

Regular meeting of the  
**Oneida City School District**  
**Board of Education**

April 21, 2020  
6:00 PM VIRTUAL MEETING



**District Mission:** To educate, inspire and empower.  
**District Vision:** Students reaching their fullest potential.

**Agenda**

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Public Forum (20 Minutes)**
- IV. Consent Agenda**
  - a. Meeting Minutes
    - i. March 10, 2020 Regular Meeting
    - ii. April 8, 2020 Budget Work Session
  - b. Special Education
    - i. Committee on Special Education
    - ii. 504 Committee
    - iii. Committee on Preschool Special Education
- V. Finance**
  - a. Financial Reports
  - b. Appropriation Transfers
- VI. Resolutions**
  - a. Personnel
  - b. 2020-2021 School Year Calendar
  - c. BOCES Administrative Budget
  - d. Ballot for Election to Board of Cooperative Educational Services - Richard Engelbrecht, (Madison CSD)
  - e. Ballot for Election to Board of Cooperative Educational Services - Donna Isbell, (Morrisville-Eaton CSD)
  - f. Ballot for Election to Board of Cooperative Educational Services - Patrick Baron, (VVS CSD)
  - g. Policies for Approval
  - h. Project Account Expenditures
  - i. Cooperative Bidding Resolution - Technology
  - j. Standard Work Day
  - k. Questar III Inter-Municipal Agreement

**VII. Communications**

- a. Committee Chair Reports
- b. BOE President Report
- c. Discussions
  - i. Budget 2020-2021
  - ii. Closure update
- d. Superintendent Report
- e. Assistant Superintendent for Finance Report

**VIII. Executive Session** - Discussions regarding proposed, pending or current litigation; the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**IX. Adjournment**

## Upcoming Events:

**Wednesday, May 6**

✦ BOE Work Session

6:00 PM at Administrative Offices or Virtual Meeting

**Tuesday, May 19**

✦ BOE Meeting

6:00 PM at Administrative Offices

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: CONSENT ITEMS**  
**DATE: APRIL 21, 2020**

The following consent items are being submitted for your approval:

- Meeting Minutes
  - i. March 10, 2020 Regular Meeting
  - ii. April 8, 2020 Budget Work Session
- Special Education
  - iii. Committee on Special Education
  - iv. 504 Committee
  - v. Committee on Preschool Special Education

**RECOMMENDED ACTION**

**Motion to approve consent items as submitted for April 21, 2020.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

**REGULAR MEETING OF THE  
ONEIDA CITY SCHOOL DISTRICT'S  
BOARD OF EDUCATION**

March 10, 2020  
6:00 PM at the Otto Shortell Middle School

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**MEMBERS PRESENT:** Mr. Robert Group, President  
Ms. Heather Denby  
Mr. John Elbersen  
Mr. Martin Kelly  
Mr. James Maio  
Ms. Jennifer Parker

**MEMBERS ABSENT:** Ms. Melinda Bowe, Vice President

**ADMINISTRATORS PRESENT:** Ms. Mary-Margaret Zehr, Superintendent  
Mr. James Rowley, Assistant Superintendent for  
Finance and Clerk of the Board

**SPECTATORS PRESENT:** Mr. Widrick, Mr. Budelmann, Ms. Decker, teachers,  
parents and students

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The Pledge of Allegiance was said. The regular meeting of the Oneida City School District's Board of Education for March 10, 2020 was called to order by President Mr. Robert Group at 6:00 PM. Mrs. Billington recognized the Art students with certificates and gave a video presentation of the Art Dept in the OCSD. Mr. Widrick presented highlights of OSMS and introduced Lokey, the school dog. Mrs. Malgeri explained how Lokey is used in the school. Mr. Budelmann and Ms. Decker presented BOCES Administrative and Capital budgets. Mr. Kohler spoke on potential pandemic coming to OCSD and had questions in regards to specific plans for school closures and plans for school telelearning. President Group then referred to the prepared agenda.

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**CONSENT ITEMS**

**MOVED BY Maio, SECONDED BY Parker,** to approve the consent items for the March 10, 2020 Board of Education Meeting as submitted.

**VOTE ON THE MOTION**            **AYES 6 NAYS 0**  
**MOTION CARRIED**                    \_\_\_\_\_

**FINANCE**

**MOVED BY Elbersen , SECONDED BY Kelly,** to approve the financial reports for the March 10, 2020 Board of Education Meeting as submitted.

**VOTE ON THE MOTION**            **AYES 6 NAYS 0**  
**MOTION CARRIED**                    \_\_\_\_\_

**FINANCE – APPROPRIATION TRANSFERS**

**MOVED BY Parker, SECONDED BY Maio,** to approve the appropriation transfers for February 2020 as submitted.

**VOTE ON THE MOTION**            **AYES 6 NAYS 0**  
**MOTION CARRIED**                    \_\_\_\_\_

**Consent Items**

**ACTION NO. 166**

**Finance**

**ACTION NO. 167**

**Finance –  
Appropriation  
Transfers**

**ACTION NO. 168**

PERSONNEL w/ AGENDA ADDITION

Personnel w/ Agenda  
Addition

ACTION NO. 169

MOVED BY *Elberson*, SECONDED BY *Kelly*, to approve the personnel items for the March 10, 2020 Board of Education meeting including approval of K. Lennox resignation, J. Koelsch one time salary adjustment, **R. Straczuk retirement (agenda addition)** coaching appointments, and salary increment requests as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

EXCESSING OF TECHNOLOGY EQUIPMENT

Excessing of Technology  
Equipment

ACTION NO. 170

MOVED BY *Parker*, SECONDED BY *Elberson*, to approve the excessing of technology equipment as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

EXTERNAL AUDIT – D'ARCANGELO & CO., LLP.

External Audit –  
D'Arcangelo & Co.,  
LLP.

ACTION NO. 171

MOVED BY *Maio*, SECONDED BY *Elberson*, to approve the External Audit Proposal from D'Arcangelo & Co., LLP for the time period of June 2020 through June 2024 as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

403(b) RETIREMENT PLAN AMENDMENT

403(b) Retirement Plan  
Amendment

ACTION NO. 172

MOVED BY *Parker*, SECONDED BY *Maio*, to approve the 403(b) Retirement Plan Amendment as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

UPDATED OHS NATIONAL HONOR SOCIETY CHAPTER  
CHARTER, GUIDELINES & PROCEDURES -TABLED

Updated OHS Nat'l  
Honor Society Chapter  
Charter, Guidelines &  
Procedures - TABLED

NO ACTION

The updated Oneida High School's National Honor Society Chapter Charter, Guidelines & Procedures was TABLED.

MEMORANDUM OF AGREEMENT

Memorandum of  
Agreement

ACTION NO. 173

MOVED BY *Parker*, SECONDED BY *Kelly*, to approve the Memorandum of Agreement by and between the Oneida Teachers Association, the Oneida School Employees United and the Oneida City School District as submitted.

VOTE ON THE MOTION         AYES 6 NAYS 0  
MOTION CARRIED             \_\_\_\_\_

**2020-2021 SCHOOL YEAR CALENDAR FOR REVIEW**

The 2020-2021 school year calendar is presented for your review with consideration for approval at the April Board of Education Meeting.

**FOR REVIEW ONLY**

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**POLICIES FOR REVIEW**

The following policies were submitted for a first reading. Vote for approval will be at a future Board of Education Meeting: 4404 Duties of the Independent Auditor; 4801 Student Fundraising Projects; 4801.1 Student Fundraising Project Request Form; 5008 Safety Policy Statement; 7103 Management of Student Allergies; 7501 Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys; 7501.1 PPRA Opt-Out Letter; Policies recommended for deletion: 7302.1 Physical Update for Sports Participation; 7302.2 Parent/Student Consent Form; 2014 Annual Budget Hearing; 8055 Incidental Teaching as submitted.

**FOR REVIEW ONLY**

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**COMMITTEE CHAIR REPORTS**

The Committee Chair Audit, Curriculum, Instruction & Technology, Finance & Facility, and Governance Reports were presented.

**FOR INFORMATION ONLY**

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**BOE PRESIDENT REPORT**

Mr. Robert Group presented his BOE President Report.

**FOR INFORMATION ONLY**

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**BUDGET PRESENTATION**

Discussion regarding Budget Presentation.

**FOR DISCUSSION ONLY**

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**HEALTH CONCERNS**

Discussion regarding health concerns.

**FOR DISCUSSION ONLY**

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**2020-2021 School Year  
Calendar for Review**

NO ACTION

**Policies for Review**

NO ACTION

**Committee Chair  
Reports**

NO ACTION

**BOE President Report**

NO ACTION

**Budget Presentation**

NO ACTION

**Health Concerns**

NO ACTION

**SUPERINTENDENT REPORT**

Ms. Mary-Margaret Zehr presented her Superintendent's Report.

**FOR INFORMATION ONLY**

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**Superintendent Report**  
NO ACTION

**ASSISTANT SUPERINTENDENT FOR FINANCE REPORT**

Mr. Jim Rowley presented his Assistant Superintendent for Finance Report.

**FOR INFORMATION ONLY**

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**Assist. Supt. Report**  
NO ACTION

**EXECUTIVE SESSION**

**MOVED BY Elberson, SECONDED BY Denby**, that the board of education meeting of March 10, 2020 move to executive session at 8:10 PM for purposes of the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**VOTE ON THE MOTION            AYES 6 NAYS 0**  
**MOTION CARRIED**

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**Executive Session**  
ACTION NO. 174

*The Board of Education returned to regular session at 9:05 PM*

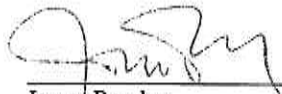
**ADJOURNMENT**

**MOVED BY Kelly, SECONDED BY Elberson**, that the Board of Education meeting of March 10, 2020 be adjourned at 9:06 PM.

**VOTE ON THE MOTION            AYES 6 NAYS 0**  
**MOTION CARRIED**

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**Adjournment**  
ACTION NO. 175

  
James Rowley  
Clerk of the Board



**BUDGET WORK MEETING OF THE  
ONEIDA CITY SCHOOL DISTRICT'S  
BOARD OF EDUCATION**

April 8, 2020  
6:00 PM at the Administrative Offices  
VIA VIRTUAL MEETING

**MEMBERS PRESENT:**

Mr. Robert Group, President  
Ms. Melinda Bowe, Vice President  
Ms. Heather Denby  
Mr. John Elbersen  
Mr. Martin Kelly  
Mr. James Maio  
Ms. Jennifer Parker

**ADMINISTRATORS PRESENT:**

Ms. Mary-Margaret Zehr, Superintendent  
Mr. James Rowley, Assistant Superintendent for  
Finance and Clerk of the Board

**SPECTATORS PRESENT:**

Genevieve Brauner, Jessica Poyer

The budget work meeting of the Oneida City School District's Board of Education for April 8, 2020 was called to order by President Mr. Robert Group at 6:00 PM. The Pledge of Allegiance was said. President Group then referred to the prepared agenda.

**2020-2021 BUDGET**

Discussion regarding 2020-21 Budget.

**FOR DISCUSSION ONLY**

**2020-2021 Budget**  
**NO ACTION**

Discussion

**EXECUTIVE SESSION**

**MOVED BY Denby, SECONDED BY Parker**, that the board of education budget work session of April 8, 2020 move to executive session at 6:58 PM for purposes of discussion regarding employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

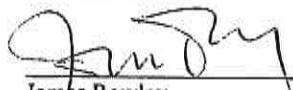
**VOTE ON THE MOTION**      **AYES 7 NAYS 0**  
**MOTION CARRIED**

*The Board of Education returned to regular session at 7:21 PM*

**ADJOURNMENT**

**MOVED BY Parker, SECONDED BY Denby**, that the board of education budget work session of April 8, 2020 adjourn at 7:22 PM.

**VOTE ON THE MOTION**      **AYES 7 NAYS 0**  
**MOTION CARRIED**

  
James Rowley  
Clerk of the Board

**Exec. Session**  
**ACTION NO. 176**

**Adjournment**  
**ACTION NO. 177**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: FINANCIAL REPORTS**  
**DATE: APRIL 21, 2020**

Financial reports for the month of February 2020:

General Fund Revenue Report  
Treasurer's Report  
OHS Classroom Activity Funds  
OSMS Student Activity Accounts

**RECOMMENDED ACTION**

**Motion to approve the financial reports as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

# ONEIDA CITY SCHOOL DISTRICT

## TREASURER'S REPORT - GENERAL FUND

|                           |                                 |           |                      |                            |
|---------------------------|---------------------------------|-----------|----------------------|----------------------------|
| Cash Per Books:           | February 1, 2020                | \$        | <u>11,912,659.24</u> |                            |
|                           | Cash receipts - State/BOCES Aid |           | <u>330,776.73</u>    |                            |
|                           | - Other                         |           | <u>575,644.53</u>    |                            |
| Receipts and Cash Balance |                                 |           | <u>12,819,080.50</u> |                            |
| Cash Disbursements        |                                 | (         | <u>3,481,213.94</u>  | )                          |
| <b>Cash Per Books:</b>    | <b>February 29, 2020</b>        | <b>\$</b> |                      | <b><u>9,337,866.56</u></b> |

### BANK RECONCILIATION

|                            |                          |           |                     |                            |
|----------------------------|--------------------------|-----------|---------------------|----------------------------|
| Balance as Per Statement:  | Checking                 | \$        | <u>136,463.56</u>   |                            |
|                            | CD/Savings               |           | <u>4,807,852.20</u> |                            |
|                            | Investment               |           | <u>4,499,593.32</u> |                            |
|                            | subtotal                 |           | <u>9,443,909.08</u> |                            |
| <b>Plus:</b>               |                          |           |                     |                            |
| <b>Less:</b>               |                          |           |                     |                            |
| Outstanding Checks:        |                          | (         | <u>106,042.52</u>   | )                          |
| <b>Reconciled Balance:</b> | <b>February 29, 2020</b> | <b>\$</b> |                     | <b><u>9,337,866.56</u></b> |

**TREASURER'S REPORT - SCHOOL LUNCH FUND**

|                        |                           |                      |                             |
|------------------------|---------------------------|----------------------|-----------------------------|
| Cash Per Books:        | February 1, 2020          | \$ <u>100,456.73</u> |                             |
|                        | Cash receipts:            | <u>78,963.43</u>     |                             |
|                        | Receipts and Cash Balance | <u>179,420.16</u>    |                             |
|                        | Cash Disbursements        | ( <u>63,956.91</u> ) |                             |
| <b>Cash Per Books:</b> | <b>February 29, 2020</b>  |                      | <b>\$ <u>115,463.25</u></b> |

**BANK RECONCILIATION**

|                            |                          |                      |                             |
|----------------------------|--------------------------|----------------------|-----------------------------|
| Balance as Per Statement:  | Checking                 | \$ <u>113,789.67</u> |                             |
| <b>Less:</b>               |                          |                      |                             |
| Outstanding Checks         |                          | ( <u>0.00</u> )      |                             |
| <b>Add:</b>                |                          |                      |                             |
| Lunch deposits             |                          | 358.12               |                             |
| MSB In-Transit             |                          | 76.34                |                             |
| Heartland In-Transit       |                          | <u>1,239.12</u>      |                             |
| <b>Reconciled Balance:</b> | <b>February 29, 2020</b> |                      | <b>\$ <u>115,463.25</u></b> |

**TREASURER'S REPORT - SPECIAL AID FUND**

|                        |                           |                       |                            |
|------------------------|---------------------------|-----------------------|----------------------------|
| Cash Per Books:        | February 1, 2020          | \$ <u>16,400.45</u>   |                            |
|                        | Cash receipts:            | <u>175,942.30</u>     |                            |
|                        | Receipts and Cash Balance | <u>192,342.75</u>     |                            |
|                        | Cash Disbursements        | ( <u>146,979.60</u> ) |                            |
| <b>Cash Per Books:</b> | <b>February 29, 2020</b>  |                       | <b>\$ <u>45,363.15</u></b> |

**BANK RECONCILIATION**

|                            |                          |                     |                            |
|----------------------------|--------------------------|---------------------|----------------------------|
| Balance as Per Statement:  | Checking                 | \$ <u>48,813.84</u> |                            |
|                            | subtotal                 | <u>48,813.84</u>    |                            |
| <b>Less:</b>               |                          |                     |                            |
| Outstanding Checks         |                          | ( <u>3,450.69</u> ) |                            |
| <b>Reconciled Balance:</b> | <b>February 29, 2020</b> |                     | <b>\$ <u>45,363.15</u></b> |

**TREASURER'S REPORT - CAPITAL FUND**

|  |    |                             |
|--|----|-----------------------------|
| <b>Cash Per Books: February 1, 2020</b>  | \$ | <u>744,838.86</u>           |
| Cash receipts:                           |    | <u>8.47</u>                 |
| Receipts and Cash Balance                | \$ | <u>744,847.33</u>           |
| Cash Disbursements                       |    | <u>( 350,952.29 )</u>       |
| <b>Cash Per Books: February 29, 2020</b> |    | <b>\$ <u>393,895.04</u></b> |

**BANK RECONCILIATION**

|                            |                          |    |                             |
|----------------------------|--------------------------|----|-----------------------------|
| Balance as Per Statement:  |                          | \$ | <u>523,802.34</u>           |
|                            | Checking                 |    |                             |
|                            | CD/Savings               |    | <u>193,021.66</u>           |
|                            | Subtotal                 | \$ | <u>716,824.00</u>           |
| <b>Less:</b>               |                          |    |                             |
| Outstanding Checks         |                          |    | <u>( 322,928.96 )</u>       |
| <b>Reconciled Balance:</b> | <b>February 29, 2020</b> |    | <b>\$ <u>393,895.04</u></b> |

**TREASURER'S REPORT - TRUST AND AGENCY/SCHOLARSHIP FUNDS**

|  |    |                             |
|--|----|-----------------------------|
| <b>Cash Per Books: February 1, 2020</b>  | \$ | <u>729,144.98</u>           |
| Cash receipts:                           |    | 2,535,459.31                |
| Receipts and Cash Balance                | \$ | <u>3,264,604.29</u>         |
| Cash Disbursements                       |    | <u>( 2,561,865.74 )</u>     |
| <b>Cash Per Books: February 29, 2020</b> |    | <b>\$ <u>702,738.55</u></b> |

**BANK RECONCILIATION**

|   |                          |    |                             |
|---|--------------------------|----|-----------------------------|
| Balance as Per Statement:   |                          | \$ | <u>653,986.44</u>           |
|   | Checking                 |    |                             |
|   | Payroll Checking         |    | <u>43,752.88</u>            |
|   | Scholarship Savings      |    | <u>66,486.10</u>            |
|   | Subtotal                 | \$ | <u>764,225.42</u>           |
| <b>Plus:</b>  |                          |    |                             |
| ERS - 2 employees that had ERS issues   |                          |    | <u>226.37</u>               |
| OMNI and AmeriCU payroll wires in transit (transmitted 12/31/19 for 1/3/20 payroll) |                          |    | <u>0.00</u>                 |
| <b>Less:</b>  |                          |    |                             |
| Outstanding Checks: Trust & Agency  |                          |    | <u>( 17,770.98 )</u>        |
| Payroll   |                          |    | <u>( 43,461.99 )</u>        |
| Payroll (Journal entry to clear out old outstanding November 2018 payroll check)    |                          |    | <u>( )</u>                  |
| Payroll (ERS wires less than was posted to nVision)                                 |                          |    | <u>( 480.27 )</u>           |
| <b>Reconciled Balance:</b>  | <b>February 29, 2020</b> |    | <b>\$ <u>702,738.55</u></b> |

# ONEIDA CITY SCHOOL DISTRICT - GENERAL FUND REVENUE REPORT


Month Ending February 29, 2020

|         |   | <u>Budgeted</u><br><u>Revenues</u> | <u>Revenues</u><br><u>Received</u> | <u>Balance</u><br><u>Unearned</u> |
|---------|---|------------------------------------|------------------------------------|-----------------------------------|
| A1001   | Real Property Tax                         | \$ 15,205,474.11                   | \$ 14,053,117.70                   | \$ 1,152,356.41                   |
| A1081   | Payments in Lieu of Taxes                 | 59,900.00                          | 35,223.98                          | 24,676.02                         |
| A1085   | School Tax Relief Reimbursement           | 2,689,235.89                       | 2,687,004.49                       | 2,231.40                          |
| A1090   | Interest & Penalties on Taxes             | 70,000.00                          | 40,107.44                          | 29,892.56                         |
| A1310   | Day School Tuition (Includes Foster)      | 0.00                               | 0.00                               | 0.00                              |
| A1330   | Textbook Charges from Individuals         | 300.00                             | 70.47                              | 229.53                            |
| A1410   | Admissions                                | 15,000.00                          | 13,284.81                          | 1,715.19                          |
| A1489   | Other Charges/Services                    | 0.00                               | 771.00                             | (771.00)                          |
| A2280   | Health Services-Other Districts           | 25,000.00                          | 0.00                               | 25,000.00                         |
| A2308   | Transportation-BOCES                      | 0.00                               | 0.00                               | 0.00                              |
| A2401.A | Interest and Earnings                     | 4,000.00                           | 13,129.45                          | (9,129.45)                        |
| A2410   | Rental of Property                        | 11,000.00                          | 17,231.50                          | (6,231.50)                        |
| A2413   | Rental of Property-BOCES                  | 76,000.00                          | 97,625.00                          | (21,625.00)                       |
| A2414   | Rental of Buses                           | 12,000.00                          | 30,627.13                          | (18,627.13)                       |
| A2450   | Commissions                               | 0.00                               | 271.29                             | (271.29)                          |
| A2650   | Sale of Scrap and Excess                  | 0.00                               | 0.00                               | 0.00                              |
| A2655   | Minor Sales/Machine                       | 0.00                               | 0.00                               | 0.00                              |
| A2660   | Sale of Real Property                     | 0.00                               | 0.00                               | 0.00                              |
| A2665   | Sale of Equipment                         | 10,675.00                          | 13,416.70                          | (2,741.70)                        |
| A2666   | Sale of Transportation Equipment          | 0.00                               | 14,775.00                          | (14,775.00)                       |
| A2670-2 | Sale of Instr. Supplies                   | 0.00                               | 0.00                               | 0.00                              |
| A2680   | Insurance Recoveries                      | 0.00                               | 1,088.81                           | (1,088.81)                        |
| A2690   | Other Compensation for Loss               | 0.00                               | 3,712.14                           | (3,712.14)                        |
| A2700   | Reimb. Medicare Part D Expenditures       | 150,000.00                         | 88,377.54                          | 61,622.46                         |
| A2701   | Refund-Prior Yrs. Expenditures/BOCES aide | 150,000.00                         | 490,363.02                         | (340,363.02)                      |
| A2703   | Refund-Prior Yrs. Expenditures            | 100,000.00                         | 81,634.26                          | 18,365.74                         |
| A2705   | Gifts and Donations                       | 0.00                               | 1,000.00                           | (1,000.00)                        |
| A2707   | Special Program Revenue                   | 0.00                               | 0.00                               | 0.00                              |
| A2725   | VLT/Tribal Compact Monies                 | 0.00                               | 4,595.82                           | (4,595.82)                        |
| A2770   | Miscellaneous Revenues                    | 100,000.00                         | 43,617.44                          | 56,382.56                         |
| A3089   | Star Program/Reimbursement/Admin.         | 0.00                               | 0.00                               | 0.00                              |
| A3101.A | Basic Aid & Building                      | 17,140,731.00                      | 3,166,314.31                       | 13,974,416.69                     |
| A3101.E | Excess Cost Aid                           | 2,773,428.00                       | 769,940.25                         | 2,003,487.75                      |
| A3102   | Lottery Aid                               | 3,159,756.00                       | 3,729,318.33                       | (569,562.33)                      |
| A3103   | BOCES                                     | 2,402,962.00                       | 0.00                               | 2,402,962.00                      |
| A3104   | Tuition Aid/Students w/Disabilities       | 0.00                               | 0.00                               | 0.00                              |
| A3260   | Textbooks                                 | 116,279.00                         | 29,940.00                          | 86,339.00                         |
| A3262   | Computer Software Aid                     | 71,070.00                          | 0.00                               | 71,070.00                         |
| A3263   | Library Loan Program                      | 13,052.00                          | 0.00                               | 13,052.00                         |
| A3289.A | Other State Aid-Incar. Youth              | 50,000.00                          | 21,475.00                          | 28,525.00                         |
| A3289   | Other State Aid                           | 0.00                               | 203,951.00                         | (203,951.00)                      |
| A4601   | Medicaid Assistance                       | 115,000.00                         | 183,592.33                         | (68,592.33)                       |
| A5031.E | Transfers From Debt Service Fund          | 50,000.00                          | 50,000.00                          | 0.00                              |
| A5050   | Interfund Transfer for Debt               | 0.00                               | 0.00                               | 0.00                              |
|         | Subtotal                                  | \$ 44,570,863.00                   | \$ 25,885,576.21                   | \$ 18,685,286.79                  |
| 19-20   | Appropriated Fund Balance                 | 2,386,926.00                       | 0.00                               | 2,386,926.00                      |
|         | Appropriated Reserves                     | 32,500.00                          | 0.00                               | 32,500.00                         |
|         | <b>TOTAL REVENUES</b>                     | <b>\$ 46,990,289.00</b>            | <b>\$ 25,885,576.21</b>            | <b>\$ 21,104,712.79</b>           |

## EXTRA CLASSROOM ACTIVITY FUNDS

### ONEIDA SENIOR HIGH SCHOOL

#### Report of Accounts

| Month Ended   |                  |                  |                  |                 | As of:  | 29-Feb-20        |
|---|------------------|------------------|------------------|-----------------|---|------------------|
|   | Beginning        |                  |                  |                 |   | Ending           |
| Activity  | Balance          | Receipts         | Total            | Disbursements   |   | Balance          |
| Advanced Placement  | 5,779.15         |                  | 5,779.15         |                 |   | 5,779.15         |
| Art Club  | 404.72           |                  | 404.72           |                 |   | 404.72           |
| Banking Fees & Interest   | 93.55            | 8.14             | 101.69           |                 |   | 101.69           |
| Business Club   | -                |                  | -                |                 |   | -                |
| Class of 2020   | 1,493.26         | 16.99            | 1,510.25         | 500.00          |   | 1,010.25         |
| Class of 2021   | 4,302.62         |                  | 4,302.62         |                 |   | 4,302.62         |
| Class of 2022   | 3,509.72         |                  | 3,509.72         |                 |   | 3,509.72         |
| Class of 2023   | 2,000.18         |                  | 2,000.18         |                 |   | 2,000.18         |
| Concert Choir   | 1,805.63         | 9,756.64         | 11,562.27        | 461.20          |   | 11,101.07        |
| Drama Club--Fall Play   | 2,823.50         |                  | 2,823.50         |                 |   | 2,823.50         |
| Drama Club--Spring Musical  | 13,664.46        |                  | 13,664.46        | 995.00          |   | 12,669.46        |
| Environmental Club  | 1,481.23         | 751.50           | 2,232.73         | 2,170.44        |   | 62.29            |
| French Travel   | 1,353.27         |                  | 1,353.27         |                 |   | 1,353.27         |
| Future Bus. Leaders of America  | 283.41           |                  | 283.41           |                 |   | 283.41           |
| International Relations Club  | 2,270.75         |                  | 2,270.75         |                 |   | 2,270.75         |
| Japanese Exchange Club  | 517.14           |                  | 517.14           |                 |   | 517.14           |
| LGBTQ   | 20.00            |                  | 20.00            |                 |   | 20.00            |
| Marching Band   | 568.89           |                  | 568.89           |                 |   | 568.89           |
| National Honor Society  | 1,201.04         | 1.26             | 1,202.30         |                 |   | 1,202.30         |
| NYS Sales Tax Due   | 3,260.90         | 1,213.84         | 4,474.74         |                 |   | 4,474.74         |
| Photography Club  | 80.39            |                  | 80.39            |                 |   | 80.39            |
| Projects (Yearbook)   | 1,062.44         |                  | 1,062.44         |                 |   | 1,062.44         |
| Retailers (Bookstore)   | 2,772.12         | 59.80            | 2,831.92         |                 |   | 2,831.92         |
| Ski Club  | 851.45           |                  | 851.45           |                 |   | 851.45           |
| Spanish Club  | 42.61            |                  | 42.61            |                 |   | 42.61            |
| Sports Club   | 1,206.11         |                  | 1,206.11         |                 |   | 1,206.11         |
| Stage Band  | 112.00           | 1,850.00         | 1,962.00         | 764.00          |   | 1,198.00         |
| Student Council   | 921.47           |                  | 921.47           |                 |   | 921.47           |
| Technology  | 3,852.47         | 165.00           | 4,017.47         |                 |   | 4,017.47         |
| Technology Student Association  | 454.87           |                  | 454.87           |                 |   | 454.87           |
| Teens For A Better World  | 31.17            |                  | 31.17            |                 |   | 31.17            |
| Wind Ensemble   | 966.12           | 4,377.80         | 5,343.92         | 500.00          |   | 4,843.92         |
| Z Club  | 2,593.28         |                  | 2,593.28         |                 |   | 2,593.28         |
| <b>Total</b>  | <b>61,779.92</b> | <b>18,200.97</b> | <b>79,980.89</b> | <b>5,390.64</b> |   | <b>74,590.25</b> |
|   |                  |                  |                  |                 |   |                  |
| Checking Account ... 9146   |                  | 35,469.61        |                  |                 | <br>Laura J. Reff, Central Treasurer |                  |
| Money Market Account ... 4977   |                  | 39,579.14        |                  |                 |   |                  |
| Deposits in Transit   |                  | 324.88           |                  |                 |   |                  |
| Less Checks Outstanding   |                  | 783.38           |                  |                 |   |                  |
| Working Balance   |                  | <b>74,590.25</b> |                  |                 |   |                  |
| <b>This report and supporting evidence examined and approved except as follows:</b> |                  |                  |                  |                 |   |                  |
|   |                  |                  |                  |                 |   |                  |
| Date  |                  |                  |                  |                 |   |                  |
|   |                  |                  | Auditor          |                 |   |                  |

**OTTO SHORTELL MIDDLE SCHOOL  
EXTRACLASROOM ACTIVITY FUND  
REPORT OF ACCOUNTS**

For the month

Feb-20

| ACTIVITY                 | BEGINNING    | MONTHLY   | Total        | Monthly     | ENDING       |
|--------------------------|--------------|-----------|--------------|-------------|--------------|
|                          | BALANCE      | RECEIPTS  | RECEIPTS     | PAYMENTS    | BALANCE      |
| STUDENT COUNCIL          | \$ 21,170.29 |           | \$ 21,170.29 | \$ 177.32   | \$ 20,992.97 |
|                          | \$ -         |           | \$ -         | \$ -        | \$ -         |
| MUSIC CLUB (Band/Chorus) | \$ 8,194.21  |           | \$ 8,194.21  | \$ 1,334.84 | \$ 6,859.37  |
| LIBRARY CLUB             | \$ 862.31    |           | \$ 862.31    |             | \$ 862.31    |
| FOREIGN LANGUAGE         | \$ 1,771.20  |           | \$ 1,771.20  |             | \$ 1,771.20  |
| DRAMA                    | \$ 6,547.93  |           | \$ 6,547.93  |             | \$ 6,547.93  |
| ART                      | \$ 268.30    | \$ 322.00 | \$ 590.30    | \$ 112.10   | \$ 478.20    |
| YEARBOOK                 | \$ 8,306.32  |           | \$ 8,306.32  |             | \$ 8,306.32  |
|                          |              |           |              |             |              |
|                          |              |           |              |             |              |
| TOTALS                   | \$ 47,120.56 | \$ 322.00 | \$ 47,442.56 | \$ 1,624.26 | \$ 45,818.30 |

**OUTSTANDING CHECKS**

|      |    |       |
|------|----|-------|
| 4375 | \$ | 15.00 |
| 4406 | \$ | 8.00  |
| 4472 | \$ | 67.82 |

STATEMENT OF BANK BALANCE #614309154  
 CHECKING \$ 45,908.53  
 Less Outstanding Chks. \$ 90.82  
 Plus Outstanding Deps. \$ -  
 Working Balance \$ 45,818.30

**\$90.82**

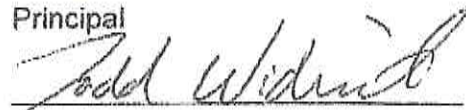
This report and supporting evidence  
 examined and approved except as follows:

Auditor

Treasurer



Principal



3/16/20  
 DATE



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: APPROPRIATION TRANSFERS**  
**DATE: APRIL 21, 2020**

The attached Appropriation Transfers for April 2020 are submitted for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the appropriation transfers as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_

# ONEIDA CITY SCHOOL DISTRICT

## APPROPRIATION TRANSFER REQUEST FORM

GENERAL FUND  OTHER: \_\_\_\_\_

REQUESTED BY: J. Rowley

DATE \_\_\_\_\_

FOR BOARD APPROVAL  PRESENTATION: \_\_\_\_\_

| FROM<br>(BUDGET CODE) | TO<br>(BUDGET CODE) | AMOUNT      | COMMENTS  |
|-----------------------|---------------------|-------------|---|
| 1 A2630.460-00-0900   | A2630.220-00-0900   | \$20,000.00 | Computer Asst Instr Software to Computer Asst. Instr Equip. |
| 2 A2010.500-00-0400   | A2630.220-00-0900   | \$1,913.00  | Curr Dev Mat & Suppl  |
| 3 A2020.500-15-1500   | A2630.220-00-0900   | \$346.00    | Supervision Mat & Suppl                                     |
| 4 A2020.500-16-1600   | A2630.220-00-0900   | \$570.00    | Supervision Mat & Suppl                                     |
| 5 A2020.500-21-2100   | A2630.220-00-0900   | \$2,150.00  | Supervision Mat & Suppl                                     |
| 6 A2110.500-12-1200   | A2630.220-00-0900   | \$2,136.00  | Teach Mat & Suppl   |
| 7 A2110.500-13-1300   | A2630.220-00-0900   | \$651.00    | Teach Mat & Suppl   |
| 8 A2110.500-15-1500   | A2630.220-00-0900   | \$1,833.00  | Teach Mat & Suppl   |
| 9 A2110.500-16-1600   | A2630.220-00-0900   | \$855.00    | Teach Mat & Suppl   |
| 10 A2110.500-21-2100  | A2630.220-00-0900   | \$3,394.00  | Teach Mat & Suppl   |
| 11 A2250.500-00-0400  | A2630.220-00-0900   | \$1,564.00  | Handicapped Mat & Suppl                                     |
| 12 A2610.460-00-3469  | A2630.220-00-0900   | \$9,407.00  | School Library AV Loan                                      |
| 13 A2610.500-00-3469  | A2630.220-00-0900   | \$11,527.00 | School Library Mat & Suppl                                  |
| 14 A2810.500-00-3600  | A2630.220-00-0900   | \$2,179.00  | Guidance Mat & Suppl  |
| 15 A2855.500-00-3500  | A2630.220-00-0900   | \$19,764.00 | Athletics Mat & Suppl                                       |
| 16 A2855.400-00*3500  | A2630.220-00-0900   | \$3,088.00  | Athletics Contractual                                       |

Approved     Disapproved    \_\_\_\_\_    Date 3/24/2020  
 Assistant Superintendent for Finance  
 Approved     Disapproved    \_\_\_\_\_    Date 3/25/2020  
 Superintendent

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: PERSONNEL**  
**DATE: APRIL 21, 2020**

We are recommending the approval of the attached personnel items for the April 21, 2020 Board of Education meeting.

