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, September 9, 2015, at 12:30 p.m. at the Northern Catskills Occupational Center, Grand Gorge, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: James Gray, Ellen Hager, Theresa Hait, William Haltermann, Antoinette Hull and Johnnie Nemec.

MEMBERS ABSENT: Joseph Ballard and Paul Beisler.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Joseph Booan, Lynn Chase, Teresa Glavin, Anne Rode, Elle Finocan, and Jared Yando, Resident Project Representative, Bernier, Carr & Associates.

Call to Order

At 1:20 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.

Additions to the Addenda

Masonry/PCB Update

Mr. Savin introduced Mr. Jared Yando, Resident Project Representative, Bernier, Carr & Associates, was present to give an update on the masonry and PCB project at NCOC. Mr. Yando reported that the work was completed prior to the start of school in every space that would be occupied by students. He noted the only area still outstanding was a corner of the auto lab; he anticipated that work will be completed and released by September 18. He noted that the masonry work was slower than anticipated, which caused a delay in the project being completed. Mr. Yando also noted that the project should be fully executed in the next few weeks. He stated that the OAOC abatement was completed last week.

Approval of Consent Agenda

Theresa Hait and Johnnie Nemec moved to approve the Consent Agenda as presented.

1. Minutes from Regular Meeting - August 13, 2015
2. Monthly Reports - July 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 - July 2015 (Copy filed in the Clerk's office).
4. Claims Auditor Report

Motion approved unanimously.

Oath of Office - Board Member

Elle Finocan administered the oath of office to newly elected board member William Haltermann.

Warrants

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

Public Comments

Mr. Gray asked if anyone would like to address the Board. Ms. Hait shared that her husband had a conversation with Ed Weidman, the new CDL instructor. Mr. Weidman had commented on how much he liked his new position and how pleased he was to have the new truck in the program.

District Superintendent Report

District Superintendent Report:

- **Opening Day:** Mr. Savin distributed copies of the 2015-2016 CTE enrollment by program. He noted that enrollments are up overall in CTE, special education, and alternative education. He shared that due to the increased need for space to accommodate the increased enrollment, several offices at OAOC have been relocated. He stated that Safety Risk and Employee Relations have relocated to Center Street in Oneonta.

- **Teachers' Association Board Meeting Dates:** Mr. Savin stated that members of the Teachers' Association will be invited to attend the October 14 meeting at OAOC and the November 17 meeting at NCOC at approximately 2:45 p.m. The purpose of the meetings is to provide the Association with an opportunity to have an open dialog with the Board.

- **Otsego County Chamber Career Fair:** Mr. Savin announced that the Otsego County Chamber Career Fair will be held at OAOC on October 29 from 9 a.m. to 12 p.m.

- **Reorganization Study:** Mr. Savin reported that he and Dr. Bolton Carls have a conference call scheduled with the Rockefeller Institute on September 10 to discuss the potential of reorganization with DCMO BOCES.

- **Request to Change Board Meeting Dates:** Mr. Savin explained that due to his attendance at a training opportunity through Cornell University ILR, he requested that the November and

December Board meetings be changed. Antoinette Hull reminded everyone of the need to schedule Board training. Mr. Savin suggested offering the training in the evening in a central location so others could be invited. Mr. Savin will also check to see if this could be done through the Catskill Area School Study Council. It was the consensus of the Board that the training focus on the roles and responsibilities of board members.

Approval of Board Meeting Date Changes

William Halterman and Johnnie Nemec moved to approve the following changes to the November and December Board meeting dates:

- November 18, 2015 to November 17, 2015
- December 9, 2015 to December 10, 2015

Motion approved unanimously.

Deputy Superintendent Report

- **EPC Project Update:** Dr. Bolton Carls distributed copies of letters from MCW Custom Energy Solutions and John W. Danforth Company. She noted that the John W. Danforth Company will honor the contract initiated by MCW Custom Energy Solutions and will execute the contract with no additional costs. Dr. Bolton Carls also noted that the original resolution to approve the contract adopted by Board will not need to be readopted. Dr. Bolton Carls reported that our project is still waiting for review. She is anticipating going out to bid in the Spring if our project is approved.

- **ACA Resolution:** Dr. Bolton Carls stated that a resolution for the Affordable Care Act was adopted last year; however, due to new recommendations, the resolution has been revised and is on the agenda for approval.

Directors' Report

Joe Booan: Mr. Booan reported that due to the increase of special education programs, an appointment for a Dean of Students was on the agenda for approval. He noted that the Dean of Students will also follow up with the special education audit. Mr. Booan noted that Kristen Shultz, Counselor, OAOC, works as the liaison for job shadowing and is in charge of the documentation for the CDOS program.

Anne Rode: Ms. Rode gave a brief update on new staff hires. Ms. Rode shared that the new employee orientation on September 1 went very well. The orientation focused on what our place is in the BOCES and how to act as ambassadors for the BOCES. Ms. Rode reported that we will be offering a CNA class at Fox Hospital. In addition, we have 48 students enrolled in the PN Program. Stacie Haynes, Coordinator of the CROP Program, is working on a sustainability plan with Delaware County. She is also working with Otsego County as they lost their grant because they did not show

sustainability. Ms. Rode shared that they are also looking into the potential of changing the name of CROP so that it better defines and communicates the educational services they provide to students.

Instructional Support Services: Mr. Savin announced that the appointment of Anne Pallischeck as the new Coordinator of Instructional Support Services, is on the agenda for approval.

Approval of Personnel

Theresa Hait and Johnnie Nemec moved to approve the personnel as presented. Antoinette Hull voiced she was opposed to a large raise for the Assistant School Business Manager. Discussion ensued. Motion defeated by at vote of 4, yes; 2, no (Hait, yes; Hager, yes; Haltermann, yes; Gray, yes; Hull, no; Nemec, no)

William Halternann and Antoinette Hull moved to approve the personnel with the appointment of the Assistant School Business Manager removed for further discussion.

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

UNCLASSIFIED APPOINTMENTS - 4 YEAR PROBATIONARY APPOINTMENTS							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Robert Hildebrandt	IT	School Counselor	Full-time, 10-month, Teacher Unit Position, 4-year probationary appointment	*9/8/2015 - 9/7/2019	Special Subject: School Counseling and Guidance	School Counselor, Permanent	$41,070.00 prorated to the effective date
Amy Walther	IT	School Counselor	Full-time, 10-month, Teacher Unit Position, 4-year probationary appointment	*9/28/2015 - 9/27/2019	Special Subject: School Counseling and Guidance	School Counselor, Provisional	$40,785.00 prorated to the effective date

*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 3012[3] of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period, the teacher shall not be eligible for tenure at that time.

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

UNCLASSIFIED APPOINTMENT - 3 YEAR PROBATIONARY APPOINTMENTS							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Abigail Gehan	CTE	Cosmetology Teacher	Full-time, 10-month, Teacher Unit Position, 3-year probationary, plus up to 5 summer day	*9/1/2015 - 8/31/2018	Occupational Subject: Trade Subject: Cosmetology	Cosmetology, Permanent Certificate	$45,360.00 plus up to 5 summer days

*September 1, 2015 - August 31, 2018 unless extended in accordance with the law. This expiration date is tentative and conditional only. In order to be granted the tenure, the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period, the teacher shall not be eligible for tenure at that time.

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

UNCLASSIFIED APPOINTMENTS -TEMPORARY							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Rachel Andrews	IT	Physical Education Teacher	Part-time, 10-month, .4 FTE, Teacher Unit Position	9/1/2015 - 6/30/2016	N/A	Physical Education, Initial	$35,350.00 prorated 40% to the effective date

