

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

REGULAR MEETING OF THE BOARD OF EDUCATION
GICK ROAD, SARATOGA SPRINGS, NEW YORK
December 9, 2015 6:30 PM

A G E N D A

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC HEARING**
4. **MINUTES**

Recommend the Board approve the minutes for the October 14, 2015 regular meeting of the Board of Education. A copy of the minutes is attached.

5. **COMMUNICATIONS**
6. **OLD BUSINESS**
7. **AUDIT REPORT**

West & Company will present the Independent External Audit Report for the fiscal year ended June 30, 2015.

Recommend the Board accept the Independent External Audit Report submitted by West & Company for the fiscal year ended June 30, 2015 as recommended by the Board Audit Committee.

8. **ADMINISTRATIVE REPORTS**

- A. **STEP Program**

Nancy DeStefano will present a report.

- B. **Board Committee Reports**

None

- C. **Legislative Update**

Linda King, the Board's legislative representative, will be presenting a report.
(NO ACTION REQUIRED)

- D. **District Superintendent Items (NO ACTION REQUIRED)**

9. **NEW BUSINESS**

- A. Recommend the Board approve the following resolution regarding the Washington-Saratoga-Warren-Hamilton-Essex BOCES Board of Education advocacy priorities for the 2015-16 school year:

WHEREAS, the WSWHE BOCES Board of Education recognizes that its thirty-one component school districts have significantly reduced critical components of their annual school budgets in response to rising costs that have outpaced revenue; and

WHEREAS, component districts have reduced staff positions since the 2009-10 school year, leading to larger class sizes, and reductions in programs and services for students, and

WHEREAS, these reductions were made in response to the need to fulfill state mandates and contractual obligations while creating a balanced budget, despite the imbalance in expenses and revenue; and

WHEREAS, the component school districts have lost millions in promised state aid to the Gap Elimination Adjustment (GEA) over the last six years; and

WHEREAS, property tax levy limit level hinders school districts' ability to compensate for state aid losses and funding inequities; and

WHEREAS, public schools are being asked to do more for students than ever before, so they can succeed in college and 21st-century careers; and

WHEREAS, each child in WSWHE BOCES supervisory district only has one chance to go through the full elementary and secondary educational experience;

THEREFORE, BE IT RESOLVED that the WSWHE BOCES Board of Education is supportive of the component school districts as they call on the New York State Legislature and Governor Andrew Cuomo to act upon the following priorities:

1. **Eliminate the Gap Elimination Adjustment (GEA).**
2. **Permanently adjust the Building Aid Formula to eliminate the impact of the change in the Assumed Amortization Rate.**
3. **Adequately Fund and Adjust the Foundation Formula**
 - a. **Lower the Income Wealth Index.**
 - b. **Provide a greater weighting to the Free and Reduced Lunch Factor (FRPL).**
4. **Adjust the District Superintendent Salary Cap**
 - a. **Eliminate the link to the 2003-2004 school year from the statute.**
 - b. **Allow for a gradual increase to the new cap (98% of the Commissioner's current salary.**

10. **PERSONNEL**

A. **Position Changes**

1. Recommend the Board create the positions listed below, pending enrollment and/or district request:

CERTIFIED POSITIONS

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Teaching Assistant Full-time (2 Positions)	November 1, 2015 through June 30, 2016	Various

CLASSIFIED POSITIONS

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Building Maintenance Helper Full-time, 12 month	January 1, 2016	SAEC
Teacher Aide Full-time (2 Positions)	November 16, 2015 through June 30, 2016	Various
Graphic Designer Part-time (50%) up to Full-time (pending civil service classification)	January 1, 2016	Gick Rd. with travel

2. Recommend the Board create one (1) full-time, 12-month administrative position in the Coordinator of Enrichment Resource Services, STEM Education and Career Connections tenure area, effective January 1, 2016. (Administrator's Association)
3. Recommend the Board create one (1) full-time, 12-month position in the Assistant Buildings and Grounds Supervisor area, effective January 1, 2016. (Non-Unit Group 2)
4. Recommend the Board abolish one (1) full-time, 12-month position in the Senior Custodian area effective November 19, 2015. (No staff affected)
5. Recommend the Board increase one (1) position in the Physical Education tenure area from .8 to 1.0 FTE and approve a change of employment status for Jennifer Moran, increasing her from a part-time .8 to a full-time, four (4) year probationary position in the Physical Education area, effective November 18, 2015 tentatively scheduled to conclude November 17, 2019, contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period, consistent with the requirements of Education Law Sections 3012 and 3014.

6. Recommend the Board approve a change in extension of service for Michele Hogan, Instructional Support Services Specialist for Professional Development from August 28, 2015 to September 2, 2015.
7. Recommend the Board amend a previously approved resolution appointing Owen Landrey as mentor for Corey Girelli 10/27/15-6/30/16 changing the 15-16 rate to \$1238, prorated.

B. Staff Resignations for the Purpose of Retirement

1. Recommend the Board accept with appreciation and regret the retirement resignation of Donna Kondenar from a full-time position in the Teaching Assistant tenure area effective June 30, 2016, with the last paid day of work June 23, 2016. Ms. Kondenar will have completed over 23 years of service with the BOCES.

C. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Kayla (Martel) Nowicki from a full-time position in the Teaching Assistant tenure area effective November 13, 2015.
2. Recommend the Board accept the resignation of Tamela Jones-LaPierre from a temporary term position in the Teacher Aide area effective November 27, 2015.
3. Recommend the Board accept the resignation of Laurie Ellithorpe from a full-time position in the Licensed Practical Nursing area effective January 4, 2016.
4. Recommend the Board accept the resignation of Jo James from an extra duty assignment as Teacher Mentor, effective November 24, 2015.

D. Staff Appointments

1. Recommend the Board appoint Jane Scanlan to a full-time, four (4) year probationary position in the English tenure area effective November 30, 2015 tentatively scheduled to conclude November 29, 2019, contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with the requirements of Education Law Sections 3012 and 3014. Ms. Scanlan has an Initial certificate dated May 16, 2009 in the English Language Arts 7-12 area. Her salary will be prorated based on step 1 of the salary schedule – \$37,472.
2. Recommend the Board appoint Louise Paquette-Wells to a full-time, four (4) year probationary position in the Teaching Assistant tenure area effective November 30, 2015 through November 29, 2019. Ms. Paquette-Wells has a Level I certificate pending in the Teaching Assistant area. Her salary will be based on step 3 of the salary schedule – \$14,517.
3. Recommend the Board appoint Heidi Merrithew to a full-time, four (4) year probationary position in the Teaching Assistant tenure area effective November 30, 2015 through November 29, 2019. Ms. Merrithew has a Level I certificate pending in the Teaching Assistant area. Her salary will be based on step 3 of the salary schedule – \$14,026.

4. Recommend the Board appoint Ronald King to a full-time, four (4) year probationary position in the Teaching Assistant tenure area effective December 7, 2015 through December 6, 2019. Mr. King has a Level I certificate pending in the Teaching Assistant area. His salary will be based on step 3 of the salary schedule – \$14,517.
5. Recommend the Board appoint Jonathan Rychcik to a full-time, 12-month, provisional position in the Network Analyst area (pending Civil Service qualification) effective November 7, 2015. His salary will be prorated based on step 8 of the salary schedule – \$49,710.
6. Recommend the Board appoint Dawn Leitheuser to a full-time temporary term non-competitive position in the Teacher Aide area effective November 16, 2015 through June 30, 2016, as needed. Her salary will be prorated based on step 6 of the salary schedule - \$13,663.
7. Recommend the Board appoint Patricia Sexton to a full-time, 12-month, permanent position with a 26-week probationary period in the Social Work Associate area effective December 7, 2015 through June 6, 2016. Her salary will be prorated based on step 1 of the salary schedule - \$29,178.
8. Recommend the Board appoint James Ryall to a temporary, substitute hourly position in the Cleaner area effective July 1, 2015 through June 25, 2016, as needed, at an hourly rate of \$9.75.

E. Other

1. Recommend the Board approve hourly/per diem employment at the applicable 2015-16 hourly/per diem rate (unless otherwise noted) for the staff listed below:

<u>Name</u>	<u>Program</u>	<u>Maximum Hours/Days</u>
Altenburger, Denise	Health Occ. Instructor-Substitute for Roxanne Nabozny at Skills USA	up to 1 day 11/02/05
Amodeo, Christine	Adult Literacy (Article 19) - GRASP and Literacy Instruction	up to 2.50 hours 11/9/15-11/13/15
Finch, Frank	Adult Literacy (Article 19) – Literacy Instruction	up to 3 hours 11/09/15-11/13/15
Gillani, Shazima	Adult Literacy (Article 19) – Literacy Instruction	up to 5 hours 11/09/15-11/13/15
Jones, Diane	Adult Literacy (Article 19) – Literacy Instruction	up to 6 hours 11/09/15-11/13/15
Marcellus, Lisa	Administrative Secretary District Data Services	up to 40 hours 10/18/15-11/13/15
Pfeiffer, J'aime	Coordinator School Library System-Additional duties	up to 10 days 7/1/15-6/30/16
Pennington, Patricia	Adult LPN Programs-Instructional/Planning	up to 1.5 hour 11/02/15-11/20/15

Simpson, Gage	Adv. Manufacturing Teacher PTECH Activities	up to 100 hours 09/08/15-06/23/16
	Adv. Mechanical Teacher Business Partner and ECHS meetings	up to 50 hours 09/08/15-06/23/16
Zwart, Nick	Culinary/Service Level Class trip-Community Service	up to 3.25 hours 10/28/15

2. Recommend the Board appoint staff listed below to the 2015-2016 Adult and Continuing Education Program (contingent upon funding and enrollment), at the indicated hourly rate:

Basic Adult Education – Industrial Specific Vocational

<u>Name</u>	<u>Program</u>	<u># of Hours</u>	<u>Dates</u>	<u>Rate (per hr)</u>
Viele, Jason	Machine Tool Technology	up to 782hrs	11/18/15-6/30/16	\$35/hr

3. Recommend the Board appoint staff listed below, to the 2015-2016 Gifted and Talented Enrichment Program (contingent upon funding and enrollment) with the maximum number of hours indicated below as needed, at the indicated rate:

**Language and Culture Resource Center (LCRC)
Instructional and Curriculum Rate of \$30 per hour**

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Adamick, Ann Marie	Chinese (Online)	up to 15hrs	11/13/15-02/26/16
Chou, Lee-hua (Maria)	Chinese	up to 24hrs	01/01/16-03/23/16
Densmore, Yan Liu	Chinese	up to 16hrs	01/01/16-02/24/16
Wu, Quanxi	Chinese	up to 48hrs	01/01/16-04/04/16

**STEM Integration Program
Instructional and Curriculum Rate of \$30 per hour**

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Jacko, Joel	Design in Action	up to 45hrs	01/01/16-06/30/16
Jacko, Joel	Toy Emporium	up to 225hrs	01/01/16-06/30/16
Sanchez, Ana Maria	Get Real! Reading	up to 55hrs	12/10/15-03/30/16

4. Recommend the Board appoint staff listed below for up to 9 hours for curriculum development work at the rate of \$34 per hour effective September 29, 2015 through October 22, 2015:

Name
Dinsmore, Michael
Donovan, Courtney
Hilker, Emily
Sheppard, Kelly
Thompson, Elizabeth
Trentecoste, Susan
Vanwagner, Tammy

