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 Wednesday, April 13, 2016, 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, James Gray, (arrived 1:02 p.m.), Ellen Hager (arrived 1 p.m.), William Haltermann, Antoinette Hull, and Johnnie Nemec.

MEMBERS ABSENT: Theresa Hait.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Joseph Booan, Lynn Chase, Anne Pallischeck, Elle Finocan, and Alyssa Oliveri.

Call to Order

At 12:30 p.m. Board member Antoinette Hull called the meeting to order with a quorum present.

Pledge of Allegiance

Ms. Hull 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

Mr. Savin stated that the Board would need to enter into Executive Session at approximately 1 p.m. to discuss a particular personnel item.

Dr. Bolton Carls pointed out that the appointment for Brian Stoutenburg should be corrected to reflect that the position should be Building Maintenance Mechanic.

William Haltermann stated he would like to have a discussion later in the meeting regarding the timing of the Board meetings.

Approval of Consent Agenda

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

1. Minutes from Regular Meeting - March 9, 2016
2. Monthly Reports - February 2016
   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 - February 2016 (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. Hull asked if anyone would like to address the Board. Carl and Kathleen Greiner raised concerns regarding the application process for the New Visions Medical Program on behalf of their daughter who attends Jefferson Central School. The Greiner's raised questions regarding the application deadline and selection process. Mr. Booan explained that the selection process is conducted anonymously and a scoring rubric is used to generate a score. The applicants are ranked with the top 10 accepted into the program. Mr. Booan stated that the application deadline has been a " soft deadline" for several years in order to be flexible for as much student participation as possible. Mr. Savin stated he will provide the guidelines of the application and selection process in a letter to Mr. & Mrs. Greiner. The Board thanked Mr. & Mrs. Greiner for bringing their concerns to the Board's attention.

District Superintendent Report

- **SED Update:** Mr. Savin reported that SED would like to have APPR plans submitted by July 1, 2016 in order to be approved by the September 1, 2016 deadline. Districts not having APPR plans approved by September 1 will not receive their increase in state aid. Mr. Savin provided an overview of budget proposals that had originally been in the Executive budget that did not receive funding, including increasing the salary cap on CTE teachers in BOCES aid calculations.

Board Members Arrived

Board member Ellen Hager arrived at 1 p.m. Board President James Gray arrived at 1:02 p.m.

- **Board Retreat Report:** Mr. Savin gave an overview of the Board Retreat held on April 7. He noted a survey by Dr. Bolton Carls of other BOCES that showed committees created for audits, policy review and facilities.

- **BOCES 201 Update**: Mr. Savin stated that the BOCES 201 was a follow up to the BOCES 101, which was held in the fall for new staff members. He noted that these sessions are a great opportunity for staff to learn more about BOCES and the services we offer.

- **CTE Summer Experience:** Mr. Savin announced that the CTE Summer Experience was very successful last year. He noted that this program is already built into the budget so the only cost to districts will be transportation. Mr. Booan is currently in the process of identifying interest.

- **Superintendent Searches Update:** Mr. Savin noted that the superintendent search at Cherry Valley-Springfield is currently underway. The Cooperstown Board of Education has appointed an Interim Superintendent.

- **BOCES Board Meeting Times:** Mr. Haltermann asked board members for feedback on the possibility of changing the time of the board meetings. Ms. Hull stated she would be flexible; preferably in a 9 a.m. - 3 p.m. timeframe; Mr. Haltermann stated he would prefer late afternoon; Ms. Birch stated that she is flexible, but may have a conflict with Cooperstown Board meetings; Mr. Nemec stated he would be flexible but would prefer morning meetings. Mr. Gray stated he would be flexible; Mr. Beisler stated that mid-day is convenient for him, but he could do a late afternoon meeting; Mr. Ballard stated he would prefer 4 p.m. and Ms. Hager stated that either first thing in the morning or late afternoon would be best for her. Mr. Savin will include this in his May Interim Report for further discussion at the May 11 Board meeting.

Executive Session

William Haltermann and Paul Beisler moved to adjourn to Executive Session at 1:13 p.m. to discuss a particular personnel item. Motion approved unanimously.

Regular Session

Ellen Hager and Johnnie Nemec moved to return to Regular Session at 1:22 p.m.

