

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
April 20, 2016**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, April 20, 2016 at the BOCES Area Center in Mexico, New York.

Mr. John Shelmidine, Board President called the meeting to order at 6:31 p.m.

Board Members Present:	Donna Blake, Vice President
	Eric Behling (Arrived at 6:33 p.m.)
	Casey Brouse
	David Cordone (Arrived at 6:34 p.m.)
	Gregory Muench
	John Shelmidine, President
	William "Dave" White (Arrived at 6:40 p.m.)
	Ted Williams

Board Members Absent: Kevin Dix

Central Administration: Christopher J. Todd, District Superintendent  
Roseanne Bayne  
Mark LaFountain  
Michael Sheperd

Other CiTi Staff: Marla Berlin  
Iraina Gerchman  
Paul Gugel  
Jim Huber  
Dr. John Ramin  
Amy Rhinehart  
Wayne Wideman

Officers: Melissa Allard, District Clerk

Guests: Doug Buske

**The Pledge of Allegiance was recited.**

**Mr. Eric Behling entered at 6:33 p.m.**

**Mr. David Cordone entered at 6:34 p.m.**

**Facilities Report**

District Superintendent Todd distributed a copy of the revised C&S contract for the extension of Construction Management Services for phase three of the construction project and explained the reasons for the revised contract and additional fees. The remaining CM fees will be paid in two lump sum payments of \$62,000.

It was:

Moved by Donna Blake, seconded by Dave Cordone that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the revised contract for the extension of Construction Management Services with C&S Companies and grants permission to the Board President to execute the contract.

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

**Approval of the Minutes of The March 16, 2016 Regular Board Meeting**

It was:

Moved by Casey Brouse, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services approves the minutes of the March 16, 2016 Regular Board meeting as presented.

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

**Mr. William "Dave" White entered at 6:40 p.m.**

**Public Comments**

None.

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**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 Account  
 7.22 Treasurer's Report  
 7.23 Budget Status Report & Transfers Greater Than \$50,000
- 7.3 Bids and Awards. Please see enclosures.  
 7.31 Cooperative Bid – Calculators Bid #B16-1501  
 7.32 Cooperative Bid – Technology Supplies & Equipment Bid #B16-7801  
 7.33 Cooperative Bid – Transportation Lubricants Bid #B16-1703  
 7.34 Cooperative Bid – Water Sampling and Testing bid #B16-4030  
 7.35 Diesel Engine Rotary Mower for Hannibal CSD Bid #B16-8013
- 7.4 Internal Claims Auditor Report.
- 7.5 Resolution for Disposal of Surplus Equipment – April 20, 2016.  
 BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby declares the attached listing of equipment as surplus and authorizes proper disposal of such.
- 7.6 Resolution to Enter Into a Three-Year High Speed Communications Service Agreement with TWC.  
 BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves execution of the Time Warner Cable contract, for an amount of \$564.81 per month for a period of thirty-six (36) months from the time of service start, in order to receive Ethernet Private Line Service for High Speed Communications between the Oswego County BOCES Mexico campus and the Oswego County BOCES Phoenix campus to be leased from Operation Oswego County.
- 7.7 Resolution to Approve Lease of Phoenix Extension Site.  
**WHEREAS**, Operation Oswego County, Inc. (the "Owner") is the Owner of real property located at 70 County Route 59, in the Oswego County Industrial Park, in the Town of Schroepfel, County of Oswego, State of New York, which consists of an approximately 7,150 +/- sq. ft. building; and  
**WHEREAS**, the BOCES desires to lease the premises in order to facilitate the provision of educational services; and  
**WHEREAS**, the BOCES has considered the terms set forth in a proposed lease agreement between the parties; and  
**NOW, THEREFORE**, be it resolved as follows:
1. The Board determines the lease to be in the best interest of the supervisory District in that the leased space meets the program needs and no other space is available to accommodate the program at the BOCES. Moreover, the lease is at, or below, fair market value.
  2. The Lease Agreement between the BOCES and the Owner is contingent upon the terms set forth in the agreement, including approval of the Lease Agreement by the Commissioner of Education and the issuance of a Certificate of Occupancy.
  3. The Lease is hereby approved and the Board President is authorized to execute the same, retroactively to the effective date of the lease.
  4. This resolution shall take effect immediately.

It was:

Moved by Donna Blake, seconded by Ted Williams, that the Oswego County Board of Cooperative Educational Services approves 7.1 through 7.7 of the Finance Section of the Board Agenda.

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

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**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 (unless extended in accordance with the law). These expiration dates are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012<sup>3</sup> of the Education Law, in order to be granted tenure the teacher 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 receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

<b>Leave of Absence</b>								
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>					
Macro-Zwolinski, Stephanie	Exceptional Education	Teacher	5/13/2016 - 6/24/2016					
<b>Retirements</b>								
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>					
Allison, Betty	Exceptional Education	Teaching Assistant	6/24/2016					
Anderson, Jacqueline	Exceptional Education	Teaching Assistant	6/24/2016					
Cooper, Nancy	Exceptional Education	Teacher	6/24/2016					
Foley, Gerald	Exceptional Education	School Counselor	6/24/2016					
Hebert, Linda	Exceptional Education	Teacher	6/24/2016					
Kellogg, Elizabeth	Exceptional Education	Teacher	6/30/2016					
Kinney, Elizabeth	Exceptional Education	Teaching Assistant	6/24/2016					
McKnight, Janet	Exceptional Education	Teacher	6/30/2016					
Perth, Helen	Exceptional Education	Teacher	6/24/2016					
Pinkevicz, Sandra	Exceptional Education	Typist	6/30/2016					
Ryder, Elaine	Exceptional Education	Teaching Assistant	5/2/2016					
Scahill, Debra	Exceptional Education	School Counselor	6/30/2016					
Whitney, Doneita	Migrant Education	Senior Typist	6/30/2016					
<b>Appointments</b>								
<b>Program</b>	<b>Name</b>	<b>Position</b>	<b>Type Appt.</b>	<b>Salary</b>		<b>Eff. Date</b>	<b>End Date</b>	<b>Comments</b>
Adult Education	Smith, Kara	Clinical Instructor	Reapp	\$31.21	/hr	04/21/2016	06/30/2016	0-19 hrs/wk as per timesheet
Career & Technical Education	Soboleski, Steven	CDL Instructor	Reapp	\$12.62	/hr	03/06/2016	06/10/2016	as per timesheet
Exceptional Education	Aguilar, Theresa	Job Coach	Reapp	\$9.86	/hr	03/11/2016	06/30/2016	0-25 hrs/wk as per timesheet
	Bleiberg, Melanie	Job Coach	Reapp	\$9.86	/hr	04/21/2016	06/30/2016	0-10 hrs/wk as per timesheet
	Birmingham, Theresa	Teaching Assistant	Recalled Perm	\$19,712.00	/yr	03/28/2016		recalled from preferred hiring list; to be prorated from 3/28/2016
	Mackey, Elizabeth	Job Coach	Temp	\$9.86	/hr	04/21/2016	06/30/2016	0-10 hrs/wk as per timesheet
	Smith, Nicolette	Interpreter Stipend	Reapp	\$922.00	/stipend	5/2/2016	6/30/2016	to be prorated from 5/2/2016
	Wenner, Amy	Long Term Substitute Teacher	Reapp	\$262.08	/day	03/28/2016	06/23/2016	as per timesheet
Instructional Technology	Hourihan, Sage	Student Helper	Temp	\$9.00	/hr	04/21/2016	06/30/2016	as per timesheet
Operations & Maintenance	Nelson, Andy	Custodial Worker	Prob	\$13.87	/hr	05/09/2016	05/09/2017	40 hrs/wk
Workstudy	Student # 102	Workstudy Student	Temp	\$1.75	/hr	03/17/2016	06/30/2016	as per timesheet
Workstudy	Student # 103	Workstudy Student	Reapp	\$1.75	/hr	03/21/2016	06/30/2016	as per timesheet
Workstudy	Student # 104	Workstudy Student	Reapp	\$2.35	/hr	03/17/2016	06/30/2016	as per timesheet
Workstudy	Student # 105	Workstudy Student	Reapp	\$2.35	/hr	03/17/2016	06/30/2016	as per timesheet
Workstudy	Student # 106	Workstudy Student	Temp	\$1.75	/hr	03/18/2016	06/30/2016	as per timesheet
Workstudy	Student # 107	Workstudy Student	Temp	\$1.75	/hr	04/07/2016	06/30/2016	as per timesheet

**PERSONNEL (CONTINUED)**

Probationary Appointments								
Program	Name	Position	Type Appt.	Salary		Eff. Date	End Date	Comments
Exceptional Education	Dupree, Roseangela	Teaching Assistant	Prob	\$21,862.00	/yr	4/21/2016	4/21/2020	to be prorated from 4/21/2016
	Herrington, Colleen	Teaching Assistant	Prob	\$17,403.00	/yr	4/21/2016	4/21/2020	to be prorated from 4/21/2016
	McAuslan, Justin	Teaching Assistant	Prob	\$18,467.00	/yr	4/21/2016	4/21/2020	to be prorated from 4/21/2016
	Smith, Nicolette	Teaching Assistant	Prob	\$17,403.00	/yr	5/2/2016	5/2/2020	to be prorated from 5/2/2016
Substitutes								
Adult Education								
Smith, Kara				\$31.21/hr				
Alternative Education/Career & Technical Education								
Barry, Erin				\$91.98/day; \$10.20/hr				
Nosiglia, Holly				\$91.98/day; \$10.20/hr				
Exceptional Education								
Bleiberg, Melanie				\$80.95/day; \$10.75/hr; \$10.20/hr; \$9.86/hr				
Herrington, Colleen				\$80.95/day				
Mackey, Elizabeth				\$9.86/hr				
Ware, Rebecca				\$80.95/day; \$10.75/hr; \$10.20/hr; \$9.00/hr				

It was:

Moved by Dave Cordone, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services approves Section 8.1 of the Personnel Section of the Board Agenda, effective as indicated.

Mr. Mark LaFountain announced that he is working with his assistant to pin down a date for the retirees reception and as soon as that date/location is decided, it will be announced to the Board.

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

**INSTRUCTIONAL SUPPORT**

9.1 Points of Pride – March 2016. (Please See Attached).

**SUPERINTENDENT’S REPORT**

10.1 Resolution to Create the Position of Purchasing Clerk.

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby creates the position of Purchasing Clerk.

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby creates the position of Purchasing Clerk.

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

10.2 Resolution to approve the Oswego County School District’s Calendar for 2016-17.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the Oswego County School Districts Calendar for 2016-17 as presented.

It was:

Moved by Ted Williams, seconded by Dave White, that the Oswego County Board of Cooperative Educational Services hereby approves the Oswego County School Districts Calendar for 2016-17 as presented.

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

10.3 Discussion Regarding RFP’s for Attorney Services.

Mr. Todd informed the Board that he had received a contract to renew services with CiTi’s school attorney and asked if the Board would like to do a RFP for services prior to signing the contract. District Superintendent Todd explained that he is not unhappy with the services of the current firm, but just feels it is the fiscally responsible thing to do. The Board agreed to do an RFP for legal services.

10.4 EPC Rebates.

Mr. Todd and Mr. Sheperd shared a handout with the Board of Education that showed the various rebates that had been received for energy performance. Mr. Sheperd and Mr. Todd asked the Board what they wished to do with the rebates. Various scenarios were presented to the Board including the one that was picked, which was

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to use the rebates to offset lease payments in the coming years. Mr. Sheperd stated that there was no need for a resolution.

**PRESIDENT'S REPORT**

11.1 Second Reading and Approval of Board Policies. Please see enclosures

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of Board Policies:

2110	BOCES/Community Relations and Communications
2120	Copyright of BOCES Work Products
2130	Emergency School Closings
2140	Flag Display
2210	Visits to BOCES Facilities, Schools and Programs
2220	Presentation By the Public at Board Meetings
2221	Shared-Decision Making and School-Based Planning
2230	Use of School Facilities and/or Resources
2231	Use of BOCES-Owned Equipment and Other Property by Board Members/Employees
2232	Servicing or Repairing of Personal Property by Students
2233	Equipment Loan to Component School Districts
2234	Services to Nonpublic Schools
2240	School Volunteers
2250	Public Complaints
2260	Solicitation by Outside Entities or Individuals
2310	Public Access to Records
2410	Code of Conduct on BOCES Property
2411	Unlawful Possession of a Weapon Upon School Grounds or At a School Function
2420	Non-Discrimination and Anti-Harassment in the BOCES
2430	Uniform Violent and Disruptive Incident Reporting System (VADIR)

It was:

Moved by Gregory Muench, seconded by Dave Cordone, that the Oswego County Board of Cooperative Educational Services accepts and approves the second reading and adoption of the Board Policies as presented in section 11.1 of the President's Report on the Board Agenda.

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

11.2 First Reading of the 3000, and 4000 Series of Board Policies. Please see enclosures

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of the 3000 and 4000 Series of Board Policies with changes as noted on the Policy notes and corrections cover page.

It was:

Moved by Donna Blake, seconded by Dave Cordone, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of the 3000 and 4000 Series of Board Policies with changes as noted on the Policy notes and corrections cover page.

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

11.3 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 6, 2016 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

It was:

Moved by Eric Behling, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby sets the date of **Wednesday, July 6, 2016 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

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

11.4 Designation of Annual Meeting and Administrative Budget Vote Dates for the 2016-17 School Year

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates **Wednesday, April 5, 2017** for the Oswego County BOCES Annual Meeting and **Tuesday, April 25, 2017** for the Administrative Budget Vote.

It was:

Moved by Dave Cordone, seconded by Dave White, that the Oswego County Board of Cooperative Educational Services hereby sets the date of **Wednesday, July 6, 2016 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

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

**PRESIDENT'S REPORT**

President Shelmidine informed the Board that he had the District Clerk, Melissa Allard e-mail them the documents necessary to conduct the District Superintendent's evaluation. The documents were a blank evaluation form that had been created a few years ago, a seniority/salary list of District Superintendents in New York State, as well as, a list of key dates/deadlines in the District Superintendent's contract. Mr. Shelmidine informed the Board that he will compile the evaluation forms that are created by Board Members and then the Board will meet with Mr. Todd after the May 11<sup>th</sup> meeting to share the results of the evaluation with him. Mr. Shelmidine explained that when Mr. Todd came he asked for a face-to-face evaluation meeting so a discussion of the evaluation could occur at the time it is presented.

Board Member Cordone asked if the Board also does a self-evaluation of themselves. Board President Shelmidine responded that it has been the intent of the Board to do so, but it had not been done.

Mr. Shelmidine stated he wanted to publicly thank the nine component school districts for all approving the CiTi BOCES Administrative Budget. He congratulated Mr. Brouse and Mr. Dix for being re-elected to the CiTi Board and welcomed Mr. Randy Hoyt who will be representing the Central Square School District. President Shelmidine also stated that he wanted to thank Mr. Gregory Muench who has been a representative on the CiTi Board for the Central Square School District. Mr. Shelmidine stated that Mr. Muench has been an outstanding representative.

President Shelmidine announced that the SkillsUSA State Competition would be taking place next week with the primary competition taking place on April 28<sup>th</sup> at the New York State Fairgrounds. Mr. Shelmidine encouraged any of the Board Members that could make the competition to attend as it is an outstanding experience. Mr. Shelmidine stated that winners of the State Competition will go on to compete at the National Competition held in Louisville, KY in June.

Mr. Shelmidine also shared with the Board Members that he wanted to stress how important it was to the CiTi Board and component school districts that Board Members be present for the CiTi Board Meetings. He stated as Board Members we sign on for this important role and it is very important that we attend each meeting so our component school districts are represented. Board Vice-President Donna Blake reminded Board Members if they are unable to attend a meeting, it is the Board Members responsibility to inform the District Clerk so she is able to determine whether or not there will be a quorum for each meeting. President Shelmidine stated that he will be reiterating the topic of attendance at a future meeting so that our new Board representative is aware of the conversation as well.

**Other Items to Come Before the Board**

District Superintendent Todd informed the Board that he would be out on vacation beginning Friday, April 22<sup>nd</sup> after work and returning on Monday, May 2<sup>nd</sup>. Mr. Todd stated that he has contacted District Superintendent Jeffrey Matteson and he will be filling in for emergencies while Mr. Todd is out of state. All day-to-day questions can be answered by staff at CiTi BOCES. District Superintendent Matteson should be contacted for emergency situations only.

Assistant Superintendent Roseann Bayne shared with the Board that every district has had student applications submitted for the PTECH program. Student interviews will be conducted the first two weeks of May by district representatives and industry partners. Districts representatives will not conduct their own student interviews. A rubric has been developed to score the student interviews.

**EXECUTIVE SESSION**

It was:

Moved by Casey Brouse, seconded by Ted Williams, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss matters relating to negotiations conducted pursuant to the Taylor Law involving the Oswego County BOCES Teachers' Association and the employment history of particular persons. It is the Board's intent to take action on an item after Executive Session

The CiTi BOCES Board entered into an Executive Session at 7:28 p.m. at the CiTi main campus. Those present for Executive Session were: Melissa Allard, Roseann Bayne, Eric Behling, Donna Blake (Vice President), Casey Brouse, Dave Cordone, Mark LaFountain, Gregory Muench, John Shelmidine (President), Michael Sheperd, Christopher Todd, William "Dave" White and Ted Williams.

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

**Regular Board Meeting Reconvened**

It was:

Moved by Gregory Muench, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services adjourn the Executive Session and reconvene to the Regular Board Meeting.

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

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 8:51 p.m.

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Ratification of the 2016-2019 Oswego County Teachers' Association Contract

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES Teachers' Association for the period of July 1, 2016 through June 30, 2019.

It was:

Moved by Ted Williams, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement between the District Superintendent and the Oswego County BOCES Teachers' Association for the period of July 1, 2016 through June 30, 2019.

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

Mr. Dave Cordone asked if we thank the unions for making the negotiation process so amicable. He stated that it just seems that the negotiation process seems to go pretty well and that the unions should be thanked for that. Mr. Mark LaFountain will forward the Board's appreciation to the union representatives.

**Meeting Adjourned**

It was:

Moved by Dave Cordone, seconded by Ted Williams, that the BOCES Board Meeting be adjourned.

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

The BOCES Board adjourned at 8:54 p.m.

Respectfully Submitted,

Melissa Allard  
District Clerk