

**MINUTES OF THE CENTER FOR INSTRUCTION, TECHNOLOGY AND INNOVATION  
July 1, 2015**

The Reorganization Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, July 1, 2015 at the BOCES Main Center in Mexico, New York.

Mrs. Melissa Allard, District Clerk called the meeting to order at 6:32 p.m.

The Pledge of Allegiance was recited.

|                                 |  |
|---------------------------------|--|
| Board Members Present:          | Eric Behling<br>Donna Blake<br>Casey Brouse<br>David Cordone<br>Gregory Muench<br>John Shelmidine<br>William White<br>Ted Williams |
| Board Members Absent:           | Kevin Dix  |
| Central Administration:         | Christopher Todd<br>Mark LaFountain<br>Michael Sheperd   |
| Program Administrators & Staff: | Roseann Bayne<br>Gisele Benigno<br>Tracy Fleming<br>Jim Huber<br>Wayne Wideman   |
| Officers:                       | Melissa Allard, District Clerk<br>Kelly Wood, Treasurer  |
| Attorney:                       | None Present   |

**OATHS OF OFFICE FOR NEWLY APPOINTED AND NEW TERMS OF OFFICE FOR BOARD**

**MEMBERS:**

Melissa Allard, District Clerk administered the Oaths of Office to Mr. David Cordone – Fulton City School District, Mrs. Donna Blak– Hannibal Central School District, and Mr. Ted Williams – Pulaski Central School District.

**ELECTION OF PRESIDENT:**

Nominations were opened:

Mrs. Donna Blake nominated Mr. John Shelmidine, Mr. Casey Brouse seconded this nomination.

It was:

Moved by Mrs. Donna Blake, seconded by Mr. Casey Brouse, that Mr. John Shelmidine be nominated as President for the Oswego County Board of Cooperative Educational Services for the 2015-2016 school year.

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

**OATH OF OFFICE OF PRESIDENT:**

Melissa Allard, District Clerk administered the Oath of Office to Mr. John Shelmidine, newly elected Board President.

**ELECTION OF VICE-PRESIDENT:**

Nominations were opened.

Mr. David Cordone nominated Mrs. Donna Blake, Mr. Eric Behling seconded this nomination.

It was:

Moved by Mr. David Cordone, seconded by Mr. Eric Behling, that Mrs. Donna Blake be nominated as Vice-President for the Oswego County Board of Cooperative Educational Services for the 2015-2016 school year.

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

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**OATH OF OFFICE OF VICE PRESIDENT:**

Melissa Allard, District Clerk administered the Oath of Office to Mrs. Donna Blake, newly elected Board Vice- President.

**PUBLIC COMMENTS:**

None

**APPOINTMENTS**

- 8.1 **Appointment of District Clerk**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Melissa Allard as District Clerk of the Board for the school year at a stipend of \$5,007.
- 8.2 **Appointment of Treasurer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Kelly Wood as Treasurer of the Board for the school year at a salary of \$63,764 *to be adjusted according to negotiated contract.*
- 8.3 **Appointment of Deputy Treasurer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Ms. Stephanie Burdick as Deputy Treasurer of the Board for the school year at a stipend of \$950.
- 8.4 **Appointment of Internal Claims Auditor**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Mrs. Mary Soble as Internal Claims Auditor of the Board for the school year at a stipend of \$3,166.
- 8.5 **Appointment of Alternate Internal Claims Auditor**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services appoints *Mrs. Lisa Spencer*, as Alternate Internal Claims Auditor to perform the duties of Internal Claims Auditor, in the absence of the Internal Claims Auditor, for the school year at a stipend of \$411.
- 8.6 **Appointment of Records Access Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mary Anne Kirkpatrick as Freedom of Information/Records Access Officer for the school year.
- 8.7 **Appointment of Records Management Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Lisa Spencer as Records Management Officer for the school year.
- 8.8 **Appointment of Attendance Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Roseann Bayne as Attendance Officer for the school year.
- 8.9 **Appointment of Pupil Records Access Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Roseann Bayne as Pupil Records Access Officer for the school year.
- 8.10 **Appointment of Purchasing Agent**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Amy Rhinehart as Purchasing Agent for the school year.
- 8.11 **Appointment of Deputy Purchasing Agent**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Gisèle Benigno as Deputy Purchasing Agent for the school year, authorized to act as Purchasing Agent only in the absence of the regularly appointed Purchasing Agent.
- 8.12 **Appointment of Asbestos Designee**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints LeLand Dusharm as Asbestos Designee for the school year.
- 8.13 **Appointment of Human Rights Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as Title IX Compliance Officer for the school year and Roseann Bayne as Title IX Compliance Co-Officer for the school year.
- 8.14 **Appointment of Dignity Act Coordinator**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as Dignity Act Coordinator for the school year.
- 8.15 **Appointment of Medicaid Compliance Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints James Huber as Medicaid Compliance Officer for the school year.
- 8.16 **Appointment of HIPPA Compliance Officer**  
BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby appoints Mark LaFountain as HIPPA Compliance Officer for the school year.

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8.17 **Appointment of Treasurer of Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Vickie Rowe as Treasurer of Student Fund Accounts at a stipend of **\$1,327** and Heather Francisco as Assistant Treasurer for Student Fund Accounts at a stipend of **\$530** for the school year.

8.18 **Appointment of Chief Faculty Counselors for Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Chief Faculty Counselor for Exceptional Education Student Fund Accounts, and Marla Berlin as Chief Faculty Counselor for Non-Exceptional Education Student Fund Accounts, for the school year.

8.19 **Appointment of Auditors of Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Auditor of Non-Exceptional Education Student Fund Accounts, and Marla Berlin as Auditor of Exceptional Education Student Fund Accounts, for the school year.

8.20 **Appointment of Designees to Approve Fundraising Activities for Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Jim Huber as Designee to approve all fundraising activities for Non-Exceptional Education Student Fund Accounts, and Marla Berlin as Designee to approve all fundraising activities for Exceptional Education Student Fund Accounts, for the school year.

