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, February 8, 2017, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

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

MEMBERS ABSENT: Jim Gray, Antoinette Hull and Johnnie Nemec.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Lynn Chase, Alyssa Oliveri, TheriJo Climenhaga, Gary Furman, Glen Huot, Thomas Jennings, Mark Place, Romona Wenck and Joseph Yelich.

Call to Order

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

Pledge of Allegiance

Mr. Beisler opened the meeting with the Pledge of Allegiance and asked for a moment of silence to recognize and honor the men and women serving in the Armed Forces.

Additions to the Addenda

There were no additions.

Approval of Consent Agenda

William Haltermann and Marcy Birch moved to approve the Consent Agenda as presented.

1. Minutes from Regular Meeting - January 8, 2017
2. Monthly Reports - December 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 - December 2016
4. Claims Auditor Report

Warrants

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

Public Comments

There were no public comments.

Dialog with Component Superintendents

Collaborative Conversations:

Mr. Savin thanked the Superintendents for attending the Board Meeting. He stated that we had held collaborative conversations at the previous meeting as well. The Board and Superintendents that attended the January meeting found the conversations informative. Mr. Savin reminded the group of the topics: collaboration, itinerant services and special education. The Superintendents introduced themselves to the Board.

Mr. Yelich explained some of the challenges his district, and the area at large, has been facing. He mentioned the changing nature of special education services as the need for social and emotional support increases at earlier and earlier ages. Ms. Wenck also noted the increase in autism spectrum diagnosis in recent years. Mr. Haltermann asked the Superintendents if the social and emotional problems are distinct from traditional special education. In response, Mr. Yelich explained that the two seem to be intertwined; emotional issues often cause students to miss educational benchmarks and leads to learning difficulties and is then treated as such. He further explained that if emotional issues could be treated and handled better the learning issues may not develop. The group identified early life challenges and problems at home as prominent, contributing factors in the development of emotional health difficulties in students. Dr. Huot informed the group of challenges schools face in treating these students. When BOCES cannot provide a service schools must look to third parties to treat students. He pointed out that schools are held accountable by the state to provide care. The group discussed challenges in securing itinerant staff, including those for emotional/mental health services. Sparsity, low pay and lack of careers for spouses in our area all contribute to the difficulties BOCES, districts and other local entities face in hiring. A conversation ensued among the group. Increased collaboration, adjusting compensation for hard to secure positions and incentives were all suggested as solutions. The group discussed the difficulties of using itinerant services, such as not having the provider on-site during a crisis. Mr. Savin suggested that the Superintendents form a committee after preliminary commitments are submitted to discuss new ways to assemble staff.

The group discussed the value in providing fieldwork for students entering these hard to recruit fields. Ms. Birch mentioned a Master's Counselors program offered by SUNY Oneonta that is underutilized. She also mentioned that Cooperstown CSD has an elective Sign Language class, which has prompted five students to go to school for speech pathology. The group agreed that getting these career ideas in the minds of students early is important. Ms. Wenck discussed some of the field experience programs available at Laurens Central School, such as a half day medical and half day environmental science program. She also had a summer Engineering experience.

The group then discussed the difficulties with reorganization, particularly with financial planning. Ms. Wenck asked Mr. Savin and Dr. Bolton Carls if the state had considered giving districts more than one year of aid data so they can plan more easily; Mr. Savin and Dr. Bolton Carls confirmed that they had, but this has not yet been available.

The BOCES Board thanked the Superintendents for joining the meeting.

District Superintendent Report:

ESSA Regional Meeting: Mr. Savin informed the Board that ONC BOCES will be hosting a second ESSA Regional Meeting on February 28, 2017 at SUNY Oneonta. The purpose of this meeting is to gather feedback from stakeholders to help the State construct their Every Student Succeeds Act (ESSA) plan to submit to the Federal Government. Attendees will include school administration, teachers, parents and students from the area. The public is also welcome.

Collaboration with Area Businesses: Mr. Savin stated that he has been speaking with local businesses about internships for our students. He recently met with ARC Otsego, Bassett Healthcare Network, Springbrook and Pathfinder Village. He hopes to meet with New York Central Mutual next week. If any long-term internship opportunities become realities, BOCES would need to hire someone to coordinate and supervise these internships.

CMEC: Mr Savin updated the Board about the CMEC Grant. They are looking to distribute funds for the first time next year. Right now the goal is to approve the application and decide how much is given in the first grant. He will keep the Board updated as this progresses.

Annual Service Awards: Mr. Savin notified the Board that nominations are open for the Annual Service Awards. A business and an individual are recognized at the Annual Dinner for their support of our BOCES. He announced that the Board will need to choose two individuals to serve on the nominating committee to select the award winners. Mr. Beisler and Ms. Hait will serve on the committee.

Board Planning Day: Mr. Savin reminded the Board that the Board Planning Day will be held on March 15, 2017 at the Plains at Parish Homestead in Oneonta.

Forecast5 Donation: Mr. Savin announced that ONC BOCES had won one of five national awards worth $500 from Forecast5 due to a project Dr. Bolton Carls completed. The funds are to be used towards either professional development or a student scholarship fund. The group agreed that it makes sense to use the funds for professional development.

NCOC 50th Year Anniversary: Mr. Savin announced that NCOC's 50th Anniversary is approaching and we are considering holding a celebration. The group was receptive to the idea. Organizational meetings will be scheduled in spring. Mr. Savin will keep the Board updated as planning progresses.

Board Self-Evaluation: Mr. Savin reminded the Board to fill out their Board Self-Evaluations and to send them to Ms. Oliveri as soon as possible. We plan to have a summary ready for the Board Planning Day.

Deputy Superintendent Report

Deputy Superintendent Report:

Capital Project Bid Award: Dr. Bolton Carls introduced Ms. Carol Michalski, of BCA Architects and Engineers. Dr. Bolton Carls announced that a bid award is on the Agenda for the parking lot and door project. The award includes the parking lot area, not the sidewalks. Dr. Bolton Carls asked if the Board had any questions. Mr. Beisler inquired about the other bidders. Mr. Savin asked Ms. Michalski what the timeframe will be for completion. She hopes that the project will begin in April, with the goal to be finished in June. A discussion ensued regarding alternate parking. Ms. Michalski ensured that once the bid is awarded, BCA will discuss logistics with the Building Leaders.

CTE Budget Breakdown: Dr. Bolton Carls distributed a chart detailing the 2017-2018 Career and Technical Education Budget. She reviewed a number of scenarios considered for the upcoming year. She announced that the budget will go to Cabinet this month for adoption.

Governors NYS Budget Proposal: Dr. Bolton Carls distributed the Governor's aid proposal. She reviewed the document and noted that most districts received approximately a 1% increase. She told the Board that while Community Schools aid was increased, none of our districts who receive that aid saw an increase. She discussed the proposed aid caps; it is proposed that a district cannot get more aid back than what is in the original proposal. She explained that if something unexpected cropped up at a district during the school year a school could be left without funds. She also addressed the foundation aid formula; unfortunately major changes were not made and the formula is still flawed. She distributed a chart comparing the current foundation aid and the Governor's proposal for each district. Mr. Haltermann asked about proposed changes to the STAR program. Dr. Bolton Carls stated that she had not heard much on the matter. She has heard some concern from districts regarding the Governor's suggestion to allow citizens to pay their school taxes in payments rather than a lump sum; this would affect cash flow and force districts to utilize their tax collector more often.

2017-2018 Administrative/Capital Budget Approval: Dr. Bolton Carls distributed the 2017-2018 ONC BOCES Administrative/Capital Budget breakdown. She explained that some changes had been made, such as adjusting CASEBP projections as there was no premium increase.

Regional Presentations: Dr. Bolton Carls informed the Board that there we are holding Regional Budget Presentations in March for our component schools' Boards of Education. The OAOC presentation will be on March 13th and the NCOC Presentations will be on March 14th. She invited the Board to attend, but noted that it is not necessary as they have seen the information already.

Approval of Personnel

Theresa Hait and March Birch moved to approve the personnel as presented:

UNCLASSIFIED APPOINTMENTS - 4 Year Probationary Appointments							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Robin Robbins	Student Programs	Itinerant Supervisor	Full-time, 12-month, Administrative Unit, Position, 4-year probationary appointment	*2/9/2017-2/8/2021	Administration: Itinerant Supervisor	School Building Leader - Initial	$70,000.00 prorated to 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 - 3 Year Probationary Appointments							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Jean Andrews	CTE	Consultant Teacher	Full-time, 10-month, Teacher Unit position, 3-year probationary	*3/20/2017 - 3/19/2020	Special Subject: General Special Education	SWD 5-9 English, Professional SWD 7-12, English Professional	$47,378.00 prorated to the effective date
Kathleen Cannon	ISS	Special Education School Improvement Specialist (SESIS)	Full-time, 10-month, Administrative Unit position, 3-year probationary appointment	*9/1/2016 - 8/31/2019	Special Subject: Instructional Support Services - Special Education (tenure area change)	Special Education, Permanent	No Change

*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 APPOINTMENT - SUPPORT APPOINTMENTS							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Sarah Bailey	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year probationary appointment	2/9/2017 2/8/2021	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	$13,433.00 prorated to the effective date

CLASSIFIED APPOINTMENTS					
Name	**Dept.**	**Position**	**Appointment Type**	**Effective**	**Salary**
Jennifer Wellenstein	IT	Occupational Therapist	Temporary, .5 FTE, 10 month, 6.5 hour day, ESPA Unit, Probationary, Competitive, Civil Service Position Per Diem	2/13/2017 1/30/2017 - 2/3/2017	$51,600.00 prorated at 50% to the effective date Per Diem
Sean Huffstickler	Technology Support Services	Computer Technical Assistant	Temporary, .6 FTE, 12 month, 7.5 hour day, Civil Service, Provisional, Non-Unit Support position	2/9/2017	$28,500.00 prorated at 60% 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**
Betsy Clark	Additional CTE Credit Bearing Instruction Stipend	CTE Value added Instruction Course for Additional Credit	January 2017 - June 2017	$1,400.00 (.5 school year)
Doug Anderson	Additional CTE Credit Bearing Instruction Stipend	CTE Value added Instruction Course for Additional Credit	January 2017 - June 2017	$1,400.00 (.5 school year)
Jim Calhoun	Mentor Stipend	Mentor Stipend: New teacher to the profession Sally Kelleher	1/9/2017 - 6/30/2017	$300.00/Semester
Scott Blish	Casual Employee	CASSC - Tournament Presenter	3/7/2017 - 3/9/2017	$112.50/Team Max. of $1800.00
Kim Leverich	Casual Employee	Adult CNA/HHA Program Instructor	2/9/2017 - 8/31/2017	$26.00/hour Max. of $11,700.00

MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Shelly Hilts	Casual Employee	Adult Education - 5 hour pre-licensing course instructor	1/3/2017 - 8/31/2017	$225.00 per class
Eileen Leach	Temporary	Substitute	2/9/2017 - 8/31/2017	As per board policy or rate per contact

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	New	Effective
Judy Waring	School Psychologist	IT	1.1	1.0	1/1/2017 Date corrected from January 11, 2017 board

CREATE POSITIONS

Title	Dept.	FTE	Position	Salary	Reason
Computer Technical Assistant	Technology Support Services	.6	Temporary, 12 month, Part-time, .6 FTE, 7.5 hour day, Civil Service, Non-Unit Support position	$28,000 - $33,000 prorated	Serving component school district

RECALL FROM PREFERRED ELIGIBLE LIST

Employee	Position	Dept.	Current FTE	New FTE	Effective
Erin Annunziata	Licensed Teaching Assistant	IP	.0	.5	2/13/2017

CHANGE IN CIVIL SERVICE STATUS

Name	Dept.	Position	Appointment	Effective
Heather Gockel	SBO	Accountant	Permanent	3/9/2017
Donald Brown	SBO	Accountant	Permanent	3/9/2017
Mica Thorsland	Administration	School Food Service Manager	Permanent	3/9/2017
Rebecca Welton	Employee Relations	Secretary	Permanent	3/9/2017

LEAVE OF ABSENCES

Name	Position	Reason	Effective
Jennifer Muthig	Licensed Teaching Assistant	Medical Leave	3/20/2017 - 4/30/2017

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Deidre Haltermann	Physical Therapist	Personal Leave - unpaid	4/13/2017
Jennifer Flores	Network Team/Staff Developer	Child Rearing - Paid and Partial Unpaid	2/9/2017 - 5/18/2017 Revised from the January board of 2/15/2017 - 5/24/2017

TENURE APPOINTMENTS		
Name	**Tenure Area**	**Effective**
Dawn Kalleberg	Special Subject: Instructional Support Services - Special Education	3/16/2017

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Erin Annunziata	Keyboard Specialist	Resignation	2/13/2017
Brandon Haller	Microcomputer Specialist	Resignation	1/20/2017

Motion approved by a vote of 5, yes; 1 abstained (Joseph Ballard, yes; Paul Beisler, yes; Marcy Birch, yes; Theresa Hait, yes; Ellen Hager, yes; William Haltermann, abstained).

Approval of Consent Agenda Items

William Haltermann and Ellen Hager moved to approve the following Consent Agenda Items:

Adoption of 2017-2018 Administrative Budget

Whereas, the Otsego Northern Catskills BOCES Board of Education has previously reviewed the 2017-18 Administrative Budget, projected expenditures and revenues as approved by the Executive Committee of Superintendents, and

Whereas, the total of the Administrative Budget, as presented is $3,253,143, and

Be it resolved, that the Otsego Northern Catskills BOCES Board of Education does hereby approve the 2017-18 Administrative Budget in the amount of $3,253,143.

Resolution to Bid - Mechatronics Equipment

Whereas, the ONC BOCES Occupational Centers desire to purchase supplies and equipment for the 2016-17 school year which collectively exceed the purchasing limit of $20,000 and

which requires bidding under General Municipal Law 104b and to adhere to ONC BOCES Purchasing Regulations (Policy #6700), and

Whereas, the Otsego Northern Catskills BOCES will prepare and solicit bids for Mechatronics Equipment adhering to the following estimated timeline:

LEGAL NOTICES	-	February 16, 2017
BIDS TO VENDORS	-	February 10, 2017
BIDS OPENED	-	February 28, 2017
BIDS AWARDED	-	March 8, 2017

Be it resolved, that the Otsego Northern Catskills Board of Education does hereby approve the bidding of the Mechatronics Equipment.

Agreement- Clinical Experience
Focus Home Care of Otsego

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

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

Whereas, the Focus Home Care of Otsego, Cooperstown, 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 terms and agreements set forth in the agreement, effective January 1, 2017 -December 31, 2019. No monies will be exchanged or provided for this agreement.

Resolution to Declare Surplus Equipment

Whereas, the Otsego Northern Catskills BOCES does not wish to retain the following list of equipment or components, as the items are obsolete, no longer functional or operational,

PRACTICAL NURSING PROGRAM & NCOC:

TAG #	DESCRIPTION	ACQUISITION DATE
009019	COMPUTER	1/1/2005
009053	COMPUTER	1/1/2002
009247	COMPUTER	1/1/2005
009250	DIMENSION 2400 COMPUTER	1/1/2005
009251	DIMENSION 2400 COMPUTER	1/1/2005
009252	DIMENSION 2400 COMPUTER	1/1/2005

009253	SCORER TEST	1/1/2003
009855	COMPUTER	1/1/2003
009856	COPIER	1/1/2002
009869	INJECTION ARM	1/1/2004
900734	LOT A-V EQUIP	1/1/1998
900737	LOT MODELS ACCESS	1/1/1979
009703	PRINTER 1.5X2X2.5FT	1/1/2003
011601	MONITOR	1/1/2007
013328	SYSTEM COMPUTER	7/1/2009

Resolved, that the Otsego Northern Catskills BOCES Board of Education declares the equipment as surplus in accordance with Board Policy #6900 and will be disposed of accordingly.

