ATTACHMENT# 1

The regular monthly meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Thursday, December 10, 2015, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Joseph Ballard, Paul Beisler, Marcy Birch, Ellen Hager, Theresa Hait, William Haltermann, Antoinette Hull and Johnnie Nemec.

MEMBERS ABSENT: James Gray.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Joseph Booan, Lynn Chase, Anne Pallischeck, Anne Rode, Elle Finocan, Tracy Davison and Scott Duell.

Call to Order

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

Pledge of Allegiance

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.

Additions to the Addenda

There were no additions.

Approval of Consent Agenda

William Haltermann and Johnnie Nemec moved to approve the Consent Agenda as presented.

1. Minutes from Regular Meeting - November 17, 2015
2. Monthly Reports - October 2015
   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).
3. Budgetary Transfers - October 2015 (Copy filed in the Clerk's office).
4. Claims Auditor Report

Motion approved unanimously.

Warrants

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

Public Comments

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

District Superintendent Report

District Superintendent Report:

Mr. Savin introduced Tracy Davison, Superintendent, Edmeston Central School and Scott Duell, Architect, Bernier, Carr & Associates. Mr. Savin suggested that Ms. Davison and Mr. Duell present to the Board immediately so that they could exit the meeting at their convenience.

- **New Superintendent Introduction:** Ms. Davison shared that she is currently in her third month as the superintendent at Edmeston Central School. Ms. Davison gave a brief overview of her career prior to accepting the position at Edmeston. She also shared that she had the opportunity to attend a development program at Harvard University, which was a great learning opportunity. Ms. Davison reported that Edmeston, like other districts in the region, is experiencing declining enrollment. Ms. Davison noted that her most immediate goal is to raise student achievement.

- **Building Condition Survey:** Mr. Duell gave a PowerPoint presentation outlining the key findings for OAOC and NCOC. Mr. Duell pointed out that a Building Condition Survey is a required document from the State Education Department. The purpose of the survey is to give the State Education Department insight into the condition of facilities in order to plan for reimbursement of capital aid. He stated that the field work had to be done by a licensed architect by November 15, 2015. The date for the survey to be submitted to the State Education Department is January 15, 2015; however, Mr. Duell pointed out that the portal is not yet open so the date may be pushed back. When the portal is open, Bernier, Carr & Associates will submit the survey on our behalf. He noted that the next step is to meet with the district stakeholders to begin the planning process for the five-year capital plan. Dr. Bolton Carls remarked that while the list of findings is extensive, it is best to have them on the survey in case a project is possible. She also explained that several of the findings listed can go through the O & M budget or the EPC contract. She stated that the siding and the parking lot at NCOC will likely have first priority.

- **Board Workshop Training:** Mr. Savin reported that he has been in contact with Ed Sarzynski, Hogan & Sarzynski, regarding board training. Mr. Savin asked for feedback regarding when the workshop should be scheduled and also noted that the Board will need to hone down what topics they would like to cover. It was the consensus of the Board to schedule a half-day training workshop in April potentially at Charlotte Valley Central School. Mr. Savin will contact Mr. Sarzynski to check on his availability in April and also the availability of a meeting room at Charlotte Valley.

- **Collaborative Discussions with Superintendents:** Mr. Savin reiterated that the dialog with the component superintendents will take place during the January 13 board meeting at NCOC and the February 10 board meeting at OAOC. He suggested a list of specific questions pertaining to each topic to direct the dialog with the superintendents. Mr. Haltermann requested that one of the questions presented to the superintendents include asking them to give an example of sharing between schools and what has worked to date. Mr. Haltermann also asked if superintendents could be asked to share their district's success in special education. Mr. Savin will put a list of questions together and will share with everyone.

- **RUSS Grant:** Mr. Savin announced that we have received official notification that we have received the RUSS Grant. The grant will enable several districts to set up second Distance Learning rooms, classrooms, or purchase carts.

- **CMEC Update:** Mr. Savin reported that the trustees of CMEC are working on the application process to provide funds to districts within our BOCES. Mr. Savin anticipates that a draft will be ready by March. He noted that the mission of CMEC has always been to assist rural education.

- **OAOC Principal Update:** Mr. Savin shared that interviews for the principal vacancy at OAOC were recently completed. An offer was extended to a candidate; however, the candidate declined the offer. Mr. Savin stated that they had several candidates interested in serving as interim principal, which will allow the search to be reopened when the timing is better. The appointment of Barry Gould as Interim Principal is on the agenda for approval.

- **Common Core:** Mr. Haltermann asked Mr. Savin to provide an overview of the presentation he did at the Common Core Forum held at Roxbury Central School on November 23. He also asked that Anne Pallischeck join in on that overview as well.

