

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
MONDAY, APRIL 17, 2023  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
6:30 P.M.  
BOARD OF EDUCATION MEETING  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MS/SR HIGH SCHOOL  
ROOM #93/ZOOM**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of March 20, 2023
- 1.8 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Business Manager's Report – Patti Loker
- 3.2 Superintendent's Report – Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 DCMO BOCES Services Guide 2023-2024 (Information only)
- 4.2 Approve CSE Recommendations (4.17.23 G1)
- 4.3 Approve transportation requests to Otsego Christian Academy (4.17.23 G2)
- 4.4 Approve BOCES resolution for Cooperative Purchasing for the 2023-2024 school year (4.17.23 G3)
- 4.5 Approve BOCES resolutions for Generic for the 2023-2024 school year (4.17.23 G4)
- 4.6 Approve BOCES resolutions for Cafeteria Supplies and Food Bids for the 2023-school year (4.17.23 G5)
- 4.7 Approve Agreement between The Workers' Compensation Self-Insurance Alliance and Unatego Central School District for the 2023-2024 school year (4.17.23 G6)
- 4.8 Approve the amended transportation resolution (4.17.23 G7)
- 4.9 Approve Unit Cost Methodology (4.17.23 G8)
- 4.10 Approve Property Tax Report Card (4.17.23 G9)
- 4.11 Adoption of the 2023-2024 school budget (4.17.23 G10)
- 4.12 Approve AAC Consultation and Therapy Services Contract (4.17.23 G11)
- 4.13 Establish the Film COOP Scholarship (4.17.23 G12)
- 4.14 Appoint Violet Bettiol, Elizabeth Goodrich, and Sharon Harris as tellers and Sheila Nolan as an alternate for the Annual District Meeting May 16, 2023 (4.17.23 UC1)
- 4.15 Approve volunteer coaches for spring sports season (4.17.23 UC2)
- 4.16 Accept Curtis Leonard's resignation as bus driver (4.17.23 UC3)
- 4.17 Appoint Justin Corna as a substitute teacher (4.17.23 UC4)
- 4.18 Accept McKenzie Rutherford's resignation as a part-time aide (4.17.23 UC5)
- 4.19 Appoint McKenzie Rutherford as a full-time aide (4.17.23 UC6)
- 4.20 Appoint Allison Worman part-time lunch and recess aide (4.17.23 UC7)

- 4.21 Accept Alicia Gribbin's resignation as 1:1 aide at Otsego Christian Academy (OCA) (4.17.23 UC8)
- 4.22 Appoint Kim Renwick long-term substitute LTA (4.17.23 C1)
- 4.23 Accept Dusti Novellano's resignation as elementary teacher (4.17.23 C2)
- 4.24 Appoint Jennifer Mileski and Donielle Jordan as tutors (4.17.23 C3)
- 4.25 Appoint Jillian Cannistra as a special education teacher (4.17.23 C4)
- 4.26 Appoint Debra Davies as an elementary teacher (4.17.23 C5)
- 4.27 Appoint Leah Trass as an elementary special education teacher (4.17.23 C6)

5. PUBLIC COMMENT

6. ROUND TABLE DISCUSSION/QUESTIONS

7. EXECUTIVE SESSION (IF NECESSARY)

Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. matters which may imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending, or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. 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;
- G. the preparation, grading or administration of examination; and
- H. the proposed acquisition, sale, or lease of real property or the proposed Acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;
- I. any matter made confidential by federal or state law.

8. ADJOURN

4.2

4.17.23 G1

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE Recommendations as presented.

4.3

4.17.23 G2

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve transportation requests to and from Otsego Christian Academy as presented.

4.4

4.17.23 G3

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize BOCES to award bids on the behalf of the participating school district for Cooperative Purchasing for the 2023-2024 school year as presented.

4.5

4.17.23 G4

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby authorize BOCES to award bids on behalf of the district's in the preparation, advertising, and tabulation of bids but specifies that bids are to be awarded by individual districts Board of Education based on the information supplied by BOCES for Generic for the 2023-2024 school year as presented.

4.6

4.17.23 G5

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve a committee to act in the district's behalf and for the district to abide by committee recommendations and award of bids for Cafeteria Supplies and Food bid for the 2023-2024 school year as presented.

4.7

4.17.23 G6

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the agreement between The Workers' Compensation Self-Insurance Alliance and the Unatego Central School District as presented.

#### **AGREEMENT**

Agreement between the Workers' Compensation Self-Insurance Alliance, consisting of several school districts and a BOCES, organized and existing under the provisions of General Municipal Law § 119-o, (*Alliance*) and the Board of Education of the Unatego Central School District (*Unatego*)

#### **RECITALS:**

The Alliance is required to appoint a treasurer, an assistant treasurer, and an claims auditor.

That such treasurer, assistant treasurer, and claims auditor can be a treasurer, assistant treasurer, and an claims auditor of a participating school district.

Unatego has and is willing to continue to supply a treasurer, an assistant treasurer, and a claims auditor.

The parties desire to confirm their understanding regarding these matters.

**THEREFORE,** the parties agree as follows:

1. Unatego will supply to the Alliance the services of a duly appointed treasurer, an assistant treasurer, and a claims auditor and the Alliance has appointed said individuals to function in these capacities on behalf of the Alliance.
2. The Alliance agrees to pay to the Unatego Central School District for the services of its treasurer, assistant treasurer, and claims auditor and for allied expenses a sum not to exceed \$21,175. The actual payments will be based upon the specified amounts such as personal services or disbursements. An itemized statement will be presented to the Treasurer of The Alliance for review and payment for the 2023-2024 school year.
3. Either party may cancel this agreement upon 30 days notice to the other party in which case the payment provided in this Agreement shall be prorated.

IN WITNESS WHEREOF, the parties have signed this Agreement the \_\_\_\_ day of \_\_\_\_\_, 2023

**THE WORKERS' COMPENSATION-  
SELF- INSURANCE ALLIANCE**

By: \_\_\_\_\_  
Presiding Trustee

**BOARD OF EDUCATION OF THE  
UNATEGO CENTRAL SCHOOL DISTRICT**

By: \_\_\_\_\_  
President

**CERTIFICATION**

It is certified that the Board of Education of the Unatego Central School District, at its meeting, duly noticed, held on \_\_\_\_\_, 2023, approved the within Agreement and authorized the President of the Board of Education to sign the Agreement on its behalf.

**DATED:** \_\_\_\_\_, 2023

**Sheila Nolan, Clerk**

It is certified that the Workers' Compensation Self-Insurance Alliance, at its meeting, duly noticed, held on \_\_\_\_\_, 2023, approved the within Agreement and authorized the Presiding Trustee or Deputy Presiding Trustee to sign the Agreement on its behalf.

**DATED:** \_\_\_\_\_, 2023

**Donna Marie Utter, Clerk**

4.8

4.17.23 G7

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the following amended resolution to expand the transportation policy as presented.

**RESOLUTION**

**WHEREAS**, the Education Law of the State of New York requires school districts to provide transportation for children residing within the school district to and from the school they legally attend; and

**WHEREAS**, such transportation is required to be provided for students attending grades K-8 who live more than two miles from school and for students in grades 9-12 who live more than three miles from school; and

**WHEREAS**, transportation for a lesser distance may be provided by a school district with the approval of the qualified voters of the District; and

**WHEREAS**, the Board of Education seeks to establish a student transportation policy in accordance with Education Law §3635, providing transportation to only those students in grades K-12 residing more than 0.25 miles from their school of attendance.

**NOW, THEREFORE, BE IT RESOLVED** that the following proposition be presented to the voters at the Annual Meeting to be held on May 16, 2023:

Shall the Board of Education of the Unatego Central School District be authorized to reduce the bus transportation limit from its current limit of 1.5 miles and to provide transportation to students in kindergarten through twelfth grade residing more than 0.25 miles from their school of attendance and within the boundaries of the Unatego Central School District.

**4.9**

**4.17.23 G8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Unit Cost Methodology as presented (2023-2024 BOCES Services).

**4.10**

**4.17.23 G9**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Property Tax Report Card as presented.

**4.11**

**4.17.23 G10**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby adopt the proposed school budget for the 2023-2024 school year in the amount of \$24,071,169 to be presented to the public for consideration at the May 16, 2023, Annual District Meeting as presented.

**4.12**

**4.17.23 G11**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Board President to sign the Augmentative and Alternative Communication (AAC) Consultation and Therapy Services Contract as presented.

**4.13**

**4.17.23 G12**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby establish the Film Coop Scholarship as presented.

**4.14**

**4.17.23 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Violet Bettiol Chief Election Inspector and Elizabeth Goodrich and Sharon Harris as Election Inspectors and Sheila Nolan as an alternate for the Annual District Meeting at a rate of \$150/day.

**4.15**

**4.17.23 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve volunteer coaches for the spring sports season as presented.

**4.16**

**4.17.23 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Justin Corna as a substitute teacher for the 2022-2023 school year as presented.

**4.17**

**4.17.23 UC4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Curtis Leonard's resignation with regret and appreciation as a bus driver, effective March 31, 2023, as presented.

**4.18**

**4.17.23 UC5**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept McKenzie Rutherford's resignation as a part-time aide, effective April 17, 2023, to accept a full-time aide position as presented.

**4.19**

**4.17.23 UC6**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint McKenzie Rutherford to an 8-week probationary appointment as an aide, at a rate of \$14.20 per/hr., effective April 18, 2023, and ending June 13, 2023, as presented.

**4.20**

**4.17.23 UC7**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Allison Worman as a part-time lunch and recess aide, at a rate of \$14.20 per/hr., effective April 18, 2023, as presented.

**4.21**

**4.17.23 UC8**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept Alicia Gribbin's resignation as a 1:1 aide at Otsego Christian Academy (OCA), effective April 14, 2023, as presented.

**4.22**

**4.17.23 C1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kim Renwick as a long-term substitute LTA, effective April 10, 2023, as presented. (Angela Flavell)

**4.23**

**4.17.23 C2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby accept with regret and appreciation Dusti Novellano's resignation as an elementary teacher, effective June 30, 2023, as presented.

**4.24**

**4.17.23 C3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jennifer Mileski and Donielle Jordan as tutors for a student who is unable to attend school for the remainder of the year, effective April 12-June 22, 2023, as presented.

**4.25**

**4.17.23 C4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Jillian Cannistra, to a four-year probationary appointment in the tenure area of Special Education, effective date September 1, 2023, and ending August 31, 2027, Masters Step 1 at a salary of \$54,792, pending certification as presented. (Replaces Lori Keyser)

**This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in 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.**

**4.26**

**4.17.23 C5**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Debra Davies, to a three-year probationary appointment in the tenure area of Elementary Education, effective date September 1, 2023, and ending August 31, 2026, Masters Step 17 at a salary of \$70,759, as presented. (Replaces Ruth Modinger)**

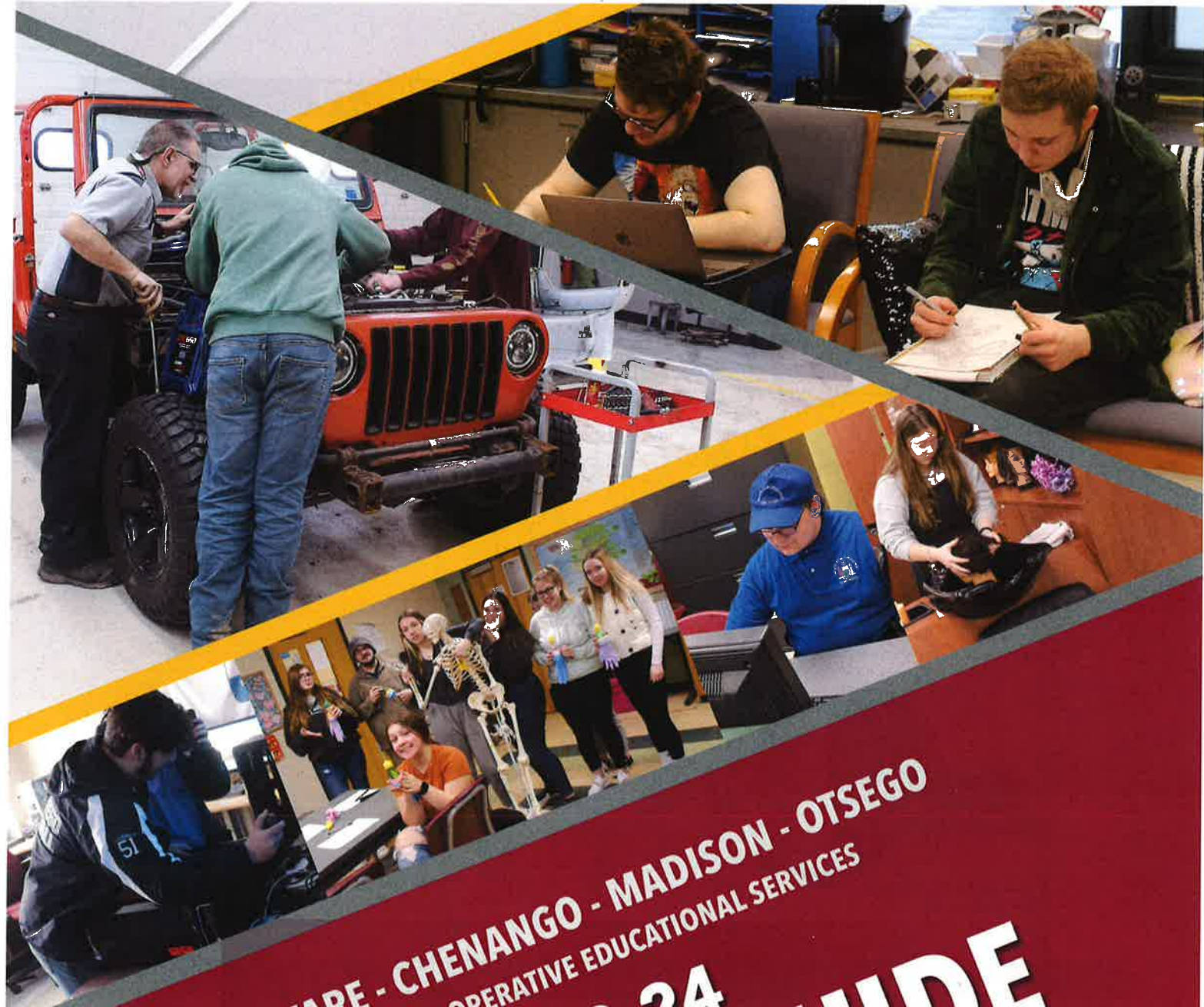
**This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least two (2) of the three (3) 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.**

**4.27**

**4.17.23 C6**

**RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Leah Trass, to a three-year probationary appointment in the tenure area of Special Education, effective date September 1, 2023, and ending August 31, 2026, Masters Step 15 at a salary of \$69,129, as presented. (New Position)**

**This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least two (2) of the three (3) 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.**

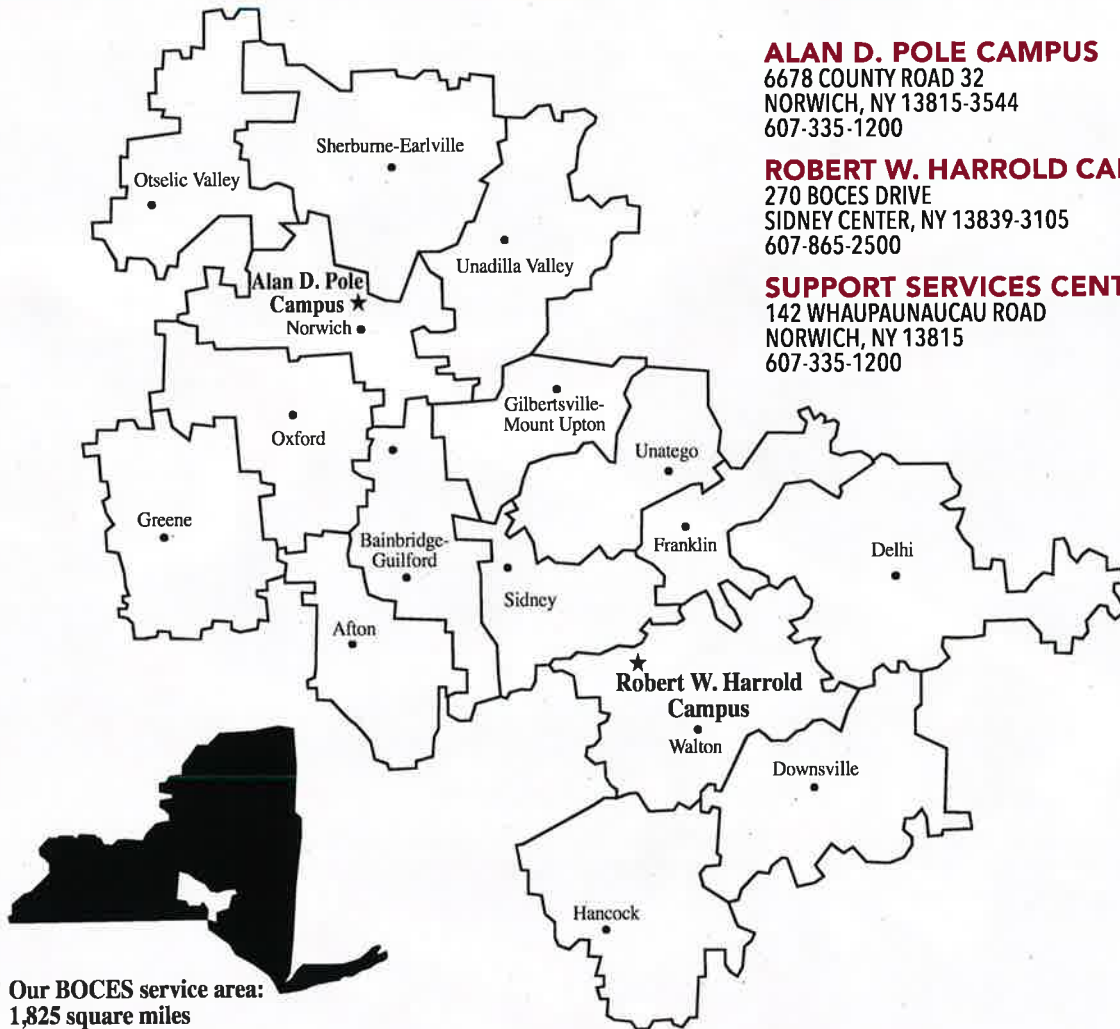


DELAWARE - CHENANGO - MADISON - OTSEGO  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

# 2023-24 SERVICES GUIDE



## COMPONENT SCHOOL DISTRICTS



**ALAN D. POLE CAMPUS**  
6678 COUNTY ROAD 32  
NORWICH, NY 13815-3544  
607-335-1200

**ROBERT W. HARROLD CAMPUS**  
270 BOCES DRIVE  
SIDNEY CENTER, NY 13839-3105  
607-865-2500

**SUPPORT SERVICES CENTER**  
142 WHAUPAUNAUCAU ROAD  
NORWICH, NY 13815  
607-335-1200

## COMPONENT DISTRICTS & SUPERINTENDENTS

**AFTON**  
Nicholas Colosi

**BAINBRIDGE-GUILFORD**  
Timothy Ryan

**DELHI**  
Kelly Zimmerman

**DOWNSVILLE**  
Robert Rhinehart

**FRANKLIN**  
Bonnie Johnson

**GILBERTSVILLE-MOUNT UPTON**  
Annette Hammond

**GREENE**  
Timothy Calice

**HANCOCK**  
Terrance Dougherty

**NORWICH**  
Scott Ryan

**OTSELIC VALLEY**  
Georgia Gonzalez

**OXFORD**  
John T. Hillis

**SHERBURNE-EARLVILLE**  
Robert Berson

**SIDNEY**  
Eben Bullock

**UNADILLA VALLEY**  
Brenton Taylor

**UNATEGO**  
David Richards

**WALTON**  
Michael MacDonald

# A MESSAGE FROM THE DISTRICT SUPERINTENDENT



## BOARD MEMBERS

Vanessa Warren, President

David Cruikshank,

Vice President

John Godfrey

Cindy O'Hara

Jeanne Shields

Linda Zaczek

Vacant Seat



Vacant Seat

Dear Colleagues,

On behalf of the DCMO BOCES Board of Education, myself, and the entire BOCES organization, I am pleased to provide you with the 2023-2024 Services Guide. The mission of our organization is to deliver high-quality educational programs and services that are diverse, innovative and cost-effective. In other words, we strive to ensure our component districts have access to the tools they need to help their district and all of its stakeholders thrive.

This publication provides comprehensive information regarding the cooperative educational services offered through DCMO BOCES, including educational programs for students and adults, shared staffing services, instructional support services, management services, district superintendent services, and support for Boards of Education. It is our goal to ensure quality services are provided that are cost-effective and responsive to the needs of those we serve. If you have any questions or need additional information on any of the services outlined, please don't hesitate to contact the respective administrative contact. We are here to help!

