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, January 13, 2016, at 12:30 p.m. at the Northern Catskills Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Paul Beisler, Marcy Birch, James Gray, Ellen Hager, William Haltermann, and Johnnie Nemec.

MEMBERS ABSENT: Joseph Ballard, Theresa Hait and Antoinette Hull.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Joseph Booan, Lynn Chase, Anne Pallischeck, Anne Rode, Elle Finocan, Ruth Reeve, Glen Huot, Tom O'Brien and Patrick Darfler-Sweeney.

Call to Order

At 12:30 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

There were no additions. Mr. Savin stated that Dr. Bolton Carls had to exit the meeting at 2:30 p.m. so the order of the agenda may need to be adjusted accordingly.

Approval of Consent Agenda

Paul Beisler and William Haltermann moved to approve the Consent Agenda as presented.

1. Minutes from Regular Meeting - December 10, 2015
2. Monthly Reports - November 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 - November 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

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

Dialog with Component Superintendents

Mr. Savin explained that this dialog was the first of two sessions between the Board and the component superintendents. He noted that the format of two regional sessions has worked well the past several years. The second session will be held at OAOC on February 10, 2016.

Mr. Savin distributed a draft progress chart on collaboration. He gave a brief overview of the progress chart noting that the chart indicates areas of collaboration, interest or no interest in particular collaborative ideas, new collaborative ideas or ideas under study. Mr. Savin distributed a list of questions to initiate the conversation on collaboration and special education. The superintendents shared what they are currently collaborating on and what they have collaborated in the past. It was noted that many of the districts are either currently or seeking to collaborate with local municipalities. The group stated they are sharing whatever they can and acknowledged Mr. Savin and Dr. Bolton Carls for bringing new ideas to them to explore.

Mr. Savin asked the group what suggestions they would offer to the Board as they look at potential options collectively at the March workshop. Suggestions included the concept of a shared social worker and the possibility of BOCES offering a Director of Special Education. Dr. Bolton Carls reminded the group that she has a CoSer available for a CSE chair and social worker; however, it has had no interest. It was suggested that it might be a good idea to reintroduce these CoSers again for review. Mr. Savin thanked the superintendents for attending and for their willingness to converse with the Board. He noted that if anyone had any additional suggestions they would like on the Board's radar as they try to look at potential options, to contact him.

District Superintendent Report

- **AIMhighNY/Common Core Forum Report:** As requested at the December Board meeting, Mr. Savin and Anne Pallischeck, Coordinator, Instructional Support Services, provided an overview of the AIMhighNY Common Core Standards Review and the Common Core Forum held at Roxbury Central School. Ms. Pallischeck distributed and reviewed the New York Common Core Task Force Final Report. She highlighted the general stats from the survey noting that 64,142 people visited the survey of which 71.1 percent spoke positively of the Common Core Standards. Mr. Savin stated that feedback from the attendees at the forum at Roxbury Central School, indicated that generally people were in agreement with the Common Core Standards but the rollout and implementation was made too hastily.

Mr. Savin announced that the presentation would need to be delayed until later in the meeting so the meeting could proceed with Dr. Bolton Carls' report prior to her leaving the meeting at 2:30 p.m.

As it was also necessary for Dr. Bolton Carls to be present in Executive Session, he asked the Board to make a motion to enter into a brief Executive Session.

Executive Session

Paul Beisler and William Haltermann moved to adjourn to Executive Session at 2 p.m. to discuss a particular personnel item. Motion approved unanimously.

Regular Session

William Haltermann and Johnnie Nemec moved to return to Regular Session at 2:15 p.m. Motion approved unanimously.

Deputy Superintendent Report

- **NY Budget Proposals:** Dr. Bolton Carls shared that feedback coming through on social media regarding the Governor's State of the State and Budget Address, indicated that funding to districts would be lower than hoped.

- **Regional Budget Presentations**: Dr. Bolton Carls announced that the regional budget presentations are scheduled for March 1 at OAOC and March 2 at NCOC. Both meetings will start at 6 p.m.

- **EPA Contract:** Dr. Bolton Carls pointed out that the contract for the energy performance vendor is on the agenda for approval.

- **2016-2017 Administrative/Capital Budgets Review:** Dr. Bolton Carls distributed the Administrative Budget and Capital Budget packets. Dr. Bolton Carls pointed out that the budget process began in September. The budget was presented to the Executive Committee of Superintendents on January 11 and no recommendations for changes were made. Dr. Bolton Carls reviewed the budget line by line and directed everyone to refer to the second page for the summary of changes from revised budget. She stated that the operating budget, without retiree health insurance, decreased by approximately $7,000 or 0.22 percent. Dr. Bolton Carls reviewed the Capital Budget noting that the budget is compiled of two sections - capital and rental. She pointed out that we currently have two rentals, but she has planned for extra space in the event more space is needed. Dr. Bolton Carls stated that the increase to component schools is 3.78 percent or -0.54 percent without retiree health insurance. She noted that the contingent budget calculation for the amount to reduce would be $15,349. Dr. Bolton Carls shared that the budgets will be presented to the Superintendents' Cabinet on January 20 and will be on the February Board Agenda for adoption.

