

**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 Establishment for 2015-16:**

Item#	CoSer#	Title	In the Amount of
184-16	339.693	Itinerant Diagnostic Service w/TST	\$967

This establishment will be supported as follows:

184-16	339.693	Horseheads: \$967
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**2. Budget Increases for 2015-2016:**

Item#	CoSer#	Title	Increase	From	To
185-16	209.000	Special Class: S/P Ratio 1:8:1	\$ 111,306	\$ 5,421,750	\$ 5,533,056
186-16	216.214	Special Class: S/P Ratio 1:6:1 ED	\$ 83,733	\$ 1,764,594	\$ 1,848,327
187-16	304.000	Itinerant Visually Impaired	\$ 3,326	\$ 168,353	\$ 171,679
188-16	312.000	Itinerant School Psychologist	\$ 34,155	\$ 298,241	\$ 332,396
189-16	326.000	Itinerant Hard of Hearing	\$ 6,371	\$ 200,838	\$ 207,209
190-16	416.494	Academic Programs, Spec. Facil. w/Monroe #1	\$ 2,141	\$ 670	\$ 2,811
191-16	419.693	Academic Programs, Spec. Facil. w/TST	\$ 540	\$ 2,700	\$ 3,240
192-16	426.000	Exploratory Enrichment	\$ 325	\$ 129,288	\$ 129,613
193-16	508.000	Library Services Media	\$ 1,000	\$ 333,611	\$ 334,611
194-16	511.000	Printing	\$ 29,619	\$ 1,249,457	\$ 1,279,076
195-16	512.000	Computer Service, Instructional	\$ 11,971	\$ 2,710,813	\$ 2,722,784
196-16	550.591	Computer Service, Instructional w/Erie 1	\$ 284,187	\$ 1,278,312	\$ 1,562,499
197-16	605.000	Computer Service: Management	\$ 118,869	\$ 13,764,609	\$ 13,883,478
198-16	623.000	Recruiting Service (Cooperative Advertising)	\$ 39,359	\$ 81,660	\$ 121,019
199-16	629.591	Computer Service, Management w/Erie 1	\$ 170,353	\$ 3,308,155	\$ 3,478,508
200-16	643.499	Negotiations (Labor Relations) w/CAEW	\$ 700	\$ 3,760	\$ 4,460

These increases will be supported as follows:

185-16	209.000	Various School districts
186-16	216.214	Various School districts
187-16	304.000	Arkport (\$1,093), Bath (\$358), Campbell-Savona (\$200), Elmira City (\$5,873), Elmira Heights \$6,751, Horseheads (\$14,747), Spencer Van Etten \$16,081, Watkins Glen \$2,765
188-16	312.000	Addison (\$5,253), Alfred-Almond (\$5,253), Canaseraga (\$1,313), Corning \$46,424, Elmira Heights \$7,428, Horseheads (\$3,939), Waverly (3,939)
189-16	326.000	Bath (\$45), Bradford (\$92), Corning (\$2,293), Elmira \$3,904, Horseheads \$5,009 Odessa-Montour (\$21), Watkins Glen (\$50), Waverly (\$41)
190-16	416.494	Bath: \$1,939, Watkins Glen: \$202
191-16	419.693	Odessa-Montour: \$540
192-16	426.000	Campbell-Savona: \$325
193-16	508.000	Canisteo-Greenwood: \$1,000
194-16	511.000	Addison: \$304, Alfred-Almond: \$30, Arkport: \$643 Avoca: \$65, Bath: \$1,130, Bradford: \$148 Campbell-Savona: \$659, Canaseraga: \$93, Canisteo-Greenwood: \$860, Corning: \$5,887 Elmira: \$ 9,537, Elmira Heights: \$620, Hammondsport: \$184, Horseheads: \$4,259, Odessa-Montour: \$86, Prattsburgh: \$121, Spencer-VanEtten: \$46, Watkins Glen: \$605, Waverly: \$3,639, Misc. Revenue: \$703 (Notre Dame: \$62, Saint Mary Our Mother: \$70, Steuben County Purchasing: \$571)
195-16	512.000	Prattsburgh: \$11,971
196-16	550.591	Avoca: \$138,806, Canisteo-Greenwood: \$140,983, Hammondsport: \$4,203, Hornell: \$195
197-16	605.000	Corning: \$59,000, Hammondsport: \$5,429, Horseheads: \$59,121, Odessa-Montour: (\$11,734), Misc. Revenue: DASA \$3,147, SAVE \$3,906
198-16	623.000	Addison: \$825, Avoca: \$2,578, Bath: \$2,000, Bradford: \$3,256, Canaseraga: \$300, Canisteo-Greenwood: \$5,000, Horseheads: \$10,000, Jasper-Troupsburg: \$6,500,

199-16	629.591	Odessa-Montour: \$8,900 Alfred Almond: (\$216), Arkport: (\$99), Avoca: \$12,584, Canaseraga: (\$32), Canisteo-Greenwood: \$7,243, Hammondsport: \$140,123, Hornell: \$10,981, Jasper-Troupsburg: \$143, Prattsburgh: (\$374)
200-16	643.499	Hornell: \$700

### 3. Budget Decreases for 2015-2016:

Item#	CoSer#	Title	Decrease	From	To
201-16	205.000	Special Class 1:15	\$ 25,756	\$ 694,704	\$ 668,948
202-16	216.000	Special Class: S/P 1:6:1	\$ 363,426	\$ 1,712,256	\$ 1,348,830
203-16	216.217	Special Class: S/P 1:6:1 Aut	\$ 24,760	\$ 2,080,260	\$ 2,055,500
204-16	216.219	Special Class: S/P 1:6:1 MD	\$ 441,400	\$ 1,806,380	\$ 1,364,980
205-16	305.000	Itinerant Physical Therapy	\$ 23,962	\$ 353,962	\$ 330,000
206-16	307.000	Itinerant English as a second Language	\$ 4,705	\$ 402,394	\$ 397,689
207-16	309.000	Itinerant Speech Improvement	\$ 20,404	\$ 409,570	\$ 389,166
208-16	313.000	Itinerant Interpreter for the Deaf	\$ 14,000	\$ 303,788	\$ 289,788
209-16	327.000	Itinerant Teacher of Deaf	\$ 6,372	\$ 112,010	\$ 105,638
210-16	344.495	Itinerant-Occupational Therapy w/WFL	\$ 656	\$ 656	\$ 0
211-16	430.000	District Learning	\$ 3,285	\$ 638,649	\$ 635,364
212-16	432.495	Distance Learning w/WFL	\$ 2,103	\$ 2,103	\$ 0
213-16	535.499	Equipment Repair w/CAEW	\$ 5,605	\$ 8,199	\$ 2,594
214-16	552.599	SIP w/ Broome-Tioga	\$ 2,970	\$ 9,536	\$ 6,566
215-16	612.000	Business Office Support (CBO)	\$ 56,875	\$ 3,763,860	\$ 3,706,985
216-16	630.597	Computer Service: Mgmt. w/Madison-Oneida	\$ 650	\$ 9,828	\$ 9,178
217-16	634.495	Staff Development: Bus Drivers w/WFL	\$ 437	\$ 437	\$ 0
218-16	647.499	Staff Development: Bus Drivers w/CAEW	\$ 600	\$ 600	\$ 0

These decreases will be supported as follows:

201-16	205.000	Various School Districts
202-16	216.000	Various School Districts
203-16	216.217	Various School Districts
204-16	216.219	Various School Districts
205-16	305.000	Addison (\$1,908), Alfred-Almond (\$3,695), Arkport (\$427), Bradford (\$622), Campbell-Savona (\$2,449), Canaseraga (\$3,308), Canisteo-Greenwood (\$1,965), Elmira Heights (\$2,727), Jasper-Troupsburg (\$2,047), Odessa-Montour (\$664), Waverly (\$4,150)
206-16	307.000	Arkport (\$5,242), Bath (\$141), Canisteo-Greenwood \$2,711, Elmira (\$358), Elmira Heights (\$640), Hornell (\$631), Horseheads (\$753), Odessa-Montour (\$320), Spencer-Van Etten \$1,591, Watkins Glen (\$621), Waverly (\$301)
207-16	309.000	Addison (\$3,344), Bradford (\$2,103), Canaseraga (\$6,941), Corning \$750, Elmira Heights (\$2,454), Hammondsport (\$1,136), Horseheads (\$2,805), Odessa-Montour (\$1,403), Prattsburgh (\$968)
208-16	313.000	Elmira (\$3,500), Hammondsport (\$7,000), Horseheads (\$3,500)
209-16	327.000	Elmira (\$7,121), Hammondsport (\$675), Watkins Glen \$1,424
210-16	344.495	Prattsburgh: (\$656)
211-16	430.000	Campbell-Savona: \$2,593, Hammondsport: (\$7,778), Nassau BOCES (Island Park: \$1,900)
212-16	432.495	Elmira: (\$2,103)
213-16	535.499	Canisteo-Greenwood: (\$5,605)
214-16	552.599	Horseheads: (\$2,970)
215-16	612.000	Canaseraga: (\$56,875)
216-16	630.597	Horseheads: (\$650)
217-16	634.495	Avoca: (\$437)
218-16	647.499	Canaseraga: (\$600)

### 4. Transfers within programs for 2015-2016:

#### a. Transfers in excess of \$10,000.

<u>COS</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER</u>	<u>TRANSFER</u>
<u>ER</u>			<u>IN</u>	<u>OUT</u>
<u>NO.</u>				
101	Career & Technical Educ.	A101-3010-200-0-75 Equipment		\$65,000
		A102-3010-200-0-75 Equipment		\$22,000
		A103-3010-300-0-75 Supplies & Mat.		\$40,551
		A101-3010-400-0-75 Contract & Other	\$13,912	
		A101-3020-816-0-02 Health Insurance	\$14,627	
		A101-3130-200-0-00 Equipment	\$18,697	

		A101-3342-816-0-00 Health Insurance	\$14,593	
		A101-3675-200-0-00 Equipment	\$11,552	
		A102-3020-152-0-74 L/T Instr. Sub Sal.	\$31,730	
		A103-3020-816-0-02 Health Insurance	\$12,107	
		A103-3980-816-0-00 Health Insurance	\$10,333	
		<b>Total</b>	<b>\$127,551</b>	<b>\$127,551</b>
209	Special Class: S/P Ratio 1:8:1	A209-4235-816-0-00 Health Insurance		\$68,536
		A209-4235-818-0-00 Unemployment Ins.		\$14,822
		A209-4235-811-0-00 NYS TRS		\$12,000
		A209-4235-816-0-00 Health Insurance		\$20,000
		A209-4235-819-0-00 HRA		\$10,163
		A209-4235-150-0-00 Certified Salaries	\$84,355	
		A209-4235-153-0-00 Instruct. Stipend	\$20,000	
		A209-4235-828-0-00 ERS Reserve	\$10,163	
		A209-4235-160-0-00 N-I Salaries	\$9,760	
		A209-4235-828-0-00 ERS Reserve	\$1,245	
		<b>Total</b>	<b>\$125,523</b>	<b>\$125,523</b>
214	Special Class: S/P Ratio 1:6:1	A214-4230-818-0-00 Unemployment Ins.		\$5,069
		A214-4230-813-0-00 NYS ERS		\$8,000
		A214-4230-812-0-00 Comp. Insurance		\$3,663
		A214-4230-816-0-00 Health Insurance	\$16,732	
		<b>Total</b>	<b>\$16,732</b>	<b>\$16,732</b>
309	Itinerant-Speech Improvement	A309-5130-150-0-00 Certified Salaries		\$16,000
		A309-5130-151-0-00 Instruct. Sub.	\$16,000	
		<b>Total</b>	<b>\$16,000</b>	<b>\$16,000</b>
403	Alternative Education	A403-5873-150-2-00 Certified Salaries		\$19,046
		A403-5873-200-2-00 Equipment		\$ 9,500
		A403-5873-300-2-00 Supplies Mat.		\$ 361
		A403-5873-811-2-00 NYS TRS		\$ 3,800
		A403-5873-152-2-00 L/T Instr. Sub. Sal.	\$19,046	
		A403-5873-400-2-00 Contract & Other	\$13,661	
		<b>Total</b>	<b>\$32,707</b>	<b>\$32,707</b>
412	Adv. Placement Courses	A412-5876-205-1-00 Software		\$10,306
		A412-5876-303-1-00 Textbooks	\$10,306	
		<b>Total</b>	<b>\$10,306</b>	<b>\$10,306</b>
430	Distance Learning	A430-5877-400-A-01 Contract & Other		\$19,729
		A430-5877-150-A-01 Certified Salaries	\$19,729	
		<b>Total</b>	<b>\$19,729</b>	<b>\$19,729</b>
512	Computer Service, Instruct.	A512-6360-200-0-18 Equipment		\$93,823
		A512-6360-204-0-18 Small Equipment	\$82,668	
		A512-6360-400-0-18 Contract & Other	\$11,155	
		<b>Total</b>	<b>\$93,823</b>	<b>\$93,823</b>
605	Computer Services,Mgmt.	A605-7710-160-C-24 N-I Salaries		\$11,336
		A605-7710-204-8-03 Small Equipment		\$11,838
		A605-7710-411-V-03 Telephone		\$ 6,640
		A605-7710-200-8-04 Equipment		\$12,009
		A605-7710-200-8-06 Equipment		\$22,020
		A605-7710-400-8-09 Contract & Other		\$30,121
		A605-7710-200-2-09 Equipment		\$10,265
		A605-7710-400-9-09 Contract & Other		\$12,561
		A605-7710-813-9-09 NYS ERS		\$ 2,777
		A605-7710-400-G-09 Contract & Other		\$19,836
		A605-7710-160-3-00 N-I Salaries	\$11,336	
		A605-7710-200-8-03 Equipment	\$18,478	
		A605-7710-204-8-04 Small Equipment	\$12,009	
		A605-7710-204-8-06 Small Equipment	\$22,020	
		A605-7710-210-8-09 Large Equipment	\$40,386	
		A605-7710-205-9-09 Software	\$15,338	
		A605-7710-210-G-09 Large Equipment	\$19,836	
		<b>Total</b>	<b>\$139,403</b>	<b>\$139,403</b>

## **B. Federal Fund Establishments and Adjustments.**

### **1. Budget Increase for 2015-2016:**

- a. Southern Tier Scholars budget be increased by \$1,500.00 from \$20,174.05 to \$21,674.05. Revenues for this program come from donations.
- b. Comprehensive Health and Wellness budget be increased by \$325 from \$2,184 to \$2,509. Revenue for this program comes from DASA registration fees.

### **2. Budget Establishments for 2016-17:**

- a. Extended School Year (ESY) budget be established in the amount of \$1,555,006 for the period July 1, 2016 through June 30, 2017. Revenues for this program come from component school districts requesting the service in Federal Fund.
- b. The Adult and Continuing Education budget be established in the amount of \$2,641,000 for the period July 1, 2016 through June 30, 2017.

## **C. Purchasing.**

1. Approval of Resolution, as attached, to participate in state-wide contracts for Microsoft, Airwatch, MaaS 360, JAMF, Lightspeed, Synergy and Bright Bytes managed by Erie 1 BOCES.
2. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software/learning packages and licensing.
3. Approval of Resolution, as attached, for the Installment Purchase Agreement for Computers, Licensing and Laptop Carts in the amount of \$400,000 for Corning-Painted Post Area School District.
4. Permission to issue Request for Proposals for Independent Auditing Services for the fiscal years ending June 30, 2017- June 30, 2021. We are required to solicit proposals every five years.
5. Award of cooperative bid for the purchase of Science Supplies for Addison, Arkport, Canaseraga, Canisteo Greenwood, Hammondspport, Jasper-Troupsburg and Prattsburgh school districts based on lowest bid meeting specifications as attached.

Bids were opened April 11, 2016 at 2:00 PM and the following bids were received:

a) Science Supplies

1. Carolina Biological Supply Co., 2700 York RD, Burlington, NC 27215
  2. Fisher Scientific Company LLC, 4500 Turnberry Dr., Hanover Park, 60133
  3. Frey Scientific, 80 Northwest Blvd., Nashua, NH 03063
  4. Sargent Welch, 3850 North Wilkie RD, Suite 300, Arlington Heights, IL 60004
6. Award of cooperative bid for the purchase of Custodial Supplies for Addison, Arkport, Canaseraga, Canisteo-Greenwood, Hammondsport, Jasper-Troupsburg and Prattsburgh school districts based on lowest bid meeting specifications as attached.

Bids were opened April 19, 2016 at 2:00 pm and the following bids were received:

a) Custodial Supplies

1. Central Poly Corp., 2400 Bedle Place, Linden, NJ 07036
  2. Interboro Packaging Corp., 114 Bracken RD, Montgomery, NY 12549
  3. L.J.C. Janitorial Distributors, 1626 Cedar Ave., Scranton, PA 18505
  4. Peters Supply, 1120 Magee St., Elmira, NY 14901
  5. Sanico, Inc., PO Box 2037, Binghamton, NY 13902
  6. Unipak Corp., PO Box 30027, Brooklyn, NY 11230
  7. Vasco Brands, Inc., 511 Budd Street, Elmira, NY 14904
7. Award of cooperative bid for the purchase of Health Supplies for Addison, Arkport, Canaseraga, Canisteo-Greenwood, Hammondsport, Jasper-Troupsburg and Prattsburgh school districts based on lowest bid meeting specifications as attached.

Bids were opened April 19, 2016 at 2:00 PM and the following bids were received:

a) Health Supplies

1. United Health Supplies, DBA Everything Medical LLC, PO Box 33958, Las Vegas, NV 89133
2. Henry Schein, Inc., 135 Duryea RD E270, Melville, NY 11747
3. Medco Supply Co., 500 Fill more Avenue, Tonawanda, NY 14150
4. Moore Medical LLC, 1690 New Britain Ave., Farmington, CT 06032
5. School Health Corp., 865 Muirfield Drive, Hanover Park, IL 60133



Wildwood Campus (Hornell)

- 3. Building 2      Replace auto paint booth make up RTU
- Building 5      Welding fume collection improvements
- Building 8      Relocate existing roof top mechanical units to ground level  
                         to accommodate future renovation work (recommended  
                         alternate)

Whereas, all public educational facilities capital projects are subject to SEQR, and

Whereas, pursuant to the revised Commissioner's Regulations 115.9, effective November 15, 2000, the local school district must act as the Lead Agency in the State Environmental Quality Review Act (SEQR). The NYS Department of Environmental Conservation (DEC) Guidelines state that a SEQR must be completed (prior to the project being authorized by the voters in cases where funding is authorized by voter approval). SED currently recommends that the Board of Education complete the SEQR process (prior to setting a voter authorization date in cases where voter approval is required).

Therefore be it resolved, that the Greater Southern Tier BOCES is designated as the Lead Agency and in accordance with 6NYCRR Part 617, Section 617.5 it has been determined that this review is a Type II Action and, therefore, requires no further review under SEQR.

**F. Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan**

- 1. Approval of resolution, as attached to adopt the Greater Southern Tier Area Schools Self-Insured Workers' Compensation Plan Municipal Cooperation Agreement effective July 1, 2016 through June 30, 2021. This agreement was previously adopted in June 2011 for a 5 year term.

**G. Lease with Corning Community College for STEM Academy**

- 1. Approval of lease agreement with Corning Community College for four classrooms and three offices at Airport Corporate Park for the Greater Southern Tier STEM Academy (P-Tech). (Copies will be distributed at the meeting.)

## 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 2016-2017 fiscal year, for Microsoft, Airwatch, MaaS 360, JAMF, Lightspeed, Synergy and Bright Bytes and,

WHEREAS, The Greater Southern Tier 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 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,

BE IT FURTHER RESOLVED, That the Greater Southern Tier 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 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 BOCES Board of Education at its meeting, duly noticed, held on

\_\_\_\_\_.

Dated \_\_\_\_\_, 2016

\_\_\_\_\_  
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 3<sup>rd</sup> L Corp, A+ Educators, Achieve3000, Adobe, AKJ Books, American Reading Company, Answer Pad, Blackboard, Inc., Bloomboard, Blue Ribbon Testing, Brain Hurricane, Bridges Transitions, c8 Sciences, Cambium Learning, Carnegie Learning, Centris, Certica, ClassLink, Collaborative Learning, Compass Learning, Curriculum Associates, Desire 2 Learn, Dreambox, eDoctrina, Edgenuity, Edmentum, Educational Vistas, Edvation, eSpark, FastBridge Learning, Hobsons, Hot Math, Houghton Mifflin, Imagine Learning, Instructure, Interactive Media, iDesign, iSafe, iStation, It's Learning, IXL, Knovation, Learning Sciences International, Learning.com, Let's Go Learn, Lexia Learning, Lightsail, LinkIt, Mastery Connect, McGraw-Hill, Mind Research Institute, Modular Robotics, Montage, MyLearning Plan, Newsela, NWEA, Pearson Digital Learning, Randa, RE Reinert & Assoc, Redbird Math, Renaissance Learning, Right Reason Technologies, Rosetta Stone, Rubicon West, Inc., Scholastic, Inc., School Improvement Network, School Specialty, SchoolBinder, Schoology, Scientific Learning, Service Infinity, Shmoop, ST4 Learning, SunGard, Teachscape, Teq, Think Through Math, Thinkmap, Inc., Triumph Learning, Virtuoso Chester Technical Services, Vocabulary.com, Waterford, and,

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

BE IT RESOLVED, That the 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/learning packages, and,

BE IT FURTHER RESOLVED, That the 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 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 GST BOCES Board of Education at its meeting, duly noticed, held on June 7, 2016.

Dated \_\_\_\_\_, 2016

\_\_\_\_\_  
Board Clerk

**SCHUYLER STEUBEN CHEMUNG TIOGA ALLEGANY BOCES  
d/b/a Greater Southern Tier BOCES**

**Board Resolutions  
June 7, 2016**

WHEREAS, Schuyler Steuben Chemung Tioga Allegany Board of Cooperative Educational Services d/b/a Greater Southern Tier BOCES ("BOCES") is a political subdivision of the State of New York ("State") and is duly organized and existing pursuant to the Constitution and laws of the State; and

WHEREAS, pursuant to applicable law, the governing board of BOCES ("Board") is authorized to acquire, dispose of, and encumber personal property, including, without limitation, rights and interests in property, leases, and easements necessary to the functions or operations of BOCES; and

WHEREAS, the Board hereby finds and determines that the execution of one or more lease-purchase agreements ("Equipment Leases") in the principal amount not exceeding the amount set forth below ("Principal Amount") for the purpose of acquiring the property generally described below and to be described more specifically in the Equipment Leases ("Property") for the school district identified below ("District") is an appropriate function of BOCES; and

Description of Property:	Computers, Licensing, Laptop Carts
Principal Amount:	\$400,000.00
District:	Corning Painted Post Area School District; and

WHEREAS, the Board has solicited bids or quotations from qualified, interested parties with respect to the financing of BOCES' acquisition of the Property and has selected [identity of company providing financing] ("Lessor") to provide financing for the purchase of the Property via the Equipment Leases;

NOW THEREFORE, be it resolved by the Board as follows:

1. The Board hereby determines that it has critically evaluated the financing alternatives available to it and has prepared and approved an evaluation of such financing alternatives in accordance with 2 N.Y.C.R.R. § 39.2, and that entering into the Equipment Leases and financing the acquisition of the Property thereby is in the best interests of BOCES because the estimated costs of financing the acquisition of the Property thereby are less than the estimated costs of financing the acquisition of the Property via the issuance of indebtedness under the Local Finance Law (if the acquisition may be financed in such fashion). The evaluation of financing alternatives is attached hereto as Exhibit A and incorporated herein by reference and shall be available as a public record.

2. The Board hereby determines that its entry into the Equipment Leases will not cause the aggregate amount of outstanding indebtedness of BOCES to exceed the limit set forth in paragraph c of subdivision 6 of Section 109-b of the General Municipal Law.

3. BOCES is hereby authorized and directed to enter into the Equipment Leases, acquire the Property thereby, and otherwise perform all of its obligations thereunder; provided, however, that the aggregate amount of periodic payments, excluding interest, to be made pursuant to the Equipment Leases shall not exceed the Principal Amount. Any action taken on or before the date of these resolutions by or on behalf of BOCES in connection therewith is hereby ratified and confirmed.

4. The District Superintendent acting on behalf of BOCES is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Board, which document shall be available for public inspection at the principal office of BOCES. The District Superintendent, acting on behalf of BOCES, is hereby authorized to negotiate, enter into, execute, and deliver all such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) and take all such further actions as the District Superintendent deems necessary or appropriate to effectuate the consummation of the transactions contemplated by and the performance by BOCES of its obligations under the Equipment Leases. Without limiting the foregoing, the District Superintendent shall be authorized to take all such actions as may be necessary to ensure the qualification of the interest component of rent payments made under the Equipment Leases as excludable from gross income of the Lessor under Section 103 of the Internal Revenue Code of 1986.

5. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State.

6. The Board hereby determines that the purpose of the acquisition of the Property is an object or purpose described in subdivision 32 of paragraph (a) of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is five (5) years. Accordingly, the term of the Equipment Leases authorized by this resolution will not be in excess of four (4) years.

7. The Board hereby determines that the acquisition of the Property is a Type II action that will not have a significant effect on the environment and, therefore, no determination of significance, environmental impact statement, findings statement, or other similar action is required under the State Environmental Quality Review Act.

8. The Board hereby determines that the authorization to enter into the Equipment Leases is not subject to any mandatory or permissive referendum pursuant to the Local Finance Law or Section 109-b of the General Municipal Law.

9. These resolutions shall take effect immediately upon their adoption.

ADOPTED on this June 7, 2016

The undersigned Clerk of the Board hereby certifies and attests that (i) he or she has access to the official records of the Board of BOCES; (ii) the foregoing resolutions were duly adopted by sufficient vote of the members of the Board at a [regular/special] meeting of its members duly called, regularly convened, and attended throughout by the requisite quorum of the members thereof; (iii) such resolutions have not been amended or altered and are in full force and effect on the date stated below; and (iv) such meeting of the Board relating to the authorization and

delivery of the Equipment Lease was (a) held within the geographic boundaries of BOCES; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the Board; and (d) conducted in accordance with the charter of BOCES, if any, and the laws of the State of New York.

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

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

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

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

**GREATER SOUTHERN TIER BOCES**

Bid Award Detail Report

Bid: COOP-CBO-SCI 16-03

COOP (CBO) SCIENCE SUPPLIES 15-16  
By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
<b>001923-FISHER SCIENCE EDUCATION</b>						
Bid Reference: 16083-0365						
Bid Order Address: (HANOVE)						
FISHER SCIENCE EDUCATION						
4500 TURNBERRY DR.						
HANOVER PARK, IL 60133						
01016	Hydrochloric Acid 6.000N, HH0170 - 500 ML -	2.0000	6.0600	BT	12.12	S25857
01065	Rubber Tubing - black, 3/8", 10'/lgth	1.0000	16.8000	EA	16.80	S50843B
01108	Watch Glasses - annealed glass w/polished edges	1.0000	4.2700	DZ	4.27	S88378
01110	Qualitative Filter Papers - medium-retention, 11.0cm, 100/pkg	2.0000	4.6600	PK	9.32	S47571C
01186	Lab Tool Kit - Nasco # SB31101M	1.0000	10.3300	KT	10.33	S85106
01187	Transfer Pipettes - 5 ml (pkg of 500) - Nasco #SB50478M	2.0000	38.0200	PK	76.04	S05014
01196	NeuLog Rotary Motion Sensor- Ward's - # 470137-418	1.0000	99.0000	EA	99.00	S8824323ND
<b>Totals for 001923-FISHER SCIENCE EDUCATION</b>					<b>7 Items</b>	
					<b>\$227.88</b>	
<b>004611-SARGENT-WELCH</b>						
Bid Reference: COOP CBO SCI 16-03						
Bid Order Address: (ADDRESS)						
SARGENT-WELCH						
PO BOX 840169						
PITTSBURGH, PA 15264-0169						
00992	Starch - lab, soluble, 500g/btl	2.0000	14.0000	BT	28.00	470302-754
01017	Bromothymol Blue 0.04%, BB0220 - 100 mL - WLC94470-04	6.0000	2.5100	BT	15.06	470300-446
01023	Disposable Petri (Culture) Dishes - round, sterile polystyrene, 100mm diameter, height 15mm, 20/pkg	6.0000	2.6800	BG	16.14	470210-568
01043	Chesecloth - 5 yards x 36"	1.0000	2.6900	EA	2.69	470150-438
01046	Nitrile Disposable Gloves - powder-free, blue, large, 100/box	1.0000	12.7300	BX	12.73	470153-394
01051	Latex Gloves, Medium - 100/Box - WLS40290-CC	2.0000	7.1100	BX	14.22	WLS40290-CC
01052	Latex Gloves, Large - 100/Box - WLS40290-DD	1.0000	7.1100	BX	7.11	WLS40290-DD
01054	Bunsen Burner - adjustable, natural gas	15.0000	10.2100	EA	153.15	WLS11785
01083	Non-Mercury Thermometer - -20 to 110 degree C, partial immersion depth	16.0000	1.4600	EA	23.36	WLS80035-10D
01104	100 ml Polypropylene Graduated Cylinders, 1.0ml	15.0000	1.0300	EA	15.45	WL5260E

# GREATER SOUTHERN TIER BOCES

Bid Award Detail Report  
 Bid: COOP-CBO-SCI 16-03  
 COOP (CBO) SCIENCE SUPPLIES 15-16  
 By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
01177	Grad. - 18V1730	4.0000	1.3400	ST	5.36	WLC3788Y
01185	Food Coloring - 4/set	1.0000	80.9900	ST	80.99	WL7071L-01
01188	Mineral Identification Starter Set - Nasco # SB14256M	1.0000	2.3400	EA	2.34	WL4801
01191	Plastisol - Coated Jaws Burette Clamp - Nasco #SB18967M	1.0000	2.5400	EA	2.54	CF30105-00
01195	Spectroscope Quantitative Analysis - Ward's Science - # 254986	1.0000	48.4400	EA	48.44	470137-388
01197	Neuig Phio Gate Logger Sensor - Ward's - # 470137-388	2.0000	20.8600	EA	41.72	WL0850Z
	Timer Acceleration - Ward's # 369510	15 Items			\$469.30	
	Totals for 004611-SARGENT-WELCH					
010054-FREY SCIENTIFIC						
	Bid Order Address: (EMAIL2) FREY SCIENTIFIC SCHOOL SPECIALTY SCIENCE 80 NORTHWEST BLVE NASHUA, NH 03063					
	Bid Reference: 7780447269					
00973	Glass Coverslips - square, 22 x 22mm, #2 thickness, 75-100 coverslips/ounce	2.0000	1.3800	OZ	2.76	594762
01001	Hydrogen Peroxide - 30% reagent, 500ml	1.0000	9.3900	EA	9.39	578978
01038	Lens Paper - 6" x 8", lint-free, 100/book - Frey Scientific #568915018	3.0000	1.1600	EA	3.48	568915
01083	PTC Paper - Phenylthiocarbamide (phenylthiourea). Paper impregnated with PTC. Pack of 100 strips	6.0000	1.0500	EA	6.30	1603645
01090	Petri (Culture) Dish - disposable, 60x15, polystyrene, steril, 20/pkg	2.0000	2.1500	PK	4.30	574040
01098	Lab Coat, Knee Length White Snap Front - WLS981-D	1.0000	15.2900	EA	15.29	1292842
01116	Hardwood Meter Sticks	10.0000	0.9000	EA	9.00	081901
01188	Rubber Stopper Assortment - Sizes 1-6-1/2 - Package of 8 - Nasco #SB16728M	2.0000	5.0800	ST	10.16	574115
01182	SENSOR ACCELERATION LOGGER	1.0000	70.1600	EA	70.16	1528610
01193	DATALOGGER WIFI MODULE	1.0000	119.3200	EA	119.32	1528634
01194	SENSOR FORCE LOGGER	1.0000	87.7100	EA	87.71	1528594
	Totals for 010054-FREY SCIENTIFIC	11 Items			\$337.87	

**GREATER SOUTHERN TIER BOCES**

Bid Award Detail Report  
 Bid: COOP-CBO-SCI 16-03  
 COOP (CBO) SCIENCE SUPPLIES 16-16  
 By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
<b>No Award/All Bids Rejected</b>						
01010	Vinegar - cider, 1L			EA		
01152	Pyrite - bulk pack, 1kg			PK		Reason: SUBSTITUTE
<b>Totals for No Award/All Bids Rejected</b>		2 Items				
<b>Bid Totals</b>		36 Items			\$1,036.06	

Selection Criteria:

Bid: COOP-CBO-SCI 16-03  
 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 CUST 16-04  
 GST COOPERATIVE (CBO) BID CUSTODIAL 16-17  
 By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
<b>Awarded</b>						
004609-SANICO	Bid Reference: 16-04					
Bid Order Address: (RR ) SANICO, INC CORPORATE OFFICES & DISTRIBUTION CENTER PO BOX 2097 158 CORPORATE DRIVE BINGHAMTON, NY 13902						
00040	Floor Neutralizer - 50/102 packets - 1 packet per 5 gallons - Must be equal to or better than Walton March Vectra - 5 gallon container	5.0000	22.8000	EA	114.00	53717
00051	Plastic Spray Bottles, 16 Oz With Sprayers - 12/Case	75.0000	53.8000	CT	4042.50	40CFROSS
00058	Scrubbing Sponges, 3M #74 Green Back - 20/Case	24.0000	18.0000	CS	432.00	20916B+20902RR9
00086	20 Inch 120 Grit Screen Back, 3M #MMM029822 - 12/Case	30.0000	27.0000	CS	810.00	273M74
00092	Pads for 18" T-Bar Applicator - 6/pk - #HIL50033	10.0000	40.8000	CS	408.00	2720120G
00131	Totals for 004609-SANICO	2.0000	54.6000	PK	108.20	276000
		6 Items			\$5,913.70	
<b>005578-VASCO BRANDS INC</b>						
Bid Order Address: (EMAIL ) VASCO BRANDS INC 511 BUDD STREET ELMIRA, NY 14904 Bid Reference: 16-04						
00148	Swifter Duster Refills - 10/box - 6/boxes per case - Vasco PGC41767	12.0000	45.9700	CS	551.64	PGC41767
00152	Oxvir TB Wipes - 12/Canisters/Case - Vasco # DRK4598516	3.0000	114.4300	CS	343.29	JW4598519
00153	Cheri-Bol Bowl/Porcelain Cleaner - 12qt./case - Vasco #VSWK27-P	3.0000	18.5000	CS	55.50	VSWK27-P
00154	Teri Wipers - 128/box, 10 boxes/case -Vasco # KC34790-50	24.0000	58.2500	CS	1398.00	KC34790-50
	Totals for 005578-VASCO BRANDS INC	4 Items			\$2,348.43	
<b>010147-PETERS SUPPLY</b>						
Bid Reference: COOP CUST 16-04						

# GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO CUST 16-04

GST COOPERATIVE (CBO) BID CUSTOMAL 16-17

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
Bid Order Address: (EMAIL) PETERS SUPPLY 1120 MAGEE STREET ELMIRA, NY 14901						
00032	Facial Tissue, 2ply, Affex (by Cascades) 100/box, 30/cs	30.0000	14.7232	CS	441.70	PS 1004953
00055	Magic Eraser, Mr. Clean - Disposable, Soft Pad, Easily Cleans Dirt And Grime, Requires Only Water, No Fumes, Gloves Or Chemicals Needed, 4/Box - 6 Boxes/Case - GREEN	21.0000	16.3710	CS	343.79	96150-M
00084	18 Inch Lobby Dust Pans With Handle, Rugged Molded Plastic Base, Strong Fiberglass Handle Swings Freely Or Snap-Locks Into Upright Position For Easy Handling. Size 37H X 12W X 11 Inch D - Continental 912	12.0000	7.0620	ST	84.74	PS 1013004
00085	48 Inch Large Angle Broom w/handle, Flagged Bristles, Abco	24.0000	4.1730	EA	100.15	6410
00071	36 quart downpress combo bucket w/winger	2.0000	57.5446	EA	115.08	96978
00080	2 Oz Wet Mop 372016-41 Blue, 8 Ply Branded And Looped Wide Scrub Band, Washable, Fuller Brush 28324B - 12/Case	6.0000	61.6320	CS	369.78	97283
00081	3M #88 Scouring Pad - #88 - ***NO SUBSTITUTES***	6.0000	1.1449	EA	6.87	86
00084	#8550 Doodle Bug Scrubbing Pads - black, 5/pkg	6.0000	11.5346	PK	69.21	8550
00085	Toilet Bowl Mop - 100% acrylic fiber head, polyethylene handle or equal	48.0000	0.5992	EA	28.76	96303
00090	20 Inch Black Stripping Pad, 3M #MMM08382 - 5/Case	15.0000	24.6956	CS	370.43	08382
00097	13 Inch Red Buffing Pad, 3M #MMM08388 - 5/Case	5.0000	12.5939	CS	62.97	08388
00088	17 Inch Red Buffing Pad, 3M #MMM08392 - 5/Case	5.0000	18.5538	CS	92.77	08392
00123	Deb Azure Foam Soap, Green Seal approved, 1 liter bottle, 6/cs	83.3300	35.4384	CS	2953.08	PS 1021074
00124	Deb Hair and Body Soap, 1 liter bottle, 6/cs	41.6600	60.4550	CS	2518.56	HBG1L
00125	3M 14" Red Buffing Pad -5/pkg	10.0000	14.2203	PK	142.20	PS 1020667
00128	Sort-It Lemon 18oz. 12/cs HIL0076071	10.0000	35.3956	CS	353.96	16442
00140	Win Micro Filter for Vacuum - Sanico Item # 8086005220	24.0000	3.8520	EA	92.45	88005220
00141	Win Exhaust Filters for Vacuum - Sanico item # 8086141450	24.0000	0.5885	EA	14.12	86141450

**GREATER SOUTHERN TIER BOCES**

Bid Award Detail Report

Bid: COOP-CBO CUST 16-04

GST COOPERATIVE (CBO) BID CUSTODIAL 16-17

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
00142	Windsor Sensor Vacuum bags - 10 bags/pack - Hillyard # WIN98408430	20.0000	6.3885	PK	127.33	86000500
00143	Windsor Versamatic Vac Bags - 10 bags/pack - Hillyard # WIN98406410	2.0000	4.9434	PK	9.89	86000460
00144	Kraft Waxed Paper Liners with Gusset - Wax Finish. Fit Sanisac container 7-1/2" x 3-1/2" x 10-1/4" bags - 500 per Case - Hillyard # HOS280	10.0000	18.6715	CS	186.72	PS 1000030
00147	Cloth 16in. x 16in. Blue Microfiber - 12 per Pack - Hillyard #HIL24820	6.0000	6.8052	PK	40.83	PS 1012968
00148	Cloth 16in. x 16in. Green Microfiber - 12 per Pack - Hillyard #HIL24821	6.0000	6.8052	PK	40.83	PS 1012968
00149	Cloth 16in. x 16in. Red Microfiber - 12 per Pack - Hillyard #HIL24822	6.0000	6.8052	PK	40.83	PS 1023636
00150	Bleach - 6 Gal/Case - Vasco #VS10030	10.0000	9.6086	CS	96.09	A400
00155	3m 17A Flow Control Sootgard Glass Cleaner and Protector 4-5 gallon/cs	3.0000	110.8520	CS	332.56	PS 1000791
00158	3m 3A Flow Control Neutral Floor Cleaner 4-5 gallon/cs	18.7500	91.4101	CS	1713.94	PS 1000789
00157	3m 25A Flow Control HB Quat Disinfectant Cleaner 4-5 gallon/cs	16.7500	90.5434	CS	1697.69	PS 1000841
00158	3m 8A Flow Control General Purpose Cleaner 4-5 gallon/cs	18.7500	84.7333	CS	1588.75	PS 1000790
00160	Cascades Tandem High Capacity 2 ply toilet tissue, 1,110 sheets/roll, 24/cs	890.0600	27.3813	CS	22728.12	4010
<b>Totals for 010147-PETERS SUPPLY</b>					<b>\$36,764.22</b>	
<b>013957-L.J.C. JANITORIAL DISTRIBUTORS</b>						
Bid Order Address: (013957) L.J.C. JANITORIAL DISTRIBUTORS 1626 CEDAR AVE SCRANTON, PA. 18505						
Bid Reference: COOP CUST 16-04						
00107	Sampemmed Vinyl Glove Powder Free 100/box	50.0000	2.0500	BX	102.50	GSVF-104
00108	Sampemmed Vinyl Glove Powder Free 100/box	50.0000	2.0500	BX	102.50	GSVF-105
00109	Sampemmed Vinyl Glove Powder Free 100/box	50.0000	2.0500	BX	102.50	GSVF-103
<b>Totals for 013957-L.J.C. JANITORIAL DISTRIBUTORS</b>					<b>\$307.50</b>	
<b>014005-UNIPACK CORP</b>						

**GREATER SOUTHERN TIER BOCES**

Bid Award Detail Report

Bid: COOP-CBO CUST 16-04

GST COOPERATIVE (CBO) BID CUSTODIAL 16-17

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
Bid Order Address: (014005) UNIPACK CORP P.O. BOX 300027 BROOKLYN, NY 11230						
00002	40 X 48 Plastic Liners, Clear, 22 Microns, Rhino Or Equal HD, (BX-48) - 150/Case	30.0000	11.6600	CS	349.80	HD 48
00007	38 X 60 Plastic Liners, Clear HI-Density,, 60 Gal., 17 Micron - 200/Case - Steller - Hillyard # LH386017N	75.0000	13.6600	CS	1024.50	HD 60
Totals for 014005-UNIPACK CORP		2 Items			\$1,374.30	
Bid Reference: COOP CUST 16-04.B 014643-INTERBORO PACKAGING Bid Order Address: (014643) INTERBORO PACKAGING B 114 BRACKEN RD. MONTGOMERY, NY 12549						
00006	30 X 37 Plastic Liners, Clear, 13 Microns, High Density 20-30 gallon- 500/Case	195.0000	16.8400	CS	3283.80	INT- 3037-Med, As per sample # 6B
Totals for 014643-INTERBORO PACKAGING		1 Items			\$3,283.80	

# GREATER SOUTHERN TIER BOCES

Bld Award Detail Report  
Bid: COOP-CBO CUST 16-04

GST COOPERATIVE (CBO) BID CUSTODIAL, 16-17  
By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bld	Vendor Item ID
<b>No Award/All Bids Rejected</b>						
00159	White Swan Paper Towel roll - 8X1200, 6 rolls/case - Hillyard #KRU01968	1		CS		
<b>Totals for No Award/All Bids Rejected</b>						
<b>No Bid</b>						
00045	Johnson's J-Fill Break-Up Kitchen Degreaser #4375			EA		
00127	350 Gym Floor Finish 5 gal. HIL0028007			EA		
00128	Kleen-up solvent #HIL0043708			EA		
00129	Tack-IT 4/pk - 1 Gallon Containers #HIL0045806			PK		
00130	Pad Refills for multi-flo applicator Set #HIL50162			ST		
00145	Multi-Flo XP Pad Set - Applicator Pad Refills for Multi-Flo XP - 2 Per Set - Hillyard # HIL50162			ST		
<b>Totals for No Bid</b>						
					6	Items
<b>Bid Totals</b>					53	Items
					\$49,991.95	

Bid: COOP-CBO CUST 16-04  
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 HEALTH 16-06  
GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17  
By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
<b>Awarded</b>						
001842-MEDCO	Bid Reference: COOP HEALTH 16-06					
Bid Order Address: (001842)						
MEDCO						
SCHOOL FIRST AID						
500 FILLMORE AVENUE						
TONAWANDA, NY 14150						
00026	TONGUE DEPRESSORS, REG. SIZE, 500/BX	6,000	3.3800	BX	20.28	04220
00035	BANDAGES (GAUZE PADS) - 2" X 2" GAUZE PADS, NOT STERILE, 200/BX	12,000	0.8500	BX	10.20	317378
00220	OVAL EYE PADS, 50/BOX	2,000	3.5000	BX	7.00	30005M
00222	EMERGENCY SAFETY EYE WASH BOTTLE, 32 OZ.	4,000	5.4900	EA	21.96	558555
00241	STING KILL SWABS, 10/BX	5,000	1.7000	BX	8.50	317496
00251	POWDER FREE, SIZE MEDIUM (NON-LATEX), 100/BX	20,000	2.7200	BX	54.40	268839
00253	POWDER FREE, SIZE LARGE, (NON LATEX), 100/BX	15,000	2.7200	BX	40.80	268840
00259	VINYL EXAM GLOVES, NON STERILE, MEDIUM, 100/BX	10,000	2.5900	BX	25.90	269954
00267	INSTANT HOT PACK, 18/BX	5,000	14.8800	BX	74.40	47600
00329	SAFETY PINS - ASSORTED, 50/PKG	2,000	0.9900	PK	1.98	260238
00350	BUFFERED ASPIRIN, 100/BOTTLE	5,000	0.7700	EA	3.85	46001M
00361	DIPHENHYDRAMINE - GENERIC KAPSEALS, 24/BX	2,000	1.2300	BX	2.46	269189
00367	BENADRYL LIQUID 12.5 MG/ 5 ML	14,000	4.1600	EA	58.24	243098
00371	GENERIC ANTACID 150/BT	8,000	2.4500	EA	19.60	267549
00374	A&D OINTMENT, 1 OZ	1,000	0.4800	EA	0.48	268896
00412	CLIPPERS - FINGERNAIL CLIPPERS	3,000	0.2800	EA	0.84	48134M
00413	CLIPPERS - LARGE NAIL CLIPPER	1,000	0.5500	EA	0.55	48135M
00487	Large fingertip bandaids (1 1/4" x 3") - box of 100 - flexible fabric, latex free	6,000	3.2700	BX	19.62	317267
<b>Totals for 001842-MEDCO</b>					<b>18 Items</b>	<b>\$371.06</b>

002424-HENRY SCHEIN INC Bid Reference: COOP HEALTH 16-06

**GREATER SOUTHERN TIER BOCES**  
 Bid Award Detail Report  
 Bid: COOP-CBO HEALT 16-06  
 GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17  
 By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
Bid Order Address: (EMAIL) HENRY SCHEIN INC MAIL ROUTE 495 135 DURYEA ROAD MELVILLE, NY 11747						
00012	HYDROGEN PEROXIDE, 16 OZ.	3.0000	0.4100	EA	1.23	1127069
00021	HAND SANITIZER - PURELL GEL HAND SANITIZER, 12 OZ., NO SUB	7.0000	3.3700	EA	23.59	5900086
00055	BANDAIDS - 1"X3" INDUSTRIAL SIZE BOX, 1500/BX, LATEX FREE	9.0000	15.3400	BX	138.06	1126135
00056	BANDAIDS - 1"X3" INDUSTRIAL SIZE BOX, 1500/BX	2.0000	16.3400	BX	30.68	1126135
00060	BANDAIDS - 3/4"X3" INDUSTRIAL SIZE BOX, LATEX FREE, 1500/BX	2.0000	13.1700	BX	26.34	1126134
00067	BANDAIDS - 5/8"X2-1/4" , JR. STRIPS, 100/BOX	2.0000	1.2200	BX	2.44	2617588
00072	BANDAIDS - FABRIC ONLY 1"X 3", COVERLET LATEX FREE, 100/BX	30.0000	2.5700	BX	77.10	9110398
00086	BANDAIDS - ROUND SPOTS, 7/8", COVERLET, 100/BOX	6.0000	3.5400	BX	21.24	9117964
00155	PLASTIC CUPS, 5 OZ., 100/PKG	41.0000	1.8900	PK	77.08	1049869
00199	HENRY SCHEIN BRAND - ELASTIC ACE BANDAGE, 3", 10/BX	9.0000	2.4700	BX	22.23	9004578
00200	HENRY SCHEIN BRAND ELASTIC ACE BANDAGE, 4", 10/BX	9.0000	3.4200	BX	30.78	9004679
00209	Henry Schein Brand					
00212	2/pk generic	7.0000	4.9400	BX	34.58	9004680
00278	JERGENS LOTION, 15 OZ. PUMP	12.0000	325.4800	EA	3905.76	2771281
00280	VASELINE INTENSIVE CARE, 17.7 OZ PUMP	1.0000	3.9200	EA	3.92	1235561
00352	IBUPROFEN TABLETS, 100/BOTTLE	3.0000	3.9300	EA	11.79	1235258
00362	COUGH DROPS, INDIVIDUALLY WRAPPED, 125/BX	16.0000	1.5300	EA	24.48	1186588
00386	PETROLEUM JELLY, 3.75 OZ.	20.0000	3.1400	BX	62.80	1515867
00467	THERMOMETER COVERS - WELCH ALLYN	2.0000	0.9700	EA	1.94	1131489
00488	DISPOSABLE COVERS, #05031, 250/BOX, NO SUB Knuckle bandaids (1 1/2" x 3") - box of 100 - flexible fabric, latex free	2.0000	8.4900	BX	16.98	5690460
00500	Blood pressure cuff - child size - latex free	7.0000	2.3000	BX	16.10	1128144
00501	Blood pressure cuff - adult size - latex free	1.0000	7.4100	EA	7.41	4992555
00502	Blood pressure cuff - large adult size - latex free	1.0000	7.4500	EA	7.45	4992488
00556	Sani-Cloth Plus Wipes - for disinfection of hard, non-	1.0000	8.2500	EA	8.25	4992489
		15.0000	4.6300	TU	69.45	2670721

**GREATER SOUTHERN TIER BOCES**  
 Bid Award Detail Report  
 Bid: COOP-CBO HEALTH 16-06  
 GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17  
 By Vendor/Item

April 28, 2016  
 14:07:25 pm

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bld	Vendor Item ID
00563	porous surfaces & equipment, 160 wipes/tub KLEENEX TISSUES - FACIAL TISSUES 2 PLY 8- 1/4" X 9-3/4" 100/BOX, 36 BOXES/CS	25.0000	36.3600	CS	909.00	1002849
Totals for 002424-HENRY SCHEIN INC		25 Items			\$5,530.68	
Bid Reference: COOP HEALTH 16-06						
003544-MOORE MEDICAL CORP						
Bid Order Address: (FAXONL) MOORE MEDICAL CORP 1690 NEW BRITAIN AVE FARMINGTON, CT 06032						
00092	BATTERY FOR POWERHEART AED	4.0000	254.4700	EA	1017.88	78000
00007	ALCOHOL 70% ETHYL, 16 OZ.	7.0000	1.2000	EA	8.40	81768
00009	ALCOHOL PREP, PADS, 2-PLY, 3" X 1-3/16"	10.0000	1.2300	BX	12.30	98721
00010	STERILE, 200/BOX	1.0000	1.6500	CS	1.65	85443
00018	HYGEA FLUSHABLE WIPES, CASE OF 12 TUBS ANTIMICROBIAL HAND WIPES, 100/BOX, 10 BOX/CS	2.0000	36.0000	CS	72.00	57578
00037	Bandages (GAUZE PADS) - ABD PADS 5" X 9" - Box 25	12.0000	1.8100	BX	21.72	19876
00049	BANDAGES - CONFORMING, 3" X 4.1 YDS, 12/BOX	6.0000	0.9000	BX	5.40	80873
00052	BANDAGES - TRIANGULAR BANDAGE W/SAFETY PINS	6.0000	0.3100	EA	1.86	92750
00087	"C" CELL BATTERIES	2.0000	0.6100	EA	1.22	89298
00089	PENLITE BATTERIES, AAA	107.0000	0.3600	EA	38.52	89294
00090	PENLITE BATTERIES AA Sold as each	508.0000	0.3100	EA	157.48	89295
00103	DISPOSABLE PENLIGHT FLASHLIGHTS, 8/PK	4.0000	3.6600	PK	14.76	81238
00117	POCKET COMBS, 4"-5", 12/PKG, NO SUB	1.0000	0.2100	PK	0.21	75014
00152	5 OZ. FLAT BOTTOM PAPER CUPS, 100/TUBE	20.0000	3.5100	TB	70.20	89724
00175	GLUCOSE TABLETS, SCHOOL HEALTH #44- 167/EQUAL, ORANGE, 50'S	2.0000	4.8700	EA	9.74	15569
00205	EZE BAND BANDAGE, ELASTIC SELF-ADH., 2" X 5 YDS, 10/BOX, NO SUB	2.0000	12.7300	BX	25.46	63368
00217	CONTACT LENS SOLUTION, 12 OZ.	4.0000	3.2800	EA	13.12	94740
00221	EYE WASH, 1 OZ. STERILE ISOTONIC BUFFERED IRRIGATE	2.0000	1.1400	EA	2.28	77639
00223	DISPOSABLE EYE BATH CUPS - BOX OF 10	2.0000	7.2700	BX	14.54	13806
00227	KOTEX SANITARY NAPKINS, ULTRA THIN PADS, IND. WRAPPED BOX O	14.0000	3.3500	BX	46.90	92843

# GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO HEALTH 16-06

GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
00230	TAMPONS (REGULAR), 40/BX	12,000	5.9800	BX	71.76	91998
00232	TAMPONS (SUPER), 40/BOX	2,000	5.9800	BX	11.96	89833
00273	DISPOSABLE PILL-OW CASES, 21" X 30" (SOFT PAPER, NOT PLASTIC), 100/CS	2,000	13.3900	CS	26.78	77009
00275	Calamine Lotion	11,000	1.4500	EA	15.95	14823
00277	HYDROCERIN LOTION, 16.9 oz	1,000	9.0100	EA	9.01	85161
00322	OPAQUE CONVIENCE BAGS (EMISIS BAGS), OPAQUE 12/PK	5,000	9.1700	PK	45.85	16963
00331	ADHESIVE REMOVER, 16 OZ.	2,000	8.8300	EA	17.66	28847
00333	COTTON BALLS, 2M/CS	12,000	5.3600	CS	64.32	92796
00334	SHARPS CONTAINER, 1 QUART SIZE	8,000	1.1600	EA	9.28	93266
00335	SHARPS CONTAINER, 1 GALLON SIZE	7,000	2.5100	EA	17.57	93267
00347	ACETAMINOPHEN, 500 MG, 100/BTL	2,000	0.8900	EA	1.98	83281
00348	ACETAMINOPHEN, 325 MG, 100/BTL	6,000	0.7400	EA	4.44	83277
00354	CHILDREN'S ACETAMINOPHEN, 80MG, CHEWABLE, 30/BTL	11,000	0.9700	EA	10.67	64134
00356	CHILDREN'S LIQUID IBUPROPHEN, 4 OZ SIZE	18,000	3.1600	BX	56.88	28173
00373	TRIPLE ANTIBIOTIC OINTMENT, 1 OZ	4,000	1.1400	EA	4.56	99492
00427	SPLINTS - CARDBOARD SPLINT 12"	10,000	0.2700	EA	2.70	87955
00483	Durapore hypoallergenic silk tape (1/2" x 10 yd.) - 24 rolls/box	1,000	11.4800	BX	11.48	33071
00494	Durapore hypoallergenic silk tape (1" x 10 yd.) - 12 rolls/box	1,000	11.4800	BX	11.48	33072
00523	ADULT ELECTRODES FOR THE POWER HEART G3	10,000	29.2300	EA	292.30	74971
00529	"BABY" WIPES "" UNSCENTED""	12,000	2.0500	EA	24.60	98642
00551	ZipLock Bags - Sandwich size Box of 40	14,000	2.1500	BX	30.10	89610
Totals for 003544-MOORE MEDICAL CORP					41 Items	\$2,276.66

Bid Reference: COOP HEALTH 16-06

004850-SCHOOL HEALTH CORPORATION

Bid Order Address: (EMAIL)

SCHOOL HEALTH CORPORATION

865 MUJFIELD DRIVE

HANOVER PARK, IL 60103

00001	PEDIATRIC ELECTRODE PADS FOR POWERHEART AED	5,000	76.2600	EA	381.30	54120
00053	BANDAIDS - 1/8" X 1-1/2", LEUKOSTRIP WOUND CLOSURE STRIPS, 60/PKG	1,000	14.7400	PK	14.74	26384

**GREATER SOUTHERN TIER BOCES**  
Bid Award Detail Report  
Bid: COOP-CBO HEALTH 16-06  
GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17  
By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
00064	BANDAIDS - "PATCHES" BANDAIDS, 1 1/2"X1 1/2", 100/BOX	4,000	1.5500	BX	6.20	32043
00088	"D" CELL BATTERIES	2,000	0.8200	EA	1.64	91284
00115	LICE MEISTER COMB, NO SUB	2,000	8.8900	EA	17.78	90943
00126	INSTANT DELUXE COLD PACK, JUNIOR, 6" X 7-1/2", 16/CS	9,000	10.3300	CS	92.97	37008
00128	FREEZABLE COLD PACK, SMALL, 4" X 6" Solid as each	55,200	0.4600	BX	25.39	37181
00127	REFREEZABLE COLD PACK, REG., 6" X 9", 12/BX	9,000	11.3700	BX	102.33	37201
00161	3-1/2 OZ, PLEATED, FOR DISPENSER, 100/TUBE	15,000	2.9000	TB	43.50	21013
00158	SMALL TUBES OF TOOTHPASTE, .85 OZ (must be manufactured in USA)	5,000	0.2600	EA	1.30	47101
00161	ORTHODONTIC WAX, SCHOOL HEALTH #47-008/EQUAL	7,000	1.3400	EA	9.38	47009
00171	DENTAL FLOSS - WAXED, 100 YDS	11,000	0.8800	EA	9.68	47018
00172	TOOTH BOXES, 200/PKG	2,000	7.3000	PK	14.60	90404
00193	EAR EASE, NO SUB	5,000	12.6700	EA	63.35	37016
00213	EPI PEN (REG), MUST EXPIRE A YEAR OR MORE FROM PURCHASE DATE	10,000	326.2400	EA	3262.40	91628
00242	TICKED OFF TICK REMOVER	1,000	3.7700	EA	3.77	90461
00303	TWEEZERS - BLUNT TWEezer, 3 1/2"	1,000	1.4400	EA	1.44	36289
00473	EYEGLASS REPAIR KIT	10,000	1.2900	EA	12.90	90078
00484	CLEAR EYES EYE DROPS, 1 OZ. BOTTLE	1,000	7.1400	EA	7.14	34183
00512	Ace elastic bandage (4" x 5 yd.) - latex free, Velcro, nonsterile	2,000	1.1900	EA	2.38	31061
00513	Ace elastic bandage (6" x 5 yd.) - latex free, Velcro, nonsterile	2,000	0.9600	EA	1.92	31062
00526	ACE ELASTIC BANDAGE - 3" X 5 YDS - LATEX FREE, VELCRO (NO CLIPS), NONSTERILE	22,000	1.0400	EA	22.88	31060
00527	ACE ELASTIC BANDAGE - 4" X 5 YDS - LATEX FREE, VELCRO (NO CLIPS), NONSTERILE	2,000	1.1900	EA	2.38	31061
00560	Exergen Temporal Scanner Thermometer	1,000	65.1400	EA	65.14	13066
00566	RELIALIGHT TONGUE DEPRESSOR - SCHOOL HEALTH ITEM NUMBER AL91274	2,000	16.7200	EA	33.44	91274
00574	DISTANT VISION CHART - LEA SYMBOLS @ 10 FT - SCHOOL HEALTH ITEM HH52549 OR EQUIVALENT	1,000	17.0800	EA	17.08	52549

Totals for 004650-SCHOOL HEALTH CORPORATION 26 items \$4,217.01

**GREATER SOUTHERN TIER BOCES**

Bid Award Detail Report

Bid: COOP-CBO HEALTH 16-06  
GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
Bid Order Address: (R ) UNITED HEALTH SUPPLIES DBA EVERYTHING MEDICAL LLC PO BOX 33958 LAS VEGAS, NV 89133-3958						
00015	LYSOL, 12 OZ. AEROSOL, NO SUB	8.0000	4.4900	EA	35.92	C20-742885 19 OZ
00016	SPORICIDIN DISINFECTANT TOWELETTES FOR CLEANING AUDIOLOGY INSTRUMENTS, 6" X 7" WIPES, 160/CANISTER	8.0000	5.2900	EA	42.32	F38-89072
00023	6" APPLICATOR STICKS, 1M/BOX	8.0000	1.7900	BX	14.32	D22-9000
00026	TONGUE DEPRESSORS, JR. SIZE, 500/BX	5.0000	3.2900	BX	16.45	D70-4911
00028	COTTON TIP APPLICATORS, 8", 1M/BOX	9.0000	3.2900	BX	29.61	D70-4902
00036	BANDAGES (GAUZE PADS) - 4" X 4", NON- STERILE GAUZE, 200/BX	13.0000	2.1900	BX	28.47	K10-441217
00039	BANDAGES (GAUZE PADS) - GAUZE PADS STERILE 3" X 3", 100/BX	3.0000	3.0900	BX	9.27	D70-3353
00040	BANDAGES (GAUZE PADS) - GAUZE PADS STERILE 4" X 4", 100/BX	3.0000	4.7000	BX	14.10	D70-3354
00043	BANDAGES (GAUZE PADS) - TELFA PADS STERILE NON ADHESIVE 3"X4", 100/BX	9.0000	5.2900	BX	47.81	D70-3434
00044	BANDAGES (GAUZE PADS) - TELFA PADS STERILE NON ADHESIVE 3"X4", 100/BX	6.0000	5.2900	BX	31.74	D70-3434
00046	BANDAGES (GAUZE PADS) - TELFA SELF ADHESIVE PADS, 2"X3" 100/BX	1.0000	4.9000	BX	4.90	W16-7865
00062	BANDAIDS - 3/8"X1-1/2" JR. PLAST STRIPS, LATEX FREE, 100/BX	2.0000	0.7200	BX	1.44	A22-2027
00066	BANDAIDS - EXTRA LARGE, 2"X4", 50/BOX	2.0000	2.1200	BX	4.24	A22-2016
00070	BANDAIDS - ELASTIC FABRIC STRIPS FINGER TIP LARGE, COVERLET, 50/BOX	4.0000	5.6000	BX	22.40	B22-1307
00075	BANDAIDS - FABRIC ONLY FLEXIBLE STRIP KNUCKLE, COVERLET LATEX FREE, 100/BX	14.0000	4.9000	BX	68.60	B22-1380
00078	BANDAIDS - J&J BUTTERFLY CLOSURES, MEDIUM, 1-3/4"X3/8", 100/BX	3.0000	1.3900	BX	4.17	W16-1975
00082	BANDAIDS - LATEX FREE X-LARGE BANDAGES, 2"X4", 50/BX	7.0000	2.1200	BX	14.84	A22-2016
00083	BANDAIDS - LATEX FREE, 3/8"X1-1/2" 100/BX	2.0000	0.7200	BX	1.44	A22-2027
00085	BANDAIDS - EXTRA LARGE, 2"X4-1/2" J&J , 50/BX, NO SUB	4.0000	5.2900	BX	21.16	J18-5716

