

**MINUTES OF THE CENTER FOR INSTRUCTION, TECHNOLOGY AND INNOVATION
REGULAR MEETING
November 5, 2014**

The Regular Meeting of the Center for Instruction, Technology and Innovation was held on Wednesday, November 5, 2014 at the CiTi Main Center in Mexico, New York.

Mr. Gregory Muench called the meeting to order at 6:32 p.m.

Board Members Present:	Donna Blake Casey Brouse Kevin Dix Matthew Geitner Gregory Muench, Vice-President Joel Southwell William "Dave" White
Board Members Absent:	Eric Behling John Shelmidine, President
Central Administration:	Christopher J. Todd, District Superintendent Roseanne Bayne Mark LaFountain Michael Sheperd
Other CiTi Staff:	Gisèle Benigno Tracy Fleming Iraina Gerchman Paul Gugel James Huber Amy Rhinehart Jim Sheeley Wayne Wideman
Officers:	Melissa Allard, District Clerk Kelly Wood, Treasurer
Attorney:	Donald Budman Marc Reitz

The Pledge of Allegiance was recited.

FACILITIES REPORT

Mr. Christopher Todd reviewed with the Board an update regarding the capital project provided by Mr. Nate Van Wie, which included the following:

- ✓ **Advanced Metal Manufacturing** - electrical parts are scheduled to ship today, we expect them to be in by the end of the week. With no students on campus Monday and Tuesday we have already coordinated with the electrician to get both his day & night crews working on it Monday and Tuesday. My expectation is that when students return on Wednesday they will have power to much of the existing equipment. They will still be lacking the welders but the reality is that with Novelis using that space the students wouldn't be able to use that area even if the electrical was hooked up.
- ✓ **Front Entrance Addition:** We will be installing the new exterior metal panel over the next two weeks. The interior is in really good shape for turnover before Thanksgiving.
- ✓ **Gymnasium Addition:** We have run into a couple of issues with the floor, both of the issues are the contractors responsibility but it has cost us a week of production. The first issue was the levelness of the floor, the floor curled at the saw cuts so it was out of tolerance for the flooring manufacturers specifications. The second issue is moisture in the slab, the specifications call for the contractor to include moisture mitigation in his base bid. As I said there is no financial impact to us for these issues. We expect the issues to be resolved by the end of the week and the new flooring will start next week, 5 days behind schedule. I still feel confident that by the end of the month the gym will be occupied.
- ✓ **Central Academic Wing South:** The area south of the mall, will be substantially complete by the end of the week. Next week will be used to put the finishing touches in place and to get it cleaned. With the power issues on Monday we didn't have a chance to meet with the rest of the team but I would expect the week of November 17th this space will be occupied. This will allow us to start the renovations of the existing CTE Office space.

FACILITIES REPORT (CONTINUED)

- ✓ **New Multi-Occ Shops:** We are pushing hard to complete this space by the end of November. By the first or second week of December we should be moving student & staff into these spaces.
- ✓ **Power Issue Monday:** This was a National Grid related issue, not a construction issue. A fuse blew at the street and it needed to be replaced. There isn't much you could do or need to do to prevent it from happening again. National Grid was going to trim the trees along the edge of the property that hang over the lines as precautionary measure.

PUBLIC COMMENTS

Vice-President Muench asked if there were any public comments. Ms. Jody Guido stood and introduced herself and stated that her adult son took an automotive class through BOCES last year and the class was moved out of their space in May due to the capital project. The students did not have access to equipment, lifts, etc. and she feels there was a loss of instruction time due to the move. She feels her son did not get the education that he could of if the move did not occur and stated that he doesn't feel prepared to enter the work force or take exams to become certified in various areas. Ms. Guido stated that they had called and spoken to Mr. Gugel, but was not happy with the outcome.

District Superintendent Todd stated that he knows the Board doesn't usually respond to public comments during a meeting, but he felt he could not leave this issue hanging. Mr. Todd informed Ms. Guido that her concerns would be remedied and that someone would be contacting her son to have a conversation and come up with a plan to complete his education so that he is comfortable with the automotive education and training he received from Oswego County BOCES.

APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2014 REGULAR BOARD MEETING

It was:

Moved by Donna Blake, seconded by Matthew Geitner, that the Center for Instruction, Technology and Innovation (CiTi) Board approves the minutes of the October 15, 2014 Regular Board meeting as presented.

Vote on the motion: Ayes 7, 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
- 7.3 Bids and Awards. Please see enclosure
 - 7.31 Cooperative Bid – Work Trucks – Bid #B15-8001
- 7.4 Resolution for Disposal of Surplus Equipment – October 28, 2014. Please see enclosure.

BE IT RESOLVED that the Center for Instruction, Technology and Innovation (CiTi) Board declares the attached listing of equipment as surplus and authorizes proper disposal of such.
- 7.5 Resolution to Appoint Internal Claims Auditor and Alternate Internal Claims Auditor Please see enclosure.

BE IT RESOLVED, that further to the Resolution 8.4 Appointment of Internal Claims Auditor, originally adopted at the July 9, 2013 Reorganizational Meeting of the Board, the Oswego County Board of Cooperative Educational Services hereby replaces Lisa Spencer with Mary Soble as Internal Claims Auditor, effective December 1, 2014, at a stipend of \$3,104 for the school year, and

BE IT FURTHER RESOLVED that further to the Resolution 8.5 Appointment of Alternate Internal Claims Auditor, originally adopted at the July 9, 2014 Reorganizational Meeting of the Board, the Oswego County Board of Cooperative Educational Services hereby replaces Mary Soble with Lisa Spencer as Alternate Internal Claims Auditor, effective December 1, 2014, at a stipend of \$403 for the school year.
- 7.6 Resolution to Enter into a Three-Year High Speed Communications Service. Please see enclosure.

WHEREAS, the Oswego County Board of Cooperative Educational Services, operating as the Center for Instruction, Technology & Innovation (hereinafter referred to as CiTi) desires to enter into a three year service agreement with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereinafter referred to as OCM BOCES) in order for the OCM BOCES to furnish certain services the CiTi pursuant to New York State Education Law §1950(4)(jj), those services being lit fiber for high speed communications services in Co-Ser 601.

NOW, THEREFORE, IT IS:

RESOLVED, that the Board of Education for the CiTi agrees to enter into a contract with the OCM BOCES for the provision of said services to the CiTi and not to exceed in total over the life of this agreement the annual amount of \$14,150 and associated CNYRIC charges with such amount to include annual OCM BOCES support costs and applicable taxes and surcharges, and with such support costs and applicable taxes and surcharges included at the current rate and subject to change as established in the OCM BOCES budget or mandated by any federal, state or local authority.

FINANCE – (CONTINUED)

- 7.6 Resolution to Enter into a Three-Year High Speed Communications Service. (Continued)
This amount may be amended with the approval of both parties. The CiTi will be liable to OCM BOCES for early cancellation or withdrawal from this agreement to the same extent that OCM BOCES is liable to any vendor(s) of these services, including liability for applicable penalties or liquidated damages, and the CiTi will also be liable for costs and expenses, including reasonable attorneys’ fees and disbursements, incurred by OCM BOCES as consequence of any such early cancellation or withdrawal. Payment will be made as part of a regular annual OCM BOCES contract for services. Further, this agreement is subject to the approval of the Board of Education of OCM BOCES. This contract will be for a maximum period of three years commencing on or about January 1, 2015.

It was:

Moved by Matthew Geitner, seconded by Casey Brouse, that the Center for Instruction, Technology and Innovation Board approves Section 7.1 through 7.7 of Finance Section of the Board Agenda, effective as indicated.

Vote on the motion: Ayes 7, Nays 0, motion carried.

- 7.7 2015-2016 Budget Development Follow-Up Discussion on Goals and Parameters.
Mr. Michael Sheperd reminded the Board Members if there are things that they would like to suggest that may impact the 2015-16 budget development process, please feel free to contact him to discuss those items.

PERSONNEL - AGENDA

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.

Excessed							
Name	Program		Position		Effective Date		
March, Alicia	Exceptional Education		Speech Therapist		12/5/2014		
Leave of Absence							
Name	Program		Position		Effective Date		
Rogers, Colleen	Exceptional Education		Teaching Assistant		10/23/2014 - 1/23/2015		
Resignation							
Name	Program		Position		Effective Date		
Berthod, Patricia	Exceptional Education		Job Coach		11/9/2014		
Retirement							
Name	Program		Position		Effective Date		
Wood, George	Career & Technical Education		HERO Instructor		1/4/2015		
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
District Office	Soble, Mary	Alernate Internal Claims Auditor (Mexico)	\$403.00	/stipend	12/01/2014	06/30/2015	to be prorated from 12/1/14
Exceptional Education	Burdick, Sherry	School Counselor (60%)	\$287.00	/day	11/03/2014	12/23/2014	as per timesheet
	Caiella, Josephine	Speech Therapist	\$71,453.00	/yr	11/28/2014		recalled from preferred hiring list; to be prorated from 11/28/14
	Deban, Susan	Job Coach	\$9.67	/hr	10/20/2014	06/30/2015	0-25 hrs/wk as per timesheet
	Gibson, Marcella	Job Coach	\$9.67	/hr	10/20/2014	06/30/2015	0-25 hrs/wk as per timesheet
	Kesselring, Alexandra	Job Coach	\$9.67	/hr	10/09/2014	06/30/2015	0-25 hrs/wk as per timesheet
	Macro-Zwolinski, Stephanie	Teacher of ASL/Foreign Language (65%)	\$53,142.00	/yr	11/17/2014	10/01/2016	increased to 65% & prorated from 11/17/14

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PERSONNEL – AGENDA (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
	March, Alicia	Speech Therapist	\$66,694.00	/yr	10/20/2014		increased to 100% eff. 10/20/14
	Mayo, Richard	Job Coach	\$9.67	/hr	10/20/2014	06/30/2015	0-25 hrs/wk as per timesheet
	Smegelsky, Joann	School Counselor	\$60,258.00	/yr	11/03/2014	01/09/2015	increased to 100% eff. 11/3/14
	Young, Ann	Teacher/Visually Impaired	\$63,527.00	/yr	10/14/2014	06/30/2015	increased to 80% eff. 10/14/14
Instructional Support/Distance Lrg.	Covert, Frederick	Workshop Presenter	\$36.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Dunham, Elizabeth	Workshop Facilitator	\$20.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Gullo, Heather	Workshop Presenter	\$36.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Lathrop, Katherine	Workshop Facilitator	\$20.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Parsnow, Susan	Workshop Facilitator	\$20.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Saunders, Jennifer	Workshop Presenter	\$36.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Upcraft, Karen	Workshop Facilitator	\$20.00	/hr	11/01/2014	06/30/2015	as per timesheet
	Wills, Robert	Workshop Presenter	\$36.00	/hr	11/01/2014	06/30/2015	as per timesheet
Instructional Technology	Freeman, Lori	Data Entry Operator	\$27,770.00	/yr	10/27/2014		recalled from preferred hiring list; prorated from 10/27/14
Workstudy	Student # 57	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 58	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 59	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 60	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 61	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 62	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 63	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 64	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 65	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 66	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 67	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 68	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 69	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 70	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 71	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 72	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 73	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 74	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 75	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 76	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 77	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 78	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 79	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
Workstudy	Student # 80	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 81	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 82	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 83	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 84	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 85	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	

PERSONNEL – AGENDA (CONTINUED)

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
	Student # 86	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 87	Workstudy Student	\$2.35	/hr	09/08/2014	06/25/2015	
	Student # 88	Workstudy Student	\$1.75	/hr	10/01/2014	06/25/2015	
	Student # 89	Workstudy Student	\$1.75	/hr	10/27/2014	06/25/2015	
Substitutes							
Exceptional Education							
DeCarlo, Rebecca			\$79.36/day; \$10.00/hr				
Engelman, Susan			\$287.00/day; \$10.00/hr				
Frawley, Theresa			\$79.36/day; \$10.00/hr				
Kalynycz, Jessica			\$79.36/day; \$10.00/hr; \$8.73/hr				
Kesselring, Alexandra			\$79.36/day; \$10.00/hr				
Operations & Maintenance							
Berlin, Aaron			\$8.83/hr				

It was:

Moved by Kevin Dix, seconded by Casey Brouse, that the Center for Instruction, Technology and Innovation Board approves Section 8.1 of the Personnel Section of the Board Agenda, effective as indicated.

Mr. Mark LaFountain brought to the attention of the Board that Mr. George Wood is retiring with 34 1/2 years of service.

Vote on the motion: Ayes 7, Nays 0, motion carried.

PERSONNEL - ADDENDUM

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Business Office	Harrington, Autumn	Senior Account Clerk	\$36,352.00	/yr	12/01/2014	12/01/2015	to be prorated from 12/1/2014; pending fingerprint clearance
Exceptional Education	Hewitt, Marissa	Job Coach	\$9.67	/hr	11/03/2014	06/30/2015	0-25 hrs/wk as per timesheet
Instructional Support Services	Hart, Maryjo	SEIS Training Specialist	\$67,500.00	/yr	12/08/2014	12/08/2017	to be prorated from 12/8/14 to 11 months
Substitutes							
Exceptional Education							
		Aguilar, Theresa	\$79.36/day				
		Zarrillo, Vincent	\$84.78/day; \$10.00/hr				
Operations & Maintenance							
		Bliss, Bobbi	\$8.37/hr				

It was:

Moved by Donna Blake, seconded by Joel Southwell, that the Center for Instruction, Technology and Innovation Board approves the Personnel Section of the Board Addendum, effective as indicated.

Vote on the motion: Ayes 7, Nays 0, motion carried.

INSTRUCTIONAL SUPPORT

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9.1 Points of Pride – November 2014

9.2 Resolution to Approve an Overnight Field Trip. Please See Enclosure.

RESOLVED, that the Center for Instruction, Technology and Innovation Board hereby grants approval for four CiTi students to attend the SkillsUSA Fall Leadership Conference in Liverpool, NY. Students will leave from the Mexico Campus on Sunday, November 2nd at 4:00 p.m. and return on Tuesday, November 4th at approximately 1:00 p.m. Students will be transported to and from the conference via a CiTi DOT approved van and will be chaperoned by Advisors, Craig Mahon and Lou Ann Peet. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel this trip.

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Center for Instruction, Technology and Innovation Board hereby grants approval for four CiTi students to attend the SkillsUSA Fall Leadership Conference in Liverpool, NY. Students will leave from the Mexico Campus on Sunday, November 2nd at 4:00 p.m. and return on Tuesday, November 4th at approximately 1:00 p.m. Students will be transported to and from the conference via a CiTi DOT approved van and will be chaperoned by Advisors, Craig Mahon and Lou Ann Peet. In the event of an uncertain situation, the District Superintendent or his designee will have the discretion to cancel this trip.

Vote on the motion: Ayes 7, Nays 0, motion carried.

SUPERINTENDENT'S REPORT

10.0 Building Usage Discussion

District Superintendent Todd informed the Board that he wanted to have a discussion with the Board before the topic arose about the use of the CiTi facilities by community members, school districts, etc...

The Board decided that Mr. Todd would bring to them sample policies to review so that a policy and procedures can be created prior to the facilities opening up for public use.

PRESIDENT'S REPORT

11.1 Second Reading and Adoption of Board Policies #6440 – Sexual Harassment of Students and #7315 Student Use of Personal Technology. Please See Enclosures

RESOLVED, that the Center for Instruction, Technology & Innovation Board hereby accepts and approves the Second Reading and Adoption of Board Policies **#6440 – Sexual Harassment of Students** and **#7315 Student Use of Personal Technology**.

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Center for Instruction, Technology & Innovation Board hereby accepts and approves the Second Reading and Adoption of Board Policies **#6440 – Sexual Harassment of Students** and **#7315 Student Use of Personal Technology**.

Vote on the motion: Ayes 7, Nays 0, motion carried.

11.2 Resolution to Rescind and Delete Board Policy. Please See Enclosures

RESOLVED, that the Center for Instruction, Technology & Innovation Board hereby approves rescinding and deleting Board Policy **#6461 –Complaints and Grievances by Students** (language already found in #2420). The rescinding and deleting of this Board Policy shall be effective immediately.

It was:

Moved by Matthew Geitner, seconded by Donna Blake, that the Center for Instruction, Technology & Innovation Board hereby approves rescinding and deleting Board Policy **#6461 –Complaints and Grievances by Students** (language already found in #2420). The rescinding and deleting of this Board Policy shall be effective immediately.

Vote on the motion: Ayes 7, Nays 0, motion carried.

Executive Session Motion

It was:

Moved by Kevin Dix, seconded by Joel Southwell, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session for the purpose of discussing the employment history leading to the termination of a particular employee.

The BOCES Board entered into an Executive Session at 8:07 p.m. in Room #100 at the Center for Instruction, Technology and Innovation. Those in attendance were: Melissa Allard, Roseann Bayne, Donna Blake, Casey Brouse, Donald Budman (Attorney), Kevin Dix, Matthew Geitner, Mark LaFountain, Gregory Muench, Marc Reitz (Attorney), Michael Sheperd, Joel Southwell, Christopher Todd, William White.

Vote on the motion: Ayes 7, Nays 0, motion carried.

Regular Board Meeting reconvened

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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 7, Nays 0, motion carried.

The CiTi Board adjourned the Executive Session and reconvened the Regular Board meeting at 8:24 p.m.

Resolution to Terminate the Employment of Renee Dimon

BE IT RESOLVED, that as Renee Dimon, due to personal circumstances, is unable to return to work and termination of her employment will enable the BOCES to fill her currently encumbered position; the Oswego County Board of Cooperative Educational Services hereby resolves to terminate Ms. Dimon from her employment with the BOCES effective immediately.

It was:

Moved by Kevin Dix, seconded by Casey Brouse, that as Renee Dimon, that due to personal circumstances, she is unable to return to work and termination of her employment will enable the BOCES to fill her currently encumbered position; the Oswego County Board of Cooperative Educational Services hereby resolves to terminate Ms. Dimon from her employment with the BOCES effective immediately.

Vote on the motion: Ayes 7, Nays 0, motion carried.

MEETING ADJOURNED

It was:

Moved by Matthew Geitner, seconded by Donna Blake, that the CiTi Board Meeting be adjourned.

Vote on the motion: Ayes 7, Nays 0, motion carried.

The BOCES Board adjourned at 8:26 p.m.

Respectfully Submitted,

Melissa A. Allard
District Clerk