5. Recommend the Board approve Colleen Yeager for an extension of the workday for up to 4 hours per day for office work, at the rate of \$12.25/hour effective September 1, 2015 through December 31, 2015.
6. Recommend the Board appoint Kathleen Burns as a Trainer for New York State Alternate Assessment for up to 40 days effective July 1, 2015 through June 30, 2016 at the per diem rate of \$400.
7. Recommend the Board appoint Debra Nuttall as a Trainer for New York State Alternate Assessment for up to 40 days effective July 1, 2015 through June 30, 2016 at the per diem rate of \$350.
8. Recommend the Board appoint Steven Cotts, as a Tutor (Early College in HS) for up to 60 hours effective, November 10, 2015 through December 30, 2015, at the rate of \$34 per hour.
9. Recommend the Board appoint Elizabeth Barrett as a Presenter for Translating Math Problems for up to 1 session effective November 12, 2015, at the rate of \$500 per session.

11. **FINANCIAL**

A. Audit Committee Report (NO ACTION REQUIRED)

B. Cash Disbursements

Recommend the Board approve the cash disbursements for the month of November 2015.

C. Financial Reports

1. Recommend the Board approve the Financial Report for the month ending June 30, 2015.
2. Recommend the Board approve the Appropriations and the Budget Status Reports for the month ending June 30, 2015, July 31, 2015, August 31, 2015, September 30, 2015 and October 31, 2015.
3. The Financial Reports for the months ending July 31, 2015, August 31, 2015, September 30, 2015, and October 31, 2015 will be distributed at the meeting. **(NO ACTION REQUIRED)**
4. The Budget Adjustment to Appropriations and the Budget Status Reports for the month ending November 30, 2015 will be distributed at the meeting. **(NO ACTION REQUIRED)**

D. 2015-16 Internal Audit Exemption

Whereas a mandate relief measure was enacted in the 2013-14 budget by New York State to exempt school districts from the requirement to maintain an internal audit function and Education Law 2116-B was amended to include language relative to this exemption; and Whereas the New York State Education Department Office of Management Services provided guidance that BOCES can also partake in this exemption and created a certification form for BOCES to use to document eligibility; and Whereas WSWHE BOCES qualifies for this exemption; and

Whereas the WSWHE BOCES Board Audit Committee met and considered this mandate relief and is recommending adopting this resolution; Be it resolved that the WSWHE BOCES shall adopt the mandate relief measure first enacted in the 2013-14 New York State Budget and shall not conduct an Internal Audit during 2015-16.

E. Special Budget Approval – Grant Application

Recommend the Board approve the submission of an application for a grant for Robotics in the Library to NYSED for Learning Technologies in the amount of \$50,000.

F. Remaining Pre-School SPED Balance

Recommend the Board approve transferring the remaining balance of \$77,144.20 from the former Pre-School Special Education program from the Special Aid Fund to the General Fund and distribute to the component school districts according to 2014-15 RWADA. The balances remain from activity of over 20 years.

G. Building Conditions Survey and 5-Year Capital Plan

Recommend the Board increase the not to exceed amount of \$31,423 for the Building Conditions Survey and Five Year Capital Plan that was approved at the January 14, 2015 Board meeting by \$4,021 to \$35,444. The increase is for the additional structural engineering work necessary for the new Horse Care facility.

H. Bid Award Dump Trucks

Dump Truck Bid Results to be handed out at the meeting with recommendation for award.

I. Equipment Lease

1. Recommend the Board approve an equipment lease (the "Lease") for Salem Central School District for 5 years in a base amount not to exceed \$13,767.15, with five payments of \$2,753.43 (Disposition is \$1 buyout). Items to lease: 4 copiers. These payments are based on an interest rate of 3.870% (the "Assumed Interest Rate"). The Board delegates to the Clerk of the Board of Education the authority to approve an increase in the Assumed Interest Rate, of up to 2%, with the resultant payments being the maximum amount to be paid for said Lease. The Clerk of the Board of Education shall not approve any interest rate that exceeds the Assumed Interest Rate by more than 2.00%.
2. Recommend the Board approve an equipment lease (the "Lease") for Granville School District for 3 years in a base amount not to exceed \$158,411.67 with three payments of \$52,803.89 (Disposition is \$1 buyout). Items to lease: 12 monitors, 140 computers, 238 Chromebooks, 3 servers. These payments are based on an interest rate of 2.490% (the "Assumed Interest Rate"). The Board delegates to the Clerk of the Board of Education the authority to approve an increase in the Assumed Interest Rate, of up to 2%, with the resultant payments being the maximum amount to be paid for said Lease. The Clerk of the Board of Education shall not approve any interest rate that exceeds the Assumed Interest Rate by more than 2.00%. (Replaces July 8, 2015 resolution).

3. Recommend the Board approve an equipment lease (the "Lease") for Granville School District for 5 years in a base amount not to exceed \$13,703.45 with five payments of \$2,740.69 (Disposition is \$1 buyout). Items to lease: 2 copiers. These payments are based on an interest rate of 3.800% (the "Assumed Interest Rate"). The Board delegates to the Clerk of the Board of Education the authority to approve an increase in the Assumed Interest Rate, of up to 2%, with the resultant payments being the maximum amount to be paid for said Lease. The Clerk of the Board of Education shall not approve any interest rate that exceeds the Assumed Interest Rate by more than 2.00%. (Replaces July 8, 2015 resolution).

J. Copier (BOCES) Approval of Ricoh Proposal

Recommend the Board approve a proposal for 36 months at \$294.46 per month for a MP C5503 Multifunction Copier for the RSE-TASC department located at the OASES Building. The estimated cost for the equipment is \$10,600.56. Black and white copies are \$.0059 and color copies are \$.045. This equipment is being purchased through a deferred payment plan through NYS Contract PT66612 (replaces June 2015 resolution).

K. Disposal of Surplus Property

Qty.	Description with Model/Serial Number, etc.	BOCES ID Number
1	APC UPS	40700
5	Dell Optiplex	41738
		41784
		41754
		41682
		41624
1	HP LJ 4100 Printer	12347
1	HP LJ 4000 Printer	8453
13	Dell Optiplex 755	44090
		44142
		44143
		44127
		44132
		44085
		44077
		44133
		44119
		44074
		44093
		44082
		44464
2	Nexlink Computer	15096
		15079
1	Phaser 8400 Printer	16422
1	Gateway E series Computer	16945
18	Dell GX 620	17722
		17512

		17761
		17747
		17730
		17736
		17705
		17754
		17710
		17523
		17701
		17708
		17728
		17702
		17729
		17719
		17748
		17733
1	EIKI XB 23 Projector	17453
2	Smartboard	8545
		60425
2	Dell Optiplex 745	40815
		46723
1	Dell Monitor	55539
1	Dell Optiplex	10487
1	Dell GX 620	17309
8	Dell Computers	41629
		5233
		17732
		15099
		43113
		9188
		17514
		15052
1	Dell Optiplex 755	44194
1	HP Wireless access point	41547
1	Thinkpad Laptop	55237
2	Cisco Switches	8597
		8560

12. OTHER

- A. December 18, 2015 ~**
Holiday Concert at Sanford Street Teaching and Learning Center; 12:30 PM
- B. January 13, 2016 ~**
Regular meeting of the Board of Education at Gick Road; 6:30 PM
- C. January 20, 2016 ~**
Myers Center Open House; 6:00 PM – 8:00 PM

D. January 21, 2016 ~
SAEC Open House; 6:00 PM – 8:00 PM

E. February 1, 2016 ~
Saratoga County School Boards Association presents “Hot Topics in Education Law”
with Patrick Fitzgerald from the law firm of Girvin & Ferlazzo; Gick Road 6:00 PM

F. Board Member Comments

13. ANTICIPATED EXECUTIVE SESSION

Recommend the Board go into Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

14. ADJOURNMENT