8.21 **Appointment of Staff on an Interim Basis**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to employ individuals on an interim basis, until such time as the Board of Education is able to act upon a formal recommendation for appointment, for the school year. Such interim appointments shall be considered temporary in nature.

8.22 **Appointment of Clerk Pro-tem**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of the Vice President of the Board to serve as Clerk Pro-tem for the school year.

It was:

Moved by David Cordone seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services accepts and approve resolutions 8.1 through 8.22 of the Reorganization Agenda.

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

8.23 **Appointment of Audit Committee Member**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of the following individuals to the Audit Committee for the terms indicated below:

| <u>Name</u>      | <u>Relationship</u> | <u>Term Length</u> | <u>Effective Date</u> | <u>Conclusion Date</u> |
|------------------|---------------------|--------------------|-----------------------|------------------------|
| Jeffrey Grimshaw | County Resident     | 2 years            | July 1, 2015          | June 30, 2017          |
| Casey Brouse     | Board Member        | 3 years            | July 1, 2015          | June 30, 2018          |

8.24 **Appointment of Board Policy Committee Members**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointments of Gregory Muench and Donna Blake to the Board Policy Committee for the school year.

8.25 **Appointment of Copyright Officer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the appointment of Tracy Fleming to serve as Copyright Officer for the school year in accordance with Board Policy 7231.

It was:

Moved by Gregory Muench seconded by Ted Williams, that the Oswego County Board of Cooperative Educational Services accepts and approve resolutions 8.23 through 8.25 of the Reorganization Agenda.

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

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**DESIGNATIONS**

**9.1 Designation of Legal Counsel**

BE IT RESOLVED that the law firm of Ferrara, Fiorenza, P.C. is hereby designated as the BOCES legal counsel at an annual retainer of \$31,800 for the school year in accordance with the Retainer Agreement (attached).

**9.2 Designation of Principals**

BE IT RESOLVED that based upon their current job assignments, Roseann Bayne, Marla Berlin, Ronald Camp, Lisa Nappi, Charles Pehta, Robin Proud and John Ramin are hereby designated as Principals for the purposes of Education Law Section 3214 for the school year.

**9.3 Designation of School Physician**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the Oswego Hospital as the provider of School Physician services as needed for the school year in accordance with the existing contractual agreement (attached).

**9.4 Designation of Independent Internal Auditing Firm**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the firm of Dermody, Burke and Brown, CPAs, LLC as Independent Internal Auditing Firm for the school year in accordance with the results of the RFP awarded by the Board on May 1, 2012.

**9.5 Designation of Independent External School Auditing Firm**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates the firm of Ray Wager, CPA as Independent External School Auditing Firm for the school year in accordance with the results of the RFP awarded by the Board on May 1, 2012.

**9.6 Designation of Regular Monthly Meeting Time and Place**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hold regular meetings as identified and special meetings when necessary. Meetings will begin at 6:30 p.m., with the exception of the August 19, 2015, which will begin at 9:00 a.m. Location: SUNY Oswego Phoenix Extension site for August 19, 2015 and all others in Public Safety and Justice Classroom (G-145) until further notice.

|                  |                           |                 |   |
|------------------|---------------------------|-----------------|---|
| <i>August</i>    | <i>August 19, 2015</i>    | <i>February</i> | <i>February 10, 2016</i>                |
| <i>September</i> | <i>September 16, 2015</i> | <i>March</i>    | <i>March 16, 2016</i>                   |
| <i>October</i>   | <i>October 21, 2015</i>   | <i>April</i>    | <i>April 6, 2016 (Annual Meeting)</i>   |
| <i>November</i>  | <i>November 18, 2015</i>  | <i>April</i>    | <i>April 20, 2016 (Regular Meeting)</i> |
| <i>December</i>  | <i>December 16, 2015</i>  | <i>May</i>      | <i>May 11, 2016</i>                     |
| <i>January</i>   | <i>January 20, 2016</i>   | <i>June</i>     | <i>June 15, 2016</i>                    |

**9.7 Designation of Depository Bank Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates Chase, Key, Pathfinder, Community, and First Niagara, Banks as the depositories for bank accounts for the school year.

| <b>Bank</b>   | <b>Maximum on Deposit</b>  |
|---------------|--|
| Chase         | \$6,000,000  |
| Key Bank      | \$10,000,000 until such time that accounts can be transferred to First Niagara then \$100,000 thereafter |
| Pathfinder    | \$100,000  |
| Community     | \$6,000,000  |
| First Niagara | \$25,000,000   |

**9.8 DESIGNATION OF FINANCIAL ADVISOR**

BE IT RESOLVED that Oswego County Board of Cooperative Educational Services retains the services of Fiscal Advisors & Marketing, Inc. of Syracuse, New York as our Financial Advisor to provide related services including preparing the required financial statements, marketing the BOCES Revenue Anticipation Notes and coordinating other matters of fiscal indebtedness as needed for the school year.

**9.9 Designation of Bond Counsel**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services retains the firm of Hawkins, Delafield & Wood of New York, NY as Bond Counsel for the school year.

**9.10 Designation of Official Newspapers**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates The Palladium Times as the official newspaper for the school year and The Oswego County Weeklies and the Valley News to be used when timelines permit.

**DESIGNATIONS (CONTINUED)**

9.11 **Designation of Representative to the OCM Workers' Compensation Consortium Board of Directors.**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates Michael Sheperd as Primary Designee and Mark LaFountain as Alternate Designee to sit on the Board of Directors of the OCM Workers' Compensation Consortium and exercise the voting authority of the Oswego County BOCES on the Board of Directors for the school year.

It was:

Moved by David Cordone, seconded by Casey Brouse, that Oswego County Board of Cooperative Educational Services approve resolutions 9.1 through 9.11 of the Reorganization Agenda.

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

**10. BONDING OF PERSONNEL**

10.1 **Bonding of District Treasurer/Deputy Treasurer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding of the District Treasurer and Deputy Treasurer in the amount of \$4,900,000 each, as contained in the District General Insurance Policy, for the school year.

10.2 **Bonding of Treasurer of Student Fund Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding of the Treasurer of Student Fund Accounts and the Assistant Treasurer of Student Fund Accounts in the amount of \$4,900,000, as contained in the District General Insurance Policy, for the school year.

10.3 **Bonding of Other Employees**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the bonding in the amount of \$100,000 per employee, as contained in the District General Insurance Policy, for the school year.

It was:

Moved by Gregory Muench, seconded by David Cordone, that Oswego County Board of Cooperative Educational Services approve resolutions 10.1 through 10.3 of the Reorganization Agenda as presented.

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

**11. AUTHORIZATIONS**

11.1 **Authorization to Sign Purchase Orders and Purchase Contracts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent to assign funds intended to be used for specific purposes and to sign purchase orders and any contracts obligating the BOCES to the purchase of a good or service, and the Deputy Purchasing Agent to be authorized to assign funds intended to be used for specific purposes and to sign purchase orders in the absence of the Purchasing Agent for the school year.

11.2 **Authorization to Approve Agreements and Contracts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Board President to approve and execute agreements, contracts and other documents requiring Board approval, by signing said documents on behalf of the Board, and the Board Vice-President authorized to sign in the absence of the President for the school year.

11.3 **Bank Resolution**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Treasurer and/or Deputy Treasurer to open bank accounts, sign instruments, initiate Automatic Clearing House debits, initiate payments by use of Depository Transfer Checks, give instructions for the transfer or withdrawal of funds by wire or otherwise and for the payment or withdrawal of moneys, credits, items and property, and authorizing designated banks to accept for deposit, for credit or for collection, items in accordance with municipal laws.

11.4 **Authorization for Approval of Conference Attendance**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to approve the attendance and payment of approved expenses for such attendance of professional and support staff at conferences, workshops, etc., and that the President of the Board of Education be authorized to grant approval for Board member attendance at such events, at BOCES' expense, within the scope of budget appropriations, for the school year.

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**11.5 Authorization to Certify the Payroll**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent, the Assistant Superintendent for Administrative Services, or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to certify the payroll for the school year.

**11.6 Authorization of Check Signatures**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the following as check signers and/or their printed facsimile signatures for the school year.

| Position           | Staff Member      |
|--------------------|-------------------|
| District Treasurer | Kelly Wood        |
| Deputy Treasurer   | Stephanie Burdick |

**11.7 Authorization of Deputy Treasurer to Sign Checks in Absence of Treasurer**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Deputy Treasurer to sign checks in the absence of the Treasurer for the school year.

**11.8 Authorization for Budget Transfers and Amendments**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to approve budget transfers and amendments for the school year in accordance with Board Policy 4130 Administration of Budget.

**11.9 Authorization To Apply for Grants In Aid**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent or Designee to apply for Grants in Aid (State and/or Federal) for the school year.

**11.10 Authorization to Sign Documents**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent, or the Assistant Superintendent for Administrative Services in the absence of the District Superintendent, or other Assistant Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to sign contracts, agreements, licenses, and other documents that aren't otherwise required to be signed by the Board President and/or the Purchasing Agent, for the school year.

**11.11 Authorization of Petty Cash Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the establishment of the following petty cash accounts for the school year:

| Location/Program                        | Amount  | Custodian       |
|---|---------|-----------------|
| Adult Education/Health Occupations/CCCE | \$50.00 | Carla DeShaw    |
| Administrative Services                 | \$50.00 | Michael Sheperd |
| District Office                         | \$60.00 | Melissa Allard  |
| Instructional Services Administration   | \$50.00 | Roseann Bayne   |
| Alternative Education                   | \$50.00 | Ron Camp        |
| Exceptional Education                   | \$50.00 | James Huber     |
| Exceptional Education Program – Fulton  | \$25.00 | Charles Pehta   |

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11.12 **Authorization of Substitute Rates**

BE IT RESOLVED that in addition to any applicable provisions outlined in contractually negotiated labor agreements, the Oswego County Board of Cooperative Educational Services hereby authorizes the establishment of the following substitute rates for the school year:

| <i>Position</i>                   | 2013-14 Rate   | <i>Proposed 2014-15 Rate</i>   |
|-----------------------------------|--|--|
| Substitute Teacher                | \$79.36 per day, non-certified<br>\$84.78 per day, non-certified w/4-yr degree<br>\$90.18 per day, certified<br>\$101.00 per day, long-term (20-60 days)<br>1/200th of starting salary, over 60 days | \$80.95 per day, non-certified<br>\$86.48 per day, non-certified w/4-yr degree<br>\$91.98 per day, certified<br>\$103.02 per day, long-term (20-60 days)<br>1/200th of starting salary, over 60 days |
| Substitute Teacher Assistant      | \$10.00 per hour, regardless of program<br>Current hiring rate, Long-term (+30 days, same assignment)  | \$10.20 per hour, regardless of program<br>Current hiring rate, Long-term (+30 days, same assignment)  |
| Substitute TA Interpreter         | \$10.54 per hour   | \$10.75 per hour   |
| Substitute School Nurse           | \$15.40 per hour   | \$15.71 per hour   |
| Substitute Maintenance Worker     | \$8.83 per hour  | \$9.01 per hour  |
| Substitute Custodial Worker       | \$8.37 per hour  | \$8.93 per hour  |
| Substitute Clerical               | \$8.73 per hour  | \$8.93 per hour  |
| Substitute Data Entry             | \$8.75 per hour  | \$8.93 per hour  |
| Substitute AV Repairer            | \$8.83 per hour  | \$9.01 per hour  |
| Substitute Maintenance Mechanic I | \$12.14 per hour   | \$12.38 per hour   |
| Substitute Health Occ Inst.       | \$17.32 per hour   | \$17.67 per hour   |

11.13 **Authorization to Submit Bid Notices to Newspapers**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent or Deputy Purchasing Agent to submit bid notices to the official newspapers throughout the year.

11.14 **Authorization to Open Bids**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent and the Deputy Purchasing Agent to be individually authorized to open bids at designated times.

11.15 **Authorization of Audit and Certification of Bills for Payment**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Internal Claims Auditor and the Alternate Internal Claims Auditor in the absence of the Internal Claims Auditor to certify payment of all obligations.

11.16 **Authorization for Investment of Funds**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Treasurer, or the Deputy Treasurer in the absence of the Treasurer, to administer the investment program of the District, in accordance with municipal laws and regulations

11.17 **Authorization of Facsimile Signatures for Checks**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the use of a printed facsimile signature of the Treasurer, or the Deputy Treasurer in the absence of the Treasurer, for signing checks.

11.18 **Authorization of Facsimile Signatures for Purchase Orders**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the use of a printed facsimile signature of the Purchasing Agent, or the Deputy Purchasing Agent in the absence of the Purchasing Agent, for signing Purchase Orders.

11.19 **AUTHORIZATION TO SIGN APPROPRIATE CONTRACTS AND AGREEMENTS**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Assistant Superintendent for Administrative Services or other Assistant

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Superintendent as may be needed in the absence of the Assistant Superintendent for Administrative Services, to sign any contracts or agreements which are not required to be signed by the Purchasing Agent, the District Superintendent, or the Board President, for the school year.

**11.20 Authorization to Collect and Review Certified Payrolls for Public Works Contracts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the Purchasing Agent, or the Deputy Purchasing Agent, the Coordinator of Business Administration, or the Assistant Superintendent for Administrative Services in the absence of the Purchasing Agent, to collect and review certified payrolls for public work contracts for the school year.

It was:

Moved by Eric Behling seconded by David Cordone that Oswego County Board of Cooperative Educational Services approve resolutions 11.1 through 11.20 of the Reorganization Agenda as presented.

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

**12. OTHER**

**12.1 Re-Adoption of all Policies in Effect During the Previous Year**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the re-adoption of all existing policies of the Board and records as maintained by the District Clerk and the District Superintendent for the school year.

**12.2 Adoption of the Protections of Public Officers Law Section 18**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees to confer the benefits of Section 18 of the Public Officers upon its employees and officers, and further agrees to be held liable for the costs incurred under such provision of law; and it is further RESOLVED that the adoption of the provisions of Section 18 of the Public Officers Law is intended to supplement, and not supplant, any other applicable provisions relating to the defense and indemnification of its employees and officers.

**12.3 Workers Compensation Coverage for Volunteers**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby agrees that the BOCES shall participate in the Onondaga Cortland Madison Workers Compensation Consortium group to provide the insurance coverage that is permitted pursuant to Education Law Section 1950.4.ff. for its authorized volunteers.

**12.4 Board Membership in Associations**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services in accordance with budgeted availability of funds hereby approves the membership in the New York State School Boards Association, Central New York School Boards Association, the Oswego County School Boards Association, the Rural Schools Association, the New York State Association for Women in Administration, the Greater Oswego-Fulton Chamber of Commerce, the Greater Mexico Chamber of Commerce and the Association of Educational Service Agencies, for the school year, and to subscribe to the Erie 1 BOCES Board Policy Update Service, the Erie 1 BOCES Administrative Manual Update Service, the Statewide BOCES Public Relations efforts, and the BOCES Ed Consortium, the LEAF Network, the Oswego County Business Magazine, and the AESA BOCES Coordinator for the School year.

**12.5 Establishment of Mileage Reimbursement Rate**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the reimbursement of mileage at the official IRS mileage rate for the school year.

**12.6 Establishment of FOIL (Freedom of Information Law) Request Charges**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby establishes charges for the processing of requests received under the Freedom of Information Law in accordance with Chapter 223 of the Laws of New York of 2008 as follows: \$.25 per photocopy; an amount equal to the hourly salary of the lowest paid agency employee who has the skills required to prepare a copy of the requested record, if greater than two hours, and/or any other fees eligible to be charged in conjunction with the request, in accordance with the law.

**12.7 Establishment of GASB-54 Protocols**

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BE IT RESOLVED that the Oswego County Board of Cooperative Educational services hereby establishes that the process used to assign funds is by the authorization placed by the Purchasing Agent, or by the Deputy Purchasing Agent in the absence of the Purchasing Agent on a purchase order after having been created and approved through the established purchasing procedures; and that resources will generally be spent from budgetary appropriations first, and that utilization of reserve funds will be determined based on the legal appropriation of such funds which require either the Board of Education and/or the proper voter approval, or approval from the State Education Department, and that assigned amounts will be considered expended when the transaction occurs for which the assignment was made.

**12.8 Adoption of NSF (Non-Sufficient Funds) Charge**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby authorizes the District Superintendent to impose a charge of \$30.00 per returned item to any account owing the Oswego County BOCES where a tendered payment of such an account was returned for insufficient funds. BE IT FURTHER RESOLVED that the service charges shall be collected in the manner prescribed by law for the collection of the account for which the returned item was tendered. The District Superintendent may require future payments by individuals to be tendered in cash or by certified or cashier's check.

**12.9 Approval of Bank Accounts**

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby approves the use of following bank accounts for the school year:

| <b>Fund</b>                    | <b>Bank</b>                  | <b>Type of Account</b> |
|--------------------------------|------------------------------|------------------------|
| General                        | Chase                        | Money Market           |
| General                        | KeyBank and/or First Niagara | Checking               |
| General                        | KeyBank and/or First Niagara | Money Market           |
| General Reserve                | Chase and/or First Niagara   | Money Market           |
| General Unemployment           | KeyBank and/or First Niagara | Checking               |
| Federal                        | KeyBank and/or First Niagara | Checking               |
| Federal – Teacher Center       | KeyBank and/or First Niagara | Savings                |
| Trust & Agency                 | KeyBank and/or First Niagara | Checking               |
| Trust & Agency Health Benefits | KeyBank and/or First Niagara | Checking               |
| Trust & Agency Health Reserve  | KeyBank and/or First Niagara | Money Market           |
| Trust & Agency Payroll         | KeyBank and/or First Niagara | Checking               |
| Capital                        | Community Bank               | Checking               |
| Capital                        | Community Bank               | Money Market           |
| Trust & Agency (Scholarships)  | Pathfinder Bank              | CDs & Savings          |
| Extraclassroom Activity        | KeyBank                      | Checking               |

**12.10 Approval to Dispose in Place of Computers and Computer Equipment**

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby authorizes the "disposal in place" for BOCES asset tagged computers, computer related equipment, electronic data processing equipment and other such equipment included in the same asset classes, that are older than three years as of June 30, 2015 and reside in the local component school districts. Such assets shall be eliminated from the BOCES asset inventory database and each component school district shall receive an itemized list of the computers and equipment located in their district.

It was:

Moved by David Cordone, seconded by Donna Blake, that Oswego County Board of Cooperative Educational Services approve resolutions 12.1 through 12.10 as presented.

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

**The Board immediately moved into their Regular Meeting Agenda**

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
July 1, 2015**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, July 1, 2015 at the BOCES Main Center in Mexico, New York.

The Regular Meeting of the Oswego County Board of Cooperative Educational Services began immediately following the Reorganization meeting.

|                                 |  |
|---------------------------------|--|
| Board Members Present:          | Eric Behling<br>Donna Blake<br>Casey Brouse<br>David Cordone<br>Gregory Muench<br>John Shelmidine<br>William White<br>Ted Williams |
| Board Members Absent:           | Kevin Dix  |
| Central Administration:         | Christopher Todd<br>Mark LaFountain<br>Michael Sheperd   |
| Program Administrators & Staff: | Roseann Bayne<br>Gisele Benigno<br>Tracy Fleming<br>Jim Huber<br>Wayne Wideman   |
| Officers:                       | Melissa Allard, District Clerk<br>Kelly Wood, Treasurer  |
| Attorney:                       | None Present   |

**APPROVAL OF THE MINUTES OF THE JUNE 17, 2015 REGULAR BOARD MEETING**

It was:

Moved by Eric Behling, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services approves the minutes of the June 17, 2015 Regular Board meeting as presented.

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

**FINANCE**

6.1 List of Bills Approved and Ordered Paid by the Internal Claims Auditor.

6.2 Financial Reports. Please see enclosures.

6.21 Treasurer's Report

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

6.3 Bids and Awards. Please see enclosure

6.31 Cooperative Bid – Paper and Plastic Supplies Bid #B15-1002

6.4 Resolution to Approve Revenue Anticipation Notes (RAN)

BE IT RESOLVED, that Revenue Anticipation Notes (RAN) in the amount of \$2,800,000 dated July 9, 2015, and due June 30, 2016 be awarded to JPMorgan Chase Bank, N.A.

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves Sections 6.1 through 6.4 of the Finance Section of Board Agenda.

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

6.5 Summary Table of 2014-2015 Cooperative Bid Participation. (Informational Discussion)

July 1, 2015 Oswego County BOCES Regular Meeting Board Minutes

**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.

| Resignations                 |                                     |                                       |                     |            |            |   |
|------------------------------|-------------------------------------|---------------------------------------|---------------------|------------|------------|---|
| Name                         | Program                             | Position                              | Effective Date      |            |            |   |
| Lautensack, Cheryl           | Exceptional Education Summer School | Teaching Assistant                    | NEVER STARTED       |            |            |   |
| Lyons, Derek                 | Summer School 2015                  | In-School Suspension Teacher          | NEVER STARTED       |            |            |   |
| Lyons, Derek                 | Summer School 2015                  | Regents Proctoring                    | NEVER STARTED       |            |            |   |
| Primrose, Jason              | Summer School 2015                  | Science Teacher                       | NEVER STARTED       |            |            |   |
| Primrose, Jason              | Summer School 2015                  | AIS Science Teacher                   | NEVER STARTED       |            |            |   |
| Primrose, Jason              | Summer School 2015                  | Grading Regents                       | NEVER STARTED       |            |            |   |
| Warren, Renee                | Summer School 2015                  | AIS English Teacher                   | NEVER STARTED       |            |            |   |
| Warren, Renee                | Summer School 2015                  | Regents Proctoring                    | NEVER STARTED       |            |            |   |
| Warren, Renee                | Summer School 2015                  | Grading Regents                       | NEVER STARTED       |            |            |   |
| Tenure                       |                                     |                                       |                     |            |            |   |
| Name                         | Program                             | Position                              | Effective Date      |            |            |   |
| Recchio-Demmin, Barbara      | Instructional Support Services      | Staff Dev't. & Data Coordinator       | 10/22/2015          |            |            |   |
| Appointments                 |                                     |                                       |                     |            |            |   |
| Program                      | Name                                | Position                              | Salary              | Eff. Date  | End Date   | Comments  |
| Alternative Education        | Capella, Daniel                     | Home Schooling Coordinator            | \$32.37 /hr         | 09/01/2015 | 06/30/2016 | not to exceed 312 hours/year                    |
|                              | Halsey, Justin                      | Curriculum Development                | \$171.00 /day       | 07/01/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                              | Jones, Keith                        | Curriculum Development                | \$171.00 /day       | 07/01/2015 | 08/31/2015 | 3 days as per timesheet                         |
|                              | Martin, Colleen                     | School Counselor                      | \$358.33 /day       | 07/01/2015 | 08/31/2015 | 10 days   |
|                              | Morse, Segan                        | Curriculum Development                | \$171.00 /day       | 07/01/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                              | Perth, Helen                        | Curriculum Development                | \$171.00 /day       | 07/01/2015 | 08/31/2015 | 5 days as per timesheet                         |
| Business Office              | Rhinehart, Amy                      | School Purchasing Officer             | \$58,000.00 /yr     | 08/04/2015 |            | to be adjusted according to negotiated contract |
| Career & Technical Education | Bender, Mark                        | Public Safety Instructor              | \$278.24 /day       | 09/01/2015 | 06/30/2016 | per diem as per timesheet                       |
|                              | Brancato, Patricia                  | Nursing Assistant/Clinical Instructor | \$25.86 /hr         | 09/01/2015 | 06/30/2016 | 0-32.5 hrs/wk. as per timesheet                 |
|                              | Brancato, Patricia                  | Nurse Assisting Instructor            | \$20.63 /hr         | 09/01/2015 | 06/30/2016 | 0-32.5 hrs/wk. as per timesheet                 |
|                              | Eastman, David                      | Consultant Teacher                    | \$370.30 /day       | 07/02/2015 | 08/31/2015 | 20 days as per timesheet                        |
|                              | Finnerty, Kathy                     | Consultant Teacher                    | \$482.30 /day       | 07/02/2015 | 08/31/2015 | 20 days as per timesheet                        |
|                              | Gabriel, Charles                    | Public Safety Instructor              | \$264.08 /day       | 09/01/2015 | 06/30/2016 | per diem as per timesheet                       |
|                              | Giverson, Lori                      | Curriculum Development                | \$171.00 /day       | 07/02/2015 | 08/31/2015 | 9 days as per timesheet                         |
|                              | Gravelle, Ralph                     | Curriculum Development                | \$171.00 /day       | 07/06/2015 | 07/09/2015 | 3 days as per timesheet                         |
|                              | Grey, Barbie Jo                     | Curriculum Development                | \$171.00 /day       | 07/06/2015 | 07/10/2015 | 5 days as per timesheet                         |
|                              | Hartman, Rose                       | Curriculum Development                | \$171.00 /day       | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                              | Hartman, Rose                       | Summer Cosmetology Instructor         | \$277.16 /day       | 06/29/2015 | 06/30/2015 | 2 days as per timesheet                         |
|                              | Henry, Scott                        | Consultant Teacher                    | \$382.05 /day       | 07/02/2015 | 08/31/2015 | 20 days as per timesheet                        |
|                              | Knowles, Linda                      | Curriculum Development                | \$171.00 /day       | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                              | Mahon, Craig                        | Skills USA Advisor                    | \$3,067.00 /stipend | 09/01/2015 | 06/30/2016 |   |

July 1, 2015 Oswego County BOCES Regular Meeting Board Minutes

**PERSONNEL (CONTINUED)**

| Appointments                        |                    |  |             |          |            |            |   |
|-------------------------------------|--------------------|--|-------------|----------|------------|------------|---|
| Program                             | Name               | Position                                   | Salary      |          | Eff. Date  | End Date   | Comments  |
|                                     | Mahon, Craig       | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 4 days as per timesheet                         |
|                                     | Nabinger, Melissa  | CDA Review                                 | \$288.38    | /day     | 06/29/2015 | 06/30/2015 | 2 days; as per timesheet                        |
|                                     | Nabinger, Melissa  | CDA Review                                 | \$292.83    | /day     | 07/02/2015 | 08/31/2015 | 1 day as per timesheet                          |
|                                     | Nabinger, Melissa  | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                                     | Nesbitt, Dianna    | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 7 days as per timesheet                         |
|                                     | Peet, Lou Ann      | Skills USA Advisor                         | \$3,067.00  | /stipend | 09/01/2015 | 06/30/2016 |   |
|                                     | Peet, Lou Ann      | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                                     | Perkins, David     | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 15 days as per timesheet                        |
|                                     | Prye, Lisa         | Career Pathways Liaison                    | \$68,672.00 | /yr      | 07/01/2015 | 06/30/2016 | to be adjusted according to negotiated contract |
|                                     | Rainville, Richard | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                                     | Rovito, Ines       | Summer Cosmetology Instructor              | \$300.64    | /day     | 06/29/2015 | 06/30/2015 | 2 days as per timesheet                         |
|                                     | Rovito, Ines       | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
|                                     | Vrooman, Roger     | CDL Instructor                             | \$22.23     | /hr      | 09/01/2015 | 06/30/2016 | as per timesheet                                |
|                                     | Wright, Kimberly   | Curriculum Development                     | \$171.00    | /day     | 07/02/2015 | 08/31/2015 | 5 days as per timesheet                         |
| District Office                     | Soble, Mary        | Alternate Internal Claims Auditor (Mexico) | \$411.00    | /stipend | 07/01/2015 | 06/30/2016 |   |
|                                     | Spencer, Lisa      | Internal Claims Auditor (Mexico Schools)   | \$3,676.00  | /stipend | 07/01/2015 | 06/30/2016 |   |
| Exceptional Education               | Bennett, Maureen   | Curriculum Development                     | \$171.00    | /day     | 07/01/2015 | 08/28/2015 | 5 days; as per timesheet                        |
|                                     | Schulz, Kelly      | Curriculum Development                     | \$168.00    | /day     | 06/26/2015 |            | 1 day of training; as per timesheet             |
|                                     | Titman, Kathleen   | Curriculum Development                     | \$171.00    | /day     | 07/01/2015 | 08/28/2015 | 5 days; as per timesheet                        |
| Exceptional Education Summer School | Abbott, Sharon     | Job Coach                                  | \$10.21     | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Boyer, Marcella    | Job Coach                                  | \$10.21     | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Callard, Mary      | Job Coach                                  | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Clafin, Courtney   | Teaching Assistant                         | \$87.01     | /day     | 07/01/2015 | 08/14/2015 | 31 days; contingent upon enrollment             |
|                                     | Cooper, Chelsea    | Teaching Assistant                         | \$87.01     | /day     | 07/01/2015 | 08/14/2015 | 31 days; contingent upon enrollment             |
| Exceptional Education Summer School | Eseltine, Susan    | Job Coach                                  | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Gibson, Marcella   | Job Coach                                  | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Gilbo, Julia       | Job Coach                                  | \$10.21     | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | House, Barbara     | Job Coach                                  | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Jock, Alice        | Job Coach                                  | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet                    |
|                                     | Kellogg, Elizabeth | Workstudy Coordinator                      | \$367.74    | /day     | 07/06/2015 | 08/14/2015 | REVISED TO 30 days                              |