Dr. Bolton Carls left the meeting at 2:40 p.m.

District Superintendent's Report - Continued

- **AIMhighNY/Common Core Forum Report** - Continued:

  Ms. Pallischeck reviewed a fact check on the state assessments pointing out which were true or false statements. She stated that the Common Core Standards process is currently in transition. Based on the emergency regulations, state assessments will have no effect on teachers as the standards are being reviewed through the 2019-2020 school year. Ms. Pallischeck added there are a lot of questions and confusion at the moment.

- **Public Relations Plan**: Jake Palmateer, Public Relations Specialist, distributed copies of the 2015-2016 Communications Plan. Mr. Palmateer stated that he met with Program Leaders in August, and from that meeting grew a communications plan. The goal of this plan is to present value of the CTE programs to the general public and to increase awareness of what BOCES offers. Mr. Haltermann asked that the section on special education be broken down in a way to promote our special education services. Mr. Palmateer noted he is in the process of updating the BOCES promotional video, "BOCES By The Numbers" and it should be finalized in the near future. A viewing of the promotional video was provided to everyone. Mr. Palmateer will forward a copy of the video to Ms. Finocan to be emailed to board members. He noted that this will be on the website. A suggestion was also made to include a section on the BOCES Board members.

- **Board Financial Reports:** Due to time constraints, Mr. Savin suggested that the training on the budget transfers by Lynn Chase be postponed until the February Board meeting.

- **DCMO Reorganization Study:** Mr. Savin announced that while he had not received an official letter from SED, the Interim District Superintendent at DCMO BOCES informed him that the study of the DCMO BOCES has been completed and the recommendation was for the BOCES to remain as currently organized. Mr. Savin added that Sullivan and Ulster BOCES were also informed of the same decision.

- **Legislative Agenda:** Mr. Savin distributed and reviewed the legislative agenda. He noted that this legislative platform was compiled by the component superintendents and was shared with legislators during the December Cabinet meeting. Mr. Savin added that the legislative platform is useful when meeting with legislators.

- **Workshop Training:** Mr. Savin shared that he has been in contact with Ed Sarzynski regarding dates for the Board workshop. Mr. Sarzynski has offered the following dates: April 5, 6, 7, 19 and 21. Mr. Savin suggested his office send out a survey to determine which date is best for everyone.

- **Superintendent Searches:** Mr. Savin stated that he has two superintendent searches currently underway.

Directors' Report

Joe Booan: Mr. Booan reviewed items on the agenda/addenda. He pointed out that the diesel training engine bid is on the addenda to rebid. Mr. Booan shared that we are experiencing a growth in special education, which is very positive. He also shared that we are increasing technology in each of the programs. In addition, he is looking at a four-phase project upgrade to the heating at NCOC and OAOC.

Approval of Personnel

William Haltermann and Johnnie Nemec moved to approve personnel as presented.

UNCLASSIFIED APPOINTMENTS - 4 Year Probationary Appointments							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Jennifer Keefe	IP	Special Education Teacher	Full-time, 10-month, Teacher Unit Position, 4-year probationary position	1/25/2016 - 1/24/2020	Special Subject: General Special Education	Childhood Education & Students with Disabilities 1-6, Initial	$40,140.00 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 - SUPPORT APPOINTMENTS							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Susan Greene	IP	Crisis Intervention Specialist	Full-time, 10-month, 6.5 hour day, ESP Support Unit Position, 4-year probationary appointment	1/19/2016 - 1/18/2020	Special Subject: Crisis Intervention Specialist - Licensed Teaching Assistant	Teaching Assistant, Continuing	$23,040.00 prorated to the effective date
Heidi Sass	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESP Support Unit Position, 4-year probationary appointment	1/15/2016 - 1/14/2020	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	$12,457.00 prorated to the effective date

UNCLASSIFIED APPOINTMENT - SUPPORT APPOINTMENTS

Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Sarah Trosset	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESP Support Unit Position, 4-year probationary appointment	1/14/2016 - 1/13/2020	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	$12,857.00 prorated to the effective date
Nicole Couse	CTE	Data Specialist	Full-time, 12-Month, Provisional, 7.5 hour day, Competitive Civil Service, Non-Unit Position	2/1/2016	N/A	N/A	$26,500.00 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
David Rowley	Casual Employee	Employee Relations: Negotiator/Hearing Officer/Investigator	1/13/2016 - 6/30/2016	$70.00 per hour + expenses and mileage
Jennifer Keefe	Temporary	Substitute - Crisis Intervention Specialist	1/4/2016 - 1/22/2016	As per board policy or rate per contract
Caren Kelsey	Casual Employee	Clinical Instructor Assistant	1/14/2016 - 6/30/2016	$15.00/hr Max. of $6,750.00
Diane Braches	Temporary	Substitute	1/14/2016 - 8/31/2016	As per board policy or rate per contract
Shelly Drum	Temporary	Substitute	1/14/2016 - 8/31/2016	As per board policy or rate per contract
Noelle Kletchka	Temporary	Substitute	1/14/2016 - 8/31/2016	As per board policy or rate per contract
Poletta Louis	Temporary	School Counselor - filling a leave of absence	1/4/2016 - 1/22/2016	Per Diem
Lynn Gould	Casual Employee	Special Education School Improvement Consultant	1/13/2016 - 6/30/2016	Per Diem Max. of 20 days Max. of $7,500.00
Nancy Lutz	CTE/Annual Appointment	Club/HOSA Advisor - Additional stipend for additional duties	2014 - 2015 school year	$600.00 as per MOA

MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Leslie Bush	Casual Employee	Coaching Course Instructor	9/15/2015 - 6/30/2016	$25.00/hour Maximum of $1,500.00
David Murphy	Casual Employee	School Psychologist - Temporary	1/14/2016 - 6/30/2016	$425.00 per evaluation plus 2 hours at $50.00/hour for review pending fingerprinting clearance
Jim Calhoun	Annual Mentor Stipend	Mentor for Julie Utter & Jennifer Keefe - Initial Certification	9/1/2015 - 6/30/2016	Per MOA
Ann Kiehm	Annual Mentor Stipend	Mentor for Abigail Gehan - Permanent Certification	9/1/2015 - 6/30/2016	$300.00
Jody Albano	Annual Mentor Stipend	Mentor for Patricia Hornbeck - Transitional A	9/1/2015 - 6/30/2016	$600.00
Muga Katoke	Annual Mentor Stipend	Mentor for Robin Bush - Permanent	9/1/2015 - 6/30/2016	$300.00
Cyndi Kropp	Annual Mentor Stipend	Mentor for April Erkson, Initial & Stephen Murn, Professional	9/1/2015 - 6/30/2016	Per Agreement
Tera Talbot	Annual Mentor Stipend	Mentor for Rachel Andrews, Initial	9/1/2015 - 6/30/2016	$600.00
Craig Tucker	Annual Mentor Stipend	Mentor for Adam Bonci & Bryan Bordinger - Transitional A	9/1/2015 - 6/30/2016	$800.00
Jim Adair	Annual Mentor Stipend	Mentor for William Carr & Kelly Sayward - Initial	9/1/2015 - 6/30/2016	$800.00
Geri Geisler	Annual Mentor Stipend	Mentor for Robert Hildebrandt - Permanent	9/1/2015 - 6/30/2016	$300.00 prorated
Laurie Darfler Sweeney	Annual Mentor Stipend	Mentor for Rofabius Latora, Initial & Denise Johnston, Permanent	9/1/2015 - 6/30/2016	Per Agreement
Samantha Gaske	Annual Mentor Stipend	Mentor for Amy Walther - Provisional	9/1/2015 - 6/30/2016	$600.00

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**
Stephanie Bauer	Deaf and Hearing Impaired Teacher	IP	.9	.71	1/11/2016

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Joanne Lentner	Keyboard Specialist	Medical	12/21/2015 - 1/3/2016
Geri Geisler	School Counselor	Family Medical	12/21/2015 - 2/15/2016
Kelly Sayward	English Teacher	Mandatory Military Leave - 12 days (Revision from 10/14/15 board meeting of 11 days)	10/23/2015 - 6/30/2016
Nicole Couse	Keyboard Specialist	Personal - To accept Data Specialist position within ONC BOCES	2/1/2016 - 1/31/2017

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Maria Folts	Data Specialist	Retirement	4/2/2016
Judy Savin	School Counselor	Retirement	6/30/2016
Joan Burns	Records Management Clerk	Resignation	12/31/2015
Elle Finocan	Executive Secretary to the District Superintendent and Board Clerk	Retirement	5/2/2016

Motion approved unanimously.

Approval of Consent Agenda Items

Paul Beisler and Johnnie Nemec moved to approve the following Consent Agenda Items:

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 for their Konica 250 effective April 1, 2016 to April 1, 2017, and

Whereas, Eastern Copy Products, Vestal, NY has agreed to provide a maintenance service agreement 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.

Approval of Agreement - Clinical Experience At Home Care, Inc

Whereas, the Otsego Northern Catskills BOCES has established educational programs at their campuses located at the Otsego Area School of Practical Nursing, Otsego Area Occupational Center and the Northern Catskills Occupational Center; and

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

Whereas, At Home Care, Inc., Oneonta, 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 term and agreement set forth in the agreement, effective July 1, 2015 – June 30, 2018. No monies will be exchanged or provided for this agreement.

Resolution to Approve an Energy Performance Contract - John W. Danforth Company

Whereas, the Otsego Northern Catskills BOCES desires to contract with the following business for an energy performance contract for their occupational centers, and

Whereas, John W. Danforth Company, Tonawanda, NY has agreed to provide an energy performance contract for lighting system upgrades, weatherization, permanent AC, and temperature control improvements effective January 14, 2016 – January 13, 2019 at a cost of $4,843 per year with a project total of $14,529; and

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

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
	Group of Professional Development VHS Titles

Resolution to Approve Amendment A3 to Revocable Permit State University of NY, Oneonta

Whereas, the Otsego Northern Catskills BOCES Instructional Support Service will require the use of the Hunt Union – Leatherstocking Room on January 12, 21, 26, 28, February 2 (Snow Date - February 9), March 8, 9, 10, and May 11, 2016 on the SUNY Oneonta Campus for their Professional Development Workshops/Trainings at charge of $450; and

Whereas, the Otsego Northern Catskills BOCES has requested use of this room for events on the SUNY College at Oneonta campus and the permit will expire on June 1, 2016. Extra services will require a fee of an estimated $60/hour for extraordinary custodial staff; $13.90/hour for building managers; $9.65/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 #15-004 A3 (Amendment).

Resolution to not Award Diesel Training Engine Bid #2016-03

Whereas, the Otsego Northern Catskills BOCES has solicited bids for a Diesel Training Engine for the Occupational Centers, and

Whereas, bids were duly advertised and opened on January 5, 2016 at 3:00 p.m. by Kristin Steigmeier, witnessed by Cathy Jacob. There was one bid received, and was reviewed by Joe Booan, and he recommended that it be rebid for cost effective purposes.

Therefore, be it resolved, that the Otsego Northern Catskills BOCES does hereby not award the bid at this time, and will rebid for cost effective pricing.

Resolution to Rebid - Diesel Training Engine for OAOC

Whereas, the ONC BOCES desires to purchase a Diesel Training Engine for their Natural Resource Occupations classroom at their Otsego Area Occupational Center for the 2015-16 school year 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 a Diesel Training Engine adhering to the following estimated timeline:

LEGAL NOTICES	-	January 21, 2016
BIDS TO VENDORS	-	January 15, 2016
BIDS OPENED	-	February 2, 2016
BIDS AWARDED	-	February 10, 2016

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the rebidding of a Diesel Training Engine.

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. 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 $281,731 for the period of December 28, 2015 to December 28, 2018, 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 $281,731 to ensure that activities and programs funded by said grant are carried out in accordance with grant requirements.

Resolution to Award Culinary Arts Program Supplies and Equipment Bid #2016-01B

Whereas, the Otsego Northern Catskills BOCES has solicited bids for the Culinary Arts Program Supplies and Equipment for the Occupational Centers, and

Whereas, bids were duly advertised and opened on January 6, 2016 at 3:00 p.m. by Annette Hinkley, witnessed by Cathy Jacob. There was one bid received, and the bidder has met all the specifications contained within the bid.

Whereas, the bid was reviewed by Joe Booan, it is recommended that the bid be awarded to the Ginsberg's Institutional Foods, Inc., Hudson, NY on a line by line item basis for the period of February 1, 2016 – June 30, 2016.

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

Approval of Revised ONC BOCES Teacher Mentoring Program

Paul Beisler and William Haltermann moved to approve the ONC BOCES Teacher Mentoring Program as presented. Motion approved unanimously.

Directors' Report - Continued

Anne Pallischeck: Ms. Pallischeck announced that they will be starting staff development services in Oneonta. She stated that the RUS grant award is a big win for the Distance Learning Program and also enabled the program to add two new districts. Ms. Pallischeck pointed out that Lynn Gould is on the Board agenda for approval as a consultant.

Anne Rode: Ms. Rode reviewed items on the agenda/addenda for approval.

Public Comments

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

Executive Session

Ellen Hager and William Haltermann moved to adjourn to Executive Session at 3:45 p.m. to discuss a particular personnel item. Motion approved unanimously.

Regular Session

Paul Beisler and Johnnie Nemec moved to return to Regular Session at 4:25 p.m. Motion approved unanimously.

Adjournment

William Haltermann and Paul Beisler moved to adjourn the meeting at 4:26 p.m. Motion approved unanimously.

Respectfully submitted,

Mary E. Finocan

Mary E. Finocan
Board Clerk