The regular monthly meeting of the Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Greene Counties was held on Wednesday, September 13, 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, Barbara Ann Heegan, Antoinette Hull, Kurt Holcherr and Johnnie Nemec.
MEMBERS ABSENT:	None.
OTHERS PRESENT:	Nicholas Savin, Jennifer Bolton, Joseph Booan, Lynn Chase, Ryan DeMars, and Alyssa Oliveri.

Call to Order

At 1:24 p.m. Acting 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.

Nomination and Election of Board President

Joseph Ballard and Barbara Ann Heegan moved to nominate Paul Beisler for Board of Education President.

Johnnie Nemec and William Haltermann moved to nominate Antoinette Hull for Board of Education President.

Johnnie Nemec and William Haltermann moved to close nominations for Board of Education President

Motion was approved unanimously.

Mr. Beisler called for a vote.

Paul Beisler received five votes (Joseph Ballard, Paul Beisler, Marcy Birch, Ellen Hager, and Barbara Ann Heegan).

Antoinette Hull received four votes (William Haltermann, Kurt Holcherr, Antoinette Hull and Johnnie Nemec)

Nomination and Election of Board Vice President

Johnnie Nemec and Barbara Ann Heegan moved to nominate Antoinette Hull for Board of Education Vice President.

There were no further nominations.

Johnnie Nemec and William Haltermann moved to close nominations for Board of Education Vice President.

Motion was approved unanimously.

Oath of Office for Newly Elected Board Officers

Alyssa Oliveri, Board Clerk, administered the Oath of Office to newly elected Board President, Mr. Paul Beisler, and newly elected Board Vice President, Ms. Antoinette Hull.

Additions to the Addenda

There were no additions to the Addenda.

Approval of Consent Agenda

William Haltermann and Johnnie Nemec moved to approve the Consent Agenda.

Ms. Hull indicated that there was an error in the August minutes; Mr. Haltermann was listed as seconding a motion, but he was not in attendance. Ms. Oliveri, Board Clerk, will refer to her notes and make the correction.

1. Minutes from the August 22, 2017 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 - August 2017 (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

Ms. Birch shared that she attended a NYSSBA member round table in Albany. At that meeting she became aware that New York State will soon require each school to calculate their cost per student, inclusive of all expenditures by location. Each BEDS# will need to report the cost per student at their location, which means multiple schools within a district will report for their various campuses. ESSA legislation spurred this change. Mr. Savin explained that the government wants to be sure students are provided the same resources no matter what school they attend. The group discussed the inaccuracy of this approach and possible consequences politically. Dr. Bolton noted that this is complex, but ONC BOCES reports expenses by program; this methodology could be adopted to work for schools. This is a good opportunity for ONC BOCES to help districts.

District Superintendent's Report

District Superintendent Report:

Opening Student Enrollment: Mr. Savin referred to the handout distributed with the Board Addenda. It details enrollment at each center by program and by district. He explained that enrollment is about where he had predicted. He pointed to NCOC's decline in juniors and explained that overall enrollment had decreased for the area.

Board Trainings: Mr. Savin announced that the Catskill Area School Study council, ONC BOCES, DCMO BOCES and the Chenango County School Board Association have teamed up to provide school board trainings and workshops. A list of upcoming workshops was provided to the Board.

October Audit Committee: Mr. Savin reminded the Board that the October Board meeting is scheduled for 3:30 p.m. at NCOC. An Audit Committee meeting is needed in October as well. Mr. Savin proposed either holding the Audit Committee meeting at 3:00 p.m., preceding the October meeting, or pushing the start time of the Board meeting back to hold the Audit Committee meeting at 3:30 p.m. The Board agreed to start the Audit Committee meeting at 3:00 p.m. and hold the Board meeting at 3:30 p.m. as planned.

APPR: Mr. Savin informed the Board that the APPR plan needed to be approved so that it can be sent to NYSED for initial review. Mr. Savin introduced Mr. Ryan DeMars, OAOC Principal. Mr. DeMars discussed APPR and the changes in ONC BOCES' strategy and the reasoning behind the change. In some BOCES programs students are in a class for only a few months by nature, such as TLC classes. Other classes, such as CTE classes, often have more than one instructor contributing to the education of the class; for example, a math teacher who instructs Building Trades students. Because of such circumstances at BOCES, pre-tests and post tests are not a fair or effective way to measure individual teacher achievement. ONC BOCES is adopting a building wide philosophy for achievement; the idea is that every teacher has a stake in every student. The breakdown of evaluation is 50% observation and 50% achievement and performance. There will still be two observations every year: one announced and one unannounced. The NYSED scale will

be used for these observations. NOCTI and Regents exams will be used to measure performance and achievement.

Deputy Superintendent Report

Deputy Superintendent Report:

Audit Committee Recommendation Regarding Audit Report: Dr. Bolton indicated that the Audit Committee recommendation is on the agenda for approval.

Director of Facilities: Dr. Bolton announced that Mr. Vincent Wojchiechowski III had accepted our employment offer and is on the addenda for appointment.

Directors' Report

Joseph Booan, Assistant Superintendent, Student Programs

Beginning of the Year Updates: Mr. Booan shared that the start of the academic year has been successful. He expressed his gratitude toward the administration and instructors. Mr. Booan informed the Board that there had been some recent office moves; Mr. Savin and Alyssa Oliveri are now upstairs to accommodate the creation of an instructional program suite in their old space. Mr. Booan, Robbin Robins, Jason Sanchez, Bob Hage and two support staff now occupy the space.

Digital Initiative: Mr. Booan announced that we are working to put curriculum in a digital format; CTE curriculum is the first to transition. This will allow us to share curriculum among other BOCES.

Enrollment: Mr. Booan reviewed the CTE Enrollment chart. He noted that these numbers change day by day. Adult CTE enrollment is up. He also discussed special education enrollment. On the whole ONC BOCES has seen immense growth in this area. In the past three years we have gone from one TRUST class to five. Other programs have also seen growth or been stable, with the exception of Career Pathways, which is down slightly.

Personnel: Mr. Booan reviewed some personnel agenda items. He mentioned that we continue to have trouble recruiting LTAs.

Ms. Heegan raised a discussion about the CDL program. She indicated that there are local businesses looking for drivers and asked if BOCES can develop a relationship with them. Mr. Booan indicated that we can and stated that Mr. Stevens has reached out to some local businesses, such as Casella. The group discussed the program and its promotion. There was also a brief discussion about drug testing CDL students, which is not current practice.

Personnel

William Haltermann 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							
Name	**Dept.**	**Position**	**Appointment**	**Effective**	**Tenure Area**	**Certification**	**Salary**
Patricia French	IP	Licensed Teaching Assistant	Full-time, 10-month, 6 hour day, ESPA Unit Position, 4-year probationary appointment	9/14/2017-9/13/2021	Special Subject: Licensed Teaching Assistant	Teaching Assistant, Level I	$14,006.00 prorated to the effective date

*Effective date noted as above unless extended in accordance with the law. This expiration date is tentative and conditional only. Except to the extent required by applicable provisions of Section 3012[a] 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**
Shelly Drum	SBO	Senior Account Clerk	Full-time, 12-month, 7.5 hour day, ESPA Unit Position, Provisional Civil Service Position	9/18/2017	$28,100.00 prorated to the effective date
Vincent Wojchiechowski III	Admin	Supervising DOF II	Full-time, 12-month, 7.5 hour day, Non-Unit, Mid-Management, Provisional Civil Service Position	9/20/2017	$63,000.00 prorated to the effective date

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

MISCELLANEOUS APPOINTMENTS				
Name	**Appointment**	**Position**	**Effective**	**Compensation**
Matthew Thompson	Casual Employee	Instructor for School Bus Driver Program	4/4/2018 - 4/9/2018	$2,000.00 Max. of 30 hours
		Instructor for School Bus Monitor Attendant Program	4/4/2018 - 4/9/2018	$700.00 Max. of 10 hours
Stephanie Pelcher	Casual Employee	$2,500.00/day, travel including meals, mileage & tolls	7/1/2017 - 6/30/2018	Max. of $2,700.00
Erin Annunziata	Casual Employee	Office Substitute for SESIS	9/14/2017 - 6/30/2018	$11.63/hour Max. of 9.37 hours per week
Suzanne Czechowski	Temporary	Long Term Special Education Teacher Substitute	10/9/2017 - 6/30/2018	As per board policy or rate per contract

MISCELLANEOUS APPOINTMENTS

Name	Appointment	Position	Effective	Compensation
Matthew Demaurez	Casual Employee	Office Support - Shared Business Office	9/14/2017 - 6/30/2018	$11.63/hour Max. of 2 hours/week
Linda LoGallo	Casual Employee	School Psychologist Substitute	8/29/2017 - 6/30/2018	$260.00/day
Lindy Mathisen	Additional CTE Credit Bearing Instruction Stipend	CTE Teacher - CTE Value added Instruction Course for Additional Credit	September 2017 - January 2018	$1,400.00 Half year (.5 school year)
Laurie Darfler-Sweeney	CTE/Annual Appointment	Club Advisor - National Technical Honor Society Club Advisor - Student Leadership Club Advisor - Skills USA	9/1/2017 - 6/30/2018	$300.00 $600.00 $600.00
Denise Johnston	CTE/Annual Appointment	Club Advisor - National Technical Honor Society	9/1/2017 - 6/30/2018	$300.00
Jonah Burness	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2017 - 6/30/2018	$600.00
Lindy Mathisen	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2017 - 6/30/2018	$600.00
John Boyle	CTE/Annual Appointment	Club Advisor - Student Leadership	9/1/2017 - 6/30/2018	$600.00
April Erkson	CTE/Annual Appointment	Club Advisor - National Technical Honor Society	9/1/2017 - 6/30/2018	$600.00
Larry Miller Jr.	CTE/Annual Appointment	Club Advisor - Future Farmers of America	9/1/2017 - 6/30/2018	$600.00
Patricia Hornbeck	CTE/Annual Appointment	Club Advisor - Health Occ. Students of America	9/1/2017 - 6/30/2018	$600.00
Jody Albano	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2017 - 6/30/2018	$600.00
David Morell	CTE/Annual Appointment	Club Advisor - Skills USA	9/1/2017 - 6/30/2018	$600.00
Betsey Clark	CTE/Annual Appointment	Club Advisor - College for Every Student	9/1/2017 - 6/30/2018	$300.00

Kristen Shultz	CTE/Annual Appointment	Club Advisor - College for Every Student	9/1/2017 - 6/30/2018	$300.00
Laurie Darfler-Sweeney	Annual Mentor Stipend	Mentor Stipend: New experienced teachers to BOCES - Linda Fisher & Kellie LaCoppola	9/1/2017 - 6/30/2018	$400.00
Craig Tucker	Annual Mentor Stipend	Mentor Stipend: New teachers to the profession - Christopher Slinn & Ralph Arrandale	9/1/2017 - 6/30/2018	$800.00
April Erkson	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession Jennifer Gentles New experienced teacher to BOCES Christopher Curtis	9/1/2017 - 6/30/2018	$700.00
Jody Albano	Annual Mentor Stipend	Mentor Stipend: New teachers to the profession Kimberly Cronin Karen Melanson	9/1/2017 - 6/30/2018	$800.00
Samantha Gaske	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession - Kelsey Eckler	9/1/2017 - 6/30/2018	$600.00
Tera Talbot	Annual Mentor Stipend	Mentor Stipend: New experienced teachers to BOCES - Donna Jo Cody	9/1/2017 - 6/30/2018	$300.00
Kim Hall	Annual Mentor Stipend	Mentor Stipend: New teacher to the profession - Diana Martin	9/1/2017 - 6/30/2018	$600.00
Regina Pasa	Annual Adult Education Stipend	Coordination of CNA/HHA Program	9/1/2017 - 6/30/2018	$3,000.00

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

MISCELLANEOUS SUMMER APPOINTMENTS June 26, 2017 - August 31, 2017

Name	Position	Days	Compensation
Bonnie Johnson	Network Team/Staff Developer	Max. of 24.5 days Revised from July 12, 2017 board meeting	Per Diem
Rachel Wright	Network Team/Staff Developer	Max. of 23 days Revised from July 12, 2017 board meeting	Per Diem
Jim Calhoun	Special Education Teacher	Max. of 35 days (2 Curriculum, 24 Summer School Per Diem & 9 TCI days) (Revised from July 12, 2017 board)	Curriculum $200.00/day Summer School Per Diem Per Diem (TCI)
Doug Anderson	Building Trades Teacher	Max. of 6 days (Revised from June 14, 2017 board)	Per Diem
Elva Manee	New Visions Teacher	Max. of 7 days (Revised from August 22, 2017 board)	Per Diem

RECALL FROM PREFERRED ELIGIBLE					
Employee	**Position**	**Dept.**	**2017-2018 FTE**	**Tenure Status**	**Effective**
Heidi Sass	Licensed Teaching Assistant	IP	From .5 FTE to 1.0 FTE	Probationary period extended due to part- time service	9/13/2017

CHANGE IN POSITION					
Employee	**Title**	**Dept.**	**Current**	**New**	**Effective**
Jim Bercovitz	Clinical Psychologist	IT	.5	.6	9/5/2017

RESIGNATIONS/RETIREMENTS			
Name	**Position**	**Reason**	**Effective**
Sarah Bailey	Licensed Teaching Assistant	Resignation	9/14/2017

Motion was approved unanimously.

Approval of Consent Agenda Items

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

Resolution to Accept the 2016-2017 ONC BOCES Audit Report

Upon the recommendation of the Audit Committee, the Otsego Northern Catskills BOCES does hereby accept the 2016-17 ONC BOCES Audit Reports as presented and reviewed by Patrick Powers, D'Arcangelo & Company.

SEQR Resolution to Approve New Mechatronics Lab at OAOC

WHEREAS, the Board of Education of the Otsego Northern Catskills BOCES ("Board") is proposing a Capital Improvement Project consisting of improvements and an addition of less than 10,000 of considered to be "routine activities" to the Otsego Area Occupational Center for a Mechatronics Lab; and

WHEREAS, the Board of Education proposed to proceed with the Proposed Action and wishes to take all actions necessary in connection therewith in order to comply with the State Environmental Quality Review Act ("SEQR"); and

WHEREAS, the Proposed Action for work at the Otsego Area Occupational Center is a Type II Action pursuant to SEQR, 6 NYCCR, Section 617.5, (8); and

WHEREAS, the Board of Education believes that it has complied with the regulations for SEQR;

THEREFORE, BE IT RESOLVED, that the Board of Education of the Otsego Northern Catskill BOCES hereby declares completion of the SEQR process as it relates to this Proposed Action.

BE IT FURTHER RESOLVED, that the Board proposes to declare itself lead agency with respect to the proposed Project under consideration within the meaning of 6 NYCRR 617.2(u).

Resolution to Approve Amendment 17-19A3 of 2017-2018 Revocable Permit State University of New York, Oneonta for Safety Risk

Whereas, the Otsego Northern Catskills BOCES Safety Risk Management will require the use of the Morris LeCafe on the SUNY Oneonta Campus for their seminar on November 3, 2017 at a total charge of $75; and

Whereas, the Otsego Northern Catskills BOCES has requested use of offices and various rooms for events on the SUNY College at Oneonta campus from July 1, 2017 through June 30, 2018. 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 #17-019 Amendment A3.

Motion was approved unanimously.

Approval/Re-Approval of Lead Evaluators

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

Upon the recommendation of the District Superintendent, the Otsego Northern Catskills BOCES does hereby grant approval of the following staff as Lead Evaluators by virtue of the fact of participation in the Lead Evaluator Training provided by the Otsego Northern Catskills BOCES Network Team, which included the required components.

Jennifer Bolton
Joe Booan
Anne Pallischeck
Chris Fatta
Ryan DeMars
Kevin Stevens
Robin Robbins

Jason Sanchez

Motion was approved unanimously.

Approval of ONC BOCES Annual Professional Performance Review Plan 3012-d

Ellen Hager and Marcy Birch moved to approve the following resolution:

> Upon the recommendation of the District Superintendent, the Otsego Northern Catskills BOCES does hereby approve the Annual Professional Performance Review (APPR) Plan as agreed between the Otsego Northern Catskills BOCES, the Otsego Northern Catskills BOCES Teachers' Association and the Otsego Northern Catskills BOCES Administrators' Association.

Motion was approved unanimously.

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

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

> Whereas, the Otsego Northern Catskills BOCES - wishes to initiate and/or renew the rental leases as listed on the 9/12/2017 version of the 2017-18 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 2017-18 Rental Facility Schedule.

Motion was approved unanimously.

Adoption of ONC BOCES' Teachers' Association Tentative Agreement

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

Resolved, that the ONC BOCES Board of Education does hereby ratify the tentative agreement effective July 1, 2017 to June 30, 2018 with the ONC BOCES Teachers' Association and approve the necessary funding.

Motion was approved unanimously. Ms. Hager commended the work done to come to this agreement.

Public Comment

Mr. Holcherr shared that he had spoken with a guidance counselor from Margaretville Central School who indicated that he was very happy with ONC BOCES and its offerings.

Executive Session

Johnnie Nemec and William Haltermann moved to adjourn to Executive Session to discuss negotiations at 2:40 p.m. to discuss a personnel matter.

Motion was approved unanimously.

Regular Session

Antoinette Hull and Johnnie Nemec moved to return to regular session at 3:23 p.m.

Motion was approved unanimously.

Adjournment

Ellen Hager and Kurt Holcherr moved to adjourn the meeting at 3:23 p.m.

Motion was approved unanimously.

Respectfully Submitted,

Alyssa Oliveri

Alyssa Oliveri
Board Clerk

UPCOMING REGIONAL SCHOOL BOARD TRAININGS

October 19, 2017	Board Member Training – CCSBA will be the lead agency
November 16, 2017	Regent Susan Mittler & ESSA – DCMO will be the lead agency
December 2, 2017	Legislative Breakfast CCSBA will be the lead agency
January 25, 2017	Roundtable of School Board Topics of interest – CASSC will be the lead agency

CTE Students by District

NCOC											
District	NVH	NV Eng		AM	PM	Wait List	Totals	CTE:IP	Cross Contract	Adults	Billing Methodology
Adults				5	9	0	14			14	0
Andes				0	2		2				2
Charlotte Valley				12	6		18	2			16
Gilboa	2			14	7		23				24
Hunter				5	5		10	2			8
Jefferson				6	6		12				12
Margaretville				10	11		21	1			20
Oneonta	6			0	0		6				9
Roxbury	1			10	3		14	1			13.5
South Kortright				7	5		12	2			10
Stamford	1			13	2		16				16.5
Windham				5	3		8				8
NCOC TOTALS	**10**	**0**		**87**	**59**	**0**	**156**	**8**	**0**	**14**	**139**

OAOC											
District	NVH	NV Eng		AM	PM	Wait List	Totals	CTE:IP	Cross Contract	Adults	Billing Methodology
Adults				1	1		2			2	0
Charlotte Valley				1	5		6				6
CV-Spr		1		10	15		26				26.5
Cooperstown	5	2		9	16		32	1			34.5
Delhi				0	1		1	1			0
Edmeston	1	1		11	11		24				25
Laurens				9	16		25	1			24
Milford	3	3		11	22		39	1			41
Morris	1			8	8		17	4			13.5
Oneonta		3		32	20		55	3			53.5
Schenevus		1		15	4		20	2			18.5
Sharon Springs				4	5		9		9		0
Stamford				1	0		1	1			0
Unatego				1	0		1		1		0
Worcester				6	18		24				24
OAOC TOTALS	**10**	**11**		**119**	**142**	**0**	**282**	**14**	**10**	**2**	**266.5**
CTE TOTALS	**20**	**11**		**206**	**201**	**0**	**438**	**22**	**10**	**16**	**405.5**

2017-18 CTE ENROLLMENT BY PROGRAM - NCOC											
Program	NVH	NVEng		AM	PM	Wait List	Totals	CTE:IP	Cross Contract	Adults	Billing Methodology
Auto				10	9		19	2		1	16
Building Trades				4	0		4				4
Cosmetology				13	7		20			6	14
Culinary Arts				14	11		25	2		3	20
Engineering				0	0		0				0
EOR				20	16		36	2		1	33
New Visions Health	10			0	0		10				15
Vis Com				15	11		26	1		2	23
Welding				11	5		16	1		1	14
NCOC TOTALS	**10**	**0**		**87**	**59**	**0**	**156**	**8**	**0**	**14**	**139**

2017-18 CTE ENROLLMENT BY PROGRAM - OAOC											
Program	NVH	NVEng		AM	PM	Wait List	Totals	CTE:IP	Cross Contract	Adults	Billing Methodology
Auto				6	15		21	4	3		14
Building Trades				16	10		26	2	1		23
Cosmetology				7	17		24	1			23
Culinary Arts				15	6		21	4			17
Engineering		11		0	0		11				16.5
Health Occ				10	23		33		3		30
Info Tech				15	20		35	1	1	2	31
NRO				21	22		43				43
New Visions Health	10			0	0		10				15
Visual Arts				12	8		20	1	1		18
Welding				17	21		38	1	1		36
OAOC TOTALS	**10**	**11**		**119**	**142**	**0**	**282**	**14**	**10**	**2**	**266.5**

CTE TOTALS	**20**	**11**		**206**	**201**	**0**	**438**	**22**	**10**	**16**	**405.5**

NVE & NVHP counted as 1.5 in methodology

Adult count duplicated due to full or half day enrollment

9/13/2017