**PERSONNEL (CONTINUED)**

July 1, 2015 Oswego County BOCES Regular Meeting Board Minutes

| Appointments                   |                        |                                 |             |          |            |            |                                     |
|--------------------------------|------------------------|---------------------------------|-------------|----------|------------|------------|-------------------------------------|
| Program                        | Name                   | Position                        | Salary      |          | Eff. Date  | End Date   | Comments                            |
|                                | Lee, Susan             | Job Coach                       | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet        |
|                                | Loomis, Michelle       | Job Coach                       | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet        |
|                                | Sereno, Charlotte      | Job Coach                       | \$10.21     | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet        |
|                                | Stenson, Georgia       | Job Coach                       | \$9.93      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet        |
|                                | Vasili, Patricia       | Teaching Assistant              | \$87.01     |          | 07/01/2015 |            | 31 days; contingent upon enrollment |
|                                | Wells, Brenda          | Job Coach                       | \$9.86      | /hr      | 07/06/2015 | 08/14/2015 | 0-25 hrs/wk as per timesheet        |
| Instructional Support Services | Flood, Elaine          | Distance Learning Tech. Support | \$25.75     | /hr      | 07/01/2015 | 06/30/2016 | as per timesheet                    |
|                                | Gerchman, Iraina       | Director of Inst. Supp. Serv.   | \$93,500.00 | /yr      | 07/01/2015 | 07/01/2017 |                                     |
|                                | Ouderkirk, Laura       | Distance Learning Coordinator   | \$333.15    | /day     | 07/07/2015 | 09/30/2015 | 5 days as per timesheet             |
|                                | Roberts, Michael       | Senior Typist                   | \$15.03     | /hr      | 07/06/2015 | 07/06/2016 |                                     |
| Operations & Maintenance       | Rector, Todd           | Student Helper                  | \$8.75      | /hr      | 07/01/2015 | 06/30/2016 | as per timesheet                    |
| Summer School 2015             | Bateman, Laura         | Grading Regents                 | \$10.00     | /test    | 08/12/2015 | 08/14/2015 | as per timesheet                    |
|                                | Bateman, Laura         | Regents Proctoring              | \$65.00     | /test    | 08/12/2015 | 08/13/2015 | as per timesheet                    |
|                                | Broderick, Darin       | AIS Science Teacher             | \$681.82    | /session | 07/27/2015 | 08/11/2015 | 10 days; contingent upon enrollment |
|                                | Burns, Kevin           | Math Teacher                    | \$1,500.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                                | Courtemanche, Nicholas | Health Teacher                  | \$1,500.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                                | Forbes, Whitney        | Science Teacher                 | \$1,500.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                                | Gilbert, Zachary       | English Teacher                 | \$1,500.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                                | Hannon, Ryan           | Social Studies Teacher          | \$1,500.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                                | Holland, Amylynn       | Student Helper                  | \$8.75      | /hr      | 06/26/2015 | 06/30/2015 | as per timesheet                    |
|                                | James, Todd            | Math Teacher                    | \$1,600.00  | /session | 07/08/2014 | 08/12/2015 | 21 days; contingent upon enrollment |
|                                | LeRoy, Kimberly        | Librarian                       | \$1,550.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; increased to 100%          |
|                                | Nihoff, Kimberly       | Math Teacher                    | \$1,550.00  | /session | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |

**PERSONNEL (CONTINUED)**

July 1, 2015 Oswego County BOCES Regular Meeting Board Minutes

| Appointments            |                     |                        |  |            |            |                                     |
|-------------------------|---------------------|------------------------|--|------------|------------|-------------------------------------|
| Program                 | Name                | Position               | Salary   | Eff. Date  | End Date   | Comments                            |
|                         | Rodriguez, Brittany | Math Teacher           | \$1,500.00 /session  | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                         | Scicchitano, Daniel | Social Studies Teacher | \$1,500.00 /session  | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                         | Sheldon, Kelley     | Art Teacher            | \$1,500.00 /session  | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
|                         | Snow, Jon           | Social Studies Teacher | \$1,500.00 /session  | 07/08/2015 | 08/11/2015 | 21 days; contingent upon enrollment |
| Substitutes             |                     |                        |  |            |            |                                     |
| Exceptional Education   |                     |                        |  |            |            |                                     |
| Gibson, Margaret        |                     |                        | \$80.95/day; \$10.20/hr; \$10.75/hr; pending board approval            |            |            |                                     |
| Patterson, Regina       |                     |                        | \$80.95/day; \$10.20/hr; \$10.75/hr; pending board approval            |            |            |                                     |
| Tarzia, Christina       |                     |                        | \$80.95/day; \$10.20/hr; \$10.75/hr; \$8.93/hr; pending board approval |            |            |                                     |
| Vasili, Patricia        |                     |                        | \$91.98/day; \$10.20/hr; \$10.75/hr; pending board approval            |            |            |                                     |
| Secondary Summer School |                     |                        |  |            |            |                                     |
| Beck, Cheryl            |                     |                        | \$91.98/day; pending board approval                                    |            |            |                                     |
| Belden, Virginia        |                     |                        | \$91.98/day; pending board approval                                    |            |            |                                     |
| Pretory, Rachel         |                     |                        | \$80.95/day; pending board approval                                    |            |            |                                     |

7.2 Resolution to Approve Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Oswego BOCES hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

| Title                             | Name              | Social Security Number<br><br>(Last 4 digits) | Registration Number | Standard Work Day<br><br>(Hrs/day)                     | Term Begins/<br>Ends | Participates in Employer's Time Keeping System<br><br>(Y/N) | Days/Month<br><br>(based on Record of Activities) |
|-----------------------------------|-------------------|---|---------------------|--|----------------------|---|---|
| Appointed Officials               |                   |   |                     |  |                      |   |   |
| District Clerk                    | Melissa Allard    | 5126  | 36321792            | 8 am – 4 pm plus attendance at Board meetings at night | 7/1/2015 - 6/30/2016 | Y   | N/A   |
| Deputy Treasurer                  | Stephanie Burdick | 1465  | 60250396            | 8 am – 4:30 pm   | 7/1/2015 - 6/30/2016 | Y   | N/A   |
| Alternate Internal Claims Auditor | Lisa Spencer      | 3798  | 38905147            | 8 am – 4 pm  | 7/1/2015 - 6/30/2016 | Y   | N/A   |
| Internal Claims Auditor           | Mary Soble        | 8813  | 37553195            | 8 am – 4 pm  | 7/1/2015 - 6/30/2016 | Y   | N/A   |
| Treasurer                         | Kelly Wood        | 1331  | 41036286            | 8 am – 4 pm  | 7/1/2015 - 6/30/2016 | Y   | N/A   |

It was:

Moved by Donna Blake, seconded by David Cordone that the Oswego County Board of Cooperative Educational Services approves the Personnel Sections 7.1 and 7.2 of the Personnel Section of the Board Agenda, as presented.

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

**INSTRUCTIONAL SUPPORT**

Resolution to Approve an Overnight Field Trip.

**July 1, 2015 Oswego County BOCES Regular Meeting Board Minutes**

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services grants permission for Migrant Education students to participate in an overnight field trip July 8<sup>th</sup> – July 9<sup>th</sup>, 2015 to Utica, NY as part of a statewide initiative (Portable Assisted Study Sequence) "PASS" and a wrap-up session on August 19<sup>th</sup>-20<sup>th</sup>, 2015 in Utica for final post-testing. 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 Ted Williams, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services grants permission for Migrant Education students to participate in an overnight field trip July 8<sup>th</sup> – July 9<sup>th</sup>, 2015 to Utica, NY as part of a statewide initiative (Portable Assisted Study Sequence) "PASS" and a wrap-up session on August 19<sup>th</sup>-20<sup>th</sup>, 2015 in Utica for final post-testing. 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 8, Nays 0, motion carried.

**SUPERINTENDENT'S REPORT**

Discussion Regarding Possible AESA Conference Attendance

District Superintendent Todd informed the Board that he would be interested in attending the AESA Conference this year, which is being held in New Orleans, LA December 2-5, 2015 and he would like their permission to do so.

It was:

Moved by David Cordone, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services grants permission to District Superintendent, Christopher J. Todd, to attend the AESA (Association of Educational Service Agencies) Conference December 2-5, 2015 in New Orleans, LA.

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

**PRESIDENT'S REPORT**

NYSSBA Area 5 Director Nomination

President Shelmidine stated that he had received correspondence from NYSSBA Area 5 Director seeking a nomination from the CiTi Board to represent them for another term.

Resolution to Nominate NYSSBA Area 5 Director

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby nominates Mr. William Miller to serve a two-year term as Area 5 Director on the New York State School Boards Association.

It was:

Moved by David Cordone, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby nominates Mr. William Miller to serve a two-year term as Area 5 Director on the New York State School Boards Association.

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

July 22, 2015 Board of Education Meeting Time

Mr. John Shelmidine suggested that the time of the July 22, 2015 Board of Education meeting remain in the evening beginning at 6:30 p.m. in the Public Justice Classroom.

August 19, 2015 – Board Retreat – SUNY Oswego Phoenix Extension Site – 9:00 a.m.

President Shelmidine reminded the Board Members that the August 19, 2015 Board meeting will take place at the SUNY Oswego Extension Site beginning at 9 a.m. and ending at 3:00 p.m.

**Approval of the District Superintendents Employment Agreement**

**July 1, 2015 Oswego County BOCES Regular Meeting Board Minutes**

WHEREAS, the Board of appointed Christopher J. Todd as District Superintendent effective June 1, 2012 and entered into a 3-year written contract of employment with Mr. Todd co-extensive with the terms of such appointment, and subsequently extended the term of appointment by additional Agreements; and

WHEREAS, the Board has determined that it will be in the best interests of the BOCES by the adoption of a new employment agreement; and

WHEREAS, having discussed the above with the Board, Mr. Todd is amenable to entering into a new 3-year Agreement, thereby canceling the remaining term of the existing Agreement.

NOW THEREFORE, BE IT RESOLVED, that the Board hereby ratifies and adopts a new Employment Agreement effective July 1, 2015 between Christopher J. Todd and the Board of Cooperative Educational Services of the Sole Supervisory District of Oswego County, which provides for the continuing appointment and employment of Mr. Todd for a three (3) year term through June 30, 2018, unless further extended or sooner terminated as provided in said Employment Agreement. The Employment Agreement provides for an annual salary in the amount of \$163,100; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the President of the Board, or the Vice President in his absence, to execute said Agreement on behalf of the District and to file same with the District Clerk, July 1, 2015.

It was:

Moved by Eric Behling seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby approves the above resolution to enter into a new 3-year written contract of employment with Mr. Christopher J. Todd, effective July 1, 2015.

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

**EXECUTIVE SESSION**

It was:

Moved by Casey Brouse seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session to discuss negotiations pursuant to the Taylor Law involving the Administrators Unit.

The BOCES Board entered into an Executive Session at 7:31 p.m. in the Public Justice Classroom. Those present for Executive Session were: Melissa Allard, Roseann Bayne, Eric Behling, Donna Blake, Casey Brouse, David Cordone, Mark LaFountain, Gregory Muench, John Shelmidine, Michael Sheperd, Christopher Todd, William White and Ted Williams.

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

**Regular Board Meeting Reconvened**

It was:

Moved by Casey Brouse, 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 7:37 p.m.

**Resolution to Approve Life Insurance Agreement With The Administrators Association**

It was:

Moved by Casey Brouse, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby approves the agreement with the Administrators' Association to provide additional life insurance coverage to its membership.

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

**Meeting Adjourned**

It was:

Moved by David White seconded by Casey Brouse, that the BOCES Board Meeting be adjourned.

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

The BOCES Board adjourned at 7:38 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk