

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

REGULAR MEETING OF THE BOARD OF EDUCATION
Waterford-Halfmoon Union Free School District
125 Middletown Road, Waterford, New York
March 9, 2016 6:30 PM

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC HEARING**

4. **MINUTES**

Recommend the Board approve the minutes for the February 10, 2016 regular meeting of the Board of Education. A copy of the minutes is enclosed.

5. **COMMUNICATIONS**

6. **OLD BUSINESS**

7. **ADMINISTRATIVE REPORTS**

A. **Instructional Technology** presented by Tony Muller and David Ashdown

B. **Board Committee Reports**

- **Policy Committee**

First reading of Board Policies:

- 3100 Administrative, Managerial and Confidential Employees
- 5120 Temporary and Part Time Employees

C. **Legislative Update**

Linda King, the Board's legislative representative, will be presenting a report.

(NO ACTION REQUIRED)

D. **Update on BOCES Program Budgets**

E. **District Superintendent Items (NO ACTION REQUIRED)**

8. **NEW BUSINESS**

A. **Donations**

Recommend the Board accept a monetary donation of \$200 from Acadia Charities, PO Box 705, Warrensburg, New York, for SAEC Student Awards.

B. Memorandum of Agreement

Recommend the Board approve a Memorandum of Agreement between the Washington-Saratoga-Warren-Hamilton-Essex Counties Board of Cooperative Educational Services and the Washington-Saratoga-Warren-Hamilton-Essex BOCES Administrators' Association and Caren Snell in complete and final resolution of a previous settlement agreement effective March 10, 2016.

C. Administrative Budget

Recommend the Board adopt the WSWHE Administrative Budget for 2016-17 in the amount of \$6,174,182.

9. PERSONNEL

A. Position Changes

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

CLASSIFIED POSITIONS

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Teacher Aide Part-Time (50%)	February 22, 2016 through June 30, 2016	Myers Education Center
Teacher Aide Part-Time (50%)	February 26, 2016 through June 30, 2016	SAEC

- 2. Recommend the Board abolish one (1) full-time, position in the Instructional Support Services for Curriculum & Differentiated Instruction tenure area effective March 9, 2016. (No staff affected)
- 3. Recommend the Board abolish one (1) full-time, position in the Instructional Support Services for ELA & Literacy tenure area effective March 9, 2016.(No staff affected)
- 4. Recommend the Board abolish one (1) full-time, 12-month position in the Regional Certification Officer/Substitute Registry Supervisor area effective, March 10, 2016.
- 5. Recommend the Board increase one (1) position in the Physical Therapist area from .15FTE to .25FTE and approve a change of employment status for Kathleen Donohue, increasing her from .15FTE to .25FTE effective December 16, 2016.
- 6. Recommend the Board amend a previously approved resolution for Laura Symer appointing her to permanent status in the Crisis Intervention Worker area with a 26-week probationary period, correcting the end date of her probationary period from September 1, 2016 to October 10, 2016.

7. Recommend the Board approve a change in appointment status for Vance Catapang from provisional to temporary in the Network Analyst area, effective February 18, 2016, in accordance with direction from the Washington County Civil Service Commission.
8. Recommend the Board approve a change in title for Mary Lou Latrell from Confidential Secretary to Executive Secretary, effective February 18, 2016, in accordance with direction from the Washington County Civil Service Commission.
9. Recommend the Board approve a change of employment status for Shannon Snyder discontinuing an extra duty as a Teacher Mentor, due to the resignation of employee effective February 19, 2016.

B. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Christopher Lennon from a part-time (80%) position in the Foreign Language (Spanish) area effective February 19, 2016.
2. Recommend the Board extend a leave of absence for Mikey Dady from a full-time position in the Special Education tenure area, effective September 1, 2016 through August 31, 2017, to continue a full-time position, in the Social Studies and English tenure areas.

C. Permanent Appointments

1. Recommend the Board appoint **Sherry Carpenter** to permanent status in the Senior Clerk area effective March 21, 2016.

D. Staff Appointments

1. Recommend the Board appoint Turina Parker to a full-time, 12-month, four (4) year probationary position in the Executive Principal tenure area effective July 1, 2016 through June 30, 2020. Dr. Parker has a Permanent Certificate in the School District Administrator area dated September 1, 2007. Her 16-17 salary will be \$104,187. (Non-Unit Group 8 Managerial Personnel).
2. Recommend the Board appoint Hillary Brewer to a full-time, 12-month, four (4) year probationary position in the Assistant Director of Human Resource Services tenure area effective March 10, 2016 through March 9, 2020. Ms. Brewer has a Professional Certificate in the School District Leader area dated September 25, 2015. Her 15-16 salary will be prorated based on \$73,000. (Non-Unit Group 3 Central Office Supervisory Staff).

Further recommend the Board accept Ms. Brewer's resignation from a full-time, 12-month position in the Regional Certification Officer/Substitute Registry Supervisor area effective March 10, 2016.

3. Recommend the Board appoint Shayne Bishop to a full-time, four (4) year probationary position in the Special Education tenure area effective February 29, 2016, tentatively scheduled to conclude February 28, 2020, 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. Mr. Bishop has a Professional Certificate in the Students with Disabilities 7-12 Generalist area dated January 13, 2016 and the Math 7-12 area dated September 4, 2014. His salary will be based on step 3 of the salary schedule- \$42,053.
4. Recommend the Board appoint Mirna Caro to a full-time, permanent position in the School Nurse area effective February 22, 2016. Ms. Caro has a Registered Nurse License through June 2017. Her salary will be based on step 14 of the salary schedule- \$26,966.
5. Recommend the Board appoint Sarah Hayes to a full-time, four (4) year probationary position in the Teaching Assistant tenure area effective February 29, 2016 through February 28, 2020. Ms. Hayes has a Level I Certificate pending in the Teaching Assistant area. Her salary will be based on step 5 of the salary schedule – \$15,551.
6. Recommend the Board appoint Andrea Webster to a full-time, temporary term non-competitive position in the Teacher Aide area effective February 29, 2016 through June 30, 2016, as needed. Her salary will be prorated based on step 5 of the salary schedule - \$13,277.
7. Recommend the Board appoint Jaclyn Sarnelli to a part-time (50%), temporary term non-competitive position in the Teacher Aide area effective February 22, 2016 through June 30, 2016, as needed. Her salary will be prorated based on step 2 of the salary schedule - \$12,186.
8. Recommend the Board appoint Maribeth Macica to a part-time (60%) temporary, long term substitute position in the Public Information Specialist area effective March 7, 2016 through June 30, 2016, as needed. Her salary will be prorated based on Step 2 of the salary schedule - \$42,218.

E. Other

1. Recommend the Board approve hourly/per diem employment, as needed, 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 6 hours 01/25/16-01/29/16
Brownell, Alison	Teacher Aide- Mandatory Faculty Meeting	up to 1 hour 02/11/16
Cerone, Paul	Culinary Arts Instructor- Annual Board Dinner	up to 6 hours 04/06/16
Ernst, Linda	Continuing Education Aide- Support Adult Ed due to vacancy	up to 6 hours 02/01/16-02/26/16

Finch, Frank	Adult Literacy (Article 19) - Literacy Instruction	up to 3 hours 01/25/16-01/29/16
Jones, Diane	Adult Literacy (Article 19) - Literacy Instruction	up to 1 hour 02/01/16 -02/05/16
Marcellus, Lisa	Administrative Secretary District Data Services	up to 55 hours 1/24/16-2/19/16
Meacham, Catherine	Adult LPN Instructor- Coverage of LPN Clinical	up to 8 hours 2/12/16
Ogden, Christopher	School Safety Officer- Graduation Coverage	up to 2.5 hours 06/20/16
Rockwood, Jennifer	Teaching Assistant- Mandatory Faculty Meeting	up to 1 hour 2/11/16
Yemans, Carol	Administrative Secretary- After School Enrichment Programs, Odyssey of the Mind	up to 20 hours 02/04/16-06/30/16
Zwart, Nicholas	Culinary Arts Instructor- Assist with Skills USA Local Competitions	up to .5 day 02/01/16

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

Mini-Course
Instructional Rate of \$25 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Franklin-Ferguson, Ellen	Sky Flyers	up to 13.5hrs	03/08/16-05/03/16
Ritchie, Julia(Jewels)	Sewing Machine Basics	up to 13.5hrs	03/08/16-05/03/16

3. Recommend the Board appoint staff listed below for up to 9 hours, as needed, for curriculum development work at the rate of \$34 per hour effective January 7, 2016 through February 10, 2016:

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

4. Recommend the Board appoint staff listed below for up to 15 hours, as needed, for curriculum writing work at the rate of \$34 per hour effective May 1, 2016 through May 31, 2016:

Name

Brown, Aaron

Geelan, Mary

5. Recommend the Board appoint Sharon Davidson as a Senior Typist for training purposes up to 5 days, as needed, effective February 17, 2016 through June 30, 2016 at the per diem rate of \$189.12.
6. Recommend the Board appoint Eileen Minder, Gifted and Talented/Enrichment Support Specialist for up to an additional 250 hours, effective February 1, 2016 through June 30, 2016, as needed, at the rate of \$25 per hour.

10. FINANCIAL

A. Audit Committee Report (NO ACTION REQUIRED)

B. Cash Disbursements

Recommend the Board approve the cash disbursements for the month of February 2016.

C. Financial Reports

1. Recommend the Board approve the Financial Report for the month of December 31, 2015.
2. Recommend the Board approve the Appropriations and the Budget Status Reports for the month of January 31, 2016.
3. The Financial Reports for the months ending January 31, 2016 will be distributed at the meeting. **(NO ACTION REQUIRED)**
4. The Budget Adjustment to Appropriations and the Budget Status Reports for the month ending February 29, 2016 will be distributed at the meeting. **(NO ACTION REQUIRED)**

D. 2015-2016 BOCES State Aid

Recommend the Board approve the disbursement of the BOCES State Aid payments according to the enclosed list.

E. Clerk of the Works

Recommend the Board appoint Mitchell Derway as an independent contractor to act as Clerk of the Works for the Southern Adirondack Education Center Building G Reconstruction Project for to be paid for hours approved by BOCES at a rate of \$75 per hour.

F. Bids Rejected

Recommend the Board reject all bids for Bid #138-16 New Chevy Express 3500 Commercial Cutaway Van or Equal that was opened on February 17, 2016.

G. Other Bid Contracts

Recommend the Board authorize the WSWHE BOCES to purchase and execute appropriate documentation to make purchases under the bids let by the National Joint Powers Alliance (on an individual contract basis).

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	Dell Inspiration Duo	49622
1	MacBook Pro 15"	46462
2	HP Probook Laptop	53870
		62476
1	Dell Optiplex 740	42930
12	Dell Computers	44134
		44153
		44150
		46308
		44138
		44107
		44152
		44117
		44149
		44146
		44148
		44128
1	Admire FPS	17072
1	Panasonic Camcorder	8841
2	HP Desktop	52231
		48352
1	Dell Optiplex 755	44648
1	HP LJ 4200	12189
5	Cisco Switches	8423
		8424
		8418
		8419
		8518
1	Gateway Desktop	17111
17	Dell Computers	41794
		44100

		44112
		44120
		44144
		13391
		44113
		46295
		44135
		44140
		44118
		44145
		46547
		44114
		44121
		44123
		44141
1	Double Stacking Oven	5653
1	Pizza Oven	5654

11. OTHER

- A. 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.
- B. 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.
- C. April 6, 2016 ~**
BOCES Annual Meeting at the F. Donald Myers Education Center
- D. April 13, 2016 ~**
Regular meeting of the Board of Education at Gick Road; 6:30 PM
- E. April 19, 2016 ~**
BOCES Administrative Budget Vote and Election
- F. May 5, 2016 ~**
Adirondack Area School Boards Association Community Service Awards Dinner
The Queensbury Hotel; 6:00 PM Social Time; 6:45 PM Dinner
- 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