Resolution to Approve Amendment A4 to 2016-2017 Revocable Permit
State University of New York, Oneonta, NY for Safety Risk Office

Whereas, the Otsego Northern Catskills BOCES Safety Risk Office will require the use of the Morris Conference Center - Le Cafe on April 7, 2017 on the SUNY Oneonta Campus with the charge of $75.00 for this training event; and

Whereas, the Otsego Northern Catskills BOCES Safety Risk Office 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; $9.75/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 #16-031 A4 (Amendment).

Motion was approved unanimously.

Appoint Chairperson for the BOCES Annual Meeting
on April 4, 2017 at the Otsego Area Occupational Center

William Haltermann and Joseph Ballard moved to appoint Paul Beisler as Chairperson for the BOCES Annual Meeting on April 4, 2017.

Motion was approved unanimously.

Review and Adoption of Board Policy #0100
Equal Opportunity and Nondiscrimination- Attachment #6

Ellen Hager and Marcy Birch moved to adopt Board Policy #0100-Equal Opportunity and Nondiscrimination as presented.

Mr. Haltermann asked why their were updates to this policy. Dr. Bolton Carls responded that the policy was updated to meet NYSSBA Guidelines.

Motion was approved unanimously.

Review and Adoption of Board Policy #8630-R
Computer Resources and Data Management Regulation- Attachment #7

Theresa Hait and Joseph Ballard moved to adopt Board Policy #8630-R-Computer Resources and Data Management Regulation as presented.

Mr. Haltermann suggested clarifying some language in the policy regarding staff email retention procedures; the group agreed to change verbiage from "[...] they may be retained [...]" to "[...] they will be retained [...]."

William Haltermann moved to adopt Board Policy #8630-R-Computer Resources and Data Management Regulation as amended.

Motion was approved unanimously.

Review and Adoption of Board Policy #8414.5
Alcohol and Drug Testing of Drivers-Attachment #8

William Haltermann and Joseph Ballard moved to adopt Board Policy #8414.5-Alcohol and Drug Testing of Drivers as presented.

Motion was approved unanimously.

Approval of Study Grants - Attachment #9

Theresa Hait and Marcy Birch moved to approve the Spring 2017 Study Grants as presented.

Motion was approved unanimously.

Resolution to Award Bid
NCOC Door Replacement and Parking Lot Project

Joseph Ballard and Marcy Birch moved to approve the following resolution:

> Whereas, the Otsego Northern Catskills BOCES, has solicited bids for a contract for materials and labor for the Northern Catskills Occupational Center Door Replacement and Parking Lot Project, and

Whereas, bids were duly advertised and opened on February 2, 2017 at 1:00 p.m. by Scott Duell, Sr. Director-Education Services of Bernier, Carr & Associates, P.C., and

Whereas, the bids were compared and reviewed by Dr. Jennifer Bolton Carls and Scott Duell. It is recommended that the bids be awarded to the lowest qualified bidder as indicated below:

Contract No. 1 -General Construction –
Vendor: HMA Contracting Corp, Mechanicville, NY
Total Bid: $452,000

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

Motion was approved unanimously.

Resolution to Approve Amendment A5 to 2016-2017 Revocable Permit State University of New York, Oneonta, NY for ISS

Theresa Hait and Joseph Ballard moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES Instructional Support Service (ISS) will require the use of the Morris Hall - Otsego Grille on February 28 or March 1, 2017 on the SUNY Oneonta Campus with the charge of $100.00 for this event; and

Whereas, the Otsego Northern Catskills BOCES ISS 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; $9.75/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 #16-031 A5 (Amendment).

Motion was approved unanimously.

Public Comments

There were no public comments.

Executive Session

William Haltermann and Ellen Hager moved adjourn to Executive Session at 2:57 p.m.

Motion was approved unanimously.

Regular Session

William Haltermann and Marcy Birch moved to return to Regular Session at 3:17 p.m.

Motion was approved unanimously.

Adjournment

William Haltermann and Joseph Ballard moved to adjourn to the meeting at 3:18 p.m.

Motion was approved unanimously.

Respectfully submitted,

Alyssa Oliveri
Board Clerk