

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
March 19, 2014**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, March 19, 2014 at the Oswego County BOCES Main Campus in Mexico, New York.

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

Board Members Present: Donna Blake  
Casey Brouse  
Kevin Dix  
Matthew Geitner  
Gregory Muench, Vice-President  
John Shelmidine, President  
William "Dave" White (Via Video Conference)

Board Members Absent: Eric Behling  
Joel Southwell

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

Other BOCES Staff: Gisèle Benigno  
Marla Berlin  
Ron Camp  
Tracy Fleming  
Paul Gugel  
Jackie Hardesty  
James Huber  
Alyson Inman  
Dr. John Ramin  
Wayne Wideman

Officers: Melissa Allard, District Clerk  
Kelly Wood, Treasurer

Attorneys: Donald Budman  
Marc Reitz

Guests: Loren Tarsio, Mosaic  
John Trimble, C&S Companies  
Nate Van Wie, C&S Companies

**The Pledge of Allegiance was recited.**

**Executive Session Motion**

It was:

Moved by Donna Blake, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services enter into an Executive Session for the purpose of discussing matters leading to the discipline of a particular person.

The BOCES Board entered into a second Executive Session at 6:32 p.m. in the Public Justice Classroom in the W-450 Building at Oswego County BOCES. Those in attendance were: Melissa Allard, Roseann Bayne, Donna Blake, Donald Budman – Attorney, Casey Brouse, Kevin Dix, Matthew Geitner, Mark LaFountain, Gregory Muench, Marc Reitz – Attorney, John Shelmidine, Michael Sheperd, Joel Southwell, Christopher Todd and William White (Via Video Conference).

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

**Regular Board Meeting reconvened**

It was:

Moved by Gregory Muench, seconded by Casey Brouse, 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 7, Nays 0, motion carried.

The BOCES Board adjourned the Executive Session and reconvened the Regular Board meeting at 7:21 p.m.

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**FACILITIES REPORT**

Mr. Nate Van Wie shared with the Board of Education that bids for site work came in very favorable, but suggested that the Board hold off adding things back into the project until work continues to be sure no additional issues arise. Mr. Van Wie shared a diagram updating the Board on areas that were completed and areas that will be worked on next. A couple of programs have offered to vacate their areas sooner so that work can begin over the upcoming break.

Nate Van Wie and Wayne Wideman also informed the board that the original logger slated to remove trees on the back property of BOCES has decided not to do the work. Wayne stated that King's Logging has stated that they can come in and remove the trees, which is approximated at 800 trees and be done before the deadline so that bats are not disturbed.

Mr. Van Wie introduced Loren Tarsio from Mosaic for a discussion regarding colors for the multi-purpose room. Ms. Tarsio shared three different color schemes for the bleachers, walls etc in the multi-purpose room. The consensus of the Board of Education was to go with the maroon and blue color scheme (option #1).

**PUBLIC COMMENTS**

None.

**APPROVAL OF THE MINUTES OF THE FEBRUARY 12, 2014 REGULAR BOARD MEETING AND MARCH 5, 2014 SPECIAL BOARD MEETING**

It was:

Moved by Matthew Geitner, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services approves the minutes of the February 12, 2014 Regular Board Meeting and March 5, 2014 Special Board meeting as presented.

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

**7. FINANCE**

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

7.2 Financial Reports. Please see enclosures.

7.21 Treasurer's Report

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

7.3 Internal Claims Auditor Report. Please see enclosures.

7.4 Bids/Awards & Rejection. Please see enclosures

7.41 Cooperative Bid – Art Supplies – Bid #B14-0301

7.42 Cooperative Bid – Food/Meat/Beverages – Bid #B14-FMB04

7.43 Cooperative Bid – Food/Meat/Beverages For Southern Cayuga CSD – Bid #B14-FMB04-SC

7.44 Cooperative Bid – Specialty Paper – Bid #B14-0101

7.5 Resolution for Disposal of Surplus Equipment – March 6, 2014. Please see enclosure.

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services declares the attached listing of equipment as surplus and authorizes proper disposal of such.

7.6 Resolution to Approve a Change Order For Jag Environmental

BE IT RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves a Change Order for JAG Environmental in the amount of \$130,201.00.

7.7 Resolution to Award Contract for Phase II Sitework Project

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby awards the contract for the Phase II Sitework Project to R.H. Law recommended value accepts all alternates at a total contract value of \$1,022,025.00.

It was:

Moved by Gregory Muench, seconded by Donna Blake, 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 7, Nays 0, motion carried.

7.8 2014-15 Budget Development Update.

Mr. Michael Sheperd, Assistant Superintendent for Administrative Services presented a PowerPoint Presentation to the Board of Education giving them a summary of the 2014-2015 Proposed General Fund Budget for Oswego County BOCES.

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**8.1 PERSONNEL**

RESOLVED, that upon the recommendation of the District Superintendent of Schools, that the Oswego County Board of Cooperative Educational Services approve the Personnel Section of the agenda, effective as indicated.

<b>Excessed</b>						
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>			
Douglas, Ashleigh	Exceptional Education	Teaching Assistant/Interpreter	2/14/2014			
<b>Leave of Absence</b>						
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>			
MacDougall, Kristy	Exceptional Education	Teaching Assistant	2/15/2014 - 3/31/2014			
<b>Resignation</b>						
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>			
Casamento, James	Career & Technical Education	Criminal Justice Instructor	6/27/2014			
<b>Retirements</b>						
<b>Name</b>	<b>Program</b>	<b>Position</b>	<b>Effective Date</b>			
Gauger, Virginia	Exceptional Education	Teaching Assistant	6/27/2014			
Marks, M. Theresa	Instructional Support Services/SESIS	SESIS Training Specialist/Coordinator	12/31/2014			
<b>Appointments</b>						
<b>Program</b>	<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Eff. Date</b>	<b>End Date</b>	<b>Comments</b>
Career & Technical Education	Brancato, Patricia	Nursing Ass't. Classroom Instr.	\$19.70 /hr	3/20/2014	6/30/2014	increased to 32.5 hrs/wk as per timesheet
	Brancato, Patricia	Clinical Instructor	\$24.92 /hr	3/20/2014	6/30/2014	increased to 32.5 hrs/wk as per timesheet; pending board approval
Exceptional Education	Bollenbacher, Stephen	Workstudy Coordinator	\$281.43 /day	3/12/2014	6/30/2014	3 days/wk as per timesheet
	Clyne, Michael	Job Coach	\$9.48 /hr	2/3/2014	6/30/2014	0-25 hrs/wk as per timesheet
	Richards, Theresa	Home Tutor	\$15.00 /hr	2/12/2014	6/30/2014	0-10 hrs/wk as per timesheet
	Seymour, Dawn	Home Tutor	\$15.00 /hr	2/11/2014	6/30/2014	0-10 hrs/wk as per timesheet
	Somers, Kerry	Teaching Assistant	\$22,804.00 /yr	3/5/2013	6/30/2014	increased & prorated to 75% eff. 3/5/14
Instructional Technology	Hardesty, Jacqueline	Technology Project Manager	\$61,200.00 /yr	3/20/2014		
OCTC	Athans, Sandra	Workshop Presenter	\$50.00 /hr	2/11/2014	6/30/2014	as per timesheet
	Keim, Joanne	Workshop Presenter	\$50.00 /hr	2/11/2014	6/30/2014	as per timesheet
	McLoughlin, John	Workshop Presenter	\$50.00 /hr	2/11/2014	6/30/2014	as per timesheet
	Starke, Nancy	Workshop Presenter	\$50.00 /hr	2/11/2014	6/30/2014	as per timesheet
VAP Grant	Austin, Tricia	Course Developer	\$137.00 /day	3/20/2014	8/29/2014	30 days maximum; as per timesheet
	Higgins, Jennie	Course Developer	\$137.00 /day	3/20/2014	8/29/2014	30 days maximum; as per timesheet
	Morgan, Lisa	Course Developer	\$137.00 /day	3/20/2014	8/29/2014	30 days maximum; as per timesheet
	Price, Windsor	Course Developer	\$137.00 /day	3/20/2014	8/29/2014	30 days maximum; as per timesheet
<b>Substitutes</b>						
<b>Career &amp; Technical Education</b>						
Rice, Margaret			\$8.94/hr; \$81.18/day			
<b>Exceptional Education</b>						
Crombach, Nancy			\$8.94/hr; \$8.56/hr			
Miller, Teresa			\$8.94/hr; \$70.36/day			

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services approves the Personnel Report on the Board Agenda, effective as indicated.

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

**9.0 INSTRUCTIONAL SUPPORT**

9.1 Points of Pride – February 12, 2014. (For Information Only).

9.2 Grant Writing Newsletter – March 2014. (Please See Enclosure)

9.3 Resolution to Approve an Overnight Field Trip – Migrant Education Program.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby approves the Migrant Education Outreach Program students to attend a 2-day College Assistance Migrant Program (CAMP) on Friday, April 11<sup>th</sup> and Saturday, April 12<sup>th</sup>, 2014 at the College at Oneonta. Students will be transported via a BOCES DOT inspected vehicle and will be staying with assigned CAMP hosts at the campus dorms and chaperoned by MEOP and CAMP staff throughout the program. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby approves the Migrant Education Outreach Program students to attend a 2-day College Assistance Migrant Program (CAMP) on Friday, April 11<sup>th</sup> and Saturday, April 12<sup>th</sup>, 2014 at the College at Oneonta. Students will be transported via a BOCES DOT inspected vehicle and will be staying with assigned CAMP hosts at the campus dorms and chaperoned by MEOP and CAMP staff throughout the program. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

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

**10.0 SUPERINTENDENT'S REPORT**

10.1 Communications Planning Committee

District Superintendent Todd shared with the Board of Education that a Communications Planning Committee had recently been formed with representatives from each department to share suggestions regarding internal communications. Areas of concern were discussed at the first meeting. Mr. Todd informed the Board that he would forward the minutes of the first meeting to them.

10.2 Update on CTE Liasion Position

Mr. Todd informed the Board that he had Roseann and Mark take a look at the applications of folks who had applied for the position and told them what it was he was looking for. After the two of them reviewed the applications they informed Mr. Todd that they didn't believe what he was looking for was present in the current applicants. Mr. Todd informed the Board that what he would like to do is combine the duties of the CTE Liasion with some of the duties of Adult Education that Paul Gugel

**11. PRESIDENT'S REPORT**

11.1 First Reading of Board Policy #5212 – Reimbursement for Approved Expenses.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the First Reading of Board Policy #5212 – Reimbursement for Approved Expenses.

It was:

Moved by Gregory Muench, seconded by Kevin Dix, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of Board Policies:

- 5212 – Reimbursement for Approved Expenses.

The BOCES Board will vote on the Board Policy following the Second Reading at the April 30 2014 Board of Education meeting.

11.2 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 9, 2014 at 6:30 p.m. as the date for their Annual Reorganization Meeting.

It was:

Moved by Matthew Geitner, seconded by Gregory Muench, that the Oswego County Board of Cooperative Educational Services hereby sets the date of **Wednesday, July 9, 2014 at 6:30 p.m.** as the date for their Annual Reorganization Meeting.

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

11. **PRESIDENT'S REPORT (CONTINUED)**

11.3 Designation of Annual Meeting and Administrative Budget Vote Dates for the 2014-15 School Year

BE IT RESOLVED that the Oswego County Board of Cooperative Educational Services hereby designates **Wednesday, April 8, 2015** for the Oswego County BOCES Annual Meeting and **Wednesday, April 22, 2015** for the Administrative Budget Vote.

It was:

Moved by Casey Brouse, seconded by Donna Blake, that the Oswego County Board of Cooperative Educational Services hereby designates **Wednesday, April 8, 2015** for the Oswego County BOCES Annual Meeting and **Wednesday, April 22, 2015** for the Administrative Budget Vote.

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

Mr. Shelmidine also announced that the District Superintendent's evaluation form had been reworked and he would be sending it out for Board Members to complete for Mr. Todd for the past year. All completed evaluation forms should be forwarded to President Shelmidine so a summary can be done. The BOCES Board decided to meet with District Superintendent Todd on March 26<sup>th</sup> to share the finalized evaluation face-to-face with him. The meeting will occur in Executive Session beginning at 6:30 p.m.

**BOARD FORUM/DISCUSSION**

Mrs. Donna Blake announced that the Central New York School Boards Association is looking to honor an Oswego County Board Member. She stated that it should be someone who is active in trainings, etc. Suggestions should be sent to Mr. Todd and he will forward final biography information to Janet Smith at CNYSBA.

**MEETING ADJOURNED**

It was:

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

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

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

Respectfully Submitted,

Melissa A. Allard  
District Clerk