

**MINUTES OF THE CENTER FOR INSTRUCTION, TECHNOLOGY AND INNOVATION  
REGULAR MEETING  
March 18, 2015**

The Regular Meeting of the Center for Instruction, Technology and Innovation was held on Wednesday, March 18, 2015 at the CiTi Main Center in Mexico, New York.

Mr. John Shelmidine, Board President called the meeting to order at 6:32 p.m.

Board Members Present:	Eric Behling Donna Blake Casey Brouse Kevin Dix Gregory Muench, Vice-President John Shelmidine, President Joel Southwell William "Dave" White (Via Video Conference)
Board Members Absent:	Matthew Geitner
Central Administration:	Christopher J. Todd, District Superintendent Roseann Bayne Mark LaFountain Michael Sheperd
Other CiTi Staff:	Gisèle Benigno Marla Berlin Ron Camp Tracy Fleming Paul Gugel James Huber Dr. John Ramin Amy Rhinehart Garrette Weiss
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Attorney:	None
Others Present:	Nate Van Wie, C&S Companies

**The Pledge of Allegiance was recited.**

**FACILITIES REPORT**

Mr. Nate Van Wie of C&S Companies shared the March 2015 Facilities Report with those present and review the status of the Phase III Project and the delay being experienced by Facilities Planning at SED. (A copy of the report can be found in the Board Supplemental File).

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES OF THE FEBRUARY 11, 2015 REGULAR BOARD MEETING**

It was:

Moved by Casey Brouse, seconded by Gregory Muench, that the Center for Instruction, Technology and Innovation (CiTi) Board approves the minutes of the February 11, 2015 Regular Board meeting as presented.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**FINANCE**

- 7.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.
- 7.2 Financial Reports. Please see enclosures.
  - 7.21 Student Club Report
  - 7.22 Treasurer's Report
  - 7.23 Budget Status Report & Transfers Greater Than \$50,000

**FINANCE (CONTINUED)**

7.3 Bids and Awards. Please see enclosure

- 7.31 Cooperative Bid – Food/Meat/Beverages Bid #B15-FMB02
- 7.32 Cooperative Bid – Food/Meat/Beverages Bid #B15-FMBO2 SC
- 7.33 Cooperative Bid – Specialty Paper Bid #B15-0101
- 7.34 Cooperative Bid – Kitchen Equipment Bid #B15-8002
- 7.35 Cooperative Bid – Art Supplies Bid #B15-0301

7.4 Internal Claims Auditor Report. Please see enclosure.

7.5 Resolution for Disposal of Surplus Equipment – March 8, 2015. Please see enclosure.

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services declares the attached listing of equipment as surplus and authorizes proper disposal of such.

It was:

Moved by Kevin Dix, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby approves Sections 7.1 through 7.5 of Finance Section of the Board Agenda, effective as indicated.

Vote on the motion: Ayes 8, Nays 0, motion carried.

7.6 Audit Committee Meeting Minutes. (For Information Only).

7.7 2015-2016 Proposed General Fund Budget Summary.

Mr. Michael Sheperd, Assistant Superintendent for Administrative Services presented a PowerPoint Presentation to the Board of Education giving them a summary of the 2015-2016 Proposed General Fund Budget for Oswego County BOCES.

**PERSONNEL**

RESOLVED, that upon the recommendation of the District Superintendent of Schools, that the Oswego County Board of Cooperative Educational Services approve the Personnel Section of the agenda, effective as indicated.

