

FINANCE

Upon the recommendation of the Superintendent, and on the motion of _____, seconded by _____, it is resolved that the following finance actions are hereby taken:

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2023-2024:

Item #	CoSer #	Title	In the Amount of
221-24	505.494	ED COMM-MUSIC LIB-MONROE #1 BOCES	\$ 66

These establishments will be supported as follows:

221-24 505.494 Arkport: \$66

2. Budget Increases for 2023-2024:

Item #	CoSer #	Title	Increase	From	To
222-24	318.000	GENERAL SUPERVISION/COORDINATION	\$ 6,624	\$ 326,227	\$ 332,851
223-24	328.693	INTERNAL AUDITOR W/TST BOCES	\$ 4,224	\$ 81,515	\$ 85,739
224-24	401.000	ARTS IN ED(BASE)	\$ 304	\$ 57,668	\$ 57,972
225-24	419.693	ACADMIC PRGS SPEC FACLTY W/TST BOCE	\$ 750	\$ 4,800	\$ 5,550
226-24	426.000	EXPL ENRICHMNT-BASE	\$ 5,352	\$ 94,715	\$ 100,067
227-24	430.000	E-LEARNING BASE-COORD	\$ 8,750	\$ 143,746	\$ 152,496
228-24	500.000	COMMUNITY SCHOOLS-BASE	\$ 650	\$ 60,471	\$ 61,121
229-24	511.000	PRINTING	\$ 108,959	\$ 1,532,374	\$ 1,641,333
230-24	512.000	COMP SVC-CAI/LAN	\$ 195,417	\$ 97,406	\$ 292,823
231-24	533.698	SCHOOL IMPROVEMENT W/PNW	\$ 18,803	\$ 6,268	\$ 25,071
232-24	537.000	SCH CURR-BASE	\$ 11,554	\$ 261,633	\$ 273,187
233-24	540.698	STAFF DEV W/PUTNAM WESTCHESTER BOCE	\$ 14,027	\$ 19,080	\$ 33,107
234-24	548.596	SCH CURR W/ALBANY BOCES	\$ 75	\$ 4,834	\$ 4,909
235-24	554.494	SCH CURR-W/MONROE #1 BOCES	\$ 3	\$ 2,120	\$ 2,123
236-24	605.000	CSC- BASE	\$ 63,412	\$ 197,805	\$ 261,217
237-24	609.000	SAFETY/RISK MGT-BASE	\$ 5,781	\$ 1,186,932	\$ 1,192,713
238-24	616.594	COOP BDNG COORD (ENERGY) W/OCM BOCE	\$ 947	\$ 30,925	\$ 31,872
239-24	620.596	PUBLIC INFO-BASE W/ALBANY BOCES	\$ 9,844	\$ 209,217	\$ 219,061
240-24	629.591	COMPUTER SERVICE:MGMT W/ ERIE 1 BOC	\$ 106,416	\$ 3,346,575	\$ 3,452,991
241-24	655.596	BUSINESS OFC SUPPORT W/ALBANY BOCES	\$ 1,841	\$ 49,329	\$ 51,170
242-24	659.591	PLANNING SERVICE W/ERIE 1 BOCES	\$ 11,443	\$ 230,058	\$ 241,501
243-24	662.699	CLEARGOV SETUP & BCM BUNDLE W/CEWW	\$ 625	\$ 4,167	\$ 4,792

These increases will be supported as follows:

222-24 318.000 Avoca: \$6,624
 223-24 328.693 Addison: \$4,224
 224-24 401.000 Arkport: \$166, Avoca: (\$1,903), Bradford: \$2,041
 225-24 419.693 Bradford: \$750

226-24	426.000	Avoca: \$1,903, Bradford: (\$1,551), Canisteo-Greenwood: \$5,000
227-24	430.000	Bradford: (\$490), Spencer-Van Etten: \$9,240
228-24	500.000	Addison: \$650
229-24	511.000	Addison: \$4,314, Alfred-Almond: \$1,644, Bath: \$9,115, Bradford: \$859, Campbell-Savona: \$440, Canaseraga: \$553, Canisteo-Greenwood: \$1,012, Elmira: \$45,108, Elmira Heights: \$2,782, Hammondsport: \$3,147, Hornell: \$1,282, Horseheads: \$11,288, Jasper-Troupsburg: \$567, Odessa-Montour: \$4,918, Prattsburgh: \$1,190, Spencer-Van Etten: \$2,248, Watkins Glen: \$5,939, Waverly: \$8,676, Misc. Revenue: (Chemung County: \$1,044, City of Hornell: \$448, Corning Community College: \$1,225, Steuben County: \$88, Village of Horseheads: \$120, Horseheads Historical Society: \$212)
230-24	512.000	Campbell-Savona: \$110,642, Elmira Heights: \$84,775
231-24	533.698	Hornell: \$18,803
232-24	537.000	Arkport: \$2,000, Campbell-Savona: \$30,554, Monroe 2 BOCES: (Hilton: (\$21,000))
233-24	540.698	Canisteo-Greenwood: \$6,171, Hornell: \$7,856
234-24	548.596	Waverly: \$75
235-24	554.494	Arkport: \$3
236-24	605.000	Bath: \$16,434, Bradford: \$6,704, Campbell-Savona: \$20,072, Hammondsport: \$17,005, Horseheads: (\$52,500), Jasper-Troupsburg: \$9,751, Waverly: (\$11,000), Eastern Suffolk BOCES: \$3,090, Nassau BOCES: (Carle Place: \$10,909, Roosevelt Union Free: \$18,699) WFL BOCES: \$6,000, Misc. Revenue: (Autism/DASA/Save Trainings: \$18,248
237-24	609.000	ONC BOCES: (South Kortright: \$5,781)
238-24	616.594	Elmira: \$947
239-24	620.596	Arkport: \$2,476, Spencer-Van Etten: \$7,368
240-24	629.591	Alfred-Almond: \$14,629, Avoca: (\$1,483), Bath: \$86,519, Canaseraga: (\$2,750), Canisteo-Greenwood: \$8,925, Hornell: (\$500), Jasper-Troupsburg: \$1,039, Prattsburgh: \$37
241-24	655.596	Addison: \$1,841
242-24	659.591	Addison: \$4,247, Bath: \$5,570, Elmira: \$1,626
243-24	662.699	Alfred-Almond: \$625

3. Budget Decreases for 2023-2024:

Item #	CoSer #	Title	Decrease	From	To
244-24	550.591	COMPUTER SVC, INSTR W/ ERIE 1 BOCES	\$ 52,214	\$ 2,353,718	\$ 2,301,504

These decreases will be supported as follows:

244-24	550.591	Alfred-Almond: (\$14,629), Avoca: \$17,034, Bath: (\$47,475), Canaseraga: \$2,750, Canisteo-Greenwood: (\$8,925), Jasper-Troupsburg: (\$1,039), Prattsburgh: \$69
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4. Transfers within programs for 2023-2024:

a. Report of all fund transfers for the period 3/1/2024-3/31/2024, as attached.

b. Transfers in excess of \$10,000.

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
605	Computer Svc.: Mgmt.	A605-7710-160-1-99 N-I Salaries	\$ 81,983	
		A605-7710-160-2-99 N-I Salaries		\$ 43,365
		A605-7710-816-2-99 Health Ins		\$ 38,618
		A605-7710-205-1-99 Software	\$ 152,987	
		A605-7710-210-1-99 Lg Equip >\$5000	\$ 144,145	
		A605-7710-200-1-99 Equip \$500-\$4999		\$ 237,593
		A605-7710-300-1-99 Supplies		\$ 23,555
		A605-7710-200-2-99 Equip \$500-\$4999		\$ 35,984

		A605-7710-210-V-99 Lg Equip >\$5000	\$	16,811		
		A605-7710-400-V-99 Contractual			\$	16,811
		A605-7710-205-R-99 Software	\$	17,222		
		A605-7710-300-R-99 Supplies			\$	1,399
		A605-7710-400-R-99 Contractual			\$	15,823
		A605-7710-400-1-99 Contractual	\$	137,557		
		A605-7710-400-A-99 Contractual			\$	137,557
		Total	\$	550,705	\$	550,705
702	Special Ed. Adm	A702-4010-160-0-00 N-I Salaries			\$	12,000
		A702-4010-400-0-00 Contractual	\$	12,000		
		Total	\$	12,000	\$	12,000

B. Purchasing

1. Award of cooperative bid for the purchase of Copy Paper for GST BOCES component school districts and the Friendship Central School. The bid was awarded by line item, to the lowest bid meeting specifications, as per attached.

The bid was legally advertised and sent to eight vendors. The bid was opened on April 3, 2024, at 2:00 pm and the following bids were received:

a. Copy Paper

- 1.) Contract Paper Group, Inc., 1013 Portage Trail Unit 2, Cuyahoga Falls, OH 44221
- 2.) Quill Corporation, PO Box 94080, Palatine, IL 60094
- 3.) W. B. Mason Co. Inc., 1200 State Fair Blvd., Syracuse, NY 13209

2. Award of cooperative bid for the purchase of Musical Instruments and Supplies for GST BOCES component school districts and the Friendship Central School District was awarded to the following vendors, based on the lowest bid meeting specifications, as per attached.

The bid was legally advertised and sent to seven vendors. The bid was opened on April 3, 2024, at 2:00 pm, and the following bids were received.

a. Musical Instruments and Supplies

- 1.) Band Shoppe, PO Box 428, Cynthiana, IN 47612-0428
- 2.) Robert M. Sides Inc., 3300 Chambers Road #5128, Horseheads, NY 14845
- 3.) Steve Weiss Music Inc., 2324 Wyandotte Road, Willow Grove, PA 19090
- 4.) Wenger Corporation, 555 Park Drive, Owatonna, MN 55060

3. Approval of Resolution, as attached, to participate with other BOCES, in an agreement negotiated by Erie 1 BOCES for software/licensing packages for 2024-2025, including but not limited to: Acture, Aktivite, Apptegy, ArbiterSports LLC and Axio Global.

4. Approval of Resolution, as attached, to participate with other BOCES, in an agreement negotiated by Erie 1 BOCES for Software/licensing packages for 2024-2025, including but not limited to: Air Tutors, BookNook Inc., Brainfuse Inc., and Desire to Learn.
5. Approval of Resolutions, as attached, to participate in cooperative bidding for the purchase of equipment, supplies, cafeteria supplies including food and paper items, and contract items with Delaware-Chenango-Madison-Otsego BOCES (DCMO BOCES) for the 2024-2025 fiscal year.
6. Award of the Fuel Tank Removal & Installation Bid, for the Coopers Campus, to Beavers Petroleum, based on the lowest bid meeting specifications, as attached.

Bids were opened April 30, 2024, at 10:00 AM and the following bids were received:

1. Beavers Petroleum Equip. Co., 88 B Ridge Road, Horseheads, NY 14845
\$27,930.00.
2. Lift Safe Fuel Safe Inc., 515 E. Brighton Avenue, Syracuse, NY 13210
\$48,000.00.

C. Approval of Lease Agreement

1. Approval of lease, as attached, authorizing the signing of an agreement with the North Presbyterian Church effective July 1, 2024, through June 30, 2029.

D. Approval of Textbook

1. Approval of the textbook, Milady Standard Cosmetology with Standard Foundations 14th Edition 2023, including the workbook, the guide, and videos, for use in the Cosmetology Program, as attached.

E. 2023-2024 Internal Audit Report

1. Acceptance of the 2023-2024 Internal Audit Report, as attached.

F. Adoption of the Budget

1. Adoption of the 2024-2025 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES budget in the total amount of \$_____ comprised of the General Fund in the amount of \$_____ and the Capital Budget in the amount of \$_____.

Greater Southern Tier BOCES

Budgetary Transfer Report

Fiscal Year: 2023-2024

5.A.4.a

Currentl Appropriation - Effective from 3/1/24-3/31/2024

Budgetary Account	Description	Amount Transferred From	Amount Transferred to
A102-3127-204-0-00 R	ANIMAL SCIENCE SMALL EQUI	-100.00	
A102-3129-200-0-09 R	CONSERV-EQUIPMENT	-6,552.03	
A102-3413-200-0-00 R	DIGITAL MEDIA ARTS EQUIP	-1,038.65	
A102-3413-302-0-00 R	DIGITAL MEDIA ARTS-MEDIA	-950.00	
A102-3441-400-0-00 R	BLDG CON T OTHER EXP	-2,848.99	
A102-3441-400-0-01 R	BLDG CON S OTHER EXP	-3,626.00	
A102-3641-200-0-03 R	COSMTLGY EQUIPMENT	-3,170.24	
A102-3127-407-0-00 R	ANIMAL SCIENCE POSTAGE		100.00
A102-3129-204-0-09 R	CONSERV-SMALL EQUIP		716.00
A102-3129-300-0-09 R	CONSERV-SUPPLY		3,783.64
A102-3129-305-0-09 R	CONSERV-REPAIR PARTS		2,052.39
A102-3413-300-0-00 R	DIGITAL MEDIA ARTS SUPPLY		1,038.65
A102-3413-300-0-00 R	DIGITAL MEDIA ARTS SUPPLY		950.00
A102-3441-204-0-00 R	BLDG CON T SM EQUIP		2,848.99
A102-3441-204-0-01 R	BLDG CON S SMALL EQ		3,626.00
A102-3641-204-0-03 R	COSMTLGY SMALL EQUIPMENT		2,546.60
A102-3641-407-0-03 R	POSTAGE		623.64
A101-3010-200-0-00 R	PLAN SVCS EQUIPMENT	-254.00	
A101-3130-400-0-00 R	HEAVY EQUIP OTH EXP	-4,000.00	
A101-3341-400-0-00 R	AUTO BDY OTH EXP	-230.00	
A101-3341-400-0-00 R	AUTO BDY OTH EXP	-1,290.00	
A101-3413-205-0-00 R	DIGITAL MEDIA ARTS SOFTWA	-3.00	
A101-3413-400-0-00 R	DIGITAL MEDIA ARTS OTH EX	-327.00	
A101-3444-400-0-00 R	BLDG CON OTH EXP	-636.00	
A101-3675-400-0-00 R	CULNRY ARTS OTH EXP	-544.00	
A101-3763-400-0-00 R	CRIMNL JUST OTHER	-276.00	
A101-3010-204-0-00 R	PLAN SVCS SM EQUIP		254.00
A101-3130-347-0-00 R	HEAVY EQUIP AUTO EXPENSES		4,000.00
A101-3341-200-0-00 R	AUTO BDY EQUIP		1,290.00
A101-3341-204-0-00 R	AUTO BDY SMALL EQUIP		230.00
A101-3413-205-0-00 R	DIGITAL MEDIA ARTS SOFTWA		327.00
A101-3413-205-0-00 R	DIGITAL MEDIA ARTS SOFTWA		3.00
A101-3444-204-0-00 R	BLDG CON SMALL EQUIP		636.00
A101-3675-204-0-00 R	CULNRY ARTS SMALL EQUIP		544.00
A101-3763-204-0-00 R	CRIMNL JUST SMALL EQUIP		276.00
A103-3010-200-0-00 R	PLAN SVCS EQUIP POOL	-1,376.00	
A103-3010-205-0-00 R	PLAN SVCS SOFTWARE POOL		1,376.00
A614-7511-300-0-99 R	PUBL INFO SRV-SUPPLY	-1,000.00	
A614-7511-813-0-99 R	PUBL INFO SRV-NYS ERS	-3,000.00	
A614-7511-205-0-99 R	PUBL INFO SRV-SOFTWARE		4,000.00
A701-8010-161-0-99 R	O/M BUSH PER DIEM SUBS	-9,950.00	
A701-8010-347-0-99 R	O/M BUSH AUTO EXPENSES	-9,095.00	
A701-8010-400-2-00 R	O/M WW CONTRACT/REPAIR	-2,350.00	
A701-8010-160-0-00 R	O/M BUSH NI SALARIES		100.00
A701-8010-166-1-00 R	O/M CPRS N/I EXTRA SUMMER		9,850.00
A701-8010-210-0-99 R	O/M BUSH LARGE EQUIP		7,275.00
A701-8010-300-1-01 R	CAMPUS DEV CPRS SUPPLY		485.00
A701-8010-319-0-99 R	O/M BUSH MISC SUPPLIES		295.00
A701-8010-343-1-00 R	O/M CPRS LAWN SUPPLIES		1,040.00
A701-8010-400-0-99 R	O/M BUSH CONTRACT/REPAIR		2,250.00
A701-8010-801-1-00 R	O/M CPRS POST EMPLOY		25.00
A701-8010-813-1-00 R	O/M CPRS ERS		75.00
A103-3020-204-2-74 R	INSTR PE SM EQUIP	-1,000.00	

A103-3020-300-2-74 R	INSTR PE SUPPLY		1,000.00
A101-3130-200-0-00 R	HEAVY EQUIP EQUIP	-2,952.00	
A101-3342-200-0-00 R	AUTO SVC EQUIP	-1,928.00	
A101-3413-205-0-00 R	DIGITAL MEDIA ARTS SOFTWA	-330.00	
A101-3413-205-0-00 R	DIGITAL MEDIA ARTS SOFTWA	-826.00	
A101-3130-347-0-00 R	HEAVY EQUIP AUTO EXPENSES		2,952.00
A101-3342-300-0-00 R	AUTO SVC SUPPLY		1,928.00
A101-3413-204-0-00 R	DIGITAL MEDIA ARTS SM EQ		330.00
A101-3413-300-0-00 R	DIGITAL MEDIA ARTS SUPPL		826.00
A205-4210-200-0-00 R	1:15 EQUIP \$500-\$4999	-1,427.00	
A205-4210-300-0-00 R	1:15 OJT SUPPLY	-3.00	
A205-4210-819-0-00 R	1:15 HRA	-101.00	
A702-4010-160-0-00 R	SP ED ADM NI SALARIES	-6,291.00	
A702-4010-819-0-00 R	SP ED ADM HRA	-509.00	
A205-4210-205-0-00 R	1:15 SOFTWARE		1,427.00
A205-4210-300-5-02 R	1:15 SUPPLY DIPETTA		3.00
A205-4210-821-0-00 R	1:15 VISION INS		77.00
A205-4210-822-0-00 R	1:15 HRA ADM		9.00
A205-4210-823-0-00 R	1:15 EMP FLEX		15.00
A702-4010-151-0-00 R	SP ED ADM INSTR SUB SAL		3,000.00
A702-4010-204-1-00 R	SPED ADM SM EQP SPED SUPV		291.00
A702-4010-404-0-00 R	SP ED ADM PRINTING		3,000.00
A702-4010-821-0-00 R	SP ED ADM VISION INS		20.00
A702-4010-823-0-00 R	SP ED ADM FLEX		9.00
A702-4010-824-0-00 R	SP ED ADM DENTAL INS		480.00
A002-1900-910-0-00 R	CA-TRANS CHG-CAP FUND	-923,600.00	
A002-1900-400-3-00 R	DEBT SERVICE - DASNY		923,600.00
A103-3176-303-0-00 R	WW-PROF BUS TECH- TEXTBKS	-500.00	
A103-3176-300-0-00 R	WW-PROF BUS TECH- SUPPLY		500.00
A103-3020-200-2-74 R	INSTRUCTIONAL PE EQUIP	-1,000.00	
A103-3020-300-2-74 R	INSTR PE SUPPLY		1,000.00
A701-8010-347-0-99 R	O/M BUSH AUTO EXPENSES	-8,550.00	
A701-8010-412-0-99 R	O/M BUSH ELECTRIC	-4,800.00	
A701-8010-160-0-00 R	O/M BUSH NI SALARIES		225.00
A701-8010-160-2-00 R	O/M WW N/I SAL		325.00
A701-8010-162-0-99 R	O/M BUSH OUT OF TITLE WK		50.00
A701-8010-166-1-00 R	O/M CPRS N/I EXTRA SUMMER		3,500.00
A701-8010-300-1-01 R	CAMPUS DEV CPRS SUPPLY		3,500.00
A701-8010-319-0-99 R	O/M BUSH MISC SUPPLIES		4,800.00
A701-8010-414-0-99 R	O/M BUSH SEWER		950.00
A103-3020-200-2-74 R	INSTRUCTIONAL PE EQUIP	-550.00	
A103-3020-300-2-74 R	INSTR PE SUPPLY		550.00
A103-3020-200-2-74 R	INSTRUCTIONAL PE EQUIP	-1,000.00	
A103-3020-300-2-74 R	INSTR PE SUPPLY		1,000.00
A103-3020-300-2-74 R	INSTR PE SUPPLY	-1,000.00	
A103-3020-200-2-74 R	INSTRUCTIONAL PE EQUIP		1,000.00
A103-3174-200-0-00 R	CISCO NETWRK ACAD EQUIP	-1,000.00	
A103-3174-300-0-00 R	CISCO NETWRK ACAD SUPPLY		1,000.00
A103-3974-400-0-00 R	NURSE ASSIST OTHER EXP	-1,000.00	
A103-3974-204-0-00 R	NURSE ASSIST SMALL EQUIP		1,000.00
A103-3980-204-0-00 R	NV HEALTH SMALL EQUIP	-674.74	
A103-3980-300-0-00 R	NV HEALTH SUPPLY		674.74
A102-3020-204-0-75 R	MATH/SCIENCE SMALL EQUIP	-760.76	
A102-3342-400-0-01 R	AUTO SVC T OTHER EXP	-921.00	
A102-3441-200-0-01 R	BLDG CON S EQUIP	-2,933.75	
A102-3441-400-0-00 R	BLDG CON T OTHER EXP	-1,000.00	
A102-3441-400-0-01 R	BLDG CON S OTHER EXP	-3,434.00	
A102-3513-204-0-00 R	AUDIO MEDIA SMALL EQUIP	-1,514.65	
A102-3513-302-0-00 R	AUDIO MEDIA MEDIA	-180.00	
A102-3767-200-0-01 R	TECH EXPL EQ \$500-\$4999	-1,000.00	
A102-3020-300-0-75 R	MATH/SCIENCE SUPPLY		760.76

A102-3342-205-0-01 R	AUTO SVC T SOFTWARE		921.00
A102-3441-204-0-01 R	BLDG CON S SMALL EQ		997.50
A102-3441-300-0-00 R	BLDG CON T SUPPLY		1,000.00
A102-3441-300-0-01 R	BLDG CON S SUPPLY		1,936.25
A102-3441-300-0-01 R	BLDG CON S SUPPLY		3,434.00
A102-3513-200-0-00 R	AUDIO MEDIA EQUIP		1,492.65
A102-3513-300-0-00 R	AUDIO MEDIA SUPPLY		22.00
A102-3513-300-0-00 R	AUDIO MEDIA SUPPLY		180.00
A102-3767-300-0-01 R	TECH EXPL SUPPLY		1,000.00
A103-3342-303-0-00 R	AUTO SVC TEXTS	-1,000.00	
A103-3342-300-0-00 R	AUTO SVC SUPPLY		1,000.00
A101-3010-200-0-78 R	PRN CPRS-EQUIPMENT	-79.00	
A101-3020-204-0-00 R	NURSE CPRS SM EQUIP	-227.00	
A101-3127-204-0-00 R	CPRS ANIMAL SCI SM EQUIP	-1,685.00	
A101-3130-400-0-00 R	HEAVY EQUIP OTH EXP	-2,000.00	
A101-3341-300-0-00 R	AUTO BDY SUPPLY	-3,044.00	
A101-3641-200-0-00 R	COSMTLGY EQUIP	-86.00	
A101-3675-200-0-00 R	CULNRY ARTS EQUIP	-1,158.00	
A101-3760-303-0-00 R	NEW VIS ILB TEXTS	-144.00	
A101-3760-303-0-00 R	NEW VIS ILB TEXTS	-700.00	
A101-3010-300-0-78 R	PRN CPRS SUPPLY		79.00
A101-3020-300-0-02 R	NURSE CPRS SUPPLY		227.00
A101-3127-200-0-00 R	CPRS ANIMAL SCI EQUIP		1,685.00
A101-3130-347-0-00 R	HEAVY EQUIP AUTO EXPENSES		2,000.00
A101-3341-200-0-00 R	AUTO BDY EQUIP		3,044.00
A101-3641-204-0-00 R	COSMTLGY SMALL EQUIP		86.00
A101-3675-204-0-00 R	CULNRY ARTS SMALL EQUIP		1,158.00
A101-3760-300-0-00 R	NEW VIS ILB SUPPLY		144.00
A101-3760-451-0-00 R	FIELD TRIP EXPENSES		700.00
A605-7710-200-D-05 R	EQUIPMENT- SVE	-3,917.00	
A605-7710-200-D-06 R	EQUIPMENT- WATKINS GLEN	-4,770.00	
A605-7710-200-D-08 R	EQUIPMENT- CORNING	-2,700.00	
A605-7710-200-D-20 R	EQUIPMENT- PRATTSBURGH	-4,000.00	
A605-7710-305-D-04 R	REPAIR PARTS- ODESSA/MONT	-1,700.00	
A605-7710-305-D-07 R	PARTS - WAVERLY	-414.00	
A605-7710-305-D-14 R	PARTS - CAMPBELL SAVONA	-369.00	
A605-7710-400-D-00 R	CONTRACTUAL-BOCES	-2,212.00	
A605-7710-400-D-04 R	CONTRACTUAL-ODESSA MONTOU	-378.00	
A605-7710-400-D-06 R	CONTRACTUAL-WATKINS GLEN	-8,251.00	
A605-7710-400-D-09 R	CONTRACTUAL-ADDISON	-2,041.00	
A605-7710-400-D-18 R	CONTRACTUAL-HORNELL	-215.00	
A605-7710-400-D-19 R	CONTRACTUAL-JASPER TROUPS	-295.00	
A605-7710-454-D-01 R	COPIERS-ELMIRA	-5,965.00	
A605-7710-454-D-03 R	COPIERS-HORSEHEADS	-8,093.00	
A605-7710-454-D-17 R	COPIERS-HAMMONDSPORT	-1,039.00	
A605-7710-813-D-53 R	NYS ERS-SCHUYLER	-367.00	
A605-7710-200-D-01 R	EQUIPMENT- ELMIRA		4,985.00
A605-7710-200-D-09 R	EQUIPMENT- ADDISON		1,227.00
A605-7710-204-D-01 R	SMALL EQUIP-ELMIRA		960.00
A605-7710-204-D-03 R	SMALL EQUIP-HORSEHEADS		2,081.00
A605-7710-204-D-06 R	SMALL EQUIP-WATKINS GLEN		3,389.00
A605-7710-204-D-07 R	SMALL EQUIP-WAVERLY		414.00
A605-7710-204-D-08 R	SMALL EQUIP-CORNING		400.00
A605-7710-204-D-09 R	SMALL EQUIP-ADDISON		108.00
A605-7710-205-D-00 R	SOFTWARE-BOCES		159.00
A605-7710-205-D-03 R	SOFTWARE-HORSEHEADS		5,912.00
A605-7710-205-D-04 R	SOFTWARE-ODESSA MONTOUR		1,800.00
A605-7710-205-D-06 R	SOFTWARE-WATKINS GLEN		8,251.00
A605-7710-205-D-17 R	SOFTWARE-HAMMONDSPORT		1,039.00
A605-7710-205-D-18 R	SOFTWARE-HORNELL		215.00
A605-7710-205-D-19 R	SOFTWARE-JASPER TROUPSBUR		295.00

A605-7710-210-D-05 R	LARGE EQUIP-SVE		3,917.00
A605-7710-300-D-00 R	SUPPLIES-BOCES		1,387.00
A605-7710-300-D-01 R	SUPPLIES- ELMIRA		20.00
A605-7710-300-D-03 R	SUPPLIES- HORSEHEADS		100.00
A605-7710-300-D-06 R	SUPPLIES- WATKINS GLEN		1,381.00
A605-7710-300-D-08 R	SUPPLIES- CORNING		2,300.00
A605-7710-300-D-09 R	SUPPLIES- ADDISON		706.00
A605-7710-300-D-14 R	SUPPLIES- CAMPBELL SAVONA		50.00
A605-7710-305-D-00 R	REPAIR PARTS		665.00
A605-7710-400-D-14 R	CONTRACTUAL-CAMPBELL SAVO		319.00
A605-7710-411-D-00 R	TELECOM-BOCES		1.00
A605-7710-411-D-20 R	TELECOM-PRATTSBURGH		4,000.00
A605-7710-454-D-04 R	COPIERS-ODESSA MONTOUR		278.00
A605-7710-801-D-53 R	POST EMPLOY-SCHUYLER		38.00
A605-7710-821-D-53 R	VISN INS-SCHUYLER		15.00
A605-7710-822-D-53 R	HRA ADMIN-SCHUYLER		44.00
A605-7710-824-D-53 R	DNTL INS-SCHUYLER		270.00
A103-3613-205-0-00 R	WELDING SOFTWARE	-1,000.00	
A103-3613-204-0-00 R	WELDING SM EQUIP		1,000.00
A103-3176-205-0-00 R	WW-PROF BUS TECH- SOFTWAR	-500.00	
A103-3176-300-0-00 R	WW-PROF BUS TECH- SUPPLY		500.00
A103-3763-400-0-00 R	CRIMNL JUST OTHER EXP	-1,000.00	
A103-3763-300-0-00 R	CRIMNL JUST SUPPLY		1,000.00
A103-3342-400-0-00 R	AUTO SVC OTHER	-2,450.00	
A103-3342-300-0-00 R	AUTO SVC SUPPLY		2,450.00
A103-3974-400-0-00 R	NURSE ASSIST OTHER EXP	-1,000.00	
A103-3974-303-0-00 R	NURSE ASSIST TXTBKS		1,000.00
A701-8010-164-0-99 R	O/M BUSH OT/EXTRA WORK	-3,915.00	
A701-8010-166-0-99 R	O/M BUSH TMP/REP/RENOV SA	-8,500.00	
A701-8010-417-1-00 R	O/M CPRS GAS HEAT	-9,950.00	
A701-8010-160-0-00 R	O/M BUSH NI SALARIES		550.00
A701-8010-160-1-00 R	O/M CPRS N/I SAL		550.00
A701-8010-160-2-00 R	O/M WW N/I SAL		550.00
A701-8010-204-0-99 R	O/M BUSH SMALL EQUIPMENT		9,950.00
A701-8010-210-1-00 R	O/M CPRS LARGE EQUIP		8,500.00
A701-8010-300-1-01 R	CAMPUS DEV CPRS SUPPLY		1,500.00
A701-8010-411-0-99 R	O/M BUSH TELEPHONE		700.00
A701-8010-801-1-00 R	O/M CPRS POST EMPLY		5.00
A701-8010-813-1-00 R	O/M CPRS ERS		50.00
A701-8010-818-1-00 R	O/M CPRS UNEMP INS		10.00
A103-3974-400-0-00 R	NURSE ASSIST OTHER EXP	-1,600.00	
A103-3974-303-0-00 R	NURSE ASSIST TXTBKS		1,600.00
A103-3675-300-0-00 R	CULNRY ARTS SUPPLY	-910.80	
A103-3675-400-0-00 R	CULNRY ARTS OTHER EXP		910.80
A605-7710-400-D-01 R	CONTRACTUAL-ELMIRA	-4,199.00	
A605-7710-400-D-04 R	CONTRACTUAL-ODESSA MONTOU	-563.00	
A605-7710-400-D-06 R	CONTRACTUAL-WATKINS GLEN	-704.00	
A605-7710-400-D-09 R	CONTRACTUAL-ADDISON	-796.00	
A605-7710-400-D-14 R	CONTRACTUAL-CAMPBELL SAVO	-600.00	
A605-7710-400-D-19 R	CONTRACTUAL-JASPER TROUPS	-293.00	
A605-7710-400-D-24 R	CONTRACTUAL-BRADFORD	-191.00	
A605-7710-160-4-99 R	DATA INTEGRATIONS -NI SAL		7,346.00
A734-4020-300-0-00 R	COUNSELING-SUPLY & MAT	-1.04	
A734-4020-300-6-03 R	COUNSL--SPLY CRISCO	-128.96	
A734-4020-304-0-00 R	COUNSL CURRIC MATS		130.00
A729-4020-300-2-00 R	SPEECH R/S S&M HORNELL	-500.00	
A729-4020-300-4-03 R	SPEECH R/S S&M MCARTHUR		500.00

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO PAPER 24-01

COOP (CBO) PAPER 24-01

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
004325-QUILL CORPORATION						
Bid Order Address: (EMAIL)						
QUILL CORPORATION						
PO BOX 94080						
PALATINE, IL 60094-4081						
00039	FLUORESCENT COPY PAPER, YELLOW, 8.5 X 11 - Carton	1.0000	85.2200	CT	85.22	ASTROBRIGHTS 24502131 24#
Totals for 004325-QUILL CORPORATION		1		Items	\$85.22	
005634-W B MASON CO., INC						
Bid Order Address: (BID)						
W B MASON CO., INC						
1200 STATE FAIR BLVD.						
SYRACUSE, NY 13209						
00015	COPY PAPER 8.5 X 11 - BLUE - Carton	18.0000	52.8000	CT	950.40	WBM22201BE
00016	COPY PAPER 8.5 X 11 - CHERRY - Carton	2.0000	54.6000	CT	109.20	EAGL22201CHE
00017	COPY PAPER 8.5 X 11 - GOLDENROD - Carton	4.0000	52.8000	CT	211.20	WBM22201GD
00018	COPY PAPER 8.5 X 11 - GRAY - Carton	1.0000	54.6000	CT	54.60	EAGL22201GY
00019	COPY PAPER 8.5 X 11 - GREEN - Carton	17.0000	52.8000	CT	897.60	WBM22201GN
00021	COPY PAPER 8.5 X 11 - ORCHID - Carton	2.0000	59.7700	CT	119.54	HAM102269
00022	COPY PAPER 8.5 X 11 - PINK - Carton	15.0000	52.8000	CT	792.00	WBM22201PK
00023	COPY PAPER 8.5 X 11 - SALMON - Carton	3.0000	52.8000	CT	158.40	WBM22201SN
00024	COPY PAPER 8.5 X 11 - YELLOW - Carton	18.0000	52.8000	CT	950.40	WBM22201CY
00035	FLUORESCENT COPY PAPER, GREEN, 8.5 X 11 - Carton	2.0000	118.0000	CT	236.00	WUAU21801
00036	FLUORESCENT COPY PAPER, ORANGE, 8.5 X 11 - Carton	1.0000	118.0000	CT	118.00	WUAU22651
00037	FLUORESCENT COPY PAPER, PINK, 8.5 X 11 - Carton	1.0000	118.0000	CT	118.00	WUAU21031
00038	FLUORESCENT COPY PAPER, TURQUOISE, 8.5 X 11 - Carton	1.0000	118.0000	CT	118.00	WUAU21849
00040	11 X 17 COPY PAPER - 20# WHITE - Carton	5.0000	36.4400	CT	182.20	WBM28110
00041	8.5 X 11 COPY PAPER - 20# WHITE, Carton	860.0000	32.2100	CT	27700.60	WBM21200
00042	8.5 X 14 COPY PAPER - 20# WHITE - Carton	262.0000	46.4400	CT	12167.28	WBM24200
00044	COPY PAPER 8.5 X 11 - ORANGE -Carton	2.0000	54.6000	CT	109.20	EAGL22201PCH
00045	COPY PAPER 8.5 X 11 - PURPLE -Carton	7.0000	54.6000	CT	382.20	EAGL22201V

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report
Bid: COOP-CBO PAPER 24-01
 COOP (CBO) PAPER 24-01
 By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
Totals for 005634-W B MASON CO., INC						
011312-CONTRACT PAPER GROUP, INC.						
Bid Order Address: (EMAIL)						
CONTRACT PAPER GROUP, INC.						
1013 PORTAGE TRAIL UNIT 2						
CUYAHOGA FALLS, OH 44221						
00043	8.5 X 11 COPY PAPER - 20# WHITE, TRUCKLOAD (840 CASES)	2.0000	24166.8000	TL	48333.60	
Totals for 011312-CONTRACT PAPER GROUP, INC.					\$48,333.60	
Bid Totals					\$93,793.64	

Selection Criteria

Bid: COOP-CBO PAPER 24-01
 Sort by: Vendor/Item
 Item Sort: Item ID

Items not awarded are included
 Printed by TERESA A. GOLDTHWAIT

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO MUSIC 24-07

COOP (CBO) MUSIC SUPPLIES 24-07

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Measure	Unit of	Total Bid	Vendor Item ID
011458-BAND SHOPPE							
Bid Order Address: (EMAIL)							
BAND SHOPPE							
PO BOX 428							
CYNTHIANA, IN 47612-0428							
00637	Folio Folder	5.0000	6.5000	EA		32.50	
	Product No. 70691						
	Black						
00642	Trombone Lyre	5.0000	8.5000	EA		42.50	
Totals for 011458-BAND SHOPPE						\$75.00	
011848-ROBERT M. SIDES FAMILY MUSIC CENTER							
Bid Order Address: (011848)							
ROBERT M. SIDES FAMILY MUSIC CENTER							
3300 CHAMBERS ROAD							
#5128							
HORSEHEADS, NY 14845							
00599	Alton Saxophone	10.0000	893.9500	EA		8939.50	SELMER SAS201
00600	Bass Drum Lyre	5.0000	13.0000	EA		65.00	
00601	CURVED Soprano Saxophone	5.0000	2397.0000	EA		11985.00	SUB CANNONBALL SC5B
00602	Bassoon	5.0000	5746.0000	EA		28730.00	MODEL 51
00604	Double French Horn	5.0000	2518.9600	EA		12594.80	JUPITER JHR1100
00620	Graftonite Alto Saxophone Mouthpiece	5.0000	22.5000	EA		112.50	RRGMP CASXB3
00621	Graftonite Clarinet Mouthpiece	5.0000	22.5000	EA		112.50	RRGMPBCCLB3
00622	Standard Alto Saxophone Ligature	5.0000	3.8500	EA		19.25	ASL2
00624	Trumpet Mouthpiece	5.0000	23.7500	EA		118.75	
00625	Blessing Trombone Mouthpiece	5.0000	34.9500	EA		174.75	
00638	Flute Lyre	5.0000	9.8500	EA		49.25	HC225
00639	Clarinet Lyre	5.0000	7.3500	EA		36.75	506N
00640	Saxophone Lyre	5.0000	5.2500	EA		26.25	517L
00641	Trumpet Lyre	5.0000	4.9000	EA		24.50	501L
00643	Euphonium Lyre	5.0000	5.1000	EA		25.50	500L
00644	Snare Drum / Tom Lyre	5.0000	9.2500	EA		46.25	
00645	Bass Drum Lyre	5.0000	13.0000	EA		65.00	
Totals for 011848-ROBERT M. SIDES FAMILY MUSIC CENTER						\$63,125.55	
		17	Items				

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report
Bid: COOP-CBO MUSIC 24-07
COOP (CBO) MUSIC SUPPLIES 24-07
 By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
016497-STEVE WEISS MUSIC INC.						
Bid Order Address : (EMAIL)						
STEVE WEISS MUSIC INC.						
2324 WYANDOTTE ROAD						
WILLOW GROVE, PA 19090						
00605	5.0 Octave Marimba	5.0000	14191.0000	EA	70955.00	
00606	6" & 8" Pearl Concert Tom Set	5.0000	411.0000	ST	2055.00	
00607	13" & 14" Pearl Concert Tom Set	5.0000	489.0000	ST	2445.00	
00608	15" & 16" Pearl Concert Tom Set	5.0000	616.0000	ST	3080.00	
00609	Student Bell Kit	5.0000	225.0000	KT	1125.00	
00610	HHX Comp Promotional Cymbal Set	5.0000	804.0000	ST	4020.00	
00611	16" Classic Orchestral Selection Medium-Light Cymbal Pair	5.0000	380.0000	PR	1900.00	
00612	Concert Cymbal Cradle Stand	5.0000	39.0000	EA	195.00	
00613	12"x24" Large Headliner Artifact Series Rope Tuned Wood Djembe (goat skin head - not synthetic)	5.0000	18.0000	EA	90.00	
00614	Ghana Double Gongs - Medium (G732B)	5.0000	385.0000	ST	1925.00	
00615	11" & 12" Headliner Series Wood Conga Sets with Stands	5.0000	40.0000	EA	200.00	
00616	10" Single Row Tambourine-Recording Combo (goat skin head - not synthetic)	5.0000	95.0000	ST	475.00	
00617	Boomwhackers Full Spectrum Set	5.0000	20.0000	EA	100.00	
00618	Heritage Brush	5.0000	29.0000	EA	145.00	
00619	Mount All Bar Chime Bracket (LP236D)	5.0000				
Totals for 016497-STEVE WEISS MUSIC INC.					\$89,500.00	
017252-WENGER CORPORATION						
Bid Order Address: (017252)						
WENGER CORPORATION						
555 PARK DRIVE						
OWATONNA, MN 55060						
00626	StageTek Staging	5.0000	25808.0000	EA	129040.00	PART # 280206254
-	Heavy-duty Surface Black (Quadrripple)					
-	Universal Guardrails					
00628	StageTek Staging	5.0000	35887.0000	EA	179435.00	PART# 280206255
-	Heavy-duty Surface Black (Quadrripple)					
-	Universal Guardrails					

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO MUSIC 24-07

COOP (CBO) MUSIC SUPPLIES 24-07

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
00631	Music Stand Move & Store Cart Large SKU#: 039C202	5.0000	687.0000	EA	3435.00	039C202
00632	Deluxe Percussion Workstation - Color, Pebble	5.0000	3002.0000	EA	15010.00	PART #147G001.111
00633	SKU#: Percussion Workstation Mobile Band/Orchestra Folio Cabinet - Color, Pebble - No Doors - 3 Columns of Slots	5.0000	1733.0000	EA	8665.00	PART # 146M033.133
Totals for 017252-WENGER CORPORATION					\$335,585.00	
					5 Items	

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO MUSIC 24-07

COOP (CBO) MUSIC SUPPLIES 24-07

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
No Bid						
00603	Tenor Trombone			EA		
00623	Clarinet Ligature			EA		
00627	MR-4 Band Riser			EA		
	- PolyTrac or TechStage					
	- Guardrails					
	- Hardclosure Panels					
00629	MR-4 Band Riser			EA		
	- PolyTrac or TechStage					
	- Guardrails					
00630	Hardclosure Panels			EA		
	Music Chair Dolly			EA		
	SKU: DY82					
00634	Model 3502 Instrumental Folder			EA		
	- Black					
	o 1004840					
	- Personalization:					
	o Friendship Central School Band					
	o Numbers 1-50 in corner					
00635	Model 802 Choral Folder			EA		
	- Black					
	o 1004831					
	- Personalization:					
	o Friendship Central School Chorus					
	o Numbers 1-50 in corner					
00636	Model 1501 Band/Orchestra Folder (Paperboard)			EA		
Totals for No Bid		8		Items		
Bid Totals		47		Items	\$488,285.55	

Selection Criteria

GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO MUSIC 24-07

COOP (CBO) MUSIC SUPPLIES 24-07

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
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Bid: COOP-CBO MUSIC 24-07

Sort by: Vendor/Item

Item Sort: Item ID

Items not awarded are included

Printed by TERESA A. GOLDTHWAIT

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into agreements, for the 2024-2025 fiscal year, for Acture, Aktivite, Apptegy, ArbiterSports LLC, Axio Global, Bloomz, C&S Operations, Inc. Q Ware, Cap ProSoft, CDW Government LLC, Classlink, Clever, ComSource, Converge Technology Solutions, Cyberforce, Dell Marketing, LP, ePlus, Finalsite (Active Internet Technologies), JAMF, LinkIt!, Linstar, MA Polce Consulting, MGT of America Consulting Corp, Follett School Solutions (Master Library), Microsoft, Morrison Consulting Inc. dba Access411, Parentsquare, QNA Tech, Qualtrics, Raptor Technologies LLC, Renaissance Learning, Safe Hiring Solutions, Sedara, SIDEARM Sports, and,

WHEREAS, The Greater Southern Tier (GST) BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Greater Southern Tier (GST) BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software packages, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Greater Southern Tier (GST) BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Greater Southern Tier (GST) BOCES Board of Education agrees (1) to abide by majority decisions of the participating RICS on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

CERTIFICATION

It is hereby certified that the above motion was approved by the Greater Southern Tier (GST) BOCES Board of Education at its meeting, duly noticed, held on May 14, 2024 .

Dated May 14 , 2024

Board Clerk

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2024-2025 fiscal year for Air Tutors, BookNook Inc., Brainfuse Inc., Desire to Learn, Edmentum, eDoctrina, Educere, Florida Virtual School, Focal Point, Focus Care, Fuel Education, Imagine Learning, Instructure, iTutor.com, Kaltura, MGRM Pinnacle, My VR Spot, Panapto, Paper Education America, Pearson, PowerSchool, Remind 101 Inc., Right Reason, Spider Learning, Tutor Me Education, Varsity Tutors for Schools, and,

WHEREAS, The Greater Southern Tier (GST) BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the distance learning student courses mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Greater Southern Tier (GST) BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned courses, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Greater Southern Tier (GST) BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Greater Southern Tier (GST) BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

CERTIFICATION

It is hereby certified that the above motion was approved by the Greater Southern Tier (GST) BOCES Board of Education at its meeting, duly noticed, held on _____.

Dated May 14, 2024

Board Clerk

RESOLUTION OF BOARD OF EDUCATION

COOPERATIVE PURCHASING
SCHOOL YEAR 2024-2025

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

BE IT RESOLVED,

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

BE IT FURTHER RESOLVED,

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

BE IT FURTHER RESOLVED,

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

CERTIFICATION OF DISTRICT CLERK

I, _____, District Clerk of the

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

Signature of District Clerk

Date

RESOLUTION OF BOARD OF EDUCATION

**GENERIC
SCHOOL YEAR 2024-2025**

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

BE IT RESOLVED,

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

BE IT FURTHER RESOLVED,

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

BE IT FURTHER RESOLVED,

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

CERTIFICATION OF DISTRICT CLERK

I, _____, District Clerk of the

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

Signature of District Clerk

Date

RESOLUTION OF BOARD OF EDUCATION

FOOD and CAFETERIA SUPPLIES
SCHOOL YEAR 2024-2025

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

BE IT RESOLVED,

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

BE IT FURTHER RESOLVED,

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

BE IT FURTHER RESOLVED,

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

CERTIFICATION OF DISTRICT CLERK

I, _____, District Clerk of the

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

Signature of District Clerk

Date



IMPORTANT MEMO

To: Participating Members

From: Beth Heinlein
Cooperative Purchasing Agent

Date: April 3, 2024

Re: Adoption of BOCES Resolutions

Welcome to another year participating in the Cooperative Purchasing Service. As you know our bidding year begins on July 1, 2024, and therefore we must have certain documents in place in order to service your district. Enclosed are the new 2024-2025 Resolutions for the Delaware-Chenango-Madison-Otsego BOCES Cooperative Purchasing Service, along with a Generic Resolution.

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

A. Cooperative Purchasing Resolution:

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

B. Generic Resolution:

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

C. Cafeteria Supplies and Food Bid Resolution:

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

The appropriate resolutions must be adopted and signed by your School Board and returned to us before July 1, 2024.

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

Thank you,

Beth Heinlein

Beth Heinlein

FUEL TANK REMOVAL & INSTALLATION BID

Lift Safe Fuel Safe Inc.		
		Total
Labor	\$ 9,500.00	\$ 9,500.00
Materials & Supplies	\$ 23,000.00	\$ 23,000.00
Removal & Clean-Up	\$ 15,000.00	\$ 15,000.00
Misc.	\$ 500.00	\$ 500.00
		\$ 48,000.00
Beavers Petroleum Equip. Co.		
		Total
Labor	\$ 4,950.00	\$ 4,950.00
Materials & Supplies	\$ 17,980.00	\$ 17,980.00
Removal & Clean-Up	\$ 5,000.00	\$ 5,000.00
Misc.	\$ -	\$ -
		\$ 27,930.00

NPC

Occupancy Agreement 2021a15

NORTH PRESBYTERIAN CHURCH TO GST BOCES

1) **PARTIES**

This occupancy agreement (hereinafter called this "Agreement") is made by and between North Presbyterian Church, 921 College Ave., Elmira, NY, 14901 (hereinafter called "NPC"), and the GST Board of Cooperative Extension Services, a corporation organized pursuant to the Education Law of the State of New York with its principal office at 9579 Vocational Drive, Painted Post, NY 14870 (hereinafter called "BOCES").

