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, June 13, 2018, 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, Ellen Hager, William Haltermann, Barbara Ann Heegan, Kurt Holcherr and Antoinette Hull.

MEMBERS ABSENT: Marcy Birch and Johnnie Nemec

OTHERS PRESENT: Nicholas Savin, Jennifer Bolton, Joseph Booan, Lynn Chase, Anne Pallischeck and Alyssa Oliveri

**Call to Order**

At 1:25 p.m. Board 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 Agenda**

There were no additions.

**Approval of Consent Agenda**

Ellen Hager and Kurt Holcherr moved to approve the Consent Agenda as presented.

1. Minutes from the May 9, 2018 Board Meeting
2. Monthly Reports -
   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

4. Claims Auditor Report - May 2018 (Copy filed in the Clerk's office).

Motion was approved unanimously.

**Warrants**

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

**Public Comments**

Mr. Haltermann requested that the adoption of the Educational Support Professionals Association contract, Agenda Item N, be removed from the consent agenda.

Ms. Hull provided the Board with an update from the planning committee for the NCOC 50th Anniversary Celebration. The date had been changed since the last Board meeting; the event will now take place on Friday, September 21, 2018, from 4:00-8:00 p.m. The group discussed security, advertising and budget. Ms. Hull mentioned that the committee discussed purchasing over the road banners to advertise the event; the Board was supportive of the idea.

**Approval of Event Budget**

Joe Ballard and Kurt Holcherr moved to approve a budget of $5,000 to be used to fund the NCOC 50th Anniversary Celebration.

The motion was approved unanimously.

**District Superintendent Report**

DISTRICT SUPERINTENDENT REPORT

**Worcester Superintendent Search:** Mr. Savin shared that the Worcester Central School Board of Education had made an offer to fill their Superintendent vacancy. They are currently working on a contract and he is hopeful that the announcement will be made public next week.

**Schenevus Superintendent Search:** Mr. Savin announced that the Schenevus Central School District Superintendent, Mr. Thomas Jennings, will be resigning to take a position at his alma mater. Mr. Savin has met with the Schenevus Central School Board of Education, who are in the process of securing an Interim Superintendent. They hope to have a new Superintendent in place by October.

**ESSA Update:** Mr. Savin shared that he had recently attended an ESSA training provided by NYSED. He explained that ESSA (Every Student Succeeds Act) is Federal Legislation that each State must comply with in order to receive Federal Funding. He briefly reviewed some changes taking place in New York State as a result. Districts will now receive credit for 5 and 6 year graduation rates and districts will soon be required to report spending per student, per school building, which aims to identify inequality within

school districts. Because most of our districts have only one building, public comparisons will likely be made district against district. Districts will also begin receiving a graduation rating. Different diplomas and curriculum will provide a score for each graduating student. The average of all graduating seniors' scores is the district's graduation rating. This will help assess whether students are receiving comparable education and opportunities among districts.

**NYSSBA 2030 Summit:** Mr. Savin shared that he had attended a summit held by NYSSBA which focused on the ways in which education needs to change for the next generation of students. Conversation focused on the economy of the future and how to prepare students for jobs which might not even exist yet.

**Deputy Superintendent Report**

DEPUTY SUPERINTENDENT REPORT

**Route 23 & Oneonta Center Street Rentals:** Dr. Bolton indicated that there was a mathematical error on the rental facilities schedule attached to the addenda. She distributed a corrected copy. She reviewed the document, noting that we will again rent spaces at Center Street School in Oneonta. Mr. Booan is working with Mr. Yelich on selecting the exact spaces we will use. New this year, we will be adding a rental space on Route 23 in Oneonta, which will house Instructional Support Services, Staff Development, Library Media and a large conference space. The lease for this rental is on the agenda for approval. She informed the Board that Health Occupations will not move for the 2018-2019 school year, as Fox Hospital is unable to replicate the clinical experience currently offered at Bassett. These details will continue to be worked on and hopefully the program can relocate to Oneonta next school year.

**Generator and Mechatronics Project Updates:** Dr. Bolton informed the Board that the generator capital project had been approved by NYSED and we are preparing to put it out for bid. The Mechatronics plans will be submitted to NYSED this summer.

**NYSASBO Update:** Dr. Bolton distributed guidance regarding the Governor's declaration that New York State property owners can donate money to school districts to be credited up to 95% toward their school taxes. The objective is to create a pathway for individuals to take advantage of the charitable donations tax deduction, as a result of the new tax laws eliminating the local and school tax deduction from Federal taxes. She noted that the IRS does not approve of this tactic and she expects there will be hurdles to full implementation.

**Assistant Superintendent Report**

JOSEPH BOOAN, ASSISTANT SUPERINTENDENT, STUDENT PROGRAMS

Mr. Booan reviewed items on the agenda for approval. He indicated that there are a number of summer appointments on the personnel section, many of which are for

summer school and CTE camps; others are for curriculum development for next school year. He announced that we will be running the Fox Summer Institute again this year; there will be seven students participating.

Ms. Heegan asked how the CTE summer camp is advertised to students and parents. Mr. Booan explained that the information is sent to guidance counselors at each district. There was a brief discussion about strategies to get the word out and related challenges, such as transportation.

**Director Report**

ANNE PALLISCHECK, DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES; INTERIM ITINERANT SUPERVISOR

Ms. Pallischeck reviewed agenda items. She noted that there are a number of summer appointments for Instructional Support Services and Itinerant Services.

**Approval of Personnel**

Ellen Hager and Joseph Ballard moved to remove Diane Croce's unpaid leave request from the table.

Motion was approved unanimously.

The Board does not support Diane Croce's leave request. Ellen Hager and Barbara Ann Heegan moved to approve personnel as presented, with the exception of Diane Croce's unpaid leave request.

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

| UNCLASSIFIED APPOINTMENT APPOINTMENTS | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Name** | **Dept.** | **Position** | **Appointment** | **Effective** | **Tenure Area** | **Certification** | **Salary** |
| Christopher Fatta | Student Programs | Dean of Students | Full-time, 10-month, 7.5 hour day, 4-year Probationary, Non-Unit Administrative Position | *8/29/2018 - 8/28/2022 | Administration - Dean of Students | School District Administrator - Permanent | $75,000.00 up to 10 per diem summer days |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Laura Bouton | IP | School Counselor | Full-time, 10-month, Teacher Unit Position, 4-year Probationary appointment | *8/29/2018 - 8/28/2022 | Special Subject: School Counseling & Guidance | School Counselor - Permanent | $49,498.00 |
| Nils Anderson | CTE | Mechatronics CTE Teacher | Full-time, 10-month, Teacher Unit Position, 4-year Probationary appointment | *8/29/2018 - 8/28/2022 | Occupational Subject: Technical Trade Subject: Electrical-Electronic Technology 7-12 | Transitional A - pending | $61,373.00 plus up to 5 summer per diem days |
| Serafina Breslawski | IP | Special Education Teacher | Full-time, 10-month, Teacher Unit Position, 4-year Probationary appointment | *8/29/2018 - 8/28/2022 | Special Subject: General Special Education | Students with Disabilities - Grades 1-6 | $42,353.00 |

*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 3012³ 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 APPOINTMENTS

| Name | Dept. | Position | Appointment | Effective | Tenure Area | Certification | Salary |
|---|---|---|---|---|---|---|---|
| Leonard Zaccagnino | IP | Licensed Teaching Assistant | Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year Probationary Appointment (.5 increased to a 1.0 LTA for the 2018 - 2019 school year) | *8/29/2018 - 8/28/2022 | Special Subject: Licensed Teaching Assistant | Teaching Assistant, Level I | $13,998.00 plus negotiated increase as per contract |

*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 3012³ 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.*

**CLASSIFIED APPOINTMENTS**

| Name | Dept. | Position | Appointment Type | Effective | Salary |
|---|---|---|---|---|---|
| Jason Dent | SBO | Accountant | Non-Unit Support Position, Full-time, 12-month, 7.5 hour day, Provisional Civil Service Appointment | 7/1/2018 | $40,000.00 base plus board approved 2018 - 2019 salary increase |

**CLASSIFIED APPOINTMENTS**

| Name | Dept. | Position | Appointment Type | Effective | |
|---|---|---|---|---|---|
| Carolyn Cooper | CROP | CROP Program Assistant | Non-Unit Support Position, Full-time, 10-month, 7.5 hour day, Provisional, Competitive Class, Civil Service Appointment | 8/29/2018 | $45,000.00 plus 10 per diem summer days |
| Jessy Buel | HR/Student programs | Personnel Clerk | Non-Unit Support Position, Full-time, 12-month, 7.5 hour day, Provisional, Competitive Class, Civil Service Appointment | 6/25/2018 | $24,000.00 prorated to the effective date |
| Kathryn Schmiedel | CASEBP | Health Benefits & Claims Support Specialist | Non-Unit Support Position, Full-time, 12-month, 7.5 hour day, Provisional, Competitive Class, Civil Service Appointment | 7/1/2018 | $37,450.00 base plus negotiated board approved longevity for 2018 - 2019 school year |

*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** |
| George Bain | Casual Employee | Summer Driver Education Instructor | 7/1/2018 - 6/30/2019 | $325.00/student |
| Jonathan Powers | Casual Employee | Summer Driver Education Instructor | 7/1/2018 - 6/30/2019 | $325.00/student |
| David P. Rowley | Casual Employee | Negotiator - Employee/Labor Relations | 7/1/2018 - 6/30/2019 | $70.00/hr & expenses & mileage |
| Larry R. Borst | Casual Employee | Negotiator - Employee/Labor Relations | 7/1/2018 - 6/30/2019 | $70.00/hr & expenses & mileage |
| Kelly Coons | Casual Employee | Data Analyst - Employee/Labor Relations | 7/1/2018 - 6/30/2019 | $30.00/hr & expenses & mileage |
| Clifford Moses | Casual Employee | Negotiator - Employee/Labor Relations | 7/1/2018 - 6/30/2019 | $70.00/hr + expenses & mileage |
| Emily Kirsch | Casual Employee | School Library System Substitute | 6/15/2018 - 6/22/2018 | $25.00 per hour Max. of $700.00 |
| Benjamin J. Rhodes | Casual Employee | School Library System Substitute | 6/25/2018 - 8/31/2018 | $20.00 per hour Max. of $6,500.00, |
| Brian Trask | Casual Employee | Program Coordinator, School Bus Driver Safety Refresher<br>Presenter, School Bus Driver Safety Refresher | 7/1/2018 - 6/30/2019<br>8/27/2018 | $650.00 per program year<br>$150.00 per session x 2 Max. of $300.00 |
| Stephanie B. Pelcher | Casual Employee | Cognitive Coaching Instructor | 6/13/2018 - 6/30/2019 | $2,750.00/day rate includes expenses & mileage Max. of $22,000.00 |

| MISCELLANEOUS APPOINTMENTS | | | | |
|---|---|---|---|---|
| **Name** | **Appointment** | **Position** | **Effective** | **Compensation** |
| Matthew Thompson | Casual Employee | Instructor for School Bus Driver Program | 4/13/2018 - 4/28/2018 (date change from 9/13/2017 board) | $2,000.00 for 30 hours of training |
| Joanne Lentner | Casual Employee | CASSC - Assistant Coordinator Trainer | 7/1/2018 - 6/30/2019 | $20.00/hour Max. of $200.00 |
| Valerie Bolger | Casual Employee | CASSC- Administrative Staff Training | 7/18/2018 | $100.00/session Max. of $200.00 |
| Regina Pasa | Casual Employee | Adult Education - American Heart Association CPR/AED Community Instructor | 6/14/2018 - 6/30/2019 | $30.00/hour Max. of $1,200.00 |
| Jim Cimko | Casual Employee | Adult Education | 7/1/2018 - 8/30/2018 | $25.00/hour Max. of $2,500.00 |
| Cindy Struckle | Casual Employee | Adult Education Data Specialist | 7/1/2018 - 8/30/2018 | $25.00/hour Max. of $3,500.00 |
| Jonathan Falke | Temporary | Cleaner Substitute | 6/14/2018 - 8/31/2019 | As per board policy or rate per contract |
| Leonard Zaccagnino | Temporary | Cleaner Substitute | 7/1/2018 - 8/31/2019 | As per board policy or rate per contract |
| Tristin Croce | Temporary | Substitute | 6/14/2018 - 8/31/2019 | As per board policy or rate per contract |
| Anne Pallischeck | Temporary Interim Appointment | Director of ISS | 7/1/2018 - 6/30/2019 | $15,523.00 stipend (Interim Itinerant Supervision) |

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|---|---|---|---|---|
| Bonnie Johnson | Network Team/Staff Developer | .5 FTE ISS Supervision Duties<br><br>.5 FTE Network Team /Staff Developer | 7/1/2018 - 6/30/2019<br><br>8/29/2018 - 6/30/2019 | $37,222.00<br><br>$32,006.00 |
| Edward Bordinger | CTE | Welding Instructor | 6/14/2018 - 8/31/2018 | $100.00/hour Max. of 40 hours |
| Nicole Lawton | Casual Employee | New Visions Collaboration Specialist | 6/23/2018 - 8/27/2018 | $38.60/hour Max. of 5 days |
| George Hotaling | Casual Employee | TCI Trainer | 7/1/2018 - 6/30/2019 | $25.00/hour |

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

**MISCELLANEOUS SUMMER APPOINTMENTS** **June 25, 2018 - August 31, 2018**

| Name | Position | Days | Compensation |
|---|---|---|---|
| Suzanne Swantak- Furman | CASSC Coordinator | Max. of 20 days | Per Diem |
| Dawn Kalleberg | RSE TASC Transition Specialist | Max. of 20 days | Per diem |

**MISCELLANEOUS SUMMER APPOINTMENTS** **June 25, 2018 - August 31, 2018**

| Name | Position | Days | Compensation |
|---|---|---|---|
| Kathleen Cannon | RSE TASC SESIS | Max. of 20 days | Per diem |
| Bonnie Johnson | Network Team/Staff Developer | Max. of 20 days | Per diem |

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|---|---|---|---|
| Rachel Wright | Network Team/Staff Developer | Max. of 20 days | Per diem |
| David Burnsworth | Network Team/Staff Developer | Max. of 20 days | Per diem |
| Jessica Sobers | Network Team/Staff Developer | Max. of 20 days | Per diem |
| Jacqueline Frederick | Network Team/Staff Developer | Max. of 20 days | Per diem |
| Jennifer Flores | Network Team/Staff Developer | Max. of 20 days | Per diem |
| Anna Ader | Visually Impaired Teacher | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Christine Peters | Physical Therapist | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Deirdre Haltermann | Physical Therapist | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Vanessa Hamm | COTA | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Kimberly Hall | Occupational Therapist | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Jennifer Calhoun | Speech Therapist | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Michelle Swiderski | Speech Therapist | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Shannon Safford | Speech Therapist | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Tera Talbot | Physical Education Teacher | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Lisa Booan | School Psychologist | Max. of 20 days | Per Diem |

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| Judi Waring | School Psychologist | Max. of 20 days | Per Diem |
| Kaitlin Darling | APE Teacher | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Lauri Gordon | School Psychologist | Max. of 20 days | Per Diem |
| Mica Thorsland | Shared Food Service Manager | Max. of 20 days | Per Diem |
| Elizabeth Forster | CROP Program Manager | Max. of 10 days | Per Diem |
| Regina Pasa | Adult Health Services Coordinator | Max. of 25 days | Per Diem |
| Liecha Wilson-Collins | PN Instructor | Max. of 10 days | Per Diem |
| Alyson Monahan | Long Term Special Education Teacher | Workshop days - 5 | $85.00/day |
| Sally Kelleher | Special Education Teacher | Max. of 20 days | Per Diem up to a maximum of $250.00/day |
| Jim Calhoun | Special Education Teacher | Max. of 30 days (15 Per Diem) (15 TCI) | Per Diem up to a maximum of $250.00/day Per Diem |

**MISCELLANEOUS SUMMER APPOINTMENTS** **June 25, 2018 - August 31, 2018**

| Name | Position | Days | Compensation |
|---|---|---|---|
| Katlyn Yorks | Special Education Teacher | Max. of 30 days | Per Diem up to a maximum of $250.00/day |
| Muga Katoke | Special Education Teacher | Max. of 15 days | Per Diem up to a maximum of $250.00/day |
| Jennifer Keefe | Special Education Teacher | Max. of 30 days | Per Diem up to a maximum of $250.00/day |

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|---|---|---|---|
| Suzanne Czechowski | Long Term Special Education Teacher | Max. of 30 days | Per Diem up to a maximum of $250.00/day |
| Serafina Breslawski | Special Education Teacher | Max. of 4 workshop days | $85.00/day |
| Betsey Clark | Special Education Teacher | Max. of 5 days | Per Diem |
| Arianna Patsos | Special Education Teacher | Max. of 10 days | Per Diem |
| Christopher Slinn | Special Education Teacher | Max. of 14 days (5 Per Diem, 5 Curriculum, 5 Workshop) | Curriculum $200.00/day Per Diem $85.00/day |
| Brian Sheldon | Special Education Teacher | Max. of 5 days | Per Diem |
| Heather Hubbard | Special Education Teacher | Max. of 5 days Curriculum | $200.00/day |
| Jennifer Muthig | Licensed Teaching Assistant | Max. of 30 days | Per Diem |
| Connie Shultes | Licensed Teaching Assistant | Max. of 30 days | Per Diem |
| Leonard Zaccagnino | Licensed Teaching Assistant | Max. of 4 workshop days | Per Diem |
| Lisa Parisian | Crisis Intervention Specialist | Max. of 30 days | Per Diem |
| Susan Greene | Crisis Intervention Specialist | Max. of 30 days | Per Diem |
| Chuck Yorio | Crisis Intervention Specialist | Max. of 30 days | Per Diem |
| Sheryl Kosturock | School Counselor | Workshop - 1 day | $85.00/day |
| Kelsey Eckler | School Counselor | Max. of 30 days | Per Diem up to a maximum of $250.00/day |
| Samantha Gaske | School Counselor | Max. of 30 days | Per Diem up to a maximum of $250.00/day |

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|---|---|---|---|
| Jody Albano | Culinary Arts Teacher | Max. of 3 days Curriculum | Curriculum $200.00/day |
| Karli Williams | Cosmetology Teacher | Max. of 25 days (5 Curriculum, 20 Per Diem) | Curriculum $200.00/day Per Diem |
| Doug Anderson | Building Trades Teacher | Max. of 10 days (5 Curriculum, 5 Per Diem) | Curriculum $200.00/day Per Diem |
| Kimberly Cronin | Information Technology Teacher | Max. of 18 days (5 Curriculum, 13 Per Diem) | Curriculum $200.00/day Per Diem |
| David Gelfuso | Automotive Technology Teacher | Max. of 5 Curriculum days | Curriculum $200.00/day |
| Patricia Hornbeck | Health Occupations Teacher | Max. of 15 days (5 Curriculum, 10 Per Diem) | Curriculum $200.00/day Per Diem |
| Charity Burton | School Nurse | Max. of 30 days | Per Diem |
| Cyndi Kropp | Social Studies Teacher | Max. of 5 days Curriculum | Curriculum $200.00/day |

**MISCELLANEOUS SUMMER APPOINTMENTS** **June 25, 2018 - August 31, 2018**

| Name | Position | Days | Compensation |
|---|---|---|---|
| April Erkson | Math Teacher | Max. of 5 days Curriculum | Curriculum $200.00/day |
| Christopher Curtis | ELA Teacher | Max. of 5 days Curriculum | Curriculum $200.00/day |
| Jennifer Gentles | Science Teacher | Max. of 5 days Curriculum | Curriculum $200.00/day |
| Matthew Zynda | Science Teacher | Max. of 37 days | Curriculum $200.00/day Per Diem |

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| | | (5 Curriculum, 32 Per Diem) | |
| Kristen Shultz | School Counselor | Max. of 10 days | Per Diem |
| Bryan Bordinger | Welding Instructor | Max. of 10 days | Per Diem |
| Robin Bush | Work Based Learning Teacher | Max. of 5 days | Per Diem |
| Craig Tucker | EOR Teacher | Max. of 5 days Curriculum | Curriculum $200.00/day |
| Laurie Darfler Sweeney | Cosmetology Teacher | Max. of 25 days (5 Curriculum, 20 Per Diem) | Curriculum $200.00/day Per Diem |
| Denise Johnston | Math Teacher | Max. of 14 days (5 Curriculum, 5 Per Diem and 4 Workshop days) | Curriculum $200.00/day Per Diem $85.00/day |
| Lindy Lapin | VACT Teacher | Max. of 6 days (5 Curriculum, 1 Per Diem) | Curriculum $200.00/day Per Diem |
| Adam Bonci | Automotive Teacher | Max. of 6 days (5 Curriculum, 1 Per Diem) | Curriculum $200.00/day Per Diem |
| Jonah Burness | Social Studies Teacher | Max. of 9 days (5 Curriculum, 4 Workshop days) | Curriculum $200.00/day $85.00/day |
| Angela Braselmann | ELA Teacher | Max. of 9 days (5 Curriculum, 4 Workshop days) | Curriculum $200.00/day $85.00/day |
| Kellie LaCoopola | School Counselor | Max. of 10 days Curriculum | Curriculum $200.00/day |
| Jake Boyle | Culinary Teacher | Max. of 3 days (2 Curriculum, 1 Per Diem) | Curriculum $200.00/day Per Diem |

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| Mark Holbrook | Welding Teacher | Max. of 3 days (2 Curriculum, 1 Per Diem) | Curriculum $200.00/day Per Diem |

## REDUCTIONS/ELIMINATIONS

| Position | Effective | FTE Reduction | Dept. | Affected Employee(s) |
|---|---|---|---|---|
| Occupational Therapist | 7/1/2018 | 1.0 to .5 | IT | Amanda Haig |
| ESOL Teacher | 7/1/2018 | 1.0 to .5 | IT | Martha Kilbridge Bischoff |
| Clinical Psychologist | 7/1/2018 | .6 to .5 | IP | James Bercovitz |

## CHANGE IN POSITION

| Employee | Title | Dept. | Current | New | Effective |
|---|---|---|---|---|---|
| Lisa Lorette | Distance Learning Specialist I | DL | 10 Month with Vacation/Personal days | 12 Month with Vacation/Personal days | 7/1/2018<br>$48,934.00 base plus board approved 2018 - 2019 salary increase |

## LEAVE OF ABSENCES

| Name | Position | Reason | Effective |
|---|---|---|---|
| ~~Diane Croce~~ | ~~Licensed Teaching Assistant~~ | ~~Personal - **TABLED** from May 9, 2018 board meeting (without pay)~~ | ~~2/1/2019~~ |
| Kathryn Schmiedel | Keyboard Specialist | Personal to accept the Health Benefits and Claims Support Specialist position at ONC BOCES | 7/1/2018 - 6/30/2019 |

## RESIGNATIONS/RETIREMENTS

| Name | Position | Reason | Effective |
|---|---|---|---|
| Stacia Maricle | Licensed Teaching Assistant | Resignation (decided to not accept the position) | 5/29/2018 |
| Kayla Mason | Licensed Teaching Assistant | Resignation | 6/2/2018 |
| Karen Melanson | Visual Arts CTE Teacher | Resignation | 6/23/2018 |
| Nicole Couse | Keyboard Specialist | Resignation | 6/7/2018 |
| Christopher Fatta | Principal | Resignation to accept Dean of Students position at ONC BOCES | 8/1/2018 |
| Sarah Herger | CROP Program Assistant | Resignation | 6/25/2018 |
| Heather Gockel | Accountant | Resignation to accept Assistant School Business Manager position at ONC BOCES | 7/1/2018 |
| Jason Dent | Senior Account Clerk | Resignation to accept the Accountant position at ONC BOCES | 7/1/2018 |
| Leonard Zaccagnino | Cleaner | Resignation of the .6 cleaner position to accept full time position as a Licensed Teaching Assistant at ONC BOCES | 7/1/2018 |
| Terence J. McGuire | Health Claims Processor | Retirement | 8/31/2018 |
| Katlyn Yorks | Special Education Teacher | Resignation | 8/28/2018 |

## CHANGE IN TENURE APPOINTMENTS

| Name | Tenure Area | Effective |
|---|---|---|
| Jennifer Keefe | Special Subject: General Special Education | 1/25/2016 - 2/28/2020<br>Extended from 1/25/2016 - 1/24/2020 |

| TENURE APPOINTMENTS | | |
|---|---|---|
| **Name** | **Tenure Area** | **Effective** |
| Patricia Hornbeck | Occupational Subject: Trade Subject: Nurse's Assisting 7-12 | JUUL Agreement Extension through September 1, 2019 |

| TENURE APPOINTMENTS | | |
|---|---|---|
| **Name** | **Area** | **Effective** |
| Rachel Wright | Special Subject: ISS & Professional Development | 9/9/2018 |
| Denise Johnston | Academic Subject: Mathematics | 9/1/2018 |
| April Erkson | Academic Subject: Mathematics | 9/1/2018 |

Motion was approved by a vote of 6, yes and 1, abstained (Joseph Ballard, yes; Paul Beisler, yes; Ellen Hager, yes; Barbara Ann Heegan, yes; Kurt Holcherr, yes; Antoinette Hull, yes; William Halterman, abstained).

**Approval of Consent Agenda**

Joseph Ballard and Barbara Ann Heegan moved to approve the Consent Agenda as presented:

**Approval of Agreements with Forecast5 Analytics, Inc**

Whereas, the Otsego Northern Catskills BOCES wishes to enter into agreements with Forecast 5 Analytics, Inc. for a subscription license to their online data services through a cross contract with school districts outside of ONC BOCES; and

Whereas, Forecast 5 Analytics, Inc., Naperville, Illinois will provide a subscription license for ONC BOCES for these school districts for a fee ranging from $4,000 to $14,000 based on their district budget size effective during the 2018-19 school year with the option to continue through the 2019-20 school year; and

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

**Resolution to Approve Agreement- Region 7 RSE-TASC Part 1**

This Independent Contractor Agreement ("Agreement") is effective July 1, 2018, by and between Otsego Northern Catskill (ONC) BOCES ("Contractor") and Greater Southern Tier (GST) BOCES ("Organization") through June 30, 2019.

NOW THEREFORE, ONC BOCES and GST BOCES agree:

1. ONC BOCES shall provide 1.0 FTE RSE-TASC Transition Specialist and a .25 FTE clerical support for the period July 1, 2018 to June 30, 2019 at the following rates:

a. Salary and Benefits for the 1.0 FTE Transition Specialist ($115,281) and up to $2,400 for ONC BOCES office space costs.

b. Salary and benefits for the .25 FTE clerical support ($14,451).

For services described, ONC BOCES will be compensated a total of $ 129,732 plus up to $2,400 for ONC BOCES office space costs as appropriate. ONC BOCES shall submit invoices quarterly for the salary and benefits described above.

2. Mileage cost for travel directly related to the Transition Specialist's job will be reimbursed directly to the Transition Specialist by GST BOCES using a GST BOCES mileage claim form at the GST BOCES mileage reimbursement rate. ONC fleet vehicle usage by Transition Specialist will be reimbursed at the GST BOCES mileage reimbursement rate to ONC BOCES as invoiced quarterly through an open GST Purchase Order not to exceed $5,000.

3. Other pre-approved travel costs directly related to Transition Specialist's job including travel to Albany for mandated meetings will be reimbursed directly to the Transition Specialist by GST BOCES using a GST BOCES conference form at the GST BOCES rates.

RESOLVED, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

**Resolution to Approve Omni Financial Group Contract Reinstatement for 2018-2019**

Whereas, the Otsego Northern Catskills BOCES - an educational institution as defined by the Internal Revenue Code of 1986, as amended, desires to retain OMNI Financial Group, Inc., Water Tower Office Park, 1099 Jay Street, Rochester, NY 14688 as a third party administrator of Employer's 403(b) Plan and,

Whereas, OMNI Financial Group agrees to provide all necessary code compliant services effective July 1, 2018 for a one year term, under Section 1.403(b)-3(b)(3) of the

Treasury Regulations maintained by the Otsego Northern Catskills BOCES (employer) for employees and,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby agree to the terms and conditions of the Services Agreement, acting as the Plan Administrator, and agree to pay a PE Administrative Fee of $1,500 and a Non-P3 Service Provider 403(b) Fee at the rate of $36 per account for 12 accounts with 457(b) accounts and Non-Elective Contributions included at no charge for a total of $1,932 for the compliance and remitting services provided by OMNI Financial Group.

**Resolution to Approve Contracts- Bassett Medical Center**

Whereas, the Otsego Northern Catskills BOCES Northern Catskills Occupational Center and the Otsego Area Occupational Center will be providing occasional driver physicals to their staff, CDL physicals for students, physical exams for full time special education and alternative education students when requested, and desires to contract with Bassett Medical Center for this purpose for the period of July 1, 2018 – June 30, 2019, and

Whereas, Bassett Medical Center, Cooperstown, NY has agreed to provide the above services, and has requested compensation in the amount of an annual fee of $1,750.00/per location to be paid on a quarterly basis, and

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

**Resolution to Approve 2018-19 Revocable Permit**
**State University of New York, Oneonta, NY for ONC BOCES & CASSC**

Whereas, the Otsego Northern Catskills BOCES and the Catskill Area School Study Council will require the use of the SUNY Oneonta Campus for various events in the 2018-19 School Year; and

Whereas, the Otsego Northern Catskills BOCES Catskill Area School Study Council has requested use of offices and various rooms for events on the SUNY College at Oneonta campus from July 1, 2018 through June 30, 2019 at no charge.

Whereas, the Otsego Northern Catskills BOCES has requested use of various rooms for events on the SUNY College at Oneonta campus from July 1, 2018 through June 30, 2019 at an estimated charge of $75 per event.

Extra services will require a fee of an estimated $50-$75/hour for extraordinary custodial staff; $20/hour for Site Administrator Fee for athletic functions, $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 #18-015.

**Approval of Lease Renewal- Delaware Opportunities**

Whereas, the Otsego Northern Catskills BOCES will offer a lease renewal for the use of a portion of its facilities at the Northern Catskills Occupational Center in Grand Gorge, NY during the term of July 1, 2018 - June 30, 2019, and

Whereas, the use of such facilities will support the mission of Delaware Opportunities, Inc., 35430 State Highway 10, Hamden, NY 13782 including the provision of Head Start programming to members of the community,

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the lease agreement for the term stated for $27,268 per year, $20,911 to be paid in two installments on October 15, 2018 and March 1, 2019. The remaining $6,357 shall be considered as in-kind contribution to the ONC BOCES for use of playground area at the Northern Catskills Occupational Center.

**Approval of Resolution for Cooperative Purchasing for School Year 2018-2019**

WHEREAS, The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Otsego Northern Catskills BOCES wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES to advertise for bid, accept, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**Approval of Generic Resolution- Cooperative Bidding for School Year 2018-2019**

WHEREAS, It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Otsego Northern Catskills BOCES is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Otsego Northern Catskills BOCES wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board
of Education who will make the awards; therefore

BE IT RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

BE IT FURTHER RESOLVED, That the Board of Education of the Otsego Northern Catskills BOCES agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**Approval of the Bureau of Education & Research Agreement**

Whereas, the Otsego Northern Catskills BOCES Instructional Support Services will require workshops for our region for student behavior and classroom management

strategies for the period of July 1, 2018 to June 30, 2019 (initial workshop will be offered on August 15, 2018), and

Whereas, the Bureau of Educational & Research, Bellevue, Washington, has agreed to provide these workshops at an estimated cost of $5,522 per workshop for a five hour instructional training to an estimated 50 educators, agreeing to the terms and conditions of the agreement, and

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby accept and approve the terms and conditions of this agreement.

**Approval of Study Grants**

As presented on Board Agenda attachment #7.

Motion was approved unanimously.

**Acceptance of Donations/Gifts**

Ellen Hager and Joseph Ballard moved to accept the following:

Whereas, the ONC BOCES received a donation in the amount of $25.00 for the Perseverance Award, and

Whereas, the ONC BOCES received a donation in the amount of $150.00 for the Conklin Scholarship Award, and

Whereas, the ONC BOCES received a donation in the amount of $200.00 for the Diligence Award, and

Whereas, the ONC BOCES received a donation in the amount of $250.00 for the EOR Award, and

Whereas, the ONC BOCES received a donation in the amount of $2,000.00 for the Michael Mayne Scholarship Award, and

Whereas, the ONC BOCES received a donation of a 2007 Toyota Prius Hybrid, Vin #7893 with an estimated value of $3,175.00, and

Be it resolved, the Otsego Northern Catskills Board of Education does hereby accept the above donations as indicated.

Motion was approved unanimously.

**Resolution to Approve Rental Contracts as Listed on Rental Facilities Schedule- Attachment #6**

Ellen Hager and Kurt Holcherr moved to approve the following:

> Whereas, the Otsego Northern Catskills BOCES - wishes to initiate and/or renew the rental leases as listed on the 6/12/2018 version of the 2018-19 Rental Facility Schedule, Attachment #6
>
> Whereas, single year and multi-year leases have been obtained and approved by The State Education Department and the required certificate of occupancies are in effect for the term of the lease(s),
>
> Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the leases for the period and rates contained within the 2018-19 Rental Facility Schedule.

The motion was approved unanimously.

**Adoption of ONC BOCES Educational Support Professional Association Contract**

Antoinette Hull and Barbara Ann Heegan moved to adopt the ONC BOCES Educational Support Professional Association Contract:

> Resolved, that the ONC BOCES Board of Education does hereby ratify the collective bargaining agreement effective July 1, 2018 to June 30, 2020 with the ONC BOCES Educational Support Professional Association and approve the necessary funding.

Motion was approved by a vote of 6, yes and 1, abstained (Joseph Ballard, yes; Paul Beisler, yes; Ellen Hager, yes; Barbara Ann Heegan, yes; Kurt Holcherr, yes; Antoinette Hull, yes; William Halterman, abstained).

**Approval of Lease Agreement- Tema Enterprises, Inc.**

Ellen Hager and Barbara Ann Heegan moved to approve the following resolution:

> Whereas, the Otsego Northern Catskills BOCES is desirous to initiate a lease agreement for the use of office space at the Hearths of Fire Complex located at 7352 State Highway 23, Oneonta, NY 13820, for their Instructional Support Services Staff as well as the Media Library/SLS Program Staff. The term of the lease will be June 14, 2018 – June 13, 2023, and

Whereas, Tema Enterprises, Inc., Oneonta, NY, will provide a lease with ONC BOCES for a five (5) year period at the rate of $2,533/month for June 14, 2018 – June 13, 2020; at the rate of $2,666.66/month for June 14, 2020 – June 13, 2022; and at the rate of $2,800.00/month for June 14, 2022 – June 13, 2023, and a payment of $75,284 to cover reconstruction costs of the space in year one to meet SED and program requirements.

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

The motion was approved unanimously.

**Resolution to Declare Surplus Equipment- Attachment #9**

Joseph Ballard and Kurt Holcherr moved to approve the following resolution:

Whereas, the Otsego Northern Catskills BOCES does not wish to retain the following list of equipment or components below, as well as on the attached list, Attachment #9 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.

NCOC:

| TAG # | DESCRIPTION | ACQUISITION DATE |
|---|---|---|
| 011604 | MONITOR | 1/1/2007 |
| 011608 | MONITOR | 1/1/2007 |
| 010746 | PRESENTER POLYCOM | 1/1/2007 |
| 011591 | POLYCOM MGC100 11086 | 1/1/2007 |
| 011593 | POLYCOM RSS2000 | 1/1/2007 |
| 014190 | LATITUDE E7440 14 IN ULTRABOOK | 7/30/2014 |

The motion was approved unanimously.

**Resolution to Appropriate Monies to an Unemployment Insurance Reserve Fund**

Barbara Ann Heegan and Ellen Hager moved to approve the following:

Whereas, the sum up to $51,000 will be appropriated to a Unemployment Insurance Payment Reserve Fund; the source of funds shall be previous budgetary appropriations unemployment contributions and such other funds as may be legally appropriated;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the appropriation of monies to an Unemployment Insurance Payment Reserve Fund as set forth above, and this resolution shall take effect immediately.

The motion was approved unanimously.

**Resolution to Appropriate Monies to a Liability Reserve Fund**

Barbara Ann Heegan and Joseph Ballard moved to approve the following resolution:

Whereas, the sum up to $430,000 will be appropriated to a Liability Reserve Fund; the source of funds shall be previous budgetary appropriations and such other funds as may be legally appropriated;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the appropriation of monies to a Liability Reserve Fund as set forth above, and this resolution shall take effect immediately.

The motion was approved unanimously.

**Resolution to Appropriate Monies to an Employee Benefit Accrued Liability Reserve Fund**

Barbara Ann Heegan and Antoinette Hull moved to approve the following resolution:

Whereas, the sum up to $1,487,000 will be appropriated to an Employee Benefit Accrued Liability Reserve Fund; the source of funds shall be previous budgetary appropriations for employee benefit liabilities and such other funds as may be legally appropriated;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the appropriation of monies to an Employee Benefit Accrued Liability Reserve Fund as set forth above, and this resolution shall take effect immediately.

The motion was approved unanimously.

**Resolution to Appropriate Monies to an ERS Retirement Contribution Reserve Fund**

Kurt Holcherr and Barbara Ann Heegan moved to approve the following resolution:

Whereas, the sum up to $866,000 will be appropriated to an ERS Retirement Contribution Reserve Fund; the source of funds shall be previous budgetary appropriations for ERS retirement contributions and such other funds as may be legally appropriated;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the appropriation of monies to an ERS Retirement Contribution Reserve Fund as set forth above, and this resolution shall take effect immediately.

The motion was approved unanimously.

**Resolution to Appropriate Monies to a Career and Education Instructional Equipment Reserve Fund**

Ellen Hager and Joseph Ballard moved to approve the following resolution:

Whereas, the sum up to $539,000 will be appropriated to a Career Education Instructional Equipment Reserve Fund (CTE); the source of funds shall be previous budgetary appropriations and such other funds as may be legally appropriated;

Resolved, the Otsego Northern Catskills BOCES Board of Education does hereby approve the appropriation of monies to a Career Education Instructional Equipment Reserve Fund as set forth above, and this resolution shall take effect immediately.

The motion was approved unanimously.

**First Reading of Board Policy #5225, Student Personal Expression- Attachment 8**

The Board conducted a first reading of Board Policy #5225, Student Personal Expression, as presented on attachment #8.

**Approval of ONC BOCES' Teachers' Association Memorandum of Agreement**

William Haltermann and Joseph Ballard moved to approve the following:

Resolved, that the ONC BOCES Board of Education does hereby approve the memorandum of agreement (MOA) with the ONC BOCES Teachers' Association, and approves the necessary funding, effective June 13, 2018.

The motion was approved unanimously.

**Approval of Adult Education Tuition**

Antoinette Hull and Ellen Hager moved to approve the Adult Education Tuition for the 2018-2019 school year as presented:

Practical Nursing Program: Tuition proposed to increase from $11,250 to $11,500 for the full program year.

Certified Nursing Assistant Program: Tuition proposed to remain at $1650 for the full program, which includes tuition, textbook, one uniform and testing fee.

CNA Refresher: Tuition is proposed to be set at $225.

Home Health Aide Program: Tuition proposed to increase from $600 to $800 for the full program, which include tuition and textbook.

Home Health Aide Transition: Tuition proposed to increase from $225 to $250.

Certified Healthcare Environmental Service Technician (CHEST) Program: Tuition proposed to remain at $500.

CPR/AED for the Professional Rescuer: Tuition is proposed to be set at $80 for the program, which includes textbook, card and supplies.

5 hour Pre-Licensing Course: Tuition proposed to remain at $35 per participant.

CDL-B Program: Tuition proposed to remain at $1250.
The motion was approved unanimously.

**Resolution to Award Miscellaneous Electrical Work Bid #2018-04**

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

Whereas, the Otsego Northern Catskills BOCES has solicited bids for miscellaneous electrical work for the 2018-19 school year, and

Whereas, bids were duly advertised and opened on June 8, 2018 by Annette Hinkley, witnessed by Ellen Kennedy. There were four (4) bids received, and the bidders have met the specifications contained within the bid.

Whereas, the bids were reviewed by Joe Booan, and he recommended that the bid be awarded to the lowest bidders: CDE Electric, Cairo, NY for NCOC electrical work at the hourly rates of $90.00/hour for regular work, $115.00/hour for emergency work, and $115.00/hour for overtime work; and Williams Excavating & Electric, Schenevus, NY for OAOC electrical work at the hourly rates of $95.00/hour for regular work, $115/hour for emergency work, and $142.50/hour for overtime work, effective July 1, 2018 – June 30, 2019, and

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

The motion was approved unanimously.

**Public Comments**

Antoinette Hull reminded the Board of the upcoming ONC BOCES Completer Ceremonies. The NCOC Completer Ceremony will take place at 7:00 p.m. on Monday, June 18 at Gilboa-Conesville Central School and the OAOC Completer Ceremony will take place at 7:00 p.m. on Tuesday, June 19 at Milford Central School.

**Executive Session**

William Haltermann and Antoinette Hull moved to adjourn to Executive Session at 2:35 p.m. to discuss the contracts of the District Superintendent, the Deputy Superintendent, the Assistant Superintendent, the Administrators' Association and the Benefit Summaries for non-unit personnel.

The motion was approved unanimously.

**Regular Session**

William Haltermann and Joseph Ballard moved to return to Regular Session at 3:03 p.m.

Motion was approved unanimously.

**Approval of Contractual Items and Benefits**

Ellen Hager and Barbara Ann Heegan moved to approve Addenda Items X through EE as presented:

- Approval to Amend Contract of Deputy Superintendent, Dr. Jennifer Bolton
- Approval to Amend Contract of District Superintendent, Nicholas Savin
- Approval to Amend Contract for Assistant Superintendent, Student Programs, Joseph Booan
- Approval of Non-Unit Administrative Benefit Summary
- Approval of Non-Unit Adult Education Benefit Summary
- Approval of Non-Unit Support Staff Benefit Summary
- Approval of Non-Unit Mid-Management Benefit Summary
- Adoption of ONC BOCES Administrators' Association Contract:

> Resolved, that the ONC BOCES Board of Education does hereby ratify the collective bargaining agreement effective July 1, 2018 to June 30, 2020 with the ONC BOCES Administrators' Association and approve the necessary funding.

Motion was approved unanimously.

**Adjournment**

Joseph Ballard and William Haltermann moved to adjourn the meeting at 3:05 p.m.

Motion was approved unanimously.

Respectfully Submitted,

Alyssa Oliveri
Board Clerk

State Update
New York State Association of School Business Officials

## Charitable Funds Guidance Released

The New York State Department of Taxation and Finance has issued guidance on charitable funds authorized by the FY 2019 State Budget The guidance includes:

1. How school districts and local governments can establish charitable funds;
2. How school districts and local governments are to administer these funds, including acknowledging receipt of donations;
3. How the contributions received in these funds can be used;
4. How school districts and local governments can authorize a real property tax credit for contributions to their charitable funds, including how they can alter the value of the credit;
5. How taxpayers can claim the credit, including the timing of donations and applying for a refund of the credit once taxes have been paid;
6. An acknowledgement form and a credit claim form; and
7. Explanation of the process of school district refunds of credit after taxes have been paid.

The guidance document is available at
**https://www.tax.ny.gov/pdf/ORPTS/charitable-contributions-guidance.pdf**

OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

# RESERVE PLAN

2017-18

**Plan Purpose:** In order to show transparency and appropriateness of reserve funds, the Otsego Northern Catskills BOCES has developed this Reserve Plan. The purpose of this plan is to report to the participating districts on the existence of reserves, why they are needed and how each reserve is being funded.

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Annual funding and balances

| ONC BOCES Reserve | Purpose | Authorized | How to Use | Source of Funds | Use of Unexpended Balances | Created by Board Resolution |
|---|---|---|---|---|---|---|
| | **Reserves Authorized By The General Municipal Law (GML)** | | | | | |
| **Unemployment Insurance Payment Reserve Fund** | To reimburse the State Unemployment Insurance Fund for payments made to the claimants where the municipality has elected to use the "benefit reimbursement" method. | GML Section 6-m | Expenditures may be made only as required by law to pay into the Unemployment Insurance Fund an amount equivalent to the amount of benefits paid to claimants and charged to the account of the BOCES in accordance with Labor Law Section 581(1)(e). | Budgetary appropriations, amounts from certain other reserve funds, subject to permissive referendum, or other funds that may be legally appropriated | If at the end of any fiscal year, the moneys in the fund exceed amounts required to be paid into the Unemployment Insurance Fund as described above, plus any additional amounts required to pay all pending claims, the governing board, within 60 days of the close of the fiscal year, may elect to transfer all or part of the excess amounts to certain other reserve funds, or apply all or part of the excess to the budget appropriation of the next succeeding fiscal year. If the local government terminates its election to become liable for payments in lieu of contributions (i.e., elects to convert to "tax contribution" basis), moneys remaining in the fund may be transferred to certain other reserve funds, to the extent moneys in the fund exceed amounts sufficient to pay all pending claims. | 06/22/10 |
| | *Source: (pg 20, Reserve Funds, Office of New York State Comptroller)* | | | | | |
| **Employee Benefit Accrued Liability Reserve Fund** | To pay for any accrued "employee benefit" due an employee on termination of the employee's service. | GML Section 6-p | Expenditures may be made for the payment of all or part of the cost, including interest, of: a) the cash payment of the monetary value of accumulated or accrued and unused sick leave, holiday leave, vacation leave, time allowance granted in lieu of overtime compensation and other forms of payment for accrued leave time and benefits due to a municipal employee upon termination of municipal employment and separation of service "as required by ordinance, local law, collective bargaining agreement or Section six of the civil service law; b) the reasonable costs of the administration of the reserve fund; c) expert or professional services rendered in connection with the investigation, adjustment or settlement of claims, actions or judgments relating to claims for accrued employee benefits. | Budgetary appropriations, amounts from certain other reserve funds, subject to permissive referendum, other funds that may be legally appropriated | If the governing body determines that such fund is not longer needed, any remaining moneys may be transferred to any other reserve fund authorized by the General Municipal Law (supported by the same tax base) or, in the case of school districts, a reserve fund established under Education Law Section 3651, but only to the extent that the moneys in the employee benefit accrued liability reserve fund exceed a sum sufficient to pay all liabilities incurred or accrued against the employee benefit accrued liability fund, as certified to the governing board by the fiscal and legal officers of the local government prior to the discontinuance of the fund. | 05/18/10 |
| | *Source: (pg 24, Reserve Funds, Office of New York State Comptroller)* | | | | | |
| **Retirement Contribution Reserve Fund** | For the payment of "retirement contributions", which are defined as all or any portion of the amount payable to the New York State and Local Employees' Retirement System (ERS), pursuant to Sections 17 or 317 of the Retirement and Social Security Law. | GML Section 6-r | Created, and expenditures authorized, by resolution of the governing board to finance retirement contributions. A referendum is not required either to create or expend moneys from the reserve. | Budgetary appropriations or taxes raised for the reserve, revenues that are not required to be paid into any other fund or account, amounts from reserve funds established pursuant to Sections 6-c, 6-d, 6-e, 6-f or 6-g of the General Municipal Law (supported by the same tax base), subject to public hearing requirements or other funds that may be legally appropriated. | The board may authorize the transfer of a portion of the moneys in the retirement contribution reserve to a reserve fund established pursuant to Sections 6-c, 6-d, 6-e, 6-f, or 6-g of the General Municipal Law(supported by the same tax base), or in the case of a school district, a reserve fund established pursuant to Section 3651 of the Education Law. Such a transfer is subject to a public hearing. If the board determines that the retirement contribution reserve is no longer needed, the board may terminate the fund by resolution. The resolution must transfer any moneys remaining in the retirement contribution reserve to one or more reserve funds established pursuant to Sections 6-c, 6-d, 6-e, 6-f, or 6-g of the General Municipal Law(supported by the same tax base), or in the case of a school district, one or more reserve funds established pursuant to Section 3651 of the Education Law. | 05/18/10 |
| | *Source: (pg 25, Reserve Funds, Office of New York State Comptroller)* | | | | | |

| ONC BOCES Reserve | Purpose | Authorized | How to Use | Source of Funds | Use of Unexpended Balances | Created by Board Resolution |
|---|---|---|---|---|---|---|
| | **Reserves Authorized By Other Statutes** | | | | | |
| **Property Loss Reserve and Liability Reserve Fund** | To establish and maintain a program of reserves to cover property loss and liability claims. | Education Law Sections 1709[8-c], 1950[4][cc] | Created by resolution of the governing board and used to pay for property loss and liability claims. Separate funds must be established for property loss and for liability claims and the separate identity of each fund must be maintained. There are no referendum requirements to create the funds or expend money form the funds for property loss and liability claims. | Budgetary appropriations. Special Provisions: For BOCES, the total amount of reserves cannot exceed 3% of the annual budget. The reserve may not be reduced below total amounts estimated to be necessary to cover incurred but unsettled claims or suits, including related expenses, other than by payment of losses for which such amounts were established. | For BOCES, the board may authorize use of the reserve funds (other than amounts allocated for unsettled claims or suits including expenses in connection therewith) to pay premiums for insurance policies purchased to insure subsequent losses in areas previously self-insured, in the event of dissolution of the self-insurance plan. | 05/18/10 |
| | *Source: (pg 26, Reserve Funds, Office of New York State Comptroller)* | | | | | |
| **Career Education Instructional Equipment Reserve Fund** | To finance all or part of the cost of the replacement and purchase of advanced technology equipment used in instructional programs conducted by the BOCES. | Education Law Section 1950[4][ee] | Created by resolution of the BOCES governing board and approved by the boards of education of a majority of the school districts participating in the instructional program of the BOCES. | Proceeds from the sale of career education instructional equipment used in the instructional programs of the BOCES and, subject to limitation imposed by regulations of the Commissioner of Education, by including depreciation expenses for the career education instructional equipment used in providing instructional services on a cooperative basis in computation of the cost of such services pursuant to Education Law Section 1950(4)(d), concerning "aidable shared services." | In the event this reserve is liquidated, the moneys must be allocated to the school districts participating in the instructional programs of the BOCES in proportion to the value of their contributions to the fund. | 07/08/08 |
| | *Source: (pg 29, Reserve Funds, Office of New York State Comptroller)* | | | | | |

| ONC BOCES Reserve | How Funding Is Calculated Reserve = Anticipated Liability | 2014-15 Approved Funding by Board Resolution | | 2014-15 Reserve Balance | 2015-16 Approved Funding by Board Resolution | | 2015-16 Reserve Balance | 2016-17 Approved Funding by Board Resolution | | 2016-17 Reserve Balance | 2017-18 Approved Funding by Board Resolution | | 2017-18 Reserve Balance | Increase or (Decrease) over Prior Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Date | Max Amt | 06/30/15 | Date | Max Amt | 06/30/16 | Date | Max Amt | 06/30/17 | Date | Max Amt | 06/30/18 | |
| Unemployment Insurance Payment Reserve Fund | Total number of expected FTEs to be on unemployment as of July 1st multiplied by the maximum benefit rate multiplied by expected duration of each FTE to be unemployed by ONC BOCES; Since 2013-14 additional funding included to offset possible increased assessments by the state. As of 2016-17, funding equal maximum yearly expense over past 5 years. | 06/17/15 | $177,000 | $173,765 | 06/08/16 | $175,000 | $174,156 | 06/14/17 | $114,000 | $113,499 | 06/13/18 | $51,000 | | ($62,499) |
| Employee Benefit Accrued Liability Reserve Fund | Use compensated absences balance as of July 1st which includes unused vacation leave, unused sick leave , and unused sick bank days. | 06/17/15 | $1,120,000 | $1,116,057 | 06/08/16 | $1,250,000 | $1,222,688 | 06/14/17 | $1,515,000 | $1,323,232 | 06/13/18 | $1,487,000 | | $163,768 |
| Retirement Contribution Reserve Fund | Use ERS Projection for next year and multiply by 75%. The other 25% falls within current year because ERS billing cycle is from April to March. Effective for 2010-11, 100% of the ERS projected cost will be accounted for in the reserve. Effective 2013-14, increased funding to equal 2 years of expected retirement cost. | 06/17/15 | $1,015,000 | $997,216 | 06/08/16 | $797,000 | $796,254 | 06/14/17 | $825,000 | $811,852 | 06/13/18 | $866,000 | | $54,148 |

| ONC BOCES Reserve | How Funding is Calculated Reserve = Anticipated | 2014-15 Approved Funding by Board Resolution | | 2014-15 Reserve Balance | 2015-16 Approved Funding by Board Resolution | | 2015-16 Reserve Balance | 2016-17 Approved Funding by Board Resolution | | 2016-17 Reserve Balance | 2017-18 Approved Funding by Board Resolution | | 2017-18 Reserve Balance | Increase or (Decrease) over Prior Year |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Date | Max Amt | 06/30/15 | Date | Max Amt | 06/30/16 | Date | Max Amt | 06/30/17 | Date | Max Amt | 06/30/18 | |
| Property Loss Reserve and Liability Reserve Fund | Total of any possible property loss and liability claims as of June 30th. | 6/17/15 Revised 8/13/15 | $290,000 revised to $389,000 | $386,500 | 6/8/2016 Revised 8/24/16 | $377,000 revised to $454,000 | $450,721 | 06/14/17 | $13,385 | $13,374 | 06/13/18 | $430,000 | | $416,626 |
| Career Education Instructional Equipment Reserve Fund | Proceeds from equipment surplus sales. An amount not to exceed the greater of 20% of the BOCES current year CTE services budget, or $500,000, may be retained in this fund at the end of each school year for future expenditures, provided that the total amount retained does not exceed $2,000,000. | 06/17/15 | $420,000 | $305,684 | 06/17/15 | $285,000 | $175,969 | 06/14/17 | $400,000 | $284,429 | 06/13/18 | $539,000 | | $254,571 |