Deputy Superintendent Report

- **Board Member Training - Financial Reports:** Lynn Chase stated that she was presenting Fiscal Training Session III - Trial Balances and Treasurer's Report. Ms. Chase distributed copies of the reports and explained how to read the reports. Ms. Chase noted that session four will be on investments.

- **NYS Enacted Budget Summary:** Dr. Bolton Carls distributed copies of the 2016-17 Enacted Budget for Aid to Education. She pointed out that the enacted budget includes a 6 percent increase from the previous year. Dr. Bolton-Carls noted that this is less than anticipated.

- **NYSASBO Budget Analysis:** Dr. Bolton Carls distributed copies of an analysis of key proposals in the 2016-2017 State budget from the New York State School Boards Association. Ms. Birch asked for information on funding differences. Dr. Bolton Carls will share a spreadsheet containing this information with everyone after the meeting.

- **Comptroller's Report on Schools:** Dr. Bolton Carls distributed a research brief from the Office of the New York State Comptroller as an informational item. She pointed out that this

is a full review of revenue trends and long term effects of tax caps for school districts throughout the State.

- **Preliminary Commitments from Districts:** Dr. Bolton Carls reported that she has received firm commitments from six districts. She noted that firm commitments are legally due by May 1, 2016.

- **CASEBP RFP Update:** Dr. Bolton Carls announced that the CASEBP trustees have awarded the RFP for the third party administrators to Excellus, effective July 1, 2016. As a result, we will not be processing claims locally due to privacy rights. She noted she has met with all CASEBP staff to notify them of the decision as this will have an impact on staff.

- **Capital & Energy Performance Contract Update:** Dr. Bolton Carls announced that the energy performance contract has been approved by SED. She noted that the next step is to work on a financing RFP. Danforth will assist us with the RFP. Dr. Bolton Carls shared that in order to be aidable for the work on the parking lot at NCOC, we need to do minor work inside the building, i.e. doors.

- **Credit Card Policy:** Dr. Bolton Carls pointed out that Board Policy #8334 - Use of District Credit Cards is on the agenda for adoption due to minor changes in limits.

- **Practical Nursing Tuition:** Dr. Bolton Carls announced that a request to increase the tuition for the Practical Nursing Program is on the addenda for approval. The tuition will be increased from $9,750 to $11,000. She pointed out that the increase will include costs for uniforms, etc.

Directors' Report

Anne Rode: Dr. Bolton Carls reviewed items on the agenda on behalf of Ms. Rode who was unable to attend the meeting. She announced that art students will be showcasing their artwork at the Legislative Art Exhibition in Albany in June.

Joe Booan: Mr. Booan reviewed items on the agenda and addenda. He announced that approximately 20 students will be participating in the SkillsUSA competition in Syracuse in April. Mr. Booan provided an brief overview of equipment updates. He announced that 56 students will be awarded Clark Scholarships totaling $250,000.

Anne Pallischeck: Ms. Pallischeck noted that approval for a consultant to present a DASA Spring Regional workshop on transgender students is on the agenda. The workshop will be held on May 12, 2016. She shared that the staff developers are busy with regional scoring for 11 districts.

Approval of Personnel

Antoinette Hull and Paul Beisler 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:

CLASSIFIED APPOINTMENTS					
Name	**Dept.**	**Position**	**Appointment Type**	**Effective**	**Salary**
Alyssa Oliveri	Admin	Executive Secretary for District Superintendent	Full-time, 12-month, 8 hour day, Non-Unit Support, Exempt Civil Service, Probationary Position	4/25/2016	$40,000.00 prorated to the effective date (Hourly prior to start date as needed)
Larry Davis	Media Library	Van Driver	Part-time, .8 FTE, 10-month, Support Unit, Non-Competitive Civil Service, Probationary Position	4/18/2016	$19,907.00 prorated at 80% 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**
Joan Burns	Casual Employee	Records Management Trainer	3/29/2016 - 6/30/2016	$25.00/hour Max. of 10 hours
Brian Sheldon	Temporary	Administrative Internship	4/14/2016 - 8/31/2016	Unpaid
Lindy Mathisen	Additional Credit Bearing Instruction Stipend	Visual Arts Teacher -Value Added Instruction Course for Additional Credit	9/21/2015 - 1/15/2016	$1,400.00 for half-year class (semester)
Joseph Pestar	Casual Employee	Construction	6/27/2016 - 8/31/2016	$30.00/hour
Jim Calhoun	Temporary	TCI Training	1/25/2016 - 6/30/2016	Per Diem Max. up to 15 days
Theodore Smith	Casual Employee	ISS - Data Analyst and Program Services	9/1/2015 - 6/30/2016	$750.00/site visit $100.00/webinar & mileage Max. of $15,000.00 (updated from November 17, 2015 board meeting)

Valerie Jones	Temporary	Consultant Teacher Substitute filling a leave of absence	4/14/2016 - 6/30/2016	$220.00 Per Diem
Brandon Haller	Temporary	School Volunteer	4/14/2016 - 6/30/2016	Unpaid Volunteer
Danielle Clements	Casual Employee	Adult Education - CNA Instructor	4/13/2016 - 8/31/2016	$30.00/hour

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

CHANGE IN CIVIL SERVICE STATUS

Name	Dept.	Position	Appointment	Effective
Brian Stoutenburg	Administration	Building Maintenance Mechanic	Permanent	4/14/2016
Tara Fahey	Human Resources	Personnel Assistant	Probationary	4/14/2016 - 1/13/2017

LEAVE OF ABSENCES

Name	Position	Reason	Effective
Susan Owens	Teacher	Medical	3/26/2016 - 4/15/2016 Sick leave extension of original dates of 1/25/2016 - 3/25/2016
Robert Lishansky	Teacher & Adult Education Coordinator	Medical	4/13/2016 - 5/25/2016
John Boyle	Teacher	Medical	3/17/2016 - 3/25/2016

RESIGNATIONS/RETIREMENTS

Name	Position	Reason	Effective
Sharon Koerner	Blind/Visually Handicapped Teacher	Retirement	7/1/2016
Mary Cox	Speech and Hearing Handicapped Teacher	Retirement	6/30/2016
Jean Andrews	Special Education Teacher	Resignation	4/22/2016
Ronald Ritter	Blind/Visually Handicapped Teacher	Retirement	6/30/2016

Motion approved unanimously.

Approval of Consent Agenda Items

William Haltermann and Joseph Ballard moved to approve the following Consent Agenda Items:

Approval of Consultant

Whereas, the Otsego Northern Catskills BOCES – Instructional Support Services (ISS) desires to employ a consultant for the purpose of conducting a DASA Spring Regional workshop on May 12, 2016, and

Whereas, Justine Woolner Wise, Oneonta, NY has agreed to provide the above services, and has requested compensation in the amount of $500, agreeing to the terms and conditions of the consultant agreement, and

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

Revised Permission to Bid -
NCOC Exterior Siding Project

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 Exterior Siding Project, and

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

APPROVAL TO BID	-	April 13, 2016
LEGAL NOTICE - ADS	-	April 14, 2016
BIDS MAILED	-	April 14, 2016
BID OPENING	-	May 5, 2016
BID AWARD	-	May 11, 2016

Resolution to Bid -
Maple Syrup Evaporator for EOR Program

Whereas, the ONC BOCES desires to purchase a maple syrup evaporator for their EOR Program at NCOC which will 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 the maple syrup evaporator adhering to the following estimated timeline:

LEGAL NOTICES	-	April 21, 2016
BIDS TO VENDORS	-	April 15, 2016
BIDS OPENED	-	May 4, 2016
BIDS AWARDED	-	May 11, 2016

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the bidding of the maple syrup evaporator.

Resolution to Bid -
Welding Ventilation System

Whereas, the ONC BOCES desires to purchase a welding ventilation system at NCOC which will 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 the welding ventilation system adhering to the following estimated timeline:

LEGAL NOTICES	-	April 21, 2016
BIDS TO VENDORS	-	April 15, 2016
BIDS OPENED	-	May 3, 2016
BIDS AWARDED	-	May 11, 2016

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the bidding of the welding ventilation system.

Approval of Field Trip

- NCOC (Sweeney/Myers) SkillsUSA Spring Conference, NYS Fairgrounds, Syracuse, NY, April 27 - April 29, 2016

Motion approved unanimously.

Re-adoption of Board Policy #0100 -
Equal Opportunity and Nondiscrimination

Ellen Hager and Marcy Birch moved to readopt Board Policy # 0100 - Equal Opportunity and Nondiscrimination as presented. Motion approved unanimously.

Re-adoption of Board Policy #8334-
Use of District Credit Cards

Ellen Hager and Marcy Birch moved to readopt Board Policy # 8334 - Use of District Credit Cards Motion approved unanimously.

Approval of Field Trips

Paul Beisler and Joseph Ballard moved to approve the following field trips:

- OAOC (Kiehm) New York City/SUNY New Paltz, April 19-20, 2016
- OAOC (Zukaitis) SkillsUSA Spring Conference, NYS Fairgrounds, Syracuse, NY, April 27 - April 29, 2016

Motion approved unanimously.

Resolution to Approve 2015-2016 Transportation Contract

Antoinette Hull and William Haltermann moved to approve the following contract:

Whereas, the Otsego Northern Catskills BOCES Occupational Centers desire to provide transportation for students in Skills USA, and

Whereas, Oneonta Bus Lines, Oneonta, NY has agreed to provide transportation to the Skills USA Competition in Syracuse, NY under The State Education Department, Transportation Unit contract TC for the 2015-16 School Year, on April 27, 2016 and April 29, 2016 at the lump sum of $3,100, and

Whereas, Oneonta Bus Lines has agreed to adhere to provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law for the purpose of providing transportation, and

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

Motion approved unanimously.

Approval of Adult Education Practical Nursing Program

Paul Beisler and Joseph Ballard moved to approve the following tuition increase:

Approval is requested for the Practical Nursing Program: Tuition proposed to increase to $11,000 (from the current rate of $9,750) for the full program for the 2016-2017 Program Year. The increase is due to including estimated extra costs including books, graduation expenses, kits needed for lab use, 1st semester uniforms, medical equipment and cap, and NCLEX practice exam.

Motion approved unanimously.

**Approval of Memorandum of Agreement-
Deborah McMullen**

William Haltermann and Ellen Hager moved to approve the following Memorandum of Agreement:

> Whereas, the Otsego Northern Catskills BOCES Board of Education does hereby authorize the District Superintendent to sign a Memorandum of Agreement (MOA) with Deborah McMullen as presented.

Motion approved unanimously.

**Resolution for Participation in OCM BOCES
Cooperative RFP Process for Annual Financing**

Antoinette Hull and William Haltermann moved to approve the following lease/purchase contracts:

> WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with Onondaga-Cortland-Madison BOCES, Madison-Oneida BOCES, and Delaware-Chenango-Madison- Oneida BOCES in the joint RFP process for annual financing of Lease/Purchase (Installment Purchase) Contracts, and
>
> BE IT RESOLVED, The Otsego Northern Catskills BOCES wishes to appoint the Onondaga-Cortland-Madison BOCES to coordinate the RFP, accept, tabulate RFPs and award RFPs on their behalf.

Motion approved unanimously.

Approval of Agreement - Hull

William Haltermann and Johnnie Nemec moved to approve the following agreement:

> RESOLVED that the Agreement with the Otsego Northern Catskills BOCES Teachers' Association and Daniel Hull dated April 13, 2016, is hereby approved, and Daniel Hull's resignation is hereby accepted, effective April 21, 2016.

Motion approved by a vote of 7, yes; 1, abstained. (Ballard, yes; Beisler, yes; Birch, yes; Hager, yes; Haltermann, yes; Nemec, yes; Gray, yes; Hull, abstained.)

Public Comments

Mr. Gray asked if anyone would like to address the Board. Mr. Gray thanked everyone for the cards and get well wishes. Alyssa Oliveri, who will be replacing Elle Finocan as Executive Secretary and Board Clerk, was introduced to the Board. Ms. Finocan will be retiring at the end of the month.

Board member Joseph Ballard left the meeting at 2:30 p.m.

Mr. Gray reminded board members that they need to complete Mr. Savin's evaluation. Mr. Haltermann asked if Mr. Savin could get his self evaluation to the Board prior to his evaluation meeting with the Board. Mr. Gray suggested waiting until the May meeting to discuss when to meet to discuss the district superintendent's evaluation. Mr. Haltermann asked to keep the May board agenda short if possible.

Executive Session

Ellen Hager and Johnnie Nemec moved to adjourn to Executive Session at 2:40 p.m. to discuss contract negotiations. Motion approved unanimously.

Regular Session

William Haltermann and Marcy Birch moved to return to Regular Session at 3 p.m. Motion approved unanimously.

Adjournment

Marcy Birch and William Haltermann moved to adjourn the meeting at 3 p.m. Motion approved unanimously.

Respectfully submitted,

Mary E Finocan

Mary E. Finocan
Board Clerk