2) **PREMISES DESCRIPTION**

NPC hereby grants to BOCES, and BOCES hereby accepts from NPC, subject to the terms and conditions set forth herein, the right to occupy and use certain space within the NPC building located at 921 College Avenue, Elmira, New York 14901 (hereinafter called the "Premises"), said Premises being more particularly described as follows:

<u>General Description</u>	<u>Room/Space Number</u>
Office	Room # 10 (Architect's # 139)
Alcove	Room # 11A (Architect's #140)
Restroom	Room # 12R (Architect's # 141)

NPC and BOCES acknowledge and agree that, in addition to the Premises, BOCES' employees, agents, authorized representatives, and invitees shall be permitted to use, in common with NPC and its employees, agents, authorized representatives, and invitees, certain public areas of the NPC building, specifically the doorway along the east side of the north extension of the NPC building and the hallway extending from the doorway to the above referenced Alcove (and from there to the above referenced Restroom and Office). Continuing along the hallway South, and then left (East) to a second exterior door that may be used as an alternate exit. Altogether, ~ 13' x 26'. BOCES' use of the Premises and the aforementioned public areas shall not interfere with or infringe upon NPC's use of any portion of the NPC building not identified herein as being a part of the Premises. BOCES' use of any portion of the NPC building other than the Premises and the aforementioned public areas listed above is to be requested by BOCES in writing to the NPC Buildings and Grounds committee. NOT included, for example, is access to/use of: the kitchen (prep areas, refrigerator, microwave), meeting rooms, class rooms, other restrooms, chairs, tables desks, etc.

3) **TERM**

This Agreement shall have a term of thirty-six (60) months, commencing on July 1, 2024 and ending on June 30, 2029 at 12:00 o'clock noon, or on such earlier date as this

Agreement may terminate as hereinafter provided, except that, if any such date falls on a Sunday or a holiday, then this Agreement shall end at 12:00 o'clock noon on the business day next preceding the aforementioned date.

Either party may terminate this Agreement prior to the end of the term by giving written notice to the other party at least ninety (90) days prior to the termination date.

Upon failure of BOCES to maintain its obligations hereunder (insurances, remuneration, etc.), BOCES use of the Premises must cease until such failure is corrected or this Agreement is terminated.

4) USAGE FEE

In consideration of its occupancy and use of the Premises, BOCES shall pay a usage and shared services expense fee of \$500.00 per month (\$6,000 / year). Fees may be paid in advance. As this Agreement sets forth BOCES' responsibility for the rate and term, BOCES shall establish an appropriate payment schedule. NPC will not generate bills for usage and the services provided.

5) USAGE AND OCCUPANCY

BOCES shall use and occupy the Premises in pursuit of its educational goals and for no other purposes. It is intended that the premises shall be used by BOCES for offices of its Employee Assistance Program. Hours of access shall be 7 A.M. to 10 P.M. NO ALCOHOLIC BEVERAGES, NOR SMOKING, NOR ILLEGAL DRUGS, NOR FIREARMS shall be allowed on property.

6) NPC OBLIGATIONS AND MAINTENCE

- a) NPC, on the commencement date of the term of this Agreement, shall deliver the Premises to BOCES, and BOCES shall accept the Premises from NPC, free and clear of all tenancies, with the existing plumbing, electrical, mechanical, heating, and ventilation systems in good working order and the improvements in good structurally sound condition.
- b) NPC agrees and shall provide general maintenance services to the Premises, with the frequency of such services depending upon actual occupancy and need. Such general maintenance services shall include window repair, floor tile repair, janitorial service (generally defined to include the provision of clean restrooms with adequate supplies, bi-weekly vacuuming of the Premises, light bulbs and replacements and the like), and fire extinguisher(s) as required by State, Municipal, Federal or other public authorities, including the Board of Fire Underwriters.
- c) NPC agrees to provide repairs and to maintain in good working order the peripheral building walls, windows, roof, heating, air conditioning (if any), plumbing and electrical systems. NPC agrees to be responsible for repairs of the heating and air conditioning equipment and machinery and to pay any and all real estate taxes assessed with respect to the Premises, if applicable.

- d) NPC Buildings and Grounds or their assignees shall have the right to access the Premises from time to time, as required, but to the extent practicable shall endeavor to limit such access during BOCES' regular office hours.

7) **USER OBLIGATIONS**

BOCES shall during the term of the building use:

a) **INSURANCES:**

In accordance with the limits set forth below, BOCES shall carry Fire Damage Legal Liability Insurance as well as Commercial General Liability Insurance naming "NORTH PRESBYTERIAN CHURCH, 921 College Avenue, Elmira, New York 14901," as an additional insured on the Certificate of Insurance. BOCES shall deliver to the NPC Buildings and Grounds or their designated agent a copy or copies of the initial issue of the Certificate of Insurance, as well as any update or changes to the Certificate of Insurance within ten (10) days of the initial issue or any change or update.

If neither BOCES nor NPC is able to obtain the requisite insurance, then this Agreement and BOCES' use of the Premises hereunder may be terminated by either party on thirty (30) days written notice to the other.

The Commercial General Liability limit of liability shall be \$1,000,000 per occurrence, \$2,000,000 general aggregate, and the Fire Damage Legal Liability limit of liability shall be not less than \$50,000.

The insurance shall be issued by a company with a Best Rating of Excellent or higher. BOCES shall maintain its own insurance for its fixtures and personal property on the Premises.

b) **HOLD HARMLESS/INDEMNITY:**

BOCES covenants and agrees to indemnify and hold harmless NPC of, from and against any and all claims and demands of any person, firm or corporation, and from and against any and all costs, expenses and liability arising out of or on account of any event occurring in or about the Premises during the term hereof, on account of any act done in or about the Premises by BOCES or any person coming or being in or about the Premises by the license or permission of BOCES, or otherwise on account of BOCES' use or occupancy of the Premises.

c) **OTHER SERVICES:**

Other services shall be arranged for and provided by BOCES. Any associated wiring that may be required for installation must be coordinated with a member of NPC Buildings and Grounds Committee or its designated representative and the installation company. Examples of other services include: phone service, Internet service, printing, copying, administrative support, office supplies, mail pickup / delivery.

d) **COMMENTS / CONCERNS:**

Any comments or suggestions or requests for services (such as those described in section 6) must be made in writing to the NPC Buildings and Grounds Committee.

8) **STRUCTURAL OR SIGNIFICANT COSMETIC CHANGES**

a) **CHANGES:**

BOCES shall not make structural or significant cosmetic changes to the Premises without the prior written consent of NPC, which consent may be granted or withheld in the sole discretion of the NPC Buildings and Grounds Committee. Inappropriate or significant cosmetic changes for the purpose of this Agreement include, without limitation, a change in the color scheme of some or all of the Premises that would not be in keeping with the sanctity and propriety of NPC. Placing a bulletin board within the Premises is an example of an insignificant cosmetic change. However, the material displayed on the bulletin board or elsewhere within the Premises shall not violate the sanctity and propriety of NPC.

b) **KEYS:**

Keys to the NPC building and the Premises will be issued by NPC to BOCES for use by authorized employees of BOCES working at the Premises.

BOCES will advise NPC in writing of the names of the employees of BOCES to whom keys have been issued. If additional keys are needed by BOCES, BOCES shall request in writing to NPC the additional keys from NPC with the name(s) of the new recipient(s) and NPC shall provide the same forthwith for the Premises. BOCES shall not duplicate any keys, which only NPC can do. If any keys are lost by a BOCES employee and the locks need to be rekeyed, the charges incurred will be BOCES' responsibility.

c) **SIGNS:**

BOCES shall have the right to install and maintain, at its sole cost and expense, a sign indicating its business at the Premises. Prior to installation of such sign, BOCES shall obtain the written consent of NPC as to the design of the proposed sign, its location and installation, which consent shall not be unreasonably withheld by NPC. NPC reserves the right to remove and replace such sign whenever necessary in order to paint the Premises or make any other repairs, alterations or improvements in or upon the same or any part thereof: such removal and replacement to be done at the expense of NPC. Sign design is to be consistent with other building signage and applicable zoning.

9) **COVENANT TO PAY FOR OCCUPANCY AND SHARED EXPENSE**

Without demand and without counterclaim, deduction or set off, BOCES shall pay all amounts due NPC as herein provided to NPC at NPC's above stated address, or at such other place as NPC may designate in writing.

10) **BOCES CARE OF PREMISES**

BOCES shall commit no act of waste and shall take good care of the Premises and the appurtenances therein, and shall, in the use and occupancy of the Premises, comply with all laws, orders and regulations of federal, state and municipal governments or any of their departments. BOCES shall indemnify and hold harmless NPC of, from and against any and all claims, demands, costs, expenses and liability for any violation of the same. All improvements made by BOCES to the Premises which are attached to the Premises that cannot be removed without material injury to the Premises shall become the property of NPC upon installation. Not later than the last day of the term of this Agreement, BOCES shall, at BOCES' expense, remove all of BOCES' personal property and those improvements made by BOCES which have not become the property of NPC, trade fixtures, cabinetwork, movable paneling, partitions and the like, repair all injury done by or in connection with the installation or removal of said property and improvements, surrender the Premises in as good condition as they were at the beginning of the term, normal wear and tear excepted.

All property of BOCES remaining at the Premises after the last day of the term of this Agreement shall be deemed the property of NPC. However, in so leaving any property on NPC premises after the last day of the term of this Agreement, BOCES hereby grants NPC the right remove the property without NPC's obligation to notify BOCES that NPC is removing and or disposing said property which will be at BOCES expense and BOCES will hold NPC harmless of and from any claims against NPC for NPC's disposition of said property and BOCES hereby agrees to reimburse NPC for any and all expenses incurred by NPC in disposing of said property.

11) BOCES ACTIVITIES INCREASING FIRE INSURANCE RISKS

BOCES shall not do or suffer anything to be done on the Premises which will increase to NPC the rate or cost of fire insurance on the Premises. If BOCES activity(ies) cause the increase in the cost of NPC's fire insurance and the cause(s) is or are not remedied by BOCES within twenty (20) days after written notice to BOCES by NPC of said increase, then NPC can pass the additional costs on to BOCES in addition to any other cost identified herein as BOCES responsibility or NPC may invoke the termination relief contained in this Agreement.

