Board of Education

Frank W. Cyr Center, 159 W. Main St., Stamford, NY 12167
607 - 652 - 1209 • FAX 607 - 652 - 1215

OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

BOARD AGENDA

Tuesday, July 27, 2010
12:30 p.m. - Conference Room

Frank W. Cyr Center
Stamford, New York 12167

The Mission of the Otsego Northern Catskills BOCES is:

To provide leadership and support systems through teamwork with the component districts to enhance student outcomes and lifelong learning.

Adopted: May 20, 1991

I. OPENING OF MEETING

A. ROLL CALL & QUORUM CHECK

B. PLEDGE OF ALLEGIANCE

C. CALL TO ORDER

D. ADDITIONS TO AGENDA

E. APPROVAL OF MINUTES - Attachment #1

F. APPROVAL OF MONTHLY REPORTS - *approved at July 7 meeting*

G. APPROVAL OF BUDGETARY TRANSFERS - *approved at July 7 meeting*

H. EXAMINATION OF WARRANTS

I. CLAIMS AUDITOR REPORT - *approved at July 7 meeting*

I. PUBLIC COMMENTS

II. REPORTS

A. DISTRICT SUPERINTENDENT REPORT

- Professional Development Plan
- Hiring Update

B. ASSISTANT SUPERINTENDENT FOR MANAGEMENT SERVICES REPORT

- NCOC Roof Project Status
- Five-year Capital Facilities Plan (on-site visit August 10 and 11)
- BOCES Statewide Comptroller's Audit Results
- Move Update
- NYSASBO Presidency

III. NEW BUSINESS

A. PERSONNEL - Attachment #1

B. RESOLUTION TO APPROVE 2010-11 TRANSPORTATION CONTRACT-INNOVATIVE PROGRAMS

Whereas, the Otsego Northern Catskills BOCES Innovative Programs desires to provide transportation for students enrolled in various classroom locations, and

Whereas, Charlotte Valley Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $20,230, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of September 7, 2010 through June 24, 2011,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contract for the rates and terms shown above.

C. RESOLUTION TO APPROVE 2010-11 SUMMER TRANSPORTATION CONTRACT-OAOC

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center desires to provide field trip transportation for students enrolled in their summer Cosmetology Program, and

Whereas, Cherry Valley-Springfield Central School has agreed to provide transportation for 2010 Summer School under The State Education Department, Transportation Unit contract TCS, effective July 6, 2010 through August 13, 2010 at the estimated contract of $500, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of stated above.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

D. RESOLUTION TO APPROVE 2010-11 TRANSPORTATION CONTRACTS-NCOC

Whereas, the Otsego Northern Catskills BOCES Northern Catskills Occupational Center desires to provide field trip transportation for CTE students enrolled in various classroom locations, and

Whereas, Gilboa-Conesville Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $2,000, and

Whereas, BOCES must adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation and DOT maintenance/repair of vehicles used to transport students for the period of September 7, 2010 through June 24, 2011, and

Whereas, Gilboa-Conesville Central School has agreed to provide bus maintenance under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $4,000, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

E. RESOLUTION TO APPROVE 2010-11 TRANSPORTATION CONTRACTS-OAOC

Whereas, the Otsego Northern Catskills BOCES Otsego Area Occupational Center desires to provide transportation for field trips for students enrolled in the CTE and Alternative Education Programs at the Otsego Area Occupational Center, and

Whereas, Cherry Valley Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $15.00/hr with total anticipated annual cost equal to $2,000, and

Whereas, Morris Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $16.00/hr plus $1/mile and allowance of $10/lunch and $12/dinner, with the total anticipated annual cost equal to $1,000, and

Whereas, Milford Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $1.35/mile plus $12.00/hr sit fee, with the total anticipated annual cost equal to $1,000, and

Whereas, Laurens Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at lump sum of $7,600, and

Whereas, Schenevus Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $13.36/hr plus $1.00/mile with total anticipated annual cost equal to $2,000, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of September 8, 2009 through June 24, 2010,

Whereas, BOCES must adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation and DOT maintenance/repair of vehicles used to transport students for the period of September 7, 2010 through June 24, 2011, and

Whereas, Schenevus Central School has agreed to provide bus maintenance under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the lump sum of $4,000, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

F. RESOLUTION TO APPROVE 2010-11 TRANSPORTATION CONTRACT-YES PROGRAM

Whereas, the Otsego Northern Catskills BOCES YES Program desires to provide transportation for students enrolled in the YES Program at the Otsego Area Occupational Center, and

Whereas, Laurens Central School has agreed to provide transportation under The State Education Department, Transportation Unit contract TC for the 2010-11 School Year, effective September 7, 2010 through June 24, 2011 at the rate of $14.50/hr plus $1.00/mile with total anticipated annual cost equal to $9,840, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of September 7, 2010 through June 24, 2011,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

G. APPROVAL OF LEASE AGREEMENT – MEDIA LIBRARY

Whereas, the Otsego Northern Catskills BOCES Media Library desires to lease a Konica Minolta Bizhub C452 Digital Copier from Eastern Copy Products, Endicott, NY for their departmental use during the term of the lease - July 29, 2010 - July 28, 2015, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the lease agreement for the term stated for $625.13/month for the lease and service expenses and a one-time documentation fee of $75.

H. APPROVAL OF LEASE AGREEMENT – INSTRUCTIONAL TECHNOLOGY

Whereas, the Otsego Northern Catskills BOCES Instructional Technology Department desires to lease a Konica Minolta Bizhub C452 Digital Copier from Eastern Copy Products, Endicott, NY for their departmental use during the term of the lease - July 29, 2010 - July 28, 2015, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the lease agreement for the term stated for $625.13/month for the lease and service expenses and a one-time documentation fee of $75.

I. AMENDED RESOLUTION TO APPROVE MAINTENANCE OF MECHANICAL EQUIPMENT CONTRACT – NCOC

Whereas, the Otsego Northern Catskills BOCES Northern Catskills Occupational Center (NCOC) desires to contract with the following business for maintenance of mechanical equipment at their occupational center as follows, and

Whereas, Syracuse Time & Alarm Co., Inc. has agreed to provide planned maintenance of the fire alarm equipment, monitoring systems, security equipment, and wall clock equipment for the 2010-11 School Year, effective July 1, 2010 through June 30, 2011, for NCOC at the lump sum of ***$3,546***, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the maintenance of mechanical equipment contract for the amended rate and terms shown above.

J. PUBLIC COMMENTS

K. INFORMATION ITEMS

IV. ADJOURNMENT

/ef
7/19/10
Attachments

Board of Education Workshop
Strategic Planning/Goal Setting
immediately following
Board Meeting

ATTACHMENT# 1

The annual reorganization meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on July 7, 2010 at the Frank W. Cyr Center, Stamford, New York.

MEMBERS PRESENT: James Wolff, Theresa Hait, Antoinette Hull, James Lewis, Nancy Bellinger, James Gray, Susan Eichler, and Gerry Loucks. ROLL CALL & QUORUM CHECK

MEMBERS ABSENT: Dean Utter.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton-Carls, Nancy Noonan, Joe Booan, Lynn Chase, Debra Crampton, and Elle Finocan.

At 12:30 p.m. temporary chairman, Nicholas Savin, called the Reorganization meeting to order with a quorum present. CALL TO ORDER

Elle Finocan administered the oath of office to newly elected board members Antoinette Hull, Harry Nissen and Paul Beisler. OATH OF OFFICE NEW BOARD MEMBERS

Gerry Loucks and James Lewis moved to nominate James Gray as Board President. Motion approved unanimously. NOMINATION OF BOARD PRESIDENT

Gerry Loucks and James Lewis moved to have the nominations for president closed and have the secretary cast one ballot for James Gray as Board President. Motion approved unanimously.

Elle Finocan administered the oath of office to newly elected Board President James Gray. OATH OF OFFICE BOARD PRESIDENT

James Lewis and James Gray moved to nominate Theresa Hait as Board Vice President. Motion approved unanimously. NOMINATION OF VICE PRESIDENT

James Lewis and James Gray moved to have the nominations for Vice President closed and have the secretary cast one ballot for Theresa Hait as Board Vice President. Motion approved unanimously.

Elle Finocan administered the oath of office to newly elected Board Vice President Theresa Hait. OATH OF OFFICE VICE PRESIDENT

President James Gray presided over the meeting.

Susan Eichler and Gerry Loucks moved to approve the following Board appointments: BOARD APPOINTMENTS

1. Board Clerk (Elle Finocan)
2. Treasurer (Patricia Powell-Wagner)
3. Deputy Treasurer (Dr. Jennifer Bolton-Carls)

4. Claims Auditor (Gail Miner - compensation $3,500)
5. Assistant Clerk (District Superintendent)

Motion approved unanimously.

OATH OF OFFICE BOARD CLERK

Nicholas Savin administered the oath of office to Elle Finocan, Board Clerk.

OATH OF OFFICE BOARD APPOINTMENTS

Elle Finocan administered the oath of office to Dr. Jennifer Bolton-Carls, Deputy Treasurer and Nicholas Savin, Assistant Clerk. Gail Miner (Claims Auditor) and Patricia Powell-Wagner (Treasurer) were not present to take the oath of office.

OATH OF OFFICE DISTRICT SUPERINTENDENT

Elle Finocan administered the oath of office to Nicholas Savin, District Superintendent.

APPROVAL OF APPOINTMENTS

James Lewis and Antoinette Hull moved to approve the following appointments:

1. Purchasing Agent (Lynn Chase)
2. Auditor for Extra Classroom Activities Funds for NCOC & OAOC (Lynn Chase)
3. Treasurer of Extra Classroom Funds at NCOC (Terri Chichester)
4. Treasurer of Extra Classroom Funds at OAOC (Charlene Donnell)
5. Local Education Agency Designee - Asbestos, SARA (Dr. Jennifer Bolton-Carls)
6. Records Access Officer (Nicholas Savin)
7. Records Management Officer (Dr. Jennifer Bolton-Carls)
8. Records Retention and Disposition Officer (Dr. Jennifer Bolton-Carls)
9. Independent Auditor (D'Arcangelo & Company)
10. Internal Auditor (Management Advisory Group of New York, Inc.)
11. Legal Advisor to the Board of Education (Hogan & Sarzynski and Ferrara, Fiorenza, Larrison, Barrett & Reitz for Labor Relations issues)
12. WinCap System Managers (Diane Matteson, Manager, and Annette Hinkley, Substitute Manager)
13. Designation of Officer to Represent the District on the Governing Board of the Catskill Area Schools Employee Benefit Plan (Dr. Jennifer Bolton-Carls)

Motion approved unanimously.

APPROVAL OF AUTHORIZATIONS

Paul Beisler and Theresa Hait moved to approve the following authorizations:

1. Approve Employee Attendance at Conferences (Nicholas Savin, Nancy Noonan, Dr. Jennifer Bolton-Carls)
2. Certification of Payrolls (Dr. Jennifer Bolton-Carls)
3. Designation of Signatures on Checks (Patricia Powell-Wagner and Dr. Jennifer Bolton-Carls)

4. Electronic Check Signature Disk to authenticate checks issued on BOCES accounts (Patricia Powell-Wagner and Dr. Jennifer Bolton-Carls)
5. Budget Transfers on Chief School Officer's Approval (Dr. Jennifer Bolton-Carls)
6. Application for Grants in Aid (State and Federal) (Nicholas Savin)
7. Establish Mileage Reimbursement Rate (50¢ per mile)
8. Approval of Contracts (James Gray)
9. Establish Adult Education CTE Tuition Rate - $8.30 per instructional hour
10. Establish Substitute Pay Rate (teachers - $75/day; licensed teaching assistants - $55/day)

Motion approved unanimously.

APPROVAL OF BANK DEPOSITORIES

Antoinette Hull and Harry Nissen moved to approve the following bank depositories:

1. National Bank and Trust Company of Norwich, Hobart and Grand Gorge Branches.
2. National Bank of Delaware County
3. Wilber National Bank
4. Key Bank N.A.
5. J.P. Morgan Chase Bank
6. The Bank of Greene County
7. Citizens Bank
8. First Niagara
9. HSBC Bank USA

Motion approved unanimously.

DESIGNATION OF NEWSPAPERS

Susan Eichler and Paul Beisler moved to approve the designation of the following newspapers for legal notices:

1. **The Daily Star**
2. **The Mountain Eagle**
3. **The Daily Mail**

(to be used at the discretion of the Board Clerk)

Motion approved unanimously.

APPROVAL OF PETTY CASH DESIGNEES

Theresa Hait and James Lewis moved to approve the following petty cash designees:

1.	ADMINISTRATION/BUSINESS OFFICE (Lynn Chase)	$100
2.	NCOC (Terri Chichester)	$100

3.	OAOC (Charlene Donnell)	$100
4.	CATSKILL AREA SCHOOL STUDY COUNCIL (Joanne Lentner)	$100
5.	SESIS (Anita Weber)	$100
6.	OTSEGO AREA SCHOOL OF PRACTICAL NURSING (LPN) (Joan Debenedittis)	$100

Motion approved unanimously.

APPROVAL OF BOARD MEETING SCHEDULE

Susan Eichler and Paul Beisler moved to approve the following board meeting schedule for 2010-2011:

BOARD OF EDUCATION

Normally, the fourth Tuesday of each month at the Frank W. Cyr Center, Conference Room, Stamford, New York at 12:30 p.m.

Wednesday, July 7, 2010 - Reorganization Meeting
Tuesday, July 27, 2010
Tuesday, August 31, 2010
Wednesday, September 29, 2010
Tuesday, October 19, 2010
Tuesday, November 16, 2010
Tuesday, December 14, 2010
Tuesday, January 18, 2011
Tuesday, March 1, 2011
Tuesday, March 29, 2011
Tuesday, April 5, 2011 (Annual Meeting)
Wednesday, April 27, 2011 (Admin Budget/board Election Vote)
Tuesday, May 17, 2011
Tuesday, June 21, 2011

* Annual Meeting - OAOC
** BOCES Bd. & Bd. Election night

Other Important Dates:

NYSCOSS Fall Conference	September 26-28, 2010 (Saratoga)
NYSSBA Convention	October 21-24, 2010 (New York City)
NYSCOSS Mid-Winter Conf.	February 27-March 1, 2011 (Albany)

Discussion ensued regarding the possibility of holding three special budget meetings on January 4, February 8 and March 15, 2011. It was the consensus of the board to earmark

these dates for potential board sub-committee meetings. These budget meetings will be discussed further in the fall.

Motion approved unanimously.

CODE OF ETHICS

Antoinette Hull and Susan Eichler moved to re-adopt the Code of Ethics. Motion approved unanimously.

RE-ADOPTION OF BOARD POLICIES

Theresa Hait and James Lewis moved to re-adopt the following policies:

- #6240 - Investment Policy and Guidelines
- #8334 - Credit Cards
- #8332 - Cellular Telephones

Motion approved unanimously.

The Board continued into the regular board meeting.

Immediately following the Annual Reorganization Meeting on July 7, 2010, the Board continued into the regular board meeting.

MEMBERS PRESENT: Theresa Hait, Antoinette Hull, Gerry Loucks, James Lewis, Susan Eichler, James Gray, Paul Beisler and Harry Nissen.

MEMBERS ABSENT: Dean Utter.

OTHERS PRESENT: Nicholas Savin, Nancy Noonan, Jennifer Bolton-Carls, Joe Booan, Lynn Chase, Debra Crampton, and Elle Finocan.

Antoinette Hull and James Lewis moved to approve the following monthly reports: MONTHLY REPORTS

- **Monthly Reports - May**

  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.

Gerry Loucks and Theresa Hait moved to approve the minutes of the Regular Meeting on June 22, 2010 as presented. Motion approved unanimously. APPROVAL OF MINUTES

The board requested that when eliminations and/or reductions of staff are on the board agenda, that the current FTE and the resulting FTE for each person is indicated.

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

Susan Eichler and Harry Nissen moved to approve the Claims Auditor Report as presented. Motion approved unanimously. CLAIMS AUDITOR REPORT

Warrants157-181 were presented for examination (as previously approved by the Claims Auditor). WARRANTS

Mr. Gray asked if anyone would like to address the Board. There were no requests. PUBLIC COMMENTS

District Superintendent Report: DISTRICT SUPERINTENDENT REPORT

- **Completer Ceremonies:** Mr. Savin noted that the completer ceremonies for NCOC and OAOC went very well. He received many comments regarding the participation COMPLETER CEREMONIES

of past graduates at the ceremonies. Mr. Savin expressed his appreciation to both the Milford and Gilboa-Conesville districts for hosting the ceremonies.

- **CASSC School Boards Institute:** Mr. Savin reminded board members of the upcoming CASSC School Boards Institute Summer Workshop on July 20, 2010 at the Morris Conference Center at SUNY Oneonta. Anyone interested in attending should contact Elle. CASSC SCHOOL BOARDS INSTITUTE

- **ONC BOCES Relocation:** Mr. Savin reviewed the status of the office relocations at the Cyr Center. He noted that currently all offices are scheduled to be moved between July 12 and August 9. As the moves progress, he will provide an update in the next Interim Report. Mr. Savin expressed his appreciation to Dr. Bolton-Carls for her hard work in coordinating the relocations and to the staff for their cooperation. BOCES RELOCATION

  To bring the new board members up to date, Mr. Savin gave a brief overview of the actions taken this year to defray costs including the rationale behind relocating offices at the Cyr Center. He added that he anticipates this plan to evolve as we move forward over the next four to five years. Mr. Savin acknowledged the Catskill Mountain Educational Center (CMEC) for its support and assistance throughout the process.

  A question was raised as to the costs associated with the moving of offices at the Cyr Center. Dr. Bolton-Carls responded that we are keeping track of expenses by assigning separate budget codes to expenses associated with the moves but she is not able to predict a total cost at this point.

- **NYSSBA Award:** Mr. Savin presented Antoinette Hull with a certificate from the New York State School Boards Association recognizing Ms. Hull for achieving **Honorary Level 1: Developmental Achievement Citation**. The award is to recognize board members who continually strive to enhance their knowledge ad skills of school board governance. In order to receive this citation, Ms. Hull earned more than 35 achievement points. Congratulations were extended to Ms. Hull. NYSSBA AWARD

- **CTE Equipment:** Mr. Savin gave a brief update on the status of CTE Equipment at the centers. He noted that he will have more information after the Student Programs Advisory Committee meets and will share that information when it is available. In response to a question if staff/teachers are involved in determining what equipment is to be replaced, Ms. Noonan and Mr. Booan responded that input from all sources is obtained prior to making any decisions and/or purchases. Mr. Savin noted that this topic will be an agenda item at the next Superintendents' meeting and added that he will include a list of CTE equipment in his next Interim Report. CTE EQUIPMENT

Assistant Superintendent for Curriculum & Instruction Report: ASST. SUPT NANCY NOONAN

- **Hiring Updates:** Nancy Noonan gave a brief update on the status of the Director of Instructional Support Services, Staff Development Specialist, and Coordinator of School Library System/Media Library vacancies. HIRING UPDATES

- **Professional Development Plan:** Ms. Noonan reported that she will be working with a small group of teachers on July 13 to review/write the professional development plan. A copy of the draft plan will be shared with the Teachers' Association President and a copy will be shared with the board at the July meeting. Ms. Noonan noted that she would like to have a teacher representative present at the July meeting as the draft plan is reviewed by the board. Ms. Noonan noted that the board agenda will reflect the appointments of three to four teachers who will assist in writing the plan. PROFESSIONAL DEVELOPMENT PLAN

On behalf of the BOCES Board, James Gray recognized Nancy Noonan for her dedication and work ethic throughout her tenure at the ONC BOCES. Mr. Loucks also acknowledged Ms. Noonan for her commitment and efforts to ensure a smooth transition following her retirement. RECOGNITION OF NANCY NOONAN

Assistant Superintendent for Management Services Report: ASST. SUPT DR. JENNIFER BOLTON-CARLS

- **NCOC Roof Project:** Dr. Bolton-Carls reported that the roof at NCOC has been completed except for the skylights installation. The dust that was created during the process has been removed and air quality tests have come back indicating no concerns. NCOC ROOF UPDATE

- **CASEBP Update:** Dr. Bolton-Carls announced that the Schenevus Support Staff has joined the health plan; the Teachers' Union will join on July 1. The Delhi School District has joined our dental plan; Sidney Central School has a proposal up for vote and may join the health plan in September. Several other schools are considering joining the dental plan. CASEBP UPDATE

- **Shared Business Office:** Dr. Bolton-Carls informed the board that an appointment for the Shared Business Office has been withdrawn on the Addenda. The candidate was not interested due to the rate of pay. SHARED BUSINESS OFFICE

- **OAOC Agriculture:** In response to concerns raised at a previous meeting regarding the practice of caring for livestock during the summer at OAOC, Mr. Booan gave an overview of the animals and fish that are maintained at the center during the school year. For animals that remain at the center at the end of the school year, an agricultural assistant has been appointed in the past to care for livestock and maintenance of the grounds and barn. Concerns were raised as to the possibility of OAOC AGRICULTURE

the repercussions if animals were to escape from the grounds. Following discussion, it was the consensus of the board to continue the appointment of the agricultural assistant with the understanding that the agricultural program may need to be adjusted in the future regarding the practice of caring for animals on the OAOC campus. Ms. Noonan noted that the appointment of the agricultural assistant needs to be added to the agenda for approval.

PERSONNEL - TABLED

Antoinette Hull and Harry Nissen moved to table the personnel items for further discussion later in the meeting. Motion approved unanimously.

APPROVAL OF RESOLUTION - WORK DAY AND REPORTING

Susan Eichler and Theresa Hait moved to approve the following resolution for standard work day and reporting:

BE IT RESOLVED, that the Otsego Northern Catskills Board of Cooperative Educational Services hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/ Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Appointed Officials							
Treasurer	Patricia Powell-Wagner			N/A	07/01/10 – 06/30/11	Y	N/A
Board Clerk	Mary E. Finocan			N/A	07/01/10 – 06/30/11	Y	N/A

Motion approved unanimously.

ACCEPTANCE OF ROBINSON-BROADHURST GRANT

Antoinette Hull and Paul Beisler moved to accept the Robinson-Broadhurst grant for adult CNA, HHA, and LPN programs:

Whereas, the Otsego Northern Catskills BOCES School Library System applied for and received approval for a grant in the amount of $10,000 for maintaining current standards in the classroom setting for their Adult CNA, HHA, and LPN programs for the 2010-2011 school year.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept the grant for the amount and terms shown above.

Motion approved unanimously.

PERMISSION TO BID - COSMETOLOGY SUPPLIES

Paul Beisler and James Lewis moved to approve the following resolution to bid for cosmetology supplies and equipment:

Whereas, the Cosmetology Program at the CTE Centers desire to purchase supplies and equipment which collectively exceed the purchasing limit of $10,000 and which requires bidding under General Municipal Law 104b and to adhere to ONC BOCES Purchasing Regulations (Policy #6700), and

Whereas, the Otsego Northern Catskills BOCES will prepare and solicit bids for Cosmetology Supplies and Equipment adhering to the following timeline:

LEGAL NOTICES	-	July 8, 2010
BIDS TO VENDORS	-	July 8, 2010
BIDS OPENED	-	July 20, 2010
BIDS AWARDED	-	July 27, 2010

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the bidding of Cosmetology Supplies and Equipment for the 2010-2011 school year

Motion approved unanimously.

APPROVAL OF LEASE RENEWAL DELAWARE OPPORTUNITIES

Gerry Loucks and Paul Beisler moved to approve the following lease renewal for Delaware Opportunities:

Whereas, the Board of Cooperative Educational Services has determined that a portion of the Northern Catskills Occupational Center in Grand Gorge, NY is not needed for BOCES purposes during the term of the lease - July 1, 2010 - June 30, 2011, and

Whereas, the use of such facilities will support the mission of Delaware Opportunities, Inc., 35430 State Highway 10, Hamden, NY 13782 including the provision of Head Start programming to members of the community,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the lease agreement for the term stated for $23,449 per year, $17,850 to be paid in two installments on October 15, 2010 and March 1, 2011. The remaining $5,599 shall be considered as in-kind contribution to the ONC BOCES for use of playground area.

Motion approved unanimously.

APPROVAL OF INCREASE IN LPN TUITION

Antoinette Hull and James Lewis moved to increase the LPN tuition from $7,600 per student to $7,800 annually. This request is due to increases in the following areas: health and dental benefits, contractual salaries, and annual increase in rent. Motion approved unanimously.

APPROVAL OF INCREASE IN CNA/HHA APPLICATION FEE

Theresa Hait and Gerry Loucks moved to increase the CNA/HHA application fee from $25.00 per applicant to $35.00 per applicant. This request is due to increased staff time needed to process the application. Motion approved unanimously.

APPROVAL OF INCREASE FOR FIVE-HOUR PRE-LICENSING FEE

Paul Beisler and Harry Nissen moved to increase the Five-Hour Pre-Licensing Course fee from $25.00 per participant to $35.00 per participant. This request is due to allocations of stipends to oversee this program. Motion approved unanimously.

ACCEPTANCE OF WATERSHED GRANT NCOC

Susan Eichler and Antoinette Hull moved to accept the following Watershed grant for NCOC:

Whereas, the Northern Catskills Occupational Center submitted a grant application to the Catskill Watershed Corporation for the purpose of funding a Best Practices in Forestry and Sugar Maple Production for the students in the Northern Catskills Occupational Center forestry program for the 2010-11 school year.

Whereas, the application was approved in the amount of $1,897,

Resolved, the Otsego Northern Catskills BOCES Board of Education has approved that James Gray is the authorized representative as President of the Board of Education and is hereby authorized and directed to sign a contract with the Catskill Watershed Corporation to receive the education grant in the amount of $1,897 to ensure that activities and programs funded by said grant are carried out in accordance with grant requirements.

Motion approved unanimously.

APPROVAL OF SUMMER TRANSPORTATION CONTRACT - INNOVATIVE PROGRAMS

Harry Nissen and James Lewis moved to approve the following 2010-2011 summer transportation contract for Innovative Programs:

Whereas, the Otsego Northern Catskills BOCES Innovative Programs desires to provide transportation for students enrolled in various classroom locations, and

Whereas, Charlotte Valley Central School has also agreed to provide transportation for 2010 Summer School under The State Education Department, Transportation Unit contract TCS, effective July 6, 2010 through August 13, 2010 at the rates of $26.11/Hr.(Driver) + $1.10/Mile with estimated contract of $2,200, and

Whereas, districts have agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation for the period of stated above.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the transportation contracts for the rates and terms shown above.

Motion approved unanimously.

APPROVAL OF LEASE RENEWAL OPPORTUNITIES FOR OTSEGO

James Lewis and Paul Beisler moved to approve the following lease renewal for Opportunities for Otsego:

Whereas, the Otsego Northern Catskills BOCES has determined that a portion of the Otsego Area Occupational Center in Milford, NY is not needed for BOCES purposes during the term of the lease - July 1, 2010 - June 30, 2011, and July 1, 2011 – June 30, 2012

Whereas, the use of such facilities will support the mission of Opportunities for Otsego, Inc., 3 West Broadway, Oneonta, NY including the provision of Head Start programming to members of the community,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve a lease agreement for the July 1, 2010 – June 30, 2011 term for $15,379 per year, $10,264 of this total shall be paid in ten equal installments commencing in September 2010. The remaining balance of $5,115 shall be considered as in-kind contribution to the ONC BOCES for use of playground area at the Otsego Area Occupational Center. For the July 1, 2011 – June 30, 2012 term the lease agreement will be for $15,840 per year, $10,572 of this total shall be paid in ten equal installments commencing in September 2011. The remaining balance of $5,268 shall be considered as in-kind contribution to the ONC BOCES for use of playground area at the Otsego Area Occupational Center.

Motion approved unanimously.

APPROVAL OF DONATION/GIFT

Theresa Hait and Gerry Loucks moved to approve the acceptance of the following donation/gift:

Whereas, the ONC BOCES Northern Catskills Occupational Center received a donation of a 1961 Fordson Super Major Tractor Model #D17F from Michael McNamara, 305 Beadamon Road, Stamford, NY 12167 to be used for instructional purposes in the Equipment Operations & Repair Program with an estimated value after repair at $2,000, and

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby accept this donation on behalf of the students attending the Northern Catskills Occupational Center.

Motion approved unanimously.

Mr. Gray asked if anyone would like to address the Board. There were no requests. PUBLIC COMMENTS

James Lewis and Theresa Hait moved to remove the personnel from the table. Motion approved unanimously. REMOVE PERSONNEL FROM THE TABLE

Gerry Loucks and Paul Beisler moved to approve the personnel as presented with the addition of the agricultural assistant. Motion approved by a vote of 7, yes; 1 abstention. (Wolff, yes; Gray, yes; Lewis, yes; Bellinger, yes; Hait, yes; Loucks, yes; Eichler, yes; and Hull, abstained.) APPROVAL OF PERSONNEL

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

CIVIL SERVICE APPOINTMENTS CIVIL SERVICE APPOINTMENTS

Name	Dept	Position	Type of Appt.	Salary	Effective
Robin Geller	CASEBP	Keyboard Specialist	Probationary Civil Service (Recalled from PEL - no break in service)	$21,103	7/1/2010
Anita Weber	SESIS/ Media Library	Keyboard Specialist	PT (65%) Probationary Civil Service (Recalled from PEL - no break in service)	$20,735 prorated (65%)	7/1/2010
Larry Davis	Media Library	Substitute Van Drier	Temporary, Hourly, As-needed	$10.94/hr.	9/1/2010-8/31/2011
Michael Guerra	O & M	Substitute Cleaner	Temporary, Hourly, As-needed	$10.29/hr	9/1/2010-8/31/2011
Dennis Hull	O & M	Substitute Cleaner	Temporary, Hourly, As-needed	$10.29/hr	9/1/2010-8/31/2011
Cory Sparks	O & M	Substitute Cleaner	Temporary, Hourly, As-needed	$10.29/hr	9/1/2010-8/31/2011

Name	Dept	Position	Type of Appt.	Salary	Effective
Horst D. Ruttgers	O & M	Substitute Cleaner	Temporary, Hourly, As-needed	$10.29/hr	9/1/2010-8/31/2011
Edward Bachorik	O & M	Substitute Cleaner	Temporary, Hourly, As-needed	$10.29/hr	9/1/2010-8/31/2011
Shawn Loveless	O & M	Substitute Cleaner	Temporary, Hourly, As-needed	$10.29/hr	9/1/2010-8/31/2011
Irene Hess	CTE	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Lois Kohler	CTE	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Jocelyn Reeves	CTE	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Sharon Meeker	Admin.	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Nancy German	Admin.	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Karen Hinkley	Admin.	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Cynthia Nugent	Admin.	Substitute Keyboard Specialist	Temporary, Hourly, As-needed	$10.62/hr.	9/1/2010-8/31/2011
Darlina Grizzard	SBO	Sr. Account Clerk	Provisional, Civil Service	$24,000 prorated	7/8/2010

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

MISCELLANEOUS SUMMER APPOINTMENTS

MISC. SUMMER APPOINTMENTS EFFECTIVE 7/1/2010-8/31/2011

Name	Position	Days	Compensation
Steve Lawton	Computer Technology Teacher	Max. 5 days	Per-diem
David Defruscio	Summer Driver Education Teacher	Max. 30 days	$325.00/per student
Paris Reidhead	Agricultural Assistant	Max. 100 hours	$15.00/per hour

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

2010-2011 ANNUAL APPOINTMENTS

2010-2011 ANNUAL APPOINTMENTS

Name	Dept.	FTE	Position	Salary
Gina Pasa	Adult Ed.	1.0	LPN Coordinator	$53,428
Shawna Terry	Adult Ed.	1.0	LPN Instructor	$35,532
Barbara Sepp	Adult Ed.	1.0	Adult Education Instructor	$39,513
Gail Miner	BOE	1.0	Internal Claims Auditor	$3,500
Terri Chichester	Adult Ed.	Stipend	5-Hr. Driver Ed. Course Coordinator	$1,500

MISCELLANEOUS APPOINTMENTS

MISCELLANEOUS APPOINTMENTS

Name	Appt.	Position	Effective	Compensation
Lawrence Bobnick	Casual Employee Consultant	CROP Program Evaluators	7/1/2010-6/30/2011	$500.00/per school Max. of $2,000.00
William Lister	Casual Employee Consultant	CROP Program Evaluators	7/1/2010-6/30/2011	$500.00/per school Max. of $2,500.00
Lisa Pitkof	Casual Employee Consultant	Enrichment Program Instructor - "Mad Scientist"	10/16/2010-11/20/2010	$60 per Saturday Max. Of $240.00

CHANGE IN POSITION

CHANGE IN POSITION

Employee	From	To	Salary	Effective	Reason
Karen Riddell	1.0 FTE, Keyboard Specialist - Administrative Office	1.0 FTE, Keyboard Specialist - Safety Risk Management	$24,263	7/1/2010	Accepted a vacant position as a result of the elimination of the Receptionist position.

LEAVE OF ABSENCE

LEAVE OF ABSENCE

Employee	Position	Reason	Effective
Camie Latta	Account Clerk	Medical LOA (with pay)	extend through 8/5/2010 (previously approved 4/12/2010-6/30/2010)

RESIGNATION/RETIREMENT

RESIGNATION/ RETIREMENT

Name	Position	Type	Effective
Marcus LaSalle	Secretary	Resignation	7/1/2010
Michael Iannelli	Physical Education Teacher	Resignation	8/31/2010

Susan Eichler and James Lewis moved to adjourn to Executive Session at 2 p.m. to discuss personnel and negotiations. Motion approved unanimously. EXECUTIVE SESSION

Susan Eicher and Gerry Loucks moved to return to Regular Session at 2:25 p.m. Motion approved unanimously. REGULAR SESSION

James Lewis and Paul Beisler moved to adjourn the meeting at 2:26 p.m. Motion approved unanimously. ADJOURNMENT

Respectfully submitted,

Elle Finocan

Elle Finocan
Board Clerk

ATTACHMENT# 2

HUMAN RESOURCES ATTACHMENT
BOCES BOARD AGENDA
JULY 27, 2010

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

UNCLASSIFIED APPOINTMENTS

Name	Dept	Position	Appt.	Effective	Salary	Tenure Area	Cert
James Haugli	CASSC	Coordinator of Catskill Area School Study Council	12-Month, Part-time (30%)	7/28/2010	$55,000 prorated to 30%	N/A	SAS Perm.
Isaiah Ilowit	Itin.	School Psychologist	10-Month, Part-time (80%)	9/1/2010-6/30/2011	$36,116 prorated pending BOCESTA Contract	Special Subject: School Psychologist	Prov. Pnd.
Matthew Martindale	Itin.	Physical Education Teacher	10-Month, 3-yr. Probationary	9/1/2010-8/31/2013	$33,411 prorated pending BOCESTA Contract	Special Subject: Physical Education Teacher	Initial
Jill Eichler	CTE	Science Teacher	Tenured (Recalled from PEL)	9/1/2010	$45,251 pending BOCESTA Contract	Academic Subject: Science (Earth Science)	Perm.
Kristen Shultz	CTE	School Counselor	Tenured (Resuming FT appt.)	9/1/2010	$51,624 pending BOCESTA Contract	Special Subject: School Counseling and Guidance	Perm.
Michele Richtsmeier	Itin.	School Social Worker	Tenured (Recalled from PEL)	9/1/2010	$56,451 pending BOCESTA Contract	Special Subject: School Social Worker	Perm.
Maizy Jaklitsch	IP	School Counselor	Tenured (Recalled from PEL)	9/1/2010	$42,326 pending BOCESTA Contract	Special Subject: School Counseling and Guidance	Perm.

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

CIVIL SERVICE APPOINTMENTS

Name	Dept	Position	Type of Appt.	Salary	Effective
Ann Clark	IP	Secretary	Provisional Civil Service (71/2 hr./day)	$25,928 prorated	8/5/2010

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

2010 SUMMER SCHOOL APPOINTMENTS - JULY 6-AUGUST 16, 2010

Name	Position	Days
Jennifer Cody	Speech & Hearing Handicapped Teacher	Max. of 30 Days
Matthew Martindale	Physical Education Teacher	Max. of 10 Days

MISC. SUMMER APPOINTMENTS EFFECTIVE 6/26/10-8/31/10

Name	Position	Days	Compensation
Kristen Shultz	School Counselor	Max. of 10 days	Per diem
Jake Boyle	Curriculum Work	Max. of 2 days	$100.00/day
Jody Albano	Culinary Arts Instructor	Max. of 10 days	Per diem
Ann Kiehm	Curriculum Work	Max. of 4 days	$100.00/day
Cheryl Miller	Automation System Coordinator	Max. of 5 days	Per diem
Lauri Gordon	Curriculum Work (PDP Meeting)	Max. of 1 day	$100.00/day
Mercedes Morales	Curriculum Work (PDP Meeting)	Max. of 1 day	$100.00/day

LEAVE OF ABSENCES

Name	Position	Type of Leave	Effective
Ann Clark	Keyboard Specialist	Personal (contingent upon appt. to another position within the BOCES)	8/5/2010-8/4/2011

RESIGNATION/RETIREMENT

Name	Position	Type	Effective
Chad Morey	Cleaner	Resignation	7/16/2010
Debra Crampton	Itinerant Supervisor	Retirement	8/13/2010