UNCLASSIFIED APPOINTMENT - SUPPORT AND NON-UNIT SUPPORT APPOINTMENTS							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Jennifer Muthig	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESP Support Unit Position, 3-year probationary appointment	9/1/2015 - 8/31/2018	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level 1	$12,457.00
Robert Hage	Student Programs	Dean of Students	Full-time, 10-month, 7.5 hour day, Non-unit Support Position, 3-year probationary appointment	9/2/2015 - 9/1/2018	Special Subject: School Counselor & Guidance	Guidance, Permanent Certificate	$50,000.00
Anne Pallischeck	ISS	Coordinator of Instructional Support Services	Full-Time, 12-month, 7.5 hour work day, Non-Unit Administrative, Previously tenured as Staff Development Specialist	9/9/2015	Special Subject: Instructional Support Services & Professional Development	Childhood Education Grades 1-6, Professional	$80,000.00 prorated to the effective date

Rachel Wright	ISS	Network Team/Staff Developer	Full-time, 10-month, 7.5 hour day, Non-Unit Support, plus up to 5 summer per diem days (Increased to full-time from 80% from August Board)	9/9/2015 - 9/8/2018	Special Subject: Instructional Support Services & Professional Development	Pre-Kindergarten, Kindergarten and Grades 1-6, Permanent Certificate	$54,469.00 prorated to the effective date

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

CLASSIFIED APPOINTMENTS

Name	Dept.	Position	Appointment Type	Effective	Salary
Steven Martinez	O&M	Cleaner	Full-time, 12-Month, Probationary, 7.5 hour day, Labor Class, Civil Service, ESP Support Position	9/10/2015	$20,068.00 prorated to effective date
Heather Gockel	Shared Business Office	Accountant	Full-time, 12-month, 7.5 hour day, Non-Unit Support, Competitive Civil Service, Provisional Appointment	9/10/2015	$40,000.00 prorated to effective date
Frederick Kraai	Admin	Director of Facilities II	Full-Time, 12-month, 7.5 hour work day, Non-Unit Support, Competitive Civil Service, 9-month Probationary Appointment	9/9/2015 - 6/8/2016	$53,000.00 prorated to the effective date
Rebecca Welton	Employee Relations/ Safety Risk	Confidential Employee Relations/ Safety Risk Assistant	Full-time, 12-Month, 7.5 hour day, Competitive Civil Service, Non-Unit Support, Provisional Appointment	9/10/2015	$21,000.00 prorated 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
Kim Leverich	Casual Employee	Adult Education - CNA Instructor	8/13/2015 - 8/31/2016	$25.00/hour
Brian Sheldon	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day
Betsey Clark	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day
Amy Schmit	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day
Mercedes Morales	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day

MISCELLANEOUS APPOINTMENTS				
Name	**Appointment**	**Position**	**Effective**	**Compensation**
Laurie Fallon	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day
Jean Andrews	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day
Jim Calhoun	Training Participant	Workshop day - 1 day	7/1/2015 - 8/31/2015	Workshop $85.00/day
Keith Carpenter	Temporary	Substitute	9/10/2015 - 8/31/2016	As per board policy or rate per contract
Nancy Lutz	Temporary	Substitute	9/10/2015 - 8/31/2016	As per board policy or rate per contract
Karen Hotaling	Temporary	Substitute	9/10/2015 - 8/31/2016	As per board policy or rate per contract
Robin Bush	Temporary	Substitute	9/10/2015 - 8/31/2016	As per board policy or rate per contract

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

MISCELLANEOUS SUMMER APPOINTMENTS			
Name	**Position**	**Days**	**Compensation**
Edward Bordinger	Welding Teacher	Max. of 2 days	Per Diem
Abigail Gehan	Cosmetology Teacher	Max. of 5 days (2 Per Diem, 3 Curriculum)	Per Diem Curriculum $200.00/day
Jody Albano	Culinary Arts Teacher	Max. of 5 days (3 Per Diem, 2 Curriculum) - updated from July 9, 2015 Board	Per Diem Curriculum $200.00/day
Ethan Meyers	Science Teacher	Max. of 6.5 days (updated from July 9, 2015 board)	Per Diem
Willard Palmer	Licensed Teaching Assistant	Max. of 1.5 days`	Per Diem
Craig Tucker	EOR Teacher	Max. of 6 days (updated from the July 9, 2015 board)	Per Diem

INCREASE IN POSITION					
Employee	**Position**	**Dept.**	**Previous FTE**	**Current FTE**	**Effective**
Kristen Shultz	School Counselor	CTE	1.0	1.1	9/1/2015 - 6/30/2016
Susan Fairbairn	Certified Occupational Therapy Assistant	IT	.45	.7	9/1/2015

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Lynn Gould	SESIS	Medical	10/8/2015 - 11/10/2015
Edward Bordinger	Welding Teacher	Medical	9/30/2015 - 12/30/2015
Heather Gockel	Senior Account Clerk	Personal - to accept an Accountant position within ONC BOCES	9/10/2015 - 9/9/2016
Allan Swantak	Van Driver	Medical	9/1/2015 - 2/4/2016

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Janice Clerke	Special Education Teacher	Resignation	9/1/2015
Valerie Charpentier	Cosmetology Teacher	Resignation	8/26/2015
Jacqui Green	Confidential Administrative Assistant	Resignation	9/14/2015
Anne Pallischeck	Staff Development Specialist	Resignation	9/9/2015
Jeanne Stehr-Jahn	Account Clerk	Resignation	9/8/2015

Motion approved unanimously.

Motion to Approve Salary Increase for Assistant School Business Manager

William Haltermann and Johnnie Nemec moved to approve the following personnel item:

INCREASE IN SALARY				
Name	**Position**	**Present Salary**	**New Salary**	**Effective**
Patti Loker	Assistant School Business Manager	$56,513.00	$70,000.00	7/1/2015

Motion approved by a vote of 5, yes; 1 no (Hait, yes; Hager, yes; Haltermann, yes; Gray, yes; Nemec, yes; Hull, no).

Approval of Consent Agenda Items

Theresa Hait and William Haltermann moved to approve the following Consent Agenda Items:

Revised Resolution for Affordable Care Act

WHEREAS, the ONC BOCES maintains a group health plan for its employees ("health plan"); and

WHEREAS, the ONC BOCES is required to offer coverage under its health plan to eligible full-time employees pursuant to the Patient Protection and Affordable Care Act ("ACA") effective in 2015; and

WHEREAS, the ONC BOCES employs persons for variable hours whose full-time status must be determined pursuant to guidance issued under the ACA beginning on July 1, 2015,

NOW THEREFORE BE IT RESOLVED that the ONC BOCES hereby is, authorized and directed to establish and maintain procedures for the purpose of compliance with the ACA, including but not limited to the following:

1. For variable-hour employees, the ONC BOCES shall establish a 12-month standard measurement period beginning May 1 and ending the following April 30;
2. The initial measurement period for new variable-hour employees shall be the 12-month period beginning on the date of hire and ending on the anniversary date thereof;
3. The administrative period following the standard measurement period is the period beginning May 1 and ending June 30;
4. The administrative period for new variable-hour employees shall be the 60 day period following the anniversary date; and
5. The stability period, during which time a variable-hour employee's status as eligible or ineligible for health plan coverage is fixed, is the period beginning July 1 and ending June 30.

Approval of Copier Lease and Maintenance Agreement for Employee Relations/Safety Risk Offices

Whereas, the Otsego Northern Catskills BOCES Employee Relations and Safety Risk Offices located at 31 Center Street, Oneonta, NY desire to enter into a copier equipment lease with

US Bank Equipment Finance, Marshall, MN and a maintenance service agreement with Eastern Copy Products, Vestal, NY, and,

Whereas, US Bank Equipment Finance & Eastern Copy Products have agreed to a value lease and provide maintenance for the copier at a rate of $194.50/month for a 5-year term effective September 10, 2015 to September 10, 2020,

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

Approval of Pitney Bowes Postage Machine Lease - OAOC

Whereas, the Otsego Northern Catskills BOCES – Otsego Area Occupational Center desires to lease a new Pitney Bowes postage machine Model DM125 including service level agreement, a soft-guard subscription, and Intellilink subscription/meter rental for a lease term from September 10, 2015 to September 10, 2020, and

Whereas, Pitney Bowes, Shelton, CT has agreed to provide a lease contract for $62.71/monthly with $188.13 quarterly payments, agreeing to the terms and conditions of the agreement,

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

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's Little Theatre on October 13, 2015 for their Workshop with David Hick and John Lee, and

Whereas, Foothills Performing Arts Center, Oneonta, NY has agreed to provide the use of the Little Theatre at the estimated cost of $747.50 including breakfast and lunch for participants as well as projection 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 Verizon Wireless Government Liability Authorization Form and Authorized Contacts - DL

Whereas, the Otsego Northern Catskills BOCES Distance Learning (DL) desires to authorize the following business to set up an account for purchases of equipment and monthly service charges for component districts, and

Whereas, Verizon Wireless, Albany, NY has agreed to provide the above services for the ONC BOCES DL office effective September 10, 2015, and

Whereas, Verizon Wireless requires that Authorized Contacts Tami Fancher, Lisa Lorette, and Logan Mohr be created by the Board to do business with Verizon Wireless. This form will bind BOCES. After a review of the form by the Board, and on motion duly made and seconded, it is

Resolved, that the form is approved by the Board, and that before any action is taken by an Authorized Contact, the Board shall be informed of such action and approval granted, and it is further

Resolved, that BOCES' outside auditor set procedures to be followed in order to implement this arrangement.

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the authorization of this account set up at the terms stated above.

Motion approved unanimously.

Adoption of Board Policy #5300 - Code of Conduct

William Haltermann and Ellen Hager moved to adopt Board Policy #5300 - Code of Conduct as presented. Motion approved unanimously.

Review of Board Policy #4526 and Regulation #4526-R - Computer Use in Instruction

Board Policy #4526 and Regulation #4526 - Computer Use in Instruction was presented for first reading. It is anticipated the policy and regulation will be adopted at the October 14 Board meeting.

Adoption of Board Policy #5500 and Regulation #5500-R - Student Records

Theresa Hait and William Haltermann moved to approve Board Policy #5500 and Regulation #5500-R - Student Records as presented. Motion approved unanimously.

Adoption of Board Policy #6700 and Regulation #6700-R - Purchasing

William Haltermann and Johnnie Nemec moved to approve Board Policy #6700 and Regulation #6700-R - Purchasing as presented. Motion approved unanimously.

Approval/Reapproval of Lead Evaluators

Theresa Hait and William Haltermann moved to approve/reapprove the following Lead Evaluators:

Upon the recommendation of the District Superintendent, the Otsego Northern Catskills BOCES does hereby grant approval of the following staff as Lead Evaluators by virtue of the fact of participation in the Lead Evaluator Training provided by the Otsego Northern Catskills BOCES Network Team, which included the required components.

Dr. Jennifer Bolton Carls
Mr. Joseph Booan
Ms. Anne Rode
Ms. Deborah McMullen
Ms. Pamela Barber
Mr. Christopher Fatta
Mr. Robert Lishansky

Approval of A.O. Fox Hospital Agreement - Adult Education Services

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

Whereas, the Otsego Northern Catskills BOCES Adult Education Program desires to work with A. O. Fox Hospital to provide Certified Nursing Assistant (CNA) training to their employees at a fee of $1,000 per person. The fee includes tuition, competency checklist for clinical experience, and testing fee to Prometric. A.O. Fox will pay for the services of the primary instructor, and the clinical instructor, as necessary if the class exceeds eight students, will be paid by ONC BOCES.

Whereas, A. O. Fox Hospital, Oneonta, NY has agreed to the terms shown above for the period of September 8, 2015 to on or around October 9, 2015, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the agreement at the rate and terms shown above.

Motion approved unanimously.

Approval to Accept the 2014-2015- ONC BOCES Audit Report

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

Upon the recommendation of the Audit Committee, the Otsego Northern Catskills BOCES does hereby accept the 2014-15 ONC BOCES Audit Reports as presented and reviewed by Patrick Powers, D'Arcangelo & Company.

Motion approved unanimously.

Public Comments

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

Adjournment

Antoinette Hull and William Haltermann moved to adjourn the meeting at 2:55 p.m. Motion approved unanimously.

Respectfully submitted,

Mary E. Finocan

Mary E. Finocan
Board Clerk