Board of Education

Frank W. Cyr Center, 159 W. Main St., Stamford, NY 12167
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OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

BOARD ADDENDA

Tuesday, March 29, 2011
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

AUDIT COMMITTEE MEETING
(Following Lunch)

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 - Attachment #2

G. APPROVAL OF BUDGETARY TRANSFERS - Attachment #3

H. EXAMINATION OF WARRANTS

I. CLAIMS AUDITOR REPORT - Attachment #4

J. PUBLIC COMMENTS

II. REPORTS

A. DISTRICT SUPERINTENDENT REPORT

- SED Update
- Board of Education Forums/Strategic Plan
- Edmeston Superintendent Search
- Scholar Recognition Dinner - May 4
- Dialog with Component Superintendents

B. DEPUTY SUPERINTENDENT REPORT

- State Budget Update
- Preliminary Commitments from Districts
- RFP Updates
- Capital Project Update - Boilers
- DCMO Cooperative Bid Savings (handout)
- Feedback from Administrative Budget Presentation Schedule - NCOC - March 8 and OAOC - March 22
- Adult Education Update

C. DIRECTORS' REPORT

- **Joe Booan, Director, Career & Tech Education**

- **Louise Leonard, Director, Innovative Programs**

- **Darlene Westinghouse, Director, Instructional Support Services**
  - Distance Learning
  - New Grants
  - Data Analyst

III. NEW BUSINESS

A. PERSONNEL - Attachment #5

B. RESOLUTION TO ACCEPT RURAL UTILITIES SERVICE (RUS) GRANT

Whereas, the Otsego Northern Catskills BOCES submitted a grant application to the US Department of Agriculture for the Rural Utilities Service (RUS), Distance Learning and Telemedicine grant for the 2010-11 school year. Distance learning locations will benefit from the grant with the purchase of infrastructure equipment and software.

Whereas, the application was approved in the amount of $390,059, and

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 by the Otsego Northern Catskills Board of Education to accept(s) this grant in the amount of $390,059 to ensure that activities and programs funded by said grant are carried out in accordance with grant requirements.

C. APPROVAL OF MAINTENANCE SERVICE AGREEMENT – CASSC

Whereas, the Otsego Northern Catskills BOCES Catskill Area School Study Council (CASSC) Office desires to contract with Eastern Copy Products, Vestal, NY for a maintenance service agreement effective April 1, 2011 to March 31, 2012, and

Whereas, Eastern Copy Products, Vestal, NY has agreed to provide a maintenance service agreement effective April 1, 2011 to March 31, 2012 for $362.88, agreeing to the terms and conditions of the agreement,

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

D. RESOLUTION TO AWARD RFP – INDEPENDENT (EXTERNAL) AUDIT SERVICES BID

Whereas, the Otsego Northern Catskills BOCES has solicited Request for Proposals (RFP's) for Independent (Exernal) Audit Services on behalf of the BOCES and CASEBP who desire to cooperatively obtain an RFP for this function, and

Whereas, the RFP's were duly advertised and opened on March 8, 2011 (due to inclement weather and the Cyr Center was closed on March 7, 2011) by Annette Hinkley, witnessed by Jennifer Bolton-Carls. The bidders have met all the specifications contained within the RFP, and

Whereas, the RFP's were compared and reviewed by Jennifer Bolton-Carls and the ONC BOCES Board of Education, it is recommended that the bid be awarded to _____.

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby award the bid to the vendor and in the amounts shown above effective for fiscal years ending June 31, 2011, June 30, 2012, and June 2013 with an optional two (2) year extension.

E. RESOLUTION TO AWARD BID – 4-WHEEL DRIVE AND/OR FRONT WHEEL DRIVE VEHICLE BID

Whereas, the Otsego Northern Catskills BOCES has solicited bids for a 4-Wheel Drive and/or Front Wheel Drive Vehicle, and

Whereas, the bids were duly advertised and opened on March 11, 2011 by Annette Hinkley, witnessed by Kristin Steigmeier and Stephen Sheldon, Smith Ford – Cooperstown. The bidders have met all the specifications contained within the bid, and

Whereas, the bids were compared and reviewed by Jennifer Bolton-Carls and the ONC BOCES Board of Education, it is recommended that the bid be awarded to _____.

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby award the bid as indicated above.

F. APPROVAL OF CONSULTANT – YUEH H. HU

Whereas, the Otsego Northern Catskills BOCES – Creating Rural Opportunities Partnership After-School Program (CROP) Office desires to hire a consultant to present a parent education workshops to CROP school districts during the period from 4/1/2011 to 6/15/2011, and

Whereas, Yueh H. Hu, Treadwell, NY has agreed to provide services as a presenter as requested by ONC BOCES, and has requested compensation of $300 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 consultant and amount set forth above.

G. RESOLUTION FOR ACCEPTANCE OF DONATION/GIFT - OAOC

Whereas, the ONC BOCES Otsego Area Occupational Center received a donation of a 2004 Blue Honda, Vin #5FNRL18694B010398 from James C. Anania, 94 Pioneer Street, Cooperstown, NY 13326 to be used for instructional purposes in the Automotive Repair Program with an estimated value of $980, and

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

H. APPROVAL OF FIELD TRIPS - Attachment #6

- OAOC/NCOC (Zukaitis & Schmidt) NYS Skills USA Competition, Syracuse, NY, April 13-15, 2011
- OAOC (Miller) NYS FFA Competition, Wayne Tech, Williamson, NY, May 12, 2011
- OAOC (Lutz) NYS HOSA Spring Competition/Conference, Syracuse, NY, April 26-29, 2011
- OAOC (Lutz) HOSA National Conference/competition, Anaheim, CA, June 21-26, 2011
- OAOC, (Lutz) NYS Officer Leadership Academy, Albany Best Western Hotel, Albany, NY, June 27-30, 2011

I. PUBLIC COMMENTS

J. INFORMATION ITEMS

- Annual Meeting, OAOC, April 5, 2011

IV. ADJOURNMENT

/ef
3/29/11
Attachments

HUMAN RESOURCES ATTACHMENT
BOCES BOARD ADDENDA
MARCH 29, 2011

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

AMENDED APPOINTMENT

Employee	Dept.	Position	Appt.	Salary	Effective	Reason
Michael Virgil	*CASSC*	*Executive Director*	*10-Month, Temporary, PT (30%), Non-Unit Mid-Management*	*Prorated Base $15,000 - Stop payment after earning $11,428.64*	*9/1/2010-6/30/2011*	*Volunteer services for the remainder of the school year after earning $11,428.64*

CLASSIFIED APPOINTMENTS

Name	Dept	Position	Type of Appt.	Salary	Effective
Angela Garlick	*Itinerant*	*Occupational Therapist*	*Temporary, PT .3 FT (Requested early return from previously approved LOA)*	*$51,099 prorated*	*4/14/2011-6/30/2011*

CHANGE OF CIVIL SERVICE STATUS

Position	Dept.	Position	Type of Appointment	Effective
Kristin Steigmeier	Admin.	Administrative Assistant	Permanent	1/28/2011

CHANGE IN POSITION/ASSIGNMENT

Employee	Dept.	From	To	Salary	Effective	Reason
Rebecca Brown	IP	1.0 FTE Licensed Teaching Assistant	.5 FTE Licensed Teaching Assistant	$12,657 prorated	3/14/2011	Decreased due to the loss of 1:1 student
Rebecca Brown	IP	.5 FTE Licensed Teaching Assistant	1.0 FTE Licensed Teaching Assistant	$12,657 prorated	3/22/2011	Increased due to additional 1:1 request
Debra Terriquez	IP	1.0 FTE Licensed Teaching Assistant	.5 FTE Licensed Teaching Assistant	$15,661 prorated	3/28/2011	Voluntary Reduction due to low enrollments
Ryan McGraw	*Itin.*	*1.0 FTE School Counselor*	*.8 FTE School Counselor*	*$40,578 prorated*	*3/30/2011*	*Reduction due to budget constraints*
Barbara Sepp	*Adult Ed.*	*1.0 FTE Adult Education Teacher*	*.6 FTE Adult Education Teacher*	*$41,597 prorated*	*3/30/2011*	*Reduction due to budget constraints*

Jeanine Velan	*SAP/ Adult Ed.*	*1.0 FTE, Coordinator of SAP Adult Education Programs*	*.3 FTE, Coordinator of SAP Adult Education Programs*	*$58,611 prorated*	*3/30/2011*	*Reduction due to budget constraints*

MISCELLANEOUS APPOINTMENTS

Name	Appt.	Position	Effective	Compensation
Kenneth Meskill	Casual Employee Consultant	Workshop Presenter for CROP Program	4/1/2011	$100.00/Session Max. of 2 Sessions
Lonnie Nickerson	Casual Employee Consultant	Evening Adult Education Teacher - Woodworking	3/30/2011-6/15/2011	$20.00/hr. Max. of 75 hours
Rosie Cunningham	*Casual Employee Consultant*	*Evening Adult Education Teacher - Zumba Class*	*3/29/2011-5/24/2011*	*$20.00 Max. of $160.00*
Robert Starr	*Casual Employee Consultant*	*NOCTI Test Proctor*	*4/1/2011-6/1/2011*	*$75.00/day Max. of 3 days*

LEAVE OF ABSENCE

Employee	Position	Reason	Effective
Joseph Roberts	Licensed Teaching Assistant	Military Leave	3/21/2011-3/25/2011
Lori Paparteys	*Computer Technician*	*Medical Leave of Absence, with pay*	*2/24/2011-4/8/2011*
Allan Swantak	*Van Driver*	*Medical Leave of Absence, with pay*	*3/22/2011-4/1/2011*

RESIGNATION/RETIREMENTS

Name	Position	Type	Effective
Tricia Bohle	Sr. Account Clerk	Resignation	3/25/2011
Rebecca Brown	*Licensed Teaching Assistant*	*Resignation*	*3/29/2011*
Patricia Conway	*Licensed Teaching Assistant*	*Retirement*	*6/30/2011*
Ann Grover	*Licensed Teaching Assistant*	*Retirement*	*6/30/2011*
Linda Martinez	*Licensed Teaching Assistant*	*Retirement*	*6/30/2011*