12) BOCES ACCUMULATION OF WASTE OR REFUSE MATTER

BOCES shall not permit the accumulation of waste or refuse matter on the Premises or anywhere in or near the Premises.

13) BOCES' ABANDONMENT

BOCES shall not, without first obtaining the written consent of NPC, abandon the Premises, or allow the Premises to become vacant or deserted.

14) BOCES ASSIGNMENT OR SUBLEASE

BOCES shall not assign, mortgage, pledge or encumber this Agreement, in whole or in part, in any manner whatsoever. Further, BOCES shall not sublet the Premises or any part thereof without the prior written consent of NPC, which consent may be withheld for any reason or no reason. This covenant shall be binding upon the legal representatives of

BOCES and upon every person to whom BOCES' interest under this Agreement passes by operation of law.

15) **DAMAGE TO PREMISES**

If the Premises are damaged by fire, or any other cause, to such extent that the cost of restoration is reasonably estimated by BOCES to equal or exceed 80% of the replacement value of the Premises just prior to the occurrence of the damage, BOCES may give NPC a notice of election to terminate this Agreement.

During the period of restoration, BOCES shall only be responsible to pay the agreed amount for the BOCES occupied space. BOCES may determine not to occupy the building during the restoration period, in which case the usage fee shall not be paid.

16) **ARBITRATION**

WITH THE EXCEPTION IDENTIFIED IN THE NEXT FOLLOWING PARAGRAPH, all disputes arising under this Agreement that have reached an impasse as between the parties hereto, and either party having declared this impasse to the other in writing, shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association. Each party shall pay one half of the cost and expense of the arbitrator and the processing fees of the American Arbitration Association.

SPECIFICALLY EXCEPTED FROM THIS ARBITRATION CLAUSE is the content, meaning and effect of the "HOLD HARMLESS/INDEMNITY AGREEMENT" set forth herein at paragraph 7b of this Agreement as well as any dispute between the parties hereto arising from any claim, suit, action or demand of any nature (hereinafter called "claim") by a third party against either or both of the parties hereto or their agents or insurance carriers, which could or does result in a claim by either party hereto against each other party hereto, unless the parties hereto both consent in a signed writing served on the other that the arbitration clause nullifies this exception.

17) **END OF USAGE AGREEMENT**

Ninety (90) days prior to the expiration of the term of this Agreement, and provided BOCES is in compliance with its obligations under this Agreement, the parties hereto agree that one of the following courses of action shall be pursued:

a) The parties hereto will negotiate a successor agreement for the occupancy of the Premises by BOCES, or

b) If it is BOCES' intent to vacate the Premises upon the expiration of the term of this Agreement, then BOCES shall give NPC written notice of such intent ninety (90) days prior to such expiration in accordance with the notice provisions hereof.

Upon expiration of the term of this Agreement, if no successor agreement shall have been negotiated and agreed upon, BOCES shall surrender the Premises and any alterations thereto in as good condition as when received, reasonable and normal wear and tear excepted.

Notwithstanding the foregoing, NPC shall have no obligation to enter into a successor agreement for the occupancy of the Premises by BOCES or to otherwise renew or extend the term of this Agreement. NPC considers this to be a "building usage outreach" to the community, and demonstration of community improvement will be a consideration in NPC's decision to enter into a successor agreement or to otherwise renew or extend the term hereof. (Community includes church, neighborhood, and beyond.)

18) EMINENT DOMAIN

If the Premises or any part thereof or any estate therein, or any other part of the NPC property materially affecting BOCES' use of the Premises, be taken by eminent domain, this Agreement shall terminate as of the date when title vests pursuant to such taking. BOCES shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but BOCES may file a claim for any taking of fixtures and improvements owned by BOCES and for moving expenses.

19) MECHANICS LIENS

BOCES shall, within fifteen (15) days after notice from NPC, discharge any mechanics liens for materials or labor claimed to have been furnished to the Premises in BOCES' behalf.

20) NOTICES

Any notice required by or under this Agreement shall be in writing and shall be deemed to have been given only if delivered personally to the designated agent of each party or sent by registered or certified mail, return receipt requested in a postpaid envelope addressed to either party as set forth above or at such other address as BOCES or NPC respectively may designate in writing if said address is different than the party's address contained herein. Notice shall be deemed to have been duly given, if delivered personally on delivery thereof, and if mailed, on the fifth (5th) day after mailing thereof.

21) QUIET ENJOYMENT

NPC covenants that if, and so long as, BOCES pays the usage fee set forth in Section 4 of this Agreement and any additional sums as herein provided and performs the covenants hereof, BOCES shall peaceably and quietly have, hold and enjoy the Premises for the term herein established, subject to the provisions of this Agreement.

22) EXECUTORY CLAUSES

In order for this occupancy agreement to become effective BOCES must first obtain approval of the Commissioner of Education. BOCES covenants and agrees that it shall use its best efforts to obtain such approval and provide a true copy of the approval to NPC.

23) BINDING AGREEMENT

This Agreement shall be binding upon each of the parties hereto, their legal representatives, successors, and permitted assigns.

24) ENTIRE AGREEMENT

No representations or promises shall be binding upon the parties to this Agreement unless contained in this Agreement, and this Agreement shall only be modified by a writing signed by both parties hereto.

25) **PARAGRAPH HEADINGS/PARTIAL ABROGATION**

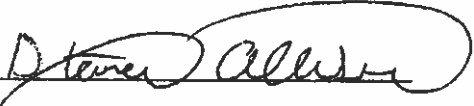
The paragraph headings in this Agreement are intended for convenience only and have no legal meaning. If any portion of this Agreement is held invalid by a Court of competent jurisdiction, the remaining portions of this Agreement will remain valid, active and binding.


26) **APPLICABLE LAW AND INTERPRETATION OF TERMS**

New York State Law shall be used in interpreting this occupancy agreement and in determining the rights of the parties under it. The parties agree that the legal maxim that ambiguous terms shall be interpreted against the drafter of this Agreement shall not apply to the interpretation of this Agreement. All words used in this Agreement will be construed to be of such gender and number as the circumstances require. Whenever the words "include" or "including" are used in this Agreement, they will be deemed to be followed by the words "without limitation."

NORTH PRESBYTERIAN CHURCH

GREATER SOUTHERN TIER
BOARD OF COOPERATIVE
EDUCATIONAL SERVICES

By 
Title Chair of Buildings and Grounds Committee
Date 4/18/2024

By 
Title Asst. Supt. For Finance
Date 4/18/24

Textbook Purchase Approval Process 72407 (Textbook Ordering Information)

TEXTBOOK PURCHASE RECOMMENDATION

Rationale for New or Replacement Textbooks: New York State is following 14th Edition for New York State Written Board Exams with new and updated curriculum. As discussed with Sam Gauss in a meeting months prior, money was set aside in next years budget for purchasing of textbooks. This years purchase is pre purchase.

This will liberate some money in next years budget that can be used for other things on campus. Its a way of building a "cushion" of sorts.

Additional Comments: The plan is to order the course management guide that includes lesson plans, Powerpoints for each chapter, Exam View test generator, and course syllabus for 1,000 hour program as well as textbooks and a workbook to get us started with planning for next years lessons with the remaining money in the budget for 23-24 school year.

Teacher's Signature: *K. Ahnomauseli*

Principal's Signature:

Sam A. R.

Staff Development Coordinator Signature:

Joni M. Meloni

Director's Signature:

[Signature]

Deputy Superintendent Signature:

Date: 4/16/2024

TEACHER REQUESTING: Kristin Ohradzanski
 BOCES PROGRAM: Cosmetology
 BOCES COURSE: Cos 1 and Cos 2

PURCHASE INFORMATION				INVENTORY INFORMATION			
TEXTBOOK TITLE	ISBN	QUANTITY	PRICE EACH/SET	BOOK #	SIGNATURE & LOCATION OF TEACHER	DATE OUT	DATE IN
Milady Standard Cosmetology with Standard Foundations 14 th Edition 2023	9780357871492/0357871499	42	\$142.50 Each			/ /	/ /
Bundle : Workbook for Milady Standard Cosmetology, 14 th Student Workbook	9780357922170/0357922174	1	\$125.00 Each			/ /	/ /
Course Management Guide plus Video's for Cosmetology 14 th Ed.	9780357920671/0357920678	1	\$1460.95 Each			/ /	/ /
			\$ Each			/ /	/ /
			\$ Each			/ /	/ /
			\$ Each			/ /	/ /
			\$ Each			/ /	/ /
			\$ Each			/ /	/ /

**Board of Education
Greater Southern Tier BOCES
459 Philo Road
Elmira NY 14903**



FINAL

**2023 - 2024
Internal Audit Risk Assessment
Update Report**

MARCH 2024

Executive Summary

Internal Audit performed the risk assessment update for the Greater Southern Tier BOCES, on behalf of the District's Board of Education to assist them in compliance with the NYS Five Point Plan on School District Accountability legislation and Commissioner's Regulations 170.12.

A risk assessment update includes a review of a District's operations, including but not limited to, a review of financial policies and procedures and the testing and evaluation of the district's internal controls.

Internal Audit separated the district operations into nine auditable/functional units and assigned a risk rating of low, moderate, or considerable to each unit through various testing methods such as questionnaires and discussions with district staff, sample testing of key controls, and walk-throughs.

Audit Recommendation

Scope

An annual risk assessment required by the NYS Five Point Plan on School District Accountability legislation and Commissioner's Regulations 170.12, **covering twenty-one districts**.

The risk assessment update for the Greater Southern Tier BOCES conducted during March 2024. Internal Audit is a department within Tompkins-Seneca-Tioga BOCES and supervised by the Board of Education for the Greater Southern Tier BOCES under a cooperative services agreement. The findings and recommendations in this report are the responsibility of the Board and the Internal Audit Department.

Objective

To identify factors or conditions that threaten the achievement of a district's objectives. It involves identifying significant risks to the effectiveness and efficiency of operations, to the reliability of financial reporting, and compliance with policies, procedures, applicable laws and regulations.

Methodology

The Internal Audit department complies with applicable regulations promulgated by the State Commissioner of Education and the school district's policies and procedures. Per New York Standards Internal Audit is required to develop a risk assessment of a district's operations, including but not limited to, a review of financial policies and procedures and the testing and evaluation of the district's internal controls, and an annual review and update of such risk assessment.

Internal Audit relied on the accuracy and reliability of the information provided by District personnel. Internal Audit has not audited or examined the information in detail, and we express no assurance on it.

A risk assessment update shall not only include a current year residual risk determination, but also a follow-up on any previous Internal Audit exceptions, a follow-up on any corrective action plans and any external audit exceptions (financial statement, SED, OSC, etc.).

There are three categories of risk:

- **Inherent Risk:** The nature of some activities or assets are a greater than others. Some characteristics that increase inherent risk are opportunity, new activities, complexity, changes in operating environment, changes in personnel, and rapid growth. Inherent risk is a tool in determining the susceptibility of an entity, unit, or account to fraud, waste, or abuse assuming there were no related internal controls.
- **Control Risk:** The risk that material errors or fraud prevented or detected by the internal control system.
- **Residual Risk:** Remaining and assigned risk level calculated after evaluating control and inherent risk.

The assigned residual risk rating, low, moderate, or considerable calculated after considering inherent and control risk. To establish a control risk rating, internal audit uses various testing methods such as questionnaires and discussions with district staff, sample testing of key controls, and walkthroughs.

Not all risks are equal. Some are more likely, and some will have a greater impact if they occur. Risks, once identified, their probability and significance assessed. Upon identifying and assessing risk, the district must decide how to deal with it. Based on a cost/benefit analysis, in some cases, the decision may be to control it; in others, it may be to accept it.

Residual Risk ratings categorized as *Low*, *Moderate*, or *Considerable*, but also with a number rating. The number rating based on several factors such as the severity of internal control recommendations, materiality, probability, and significance. In addition, the residual risk can affect recent audit reports or findings by other federal, state, or independent auditors. See the graphic below for the Residual Risk Rating Scale.



Results and Recommendations

The NYS Education Department has outlined twenty-four different areas for auditing by internal audit. Internal Audit has merged and re-categorized all twenty-four areas into the following nine auditable/functional units:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Revenue and Cash Management • Purchasing and Expenditures • Payroll and Personnel • Extra classroom Activity Fund • Governance | <ul style="list-style-type: none"> • Accounting and Reporting • Assets and Inventory • Facilities Maint. and Construction • Student Services and Data |
|--|---|

Using the methodology explained above, internal audit has determined and assigned a residual risk rating to all nine auditable/functional areas for the Greater Southern Tier BOCES. The following portion of the report explains those ratings. In accordance with the NYS Five Point Plan, Internal Audit required to recommend changes for strengthening controls and reducing identified risks where possible, and to specify time for implementation of such recommendations. The recommendations are to assist the district in managing and reducing risk. Note that the enhancements recommended are not the only contributing factors to the ratings of *Moderate* or *Considerable* risk. As explained above, many areas are inherently riskier.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk
1. Governance and Control Environment	22-23	Moderate	Low	Low-3
	23-24	Moderate	Low	Low-2

- A review of the BOE meeting minutes and reorganization minutes detailed and covered GST BOCES.
- All current board members have the training requirements completed and copies of certificate are on file with the district clerk.
- The Accountant, Treasurer and business office staff have good controls as witnessed from sampling done.
- Copies of the external audit report by INSERO&CO including Governance and management letter are on file in my report.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk
2. Facilities Maintenance & Construction	22-23	Low	Low	Low-2
	23-24	Low	Low	Low-2

- The 2015-2016 BCS reviewed and updated to comply with the state five-year BCS plan.
- AVI (Annual Visual Inspection) completed.
- During October/November the Director of Facilities (Brad Yackel) and Business Administrator review the 3–5-year plan for purchasing of equipment needed, including but not limited to trucks, mowers, scrubbers, and all maintenance and janitorial needs. All other large, proposed items reviewed at this time.
- Monitoring of badges and access to all campuses. New badge request, access control record sheet, termination request form (samples of each provided) showing all necessary information for all areas of concern and appropriate signatures. Good segregation of duties.
- Inspections done by TST BOCES in July and completed annually. Copies provided.
- Certificate of Occupancy given to three staff, one from each campus for distribution.
- Annual Capital improvement project (Hunt) for Two million dollars requested. Annually.
- Large quote information using bidding. Montgomery-Peterson \$13,750 50-ton sunrise ironworker, Precision Technologies, LLC. \$15, 490 GTW-1340 manual lathe Coopers campus, Roland versa studio BN-20A desktop 20-inch eco-solvent printer and cutter \$5,310.95. All three orders had the necessary quotes and backup paperwork.
- Facilities information: 56 buildings, 356,000 square footage, Coopers 218, Wildwood 26.4 and Bush campus 207 acres, with a total of 34 employees. 2023-2023 total cost \$2,531,558.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk
3. Revenue & Cash Management	22-23	Low	Low	Low-3
	23-24	Low	Low	Low-2

- The district has segregation of duties surrounding the cash receipts, revenue status reports, reconciliation, wire transfer, and billing processes. (Merlyn / Tom)
- Request and agreement for vendor payment arrangements (Government clients only such as, State aid and grants.)
- Cash receipts journal reviewed showing details for transaction dates, customer/description and the debits and credits for each entry. Three copies for my file.
- Samples of deposits done, and all were done in a timely and accurate manner, and all agreed with the general ledger, bank statements, bank reconciliations, and cash logs.
- Deposits made electronically and reports printed. Checks kept by BOCES for the records.
- Cash deposited sent either by a courier or Loomis dispatch service contract.
- Signatures observed during the testing process are computerized and investigation verified password protected used only thus adding security for use by other staff. When staff is unavailable, back up staff available and able to complete all transactions. Good SOD is available.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk	
4. Assets and Inventory	22-23	Low	Low	Low-3	
	23-24	Low	Low	Low-2	

- Meeting with Tammy Little, senior account clerk typist and the employee who handles the area of Fixed Assets and Inventory.
- BOCES had a OSC audit completed in January 2024.
- GST BOCES uses the WASP system.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk	
5. Accounting and Reporting	22-23	Low	Low	Low-3	
	23-24	Low	Low	Low-2	

- Samples taken regarding accounting tasks showed control for BOCES.
- Staff in the accounting area show they had proper training and work as a team.
- Sampled accounting and reporting information and no issues found.
- Bank reconciliations have the preparer and the treasurer signed using the password protection supplied by BOCES. Using this system helps so that signatures are completed and gives ownership to the staff.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk	
6. Student Services and Data	22-23	Low	Low	Low-2	
	23-24	Low	Low	Low-2	

- Safety and emergency response plans are up to date.
- Fire drills run 16 times per year per requirements for all campuses.
- Lockout/lockdown/hold in place drills run twice per year as required for all campuses
- All campuses are having safety team meetings. (Principals, SRO's, other staff attend.)
- SRO James Goodwin: office camera gives him viewing of buildings and campus. He tours as many buildings as possible that time allows, contact by dialing 911 gives him assistance for dealing with medical emergency and other issue if needed. There normally is staff for added assistance.
- Door security at all campuses.
- Currently fire and police do inspections of buildings for all campuses at random times.
- Student violates the code of conduct: There is a process in place from the beginning of the referral to the final decision is completed. Student information kept confidential only allowing those involved having access to information. Program known as Bit Vault where violations recorded and forwarded into school tools.
- There is a SLF meal program, and all is in order. Talked with Robert Cole sales tax is at point of sale at each individual district and New York State sales tax reports are completed by each individual district.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk	
7. Purchasing and Expenditures	22-23	Low	Low	Low-3	
	23-24	Low	Low	Low-2	

- AP check register that gave details to the vendors paid, with the warrant number, check amount and the check number.
- Budget and revenue status report in order.

- Internal Audit tested samples of completed purchases, reviewing the accounts payable documentation of invoices, purchase orders, and the goods receipt process, noting documentation is in order.
- No confirming purchase order found in the sample
- Received Budget Status Report showing initial appropriation, year to date expenditures, outstanding encumbrance and unencumbered balance.
- Complete purchase order status report.
- Reviewed purchase order over the BOCES limit amount. Paperwork filed in Part 2.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk	
8. Payroll and Personnel	22-23	Low	Low	Low-3	
	23-24	Low	Low	Low-2	

Received copies of salary information for nine different units including Administration, Teaching assistant, Teacher aide association, Support staff association- four units, Cook managers and Adult Education instructors.

- Employee New Hire Report for past fiscal year.
- Detailed payroll check register for October showing payroll information.
- Reviewed the salaried employee's payroll change report, signed off by the Business Administrator, proving segregation of duties are in place.

	Fiscal Year	Inherent Risk	Control Risk	Residual Risk	
9. Extra classroom Activities Fund	22-23	Moderate	Moderate	Moderate-5	
	23-24	Moderate	Moderate	Moderate-4	

- GST BOCES has three campuses, and each has a different treasurer.
- Extra Classroom management comment letter supplied for audit records.
- Bush campus with 26 clubs, beginning balance of \$78,004, cash receipts of \$104,299 cash disbursement of \$126,324 ending balance \$55,979.
- Coopers' campus with 22 clubs, beginning balance of \$57,576, cash receipts of \$94,814, cash disbursements \$85,361 ending balance of \$67,029.
- Wildwood campus with 18 clubs, beginning balance of \$113,852, cash disbursements \$104,826, ending balance \$44,636.
- The extra classroom audit from external auditors listed no issues.
- The safeguarding, accounting, and auditing of Extraclassroom activity funds (revised 2019).

Previous Audits and Corrective Action Plans