

The regular monthly meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Tuesday, November 16, 2010, at 12:30 p.m. at the Frank W. Cyr Center, Stamford, New York.

MEMBERS PRESENT: Antoinette Hull, Theresa Hait, Paul Beisler, Gerry Loucks, James Lewis, Susan Eichler, Dean Utter and Harry Nissen. ROLL CALL & QUORUM CHECK

MEMBERS ABSENT: James Gray.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton-Carls, Joe Booan, Lynn Chase, Louise Leonard, Darlene Westinghouse, Anne Rode, Elle Finocan, Gary Kuch, Lynda Bookhard, John Wiktorko and Carl Mumenthey.

At 12:30 p.m. Vice President Theresa Hait called the meeting to order with a quorum present. CALL TO ORDER

Ms. Hait opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the men and women serving in the Armed Forces. PLEDGE OF ALLEGIANCE

James Lewis and Paul Beisler moved to approve the minutes of the regular meeting on October 19, 2010 as presented. Motion approved unanimously. MINUTES

Susan Eichler and Gerry Loucks moved to approve the following Monthly Reports for September 2010: MONTHLY REPORTS

Treasurer's Report, Report of Interest Earned, Budget Status Reports, Revenue Status Reports, General Fund Trial Balance, Special Aid Fund Trial Balance, Capital Fund Trial Balance, Trust & Agency Fund Trial Balance, Private Purpose Trust Fund Trial Balance and Extra Classroom Activities Reports for OAOC, NCOC. (Copy filed in the Clerk's office).

Motion approved unanimously.

Dean Utter and Susan Eichler moved to approve the budgetary transfers for September 2010 as presented. (Copy filed in the Clerk's office). Motion approved unanimously. BUDGETARY TRANSFERS

The warrants were presented for examination (as previously approved by the Claims Auditor). WARRANTS

James Lewis and Paul Beisler moved to approve the Claims Auditor Report as presented. Motion approved unanimously. CLAIMS AUDITOR REPORT

Ms. Hait asked if anyone would like to address the Board. Dean Utter thanked everyone for the cards and good wishes he received during his recent illness. PUBLIC COMMENTS

LIPS Program Presentation: Anne Rode, Itinerant Services Coordinator, introduced Nancy Forstbauer, Speech Language Pathologist. Ms. Forstbauer gave an overview of the LIPS Program noting that it is a self discovery speech program. With the aid of a PowerPoint presentation and hands-on tasks for Board members, Ms. Forstbauer demonstrated the many aspects of the program. Several videos highlighting the progress of students in the program were also shared.

LIPS
PROGRAM
PRESENTATION

The Board thanked Ms. Forstbauer for her very informative presentation.

District Superintendent Report:

DISTRICT
SUPERINTENDENT
REPORT

- **School Board Recognition Week:** Mr. Savin recognized Board members Harry Nissen and Dean Utter for their valuable service to the ONC BOCES organization. Mr. Nissen and Mr. Utter were presented with a small token of appreciation and a certificate.

SCHOOL BOARD
RECOGNITION

- **Strategic Planning:** Mr. Savin distributed and reviewed an outline of strategic directions for 2011-2012 through 2016-2017. Mr. Savin indicated the need to schedule another meeting date or to add to an upcoming board meeting. He noted the goal is to have the strategic planning document ready to present to the component boards during the budget presentations. It was the consensus of the Board to hold the next meeting on Wednesday, December 1 at 3 p.m. Board members were asked to bring any modifications to the document to that meeting.

STRATEGIC
PLANNING

- **BOCES Lobbyist:** Mr. Savin informed Board members of the district superintendents' desire as a consortium to hire a lobbyist to work at the state level on behalf of BOCES. He anticipates this will be a topic of discussion at his upcoming district superintendents' meeting. Mr. Savin will update the Board on the outcome of that discussion in his interim report. He added he anticipates a resolution will be on the December board agenda for adoption.

