~
- B. The Superintendent shall designate a Chief Emergency Officer. The designation shall be in writing and shall be made on an annual basis no later than July 31 of each school year. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District-Wide School Safety PlanA. Safety Team

The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel to develop a comprehensive District-Wide Safety Plan.

- B. The District-Wide Safety Plan shall include at a minimum all the elements required by Commissioner's Regulation s 155.17(c)(1).

C. Review and Update

1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team.
2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board. The Board may adopt the District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption.

III. Building-Level Emergency Response PlanA. Response Team

III. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include but not be limited to representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.

IV. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1).

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 15th of each year.

IV. Implementation and Training

A. The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.

B. All district and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan. This safety training shall include components of violence prevention

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

and mental health. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

- C. The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services
Legal Ref: 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE)
Adopted: 06/19/02
Revised: 12/13/12, _____

SUPPORT OPERATIONS

SAFETY AND COMMUNICATION

I. Safety

- A. The Board of Cooperative Educational Services hereby declares that it is the policy of this BOCES to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon BOCES property.
- B. It shall be the responsibility of the District Superintendent to establish and carry out written regulations which will:
 - 1. Identify those staff members who will be responsible for the effective administration of the regulations, required safety drills and inspections;
 - 2. Provide staff time and other necessary resources for the effective administration of the regulations;
 - 3. Establish periodic (at least annually) written review of the activities of the staff to insure compliance with applicable laws and regulations;
 - 4. Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
 - 5. Provide for periodic reports to the Board (at least annually) regarding the significant aspects of safety and security of the Herkimer-Fulton-Hamilton-Otsego BOCES;
 - 6. Establish a Board of Cooperative Educational Services-wide Safety and Security Committee which shall be charged with the task of discovering and investigating unsafe conditions and breaches of property security and making recommendations to the responsible Board of Cooperative Educational Services staff concerning such matters;
 - 7. Provide all personnel with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard. The District Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

II. Communication

When a crisis arises, immediate, effective and responsible management and communication can resolve the crisis and maintain the organization's integrity and credibility by:

POLICY

SUPPORT OPERATIONS

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SAFETY AND COMMUNICATION

- A. Identifying a crisis response team to develop a plan and maintain a strong, ongoing communications program in each building.
- B. Identifying a media spokesperson who will be briefed on all details. The spokesperson shall be the District Superintendent or his/her designee. In most instances the designee shall be the Public Information Manager. Only these spokespersons shall talk to and maintain a timely flow of information to the media.
- C. The Superintendent/designee shall be responsible for informing staff of the crisis plan which is to be developed by both administration and the crisis response team.

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

Adopted: 06/19/02

Revised: 12/13/12

Herkimer-Fulton-Hamilton-Otsego BOCES
January 12, 2017 Board of Education Report
Roberta A. Matthews, Director of Academic Services

Goal 1. **DIRECTION FOR CONTINUOUS IMPROVEMENT**

- **Career and Technical Education:**

Career Tech teachers participated in an overview of *The CDOS Solution*, a data management tool. This tool is used to manage the number of work-based learning hours students collect while in their CTE program. This tool is also available to our component school districts through our School to Careers program. Many of our districts are now taking advantage of this tool.

Career Tech is also offering students who will be taking the Global Studies Regents in January the opportunity to attend our Learning Lab. In the Learning Lab students are taught test taking skills that will hopefully translate into improved student achievement.

- **Special Education:**

Due to the increase in requests for Itinerant and related services, there is the need to hire additional staff to accommodate these requirements. Our recruitment and interview process has yielded some viable candidates.

- **VP-Tech:**

VP-TECH students will be participating in the Fibonacci STEAM Conference, from July 30th - August 5th in Rome.

A total of (106) Teddy Bear dolls were collected by our VP-Tech Student Council. These Teddy Bears will be given to hospitalized children.

