

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

**REGULAR MEETING OF THE BOARD OF EDUCATION
GICK ROAD, SARATOGA SPRINGS, NEW YORK
February 10, 2016 6:30 PM**

A G E N D A

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARING

4. 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.

5. MINUTES

Recommend the Board approve the minutes for the January 13, 2016 regular meeting of the Board of Education. A copy of the minutes is enclosed.

6. COMMUNICATIONS

7. OLD BUSINESS

8. ADMINISTRATIVE REPORTS

A. Enrollment and Staffing Report

B. Board Committee Reports

- Policy Committee Meeting (**NO ACTION REQUIRED**)
- Buildings and Grounds Committee Meeting (**NO ACTION REQUIRED**)

C. Planning for the April 6, 2016 Annual Meeting and the April 19, 2016 BOCES Board Election

- The Annual Meeting will be held on Wednesday, April 6, 2016 at the F. Donald Myers Education Center in Saratoga Springs. The schedule for the Annual Meeting is as follows:

5:00 PM	2016-2017 Budget Presentation
5:30 PM	Reception
6:00 PM	Dinner followed by the Annual Meeting

- The BOCES Board Election will be held on Tuesday, April 19, 2016. The terms of the following five Board members will end on June 30, 2016:

Linda King (Lake George)
 Naomi Marsh (Cambridge)
 John Rieger (Schuylerville)
 Cheryl Smith (Galway)
 Jeffrey Smith (Hudson Falls)

The last date for component school districts to submit nominations is Friday, March 18, 2016.

D. Legislative Update

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

E. District Superintendent Items (NO ACTION REQUIRED)

9. NEW BUSINESS

A. Career and Technical Education Equipment Reserve Fund

Recommend the Board approve the acquisition of \$179,955 for equipment for the Career and Technical Education Program from the CTE Equipment Reserve Fund for the 2015-2016 school year. The current balance of the Reserve Fund is \$1,939,636.94.

B. Professional Development Planning Committee

Recommend the Board appoint the staff listed below to serve on the WSWHE BOCES Professional Development Planning Committee:

Baish, Louis	Leavens, Douglas
Battiste, Sarah	Mabey, Nicole
Beaulieu, Deborah	Muller, Anthony
Brewer, Hillary	Parker, Turina
Bruno, Kerri	Rabideau, Denise
DeStefano, Nancy	Wisburn, Donna
Fox, Maura	Young, Matthew
Green, Jean	

C. Memoranda of Agreement

1. Recommend the Board approve a Memorandum of Agreement between the Washington-Saratoga-Warren-Hamilton-Essex Counties Board of Cooperative Educational Services and the Saratoga Adirondack BOCES Employee Association Faculty Unit in complete and final settlement of all issues proposed and negotiated for a July 1, 2014 to June 30, 2016 Collective Bargaining Agreement between the parties.
2. Recommend the Board approve a Memorandum of Agreement between the Washington-Saratoga-Warren-Hamilton-Essex Counties Board of Cooperative Educational Services and the Saratoga Adirondack BOCES Employees Association School Related Professional (SRP) Unit in complete and final settlement of all issues proposed and negotiated for a July 1, 2014 to June 30, 2016 Collective Bargaining Agreement between the parties.

D. Terms and Conditions for Groups and Individuals Not Covered by a Collective Bargaining Agreement

Recommend the Board set salaries for the following non-unit Group 1 Confidential Administrative Support Personnel and Supervisors, effective January 1, 2016:

<u>Name</u>	<u>Title</u>	<u>Salary</u>
Danforth, Paula	Accounts Payable Specialist	\$33,374
Spring, Angela	Financial Support Specialist	\$32,720
Taylor, Michelle	Billing Specialist	\$34,105

E. 2016-2017 School Calendar

Recommend the Board adopt the 2016-2017 school calendar as contained in Appendix A.

F. 2016-2017 Office Holiday Calendar

Recommend the Board approve the 2016-2017 office holiday calendar as listed below.

Monday	July 4, 2016	Independence Day
Monday	September 5, 2016	Labor Day
Monday	October 10, 2016	Columbus Day
Friday	November 11, 2016	Veterans' Day
Wednesday	November 23, 2016	Thanksgiving
Thursday	November 24, 2016	Thanksgiving Day
Friday	November 25, 2016	Thanksgiving
Monday	December 26, 2016	Christmas
Tuesday	December 27, 2016	Christmas
Friday	December 30, 2016	New Year
Monday	January 2, 2017	New Year
Monday	January 16, 2017	Martin Luther King Day
Monday	February 20, 2017	Presidents' Day
Friday	April 14, 2017	Good Friday
Monday	May 29, 2017	Memorial Day

G. Regional Summer School

Recommend the Board establish July 5, 2016 to August 19, 2016 (with July 4 off for the Observation of the Fourth of July holiday) as the dates for the 2016 Regional Summer School Program.

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	January 29, 2016	WSTLC
Assistive Technology Part-time (20%) up to Full-time	March 1, 2016 through June 30, 2016	Various

CLASSIFIED POSITIONS

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
School Nurse Full-Time, School Calendar	January 29, 2016	Oliver Winch Middle School, South Glens Falls School District

2. Recommend the Board create one (1) full-time, 12-month position in the Assistant Director of Human Resource Services tenure area, effective February 22, 2016. (Non-Unit Group 3 Central Office Supervisory Staff)
3. Recommend the Board create one (1) full-time, school calendar position in the Instructional Support Services in Special Education tenure area (Transition Specialist/Workbased Learning Coordinator), effective February 22, 2016.
4. Recommend the Board abolish one (1) full-time, 12-month position in the Assistant Treasurer area and create one (1) part-time, hourly (25 hours per week) position in the Financial Support Specialist area (pending civil service classification) effective February 1, 2016.
5. Recommend the Board abolish one (1) full-time, 12-month position in the Purchasing Clerk area and create one (1) full-time, 12-month position in the Financial Support Specialist area (pending civil service classification) effective February 1, 2016.
6. Recommend the Board abolish one (1) full-time, 12-month position in the Coordinator of Network and Technology Services area and create one (1) full-time, 12 month position in the Coordinator of Network Security Services area (pending civil service classification) effective January 9, 2016. (Non-Unit Group 3 –Central Office Supervisory Staff)

Further recommend the Board approve a change in status for James McClure from a provisional appointment in the Coordinator of Network and Technology Services area to a temporary appointment in the Coordinator of Network Security Services area (pending civil service classification and qualification), effective January 9, 2016, in accordance with direction from the Washington County Civil Service Commission.

7. Recommend the Board increase one (1) position in the Teacher of the Deaf and Hearing Impaired area from .85 to .90FTE and approve a change of employment status for Autumn Goddard, increasing her from .85 to .90 FTE effective December 22, 2016.
8. Recommend the Board increase one (1) position in the Foreign Language area from .75 to .80FTE and approve a change of employment status for Christopher Lennon, increasing him from .75 to .80 FTE effective February 1, 2016.
9. Recommend the Board approve a change of employment status for Petrina Flanders from a full-time provisional position to a full-time permanent position with a 26-week probationary period in the Senior Information Processing Specialist area effective February 2, 2016 through August 1, 2016.
10. Recommend the Board approve a change of employment status for Laura Symer from a full-time provisional position to a full-time permanent position with a 26-week probationary period in the Crisis Intervention Worker area effective February 2, 2016 through September 1, 2016.
11. Recommend the Board extend appointment dates for staff listed below to temporary term hourly non-competitive positions in the Audio Visual Mechanic area effective February 10, 2016 through April 10, 2016:

Name
 Paniccia, Nico
 Papenhausen, Kevin
12. Recommend the Board approve a change in appointment status for Jonathan Rychcik from provisional to temporary in the Network Analyst area, effective January 9, 2016, in accordance with direction from the Washington County Civil Service Commission.

B. Staff Resignations for the Purpose of Retirement

1. Recommend the Board accept with appreciation and regret the retirement resignation of Karen LaLone from a full-time position in the Teaching Assistant area effective June 30, 2016, with the last paid day of work June 23, 2016. Ms. LaLone will have completed 25 years of service with the BOCES.
2. Recommend the Board accept with appreciation and regret the retirement resignation of Ellen McPhillips from a full-time position in the Teaching Assistant area effective June 30, 2016, with the last paid day of work June 23, 2016. Ms. McPhillips will have completed 7 years of service with the BOCES.

C. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Jennifer Farrell from a full-time position in the Payroll Specialist area effective January 29, 2016.
2. Recommend the Board accept the resignation of Susan Vogel from a full-time position in the Purchasing Clerk area effective February 9, 2016.

3. Recommend the Board accept the resignation of Jesse Schuettinger from a temporary term hourly position in the Audio Visual Mechanic area effective January 15, 2016.
 4. Recommend the Board accept the resignation of Marc Billow from a temporary term hourly position in the Audio Visual Mechanic area effective January 15, 2016.
 5. Recommend the Board accept the resignation of Scott Pulver from a temporary term hourly position in the Audio Visual Mechanic area effective January 15, 2016.
 6. Recommend the Board accept the resignation of Joseph Cerone from a temporary term hourly position in the Audio Visual Mechanic area effective January 22, 2016.
 7. Recommend the Board accept the resignation of Isaac Fisher from a temporary term hourly position in the Audio Visual Mechanic area effective January 21, 2016.
 8. Recommend the Board approve a leave of absence without pay for Kelly DeCaprio, from a full-time position in the School Social Worker tenure area effective January 27, 2016 through February 19, 2016. (18 days)
 9. Recommend the Board extend a leave of absence without pay for Nancy Munger, from a Clerk position effective January 23, 2016 through February 5, 2016. (10 days)
- Further recommend the Board extend the end date of the probationary period for Ms. Munger in the Clerk area from June 20, 2016 to July 22, 2016. (24 days)
10. Recommend the Board approve a leave of absence without pay for Emily Sowers, from a full-time position in the Social Work Associate area effective February 26, 2016 through March 4, 2016. (6 days)

E. Permanent Appointments

1. Recommend the Board appoint **Kathleen Shinn** to permanent status in the School Bus Drive area effective March 1, 2016.
2. Recommend the Board appoint **Lindsay Henderson** to permanent status in the Clerk area effective March 1, 2016.

F. Staff Appointments

1. Recommend the Board appoint Zachary Zulauf to a full-time, temporary term non-competitive position in the Teacher Aide area effective December 21, 2015 through June 30, 2016, as needed. His salary will be prorated based on Step 3 of the salary schedule - \$12,540.
2. Recommend the Board appoint Crystal Wicks to a full-time, 12-month, permanent position with a 26-week probationary period in the non-competitive Building Maintenance Helper area effective February 1, 2016 through August 1, 2016. Her salary will be prorated based on Step 3 of the salary schedule - \$18,410.

G. 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>
Amodeo, Christine	Adult Literacy (Article 19)- GRASP and Literacy Instruction	up to 7 hours 01/11/16-01/16/16
Brough, Colleen	Sr. Information Processing Specialist-Support Adult Ed. Programs due to vacancy	up to 40 hours 01/11/16-06/30/16
Clements, Beth	Principal Account Clerk/Typist- Support Adult Ed. Programs due to vacancy	up to 40 hours 01/11/16-06/30/16
Clauson, Ron	School Bus Driver- Varying assignment locations, as needed, and safety refresher	up to 50 hours 01/01/16-06/24/16
Evans, Matt	School Bus Driver- Varying assignment locations, as needed, and safety refresher	up to 50 hours 01/01/16-06/24/16
Finch, Frank	Adult Literacy (Article 19)- Literacy Instruction	up to 8 hours 01/11/16-01/22/16
Gillani, Shazima	Adult Literacy (Article 19)- Literacy Instruction	up to 3 hours 01/11/16-01/16/16
Goodwin, Cathy	Regional Business and Industry Specialist -Program Planning	up to 15 hours 01/11/16-01/15/16
Gordon, Sheri	Adult LPN Program Supervisor- Program Planning	up to 2 hours 07/01/15-09/01/15
Hulka, Kent	School Bus Driver- Varying assignment locations, as needed, and safety refresher	up to 50 hours 01/01/16-06/24/16
Jones, Diane	Adult Literacy (Article 19)- Literacy Instruction	up to 5 hours 01/11/16-01/16/16
Kennedy, Joann	Blind & Visually Impaired- Evaluation	up to 5 hours 01/29/16-03/31/16
Marcellus, Lisa	Administrative Secretary District Data Services	up to 85 hours 12/07/15-01/23/16
McCarty, Erin	Adult LPN Instructor- Meeting	up to 1 hour 12/18/15

McDonald, Pam	School Bus Driver- Varying assignment locations, as needed, and safety refresher	up to 50 hours 01/01/16-06/24/16
Pennington, Patricia	Adult LPN Instructor- Instructional/Planning	up to 2 hours 11/09/15-12/09/15
Shinn, Kathy	School Bus Driver- Varying assignment locations, as needed, and safety refresher	up to 50 hours 01/01/16-06/24/16
Thompson, Debora	Administrative Secretary- Support Adult Ed program due to vacancy	up to 40 hours 01/11/16-6/30/16

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:

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	Contraptions	up to 45hrs	03/01/16-06/30/16
Phillips, Paul	Astrophysics	up to 37hrs	02/24/16-06/13/16
Scott, Jason	Archaeology 101	up to 12hrs	03/08/16-05/03/16

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>
Bartow, Kayla	Spanish	up to 32hrs	03/01/16-04/30/16
Chou, Lee-hua (Maria)	Chinese	up to 47hrs	03/01/16-05/27/16
Mercogliano, Carrie	Spanish	up to 16hrs	03/01/16-05/04/16
Wu, Quanxi	Chinese	up to 64.75hrs	03/01/16-05/27/16

Think Series Enrichment Program
Instructional and Curriculum Rate of \$30 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Marcks, Ira	Comics, Cartooning & Stories	up to 35hrs	03/23/16-06/15/16
Phillips, Paul	Astrophysics	up to 24hrs	02/24/16-05/03/16
Phillips, Paul	Cetology II	up to 24hrs	02/24/16-04/13/16
Sanchez, Ann Maria	Animal Kingdom	up to 19hrs	02/25/16-04/13/16
Scott, Jason	Archaeology 101	up to 22hrs	03/01/16-06/20/16

STEM Academy
Instructional Rate of \$125 per day

<u>Name</u>	<u>Program</u>	<u>Max # of Days</u>	<u>Dates</u>
Cerbo, Toni	Science of Color	up to 5 days	03/12/16-04/23/16
Chen, Te-Ching(David)	Human Anatomy & Physiology	up to 6 days	03/08/16-04/19/16
Guenther, Christopher	Intro to 3D Printing	up to 6 days	03/10/16-04/21/16

Marcks, Ira	Game Design	up to 12 days	03/08/16-05/13/16
Mercogliano, Carrie	Flash! Bang! Pop! Fiz!	up to 8 days	03/12/16-05/06/16
Scott, Jason	Archaeology 101	up to 10 days	03/10/16-05/06/16
Sanchez, Ana Maria	Animal Kingdom	up to 6 days	03/18/16-05/13/16

Mini-Course – On-Site Administrator
Rate of \$275 per Spring Semester (unless otherwise noted)

<u>Name</u>	<u>Program/Location</u>
Bates, John	Myers Center
Bates, John	SAEC
McDougall, Michelle	Galway SIP(Afterschool)
McDougall, Michelle	Galway Think-Tuesday
McDougall, Michelle	Galway Think- Monday (\$183.32)

Mini-Course
Instructional Rate of \$25 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Coonradt, David	Up & Away	up to 13.5hrs	03/08/16-05/03/16
Hunt, Rachel	Cosmetology	up to 13.5hrs	03/08/16-05/03/16
Phillips, Paul	Mystery Solved 2016	up to 12hrs	03/10/16-04/21/16
Rockwood, Jennifer	Hair Goes Nothin	up to 12hrs	03/10/16-04/21/16
Schwartz, Mary Beth	Perfect Party Planners	up to 13.5hrs	03/08/16-05/03/16

5. Recommend the Board appoint staff listed below for up to 12 hours for curriculum development work at the rate of \$34 per hour effective January 11, 2016 through March 1, 2016:

Name
 Bianconi, Cheryl
 Dady, Mikey
 James, Jo
 Landrey, Owen
 Mannion, Caroline
 Morris, Michelle
 Myers, Melissa
 Rivers, Jason
 Spencer, Bonnie
 Vandenberg, John

6. Recommend the Board approve Carly Bennett for up to 18 hours for curriculum writing work at the rate of \$34 per hour effective January 5, 2016 through June 30, 2016.
7. Recommend the Board appoint Dr. George Gregory as a Presenter for US and Global History Scoring Training for up to 2 sessions effective January 22, 2016, at a rate of \$200 per session.
8. Recommend the Board appoint Michael Sgambelluri as a Presenter for Safe School Series Workshops for up to 2 sessions effective January 25, 2016, at a rate of \$450 per 3 hour session.
9. Recommend the Board appoint Elizabeth Barrett as a Presenter for Algebra Regents Scoring Training for up to 1 session effective January 12, 2016, at the rate of \$300 per session.

10. Recommend the Board appoint Elizabeth Barrett as a Presenter for Constructing the Constructive Response for up to 1 session effective March 29, 2016, at the rate of \$500 per session.
11. Recommend the Board appoint Elizabeth Barrett as an Education Specialist for Ambassador Days for up to 5 sessions effective July 1, 2015 through June 30, 2016 at the rate of \$500 per session.
12. Recommend the Board appoint Evelyn Donohue as a Presenter for ELA Scoring Training for up to 2 sessions effective January 21, 2016, at a rate of \$250 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 January 2016.

C. Financial Reports

1. Recommend the Board approve the Financial Report for the month of November 30, 2015.
2. Recommend the Board approve the Appropriations and the Budget Status Reports for the month of December 31, 2015.
3. The Financial Reports for the months ending December 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 January 31, 2016 will be distributed at the meeting. **(NO ACTION REQUIRED)**

D. 2014-15 Surplus Refund

Recommend the Board approve the distribution of surplus funds for the 2014-15 school year as listed by school district accordingly.

E. 2016-17 Capital Plan

Recommend the Board approve the 2016-17 Capital Project Plan of \$800,000 as follows:

- Southern Adirondack Education Center Building G Reconstruction in the amount of \$422,359.
- Southern Adirondack Education Center Building E Reconstruction in the amount of \$377,641.

F. Capital Project Budgets

Recommend a motion to amend the Capital Project Budgets as follows:

- Southern Adirondack Education Center Building G Reconstruction, original project budget established by Board resolution on March 18, 2014 in the amount of \$393,058, increased by Board resolution on June 11, 2014 to \$982,320, and now increased by \$422,359 to \$1,404,679.
- Southern Adirondack Education Center Building E Reconstruction, original project established through Board resolution on February 11, 2015 in the amount of \$222,451 and now increased by \$377,641 to \$600,092.

G. Capital Project Bid Awards

Recommend the Board make the following bid awards for the Southern Adirondack Education Center Building G Reconstruction Capital Project:

Bidder	Contract	Bid Item and Amount	
Bast Hatfield Construction, LLC.	General Construction	Base Bid	\$543,000
		Alternate #1	340,000
		Alternate # 3	100
		Alternate #4	<u>30,000</u>
		Total Award	\$913,100
Tri-Valley Plumbing & Heating, Inc.	Mechanical	Base Bid	\$86,000
		Alternate #1	18,500
		Alternate # 3	88,000
		Alternate #4	<u>29,995</u>
		Total Award	\$222,495
J. McBain Electric	Electrical	Base Bid	\$104,134
		Alternate #1	4,927
		Alternate # 3	4,608
		Alternate #4	<u>5,395</u>
		Total Award	\$119,064

H. Disposal of Surplus Property

Recommend the Board declare surplus and authorize disposal pursuant to Board Policy 4070: Personal Property Accountability as follows:

Qty.	Description with Model/Serial Number, etc.	BOCES ID Number
1	ProBook 64556	48752
1	HP ProBook 64606	53663
3	Dell Servers	16717
		16955
		16923
1	HP Probook 6455b	50365

2	Certera Computer	41472
		41474
2	Dell Servers	41282
		41484
1	Certera Computer	41484
3	Dell Computers	46977
		42331
		45448
1	Phaser Printer	16422
1	Dell Latitude D630 Laptop	42982
1	#26-1999 Ford F350 Cub Van VIN # 1FDWE37L8XHB29785	
1	#27-2002 Ford E350 Cargo Van VIN #1FDWE35L62HBO1804	

11. OTHER

A. February 11, 2016 ~

Adirondack Area School Boards Association Meeting with guest speaker, MaryEllen Elia, NYS Commissioner of Education, at the Queensbury Hotel. 6:00 PM Social, 6:45 PM Dinner

B. March 2, 2016 ~

BOCES Lobby Day, Albany, New York

C. March 8, 2016 ~

NYSCOSS Lobby Day, Albany, New York

D. March 9, 2016 ~

Regular meeting of the Board of Education at **Waterford-Halfmoon Union Free School District**; 125 Middletown Road, Waterford, New York; 6:30 PM

E. March 14, 2016 ~

Saratoga County School Boards Association Meeting at Gick Road; 6:00 PM
Timothy Kremer, Executive Director, NYS School Boards Association, will present.

F. March 24, 2016 ~

Adirondack Area School Boards Association Meeting
The Queensbury Hotel; 6:00 PM Social Time; 6:45 PM Dinner
Panel discussion with Bob Lowry, NYSCOSS, and David Little, Rural Schools Association, with moderator, John Goralski.

G. Board Member Comments

12. 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.

13. ADJOURNMENT

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

APPENDIX A

2016 – 2017 School Calendar