

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, December 20, 2011, at 12:30 p.m. at the Northern Catskills Occupational Center, Grand Gorge, New York.

**Roll Call & Quorum Check**

MEMBERS PRESENT: James Gray, Harry Nissen, Theresa Hait, Gerry Loucks (arrived 12:55 p.m.), Paul Beisler, Susan Eichler, and Antoinette Hull.

MEMBERS ABSENT: Dean Utter and James Lewis.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton-Carls, Lynn Chase, Joe Booan, Anne Rode, Darlene Westinghouse, Elle Finocan, Patrick Darfler-Sweeney, Gail Miner, Rodger Oesterle, Jeff Hahn, Jack Nagle, and Dawn Bals.

**Call to Order**

At 12:40 p.m. President James Gray called the meeting to order with a quorum present.

**Pledge of Allegiance**

Mr. Gray 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.

**Addition to the Addenda**

Mr. Savin announced that the Board will be visiting the Building Trades Program at 1 p.m.

**Approval of Minutes**

Antoinette Hull and Theresa Hait moved to approve the minutes of the regular meeting on November 9, 2011 as presented. Motion approved unanimously.

**Approval of Monthly Reports**

Paul Beisler and Theresa Hait moved to approve the following Monthly Reports for October 2011:

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.

**Approval of Budgetary Transfers**

Harry Nissen and Susan Eichler moved to approve the budgetary transfers for October 2011 as presented. (Copy filed in the Clerk's office). Motion approved unanimously.

**Warrants**

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

**Claims Auditor Report**

Paul Beisler and Theresa Hait moved to approve the Claims Auditor Report as presented. Motion approved unanimously.

**Public Comments**

Mr. Gray asked if anyone would like to address the Board. Mr. Gray commented on the excellent care received by a family member from a graduate of the New Visions Program.

**Retiree Health Insurance**

Ms. Gail Miner introduced Mr. Jack Nagle as the spokesperson for the group. Mr. Nagle thanked the board for the opportunity to address their concerns regarding retiree health insurance. Mr. Nagle gave a brief history of the origins of CASEBP noting he was one of the administrators in the early stages of the insurance plan. He pointed out that a surcharge that was idle has now been activated and asked for clarification as to why this has been initiated. Mr. Nagle distributed and reviewed a list of questions and asked the board to respond at its earliest convenience. Mr. Nagle also asked for clarification regarding the use of CASEBP reserve funds to aid in the cost of the move of the programs from the Cyr Center during the summer. He noted that Gail Miner is their contact person and asked that all communication go through her.

Mr. Loucks, board member, arrived at 12:55 p.m.

**CTE Program Visitation**

At 1:05 p.m. Mr. Gray called a break in the meeting so the board could visit the Building Trades Program and observe the students in their classroom setting. The meeting resumed at 1:25 p.m.

**Superintendents' Dialog**

Mr. Savin introduced Dr. Patrick Darfler-Sweeney, Superintendent, Hunter-Tannersville Central School. With the aid of a electronic presentation, Dr. Darfler-Sweeney gave an overview of an algebra-based physics program that they have introduced into their 8<sup>th</sup> grade curriculum this year.

Dr. Darfler-Sweeney invited board members to either visit the classroom in person or check the program out on their website. He added that he can also Skype anyone into the lesson if interested.

#### District Superintendent Report

##### District Superintendent Report:

- **CTE Update:** Mr. Savin announced that he, Harry Nissen, Joseph Booan and David Morell attended an ECB Public Education and High-Tech Knowledge-Based Future workshop on December 7<sup>th</sup> in the College of Nanoscience and Engineering at SUNY Albany. While there, they also had the opportunity to tour the facility.

Mr. Savin shared that at their recent meeting, the district superintendents' spent approximately two hours discussing CTE with the Commissioner. Based on research that now shows that students are more likely to stay in school if involved in a CTE program, discussion included CTE having a more prominent role in education and the waiver of a Regents Exam (Global) for a CTE exam.

- **State Update:** Mr. Savin reported that there is a possibility that \$350 million to \$450 million may be allocated to schools. He added that School Learning Objectives (SLO), a goal setting process for teachers, continues to be a prevalent topic as we work toward this.
- **BOCES Board Forum:** Mr. Savin announced that we currently have 134 attendees registered for the forum with Commissioner King and Regent Tallon on January 5 at the Morris Conference Center at SUNY Oneonta. He shared that he had extended an invitation to both the Commissioner and Regent Tallon to visit OAOC; however, due to a prior commitment in Binghamton, they were not able to do so.
- **APPR:** Mr. Savin noted that due to unforeseen circumstances, he was unable to complete the APPR training on December 14-16, 2011. He pointed out that the training was very intensive.
- **School Quality Review (SQR):** Mr. Savin reported that four of our component districts were identified for SQR. Three of the districts were identified as an Improvement (Year 1) Basic School; one district was identified as an Improvement (Year 1) Focused School. Schools identified in this category require the assistance of a SQR team led by the district superintendent.

## Deputy Superintendent Report

## Deputy Superintendent Report:

- **Capital Project:** Dr. Bolton-Carls reported that on-site visits at NCOC are scheduled for December 21<sup>st</sup>. She will be meeting with Mari Cecil, Bernier, Carr & Associates in January to review the 5-year Capital Project Plan
- **Energy Performance:** Earlier in the year, Dr. Bolton-Carls had an energy efficiency review of the BOCES facilities done, which is a free service provided in the contract with Johnson Controls. She has just received the report and will be reviewing this with Ms. Cecil from Bernier, Carr & Associates to determine what projects can be done through an energy performance project. Dr. Bolton-Carls will share the outcome of her discussion with Ms. Cecil with the board.
- **NYSIR:** Dr. Bolton-Carls shared that she recently had a visit from Mr. Paul Donovan, representative, NYSIR, to do a survey on how satisfied we are with their services.
- **Fixed Asset Inventory:** Dr. Bolton-Carls announced that we will continue with the services through Questar III BOCES. Next year they will be doing inventory off-site; the following year she will ask that an inventory of instructional technology equipment be done.
- **Budget Development:** A draft of the administrative budget is not completed yet; however, program budgets are close to getting settled.
- **Fleet Vehicle Bid:** Dr. Bolton-Carls stated that DCMO BOCES will be doing a fleet vehicle bid shortly. As mileage reimbursements are increasing, Dr. Bolton-Carls suggested participating in the DCMO bid to see what might be available. She also suggested that the new vehicle be designated to the district superintendent with the current vehicle driven by Mr. Savin be added to the fleet vehicles. Dr. Bolton-Carls will refer back to the specs from the purchase of the last vehicle for guidance.
- **Edmeston Community Forum:** Dr. Bolton-Carls distributed a copy of the handout from a presentation by Dr. Rick Timbs, Executive Director, Statewide Finance Consortium, at the Edmeston Community Forum held on December 7. She highlighted one section that pointed out the inequities between a district downstate and Milford Central School.
- **ONC BOCES Statistical Information:** Dr. Bolton-Carls also distributed copies of ONC BOCES statistical information for fiscal year 2011-2012 relating to budget, tax rate and tax levy information noting that she provides this for districts. Next year a column will be added to indicate the use of reserves.

## Directors' Report

**Joe Boan:** Mr. Boan reported that David Morell, Pre-Engineering Instructor, will be joining the CTE road shows which will begin in January through mid-February. James Gray asked that the board be notified when the road shows are scheduled. A suggestion was made to have David Morell come to the January board meeting.

**Anne Rode:** Ms. Rode gave a brief update on enrollments noting that the elementary BA classes are full. She shared that as a continuing effort to develop partnerships, she recently participated in a local radio talk show on the topic of autism. She noted that they are interested in having us back on the talk show as a BOCES to talk about other topics.

Ms. Rode acknowledged the artwork that was on display during the luncheon and recognized Jill Accordino, Arts Instructor.

Ms. Rode reported that the ARC Otsego has a transition program for students with special needs to enter into the workplace. She would like to tap into their resources with our Career Pathways program; ARC Otsego has indicated a willingness to work with us on this.

**Darlene Westinghouse:** Dr. Westinghouse reported that she and her staff have been involved in very intense training for the APPR evaluation. She recognized Tami Fancher for her hard work in obtaining another RUS grant award for Distance Learning.

Dr. Westinghouse gave a brief update on the BOCES link to Facebook and stated that we will be monitoring this very closely. We will also be educating students on the use of social networking.