# GREATER SOUTHERN TIER BOCES

Bid Award Detail Report

Bid: COOP-CBO HEALTH 16-06

GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17

By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
00091	9 VOLT TRANSISTOR BATTERY	20.0000	1.0500	EA	21.00	U20-008V
00101	WELCH ALLYN RECHARGEABLE BATTERY, #72200 3.5V, NO SUB	3.0000	33.3000	EA	99.90	W10-72200
00119	OTOSCOPE BULB, WELCH ALLYN 03400	2.0000	17.3000	EA	34.60	W10-03400
00124	INSTANT COLD PACKS, ECONOMY, 6" X 9", 16/CASE	10.0000	6.4000	CS	64.00	A21-CP690
00168	TOOTHBRUSHES, SOFT BRISTLE	10.0000	0.1000	EA	1.00	D22-TBJR
00178	GLUCOSE GEL BLACK CHERRY 43268	1.0000	3.9500	EA	3.95	X008830 LEMON OR GRAPE
00201	COBAN ELASTIC BANDAGE, 2" X 5 YDS	10.0000	1.6900	EA	16.90	M52-1582
00228	SANITARY NAPKINS MAXI PADS, IND. WRAPPED, 250/CS	7.0000	32.8500	CS	229.95	H10-147
00234	BACTINE SPRAY, 6 OZ., BEE/INSECT STINGS	6.0000	4.7000	EA	28.20	B50-0827
00236	BURN JEL, 4 OZ.	3.0000	1.8800	EA	5.64	S90-50001
00255	LATEX EXAM GLOVES, MEDIUM, 100/BX	10.0000	3.6000	BX	36.00	S20-11112
00266	LATEX EXAM GLOVES, LARGE, 100/BX	5.0000	3.6000	BX	18.00	S20-11113
00263	VINYL POWDER FREE, SIZE MEDIUM, 100/BX	10.0000	2.5900	BX	25.90	S20-20212
00264	VINYL POWDER FREE, SIZE LARGE, 100/BX	7.0000	2.5900	BX	18.13	S20-20213
00332	COTTON BALLS, 500/BX	10.0000	1.5500	BX	15.50	K102600
00345	BLISTEX PACKETS, .5 GM, 500/BOX, NO SUB	1.0000	24.4900	BX	24.49	B28-X500
00364	CHLORASEPTIC MOUTHWASH W/SPRAYER, 6 OZ. CHERRY, NO SUB	11.0000	4.3500	EA	47.85	M35-1103
00393	PETROLEUM JELLY, 1 OZ. TUBE	1.0000	0.5900	EA	0.59	D70-1141
00393	18" TABLE PAPER, 12/CS	1.0000	17.4000	CS	17.40	A20-613
00399	UNDERPAD - SMALL UNDERPAD, WHITE SPUN- BOND FACING WITH A BLUE EMBOSSED POLYPROPYLENE BACKING, 17" X 24", 300/BOX	5.0000	21.8000	BX	108.00	D70-1341
00422	SOAP - LIQUID ANTIBACTERIAL, GALLON DIAL/EQUAL	2.0000	10.9500	GA	21.90	D12-88047
00456	PAPER TAPE HYPOPORE 1" X 10YDS	5.0000	0.3300	EA	1.65	H20-6111
00485	Spot bandaids - box of 100, latex free	3.0000	1.0900	BX	3.27	A22-2022
00486	Small fingertip bandaids (1 1/2" x 2") - box of 100 - flexible fabric, latex free	4.0000	2.8000	BX	11.20	A22-4025
00490	Stretch gauze (2" x 60") - nonsterile - latex free	7.0000	0.9900	EA	6.93	Q12-GBNS2 12/BAG
00492	Stretch gauze (4" x 60") - nonsterile - latex free	2.0000	1.3900	EA	2.78	Q12-GBNS4 12/BAG
00506	ZIPLOC BRAND BAGS - QUART SIZE - 54/BOX	5.0000	3.6000	BX	18.00	C20-821389
00506	ZIPLOC BRAND BAGS - GALLON SIZE 38/BOX	3.0000	3.9000	BX	11.70	C20-821279
00511	Ace elastic bandage (3" x 5 yd.) - latex free, Velcro, nonsterile	2.0000	0.6500	EA	1.30	Q12-EB3LFV
00524	2ND SKIN MOIST BURN PADS	2.0000	4.2500	EA	8.50	S38-47019 2" X 3" 4/PKG

**GREATER SOUTHERN TIER BOCES**

Bid Award Detail Report

Bid: COOP-CBO HEALT 16-06

GST COOPERATIVE (CBO) BID HEALTH SUPPLIES 16-17  
By Vendor/Item

Item ID	Description	Quantity	Unit Price	Unit of Measure	Total Bid	Vendor Item ID
00534	GLOVES, VINYL - SIZE SMALL - POWDER-FREE, NONSTERILE	1.0000	2.6900	EA	2.69	S20-20211
00568	CONTAINER OF SALT	4.0000	1.0900	EA	4.36	X359083
00576	WATERLESS ALCOHOL-BASED (AT LEAST 60%) HAND SANITIZER - 4 OZ.	5.0000	0.6900	EA	3.45	C82-11226
<b>Totals for 012037-UNITED HEALTH SUPPLIES</b>					<b>\$1,327.63</b>	
<b>Bid Totals</b>					<b>\$13,723.04</b>	

Bid: COOP-CBO HEALT 16-06

Sort by: Vendor/Item  
Item Sort: Item ID

Items not awarded are included  
Printed by TERESA A. GOLDTHWAIT

**Board of Education Resolution to adopt Workers' Compensation Municipal Cooperation Agreement:**

Whereas, the public policy of the State of New York encourages school districts to act cooperatively in the best interests of the student and the taxpayer, and

Whereas, cost savings can be achieved by cooperatively providing Workers' Compensation Insurance, and

Whereas, the Greater Southern Tier BOCES and component school districts have agreed to enter into an agreement governing Workers' Compensation Insurance, and

Whereas, the adoption of a cooperative plan concerning Workers' Compensation Insurance will not compromise or diminish the Workers' Compensation coverage now extended to our employees,

NOW, On Motion of \_\_\_\_\_, Seconded by \_\_\_\_\_ it is

**RESOLVED:** That the Board of Education does hereby adopt in all respects the **GREATER SOUTHERN TIER AREA SCHOOLS SELF-INSURED WORKERS' COMPENSATION PLAN MUNICIPAL COOPERATION AGREEMENT**, and it is further

**RESOLVED,** that the Board President may sign the agreement on behalf of the school district.

**GREATER SOUTHERN TIER AREA SCHOOLS SELF-INSURED WORKERS' COMPENSATION PLAN  
MUNICIPAL COOPERATION AGREEMENT**

Effective this 1<sup>st</sup> day of July 2016 by and between the GST Area Schools Self-Insured Workers' Compensation Plan, hereinafter referred to as "Plan" and the participating School Districts which have or may execute this same agreement by separate signature, hereinafter referred to individually and collectively as "Participant(s)".

**WITNESSETH:**

WHEREAS, Article 5-G of the General Municipal Law authorizes municipal corporation(s) to enter into cooperative agreements for the performance of those functions or activities in which they could engage individually; and

WHEREAS, Section 119-N of the General Municipal Law defines the term "municipal corporation" as used therein as including a city, town, village, school district and Board of Cooperative Educational Services; and

WHEREAS, the Participant(s) have determined to their individual satisfaction that they can furnish Workers' Compensation Benefits and Insurance for their employees at a significant cost savings by action in concert with one another in the matter hereinafter expressed; and

WHEREAS, the Participants have each obtained the necessary consents and approval, corporate or otherwise, to enter into this agreement and perform its obligation hereunder,

**ARTICLE I--ACCEPTANCE OF COVENANTS**

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties so covenant and agree as follows:

- I. Maintain status with the Workers' Compensation Board as an individual self-insurer under the provisions of Workers' Compensation Law § 50 (4)(a).
- II. Each new party shall give appropriate notice to its current Workers' Compensation insurance carrier and be responsible for all charges and liability arising out of such contract with its insurance carrier.

III. Comply in all respects with the requirements, rules and regulations of the Workers' Compensation Board concerning self-insurance including filing requirements and any statutory or regulatory obligations.

## **ARTICLE II--BYLAWS**

I. Those organizations established under the Education Law which are signators hereto, and those which subsequently join (Participants), have established a fund pursuant to Article 5-G of the General Municipal Law for the purpose of providing security of group financing of Workers' Compensation Self-Insurance by the Participants and to realize the economy of the sharing of the cost of administration of a Self-Insurance Plan. The participants have established by this agreement a joint reserve fund for the payment of benefits. This agreement shall be construed to include all functions and powers to accomplish these stated purposes.

II. The governing body of the Plan shall be a Board of Directors composed of the Superintendent of Schools or his or her designee, selected by each Participant annually. Each Director shall have one vote on all matters properly put forth before the Board of Directors. The governing body shall by resolution provide for the administration of the Self-Insurance Plan, sometimes referred to as the Plan. A committee appointed by the Board of Directors may appoint, subject to the approval of the Board of Directors, such persons as may be deemed necessary for the operation of the Plan and may contract for necessary actuarial, legal, or other professional services. The Board of Directors will act by majority vote of those members present at the meeting at which the vote is taken, with at least a simple majority quorum existing at each meeting.

III. Except as otherwise provided in this agreement, the Board of Directors shall have the following powers and duties:

- A) to adopt rules establishing its procedures in relation to the following:
  - 1) the annual election of a Chairperson, Vice-chairperson by majority vote,
  - 2) the annual appointment of the secretary, treasurer, and the designation of other officers by the Board of Directors,
  - 3) fixing the frequency of regular Board meetings, including the time and place thereof, and method for calling of special meetings,

- 4) contracting with persons, firms or corporations, including the Third Party Administrator and Plan Consultant, for services in receiving, investigating processing and recommending payment of claims arising under the Plan.
- 5) auditing receipts and disbursements, providing for annual independent audits, and the furnishing of periodic financial and operational reports to Participants.

B) to establish the following, and further duties of those elected or appointed.

1) Duties of Chairperson:

- (i) Develop agenda
- (ii) Preside over all Board meetings
- (iii) Establish committees as required with authorization from the Board of Directors

2) Duties of Secretary:

- (i) Maintain official minutes of all Board meetings
- (ii) Send minutes of meeting to: all board members, all Superintendents of Schools, the Treasurer, Third-Party Administrator, and Consultants.
- (iii) Conduct correspondence as directed by the Board of Directors.

3) Duties of Treasurer/Fiscal Officer:

- (i) Reconcile the Workers' Compensation Plan accounts monthly.
- (ii) Provide quarterly reports to the Board of Directors.
- (iii) Receive monthly deposits from the participating school districts and disburse those funds as needed to pay claims and required expenses.
- (iv) Provide the independent auditor with all information necessary to complete audited annual financial statements.

C) The Board of Directors has the following additional duties, responsibilities and powers:

- a. Elect a vice-chairperson who shall serve as chairperson in the absence of the chairperson, and who shall succeed to the office of chairperson for the remainder of any school year in which the office of chairperson becomes vacant. Designate a treasurer of

- one of the Participants as Fiscal Officer of the Plan in accordance with General Municipal Law Section 119-o (2).
- b. Provide for the deposit of joint funds received from the Participants in banks designated from time to time.
  - c. Authorize the fiscal officer to invest temporary monies not required for immediate expenditure and to invest idle funds in the type of investment permitted by law without having to obtain approval from each Participant for a particular investment.
  - d. Establish an annual budget. Such budget shall cover a school year and shall be presented to each Participant no later than March 1 of each school fiscal year. Such budget shall set forth the anticipated assessment charges as well as the administration expenses.
  - e. Arrange for an annual audit by a certified public accountant in relation to all funds received and disbursed by the Plan. Such audit shall be presented to each Participant prior to establishing the subsequent year's annual budget and no later than March 1 of each school year. The Board of Directors may authorize an unaudited report during the fiscal year, if in the opinion of the Board of Directors such report would be appropriate.
  - f. Appoint a secretary, consultant, a certified public accountant, an attorney and such other persons as the Board of Directors deem appropriate for the carrying out of the purposes of this agreement, but the expenses of such individuals shall not exceed the administration budget.
  - g. Retain any Plan balance, determined at the end of a fiscal year, which may be applied toward the lowering of the annual assessment during the next fiscal year as determined by the Board of Directors.
  - h. May purchase employers liability insurance (Type B coverage) for the benefit of the Participants, which charge shall be an administrative charge. Such charge may not be assessed against the joint Workers' Compensation reserve fund which may be established.
  - i. Purchase excess or stop loss insurance to cover large Workers' Compensation claims. Such charge shall be considered a charge against the Self-Insurance budget. The Board of Directors shall authorize a designated person(s) to act on behalf of the Consortium to negotiate and execute this agreement. The

Designee(s) shall report back to the Board of Directors at the next regularly scheduled meeting.

- j. Establish the basis for annual assessment. Such assessment may include the amounts necessary to:
  - » meet the payments with respect to liability of Participants required to be made under the Workers' Compensation Law.
  - » pay the administrative expenses of the Plan.
  - » provide for contributions to the joint reserve fund to finance the payment of benefits.
  - » pay stop loss insurance.
  - » meet any other appropriate expense.
- k. The Board of Directors may provide for annual payments into the Plan based upon loss experience or some other equitable standard.
- l. Establish a committee or committees consisting of a member of the Board of Directors and others. Any agreement by the committee shall be subject to the approval of the Board of Directors.
- m. May purchase, through the administration fund, wrongful act and other liability insurance in such amounts as to be determined by the Board of Directors to protect the Board of Directors and those acting on behalf of the Plan. The provisions of Public Officers Law § 18 are hereby extended to the Board of Directors and those acting on behalf of the Plan in accordance with Article X herein.
- n. Terminate the membership of any Participant based upon the Participant's failure to comply with this charter or any resolution of the Board of Directors, substantial negative claim experience as determined by the Board of Directors or any other just cause. In case of termination, such entity shall receive a reimbursement of contributions, if any, in the same manner as a voluntary termination as provided in Article VI.
- o. Perform all acts reasonably necessary to exercise the powers granted expressly in this agreement or by implication.

D) To establish annual premiums for Participants in the Plan consistent with the annual budget.

### **ARTICLE III--ADMINISTRATION**

A. The Fiscal Officer shall be custodian of the funds. Such monies shall be deposited in one or more banks or trust companies designated by the Board of Directors.

The Board of Directors, through the Fiscal Officer, shall pay Workers' Compensation in the manner provided in the Workers' Compensation Law. The amount of compensation payable prior to an award pursuant to such certification shall constitute a settled claim within the meaning of the Local Finance Law.

Payment of other Workers' Compensation matters such as hospital charges, doctor's statements, and the like shall be made after review by the Third Party Administrator and the Fiscal Officer.

Payment of other matters, such as administrative services and professional services shall be in accordance with the agreement with such parties.

- I. Each participant's pro-rata share of any deficiency shall be computed using the average of: percentage of a participant's incurred losses to total plan incurred losses and the percentage of a participant's premiums to total premiums for periods determined by the Board of Directors. Such resultant average to be multiplied by the total plan deficit to determine each participant's pro-rata share.
- II. If a surplus of Participants' contributions exists after close of the Plan year, and after provision for payments of all known claims, settled or unsettled, and after provision for *ultimate expected losses* as determined by the independent auditors or actuaries, the Board of Directors may declare a surplus distribution to the participants. If a Participant has been dropped from the Plan for non-payment of assessment, such Participant's share of such surplus shall be applied to the amount due to the Plan and any excess shall be returned to the former participant.
- III. Each Participant's pro-rata share of any surplus distribution shall be the percentage of the participant's premium to the total premium of all participants for the period or periods determined by the Board of Directors.

**ARTICLE III-A**  
**RESERVE FUND UNDER GENERAL MUNICIPAL LAW §6(j)**

Members are encouraged to establish a reserve fund under the provisions of General Municipal Law § 6(j) in order to ensure proper maintenance of the Plan for all school district Participants.

**ARTICLE IV--TERMS OF MEMBERSHIP**

Membership in the GST Area Schools Self-Insured Workers' Compensation Plan is primarily for GST BOCES Component School Districts. However, special consideration may be given to school districts outside of the GST BOCES region at the discretion of the Board of Directors.

**ARTICLE V--MERGER/ANNEXATION**

There may be instances where a school district which is a participant in the plan will merge with a school district that is not a participant in the plan. The merged school district, if choosing to leave the consortium, will be notified of the continuing liability for assessments, if any, for years in which the participating school district was a member of the plan. Likewise, the merged school district will be entitled to its pro rata share of any future dividends declared out of plan years for which the entity was a participant.

Should a participant in the plan annex a school district which previously had not been in the plan, an analysis of the historical losses and premiums will be calculated for the newly combined school districts and a new premium and experience modifier will be applicable. In the event of a merger between two current plan participants, the historical losses and premiums will be combined to develop a new modifier and a new premium will be calculated. The merged school districts will become a part of the consortium without a requirement for formal adoption since the surviving school district is already a participant in the plan.

**ARTICLE VI--WITHDRAWAL**

A current plan participant who elects to withdraw from the plan must provide written notice to the Chairperson of the consortium by certified mail no later than January 1<sup>st</sup> prior to the annual July 1 plan renewal. Failure to do so will cause the participant to remain a member of the plan until the following fiscal year. *After withdrawal from the plan, the former participant will remain responsible should any funding assessments to*

*the plan participants be enforced in the future, for years in which the withdrawing entity was a participant in the plan.* If such funding assessments should occur, the former participant will have the same terms and conditions for paying the funding assessments as other members for the affected year or years. Likewise, any future distributions declared out of plan years for which the entity was a participant, the entity will be entitled to its pro rata share of any of those dividends, payable under the same terms and conditions as the other members for those years.

Any member that elects to withdraw from the plan must wait a minimum of five (5) years from the effective date of withdrawal to make application to rejoin the plan. Any such application will be subject to the same approval process and fees as a new entrant into the plan, and is subject to vote by the consortium.

#### **ARTICLE VII--NEW ENTRANTS TO THE PLAN**

Any new entrant will pay an appropriate administrative fee upon entry as set by the Board, in addition to the calculated premiums. This charge will cover the administrative expenses associated with the admissions process of the new participant. These fees may be adjusted at the discretion of the Plan Board of Directors. If a school district is approved for entry into the GST Consortium, it is important to note that all prior liability remains in the school district's previous plan.

Each new party shall give appropriate notice to its current Workers' Compensation insurance carrier and be responsible for all charges and liability arising out of such contract with its insurance carrier.

#### ***CRITERIA FOR ADMISSION OF NEW MEMBERS***

The Board of Directors, by majority vote of the members present at any meeting or special called meeting of said Directors, may accept new members to the Consortium according to the following criteria:

1. Any new member to the Consortium will be a BOCES or Public School District as defined under New York State Education Law.
2. Any prospective entrant into the plan is required to provide five years of historical loss data valued within the last 90 days, as well as the concurrent five years of premium and dividends. Other information required by the Consultant, and at the

Consultant's discretion, will be forwarded by the prospective member. Premiums and losses to be valued within ninety (90) days of date of requesting admittance.

3. The Consortium's Consultant will analyze the data to determine whether the potential member district's historical record would have helped or hindered the Consortium over the period represented by the loss and premium data, taking into account catastrophic claims, change in district administration, administrative policies and procedures, or other factors as the consultant may deem appropriate.
4. Upon analysis, the Consortium Consultant will present its findings and recommendation to the Board of Directors. After due consideration by the Board of Directors, the new member's application for membership will be voted upon by the Board of Directors. The new member will be accepted upon majority vote of the Board of Directors present at the meeting which said vote is taken.

#### **ARTICLE VIII--DISSOLUTION AND TERMINATION OF CONSORTIUM**

The Board may, by majority vote prior to January 1<sup>st</sup>, determine that the Consortium be dissolved at the end of that fiscal year. Prior to this action, Participants will be notified of the estimate of assets and liabilities of the Consortium, based upon the figures available at that time, and the anticipated distribution of the assets or assessment of liability to each Participant. Sixty (60) days prior to the effective date of termination, each Participant shall be advised, based upon the figures available at that time, of the assets and liabilities of the Consortium, and the anticipated distribution of the assets or assessment of liability to each Participant.

#### **ARTICLE IX--INDEMNIFICATION OF OFFICERS & DIRECTORS**

To the extent permitted by law, each person who was or is made a party to or is threatened to be made a party to or is otherwise involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative (hereinafter a "proceeding"), by reason of the fact that he/she is or was an officer or director of this Consortium, (hereinafter an "indemnitee"), shall be indemnified and held harmless by the Consortium against all expense, liability and loss, including without limitation , taxes or penalties, judgments, fines, penalties, amounts paid in settlement (provided the Consortium's Board shall have given its prior consent to such settlement, which consent shall not be unreasonably withheld by it) and reasonable expenses,

including attorney's fees, suffered or incurred by such indemnitee in connection therewith, and such indemnification shall continue as to an indemnitee who has ceased to be an Officer or Director and shall inure to the benefit of the indemnitee's heirs and fiduciaries; provided, however, that no indemnification may be made to or on behalf of any Officer or Director if his/her acts were committed in bad faith or were the result of active and deliberate dishonesty and were material to the cause of action so adjudicated or otherwise disposed of, or if he/she personally gained in fact a financial profit or other advantage to which he/she was not legally entitled. Notwithstanding the foregoing, the Consortium shall indemnify any such indemnitee in connection with a proceeding (or part thereof) initiated by such indemnitee only if such proceeding (or part thereof) was authorized by the Consortium's Board.

#### **ARTICLE X--MISCELLANEOUS PROVISIONS**

- I. This instrument constitutes the entire Agreement of the Participants and supersedes all prior agreements with respect to the subject matter hereof.
- II. If any provision of this Agreement is held to be invalid, the remainder of the document shall not be affected thereby.
- III. Any controversy or claim arising out of or resulting from this agreement, or breach of it, shall be settled by arbitration in accordance with the rules of the American Arbitration Association.
- IV. This instrument constitutes the sole agreement of the Participants and the various rules of the Plan.

This agreement shall not be modified, waived or discharged or terminated orally, and the rules may only be modified by means of an appropriate vote by the Board of Directors and notification to the Participants, and affirmative vote of two-thirds of participating districts.

Each Participant will perform all other acts and execute and deliver all other documents as may be necessary or appropriate to carry out the intended purposes of this agreement.

This agreement is intended to be consistent with and in compliance with the various laws of the State of New York and shall be so construed to accomplish such intent.

#### **ARTICLE XI--DURATION**

In accordance with General Municipal Law ' 119-o (2)(j), this agreement shall continue for a duration of five years, until June 30, 2021. This agreement shall be reviewed and may be re-adopted every five years.

**IN WITNESS THEREOF**, this agreement is executed by a duly authorized officer of the undersigned Participant and by the Board of Directors Chairperson, on behalf of all other Participants who have executed separate instruments containing the same provisions set forth above.

**BY:** \_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS  
\_\_\_\_\_ CENTRAL SCHOOL DISTRICT

DATE: \_\_\_\_\_ 20\_\_

**BY:** \_\_\_\_\_  
BOARD OF EDUCATION PRESIDENT  
\_\_\_\_\_ CENTRAL SCHOOL DISTRICT

DATE: \_\_\_\_\_ 20\_\_

**BY:** \_\_\_\_\_  
CHAIRMAN, BOARD OF DIRECTORS  
GST AREA SCHOOLS SELF-INSURED WORKERS  
COMPENSATION PLAN

DATE: \_\_\_\_\_ 20\_\_

**PERSONNEL**

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

**A. Retirements**

1. **Mary Ellen Dropp**  
 Position: **Teacher, Health Occupations**  
 Effective: **June 27, 2016**  
 Date of Hire: **July 1, 1995**
  
2. **Judy Hambruch**  
 Position: **Occupational Therapist**  
 Effective: **end of business day June 23, 2016**  
 Date of Hire: **April 23, 1990**
  
3. **Deborah (Betsy) Fisk**  
 Position: **Computer Operations Specialist**  
 Effective: **end of day business day December 23, 2016**  
 Date of Hire: **September 1, 1997**

**B. Resignations**

1. **Katy Buzzetti**  
 Position: **School Business Administrator, CBO**  
 Effective: **end of business day June 30, 2016**  
 Date of Hire: **June 16, 2014**
  
2. **Mary Baker**  
 Position: **Adult Literacy Instructor**  
 Effective: **end of business day June 30, 2016**  
 Date of Hire: **August 19, 2007**  
 Reason: **personal reasons**

**C. Discontinuation of Employment**

1. **Patricia Holley**  
 Position: **Teacher, Special Education**  
 Effective: **end of business day June 30, 2016**  
 Date of Hire: **September 1, 1989**  
 Reason: **abandonment of position**

**D. Salary Change**

1. **Keith Cooper**

Position: **Network Technology Specialist**  
Salary: increased from \$42,425.88 per year to **\$49,000.00**  
per year, prorated  
Effective: June 1, 2016  
Reason: due to a retirement and increased duties

**E. Increase in Assignment**

**1. Susan Pawlak**

Position: **STEM Curriculum Mentor**  
Effective: July 1, 2015  
Decrease: 10 months per year to **11 months per year**  
Tenure Area: Instructional Support Services in Curriculum and  
Differentiated Instruction Incorporating the Analysis of  
Student Performance Data  
Certification Status: Nursery, Kindergarten, Grades 1-6, Permanent,  
September 1, 1993  
Salary: \$62,586.00 per year (step 13 + Credit Hour Stipend +  
Degree Stipend + Certification Stipend)  
Reason: decreased for 2015-2016 to complete unpaid  
Administrative Internship

**F. Change from Civil Service Provisional Appointment to Probationary  
Appointment**, due to successful passing of Civil Service Exam

**1. Karen Maio**

Position: **Personnel Clerk, full-time (1.0 FTE), 12 month  
position, Civil Service Competitive, Probationary  
appointment**  
Effective: May 20, 2016  
Probationary Period: May 20, 2016 through May 19, 2017  
Civil Service List #: 65234  
Salary: \$37,740.00 per year

**G. Civil Service Permanent Appointments**, due to successful completion of  
Probationary Period, no change in salary

**1. Elisabeth Hall**

Position: **AV Aide**  
Permanent Date: June 8, 2016

**2. Alek Dewey**

Position: **Cleaner**  
Permanent Date: June 15, 2016

**3. Dalton Robie**

Position: **Cleaner**

Permanent Date: July 1, 2016

**4. Benjamin Hourihan**

Position: **Custodian**  
Permanent Date: July 1, 2016

**5. Bradley Taber**

Position: **Custodian**  
Permanent Date: July 1, 2016

**6. Kristy Perraut**

Position: **Network Technology Specialist**  
Permanent Date: July 1, 2016

**H. Creation of Position**

1. **Teacher Aide**, one full-time (1.0 FTE), 10 month, school calendar, Non-Competitive Civil Service position, effective May 16, 2016, due to the increase in districts' requests for services.

**I. Change from Temporary Appointment to Probationary Appointment, due to successful completion of certification requirements**

**1. Steven Towner**

Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: April 21, 2016  
Location: Coopers Education Center  
Tenure Area: Teaching Assistant  
Certification: Level 1, Teaching Assistant, April 21, 2016 through August 31, 2019  
Probationary Period: April 21, 2016 through April 20, 2020\*  
Salary: no change in salary

**J. Appointments**

**1. Paige Ference**

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment  
Effective: May 16, 2016  
Location: Cohen Elementary School, Elmira Heights CSD  
Education: High School Diploma, Rome Christian School  
Probationary Period: May 16, 2016 through October 2, 2017  
Experience: substitution  
Salary: \$9.00 per hour  
Reason for Appt: due to the increase in districts' requests for services

2. **Joshua Total**  
 Position: **Operations Communication Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service Exam**  
 Effective: May 16, 2016  
 Location: Bush Education Center  
 Education: Bachelor of Science, Information Sciences and Technology, Pennsylvania State University  
 Experience: 5 years' related experience  
 Salary: \$43,500.00 per year, prorated  
 Reason for Appt: due to a retirement
3. **Mallary Scheepsma**  
 Position: **Licensed Practical Nurse, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment**  
 Effective: May 25, 2016  
 Location: Ernie Davis Academy, Elmira CSD  
 Education: High School Diploma, Elmira Heights CSD  
 License: Licensed Practical Nursing, January 5, 2011  
 Probationary Period: May 25, 2016 through October 11, 2017  
 Experience: 4 years' related experience  
 Salary: \$15.99 per hour (grade 3, step 4)  
 Reason for Appt: due to a resignation
4. **James Roberts**  
 Position: **Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List Continuous Recruitment**  
 Effective: May 31, 2016  
 Location: Bush Education Center  
 Education: High School Diploma, Cortland CSD  
 Probationary Period: May 31, 2016 through May 30, 2017  
 Experience: 13 years' related experience  
 Salary: \$33,500.00 per year, prorated  
 Reason for Appt: due to a voluntary internal transfer
5. **Dominic Insogna**  
 Position: **Health and Safety Compliance Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service Exam**  
 Effective: May 31, 2016  
 Location: Elmira CSD

Education: Associate of Science, Electrical Technology, Corning Community College  
Experience: 6 years' related experience  
Salary: \$50,000.00 per year, prorated  
Reason for Appt: due to a resignation

**6. April Moore**

Position: **Cook Manager**, part-time (.4 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment  
Effective: June 3, 2016  
Location: Elmira CSD  
Education: Bachelor of Science, Exercise Professional, East Stroudsburg University  
Probationary Period: June 3, 2016 through October 20, 2017  
Experience: 7 years' related experience  
Salary: \$26.97 per hour  
Reason for Appt: due to a voluntary internal transfer

**7. Rexford Taft**

Position: **Working Foreperson**, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service, **Probationary** appointment  
Effective: June 13, 2016  
Location: Wildwood Education Center  
Education: Associate of Science, General Studies, Corning Community College  
Probationary Period: June 13, 2016 through June 12, 2017  
Experience: 28 years' related experience  
Salary: \$56,500.00 per year, prorated  
Reason for Appt: due to a retirement

**8. Robert Sherburne**

Position: **Assistant Principal, CTE**, full-time (1.0 FTE), 12 month position, **Probationary** appointment  
Effective: July 1, 2016  
Location: Bush Education Center  
Education: Certificate of Advanced Studies, Educational Leadership, SUNY Stony Brook  
Tenure Area: Assistant Principal, CTE  
Certification: Professional, School District Leader, September 1, 2013  
Probationary Period: July 1, 2016 through June 30, 2020\*  
Experience: 2 years STEM Curriculum Mentor  
Salary: \$70,000 per year  
Reason for Appt: due to a voluntary internal transfer

**9. Ashleigh Striker**

**Position:** School Counselor, full-time (1.0 FTE), 11 month position, **Probationary** appointment  
**Effective:** July 1, 2016  
**Location:** Wildwood Education Center  
**Education:** Master of Science, Counseling, Alfred University  
**Tenure Area:** School Counselor  
**Certification:** Permanent, School Counselor, September 1, 2007  
**Probationary Period:** July 1, 2016 through June 30, 2020\*  
**Experience:** 10 years' related experience  
**Salary:** \$62,475.00 per year (step 10 + 11<sup>th</sup> month + Credit Hour Stipend + Degree Stipend + Certification Stipend)  
**Reason for Appt:** due to a voluntary internal transfer

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\*"To the extent required by the applicable provisions of Education Law section 3014, in order to be granted tenure, the classroom teacher or principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law section 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the classroom teacher or principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time."

## REPORT OF TEMPORARY AND SUBSTITUTE PERSONNEL

**Substitute Appointments**

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date***</u>
Dailey, Holly	Teacher	\$75.00/Day	05/13/2016	
Dailey, Holly	Teaching Assistant	\$75.00/Day	05/13/2016	
Dailey, Holly	Teacher Aide	\$9.00/Hour	05/13/2016	
Gill, Diane	Teaching Assistant	\$85.00/Day	05/09/2016	
Gleason, Alexa	Teacher	\$85.00/Day	04/06/2016	
Gleason, Alexa	Teaching Assistant	\$75.00/Day	04/06/2016	
Gleason, Alexa	Teacher Aide	\$9.00/Hour	04/06/2016	
Henry, Colin	Teacher	\$75.00/Day	05/06/2016	06/24/2016
Henry, Colin	Teaching Assistant	\$75.00/Day	05/06/2016	06/24/2016
Larnard, Andrea	Teaching Assistant	\$75.00/Day	05/23/2016	
Larnard, Andrea	Teacher Aide	\$9.00/Hour	05/23/2016	
Robinson, Jennifer L	Physical Therapist	\$45.00/Hour	03/07/2016	06/23/2016
Walton, Sheila	Teacher	\$95.00/Day	05/02/2016	
Walton, Sheila	Teaching Assistant	\$75.00/Day	05/02/2016	

**End Substitute Appointments**

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Ference, Paige	Teacher Aide	\$9.00/Hour	09/09/2015	05/15/2016

**Temporary Appointments**

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Besley, Debra	Clerk	\$9.00/Hour	06/27/2016	09/27/2016
Dupuy, Tanner	Clerk	\$9.00/Hour	05/18/2016	08/18/2016
Joseph, Bryan	Clerk	\$9.00/Hour	05/18/2016	08/18/2016
Lacey, Maryann	Clerk	\$9.00/Hour	06/27/2016	09/27/2016
Meieriurgen, Kathy	Workshop Facilitator	\$45.00/Hour	05/17/2016	
Mumford, Shelly	Clerk	\$9.00/Hour	06/27/2016	09/27/2016
Sidle, Lyndsey	Adult Ed Instructor	\$25.00/Hour	05/16/2016	

**Regional Scorers for GST BOCES \$35.00/hour effective from 04/12/2016**

Amey, Susan	Dunning, Lisa
Bailey, Kathleen	Gillette, Hether
Bartlett, Lisa	Hogan, Tara
Batrowny, Sandra	Moran, Susan
Bevilacqua, Thomas	Nemeth, Lynne
Bostwick, Christine	Padgett, Mark
Butts, Samantha	Russo, Christine
Corcoran, Mary	Seifert, Timothy
Cotcamp, Laura	Thorp, Benjamin
Dates, Caitlin	

**Curriculum Workshop - 07/01/2015 to 06/30/2016**

<u>Name</u>	<u>Rate</u>
Crandall, Erin	\$17.50/Hour

\*\*\*No end date indicates position is ongoing

**6. PERSONNEL**

**L. Change in Reorganizational Appointments.**

**1. Student Account and Activities/Central Treasurer.**

- a. It is hereby resolved that the Virginia Hatfield is appointed to the position of Deputy Internal Claims Auditor for fiscal year 2015-2016, effective June 1, 2016 through June 30, 2016; no additional salary.**

<b>POLICY</b>	<b>9110</b>
	<b>Adopted: August 22, 2006</b> <b>Revised: June 5, 2012</b> <b>Revised: August 6, 2015</b> <b>1<sup>st</sup> Reading: June 7, 2016</b> <b>2<sup>nd</sup> Reading: July 5, 2016</b>
<b>Personnel &amp; Negotiations</b>	

*Tax-Sheltered Annuities*

Non-unit employees may have their salaries reduced and have such amount paid to a tax-sheltered annuity or deferred compensation plan of the employee's choice from a list of approved service providers in accordance with Internal Revenue Code sections 403(b) and/or 457.

*Involuntary Transfer*

If a non-unit clerical employee is involuntarily transferred from one (1) site to another, and the transfer results in a round trip commute of twenty (20) or more extra miles, an annual stipend will be paid to such employee. If such employee is eligible for such stipend, he or she shall be paid twenty-one dollars (\$21) per mile for each additional mile required for the commute. Such stipend will be prorated and paid on a monthly basis for one (1) year.

<b>POLICY</b>	<b>9110</b>
	<b>Adopted: August 22, 2006</b>
	<b>Revised: June 5, 2012</b>
	<b>Revised: August 6, 2015</b>
	<b>1<sup>st</sup> Reading: June 7, 2016</b>
<b>2<sup>nd</sup> Reading: July 5, 2016</b>	
<b>Personnel &amp; Negotiations</b>	

**SUBJECT: SALARY FOR NON-UNIT EMPLOYEES**

The Board endeavors to provide fair and competitive salaries to its non-unit employees. The following policies apply to non-unit employees' salaries:

*Computation of Salary*

Salary for twelve (12)-month employees will be based on 260 days. Salary for eleven (11)-month employees will be based on 238 days.

*Entry-Level Salary*

The entry-level salary for newly-hired non-unit employees will be within a salary range developed by the hiring supervisor and the District Superintendent or designee. The actual salary placement of new hires is at the discretion of the Board, based upon the recommendation of the District Superintendent to the Board of Education. Non-Unit staff hired after April 1<sup>st</sup> will not receive a salary increase for the next school year.

*Pay Periods*

Twelve (12)-month non-unit employees may choose either twenty-six (26) or twenty-seven (27) pay periods per fiscal year.

*Paycheck distribution*

Non-unit employees shall have their paychecks direct deposited upon completion of the required authorization for the financial institution selected by the employee. Direct deposits will be transmitted to the financial institution on each pay.

<b>POLICY</b>	<b>9210</b>
	<b>Adopted: August 22, 2006</b>
	<b>Revised: June 7, 2011</b>
	<b>Revised: July 10, 2012</b>
	<b>Revised: April 9, 2013</b>
	<b>Revised: April 8, 2014</b>
	<b>1<sup>st</sup> Reading: June 7, 2016</b>
	<b>2<sup>nd</sup> Reading: July 5, 2016</b>
<b>Personnel &amp; Negotiations</b>	

**SUBJECT: INSURANCE FOR NON-UNIT EMPLOYEES**

The Board endeavors to provide adequate and competitive insurance benefits to its non-unit employees, while ensuring that such employees pay a fair share of the cost of such benefits. The following policies apply to non-unit employees' insurance benefits:

*Health Insurance*

Effective July 1, 2012, the BOCES will pay eighty-four percent (84%) of the premium for either individual or family health care coverage.

Effective July 1, 2012, non-unit staff members who are a part of the Supervisors-Administrators-Managers (SAM) group will pay eighteen percent (18%) of the premium for either individual or family coverage and the BOCES will pay eighty-two percent (82%) of the individual or family premium.

Effective July 1, 2013, the BOCES will pay eighty-two percent (82%) of the premium for either individual or family health care coverage for all non-unit employees.

If a non-unit employee is eligible for health insurance coverage, but elects not to participate in the health care plan, s/he will receive an annual stipend to be paid in lieu of insurance coverage. The amount of the stipend will be dependent on the employee's full-time work equivalent (FTE) and the amount of time the employee opted out of the insurance during the school year. The non-prorated amounts of the annual stipend shall be as follows:

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	<b>Adopted: August 22, 2006</b>
	<b>Revised: June 7, 2011</b>
	<b>Revised: July 10, 2012</b>
	<b>Revised: April 9, 2013</b>
	<b>Revised: April 8, 2014</b>
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<b>Total Number of Full-Time Equivalents Opting Out</b>	<b>Stipend Amount</b>
1-22	\$750
23	\$1,500
24-26	\$2,000
27-29	\$3,000
30-32	\$3,500
33 or more	\$4,000

If the employee subsequently elects to participate in the health plan during the fiscal year, the stipend will be reduced on a pro-rated basis. The payment of the stipend will be included in the paycheck paid at the end of the fiscal year. An employee electing this option shall provide the BOCES with proof of health care coverage elsewhere and shall sign a waiver of health care coverage form.

*Health Dental-Optical-Medical Insurance/Reimbursement Account/Other Insurance Benefits*

Non-unit staff members will be provided with the following monies that may be used for various benefits:

**Allotment:** Effective July 1, 2010, non-unit staff members who are eligible for family health insurance coverage will be allotted one thousand two hundred dollars (\$1,200) yearly. Effective July 1, 2010, those eligible for individual health insurance will be allotted eight hundred dollars (\$800) yearly.

**One Time Selection:** Newly-hired non-unit staff members will make such elections within one month of employment by the BOCES. The Superintendent or designee may, in his discretion, designate an "open enrollment" period during which non-unit employees may make a change in such insurance coverage.

**Available Benefits:** Dental Insurance, Optical Insurance, Disability Insurance, and IRC Section 105 Account (Health Reimbursement Arrangement – HRA)

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Choices: Non-unit staff members can choose the available benefit packages that best suit their needs. However, there will only be a one-time selection (except as provided above). If there are not enough monies available in a non-unit member's account, the non-unit staff member will be responsible for paying the remainder of the ~~dental and/or optical~~ applicable insurance premium.

IRC Section 105 Account (Health Reimbursement Arrangement – HRA): Effective July 1, 2009, the BOCES shall maintain an Internal Revenue Code (IRC) Section 105 account for each non-unit staff member who elects to have the monies stated above placed in such an account or who has such monies remaining after purchasing ~~either dental, or~~ disability, and/or optical insurance. The BOCES shall be responsible for the administration of said account.

Effective July 1, 2010, the BOCES shall establish debit cards for payment of qualified unreimbursed medical expenses incurred or paid within the operative fiscal year, as said expenses are defined below. The BOCES shall select the third-party administrator (TPA) for the debit card system and reimbursement of such qualified expenses. In lieu of the use of a debit card, a non-unit staff member may elect to submit claims to the TPA for reimbursement of such qualified expenses in accordance with procedures and practices of the TPA.

A non-unit staff member may be reimbursed, subject to the availability of funds in his/her account, only for unreimbursed medical expenses incurred on his/her own or his/her dependents' behalf for expenditures for routine and extraordinary physical, mental and dental examinations, surgery, psychiatric care, hospitalization, prescription drugs, vision care, therapeutic, orthopedic and prosthetic aids and devices and for any other expense that is considered to be for medical care as said term is used in Section 105(h) of the Internal Revenue Code.

Expenses incurred before a non-unit staff member is eligible to participate in the IRC section 105 plan shall not qualify for reimbursement.

Unexpended funds in an account shall accumulate and shall be carried over from one fiscal year to the next.

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~~The account of a non-unit staff member retiree who dies will be maintained for the benefit of the decedent's dependents as that term is defined in the Central Southern Tier Health Care Plan Document. If the decedent has no dependents as defined above or the decedent's dependents die without exhausting such monies, then such amount will revert back to the BOCES.~~

Resignation: The account of a non-unit staff member who resigns from employment (other than for the purpose of retirement) will be maintained for one (1) calendar year after the effective date of the non-unit staff member's resignation. If the former non-unit staff member fails to exhaust such monies in the one (1)-year period, then such amount will revert back to the BOCES.

IRC Section 125 Flexible Spending Account

An Internal Revenue Code Section 125 flexible benefit plan will be maintained for non-unit employees. The individual accounts of non-unit employees will be funded by annual salary deferrals in amounts to be determined by individual employees who elect to participate. Employees may deduct up to the maximum allowed by federal law. Such funds may roll over from year to year in accordance with federal law.

The qualified uses of the plan will be as determined by BOCES set forth in the plan document. Payments under the plan shall be made by a third-party administrator (TPA) selected by the BOCES. The TPA will provide debit cards to non-unit employees to provide access to their 125 accounts. Such monies will be accessed prior to accessing the monies maintained in an employee's 105 account. The BOCES shall pay the costs for the administration of the plan.

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*Part-Time Benefits*

BOCES' contribution for health insurance benefits and the dental/optical/medical reimbursement plan for part-time employees shall be on a pro-rated basis for non-unit employees who are employed for more than a 50% full-time equivalent status. Health insurance benefits and dental/optical/medical benefits shall be prorated on the basis of a full-time equivalent employee in accordance with the following schedule:

<b>Full-Time Equivalent</b>	<b>BOCES Contribution Share</b>
Fifty-one percent (51%) to seventy-five percent (75%)	Seventy-five percent (75%)
Above seventy-five percent (75%)	Eighty-seven percent (87%) of the BOCES' share effective July 1, 2009
	Eighty-six percent (86%) of the BOCES' share effective July 1, 2011

*Death of an Employee*

In the event of the death of an employee enrolled in the BOCES-provided health insurance, coverage for any surviving dependents shall be continued for two (2) months beyond the last month for which the BOCES has paid the premium for the deceased employee. Continued coverage shall be provided at no cost to the survivor(s) for two (2) months. After the two (2) month extension of coverage has been paid for by the BOCES, the entire cost of coverage shall be paid for by the survivor(s). Coverage for a surviving spouse and dependent children shall continue as required by COBRA.

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	<b>Adopted:</b> August 22, 2006 <b>Revised:</b> October 2, 2007 <b>Revised:</b> August 1, 2008 <b>1<sup>st</sup> Reading:</b> June 7, 2016 <b>2<sup>nd</sup> Reading:</b> July 5, 2016  <b>Personnel &amp; Negotiations</b>

**SUBJECT: EXPENSE REIMBURSEMENT**

In accordance with the Greater Southern Tier BOCES Board policy, the following are expenses that are eligible for reimbursement:

**A. Travel**

The generally accepted method of travel is via a BOCES-owned vehicle. If a BOCES-owned vehicle is unavailable, or if it is not practical to use a BOCES vehicle, mileage will be reimbursed in accordance with the Internal Revenue Service rate. Receipts for toll charges must accompany the claim form. *Meal expenses will be reimbursed in accordance with the standards set by BOCES based on "Business News" Corporate Travel Index paid as stated below.*

Airfare, or other common carrier travel, is authorized for an amount not to exceed regular tourist class fare as if booked at least 30 days prior to departure. In an emergency or under extenuating circumstances, the 30-day requirement may be waived upon written approval of the District Superintendent.

Subject to the written approval of the District Superintendent, a traveler may be permitted to use a BOCES car or personal vehicle instead of traveling by air. In this event, if a personal vehicle is used, reimbursement for mileage will not exceed the regular tourist class airfare, as if booked 30 days prior to departure.

**B. Lodging**

Generally, lodging will be secured for employees through the use of a purchase order or BOCES credit card. If an employee must pay for lodging for BOCES business directly, the following rules will apply:

1. For attendance at an approved conference/workshop or meeting where all expenses of room and board are included in a daily rate, (American or modified American plan), reimbursement will be at that rate.

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	<table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;">Adopted:</td> <td>August 22, 2006</td> </tr> <tr> <td>Revised:</td> <td>October 2, 2007</td> </tr> <tr> <td>Revised:</td> <td>August 1, 2008</td> </tr> <tr> <td>1<sup>st</sup> Reading:</td> <td>June 7, 2016</td> </tr> <tr> <td>2<sup>nd</sup> Reading:</td> <td>July 5, 2016</td> </tr> </table> <p><b>Personnel &amp; Negotiations</b></p>	Adopted:	August 22, 2006	Revised:	October 2, 2007	Revised:	August 1, 2008	1 <sup>st</sup> Reading:	June 7, 2016	2 <sup>nd</sup> Reading:
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2. For attendance at an approved conference/workshop or meeting conducted in a hotel, reimbursement for lodging at that hotel will be at that rate.
3. For attendance at an approved conference/workshop conducted at a site other than a hotel, reimbursement for lodging shall be at the "block room" rate established or reserved by an association for that conference/workshop.
4. For attendance at an approved meeting conducted at a site other than a hotel, reimbursement for lodging shall be at the prevailing rate for mid-priced lodging in that geographic area; for example, Holiday Inn, Howard Johnson, Ramada Inn, Quality Inn, Hampton Inn.

BOCES will reimburse employees for the additional cost of internet access in such lodging if it is not included in the cost of the room.

**C. Meals**

Meal expenses will be reimbursed paid on a per diem basis in accordance with the standards set by BOCES based on "Business News" Corporate Travel Index at the rates set by the US General Services Administration for the locality to which an employee is traveling. Receipts are required for all meals. Per diem rates will be paid to the employee based on the meals required while traveling (minus meals provided by the meeting attended) after s/he has returned from such trip. The first and last calendar day of travel is calculated at 75 percent.

**D. Parking**

Actual parking expenses may be claimed. Costs over \$1 per day shall be accompanied by a receipt.

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E. **Registration**

Generally, registration fees will be paid for employees through the use of a purchase order or BOCES credit card. If an employee must pay for registration fees for BOCES business directly, the ~~Actual~~ actual registration fees may be claimed for reimbursement.

F. **Personal Expenses**

Expenses that are considered to be personal in nature are not eligible for reimbursement. These expenses include, but are not limited to, pay television, alcoholic beverages, tickets for entertainment, and non-business related transportation expenses. ~~Personal phone calls may be claimed for reimbursement up to an aggregate of \$5 per day, times the number of days the staff member is away from home, on BOCES business.~~

G. **Claim Form**

Substantiation for per diems and other expenses must be on the BOCES claim form, signed by the individual who is claiming reimbursement. For conferences and workshops, ~~all expenses shall be itemized and all receipts attached, together with a copy of the approved conference/workshop request form must be attached. For meetings, all expenses shall be itemized and all receipts attached.~~

No reimbursement for New York State taxes may be claimed. Tax exemption certificates will be issued and used as appropriate.

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	<b>Revised: October 7, 2014</b>
	<b>1<sup>st</sup> Reading: June 7, 2016</b>
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**SUBJECT: ATTENDANCE OF NON-UNIT EMPLOYEES**

The Board hereby establishes the following expectations for and provides the following leaves of absences to its non-unit employees:

*Workday and Work Year*

Non-unit employees shall work the workday and work year established by the Board or District Superintendent or designee. Such employees working in component school districts shall generally follow the district calendar.

*Emergency Closings and Delays*

The District Superintendent or his designee will determine delays or closings at the Bush, Coopers and Wildwood campuses. Non-unit employees working in component school districts shall generally follow the delay or closing schedule of the district.

*Holidays*

The BOCES calendar will provide non-unit employees with fifteen (15) paid holidays per fiscal year.

*Vacation*

The BOCES shall provide vacation to its non-unit employees as follows:

Vacation time shall accrue on a monthly basis, from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Allotment:**

Full-time supervisors who supervise staff will earn 2.08 vacation days per month, up to twenty-five (25) days per year. Effective July 1, 2006, labor relations specialists will earn 2.08 vacation days per month, up to twenty-five (25) days per year.

Full-time coordinators who do not supervise staff and other specialists will earn 1.66 vacation days per month, up to twenty (20) days per year.

# POLICY

**Adopted:** August 22, 2006  
**Revised:** June 7, 2011  
**Revised:** June 4, 2013  
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**Personnel & Negotiations**

After the completion of five (5) years of service, all full-time coordinators and specialists will receive 2.08 vacation days per month, up to twenty-five (25) days per year.

All other non-unit staff will earn 1.25 days per month, up to fifteen (15) days per year for work years 1-5; 1.66 days per month up to twenty (20) days per year for years 6-10; and 2.08 days per month, for up to twenty-five (25) days per year for 11+ years of service with the BOCES.

Rollover:

Default rule: Up to five (5) unused vacation days will automatically roll over to next year's allocation. ~~In no case can anyone carry over more than five (5) days in any given school year.~~ The next five (5) unused vacation days (after the first five (5) have rolled to next year's vacation allocation) will automatically be converted to sick days, which will be added to one's sick leave account.

In lieu of the default rule above, a non-unit employee may notify the Human Resources Office that s/he elects one of the options below. Such election must be made by June 30 of the prior fiscal year (e.g., by June 30, 2016 for vacation days to roll over into the 2016-2017 fiscal year).

Option 1: Up to ten (10) unused vacation days will roll over as vacation days into the next year's vacation day allocation.

Option 2: Up to ten (10) unused vacation days will roll over as sick days into the next year's sick day allotment.

Unused vacation days in excess of ten (10) will be lost, unless otherwise approved in writing by the supervisor and the Superintendent or designee.

Vacation time can be taken in thirty (30) minute increments. Vacation time will be prorated for 10 & and 11-month employees.

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*Sick Leave*

Effective July 1, 2010, the BOCES will provide non-unit employees with 15 sick leave days per fiscal year, given on July 1st, for 12-month employees. Such leave will be pro-rated for non-unit employees who work less than 12 months per year. Such leave may be used for personal illness, illness in the immediate family, or for doctor appointments for self or immediate family. Effective July 1, 2010, the term “immediate family” is defined for either the employee or the employee’s spouse as: spouse, parent, child, sibling, grandparent, grandchild and other member of the household. Such leave may be taken in thirty (30) minute segments. Any remaining sick time as of June 30<sup>th</sup> will roll over to the next fiscal year.

*Sick Leave Bank*

The BOCES will maintain a sick leave bank for non-unit employees. The Superintendent shall designate three (3) non-unit employees to serve on the Non-Unit Sick Leave Bank Committee. To request leave from the bank, such staff must apply to the sick bank committee in writing. To be eligible for leave from the bank, such staff members must: ~~first~~ (1) use up all their sick, personal and vacation time; Medical (2) provide satisfactory medical documentation of the reason for such leave is required, which indicates the illness or disability and the date the employee is expected to return to work; and (3) be anticipated to or must be absent for more than five (5) consecutive workdays. Once such information is submitted, the committee will determine whether such staff member will be granted such leave. Sick leave bank time may only be taken on behalf of the non-unit employee him or herself. The sick leave bank committee will request voluntary contributions if the number of available days drops below 260 days on a yearly basis.

*Personal Leave*

Non-unit employees are not provided with personal days except for employees who work a ten (10)-month school calendar. Such employees will receive two (2) personal days per year.

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*Bereavement Leave*

**Allocation.** A non-unit employee may be entitled to five (5) days leave, non-deductible and non-cumulative, if a death occurs in the family.

**Family Defined.** The term family shall mean the following for either the non-unit employee, the non-unit employee's spouse or domestic partner: spouse, mother, father, children, sister, brother, grandparents, grandchildren, step-parents, sister-in-law, brother-in-law, son-in-law, daughter-in-law, foster brother, foster sister, half-brother, or half-sister, or any person who was permanently residing with the non-unit employee.

**Death Outside Immediate Family.**

A non-unit employee shall be entitled to one (1) day paid leave for the death of an aunt, uncle, niece, nephew or other similar relative.

A non-unit employee may, with consent of the District Superintendent or designee, be granted one (1) day paid leave to attend the funeral of a non-unit employee or other BOCES employee.

A non-unit employee may request additional bereavement leave to be deducted from his accumulated sick leave. The granting of additional bereavement leave days is subject to the approval of a non-unit employee's<sup>2</sup> immediate supervisor and the District Superintendent or designee.

*Jury Duty Leave*

Non-unit employees selected for jury duty shall be granted leave and shall receive full salary. Such employee shall pay the BOCES any fees received for the jury duty service, excluding mileage fees.

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*Unpaid Leave*

Unpaid leave must be based on a written request in advance of the leave. Unpaid leave is only granted at the discretion of the District Superintendent or designee. Such leave may be provided for medical or educational purposes or to care for a spouse, child or parent who has a serious health condition. Such leave may be granted up to one year at a time.

*Parental Leave*

As permitted by ~~the federal and/or state law~~ Family and Medical Leave Act (FMLA) and at the discretion of the District Superintendent or his designee, up to a one-year leave may be granted to a non-unit employee without pay or benefits to care for a child, adopted or foster child during the pre-school years. A non-unit employee must apply for such leave.

*Part-Time Benefits*

The BOCES will provide prorated leave benefits to part-time non-unit employees who work more than a fifty percent (50%) full-time equivalent (FTE) basis. For example, an eighty percent (80%) twelve (12) month employee will be provided with twelve (12) sick days. A sixty percent (60%) twelve (12) month employee will be provided with nine (9) sick days.

<h1>POLICY</h1>	9410									
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**SUBJECT: EDUCATIONAL AND PROFESSIONAL BENEFITS FOR NON-UNIT EMPLOYEES**

As an educational institution, the Board supports the educational and professional endeavors of its non-unit employees.

*Tuition Reimbursement*

Full-time or involuntarily reduced non-unit staff may receive up to seventy-five percent (75%) reimbursement, not to exceed ~~eight hundred~~ one thousand dollars (~~\$800~~ \$1,000) per semester or ~~one two thousand six hundred~~ dollars (~~\$1,600~~ \$2,000) per year for tuition, books and lab fees sought on or after July 1, 2016, up to a maximum of twelve (12) credits per school year. Courses must be related to one's area of employment and must be taken at an accredited college or university. Only grades of "C" or higher will be reimbursed. No reimbursement will be made unless courses are pre-approved by the District Superintendent or his/her designee. ~~If a non-unit employee enrolls in the Oswego Superintendent Development Program, the District Superintendent may approve BOCES' payment of all tuition costs associated with such program subject to budgetary parameters established by BOCES and the number of employees showing interest in such program.~~

*Professional Organizations*

The BOCES will pay for non-unit employees' memberships in professional organizations, (excluding those that provide substantial legal services as part of its regular membership fees) subject to the approval of the District Superintendent or his/her designee.

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**SUBJECT: RETIREMENT BENEFITS FOR NON-UNIT EMPLOYEES**

The Board provides certain benefits to its non-unit employees in retirement in recognition of their years of service to BOCES.

*Sick Leave Payment*

Effective July 1, 2010, non-unit staff will be entitled to payment of fifty percent (50%) of their unused sick leave days at their daily rate of pay at the time of retirement up to a maximum of \$52,000 if they have worked for the BOCES at least ten (10) consecutive (defined as no voluntary severance from BOCES employment) years and are retirement eligible under the rules and regulations of the New York State Teachers' Retirement System, or the New York State and Local Employees' Retirement System, or the Social Security Administration.

Non-unit staff who have more than five (5), but less than ten (10), years of consecutive BOCES service may be deemed eligible for the sick leave payment above if the Board determines that significant cost savings will be realized if a particular staff member retires (e.g., the staff member's position is abolished after retirement).

*Vacation Payment*

Pay for vacation days upon retirement will be limited to forty (40) days.

*Health Insurance*

Non-unit staff retiring after July 1, 2006 will pay fifteen percent (15%) of the premium for either individual or family coverage. Non-unit staff retiring after July 1, 2012 will pay eighteen percent (18%) of the premium for either individual or family coverage. The BOCES will pay the remaining portion of the individual or family premium for retirees.

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Effective July 1, 2010, a minimum of ten (10) years of consecutive BOCES service is required to be eligible for health insurance into retirement. ~~Non-unit employees hired by the former Schuyler Chemung Tioga BOCES between July 1, 1996 and June 30, 2006 will be required to have five (5) years of consecutive BOCES service to be retirement eligible for health insurance.~~ The term “consecutive” above shall be defined as no voluntary severance from BOCES employment.

In the event of the death of a retiree enrolled in the BOCES-provided health insurance or in a MVP Medicare Advantage plan through the BOCES, coverage for any surviving dependents shall be continued for two (2) months beyond the last month for which the BOCES has paid the premium for the deceased retiree. Continued coverage shall be provided at no cost to the survivor(s) for two (2) months. After the two (2) month extension of coverage has been paid for by the BOCES, the entire cost of coverage shall be paid for by the surviving spouse unless and until s/he remarries. Coverage for dependent children shall continue as required by COBRA.

*Dental-Optical-Medical Insurance/Reimbursement*

Dental/Optical Insurance: At the time of retirement, a non-unit staff member may continue receiving dental and/or optical insurance benefits provided they pay the full premium amount.

IRC Section 105 Plan (Health Reimbursement Arrangement – HRA): Effective July 1, 2009, the account of a non-unit staff member who retires will be maintained in retirement until depleted. Such account monies may be used to reimburse expenses as provided above. In addition, a retiree may apply such monies toward the payment of health insurance premium contributions in retirement.

Retired non-unit staff member accounts will be administered by the BOCES or through a Third Party Administrator.

<b>POLICY</b>	<b>9810</b>
	<b>Adopted: August 22, 2006</b>
	<b>Revised: June 7, 2011</b>
	<b>Revised: April 3, 2012</b>
	<b>Revised: April 8, 2014</b>
	<b>1<sup>st</sup> Reading: June 7, 2016</b>
	<b>2<sup>nd</sup> Reading: July 5, 2016</b>
<b>Personnel &amp; Negotiations</b>	

The account of a non-unit staff member retiree who dies will be maintained for the benefit of the decedent's dependents as that term is defined in the plan document of the health insurance provider that provides benefits to BOCES employees. If the decedent has no dependents as defined above or the decedent's dependents die without exhausting such monies, then such amount will revert back to the BOCES.

A retired non-unit staff member who wishes reimbursement for qualified unreimbursed medical expenses incurred or paid within the operative fiscal year, as said expenses are defined in Policy 9210, Insurance for Non-Unit Employees, must submit a claim form, together with a receipt for services. Claim forms must be submitted to the business manager on or before September 30<sup>th</sup>, on or before December 31<sup>st</sup>, on or before March 31<sup>st</sup> or on or before June 30<sup>th</sup> of the operative fiscal year. Reimbursements of approved claims will be made on or before November 30<sup>th</sup> for claims submitted on or before September 30<sup>th</sup>, on or before February 28<sup>th</sup> for claims submitted on or before December 31<sup>st</sup>, on or before May 31<sup>st</sup> for claims submitted on or before March 31<sup>st</sup>, and on or before August 31<sup>st</sup> for claims submitted on or before June 30<sup>th</sup>.

<b>REGULATION</b>	<b>8136-R</b>  <b>Adopted: July 1, 2016</b>  <b>Support Services</b>
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**SUBJECT: USE OF BOCES VEHICLES**

*Definitions and Exclusions*

As used in this regulation or its accompanying policy, the term “business or school use” means use of a BOCES vehicle from a BOCES site to an employee’s regular or per diem assigned work location (or vice versa). Such term excludes commuting from an employee’s residence to his/her assigned work location (or first work location of the day) and it also precludes commuting from an employee’s assigned work location (or last work location of the day) and an employee’s residence.

*Rules Regarding the Use of BOCES Vehicles and Mileage Reimbursement*

1. Employees will not be assigned a BOCES car or be reimbursed for commuting from/to an employee’s residence to/from a regularly assigned work location.
2. An employee who is required to drive his/her own car on the job because there is no BOCES fleet car available or as assigned by a supervisor will be reimbursed according to the Internal Revenue Service allowance in effect on July 1<sup>st</sup> of each fiscal year for travel to different work locations during the day (after an employee’s initial assigned work location) authorized by his/her supervisor or in accordance with the applicable collective bargaining agreement.
3. Daily log sheets must be filled out daily in legible handwriting.
4. No vehicles may be put into service until it is completely defrosted and snow removed from the vehicle. In freezing weather, wiper motors must be turned off at the end of use.
5. Gas credit cards must not be left in vehicles.
6. Employees who violate the rules in this regulation or its accompanying policy may be disciplined, including a reprimand, a fine, suspension without pay, or dismissal from their positions in accordance with law, policy or applicable collective bargaining agreement.

# REGULATION

8136-R

Adopted: July 1, 2016

Support Services

## *Accidents*

1. Employees who use BOCES vehicles must report all vehicle damage by submitting a completed accident/incident form. A qualified mechanic must determine if a vehicle is safe to operate or if repairs need to be made prior to the vehicle being allowed back in service.
2. Damage found on BOCES vehicles must be reported to local law enforcement.

## *Maintenance of Assigned BOCES Vehicles*

Employees may be assigned BOCES subject to the following rules:

1. Oil changes and lubrication must be completed every 4,000 miles. In the intermediate periods, oil levels, washer fluids and tire pressure must be checked. Tires will be rotated every 5,000-6,000 miles or as needed.
2. Vehicles must be washed and cleaned both inside and outside on a regular basis by the employee assigned to the vehicle.
3. "Check Engine" or dashboard warning lights must be checked immediately. Any vehicle with these warning lights lit must not be operated until it has been inspected by a qualified mechanic.
4. Gas or diesel fuel must be filled and recorded on campus sites unless impractical to do so.
5. Assigned vehicles must be returned to a campus or the Dormann Library (as assigned) each day.