

**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
April 12, 2017 6:30 PM**

A G E N D A

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. RETIREE RECEPTION

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; and collective negotiations pursuant to article 14 of the Civil Service Law.

5. PUBLIC HEARING

6. MINUTES

Recommend the Board approve the minutes for the March 8, 2017 regular meeting of the Board of Education. A copy of the minutes is attached.

7. COMMUNICATIONS

8. OLD BUSINESS

9. ADMINISTRATIVE REPORTS

A. Update on the Factors Leading to a 10.5% Increase in Health Insurance Premiums and Future Considerations – Presented by Tim Place

B. Board Committee Reports

1. Buildings and Grounds Committee **(NO ACTION REQUIRED)**

2. Policy Committee

a. Recommend the Board adopt **Policy 1030 – Nomination and Election of Board Members**

b. Recommend the Board adopt **Policy 1210 – Principles for Board Members**

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)

10. NEW BUSINESS

A. Donations

1. Recommend the Board accept a monetary donation of \$100 from James and Catherine Dexter for the Balz Memorial Engineering Scholarship.
2. Recommend the Board accept the following monetary donations for the Maureen VanBuren Memorial Scholarship:
 - a. \$1000 from Ronald VanBuren
 - b. \$ 100 from James and Catherine Dexter
 - c. \$ 20 from Mark and Jill Fish
3. Recommend the Board accept a monetary donation of \$100,000 from the IIsababy Foundation for the ETA Program.
4. Recommend the Board accept a monetary donation of \$200 from Richard and Joan Derushia for the James Fogarty Memorial Scholarship.
5. Recommend the Board accept the following monetary donations for the Myers Center Student Awards:
 - a. \$125 Longfellows Inn & Restaurant
 - b. \$125 Olde Bryan Inn
 - c. \$250 Galway Volunteer Fire Department
 - d. \$500 Tru Arc Fabrication
 - e. \$300 Heritage Garden Club
 - f. \$100 Nationwide Uniforms Express

B. Adoption of the SED Approved APPR Plan

Recommend the Board of Education adopt the Annual Professional Performance Review (APPR) Plan for teachers and principals, submitted to and approved by the New York State Education Department, that meets the criteria outlined in Education Law §3012-d and Subpart30-3 of the Commissioner’s Regulations. The plan will be in place for the 2016-2017 school year, and remain in place until such time that a new plan is negotiated, and approved by the New York State Education Department.

C. MEMORANDUM OF AGREEMENT AND RESIGNATION

Upon the recommendation of the District Superintendent, the letter of resignation from Renee Peattie effective December 31, 2017 is hereby accepted and the agreement between the BOCES and Ms. Peattie dated April 12, 2017, is hereby approved. The District Superintendent and President of the Board are hereby authorized to execute said Agreement.

11. **PERSONNEL**

A. Position Changes

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

CERTIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Principal for Special Programs, Full-time	July 1, 2017	Special Education, Various

CLASSIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Information Technology Assistant, Full-time, 12 month	May 1, 2017	Gick Road and Districts

2. Recommend the Board create two (2) full-time, 12 month Financial Support Specialist positions, effective April 3, 2017, and abolish one (1) Assistant Treasurer position and one (1) part-time hourly Executive Secretary position effective April 30, 2017.
3. Recommend the Board approve a change of employment status for Babette Furman increasing her from part-time (70%) to part-time (76%) in the Physical Therapy area effective February 10, 2017.
4. Recommend the Board approve a change of employment status for Brandie Ramsey increasing her from part-time (60%) term to part-time (80%) term in the English 7-12 area effective February 2, 2017 through June 30, 2017.
5. Recommend the Board approve a change in end date for Dustin Flannery, in the Regional Data Service Support area, from March 3, 2017 to March 7, 2017.
6. Recommend the Board approve a change in end date for Carol Meeker, Special Education teacher, for curriculum work from January 31, 2017 to June 15, 2017.
7. Recommend the Board approve a change in employment status for Justin VanDyke-Restifo from a full-time, 12-month, provisional position to a full-time permanent position with a 26 week probationary period in the Network Analyst area effective March 20, 2017 through September 18, 2017.
8. Recommend the Board approve a change in employment status for Janelle Cahee from a full-time, 12-month, provisional position to a full-time permanent position with a 26 week probationary period in the MicroComputer Specialist area effective March 20, 2017 through September 18, 2017.
9. Recommend the Board approve a change in employment status for James McClure from a full-time, 12-month, provisional position to a full-time permanent position with a 26 week probationary period in the Coordinator of Network Security Services area effective April 3, 2017 through October 2, 2017.