Leaves of Absence							
Name	Program	Position	Effective Date				
Brett, Deborah	Exceptional Education	Teaching Assistant	2/24/2015 - 4/3/2015				
Canough, Amy	Exceptional Education	Teaching Assistant	2/27/2015 - 3/27/2015				
Resignations							
Name	Program	Position	Effective Date				
Fravor, Shellie	Instructional Support Services	Senior Typist	3/13/2015 (End of Day)				
McPherson, Kim	Instructional Support Services	Senior Typist	3/13/2015 (End of Day)				
Raate, Amber	Operations & Maintenance	Head Custodian	2/25/2015				
Ripka, Gabrielle	Exceptional Education	Teaching Assistant	3/19/2015				
Webb, Jason	Instructional Support Services	Itinerant Computer Education Specialist	2/28/2015				
Young, Ann	Exceptional Education	Teacher of the Visually Impaired	6/26/2015				
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Career & Technical Education	Daubek, Shane	Heavy Equipment Instructor	\$41,555.00	/yr	03/19/2015	06/30/2015	to be prorated from 3/19/2015
Exceptional Education	DeCarlo, Rebecca	Job Coach	\$9.67	/hr	03/02/2015	06/30/2015	0-25 hrs/wk as per timesheet
	Sereno, Jacob	Job Coach	\$9.67	/hr	02/26/2015	06/30/2015	0-25 hrs/wk as per timesheet
Instructional Support Services	DeMarco, Lisa	Senior Typist	\$14.84	/hr	03/16/2015	03/16/2016	to be prorated from 3/16/2015

**PERSONNEL (CONTINUED)**

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
	Fox, Suzanne	Staff Development Specialist	\$70,000.00	/yr	04/20/2015	04/20/2018	to be prorated from 4/20/2015
	Kampff, Valarie	Workshop Facilitator	\$15.00	/hr	01/25/2015	06/30/2015	as per timesheet
	McIntosh, Tobie	AV Specialist (80%)	\$22.25	/hr	03/15/2015		
	Mullaney, Maricatherine	Senior Typist	\$14.84	/hr	03/16/2015	03/16/2016	to be prorated from 3/16/2015
	Skinner, Amy	Senior Typist	\$14.84	/hr	02/15/2015	02/15/2016	to be prorated from 2/15/2015
Substitutes							
District Office							
Fravor, Shellie			\$8.75/hr				
McPherson, Kim			\$8.75/hr				
Exceptional Education							
Callard, Mary			\$10.54/hr				
Carroll, Robert			\$10.54/hr				
Diaz, Gabrielle			\$79.36/day; \$10.00/hr; \$10.54/hr; \$8.75/hr				
Gibson, Marcella			\$79.36/day; \$10.00/hr; \$10.54/hr				
Kisly, Debra			\$79.36/day; \$10.00/hr; \$10.54/hr				

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Board of Cooperative Educational Services hereby approves Section 8.1 of the Personnel Section of the Board Agenda, effective as indicated.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**INSTRUCTIONAL SUPPORT**

9.1 Points of Pride – March 2015.

Mrs. Donna Blake stated that the Points of Pride were not on the Board website. Mr. Todd stated that he would have Missy upload them immediately.

9.2 Resolution to Approve Medicaid Compliance Program

**WHEREAS**, the CiTi participates in programs that provide services to Medicaid eligible individuals, including the School Supportive Health Services Program;

**WHEREAS**, the New York State Office of the Medicaid Inspector General requires Medicaid providers to implement compliance programs aimed at detecting fraud, waste and abuse in the Medicaid program; and

**WHEREAS**, CiTi is committed to compliance with all applicable laws and regulations related to Medicaid billing and reimbursement; and

**WHEREAS**, CiTi has developed a Medicaid Compliance Program aimed to prevent inaccurate billing or inappropriate practices in accordance with New York Social Services Law §363-d.

**NOW, THEREFORE**, CiTi resolves as follows:

1. The CiTi Medicaid Compliance Program is hereby approved.
2. James Huber is designated as the CiTi Medicaid Compliance Officer in accordance with the Program.
3. The CiTi Superintendent and the Medicaid Compliance officer are hereby directed to take steps to implement the CiTi Medicaid Compliance Program.

It was:

Moved by Gregory Muench, seconded by Joel Southwell, that the Oswego County Board of Cooperative Educational Services hereby approves the Medicaid Compliance Program as presented.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**INSTRUCTIONAL SUPPORT (CONTINUED)**

9.3 Resolution to Approve an Overnight Field Trip – SkillsUSA.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves approximately forty (40) SkillsUSA students from CiTi to compete in the Skills USA State Competition April 22-24, 2015 at the NYS Fairgrounds in Syracuse, NY. Students will be transported via two NYS DOT Inspected school buses. Students and chaperones will stay at a hotel assigned by Skills USA – Area 2. Students will be chaperoned by CiTi Skills USA advisors and staff. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

It was:

Moved by Donna Blake, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services hereby approves approximately forty (40) SkillsUSA students from CiTi to compete in the Skills USA State Competition April 22-24, 2015 at the NYS Fairgrounds in Syracuse, NY. Students will be transported via two NYS DOT Inspected school buses. Students and chaperones will stay at a hotel assigned by Skills USA – Area 2. Students will be chaperoned by CiTi Skills USA advisors and staff. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

Vote on the motion: Ayes 8, Nays 0, motion carried.

9.4 Resolution to Approve a Partnership Agreement between CCC and CiTi.

RESOLVED that the Oswego County Board of Cooperative Educational Services (CiTi) hereby accepts and approves the agreement between Cayuga Community College and CiTi to partner in the joint operation of Adult Education programs as per the attached agreement.

It was:

Moved by Kevin Dix, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services (CiTi) hereby accepts and approves the agreement between Cayuga Community College and CiTi to partner in the joint operation of Adult Education programs as per the attached agreement.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**SUPERINTENDENT'S REPORT**

10.1 Review of Civil Rights Compliance Review Visit.

District Superintendent Todd reviewed the findings of the Civil Rights Compliance Review with the Board Members present and stated that compliance plan will be submitted to the State Education Department.

10.2 Legislative Budget Review.

**PRESIDENT'S REPORT**

11.1 Resolution to Establish the Date of the Oswego County BOCES Reorganization Meeting

RESOLVED that the Oswego County Board of Cooperative Educational Services hereby sets the date of **Wednesday, July 8, 2015 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

It was:

Moved by Eric Behling, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby sets the date of **Wednesday, July 8, 2015 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**PRESIDENT’S REPORT (CONTINUED)**

**11.2 Designation of Annual Meeting and Administrative Budget Vote Dates for the 2015-16 School Year**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates **Wednesday, April 6, 2016** for the Oswego County BOCES Annual Meeting and **Monday, April 18, 2016** for the Administrative Budget Vote.

It was:

Moved by Kevin Dix, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby designates **Wednesday, April 6, 2016** for the Oswego County BOCES Annual Meeting and **Monday, April 18, 2016** for the Administrative Budget Vote.

Vote on the motion: Ayes 8, Nays 0, motion carried.

**PRESIDENT’S REPORT**

President Shelmidine reminded those in attendance of the OCSBA meeting on April 29th at Fulton City Schools. Mr. Ralph Singh from Wisdom Thinkers will be presenting on the topic of bullying.

**OTHER ITEMS TO COME BEFORE THE BOARD**

None.

**Executive Session Motion**

It was:

Moved by Eric Behling, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session for the purpose of discussing the employment history of a particular person. It is anticipated that there will be no action to be taken once the Board Adjourns back to regular session.

Vote on the motion: Ayes 8, Nays 0, motion carried.

The Board entered Executive Session at 8:48 p.m.

**Regular Board Meeting reconvened**

It was:

Moved by Joel Southwell, seconded by Donna Blake, that the CiTi Board adjourn the Executive Session and reconvene to the Regular Board Meeting.

Vote on the motion: Ayes 8, Nays 0, motion carried.

The CiTi Board adjourned the Executive Session and reconvened the Regular Board meeting at 8:58 p.m.

**MEETING ADJOURNED**

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the CiTi Board Meeting be adjourned.

Vote on the motion: Ayes 8, Nays 0, motion carried.

The BOCES Board adjourned at 8:59 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk