

**MINUTES OF THE CENTER FOR INSTRUCTION, TECHNOLOGY AND INNOVATION  
REGULAR MEETING  
May 13, 2015**

The Regular Meeting of the Center for Instruction, Technology and Innovation was held on Wednesday, May 13, 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:	Donna Blake Kevin Dix Matthew Geitner Gregory Muench, Vice-President John Shelmidine, President William "Dave" White (Via Video Conference)
Board Members Absent:	Eric Behling Casey Brouse Joel Southwell
Central Administration:	Christopher J. Todd, District Superintendent Roseann Bayne Mark LaFountain Michael Sheperd
Other CiTi Staff:	Marla Berlin Jim Huber Amy Rhinhart Kerry Somers Wayne Wideman
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, Construction Manager gave the Board an update on the capital project.

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES OF THE APRIL 29, 2015 REGULAR BOARD MEETING**

It was:

Moved by Kevin Dix seconded by Matthew Geitner, that the Center for Instruction, Technology and Innovation (CiTi) Board approves the minutes of the April 29, 2015 Regular Board meeting as presented.

Vote on the motion: Ayes 6, 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 Treasurer's Report

7.23 Budget Status Report & Transfers Greater Than \$50,000

7.3 Bids and Awards. Please see enclosure

7.31 Cooperative Bid – Athletic Equipment & Supplies Bid #B15-3001

7.32 Cooperative Bid – Audio-Visual Projectors and Installation Bid #B15-8003

7.33 Cooperative Bid – Custodial Supplies Bid #B15-0401

7.34 Cooperative Bid – Health Supplies Bid #B15-0501

7.35 Cooperative Bid – Musical Instruments and Supplies Bid #B15-2501

7.36 Cooperative Bid – HVAC and Filters with Consultant Services Bid #B15-0451

7.4 Internal Claims Auditor Report. .

7.5 Resolution for Disposal of Surplus Equipment – May 13, 2015.

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.

**FINANCE (CONTINUED)**

7.6 Resolution to Adopt the 2015-2016 Annual General Fund Budget.

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby adopts the Oswego County BOCES annual budget for the 2015-2016 fiscal year, in the amount of \$45,339,055.

7.7 Resolution to Approve Revenue Anticipation Note.

Resolved by the Board of Cooperative Educational Services of the Sole Supervisory District of Oswego County, New York As follows:

Section 1. Revenue Anticipation Notes (herein called "Notes") of the Board of Cooperative Educational Services of the Sole Supervisory District of Oswego County, New York (herein called the "BOCES"), in the principal amount of not to exceed \$4,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 25.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the receipt of moneys expected to be received by BOCES from the component districts of the BOCES for services and administrative and clerical expenses during the fiscal year commencing July 1, 2015 (such moneys herein referred to as the "Revenue"), and the proceeds of the Notes shall be used only for the purposes of paying the expenses of the BOCES for said fiscal year payable from the Revenue in anticipation of which they are issued.
- (b) The Notes are not issued in renewal of any other notes.
- (c) The Notes shall mature within the period of one year from the date of their issuance.
- (d) No revenue anticipation notes have been heretofore issued in anticipation of said revenue.

Section 3. Subject to the provisions of this resolution and the Law, and pursuant to Section 50.00 and Sections 56.00 to 61.00 of the Law, inclusive, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board, the chief fiscal officer of the BOCES.

Section 4. The Notes shall be executed in the name of the BOCES by the manual signature of the President of the Board, the Vice President of the Board, the District Treasurer, the District Clerk, or such other officer of the BOCES as shall be designated by the chief fiscal officer of the BOCES, and shall have the corporate seal of the BOCES impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 5. This resolution shall take effect immediately.

7.8 Resolution to Accept the Results of the Risk Assessment Analysis 2015. Please see enclosure

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts the results of the Risk Assessment Analysis and Work Plan dated April 20, 2015, submitted by Dermody, Burke & Brown, CPAs, LLC, and the Tracking Report and Management Responses contained therein.

It was:

Moved by Gregory Muench, seconded by Donna Blake, that the Center for Instruction, Technology and Innovation (CiTi) Board approves sections 7.1 through 7.8 of the Finance Section as presented.

Vote on the motion: Ayes 6, Nays 0, motion carried.

**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.

<b>Leaves of Absence</b>			
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>
Canough, Amy	Exceptional Education	Teaching Assistant	3/30/2015 - 4/30/2015
Warner, Cassandra	Exceptional Education	Teaching Assistant	5/20/2015 - 6/25/2015
<b>Retirements</b>			
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>
Nassoioy, Shirley	Exceptional Education	Teaching Assistant	6/30/2015
Proietti, David	Exceptional Education	Teacher	7/1/2015
Sheffield, Pamela	Exceptional Education	Teaching Assistant	6/26/2015
<b>Tenures</b>			
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>
Somers, Kerry	Exceptional Education	Teaching Assistant	6/20/2015
Latak, Tracy	Exceptional Education	Teaching Assistant	9/1/2015

May 13, 2015 CiTi Regular Meeting Board Minutes

**PERSONNEL (CONTINUED)**

Termination (Job Abandonment)							
Name	Program	Position	Effective Date				
Koegel, Kenneth	Adult Education	HEO/CDL A & B Instructor	4/24/2015				
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education	DeSantis, John	CDL Instructor	\$26.34	/hr	04/27/2015	06/30/2015	as per timesheet
	Vrooman, Roger	CDL Instructor	\$21.90	/hr	04/27/2015	06/30/2015	as per timesheet
Exceptional Education	Greenhouse, Jonita	Stenographer	\$22.52	/hr	07/01/2015	06/30/2016	0-19 hrs/wk as per timesheet
Exceptional Education Summer School	Allison, Betty	Teaching Assistant	\$106.94	/day	07/27/2015	08/14/2015	15 days; contingent upon enrollment
	Benjamin , Michelle	Teaching Assistant	\$157.10	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Blundell, Joan	Teaching Assistant	\$87.01	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Brand, Holly	Teaching Assistant	\$106.79	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Brooks, Joanna	Teaching Assistant	\$106.79	/day	07/07/2015	08/14/2015	29 days; contingent upon enrollment
	Butler, Cathy	Teaching Assistant	\$154.78	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Clark, Melissa	Audiology Intern	\$150.00	/day	07/06/2015	08/14/2015	30 days; contingent upon enrollment
	Colling, Connie	Teaching Assistant	\$103.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Cooper, Morgan	Teaching Assistant	\$110.78	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	DeCare , Vicky	Teaching Assistant	\$154.78	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Delaney, Jennifer	Teaching Assistant	\$106.94	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	DeLong, Janet	Teaching Assistant	\$149.82	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Densmore, Kathy	Teaching Assistant	\$116.66	/day	07/01/2015	08/14/2015	30 days; contingent upon enrollment
	Fahnestock, Brady	Teaching Assistant	\$87.01	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment

**PERSONNEL (CONTINUED)**

May 13, 2015 CiTi Regular Meeting Board Minutes

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
	Gardner, Patricia	Teaching Assistant	\$143.93	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Goss , Mary Renee	Teaching Assistant	\$154.78	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Grey, Joy	Teaching Assistant	\$154.93	/day	07/01/2015	08/14/2015	27 days; contingent upon enrollment
	Haumann, Elizabeth	Lifeguard/Teaching Assistant	\$113.75	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Hopkins, Charlene	Teaching Assistant	\$106.79	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Hughes, Mary	Teaching Assistant	\$103.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Jewell, Eileen	Teaching Assistant	\$121.52	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Jewell, Lee	Teaching Assistant	\$87.02	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Kellogg, Rebecca	Teaching Assistant	\$113.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Kessler, Julie	Teaching Assistant	\$98.90	/day	07/01/2015	08/14/2015	26 days; contingent upon enrollment
	LaBarge, Susan	Teaching Assistant	\$103.11	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Ladd, Kimberlee	Teaching Assistant	\$101.15	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Lane, Irene	Teaching Assistant	\$87.02	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Lautensack, Cheryl	Teaching Assistant	\$103.93	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Lippert, Nicholle	Teaching Assistant	\$87.01	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Lougee, Mary	Teaching Assistant/Interpreter	\$135.42	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Mahaney, Ann	Teaching Assistant	\$118.50	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment

**PERSONNEL (CONTINUED)**

Appointments
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May 13, 2015 CiTi Regular Meeting Board Minutes

Program	Name	Position	Salary		Eff. Date	End Date	Comments
	Morris, Janet	Teaching Assistant	\$107.56	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Neacosia, Denise	Teaching Assistant	\$173.25	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Nearbin, Christine	Teaching Assistant	\$193.22	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Oja, Tina	Teaching Assistant	\$99.42	/day	07/01/2015	08/14/2015	30 days; contingent upon enrollment
	Passer, Samuel	Teaching Assistant	\$186.46	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Patrick, Donna	Teaching Assistant	\$141.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Phillips, Anna	Teaching Assistant	\$151.37	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Phillips, Jeneva	Teaching Assistant/Interpreter	\$118.15	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Pinkevicz, Michelle	Teaching Assistant/Interpreter	\$94.20	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Quade, Mary	Teaching Assistant	\$145.35	/day	07/01/2015	08/14/2015	26 days; contingent upon enrollment
	Richter, Sandra	Teaching Assistant	\$141.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Rogers, Colleen	Teaching Assistant	\$106.94	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Ryder, Elaine	Teaching Assistant	\$154.78	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Saunderson, Roseanne	Teaching Assistant	\$153.69	/day	07/06/2015	08/14/2015	29 days; contingent upon enrollment
Exceptional Education Summer School	Scheppard, Kimberly	Teaching Assistant	\$106.79	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Sereno, Karen	Teaching Assistant	\$116.07	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Shaw, Kimberly	Teaching Assistant	\$109.34	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment

**PERSONNEL (CONTINUED)**

<b>Appointments</b>
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May 13, 2015 CiTi Regular Meeting Board Minutes

Program	Name	Position	Salary		Eff. Date	End Date	Comments
	Somers, Kerry	Teaching Assistant	\$119.27	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Sperati, Linda	Teaching Assistant	\$113.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Stenson, Mary	Lead Job Coach	\$86.45	/day	07/06/2015	08/14/2015	30 days; contingent upon enrollment
	Trionfero, Marshall	Teaching Assistant	\$103.93	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Wakeman, Danyal	Teaching Assistant	\$113.42	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Waters, Patricia	Teaching Assistant	\$119.17	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Wells, Teri	Teaching Assistant	\$110.35	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Whalen, Sue	Teaching Assistant	\$105.43	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
	Woodmancy, Kathleen	Teaching Assistant	\$103.26	/day	07/01/2015	08/14/2015	31 days; contingent upon enrollment
Instructional Support Services	Kather, Nancy	Itin. Computer Educ. Specialist	\$74,448.00	/yr	07/01/2015		increased to 12 mon; salary to be adjusted according to negotiated contract
Instructional Support Services/Distance Learning	Schulz, Amanda	Workshop Presenter	\$36.00	/hr	06/01/2015	06/30/2015	as per timesheet
Instructional Support Services/School Library System	Flood, Elaine	School Library System Consultant	\$22.41	/hr	04/20/2015	06/30/2015	as per timesheet; add'l 50 hrs for the remainder of the year
Summer School 2015	Audlin, Kathleen	Regents Proctoring	\$65.00	/Test	08/12/2015	08/13/2015	as per timesheet
	Babbie, Shannon	Assistant Principal	\$3,596.00	/Total	07/01/2015	08/28/2015	
	Child-Dauphin, Susan	Social Studies Teacher	\$1,550.00	/Session	07/08/2015	08/11/2015	21 days; contingent upon enrollment
	Child-Dauphin, Susan	Regents Proctoring	\$65.00	/Test	08/12/2015	08/13/2015	as per timesheet
	Child-Dauphin, Susan	Grading Regents	\$10.00	/Test	08/12/2015	08/14/2015	as per timesheet
	Donovan, Patrick	Social Studies Teacher	\$1,500.00	/Session	07/08/2015	08/11/2015	21 days; contingent upon enrollment
	Donovan, Patrick	Regents Proctoring	\$65.00	/Test	08/12/2015	08/13/2015	as per timesheet
	Donovan, Patrick	Grading Regents	\$10.00	/Test	08/12/2015	08/14/2015	as per timesheet

**PERSONNEL (CONTINUED)**

<b>Appointments</b>
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May 13, 2015 CiTi Regular Meeting Board Minutes

Program	Name	Position	Salary		Eff. Date	End Date	Comments
	Fahnestock, Jordan	AIS Social Studies Teacher	\$681.82	/Session	07/27/2015	08/11/2015	10 days; contingent upon enrollment
	Fahnestock, Jordan	Regents Proctoring	\$65.00	/Test	08/12/2015	08/14/2015	as per timesheet
	Fahnestock, Jordan	Grading Regents	\$10.00	/Test	08/12/2015	08/14/2015	as per timesheet
	Holland, Amylynn	Student Helper	\$8.75	/hr	07/01/2015	08/28/2015	as per timesheet
	Horth, Molly	Student Helper	\$8.75	/hr	06/01/2015	08/28/2015	as per timesheet
	Lotito, Kaitlyn	Secretary	\$13.30	/hr	05/18/2015	06/30/2015	as per timesheet
	Mahon, Craig	Driver Education Instructor	\$1,550.00	/Session	07/01/2015	08/14/2015	contingent upon enrollment
	McCaffrey, Robert	Driver Education Instructor	\$1,700.00	/Session	07/01/2015	08/11/2015	contingent upon enrollment
	Morse, Segan	English Teacher	\$1,500.00	/Session	07/01/2015	08/11/2015	21 days; contingent upon enrollment
	Pelton, James	High/Middle School Principal	\$6,216.90	/Total	07/01/2015	08/28/2015	
	Reilly, Erin	Regents Proctoring	\$65.00	/Test	08/12/2015	08/13/2015	as per timesheet
	Santimaw, Christine	Librarian	\$1,500.00	/Session	07/08/2015	08/11/2015	21 days; contingent upon enrollment
	Santimaw, Christine	Regents Proctoring	\$65.00	/Test	08/12/2015	08/13/2015	as per timesheet
Workstudy	Student # 93	Workstudy Student	\$1.75	/hr	05/01/2015	06/25/2015	as per timesheet
<b>Substitutes</b>							
<b>Exceptional Education</b>							
McCarthy, Nicole			\$79.36/day; \$10.00/hr; \$10.54/hr				
<b>Operations &amp; Maintenance</b>							
Siever, Linda			\$10.25/hr				

It was:

Moved by Donna Blake, seconded by Kevin Dix, 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 6, Nays 0, motion carried.

**INSTRUCTIONAL SUPPORT**

9.1 Points of Pride – May 2015. (For Information Only)

**SUPERINTENDENT’S REPORT**

Electrical Engineering Program – Mr. Christopher Todd stated that last month Board Member Eric Behling suggested looking into an Electrical Engineering program. Mr. Todd stated that he wasn’t present at tonight’s meeting, but Marla Berlin would share what she had researched. Ms. Berlin shared with the Board some of the information that Mr. Garrette Weiss had put together for her and stated that it was discovered that currently four districts have a Project Lead the Way program in engineering.

**PRESIDENT’S REPORT**

11.1 First Reading of Board Policies. Please see enclosures

1440 Non-Discrimination, 2420 Non-Discrimination and Anti-Harassment in the BOCES, 5121 Sexual Harassment (Personnel), 5170 Complaints and Grievances By Employees, 6461 Complaints and Grievances by Students.

May 13, 2015 CiTi Regular Meeting Board Minutes

It was:

Moved by Kevin Dix, seconded by Donna Blake, that the Center for Instruction, Technology and Innovation (CiTi) Board approves the First Reading of Board Policies 1440 Non-Discrimination, 2420 Non-Discrimination and Anti-Harassment in the BOCES, 5121 Sexual Harassment (Personnel), 5170 Complaints and Grievances By Employees, 6461 Complaints and Grievances by Students.

The Second Reading and vote on the policies will take place at the June Board Meeting.

**Pancake Breakfast** – President Shelmidine stated that Greg Muench, Donna Blake and he had attended the pancake breakfast, which featured the homemade maple syrup made by students.

**OCSBA** – President Shelmidine reminded everyone that the OCSBA meeting will be held in Fulton on May 27<sup>th</sup> beginning at 7 p.m.

**NTHS Inductions** – will be held on the CiTi Campus in the multi-purpose room on May 28<sup>th</sup>, beginning at 6 p.m.

**CNYSBA Annual Meeting** – will be held at the Lodge at Welch Allyn on May 28<sup>th</sup>. Those expressing an interest in attending were John Shelmidine and Donna Blake.

**Program Re-Approvals** – President Shelmidine informed Board Members that there was four programs up for re-approval and if Board Members had the time to participate in the process, it was a worthwhile experience.

**OTHER ITEMS TO COME BEFORE THE BOARD**

None.

**Executive Session Motion**

It was:

Moved by Matthew Geitner seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session for the purpose of discussing the employment history of one particular person. It is anticipated that there will be action to be taken once the Board Adjourns back to regular session.

Vote on the motion: Ayes 6, Nays 0, motion carried.

The Board entered Executive Session at 7:32 p.m.

**Regular Board Meeting reconvened**

It was:

Moved by Matthew Geitner, seconded by Gregory Muench, that the CiTi Board adjourn the Executive Session and reconvene to the Regular Board Meeting.

Vote on the motion: Ayes 6, Nays 0, motion carried.

The CiTi Board adjourned the Executive Session and reconvened the Regular Board meeting at 8:55 p.m.

**Resolution to Grant a One-Year Contract Extension to the District Superintendent and set his 2015-16 Salary:**

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby grants a one-year contract extension to District Superintendent Christopher Todd and sets his 2015-16 total annual salary at \$163,100.

**Meeting Adjourned**

It was:

Moved by Donna Blake, seconded by Kevin Dix, that the CiTi Board Meeting be adjourned.

Vote on the motion: Ayes 6, Nays 0, motion carried.

The BOCES Board adjourned at 8:57 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk