

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

Regular Meeting of the Board of Education

**Gick Road, Saratoga Springs, New York
May 13, 2015 6:30 PM**

A G E N D A

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. OATH OF OFFICE

4. PUBLIC HEARING

5. MINUTES

Recommend the Board approve the minutes for the April 15, 2015 meeting of the Board of Education. Copies of the minutes are attached.

6. COMMUNICATIONS

7. OLD BUSINESS

8. ADMINISTRATIVE REPORTS

A. CTE Technical Assistance Center Report – Doug Leavens

**B. Preliminary Review of BOCES Code of Conduct – Nancy DeStefano
(NO ACTION REQUIRED)**

C. Board Committee Reports

- Negotiations Committee **(NO ACTION REQUIRED)**
- Buildings and Grounds Committee **(NO ACTION REQUIRED)**

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. Donations

1. Recommend the Board accept monetary donations from the following individuals to be used for the Balz Memorial Engineering Scholarship:

- a. James and Catherine Dexter \$100
- b. Donna and David Wisenburn \$ 50

2. Recommend the Board accept monetary donations from the following individuals to be used for the Maureen VanBuren Memorial Scholarship:
 - a. James and Catherine Dexter \$100
 - b. Douglas and Mary Jane Huntley \$100
 - c. Paul and Kimberly Berry \$ 50

3. Recommend the Board accept monetary donations from the following organizations to be used for the Myers Education Center student awards:
 - a. Galway Volunteer Fire Co Inc. PO Box 151 Galway, NY 12074
\$250.00
 - b. Nationwide Uniforms Express Inc. 35551 Route 14 Gillett, PA
16925 \$100.00
 - c. Thomas Poultry Farm, Inc. 411 Stonebridge Road Schuylerville,
NY 12871 \$50.00
 - d. Tru Arc Fabrication, Inc. 1 Commerce Park Drive Wilton, NY
12831 \$500.00
 - e. B&B Plumbing & Heating, Inc. 18 Division Street Suite #401
Saratoga Springs, NY 12866 \$300.00
 - f. The Corporation of Yaddo Yaddo Garden Association PO Box
395 Saratoga Springs, NY 12866 \$300.00

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

Recommend the Board approve terms and conditions for groups and individuals not covered by a Collective Bargaining Agreement for Group 6 Adult and Continuing Education; Group 7 Miscellaneous and Group 9 Substitutes effective July 1, 2015 through June 30, 2016.

C. 2015 Summer Programs

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

1. 2015 South Glens Falls Summer Enrichment Program
Session 1: July 6, 2015 through July 16, 2015
Session 2: July 20, 2015 through July 30, 2015
2. 2015 South Glens Falls Summer Success Program – July 6, 2015 through August 6, 2015 (Monday through Thursday)
3. 2015 Hudson Falls Summer Success Program – July 13, 2015 through August 7, 2015
4. 2015 Stillwater Summer Success Program
Elementary: July 6, 2015 through July 31, 2015
Secondary: July 1, 2015 through August 11, 2015
5. 2015 Regional Academic Summer School Program at Queensbury and Hudson Falls – July 6, 2015 through August 14, 2015. (No school on July 24, 31 and August 7)

D. 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 Saratoga Adirondack BOCES Employees Faculty Unit: Sick Leave Payment Plan – Francine Torra effective May 14, 2015.

10. PERSONNEL

A. Position Changes

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

CERTIFIED POSITION

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Teaching Assistant	March 2, 2015	SSTLC

2. Recommend the Board create one (1) full-time, 200-240 Day Work Year, Adult LPN Program Supervisor position effective July 1, 2015. (Non-Unit Group 2 Supervisory)
3. Recommend the Board create one (1) full time, 12-month position in the Purchasing Clerk area effective May 15, 2015. (Non-Unit Group 1 Confidential)
4. Recommend the Board reduce one (1) term position in the Teacher of Deaf and Hearing Handicapped area from part-time (60%) to part-time (50%) effective April 20, 2015 through June 30, 2015, and approve a change of employment status for Nancy Ellett-Crosby, reducing her from a part-time (60%) to a part-time (50%) term position in the Teacher of Deaf and Hearing Handicapped area effective April 20, 2015 through June 30, 2015.
5. Recommend the Board approve a change of employment status for Shannon Brock Myles, increasing her from part-time (80%) to a part-time (85%) term position in the School Social Worker area, effective April 13, 2015 through May 27, 2015.
6. Recommend the Board increase one (1) position in the Occupational Therapist area from .80FTE to 1.0FTE effective April 27, 2015 and approve a change of employment status for Mary Baker, increasing her from a .80FTE to a 1.0FTE position in the Occupational Therapist area, effective April 27, 2015.
7. Recommend the Board increase one (1) position in the Physical Therapist area from .40FTE to .60FTE effective April 27, 2015 and approve a change of employment status for Babette Furman, increasing her from a .40FTE to a .60FTE position in the Physical Therapist area, effective April 27, 2015.

8. Recommend the Board approve a change of employment status for Vance Catapang from a full-time provisional position in the MicroComputer Specialist area to a full-time permanent position with a 26-week probationary period in the MicroComputer Specialist area effective April 23, 2015 through October 22, 2015.
9. Recommend the Board approve a change effective date for Dennis Flynn, Mentor for Shannon Bitzer, from September 1, 2014 through June 30, 2015 to October 1, 2014 through June 30, 2015.
10. Recommend the Board approve a change of end date for Carisa Woods-Gerber, Mentor for Shannon Brock-Myles, from June 30, 2015 to May 27, 2015.
11. Recommend the Board extend a leave of absence without pay for Jacob Robinson, Teaching Assistant, from April 30, 2015 to May 8, 2015.
12. Recommend the Board approve a change of end date for Sean Cudney, temporary Audio Visual Mechanic, from April 30, 2015 to May 31, 2015.
13. Recommend the Board approve a change of end date for Sandra Natale, Substitute Account Clerk/Typist, from April 30, 2015 to May 31, 2015.
14. Recommend the Board approve a change of status for Christine Barry, Educational Specialist for Regional Scoring, increasing her from up to 30 sessions to up to 50 sessions, effective February 1, 2015 through June 30, 2015.
15. Recommend the Board approve an Agreement to Extend the Probationary Period to June 30, 2016 for Susan Meybaum, Practical Nursing Instructor, dated May 14, 2015.

B. Staff Resignations for the Purpose of Retirement

1. Recommend the Board accept with appreciation and regret the retirement resignation of Jean Jenkins from a full-time position in the Teaching Assistant area effective June 1, 2015, with the last paid day of work May 29, 2015. Ms. Jenkins will have completed 27 years of service with the BOCES.
2. Recommend the Board accept with appreciation and regret the retirement resignation of Francine Torra from a full-time position in the Teaching Assistant area effective May 4, 2015, with the last paid day of work May 1, 2015. Ms. Torra has completed over 28 years of service with the BOCES.

C. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Brian Tindal from a full-time provisional position in the Buildings and Grounds Supervisor area effective May 8, 2015.
2. Recommend the Board accept the resignation of Shannon Brock-Myles from a part-time (85%) term position in the School Social Worker area effective May 27, 2015.

3. Recommend the Board accept the resignation of Tyler Smith from a full-time probationary position in the Network Analyst area effective May 1, 2015.
4. Recommend the Board accept the resignation of Laura Gillis from a full-time probationary position in the Clerk area effective May 18, 2015.
5. Recommend the Board approve a leave of absence without pay for Katherine Whittaker from a full-time long term substitute position effective May 5, 2015 through May 25, 2015.

D. Tenure/Permanent Appointments

1. Recommend the Board appoint **Jacqueline Goodstal** to tenure status in the Teacher of the Blind and Visually Impaired tenure area effective September 1, 2015.
2. Recommend the Board appoint **Anthony Griego** to tenure status in the Physical Education tenure area effective September 1, 2015.
3. Recommend the Board appoint **Holly Spire** to tenure status in the School Social Worker tenure area effective September 27, 2015.
4. Recommend the Board appoint **Laurie Ellithorpe** to permanent status in the Licensed Practical Nurse area effective May 21, 2015.
5. Recommend the Board appoint **Kim Neilson** to permanent status in the Building Maintenance Helper area effective June 8, 2015.
6. Recommend the Board appoint **Keaysie Carpenter** to permanent status in the Clerk area effective June 9, 2015.

E. Staff Appointments

1. Recommend the Board appoint David Ashdown to a full-time, 12-month three (3) year probationary position in the Lead Coordinator for Instructional Technology Programs tenure area effective July 1, 2015 through June 30, 2018. Mr. Ashdown has a Permanent Certificate dated September 1, 2006 in the School District Administrator area. His 2015-16 salary will be \$88,900.
2. Recommend the Board appoint Cynthia Locaputo to a full-time, three (3) year probationary position in the Teaching Assistant tenure area effective April 27, 2015 through April 26, 2018. Ms. Locaputo has a Level I Certificate pending in the Teaching Assistant area. Her salary will be prorated based on step 3 of the salary schedule - \$14,517.

Further recommend the Board accept the resignation of Cynthia Locaputo from a full-time temporary term position in the Teacher Aide area effective April 26, 2015.

3. Recommend the Board appoint Jean Rhodes to a full-time temporary term non-competitive position in the Teacher Aide area effective May 4, 2015 through June 30, 2015, as needed. Her salary will be prorated based on step 2 of the salary schedule - \$12,186.

F. Other

1. Recommend the Board approve per diem employment at the applicable 2014-15 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 36 hours (Additional) 3/30/15-5/1/15
Baker, Mary	Occupational Therapist (80%) – Additional services for Sanford Street Teaching and Learning Center	up to 1 day 4/1/15-4/2/15
Bergin, Amanda	Assistant Coordinator for School Improvement – additional duties, as needed	up to 5 days (Additional) 4/1/15-6/30/15
Buckley, John	ELA (60%) – learning standards meeting	up to 3.25 hours 4/17/15
Cerone, Paul	Culinary Arts – Work Based Learning Dinner	up to 6 hours 3/30/15
Clancy, Maureen	Culinary Arts – Saratoga County School Boards Dinner	up to 6 hours 3/31/15-5/27/15
Furman, Babette	Physical Therapist (40%) – Additional services for Geyser Road School	up to 6.5 hrs/wk 4/1/15-4/30/15
Jones, Diane	Adult Literacy (Article 19) – Literacy Instruction	up to 25.5 hours (Additional) 3/23/15-5/1/15
Nagle, Emily	Math (60%) – learning standards meeting	up to 3.25 hours 4/17/15
Shinn, Kathleen	Substitute School Bus Driver – Varying assignment locations, as needed and safety refresher	up to 4.5 hours (Additional) 3/9/15-3/20/15
Yeager, Colleen	Substitute Secretary to the Principal – Process documentation for VADIR and state reporting	up to 8 hours 3/6/15-3/13/15

Young, Matthew	Culinary Arts (50%) – Annual Dinner	up to 6 hours 4/1/15
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2. Recommend the Board approve 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>
Behan, Alicia	Library Media Specialist – Prep work and processing of new media material	up to 30 days 7/1/15-8/31/15

3. Recommend the Board appoint staff listed below to the 2014-2015 Adult and Continuing Education Program (contingent upon funding and enrollment), at the indicated hourly rate:

Basic Adult Education – TASC

<u>Name</u>	<u>Program</u>	<u>Hours</u>	<u>Dates</u>	<u>Rate</u>
Ernst, Linda	Examiner	as needed	11/21/14-6/27/15	\$227/exam

4. Recommend the Board appoint staff listed below, to the 2014-2015 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>
Mercogliano, Carrie	Spanish	up to 4hrs	02/24/15-4/15/15

5. Recommend the Board appoint staff listed below for up to .75 hour (or as otherwise noted) for a mandatory Faculty Meeting at the rate of \$12/hr, per faculty contract, or at the appropriate rate per the SASTA contract as appropriate on one of the following dates, March 10, 2015 or April 13, 2015:

Thomas Cole (1hr)
Karen Lalone
Kathleen Currie-Trackey

6. Recommend the Board appoint staff listed below for up to 1 additional hour (or as otherwise noted) for a mandatory Faculty Meeting on March 10, 2015 at their 2014-15 hourly/per diem rate:

Colvin, Lisa (.5hr)
Ellithorpe, Laurie
Robinson, Karen
Viehmman, Deborah (.5hr)
Weeks, Tammy (.5hr)

7. Recommend the Board appoint Emily Hume for curriculum work for up to 2 hours at the curriculum development rate of \$34 per hour effective January 21, 2015 through April 17, 2015.
8. Recommend the Board appoint Tina Pearl to act as Teacher Mentor for James Gordon effective March 20, 2015 through June 30, 2015 at the annual rate of \$1,238, prorated.
9. Recommend the Board appoint Elizabeth Barrett as an Educational Specialist for Math Regional Scoring Technical Assistance for up to 4 sessions effective May 4, 2015 through May 7, 2015 at a rate of \$600/session.
10. Recommend the Board appoint Elizabeth Barrett as a Presenter for Grades 3-5 and 6-8 Regents Scoring Training for up to 2 sessions effective March 23, 2015 through March 24, 2015 at a rate of \$300 per session.
11. Recommend the Board appoint Elizabeth Barrett as a Presenter for Algebra and Geometry Regents Scoring Training for up to 2 sessions effective April 24, 2015 at a rate of \$300 per session.
12. Recommend the Board appoint Evelyn Donahue as an Educational Specialist for ELA Regional Scoring Technical Assistance for up to 6 sessions effective April 17, 2015 through May 7, 2015 at a rate of \$600/session.
13. Recommend the Board appoint Jane Fluman as a Tutor for up to 3hrs/wk, effective April 13, 2015 through June 30, 2015, as needed, at the rate of \$34 per hour. (Non-Unit Group 7 Miscellaneous)

11. **FINANCIAL**

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

B. **Cash Disbursements**

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

C. **Financial Reports**

1. Recommend the Board approve Financial Reports for the month ending February 28, 2015.
2. Recommend the Board approve the Budget Adjustment to Appropriations and the Budget Status reports for the month ending January 31, 2015, February 28, 2015, and March 31, 2015.
3. The Financial Reports for the month ending March 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 April 30, 2015 will be distributed at the meeting. **(NO ACTION REQUIRED)**

D. 2015-2016 BOCES Budget

Recommend the Board adopt the 2015-16 BOCES budget in the amount of \$64,685,149 as follows:

Administrative Budget	\$ 5,960,407
Capital Budget	\$ 1,669,043
Program Budget	<u>\$57,055,699</u>
Total Budget	\$64,685,149

E. Equipment Leases

1. Recommend the Board approve an equipment lease for South Glens Falls Central School for 3 years not to exceed \$328,455.81 with three payments of \$109,485.27. (Disposition is \$1 buyout) Items to lease:

10 iPad Airs, 30 Mac Mini's, 5 MacBook Pros, adapters, 12 servers, 4 Smart UPS, 150 desktops, 180 Chromebooks, 6 carts, 1 HP printer, 1 3D printer, 1 raspberry pi kit computer, 10 robot kits, 1 Little bits bundle kit

2. Recommend the Board approve an equipment lease for Hudson Falls Central School for 5 years not to exceed \$31,845.55 with five payments of \$6,369.11. (Disposition is \$1 buyout) Items to lease:

3 Kyocera copiers

F. NYS Instructional Technology Contract Consortium

Recommend the Board approve the following resolution:

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, Achieve3000, Adobe, American Reading Company, Amplify, Blackboard, Inc., Bloomboard, Bridges Transitions, Cambium Learning, Carnegie Learning, Centris, Certica, ClassLink, Collaborative Learning, College Board, Compass Learning, Curriculum Associates, Defined Learning, Desire 2 Learn, Discovery, eDoctrina, Edgenuity, Edmentum, Educational Vistas, Edvation, FableVision, FastBridge Learning, Global Scholar, Hobsons, Hot Math, Houghton Mifflin, Imagine Learning, Instructure, Interactive Media, iSafe, iStation, It's Learning, IXL, Knovation, Laureate Learning, Learner First, Learning Sciences International, Learning.com, Let's Go Learn, LinkIt, Mastery Connect, McGraw-Hill, Mind Research Institute, Modular Robotics, Montage, MyLearning Plan, NWEA, Pearson Digital Learning, Randa, Renaissance Learning, Right Reason Technologies, Rosetta Stone, Rubicon West, Inc., Scholastic, Inc., School Improvement Network, School Specialty, SchoolBinder, Schoology, Scientific Learning, Service Infinity, Shmoop, SMART Technologies, ST4 Learning, SunGard, Teachescape, The Reading Solution, Think Through Math, Triumph Learning, Virtuoso Chester Technical Services, Waterford, and,

WHEREAS, The WSWHE 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 WSWHE 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 WSWHE 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 WSWHE 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.

G. Questar III BOCES OPEB Reserve Distribution

Recommend the Board authorize the WSWHE Board President to sign the Fund Surplus Resolution Agreement and Release form provided by the Questar III BOCES. This release is required by the Questar III BOCES in order for them to release the WSWHE BOCES share of the OPEB reserve funds accumulated in past years by the Questar III BOCES that are now required to be distributed to the entities from whom it was collected. The amount of \$940.64 will be repaid to the WSWHE BOCES in the form of a credit against 2015-16 cross contract charges.

H. Amend Architect Contract

Recommend the Board approve an amendment to the contract for architectural services with Griffith Dardanelli Architects, P.C. for services related to the Myers Center Reconstruction Capital Project (CALC-Resource Center Building). Such contract was approved by the Board on December 11, 2013 in the amount of \$43,920 and will be increased by \$3,950 to \$47,870, such increase to cover the cost of the consultant fee for asbestos abatement services not included in the original contract.

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	Dell Optiplex 760 computer	45447
1	Smart DLP Projector	44588
2	Dell D531 Laptop	44785
		43240
1	Precision 380 Computer	16684
6	Dell GX 620 Computer	18195
		18208
		18187

		18197
		18194
		18191
1	Optiplex 740 Computer	42382
1	HP LJ 5M Printer	7559
1	Think Center DBM	15547
1	Dell GX 620 Computer	17306
1	Optiplex 755 Computer	42334
1	Polycom Camera	15436
1	Dell Optiplex 740 Computer	40316
1	Dell Optiplex 620 Computer	17411
5	Dell Optiplex 755 Computer	43942
		43946
		43944
		43951
		43949
3	SX-280 Computer	15328
		15326
		15327
1	Dell Latitude D630 Laptop	42762
1	Dell Inspi4ron Duo Laptop	49621
1	HP ProBook 64556 Laptop	50358
1	Press	6939
1	1990 Dodge Pick-up #8	N/A
1	Boss Snowplow	N/A
1	SB680 Smartboard	17499
1	SB680 Smartboard	17487

12. OTHER

- A. Wednesday, May 27, 2015 ~**
Saratoga County School Boards Association Community Service Awards Dinner
Myers Education Center; 6:30 PM
- B. Saturday, June 6, 2015 ~**
Governance Training for New School Board Members at Gick Road;
9:00AM – 3:30 PM.
- C. Wednesday, June 10, 2015 ~**
Regular Meeting of the Board of Education at Gick Road; 6:30 PM
- D. Friday, June 12, 2015 ~**
Southern Adirondack Education Center Special Programs Awards &
Completion Ceremony at SAEC; 9:30 AM
- E. Monday, June 15, 2015 ~**
Myers Education Special Programs Completion Ceremony at the Gick Road
Conference Center; 7:00 PM

- F. Thursday, June 18, 2015 ~**
Washington Street Teaching & Learning Center Completion Ceremony at WSTLC (Fort Edward); 1:00 PM
- G. Thursday, June 18, 2015 ~**
Myers Education CTE Completion Ceremony at the Saratoga Springs City Center; 7:00 PM
- H. Friday, June 19, 2015 ~**
Spring Concert at Sanford Street Teaching & Learning Center; 12:30 PM
- I. Friday, June 19, 2015 ~**
Southern Adirondack Education Center CTE Completion Ceremony at the Glens Falls Civic Center; 7:00 PM
- J. Tuesday, June 23, 2015 ~**
Sanford Street Teaching & Learning Center Awards Ceremony at SSTLC; 12:15 PM
- K. Thursday, June 25, 2015 ~**
Practical Nursing Completion Ceremony at Saratoga Springs High School; 6:00 PM
- L. July 12 – July 14, 2015 ~**
2015 Rural Schools Association Conference “*Communities Committed to Education Excellence*” at the Otesaga Hotel, Cooperstown, NY.
- M. Board Member Comments**

13. 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