



Homer Central School District  
Russ Hearton  
Director of Business and Finance  
607-749-7241  
rhearton@homercentral.org

Date: May 23, 2012

To: Nancy S. Ruscio, Superintendent

From: Russ Hearton, Director of Business and Finance

Subject: Assorted OCM BOCES forms for BOE/ Supt. approval

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I am forwarding a group of forms to you for your review and consideration as agenda items for the first BOE meeting in June. At least one of the forms is due at BOCES by June 25<sup>th</sup>. They are each routine in nature. The forms include the following:

- A cooperative bid resolution for BOE adoption authorizing participation in all routine cooperative bids during 2012-13 and any that may arise.
- A form authorizing OCM BOCES to operate a continuing and adult education program. (BOE resolution)
- A form authorizing me to, in addition to you, approve contract adjustments for BOCES during 12-13. (This one just needs your signature, not BOE approval.)
- An agreement for regarding the equivalent of attendance program that must be signed by the BOE president and BOCES board president. Also includes a sheet identifying the EOA contact at the District.

Since they are routine in nature, I recommend processing and signing them.  
Thank you.

# Memo

ALL FORMS DUE BY JUNE 25, 2012

To: School Business Administrators

From: Deborah Ayers 

Date: May 23, 2012

Re: (1) Equivalent of Attendance w/ Equivalent of Attendance Contact Person(s), (2) Employment Preparation Education and (3) Adult Education Sponsorship Agreements (4) Authorized Signatures (5) Annual Cooperative Bidding Resolution Notification

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Attached for your consideration are the following five (5) agreements:

**1) EQUIVALENT OF ATTENDANCE :** The agreement identifies the conditions under which a district may desire to participate in the program. The important clause is contained in Paragraph (c) which provides for district approval for any student entering the program. It is critical to both the district and BOCES that the contact person(s) be identified to avoid BOCES providing a service in which the district did not want to participate (form also attached).

The attendance data will be provided to districts to allow for including these students in your state aid worksheets.

**Please sign and return to my attention. Once the agreement has been fully executed, I will return one copy to you for your files.**

**2) EMPLOYMENT PREPARATION EDUCATION:** This agreement allows OCM BOCES to provide Employment Preparation Education to residents of your district. The State requires us to have a written agreement on file with all the districts we serve. The contact hours and claim will be sent directly to the State for payment. You will not be billed for this service.

**Please sign and return to my attention. Once the agreement has been fully executed, I will return one copy to you for your files.**

**3) ADULT EDUCATION SPONSORSHIP AGREEMENT:** The third agreement is the Adult Education Sponsorship Agreement that is required to permit OCM BOCES to operate Adult Education Programs.

**Please sign and return to my attention – keep a copy for your files.**

**4) AUTHORIZED SIGNATURES:** This form authorizes individuals to sign your Adjustment to Services Contracts and Cross Contracts on behalf of your District.

**Please sign and return to my attention – keep a copy for your files.**

**5) ANNUAL COOPERATIVE BIDDING RESOLUTION NOTIFICATION:** This form indicates the bids that you would like to participate in and also notifies us of your Official Newspaper.

**Please sign and return to my attention – keep a copy for your files.**

If you have any questions, please call me at (315) 433-2614 or contact me by e-mail at [dayers@ocmboces.org](mailto:dayers@ocmboces.org). Thank you.

## Annual Cooperative Bidding Resolution Notification

### Resolution:

The Homer Central School District (hereafter known as "School District") agrees to participate in 2012-2013 (July 1, 2012 – June 30, 2013) municipal cooperative bids for the commodities checked  below as defined in various provisions of New York State General Municipal Law. The cooperative bids will be coordinated by the Onondaga-Cortland-Madison BOCES to ensure maximization of savings to each respective participating School District. Furthermore, that Deborah B. Ayers, Assistant Superintendent for Administration, Onondaga-Cortland-Madison BOCES, be designated to advertise, receive, open and award on behalf of the participating School District said bids and that the Board of Education of the BOCES reserves the right to reject any or all bids. The School District is not obligated to purchase from the awarded vendors for any bulk products or services.

- |                                                                                      |                                                                       |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> athletic/physical education equipment & supplies | <input checked="" type="checkbox"/> natural gas/electricity           |
| <input checked="" type="checkbox"/> audio visual equipment                           | <input checked="" type="checkbox"/> paper and envelopes               |
| <input checked="" type="checkbox"/> auditing services                                | <input checked="" type="checkbox"/> school bus/automotive parts       |
| <input checked="" type="checkbox"/> building condition survey                        | <input checked="" type="checkbox"/> school furniture & equipment      |
| <input checked="" type="checkbox"/> cafeteria paper products                         | <input checked="" type="checkbox"/> school/office supplies            |
| <input checked="" type="checkbox"/> computer paper                                   | <input checked="" type="checkbox"/> science equipment & supplies      |
| <input checked="" type="checkbox"/> computers, printers, software, etc.              | <input checked="" type="checkbox"/> scientific & graphing calculators |
| <input checked="" type="checkbox"/> contract transportation                          | <input checked="" type="checkbox"/> smallwares                        |
| <input checked="" type="checkbox"/> custodial supplies & equipment                   | <input checked="" type="checkbox"/> student accident insurance        |
| <input checked="" type="checkbox"/> digital printers & supplies                      | <input checked="" type="checkbox"/> student agendas                   |
| <input checked="" type="checkbox"/> food/milk/ice cream/bread/produce                | <input checked="" type="checkbox"/> telecommunications                |
| <input checked="" type="checkbox"/> #2 fuel oil, gasoline, kerosene & diesel fuel    | <input checked="" type="checkbox"/> textbooks                         |
| <input checked="" type="checkbox"/> musical instruments                              | <input checked="" type="checkbox"/> uniforms                          |
| <input checked="" type="checkbox"/> medical/nursing supplies & equipment             | <input checked="" type="checkbox"/> warehousing/delivery              |
|                                                                                      | <input checked="" type="checkbox"/> welding supplies/gases            |

Other bids as identified during 2012-2013

Official Newspaper(s) Cortland Standard

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstaining \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Education

\_\_\_\_\_  
Date of Resolution

**ONONDAGA-CORTLAND-MADISON BOCES  
Adult and Continuing Education Resolution**

RESOLVED that the Board of Education of the Homer Central School District authorizes the Onondaga-Cortland-Madison Board of Cooperative Education Services to operate Cooperative Adult and Continuing Education programs at no charge to the district; without affecting their right to operate district programs.

WHEREAS school districts are authorized to provide Adult and Continuing Education programs in a consortium administered by their BOCES, and

WHEREAS the number of enrollees in certain programs in a single school district does not warrant the operation of those programs, and

WHEREAS there is ample evidence that there is a sufficient demand among adults in the supervisory district to support self-sustaining instructional programs,

THEREFORE let it be resolved that the Homer Central School District authorizes the Onondaga-Cortland-Madison BOCES to operate a self-sustaining Adult and Continuing Education Comprehensive Program, during the 2012-2013 school year at no charge to the district.

\_\_\_\_\_  
*Authorized Signature, Superintendent*

\_\_\_\_\_  
*Date*

AGREEMENT BETWEEN THE

\_\_\_\_\_ School District

and the

*Onondaga-Cortland-Madison Board of Cooperative Education Services*

**Effective July 1, 2012 – June 30, 2013**

**EMPLOYMENT PREPARATION EDUCATION PROGRAM**

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Employment Preparation Education program for residents of the district who are twenty-one (21) years or older. The education includes high school equivalency (GED, GED on TV, External Diploma Program), Basic Education, Life Skills, Occupational Training, Work Experience, and English as a Second Language. This agreement will be null and void if the OCM BOCES fails to have the program approved by the New York State Education Department.

\_\_\_\_\_  
*President, BOCES Board of Education*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President, Local Board of Education*

\_\_\_\_\_  
*Date*

AGREEMENT BETWEEN THE

\_\_\_\_\_ School District

and the

*Onondaga-Cortland-Madison Board of Cooperative Education Services*

**Effective July 1, 2012 – June 30, 2013**

**EQUIVALENT OF ATTENDANCE PROGRAM**

This agreement will remain in force unless a request is submitted by the school district to terminate the agreement thirty (30) days from the date of notification.

The Onondaga-Cortland-Madison Board of Cooperative Educational Services agrees to provide the Equivalent of Attendance Program for residents of the district who are:

- (a) 16 and 17 years old (12 hours per week at the BOCES Adult Education Center, Morgan Road and the McEvoy Center, Cortland);
- (b) 18-20 years old and attend instruction at sites throughout the counties; and
- (c) attend the program as approved by the district's E.O.A. designated contact person.

The training is in the High School Equivalency Program, Basic Education Instruction, English as a Second Language and Job Club. This agreement will be null and void if the Onondaga-Cortland-Madison BOCES fails to have the program approved by the New York State Education Department. The billing for this program will be once a year. The amount of billing shall be equal to the district's E.O.A. contact hours at \$3.50 per hour.

The BOCES shall assume responsibility for the attendance of the students and any inaccuracies or penalties a District may suffer shall be paid by the Onondaga-Cortland-Madison Board of Cooperative Educational Services.

\_\_\_\_\_  
*President, BOCES Board of Education*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President, Local Board of Education*

\_\_\_\_\_  
*Date*

DISTRICT NAME: \_\_\_\_\_

E.O.A. Contact Person(s):

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

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

\_\_\_\_\_

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

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

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


\_\_\_\_\_

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

*If a district designates more than one contact person, please indicate either the age and/or which classification of student the contact person will be responsible for.*

# Memo

To: Business Administrators

From: Deborah Ayers 

Re: Authorized Signatures – July 1, 2012 to June 30, 2013

Date: May 23, 2012

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Each year after the contract for BOCES services has been signed and approved; we receive requests for additional services from various departments within the component districts.

When authorized individuals sign the adjustment to services contract it is assumed by the OCM BOCES that the services have been budgeted and authorized by the component Board of Education.

In addition to the Superintendent, please provide the names of other individuals who are authorized by your district to request adjustments to service contracts.

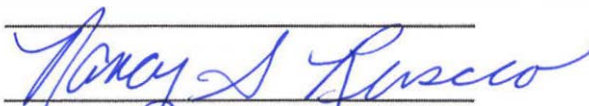
After the Superintendent has signed, please return this form to me. Thank you.

Name(s): Russ Hearton

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\_\_\_\_\_

Superintendent Signature: 

School District: Homer CSD