

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

**REGULAR MEETING OF THE BOARD OF EDUCATION
Gick Road Conference Center, Saratoga Springs, New York
May 11, 2016 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 April 13, 2016 regular meeting of the Board of Education. A copy of the minutes is enclosed.

5. COMMUNICATIONS

6. OLD BUSINESS

7. ADMINISTRATIVE REPORTS

A. Literacy Review – Nancy DeStefano

B. Board Committee Reports

- **Policy Committee**

2nd Reading: Policy 3100 Administrative, Managerial and Confidential Employees
(NO ACTION REQUIRED)

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)

8. NEW BUSINESS

A. Donations

1. Recommend the Board accept a monetary donation of \$200 from Jeffrey Plummer of 69B Cooper Street, Glens Falls, New York for the Dr. Rhodes Award.
2. Recommend the Board accept the donation of a 2005 Nissan Altima from Robyn G. Kelly of 2 Brittany Terrace, Gansevoort, New York for Auto Tech Room #311 at the Myers Education Center.

B. 2016 Summer Enrichment Programs

Recommend the Board establish the following dates for the summer enrichment programs listed below:

1. 2016 South Glens Falls Summer Success Program – July 5 through August 4, 2016 (20 days)
2. 2016 South Glens Falls Summer Success Mini-Enrichment – July 5 through July 28, 2016 (16 days)
3. 2016 Hudson Falls Cub Academy – July 11 through August 5, 2016 (20 days)
4. 2016 Hudson Falls Summer Success Program- July 11 through August 5, 2016 (20 days)
5. 2016 Stillwater Summer Success Program
Elementary Program: July 5, 2016 through July 29, 2016 (19 days)
Secondary Program: July 6, 2016 through August 16, 2016 (30 days)
6. 2016 Granville Summer Success Program- July 12, 2016 through August 18, 2016 (18 days)
7. 2016 Glens Falls Summer Program – July 5, 2016 through August 11, 2016 (23 days)
8. 2016 Queensbury Elementary Summer Academy Program – July 5, 2016 through August 11, 2016 (23 days)

9. 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> |
|-----------------------------|------------------------------|--------------------------------|
| Special Education Full-Time | May 12, 2016 | Myers Education Center |

CLASSIFIED POSITIONS

| <u>POSITION</u> | <u>EFFECTIVE DATE</u> | <u>PROGRAM/LOCATION</u> |
|---|------------------------------|--------------------------------|
| Data Specialist Full-time (pending civil service classification) (Non-Unit Group 2) | July 1, 2016 | Gick Rd w/ travel |
| Data Specialist Assistant Full-Time (pending civil service classification) | July 1, 2016 | Gick Rd w/ travel |

2. Recommend the Board approve a change in status for James McClure from a temporary appointment to a provisional appointment in the Coordinator of Network Security Services area effective May 12, 2016.
3. Recommend the Board approve a change in status for Angela Spring from a temporary appointment to a provisional appointment in the Financial Support Specialist area effective May 12, 2016.
4. Recommend the Board approve a change in status for Leslie Converse from a temporary appointment to a provisional appointment in the Financial Support Specialist area effective May 12, 2016.

B. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Dina Henke from a full-time probationary position in the Elementary (Young Scholars Program) tenure area effective June 23, 2016.
2. Recommend the Board accept the resignation of Nancy Munger from a full time position in the Clerk area effective June 30, 2016.
3. Recommend the Board accept the resignation of Chelsea DiGiacomo from a full time position in the Teaching Assistant tenure area effective May 27, 2016.
4. Recommend the Board accept the resignation of Laura Symer from a full time position in the Crisis Intervention Worker tenure area effective June 24, 2016, with her last day of work being June 23, 2016.
5. Recommend the Board approve an administrative leave without pay due to lack of certification for Ronald King, from a full-time position in the Teaching Assistant tenure area effective end of day April 11, 2016 through the end of the day on April 20, 2016.

C. Tenure Appointments

1. Recommend the Board appoint **Alicia Behan** to tenure status in the School Media Specialist (Library) tenure area effective September 1, 2016.
2. Recommend the Board appoint **Tammy VanWagner** to tenure status in the Special Education tenure area effective September 1, 2016.
3. Recommend the Board appoint **Katherine Jones** to tenure status in the Lead Coordinator for School Improvement tenure area effective July 11, 2016.
4. Recommend the Board appoint **Diane Quick** to tenure status in the Coordinator for Data Integrity & Reporting tenure area effective September 1, 2016.
5. Recommend the Board appoint **Jill Jacob** to tenure status in the Teacher of the Deaf and Hearing Impaired tenure area effective October 1, 2016.

D. Staff Appointments

1. Recommend the Board appoint Linda Beck-Fragale to a full-time, four (4) year probationary position in the Principal for Special Programs tenure area effective July 1, 2016 tentatively scheduled to conclude on June 30, 2020, 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. Beck-Fragale has a Provisional Renewal Certificate in the School Administrator and Supervisor area dated December 25, 2013. Her salary will be \$85,000.
2. Recommend the Board appoint Michael Donlon to a full-time, four (4) year probationary position in the Principal for CTE Programs tenure area effective July 1, 2016 tentatively scheduled to conclude on June 30, 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. Donlon has an Initial Certificate in the School Building Leader area dated September 1, 2012. His salary will be \$85,000.
3. Recommend the Board appoint Anne Rode to a full-time, four (4) year probationary position in the Supervisor for Special Programs tenure area effective July 1, 2016 through June 30, 2020. Ms. Rode has a Permanent Certificate in the School District Administrator area dated February 1, 2003. Her salary will be \$82,000.
4. Recommend the Board appoint Christine Benware to a full-time, four (4) year probationary position in the Special Education tenure area effective May 12, 2016, tentatively scheduled to conclude May 11, 2020, 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. Benware has a Permanent Certificate in the Special Education area dated September 1, 2005. Her salary will be prorated based on step 8 of the salary schedule- \$42,782.
5. Recommend the Board appoint Walter Sandford to a full-time, temporary term non-competitive position in the Teacher Aide area effective May 4, 2016 through June 30, 2016, as needed. His salary will be prorated based on step 15 of the salary schedule - \$17,792.
6. Recommend the Board appoint the following staff to temporary term hourly non-competitive positions in the Audio Visual Mechanic area effective dates as indicated, as needed, at an hourly rate based on step 1 of the salary schedule – \$25,021.

| <u>Name</u> | <u>Effective Date(s)</u> | <u>Location</u> |
|--------------------|---------------------------------|------------------------|
| Daly, Ian | 05/16/16-06/30/16 | Gick Road |
| D'Andrea, Robert | 05/16/16-06/30/16 | Gick Road |
| Fisher, Isaac | 05/16/16-06/30/16 | Gick Road |
| Mann, Foster | 05/16/16-06/30/16 | Gick Road |
| McEachron, Clayton | 05/16/16-06/30/16 | Gick Road |
| Myers, Connor | 05/16/16-06/30/16 | Gick Road |
| Oakes, Andrew | 05/16/16-06/30/16 | Ballston Spa CSD |
| Remscheid, Lucas | 05/16/16-06/30/16 | Gick Road |
| Sumner, Joshua | 05/16/16-06/30/16 | Gick Road |

7. Recommend the Board appoint staff listed below to temporary term hourly non-competitive positions in the Summer Technology Helper area, effective dates as indicated, as needed, at an hourly rate of \$11. (Non-Unit Group 7 Miscellaneous)

| <u>Name</u> | <u>Effective Date(s)</u> | <u>Location</u> |
|---------------------|--------------------------|------------------|
| Lange, Morgan | 05/16/16-06/30/16 | Ballston Spa CSD |
| Palmateer, Bobbiejo | 06/20/16-06/30/16 | Ballston Spa CSD |

8. Recommend the Board appoint Bryton Chikukwa to a temporary term hourly non-competitive position in the Administrative Support Assistant area, effective May 24, 2016 through on or about August 4, 2016, at an hourly rate of \$12. (Non-Unit Group 7)

9. Recommend the Board appoint Barbara Goodspeed to a long term substitute position in the Practical Nursing Instructor area effective March 21, 2016 through May 27, 2016, as needed, for up to 15 days. Ms. Goodspeed has a Permanent Certificate dated September 1, 1995 in the Practical Nursing area. Her per diem rate will be \$203.31.

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> |
|---------------------|---|--|
| Altenburger, Denise | Health Occupations - Substitute coverage | up to 19 days 03/22/16-06/30/16 |
| Amodeo, Christine | Adult Literacy (Article 19) - GRASP and Literacy Instruction | up to 19 hours 03/28/16-04/08/16 |
| Amorosi, Jane | Special Education - IEP Assistance | up to 3 hours 03/09/16-04/09/16 |
| Beaulieu, Debbie | Special Education - Planning and preparation | up to 2hours/day 01/02/16-03/31/16 |
| Ernst, Linda | Continuing Education Aide - Support Adult Ed due to vacancy | up to 10 hours 04/11/16-04/22/16 |
| Gillani, Shazima | Adult Literacy (Article 19) - Literacy Instruction | up to 1 hour 04/04/16-04/08/16 |
| Jones, Diane | Adult Literacy (Article 19) - Literacy Instruction | up to 2 hours 04/04/16 -04/08/16 |
| Kennedy, Joanne | Teacher of the Blind and Visually Impaired - Functional Vision Evaluation | up to 5 hours 03/04/16-03/14/16 |
| Marcellus, Lisa | District Data Services | up to 57.25 hours 03/27/16-04/23/16 |

| | | |
|---------------|--|------------------------------|
| Parker, Linda | Horticulture - Field trip to NY Botanical Garden and Bronx Zoo | up to 11.5 hours 05/27/16 |
|---------------|--|------------------------------|

2. 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> |
|---------------|---------------------|-----------------------|-------------------|
| Grieco, Ben | P-Tech Vex Robotics | up to 20hrs | 09/01/15-06/30/16 |
| Perry, Mike | P-Tech Vex Robotics | up to 40hrs | 07/01/15-06/30/16 |
| Simpson, Gage | P-Tech Vex Robotics | up to 40hrs | 07/01/15-06/30/16 |

STEM Integration Program
Teacher Aide Rate of \$10 per hour

| <u>Name</u> | <u>Program</u> | <u>Max # of Hours</u> | <u>Dates</u> |
|-------------------|----------------|-----------------------|-------------------|
| Abernathy, Jeanne | Makey, Makey | up to 16hrs | 04/04/16-06/13/16 |

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> |
|--------------------------|----------------|-----------------------|--------------|
| Franklin-Furgason, Ellen | Spanish | up to 3hrs | 04/06/16 |

Mini-Course
Instructional Rate of \$25 per hour

| <u>Name</u> | <u>Program</u> | <u>Max # of Hours</u> | <u>Dates</u> |
|---------------|---------------------------|-----------------------|-------------------|
| Derwin, Amy | JHE TV News Crew | up to 11hrs | 04/06/16-05/18/16 |
| Thompson, Amy | Learn to Cook Like a Chef | up to 11hrs | 04/06/16-05/18/16 |

STEM Academy
Instructional Rate of \$125 per day

| <u>Name</u> | <u>Program</u> | <u>Max # of Days</u> | <u>Dates</u> |
|--------------------------|-----------------------|----------------------|-------------------|
| Birchmore, Lisa | 3D Printing In Action | up to 6 days | 04/04/16-05/23/16 |
| Franklin-Ferguson, Ellen | 3D Printing | up to 1 day | 04/19/16 |
| Sweeney, Preston | Vex Robotics | up to 1 day | 04/09/16 |

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

| <u>Name</u> | <u>Program/Location</u> |
|-----------------|---|
| LaRose, Kathryn | Washington County Collaborative - Granville |

3. Recommend the Board appoint Mary Geelan to act as Teacher Mentor for Shayne Bishop effective March 31, 2016 through March 31, 2017, at the annual rate of \$1,238, prorated as appropriate.

4. Recommend the Board appoint Kelly Sheppard for up to 4.5 hours for curriculum development writing at the rate of \$34 per hour effective March 23, 2016 through March 30, 2016.
5. Recommend the Board appoint staff listed below for up to 9 hours, as needed, for curriculum writing work at the rate of \$34 per hour effective April 19, 2016 through May 16, 2016:

Name

Bouchard, Laura
Cook, Linda
Davis, Maura
Flacke, Martha
Hughes, Melissa
McGaughnea, Meghan
VanVoorhis, Kim
Watson, Anne

10. FINANCIAL

A. Audit Committee Report (NO ACTION REQUIRED)

B. Office of the State Comptroller Report

Recommend a motion to acknowledge the report by the Office of the NYS Comptroller regarding a review of procurement practices by the WSWHE BOCES for the period of July 1, 2014 through August 31, 2015. Such report had no findings and stated the Comptroller's Office, "Commend the Board for adopting a comprehensive procurement policy and BOCES Officials for designing an effective system that ensures that goods and services were procured in accordance with the BOCES' adopted procurement policy and applicable laws." Such report has been posted on the BOCES website, shared with the component school districts, and a legal notice has been placed in the official newspapers regarding the availability for public viewing as required by NYS General Municipal law.

C. Appoint External Auditor

Recommend the Board appoint West & Co. as external auditors for three years ending June 30, 2016, 2017 and 2018 for \$18,500 per year as recommended by the Audit Committee after reviewing the results of the RFP process. The Board has the option to extend the appointment for an additional two years through June 30, 2020.

D. Cash Disbursements

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

E. Financial Reports

1. Recommend the Board approve the Financial Report for the month ending February 29, 2016.
2. Recommend the Board approve the Appropriations and the Budget Status Reports for the month ending March 31, 2016.

3. The Financial Reports for the month ending March 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 April 30, 2016 will be distributed at the meeting. **(NO ACTION REQUIRED)**

F. 2016-2017 BOCES Budget

Recommend the Board adopt the 2016-17 BOCES budget in the amount of \$71,805,105 as follows:

| | |
|-----------------------|---------------------|
| Administrative Budget | \$ 6,174,182 |
| Capital Budget | \$ 1,611,174 |
| Program Budget | <u>\$64,019,749</u> |
| Total Budget | \$71,805,105 |

G. Equipment Lease

1. Recommend the Board approve an equipment lease (the "lease") for Fort Ann Central School District for 5 years in a base amount not to exceed \$62,622.50, with five payments of \$12,524.50 (Disposition is \$1 buyout). Items to lease: 6 Xerox copiers. These payments are based on an interest rate of 2.890% (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 Hudson Falls Central School District for 5 years in a base amount not to exceed \$62,076.40, with five payments of \$12,415.28 (Disposition is \$1 buyout). Items to lease: 7 Kyocera copiers. These payments are based on an interest rate of 2.510% (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%.
3. Recommend the Board approve an equipment lease (the "lease") for South Glens Falls Central School District for 3 years in a base amount not to exceed \$514,845.27, with three payments of \$171,615.09 (Disposition is \$1 buyout). Items to lease: 20 WAPS, 6 TV's, 400 cases, 20 projectors, 4 Smartboards, 3 Makerbot Education Bundles (3D printers and accessories), 20 security locks, 950 Chromebooks, 70 computers, 15 Apple computers, 24 carts, 35 hard drives. These payments are based on an interest rate of 2.560% (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%. (This lease was originally approved at the April 2016 Board of Education Meeting. Due to a change in pricing the new lease amount increased.)

H. Cooperative Bids

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for 3rd L Corp, A+ Educators, Achieve3000, Adobe, AKJ Books, American Reading Company, Answer Pad, Blackboard, Inc., Bloomboard, Blue Ribbon Testing, Brain Hurricane, Bridges Transitions, c8 Sciences, Cambium Learning, Carnegie Learning, Centris, Certica, ClassLink, Collaborative Learning, Compass Learning, Curriculum Associates, Desire 2 Learn, Dreambox, eDoctrina, Edgenuity, Edmentum, Educational Vistas, Edvation, eSpark, FastBridge Learning, Hobsons, Hot Math, Houghton Mifflin, Imagine Learning, Instructure, Interactive Media, iDesign, iSafe, iStation, It's Learning, IXL, Knovation, Learning Sciences International, Learning.com, Let's Go Learn, Lexia Learning, Lightsail, LinkIt, Mastery Connect, McGraw-Hill, Mind Research Institute, Modular Robotics, Montage, MyLearning Plan, Newsela, NWEA, Pearson Digital Learning, Randa, RE Reinert & Assoc, Redbird Math, Renaissance Learning, Right Reason Technologies, Rosetta Stone, Rubicon West, Inc., Scholastic, Inc., School Improvement Network, School Specialty, SchoolBinder, Schoology, Scientific Learning, Service Infinity, Shmoop, ST4 Learning, SunGard, Teachscape, Teq, Think Through Math, Thinkmap, Inc., Triumph Learning, Virtuoso Chester Technical Services, Vocabulary.com, Waterford, and,

WHEREAS, The Washington-Saratoga-Warren-Hamilton-Essex BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Washington-Saratoga-Warren-Hamilton-Essex BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the Washington-Saratoga-Warren-Hamilton-Essex BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Washington-Saratoga-Warren-Hamilton-Essex BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

I. 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 | HP LJ3600 Printer | 40243 |
| 1 | HP LJ 4600 Printer | 11162 |
| 1 | CISCO 3500 Catalyst | 15955 |
| 26 | Dell Latitude E6500 | 45360 |
| | | 45356 |

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| 1 | HP LJ 2840 | 43309 |
| 1 | HP LJ 4100 | 12302 |
| 1 | HP LJ 3600 | 42770 |
| 2 | HP Comaq Computer | 48479 |
| | | 18214 |
| 1 | Dell Optiplex GX520 | 16903 |
| 3 | Dell Optiplex GX270 | 13391 |
| | | 48598 |
| | | 41410 |
| 8 | Dell Latitude 2100 | 47037 |
| | | 47069 |
| | | 47054 |
| | | 47053 |
| | | 47057 |
| | | 47048 |
| | | 47056 |
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| 2 | Dell Optiplex GX 620 | 17564 |
| | | 17566 |
| 2 | Dell Latitude 2120 | 54910 |
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| 6 | Dell Optiplex GX620 | 17594 |
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| 6 | Dell Optiplex GX620 | 17568 |
| | | 17629 |
| | | 17579 |
| | | 17607 |
| | | 46038 |
| | | 46072 |
| 1 | HP Compaq Nx6110 | 16464 |
| 1 | HP Compaq Pro 6305 | 55849 |
| 1 | Telxon PSC 42-002-00 | |
| | Inventory Scanner P3043904 | 12022 |
| | w/dock | |
| 1 | Hydraulic Press | 7711 |

11. OTHER

- A. June 8, 2016 ~**
Regular meeting of the Board of Education at Gick Road; 6:30 PM
- B. June 11, 2016 ~**
New Board Member Governance Training at Gick Road; 9:00 AM – 3:30 PM
- C. June 13, 2016 ~**
Southern Adirondack Education Center Special Programs Completion Ceremony at SAEC; 9:30 AM
- D. June 13, 2016 ~**
Myers Education Center Special Programs Completion Ceremony at the Gick Road Conference Center; 7:00 PM
- E. June 15, 2016 ~**
Early College Career Academy Completion Ceremony at SUNY Adirondack, Queensbury Campus; 7:30 PM
- F. June 16, 2016 ~**
Washington Street Teaching & Learning Center Completion Ceremony at WSTLC (Fort Edward); 12:30 PM
- G. June 17, 2016 ~**
Southern Adirondack Education Center Completion Ceremony at the Glens Falls Civic Center; 7:00 PM
- H. June 17, 2016 ~**
Spring Concert at Sanford Street Teaching & Learning Center; 12:30 PM

- I. **June 20, 2016 ~**
Myers Education Center Completion Ceremony at the Saratoga Springs City Center; 7:00 PM
- J. **June 22, 2016 ~**
Sanford Street Teaching & Learning Center Awards Ceremony at SSTLC; 12:15 PM
- K. **June 23, 2016 ~**
Practical Nursing Completion Ceremony at Saratoga Springs High School; 6:00 PM
- L. **July 10 – July 12, 2016 ~**
2016 Rural Schools Association Conference “*Reimagining Rural Schools, Now or Never*” at the Otesaga Hotel, Cooperstown, New York.
- M. **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**