Deputy Superintendent Report

- **Building Condition Survey:** Dr. Bolton Carls noted that the building condition survey was reviewed earlier in the meeting.

- **Response to Staff Items:** To follow up on the concerns expressed regarding WinCap during the dialog with the teaching staff, Dr. Bolton Carls asked Lynn Chase to provide an update. Ms. Chase explained that WinCap is currently the only software in the state that is available for our use. She noted that we have a purchasing procedure available that everyone can reference. Ms. Chase announced that she is planning to hold monthly meetings and will devote thirty minutes in person to assist or answer questions regarding purchasing procedures, etc. She added that if there is a common topic, she can also provide training. Ms. Hull asked about the possibility of sending out an email to all staff notifying them of the concerns brought to the Board. Dr. Bolton Carls clarified that the purchasing concerns

expressed to the Board did not represent the entire organization. Mr. Savin suggested that staff could be informed at faculty meetings.

- **Financial Training:** Dr. Bolton Carls stated that a few years ago, she and Lynn Chase provided training on the financial reports that are presented to the Board each month. She extended an offer to provide this training again if anyone was interested. The Board expressed interest in having the training during the board meetings. Dr. Bolton Carls suggested reviewing a different report each month starting in January.

Directors' Report

Joe Booan: Mr. Booan reviewed items on the agenda/addenda. He pointed out that an appointment for Barry Gould as interim principal is on the addenda for approval. He noted that Mr. Gould had been a principal at Cooperstown Central School for 20 years before retiring.

Anne Rode: Ms. Rode reviewed items on the agenda/addenda for approval. She pointed out that she was adding two retirees to do evaluations for OT/PT staff.

Instructional Support Services: Ms. Pallischeck reviewed items on the agenda/addenda for approval. She stated that due to the frequent use of Foothills Performing Arts Center by the School Library System, a one-year agreement is on the agenda for approval. Ms. Pallischeck acknowledged Lynn Gould for her dedicated service to the ONC BOCES. Ms. Gould retires at the end of December.

Approval of Personnel - Tabled

Antoinette Hull and William Haltermann moved to table personnel pending further discussion in Executive Session. Motion approved unanimously.

Approval of Consent Agenda Items

Paul Beisler and William Haltermann moved to approve the following Consent Agenda Items:

Approval of Foothills Performing Arts Center Agreement

Whereas, the Otsego Northern Catskills BOCES School Library System will require the use of the Foothills Performing Arts Center for the period of January 1, 2016 to December 31, 2016 for their BOCES sponsored workshops, and

Whereas, Foothills Performing Arts Center, Oneonta, NY has agreed to provide the use of the venue and food at the estimated cost for each workshop of $200.00 for the venue and $3.50 per person for breakfast and $7.50 per person for lunch for participants as well as $75.00 for technology set up, agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

Approval of New York Times Site License Purchase Agreement

Whereas, the Otsego Northern Catskills BOCES School Library System will require a site license purchase of the Group Pass for the New York Times website for the Windham-Ashland-Jewett CSD for the period of December 15, 2015 to December 14, 2016, and

Whereas, The New York Times, Newark, NJ has agreed to provide the site license at the cost of $780.00 for a one year subscription, agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

Resolution to Declare 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 – OAOC

TAG ID #	DESCRIPTION
013110	DELL OPTIPLEX 755
013373	DELL OPTIPLEX 755
013813	DELL OPTIPLEX 755
013045	DESKTOP COMPUTER
013812	DESKTOP COMPUTER
015631	SECURITY CAMERA
016540	DESKTOP COMPUTER

Resolution to Bid - Culinary Arts Program Supplies and Equipment

Whereas, the Culinary Arts Program at the CTE Centers desire to purchase supplies and equipment for the remainder of the 2015-16 school year which collectively exceed the purchasing limit of $20,000 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 Culinary Arts Program Supplies and Equipment adhering to the following timeline:

LEGAL NOTICES	-	December 17, 2015
BIDS TO VENDORS	-	December 18, 2015
BIDS OPENED	-	January 6, 2016
BIDS AWARDED	-	January 13, 2016

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the bidding of Culinary Arts Program Supplies and Equipment.

Approval of Frontline Technologies My Learning Plan WebReg Agreement

Whereas, the Otsego Northern Catskills BOCES Instructional Support Services (ISS) desires to enter into an agreement with Frontline Technologies for the period of January 1, 2016 to June 30, 2016, and

Whereas, Frontline Technologies, Malvern, PA has agreed to provide a contract to allow ONC BOCES ISS to have a regional registration process through My Learning Plan WebReg that will replace their former platform that caused a lot of difficulties for our school districts at a one time start up cost of $2,500.00 plus $1,200 for a prorated annual subscription (6 months), agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

Adoption of Board Policy #2270- BOCES Attorney

Johnnie Nemec and Marcy Birch moved to adopt Board Policy #2270 - BOCES Attorney as presented. Motion approved unanimously.

Public Comments

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

Executive Session

William Haltermann and Johnnie Nemec moved to adjourn to Executive Session at 1:50 p.m. to discuss a particular personnel item. Motion approved unanimously.

Regular Session

Johnnie Nemec and Paul Beisler moved to return to Regular Session at 2:48 p.m. Motion approved unanimously.

Board Members Left the Meeting

Antoinette Hull and William Haltermann left the meeting at 2:45 p.m.

Remove Personnel From the Table

Paul Beisler and Ellen Hager moved to remove the Personnel from the Table. Motion approved unanimously.

Approval of Personnel

William Haltermann and Marcy Birch moved to approve personnel as presented:

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

UNCLASSIFIED APPOINTMENT - TEMPORARY							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Amanda Robinson	IT	English to Speakers of other Languages	Temporary, Part-time, .23 FTE, 10-month, Teacher Unit Position	12/1/2015 - 6/30/16	N/A	ESOL, Professional	$44,650.00 prorated to 23% to the effective date

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

MISCELLANEOUS APPOINTMENTS				
Name	**Appointment**	**Position**	**Effective**	**Compensation**
Charles Mueller	Casual Employee	Physical Therapist	12/1/2015 - 6/30/2016	$346.00/day Per Diem
Janice Mueller	Casual Employee	Occupational Therapist	12/1/2015 - 6/30/2016	$354.00/day Per Diem
Sheryl Neal	Temporary	Volunteer - Exam Grader	12/11/2015 - 6/30/2016	N/A

Heidi Sass	Temporary	Substitute	12/11/2015 - 8/31/2016	As per board policy or rate per contract
James Dallara	Casual Employee	CASSC Enrichment Seminar Instructor	1/23/2016 - 3/5/2016	$100.00/Saturday Max. of $600.00
Linda Dallara	Casual Employee	CASSC Enrichment Seminar Instructor	1/23/2016 - 3/5/2016	$100.00/Saturday Max. of $600.00
Caren Kelsey	Casual Employee	First Aid CPR/AED Instructor	12/4/2015 - 12/31/2016	$125.00 per class
Louise Velasco	Casual Employee	Maintenance Training	12/11/2015 - 6/30/2016	$25.00/hour Max of $5,600.00
Shelly Hilts	Casual Employee	Adult Education - 5 hour Pre-licensing Course Instructor	12/10/2015 - 12/31/2016	$225.00/class
Barry Gould	Casual Employee	Interim Principal - OAOC	12/11/2015 - 6/30/2016	$400.00/day

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

CHANGE IN POSITION

Employee	Position	Dept.	Current FTE	New FTE	Effective
Corey Graves	Cleaner	O&M	.8 7.0 hour day	1.0 7.5 hour day	6/18/2015 Correction from the June 17, 2015 Board of Education Meeting
Logan Mohr	Distance Learning Technician	DL	.6	.8	12/10/2015
Susan Fairbairn	Certified Occupational Therapy Assistant	IT	.8	.85	11/23/2015

CHANGE IN CIVIL SERVICE STATUS

Name	Dept.	Position	Appointment	Effective
Joshua Reiss	Safety Risk	Coordinator of Safety Risk Management	Probationary	12/11/2015 - 9/10/2016
Ellen Kennedy	CASEBP	Keyboard Specialist	Probationary	12/11/2015 - 9/10/2016
Cali Kukenberger	Student Programs	Keyboard Specialist	Probationary	12/11/2015 - 9/10/2016

ADMINISTRATIVE LEAVE

Name	Reason	Effective
Employee ID# 02383	Administrative Leave with Pay	11/24/2015

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Toni Cumming	Licensed Teaching Assistant	Medical	1/4/2016 - 1/15/2016

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Geri Geisler	School Counselor	Retirement	7/1/2016
Carol Lernihan	Science Teacher	Retirement	6/30/2016
Edward Bordinger	Welding Teacher	Retirement	7/1/2016

Motion approved unanimously.

Adjournment

Joseph Ballard and Paul Beisler moved to adjourn the meeting at 2:49 p.m. Motion approved unanimously.

Respectfully submitted,

Mary E. Finocan

Mary E. Finocan
Board Clerk