

**MINUTES OF THE CENTER FOR INSTRUCTION, TECHNOLOGY AND INNOVATION  
REGULAR MEETING  
December 17, 2014**

The Regular Meeting of the Center for Instruction, Technology and Innovation was held on Wednesday, December 17, 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:  | Eric Behling<br>Donna Blake<br>Casey Brouse<br>Kevin Dix<br>Gregory Muench, Vice-President<br>Joel Southwell<br>William "Dave" White |
| Board Members Absent:   | Matthew Geitner<br>John Shelmidine, President  |
| Central Administration: | Christopher J. Todd, District Superintendent<br>Roseanne Bayne<br>Mark LaFountain<br>Michael Sheperd                                 |
| Other CiTi Staff:       | Marla Berlin<br>Tracy Fleming<br>James Huber<br>Will Jones<br>Amy Rhinehart<br>Garrette Weiss<br>Wayne Wideman                       |
| Officers:               | Kelly Wood, Treasurer  |
| Attorney:               | Marc Reitz   |
| Guests:                 | Nate Van Wie, C&S Companies<br>John Trimble, C&S Companies   |

**The Pledge of Allegiance was recited.**

**FACILITIES REPORT**

Mr. Nate Van Wie shared with the Board the December facilities report and the Board reviewed the Phase III Contract (With C&S Companies) presented to them.

10.1 Resolution to Approve Phase 3 Contract With C&S Companies.

RESOLVED that the Center for Instruction, Technology and Innovation Board hereby approves the contract with C&S Companies for Phase 3 of the CiTi Capital Project

It was:

Moved by Kevin Dix, seconded by Eric Behling, that the Center for Instruction, Technology and Innovation Board hereby approves the contract with C&S Companies for Phase 3 of the CiTi Capital Project

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

**PUBLIC COMMENTS**

None

**APPROVAL OF THE MINUTES OF THE NOVEMBER 5, 2014 REGULAR BOARD MEETING**

It was:

Moved by Donna Blake, seconded by Eric Behling, that the Center for Instruction, Technology and Innovation (CiTi) Board approves the minutes of the November 5, 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.
  - 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.
  - 7.31 Cooperative Bid – Printing Consumables & Equipment Break/Fix and Managed Print Service #B15-4004
- 7.4 Internal Claims Auditor Report.
- 7.5 Resolution for Disposal of Surplus Equipment – December 17, 2014.  
 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.  
  
 It was:  
  
 Moved by Casey Brouse, seconded by Donna Blake, that the Center for Instruction, Technology and Innovation Board approves Section 7.1 through 7.5 of Finance Section of the Board Agenda, effective as indicated.  
  
 Vote on the motion: Ayes 7, Nays 0, motion carried.
- 7.6 Preliminary Draft 2015-2016 Administrative and Capital Budgets.
- 7.7 Audit Committee Meeting Minutes. (For Information Only).

**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 |          |            |            |                               |
| Belden, Virginia             | Exceptional Education          | Teacher                                 | 12/16/2014     |          |            |            |                               |
| Resignations                 |                                |   |                |          |            |            |                               |
| Name                         | Program                        | Position                                | Effective Date |          |            |            |                               |
| Laubscher, Jennifer          | Instructional Support Services | Itinerant Computer Education Specialist | 1/9/2015       |          |            |            |                               |
| Yeomans, Laura               | Adult Education                | Health Occ. Instructor (Part-Time)      | 12/12/2014     |          |            |            |                               |
| Appointments                 |                                |   |                |          |            |            |                               |
| Program                      | Name                           | Position                                | Salary         |          | Eff. Date  | End Date   | Comments                      |
| Alternative Education        | Morse, Segan                   | English Teacher                         | \$52,617.00    | /yr      | 01/20/2015 | 01/20/2018 | to be prorated from 1/20/15   |
| Business Office              | Blaine, Joyce                  | Printer’s Assistant                     | \$13.40        | /hr      | 12/04/2014 |            |                               |
| Career & Technical Education | Mahon, Craig                   | SkillsUSA Advisor                       | \$3,020.00     | /Stipend | 09/01/2014 | 06/30/2015 |                               |
|                              | Peet, Lou Ann                  | SkillsUSA Advisor                       | \$3,020.00     | /Stipend | 09/01/2014 | 06/30/2015 |                               |
| Exceptional Education        | Canough, Amy                   | Teaching Assistant                      | \$17,258.00    | /yr      | 12/02/2014 | 12/02/2017 | To be prorated from 12/2/2014 |
|                              | Carroll, Robert                | Job Coach                               | \$9.67         | /hr      | 11/12/2014 | 06/30/2015 | 0-10 hrs/wk as per timesheet  |
|                              | Clark, Melissa                 | Audiology Intern                        | \$30,000.00    | /Stipend | 09/22/2014 | 06/30/2015 | Increased due to evaluations  |
|                              | Jewell, Lee                    | Teaching Assistant                      | \$17,258.00    | /yr      | 12/01/2014 | 12/01/2017 | To be prorated from 12/1/2014 |