## Personnel

Susan Eichler and Gerry Loucks moved to approve the following personnel items as presented and to table the appointment of the part-time cleaner pending the assessment of need for this position:

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

UNCLASSIFIED APPOINTMENT							
Name	Dept.	Position	Appointment	Effective	Tenure Area	Cert	Salary
Rebecca Mietzelfeld	IT	Art Teacher	Temporary, Part-Time (.20 FTE)	11/30/11-6/30/2012	NA	Art, Permanent	\$42,600.00 prorated

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

<b>MISCELLANEOUS APPOINTMENTS</b>				
<b>Name</b>	<b>Appt.</b>	<b>Position</b>	<b>Effective</b>	<b>Compensation</b>
Linda Dallara	Casual Employee Consultant	Enrichment Program Instructor	1/21/2012-3/3/2012	\$83.33 per Saturday/Max of \$500.00
James Dallara	Casual Employee Consultant	Enrichment Program Instructor	1/21/2012-3/3/2012	\$83.33 per Saturday/Max of \$500.00
Patrice Comninel	Temporary	Substitute (Speech)	12/14/2011-3/15/2012	\$220.00 per diem
Bonnie Garrity	Temporary	Substitute (Cosmetology)	1/1/2012-6/30/2012	\$220.00 per diem
Stacey Lazarus	Casual Employee Consultant	Instruct Technology via webinars	12/15/2011-3/31/2012	\$50.00 per hour to a max. of \$750.00
Cheryl Butler	Casual Employee Consultant	Instruct coaching classes	9/2//2011-12/15/2011	\$25.00 per hour to a max. of \$1,125.00

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

<b>CHANGE IN CIVIL SERVICE STATUS</b>				
<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Appointment</b>	<b>Effective</b>
Richard Martin	ISS	Microcomputer Specialist	Probationary	12/21/2011-9/20/2012
Robert Gates	ISS	Microcomputer Specialist	Probationary	12/21/2011-9/20/2012
Nicole Cross	RSEC/SLS	Keyboard Specialist	Probationary	12/21/2011-9/20/2012

<b>CHANGE IN POSITION</b>				
<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Change</b>	<b>Effective</b>
Barbara Sepp	Adult Ed.	Adult Ed. Instructor	Position Eliminated	12/1/2011
Martha Kilbridge-Bischoff	IT	ESOL Instructor	Increased from .8 to .9	9/13/2011

<b>RECALL FROM PREFERRED ELIGIBLE/INCREASE IN APPOINTMENT</b>					
<b>Employee</b>	<b>Position</b>	<b>Dept.</b>	<b>2010-2011 FTE</b>	<b>2011-2012 FTE</b>	<b>Effective</b>
Christina Quadrio	Licensed Teaching Assistant	IP	1.0	1.0	1/3/2012

<b>LEAVES OF ABSENCES</b>				
<b>Name</b>	<b>Dept.</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Stephanie Church	IT	Speech Teacher	Child Rearing	12/21/2011 - 2/29/2012
Nicole Crandall	CTE	ELA Teacher	Child Rearing	2/13/2012 - 9/1/2012
Tammy Pochily	Admin/HR	Personnel Assistant	Medical	12/19/2011-12/30/2011
Darlina Grizzard	SBO	Senior Account Clerk	Medical	12/7/2011-12/16/2011

<b>RESIGNATION/RETIREMENTS</b>			
<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Bonnie Garrity	Cosmetology Teacher	Retirement	12/30/2011
Elaine Faulkner	Health Occupations Teacher	Resignation	1/7/2012
Kristin Simonds	Accountant-Assistant to the Director of the Shared Business Office	Resignation	1/1/2012
Sheree Acre	Criminal Justice Teacher	Retirement	6/30/2012

Motion approved unanimously.

**Approval of Board Policy #5100 -  
Comprehensive Student Attendance**

Harry Nissen and Paul Beisler moved to approve Board Policy #5100 - Comprehensive Student Attendance as revised. Motion approved unanimously.

**Review of Board Policy #6850  
Retiree Benefit Procedures**

Board Policy #6850 - Retiree Benefit Procedures was presented as a first reading. It is anticipated that this will be adopted at the January 11<sup>th</sup> board meeting.

**Approval of Field Trip**

Susan Eichler and Antoinete Hull moved to approve the following field trip:

- OAOC/NCOC (Garrity/Charpentier) International Beauty Show, Jacob Javits Center, New York City, April 24, 2012

Motion approved unanimously.

**Approval of Consultant -  
Bill Lindloff**

Harry Nissen and Paul Beisler moved to approve the following consultant:

Whereas, the Otsego Northern Catskills BOCES – Otsego Area Occupational Center (OAOC) desires to employ a consultant for the purpose of providing Game of Logging - Level 1 Certification Training for OAOC Natural Resource Occupation senior students on or about January 5 and January 6, 2012, and

Whereas, Bill Lindloff's ProCuts, Endicott, NY has agreed to provide two days of training, and has requested compensation in the amount of \$1,700, agreeing to the terms and conditions of the consultant agreement for the period of January 5-6, 2012.

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

Motion approved unanimously.

**Approval of Donation**

Gerry Loucks and Susan Eichler moved to approve the acceptance of the following donation:

Whereas, the ONC BOCES Otsego Area Occupational Center received a donation of a Sunex International 5218 2-Ton Capacity Breakdown Engine Crane – Low Clearance Design from Norwich Pharmaceuticals, Norwich, NY to be used for instructional purposes in the Automotive Service Center Technician Program with an estimated value of \$290, 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.

Motion approved unanimously.

**Approval of Revocable Permit -  
SUNY Oneonta**

Antoinette Hull and Harry Nissen moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES will require the use of the SUNY Oneonta Campus for a Board Forum Dinner Presentation at Morris Hall – Otsego Grille on or about January 5, 2012; and

Whereas, the Otsego Northern Catskills BOCES has requested use of Morris Hall for the above event on the SUNY College at Oneonta campus at a facility cost of \$200, plus an estimated \$40/hour for extraordinary custodial staff; \$11.50/hour for building managers; \$8.00/hour for student tech; and University Police service will be assessed at college cost if needed.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of the Revocable Permit #12-001.

Motion approved unanimously.

**Approval to Bid -  
NCOC Boiler Project**

Susan Eichler and Antoinette Hull moved to grant permission to bid the following:

Whereas, the Otsego Northern Catskills BOCES, in accordance with Sections 103, 104b and 119-0 of the General Municipal Law, desires to solicit bids for Contracts for materials and labor for the Northern Catskills Occupational Center Boiler Project, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the bidding for the NCOC Boiler Project Contracts adhering to the timeline as follows:

APPROVAL TO BID	-	June 28, 2011
LEGAL NOTICE - ADS	-	December 15, 2011
BIDS MAILED	-	December 12, 2011
BID OPENING	-	January 24, 2012
BID AWARD	-	February 8, 2012

Motion approved unanimously.

**Approval of Revised Agreement -  
Clinical Experience**

Paul Beisler and Antoinette Hull moved to approve the following revised agreement for clinical experience at Bassett Hospital:

Whereas, the Otsego Northern Catskills BOCES has established an educational program at their campus located at the Otsego Area School of Practical Nursing; and

Whereas, the Otsego Northern Catskills BOCES desires the use of clinical resources to provide student experience; and

Whereas, the MI Bassett Hospital, Cooperstown, New York, believes the value of the presence of students will add to its operation;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the terms and agreements set forth in the agreement, effective January 1, 2012 -December 31, 2012. No monies will be exchanged or provided for this agreement.

Motion approved unanimously.

**Approval of Study Grant/Salary-  
Adjustment - Fall 2011**

Gerry Loucks and Harry Nissen moved to approve the following study grant/salary adjustment:

**Study Grant/Salary Adjustment Summary**  
Fall 2011

Name	Cr. Hrs.	College	Option
<b>TEACHERS</b>			
Larry Miller, Sr. NRO Teacher	3	SUNY Oswego	Salary Adjustment (Approved at the October 19, 2011. Board of Education Meeting)  <i>Employee is requesting to be changed to Study Grant at the December 20, 2011, Board of Education Meeting</i>

*Actual amounts reimbursed for study grants are not determined until proof of payment and successful course completion are submitted. Request for Salary Adjustments must be submitted with proof of successful course completion.*

Motion approved unanimously.

**Public Comments**

Mr. Gray asked if anyone would like to address the Board. There were no comments.

**Executive Session**

Paul Beisler and Harry Nissen moved to adjourn to Executive Session at 4 p.m. to discuss a particular person and negotiations. Motion approved unanimously.

**Regular Session**

Harry Nissen and Gerry Loucks moved to return to Regular Session at 4:58 p.m. Motion approved unanimously.

Paul Beisler and Antoinette Hull moved to adjourn the meeting at 4:59 p.m. Motion approved unanimously.

Respectfully submitted,



Elle Finocan  
Board Clerk