**RECOMMENDED ACTION**

**Motion to approve the personnel items for the April 21, 2020 Board of Education meeting as presented.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

Oneida City School District  
 Personnel Report  
 April 21, 2020  
 Board of Education Meeting

**RECOMMENDED INSTRUCTIONAL RESIGNATION**

| Personnel     | Building | Position           | Effective     |
|---------------|----------|--------------------|---------------|
| Bobo, Cynthia | OHS      | Physical Education | June 26, 2020 |

**RECOMMENDED RESCINDING 2020 SPRING COACHING APPOINTMENT**

| Coach         | Team           |
|---------------|----------------|
| Meeker, Chris | Boys JV Tennis |

**RECOMMENDED YEARLY APPOINTMENT LEAVE REQUEST**

| Staff         | Building | Yearly Appointment      | Effective  |
|---------------|----------|-------------------------|--|
| Grow, Heather | OSMS     | AM Bus and Lunch duties | May 27, 2020 – end of June 2020<br>Salary to be prorated |

**RECOMMENDED YEARLY LONG TERM SUBSTITUTE APPOINTMENT**

| Staff             | Building | Yearly Appointment      | Effective  |
|-------------------|----------|-------------------------|--|
| Quenneville, Matt | OSMS     | AM Bus and Lunch duties | May 27, 2020 – end of June 2020<br>Salary to be prorated |

**RECOMMENDED ONE-TIME SALARY ADJUSTMENT**

| Staff           | Building | Tenure Area      | Effective             |
|-----------------|----------|------------------|-----------------------|
| Infarinato, Ken | OSMS     | Foreign Language | 2020-2021 School Year |

**PARENT VOLUNTEERS**

| Parent Name | Building    |
|-------------|-------------|
| Cox, Pamela | High School |

**RECOMMENDED SUBSTITUTE TEACHERS**

AS ATTACHED

**CLASSIFIED PERSONNEL**

AS ATTACHED

ONEIDA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
APRIL 21, 2020

RECOMMENDED SUBSTITUTE TEACHERS

| Substitute Teacher | Area(s) to Sub | Certification |
|--------------------|----------------|---------------|
| Steven Sayles      | Any            | Non-Certified |

Oneida City School District  
 Personnel Report  
 April 21, 2020  
 Board of Education Meeting

CLASSIFIED PERSONNEL

**RECOMMENDED CLASSIFIED PROBATIONARY APPOINTMENT**

| NAME        | TITLE                              | LOCATION | PAYRATE        | EFFECTIVE DATE |
|-------------|------------------------------------|----------|----------------|----------------|
| Lisa Hiscox | Food Service Helper<br>5.5 hrs/day | HS       | 11.80 per/hour | 3/10/20        |

**RECOMMENDED CLASSIFIED TRANSFER**

| NAME          | TITLE        | LOCATION FROM                    | LOCATION TO   | EFFECTIVE DATE |
|---------------|--------------|----------------------------------|---|----------------|
| Susan Hartley | Teacher Aide | DV - 1:1 (for visually impaired) | DV – Full Time 6 hrs/day<br>(replacing K.Simchik-retiree) | 7/1/20         |

**RECOMMENDED CLASSIFIED POSITION ELIMINATION**

| NAME          | TITLE                                       | LOCATION FROM | EFFECTIVE DATE |
|---------------|---|---------------|----------------|
| Susan Hartley | Teacher Aide<br>1:1 (for visually impaired) | DV            | 7/1/20         |

**RECOMMENDED CLASSIFIED SUBSTITUTE APPOINTMENTS**

| NAME            | TITLE               | LOCATION      |
|-----------------|---------------------|---------------|
| Deborah Jones   | Food Service Helper | District Wide |
| Rosemarie Smith | Food Service Helper | District Wide |

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: 2020-2021 SCHOOL CALENDAR**  
**DATE: APRIL 21, 2020**

We are recommending approval of the 2020-2021 school calendar as submitted.

**RECOMMENDED ACTION**

**Motion to approve the 2020-2021 school calendar as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

**A \_\_\_\_\_ N \_\_\_\_\_**

# ONEIDA CITY SCHOOL DISTRICT 2020 - 2021 CALENDAR

| SEPTEMBER 2020 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | TH | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| FEBRUARY 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| OCTOBER 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | TH | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| MARCH 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | TH | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| NOVEMBER 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| APRIL 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | TH | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| DECEMBER 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | TH | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

| MAY 2021 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | TH | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| JANUARY 2021 |    |     |     |     |     |    |
|--------------|----|-----|-----|-----|-----|----|
| S            | M  | T   | W   | TH  | F   | S  |
|              |    |     |     |     | 1   | 2  |
| 3            | 4  | 5   | 6   | 7   | 8   | 9  |
| 10           | 11 | 12  | 13  | 14  | 15  | 16 |
| 17           | 18 | 19  | 20  | 21  | 22  | 23 |
| 24           | 25 | 26r | 27r | 28r | 29r | 30 |
| 31           |    |     |     |     |     |    |

| JUNE 2021 |     |     |     |     |     |    |
|-----------|-----|-----|-----|-----|-----|----|
| S         | M   | T   | W   | TH  | F   | S  |
|           |     | 1r  | 2   | 3   | 4   | 5  |
| 6         | 7   | 8   | 9   | 10  | 11  | 12 |
| 13        | 14  | 15  | 16r | 17r | 18r | 19 |
| 20        | 21r | 22r | 23r | 24r | 25  | 26 |
| 27        | 28  | 29  | 30  |     |     |    |



### ATTENDANCE DAYS

|           |         |          |         |
|-----------|---------|----------|---------|
| September | 17 days | February | 15 days |
| October   | 21 days | March    | 22 days |
| November  | 17 days | April    | 16 days |
| December  | 16 days | May      | 20 days |
| January   | 19 days | June     | 18 days |

Conference Days: 4

Student Attendance Days: 181

Adopted:

Revised:



## 2020 - 2021

### SPECIAL DAYS

|                      |  |
|----------------------|--|
| September 2, 2020    | Superintendent's Conference Day            |
| September 3, 2020    | Superintendent's Conference Day            |
| March 19, 2021       | Superintendent's Conference Day            |
| January 26-29, 2021  | Regents Exams                              |
| June 16-24, 2021     | Regents Exams                              |
| June 25, 2021        | Rating Day/Superintendent's Conference Day |
| <b>June 26, 2021</b> | <b>Graduation Day</b>                      |

### SPECIAL HALF DAYS

|                   |  |
|-------------------|--|
| November 20, 2020 | ELEMENTARY Parent Teacher Conferences, 12 Noon Dismissal w/ Lunch                                |
| November 30, 2020 | ELEMENTARY Parent Teacher Conferences, 12 Noon Dismissal w/ Lunch                                |
| February 5, 2021  | ELEMENTARY Parent Teacher Conferences, 12 Noon Dismissal w/ Lunch                                |
| October 16, 2020  | ELEMENTARY Grade Level Day                      12:00 Dismissal w/ Lunch                         |
| March 5, 2021     | ELEMENTARY Grade Level Day                      12:00 Dismissal w/ Lunch                         |
| June 18-23, 2021  | 6 <sup>th</sup> – 8 <sup>th</sup> Grade Level Days                      12:00 Dismissal w/ Lunch |

### RECESS DAYS


|                                     |                     |
|-------------------------------------|---------------------|
| September 4, 2020                   | School Holiday      |
| September 7, 2020                   | School Holiday      |
| October 12, 2020                    | School Holiday      |
| November 11, 2020                   | School Holiday      |
| November 25–27, 2020                | Thanksgiving Recess |
| December 23, 2020 – January 1, 2021 | Winter Recess       |
| January 18, 2021                    | School Holiday      |
| February 15-19, 2021                | Mid-Winter Recess   |
| April 2-9, 2021                     | Spring Recess       |
| May 31, 2021                        | School Holiday      |


Underline – Student Classes Not in Session

**(Parenthesis)** – Superintendent's Days

**r** – Regents Exams

Accent Red\* – State Testing Dates

 **Half Days** for Elementary Grade Level Days

 **Half Days** Elementary Parent/Teacher Conferences

Adopted:

Revised:

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: RESOLUTION FOR CONSIDERATION OF BOARD OF  
COOPERATIVE EDUCATIONAL SERVICES ADMINISTRATIVE  
BUDGET**  
**DATE: APRIL 21, 2020**

The attached resolution of the Board of Cooperative Educational Services  
2020-2021 tentative administrative budget is submitted for your approval.

**RECOMMENDED ACTION**

**Motion to approve the Madison-Oneida BOCES 2020-2021 tentative  
administrative budget as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

## Administrative Budget Resolution

RESOLVED, the Oneida City School District (approves) the 2020-21 tentative administrative budget of the Madison-Oneida Board of Cooperative Educational Services in the amount of \$5,289,355 (funded by \$1,132,845 in expense by components plus \$4,156,510 in earned interest and other miscellaneous revenue) and shall so allocate as a contingent expense its share of said administrative budget as apportioned in accordance with Section 1950 of the New York State Education Law.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_

Yea (list all)

Nay (list all)

(The 2019-20 administrative budget expense for all components was \$1,100,170. The 2020-21 administrative budget net expense for all components is estimated at \$1,132,845 for a change of 2.97 %)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BALLOT FOR ELECTION TO BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**DATE: APRIL 21, 2020**

The attached Ballot for Election to Board of Cooperative Educational Services in the name of Richard Engelbrecht of the Madison Central School District is submitted for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the Madison-Oneida BOCES Board Seat Ballot in the name of Richard Engelbrecht as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

## Board Resolution

(for seat currently held by Richard Engelbrecht, Madison CSD)

RESOLVED, the Oneida City School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Richard Engelbrecht of the Madison Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2020 through June 30, 2023 for the seat currently held by Mr. Richard Engelbrecht, Oriskany Falls, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2020.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_.

Yea (list all)

Nay (list all)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BALLOT FOR ELECTION TO BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES**  
**DATE: APRIL 21, 2020**

The attached Ballot for Election to Board of Cooperative Educational Services in the name of Donna Isbell of the Morrisville-Eaton Central School District is submitted for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the Madison-Oneida BOCES Board Seat Ballot in the name of Donna Isbell as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

## Board Resolution

(for seat currently held by Donna Isbell, Morrisville-Eaton CSD)

RESOLVED, the Oneida City School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Donna Isbell of the Morrisville-Eaton Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2020 through June 30, 2023 for the seat currently held by Donna Isbell, W. Eaton, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2020.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_.

Yea (list all)

Nay (list all)

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BALLOT FOR ELECTION TO BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES**  
**DATE: APRIL 21, 2020**

The attached Ballot for Election to Board of Cooperative Educational Services in the name of Patrick Baron of the VVS School District is submitted for your review and approval.

**RECOMMENDED ACTION**

**Motion to approve the Madison-Oneida BOCES Board Seat Ballot in the name of Patrick Baron as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_



## Board Resolution

(for seat currently held by Patrick Baron, VVS CSD)

RESOLVED, the Oneida City School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Patrick Baron of Vernon-Verona-Sherrill City School District (VVS) to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2020 through June 30, 2023 for the seat currently held by Patrick Baron, Vernon, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2020.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_.

Yea (list all)

Nay (list all)

Please return to Cathy Quinn, BOCES Clerk on April 22, 2020

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: POLICIES FOR APPROVAL**  
**DATE: APRIL 21, 2020**

The attached policies are submitted for your second reading and approval.

|        |   |
|--------|---|
| 4404   | Duties of the Independent Auditor   |
| 4801   | Student Fundraising Projects  |
| 4801.1 | Student Fundraising Project Request Form  |
| 5008   | Safety Policy Statement   |
| 7103   | Management of Student Allergies   |
| 7501   | Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys |
| 7501.1 | PPRA Opt-Out Letter   |

Policies recommended for deletion:

|        |  |
|--------|--|
| 7302.1 | Physical Update for Sports Participation |
| 7302.2 | Parent/Student Consent Form              |
| 2014   | Annual Budget Hearing                    |
| 8055   | Incidental Teaching                      |

**RECOMMENDED ACTION**

**Motion to approve the policies as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_

DUTIES OF THE INDEPENDENT AUDITOR

- I. The Board of Education shall employ an auditor annually to perform the following duties:
  - A. To examine the balance sheet of the School District at the close of its fiscal year and the related statements of transactions in the various funds;
  - B. To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
  - C. To provide to the Board for their review a report on the basic financial statements of the District, a report on the required supplementary information other than management's discussion and analysis, a report on any other supplementary information, and single audit reports and schedules.
  - D. To render an opinion on the financial statements prepared at the close of the fiscal year;
  - E. To make such recommendations to the Board concerning its accounting records, procedures and related activities as may appear necessary or desirable; and
  - F. To perform such other related services as may be requested by the Board.

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Oneida City School District

Legal Ref: NYS Education Law §§1709(20-a) and 1724; 8 NYCRR 170.2

Adopted: 08/10/82

Reviewed: 12/09/03

Revised: \_\_\_\_\_

## STUDENTS

### STUDENT FUNDRAISING PROJECTS

- I School facilities, staff and school children shall not in any manner advertise or otherwise promote any commercial, political or non-school agency, individual or organization in the schools.
  
- II. Rationale and General Guidelines

Becoming a good citizen involves learning to give back to the community within which one lives through donations of time, talent, and money. Students are encouraged to participate in school activities intended for this purpose.

  - A. Student participation in any charitable or fundraising activity is to be voluntary;
  - B. Participation in a particular charitable or fundraising activity may not be made a condition for membership in any school group, nor may any student be excluded from any school group for refusing to participate in a particular charitable or fundraising activity;
  - C. Charitable and fundraising activities may not interfere with classroom instruction;
  - D. The purpose for which a fund raising project is undertaken shall be relative to the educational program.
  - E. Fund raising projects conducted within the school building shall be limited to those activities which have been approved by the building principal or Athletic Director.
  
- III. Student-Led Fund Raising and Charitable Activities
  - A. Student organizations may: a) raise funds for student activities, such as the Junior Prom; or b) support and/or raise funds for charitable activities and charitable organizations.
    - 1. All such activities must conform to the general guidelines for fundraising and charitable activities in Section II.
    - 2. The principal must approve all such activities before they begin.
    - 3. Principals will insure that the approved activities are age appropriate for the student members.
    - 4. Principals and advisors will make any necessary safety arrangements if the activities involve door to door solicitation or other out-of-school activity.

STUDENTS

STUDENT FUNDRAISING PROJECTS

- 5. School bake sales will be permitted within the legal limit of State Education Law and Commissioner’s Regulations.
  - 6. Solicitation of acceptable advertisements in school publications by students must be authorized and supervised by the building Principal.
- B. For each project, an account will be established through the extra-curricular treasurer who will record all receipts and disbursements through the extra-curricular fund.

IV. Fundraising by School Related Organizations

School-related organizations, such as the PTA, band and sports boosters, or Oneida City School Foundation, may engage in fundraising projects with students where the proceeds of these projects are used to enrich the educational experience in the Oneida schools.

- A. All such activities must conform to the general guidelines for charitable and fundraising activities in Section II.
- B. Parents or legal guardians of children in kindergarten through sixth grade shall be notified in advance of any fundraising activities in which their children may participate and shall be offered the opportunity to request that their children not participate.
- C. If possible, only one group may conduct fundraising at a time. It is recommended that a fundraising calendar be established.
- D. Fundraising by school-related organizations must not interfere with fundraising by student groups.
- E. Money raised to be used to supplement, not supplant, costs normally associated with the operation of the school district.
- F. School related organization soliciting outside of school would be approved by Principal of respective school.
- G. School related organization soliciting at school would be at the discretion of the building Principal. (Bake sales, etc.)

=====

Oneida City School District

Legal Ref: 8 NYCRR 19.6, New York State Constitution Article VIII, Section 1, Education Law Section 414

Adopted: 02/10/04

Revised: 09/12/17, \_\_\_\_\_

# Regulation

Draft 08/28/2019

COMMUNITY RELATIONS

4801.1 Renumber 1030.1

## STUDENT FUND-RAISING PROJECT REQUEST FORM

Date Submitted:

The \_\_\_\_\_ wishes to hold a fund-raising project that will start on  
(Name of Organization)  
\_\_\_\_\_, 20\_\_ and end on \_\_\_\_\_, 20\_\_.

The purpose of this project will be to raise funds for \_\_\_\_\_ which will cost \$\_\_\_\_\_ and take \_\_\_\_\_ projects to complete.

If a trip or activity is the purpose, what requirements will be made for a student to qualify to participate in the trip or activity? Example: take part in three of the four projects and sell "x" amount of tickets, etc.

If the purpose is a trip or activity, at what date will the decision be made to terminate or continue the project?

This project consists of selling \_\_\_\_\_ for \$\_\_\_\_\_.  
(Item)

The goal (total profit) the organization hopes to raise will be \$\_\_\_\_\_.

It is suggested that uniqueness be used when deciding on a fund-raising project, and that duplication results in failure. Plan your project well in advance of your sale, choose an item that is attractive, and finish your project as soon as possible. If you use this simple formula, you have a good chance for success. Be certain your project is on the district fund-raising calendar.

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Date

Principal's Action:      \_\_\_ Approved      \_\_\_ Disapproved

\_\_\_\_\_  
Oneida City School District

Superintendent Approved: \_\_\_\_\_

Adopted:      02/10/04

Board Rescinded: \_\_\_\_\_

# Policy

Draft 08/28/2019

SUPPORT OPERATIONS

5008 Renumber/Revise 7050

## SAFETY POLICY STATEMENT

### I. Statement of Policy

We consider the safety and well-being of students, employees, and the general public of prime importance in all school activities. Consequently, we must strive to provide a safe school environment by insuring that:

1. A. All students and employees are provided all reasonable safeguards to insure safe educational and working conditions.
2. B. All instructional material, equipment, tools, machines, and vehicles are maintained in good working condition.
3. C. Any unsafe condition or practice noticed by an employee will be corrected and/or reported to the safety coordinator immediately.
4. D. Continue to study and develop safe work methods and train students and employees in these methods.
5. E. Continue to comply with federal, state and local laws regarding accident prevention.

Responsibility for developing, directing, and coordinating all safety policies and activities rests with the Safety Coordinator:

*Administrator for Technology & Social Program*  
Mr. Gregory Race

The success of accident prevention program depends on the continuing and sincere efforts of all employees and students regarding their active participation and support.

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Oneida City School District

Legal Ref: NYS Education Law §409-a; 8 NYSCRR 141.10; Environmental

Conservation Law §§27-2101 and 27-2115; General Municipal Law §120-aa

Adopted: 06/09/92

Revised: \_\_\_\_\_

## MANAGEMENT OF STUDENT ALLERGIES

### I. Statement of Policy

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. Although the District cannot guarantee that school facilities will be allergen-free, it will take reasonable steps to protect students with known allergies from accidental exposure to those allergens that may foreseeably cause a severe or life-threatening allergic reaction (anaphylaxis). The District will also take reasonable steps to provide each student with equal educational opportunities, regardless of that student's known allergies. School staff shall be trained to recognize and respond to a student's anaphylactic reaction.

### II. Family Responsibilities

#### A. Parent Responsibilities

1. Identify their child(ren) to the principal or designee and provide the healthcare provider prescribed treatment;
2. Cooperate with the District in preparing an Individualized Healthcare Plan, 504 plan, or IEP, as appropriate, to accommodate the student's needs throughout the school, including in the classroom, cafeteria, after-care programs, school-sponsored activities, and on the bus;
3. Provide the District with written medical documentation, instructions, and medications as directed by a physician, as well as documents that include the student's symptoms and directions for emergencies;
4. Provide the District with necessary written parent permission, the health care provider's orders, and any necessary equipment;
5. Provide properly labeled medications and replace medications after use or expiration;
6. Educate their child ~~student~~ in self-management of their allergy, including foods to avoid, symptoms of allergic reactions, how to read food labels, and how and when to tell an adult of a possible allergy-related problem;
7. Review policies/procedures with school staff, their child's physician, and the student after a reaction has occurred.



MANAGEMENT OF STUDENT ALLERGIES

## B. Student Responsibilities

1. Be proactive in the care and management of their food allergies and reactions based on their developmental level;
2. Students should not trade food with others, or eat anything with unknown ingredients;
3. Students should immediately notify a staff member if they eat something they believe may contain the food to which they are allergic, or of a possible allergy-related problem.

## III. District Responsibilities

## A. Creating an Allergen-Safe School Environment

Avoidance of exposure to allergens is the key to preventing a life-threatening anaphylactic reaction. To guard against accidental exposure, the Superintendent shall implement procedures to ensure the monitoring of high-risk areas and activities.

## B. In addition, the District will:

1. Develop an Individualized Healthcare Plan that includes necessary treatments, medications, training and educational requirements for students with life-threatening allergies. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate plan will also include necessary treatments, training and educational requirements relating to the life threatening allergy;
2. Provide training by licensed medical personnel (e.g. registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
3. Have standing emergency medical protocols for nursing staff;
4. Request the School Medical Director to write a non-patient specific order for anaphylaxis treatment agents for the schools registered professional nurse to administer in the event of an unanticipated anaphylactic episode;
5. As permitted by New York State law, maintain stock supplies of life saving emergency medications such as epinephrine and antihistamine in all health offices for use in first time emergencies;

POLICY

Draft 03/04/2019

7103 Renumber/Revise 7056

STUDENTS

MANAGEMENT OF STUDENT ALLERGIES

6. Ensure that Building-level and District-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
7. Educate students regarding the importance of immediately reporting symptoms of an allergic reaction;
8. Assist students in the self-management of their chronic health condition based upon the student's knowledge and skill level;
9. Allow self-directed students, as assessed by the school nurse, to carry life saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life saving medication is also maintained in the health office in the event the self-carrying student misplaces their medication.

IV. Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The use of Epinephrine Auto-Injector Devices (Epi-Pens) will comply with the District's Student Medications Policy. (Policy No. 7102 7054)

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Oneida City School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting", Revised April 2002 Administration, Medical Practice Act (Education Law Section 6527 (4)(a) ) and the Nurse Practice Act (Education Law Section 6908 (1)(a)(iv) ) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a). Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. 34 Code of Federal Regulations (CFR) Part 300 Education Law Sections 6527 and 6908 Public Health Law Sections 2500-h and 3000-a

Policy Ref: ~~7054~~ 7102 Student Medications

Adopted: 5/20/14

Revised: \_\_\_\_\_

# Policy

Draft 10/17/2019

STUDENTS

7501 Revise/Renumber 7062

## PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

### I. Introduction:

- A. This ~~regulation~~ policy governs the District's use and disclosure of Instructional Materials, Protected Information Surveys, Third Party Surveys and Marketing Surveys.
- B. For the purposes of this policy, ~~regulation~~ the term "parent" means parent or legal guardian or other person standing in loco parentis to a student.
- C. The District's Records Access Officer is: **Assistant Superintendent for Finance.**

### II. Protected Information Surveys:

- A. A "Protected Information Survey" is any survey, analysis or evaluation of students that is required by the District and concerns one or more of the following eight protected areas:
  - 1. Political affiliations or beliefs of the student or the student's parent;
  - 2. Mental or psychological problems of the student or the student's family;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, anti-social, self-incriminating or demeaning behavior;
  - 5. Critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or student's parent;
  - 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## POLICY

Draft 10/17/2019

STUDENTS

7501 Revise/Renumber 7062

### PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS AND MARKETING SURVEYS

- B. The District will not, without prior written consent, require as part of any applicable program, any student to submit to a Protected Information Survey if the survey is funded in whole or in part by the US Department of Education.
- C. The District will provide parents and eligible students with notice and the opportunity to opt-out of any Protected Information Surveys regardless of funding.
- D. In the event that the District administers a Protected Information Survey, the District will:
  - 1. Strictly safeguard all protected information.
  - 2. Not use the protected information for any improper purpose;
  - 3. Restrict the disclosure of the protected information to persons the District deems essential to the purpose of the collection.
  - 4. Allow requesting parents an opportunity to inspect the Protected Information Survey.

#### III. Instructional Materials:

- A. The term "Instructional Materials" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. The District will make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.
- C. A parent may request the opportunity to inspect instructional materials according to the following procedure:
  - 1. Requests for inspection of instructional materials may be submitted during regular school hours to the District's Records Access Officer. The request should be precise enough for the appropriate teacher to find the requested materials.

POLICY

Draft 10/17/2019

7501 Revise/Renumber 7062

STUDENTS

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

2. The District Access Officer will review the request with the appropriate teacher and will determine:
  - a. Whether the materials are instructional in nature, and
  - b. What steps, if any, must be taken to preserve the privacy of any student who is not the legal responsibility of the requesting parent.
3. The District will respond to a parent's request for inspection within a reasonable period of time after the District's receipt of the request.
  - a. If the Records Access Officer determines that the requested materials are not instructional in nature, the Records Access Officer will notify the requesting parent of his/her determination.
  - b. If the Records Access Officer determines that the requested materials are instructional in nature, the appropriate teacher:
    - ii. Will take all steps that are necessary to preserve the privacy of any student who is not the legal responsibility of the requesting parent, and
    - iii. Will promptly contact and schedule a meeting with the requesting parent. The purpose of the meeting will be to provide the requesting parent the opportunity to inspect the instructional materials that he/she requested.

IV. Third Party Surveys:

- A. The term "Third Party Survey" means any survey created by a third party and administered or distributed by the school district.
- B. The District will notify parents of its intent to administer or distribute a third party survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the third party survey before the District administers it or distributes it to students.

V. Marketing Surveys:

- A. The term "Marketing Surveys" means any survey used to disclose or collect individually identifiable information (including a student or parent's first and last name, home or physical address (including street name and city/town name),

POLICY

STUDENTS

Draft 10/17/2019  
7501 Revise/Renumber 7062

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

telephone number or social security identification number) from students for the purpose of marketing or selling the collected information, or providing that information to others for the purpose of marketing or selling the collected information.

- B. The term "Marketing Surveys" does not include any instrument used to disclose or collect such information for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or institutions such as:
1. Colleges or other postsecondary educational recruiters or, military recruiters;
  2. Book clubs, magazines, and programs providing access to low-cost literary products;
  3. Curriculum and instructional materials used by elementary schools and secondary schools;
  4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  5. The sale by students of products or services to raise funds for school-related or education-related activities
  6. Student recognition programs.
- C. The District will notify parents of its intent to administer or distribute a marketing survey before it is administered or distributed to students. A parent who submits a timely request will be granted a reasonable opportunity to inspect the marketing survey before the District administers it or distributes it to students. Requests should be submitted to the District's Records Access Officer during regular business hours.
- D. If the District uses a marketing survey to collect individually identifiable information from students, the District will:
1. Strictly safeguard all confidential student information that is collected;

POLICY

Draft 10/17/2019  
7501 Revise/Renumber 7062

STUDENTS

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS, THIRD PARTY SURVEYS  
AND MARKETING SURVEYS

2. Not use such information for any improper purpose;
3. Restrict the disclosure of such information to persons the District deems essential to the purpose of the collection.
4. Allow requesting parents an opportunity to inspect the Marketing Survey.

VI. Parental Notification:

- A. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.
- B. The District will notify parents (or in the case of a student of an appropriate age, the student) annually of the specific or approximate dates when activities involving "Marketing Instruments (as defined by this regulation) are scheduled. The annual notice will offer parents the opportunity to opt their child out of such activities.
- C. The District will notify parents annually of the specific or approximate dates when activities involving Protected Information Surveys are scheduled. The annual notice will:
  1. Offer parents the opportunity to provide prior written consent for their child's participation in any Protected Information Survey that is funded in whole or in part by the US Department of Education,
  2. Offer parents the opportunity to opt their child out of participation in any Protected Information Survey regardless of funding.

VII. Parental Participation: This policy was developed and adopted in consultation with parents.

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Oneida City School District  
Legal Ref: 20 USCA 1232h; 34 CFR Part 98.  
Cross Ref: Policy 7500, Educational Records  
Adopted: 07/05/11  
Revised: \_\_\_\_\_

# Regulation

Draft 10/17/2019

7501.1 Renumber 7062.1

STUDENTS

## PPRA OPT-OUT LETTER

Date: \_\_\_\_\_

Dear Parent or Eligible Student:

The *Protection of Pupil Rights Amendment (PPRA)* requires the Oneida City School District to notify you and obtain consent or allow you to opt your child out of participating in the following school activities:

1. Certain Protected Information Surveys: Any student survey, analysis or evaluation that is required by the District and concerns one or more of the following eight protected areas:
  - A. Political affiliations or beliefs of the student or student's parent;
  - B. Mental or psychological problems of the student or student's family;
  - C. Sex behavior or attitudes;
  - D. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - E. Critical appraisals of others with whom respondents have close family relationships;
  - F. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  - G. Religious practices, affiliations, or beliefs of the student or parents; or
  - H. Income, other than as required by law to determine program eligibility.
2. Certain Marketing Surveys: In general, surveys that are used to disclose or collect individually identifiable information from students for the purpose of marketing or selling the collected information. Certain exceptions to this definition exist.
3. Certain Non-Emergency Invasive Physical Examinations and Screenings: Certain statutorily specified non-emergency invasive physical examinations or screenings.

---

The following schedule lists the activities that require parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or is an emancipated minor under State law):

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REGULATION

Draft 10/17/2019  
7501.1 Renumber 7062.1

STUDENTS

PPRA OPT-OUT LETTER

**(Sample Protected Information Survey Notice)**

Date: On or about October 15, 20\_\_.

Grades: Five and Six

Activity: ABC Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent: **(Use the following consent language only if the protected information survey is funded in whole or in part by US Department of Education):** A parent must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey.

Opt-Out: **(Use the following opt-out language only if the protected information survey is not funded in whole or in part by the US Department of Education):** Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

---

**(Sample Invasive Physical Exam Or Screening Notice)**

Date: November 22 - 24, 20\_\_.

Grades: One through Six

Activity: Flu Shots

Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

---

**(Sample Survey That Collects Only Directory Information)**

Date: 20\_\_ – 20\_\_ School Year.

Grades: Nine through Twelve

Activity: Student-Based Commercial Services

Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-Out: Contact (specify a school official) at (telephone number, email, address, etc.) no later than (insert date) if you do not want your child to participate in this activity.

REGULATION

Draft 10/17/2019  
7501.1 Renumber 7062.1

STUDENTS

PPRA OPT-OUT LETTER

**Note to schools: This information (names, addresses, and telephone listings) may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (*FERPA*). Instead of using this model notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” disclosure at the start of each school year, which should include all marketing activities).**

---

**(Sample Survey That Collects More Than Directory Information)**

Date: 20\_\_ – 20\_\_ School Year.  
Grades: Nine through Twelve  
Activity: Student-Based Commercial Services  
Summary: The District collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings and social security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.  
Consent: A parent must sign and return the attached consent form no later than (insert date) so that your child may participate in this survey

**Note to schools: While some of the information – names, addresses, and telephone listings may be designated and disclosed as “directory information” under the Family Educational Rights and Privacy Act (*FERPA*), schools that permit marketing activities that involve the collection, use, and disclosure of the students’ social security numbers may not use an opt-out procedure and must obtain prior written consent in accordance with Section 99.30 of the *FERPA* regulations.)**

---

**Request To Review Certain Surveys Or Instructional Materials**

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to (District Official) at (District Address). (District Official) will notify you of the time and place where you may review these materials. You have the right to review a survey and /or instructional materials before the survey is administered to a student.

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REGULATION

Draft 10/17/2019  
7501.1 Renumber 7062.1

STUDENTS

PPRA OPT-OUT LETTER

Consent Form

I \_\_\_\_\_ (parent's name) give my consent for \_\_\_\_\_ (student's name) to take the \_\_\_\_\_ (specify the name and date of the activity).

Date: \_\_\_\_\_

\_\_\_\_\_  
(Parent's signature)

Please return this form no later than (insert date) to the following school official:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

---

Oneida City School District  
Approved by the Superintendent: 6/14/11, \_\_\_\_\_

DELETE

# Regulation

Draft 08/28/2019

INSTRUCTION

7302.1 Partially Replaces 8060

## PHYSICAL UPDATE FOR SPORTS PARTICIPATION

### ONEIDA CITY SCHOOL DISTRICT

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Sport \_\_\_\_\_

(Circle one) Level V, JV, 9<sup>th</sup>-JHS

Has this student had any injury, illness, or surgery with remaining effects since his/her athletic physical?  
If so, list dates, treatment and doctor: \_\_\_\_\_

\_\_\_\_\_

Treated at Emergency Room: (Last 12 months) If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Hospitalized for any reason?: (Last 12 months) If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Is there anything concerning your child's health that the school should know as it relates to athletic participation? Allergies, Asthma, Arthritis, Diabetes, Epilepsy, Heart, Joint or Kidney Disease, etc. \_\_\_\_\_

\_\_\_\_\_

Recent immunizations \_\_\_\_\_ Under Medications? \_\_\_\_\_ If so,

What? \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

I understand that the District provides coverage under the New York State Public High School Athletic Association, Inc., Pupil benefits Plan. (An explanation of these benefits is on file in the District office.) In the event of accident or injury, I am prepared to pay for any expenses exceeding the amounts covered by this Policy.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Oneida City School District  
Approved by the Superintendent: \_\_\_\_\_

DELETE

# Regulation

Draft 08/28/2019

INSTRUCTION

7302.2 Partially Replaces 8060

## PARENT/STUDENT CONSENT FORM

### ONEIDA CITY SCHOOL DISTRICT

I, Mr. /Mrs. \_\_\_\_\_, have received and read a copy of the rules governing all athletic activities in the Oneida City School District and will cooperate with the school authorities in their enforcement.

I give my permission for \_\_\_\_\_  
(name of student)  
to play \_\_\_\_\_ this year.  
(name of sport)

I give my permission to allow a coach to have emergency medical/services administered to my child providing I cannot be contacted by telephone.

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

### BUS PERMISSION

I give my permission to have \_\_\_\_\_  
(name of student)  
transported by unauthorized vehicle to all scheduled out-of-town games.

Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

### STUDENT AFFIDAVIT

I, \_\_\_\_\_, have received a copy of and have read the athletic rules and regulations pertaining to the Oneida City School District and will cooperate in abiding by the established codes.

Date \_\_\_\_\_  
Student Signature \_\_\_\_\_

Oneida City School District  
Approved by the Superintendent: \_\_\_\_\_

POLICY

**Draft 08/28/2019-Delete**  
2014 Replaced by 4011

SCHOOL BOARD OPERATIONS

ANNUAL BUDGET HEARING

- I. The Board of Education will hold an annual budget hearing at which it will present the tentative budget for the following school year.
- II. The budget hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the annual district meeting, at which the district's voters will vote on the budget. The proposed budget will be completed at least seven (7) days before the budget hearing. A copy of the proposed budget may be obtained by any district resident at each school during certain designated hours on each day (other than a Saturday, Sunday or holiday) during the fourteen (14) day period immediately preceding the annual district meeting and election.
- III. Notice of the date, time and places of the annual budget hearing will be published in the official district newspaper.
- IV. The agenda for the budget hearing shall be as follows:
  - A. Call of meeting to order by the Board President.
  - B. Introductory statement of the Board President regarding budget.
  - C. Presentation of budget components.
  - D. Open to questions from the audience.
  - E. Adjournment.

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Oneida City School District

Legal Ref: Education Law Section 1608(2)-(4); Section 1716(2)-(4), 1906(1); 2001(1), 2004(1), 2022(2); 2601-a

Adopted: 11/09/82

Revised: 10/14/97, 12/09/03

## POLICY

**Draft 08/28/2019-Delete  
8055-Replaced by 6100**

### INSTRUCTION

#### INCIDENTAL TEACHING

- I. The Superintendent of Schools is authorized by Section 80.2© of the Commissioner's Regulations to assign a teacher to teach a subject not covered by such teacher's certificate for a period not to exceed five (5) classroom hours per week, when no certified or qualified teacher is available after extensive and documented recruitment and provided that the approval of the District Superintendent of the BOCES, on behalf of the Commissioner of Education, is obtained.
- II.
  - A. It is the policy of the Board of Education that such incidental assignments shall be made in accordance with the procedures established by the Commissioner of Education.
  - B. Through the school year 1998-99, this incidental assignment may be made by the Superintendent without the prior approval of the Commissioner of Education.
    1. The Superintendent shall determine that the teacher being assigned to teach a subject on an incidental basis has sufficient teaching experience and knowledge of the subject matter to teach the subject in a competent manner.
    2.
      - a. The Superintendent shall submit a list of all teachers assigned to teach on an incidental basis, including the courses he or she has been assigned to teach and the certification area of the teacher so assigned, to the Board of Education by October 1<sup>st</sup> of each year at a public meeting.
      - b. In the event an incidental teaching assignment is made after October 1<sup>st</sup>, the Superintendent shall report the assignment at the next regularly scheduled Board meeting.
      - c. The list of incidental teaching assignments for the current school year shall be submitted to the State Education Department as part of the District's Annual Comprehensive Assessment Report.

## POLICY

INSTRUCTION

8055  
(Continued)

- II. B. 3. a.** The Superintendent of Schools shall establish a process to inform the parents of incidental assignments. The methods of informing parents may include public discussion at a Board meeting, publication in a newsletter or posting of letters to parents.
- b.** Upon request, the parent shall be afforded an opportunity to discuss the subject being taught on an incidental basis with the teacher in such assignment and the Superintendent. Such written request shall be submitted to the Superintendent within ten (10) school days of the notice of incidental assignment.
- c.** In the event that the parent remains dissatisfied after the informal conference with the teacher and the Superintendent, he/she may appeal to the Superintendent for formal review of the incidental assignment. Such written appeal shall be filed within ten (10) school days of the informal conference.
- d.** The Superintendent shall meet with the parent to hear his/her appeal. After such hearing the Superintendent shall communicate his/her decision and any findings on the incidental assignment to the parent.

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Legal Ref: 8N.Y.C.R.R. Section 80.2©  
Oneida City School District  
ADOPTION: 12.10.96  
RE-ADOPTED: 6.13.00



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: PROJECT ACCOUNT EXPENDITURES**  
**DATE: APRIL 21, 2020**

We are recommending the approval of the following expenditures from the Oneida Castle Building Sale proceeds project account (H008) in the approximate amount of \$2,429.36.

1. HALO IOT Smart Sensors (2)

**RECOMMENDED ACTION**

**Motion to approve the expenditure from the Project Account as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_



# QUOTE

AAAQ7794

300 Main Street Suite 22, East Rochester, NY 14449  
 T. 585-899-4500 F. 585-899-4434

**Date** 3/3/2020

**Expiration Date**

**Customer**

Oneida City School District

Genevieve Brauner

560 Seneca Street

Oneida NY 13421

**Phone**

**Fax**

**Your Sales Rep**

Eliezer Martinez

**Phone** (585) 899-4527

**Fax**

emartinez@frontrunnernetworks.com

| Qty | Product ID | Description            | Unit Price | Ext. Price |
|-----|------------|------------------------|------------|------------|
| 2   | 6TZ841     | HALO IOT Smart Sensors | \$1,214.68 | \$2,429.36 |

\*\*This quote is for material only and doesn't include installation\*\*

|                 |                   |
|-----------------|-------------------|
| <b>SubTotal</b> | \$2,429.36        |
| <b>Tax</b>      | \$0.00            |
| <b>Shipping</b> | \$0.00            |
| <b>Total</b>    | <b>\$2,429.36</b> |

**Billing Terms:**

By accepting this quote, buyer agrees to the following Frontrunner Network Systems, Corp. payment terms. This quote is valid for 30 days and is subject to repricing beyond 30 days. Payment terms are Net 30. Materials quoted herein will be billed at shipment of order with payable terms Net 30. Labor payment is due at completion of the project or phase if a multi-phase project. Payments beyond terms are subject finance charge of 1.8% per annum.

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: COOPERATIVE BIDDING RESOLUTION - TECHNOLOGY**  
**DATE: APRIL 21, 2020**

We are recommending the approval of the attached Cooperative Bidding Resolution to bid jointly with other public school districts and the Madison-Oneida BOCES during the 2020-2021 school year for the purchase of various types of computers and technology commodities.

**RECOMMENDED ACTION**

**Motion to approve the Cooperative Bidding Resolution of the purchase of various types of computers and technology commodities for the 2020-2021 school year as submitted.**

**MOTION MADE BY** \_\_\_\_\_

**SECONDED BY** \_\_\_\_\_

A \_\_\_\_\_ N \_\_\_\_\_

**Cooperative Bidding Resolution**

**WHEREAS**, it is the plan of a number of PUBLIC SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (the "BOCES") during the 2020-2021 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

**WHEREAS**, the \_\_\_\_\_ School District ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

**WHEREAS**, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its right and responsibilities should it elect to participate in the joint bidding of commodities; and

**BE IT FURTHER RESOLVED**, that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the \_\_\_\_\_  
\_\_\_\_\_ School District Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on \_\_\_\_\_  
\_\_\_\_\_, 2020.

Date: \_\_\_\_\_

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: STANDARD WORK DAY**  
**DATE: APRIL 21, 2020**

We are requesting approval of the attached Form RS 2418 establishing the standard work day for certain employee groups as submitted.

**RECOMMENDED ACTION**

**Motion to approve Form RS 2418 establishing the standard work day for certain employee groups as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A \_\_\_ N \_\_\_



Please type or print clearly  
in blue or black ink

Received Date

# Standard Work Day Resolution for Employees\*

Employer Location Code

7 0 0 4 0

See Instructions for completing form on reverse side

RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the Oneida City School District, Location code 70040, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

| Title                           | Standard Work Day (Hrs/day) |
|---------------------------------|-----------------------------|
| Food Service Cook               | 7                           |
| Food Service Senior Helper      | 6                           |
| Food Service Helper             | 6                           |
| Food Service Substitutes        | 6                           |
| Building Maintenance Supervisor | 8                           |
| Nurses                          | 7                           |
| Social Worker                   | 7                           |
| Occupational Therapist          | 7                           |

On this 8 day of April, 2020

\_\_\_\_\_  
(Signature of Clerk) Date enacted: April 8, 2020

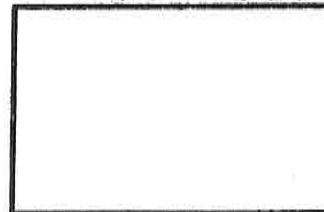
I, James Rowley, clerk of the governing board of the Oneida City School District  
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 8 day of April, 2020 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 7 members, and that 7 of such members were present at such meeting and that 7 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto  
Set my hand and the seal of the

Oneida City School District  
(Name of Employer)



(seal)

\*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions - See Back Page



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: 2020-2021 QUESTAR III INTER-MUNICIPAL AGREEMENT**  
**DATE: APRIL 21, 2020**

We are recommending approval of the 2020-2021 Intermunicipal Agreement between the Oneida City School District and QUESTAR III as submitted.

**RECOMMENDED ACTION**

**Motion to approve the 2020-2021 Intermunicipal Agreement between the Oneida City School District and QUESTAR III as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_

## AGREEMENT

AGREEMENT made this \_\_\_\_\_(month) \_\_\_\_ (day), 2020 by and between the Rensselaer, Columbia and Greene Counties Board of Cooperative Educational Services, also known as and hereinafter referred to as "**QUESTAR III**" with its principal business address at 10 Empire State Boulevard, Castleton, New York 12033 and **Oneida City School District**, hereinafter referred to as "DISTRICT" with a principal business address at 565 Sayles Street, Oneida, NY 13421.

### WITNESSETH:

WHEREAS, Education Law, section 1950(4) (k), as amended by Chapter 263 of the Laws of 2005, provides that a board of cooperative educational services ("BOCES") has the power and duty to establish an internal audit function;

WHEREAS, Education Law, section 2116-b, as added by Chapter 263 of the Laws of 2005, directs that each school district establish an internal audit function to include, among other things, the development of risk assessment of district operations, a review of financial policies and procedures; the testing and evaluation of district internal controls; and an annual review of risk assessment;

WHEREAS, Education Law, section 2116-b authorizes school districts to use inter-municipal agreements to fulfill the internal audit function provided that such function comply with regulations of the Commissioner of Education and meet professional auditing standards;

WHEREAS, General Municipal Law, Article 5-G authorizes the District and Questar III to enter into an inter-municipal agreement to carry out any function or responsibility each has authority to undertake alone;

WHEREAS, QUESTAR III has established an internal audit function and appointed an internal auditor who will provide internal audit functions for QUESTAR III and is ready, willing and able to provide such functions for school districts as may be agreed upon;

WHEREAS, District is desirous of establishing an internal audit function and has determined that QUESTAR III can provide DISTRICT with professional expertise for such purpose; and

WHEREAS, DISTRICT has undertaken a reasonable review of the cost of obtaining professional audit services and has determined that obtaining such services through QUESTAR III will afford best value to the DISTRICT.

NOW, THEREFORE, in consideration of the mutual promises herein given, and other good and valuable consideration, it is agreed as follows:



1. **TERM.** The term of this AGREEMENT shall begin on **07/01/2020** and extend **for, through and including 06/30/2021.**
2. **WORK.** QUESTAR III shall perform for DISTRICT the services described in Appendix A (SCOPE OF WORK). QUESTAR III shall undertake such WORK in accordance with generally accepted professional practices and applicable regulations of the Commissioner of Education. WORK shall take place at mutually agreeable dates and times.
3. **EQUIPMENT AND OTHER RESOURCES.** Unless otherwise provided in the SCOPE OF WORK, DISTRICT shall provide all of the equipment, supplies, and any other resources required to complete the WORK.
4. **COMPENSATION.** QUESTAR III shall be compensated for the WORK as provided in Appendix B, "SCHEDULE OF FEES." Unless otherwise provided in Appendix B, QUESTAR III's fee shall be all inclusive.
5. **PAYMENT.** Payment for the WORK provided pursuant to this AGREEMENT is dependent upon the satisfactory completion of the WORK and faithful compliance with the terms and conditions of the AGREEMENT by QUESTAR III.
6. **INDEPENDENT CONTRACTOR.** QUESTAR III agrees to provide such WORK to DISTRICT as an independent contractor. It is mutually agreed that for purposes of providing this WORK, any employee or contractor of QUESTAR III shall not be an employee of DISTRICT, and shall neither hold himself/herself out nor claim to be an officer, employee, agent or representative of DISTRICT nor make any claim, demand or application to or for any right based upon any different status.
7. **LIMITS ON COMPENSATION.** QUESTAR III agrees that neither it nor any employee or contractor of it are entitled to participate in any benefit plan provided to the employees of DISTRICT; Worker's Compensation through DISTRICT; unemployment insurance benefits through DISTRICT; nor any other benefit, right and/or privilege available to employees of DISTRICT.
8. **INDEMNIFICATION.** DISTRICT is responsible for establishing and maintaining internal controls for its financial operations. Questar III shall not indemnify District for theft, loss, unauthorized use or disposition of assets, or failure to comply with law or regulations on the part of District's employees, regardless of whether such theft, loss, unauthorized use or disposition of assets, or failure to comply with law or regulations occurs before, during, or after completion of the WORK, and District shall not indemnify Questar III for theft, loss, unauthorized use or disposition of assets, or failure to comply with law or regulations on the part of Questar III's employees under any circumstances.

9. AVAILABILITY OF INFORMATION, RECORDS AND PERSONNEL. DISTRICT shall be responsible for making all financial records, related information and relevant personnel available to Questar III as may be necessary for Questar III to complete WORK. DISTRICT is responsible for the accuracy and completeness of any such information. DISTRICT acknowledges that Questar III will not perform a detailed examination of all transactions and that there is a risk that material misstatements, illegal acts, or noncompliance may exist and not be detected during WORK. The internal audit shall preserve the confidentiality of all DISTRICT information and/or records unless otherwise required by law.
10. REPORTING RESPONSIBILITIES. Internal auditors assigned to perform WORK for DISTRICT shall report directly to the Board of Education of DISTRICT. The PARTIES agree that such internal auditors shall have suitable qualifications that allow him or her to undertake internal audit functions, as directed by DISTRICT'S Board of Education, in accordance with generally accepted professional practices and applicable regulations of the Commissioner of Education.
11. SUBCONTRACTS. QUESTAR III shall not enter into subcontracts for the performance of work pursuant to this AGREEMENT unless such subcontractors are approved by DISTRICT before the WORK is started.
12. NON-ASSIGNMENT. This AGREEMENT may not be assigned by either PARTY or its right, title or interest therein assigned, transferred, conveyed or otherwise disposed of without the previous consent, in writing, of the OTHER PARTY and any attempt to assign the contract without such written consent will be null and void.
13. DISPUTE RESOLUTION. In the event either PARTY has a dispute relating to the execution of WORK or compensation for WORK, including but not limited to the applicability of professional standards for such WORK, it shall provide written notice to the other PARTY of such dispute and include a detailed description of the nature of the dispute and proposed method of resolution. Within seven (7) days of receiving such notice, the receiving PARTY shall contact the disputing party and a mutually acceptable time shall be set for the PARTIES to meet and discuss the resolution. Both PARTIES shall provide documentation or other information useful for resolution of such dispute. Both PARTIES shall make a good faith effort to resolve such dispute in a mutually acceptable and timely manner. In the event the PARTIES cannot agree to resolve such dispute, either PARTY may exercise its right to terminate pursuant to paragraph fourteen (14) of this AGREEMENT.
14. TERMINATIONS. Both PARTIES reserve the right to terminate this AGREEMENT upon providing thirty (30) days written notice to the other PARTY provided, however, that prior to providing such notice the PARTY seeking termination shall participate in dispute resolution as described in paragraph thirteen (13) of this AGREEMENT.

15. CONVERSION TO CO-SER. In the event that a cooperative service agreement ("Co-Ser") is offered through QUESTAR III for the internal auditor services during the term of this AGREEMENT, each PARTY agrees that this AGREEMENT may be converted to a Co-Ser by mutual consent without compliance with the terms of paragraph fourteen (14).
16. NOTICES. Any notices or other communications that must be given in connection with this AGREEMENT shall be in writing and shall be deemed to have been validly made or given when delivered personally or when received if properly deposited with the United States Postal Service, postage prepaid certified or registered mail return receipt requested or with a nationally recognized overnight courier service to the address set forth below:

(a) If to QUESTAR III:

Questar III  
10 Empire State Blvd.  
Castleton, New York 12033  
Attn.: Harry Hadjioannou, Deputy Superintendent

With a copy to:

Questar III  
10 Empire State Blvd.  
Castleton, New York 12033  
Attn.: Rafael Olazagasti, Esq.

(b) If to District or BOCES

Mr. James Rowley  
Asst. Superintendent for Finance & Support Services  
Oneida City School District  
565 Sayles Street  
Oneida, NY 13421

17. HEADINGS. Headings or titles of sections are for convenience of reference only and do not constitute a part of this AGREEMENT.
18. FULL AGREEMENT. This AGREEMENT, including all appendices, constitutes the full agreement between the PARTIES.

*<Signature Page to Follow>*

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year written below.

Date: \_\_\_\_\_ QUESTAR III

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

Name: Harry Hadjioannou

Title: Deputy Superintendent

Date: \_\_\_\_\_ Oneida City School District

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CERTIFICATION BY BOARD CLERK

I, \_\_\_\_\_, Clerk of the Board of Education for the **Oneida City School District** do certify that an AGREEMENT for certain internal audit functions between the District and **Questar III** was duly approved by a majority vote of the voting strength of the Board of Education on \_\_\_\_\_.

Date: \_\_\_\_\_

Board Clerk: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

CERTIFICATION BY BOARD CLERK

I, Robin Emanatian, Clerk of the Board of Education for the Questar III, Rensselaer Columbia Greene Board of Cooperative Educational Services, do certify that an AGREEMENT for certain internal audit functions between the **Oneida City School District** and **Questar III** was duly approved by a majority vote of the voting strength of the Board of Education on \_\_\_\_\_ .

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: Robin Emanatian, Board Clerk

## APPENDIX A SCOPE OF WORK

The QUESTAR III will provide the QUESTAR III internal auditor who shall perform the following WORK for DISTRICT on a per diem basis:

### A. Internal Audit Services

QUESTAR III will use sampling techniques to test significant operational controls to determine if DISTRICT's internal control structure is operating as designed. This service follows, and is based upon, DISTRICT's risk assessment undertaken no more than one year before the audit service.

Deliverables: Report to DISTRICT the strengths and/or weaknesses of its internal controls and make recommendations to remediate deficiencies. The internal auditor will also provide an annual update to the financial risk assessment.

### B. Financial Risk Assessment Update

QUESTAR III will review the previously issued financial risk assessment and update the report to reflect the District's progress on correcting previously identified risks. The updated assessment will also consider the current status of the operation and may include risks not previously identified. This service shall include the following:

- Discuss financial controls, operations and procedures with management and key staff members;
- Review past financial risk assessment comments;
- Update previously prepared risk assessment to reflect changes in the control environment;
- Assessment of the current operating environment for the purpose of determining if financial risks have changed and require reporting in the update assessment.

Deliverables: Report to DISTRICT results of financial risk assessment, to include recommendations for process improvements, if any.

APPENDIX B  
SCHEDULE OF FEES

- A. DISTRICT agrees to pay QUESTAR III the following fees for WORK identified in Appendix A of this AGREEMENT:

All-inclusive cost to perform this service is \$9,720.

This fee includes one area of internal audit service as well as one updated risk assessment. This fee was developed based on our understanding of the size and complexity of the district. The fee could be higher or lower depending on the quality and availability of the information requested at the commencement of the engagement.

Rates are based on a workday of 7.5 hours.

- B. QUESTAR III will provide DISTRICT with quarterly invoices for services. DISTRICT will pay QUESTAR III no later than thirty (30) days from the date of the billing statement.



**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: COMMITTEE CHAIR REPORTS**  
**DATE: APRIL 21, 2020**

The Committee Chair Reports will be presented.

Audit:

Policy:

Curriculum, Instruction  
& Technology

Finance & Facility:

Governance:

**FOR INFORMATION ONLY**

Curriculum, Instruction & Technology

03/10/20

Present: Martin Kelly, Heather Denby, Jim Maio, Mary-Margaret Zehr, Jessica Poyer, Genevieve Brauner, Jim Rowley, Lisa Billington, Mr. Widrick, teachers, students

Students shared their experiences in the art program at OCSD.

Lisa Billington presented a slide show, which highlighted the K-12 program at OCSD:

- Introduction of staff
- Art PLC
- Art: the common thread
- OCC scholastic art show
- HS art field trips
- District art show at OSMS
- Senior AP art show
- Curriculum / program (addition of MVCC classes)
- Adaptive art

Genevieve gave a brief technology update

Discussed future meetings to include updates from Guidance and Library

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: BOE REPORT**  
**DATE: APRIL 21, 2020**

Mr. Bob Group will give his Board President's Report.

**FOR INFORMATION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: MARY-MARGARET ZEHR**

**RE: BUDGET 2020-2021**

**DATE: APRIL 21, 2020**

Discussion regarding 2020-2021 Budget.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**

**FROM: MARY-MARGARET ZEHR**

**RE: CLOSURE UPDATE**

**DATE: APRIL 21, 2020**

Discussion regarding update on closure.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: SUPERINTENDENT REPORT**  
**DATE: APRIL 21, 2020**

Ms. Mary-Margaret Zehr will give her Superintendent's Report.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: ASSISTANT SUPERINTENDENT FOR FINANCE REPORT**  
**DATE: APRIL 21, 2020**

Mr. Jim Rowley will give his Assistant Superintendent for Finance Report.

**FOR DISCUSSION ONLY**

**TO: MEMBERS, BOARD OF EDUCATION**  
**FROM: MARY-MARGARET ZEHR**  
**RE: EXECUTIVE SESSION**  
**DATE: APRIL 21, 2020**

We are recommending approval to enter into Executive Session for the purpose of discussions regarding proposed, pending or current litigation; and the employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person;

**RECOMMENDED ACTION**

**Motion to enter into Executive Session as submitted.**

**MOTION MADE BY \_\_\_\_\_**

**SECONDED BY \_\_\_\_\_**

A\_\_\_\_ N\_\_\_\_