BOCES
LOBBYIST

- **RTTT Update:** Mr. Savin distributed and reviewed an outline for professional development as a regional network team and professional development for individual schools. He recognized the superintendents for their willingness to work together on this initiative. Mr. Savin noted RTTT is an under-funded initiative and will be a huge endeavor over the next several years. Mr. Savin added that this initiative will also involve changes to the APPR for teachers and principals and he anticipates this to be a topic for discussion at either the January or February Board meeting.

RTTT UPDATE

- **Board Forum:** Mr. Savin announced that the next Board Forum has been scheduled for Monday, December 6. The event will be held at South Kortright Central School and will begin with dinner at 6 p.m. Local legislators have been invited with

BOARD FORUM

confirmed attendance from Senator James Seward and Assemblymen Cliff Crouch and Peter Lopez.

- **Superintendents' Dialog:** Mr. Savin introduced Gary Kuch, Worcester Central School; Lynda Bookhard, Schenevus Central School; Carl Mummenthey, Jefferson Central School; and John Wiktorko, Windham-Ashland-Jewett Central School. Mr. Kuch gave an update on the status of the building project at Worcester Central School noting they hope to occupy the new addition by the Christmas break. Ms. Bookhard also reported that they will be presenting a renovation project for revote. Mr. Mummenthey noted that his district was one of the founding districts in the Shared Business Office. With funds provided through an efficiency study grant, he is currently working with Stamford Central School to explore ways to develop potential shared services. Mr. Wiktorko shared his concerns regarding the scarce resources that our component districts will be facing. He expressed his appreciation to the strong faculty and support staff in his district.

SUPERINTENDENT'S
DIALOG

All superintendents were in consensus regarding the strong partnership with BOCES and the need to work collaboratively.

Assistant Superintendent for Management Services Report:

ASST. SUPT
REPORT
DR. BOLTON-CARLS

- **Rental Agreements:** Dr. Bolton-Carls reported that there is a need to revise the rental contracts with component schools. A preliminary discussion with the Superintendents' Executive Committee resulted in a proposal to present to the Superintendents' Cabinet regarding rental charges and the possibility of lower ancillary service fees.
- **Herkimer CBO:** The Herkimer Central Business Office is experiencing difficulties and have enlisted the assistance of Dr. Bolton-Carls and Greg Beall to review their current structure and procedures. Dr. Bolton-Carls noted that they have met with administrators and staff and have a number of recommendations to submit to them.
- **Budget Development:** As per the Board's request, a copy of CMEC's 2011 tentative budget was distributed. Dr. Bolton-Carls noted that any questions should be directed to Bonnie Chase, Business Manager, CMEC.
- **Budget Assumptions:** A copy of the 2011-2012 ONC BOCES budget assumptions was distributed and reviewed. Dr. Bolton-Carls noted that salary and benefits are the major portions of our budgets. The first of two transfer parties has been held with the second scheduled prior to the Thanksgiving holiday.

RENTAL
AGREEMENTS

HERKIMER CBO

BUDGET
DEVELOPMENT

BUDGET
ASSUMPTIONS

Directors' Report:

DIRECTORS' REPORT

Joe Boan: Mr. Boan distributed a packet regarding the Agriculture Production and Science Program at OAOC. A lengthy discussion ensued regarding the necessity of having animals on campus and the concerns relating to the care of the animals.

JOE BOOAN

Dean Utter and Harry Nissen moved to adjourn to Executive Session at 2:30 p.m. to discuss a particular employee. Motion approved unanimously.

EXECUTIVE SESSION

Dean Utter and James Lewis moved to return to Regular Session at 3:55 p.m. Motion approved unanimously.

REGULAR SESSION

Louise Leonard: Ms. Leonard thanked Anne Rode for arranging Ms. Forsbauer's presentation on the LIPS Program. Ms. Leonard reported that enrollments are up and a new BA/BLS class will be opening at Laurens Central School as soon as an instructor is hired.