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**PERSONNEL – AGENDA (CONTINUED)**

| Appointments                   |                       |                   |                         |     |            |            |   |
|--------------------------------|-----------------------|-------------------|-------------------------|-----|------------|------------|---|
| Program                        | Name                  | Position          | Salary                  |     | Eff. Date  | End Date   | Comments                                |
| Instructional Support Services | Chamberlain, Cathleen | Coordinator       | \$90.25                 | /hr | 10/01/2014 | 06/30/2015 | As per timesheet                        |
|                                | Fravor, Shellie       | Senior Typist     | \$29,049.00             | /yr | 01/05/2015 |            | To be prorated from 1/5/15; 37.5 hrs/wk |
|                                | McPherson, Kim        | Senior Typist     | \$30,986.00             | /yr | 01/05/2015 |            | To be prorated from 1/5/15; 40 hrs/wk   |
|                                | Skinner, Amy          | Senior Typist     | \$30,986.00             | /yr | 12/05/2014 |            | To be prorated from 12/5/14; 40 hrs/wk  |
| Instructional Technology       | DeSantis, Matthew     | LAN Technician    | \$46,450.00             | /yr | 01/06/2015 |            |   |
| Migrant Education              | Vasquez, Astry        | Migrant Tutor     | \$14.00                 | /hr | 12/01/2014 | 06/30/2015 | 0-19 hrs/wk as per timesheet            |
| Workstudy                      | Student # 90          | Workstudy Student | \$1.75                  | /hr | 11/12/2014 | 06/25/2015 |   |
|                                | Student # 91          | Workstudy Student | \$1.75                  | /hr | 12/01/2014 | 06/25/2015 |   |
| Substitutes                    |                       |                   |                         |     |            |            |   |
| Career & Technical Education   |                       |                   |                         |     |            |            |   |
| Gravelle, Sean                 |                       |                   | \$79.36/day; \$10.00/hr |     |            |            |   |
| Exceptional Education          |                       |                   |                         |     |            |            |   |
| Densk, Sally                   |                       |                   | \$287.06/day            |     |            |            |   |
| Kalynycz, Jessica              |                       |                   | \$10.54/hr              |     |            |            |   |
| Stenson, Georgia               |                       |                   | \$79.36/day; \$10.00/hr |     |            |            |   |
| Vecchiarelli, Lana             |                       |                   | \$79.36/day; \$10.00/hr |     |            |            |   |

It was:

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

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

8.2 Resolution to Approve Long Term Substitute Rates for School Nurses.

RESOLVED, that the Center for Instruction, Technology and Innovation Board hereby grants approval to add the titles of Long term Substitute School Nurses (Diploma) at a rate of \$191.65/day (1/200<sup>th</sup> of starting salary of Column A Nurse’s Schedule) and Long Term Substitute School Nurse – for 60 or more consecutive days (Degreed) - \$225.21/day (1/200<sup>th</sup> of starting salary of Column B Nurse’s Schedule) to the substitute rate list, effective immediately.

