

**Cayuga-Onondaga BOCES
Cooperative Board Meeting
Minutes**

Regular Board Meeting Cayuga-Onondaga BOCES Regional Education Center
Board of Cooperative Educational Services
1879 West Genesee Street Road, Auburn, NY 13021

Members Present: Larry Hartle William Andre
Dean Winspear Carol Quill
Douglas Hart Kathleen Bratt
Colleen Borza Kathryn Carlson
Melinda Quanbeck

Members Absent: None

Others Present: Christopher Todd Tony Abbatiello
Mark Vivacqua Drew Yakawiak
Peter Colucci Linda Brown
Susan Lynch Randy Ray
Jessica Docteur Susan Secaur
Steve Woodard Sylvia Raye

BoardDocs Training	Sylvia Raye of Emerald Data Solutions provided training to Board members on BoardDocs web-based agenda application service at 6:00 p.m. Sylvia Raye left the meeting at 6:39 p.m.
Opening of Meeting	The regular meeting of the Cooperative Board was called to order by Board President Melinda Quanbeck at 6:40 p.m. in the Board Room of the Regional Education Center, 1879 West Genesee Street Road, Auburn, NY 13021
Pledge of Allegiance	The Pledge of Allegiance was led by Board President Melinda Quanbeck.
Approval of Agenda	A motion was made by Dean Winspear, seconded by Larry Hartle, to approve the agenda. The motion was carried unanimously by the Board members present.
Approval of the Minutes of October 19, 2017	A motion was made by Dean Winspear, seconded by Larry Hartle, to approve the minutes of the October 19, 2017 Board meeting. The motion was carried unanimously by the Board members present.
Treasurer's Report October 31, 2017	A motion was made by Larry Hartle, seconded by Dean Winspear, to approve the Treasurer's Report for October 31, 2017. The motion was carried unanimously by the Board members present.
Extra Classroom Activity Funds Report October 31, 2017	A motion was made by Dean Winspear, seconded by Larry Hartle, to approve the Extra Classroom Activity Funds Report for the period ending October 31, 2017. The motion was carried unanimously by the Board members present.
BOCES Claims Auditor's Report October 1-31, 2017	A motion was made by Douglas Hart, seconded by Larry Hartle, to approve the BOCES Claims Auditor's Report for the period October 1, 2017 through October 31, 2017. The motion was carried unanimously by the Board members present.

BOCES Personnel Report	Upon the recommendation of Interim District Superintendent Christopher Todd, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the BOCES Personnel Report and accept the resignations, approve the leaves of absence, the creation and abolition of positions, terminations, substitute appointments, staff appointments, changes in appointment status, provisional appointments, temporary appointments, probationary appointments, classified appointments, tenure appointments, and amendments, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate. The motion was carried unanimously by the Board members present.
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Resignations

1. **Erin Crabtree** – Special Education Instructional Support Teacher – effective close of business November 24, 2017
2. **Elizabeth Reed** – Special Education Teacher – effective close of business November 29, 2017
3. **Stephen Hodge** – Substitute Teacher Aide – effective close of business November 10, 2017

Leaves of Absence

1. **Debra House** – Special Education Teacher – request for a medical leave of absence with the use of Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate – effective October 12, 2017 until October 27, 2017, or until released by her physician
2. **Cindy Lamphere** – Special Education Teacher Aide – request for a medical leave of absence with the use of accumulated available leave time to be used as appropriate – effective October 5, 2017 until October 19, 2017, or until released by her physician
3. **Erica Pidlypchak** – Special Education Teacher Aide – request for a medical leave of absence with the use of Family and Medical Leave act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate – effective October 17, 2017 until November 6, 2017, or until released by her physician
4. **Jenna DeLapp** – Special Education Teacher Aide – request for a medical leave of absence for maternity with the use of accumulated available leave time to be used as appropriate – effective on or about October 19, 2017 until released by her physician
5. **Sharon Goskoski** – Special Education Assistive Technology Coordinator – request for a medical leave of absence with the use of Family and Medical Leave act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate – effective October 11, 2017 until October 20, 2017, or until released by her physician
6. **Corinne Campbell** – Special Education Teacher – request for a medical leave of absence with the use of Family and Medical Leave act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate – effective October 27, 2017 until released by her physician
7. **Annette Koziol** – Special Education Teacher – request for a medical leave of absence with the use of Family and Medical Leave act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as

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appropriate – effective October 27, 2017 until November 10, 2017, or until release by her physician.

Creation/Abolition of Position(s)

None

Terminations

1. **Erin Bethalmy** – Day Care Specialist – from provisional appointment, effective July 31, 2017

Appointments – Substitute

1. Substitute Teacher, Daily – **Debra Napuunoo** – effective October 23, 2017 for the 2017-18 school year – compensation at Board approved rate of \$14.00 per hour
2. Substitute Teacher, Daily – **Jeff Richardson** – effective September 5, 2017 for the 2017-18 school year – compensation at Board approved rate of \$14.00 per hour
3. Substitute Teacher, Daily – **Keisha Boothman** – effective September 5, 2017 for the 2017-18 school year – compensation at Board approved rate of \$14.00 per hour
4. Substitute Teacher, Daily – **Dawn Taylor** – effective September 5, 2017 for the 2017-18 school year – compensation at Board approved rate of \$14.00 per hour
5. Substitute Teacher, Daily – **Rachele Simpson** – effective November 1, 2017 for the 2017-18 school year – compensation at Board approved rate of \$14.00 per hour
6. Substitute Teacher with Lesson Plan Responsibility – **Rachele Simpson** – effective November 13, 2017 or at the commencement of Elizabeth Brazee’s maternity leave – for the 2017-18 school year – compensation at Board approved rate of 1/200th of starting teacher’s salary with Masters (\$253.86 per day)
7. Substitute Teacher with Lesson Plan Responsibility – **Janie Campbell** – effective November 3, 2017 – for the 2017-18 school year – compensation at Board approved rate of 1/200th of starting teacher’s salary with Masters (\$253.86 per day)
8. Substitute Nurse – **Lorraine Dusharm-Trojnor** – effective November 1, 2017 for the 2017-18 school year – compensation at Board approved rate of \$28.80 per hour
9. Substitute Teacher, Daily, for Cosmetology Program – **Madison Hatt** – effective November 17, 2017 for the 2017-18 school year – compensation at Board approved rate of \$14.00 per hour
10. Substitute Teacher Aide – **Catherine Coretti** – effective October 16, 2017 for the 2017-2018 school year – compensation at Board approved hourly rate of \$11.00

Appointments - Staff

1. Part-Time Adult Education Instructor – **Kelly Bryant** – effective November 17, 2017 through June 30, 2018 for the 2017-2018 – hourly compensation rate of \$28.80
2. Preventing and Managing Crisis Situation (PMCS) Training Presenter – **Erica Paddock** – effective July 1, 2017 for (5) five days – compensation at \$250.00 per day for up to five days

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Change in Appointment Status

1. Teacher Aide – **Amanda Feocco** – recalled from the Preferred Eligibility List – from 1:1 Teacher Aide to Teacher Aide in the Special Education Department – effective October 23, 2017 - compensation at the graded Board approved negotiated rate – with additional appointment as a Substitute Teacher – effective October 23, 2017 through June 30, 2018 – compensation at the Board established rate of an additional \$.80 per hour
2. Office Machine Operator – **Kari Uebelman** – from provisional appointment to a fifty-two (52) week probationary appointment in the classified Civil Service position of Office Machine Operator in copy service - effective September 19, 2017 through September 18, 2018 – compensation at the graded annual salary of \$23,857.00/12 months prorated
3. Office Machine Operator – **Casey Derby** – from provisional appointment to a fifty-two (52) week probationary appointment in the classified Civil Service position of Office Machine Operator in copy service - effective September 19, 2017 through September 18, 2018 – compensation at the graded annual salary of \$23,857.00/12 months prorated

Appointments – Provisional

None

Appointments – Temporary

1. Teacher Aide – **Jamie Grant** - in the Special Education Department – effective November 6, 2017 for approximately eight (8) weeks or the duration of Jenna DeLapp’s maternity leave – compensation at the Board approved hourly rate of \$18.23, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00

Appointments – Probationary

1. Teacher – Physical Education Instructor in the Special Education Department – **Kyle Lumpkin** – four (4) year probationary appointment in the special subject tenure area of Physical Education and Recreation – effective October 25, 2017 through October 24, 2021 – compensation at the annual level of \$48,625/10 months – with additional appointment for approved in-service training – effective October 25, 2017 through June 30, 2018 – compensation at the per diem rate of \$125.00
2. Teacher Aide – **Jessica Malone** – fifty-two (52) week probationary appointment in the classified Civil Service position of Teacher Aide in a 1:1 Teacher Aide position for the Special Education Department – effective November 2, 2017 through November 1, 2018 – compensation at the Board approved hourly rate of \$18.23, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00
3. Teacher Aide – **Abigail Gamba** – fifty-two (52) week probationary appointment in the classified Civil Service position of Teacher Aide in a 1:1 Teacher Aide position for the Special Education Department – effective November 13, 2017 through November 12, 2018 – compensation at the Board approved hourly rate of \$18.23, with

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additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00

4. Teacher Aide – Kiley House – fifty-two (52) week probationary appointment in the classified Civil Service position of Teacher Aide in a 1:1 Teacher Aide position for the Special Education Department – effective November 20, 2017 through November 19, 2018 – compensation at the Board approved hourly rate of \$18.23, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00

Appointments – Classified

1. Recommendation for Permanent Appointment – **Svetlana Kuksgauzen** from the fifty-two (52) week probationary appointment to the permanent appointment in the classified Civil Service position of Registered School Nurse, effective December 1, 2017
2. Recommendation for Permanent Appointment – **Maria Brown** from the fifty-two (52) week probationary appointment to the permanent appointment in the classified Civil Service position of Account Clerk Typist for the Central Business Office, effective December 5, 2017
3. Recommendation for Permanent Appointment – **Laura Wood** from the fifty-two (52) week probationary appointment to the permanent appointment in the classified Civil Service position of Teacher Aide in a 1:1 Teacher Aide position for the Special Education Department, effective December 12, 2017

Appointments – Tenure

1. Recommendation for Tenure – **Chelsea Kloss** – Special Education Teacher in the special subject tenure area of Education of Children with Handicapping Conditions – General Special Education – effective December 8, 2017

Amendments

None

<p>Correction to the Minutes of March 16, 2017</p>	<p>A motion was made by Douglas Hart, seconded by Kathryn Carlson, to approve a correction to the minutes of the March 16, 2017 Board meeting and the Resolution of Appointment of Office Machine Operator to read as follows: “appointment of Kari Uebelman to a provisional appointment in the classified Civil Service position of Office Machine Operator in the copy service, effective March 1, 2017.” The motion was carried unanimously by the Board members present.</p>
<p>Correction to the Minutes of April 27, 2017</p>	<p>A motion was made by Douglas Hart, seconded by Kathryn Carlson, to approve a correction to the minutes of the April 27, 2017 Board meeting and the Resolution of Appointment of Office Machine Operator to read as follows: “appointment of Casey Derby to a provisional appointment in the classified Civil Service position of Office Machine Operator in the copy service, effective April 11, 2017.” The motion was carried unanimously by the Board members present.</p>

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Correction to the Minutes of May 18, 2017	A motion was made by Douglas Hart, seconded by Kathryn Carlson, to approve a correction to the minutes of the May 18, 2017 Board meeting and the Resolution of Appointment of Search Facilitator for the Cato-Meridian Central School District to read as follows: “RESOLVED, that the Cayuga-Onondaga BOCES Board of Education authorizes the appointment of William Speck to serve as search facilitator to assist Christopher Todd in the search for a new Superintendent of Schools for the Cato-Meridian Central School District and authorizes payment as per the payment schedule in an amount up to \$8,775.00” The motion was carried unanimously by the Board members present.
Recommendation for Approval - Agreement	A motion was made by Douglas Hart, seconded by Larry Hartle, to approve a repayment agreement by a former Practical Nursing Student to the BOCES in the amount of \$3,358.00, effective November 20, 2017. The motion was carried unanimously by the Board members present.
Recommendation for Approval - Agreement	A motion was made by Douglas Hart, seconded by Larry Hartle, to approve a repayment agreement by a former Practical Nursing Student to the BOCES in the amount of \$1,568.00, effective November 1, 2017. The motion was carried unanimously by the Board members present.
Recommendation for Approval - Agreement Cayuga Community College	A motion was made by Douglas Hart, seconded by Larry Hartle, to approve an agreement with Cayuga Community College to provide approved Cayuga Advantage program courses for BOCES students during the 2017-2018 school year, as per agreement. The motion was carried unanimously by the Board members present.
Recommendation for Approval - Teacher Substitute Rates	<p>A motion was made by Douglas Hart, seconded by Dean Winspear, to approve the Initial Hiring Ranges for the 2017-2018 fiscal year for Non-Instructional Employees to include as follows:</p> <p>Teacher Substitute (Daily) Rate \$14.00/hr. Teacher Substitute (with Lesson Plan Responsibility) Rate 1/200th of starting teacher salary</p> <p>The motion was carried unanimously by the Board members present.</p>
Recommendation for Approval - Agreement/ Cayuga Centers	Upon the recommendation of Chief Operating Officer Mark Vivacqua, a motion was made by Kathryn Carlson, seconded by Douglas Hart, to approve the agreement between Cayuga Centers and the Cayuga-Onondaga BOCES that the BOCES will provide instructors to conduct eight (8) career exploratory sessions, effective November 27, 2017 through February 5, 2018. Payment to the BOCES in the amount of \$3,675.00 for staff salary and materials. The motion was carried unanimously by the Board members present.
Superintendent and Administrator Reports	<p>1. Recurring Strategic Objectives</p> <p>a) <u>Fiscal Resources</u> Mark Vivacqua reviewed draft Budget Assumptions for the 2018-19 school year and changes in budget structure in the General Education, Special Education and Instructional Support areas. Dr. Vivacqua also reviewed a sample budget development document to demonstrate to the Board how changes in budgeting are shown.</p> <p>b) <u>Facilities and Technology Infrastructure</u> Mark Vivacqua updated the Board on two finalists in the architect interview process and the status of the selection. A recommendation will be made at the December Board meeting.</p>

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	<p>Mark Vivacqua provided an update to the Board on the status of the appointment of a Human Resources Director. We are waiting for the Cayuga County Civil Service Commission to meet in mid-December to certify the position. Following the Civil Service Commission's action, the Human Resources position will be recommended for appointment at the December BOCES Board meeting, with an anticipated early January start date.</p> <p>Susan Secaur left the meeting at 7:15 p.m.</p>
Executive Session	<p>A motion was made by Kathryn Carlson, seconded by Carol Quill, to adjourn the meeting to executive session for the purpose of discussing the employment history of a particular person(s). The motion was carried unanimously by the Board members present.</p> <p>Peter Colucci, Susan Lynch, Steve Woodard, Drew Yakawiak, Tony Abbatiello, Jessica Docteur, and Linda Brown left the meeting at 7:25 p.m.</p> <p>Randy Ray and Mark Vivacqua left the meeting at 7:30 p.m.</p>
Regular Session	<p>A motion was made by Kathryn Carlson, seconded by Carol Quill, to return to regular session. The meeting was returned to regular session at 8:41 p.m. The motion was carried unanimously by the Board members present.</p>
Adjournment	<p>A motion was made by Carol Quill, seconded by Kathryn Carlson, to adjourn the meeting at 8:42 p.m. The motion was carried unanimously by the Board members present.</p>

Respectfully submitted,

Linda Brown
Clerk of the Board

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ATTACHMENT #1

Motion made by Dean Winspear, seconded by Larry Hartle.

“RESOLVED, that the Cayuga-Onondaga Board of Cooperative Educational Services, pursuant to Section 3014 of the Education Law and in compliance with Part 30-1.3 of the Rules of the Board of Regents, upon the recommendation of Christopher Todd, Interim District Superintendent, does hereby appoint Kyle Lumpkin, of Baldwinsville, New York, who holds an Initial New York State Certificate in Health Education and an Initial New York State Certificate in Physical Education, permitting him to teach in the public schools of New York State, to the position of Teacher in the special subject tenure area of Physical Education and Recreation, effective October 25, 2017.

BE IT FURTHER RESOLVED, that the appointment of Kyle Lumpkin shall be a probationary appointment for a period of four (4) years, to commence October 25, 2017 and to expire on October 24, 2021. In order to be granted tenure the employee must have received composite or overall annual professional performance review ratings pursuant to Education Law Sections 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the employee receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. Mr. Lumpkin during the first year of appointment shall be paid at the annual salary of \$48,625/10 months.

The motion was carried unanimously by the Board members present.