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 14, 2016, at 12:30 p.m. at the Northern Catskills Occupational Center, Grand Gorge, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Joseph Ballard, Paul Beisler, James Gray, Ellen Hager, William Haltermann, Antoinette Hull and Johnnie Nemec.

MEMBERS ABSENT: Marcy Birch and Theresa Hait.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Joseph Booan, Lynn Chase, Alyssa Oliveri, Greg Beall, Kevin Kreis, and Diane Matteson.

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.

Approval of Consent Agenda

Joseph Ballard and Ellen Hager moved to approve the Consent Agenda as presented.

Antoinette Hull raised a concern about an item on the Budget Transfer Report. She asked why presenter fees would be higher than anticipated, thus requiring a budget transfer. Dr. Jennifer Bolton Carls explained that the topic of a presentation typically dictates speaker fees, and the budget is often set before topics are chosen.

1. Minutes from Regular Meeting - August 24, 2016
2. Monthly Reports - July 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 - July 2016 (Copy filed in the Clerk's office).
4. Claims Auditor Report

Motion approved by a vote of 6, yes; 1, abstained (Ballard, yes; Beisler, yes; Gray, yes; Hager, yes; Hull, yes; Nemec, yes; Haltermann, abstained).

Warrants

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

Public Comments

Antoinette Hull asked Mr. Savin if he would be give an update on the lockout incident that had occurred on September 13, 2016. Mr. Savin said that he would give an update during his portion of the Agenda.

District Superintendent Report

District Superintendent Report:

- **Strategic Planning Presentations**: Mr. Savin announced that there would be a series of brief presentations by four of our Program Leaders: Mr. Greg Beall of the Central Business Office, Mr. Kevin Kreis of CASEBP, Ms. Diane Matteson of Human Resources, and Ms. Lynn Chase, Director of Management Services.

  Mr. Greg Beall, Director of the Central Business Office was the first to give a presentation. He distributed a handout that listed the services offered by the Central Business Office and the enrollment statistics for those services. Mr. Beall explained that the Central Business office offers seventeen services to fifteen school districts. These services are purchased a la carte. Mr. Haltermann asked Mr. Beall what will drive other districts to subscribe to our services in the future. Mr. Beall explained that many other BOCES do not have a Central Business Office. He explained that need for our services often arise when there are retirements at districts and the districts find that there isn't a great enough need to hire for that on-site position. ONC BOCES Central Business Office is also called upon when districts need help after an audit. The Central Business Office has aided multiple districts improve upon their financial practices.

  Mr. Kevin Kreis, CASEBP Plan Coordinator, distributed a handout which defined CASEBP and detailed its offerings. He informed the Board that nineteen districts are enrolled in our health plans, fifteen in our dental plan, and twenty-four in our Worker's Compensation Plan. Mr. Kreis mentioned that he is exploring the possibility of adding a voluntary vision plan. Johnnie Nemec asked if ONC BOCES had advertised that CASEBP is offered to Board Members. Dr. Bolton Carls said that we can send a reminder to Board Members.

  Ms. Diane Matteson, Human Resources Coordinator, gave the Board an overview of the Human Resources Department. She also distributed a handout, which included details about cooperative personnel recruitment with component districts, the Employee Assistance Program, teacher certification services, and the AESOP substitute calling and attendance

system. She informed the Board that her office provides certification services to all of our nineteen component school districts. Ms. Matteson also explained the recruitment service we provide; the Human Resources office advertises vacancies for component districts via newspapers and an online recruiting system, OLAS. The service has been very successful.

Ms. Lynn Chase, Director of Management Services, gave a brief presentation about her role at BOCES. She explained that she oversees the BOCES Business Office, as well as Itinerant Facilities Directors and Itinerant Food Service Manager. Ms. Chase explained the many responsibilities of the Business Office, and how her staff each contribute to fulfill these responsibilities.

- **Lockout:** Mr. Savin gave a brief explanation of the lockout incident that occurred on September 13, 2016. He informed the Board that Mr. Steve Williamson, Roxbury Town Constable, had called NCOC to inform them that he had received a report of a person living in the storage facility located across the street from NCOC. Mr. Booan added that there was an accusation that this homeless man had a weapon, which proved to be false. The lockout was initiated as a precaution. School had already been dismissed and there were no students on the property at the time of the lockout.

- **Opening Day:** Mr. Savin shared that opening day went well. He noted that students he observed in the halls seemed excited to be at BOCES. The students' enthusiasm was a reminder that BOCES is primarily elective and that kids are happy to be here.

- **Superintendent Search Update:** Mr. Savin informed the Board that a new Superintendent has been secured at Edmeston Central School; Dr. Gary Furman was appointed as of September 1, 2016. He and Mr. Mark Place, Superintendent at Milford Central School, will attend the October 12, 2016 Board Meeting. Other recent component school Superintendent appointments include Ms. TheriJo Climenhaga at Cherry Valley-Springfield Central School, and Dr. Susan Vickers at Hunter-Tannersville Central School.

- **Otsego County Systems of Care Grant:** Mr. Savin informed the Board that he has met with a committee made up of Otsego County Superintendents and local service providers, such as social services, mental health services, and Bassett Hospital, among others, to discuss a grant for Otsego County students who exhibit mental or emotional instability. Otsego County Superintendents will be meeting in October to re-evaluate how their schools deal with students who have a more challenging profile. This grant may provide some resources to assist these students and their families. They plan to apply for the grant this spring.

Deputy Superintendent Report

Deputy Superintendent Report:

- **Emergency Management Plans:** Dr. Bolton Carls introduced Joshua Reiss, Coordinator of Safety Risk Management and informed the Board that he would be giving an update to the Emergency Plans he reviewed with the Board at the August 24, 2016 Board Meeting. Mr. Reiss gave a brief presentation outlining updates made to the Emergency Plans.

- **NCOC Door Replacement and Parking Lot Update:** Dr. Bolton Carls informed the Board that the Parking Lot Project at NCOC had been approved by SED. She explained that in order to receive aid for the project, some work needed to be completed inside the building; to satisfy this requirement, we will be replacing doors.

  Dr. Bolton Carls asked the Board if they would be willing to have a special Board Meeting on October 5, 2016 to approve the parking lot bid so that work could begin as soon as possible; she expressed hope that the project can be finished before winter weather begins. Johnnie Nemec, Paul Beisler, Jim Gray, and Joe Ballard indicated that they are available to attend. Alyssa Oliveri will contact Marcy Birch and Theresa Hait to see if they are available.

- **Anne Pallischeck, Coordinator, Instructional Support Services:** Dr. Bolton Carls presented Ms. Pallischeck's items in her absence. She reviewed the Professional Development Plan, Attachment #10 on the Addenda, with the Board. She explained that the plan is a state requirement. Dr. Bolton Carls indicated that the Evaluation Page is a new component. Some goals have also been updated. The most important change is that ONC BOCES is now an approved Professional Development provider. Dr. Bolton Carls also mentioned that the APPR Team received some feedback from SED. The team is working on updating the plan.

Directors' Report

Joseph Booan, Assistant Superintendent for Student Programs:

- **Perkins Grant:** Mr. Booan informed the Board that ONC BOCES is preliminarily approved for the Perkins Grant. His hope is to use this grant for the proposed Mechatronics/Robotics program.

- **Services Update:** Mr. Booan shared that he has been working with Elizabeth Cutter, the newly hired Supervisor of Itinerant Services and Adult Education, and Jason Sanchez, the new Innovative Programs Administrator. They are working daily to provide services to our districts. He informed the Board that ONC BOCES is working on a Basic Life Skills Program. He also mentioned that psychology, special education, and hearing impaired services are progressing. He reminded the Board that CTE numbers are strong; numbers are almost the same as last school year, which were a record 280 at OAOC and 180 at NCOC.

Alternative Education numbers are high, but all-day CTE numbers are down. Consultant teacher services are growing.

Approval of Personnel

Joseph Ballard and Paul Beisler moved to approve the personnel as presented:

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

UNCLASSIFIED APPOINTMENTS - 3 Year Probationary Appointments

Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Charles Allspach	CTE	Science Teacher	Full-time, 10-month, Teacher Unit Position, 3-year probationary	*8/30/2016 - 8/29/2019	Academic Subject: Science	Biology 7-12, Professional Certificate	$45,623.00
Patti Kruppo	IT	Physical Education Teacher	Full-time, 10-month, Teacher Unit Position, 3-year probationary	*9/15/2016 - 9/14/2019	Special Subject: Physical Education and Recreation	Physical Education, Permanent	$45,523.00 prorated to the effective date
Amy Soule	IT	Speech & Language Disabilities Teacher/ Speech Language Pathologist	Full-time, 10-month, Teacher Unit Position, 3-year probationary	*10/13/2016 - 10/12/2019	Special Subject: Education of Children with Handicapping Conditions - Education of Speech and Hearing Handicapped Children	Speech & Language Disabilities, Professional & Speech - Language Pathology License	$56,318.00 prorated to the effective date

*Effective date 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 - 4 Year Probationary Appointments

Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Angela Braselmann	CTE	English Teacher	Full-time, 10-month, Teacher Unit Position, 4-year probationary	*9/12/2016 - 9/11/2020	Academic Subject: English	English Language Arts 7-12, Initial Certificate	$43,018.00 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/administrator 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/administrator receives an ineffective composite or overall rating in the final year of the probationary period, the teacher/administrator 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 AND NON-UNIT SUPPORT APPOINTMENTS

Name	Dept.	Position	Appointment	Effective	Tenure Area	Certification	Salary
Gina Tarbell	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year probationary appointment	9/19/2016 - 9/18/2020	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level 1	$12,257.00 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
Lori Graves	Student Programs	Secretary	Full-time, 12 Month, 7.5 hour day, Provisional, ESPA Unit, Competitive Civil Service Position	9/19/2016	$20,698.00 prorated to the effective date
Lisa Yelich	Student Programs	Administrative Aide	Full-time, 12 Month, 7.5 hour day, Provisional, Non-Unit Support, Competitive Civil Service Position	9/19/2016 pending civil service review	$25,000.00 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
Charlene Doherty-Bucking	Temporary	Substitute	9/15/2016 - 8/31/2017	As per board policy or rate per contract
Anita Palmer	Temporary	Substitute	9/15/2016 - 8/31/2017	As per board policy or rate per contract

MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Christina Quadrio	Temporary	Substitute	9/12/2016 - 8/31/2017	As per board policy or rate per contract
Valerie Jones	Temporary	Consultant Teacher Substitute	9/9/2016 - 6/30/2017	$220.00/day per diem as needed
George Hotaling	Casual Employee	TCI Trainer	7/1/2016 - 6/30/2017	$25.00/hour
Laurie Darfler-Sweeney	Training Participant	Workshop days - Inquiry Team	8/24/2016 - 8/25/2016	$85.00/day
Laurie Darfler-Sweeney	CTE/Annual Appointment	Club Advisor - National Technical Honor Society Club Advisor - Student Leadership Club Advisor - Skills USA	9/1/2016 - 6/30/2017	$300.00 $600.00 $600.00
Jake Boyle	CTE/Annual Appointment	Club Advisor - Student Leadership	9/1/2016 - 6/30/2017	$600.00
Jonah Burness	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2016 - 6/30/2017	$600.00
Denise Johnston	CTE/Annual Appointment	Club Advisor - National Technical Honor Society	9/1/2016 - 6/30/2017	$300.00
Lindy Mathisen	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2016 - 6/30/2017	$600.00
Jody Albano	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2016 - 6/30/2017	$600.00
April Erkson	CTE/Annual Appointment	Club Advisor - National Technical Honor Society	9/1/2016 - 6/30/2017	$600.00
Patricia Hornbeck	CTE/Annual Appointment	Club Advisor - Health Occ. Students of America (HOSA)	9/1/2016 - 6/30/2017	$600.00
Ann Kiehm	CTE/Annual Appointment	Club Advisor - Student Leadership	9/1/2016 - 6/30/2017	$600.00
Larry Miller	CTE/Annual Appointment	Club Advisor - Future Farmers of America (FFA)	9/1/2016 - 6/30/2017	$600.00

David Morell	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2016 - 6/30/2017	$600.00
Steve Zukaitis	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2016 - 6/30/2017	$600.00
Jim Adair	Annual Mentor Stipend	Mentor Stipend: New experienced teacher to BOCES Charles Allspach	9/1/2016 - 6/30/2017	$300.00
Laurie Darfler-Sweeney	Annual Mentor Stipend	Mentor Stipend: New experienced teacher to BOCES Jennifer Osborn Mentor Stipend: New teacher to the profession Angela Braselmann	9/1/2016 - 6/30/2017	$700.00
Craig Tucker	Annual Mentor Stipend	Mentor Stipend: New teachers to the profession Mark Holbrook Jonah Burness	9/1/2016 - 6/30/2017	$800.00
Jody Albano	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession Karli Williams	9/1/2016 - 6/30/2017	$600.00
Jim Calhoun	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession Katlyn Yorks New experienced teacher to BOCES Matthew Zynda	9/1/2016 - 6/30/2017	As per Agreement
Ann Kiehm	Annual Mentor Stipend	Mentor Stipend: New experienced teacher to BOCES Jonathan Bliss	9/1/2016 - 6/30/2017	$300.00
Samantha Gaske	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession Miriam Rose	9/1/2016 - 6/30/2017	$600.00
Tera Talbot	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession Patti Kruppo	9/1/2016 - 6/30/2017	$600.00
Doug Anderson	Additional CTE Credit Bearing Instruction Stipend	CTE Teacher - CTE Value added Instruction Course for Additional Credit	September 2016 - January 2017	$1,400.00 Half year (.5 school year)

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**
Bonnie Johnson	Staff Development/Network Team Specialist	Max. of 24 days (Revised from the June 8, 2016 Board)	Per Diem
Kristen Shultz	School Counselor	Max. of 13 days (Revised from the June 8, 2016 Board)	Per Diem
Robin Tabor	School Media Specialist	Max. of 4.5 days (8/3/2016 - 8/25/2016)	Per Diem
Mica Thorsland	Shared Food Service Manager	Max. of 17 days (Revised from the June 8, 2016 Board)	Per Diem
Samantha Gaske	School Counselor	Max. of 11 days - Summer school Workshop day - 1 day (Revised from July 6, 2016)	Per Diem up to a maximum of $250.00/day $85.00/day

RECALL FROM PREFERRED ELIGIBLE					
Employee	**Position**	**Dept.**	**2016-2017 FTE**	**Tenure Status**	**Effective**
Heidi Sass	Licensed Teaching Assistant	IP	1.0	Probationary period extended due to lapse in service	9/8/2016

CHANGE IN POSITION					
Employee	**Position**	**Dept.**	**Current FTE**	**New FTE**	**Effective**
Stephanie Bauer	Deaf & Hearing Impaired Teacher	IT	.42	.9	8/30/2016 - 6/30/2017
Lisa Booan	School Psychologist	IT	1.0	1.1	8/30/2016
Judi Waring	School Psychologist	IT	1.0	1.1	8/30/2016
Martha Kilbridge Bischoff	ESL Teacher	IT	.8	.5	8/30/2016 - 6/30/2017
Susan Fairbairn	COTA	IT	.7	1.0	8/31/2016
Robert Hage	Dean of Students	Student Programs	.6	.8	8/30/2016 - 6/30/2017

CHANGE IN CIVIL SERVICE STATUS				
Name	**Dept.**	**Position**	**Appointment**	**Effective**
Joshua Reiss	Safety Risk Management	Risk & Safety Officer	Permanent	9/15/2016
Debra Barnes	School Library Media	Keyboard Specialist	Permanent	9/15/2016

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Rachel Wright	Staff Development/Network Team Specialist	Family Medical - Intermittent as needed	9/26/2016 - 12/31/2016

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Corey Graves	Cleaner	Resignation	9/1/2016
Cody Burgher	Cleaner	Resignation	9/15/2016
Toni Cumming	Licensed Teaching Assistant	Resignation	8/31/2016
Anita Palmer	Licensed Teaching Assistant	Resignation	8/24/2016
Kelly Sayward	ELA Teacher	Resignation	9/12/2016

Motion was approved unanimously.

Approval of Consent Agenda Items

Johnnie Nemec and Joseph Ballard moved to approve the following Consent Agenda Items:

Resolution to Accept the 2015-2016 ONC BOCES Audit Report

Upon the recommendation of the Audit Committee, the Otsego Northern Catskills BOCES does hereby accept the 2015-16 ONC BOCES Audit Reports as presented and reviewed by Patrick Powers, D'Arcangelo & Company.

Resolution to Participate in Erie #1 BOCES NYSITC Consortium- ISS

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for McGraw Hill, Imagine Learning, Tequipment, Maker's Empire, Little Bits, Tech 4 Learning, Lego Education, Kidtellect, Oneder, Learning Ally, CodeMonkey, and

WHEREAS, The ONC BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the ONC BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the ONC BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the ONC BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

Resolution to Approve Amendment A1 to 2016-2017 Revocable Permit
State University of New York, Oneonta, NY for School Library System

Whereas, the Otsego Northern Catskills BOCES School Library System (SLS) will require the use of the Morris Hall - Craven Lounge on October 3 & November 17, 2016 on the SUNY Oneonta Campus with the charge of $175.00 for this workshop event; and

Whereas, the Otsego Northern Catskills BOCES SLS has requested use of this room for this event on the SUNY College at Oneonta campus and the permit will expire on June 30, 2017. 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 #16-030 A1 (Amendment).

Motion approved unanimously.

Permission to Bid
NCOC Door Replacement and Parking Lot Project

Johnnie Nemec and Ellen Hager moved to approve the following resolution:

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 Door Replacement and Parking Lot Project, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the bidding for the NCOC Door Replacement and Parking Lot Contracts adhering to the estimated timeline as follows:

APPROVAL TO BID	-	September 14, 2016
LEGAL NOTICE - ADS	-	September 19, 2016
BIDS MAILED	-	September 15, 2016
BID OPENING	-	October 3, 2016
BID AWARD	-	October 5, 2016

Motion was approved unanimously.

Review and Adoption of Board Policy #5420 and Regulation #5420-R
Student Health Services - Attachment #6

William Haltermann and Antoinette Hull moved to adopt Board Policy #5420 and Regulation #5420-R as presented.

Ms. Hull asked who the ONC BOCES Physician is. Dr. Bolton Carls explained that we contract our physician through the Stamford Family Practice, in Stamford, NY.

Motion was approved unanimously.

Review and Adoption of Board Policy #8121.1 & Regulation #8121.1
Opioid Overdose and Prevention - Attachment #7

Ellen Hager and Joseph Ballard moved to adopt Board Policy #8121.1 and Regulation #8121.1, Opioid Overdose and Prevention, as presented.

Motion was approved unanimously.

Resolution to Declare Surplus Equipment
Attachment #8

Ellen Hager and Joseph Ballard moved to approve the following:

> Whereas, the Otsego Northern Catskills BOCES does not wish to retain the attached list, Attachment #8, of equipment or components, including those which were purchased for our component districts, as the items are 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.

Motion was approved unanimously.

Resolution to Accept 2016-2017 District and Building-Level
Revised Emergency Response Plans

Antoinette Hull and Joseph Ballard moved to approve the following resolution:

> Whereas, ONC BOCES is required to update and adopt their district and building level emergency management plans by September 1st, and
>
> Whereas, copies of the District and Building Level Emergency Management Plans have been reviewed by Administrators and the Board of Education for the following locations: Northern Catskills Occupational Center and the Otsego Area Occupational Center, and
>
> Be it resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and adopt these updated emergency management plans.

Motion approved by a vote of 6, yes; 1, abstained (Ballard, yes; Beisler, yes; Gray, yes; Hager, yes; Hull, yes; Nemec, yes; Haltermann, abstained).

Approval/Re-Approval of Lead Evaluators

Ellen Hager and Joseph Ballard moved to approve the following:

> 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.
>
> Jennifer Bolton Carls
> Joseph Booan
> Elizabeth Cutter
> Ryan DeMars
> Christopher Fatta
> Anne Pallischeck
> Jason Sanchez
> Kevin Stevens

Motion was approved unanimously.

Review and Adoption of Board Policy #5100
Comprehensive Student Attendance Policy - Attachment #9

Joseph Ballard and Paul Beisler moved to approve Board Policy #5100, Comprehensive Student Attendance Policy, as presented.

Antoinette Hull asked if this policy is new. Dr. Bolton Carls explained that it is not new; there were changes to the attendance policy regarding homeless students specifically. There was also a slight change to make-up work protocol.

Motion was approved unanimously.

Resolution to Adopt Professional Development Plan for 2016-2017
Attachment #10

Johnnie Nemec and Paul Beisler moved to approve the following resolution:

> Whereas, the Otsego Northern Catskills BOCES Board of Education wishes to adopt the Professional Development Plan as amended, which was presented and reviewed by Anne Pallischeck at the September 14, 2016 Board of Education Meeting.
>
> Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby adopt the Professional Development Plan as amended effective July 1, 2016 to June 30, 2017.

Motion approved by a vote of 6, yes; 1, abstained (Ballard, yes; Beisler, yes; Gray, yes; Hager, yes; Hull, yes; Nemec, yes; Haltermann, abstained).

Public Comments

There were no public comments.

Executive Session

Antionette Hull and Ellen Hager moved to adjourn to Executive Session at 2:54 p.m.

Motion was approved unanimously.

Regular Session

Ellen Hager and Johnnie Nemec moved to return to regular session at 3:05 p.m.

Motion was approved unanimously.

Adjournment

Joseph Ballard and Johnnie Nemec moved to adjorn the meeting at 3:06 p.m.

Motion was approved unanimously.

Respectfully submitted,

Alyssa Oliveri

Alyssa Oliveri

Board Clerk

Director of Management Services (Lynn Chase)

- BOCES Business Office
- Shared Director of Facilities Service
- Shared Food Service Manager Service

Director of Management Services (Lynn Chase)

BOCES Business Office Staff:

Treasurer – Patricia Powell-Wagner

Senior Account Clerk – Cathy Jacob

Payroll Benefits Specialist – Melissa Kiel

Keyboard Specialist – Ellen Kennedy

What we do in the Business Office:

- Purchasing
- P-Card
- Payroll
- Accounts Payable
- Billing (Service Contract updates)
- Account Receivable
- Receipts
- Grants management
- NYSED Reporting
- BOCES aid
- Budget Monitoring
- Budget Development
- Business Officials Meetings with district Treasurers/Business Managers
- Copier/Postage Machines

Director of Management Services (Lynn Chase)

- Director of Facilities (Co-ser 314)
  - Assist districts with supervision of facilities
  - Service started in 2014 with two districts (Jefferson and Stamford)
  - Now - three Districts (Oneonta joined) - share 1.8 FTE (.2 FTE shared with Safety Risk)

- Shared Food Service Manager (Co-ser 614)
  - Assist district with supervision of food service
  - Service started in 2014 – original two districts (Charlotte Valley and Schenevus)

CATSKILL AREA SCHOOLS EMPLOYEES BENEFIT PLAN

(CASEBP)

- CASEBP was established in 1989 as a Municipal Cooperative Health Benefit Plan established under Article 47 of the NYS Insurance Law.

- Available services are: Medical, Dental, Flexible Spending and Worker's Compensation.

- CASEBP currently offers fifteen different medical plan options that include Indemnity, High Deductible, Medigap and PPO coverage options, two dental options and one Worker's Compensation plan.

- There are nineteen component school districts are enrolled in our health plans, sixteen in our dental plans and twenty-four in our Worker's Compensation plan.

- We offer a comprehensive wellness program for all members that includes a Data Mining program that tracks and encourages members to get their annual preventative care and an annual flu shot clinic offered to our component school districts free of charge.

- In the last three years alone, we have added a Medicare Supplement plan through The Hartford as an offering for component district's Medicare primary members saving the districts who participate hundreds of thousands of dollars. For the Medicare primary retirees that remain in CASEBP, we have moved our prescription drug coverage to an Employer Group Waiver Plan (EGWP) effective January 1, 2016 that in the first quarter of 2016 alone has seen the plan save three times more in rebates than it did in all of the 2014-2015 plan year. Also, in order to leverage even deeper discounts for CASEBP, we changed our third party claims administrator to Excellus Blue Cross Blue Shield beginning on July 1, 2016. We believe this change has the potential to save CASEBP approximately one million dollars per year in claims expense.

- As we look to the future, we are looking to offer additional options for our component school districts such as a voluntary vision insurance plan.

2016-2017

Professional Development Plan for all ONC BOCES Staff

ONC BOCES

OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Professional Development Plan
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ONC BOCES
Professional Development Plan

BEDS Code: 199000000000

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Year Plan is to be effective: 2016-2017 school year

Introduction:

The ONC BOCES school district is comprised of two career and technical educational centers and several classrooms located throughout the ONC BOCES region. The BOCES offers 12 career and technical education programs, including two STEM New Visions Medical programs housed at Bassett and Fox Hospitals and two STEM New Visions Engineering programs. The BOCES offers an alternative education program, Adult Education and GED program, and several innovative programs classrooms. Approximately 115 professional staff members provide services to the students of the nineteen component school districts in the ONC BOCES region.

Mission Statement

To provide leadership and support systems through teamwork with component districts to enhance students' opportunities for a world class education.

Organizational Goals

1. Provide high quality instructional programs that will prepare all students to be responsible, productive, and informed contributors to their community.

2. Provide effective leadership and support to assist districts in meeting the needs of all students.

3. Develop and enhance partnerships to provide high quality, cost effective collaboration services

4. Develop and enhance communication within ONC BOCES and the region.

Composition of Professional Development Team

NAME	ROLE	SITE
Nicholas Savin	Superintendent	OAOC
Joe Booan	Assistant Superintendent of Student Programs	OAOC
Anne Pallischeck	Instructional Support Services Director	OAOC
Diane Matteson	Human Resources Director	NCOC
Ryan DeMars	Principal	OAOC
Kevin Stevens	Assistant Principal	OAOC
Christopher Fatta	Principal	NCOC
Larry Miller	NYSUT President/ CTE Teacher	OAOC
Jim Calhoun	Innovative Program Teacher/Mentor	OAOC
Muga Katoke	Parent/Innovative Program Teacher	OAOC
Cyndi Kropp	Core Academics Teacher-SS	OAOC
Elva Manee	New Visions STEM Teacher-Medical	OAOC

Standards, Guiding Principals, & Evaluation

At ONC BOCES, it is an expectation of all of our employees to be continuous learners crafting expertise in whatever role they serve. The Professional Development Planning Team for ONC BOCES references the The New York State Professional Development, Teaching, and ISLLC Standards to inform decisions and direct the formation of the Professional Development Plan (PDP).

NYS Professional Development Standards

- Professional development design is based on data, is derived from the experience, expertise and needs of the recipients, reflects best practices in sustained job-embedded learning, and incorporates knowledge of how adults learn.
- Professional development is research-based and provides educators with opportunities to analyze, apply, and engage in research.
- Professional development ensures that educators have the knowledge, skill, and opportunity to collaborate to improve instruction and student achievement in a respectful and trusting environment.
- Professional development ensures that educators have the knowledge and skill to meet the diverse needs of all students.
- Professional development ensures that educators have the knowledge and skill to create safe, secure, supportive, and equitable learning environments for all students
- Professional development ensures that educators have the knowledge, skills, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.
- Professional development uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
- Professional development promotes technological literacy and facilitates the effective use of all appropriate technology.
- Professional development is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

Guiding Principals

Additional Aspects to consider based on recent Professional Development (PD) research:
(adopted from Project Learning Tree, March 2013 PEER Research Study and Literature Review)

Guiding Principle #1 – *More is Better*
Long-term sustainable and intensive PD, rather than a one-shot workshop, is needed to change student performance, which is an agreed upon outcome of "effective" PD.

Guiding Principle #2 – *Clarify & Prioritize Outcomes*
Clarity about outcomes is necessary to help define the appropriate PD program model and features.

Guiding Principle #3 – *Create Collaborative, Reflective Learning Communities (PLCs)*
When communities of teachers from the same grade, subject, school, or organization can interact and collaborate over time, PD is more effective.

Guiding Principle #4 – *Embrace Online Tools*
Online tools and technology provide powerful PD opportunities that can be used to complement but should not necessarily replace face-to-face activities.

Guiding Principle #5 – *Five Core Features*
PD best practices frequently include these features: integrated content & pedagogy; coherence with standards and policies; active learning opportunities; mentoring/coaching/apprenticing; and individual learning.

Guiding Principles "+" – *Additional Supporting Ideas*
Though not as strongly represented in the body of research evidence, attending to the following PD dimensions can help increase the effectiveness of PD: Standardization Versus Flexibility; Importance of the Facilitator; Pilot Testing; Evaluation; Context; and Caveats*.
*Caveats, as in concerns, warnings, and/or stipulations to the knowing both the content and audience to which the PD is being delivered

Needs Assessment/Data Analysis

Data will be collected and reviewed annually and throughout the school year by the Professional Development Planning Team using the sources listed below.

- NYS Standardized Assessments (e.g., RCTs/Regents, 3-8 ELA/Math) and program-specific assessments (e.g., NOCTI, CNA)
- BOCES School Report Card, student performance data (e.g., progress reports/report cards, samples of classroom work, projects/assessments)
- Observations of students, attendance and health records
- APPR data/results, curriculum maps/lesson plans
- Post-graduation placement for all students, completion rates for <u>all</u> students
- Discipline referrals, planning or crisis room use data, PBIS, VADIR, DASA data
- Teacher needs survey, post PD feedback
- Perkins grant and BEDS data

Evaluation

The professional development planning team will convene yearly to evaluate the effectiveness of the professional development offered during the year. Resources to help the team evaluate will be used, such as Thomas Guskey's book Evaluating Professional Development (1999). A survey will be written and distributed to staff on a yearly basis to gather data regarding effectiveness and to determine new needs. If necessary, goals/objectives will be revised accordingly.

Guskey, T (1999). Evaluating Professional Development. Thousand Oaks, CA: Corwin Press.

Goals and Objectives for 2016-2017

The Guiding Goals by the Professional Development Plan team focus on the needs of students and adults. They include:

1. Improve the quality of instruction for all students while recognizing the diversity of their needs.

2. Provide a safe and nurturing learning environment for all students.

3. Improve the quality of service to students and component districts.

4. Develop the collaborative skills and knowledge base of faculty to enhance effectiveness.

Specific attainable objectives for 2016 - 2017, based on the stated goals, include:

1. Increase knowledge base of faculty regarding the NYS Curriculum Learning Standards and Assessments, NYSED regulations, and graduation requirements.

2. Improve the ability of faculty to increase students' motivation and engagement through increased rigor in lessons and improved behavior management strategies.

3. Educate faculty about impediments to learning; e.g., bullying, drug and alcohol use and abuse, sexual harassment, effects of prescription medication on students and mental health disorders. (Dignity for All Students Act-DASA training)

4. Strengthen the individual skills of teachers, including: the use of instructional technology, the use of assistive technology, time management and organizational skills, and effective inclusive practices.

5. Facilitate collaborative efforts among faculty with achieving all goals established (e.g. peer↔peer shadowing and planning, co-teaching, sharing best practices, etc.).

6. Develop an awareness of the values, practices and attitudes necessary to promote a positive teaching and learning environment. (project-based learning, student engagement strategies, etc.)

Professional Development Resources/Approved Providers:

NYSED Regulations indicate that any entity providing professional learning opportunities must be an approved sponsor under the new CTLE requirements in order for professional certificate holders to count these opportunities toward their required hours.

ONC BOCES utilizes the following professional development providers on a regular basis. See Appendix A for a full list of approved vendors.

- ONC BOCES Instructional Support Services: Professional Development, School Library Systems, and Distance Learning programs
- SESIS/RSE TASC Specialist
- South Central Regional Information Center
- Catskill Regional Teacher Center
- NYSED
- Unions (NYSUT, SAANYS, NYSCOSS)
- Public School Works

Expected Participation

Teachers are expected to participate in ongoing professional development focused on the plans' goals and objectives. The BOCES may require specific training based upon A.P.P.R. (Annual Professional Performance Review) results. Teachers will also be given choices of activities to improve the quality of their teaching and learning to better meet the learning needs of their students. In order for educators to grow professionally and be models of lifelong learning, substantial staff development is essential. Our students depend on it. It is understood that all teachers with professional certificates and Level III Teaching Assistants must complete the required number of hours (100 hours) every five years.

A wide range of activities should be made available, including:

- Use of Technology (laptops, chromebooks, i-Pads, Smartphones) and 21st Century literacy and skills
- Webinars
- Distance Learning/Video Conferences
- On-line courses
- Mentoring, shadowing and coaching
- Teacher collaboration
- Conference and Workshops
- Book reviews and article studies of academic works
- Portfolio presentations
- College coursework

Mentoring

Commissioner's Regulation 100.2 (dd) for 2000-2001 requires local school districts and BOCES to develop mentoring plans to ensure high quality mentoring for new teachers.

Procedure for selecting mentors: In conjunction with building and district level leadership, mentors will be selected from a pool of teacher candidates and will be selected based on the following criteria:mastery of pedagogical skills, content knowledge, APPR rating, certification, and demonstrates the following: enthusiasm for teaching, effective interpersonal skills, and leadership qualities. Additionally, mentors much be able to participat in mentor training and agree to participate with mentee throughout the school year.

Mentor's Role and Responsibility: Mentors will also facilitate and support the mentor program goals as listed below.

- Familiarizing the mentee with the goal s and mission of ONC BOCES
- Providing an orientation to climate/culture of ONC BOCES
- Sharing information and ideas about instructional process, including opportunities for peer observation and planning sessions.
- Sharing knowledge, skills and information to include the NY State Learning Standards and Assessments
- Assisting in the understanding of the APPR
- Providing guidance with issues such as instructional planning and delivery, managing student behavior, meeting reporting and communication requirements.
- Promoting growth through self-analysis and self-reflection offering his/her support and acting as a professional resource in a non-judgemental way

Preparation of Mentors: mentors receive mentor training on the following: study of theory of adult learning and teacher development, peer coaching techniques, and time management methodology.

Time allotted for mentoring: Meeting once per week, during school hours or before or after school as appropriate and/or necessary, for a minimum of 30 minutes with the new teacher

- Peer observation and providing feedback
- Participating in training, attending conferences and/or professional workshops
- Modeling best instructional practices
- Arranging visits for the new teacher to observe other colleagues in the department or grade

BOCES Responsibilities

ONC BOCES will maintain records of all professional development provided to faculty and staff. Individual reporting of hours will be maintained by each teacher as required by new CTLE Regulations.

ONC BOCES will ensure that professionally certified ESOL teachers will participate in a minimum of 50% of the required CTLE hours focused on best practices and content instruction for English Language Learners; provide all other professionally certified teachers and level III teaching assistants with professional certificates with a minimum of 15% of the required CTLE hours with the same focus unless waiver is submitted.

ONC BOCES will provide workshops/trainings for school violence prevention and intervention training as necessary and may utilize the interpersonal violence prevention education package provided by the State Education Department.

Steps to Attain Approval of Professional Development Activities by BOCES for Certification Maintenance

The following pages contain professional development guidelines and activities that may be used for maintaining your professional or certified teaching assistant certification. Regard the list as ideas you may consider implementing and not as pre-approved activities.

All activities, conferences, meetings, coursework, presentations, etc. **must be pre-approved by your BOCES Supervisor prior to attendance**. After gaining approval from your direct supervisor, the ONC BOCES Department of Human Resources will then review and approve or negate proposed activities for use as professional development hours towards certificate maintenance.

Please note that the computation of hours recorded while attending meetings and conferences must be inked to agendas or schedules. For example, travel, lunch and down-time are not acceptable clock hours. Time spent in meetings and workshops are acceptable clock hours. For this reason, please be certain to maintain copies of all agendas and conference schedules for documentation purposes.

The steps to maintain professional development hours are as follows:

- Choose activity to be counted towards maintaining CTLE clock hours
- Have activity approved by direct BOCES Supervisor
- Engage in activity
- Maintain personal records of activities on form provided in this packet
- At the end of each 5 year period, log in to the TEACH system to attest completing requriements

Continuing Teacher Leader Education for Certification Holders

Professional development opportunities are important in assisting teaching professionals integrate new knowledge and state-of-the-art techniques and technologies into their practice; to make new and innovative contributions to the school community; and to positively impact student outcomes. Recognizing this, NYSED's updated certification structure that went into effect in 2016-2017, requires that teachers with Professional certificates and Level III Teaching Assistants complete ongoing professional development. (100 hours).

To help students in New York State achieve high learning standards, it is important that all teaching professionals remain highly qualified throughout their careers. This is consistent with the goals of the Regents 1998 teaching policy. Through ongoing professional development, teaching professionals maintain the knowledge and skills they need to help all students succeed.

Certificate Holder Requirements

I. Professional Certificate/Teaching Assistant Level III Certificate Holders

- You must complete **100 hours of CTLE every five years.**
- The professional development period begins on July 1 following the effective date of certification

II. Continuing Teaching Assistants

- You do not have to complete CTLE hours every five years.

Certificate Holder Record Keeping Responsibilities

I. Professional Certificate/Teaching Assistant Level III Certificate Holders

- You must keep a record of professional development completed during your professional development period, including that provided by BOCES.
- Required documentation includes:
  - Program/event title
  - Accrual of program/event hours
  - Provider name
  - Attendance verification/Certificate of Attendance
  - Date and location of the program/event
- Records should be up-to-date, must be kept for eight years and be made available to NYSED in the event of an audit

Appendix A: Additional Providers of Professional Development

NYSAHPERD (NYS Association for Health, Physical Education, Recreation, and Dance
NYSED
COSN (Consortium for School Networking)
ASCD/NYASCD (Association for Supervision and Curriculum Development)
NYSCATE (New York State Association for Computers and Technologies in Education)
NYLA (New York Library Assocation)
NYSCAA (NYS School Counselors Association)
SUNY Oneonta
SUNY Cortland
SUNY Potsdam
SUNY Binghamton
Teachers College (Columbia University)
NYSEC (New York State English Council)
NYSASBO (NYS Association of School Business Officials)
NYSSBA (NYS School Boards Association)
CASSC (Catskill Area School Study Council)
Marzano - Learning Sciences
Learning and the Brain
Educon
ISTE
Solution Tree
American Association of School Librarians
NCTE (National Council of Teachers English)
NCTM (National Council of Teachers of Math
NYSCSS (NYS Council of Social Studies)
S/CDN (Staff /Curriculum Development Network)
Representatives from NYS BOCES
RSE-TASC Staff
RBERN Staff
Schoology
Buzz/OHM Learning Network
Model Schools
DATAG (Data and Technical Assistance Group)
BER (Bureau of Education Research)
Leatherstocking Dyslexia Center
Catskill Area Teaching Center
CASDA
TEQ
Renaissance Learning
Productive Struggle

Human Resources Office

ONC BOCES

Diane Matteson
Tammy Pochily
Tara Nolet

SERVICES/PROGRAMS

CERTIFICATION

On average our office receives over 2,400 calls and 2,600 emails per year for certification assistance. These numbers continue to grow due to the closure of other BOCES regional certification offices.

- ONC BOCES provides assistance through a Regional Teacher Certification Office for individuals seeking New York State Teacher/Licensed Teaching Assistant/Coaching Certification. The assistance includes:
  - Providing information regarding certification regulations and requirements
  - Review of transcripts, credentials and applications for teacher certification
  - Providing information regarding the testing requirements
  - Liaison with the New York State Office of Teaching on certification updates & issues

- The Regional Office is empowered to make recommendations for certification
  - Provisional/Initial
  - Permanent/Professional
  - LTA – Level I, II, & III, Paraprofessional
  - Coaching – Temporary & Professional

- Certification Updates

COOPERATIVE PERSONNEL RECRUITMENT SERVICE

Ten districts have joined different levels of the recruitment service over the past two years. Currently, we serve seven districts (including BOCES) in Level I (OLAS - On-Line Application System), and fifteen districts (including BOCES) in Level II (advertising). During 2015-2016 year, we placed over $90,000 in advertisements in local papers.

This service assists schools in recruiting personnel including administrators, teachers and support staff. There are two levels of service available.

- **Level I** – includes reduced rates for advertising, attendance at recruitment fairs and liaison activities with colleges and universities. The cost of this component includes a base fee plus advertising expenses.

- **Level II** – includes OLAS (On-Line Application System) for both Instructional and Non-Instructional positions provided via a cross contract with PNW BOCES. This system is designed specifically for school districts and BOCES. This system provides instant access to applicants saving time recruiting staff. **Currently there are over 400 districts and BOCES utilizing this system in New York State with over 85,000 candidates in the database.**

- Some of the additional advantages of the OLAS system include: accessibility from any computer with internet access, multiple search capabilities, marketing initiatives provided, saves districts time and money.

SUBSTITUTE CALLING & ATTENDANCE REPORTING SERVICE – (AESOP)

Currently, we serve **627 employees and 328 substitutes in seven districts** (including BOCES) in this **Substitute/attendance reporting** system (AESOP). For the 2015-2016, the system processed **11,446 full day absences** in the system. (This does not include partial day absences).

The AESOP service is an automated system for district staff to report absences and secure substitutes that is accessible 24/7. Staff can report absences by telephone or via the internet. Instructional staff can leave special voice or text messages with instructions for the substitute. Substitutes can job shop and also allow for temporary Do Not Disturb and Unavailable status. Supervisors have access to see the status of absences, substitutes and overview of jobs 24/7. The cost is based on a per employee charge.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Our Employee Assistance Program currently has **ten districts** in the service including BOCES.

The EAP service assist school personnel and their eligible family members with a variety of issues. The service is accessible 24/7. This service can provide individuals assistance with:

- Financial and Budgeting
- Tenant rights
- Family legal
- Grief and Bereavement
- Relationships
- Child & Teen
- Alcohol and Drub Abuse
- Consumer Complaints

Employee Benefits:

- Unlimited telephone counseling
- Face to face counseling sessions (3 per issue)
- Work/Life Benefits
- Wellness Benefits

Web site: www.educatorsEAP.com