

**MINUTES OF THE OSWEGO COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
REGULAR MEETING  
January 15, 2014**

The Regular Meeting of the Oswego County Board of Cooperative Educational Services was held on Wednesday, January 15, 2014 at the Oswego County BOCES Main Campus in Mexico, New York.

Mr. John Shelmidine called the meeting to order at 6:45 p.m.

Board Members Present: Donna Blake  
Casey Brouse  
Eric Behling  
Matthew Geitner  
Gregory Muench, Vice-President  
John Shelmidine, President  
Joel Southwell  
William "Dave" White

Board Members Absent: Kevin Dix

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  
Wayne Wideman

Officers: Melissa Allard, District Clerk

Attorney: Marc Reitz

Guests: Nate Van Wie, C&S Companies  
Loren Tarsio, Mosaic  
Nick Waer, Mosaic

**The Pledge of Allegiance was recited.**

Mr. John Shelmidine, Board President asked for a moment of silence in memory of Jane Suddaby, retired Assistant Superintendent for Instructional Support Services.

President Shelmidine also shared that Board Member Kevin Dix is unable to be present at the meeting this evening because his youngest son was the one involved in a car accident with a snow plow in the village of Phoenix. Mr. Shelmidine stated that the Board's thoughts are with Mr. Dix and his son.

**COMMUNITY FORUMS PRESENTATION** – Mr. Charlie Borgognoni, Executive Director of CNYSBA

Mr. Charlie Borgognoni, Executive Director of the CNYSBA shared with the Board of Education plans for a Community Forum entitled "Our Kids, Our Schools... Our Future!" The forum will be held at the North Syracuse Junior High School on February 5, 2014 from 6:30 – 8:30 p.m.

**FACILITIES REPORT**

Mr. Nate Van Wie from C&S Companies introduced Ms. Loren Tarsio from Mosaic Associates who shared inside and outside color schemes for the capital project. The inside color scheme had already been decided, but the Board was asked their opinion on the outside color scheme. Three various options were presented to the Board of Education. The consensus of the Board was to go with something completely different than is currently present so it was apparent that a capital project had been completed. They decided to go with Option #3, which is Aluminum Composite Panels: Slate Blue and Paint for Existing Metal Panels: Sage.

Mr. Van Wie informed the Board that they will be presented a revised construction schedule at their February Board of Education meeting.

**PUBLIC COMMENTS**

None.

**APPROVAL OF THE MINUTES OF THE DECEMBER 18, 2013 REGULAR BOARD MEETING**

It was:

Moved by Eric Behling, seconded by Matthew Geitner, that the Oswego County Board of Cooperative Educational Services approves the minutes of the December 18, 2013 Regular Board Meeting as presented.

Vote on the motion: Ayes 8, 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 Student Club Account

7.22 Treasurer's Report

7.23 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 – Paper & Plastic Supplies – Bid #B14-1001

7.42 Cooperative Bid – Printing Services – Bid #B14-5000

7.5 Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs.

WHEREAS, the Board of Directors of the Sole Supervisory District of Oswego County, New York (the "BOCES") desires to finance the costs of certain energy efficiency improvements at BOCES facilities, all as more fully described in the Performance Contract dated July 12, 2012, between the BOCES and Johnson Controls, Inc., as amended (the "Project"); and

WHEREAS, the BOCES intends to finance the Project or portions of the Project with the proceeds of the sale of lease obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"); and

WHEREAS, prior to the issuance of the Obligations the BOCES desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the BOCES; and

WHEREAS, the BOCES Board has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the BOCES for the Expenditures from the proceeds of the Obligations; and

NOW, THEREFORE, THE BOCES BOARD DOES HEREBY RESOLVE AND DETERMINE AS FOLLOWS:

Section 1. The BOCES hereby states its intention and reasonably expects to reimburse Project costs incurred prior to the issuance of the Obligations with proceeds of the Obligations.

Section 2. The reasonably expected maximum principal amount of the Obligations is \$2,023,910.

Section 3. This resolution is being adopted no later than 60 days after the date on which the BOCES will expend moneys for the portion of the Project costs to be reimbursed from proceeds of the Obligations.

Section 4. The BOCES will make a reimbursement allocation, which is a written allocation that evidences the BOCES's use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid.

Section 5. The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Project for which the preliminary expenditures were incurred.

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7.5 Resolution to Authorize Reimbursement of Expenditures for EPC Project Costs. (Continued)

- Section 6. Each Expenditure will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the BOCES so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the BOCES.
- Section 7. This resolution is consistent with the budgetary and financial circumstances of the BOCES, as of the date hereof. No moneys from sources other than the Obligation issue are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the BOCES (or any related party) pursuant to their budget or financial policies with respect to the Project costs.
- Section 8. This resolution is adopted as official action of the BOCES in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of BOCES expenditures incurred prior to the date of issue of the Obligations.
- Section 9. All the recitals in this Resolution are true and correct and this Board of Directors so finds, determines and represents.
- Section 10. This resolution shall take effect immediately.

It was:

Moved by Gregory Muench, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services approves Section 7.1 through 7.6 of the Finance Section of the Board Agenda, effective as indicated.

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

7.6 2014-15 Budget Development Update.

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

**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.

Leave of Absence							
Name	Program	Position	Effective Date				
Dimon, Renee	Exceptional Education	Teaching Assistant	1/1/2014 - 6/30/2014				
Retirement							
Name	Program	Position	Effective Date				
Crombach, Nancy	Exceptional Education	Teaching Assistant	2/25/2014				
Termination							
Name	Program	Position	Effective Date				
Saakian, Zhanna	Crossroads	Math Teacher (75%)	1/17/2014 (End of Day)				
Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
Adult Education	Hillier, Elizabeth	Clinical Instructor	\$31.21	/hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
	Ly, Rebecca	Clinical Instructor	\$31.21	/hr	12/18/2013	06/30/2014	0-19 hrs/wk as per timesheet
Crossroads	Halsey, Justin	Math Teacher	\$55,826.00	/yr	01/21/2014	01/21/2017	to be prorated from 1/21/14
	Rice, Margaret	Business Teacher	\$50,783.00	/yr	01/21/2014		reduced and prorated to 70% (50% - CTE [Floral Design]; 20% Crossroads) eff. 1/21/14
Exceptional Education	Gayne, Donna	Teaching Assistant (50%)	\$20,474.00	/yr	01/08/2014	06/30/2014	to be prorated from 1/8/14 to 50%
	Lautensack, Cheryl	Teaching Assistant	\$19,954.00	/yr	01/13/2014		recalled from a preferred hiring list & prorated from 1/13/14

**8.1 PERSONNEL – (CONTINUED)**

Appointments							
Program	Name	Position	Salary		Eff. Date	End Date	Comments
OCTC	Dolson, Kasey	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Gipe, Michele	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Hardy, Suzanne	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Kirkwyland Jonathan	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
	Rosenberg, Janet	Workshop Presenter	\$50.00	/hr	12/11/2013	06/30/2014	as per timesheet
VAP Grant	Lane, Susan	Common Core Coach	\$35.00	/hr	02/01/2014	06/30/2014	as per timesheet
	Seitz, Carmalita	Moodle Consultant	\$100.00	/hr	11/01/2013	06/30/2014	as per timesheet
Substitutes							
Exceptional Education							
Stolusky, Danielle			\$8.56/hr				

It was:

Moved by Casey Brouse, seconded by Donna Blake, 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 8, Nays 0, motion carried.

**INSTRUCTIONAL SUPPORT**

9.1 Oswego County Poverty Report

Mrs. Roseann Bayne, Assistant Superintendent for Instructional Programs shared with the Board of Education an Oswego County Poverty Report, which showed correlations between poverty rates and student achievement. Mrs. Bayne shared that the report will allow educators to focus on areas in need of improvement for those students in need.

9.2 Graduation Requirements

Mrs. Roseann Bayne shared with those present an update on graduation requirements for high school students.

9.3 Points of Pride – January 15, 2014.

Points of Pride were distributed to the Board of Education for their information only.

9.4 Resolution to Approve An Overnight Fieldtrip – Horticulture Program.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby grants approval for three Horticulture students to participate in the NY FFA 212/360 Conference at the Embassy Suites in Syracuse, NY on January 25-26, 2014. Students will be transported via a DOT inspected bus and chaperoned by Instructor, Margaret Rice. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

9.5 Resolution to Approve A Fieldtrip to NYC – Cosmetology Program.

RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and grants permission for students in the Cosmetology program to attend the International Beauty Show in New York City on March 11, 2014. Students would be transported to the show via a chartered motor coach. In the event of an uncertain situation, the District Superintendent will have the discretion to cancel this trip.

It was:

Moved by Gregory Muench, seconded by Eric Behling, that the Oswego County Board of Cooperative Educational Services approves Horticulture and Cosmetology Field Trips as presented above, with the stipulation that in the event of an uncertain situation, the District Superintendent will have the discretion to cancel these trips.

Mrs. Marla Berlin informed the Board of Education that the cosmetology field trip may or may not be occurring since it is an opportunity that should be available to all students. If all students are unable to attend, then the trip may not occur.

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

**SUPERINTENDENT'S REPORT**

- 10.1 Oswego County BOCES Adult Education Annual Completion, Placement and Licensure Report.  
The BOCES Adult Education Annual Completion, Placement and Licensure Report for 2012-13 was Shared with the Board of Education for their information.
- 10.2 Resolution to Accept and Approve the Adult Education Program Refund Policy  
BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the Adult Education Program's Refund Policy as presented.
- 10.3 Resolution to Accept and Approve the Amended Adult Education Program Admissions Policy  
BE IT RESOLVED, that Oswego County Board of Cooperative Educational Services hereby accepts and approves the amended Adult Education Program's Admissions Policy as presented.

It was:

Moved by Casey Brouse, seconded by Joel Southwell that the Oswego County Board of Cooperative Educational Services accepts and approves amending the Adult Education Program Refund Policy and Adult Education Program Admission Program Policies as presented.

Mr. Todd pointed out to the Board Members that these are not Board Polices, but rather are program policies that had to be amended to coincide with the accreditation process that Adult Education is working on.

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

- 10.4 Adult Education Instructional Advisement Committee  
Mr. Todd advised the Board of Education that another requirement for the accreditation process is for Adult Education to have an "Instructional Advisement Committee". He asked if any of the Board Members were interested in serving on that committee. The Board Members who expressed an interest in participating on the committee are: Donna Blake, John Shelmidine and Joel Southwell.
- 10.5 Cayuga Community College Partnership  
District Superintendent Todd announced to the Board that he has been in conversation with administration from Cayuga Community College regarding some possible partnerships with some Adult Education programs.
- 10.6 Rebranding Discussion  
Mr. Todd gave a quick overview of the presentation that was given last month at the Board meeting and stated that a committee is being formed to review information that had been presented.
- 10.7 Resolution to Approve First Reading of Board Policies:  
RESOLVED, that the Oswego County Board of Cooperative Educational Services hereby accepts and approves the First Reading of Board Policies:

It was:

Moved by Donna Blake, seconded by Casey Brouse, that the Oswego County Board of Cooperative Educational Services hereby approves the First Reading of Board Policies:

- 1315 – Appointment And Duties Of the Claims Auditor
- 1317 – Duties Of The External (Independent) Auditor
- 1431 – Regular Board Meetings And Rules (Quorum and Parliamentary Procedure)
- 1433 – Executive Sessions of the Board
- 1435 – Minutes of Board Meetings
- 1436 – Special Meetings of the Board
- 1438 – Annual Organizational Meeting
- 1580 – Board Member Training
- 2410 – Code of Conduct On BOCES Property
- 2420 – Non-Discrimination And Anti-Harassment in the BOCES
- 4230 – Acceptance of Gifts, Grants and Bequests To BOCES
- 4310 – Purchasing
- 4480 – Financial Accountability
- 4550 – Smoking/Tobacco Use
- 4571 – Information Security Breach and Notification
- 4573 – Employee Persona Identifying/Information
- 5120 – Equal Employment Opportunity
- 5121 – Sexual Harassment of BOCES Personnel
- 5130 – Performance Review
- 5156 – Safety of Students (Fingerprinting Clearance of New Hires)
- 5260 – Staff Use of Computerized Information Resources
- 5262 – Use of Email in the BOCES
- 5320 – Health Insurance

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- 5341 – Family and Medical Leave Act
- 6212 – Suspension of Students Attending BOCES Programs
- 6220 – Alcohol, Tobacco, Drugs and Other Substances (Students)
- 6230 – Searches and Interrogations Of Students
- 6240 – Weapons in School and The Gun-Free Schools Act
- 6320 – Student Records: Access and Challenge
- 6322 – Student Data Breaches
- 6421 – Administration of Medication
- 6460 – Equal Educational Opportunity
- 6462 – Bullying in the BOCES
- 6464 – Dignity For All Students Act
- 6470 – Notification of Sex Offenders
- 7111 – Fire Drills and Bomb Threats
- 7121– Providing Teachers and Service Providers Copies of A Student's Individualized Education Program.
- 7315 – Student Use of Personal Technology

The BOCES Board will vote on the Board Policy following the Second Reading at the October 16<sup>th</sup> Board of Education meeting.

**BOARD FORUM/DISCUSSION**

None.

**MEETING ADJOURNED**

It was:

Moved by Joel Southwell, seconded by Donna Blake, that the BOCES Board Meeting be adjourned.

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

The BOCES Board adjourned at 8:55 p.m.

Respectfully Submitted,

Melissa A. Allard  
District Clerk