Our BOCES team, in collaboration with our component school district partners, looks forward to providing high-quality services for the benefit of our students, families, component districts, and communities. We are stronger together, and our team at BOCES is committed to partnering with you to leverage resources and programs, always striving to elevate the outcomes for those we serve. Similarly, through our collaborative efforts, we are sure to provide positive school-based experiences for all stakeholders. The work of public schools is complex, and the DCMO BOCES is ready to support you!

We look forward to the 2023-2024 school year and the opportunities we'll have to serve you. Rest assured, you have the BOCES' full commitment and support in our collective efforts to do the sacred work of public education!

Yours in education,

A handwritten signature in black ink that reads "Michael Rullo".

Michael Rullo

District Superintendent



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# CAREER & TECHNICAL EDUCATION

(COSER #103 — School District Code: 2280.490)

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Under the New York State Education Commissioner's Regulations, students enrolled in an approved school district or BOCES Career and Technical Education (CTE) program may earn academic credits for Math, English, and Science using a variety of approaches once the student has met the graduation exam requirement. Flexibility in attaining course requirements can be achieved through fully integrated CTE programs of study, through specialized CTE courses for each of the final units in English, Science and Mathematics or through a combination of integrated course work through specialized and integrated CTE courses. All CTE programs at the DCMO BOCES have been approved by the State Education Department. Consultation with High School Guidance Counselors and High School administration will be necessary in order for the final unit of credit to be awarded to the student on a school-by-school basis.

All State-approved CTE programs are taught in a two-year sequence. Level 1 is for first-year students, usually high school juniors, and Level 2 is for second-year students. The first year of the program is foundational and the second year is designed to reinforce the learning of the first year and introduce more complex units as well as prepare the students for career and college in their interest area.

Students who successfully complete all requirements of the approved CTE program may earn a Technical Endorsement to be affixed to the high school diploma. Requirements leading to the Technical Endorsement include:

- Completion of a minimum of 22 units of credit as set forth in Commissioner's Regulations;
- Passing grades on five (5) required Regents examinations or approved alternatives;
- Successful completion of an approved Career and Technical Education program, completion of all work-based learning experiences as provided by the approved program, completion of a work-skills employability profile and;
- Successful completion of a 3-part technical assessment (written, demonstration, project components).

Upon completion of the above requirements, a technical endorsement is imprinted on a seal to be affixed to the high school diploma and includes the phrase *Career and Technical Endorsement*. Local school districts are notified by BOCES of the students who have completed all approved program requirements and who have earned the technical endorsement each June.

**Unit Cost:** *tuition is based on a three-year enrollment average*

## AUTO BODY REFINISHING AND REPAIR

Looks are everything in the world of Auto Collision. This program offers an in-depth training in repairing, restoring, refinishing and detailing motor vehicles. Students learn skills such as frame straightening, glass replacement, custom painting and business management in our state-of-the-art auto collision shop. Making cars shine, whether repairing damage or restoring an oldie, is the goal of the students enrolled in this program. High School Core Academic Credit available in ELA, Math and Science. College credit is available.



## AUTOMOTIVE TECHNOLOGY

High-tech diagnostic equipment helps enhance learning in the Automotive Technology program. Students gain experience in traditional automotive repair methods as well as state-of-the-art computerized diagnostic equipment and repair. Some of the areas students explore may include automotive electronics, exhaust systems, suspension and emission control. High School Core Academic Credit available in Math, Science and ELA. College credit is available.

## BARBERING

Throughout the year students will gain the necessary skills to successfully pass all components of the New York State Barbering licensing exam. Students practice in the professional setting of our campus-based shop. Barbering students will gain valuable skills in effective communication, team-work, ethics, and problem solving techniques. Topics covered include Skin Care, Hair Cutting, Facial Shaving, Styling, New York State Board Preparation, Shop Operation, Professional Ethics, Business Planning and Loans. High School Core Academic Credit available in ELA.

## BUSINESS FOUNDATIONS

The Business Foundations program is a project-based, career-focused program. Students participate in a Financial Reality Fair co-sponsored by SFCU and complete an immersive, collaborative learning project to sharpen their creativity, critical thinking, and collaboration skills. Students develop a competitive advantage by building professional skills and relationships with potential internship opportunities. They prepare for entry-level positions in accounting, banking, marketing, management, entrepreneurship, and more! Students can earn up to 10 TC3 college credits as well as the National Work Readiness Credential—the only nationally recognized career readiness credential validating mastery of the foundational employability and soft skills most in demand by employers today. The course will be available in chunks so that students are able to participate in parts of the program or the whole CTE program.

## CARPENTRY AND BUILDING CONSTRUCTION

Students perfect and refine their skills as they participate in our Carpentry and Building Construction program. Students gain valuable skills as they collaborate in the construction of a site-based modular home. Students master skills in masonry, framing, plumbing, roofing and finishing to name a few. Students also explore the rules and regulations governed by local code enforcement agencies. High School Core Academic Credit available in Math and Science. College credit is available.

## COMPUTER TECHNOLOGY

Today's fastest growing career areas are computers and computer related fields. Students join the action through lab experiments and live projects that help them learn basic and advanced computer skills. Students will be involved in the construction, operation, and repair of PC systems and devices. Networking PC systems on the Internet is implemented by using routers, switches, and cable installations. Industry certifications (A+ and CISCO Networking) are attainable. High School Core Academic Credit available in Math, Science and ELA. College credit is available.

## CONSERVATION AND HEAVY EQUIPMENT

This program offers heavy equipment operations and maintenance, aquaculture, landscape management, and forestry. Real life projects are used to teach skills. These include surveying, forestland use regulations, management (fisheries, watershed), and sanitary systems. Basic repair and maintenance of heavy equipment and operation of bulldozers, backhoes, loaders, and excavators are some of the skills taught in this program. Students also run a successful maple syrup production business. High School Core Academic Credit available in Math, Science and ELA. College credit is available.

## COSMETOLOGY

In our 1,000-hour program, students obtain skills necessary to qualify for their New York State licensing exam. Students will master skills in hair cutting and styling, skin care and make-up, nail artistry, permanent waving, hair coloring and salon business. Students will practice their skills in our professional campus-based salon. Additional skills in communication, team building, professional ethics and problem solving are integral parts of the program. High School Core Academic Credit available in Math, Science and ELA. College credit is available.



## CULINARY ARTS

Students enter the world of Culinary Arts in our state-of-the-art commercial kitchen. Chefs-in-training learn the necessary skills to be successful in the food services business. Students master skills such as menu planning, creative cooking, catering, short-order cooking and production baking. Work experience is an integral part of this program offering exciting experiences both on and off campus. Students have the opportunity to obtain Servsafe certification offered through the National Restaurant Association (NRA). High School Core Academic Credit available in Math, Science and ELA. College credit is available.

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education Program offers students the opportunity to be trained in a variety of related areas targeting children. As students participate in our site-based nursery school/pre-school program, they gain valuable skills in child development, teaching, and learning, as well as the importance of proper nutrition for healthy children. The program also offers students the opportunity to obtain their Child Development Associate (CDA) credential. Early Childhood Education offers a positive stepping stone into further education for students interested in teaching. High School Core Academic Credit available in ELA, Math and Science. College credit is available.



## HUMAN AND RETAIL SERVICES

This program helps students develop basic skills necessary for the world of work. Students obtain valuable skills in communication, daily living, household management and food services. Students gain confidence as they participate in off-campus work experiences and on-the-job training.

## NEW VISION ALLIED HEALTH

BOCES offers high school seniors an interdisciplinary curriculum with an Allied Health career focus and practical experiences in professional settings. Housed at local hospitals, this program will provide students with broad, transferable knowledge required in today's Allied Health careers. An exploration for students interested in pursuing postsecondary study in health careers, this innovative program will include immersion experiences that will meet credit requirements in Career and Technical Education and senior English and Social Studies. This program is designed to ease the transition from high school to postsecondary education in the health field. College credit is available.

## NEW VISION LAW AND GOVERNMENT

Designed for students interested in exploring careers in law and government, this program combines academic course work in senior English and Social Studies with in-depth exposure to a wide variety of experiences in courtrooms, law offices, government agencies, and other related facilities. The classroom is located at SUNY Morrisville Norwich Campus. Students will have regular placements in other law and government offices and courtrooms in the community also. Each day, students will have the opportunity to meet, observe, and participate with representatives of the county's legal and government community. The central focus of this program is the interdisciplinary approach to English and Social Studies that relates the academic content to structured experiences in law and government. Students will have an opportunity to read literature related to legal issues, write research papers using legal cases, and develop solutions to community legal problems. Students with a specific career in mind are given the opportunity to see people involved in that career. In addition, students will be exposed to many similar and related career opportunities that they may never have realized existed. The New Vision model increases student awareness of the demands and rewards of careers in the legal and governmental fields. High School Core Academic Credits are available, depending on course and district. College credit is available.

## NURSE ASSISTING

Here is a chance for students to get started in the exploding health care profession. Students learn CPR, emergency first aid, medical terminology, anatomy and physiology, and communication skills necessary for success in the health care field. Students who meet course requirements take the Certified Nurse Assistant exam which will prepare them to work in community health centers, hospitals, nursing homes, or in private homes as a nurse assistant. Students move from the classroom to the "real world" quickly as clinical experiences take place in nursing homes and hospitals. Many students go on to LPN and RN programs. High School Academic Credit available in Health, Science, Math and ELA. College credit is available.

## SECURITY AND LAW ENFORCEMENT

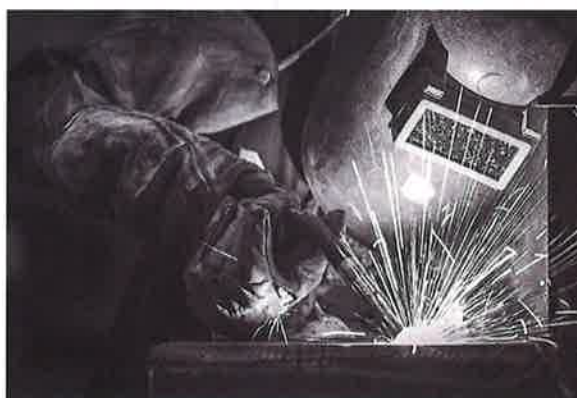
The Security and Law Enforcement Program is designed to give students an opportunity to explore Public and Private Security employment. The overview of the Criminal Justice system will guide the student to effective career choices and provide the employability and academic skills necessary in this high technology job market. The extensive work experience program gives the students connections to area employers and also leads to a Career and Technical Endorsement. High School Core Academic Credit available in Math, Science and ELA. Many colleges and universities will offer college credits for completion of the first and second year of the course.

## VISUAL COMMUNICATIONS

What a great way for students to put their creativity or artistic interests to work! Students learn about graphic printing, 3-D design, animation, multi-media, and the visual communications industries. They get hands-on experience in computer graphics, photography, commercial art, advertising, and layout. Students will use state-of-the-art color scanners, CD writers, and digital cameras. Students will have work experience opportunities locally, leading to a network of contacts for future job possibilities. High School Core Academic Credit available in Science and ELA. College credit is available.

## WELDING

Students master skills of the trade established by the American Welding Society. Valuable skills for entry-level employment become the focus of this popular program, which includes experience with shielded metal, arc-welding, gas tungsten arc-welding, gas metal arc-welding and submerged arc-welding. Students gain additional skills in metal fabrication on both plate and pipe. Students will refine their skills as they practice blueprint reading for machining. High School Core Academic Credit available in ELA, Math and Science. College credit is available.



# CAREER DESTINATIONS



(COSER #393 — School District Code: 2280.490)

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**Program Manager:** Christina McCall-Hopkins

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The Career Destinations initiative engages employers with educators with an ambitious goal of preparing our students to fill jobs and retain career opportunities locally. DCMO BOCES will promote regional growth of the skilled workforce. It is our intent to reset our local workforce by promoting growth in career-ready fields in order to:

- Curb loss of population in upstate NY that threatens the region's economy, schools and social programs;
- Provide enough skilled workers to replace the retiring workforce; and
- Promote local jobs and career opportunities in order to retain high school and college graduates from relocating to other regions of the United States.

To be successful we must have a strong partnership between component districts and local businesses to focus on the crucial issues. Programming will be phased

in over time, beginning in high school then proceeding to the elementary level. To achieve a successful career awareness program, BOCES, along with our component districts, will partner with the local industry to provide field trips that identify the jobs available and the skills required, and provide formal work experience, such as shadowing, and internships/apprenticeships, and more. The enriched Work Experience Program will assist students in choosing a career path that meets their interests and lifestyles whether they move directly into the workforce, military, or college. Every school, employer, educator, and community leader has a role to play in this endeavor. It is evident that this program will require funding and buy-in from multiple stakeholders. This said, the program will be held accountable for its budget and student success. Accountability measures will be quantitative in nature and readily accessible. Ultimately, our goal is to sustain our local businesses and reverse our current population trend by facilitating those connections.

**Unit Cost:** *Full-time equivalency of assigned staff*

# ALTERNATIVE EDUCATION PROGRAMS

## CROSSROADS

### (BEHAVIOR INTERVENTION ALTERNATIVE EDUCATION PROGRAM)

(COSER #472.000 (Regular Education) — School District Code: 2110.490)

(COSER #205.231 (Special Education) — School District Code: 2250.490)

**Program Administrator:** Sara Stafford

**Program Contact:** Lena Blackman

**Phone:** 607-865-2552

**Email:** [lena.blackman@dcmoboces.com](mailto:lena.blackman@dcmoboces.com)

The Crossroads Program serves general and special education students who have had difficulty finding success in previous placements. Students will receive both academic and behavioral support in a therapeutic environment focusing on strengthening pro-social skills, teaching self-regulation, and developing coping skills. Staff will include: Certified teaching staff, two licensed teaching assistants, social work support, and dedicated administrative supervision.

The program will feature hands-on, interactive instruction. Students will have opportunities to explore careers, develop relationships and begin to chart their career path to make school meaningful again. A component of the program will include connection to community resources and family engagement.

**Goals:**

- Increase self-regulation and academic focus
- Decrease disruptive and harmful behaviors
- Return students to their academic program with skills to manage their own behavior and be successful.

**Unit Cost:** *tuition based on monthly enrollment*

## LIGHTHOUSE

### (SHORT-TERM THERAPEUTIC ALTERNATIVE EDUCATION PROGRAM)

(COSER #472.474 (Regular Education) — School District Code: 2110.490)

(COSER #205.233 (Special Education) — School District Code: 2250.490)

**Program Administrator:** Sara Stafford

**Program Contact:** Lena Blackman

**Phone:** 607-865-2552

**Email:** [lena.blackman@dcmoboces.com](mailto:lena.blackman@dcmoboces.com)

The Lighthouse Program is a short-term program designed to help general and special education students gain necessary skills to successfully reenter their education program. Lighthouse provides a therapeutic environment to promote confidence and stability through an often difficult transition. In the program, students are provided with daily group counseling, as well as academic support and connection to local services. Upon completion of the program, both students and their home districts are assisted in the planning of the transition back to school. Lighthouse uses a tutorial model with students with classwork supplied by the home district. Our classroom includes a certified teacher, a licensed teacher assistant for instruction and a licensed social worker.

**Goals:**

- Increase coping and self-regulation skills
- Decrease disruptive and harmful behaviors impacting learning
- Return students to their academic program with skills to manage their own behavior and be successful

**Unit Cost:** *tuition based on monthly enrollment*

## PATHWAYS

### (CAREER AND PROJECT BASED ALTERNATIVE EDUCATION PROGRAM)

(COSER #472.473 (Regular Education) — School District Code: 2110.490)

(COSER #205.232 (Special Education) — School District Code: 2250.490)

**Program Administrator:** Jennifer Waite

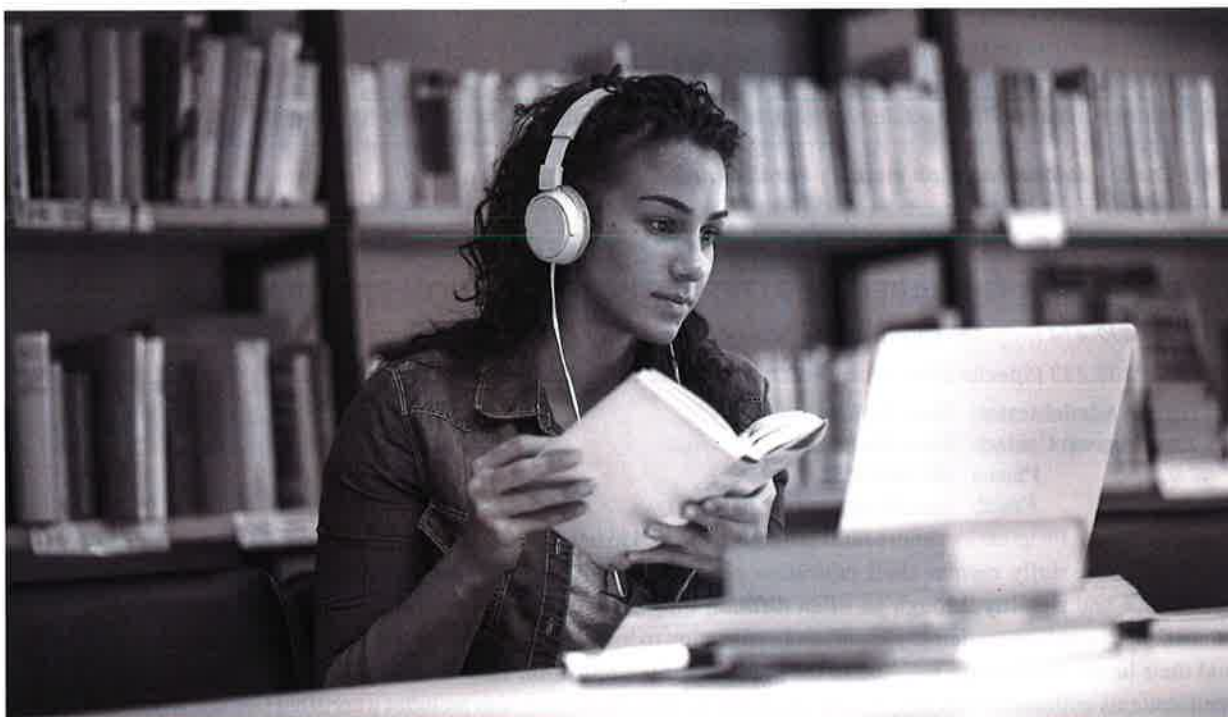
**Program Contact:** Julie Wallen

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Pathways offers students in 9th through 12th grade an alternative educational experience for both regular and special education students. Students participating in the program may have had limited success in school, with a high potential for dropping out. The Pathways program incorporates an integrated project-based approach with an embedded career focus. Students have the opportunity to explore a variety of careers while learning to problem solve within a team environment. Early integration into Career and Technical Education programs provides students with experience and skills to be successful.

**Unit Cost:** *tuition based on monthly enrollment*



## GENERAL EDUCATION DEVELOPMENT (GED)

(COSER #418.416 — School District Code: 2250.490)

**Program Administrator:** Sara Stafford

**Program Contact:** Lena Blackman

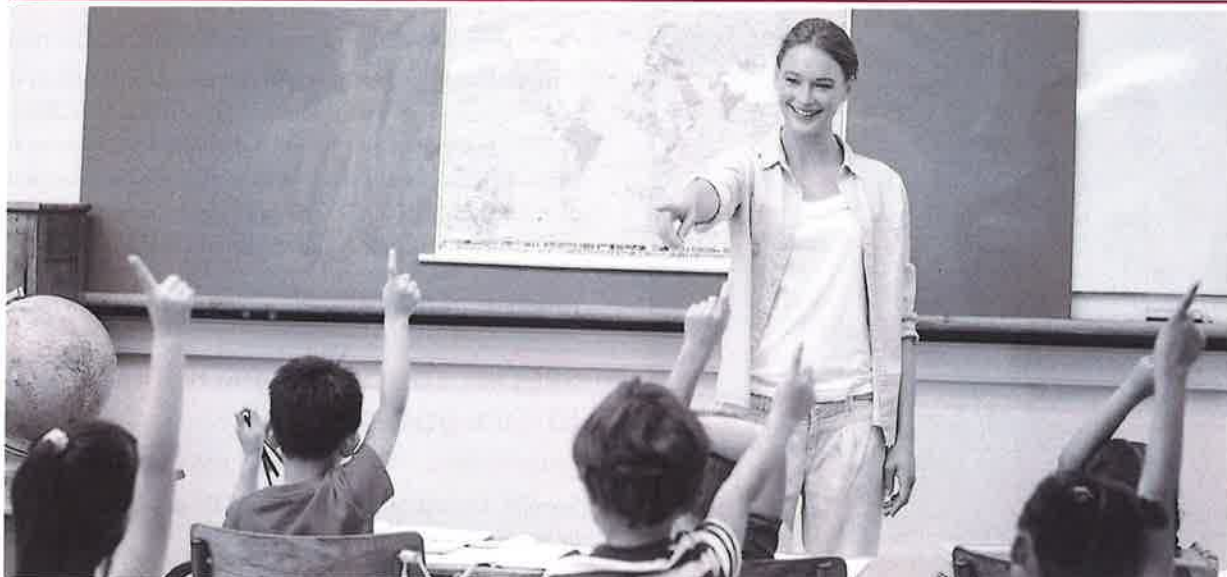
**Phone:** 607-865-2552

**Email:** [lena.blackman@dcmoboces.com](mailto:lena.blackman@dcmoboces.com)

This half-day program is designed to provide intensive individual and small group preparatory instruction for students to obtain their high school equivalency diploma with a certified teacher and licensed teaching assistant. The GED test covers four (4) subjects: math, science, social studies, and reasoning through language arts. This program is available for students aged 16-21. Students will have the opportunity to participate in a career and technical education program as approved by the component district and by age availability.

**Unit Cost:** *tuition based on monthly enrollment*

# SPECIAL EDUCATION



## SPECIAL PROGRAMS FULL DAY

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**Program Contact:** Lena Blackman  
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**Email:** [lena.blackman@dcmoboces.com](mailto:lena.blackman@dcmoboces.com)

### SPECIAL EDUCATION PLACEMENT — 12:1:1

(COSER #203 — School District Code: 2250.490)

This program is for students with moderate learning or behavioral needs. District-based classes provide access to mainstreaming on an individual basis. SEN classes for students monitor behavioral, as well as academic, growth. The BEN program is provided for students with moderate to severe learning deficits and provides age appropriate functional skills acquisition in preparation for adult environments. A full range of related services is available.

**Unit Cost:** *tuition based on monthly enrollment*



### SPECIAL EDUCATION PLACEMENT — 6:1:1/8:1:1

(COSER #205 — School District Code: 2250.490)

Three placement options utilize this staffing pattern of 6 students, 1 teacher, and 1 aide: Basic Educational Needs, Special Educational Needs, and TEACCH classrooms for students with autism.

**Basic Educational Needs** programs are offered for students with severe learning deficits and habilitative needs. These programs offer training on age-appropriate functional skills in academic, social, vocational, and self-help domains. Intensive related service needs mandate extensive involvement with therapists in classroom and community settings. Enhanced staffing is available for students with extraordinary habilitation needs.

**The Special Educational Needs** classes are for students with severe behavioral deficits and provide a therapeutic environment with an emphasis on behavioral change. Intensive interventions are made by counseling staff who assist in the monitoring of age-appropriate interpersonal skills. Emphasis is placed on individualized academic programs based on the Common Core State Standards and NYS Learning Standards and growth in individual and group social skills.

**Unit Cost:** *tuition based on monthly enrollment*



## EXTENDED SCHOOL YEAR PROGRAM FOR STUDENTS WITH DISABILITIES

*(Service Code #F824 — School District Code: 2250.490)*

This six-week program is offered as a continuation of educational services for students identified by CSE as requiring services to prevent substantial regression of skills. CSE application is made through the development of a 12 month IEP. The program is funded through a combination of State, municipal, and district funds.

**Unit Cost:** *tuition based on enrollment*

## SPECIAL EDUCATION PROGRAMS (OTHER BOCES)

*(COSER #200's — School District Code: 2250.490)*

Special Education services may be provided through cross-contracts with other BOCES.

## SPECIAL EDUCATION SUPPORT SERVICES

### ONE-ON-ONE/ONE-ON-TWO AIDES

*(COSER #203.711 (12:1:1 One-On-One)*

*(COSER #203.714 (12:1:1 One-On-Two)*

*(COSER #205.711 (6:1:1 One-On-One)*

*(COSER #205.714 (6:1:1 One-On-Two)*

*School District Code: 2250.490*

School districts may request the provision of individual teacher aide services for students in any of the identified programs. This request must be identified on the student's IEP for students who present management needs in excess of mandated student-staff ratio. Exploration of shared additional aides should be explored with the program supervisor.

**Unit Cost:** *full-time Equivalent of assigned staff*

### EXTENDED SCHOOL YEAR — ONE-ON-ONE AIDES

*(COSER #F823 — School District Code: 2250.490)*

Some students require the assistance of a personal aide to meet their habilitation management or instructional needs. Based on recommendations of CSE and supported through the STAC process, students will be assigned additional support.

**Unit Cost:** *full-time Equivalent of assigned staff*

### ACADEMIC INTERVENTION SERVICES

*(COSER #342 (Mathematics) —*

*(COSER #351 (ELA) —*

*School District Code: 2110.490*

BOCES will provide a teacher to give Academic Intervention Services to support students requiring these services in ELA or Mathematics.

**Unit Cost:** *full-time Equivalent of assigned staff*

# MEDICAID AND STAC FINANCING

## MEDICAID REIMBURSEMENT SERVICE

(COSER # 631 — School District Code: 1310.490)

Program Administrator: Patti Gallaher

Program Manager: Laura Churchward

Phone: 607-335-1385

Email: [churchwl@dcmoboces.com](mailto:churchwl@dcmoboces.com)

Our service is designed to be a collaborative effort between our department staff and your CSE Medicaid designee. Working together, our goal is to ensure all students are claimed appropriately to maximize funding for the district and maintain compliance with the SSHSP program. This service will provide:

- Monitoring of all documentation to assure the district is in compliance for billing Medicaid;
- Regular Medicaid claiming on behalf the district and reconciliation of claims;
- Retrieval of web reports and monitoring of the claims process;
- Track student eligibility;
- Monthly program maintenance for IEP software, medweb and web reports;
- Update and train on new Medicaid regulation;
- Compliance support and Medicaid Cost Reporting consultation; and
- Regular on-site visitations.

**Unit Cost:** base charge per district

## SUPERVISION FOR MEDICAID REIMBURSEMENT

(COSER #327 — School District Code: 2250.490)

Program Administrator: Patti Gallaher

Phone: 607-335-1374

Email: [gallahep@dcmoboces.com](mailto:gallahep@dcmoboces.com)

Under current regulations, in order for districts to claim Medicaid reimbursements, speech therapy must be provided by, or under the direction of, a licensed speech pathologist. For districts to claim Medicaid reimbursement, psychological counseling must be provided by, or under the supervision of, a licensed clinical social worker. This service enables districts to acquire the services of a licensed speech pathologist or a licensed clinical social worker for program consultation, observation and record review of the speech teachers and social worker working with students who qualify for Medicaid reimbursement and complete the required Medicaid forms. Districts request this service on an hourly basis. Minimum request of one hour per month per service provider.

**Unit Cost:** hourly charges

## SPECIAL PROGRAMS FINANCING—STAC AND FINANCIAL TRACKING SERVICES

(Service Code #619.629 — School District Code: 1310.490)

Program Administrator: Patti Gallaher

Program Manager: Laura Churchward

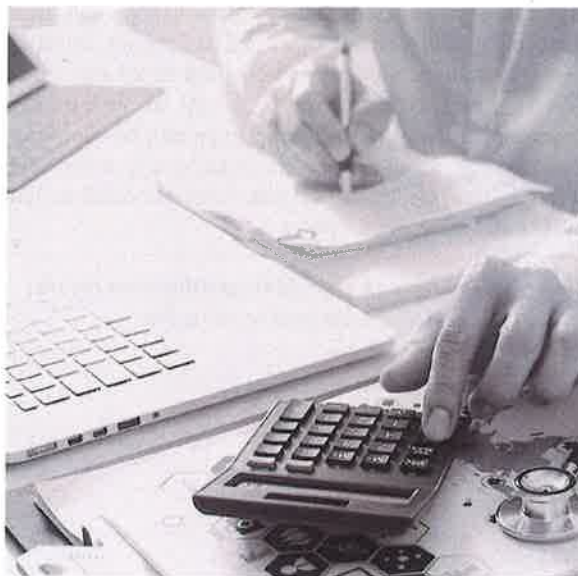
Phone: 607-335-1385

Email: [churchwl@dcmoboces.com](mailto:churchwl@dcmoboces.com)

The service is designed to be a collaborative effort between our department staff and your district CSE and business offices. Working together, our goal is to maximize State Aid for the school district and for the benefit of students. We operate as a liaison between the district, SED, RICs and other State agencies.

- Monitoring and maintenance of the STAC system on all district high cost and specially placed SPED students;
- Tracking high cost students for school year, summer, BOCES, private and residential placements;
- Best practices in systems development, student tracking and non-resident billing;
- Tracking and assisting district with homeless youth and foster billing;
- All certifications of private placements and verification of HCSARs;
- Updates on current State Aid policies and procedures;
- Consultation on various Special Ed and State Aid issues; and
- Regular on-site visitations.

**Unit Cost:** base charge per district



# SUMMER SCHOOL AND ENRICHMENT



## ENRICHMENT/EXTRACURRICULAR ACTIVITIES

### ARTS IN EDUCATION

(COSER #407 — School District Code: 2110.490)

Program Administrator: Ginger Rinaldo

Program Contact: Jessica Dakosty

Phone: 607-335-1419

Email: [aie@dcmoboces.com](mailto:aie@dcmoboces.com)

Arts in Education connects students, teachers and communities from the DCMO BOCES and ONC BOCES regions with a variety of arts and cultural learning experiences both on and off school campuses. AIE staff works with district administration, faculty, and Arts in Education Coordinators to plan integrated arts offerings and arrange for students to attend cultural and arts programs. Opportunities related to any of the arts disciplines of music, visual arts, media arts, theater and dance may include hands-on workshops and artist residencies, live performances and assemblies, museum visits, and more. Student participation in art and music festivals and competitions, as well as arts-related professional learning for teachers can also be supported through Arts in Education. AIE requests are streamlined through an online request system, making it easier to plan events and maintain records.

**Unit Cost:** *base charge, plus coordination fee on ticket costs and/or artist fees*

### EXPLORATORY ENRICHMENT

(COSER #409.410 — School District Code: 2110.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

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Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

Exploratory Enrichment can be used for an array of activities which exceeds or are different from content offerings found in standard courses. Activities must support or supplement a school course but may not generate school or college credit. These activities must be aligned directly to a curriculum and standards. Enrichment activities may occur during the school year or during summer but may not occur on the weekend. There must be a share which means there must be more than one district involved.

**Unit Cost:** *base charge, plus coordination fee*

### EXPLORATORY ENRICHMENT— CONSULTANT

(COSER #409 — School District Code: 2110.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

Exploratory Enrichment—Consultant can be used for an array of activities which includes working with consultants to provide content offerings different from standard courses. Activities must support or supplement a school course but may not generate school or college credit. These activities must be aligned directly to a curriculum and standards. There must be a share which means there must be more than one district involved.

**Unit Cost:** *per student, plus coordination fee*

## ODYSSEY OF THE MIND

(COSER #525 — School District Code: 2110.490)

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An annual international competition dedicated to creative problem solving and student teamwork. Teams of students work on creative solutions to long-term and spontaneous problems. Competitions are held at the regional level, statewide and nationally. The BOCES program coordinates the regional competition and offers a variety of training programs for coaches and judges.

**Unit Cost:** *per team, plus coordination fee*

## COLLEGE AND CAREER DAY AT SUNY ONEONTA

(COSER #F848)

**Program Administrator:** Ginger Rinaldo  
**Program Contact:** Martha Ryan  
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Selected ninth-grade students are invited to a career exploration day at SUNY Oneonta. Multiple breakout sessions provide students with an understanding of local career opportunities and industry preparation skills. Employers join the event to present and interact with students. College faculty holds presentations on higher education opportunities, and the admission team hosts tours and special presentations on opportunities at SUNY Oneonta. Private fundraising offsets the cost of event materials and provides all event participants with a free lunch on campus. The event is traditionally held on the day after the Columbus Day holiday.

**Unit Cost:** *grant and fundraising efforts currently cover these services*

## REGIONAL SPELLING BEE

(COSER #F852)

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**Phone:** 607-335-1292  
**Email:** [ryanm@dcmoboces.com](mailto:ryanm@dcmoboces.com)

Through a registration process with the SCRIPPS National Spelling Bee program, students can participate in spelling bee competitions at the school, regional and national levels. The program provides learners with vocabulary and language enrichment opportunities using entomology to learn word roots and reading materials for comprehension and spelling practice. Private sponsorship from The Daily Star covers the national spelling bee program participation and the spelling bee champion's lodging to participate in the national competition. Private fundraising also provides travel and meal expenses for the regional champion.

**Unit Cost:** *grant and fundraising efforts currently cover these services*

## SCHOLAR RECOGNITION PROGRAM

(COSER #F882)

**Program Administrator:** Ginger Rinaldo  
**Program Contact:** Martha Ryan  
**Phone:** 607-335-1292  
**Email:** [ryanm@dcmoboces.com](mailto:ryanm@dcmoboces.com)

The program honors the achievements of one selected high school student and their mentor. Component schools select a scholar based on independent criteria; the honored student chooses a mentor who impacted his or her success. The student and the mentor join the annual Scholar Recognition Ceremony held on the second Monday of May at the SUNY Oneonta facility. Private fundraising offsets the cost of the celebration banquet, awards, and event preparation expenses. This program connects regional employers, school administrators, and honored guests for an evening of celebration.

**Unit Cost:** *grant and fundraising efforts currently cover these services*



## SUMMER SCHOOL

### SUMMER & AFTER SCHOOL ENRICHMENT (K-12)

(COSER #409.410 — School District Code: 2110.490)

Program Administrator: Ginger Rinaldo  
 Program Contact: Kerry Simmons  
 Phone: 607-335-1360  
 Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

Component districts can develop and run summer enrichment programs on their own campus through this service. Programs may support academic, social/emotional, or any other purpose designated. Districts need to provide an overall plan indicating program focus, staffing, and costs.

**Unit Cost:** *base fee and cost per student*

### REGIONAL SUMMER SCHOOL (GRADES 7-12)

(COSER #427 — School District Code: 2330.490)

Program Administrator: Jennifer Waite  
 Program Contact: Julie Wallen  
 Phone: 607-335-1258  
 Email: [julie.wallen@dcmoboces.com](mailto:julie.wallen@dcmoboces.com)

The DCMO Regional Summer School provides middle and high school students with opportunities for enrichment and remediation. Students are referred by school districts for a six-week intensive learning experience. Program offerings meet State requirements for credit and provide opportunities for Regents and competency testing.

**Unit Cost:** *per student per course*

### EXTENDED SCHOOL YEAR PROGRAM FOR STUDENTS WITH DISABILITIES

(Service Code #F824)

Program Administrator: Sara Stafford  
 Program Contact: Lena Blackman  
 Phone: 607-865-2552  
 Email: [lena.blackman@dcmoboces.com](mailto:lena.blackman@dcmoboces.com)

This six-week program is offered as a continuation of educational services for students identified by CSE as requiring services to prevent substantial regression of skills. CSE application is made through the development of a 12 month IEP. The program is funded through a combination of State, municipal, and district funds.

**Unit Cost:** *tuition based on enrollment*

### SUMMER DRIVER'S EDUCATION

(COSER #427.430 — School District Code: 2330.490)

Program Administrator: Bob Avery  
 Program Manager: Jason Lawrence  
 Program Contact: Allyson Hallick  
 Phone: 607-335-1324  
 Email: [allyson.hallick@dcmoboces.com](mailto:allyson.hallick@dcmoboces.com)

The Summer Driver Education program is a six week program consisting of in-car and classroom instruction. Successful completion requires attendance in all scheduled sessions and a passing grade on the written and driving skills test. Students who successfully complete the program will receive the MV-285 Certificate. This certificate makes licensed student drivers eligible for a senior license at age 17 as well as reduction of insurance premium. Students register for the course in their individual school district. Each district determines when and how they choose to register students.

**Unit Cost:** *base charge, plus per student fee*



### SUMMER REGENTS EXAM REVIEW

(COSER #427.020 — School District Code: 2330.490)

Program Administrator: Jennifer Waite  
 Program Contact: Julie Wallen  
 Phone: 607-335-1258  
 Email: [julie.wallen@dcmoboces.com](mailto:julie.wallen@dcmoboces.com)

An additional Summer School offering is Regents Review. This review session is for students who have successfully completed a Regents level course during the school year, but did not pass the Regents exam, or wish to improve their Regents exam grade. The course is held in the five days leading up to the August Regents (Tuesday-Monday) at a Regional Summer School Site(s). Students may review for one or two exams and are expected to come prepared with subject specific review book(s).

**Unit Cost:** *tuition based on enrollment*

# SHARED STAFF

**Program Administrator:** Patti Gallaher  
**Phone:** 607-335-1374  
**Email:** [gallahep@dcmoboces.com](mailto:gallahep@dcmoboces.com)

## SHARED THERAPISTS AND SPECIALISTS

Itinerant or shared services may be provided in a wide range of areas when a component district cannot justify the employment of a full-time person or requires personnel in excess of one or more full-time persons. These services must be shared by two or more districts. A single district is not allowed BOCES aid on more than 60 percent of a staff member.

Cost is based upon the percentage of time a district participates in the specific program. In addition to the programs listed below, itinerant services may include other areas.

### ADAPTIVE PHYSICAL EDUCATION

*(COSER #320 — School District Code: 2250.490)*

As districts continue to provide more inclusive programs for severely disabled children, BOCES offers this service for students who require the expertise of a specialist in Adaptive Physical Education.

### ENGLISH AS A NEW LANGUAGE

*(COSER #350 — School District Code: 2110.490)*

BOCES provides itinerant teachers in English as a New Language for two or more school districts to work with students who are English language learners.

### ENGLISH LANGUAGE ARTS INTERVENTION

*(COSER #351 — School District Code: 2110.490)*

DCMO BOCES will be offering an ELA teacher to assist school districts in providing academic intervention ELA services based on the NYSED requirements of service provision.

### HOME BOUND INSTRUCTOR

*(COSER #325 — School District Code: 2250.490)*

This special service was designed to meet the educational needs of students who are too medically fragile to attend regular school programs. BOCES will provide special education teachers in students' homes as requested by component districts.

### INTERPRETER FOR THE DEAF

*(COSER #324 — School District Code: 2250.490)*

BOCES will provide qualified educational interpreters to serve deaf or hard of hearing students in school districts.

### OCCUPATIONAL THERAPIST

*(COSER #323 — School District Code: 2250.490)*

BOCES provides itinerant occupational therapists on an FTE basis for two or more school districts to work with students. Services provided are eligible for Medicaid reimbursement.

### PHYSICAL THERAPY

*(COSER #334 — School District Code: 2250.490)*

BOCES provides itinerant physical therapists on an FTE basis for two or more school districts to work with students. Services provided are eligible for Medicaid reimbursement.

### SCHOOL BASED COUNSELOR

*(COSER #304 — School District Code: 2110.490)*

BOCES provides itinerant counseling staff to assist districts and Committees on Special Education in meeting the social-emotional needs of students through individual and group counseling initiatives. Counselors serve as a support for students and teachers within the school setting through provision of social skill training, anger management, and crisis intervention.

### SCHOOL PSYCHOLOGIST

*(COSER #312 (Special Education) —*

*School District Code: 2250.490)*

*(COSER #313 (Regular Education) —*

*School District Code: 2820.490)*

BOCES provides itinerant psychologists for two or more school districts in the areas of student testing, evaluation, counseling, and in-service for teaching staff. A separate COSER is available for services provided to students with disabilities.

## SCHOOL SOCIAL WORKER

(COSER #307 — School District Code: 2110.490)

BOCES provides itinerant school social workers for two or more school districts to work with students and their families. These services can include direct counseling, conflict resolution, crisis intervention, and accessing community agencies.

## SPEECH THERAPIST

(COSER #301 (Special Education) —

School District Code: 2250.490)

(COSER #302 (Regular Education) —

School District Code: 2110.490)

BOCES provides itinerant speech therapists for two or more school districts to work with students with disabilities who exhibit articulation and/or language problems, voice impairment, and/or fluency impairment. Services provided are eligible for Medicaid reimbursement.

## SHARED CLASSROOM TEACHERS

Itinerant or shared services may be provided in a wide range of areas when a component district cannot justify the employment of a full-time person or requires personnel in excess of one or more full-time persons. These services must be shared by two or more districts. A single district is not allowed BOCES aid on more than 60 percent of a staff member.

Cost is based upon the percentage of time a district participates in the specific program. In addition to the programs listed below, itinerant services may include other areas upon district request.

### HEALTH EDUCATION TEACHER

(COSER #315 — School District Code: 2110.490)

### HOME AND CAREER SKILLS TEACHER

(COSER #306 — School District Code: 2110.490)

### LIBRARY MEDIA SPECIALIST

(COSER #317 — School District Code: 2610.490)

### MUSIC TEACHER

(COSER #310 — School District Code: 2110.490)

### PHYSICAL EDUCATION TEACHER

(COSER #311 — School District Code: 2110.490)

### TECHNOLOGY (INDUSTRIAL ARTS)

(COSER #335 — School District Code: 2110.490)



## ADDITIONAL POSSIBLE ITINERANT SERVICES

While DCMO does not currently have approved COSERs for the following, if two or more districts needed a shared teacher in any of the following areas, the BOCES would be able to provide this.

- Advanced English
- Advanced Math
- Advanced Science
- Advanced Social Studies
- Agriculture
- Art
- Business / Office
- Computer Instruction
- Dance
- Disabilities (Other Itinerant)
- Driver's Education
- Gifted and Talented
- Languages Other Than English (Foreign Languages)  
*Chinese, French, German, Hebrew, Italian, Japanese, Latin, Russian, Spanish, Other*
- Math Intervention
- Pre-Kindergarten
- Remedial Reading
- Remediation and Secondary
- Science Intervention
- Social Studies Intervention
- Theater

# ADULT & CONTINUING EDUCATION



## DRIVER'S LICENSE COURSES

Program Administrator: Jennifer Waite  
Program Contact: Kimberly Kreiner  
Phone: 607-335-1208  
Email: [kimberly.kreiner@dcmoboces.com](mailto:kimberly.kreiner@dcmoboces.com)

### CLASS D OPERATOR

5-Hour Pre-Licensing Course

**COST: \$50**

This class is mandated by NYS DMV. You must take this class prior to making your road test appointment. Class size is limited; registration and pre-payment are required and no walk-ins will be admitted. If a student fails to attend class scheduled without prior notification, tuition will be forfeited. Students must bring a permit, pen, snack and beverage to class.

### COMMERCIAL DRIVER'S LICENSE (CDL)

Training programs to prepare individuals to drive commercial motor vehicles is available to adults in the DCMO region. A CDL training permit, with the Air-Brake Endorsement, is required prior to beginning on-the-road training and is recommended prior to starting the classroom program. Participants in the program must have proof of current D.O.T. physical exam. Our program allows for a flexible schedule.

### ENTRY LEVEL DRIVER TRAINING (ELDT)

**COST: \$2,000 for 30 hours; \$100/hr. for additional hours.**

DCMO BOCES is a certified training facility for the new mandated USDOT / NYS DMV ELDT program. The program includes 30 hours of instruction, provided online, and one-on-one on-the-road training on both a closed course route and on the open road. On-the-road training time is determined by the skills and knowledge of the student.

- A **CDL-A** license will allow you to drive tractor-trailer. (This training is not yet available – call to inquire if it has been established.)
- A **CDL-A** Restricted license will allow you to drive any dump truck of any size and specifications along with a 10,000 pound plus trailer attached; loaded with anything from heavy equipment, gravel, firewood, blue stone, culverts, pipe etc.
- A **CDL-B** license allows drivers to earn good money while driving dump trucks, log trucks, box trucks, cargo trucks, milk trucks, and more.
- **S (School Bus) and P (Passenger) Endorsements** are included in the DCMO ELDT program.
- **H (Hazardous Materials, or Hazmat) Endorsement** is optional.

## UPGRADE FROM CDL-B TO CDL-A OR CDL-A RESTRICTED TRAINING\*

**COST: \$1,000**

If you have completed the ELDT and currently have a CDL-B license and wish to upgrade to a CDL-A Restricted, we offer training for you to make this upgrade. Training includes one-on-one training in preparation for the road test.

\*SUBJECT TO CHANGE. At the time of publication, it is not clear if the DOT will require drivers seeking an upgrade will need to repeat the ELDT if they have already completed it prior to earning a CDL-B.

## HEALTH PROFESSIONS

**Program Administrator: Jennifer Waite**

**Program Manager: Heather Montgomery**

**Phone: 607-335-1439**

**Email: [montgomh@dcmoboces.com](mailto:montgomh@dcmoboces.com)**



### CERTIFIED NURSE AIDE (CNA)

**COST: \$1,750**

**120 hour Program**

As the medical field continuously grows, certified nursing assistants are on the front lines for providing quality patient care. Our Certified Nursing Assistant program will provide you with the necessary skills to seek employment in residential health care facilities, adult homes and hospitals and will also prepare you for the New York State Department of Health Certified Nursing Assistant examination. This class is taught by using a combination of classroom instruction, clinical skills lab practice and a clinical internship rotation at one of our area's health care facilities. Our instructors are health professionals who are committed to helping you attain your goal of entering the health professions. Please call our Health Occupations office for information regarding enrollment requirements.

Clinical component of this course requires proof of physical, immunizations (including influenza immunization), and 2-Step PPD's.

### LICENSED PRACTICAL NURSE (LPN)

**COST: \$14,500 (includes tuition and Fees)**

This ten-month program prepares you to take the NYS licensing examination for Licensed Practical Nurses (LPN). You receive classroom instruction in Fundamentals of Nursing, Medical/Surgical Nursing, Anatomy & Physiology, Growth and Development, Maternity, Pediatrics, Pharmacology, Mental Health, and Gerontology. You will meet your clinical requirements with hands-on experience, under the guidance of a clinical instructor, at area hospitals, skilled nursing facilities, and health clinics. This program is accredited by the NYS Education Department.

Clinical component of the program requires students to have a physical, immunizations, and 2-step PPD's.

### PHLEBOTOMY TECHNICIAN

**COST: \$1,450**

**70 hour Program**

A Certified Phlebotomy Technician draws blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. This course provides instruction on how to assemble equipment and dispose of containers for needles, test for drug levels in the blood, look for abnormal cells in the body and body fluids, perform complex chemical biological and microscopic tests, and conduct patient interviews and take vital signs. Upon successful completion of this course, students are eligible to sit for the National Certification exam through the National Healthcareer Association. Successful completion of the clinical component requires a minimum of 30 venous punctures and 10 capillary draws.

Clinical component of this course requires proof of: physical, immunizations, and 2-Step PPD's.



## SECURITY GUARD

Program Administrator: Jennifer Waite  
Program Contact: Kimberly Kreiner  
Phone: 607-335-1208  
Email: [kimberly.kreiner@dcmoboces.com](mailto:kimberly.kreiner@dcmoboces.com)

### 8-HOUR PRE-EMPLOYMENT SECURITY GUARD TRAINING

**COST: \$60**

This course provides an introduction to the Security Guard Act of 1992, the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

### 16-HOUR SECURITY GUARD TRAINING

**COST: \$120**

This course is the second part of the New York State Security Guard license requirements for security guards and is approved by the New York State Bureau for Municipal Police. This course will prepare students for the New York State license exam needed for Employment as a Security Guard.

Prerequisite: 8-Hour Pre-employment Security Guard Training. Please bring your own snacks/lunch and beverages to class.

### 8-HOUR ANNUAL UPDATE FOR SECURITY GUARDS

**COST: \$60**

The course is designed to provide all actively licensed security guards with required training to maintain licensing. Approved by the New York State Bureau for Municipal Police and taught by Police Academy instructors. Participants will receive State-approved certification.

Prerequisite: 16-Hour Security Guard Training. Please bring your own snacks/lunch and beverages to class.



## OTHER ADULT EDUCATION PROGRAMS

Program Administrator: Jennifer Waite  
Program Contact: Kimberly Kreiner  
Phone: 607-335-1208  
Email: [kimberly.kreiner@dcmoboces.com](mailto:kimberly.kreiner@dcmoboces.com)

### CONTINUING EDUCATION

**COST: Varies per course**

Continuing Education provides adult students with the opportunity to receive instruction in avocational programs during evening or weekend hours. Avocational offerings include programs in health and well-being, cooking, fine arts, and other areas of interest. Continuing Education offerings also include the Drinking Driver Rehabilitation Program.

### ENGLISH AS A SECOND LANGUAGE (ESL)

**COST: No Cost**

This program is for students 21 years of age or older whose primary language is other than English. The program prepares students to transition into the High School Equivalency program.

### OSHA 10-HOUR GENERAL INDUSTRY CERTIFICATION

**COST: \$99**

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. Training will emphasize hazard identification, avoidance, control and prevention, and touch a little on OSHA standards. Instructional time must be a minimum of 10 hours.

### TASC HIGH SCHOOL EQUIVALENCY

**COST: No Cost**

This program is for students who are 21 years of age or older and who lack a high school diploma or equivalent. Class prepares students to take the New York State approved high school equivalency exam.

# INSTRUCTIONAL SUPPORT SERVICES



## CURRICULUM, INSTRUCTION AND ASSESSMENT

The curriculum and staff development core service is provided to all component districts. The fundamental goal of curriculum and staff development is to assist all educators to provide high quality instruction and ensure high level learning for all students.

### INSTRUCTIONAL SUPPORT SERVICES

(COSER #507 — School District Code: 2610.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

This service acts as the informational center and includes the administrative overhead costs of Instructional Support Service. Regular updates on state and federal education requirements are provided along with recommendations to assist districts with their instructional programming. ISS provides the dissemination of program descriptors and coordination for programs such as principal's meetings, lead evaluator training and verification, and DASA training.

**Unit Cost:** base fee

### CURRICULUM PLANNING AND SCHOOL IMPROVEMENT

(COSER #514 — School District Code: 2070.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

This is a comprehensive service to support the entire instructional program. This service includes participation in regional advisory meetings, CSE chair meetings, instructional administrator meetings, and subject-specific support. Regular updates on state and federal education

requirements are provided along with recommendations to assist districts with their instructional programming. A wide range of regional workshops are offered throughout the summer and school year at no additional charge, including topic-specific training in data analysis, curriculum alignment, assessment practices, and subject-specific instructional techniques through in-person, virtual, and self-paced formats. Includes five (5) days of district-specific support by staff coordinators. Additional staff coordinator support days are available for purchase. See **INSTRUCTIONAL SUPPORT ADDITIONAL — IN-DISTRICT DAYS (COSER #514.200)**, page 23.

The Curriculum Planning & School Improvement COSER (#514) includes Regional Comprehensive Action Planning/Strategic Planning (formerly called LINKS). This opportunity brings together component districts in the summer to create action steps for their various required state plans. A keynote speaker is often part of the event, providing direction and inspiration. Instructional Support Services staff are available throughout the process to assist districts with data analysis, planning, and team facilitation. Districts may also request to have an instructional coordinator provide on-site strategic planning using the Comprehensive Action Planning (formerly LINKS) format or a format determined by the district to best fit their needs as a means of utilizing their included in-district days.

**Unit Cost:** base fee

## INSTRUCTIONAL SUPPORT ADDITIONAL DAYS

(COSER #514.200 — School District Code: 2070.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

Districts may request additional days for an instructional coordinator to provide on-site services. This may include the focus areas of the Instructional Support Base or district-specific work such as coaching, classroom observation, acting as a district liaison and training on specific instructional methods or materials. Instructional Coordinators may require prep time depending on the topic/event.

Component districts must subscribe to COSER 514 to access this service.

**Unit Cost:** *per diem*

## SUBSTITUTE AND STIPEND REIMBURSEMENTS

(Substitutes: COSER 514.115)

(Stipends: COSER 514.515)

(School District Code for both: 2070.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

Districts subscribing to the 514 School Improvement Base Service have the option of allocating funds to cover expenditures for teacher stipend payments (up to \$21/hour) and/or for classroom substitutes (total hourly dollar amount determined by district) providing coverage. Expenses must be related to staff attendance at approved 514 activities. This service is provided as part of the 514 instructional support. Component districts must subscribe to COSER #514 to access this service.

**Unit Cost:** *per stipend and substitute*

## CONSULTANTS, EXTERNAL WORKSHOPS & RELATED RESOURCES

(COSER #514.015 — School District Code: 2070.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

BOCES provides coordination for multi-district activities designed to strengthen instruction, raise standards, improve curriculum and assessment practices, and build regional leader and instructional capacity. BOCES provides planning and leadership as part of the overall service. Districts may receive state aid when certain conditions are met. Districts subscribing to the 514 School Improvement Base Service have the option of allocating funds to cover expenditures for consultants, external workshops and related resources. Expenses must be related to staff attendance at approved 514 activities. Participation in 514 base service required. There must be a share which means there must be more than one district involved.

**Unit Cost:** *determined by provider,  
plus coordination fee*



## LEARNING SUPPORT SERVICES

### COMMUNITY SCHOOLS

(COSER #591 — School District Code: 2250.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

The Community Schools service represents an approach to organize resources so that academics, social and emotional needs, and medical and dental services/supports are integrated into the fabric of schools. This strategy helps to remove obstacles to learning and serve the needs of the whole child, allowing teachers to teach and students to learn. By aligning resources, the Community Schools COSER will result in improved student learning, stronger families and healthier neighborhoods. Specifically, the service will provide for students' social, emotional, physical and intellectual needs through these potential services: a family resource center, early learning opportunities, shared medical director, dental services, and mental/behavioral health services.

**Unit Cost:** *determined by provider,  
plus coordination fee*

### HOME SCHOOLING

(COSER #532 — School District Code: 2020.490)

Program Administrator: Patti Gallaher

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

The Home Schooling Service will provide coordinated administrative support for districts to support the review and tracking of students who are homeschooled.

**Unit Cost:** *flat base fee, plus charge per student*



### SUPEREVAL

(COSER #501 — School District Code: 1010.490)

Program Administrator: Ginger Rinaldo

Program Contact: Allison Townsend

Phone: 607-335-1445

Email: [allison.townsend@dcmoboces.com](mailto:allison.townsend@dcmoboces.com)

SuperEval is an online platform used to conduct education leadership evaluations for school boards, superintendents, and administrators. The platform is customizable allowing each district to choose who will participate in the evaluation process, the rubric or rubrics for each evaluation, and the timeline for the evaluation cycle just to name a few. Both technical support and evaluation support are provided as part of the base service.

**Unit Cost:** *initial setup fee plus annual fee based  
on number of participants*

### DIVERSITY, EQUITY & INCLUSION (DEI)

(COSER #594 — School District Code: 2070.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@dcmoboces.com](mailto:kerry.simmons@dcmoboces.com)

The Delaware-Chenango-Madison-Otsego BOCES Diversity, Equity, and Inclusion (DEI) service will provide guidance, best practices, and training to meet the NYS Board of Regents initiative to advance diversity, equity, and inclusion. Identification, coordination and delivery of professional development on DEI strategies and implementation will be provided. Professional development opportunities and consultant services offered will embed the ideals of diversity, equity, and inclusion. This will reinforce student-centered learning environments, positive academic outcomes, and contribute to individual student engagement through the ideals of critical thinking.

**Unit Cost:** *base fee and/or consultant fees,  
plus coordination fee*

# LIBRARY SERVICES

## LIBRARY SERVICES COOPERATIVE COLLECTION DEVELOPMENT (CCD)

(COSER #F840/F810)

Program Administrator: Ginger Rinaldo

Program Manager: Betsy Hartnett

Program Contact: Rachel Everitt-Solobac

Phone: 607-335-1364

Email: [everitr@dcmoboces.com](mailto:everitr@dcmoboces.com)

DCMO BOCES coordinates the School Library System (SLS) to serve the school district librarians, teachers, and students in our component school districts and nonpublic schools under a five-year plan of service developed locally and approved by the SLS Council and the Commissioner of Education. The SLS coordinator provides professional development and guidance to schools and librarians to improve instruction, compliance on regulations, and other aspects of library programs. As required by Commissioner's regulations, regular meetings are held to promote regional communication and collaboration between members, to improve instructional practices and to provide important updates from state and federal offices.

**Unit Cost:** *no cost for this state-funded service*

## COOPERATIVE COLLECTION DEVELOPMENT (CCD)

(COSER #503 — School District Code: 2610.490)

Program Administrator: Ginger Rinaldo

Program Manager: Betsy Hartnett

Program Contact: Rachel Everitt-Solobac

Phone: 607-335-1364

Email: [everitr@dcmoboces.com](mailto:everitr@dcmoboces.com)

The intent of Cooperative Collection Development (CCD) is to save costs and expand access for member libraries through increased resource sharing. In accordance with individual districts' collection development policies, participating district librarians may expand their library collection by purchasing library materials through this state-aidable COSER. Resources are housed in the school libraries and borrowable by regional school libraries through interlibrary loan (ILL) using the MediaFlex SCHOOLS ILL System. Through this process, a comprehensive and diverse collection is developed and shared among the entire region. Participation in COSER #507 is required. CCD is sold in units. Schools may purchase as many or few units as they choose. CCD resources purchased through The SLS are state aidable.

**Unit Cost:** *per unit cost*

## COOPERATIVE COLLECTION DEVELOPMENT—DIGITAL RESOURCES

(COSER #503.010 — School District Code: 2610.490)

Program Administrator: Ginger Rinaldo

Program Manager: Betsy Hartnett

Program Contact: Rachel Everitt Solobac

Phone: 607-335-1364

Email: [everitr@dcmoboces.com](mailto:everitr@dcmoboces.com)

Digital resources to support curricula may be purchased through this cooperative buying service. The digital resources available for purchase are all Ed Law 2D and FERPA compliant. In addition to traditional research and reference materials, examples of other products include Learning A-Z's Raz Kids or Benchmark's decodable reading programs, Scholastic Classroom Magazines and ebooks, or Rosen's Teen Health and Wellness. Our catalog provides you with the complete list of products available. Districts must participate in the ISS Base Service #507 to participate. Databases purchased through The SLS are state aidable.

**Unit Cost:** *cost of selected subscriptions, plus coordination fee*

## LIBRARY SERVICES COOPERATIVE COLLECTION DEVELOPMENT MEDIA

(COSER #503.030 — School District Code: 2610.490)

Program Administrator: Ginger Rinaldo

Program Manager: Betsy Hartnett

Program Contact: Rachel Everitt-Solobac

Phone: 607-335-1364

Email: [everitr@dcmoboces.com](mailto:everitr@dcmoboces.com)

The Cooperative Media Service provides cost savings streaming media to school districts. The service includes a building license for all schools to SWANK Movie Licensing which allows for showing of movies outside of classroom use. It also includes SWANK Movie Streaming, a library of feature films, Soundzabound, a library of copyright free music, a teacher license for BookCreator, Access World News, daily newspapers from around the world, early learning ebooks, and Learn 360, a library of interactives, lessons, standards aligned educational media, and more. All resources will be accessible through the new Media Library, which will integrate with your school library circulation software. Only teachers have access to the SWANK streaming portal, however, they are able to share individual movie links with students. This media service is new for 2023-2024. Participation in COSER #507 (ISS) is required.

**Unit Cost:** *per RWADA*

## SCHOOL LIBRARY AUTOMATION

(COSER #516 — School District Code: 2610.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Rachel Everitt-Solobac

**Phone:** 607-335-1364

**Email:** [everitt@dcmoboces.com](mailto:everitt@dcmoboces.com)

This service provides an integrated system for organizing and circulating your school library's resources and maximizing user access to them, as well as all related support. This library management system also serves as a digital "storefront" for your library, easily customizable to allow librarians to share curated resources and information. The OPALS automation platform integrates the 24/7 interface, which allows easy, integrated sign in for all of your school's digital resources purchased through the School Library System. The annual fee for the Library Automation Service includes software and updates of current acquisitions, user group support, consultation, training and access to the regional SCHOOLS Union Catalog. Optional add on services are available such as the equipment and asset management module and the textbook management system. This COSER also allows for the purchase of automation supplies. Districts must participate in the ISS Base Service #507.

**Unit Cost:** *base charge per school library, plus optional add-on modules and automation supplies*

## PROFESSIONAL LEARNING & RESOURCES

### CATSKILL REGIONAL TEACHER CENTER (CRTC)

(COSER #F841)

**Program Administrator:** Ginger Rinaldo/Sara Ingalls

**Program Contact:** Aaron Sorensen

**Phone:** 607-436-3920

**Email:** [CRTCNY.org@gmail.com](mailto:CRTCNY.org@gmail.com)

Catskill Regional Teacher Center (CRTC) is one of 125 Centers in NYS and overseen by a policy board consisting of a majority of teachers. The CRTC offers: subject specific networks, book studies, teacher led workshops, action research opportunities, micro credentialing badges, special education certificate extensions, poverty simulation, and various educational resources. The CRTC also supports other initiatives such as National Board Certification, National History Day, Living History, Constitution Day, and America 250. The Catskill Regional Teacher Center is grant funded and programs are free for districts and teachers.



## SHARED COORDINATORS

### SHARED CURRICULUM, ASSESSMENT AND INSTRUCTION COORDINATOR

(COSER #319 — School District Code: 2110.490)

Program Administrator: Ginger Rinaldo

Program Contact: Allison Townsend

Phone: 607-335-1445

Email: [allison.townsend@dcmoboces.com](mailto:allison.townsend@dcmoboces.com)

Districts are provided on-site coordination of curriculum and staff development efforts. Specific coordination responsibilities would be mutually developed based on the time in district, but may include any combination of the following: coordination and provision of professional development, coordination and facilitation of district curriculum initiatives, provision of support for new teachers, and/or facilitation of district planning and improvement initiatives. Participation in 514 base service required.

**Unit Cost:** *per diem, minimum of 15 days per year*

### SHARED EDUCATIONAL TECHNOLOGY COORDINATOR

(COSER #308 — School District Code: 2110.490)

Program Administrator: Ginger Rinaldo

Program Contact: Allison Townsend

Phone: 607-335-1445

Email: [allison.townsend@dcmoboces.com](mailto:allison.townsend@dcmoboces.com)

BOCES provides shared instructional technology coordination for two or more school districts to support district activity. Professional assistance, supervision, and leadership for a district's use of technology to improve teaching and learning are provided.

**Unit Cost:** *FTE*

## SPORTS COORDINATION SERVICES

### INTERSCHOLASTIC SPORTS COORDINATION

(COSER #524 — School District Code: 2855.490)

Program Administrator: Patti Gallaher

Program Manager: Bill Bryant

Phone: 607-561-2347, ext. 1002

Email: [bill.bryant@dcmoboces.com](mailto:bill.bryant@dcmoboces.com)

Program Contact: Janet McWeeney

Phone#: 607-561-2347, ext. 1001

Email: [mcweenej@dcmoboces.com](mailto:mcweenej@dcmoboces.com)

This service provides coordination of sectional athletic events and activities.

**Unit Cost:** *base charge plus a per sport fee*

## SOUTHEAST REGIONAL PARTNERSHIP CENTER

Program Administrator: Ginger Rinaldo

Program Manager: Colleen Crisell

Phone: 607-335-1352

Email: [crisellc@dcmoboces.com](mailto:crisellc@dcmoboces.com)

The Southeast Regional Partnership Center (RPC) is under the direction of the New York State Education Department (NYSED), Office of Special Education. The RPC includes a Systems Change Facilitator, Special Education Trainer, Behavior Specialist, Transition Specialist, Literacy Specialist, and Specially Designed Instruction Specialist. The RPC engages in systems change work with districts to improve outcomes for students with disabilities by providing a variety of supports including targeted professional development and technical assistance. This is offered through a tiered system approach including regional learnings, targeted skills groups, and embedded support. The work focuses on improving the infrastructure of educational organizations, so they can successfully implement evidence-based practices.

**Unit Cost:** *no charge*

## TECHNOLOGY SERVICES

### LEARNING TECHNOLOGIES

(COSER #506 — School District Code: 2630.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Rebecca Roberts

**Phone:** 607-335-1279

**Email:** [robertsr@dcmoboces.com](mailto:robertsr@dcmoboces.com)

The Learning Technology Service COSER, in combination with the Model Schools COSER (#520), is offered to meet the instructional needs of our districts by providing a continuum of services including planning, support, and evaluation specifically focused on the implementation of the New York State Learning Standards, based on the use of technology. Through the Learning Technology Service COSER, districts can acquire technology hardware and software through the BOCES to implement in their schools. Participation in Model Schools COSER# 520 is required.

**Unit Cost:** *base fee and equipment expense,  
plus coordination fee*

### DISTANCE LEARNING

(COSER #441 — School District Code: 1680.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Stephanie Curnalia

**Phone:** 607-335-1373

**Email:** [stephanie.curnalia@dcmoboces.com](mailto:stephanie.curnalia@dcmoboces.com)

The Distance Learning Service is designed to support school districts in their ability to offer an expanded course catalog and provide support to fulfill teacher shortages. With the evolution of technology, the ability to deliver live instruction between two or more distant sites is more accessible and reliable than in the past. This service includes the design and operation of the connection systems, management of instruction, reporting student achievement to participating school districts and the evaluation of the service. Courses are offered in live synchronous courses, both synchronous and asynchronous fully online courses, and blended online courses. Courses are offered for first time credit accrual as well as credit recovery. Virtual Tutoring is also available through this service.

**Unit Cost:** *base fee and per course costs,  
plus coordination fee*



### MODEL SCHOOLS

(COSER #520 — School District Code: 2610.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Rebecca Roberts

**Phone:** 607-335-1279

**Email:** [robertsr@dcmoboces.com](mailto:robertsr@dcmoboces.com)

The Model Schools COSER, combined with the Learning Technology Service COSER (#506), is offered to meet the instructional needs of our districts by providing a continuum of instructional technology services including planning, support, and evaluation specifically focused on the implementation of the New York State Learning Standards. Through the Model Schools COSER, BOCES provides the awareness, planning, and staff training and professional development to support the integration of instructional technology into the classroom. The Model School service may include: support and training in new Computer Science & Digital Fluency Standards, Planning and Staff Development for the integration of technology in instruction, assistance in technology planning and committees, and technical assistance and training in the use of instructional technology.

Model Schools also provides tools to borrow materials and technical assistance for STEAM integration such as Educational Lego Kits, Circuitry, Robotics, Coding, Low Tech Makerspace Tools, Portable Planetarium, Virtual Reality, etc.

Participation in Model Schools COSER is a requirement for the Learning Technology COSER.

**Unit Cost:** *base fee*

# MANAGEMENT SERVICES



## BUSINESS OFFICE SUPPORT

### CENTRAL BUSINESS OFFICE (CBO)

(COSER #619 — School District Code: 1310.490)

**Program Administrator:** Bob Avery

**Program Manager:** Kim Babcock

**Phone:** 607-335-1367

**Email:** [bbabcockk@demoboces.com](mailto:bbabcockk@demoboces.com)

The Central Business Office provides various accounting functions for school districts. The service includes a courier service with locked bags, and all necessary software, hardware, postage, and general office supplies. Financial software nVision, as well as OnBase, are currently supported by the CBO. There is a base fee to participate in/access any of the following services through CBO:

#### Accounts Payable

(COSER #619.020 — School District Code: 1310.490)

- Preparation and mailing of purchase orders
- Preparation of accounts payable and mailing of checks
- Claims Auditing
- General ledger entries
- 1099 generation

#### Tax Collection Software

(COSER #619.030 — School District Code: 1310.490)

- Provide tax collection software and troubleshooting

#### Staff Snapshot Updates (HR Service)

(COSER #619.040 — School District Code: 1310.490)

- Provide updates on employee information in the HR module of nVision

#### Payroll

(COSER #619.050 — School District Code: 1310.490)

- Preparation of bi-weekly or semi-monthly payrolls and includes up to three supplemental or special payrolls (coaching, advisors, etc.)
- Required NYS and IRS payroll and quarterly reporting
- Monthly TRS, ERS, and other required reports
- Annual civil service reporting
- W-2 generation

#### Claims Auditing

(COSER #619.060 — School District Code: 1310.490)

- Auditing of warrants for districts not in the a/p service and submission of monthly reports to each district's board of education

#### nVision Software

(COSER #619.070 — School District Code: 1310.490)

- Provide nVision software and support to district in the CBO

#### Accounting

(COSER #619.080 — School District Code: 1310.490)

- End-of-month and end-of-year close-out
- Reconciliation of bank statements
- Preparation of treasurer's reports and board reports
- Cash receipts/accounts receivable
- Federal grant claims and reporting, including FS-25's and FS-10's

#### Shared Business Official

(COSER #619.675 — School District Code: 1310.490)

- Assignment of a lead School Business Official to provide on-site support for the district's business office, including representation at board meetings, administrative team meetings, bargaining sessions

The following are not included in the service: budget preparation, amendments, or transfers (though we can help with the data entry for these); preparing non-payroll journal entries (we can do the data entry recording); bank transfers; bond/BAN payments; capital project accounting; categorical aid calculations.

#### Unit Cost:

- **Accounts Payable, Staff Snapshot, Claims Auditing:** per item
- **Tax Collection and nVision:** pass through cost, plus support costs
- **Payroll:** per FTE and per item
- **Accounting & Shared SBO:** per FTE

## SPORTS OFFICIALS

(COSER #619.630 — School District Code: 1310.490)

**Program Administrator:** Randy Pryor

**Phone:** 607-335-1390

**Email:** [pryor@dcmoboces.com](mailto:pryor@dcmoboces.com)

The BOCES provides for the cooperative payment of sports officials ten (10) times each year.

**Unit Cost:** RWADA

## FORECAST5

(COSER #619.672 — School District Code: 1310.490)

**Program Administrator:** Randy Pryor

**Program Contact:** Allison Townsend

**Phone:** 607-335-1445

**Email:** [allison.townsend@dcmoboces.com](mailto:allison.townsend@dcmoboces.com)

FORECAST5 is an analytical application that is used by school district Administrators, cities and local governments in order to analyze their financial resources and strategic plans. This platform provides interactive visualizations of data needed as a part of the strategic planning process. In addition to planning this application can be used for performance benchmarking that can serve as a way to evaluate the effectiveness of strategic plans. This service provides support on the use of FORECAST5 in regard to platform utilization and report generation.

**Unit Cost:** base fee, plus additional user charge

## COOPERATIVE PURCHASING SERVICE

(COSER #615 — School District Code: 1345.490)

**Program Administrator:** Randy Pryor

**Program Manager:** Beth Heinlein

**Phone:** 607-335-1263

**Email:** [beth.heinlein@dcmoboces.com](mailto:beth.heinlein@dcmoboces.com)

This service enables participating districts, large and small, to secure the pricing and advantages of large volume purchasing through aggregate bidding. In addition, the service provides the means for districts to meet and be consistent with all local, State and Federal laws. Electronic transfer of data is now included in this service. An extensive food bid is also included. The service also provides:

- Research and implementation of new bids for supplies, equipment and/or services;
- State Contract assistance and information;
- Online access to bid awards;
- Online requisitioning program;
- Data transfers to WinCap and NVision;
- Bidding procedures;
- Quoting assistance; and
- Surplus sales.

**Unit Cost:** charged by a cost per RWADA for full service (with a cap); base charge if food bid only



## RECORDS MANAGEMENT

(COSER #607 — School District Code: 1460.490)

**Program Administrator:** Randy Pryor

**Program Contact:** Renee Branagan

**Phone:** 607-335-1204

**Email:** [renee.branagan@dcmoboces.com](mailto:renee.branagan@dcmoboces.com)

Records Management provides districts and local government with a variety of records management services including:

- Inventorying of records
- Scanning and indexing documents into an Electronic Content Management System (ECMS)\*
- Storage room setup
- Consulting
- Records retrieval

**Unit Cost:** base, plus RWADA

## HEALTH INSURANCE COORDINATION

(COSER # 622 — School District Code: 1430.490)

**Program Administrator:** Patti Gallahe

**Program Manager:** Kimberly Martin

**Phone:** 607-335-1299

**Email:** [martink@dcmoboces.com](mailto:martink@dcmoboces.com)

The DCMO BOCES provides services to districts seeking assistance with health insurance administration. The service serves nine (9) districts including BOCES.

The service provides:

- Preparation and maintenance of COBRA notices;
- Monthly reconciliation of district premium bills;
- Claim assistance and consultations to participants;
- Account management services for Medicare Part D Subsidies; and
- Direct assistance to districts' employees and retirees on health insurance questions.
- 17 different health plans

**Unit Cost:** rates determined by level of service

## SECTION 125 CAFETERIA PLAN ADMINISTRATION

(COSER # 638 — School District Code 1430.490)

Program Administrator: Randy Pryor

Phone: 607-335-1390

Email: [pryor@dcmoboces.com](mailto:pryor@dcmoboces.com)

This service will provide full administration of all aspects of flexible spending accounts under IRC Section 125.

**Unit Cost:** *base charge per level of service*

## UNEMPLOYMENT INSURANCE COORDINATION

(COSER # 622.050 — School District Code 1430.490)

Program Administrator: Randy Pryor

Phone: 607-335-1390

Email: [pryor@dcmoboces.com](mailto:pryor@dcmoboces.com)

BOCES partners with an outside agency to provide Human Resources Consulting and Unemployment Cost Control Services.

**Unit Cost:** *flat fee, plus coordination*

## COPYING AND COMMUNICATIONS

### COURIER SERVICE

(COSER #507.709 — School District Code: 2610.490)

Program Administrator: Bob Avery

Program Manager: Frank Oliver

Phone: 607-335-1366

Email: [oliverf@dcmoboces.com](mailto:oliverf@dcmoboces.com)

The Courier Service provides daily delivery of various items between DCMO BOCES and our component schools transporting orders from the Printing Services, Central Business Office, US Mail, as well as any other items requiring delivery.

We also serve ONC component schools, and other various locations including customers of outlying New York State school districts and municipalities. Non-DCMO customers are charged on a mileage and time basis. Contact us for any special courier service needs and how we may support you.

**Unit Cost:** *base charge per district for DCMO districts; mileage and time charges for destinations outside of DCMO.*

### PUBLIC INFORMATION

(COSER #671 — School District Code: 1480.490)

Program Administrator: Bob Avery

Program Manager: Frank Oliver

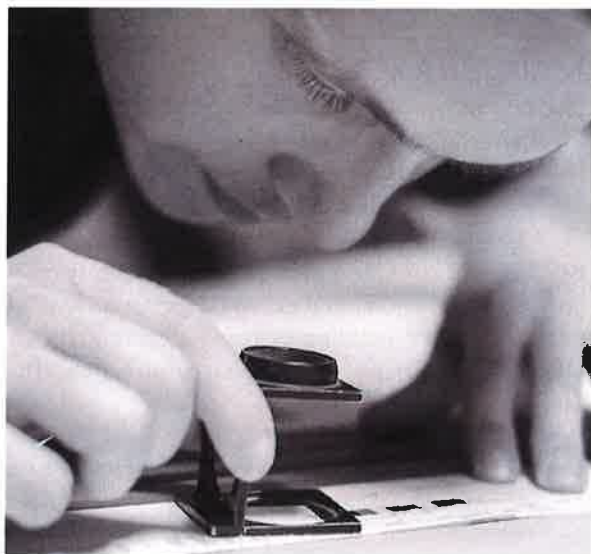
Phone: 607-335-1366

Email: [oliverf@dcmoboces.com](mailto:oliverf@dcmoboces.com)

The Public Information Service offers school districts a communications service with the expertise to plan and implement an effective public relations and communications program to share your message with your community. Our communications strategies start with students, teachers and staff, and administration to tell the story of your district. Our public information specialists work for and with district superintendents to ensure a professional and consistent district approach to public communications.

Our team is comprised of experienced professionals in news media relations, graphic and visual arts, digital and print publications, social media, and/or website development. The PI Specialists can provide strategic communication planning for building projects and other initiatives as well as support for crisis communications. We have worked with districts on website development and the conversion from one hosting environment to another, and work with you on website ADA compliance.

**Unit Cost:** *base cost + tiered service level*



## PRINTING SERVICE

(COSER #521 — School District Code: 1670.490)

**Program Administrator:** Bob Avery

**Program Manager:** Frank Oliver

**Phone:** 607-335-1366

**Email:** [oliverf@dcmoboces.com](mailto:oliverf@dcmoboces.com)

The BOCES Printing Service provides high quality, cost-effective products and services to component districts, other BOCES, and their component districts, as well as New York State municipalities.

### SERVICES

- Online ordering at [print.dcmoboces.com](http://print.dcmoboces.com)
- Bulk Mailing/Postal Regulations
- Coil Binding
- Consultation
- Courier Deliveries
- Digital Copying
- Digital Offset Full-color Printing
- File Archival
- Hard Cover Book Assembly (Sewn)
- Padding
- Print and Digital Product Design
- Scanning/Wide-format Scanning
- Shredding (Confidential)
- Traditional Offset Printing
- Web Design
- Wide-format Printing

### PRODUCTS

- Banners (Indoor/Outdoor)
- Brochures
- Budgets
- Business Cards
- Calendars
- Cards
- Certificates
- Commencements
- Corrugated Plastic Signs
- Displays and Supplies
- Envelopes
- Flip Charts
- Floor Signs
- Folders
- Forms/Multi-Part Forms
- Handbooks
- Invitations
- Laminating
- Letterhead
- Newsletters
- Pads
- Passes
- Programs
- Posters
- Student/Teacher Planners

- Tickets
- Vinyl Printing
- Wide Format Printing
- Yearbooks

**Unit Cost:** *copying: per copy plus material  
printing: labor plus materials*

## FACILITIES SERVICES

### CLERK OF THE WORKS

(COSER 696 — School District Code: 1621.490)

**Program Administrator:** Bob Avery

**Program Manager:** Tom Fargo

**Phone:** 607-335-1220

**Email:** [tom.fargo@dcmoboces.com](mailto:tom.fargo@dcmoboces.com)

The BOCES will provide a facilities director to serve as a construction clerk of the works on capital outlay projects and small capital projects to support oversight of smaller district projects. BOCES aid only available for those areas not eligible for building aid.

**Unit Cost:** *per diem of assigned staff*

### FACILITIES DIRECTOR

(COSER 361 — School District Code: 1621.490)

**Program Administrator:** Bob Avery

**Program Manager:** Tom Fargo

**Phone:** 607-335-1220

**Email:** [tom.fargo@dcmoboces.com](mailto:tom.fargo@dcmoboces.com)

This is a shared facilities director to provide districts with supervision of custodial, cleaning, maintenance, and grounds staff; develop and manage facilities budgets; as well as oversight of state reporting and inspections to keep your facilities and your students safe.

**Unit Cost:** *full-time equivalency of assigned staff*

### MAINTENANCE TEAM

(COSER 693 — School District Code: 1621.490)

**Program Administrator:** Bob Avery

**Program Manager:** Tom Fargo

**Phone:** 607-335-1220

**Email:** [tom.fargo@dcmoboces.com](mailto:tom.fargo@dcmoboces.com)

BOCES will provide a shared maintenance team to provide preventative, routine, and urgent maintenance to buildings and building systems, including HVAC, plumbing, electrical, and general construction. This service is not aidable.

**Unit Cost:** *base service (400 hours) and per hour above base*

# HUMAN RESOURCE SERVICES

## TEACHER REGISTRY (ABSENCE MANAGEMENT)

(COSER #610 — School District Code: 2110.490)

Program Administrator: Patti Gallaher

Program Contact: Cindy Wier

Phone: 607-335-1211

Email: [cynthia.wier@dcmoboces.com](mailto:cynthia.wier@dcmoboces.com)

This service offers a fully comprehensive service for absence management and substitute placement. School districts are provided an 800 number and website to report absences via the automated placement system, Frontline Education (AESOP). Additionally, staff is available to provide support and assistance to employees and substitutes as needed. Substitute teachers are obtained from a list provided by the district.

**Unit Cost:** *percentage based on number of calls in previous year*

## LABOR RELATIONS SERVICES

(COSER #665 — School District Code: 1430.490)

Program Administrator: Michael Rullo

Program Contact: Dori Bates

Phone: 607-335-1233

Email: [batesd@dcmoboces.com](mailto:batesd@dcmoboces.com)

- **Negotiations:** We assist the Board of Education and Superintendent in identifying bargaining objectives and strategy. We then serve as chief spokesperson at the table, or in an advisory role, as requested.
- **Workforce Administration (Grievances):** We will advise the District regarding implementation of contract language, including preparation of Memoranda of Agreement, and compliance with laws regarding equal employment opportunity, mandated benefits, privacy, and other employer obligations. We prepare grievance responses and will act as grievance process representative, if desired.
- **Contract Administration:** We provide ongoing assistance interpreting contract language and administering collective bargaining agreements.
- **Employee Discipline:** We will guide a district through the steps of progressive discipline. With respect to Civil Service employees, we prepare Section 75 notices and charges, and can serve as either the district's advocate or as hearing officer. With respect to Education Law employees, we will advise the district regarding Holt letters and other counseling and evaluation documentation, preparatory to a Section 3020-a proceeding.

- **Education Law/Civil Service Compliance:** We will advise the district regarding compliance with the tenure, seniority, and certification and qualification provisions of these laws.
- **Staff Training:** We provide both state-mandated and individual training programs in all aspects of district operations for the Board of Education, administrative and supervisory staff, as well as employees, on such topic matters to include, but not limited to, the Code of Conduct; workplace harassment and violence issues, as well as supervisory investigations and response thereto; Dignity for All Students Act (DASA); administrator training regarding student and employee conduct/misconduct; supervisory training (general); permissible use of Email and Internet assets; and customized training desired by a school district in any and all areas of school operations and educational matters.
- **Agency Proceedings:** We can serve as the district's advocate in PERB proceedings; investigations by the State Division of Human Rights or EEOC; and in NYS Department of Labor Unemployment Insurance hearings.
- **Data and Labor Law Research:** Provide annual regional salary and benefit survey. Research specific salary surveys upon request. Respond to District-specific questions on all aspects of labor issues and law.

## EMPLOYEE ASSISTANCE PROGRAM

(COSER #617 — School District Code: 1430.490)

Program Administrator: Patti Gallaher

Program Contact: Allison Townsend

Phone: 607-335-1445

Email: [allison.townsend@dcmoboces.com](mailto:allison.townsend@dcmoboces.com)

This is a referral service for employees (and/or their family members) that are in need of assistance. The Employee Assistance Program (EAP) offers free, voluntary, confidential consultation and assistance to help employees and their family members resolve difficulties that may be affecting their personal lives and/or job performance. The EAP also provides information on a variety of wellness topics and holds workshops in various locations throughout the school year.

**Unit Cost:** *per employee charge*

## SAFETY COORDINATION

### SAFETY RISK COORDINATION

(COSER #624 — School District Code: 1480.490)

**Program Administrator:** Bob Avery

**Program Manager:** Jason Lawrence

**Program Contact:** Sonya Meehan

**Phone:** 607-335-1310

**Email:** [meehans@dcmoboces.com](mailto:meehans@dcmoboces.com)

A service to assist participating component districts in developing a comprehensive health and safety program. Services include the development and coordination of occupational health and safety procedures, activities, information and awareness training to assist districts with understanding and complying with local, State and Federal rules, regulations and laws. Technical assistance, model written programs/plans, and consultation are included on an as needed basis. The service also includes environmental testing, inspection services (fire, structural, playground, life safety equipment, etc.), asbestos certification courses, asbestos awareness training, hazard communication/right to know training, industrial hygiene services (PPF evaluations, ergonomics, lock-out/tag-out training, etc.), Forklift Safety Training, and AED/CPR training. The service includes on-site technical assistance, model school safety plans, development and coordination of training programs and participation on health and safety committees.

**Unit Cost:** base charge per district

### ALCOHOL AND CONTROLLED SUBSTANCE TESTING SERVICE

(COSER #623 — School District Code: 5510.490)

**Program Administrator:** Bob Avery

**Program Manager:** Jason Lawrence

**Program Contact:** Sonya Meehan

**Phone:** 607-335-1310

**Email:** [meehans@dcmoboces.com](mailto:meehans@dcmoboces.com)

Level two of this service is to assist districts in complying with the Omnibus Transportation Employee Testing Act of 1991. This act requires the testing of all CDL drivers who drive a commercial motor vehicle and perform a safety sensitive function. Level II, Alcohol and Controlled Substances Testing Service, provides participating districts with a model policy and administrative procedures, required reasonable suspicion training for supervisors, employee training regarding policy and procedures, coordination of required testing through a third party contractor. Also provided is a list of Substance Abuse Professionals (SAP's) for evaluating an employee testing positive for alcohol or controlled substances and the maintenance of all records regarding alcohol and controlled substances testing. Districts must subscribe to Level I to obtain this service.

**Unit Cost:** per driver fee

## SCHOOL LUNCH MANAGEMENT

### SCHOOL LUNCH MANAGEMENT SERVICE

(COSER #632 — School District Code: C2860.490)

**Program Administrator:** Bob Avery

**Program Manager:** Connie Babino

**Phone:** 607-760-9946

**Email:** [babinoc@dcmoboces.com](mailto:babinoc@dcmoboces.com)

The DCMO BOCES School Lunch Management (SLM) services provides management and planning oversight to the kitchens of participating districts; includes menu planning and nutritional analysis; food and supplies ordering, including USDA commodities; budget development and monitoring; maintaining Free & Reduced benefits records, including verification; filling USDA and NYSED-CNP reports; and, being responsible for NYSED program reviews. SLM staff manage multiple districts and are placed in assigned districts. While districts continue to employ kitchen staff—cooks, servers, helpers—SLM staff provide day-to-day oversight, including responding to absences and working with district administration on discipline, if necessary. When necessary, SLM staff will put on the apron to ensure that students are served.

**Unit Cost:** base charge, plus percentage of meals served and RWADA



# SUPERINTENDENT'S HEARING

## SUPERINTENDENT'S HEARING/STUDENT DISCIPLINE

(COSER #553 — School District Code: 1420.490)

Program Administrator: Ginger Rinaldo

Program Contact: Kerry Simmons

Phone: 607-335-1360

Email: [kerry.simmons@demoboces.com](mailto:kerry.simmons@demoboces.com)

BOCES employees act as neutral hearing officers in student discipline hearings. A student suspension beyond five days requires a hearing, and there are special rules for classified students. Our hearing officers defuse potential conflicts by ensuring that parents and students feel fairly treated in this process. Expenses eligible for aid include salary, fringe, travel, and related office expenses.

**Unit cost:** *hourly rate/expenses, plus coordination fee*



# TECHNOLOGY SERVICES

## LEARNING TECHNOLOGIES

(COSER #506 — School District Code: 2630.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Rebecca Roberts

**Phone:** 607-335-1279

**Email:** [robertsr@dcmoboces.com](mailto:robertsr@dcmoboces.com)

The Learning Technology Service COSER, in combination with the Model Schools COSER (#520), is offered to meet the instructional needs of our districts by providing a continuum of services including planning, support, and evaluation specifically focused on the implementation of the New York State Learning Standards, based on the use of technology. Through the Learning Technology Service COSER, districts can acquire technology hardware and software through the BOCES to implement in their schools. Participation in Model Schools COSER# 520 is required.

**Unit Cost:** *base fee and equipment expense,  
plus coordination fee*

## MODEL SCHOOLS

(COSER #520 — School District Code: 2610.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Rebecca Roberts

**Phone:** 607-335-1279

**Email:** [robertsr@dcmoboces.com](mailto:robertsr@dcmoboces.com)

The Model Schools COSER, combined with the Learning Technology Service COSER (#506), is offered to meet the instructional needs of our districts by providing a continuum of instructional technology services including planning, support, and evaluation specifically focused on the implementation of the New York State Learning Standards. Through the Model Schools COSER, BOCES provides the awareness, planning, and staff training and professional development to support the integration of instructional technology into the classroom. The Model School service may include: support and training in new Computer Science & Digital Fluency Standards, Planning and Staff Development for the integration of technology in instruction, assistance in technology planning and committees, and technical assistance and training in the use of instructional technology.

Model Schools also provides tools to borrow materials and technical assistance for STEAM integration such as Educational Lego Kits, Circuitry, Robotics, Coding, Low Tech Makerspace Tools, Portable Planetarium, Virtual Reality, etc.

Participation in Model Schools COSER is a requirement for the Learning Technology COSER.

**Unit Cost:** *base fee*

## DISTANCE LEARNING

(COSER #441 — School District Code: 1680.490)

**Program Administrator:** Ginger Rinaldo

**Program Manager:** Betsy Hartnett

**Program Contact:** Stephanie Curnalia

**Phone:** 607-335-1373

**Email:** [stephanie.curnalia@dcmoboces.com](mailto:stephanie.curnalia@dcmoboces.com)

The Distance Learning Service is designed to support school districts in their ability to offer an expanded course catalog and provide support to fulfill teacher shortages. With the evolution of technology, the ability to deliver live instruction between two or more distant sites is more accessible and reliable than in the past. This service includes the design and operation of the connection systems, management of instruction, reporting student achievement to participating school districts and the evaluation of the service. Courses are offered in live synchronous courses, both synchronous and asynchronous fully online courses, and blended online courses. Courses are offered for first time credit accrual as well as credit recovery. Virtual Tutoring is also available through this service.

**Unit Cost:** *base fee and per course costs,  
plus coordination fee*

## COMPUTER SUPPORT SERVICE

(COSER #573 — School District Code: 2630.490)

**Program Administrator:** Bob Avery

**Program Manager:** Brian Palmer

**Phone:** 607-335-1318

**Email:** [palmerb@dcmoboces.com](mailto:palmerb@dcmoboces.com)

BOCES provides computer technical support to participating districts with computer Technical Assistants, Computer Technicians, and Senior Computer Technicians. These BOCES employees provide in-district support of the technical components that must be addressed in order to effectively integrate technology in the classroom. BOCES employees will provide on-site training as requested specific to the needs of the district. Supervision of staff and evaluation of the service are performed by the BOCES. Participation in the Learning Technologies COSER (506) is required.

**Per Unit Cost:** *base cost for service provided by  
computer technical assistants;  
Additional cost for service from  
more experienced/skilled personnel*

# TRANSPORTATION SERVICES

(COSER #602 — School District Code: 5510.490)

**Program Administrator:** Bob Avery

**Program Manager:** Jason Lawrence

**Program Contact:** Allyson Hallick

**Phone:** 607-335-1324

**Email:** [allyson.hallick@dcmoboces.com](mailto:allyson.hallick@dcmoboces.com)



## BUS DRIVER TRAINING

An in-service training program offered to provide the SED-required 30-hour Bus Driver and 10-hour Monitor training for new transportation staff. These sessions are provided at one of the DCMO campuses. This service also includes the two annual 2-hour refresher courses required each year for returning drivers (total of four hours annually). These sessions are available throughout the year and may be scheduled on site at the requesting district.

**Unit Cost:** base fee

## NEW DRIVER/MONITOR PRE-SERVICE REQUIREMENTS

This is an SED-required one-time pre-service four hour training provided by a qualified School Bus Driver Instructor (SBDI) for new bus drivers and monitors. All new bus drivers, whether they have an existing CDL or not, are required to take this training. The SBDI will provide the necessary documentation for compliance. This is billed per 4-hour session and is available on site at the requesting district; or is available at DCMO campuses for multiple districts, billed on a per-person basis. Participation in COSER 602 is required.

**Unit Cost:** per session charge when conducted on site for a district (602.010);  
per driver when conducted at a DCMO site with multiple districts (602.015)

## PHYSICAL PERFORMANCE TESTING SERVICE

This service is designed to assist districts in maintaining compliance with the State Education Department's regulation 156.3. A qualified School Bus Driver Instructor (SBDI) will administer the required tests and training to meet the regulations relating to physical performance tests. The SBDI will provide the necessary documentation for compliance. Participation in COSER 602 is required.

**Unit Cost:** per driver fee

## DMV 19A SERVICE

This service is designed to assist districts in maintaining compliance with the Department of Motor Vehicles 19A regulations governing school bus drivers. A qualified and certified 19A examiner will administer the annual Defensive Driving Review, Bi-annual oral/written test, and Behind the Wheel driving test. Included with these tests will be the proper documentation necessary to maintain compliance. Participation in COSER 602 is required.

**Unit Cost:** per driver fee

## ENTRY LEVEL DRIVER TRAINING (ELDT) — INITIAL CDL TRAINING (NEW)

This service is under development and will start in the fall of 2022. This service is designed to train new drivers who do not possess a commercial drivers' license (CDL) and prepare them for their CDL exams and road test, including for the S (school bus) endorsement. This training includes the new Entry Level Driver Training (ELDT) mandated by the USDOT. This training is charged on a per driver basis. For more information, please see the CDL Training section of the Adult Education Programs on page 18. Participation in COSER 602 is required.

**Unit Cost:** per driver fee

## BUS RADIO TOWERS AND REPEATERS

DCMO BOCES provides two options to school districts for coordinated radio systems in the region. With both DCMO-owned repeaters on towers or on leased space on other towers, we are able to provide coverage for most of the region for school bus radios. The BOCES is working with a third party vendor to contract for access to a newer and improved web-based system that integrates their repeaters throughout the region and beyond DCMO. Between the two systems, we are able to provide bus repeater signals to all participating districts.

**Unit Cost:** base charge, plus tiered service level

# DISTRICT SUPERINTENDENT SERVICE



**Program Administrator:** Michael Rullo

**Program Contact:** Dori Bates

**Phone:** 607-335-1233

**Email:** [batesd@dcmoboces.com](mailto:batesd@dcmoboces.com)

The District Superintendent serves in an advisory capacity for all school districts in the Delaware-Chenango-Madison-Otsego BOCES area. He acts as a consultant for individual districts and as a liaison between districts and the New York State Education Department. Services include:

## SELECTION OF SUPERINTENDENTS

The District Superintendent serves as a consultant in the recruitment, screening and evaluation of candidates for the position of Superintendent of Schools.

## LIAISON

The District Superintendent facilitates communication between districts and the State Education Department. He interprets and clarifies Education Law and Commissioner's Regulations. In this role, the following services are provided:

- Regional Certification Office
- Approval of Incidental Teaching Applications
- Approval of Temporary Coaching Licenses

## CONSULTATION

The District Superintendent is available to consult with Boards of Education on a variety of educational issues, including but not limited to:

- New York State Board of Regents Standards
- Student Outcomes
- Board-Administration Relationships
- Board and District Goal Setting
- Board Governance Training
- Board of Education Self-Evaluation
- Reorganization and Merger
- School Boundaries
- Staff Development
- Developing Local Programs for Students with Disabilities
- Career and Technical Education
- Curriculum Development
- Staffing Patterns
- Personnel Recruitment

**Unit Cost:** *no charge*

# SERVICES FOR BOARDS



## MANDATORY TRAININGS FOR NEW BOARD OF EDUCATION MEMBERS

Administration offers the required trainings for new school board members at no cost. These trainings are available to new board members in the DCMO BOCES component districts only.

### FISCAL OVERSIGHT TRAINING

Complete your 6 hours of state-mandated fiscal oversight training in the DCMO BOCES classroom. Learn how school districts are funded, the responsibilities of financial positions, the key reports you will need to rely on, and more.

### ESSENTIALS OF SCHOOL BOARD GOVERNANCE

You can fulfill your state-mandated governance training in the DCMO BOCES classroom. Learn the ropes of school boardsmanship. Gain an understanding of the board/superintendent relationship, key operational procedures for board meetings, Open Meetings Law, and legal rights, risks and responsibilities.





**DELAWARE - CHENANGO - MADISON - OTSEGO**  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

# Strategic Plan 2022-25

## Mission:

Deliver high-quality educational programs and services that are diverse, innovative and cost-effective.

## Vision:

Propel regional growth as a premier provider of educational services.

## Core beliefs:

- All individuals can learn and grow.
- Students are at the center of our decision-making.
- We act with honesty and integrity.
- A safe and engaging environment is essential to learning.
- We treat everyone with dignity and respect.
- Creative thinking moves our organization forward.
- We demonstrate a strong work ethic and are accountable for our actions.
- Effective, transparent communication is essential to success.
- We embrace collaboration and shared decision-making.

## Strategies & Priorities

### Educate



#### Deliver quality experiences

- As "One BOCES," provide students with high-quality, consistent programming across all campuses.
- Address the social and emotional wellness of all.
- Meet current and emerging needs through innovative and diverse programs and services.
- Strengthen our comprehensive attendance plan to reduce chronic absence.

### Empower



#### Inspire all to lead

- Develop and implement policies and practices that advance diversity, equity and inclusion.
- Recruit qualified and retain effective employees at all levels.
- Collect, analyze and report data to inform decision-making.
- Monitor and update our safety and emergency response procedures.
- Invest in the continued professional growth of all staff, including the use of digital technologies and remote learning.

### Collaborate



#### Nurture productive relationships

- Re-energize our regional effort to ensure all third graders are reading on grade level.
- Implement a consistent, transparent external communication plan.
- Market our premier programs and services through strong community connections.
- Build vital partnerships with school districts, business, industry, higher education, legislators, public agencies and other community organizations.

5.5.2022

● A premier provider of educational services ●



### **ALAN D. POLE CAMPUS**

**6678 County Road 32  
Norwich, NY 13815-3554  
(607) 335-1200**



### **ROBERT W. HARROLD CAMPUS**

**270 BOCES Drive  
Sidney Center, NY 13839-3105  
(607) 865-2500**



Delaware-Chenango-Madison-Otsego BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.



RECEIVED  
MAR 21 2023

[illegible]

(Telephone)



March 29<sup>th</sup>, 2023

To: Brian Trask, Director of Transportation,

BY: .....

We, Toni and Joey Goodrich, are requesting transportation by Unatego Central School for our children, Page Goodrich (Presently; 10yrs old & 5<sup>th</sup> grade) and Fate Goodrich (Presently; 8yrs old & 3<sup>rd</sup> grade), to and from our house in NY to the Otsego Christian Academy located in the town of Otego for the 2023-2024 school year.

Thank you,

Toni and Joey Goodrich

RECEIVED  
MAR 31 2023

To whom it concerns:

BY: \_\_\_\_\_

I am requesting transportation for my son, Felix Kemp, to Otsego Christian Academy, for the 2023-2024 school year. He is 7 and will be entering the third grade. The school is located at 353 Main St., Otsego NY, 13825

Thankyou,  
Brienne Kemp



### **IMPORTANT MEMO**

To: Participating Members

From: Beth Heinlein  
Cooperative Purchasing Agent

Date: March 21, 2023

Re: Adoption of BOCES Resolutions

Welcome to another year participating in the Cooperative Purchasing Service. As you know our bidding year begins on July 1, 2023, and therefore we must have certain documents in place in order to service your district. Enclosed are the new 2023-2024 Resolutions for the Delaware-Chenango-Madison-Otsego BOCES Cooperative Purchasing Service, along with a Generic Resolution.

Although the Resolutions may, at first glance, appear to be identical, each resolution has a different purpose. In order to eliminate any confusion, a description and explanation for each resolution is listed below:

**A. Cooperative Purchasing Resolution:**

To be signed by districts participating in the full Cooperative Purchasing Service. This resolution authorizes BOCES to award bids on behalf of the participating school districts.

**B. Generic Resolution:**

To be signed by all districts. This resolution authorizes BOCES to act on the behalf of the districts in the preparation, advertising, and tabulation of bids but specifies that bids are to be awarded by the individual districts' Board of Education based on the information supplied by BOCES

**C. Cafeteria Supplies and Food Bid Resolution:**

To be signed by districts participating in the Cooperative Food Bid. This resolution appoints a committee to act on the districts' behalf and for the district to abide by the committee recommendations and award of bids.

The appropriate resolutions must be adopted and signed by your School Board and returned to us before July 1, 2023.

Any questions or concerns please do not hesitate to call me at 607-335-1262.

Thank you,

*Beth Heinlein*

Beth Heinlein

**RESOLUTION OF BOARD OF EDUCATION**

**COOPERATIVE PURCHASING  
SCHOOL YEAR 2023-2024**

**WHEREAS,**

The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**RESOLUTION OF BOARD OF EDUCATION****GENERIC  
SCHOOL YEAR 2023-2024****WHEREAS,**

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

**RESOLUTION OF BOARD OF EDUCATION**

**FOOD and CAFETERIA SUPPLIES**  
**SCHOOL YEAR 2023-2024**

**WHEREAS,**

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly Cafeteria supplies including but not limited to food and paper items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the

\_\_\_\_\_ Central School Board of  
Education, hereby certifies that the above resolution was adopted by the required  
majority vote of the Board of Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

## AGREEMENT

Agreement between the Workers' Compensation Self-Insurance Alliance, consisting of several school districts and a BOCES, organized and existing under the provisions of General Municipal Law § 119-o, (*Alliance*) and the Board of Education of the Unatego Central School District (*Unatego*)

### RECITALS:

The Alliance is required to appoint a treasurer, an assistant treasurer, and an claims auditor.

That such treasurer, assistant treasurer, and claims auditor can be a treasurer, assistant treasurer, and an claims auditor of a participating school district.

Unatego has and is willing to continue to supply a treasurer, an assistant treasurer, and a claims auditor.

The parties desire to confirm their understanding regarding these matters.

**THEREFORE**, the parties agree as follows:

1. Unatego will supply to the Alliance the services of a duly appointed treasurer, an assistant treasurer, and a claims auditor and the Alliance has appointed said individuals to function in these capacities on behalf of the Alliance.
2. The Alliance agrees to pay to the Unatego Central School District for the services of its treasurer, assistant treasurer, and claims auditor and for allied expenses a sum not to exceed \$21,175. The actual payments will be based upon the specified amounts such as personal services or disbursements. An itemized statement will be presented to the Treasurer of The Alliance for review and payment for the 2023-2024 school year.
3. Either party may cancel this agreement upon 30 days notice to the other party in which case the payment provided in this Agreement shall be prorated.

IN WITNESS WHEREOF, the parties have signed this Agreement the \_\_\_\_ day of

\_\_\_\_\_, 2023

**THE WORKERS' COMPENSATION-  
SELF- INSURANCE ALLIANCE**

By:

  
Presiding Trustee

**BOARD OF EDUCATION OF THE  
UNATEGO CENTRAL SCHOOL DISTRICT**

By: \_\_\_\_\_

President

### **CERTIFICATION**

It is certified that the Board of Education of the Unatego Central School District, at its meeting, duly noticed, held on \_\_\_\_\_, 2023, approved the within Agreement and authorized the President of the Board of Education to sign the Agreement on its behalf.

DATED: \_\_\_\_\_, 2023

**Sheila Nolan, Clerk**

It is certified that the Workers' Compensation Self-Insurance Alliance, at its meeting, duly noticed, held on \_\_\_\_\_, 2023, approved the within Agreement and authorized the Presiding Trustee or Deputy Presiding Trustee to sign the Agreement on its behalf.

DATED: \_\_\_\_\_, 2023

**Donna Marie Utter, Clerk**

## **RESOLUTION**

**WHEREAS**, the Education Law of the State of New York requires school districts to provide transportation for children residing within the school district to and from the school they legally attend; and

**WHEREAS**, such transportation is required to be provided for students attending grades K-8 who live more than two miles from school and for students in grades 9-12 who live more than three miles from school; and

**WHEREAS**, transportation for a lesser distance may be provided by a school district with the approval of the qualified voters of the District; and

**WHEREAS**, the Board of Education seeks to establish a student transportation policy in accordance with Education Law §3635, providing transportation to only those students in grades K-12 residing more than 0.25 miles from their school of attendance.

**NOW, THEREFORE, BE IT RESOLVED** that the following proposition be presented to the voters at the Annual Meeting to be held on May 16, 2023:

Shall the Board of Education of the Unatego Central School District be authorized to reduce the bus transportation limit from its current limit of 1.5 miles and to provide transportation to students in kindergarten through twelfth grade residing more than 0.25 miles from their school of attendance and within the boundaries of the Unatego Central School District.



TO: Superintendents  
FROM: Ginger Rinaldo *Ginger Rinaldo*  
Assistant Superintendent for Instructional Services  
DATE: March 31, 2023  
RE: Unit Cost Methodology –2023-2024 BOCES Services

You are being provided with an electronic copy of the Delaware-Chenango-Madison-Otsego BOCES Services Guide for 2023-2024 (hard copies will be sent to each district once printed); for each service listed, you will note a section entitled "Unit Cost". This section describes the Unit Cost Methodology for prorating the cost of this service. The Unit Cost Methodology must be approved on an annual basis by at least three-quarters of the participating component districts, after consultation by local school officials with their respective Boards. Therefore, please consult with your local Board of Education regarding the proposed methodology and return this document to my attention no later than **Friday, April 21, 2023.**

If you, or your Board, have any questions, please feel free to contact me at your convenience.

District Name: Otego-Unadilla

After consultation with the Board of Education, the Unatego Central School District hereby approves the 2023-2024 Unit Cost Methodology for DCMO BOCES Shared Services, as indicated in the DCMO BOCES Services Guides for each shared service:

- ☐ YES  
☐ YES, but with the following exceptions:

☐ NO

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

## Property Tax Report Card

471601 - OTEGO-UNADILLA CSD

2022-2023 - Page 1  
Official - as of 04/03/2023 12:21 PM

\*\*\*\*Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.\*\*\*\*

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website:  
<http://www.p12.nysed.gov/mgtserv/propertytax/taxcap/>.

Please also submit an electronic version (PDF or Word) of your school district's 2023-24 Budget Notice to: [emscmgts@nysed.gov](mailto:emscmgts@nysed.gov). This will enable us to help correct any formula or data entry discrepancy quickly.

Notice: The Enacted Budget allows school districts to establish a reserve fund for NYS Teachers' Retirement System Contributions, effective immediately. This reserve, if applicable, should be reported in the Schedule of Reserves under 'Other Reserve' and with a description that says: "To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS)."

Form Due - April 24, 2023

Form Preparer Name:

PATTI LOKER

Preparer's Telephone Number:

607-988-5022

<u>Shaded Fields Will Calculate</u>	Budgeted 2022-23 (A)	Proposed Budget 2023-24 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	23,802,607	24,071,169	1.13 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	7,530,745	7,673,829	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A+B+C-D)	7,530,745	7,673,829	1.90 %
F. Permissible Exclusions to the School Tax Levy Limit	400,357	409,541	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	7,222,363	7,288,414	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	7,130,388	7,264,288	
I. Difference: (G-H); (negative value requires 60.0% voter approval) <sup>2</sup>	91,975	24,126	
Public School Enrollment	775	760	-1.94 %
Consumer Price Index			8.0 %

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2023-24, includes any carryover from 2022-23 and excludes any tax levy for library debt or prior year reserve for

excess tax levy, including interest.

	Actual 2022-23 (D)	Estimated 2023-24 (E)
Adjusted Restricted Fund Balance	3,946,203	4,225,300
Assigned Appropriated Fund Balance	656,281	895,000
Adjusted Unrestricted Fund Balance	2,591,656	2,400,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	10.89 %	9.97 %

## Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/23 Actual Balance	6/30/23 Estimated Ending Balance	Intended Use of the Reserve in the 2023-24 School Year (Limit 200 Characters)**
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**Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.**

Capital	CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	1,800,000	2,000,000	Possible transfer to capital fund for local portion of capital project and/or electric bus costs
Capital	CAPITAL RESERVE 2	For the cost of any object or purpose for which bonds may be issued.	0	200,000	Possible transfer to capital fund for local portion
Repair	REPAIR RESERVE	For the cost of repairs to capital improvements or equipment.	399,299	400,000	To fund potential emergency repairs
Workers Compensation	WORKERS COMP RESERVE	For self-insured Workers Compensation and benefits.	207,267	208,000	To help fund self insured workers comp costs
Unemployment Insurance	UNEMPLOYMENT RESERVE	For reimbursement to the State Unemployment Insurance Fund.	107,000	110,000	To help fund direct unemployment expenses
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service	DEBT SERVICE RESERVE	For proceeds from the sale of district capital assets or improvement, restricted to debt service.	27,588	29,000	To offset debt service expenses
Insurance		For liability, casualty, and other			

types of uninsured  
losses.

Property Loss  
+ (add)

To cover property  
loss.

--	--

Liability  
+ (add)

LIABILITY  
RESERVE

To cover incurred  
liability claims.

100,000	45,000
---------	--------

To offset expenses  
for legal claims

Tax Certiorari

For tax certiorari  
settlements.

--	--

Reserve for  
Insurance  
Recoveries

For unexpended  
proceeds of  
insurance  
recoveries at fiscal  
year end.

--	--

Employee  
Benefit Accrued  
Liability

EMPLOYEE  
BENEFIT  
ACCRUED  
LIABILITY  
RESERVE

For accrued  
'employee benefits'  
due to employees  
upon termination of  
service.

312,967	270,000
---------	---------

To offset contractual  
retiree compensated  
absences

Retirement  
Contribution

RETIREMENT  
CONTR  
RESERVE

For employer  
retirement  
contributions to the  
State and Local  
Employees'  
Retirement System.

660,470	500,000
---------	---------

To pay ERS  
retirement expenses

Reserve for  
Uncollected  
Taxes

For unpaid taxes  
due certain city  
school districts not  
reimbursed by their  
city/county until the  
following fiscal year.

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Single Other  
Reserve

TRS RESERVE

For employer  
retirement  
contributions to the  
teachers retirement  
system

359,200	492,300
---------	---------

To pay TRS  
retirement expenses

**\* NYSED Reserve Guidance:**

[http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve_funds.pdf)

**OSC Reserve Guidance:** <http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds>

**\*\*Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2023-24.  
Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save

Reset

Save & Ready

Account	Description	2023 - 24 Proposed Budget
A 1010.400	BOE CONTRACTUAL	3,900.00
A 1010.450	BOE GENERAL SUPPLIES	500.00
A 1010.490	BOE BOCES SERVICES	3,514.00
<b>1010</b>	<b>BOARD OF EDUCATION *</b>	<b>7,914.00</b>
A 1040.160	CLASSIFIED SALARIES- DISTRICT CLERK	4,055.00
<b>1040</b>	<b>DISTRICT CLERK *</b>	<b>4,055.00</b>
A 1060.400	DISTRICT MEETING CONTRACTUAL	2,200.00
<b>1060</b>	<b>DISTRICT MEETING *</b>	<b>2,200.00</b>
<b>10</b>	<b>**</b>	<b>14,169.00</b>
A 1240.150	CERTIFIED SALARIES	185,000.00
A 1240.160	CLASSIFIED SALARIES	47,097.00
A 1240.400	MISCELLANEOUS CONTRACTUAL	3,800.00
A 1240.450	GENERAL SUPPLIES	2,000.00
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR *</b>	<b>237,897.00</b>
<b>12</b>	<b>**</b>	<b>237,897.00</b>
A 1310.160	CLASSIFIED SALARIES	131,589.00
A 1310.400	MISCELLANEOUS CONTRACTUAL	6,000.00
A 1310.450	GENERAL SUPPLIES	2,000.00
A 1310.490	BOCES SERVICES- FINANCIAL	276,947.25
<b>1310</b>	<b>BUSINESS ADMINISTRATION *</b>	<b>416,536.25</b>
A 1320.400	MISCELLANEOUS CONTRACTUAL	27,000.00
<b>1320</b>	<b>AUDITING *</b>	<b>27,000.00</b>

Account	Description	2023 - 24 Proposed Budget
A 1325.160	CLASSIFIED SALARIES	54,008.00
A 1325.450	GENERAL SUPPLIES	3,000.00
<b>1325</b>	<b>TREASURER *</b>	<b>57,008.00</b>
A 1330.160	CLASSIFIED SALARIES	4,000.00
A 1330.400	MISCELLANEOUS CONTRACTUAL	3,300.00
A 1330.450	GENERAL SUPPLIES	500.00
<b>1330</b>	<b>TAX COLLECTOR *</b>	<b>7,800.00</b>
A 1345.490	BOCES - DCMO	6,319.00
<b>1345</b>	<b>PURCHASING *</b>	<b>6,319.00</b>
A 1380.400	MISCELLANEOUS CONTRACTUAL	5,000.00
<b>1380</b>	<b>FISCAL AGENT FEE *</b>	<b>5,000.00</b>
<b>13</b>	<b>**</b>	<b>519,663.25</b>
A 1420.400	MISCELLANEOUS CONTRACTUAL	30,000.00
<b>1420</b>	<b>LEGAL *</b>	<b>30,000.00</b>
A 1430.400	MISCELLANEOUS CONTRACTUAL	10,000.00
A 1430.490	BOCES SERVICES - DCMO	50,231.00
<b>1430</b>	<b>PERSONNEL *</b>	<b>60,231.00</b>
A 1460.490	BOCES SERVICES- RECORD RETENTION	30,000.00
<b>1460</b>	<b>RECORDS MANAGEMENT OFFICER *</b>	<b>30,000.00</b>
A 1480.490	BOCES SERVICES	40,481.00
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES *</b>	<b>40,481.00</b>

Account	Description	2023 - 24 Proposed Budget
<b>14</b>	<b>**</b>	<b>160,712.00</b>
A 1620.160	CLASSIFIED SALARIES	309,626.00
A 1620.162	CLASSIFIED SALARIES: OVERTIME	28,000.00
A 1620.163	CLASSIFIED SALARIES: SUBSTITUTES	36,000.00
A 1620.200	EQUIPMENT	95,000.00
A 1620.400	MISCELLANEOUS CONTRACTUAL	148,300.00
A 1620.401	HEALTH AND SAFETY	2,000.00
A 1620.450	GENERAL SUPPLIES	144,963.00
A 1620.463	REFUSE REMOVAL	13,000.00
A 1620.473-2	WATER-UNADILLA	3,000.00
A 1620.477-2	ELECTRIC-UNADILLA	45,000.00
A 1620.477-3	ELECTRIC-HIGH SCHOOL	80,000.00
A 1620.554-3	HEATING FUEL-HIGH SCHOOL	135,200.00
A 1620.555-2	BOTTLED GAS-UNADILLA	63,000.00
A 1620.555-3	BOTTLED GAS-HIGH SCHOOL	4,000.00
A 1620.571	GAS AND FUEL	2,000.00
<b>1620</b>	<b>OPERATION OF PLANT *</b>	<b>1,109,089.00</b>
A 1621.160	CLASSIFIED SALARIES	296,505.00
A 1621.162	CLASSIFIED SALARIES: OVERTIME	5,000.00
A 1621.400	MISCELLANEOUS CONTRACTUAL	7,000.00
A 1621.450	GENERAL SUPPLIES	5,000.00
<b>1621</b>	<b>MAINTENANCE OF PLANT *</b>	<b>313,505.00</b>
A 1670.400	CONTRACTUAL	13,000.00
A 1670.450	MATERIALS & SUPPLIES	30,000.00
A 1670.490	BOCES	200,000.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING *</b>	<b>243,000.00</b>

Account	Description		2023 - 24 Proposed Budget
A 1680.490	BOCES SERVICES - BROOME-TIOGA		660,295.73
1680	CENTRAL DATA PROCESSING	*	660,295.73
16		**	2,325,889.73
A 1910.454	LIABILITY AND BOND INSURANCE		78,000.00
A 1910.455	STUDENT ACCIDENT		8,000.00
1910	UNALLOCATED INSURANCE	*	86,000.00
A 1920.400	SCHOOL ASSOCIATION DUES		9,500.00
1920	SCHOOL ASSOCIATION DUES	*	9,500.00
A 1981.490	BOCES SERVICES - DCMO		193,474.00
1981	BOCES ADMINISTRATIVE COSTS	*	193,474.00
A 1983.490	BOCES CAPITAL EXPENSES		312,225.00
1983	BOCES CAPITAL EXPENSES	*	312,225.00
19		**	601,199.00
1		***	3,859,529.98
A 2020.150	CERTIFIED SALARIES		365,549.00
A 2020.160	CLASSIFIED SALARIES		145,285.00
A 2020.160-SC	CLASSIFIED SALARIES: SUB-REG		7,300.00
A 2020.163	CLASSIFIED SALARIES- SUB CLERICAL		2,000.00
A 2020.400	MISC CONTRACTUAL		1,000.00
A 2020.400-2	MISC CONTRACTUAL-		1,400.00

Account	Description	2023 - 24 Proposed Budget
	UNADILLA	
A 2020.400-3	MISC CONTRACTUAL- HIGH SCHOOL	2,800.00
A 2020.400-4	MISC CONTRACTUAL - JUNIOR HIGH	1,300.00
A 2020.450-2	GENERAL SUPPLIES- UNADILLA	2,500.00
A 2020.450-3	GENERAL SUPPLIES- HIGH SCHOOL	3,000.00
A 2020.450-4	GENERAL SUPPLIES-JR HIGH	2,000.00
A 2020.490	BOCES SERVICES - DCMO	8,370.00
<b>2020</b>	<b>SUPERVISION-REGULAR * SCHOOL</b>	<b>542,504.00</b>
A 2060.490	RESEARCH, PLANNING, EVALUATION	1,982.82
<b>2060</b>	<b>RESEARCH, PLANNING &amp; * EVALUAT</b>	<b>1,982.82</b>
A 2070.400	MISCELLANEOUS CONTRACTUAL	25,000.00
A 2070.400-2	CONFERENCES- UNADILLA	1,000.00
A 2070.400-3	CONFERENCES-SR HIGH	1,000.00
A 2070.400-4	CONFERENCES - JUNIOR HIGH	1,000.00
A 2070.490	BOCES SERVICES - DCMO INSERVICE TRAINING	21,627.00
<b>2070</b>	<b>INSERVICE TRAINING- * INSTRUCTION</b>	<b>49,627.00</b>
<b>20</b>	<b>**</b>	<b>594,113.82</b>
A 2110.120	CERTIFIED SALARIES: K- 6	1,838,426.00
A 2110.121	CERTIFIED SALARIES: LTA'S - K-6	177,535.00
A 2110.130	CERTIFIED SALARIES: 7- 12	2,196,906.00

Account	Description	2023 - 24 Proposed Budget
A 2110.132	CERTIFIED SALARIES: AIS/AE	3,000.00
A 2110.132-CS	CERTIFIED SALARIES: COMMUNITY SCHOOLS/AFTERSCHOO L	28,000.00
A 2110.140	SUBSTITUTES- TEACHERS	160,000.00
A 2110.161	CLASSIFIED SALARIES: AIDES	122,737.00
A 2110.163	SUBSTITUTES-AIDES	40,000.00
A 2110.200-CS	EQUIPMENT - COMMUNITY SCHOOLS	50,000.00
A 2110.400	CONTRACTUAL EXPENSE	70,989.00
A 2110.400-2	CONTRACTUAL EXPENSE-UNADILLA	3,000.00
A 2110.400-3	CONTRACTUAL EXPENSE-HIGH SCHOOL	8,000.00
A 2110.400-4	CONTRACTUAL EXPENSE-JUNIOR HIGH	5,000.00
A 2110.450-2	MATERIALS/SUPPLIES- UNADILLA	16,000.00
A 2110.450-3	MATERIALS/SUPPLIES- HIGH SCHOOL	20,000.00
A 2110.450-4	MATERIALS/SUPPLIES/JR HIGH	12,000.00
A 2110.450-CS	COMMUNITY SCHOOLS/SUPPLIES	22,000.00
A 2110.471	TUITION PAYMENTS	10,000.00
A 2110.472	TUITION PAYMENTS	3,000.00
A 2110.480-0	HDCVR-TXTBKS PBKS	44,503.00
A 2110.490	BOCES - DCMO	219,866.00
<b>2110</b>	<b>TEACHING-REGULAR * SCHOOL</b>	<b>5,050,962.00</b>
<b>21</b>	<b>**</b>	<b>5,050,962.00</b>
A 2250.150	CERTIFIED SALARIES	777,956.00
A 2250.160	CLASSIFIED SALARIES	527,264.00
A 2250.400	CONTRACTUAL	100,000.00

Account	Description	2023 - 24 Proposed Budget
	EXPENSES	
A 2250.450	GENERAL SUPPLIES *	5,000.00
A 2250.471	TUITION PAYMENTS	165,121.00
A 2250.472	TUITION PAYMENTS	173,122.00
A 2250.490	BOCES - DCMO	1,944,548.20
<b>2250</b>	<b>PROGRAMS-STUDENTS * W/ DISABIL</b>	<b>3,693,011.20</b>
A 2280.490	BOCES SERVICES - DCMO	600,684.00
<b>2280</b>	<b>OCCUPATIONAL * EDUCATION</b>	<b>600,684.00</b>
<b>22</b>	<b>**</b>	<b>4,293,695.20</b>
A 2330.490	BOCES SERVICES	9,600.00
<b>2330</b>	<b>TEACHING-SPECIAL * SCHOOLS</b>	<b>9,600.00</b>
<b>23</b>	<b>**</b>	<b>9,600.00</b>
A 2610.150	CERTIFIED SALARIES	45,000.00
A 2610.151	CERTIFIED SALARIES LTA'S	24,020.00
A 2610.450-1	MATERIALS & SUPPLIES- ELEMENTARY	5,000.00
A 2610.450-2	MATERIALS & SUPPLIES- SECONDARY	5,000.00
A 2610.460-1	LIBRARY AV LOAN- ELEMENTARY	2,841.00
A 2610.460-2	LIBRARY AV LOAN- sSECONDARY	2,841.00
A 2610.490	BOCES SERVICES - DCMO	69,145.00
<b>2610</b>	<b>SCHOOL LIBRARY &amp; * AUDIOVISUAL</b>	<b>153,847.00</b>
A 2630.151	CERTIFIED SALARIES - LTA's	30,822.00
A 2630.220	STATE AIDED HARDWARE	16,784.00

Account	Description	2023 - 24 Proposed Budget
A 2630.400	MISCELLANEOUS CONTRACTUAL	1,000.00
A 2630.450	COMPUTER MATERIALS & SUPPLIES	5,000.00
A 2630.460	STATE AIDED SOFTWARE	13,617.00
A 2630.490	BOCES-COMPUTER ASSISTED INSTRUCTION	177,413.00
<b>2630</b>	<b>COMPUTER ASSISTED * INSTRUCTION</b>	<b>244,636.00</b>
<b>26</b>	<b>**</b>	<b>398,483.00</b>
A 2810.150	CERTIFIED SALARIES	266,335.00
A 2810.160	CLASSIFIED SALARES	39,946.00
A 2810.450-2	MATERIALS & SUPPLIES- UNADILLA	200.00
A 2810.450-3	MATERIALS & SUPPLIES- HIGH SCHOOL	700.00
<b>2810</b>	<b>GUIDANCE-REGULAR * SCHOOL</b>	<b>307,181.00</b>
A 2815.160	CLASSIFIED SALARIES	119,111.00
A 2815.163	CLASSIFIED SALARIES: SUBSTITUTES	3,000.00
A 2815.400	MISC CONTRACTUAL	1,400.00
A 2815.450-2	MATERIALS & SUPPLIES- UNADILLA	1,300.00
A 2815.450-3	MATERIALS & SUPPLIES- HIGH SCHOOL	700.00
<b>2815</b>	<b>HEALTH SERVICES- * REGULAR SCHOOL</b>	<b>125,511.00</b>
A 2820.150	CERTIFIED SALARIES	88,112.00
A 2820.450	GENERAL SUPPLIES	5,300.00
<b>2820</b>	<b>PSYCHOLOGICAL SRVC- * REG SCHOOL</b>	<b>93,412.00</b>
A 2825.150	CERTIFIED SALARIES- SOCIAL WORKER	61,126.00

Account	Description	2023 - 24 Proposed Budget
<b>2825</b>	<b>SOCIAL WORK SRVC- REG SCHOOL *</b>	<b>61,126.00</b>
A 2850.150	CERTIFIED SALARIES	63,425.00
A 2850.160	CLASSIFIED SALARIES	6,200.00
A 2850.400	MISCELLANEOUS CONTRACTUAL	500.00
A 2850.450	GENERAL SUPPLIES	500.00
<b>2850</b>	<b>CO-CURRICULAR ACTIV- REG SCHL *</b>	<b>70,625.00</b>
A 2855.150	CERTIFIED SALARIES	175,000.00
A 2855.160	CLASSIFIED SALARIES	25,000.00
A 2855.200	EQUIPMENT	3,000.00
A 2855.400	MISCELLANEOUS CONTRACTUAL	2,000.00
A 2855.425	RECONDITIONING UNIFORMS	5,800.00
A 2855.447	ORGANIZATIONAL MEMBERSHIPS	3,200.00
A 2855.448	PHYSICALS	13,000.00
A 2855.449	OFFICIALS	34,000.00
A 2855.450	GENERAL SUPPLIES	20,000.00
A 2855.476	TRAVEL/CONFERENCE	3,500.00
A 2855.479	PARTICIPATION FEES	5,500.00
A 2855.490	BOCES	4,875.00
<b>2855</b>	<b>INTERSCHOL ATHLETICS * -REG SCHL</b>	<b>294,875.00</b>
<b>28</b>	<b>**</b>	<b>952,730.00</b>
<b>2</b>	<b>***</b>	<b>11,299,584.02</b>
A 5510.160	NONINSTRUCTIONAL SALARIES	228,752.00
A 5510.161	WAGES	380,000.00
A 5510.162	OVERTIME	32,000.00

Account	Description	2023 - 24 Proposed Budget
A 5510.163	SUBSTITUTES	8,000.00
A 5510.166	ATHLETIC TRIPS	23,000.00
A 5510.167	FIELD TRIPS	9,000.00
A 5510.168-CS	AFTER SCHOOL LATE RUN	8,000.00
A 5510.200	EQUIPMENT	25,000.00
A 5510.210	BUS	40,000.00
A 5510.400	MISCELLANEOUS CONTRACTUAL	53,600.00
A 5510.410	CONTRACTUAL/LEASED BUS EXPENSE	445,000.00
A 5510.448	PHYSICALS	3,500.00
A 5510.450	GENERAL SUPPLIES	20,400.00
A 5510.454	INSURANCE	19,000.00
A 5510.490	BOCES SERVICES - DCMO	2,534.00
A 5510.540	CLEANING SUPPLIES	2,800.00
A 5510.560	UNIFORMS	1,560.00
A 5510.570	PARTS	33,500.00
A 5510.571	GAS AND FUEL	226,700.00
A 5510.572	OIL AND LUBRICANTS	2,500.00
A 5510.573	TIRES	12,000.00
<b>5510</b>	<b>DISTRICT TRANSPORT- MEDICAID *</b>	<b>1,576,846.00</b>
A 5530.400	MISCELLANEOUS CONTRACTUAL	23,000.00
A 5530.454	HEATING FUEL	20,500.00
A 5530.463	REFUSE REMOVAL	2,500.00
A 5530.473	WATER/GARAGE	500.00
A 5530.477	ELECTRICITY	6,000.00
A 5530.478	TELEPHONE	1,000.00
<b>5530</b>	<b>GARAGE BUILDING *</b>	<b>53,500.00</b>
<b>55</b>	<b>**</b>	<b>1,630,346.00</b>

Account	Description		2023 - 24 Proposed Budget
<b>5</b>		<b>***</b>	<b>1,630,346.00</b>
A 7140.161	NONINSTR SALARIES/AFTERSCHOO L PROG		62,000.00
A 7140.400	CONTRACTUAL/AFTERS CHOOL PROG		8,000.00
A 7140.450	GENERAL SUPPLIES/AFTERSCHOO L PROG		1,500.00
<b>7140</b>	<b>RECREATION</b>	<b>*</b>	<b>71,500.00</b>
<b>71</b>		<b>**</b>	<b>71,500.00</b>
<b>7</b>		<b>***</b>	<b>71,500.00</b>
A 9010.800	STATE RETIREMENT		280,000.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>*</b>	<b>280,000.00</b>
A 9020.800	TEACHERS' RETIREMENT		666,000.00
<b>9020</b>	<b>TEACHERS' RETIREMENT</b>	<b>*</b>	<b>666,000.00</b>
A 9030.800	SOCIAL SECURITY		718,000.00
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>*</b>	<b>718,000.00</b>
A 9040.800	WORKERS' COMPENSATION		83,459.00
<b>9040</b>	<b>WORKERS' COMPENSATION</b>	<b>*</b>	<b>83,459.00</b>
A 9045.800	LIFE INSURANCE		1,500.00
<b>9045</b>	<b>LIFE INSURANCE</b>	<b>*</b>	<b>1,500.00</b>
A 9050.80	UNEMPLOYMENT INSURANCE		13,000.00
<b>9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>*</b>	<b>13,000.00</b>

## UNATEGO CSD

## Budgeting Appropriation Status Report For 2023-2024 General Fund Appropriations (Detail)



Account	Description	2023 - 24 Proposed Budget
A 9060.158-01	HEALTH INS/STIPEND	65,000.00
A 9060.801	HEALTH INSURANCE	3,800,000.00
A 9060.801-BR-A	HEALTH INSURANCE HRA/FSA	40,000.00
A 9060.801-HB	HEALTH INSURANCE BUYOUT	5,000.00
A 9060.803	DENTAL INSURANCE	80,000.00
<b>9060</b>	<b>HOSPITAL, MEDICAL &amp; * DENTAL INS</b>	<b>3,990,000.00</b>
A 9089.800	UNDISTRIBUTED EXPENDITURES	3,000.00
<b>9089</b>	<b>OTHER *</b>	<b>3,000.00</b>
<b>90</b>	<b>**</b>	<b>5,754,959.00</b>
A 9711.600	SERIAL BONDS/SCHOOL CONST/PRINCIPAL	1,200,000.00
A 9711.700	SERIAL BONDS/SCHOOL CONST/INTEREST	119,700.00
<b>9711</b>	<b>SERIAL BOND *</b>	<b>1,319,700.00</b>
A 9731.600	BAN-PRINCIPAL-CAPITAL PROJECT	100,000.00
A 9731.700	BAN-INTEREST-CAPITAL	35,550.00
<b>9731</b>	<b>*</b>	<b>135,550.00</b>
<b>97</b>	<b>**</b>	<b>1,455,250.00</b>
<b>9</b>	<b>***</b>	<b>7,210,209.00</b>
<b>Grand Totals:</b>		<b>24,071,169.00</b>



**Tina N. Caswell, MS, CCC-SLP**  
**AAC Consultation and Therapy Services**  
**Contract**  
**(607) 242-1124**  
**tcaswell@binghamton.edu**

Agreement, made this August 18, 2022 between Tina Caswell, MS, CCC-SLP Speech Language Pathologist, of 6 Denver Court, E. Endicott, NY 13760 and the Unatego Central School District agrees to the following:

1. **Services to be performed:** Augmentative and Alternative Communication (AAC) consultation services for
2. **Schedules:** Consultation services will be provided by Tina N. Caswell, MS, CCC-SLP, licensed Speech-Language Pathologist.
3. **Period of agreement:** This contract shall be effective between April 24-June 23, 2023 and September 8-December 23, 2023 or until termination by either party, in writing, as described below. This contract shall cover services to be performed during the time periods listed above. If the Unatego Central School District or Tina Caswell wishes to terminate the contract, 30 days prior written notice must be provided to the other party. Further changes to the contract may be requested in writing and initiated by both parties.
4. **Payment:** In consideration of Tina Caswell rendering services pursuant to this agreement, the Unatego Central School District will pay the rate of \$125.00 per session for services rendered for therapist services including clinical observations, travel, direct client contact, consultation with team members (including family members) and written documentation.
5. **Confidential and Proprietary Information:** It is understood that as a result of this contract, Tina Caswell will be dealing with confidential and proprietary information of both and its clients. Tina Caswell agrees to respect the confidentiality of information regarding the Unatego Central School District and its clients and agrees not to disclose to anyone directly or indirectly any such information.
6. **Non-Discrimination:** Tina Caswell agrees not to discriminate based on race, color, national origin, religion, ethnic group, religious practice, weight, marital status, military status, sex, age, sexual orientation, gender identity, disability or predisposing genetic characteristic in its employment practices and/or with respect to rendition of services provided under this contract.

7. By signing this agreement, Tina N. Caswell certifies that she can legally provide services for the Unatego Central School District as a licensed Speech-Language Pathologist.

In WITNESS WHEREOF, the parties hereto have executed this agreement the day and year written below.

**School District:**

Unatego CSD

2641 State Hwy 7

Otego, NY 13825

**Date**

**President of the Board of Education**

**Date**

**Tina N. Caswell,**  
**MS,CCC-SLP** Licensed  
Speech-Language Pathologist  
#007491

To: Dr. Richards, Superintendent  
From: Julie Lambiaso, HS Principal  
Date: April 12, 2023  
Re: New Scholarship



I am recommending we accept the following new scholarship:

The **Film COOP Scholarship** is given by Film COOP and Otsego Media of Oneonta seeking to encourage local high school students to study film in college and to work in the film industry, in and out of Otsego County, after college. The award is given to a graduating senior who exhibits the following criteria:

- A student planning to pursue film studies, film and television studies in college as either a major or minor.
- If no student meets the above criteria the award can be given to a student entering college pursuing a degree in theatre, literature or arts.

# Unatego Central School

PO BOX 483  
2641 STATE HIGHWAY 7  
OTEGO, NEW YORK 13825-9795  
www.unatego.org  
FAX (607) 988 -1039

Dr. David S. Richards  
Superintendent of Schools  
(607) 988 -5038

Patricia Loker  
Business Manager  
(607) 988-5038

To: David S. Richards, Superintendent of Schools  
Board of Education Members  
From: Sheila Nolan, District Clerk *SN*  
Date: April 17, 2023  
Re: Recommended Appointment of Election Officials for Annual Budget Vote  
May 16, 2023

The following RESOLUTION is suggested to appoint officials for the Annual Budget Vote. I have contacted all of those listed and they have agreed to serve in the capacities and at the time indicated.

Section 1. The following residents of the Unatego Central School District, qualified to vote in the school elections, are appointed to conduct the election of the Annual Budget Vote to be held on May 16, 2023, from Noon-8:00 pm:

Chief Election Inspector: Violet Bettiol  
Election Inspectors: Elizabeth Goodrich & Sharon Harris  
Alternate: Sheila Nolan

Section 2. Compensation of appointed election officials is set at \$150.00 per day. The hours assigned include one-half hour orientation, which will be considered time worked, as will additional time spent counting votes after the polls close.

Section 3. The District Clerk is authorized to fill any vacancies in these positions which may occur prior to the date of the vote.

Section 4. Duties of each position are as prescribed by Education Law and the District Clerk.

Section 5. The District Clerk is directed to inform each election official of their appointment and duties.

Section 6. All Election Inspectors and/or Assistant Clerks are asked to remain to count ballots after the polls close.

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April 17, 2023

Dr. David Richards  
Unatego Central School  
2541 St. Hwy 7  
Otego, NY 13825

Dear Dr. Richards,

I would like to recommend the following people as coaches for the following sports seasons.

**Spring-**

Vic LaPointe- JV Softball Volunteer

Justin Corna-V Baseball Volunteer

Thank you,



Matthew J. Hafele

I Curtis Leonard Am stepping Down  
as a Full Time Driver as of 3/31/23  
and will stay on as a sub ~~until~~ until  
Further Notice.

Curtis Leonard

RECEIVED  
MAR 29 2023

BY: .....

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: Justin Corna

POSITION: Substitute Teacher

REPLACES: N/A

EFFECTIVE DATE: \_\_\_\_\_

EDUCATION LEVEL: currently a senior @ SUNY Cortland

YEARS OF EXPERIENCE: 0

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ \_\_\_\_\_

CERTIFICATION: N/A

COLLEGE: SUNY Cortland

REFERENCES CONTACTED:

1. Frank Microni

2. \_\_\_\_\_

COMMENTS: Justin is currently student teaching and will be able to sub for Frank Microni

Julio Lembrano  
ADMINISTRATOR SIGNATURE

4/12/23  
DATE

**Sheila Nolan**

---

**From:** Mackenzie Rutherford  
**Sent:** Friday, April 14, 2023 7:53 AM  
**To:** Sheila Nolan  
**Subject:** Letter of resignation and acceptance

RECEIVED  
APR 14 2023

**BY:** .....

Good morning,

I am writing this letter to inform you that I will be resigning from a 3-hour recess aide position effective Monday April 17, 2023, to accept a full-time aide position pending board approval.

Thank you,  
McKenzie Rutherford  
Get [Outlook for iOS](#)

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** McKenzie Rutherford

**POSITION:** Aide

**REPLACES:** new

**EFFECTIVE DATE:** April 18, 2023

**EDUCATION LEVEL:** Unatego CSD

**YEARS OF EXPERIENCE:** 1

**SALARY:** STEP \_\_\_\_ LEVEL \_\_\_\_ \$ \_\_\_\_ per Aide contract

**CERTIFICATION:** none

**COLLEGE:** SUNY Broome CC - Health Science - taking courses

**REFERENCES CONTACTED:**

1. Mike Snider
2. Shannon Leizear

**COMMENTS:** Responsible aide who works well with kids. She has been a  
recess aide for the past 1.5 years and has built good relationships  
with students, faculty, and staff.



ADMINISTRATOR SIGNATURE

4-13-2023

DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Allison Worman

**POSITION:** 3-hour lunch / recess aide

**REPLACES:** Mackenzie Rutherford

**EFFECTIVE DATE:** April 18, 2023

**EDUCATION LEVEL:** 12th Grade

**YEARS OF EXPERIENCE:** 0

**SALARY:**    **STEP**      **LEVEL**      \$      per Aide contract

**CERTIFICATION:** none

**COLLEGE:** none

**REFERENCES CONTACTED:**

1. Mike Snider
2. Brian Trask

**COMMENTS:** Allison is currently a bus aide and has done a good job in that  
role. She does a great job supervising students.

Allison also has experience as a food service worker at Unatego.



**ADMINISTRATOR SIGNATURE**

**4-13-2023**

**DATE**

RECEIVED  
APR 14 2023

BY: .....

To Whom it May Concern,

I hereby am officially resigning from my Teacher's Aide Position with Unatego County School District as of 4/14/23, but 4/13/23 is my last day due to mandatory Grand Jury duty for 4/14/23.

Thank you so much for the opportunity. I really loved working with Joshua. It was an extra blessing to be near my girls during their first year out of homeschooling.

I wish you all the best.

Sincerely,

Alicia Gribbin

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Kim Renwick

**POSITION:** LTA

**REPLACES:** long-term sub for Angela Flavell

**EFFECTIVE DATE:** April 10, 2023

**EDUCATION LEVEL:** Delhi Tech - 2 years

**YEARS OF EXPERIENCE:** 6

**SALARY:** STEP      LEVEL      \$      per UTA contract

**CERTIFICATION:** LTA

**COLLEGE:** Delhi Tech

**REFERENCES CONTACTED:**

1. Mike Snider, Principal
2. Hannah Pleban, Special Education Teacher

**COMMENTS:** Kim does an excellent job wherever she is placed. She has strong  
classroom management and teaching skills, and develops  
good relationships with the students. She will be an excellent fit.



**ADMINISTRATOR SIGNATURE**

03-23-23

**DATE**

Dusti Novellano

RECEIVED  
MAR 31 2023 @10:50am

NY: .....

March 31, 2023

Dr. David Richards  
Superintendent of Schools  
Unatego Central School  
2641 State Highway 7  
Otego, New York 13825

Dear Dr. Richards,

After much consideration and prayer, this letter represents my official notice of resignation from my position as a teacher with the Unatego School District.

It has been an honor to be a part of the Unatego family with the valuable experience to teach alongside my coworkers. Modeling enthusiasm for life-long learning for children was never a burden, but a blessing. At this current time, I know that I need to take the next couple of years to briefly step out of the teaching profession to stay home with my son, to nurture his development, and cherish these years that I have to focus on being a mother to my children.

I am genuinely grateful for how administration was so supportive throughout my career at Unatego. I started my journey with teaching in this district, and looking forward, I would only be so honored to return to this profession in this district.

Please let me know if there is anything else you may need with regards to this notice.

Sincerely,



Dusti Novellano

CC: Tim Simonds – Middle School Principal  
Sheila Nolan – Board of Education Clerk



**Unatego Central School District**  
***Special Programs Office***

P.O. Box 483  
2641 State Highway 7  
Otego, NY 13825  
[www.unatego.org](http://www.unatego.org)  
(607) 988-5034 Fax (607) 988-5070

**Memo**

TO: Dr. Richards  
CC: Sheila Nolan

FROM: Katherine Mazourek

DATE: April 11, 2023

RE: Recommendation for Tutoring

I would like to recommend the following personnel for after school home tutoring for 10 hours weekly beginning April 12-June 22, 2023:

Jennifer Mileski  
Donielle Jordan

This position is providing home tutoring for a student who is unable to attend school for the remainder of the school year.

Thank you.

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Jillian Cannistra

**POSITION:** MS Special Education

**REPLACES:** Lori Keyser

**EFFECTIVE DATE:** 9/1/23

**EDUCATION LEVEL:** MS

**YEARS OF EXPERIENCE:** 0

**SALARY:** \$54,792

**CERTIFICATION:** Special Education – elementary and secondary – in state review

**COLLEGE:** SUNY Cortland

**REFERENCES CONTACTED:**

1. Jen Henderson – Principal, Bainbridge-Guilford
2. Molly Winn – Special Education Teacher

**COMMENTS:** Both references indicated that Ms. Cannistra is a great person with a strong work ethic. She is a cooperative team member and will work to ensure that students meet their successes.

  
ADMINISTRATOR SIGNATURE

4/11/23  
DATE

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Debra Davies

**POSITION:** Elementary General Education Teacher

**REPLACES:** Ruth Modinger

**EFFECTIVE DATE:** September 1, 2023

**EDUCATION LEVEL:** Masters- Literacy - Birth - 6, Bachelors- Psych/Special Ed

**YEARS OF EXPERIENCE:** 19

**SALARY:** STEP 17 LEVEL M \$ 70,759.00

**CERTIFICATION:** Prek - 6 Permanent, K - 12 Special Education, Literacy Birth - 6

**COLLEGE:** College of St. Rose - Masters, Marist College - Bachelors

**REFERENCES CONTACTED:**

1. Heather Wilcox, Principal, GMU
2. Karen Volpi, former Principal

**COMMENTS:** She is a strong teacher, a team player, and builds relationships.

Her strength is in the general education classroom. She has done

a great job in the early elementary classrooms (K, 1, and 2).



**ADMINISTRATOR SIGNATURE**

**4-11-2023**

**DATE**

**UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM**

**NAME:** Leah Trass \_\_\_\_\_

**POSITION:** Elementary Special Education Teacher \_\_\_\_\_

**REPLACES:** new position for 23-24 school year \_\_\_\_\_

**EFFECTIVE DATE:** September 1, 2023 \_\_\_\_\_

**EDUCATION LEVEL:** Masters in Special Education / Literacy \_\_\_\_\_

**YEARS OF EXPERIENCE:** 14 \_\_\_\_\_

**SALARY:** STEP <sup>15</sup> \_\_\_\_\_ LEVEL <sup>M</sup> \_\_\_\_\_ \$ 69,129.00

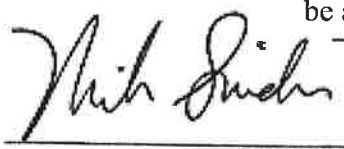
**CERTIFICATION:** Student with Disabilities - Birth - 6; Childhood Ed - Birth - 6 \_\_\_\_\_

**COLLEGE:** U Albany - Masters Degree, SUNY Oneonta - Bachelors Degree \_\_\_\_\_

**REFERENCES CONTACTED:**

1. Jeffrey Morris - Principal, Sherburne-Earlville \_\_\_\_\_
2. Karen Volpi, former Principal \_\_\_\_\_

**COMMENTS:** She did a great job, was a team player, and has a very positive  
attitude. We hate to see her leave our district. This will totally  
be a win for your district if you hire her.

  
\_\_\_\_\_  
**ADMINISTRATOR SIGNATURE**

4-11-2023  
\_\_\_\_\_  
**DATE**