Herkimer-Fulton-Hamilton-Otsego BOCES

Mary K. Kline, Director

Adult, Early Childhood and Outreach Education

Jan. 12, 2017

Adult Education, LPN, Literacy Zone and High School TASC

- We continue to attend trainings and meeting to learn how the new Workforce Investment Opportunity Act (WIOA) will impact our local Adult education program. We have quarterly meetings with the tri county Workforce Development Board. In addition we have had co trainings with our local Working Solutions office. I will be doing a training there on Jan 18th on BOCES services.
- The LPN program will be providing C.N.A, training for a facility in Otsego County. They will be transporting students to us to train them. Their clinical work will be done in the facility in Otsego County.

Early Childhood Education

- It hardly seems possible but we will setting up dates for Fall 2017 registration for Pre K in the Fall. We try and hold ours in conjunction with the district registration for Kindergarten and or Pre K.

Migrant Education Tutorial and Support Services

- Migrant staff a busy administering the Mid-Year tests to our students. We are using the Easy CBM this year for the first time. We are anxious to compare the initial Fall Assessment to measure progress and target instruction.

Community Outreach

- The ESSA Think Tank continues to meet in Albany on a monthly basis. A new survey will be coming out shortly to all educators in NYS to get feedback on essential indicators that should be included in NYSED's Proposal to Washington.

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

**2017-2018
Administrative and Capital Budgets**

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget Summary
2017-2018**

	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2017-18 Budget</u>	<u>% Change</u>
Board of Education	\$ 61,821	\$ 82,271	\$ 76,600	-6.89%
District Superintendent	288,776	310,290	307,673	-0.84%
Central Administration	124,857	143,257	147,974	3.29%
Business Administration	719,360	762,915	779,300	2.15%
Transfer Charges	<u>143,845</u>	<u>116,137</u>	<u>35,157</u>	<u>-67.73%</u>
Total Current Admin. Costs	<u>\$1,338,659</u>	<u>\$1,414,870</u>	<u>\$1,346,704</u>	<u>- 4.82%</u>
 Post-Retirement Health	 <u>\$1,368,145</u>	 <u>\$1,341,903</u>	 <u>\$1,496,324</u>	 11.51%
 Total Administrative Budget	 <u>\$2,706,804</u>	 <u>\$2,756,773</u>	 <u>\$2,843,028</u>	 3.13%

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2017-2018**

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Budget</u>	<u>2017-18</u> <u>Budget</u>
<u>BOARD OF EDUCATION</u>			
Supplies	\$ 5,410	\$ 5,000	\$ 5,500
Memberships & Annual Meeting Expenses	9,433	18,171	12,000
Travel Expenses	0	1,000	1,000
Conferences	2,815	4,500	4,500
Audit/Legal	17,085	23,500	23,500
Labor Relations	21,178	24,000	24,000
Policy Book	<u>5,900</u>	<u>6,100</u>	<u>6,100</u>
Total Board of Education	<u>\$ 61,821</u>	<u>\$ 82,271</u>	<u>\$ 76,600</u>
<u>DISTRICT SUPERINTENDENT</u>			
District Superintendent Salary	\$123,168	\$123,168	\$123,168
Office Staff Salaries	50,821	51,927	53,485
Miscellaneous Office Salaries	469	561	575
Office Equipment	0	0	0
Supplies and Materials	10,828	10,000	11,000
Contractual Expenses	17,857	22,000	21,000
Travel Expenses	2,553	5,500	5,500
Staff Conferences	2,282	5,700	5,700
Consultants	605	3,000	5,000
Teachers Retirement (TRS): District Supt.	16,332	19,091	12,933
Employees Retirement (ERS)	9,202	8,451	7,947
Social Security	3,701	4,015	4,136
Health Insurance	34,544	36,203	36,374
Post Retirement Health	14,340	17,689	17,847
Dental/Vision Reimbursement	327	350	350
Workers Compensation Insurance	1,745	1,757	1,772
Unemployment Insurance	<u>2</u>	<u>878</u>	<u>886</u>
Total District Superintendent	<u>\$288,776</u>	<u>\$310,290</u>	<u>\$307,673</u>

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>123,168</u>
Total	<u>\$166,667</u>

The District Superintendent is budgeted to provide other benefits to which the BOCES contributes as follows, estimated for 2017-2018:

- Health Insurance (\$17,322)
- Life Insurance (\$477)
- Disability Insurance (\$710)
- Teacher Retirement (\$12,933)
- Annual Dues to Professional Organizations

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2017-2018**

	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2017-18 Budget</u>
<u>CENTRAL ADMINISTRATION</u>			
Instructional Salaries	\$ 26,220	\$ 27,275	\$ 28,093
Office Staff Salaries	15,660	15,992	16,472
Supplies and Materials	3,624	5,000	5,000
Contractual Expenses	7,302	10,000	10,000
Travel Expenses	0	500	500
Staff Conferences	295	1,000	1,000
General Liability Insurance	22,710	23,845	25,000
Consultants	25,858	34,000	37,000
Putnam BOCES (Recruiting)	2,500	2,500	2,500
Teachers Retirement (TRS)	3,477	4,227	2,950
Employees Retirement (ERS)	2,846	2,575	2,421
Social Security	3,119	3,310	3,409
Health Insurance	7,098	7,427	7,872
Post Retirement Health	3,443	4,357	4,488
Dental/Vision Reimbursement	286	600	600
Workers Compensation	419	433	446
Unemployment Insurance	<u>0</u>	<u>216</u>	<u>223</u>
Total Central Administration	<u>\$124,857</u>	<u>\$143,257</u>	<u>\$147,974</u>

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2017-2018**

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Budget</u>	<u>2017-18</u> <u>Budget</u>
<u>BUSINESS ADMINISTRATION</u>			
Salaries	\$371,980	\$380,701	\$390,678
Equipment	0	0	0
Supplies and Materials	7,676	10,000	10,000
Contractual	83,001	79,000	83,000
Staff Travel	576	2,000	2,000
Staff Conferences	515	1,000	1,000
Consulting	9,161	13,000	13,000
Interest Expense	0	18,000	18,000
State Aide Planning	3,670	3,670	3,670
Teachers Retirement	11,772	17,008	14,019
Employees Retirement (ERS)	49,377	43,627	37,804
Social Security	27,364	29,124	29,887
Health Insurance	118,100	119,237	128,541
Post Retirement Health	30,577	38,337	39,341
Dental/Vision Reimbursement	1,867	2,500	2,500
Workers Compensation	3,720	3,807	3,907
Unemployment Insurance	<u>4</u>	<u>1,904</u>	<u>1,953</u>
Total Business Administration	<u>\$719,360</u>	<u>\$762,915</u>	<u>\$779,300</u>

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget
2017-2018**

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Budget</u>	<u>2017-18</u> <u>Budget</u>
<u>TRANSFER CHARGES</u>			
Operation and Maintenance	\$ 39,816	\$ 0	\$ 0
Telephone	9,186	9,082	11,234
Computer Support	90,081	95,829	15,197
Printing	1,035	7,500	5,000
Cooperative Purchasing	2,996	2,995	2,995
Staff Development	<u>731</u>	<u>731</u>	<u>731</u>
Total Transfer Charges	<u>\$ 143,845</u>	<u>\$ 116,137</u>	<u>\$ 35,157</u>
Total Current Administrative Costs	<u>\$1,338,659</u>	<u>\$1,414,870</u>	<u>\$1,346,704</u>
<u>POST RETIREMENT HEALTH INSURANCE</u>			
Post Retirement Benefits	\$1,368,145	\$1,341,903	\$1,496,324
Total Undistributed	<u>\$1,368,145</u>	<u>\$1,341,903</u>	<u>\$1,496,324</u>
Total Administrative Budget	\$2,706,804	\$2,756,773 .40%¹	\$2,843,028 3.13%²

¹ Change from 2015-2016 Budget

² Change from 2016-2017 Budget

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Administrative Budget Revenues
2017-2017**

<u>District</u>	<u>2016-17</u>	RWADA <u>2017-18</u>	<u>2016-17 Budget</u>	<u>2017-18 Proposed Budget</u>
Central Valley	2,331	2,331	\$ 636,689	\$ 664,872
Dolgeville	827	870	225,887	\$ 248,151
Frankfort-Schuyler	1,070	1,028	292,260	293,216
Herkimer	1,220	1,215	333,231	346,555
Little Falls	1,097	1,108	299,635	306,052
Mount Markham	1,142	1,134	311,926	323,451
Owen D. Young	235	207	64,188	59,043
Poland	583	606	159,241	172,850
Richfield Springs	508	479	138,755	136,626
West Canada Valley	787	744	<u>214,961</u>	<u>212,212</u>
Totals for School Districts			\$2,676,773	\$2,763,028
OTHER REVENUES:				
Interest Earnings			\$ 3,000	\$ 3,000
Miscellaneous Revenue			<u>77,000</u>	<u>77,000</u>
Total Revenues			<u>\$2,756,773</u>	<u>\$2,843,028</u>

**Herkimer-Fulton-Hamilton-Otsego
Board of Cooperative Educational Services
Capital Budget
2017-2018**

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Budget</u>	<u>2017-18</u> <u>Budget</u>
<u>CLASSROOM RENTALS</u>			
Central Valley	\$ 103,750	\$ 92,500	\$ 100,000
Dolgeville	7,500	7,500	7,500
Herkimer	37,500	29,000	37,500
Owen D. Young	6,500	6,500	6,500
Poland	15,000	15,000	46,500
Summer Programs	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Total Classrooms	\$ 195,250	\$ 175,500	\$ 223,000
<u>OTHER FACILITY RENTALS</u>			
MVNH Realty	16,050	0	0
HARC	85,756	114,342	114,342
One-Stop	7,000	7,000	7,000
Oneida BOCES	<u>18,000</u>	<u>19,000</u>	<u>19,000</u>
Total Other Facilities	\$ 126,806	\$ 140,342	\$ 140,342
<u>CAPITAL EXPENDITURES</u>			
Bonds & Energy Perform.	\$1,440,875	\$1,401,439	\$1,401,434
Capital Fund	<u>142,505</u>	<u>166,937</u>	<u>119,440</u>
Total Capital Expenditures	\$1,583,380	\$1,568,376	\$1,520,874
Total Expenditures	<u>\$1,905,436</u>	<u>\$1,884,218</u>	<u>\$1,884,216</u>
<u>REVENUES</u>			
Charge to Districts	\$1,761,954	\$1,754,832	\$1,754,833
Program Charges	48,082	35,499	35,494
Preschool Programs	35,900	29,000	29,000
Other Programs	<u>59,500</u>	<u>64,887</u>	<u>64,889</u>
Total Revenues	<u>\$1,905,436</u>	<u>\$1,884,218</u>	<u>\$1,884,216</u>

**RWADA Charges
Capital Budget
By School District
2017-2018**

<u>District</u>	<u>Rental</u>	<u>Bonds & Leases</u>	<u>Capital</u>	<u>Total</u>
Central Valley	\$ 56,298	\$ 330,252	\$ 28,741	\$ 415,291
Dolgeville	21,012	114,225	10,727	145,964
Frankfort-Schuyler	24,828	152,351	12,675	189,854
Herkimer	29,345	160,443	14,981	204,769
Little Falls	25,915	149,570	13,230	188,715
Mount Markham	27,388	174,985	13,982	216,355
Owen D. Young	4,999	33,746	2,552	41,297
Poland	14,636	92,874	7,472	114,982
Richfield Springs	11,569	80,725	5,906	98,200
West Canada Valley	<u>17,969</u>	<u>112,263</u>	<u>9,174</u>	<u>139,406</u>
Capital District Charges	<u>\$233,959</u>	<u>\$1,401,434</u>	<u>\$119,440</u>	<u>\$1,754,833</u>

