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MEMO

TO: OCM BOCES Staff 
FROM: Jody Manning 
RE: Emergency Closing Procedures for OCM BOCES 2017-2018 Year
DATE: December 4, 2017

Since the weather conditions can vary greatly across the OCM territory, different criteria are used to close our campuses.

PROCEDURES FOR FACILITIES LOCATED IN ONONDAGA COUNTY

The decision to close OCM BOCES student facilities is based on whether or not some of our larger districts decide to close, impacting the expected attendance. If Baldwinsville, East Syracuse Minoa, Fayetteville-Manlius, Liverpool, and North Syracuse are closed, then OCM BOCES facilities in Onondaga County will typically be closed for students and instructional staff. These facilities include:

- Alternative to Homebound
- Crown Road Campus
 - (Special Education, Innovation Tech, Reach & Choices)
- Thompson Road Campus
 - (Career & Technical Education, STARS Alternative High School, Special Education)
- New Vision Program Sites & Embedded CTE Program Sites

BOCES classrooms that are located in component school district buildings will close if the district is closed.

We will use several radio stations and television stations to air the announcements. They are as follows:

Radio Stations: AM 570, AM 620, FM 93.1, FM 94.5, FM 95.7,
FM 104.7, FM 105.9, FM 107.9
TV Channels: 3, 5, 9 and 10

PROCEDURES FOR FACILITIES LOCATED IN CORTLAND COUNTY

If Cortland and Homer districts are closed, then OCM BOCES facilities located in Cortland County will be closed. If only one of the aforementioned districts is closed, and the Career and Technical Education program enrollment by all districts totals one-half or more, OCM facilities located in Cortland County will remain open. Under certain extenuating circumstances a decision to remain open may be made. Under all circumstances, the safety of our staff and students will be considered.

The OCM BOCES facilities located in Cortland County include:

- Cortlandville Campus
- Port Watson Street - Cortland Alternative School and Seven Valleys New Tech Academy
- New Vision Program Sites & Embedded CTE Program Sites

We will use several radio stations and television channels to announce the closing of OCM facilities located in Cortland County. They are as follows:

Radio Stations: AM 680, AM 870, AM 1290, AM 1430, AM 1470,
FM 92.5, FM 97.3, FM 98.1, FM 99.1, FM 101.5, FM 103.3, FM 103.7, FM 104.1,
FM 105.7, FM 107.5

TV Channels: 3, 5, 9 and 12

ADULT EDUCATION

The adult education daytime classes will be closed for students if the OCM facilities are closed in the designated county. Evening class closings will be announced separately by Mari Ukleya (Onondaga County) and Pam Charron (Cortland County).

WORKSHOPS

Any workshops that are scheduled through OCM BOCES Instructional Support Services will occur unless there is a state of emergency.

ADMINISTRATIVE, CLERICAL & SERVICE PERSONNEL

Administrative, clerical and service personnel are expected to work when BOCES facilities are closed for students and instructional personnel.

*When Onondaga or Cortland area BOCES facilities are closed, and there is a “no travel” order declared in that county, no employees are to report to work, except maintenance personnel and other individuals designated by the District Superintendent. Employees who reside in, or must pass through a county where there is a “no travel” order in effect will not be charged for workdays lost.

If you have any questions regarding this matter, please do not hesitate to call me.

* A “no travel” order means the county has prohibited all travel except for emergency purposes.