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, October 12, 2016, at 12:30 p.m. at the Otsego Area Occupational Center, Milford, New York.

Roll Call & Quorum Check

MEMBERS PRESENT: Joseph Ballard, Paul Beisler (arrived at 1:25), Marcy Birch, James Gray, Ellen Hager, Theresa Hait, Antoinette Hull and Johnnie Nemec.

MEMBERS ABSENT: William Haltermann.

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton Carls, Joseph Booan, Lynn Chase Alyssa Oliveri, Anne Pallischeck, Genevieve Ballard, Doug Favaloro, and Joshua Reis.

Call to Order

At 12:54 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

Johnnie Nemec and Joseph Ballard moved to approve the Consent Agenda as presented.

1. Minutes from Regular Meeting - September 14, 2016
2. Monthly Reports - August 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. Claims Auditor Report

Motion was approved unanimously.

Warrants

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

Public Comments

Antoinette Hull voiced concerns about having trouble receiving emails. There was a discussion among the group about possible reasons and solutions. Genevieve Ballard, Network Administrator, offered to set up BOCES email accounts for Board Members.

District Superintendent Report

District Superintendent Report:

- **Strategic Planning Presentations**: Mr. Savin announced that Genevieve Ballard, Network Administrator, Joshua Reis, Safety Risk Manager, and Douglas Favaloro, Employee Relations Director, would be giving presentations about their departments.

  Ms. Genevieve Ballard, Network Administrator, presented a slide show that detailed the services her department provides to BOCES and Component Districts. Services include repair services, purchasing, security services, digital conversion assistance and more. She discussed 1:1 technology services for students. She told the board that we currently have a 1:1 program at BOCES. She explained the benefits of integrating technology into our programs; this is especially beneficial to CTE programs. The Board discussed a number a programs that would benefit from increased technological equipment. She expressed hopes that eventually 3D printing will be available to all students, and that virtual reality will make its way into classrooms.

  Mr. Joshua Reis, Safety-Risk Manager, started his presentation by discussing the history of his program. He explained that the Right to Know law, which grants employees the right to know the dangers of chemicals in their workplace, prompted the need for a program such as his. Safety-Risk management provides services such as compliance assistance, training, management support, and can act as a liaison or advisor for government agencies. Mr. Reis informed the Board that sixteen of our nineteen districts subscribe to the Safety-Risk Management CoSer.

  Mr. Douglas Favaloro, Employee Relations Director, distributed a folder that contained documents related to the Employee Relations program and its benefits. Services offered include assistance with negotiations, personnel and contract management, grievances and arbitration support, employee investigations, discipline and discharge support, training and professional development, data development and analysis and Superintendent Hearings. He explained that his primary goal is to alleviate Superintendents' stress. He works hard to provide quick responses when Superintendents call upon him. He explained that the Employee Relations/Labor Relations program works with two law firms, and is considering adding a third. Mr. Favaloro stressed the value of the Employee Relations/Labor Relations service. The service provides nearly immediate assistance to Superintendents and substantial resources at a reasonable price. He explained that, at a cost of approximately $16,000, the Employee Relations CoSer is highly cost effective. Mr. Favaloro informed the Board that the Employee Relations CoSer has grown significantly; in the 2011-2012 school year there were

eleven districts in the CoSer, and today twenty-one districts subscribe. Mr. Gray asked if districts can choose to purchase only some services, and not others; Mr. Favaloro explained that the Employee Relations CoSer includes all services.

- **Systems of Care Grant**: Mr. Savin informed the Board that Otsego County Superintendents and local agencies in Otsego County are working together to secure a grant that will aid children with emotional and mental health needs, and their families. He explained he and the Otsego County Superintendents had met the previous week to discuss this grant. He further explained that the goal right now is to identify the breadth of this population. Ms. Hull asked if this grant will aid the NCOC side of the BOCES as well. Mr. Savin explained that the grant is specifically for Otsego County, and the County is taking the lead on the project. He did suggest replicating the strategies the group enacts through the grant in the other areas ONC BOCES serves. Mr. Savin informed the Board that the process is ongoing, and that monthly meetings have been scheduled to work on the grant. The county plans to apply for the grant in the Spring.

- **Every Student Succeeds Act (ESSA):** Mr. Savin announced that ONC BOCES will be holding a regional workshop to contribute to the State's response to the Federal Government on how to enact the Every Student Succeeds Act in New York State, as requested by NYSED. He informed the Board that ONC BOCES plans on holding this event at SUNY Oneonta's Morris Hall at 5:30 p.m. on Tuesday, October 25. Mr. Savin explained that the State will be providing attendees with topics, referred to as "High Concepts," for discussion and feedback. He further explained that this meeting provides our region with a great opportunity to voice our opinions and concerns.

- **CROP Grant**: Mr. Savin informed the Board that the Component Superintendents have been working with Liz Congdon on securing CROP grants. He explained that there are priority points used to determine which districts receive grants, some of which are poverty indicators, such as free and reduced lunch rates. Mr. Nemec voiced concern about the validity of using free and reduced lunch rates, as those rates do not always accurately represent levels of poverty. Mr. Savin explained that component Superintendents need to decide among themselves which districts will apply for the grant.

- **New Visions Program:** Mr. Savin informed the Board that an idea for a new New Visions program arose at a recent Professional Education Committee (PEC) meeting. He explained that Superintendents discussed the difficulties they face securing quality teachers. Mr. Savin stated that he had suggested creating our own teachers through a New Visions Educational Professionals Program, and that the group at the PEC meeting was very receptive to the idea. He discussed features he would like to include in the program, such as methods classes. He is hopeful that BOCES will work with SUNY Oneonta on this program; Jan Bowers, Dean of the School of Education and Human Ecology at SUNY Oneonta, expressed interest in working with local schools. Mr. Savin stated that this program was discussed at the recent Cabinet meeting, and that the Superintendents were excited. Mr. Beisler asked if the program

would be for in demand subjects, such as math, science, and special education; Mr. Savin said that those concentrations would be encouraged, but not required.

There was a discussion among the Board about the other New Visions programs, and the possibility of growing our medical programs. Ms. Hull asked whether splitting therapies would increase the likelihood of Bassett taking more students; Mr. Booan explained that he did not think it would. Mr. Booan informed the Board that he is looking to expand medical program offerings and is currently exploring a partnership with Margaretville Hospital. Mr. Gray suggested that Mr. Booan look into a partnership with the facility in Delhi.

- **Job Fair:** Mr. Savin informed the Board that the Otsego County Chamber of Commerce is holding a Job Fair at OAOC on November 3rd.

- **Enrollment Report:** Mr. Savin distributed a draft of the enrollment report he is putting together for the Component Districts' Superintendents. He explained that the report shows there is still a decline in enrollment, but that the rate of decline has slowed.

Deputy Superintendent Report

Deputy Superintendent Report:

- **Audit Committee Recommendation:** Dr. Bolton Carls explained that the Audit Committee recommends that the Board accept the CASEBP Audit Report.

- **NCOC Door Replacement and Parking Lot Project:** Dr. Bolton Carls gave a brief update on the status of the NCOC parking lot and door replacement project. She explained that the project has been delayed until Spring because we did not receive bids. She plans to speak with our architects to see when they believe will be best to open the bid again.

- **Cell Phone Policy Update:** Dr. Bolton Carls explained that we have updated the Cell Phone Policy to include Eileen Coryat and Cheryl Miller; they are both traveling more, and therefor using their cell phones, due to the Library/Media Center's move to Center Street. The updated policy is on the Agenda for approval.

- **Lead Testing:** Dr. Bolton Carls gave a brief update on the lead testing taking place at our component districts' buildings. She mentioned that both Roxbury and Schenevus showed higher levels of lead on some faucets; re-testing is being done.

- **RFP for Land Use:** Dr. Bolton Carls explained that NCOC leases land to a local farmer, and that the renewal of that lease is on the Agenda for approval.

- **Fundraising Policy:** Dr. Bolton Carls gave a brief overview of the fundraising policy that is on the Agenda for approval. She explained that the purpose of this policy is to make sure that we have a policy in place that addresses crowd-funding.

Directors' Report

Joseph Booan, Assistant Superintendent for Student Programs:

- **Searches:** Mr. Booan informed the Board that there are a number of employment searches underway. He mentioned that they are looking for LTAs, a Special Education Consultant, a psychologist, and a physical impairment therapist.

- **Stop DWI Kickoff:** Mr. Booan described his satisfaction with the Stop DWI program that began the previous day. He explained that a display was made using a car involved in a DWI accident, and that this educational display will move to multiple locations.

- **Program Enrollment:** Mr. Booan announced that this year's CTE enrollment is similar to last year's and that there are approximately one hundred students enrolled in Innovative Programs. He informed the Board that enrollment is down in the LPN program, but we will soon be adding nine students.

- **Appointments:** Mr. Booan explained that there are some changes in custodial positions, which are listed on the personnel section of the Agenda.

Anne Pallischeck, Director, Instructional Support Services:

- **Conference:** Ms. Pallischeck stated that there is a Creating Connections Conference being held on Friday, October 28th; the registration deadline is October 17th.

- **Agenda Items:** Ms. Pallischeck mentioned some items on the Agenda for approval, including a permit to use SUNY Oneonta's Morris Hall for the ESSA event being held on October 25, and the casual employee approval of Gloria Jean, a workshop presenter.

Approval of Personnel

Theresa Hait and Antoinette Hull 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 APPOINTMENT - SUPPORT AND NON-UNIT SUPPORT APPOINTMENTS							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Anne Pallischeck	ISS	Director of Instructional Support Services	Full-time, 12-month, 7.5 hour work day, Non-Unit Administrative position	10/13/2016 - 10/12/2020	Administration: Director of Instructional Support Services	School District Leader - Professional	$92,200.00 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
Matthew Demaurez	O&M	Cleaner	Part-time, .4 FTE, 12 month, 7.0 hour day, Non-unit Support, Probationary Civil Service Position	10/13/2016	$18,730.00 prorated to 40% to the effective date
Wayne Robinson	O&M	Cleaner	Full-time, 12 month, 7.5 hour day, Labor Class, ESP Support unit, Probationary Civil Service Position	10/13/2016	$20,068.00 prorated to the effective date
Bria Currie	O&M	Cleaner	Part-time, .6 FTE, 12 month, 7.5 hour day, Labor Class, ESP Support unit, Probationary Civil Service Position	10/13/2016	$20,068.00 prorated to 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
Peggy Cammer	Temporary	Substitute	10/13/2016 - 8/31/2017	As per board policy or rate per contract
Shelby Disbrow	Temporary	Substitute	10/13/2016 - 8/31/2017	As per board policy or rate per contract
Amy Moratto	Temporary	Substitute	10/13/2016 - 8/31/2017	As per board policy or rate per contract
Leonard Zaccagnino	Temporary	Substitute	10/17/2016 - 8/31/2017	As per board policy or rate per contract
Gloria Jean	Casual Employee	Workshop Presenter - Counselor Series	7/1/2016 - 6/30/2017	Mileage only Max. of $120.00
Mary Zdrojewski	Casual Employee	Workshop Presenter for School Library System	12/16/2016	$1,200.00
Laurie Fallon	Annual Mentor Stipend	Mentor Stipend: New experienced teacher to BOCES Marie Carrasco	9/1/2016 - 6/30/2017	$300.00
Lori Shuster	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession Kaitlin Darling	9/1/2016 - 6/30/2017	$600.00

MISCELLANEOUS APPOINTMENTS				
Name	**Appointment**	**Position**	**Effective**	**Compensation**
Kathy Broten	Casual Employee	Speech Therapist - As needed	10/5/2016 - 6/30/2017	$220.00/day plus mileage between schools
Karlyn Mellor	Casual Employee	Practical Nursing Clinical Instructor	10/13/2016 - 6/30/2017	$26.00/hour Max. of 475 hours
Enid Aponte	Casual Employee	Practical Nursing Clinical Instructor	10/13/2016 - 6/30/2017	$26.00/hour Max. of 475 hours
Barbara Maloney	Casual Employee	Practical Nursing Clinical Instructor	10/13/2016 - 6/30/2017	$26.00/hour Max. of 475 hours
Steve Lawton	Additional CTE Credit Bearing Instruction Stipend	CTE Value added Instruction Course for Additional Credit	September 2016 - June 2017	$2,800.00 Full School Year
Ann Kiehm	Additional CTE Credit Bearing Instruction Stipend	CTE Value added Instruction Course for Additional Credit	September 2016 - June 2017	$2,800.00 Full school year
Betsy Clark	Additional CTE Credit Bearing Instruction Stipend	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.

REDUCTIONS/ELIMINATIONS				
Position	**Effective**	**FTE Reduction**	**Dept.**	**Affected Employee(s)**
Library Medica Specialist	8/30/2016	.2	IT	Robin Tabor (.2 to .0)
Cleaner	10/17/2016 - 6/30/2017	.4	O&M	Leonard Zaccagnino (1.0 to .6) Voluntary

RECALL FROM PREFERRED ELIGIBLE LIST					
Employee	**Position**	**Dept.**	**Current FTE**	**New FTE**	**Effective**
Robin Tabor	Library Media Specialist	IT	.0	.33	10/10/2016

LEAVE OF ABSENCES			
Name	**Position**	**Reason**	**Effective**
Deborah Burroughs	Crisis Intervention Specialist	Family Medical - Intermittent as needed up to 20 days	8/31/2016 - 2/28/2017
Susanne Cornelia (Morton)	Licensed Teaching Assistant	Medical Leave	11/21/2016 - 2/21/2017

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Gina Tarbell	Licensed Teaching Assistant	Resignation	10/6/2016
Anne Pallischeck	Coordinator of Instructional Support Services	Resignation to accept new Director of ISS title at ONC BOCES	10/13/2016

Motion was approved unanimously.

Approval of Consent Agenda Items

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

Agreement- Clinical Experience- Catskill Area Hospice and Palliative Care

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, Catskill Area Hospice and Palliative Care, 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 terms set forth in the agreement, effective September 1, 2016 - August 31, 2019. No monies will be exchanged or provided for this agreement.

Approval of Consultant School Library System

Whereas, the Otsego Northern Catskills BOCES School Library System desires to employ a consultant for a Copyright & Fair Use Law workshop on November 17, 2016, and

Whereas, Anne Dalton, Fort Myers, FL, has agreed to provide the above workshop as requested by ONC BOCES, and has requested compensation in the amount of $2,000.00, agreeing to the terms and conditions of the consultant agreement, and

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

Approval of Time Warner Cable Service Agreement and Service Order
Practical Nursing Program

Whereas, the Otsego Northern Catskills BOCES Practical Nursing Program desires to enter into a 24-month service agreement for high speed internet for a fee of $229.99/month plus a one-time installation/set up fee of $50, for the period of September 15, 2016-September 15, 2018, and

Whereas, Time Warner Cable, Oneonta, NY, have agreed to provide internet service, agreeing to the terms and conditions of the service agreement,

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

Resolution to Approve Amendment A3 to 2016-2017 Revocable Permit
State University of New York, Oneonta, NY for School Library System

Whereas, the Otsego Northern Catskills BOCES Instructional Support Service (ISS) will require the use of the Morris Hall - Otsego Grille on October 25 & November 9, 2016 on the SUNY Oneonta Campus with the charge of $200.00 for these events; 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; $9.65/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 #16-031 A3 (Amendment).

Motion was approved unanimously.

Approval- BOCES Wide Safety Committee/Building Safety Team 2016-2017

Ellen Hager and Paul Beisler moved to approve the BOCES Wide Safety Committe/Building Safety Team as presented:

BOCES WIDE SAFETY COMMITTEE MEMBERS:
Deputy Superintendent: Jennifer Bolton Carls

Safety Risk Officer:	Josh Reiss
Assistant Superintendent of Student Programs:	Joe Booan
Principal – OAOC:	Ryan DeMars
Principal – NCOC:	Christopher Fatta
Non-Instructional – OAOC:	Cali Kukenberger & Joshua Levine
Non-Instructional – NCOC:	Ann Clark & Shawn Loveless
Instructional – OAOC:	Jim Calhoun
Instructional – NCOC:	Jim Adair

NORTHERN CATSKILLS OCCUPATIONAL CENTER:

Deputy Superintendent:	Jennifer Bolton Carls
Safety Risk Officer:	Josh Reiss
Non-Instructional Staff Members:	Adam Baldanza, Ellen Kennedy & Rich Martin
Instructional Staff Members:	Jim Adair, Anna Mason (Head Start), Jake Boyle, Laurie Darfler-Sweeney
Crisis Intervention Specialist:	Deb Burroughs
School Counselor:	Kari Ryan
Assistant Superintendent of Student Programs:	Joe Booan
Principal:	Christopher Fatta
Building Maintenance Worker:	Shawn Loveless
Nurse:	Jonathan DeGarmo
EMT/Community Members:	Larry VanValkenburgh & Roberta VanValkenburgh
Constable:	Steve Williamson
Student:	TBD
Parent:	TBD

OTSEGO AREA OCCUPATIONAL CENTER:

Deputy Superintendent:	Jennifer Bolton Carls
Safety Risk Officer:	Josh Reiss
Non-Instructional Staff Members:	Cali Kukenberger, Susan Martin
Instructional Staff Members:	Jody Albano, Betsey Clark, Jim Calhoun, Robin Bush
Assistant Superintendent of Student Programs:	Joe Booan
Principal:	Ryan DeMars
Assistant Principal:	Kevin Stevens
Building Maintenance Worker:	Joshua Levine
Nurse:	Charity Burton

CTS Instructor:	Brian Sheldon
Counselor:	Kristen Shultz
NYS Trooper:	Trooper Snyder
Milford Fire Chief:	Donnie Eckler
Student:	TBD
Parent:	TBD

Motion was approved unanimously.

Review and Adoption of Board Policy #5251
Fundraising Activities -Attachment #5

Joseph Ballard and Theresa Hait moved to adopt Board Policy #5251, Fundraising Activities as presented.

Motion was approved unanimously.

Review and Adoption of Board Poicy #8332-E
Authorized Personnel Cell Phone Use -Attachment #6

Marcy Birch and Ellen Hager moved to adopt Board Policy #8332-E, Authorized Cell Phone Use, as presented.

Motion was approved unanimously.

Resolution to Accept the 2015-2016 CASEBP Audit Report

Johnnie Nemec and Antoinette Hull moved to approve the following resolution:

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

Motion was approved unanimously.

Adoption of ONC BOCES
Education Support Professional Association Contract

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

> Resolved, that the ONC BOCES Board of Education does hereby ratify the collective bargaining agreement effective July 1, 2015 to June 30, 2018 with the ONC BOCES Educational Support Professional Association and approve the necessary funding.

Motion was approved unanimously.

Approval of Study Grants
Fall 2016 -Attachment #7

Theresa Hait and Marcy Birch moved to approve the Fall 2016 Study Grants as presented.

Motion was approved unanimously.

Approval of RFP
Agricultural Use of Land at NCOC

Paul Beisler and Johnnie Nemec moved to approve the following:

Whereas, the Otsego Northern Catskills BOCES is required to solicit Requests for Proposals (RFP) for the Agricultural Use of Land at the Northern Catskills Occupational Center (NCOC), Grand Gorge, NY, and

Whereas, the current agreement for the Agricultural Use of Land at NCOC will expire May 15, 2017, and

Whereas, the following timeline will be adhered to:

LEGAL NOTICES	-	October 20, 2016
RFP's to VENDORS	-	October 20, 2016
RFP's OPENED	-	November 17, 2016
RFP's AWARDED	-	December 14, 2016

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the preparation and solicitation of an RFP for the Agricultural Use of Land at NCOC. The successful agreement will be effective May 15, 2017 for a three term ending May 15, 2020 with an optional two (2) year extension.

Motion was approved unanimously.

Public Comments

Ms. Hull asked if BOCES owns a commercial shredder, and if she could use it. There was also a brief discussion regarding the use different technologies for communication with Board Members; the use of BOCES email addresses, file sharing systems, and tablets were mentioned.

Executive Session

Johnnie Nemec and Paul Beisler 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 3:02 p.m.

Motion was approved unanimously.

Adjournment

Joseph Ballard and Marcy Birch moved to adjorn the meeting at 3:03 p.m.

Motion was approved unanimously.

Respectfully submitted,

Alyssa Oliveri
Board Clerk