**Herkimer BOCES
RWADA Administrative and Capital Charges
2016-17 and 2017-17**

<u>District</u>	<u>2016-2017 Budgets</u>			<u>Proposed 2017-2018 Budgets</u>			<u>Change</u>	
	<u>Administrative</u>	<u>Capital</u>	<u>Total</u>	<u>Administrative</u>	<u>Capital</u>	<u>Total</u>	<u>Dollar</u>	<u>Percent</u>
Central Valley	\$ 636,689	\$ 413,780	\$1,050,469	\$ 664,872	\$ 415,291	\$1,080,164	\$ 29,695	2.83%
Dolgeville	225,887	143,011	368,898	248,151	145,964	394,115	25,217	6.84%
Frankfort-Schuyler	292,260	191,521	483,781	293,216	189,854	483,071	(710)	-0.15%
Herkimer	333,231	204,259	537,490	346,555	204,769	551,325	13,835	2.57%
Little Falls	299,635	189,352	488,987	306,052	188,715	494,768	5,781	1.18%
Mount Markham	311,926	216,064	527,990	323,451	216,355	539,807	11,817	2.24%
Owen D. Young	64,188	42,720	106,908	59,043	41,297	100,340	(6,568)	-6.14%
Poland	159,241	113,311	272,552	172,850	114,982	287,832	15,280	5.61%
Richfield Springs	138,755	99,501	238,256	136,626	98,200	234,826	(3,430)	-1.44%
West Canada Valley	<u>214,961</u>	<u>141,313</u>	<u>356,274</u>	<u>212,212</u>	<u>139,406</u>	<u>351,618</u>	<u>(4,656)</u>	<u>-1.31%</u>
Total	<u><u>\$2,676,773</u></u>	<u><u>\$1,754,832</u></u>	<u><u>\$4,431,605</u></u>	<u><u>\$2,763,028</u></u>	<u><u>\$1,754,833</u></u>	<u><u>\$4,517,861</u></u>	<u><u>\$ 86,256</u></u>	<u><u>1.95%</u></u>

INTENDED USE OF RESERVES

Reserve funds, like other savings plans, are mechanisms for accumulating cash for future capital outlays and other allowable purposes. The practice of planning ahead and systematically saving for capital acquisitions and other contingencies is considered prudent management. Savings for future capital needs can reduce or eliminate interest and other cost associated with debt issuances. Similarly, certain reserve funds can be utilized to help protect the budget against known risks (a potential lawsuit) or unknown risks (a major ice storm).

Most reserve funds are established to provide resources for an intended future use. An important concept to remember is that a reserve fund should be established with clear intent or plan in mind regarding the future purpose, use and, when appropriate, replenishment of funds from the reserve. Reserve funds should not be merely a “parking lot” for excess cash or fund balance. Local governments and school districts should balance the desirability of accumulating reserves for future needs with the obligation to make sure tax payers are not overburdened by these practices. There should be a clear purpose or intent for reserve funds that aligns with statutory authorizations.

Each statute that authorizes a reserve fund sets forth a particular underlying purpose for the fund. For example, provisions of the General Municipal Law (the GML) and the Education Law allow municipalities and school districts, respectively, to establish capital reserves for future equipment purposes and capital improvements. The GML also authorizes the establishment of an employee benefit accrued liability reserve for the payment of the monetary value of accumulated, unused leave time to employees upon separation from service. Planning today and saving incrementally for expected future events can help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on your annual operating budget. Establishing and funding allowable reserve funds for a clear purpose can help smooth out spikes in the annual budget and in the real property tax levy.

Source: Office of the New York State Comptroller-Local Management Guide for Reserves

<http://www.osc.state.ny.us/localgov/pubs/lmgm/resrvfunds.pdf>

WORKERS COMPENSATION RESERVE

Purpose: To fund Workers Compensation expenses, related medical expenses, and self-insurance administrative cost. The reserve was established through board resolution and has been in existence for several years. This reserve is an operational reserve, meaning that the funds contained within may be utilized to offset current year anticipated workers compensation expenditures (General Municipal Law, §6j).

Balance June 30, 2016: \$225,347

Ideal Balance: The equivalent of two years' of annual expenditure. The actual expenditure for 2016-2017 was \$95,462. Based on 2016-2017 expenditures the ideal balance should be about \$190,924 plus a trend for increases. The premiums for the 2016-2018 are unknown at this time but are expected to increase. The BOCES will monitor and decrease the reserve to get to a more appropriate balance.

UNEMPLOYMENT INSURANCE RESERVE

Purpose: To pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the school district uses the benefit reimbursement method (General Municipal Law, §6-m). This reserve was established by the board of education under resolution and has been in existence for several years. It too is an operational reserve in that funds are utilized to offset current year anticipated unemployment claim expenditures.

Balance June 20, 2016: \$242,932

Ideal Balance: Approximately 1% of payroll. The payroll expenditure for the 2015-2016 year was approximately \$12,022,000. The BOCES anticipated not budgeting funds for 17-18 school year and will continue to use this reserve to offset the expenditures.

RETIREMENT CONTRIBUTION RESERVE

Purpose: The governing board of a school district, by resolution, may establish a reserve for the purpose of financing retirement contribution made to the NY State and Local Employees' Retirement System. Establishing or expending the reserve does not require voter approval. Expenditures may only be made pursuant to a board resolution and must be used to finance retirement contributions (General Municipal Law, §6-1). This reserve is an operational reserve and will be used to support ERS expenditures incurred each year.

Balance June 30, 2016: \$303,432

Ideal Balance: Approximately 5 years of planned ERS expenditures. The last bill received for 2016-2017 was approximately \$375,000. The district acknowledges that the balance is significantly less than the equivalent of five years annual expenditures. The BOCES will monitor this reserve due to the fluctuation in the rates and work to get to the appropriate balance.

EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE

Purpose: The governing board of any school district, by resolution, may establish a reserve for the purpose of funding the monetary value of accrued but unused sick leave, personal leave, vacation time, and any other forms of payment of accrued but unliquidated time earned by employees. Establishing or expending the reserve does not require voter approval. Expenditures may only be made for allowed cash payments earned by employees due upon their termination of employment (General Municipal Law, §6-p).

Balance June 30, 2016: \$856,490

Ideal Balance: Equivalent to the calculated total of compensated absences calculation less any monies expended from the general fund for this purpose. As of the June 30, 2016 reporting, compensated absences balances are \$806,506. The BOCES will continue to monitor this reserve and reduce it to the appropriate balance.

CAPITAL RESERVE

Purpose: The Capital Reserve Fund is used to pay the cost of any object or purpose for which bonds may be issued. The reserve is intended to reduce the impact to Component District residents of capital projects. Currently the district is planning a new capital project. If a project is approved, funds in the reserve will be applied according to the recommendation of our fiscal advisor.

Balance June 20, 2016: \$724,892

RESERVE FOR ENCUMBRANCES

Purpose: Allows outstanding encumbrances remaining at the end of a school year to be carried over to the next school year. Board resolution is not needed to establish the reserve.

Encumbrances represent bona fide obligations.

Balance June 30, 2016: \$72,365

Ideal Balance: Equivalent to actual identified obligations.

Herkimer-Fulton-Hamilton-Otsego BOCES
Management Letter Plan of Correction
Fiscal Year Ended 06/30/2016

Prior-Year Comments

1. Human Resource Findings

- a. **Finding:** It was noted that one employee who did not have the employer review and verification section completed and one did not have sufficient identification examined.
- b. **Recommendation:** The Human Resource Department must require all employees to complete form I-9 in its entirety, and place it in the employee file along with copies of the appropriate identification examined.
- c. **Response:** The Human Resource Department will assure that all Form I-9 are completed and placed in the employee file with copies of the appropriate identification examined.

2. Old Outstanding Checks

- a. **Finding:** It was noted in the bank reconciliations that there are outstanding checks that are over one year old
- b. **Recommendation:** BOCES should attempt to void and re-issue the old checks or submit to New York State in compliance with Escheat Laws.
- c. **Response:** The BOCES will either void and re-issue checks outstanding more than one year or submit them to New York State in compliance with Escheat Laws.

3. Accounts Receivable

- a. **Finding:** Several balances over one year were noted
- b. **Recommendation:** The Business Office should review collectability of receivables regularly to ensure receipt.
- c. **Response:** All balances in excess of one year old will be examined for collectability.

4. Audit Adjustment Journal Entries

- a. **Finding:** Proposed Adjusting Journal Entries for 2012-13 audit were not posted
- b. **Recommendation:** Management should review the programs within the Special Aid Fund to determine if revenues received have been earned or whether there are unused funds that need to be returned to grantors or transferred to other funds.
- c. **Response:** BOCES will post the entries.

5. Interfund Balances

- a. **Finding:** At the time of the audit, Interfund receivables and payables were out of balance.
- b. **Recommendation:** The Business Office should balance the Interfund accounts at each month end.
- c. **Response:** The BOCES Business Office will balance Interfund accounts on a monthly basis.

Current Year Comments

1. Extraclassroom Activity Funds

a. Findings:

- i. Clubs did not complete profit or loss statements or inventory control forms as required by NYS Education Department
- ii. Clubs failed to collect and pay sales tax on all receipts and purchases
- iii. There were missing signatures on documentation

b. **Recommendation:** The BOCES should develop accounting procedures which are in accordance with State Education Department to properly account for all activities.

c. **Response:** Clubs will be required to adhere to State Education Department requirements.

2. Instructional Support Budget

a. **Finding:** The Instructional Support CoSer exceeded the approved final budget

b. **Recommendation:** It is recommended that the Superintendent be given the authority to make budget increases at year-end for all Contracts with a report to the Board at the subsequent meeting.

c. **Response:** The board will be asked to grant the Superintendent the authority to authorize expenditures that exceed the final budget with a report to the Board of Education at the following meeting.

Agenda

Oneida-Madison-Herkimer Counties School Boards Institute
General Membership Meeting

“Legislative Forum”

Thursday, January 26, 2017

(Snow date, Thursday, February 2nd, 2017)

Oneida BOCES

Middle Settlement Road, New Hartford

(Oneida Conference Room)

Registration and refreshments: 6:00 – 6:30 p. m. Oneida Conference Room

Coffee & Dessert with Legislators

(Board members will be encouraged to meet and engage legislators that represent their respective school districts. Districts that have more than one Assembly or Senate Representative should decide which break-out session they wish to attend)

Welcome, Pledge of Allegiance : 6:30 p.m.

Mr. Robert Group, OMH-SBI President, Jim Van Wormer, Coordinator of Board Training
Introduction of NYS Assembly and Senate representatives

Program Overview: 6:35 - 8:10 p.m.

- Facilitators, Russ Stewart and Tom Moats, will address the legislators and our members with the ground rules and format for the evening.
- All legislators will be in the Oneida Room.

NYS Senator 51 st District	Senator James Seward
NYS Senator 47 th District	Senator Joseph Griffo
NYS Senator 49 th District	Senator David Valesky
NYS Assembly 121 st District	Assemblyman William Magee
NYS Assembly 118 th District	Assemblyman Marc Butler
NYS Assembly 101 st District	Assemblyman Brian Miller
NYS Assembly 111 th District	Assemblyman Ken Blankenbush
NYS Assembly 119 th District	Assemblyman Anthony Brindisi
- Questions from members (facilitators will move microphones to members for their questions)

Closing 8:15 p.m.

Closing remarks by President Robert Group will conclude the evening.