It was:

Moved by Eric Behling seconded by Kevin Dix, that the Center for Instruction, Technology and Innovation Board hereby grants approval to add the titles of Long term Substitute School Nurses (Diploma) at a rate of \$191.65/day (1/200<sup>th</sup> of starting salary of Column A Nurse’s Schedule) and Long Term Substitute School Nurse – for 60 or more consecutive days (Degreed) - \$225.21/day (1/200<sup>th</sup> of starting salary of Column B Nurse’s Schedule) to the substitute rate list, effective immediately.

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

**INSTRUCTIONAL SUPPORT**

9.1 Points of Pride – December 2014 (For Information Only)

**INSTRUCTIONAL SUPPORT (CONTINUED)**

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 2<sup>nd</sup> at 4:00 p.m. and return on Tuesday, November 4<sup>th</sup> 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 2<sup>nd</sup> at 4:00 p.m. and return on Tuesday, November 4<sup>th</sup> 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**

Item 10.1 on the Board Agenda was moved and acted on under Facilities Report.

**PRESIDENT'S REPORT**

11.1 Resolution to Accept Name Change to the Center for Instruction, Technology and Innovation (CiTi)

RESOLVED that, effective immediately, the Board of Cooperative Educational Services for the Sole Supervisory District of Oswego County shall, to the extent that such designation does not conflict with its legal designation as the Board of Cooperative Educational Services for the Sole Supervisory District of Oswego County, henceforth be known as the Center for Instruction, Technology and Innovation, and, where appropriate, the acronym CiTi.

It was:

Moved by Donna Blake, seconded by Joel Southwell, that, effective immediately, the Board of Cooperative Educational Services for the Sole Supervisory District of Oswego County shall, to the extent that such designation does not conflict with its legal designation as the Board of Cooperative Educational Services for the Sole Supervisory District of Oswego County, henceforth be known as the Center for Instruction, Technology and Innovation, and, where appropriate, the acronym CiTi.

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

11.2 Letter From Skills USA Advisors Thanking the CiTi Board For Approving the Fall Leadership Conference. Please see enclosure. (For Information Only)

**OTHER ITEMS TO COME BEFORE THE BOARD**

Mrs. Donna Blake asked if the Board could set their Retreat date so she could plan for the day off from work. The Board Members in attendance agreed that the Board Retreat would be set for August 19, 2015.

Mrs. Blake also provided those in attendance with a CNY Advocacy Workshop Gap Elimination Packet.

Mrs. Blake thanked Michael Sheperd and Roseann Bayne for presenting to the Oswego County School Boards Association.

**Executive Session Motion**

It was:

Moved by Casey Brouse, seconded by Kevin Dix, 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 resignation of a particular employee.

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

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**Regular Board Meeting reconvened**

It was:

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

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

The CiTi Board adjourned the Executive Session and reconvened the Regular Board meeting at 7:30 p.m.

**PERSONNEL - ADDENDUM**

2.1 Resolution to Accept Settlement Agreement With Kristy McDougall

RESOLVED, that the Board accepts the Settlement Agreement between the BOCES and a tenured teaching assistant as discussed in Executive Session, and directs the District Superintendent to notify the State Education Department of the withdrawal of matter No. 25,978.

2.1 Personnel Actions

| <b>Resignation</b>    |                    |                    |                         |
|-----------------------|--------------------|--------------------|-------------------------|
| <b>Program</b>        | <b>Name</b>        | <b>Position</b>    | <b>Eff. Date</b>        |
| Exceptional Education | MacDougall, Kristy | Teaching Assistant | 12/17/2014 (End of Day) |
| <b>Retirement</b>     |                    |                    |                         |
| <b>Program</b>        | <b>Name</b>        | <b>Position</b>    | <b>Eff. Date</b>        |
| Exceptional Education | Yaeger, Gretchen   | Teacher            | 1/6/2015                |

It was:

Moved by Casey Brouse, seconded by Donna Blake, 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.

**MEETING ADJOURNED**

It was:

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

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

The BOCES Board adjourned at 7:35 p.m.

Respectfully Submitted,

Michael Sheperd  
Clerk Pro-Tem