10. Recommend the Board approve a change in employment status for Philip Sherotov from a full-time, 12-month, provisional to a full-time permanent position with a 26 week probationary period in the Network Analyst area effective April 3, 2017 through October 2, 2017.
11. Recommend the Board approve a change of employment status for Jacqueline Plude discontinuing her provisional appointment in the Secretary to the Principal area effective at the end of the day on April 10, 2017, and reappointing her to a full-time, provisional position in the Secretary to the Principal area effective at the beginning of the day on April 11, 2017, in accordance with direction from Washington County Civil Service.

B. Staff Resignation/Leave of Absences

1. Recommend the Board accept the resignation of Carrie Mannion from a full-time tenured position in the Special Education tenure area effective April 6, 2017.
2. Recommend the Board accept the resignation of Jessica Nevins from a full-time probationary position in the Physical Education area effective May 12, 2017.
3. Recommend the Board accept the resignation of Renee Peattie from a full-time tenured position in the School Counselor tenure area effective December 31, 2017.
4. Recommend the Board accept the resignation of Michael Spero from a full-time permanent position in the MicroComputer Specialist area effective February 13, 2017.
5. Recommend the Board approve an administrative leave without pay due to lack of certification for Michael Cirelli, from a part-time (50%), term position in the Home Economics/Foods area effective end of day March 17, 2017.
6. Recommend the Board approve a one (1) year leave of absence for Erwin Brace from a Sr. Network Analyst position to accept a provisional appointment as Coordinator for Learning Technologies effective February 9, 2017 through February 8, 2018.

C. Permanent Appointments

1. Recommend the Board appoint **Amy Hoffer** to permanent status in the Public Information Liaison area effective April 24, 2017.
2. Recommend the Board appoint **Amanda Dean** to permanent status in the Building Maintenance Mechanic area effective April 27, 2017.

D. Staff Appointments

1. Recommend the Board appoint Leeanne Sprague to a full-time, four (4) year probationary position in the Teacher of Speech and Hearing Handicapped (Language Disabilities) tenure area effective February 27, 2017 through February 26, 2021. Ms. Sprague has an Initial time extension dated September 1, 2016 through August 31, 2018 in the Speech and Language Disabilities area and a license as Speech Language Pathologist effective through February 28, 2018. Her salary will be prorated based on step 5 of the salary schedule - \$40,273.

2. Recommend the Board appoint Brienne Ross to a full-time, 12-month provisional position (pending civil service qualification) in the Mental Health Counselor area effective March 27, 2017. Her 16-17 salary will be prorated based on step 2 of the salary schedule - \$42,583.
3. Recommend the Board appoint Jeanna Burdick to a full-time, 12-month provisional position (pending civil service qualification) in the Financial Support Specialist area effective April 6, 2017. Her 16-17 salary will be prorated based on \$32,000. (Non-Unit Group 1)
4. Recommend the Board appoint Theresa Pasco to a part-time, .8333FTE, provisional position (pending civil service qualification) in the Financial Support Specialist area effective May 1, 2017. Her 16-17 salary will be prorated based on \$36,000. (Non-Unit Group 1)
5. Recommend the Board appoint Crystal Wicks to a full-time, 12-month, permanent position with a 26 week probationary period in the non-competitive Custodian area effective April 10, 2017 through October 9, 2017. Her salary will be prorated based on step 4 of the salary schedule - \$22,552.
6. Recommend the Board appoint Deborah Massa to a part-time (60%), 12-month provisional position (pending civil service qualification) in the Information Processing Specialist area effective March 10, 2017. Her 16-17 salary will be prorated based on step 1 of the salary schedule - \$24,118.
7. Recommend the Board appoint Martin Rist to a full-time, long term substitute position in the Physical Education area effective March 27, 2017 through June 23, 2017. His salary will be prorated based on step 2 of the salary schedule - \$37,950.
8. Recommend the Board appoint Michael Cirelli to a part-time (50%), long term substitute position in the Home Economics/Foods area effective March 27, 2017 through May 12, 2017, as needed. His salary will be prorated based on step 1 of the salary schedule - \$37,205.
9. Recommend the Board appoint Kurt Jeager to a part-time hourly position in the Supervisor for Technology Procurement & Management area effective March 29, 2017 through June 6, 2017, at an hourly rate of \$60.
10. Recommend the Board extend the appointment dates for Nico Paniccia, to a temporary term hourly non-competitive position in the Technology Helper II area effective April 1, 2017 through April 30, 2017, at an hourly rate of \$12.75. (Non-Unit Group 7 Miscellaneous)

E. Other

1. Recommend the Board approve hourly/per diem employment, as needed, at the applicable **2016-17** 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) - Literacy Instruction	up to 6.5 hours 02/27/17-03/03/17

Ernst, Linda	TASC Test Clerk - Odyssey of the Mind	up to 5 hours 03/11/17-03/12/17
Finch, Frank	Adult Literacy (Article 19) – Literacy Instruction	up to 7.5 hours 02/13/17-02/17/17
Fluman, Jane	American Sign Language (ASL) tutor - Team meetings at district request	up to 2 additional hrs 01/18/17-06/30/17
	American Sign Language (ASL) tutor - District request- attend field trip to Rochester School of the Deaf	up to 4 hours 03/03/17
Gillani, Shazima	Adult Literacy (Article 19) – Literacy Instruction	up to 8 hours 02/27/17-03/17/17
Jones, Charles	Culinary Arts – Annual Dinner	up to 5.5 hours 04/05/17
Jones, Diane	Adult Literacy (Article 19) – Literacy Instruction	up to 10.5 hours 02/13/17-03/03/17
Marcellus, Lisa	Data Specialist – District Data Services	up to 23 hours 02/13/17-03/15/17
McCarty, Erin	Adult LPN Instructor - Tutoring for students	up to 3 hours 03/06/17-03/13/17
Ogden, Christopher	School Safety Officer - Graduation Coverage	up to 2.5 hours 06/15/17
Smith, Elizabeth	Sr. Information Processing Specialist - Student refund pick up	up to .75hrs 02/17/17
Young, Matthew	Culinary Arts – Annual Dinner	up to 5.5 hours 04/05/17

2. Recommend the Board appoint staff listed below, to the 2016-2017 Adult LPN Program (contingent upon funding and enrollment), with the maximum number of hours indicated below as needed, as the indicated rate:

Adult LPN -Article 19

<u>Name</u>	<u>Program</u>	<u># of Hours</u>	<u>Dates</u>	<u>Rate (per hr)</u>
Cosey, April	LPN	up to 16hrs/wk	04/06/17-06/23/17	\$32.67

3. Recommend the Board appoint staff listed below, to the 2016-2017 Enrichment Resource Programs (contingent upon funding and enrollment), with the maximum number of hours indicated below as needed, as the indicated rate:

Project Enrich (Mini-Course)

Rate of \$25 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Bruno, Kerri	Hair Goes Nothin (Substitute)	up to 2hrs	03/09/17

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

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Cioffi, Jan Clark	Making K'Nex-tions	up to 5hrs	02/28/17-03/07/17

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>
McIntyre, Margaret	Nature Art (Substitute)	up to 4.5hrs	02/01/17-6/30/17

STEM Academy
Instructional and Curriculum Rate of \$125 per day

<u>Name</u>	<u>Program</u>	<u>Max # of Days</u>	<u>Dates</u>
Greeno-Johnston, Christine	3D Printing in Action	up to 6days	12/27/16-04/24/17
Wood, Heather	Kaleidoscopic Geometry	up to 4days	03/13/17-04/30/17

4. Recommend the Board appoint Jane Amorosi as Head Teacher effective February 27, 2017 through June 30, 2017, at the annual rate of \$1,500, prorated.
5. Recommend the Board appoint staff listed below to act as Teacher Mentors effective September 1, 2016 through June 30, 2017 (unless otherwise noted) at the annual rate of \$1,238, prorated as appropriate:

<u>Mentor</u>	<u>Intern</u>
Matthews, Erin (02/27/17-02/26/18)	Sprague, Leeanne
Dady, Mikey (03/15/17-03/15/18)	Hausler, David

6. Recommend the Board appoint Kandra Painter as Tutor (online SUNY ADK) for up to 50 hours, effective February 15, 2017 through June 30, 2017, at the rate of \$34 per hour.
7. Recommend the Board appoint Eileen Minder, Enrichment Resource Specialist, for up to an additional 300 hours, effective February 15, 2017 through June 30, 2017, as needed, at the rate of \$25 per hour.
8. Recommend the Board appoint Ellen Franklin-Furgason, Enrichment Resource Specialist, for up to an additional 300 hours, effective February 15, 2017 through June 30, 2017, as needed, at the rate of \$25 per hour.
9. Recommend the Board appoint Catherine Stephen as Education Specialist for up to an additional 50 sessions effective January 13, 2017 through June 30, 2017, at a rate of \$150 per session.
10. Recommend the Board appoint Elizabeth Barrett as a Presenter for Algebra I and Geometry Scoring Training, for up to 1 session, effective May 9, 2017, at a rate of \$500 per session.
11. Recommend the Board appoint Elizabeth Barrett as a Presenter for Algebra II Scoring Training, for up to .5 session, effective May 9, 2017, at a rate of \$300 per session.

12. Recommend the Board appoint Evelyn Donohue as a Presenter for ELA Regents Scoring Training for up to 1 session, effective May 23, 2017, at the rate of \$250 per session.
13. Recommend the Board appoint Dr. George Gregory as a Presenter for US and Global History Regents Scoring Training for up to 1 session, effective May 25, 2017, at the rate of \$250 per session.
14. Recommend the Board appoint Sarah Fink for Prep and Planning as a Presenter for Grade 4 & 8 Scoring Training for up to 1 session, effective May 6, 2017, at the rate of \$150 per session.

12. **FINANCIAL**

A. **Audit Committee Report (NO ACTION REQUIRED)**

B. **Cash Disbursements**

Recommend the Board approve the cash disbursements for the month of March 2017.

C. **Financial Reports**

1. Recommend the Board approve the financial reports for the month of January 2017.
2. Recommend the Board approve the Budget Adjustment to Appropriations and Budget Status Reports for the month of February 2017.
3. The Financial Reports for the month of February 2017 will be distributed at the meeting. **(NO ACTION REQUIRED)**
4. The Budget Adjustment to Appropriations and the Budget Status Reports for the month of March 2017. **(NO ACTION REQUIRED)**

D. **Copier Purchase (BOCES)**

Recommend the Board approve a proposal for 60 months at \$158.65 per month for a Xerox 5875APT Copier for the Gick Road Conference Center. The estimated cost for the equipment is \$9,519.00 with an \$18.00 a month service base fee, and black and white copies at \$.0043. This equipment is being purchased through a Deferred Payment Plan through Eastern Suffolk BOCES Bid#2017-044-0421.

E. **Cooperative RFP OCM BOCES**

Recommend the Board approve the following resolution for participation in the OCM BOCES Cooperative RFP Process for Annual Financing-Lease/Purchase Contracts:

WHEREAS, the Washington-Saratoga-Warren-Hamilton-Essex BOCES renders services to its component school districts which include the provision of certain data-processing software, hardware, and other equipment purchased by BOCES, and

WHEREAS, it is the plan of a number of BOCES to participate in a joint request for proposals ("RFP") to secure financing for installment purchases made in support of the services provided to their constituent school districts for the fiscal year 2017-18; and

WHEREAS, the Onondaga-Cortland-Madison BOCES agrees to administrate and facilitate the joint proposal process on behalf and for the benefit of the participating BOCES; and

WHEREAS, the participating BOCES will utilize a Committee, comprised of an appointed representative of each, to assume the oversight responsibility for drafting specifications, advertising for the RFP, accepting and opening vendor responses to the RFP, tabulating and analyzing vendor responses to RFP, and make recommendations to the Onondaga-Cortland-Madison BOCES for award or rejection of the proposals; and

WHEREAS, this Board of Education wishes to participate in this joint RFP and appoint a district administrator as a member of the Committee, all in accordance with the Board of Education's powers and as authorized by General Municipal Law, Section 119-o and other relevant law and pursuant to the terms of a participation agreement; now therefore, it is hereby

RESOLVED, that the Washington-Saratoga-Warren-Hamilton-Essex BOCES Board of Education hereby agrees to participate in the joint RFP to secure financing for installment purchases made in support of the services provided to their constituent school districts for the fiscal year 2017-18, and it is further

RESOLVED, that Heather Shelp, Business Administrator, is hereby appointed to represent the Washington-Saratoga-Warren-Hamilton-Essex BOCES on the Committee in all matters relative to the joint RFP; and it is further

RESOLVED, that the Washington-Saratoga-Warren-Hamilton-Essex BOCES Board of Education hereby authorizes an agreement to participate in the joint RFP and for the Onondaga-Cortland-Madison BOCES to administer the process for the joint RFP, and specifically authorizes the Onondaga-Cortland-Madison BOCES to 1) receive and review vendor proposals, 2) award the proposal according to the recommendations of the Committee, unless all proposals are rejected, and 3) to take such action as deemed necessary on behalf of the participants to secure the successful proposal terms for use by the participants during fiscal year 2017-18; and it is further

RESOLVED, that this resolution shall take effect immediately.

F. Capital Projects

Recommend the Board approve increasing the budget for the Southern Adirondack Building G reconstruction capital project by \$104,771.88 from \$1,426,411.57 to \$1,531,183.45. Such increase shall be funded by transferring unused balances of \$37,191.88 from the Calc/Resource capital project and \$67,580.00 from the Myers Emergency Boiler Repair capital project.

G. Capital Lease

Recommend the Board approve extending the lease with the Glens Falls City School District for a portion of the Sanford Street Elementary School for a period of five years from July 1, 2017 through June 30, 2022 at an annual cost of \$100,000.

H. Architect Contract

Recommend the Board approve a contract with Griffith Dardanelli Architects PC for architectural services related to renovations at the Sanford Street Elementary School in Glens Falls. Such contract is in the amount of \$17,750.

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	Audiometer	5268
1	Eiki XBL25 Projector	12547
10	Dell Computers	12547
		44080
		47954
		41805
		46159
		47957
		46657
		44095
		45690
		46196
2	Eiki LC-XB31 Projectors	42088
		42087
1	Quasar Palmcorder	5536
1	Eiki LC-XB31 Projector	42124
1	Dell D610 Laptop	16848
1	HP Compaq	70065
5	Dell GX260	16725
		12979
		16727
		12977
1	Dell Optiplex	42333
12	Apple iPad	57391
		65967
		57404
		57430
		62140
		57446
		62147
		57359
		57415
		62135
		57343
		69569
5	Smartboards	17493
		44728

		40726
		40724
		40725
3	Dell Laptop	53819
		52903
		00270
1	Apple iPad	65873

13. OTHER

- A. April 25, 2017 ~**
BOCES Administrative Budget Vote and Election
- B. April 25, 2017 ~**
National Technical Honor Society Induction Ceremony at SAEC; 7:00 PM
- C. May 1, 2017 ~**
Talented Unlimited Event at Skidmore College; 6:00 PM
- D. May 3, 2017 ~**
National Technical Honor Society Induction Ceremony for the Myers Center at the United Methodist Church (across the street from the Myers Center); 7:00 PM
- E. May 8, 2017 ~**
Saratoga County School Boards Association Annual Awards Ceremony;
Panza's Restaurant; 6:00 PM
- F. May 10, 2017 ~**
Regular Meeting of the Board of Education at Gick Road; 6:30 PM
- G. May 11, 2017 ~**
Adirondack Area School Boards Association Community Service Awards Dinner
The Queensbury Hotel; 6:00 PM
- H. June 1, 2017 ~**
ESSA Hearing, Plattsburgh area; 6:00 – 8:30 PM
- I. Board Member Comments**

14. ADJOURNMENT