LOUISE LEONARD

Darlene Westinghouse: Dr. Westinghouse reported that she is currently working on designing a new catalog which will include new staff development programs. When completed, the catalog will be available on the website. Dr. Westinghouse announced the appointments of the Eileen Coryat, Coordinator of SLS and Media Services, and her secretary, Nicole Cross. Interviews for the online coordinator are currently underway. She is currently working with Tami Fancher, Distance Learning Coordinator, to set up policies and procedures for online learning. At a recent STEM meeting, Dr. Westinghouse learned that SUNY Binghamton offers two-week STEM summer programs. She noted that they have developed the curriculum and the necessary documents for students to attend the summer programs and are willing to share with us. Dr. Westinghouse will follow up on this.

DARLENE WESTINGHOUSE

Gerry Loucks and Paul Beisler moved to approve the following personnel items as presented.

PERSONNEL

RESOLVED, that the Board of Cooperative Education, upon the recommendation of the District Superintendent does hereby approve the following:

UNCLASSIFIED APPOINTMENTS

UNCLASSIFIED APPOINTMENTS

| Name | Dept | Position | Appt. | Effective | Salary | Tenure Area | Cert. |
|-------------------|------|-----------------------------|---------------------|-----------------------|-------------------|--|-------|
| Maria Schwarzkopf | IP | Licensed Teaching Assistant | 3-Year Probationary | 11/17/2010-11/16/2013 | \$12,657 prorated | Special Subject: Licensed Teaching Assistant | Pnd. |

| | | | | | | | |
|------------------|-------|--|-----------------------------------|-----------------------|--------------|-----|-------|
| Eleanor Moriarty | Itin. | Long-Term, Substitute, School Counselor | Temporary, filling LOA, as-needed | 11/15/2010-12/31/2010 | \$220.00/day | N/A | Perm. |
| Julia Baxter | Itin. | Long-Term, Substitute, School Counselor | Temporary, filling LOA, as-needed | 11/15/2010-12/31/2010 | \$220.00/day | N/A | Perm. |
| Anne Cannon | IP | Long-Term, Substitute, Special Education | Temporary, filling LOA, as-needed | 11/10/2010-1/31/2011 | \$95.00/day | N/A | Perm. |

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

SUBSTITUTE APPOINTMENTS**SUBSTITUTE APPOINTMENTS**

| Name | Position | Appt. | Salary | Effective |
|------------------|------------|-------|---------------------|----------------------|
| Melissa Albanese | Substitute | Temp. | As per board policy | 11/17/2010-8/31/2011 |
| Robert Anderson | Substitute | Temp. | As per board policy | 11/17/2010-8/31/2011 |
| Jessica Traurig | Substitute | Temp. | As per board policy | 11/17/2010-8/31/2011 |
| Thomas Blaske | Substitute | Temp. | As per board policy | 11/17/2010-8/31/2011 |

CIVIL SERVICE APPOINTMENTS**CIVIL SERVICE APPOINTMENTS**

| Name | Dept | Position | Type of Appt. | Salary | Effective |
|------------------|-------|-----------------------------------|----------------------------------|--------------|----------------------|
| Shannon Schellig | Itin. | Substitute Occupational Therapist | Per-diem, temporary, filling LOA | \$175.38/day | 12/15/2010-4/15/2011 |

MISCELLANEOUS APPOINTMENTS**MISCELLANEOUS APPOINTMENTS**

| Name | Appt. | Position | Effective | Compensation |
|---------------|----------------------------|---|----------------------|------------------------|
| Linda Dallara | Casual Employee Consultant | Workshop Instructor for SAT Preparation I | 1/22/2011-3/5/2011 | \$500.00/per course |
| James Dallara | Casual Employee Consultant | Workshop Instructor for SAT Preparation I | 1/22/2011-3/5/2011 | \$500.00/per course |
| Jessica Cole | Casual Employee Consultant | Work Study Peer Tutoring Program | 11/17/2010-6/30/2011 | \$10.00/hr. As needed. |

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|------------------|----------------------------|----------------------------------|----------------------|------------------------|
| Lacey Cornell | Casual Employee Consultant | Work Study Peer Tutoring Program | 11/17/2010-6/30/2011 | \$10.00/hr. As needed. |
| Ashley LaRose | Casual Employee Consultant | Work Study Peer Tutoring Program | 11/17/2010-6/30/2011 | \$10.00/hr. As needed. |
| Jennifer Hunter | Casual Employee Consultant | Work Study Peer Tutoring Program | 11/17/2010-6/30/2011 | \$10.00/hr. As needed. |
| Nichole Lindsley | Casual Employee Consultant | Work Study Peer Tutoring Program | 11/17/2010-6/30/2011 | \$10.00/hr. As needed. |
| Jaclyn Boop | Casual Employee Consultant | Work Study Peer Tutoring Program | 11/17/2010-6/30/2011 | \$10.00/hr. As needed. |

Note: Employment contingent upon clearance from the State Education Department to comply with the fingerprinting provisions of Project SAVE.

2010-2011 ANNUAL CLUB ADVISOR APPOINTMENTS

2010-2011
CLUB ADVISOR
APPOINTMENTS

| Name | Position | Effective | Stipend |
|---------------------|--|--------------------|----------|
| Doug Anderson | Student Leadership Club Advisor - NCOC (Shared position) | 9/1/2010-6/30/2011 | \$250.00 |
| Robert Schlobohm | Student Leadership Club Advisor - NCOC (Shared position) | 9/1/2010-6/30/2011 | \$250.00 |
| Valerie Charpentier | Skills USA Advisor - NCOC (Shared position) | 9/1/2010-6/30/2011 | \$250.00 |
| Nicole Schmidt | Skills USA Advisor - NCOC (Shared position) | 9/1/2010-6/30/2011 | \$250.00 |

LEAVE OF ABSENCES

LEAVE OF
ABSENCES

| Name | Position | Type of Leave | Effective |
|--------------|----------------------|------------------|-------------------------------|
| Kathy DeJong | School Social Worker | Medical with pay | 10/21/2010-approx. 12/31/2010 |

Motion approved unanimously.

Dean Utter and Antoinette Hull moved to approve the following consultant:

CONSULTANT

Whereas, the Otsego Northern Catskills BOCES - School Library System is mandated to provide school librarians in component school districts with staff development and desires to employ a consultant for the purpose of presenting at the SLS Liaison Meeting scheduled for December 2, 2010 and

Whereas, Barbara Havlik, Cooperstown, NY has agreed to provide services as a presenter as requested by ONC BOCES, and has requested compensation in the amount of \$400.00 for this service, agreeing to the terms and conditions of the consultant agreement,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the consultants and amounts set forth above.

Motion approved unanimously.

James Lewis and Harry Nissen moved to approve the following consultant:

CONSULTANT

Whereas, the Otsego Northern Catskills BOCES Northern Catskills Occupational Center will be providing occasional driver physicals to their staff and desires to employ a consultant for the purpose of providing physical examinations to the ONC BOCES Northern Catskills Occupational Center for the period of November 16, 2010 – June 24, 2011, and

Whereas, Kelly Ann Butler, Family Nurse Practitioner, PLLC, Oneonta, NY has agreed to provide services as a Nurse Practitioner as requested by ONC BOCES, and has requested compensation in the amount of \$65 per person, agreeing to the terms and conditions of the consultant agreement,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the consultant and amount set forth above.

Motion approved unanimously.

James Lewis and Dean Utter moved to table the approval of the following donations/gifts to OAOC:

DONATION –
TABLED

Whereas, the ONC BOCES Otsego Area Occupational Center received a donation of twenty-two (22) hens and two (2) roosters from Ms. Virginia Gore, 4127 Elk Creek Road, Delhi, NY 13753 to be used for instructional purposes in the Agriculture Production & Science Program with an estimated value of \$2.00 each for a total estimated value of \$48.

Whereas, the ONC BOCES Otsego Area Occupational Center received a donation of a Jersey Steer, approximately 250 lbs. with an estimated value of \$250, and a Lineback X Normandy Cross Steer, 200 lbs. with an estimated value of \$200 from Ms. Siobhan Griffin, 2454 Cty. Hwy 35, Schenevus, NY 12155 to be used for instructional purposes in the Agriculture Production & Science Program.

Whereas, the ONC BOCES Otsego Area Occupational Center received a donation of two (2) Jersey Steers, approximately 150 lbs. each from Mr. Richard Sackett, 260 Irish Hill Road, Delhi, NY 13753 to be used for instructional purposes in the Agriculture Production & Science Program with an estimated value for both of \$300.00.

Be it resolved, the Otsego Northern Catskills Board of Education does hereby accept the above donations on behalf of the students attending the Otsego Area Occupational Center.

Motion approved unanimously.

Paul Beisler and Susan Eichler moved to declare the following equipment as surplus:

SURPLUS
EQUIPMENT

Whereas, the Otsego Northern Catskills BOCES does not wish to retain the following equipment or components as it is obsolete, no longer functional or operational,

Resolved, that the Otsego Northern Catskills BOCES Board of Education declares the following equipment as surplus in accordance with Board Policy #6900 and will be disposed of accordingly.

ONC BOCES

Fox Hospital Acute Care Program:

| Inventory Tag # | Description |
|-----------------|-----------------------------|
| 9838 | COMPUTER |
| 9839 | COMPUTER |
| 11227 | DELL OPTIPLEX GX620 C4RQ8C1 |
| 11228 | BLTTBC1 |

GED Program:

| Inventory Tag # | Description |
|-----------------|--|
| 9781 | COMPUTER |
| 9783 | COMPUTER |
| 9784 | COMPUTER |
| 9785 | COMPUTER |
| 7356 | WORKSTATION PIII DELL GX110 733 MHZ H8NG301 W/ ZIP DRIVE |
| 7357 | WORKSTATION PIII DELL GX110 733 MHZ 98NG301 W/ ZIP DRIVE |
| 7358 | WORKSTATION PIII DELL GX110 733 MHZ 79NG301 W/ ZIP DRIVE |
| 7359 | WORKSTATION PIII DELL GX110 733 MHZ 19NG301 W/ ZIP DRIVE |
| 7360 | WORKSTATION PIII DELL GX110 733 MHZ 99NG301 W/ ZIP DRIVE |
| 7361 | WORKSTATION PIII DELL GX110 733 MHZ C8NG301 W/ ZIP DRIVE |
| 7362 | WORKSTATION PIII DELL GX110 733 MHZ 78NG301 W/ ZIP DRIVE |

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|------|--|
| 7363 | WORKSTATION PIII DELL GX110 733 MHZ F8NG301 W/ ZIP DRIVE |
| 7364 | WORKSTATION PIII DELL GX110 733 MHZ 49NG301 W/ ZIP DRIVE |
| 7365 | WORKSTATION PIII DELL GX110 733 MHZ 38NG301 W/ ZIP DRIVE |
| 7366 | WORKSTATION PIII DELL GX110 733 MHZ 58NG301 W/ ZIP DRIVE |

Motion approved unanimously.

Ms. Hait asked if anyone would like to address the Board. There were no requests.

PUBLIC
COMMENTS

Mr. Savin reminded everyone that the next Strategic Planning meeting will be held on December 1st at 3 p.m.

STRATEGIC
PLANNING MEETING
REMINDER

Antoinette Hull and Paul Beisler moved to adjourn to Executive Session at 4:10 p.m. to discuss negotiations. Motion approved unanimously.

EXECUTIVE
SESSION

Antoinette Hull and Susan Eichler moved to return to Regular Session at 4:27 p.m. Motion approved unanimously.

REGULAR
SESSION

Dean Utter and James Lewis moved to adjourn the meeting at 4:28 p.m. Motion approved unanimously.

ADJOURNMENT

Respectfully submitted,



Elle Finocan
Board Clerk