

CAYUGA-ONONDAGA **BOCES**

a celebration of learning

CAYUGA-ONONDAGA BOCES COOPERATIVE BOARD MEETING THURSDAY, January 21, 2016 EXECUTIVE SESSION AT 6:00 P.M.

1879 West Genesee Street Road, Auburn, NY 13021

Agenda

- A. Opening of the Meeting by Board of Education President
- B. Pledge of Allegiance
- C. Executive Session for the purpose of discussing the employment history of a particular person(s) and collective negotiations.
- D. Approval of Agenda with Addendum
- E. Opportunity to be Heard – Public Comments
- F. Approval of the Special Meeting Minutes and Regular Minutes of December 17, 2015 and December 30, 2015
- G. Treasurer’s Report – December 31, 2015
- H. Extra Classroom Activity Funds Report – December 31, 2015
- I. BOCES Claims Auditor’s Report – December 1, 2015 through December 31, 2015
- J. Quarterly Treasurer’s Report – October 1, 2015 – December 31, 2015
- K. Budget Amendments Report – October 1, 2015 – December 31, 2015
- *L. Recognition of Board Achievement Award – Douglas Hart

Enclosures:

- 1. Minutes of Special Meeting Minutes and Regular Minutes of December 17, 2015 & December 30, 2016
- 2. Treasurer’s Report – December 31, 2015
- 3. Extra Classroom Activity Funds Report – December 31, 2015
- 4. Claims Auditor’s Report – December 1, 2015 through December 31, 2015
- 5. Quarterly Treasurer’s Report – October 1, 2015 – December 31, 2015
- 6. Budget Amendments Report – October 1, 2015 – December 31, 2015
- 7. Articles from the Citizen:
 - *Forum to be held for BOCES candidate – Citizen – January 13, 2016*
 - **Cayuga-Onondaga BOCES superintendent candidate answers questions during meet and greet – Citizen – January 14, 2016*
 - **BOCES students support veterans – Citizen – January 16, 2016*

NEW BUSINESS PERSONNEL

A. RESIGNATIONS

1. Stipulation of Settlement Agreement – between Frank Janas and the Cayuga-Onondaga BOCES
2. Frank Janas – Career & Technical Education Teacher - resignation – effective June 30, 2016
3. Melissa Hopkins – Cleaner - Maintenance Department – resignation to accept the position of Clerk in the Instructional Support Services Department – effective January 22, 2016

B. LEAVES OF ABSENCE

1. Maria Myhill – Special Education Teacher – request for a medical leave of absence with the use of the 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 December 4, 2015 through December 11, 2015, or until released by her physician
2. Jennifer Balliette – Special Education Teacher – request for a medical leave of absence for maternity with the use of the 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 February 25, 2016 through April 7, 2016, or until released by her physician
3. Mary Anne Galka – 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 January 14, 2016 for 6 to 8 weeks, or until released by her physician

C. CREATION/CHANGE IN STATUS OF POSITIONS

1. Creation of Position – one (1) full-time, 12/month position in the classified Civil Service title of Senior Typist with a starting salary range of \$25,150.00 - \$28,532.50
2. Creation of Position – one (1) full-time, 12/month Special Education Supervisor, effective January 25, 2016 with a starting salary range of \$75,000-\$85,000.

D. APPOINTMENTS

1. Resolution to appoint **William Speck** as Search Facilitator for the Moravia Central School District

“RESOLVED, that the Cayuga-Onondaga BOCES Board of Education authorizes the appointment of William Speck to serve as search facilitator to assist Scott Bischooping in the search for a new Superintendent of Schools for the Moravia Central School District and authorizes payment to William Speck in the amount of \$3,500 for his services as search facilitator; and

“BE IT FURTHER RESOLVED that the that Cayuga-Onondaga BOCES Board of Education authorizes the expenditure of funds directly related to the recruitment and selection of the Superintendent of Schools for the Moravia Central School District, to be reimbursed by the Moravia Central School District. Such expenses shall include, but not be limited to, expenses for advertisement and publishing the notice of vacancy and related information, postage, mileage, travel, meals, lodging and incidental expenses. All expenses submitted for reimbursement shall be submitted on appropriate requisitions, purchase orders or claim forms to the Cayuga-Onondaga BOCES.

2. Substitute Teacher Aide & Substitute Teacher Assistant – **Maureen Tillman** - for the Compass, High School Equivalency, Career & Technical Education and Special Education programs –effective December 21, 2015 through June 30, 2016 – compensation at the Board approved hourly rates- Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
3. Substitute Teacher Aide & Substitute Teacher Assistant – **Sarah Blake** - for the Compass, High School Equivalency, Career & Technical Education and Special Education programs –effective January 4, 2016 through June 30, 2016 – compensation at the Board approved hourly rates- Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
4. Substitute Teacher Aide & Substitute Teacher Assistant – **Brandy Townsend** - for the Compass, High School Equivalency, Career & Technical Education and Special Education programs – effective January 4, 2016 through June 30, 2016 – compensation at the Board approved hourly rates- Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
5. Substitute Teacher Aide & Substitute Teacher Assistant – **Holly Kelsey** - for the Compass, High School Equivalency, Career & Technical Education and Special Education programs – effective January 6, 2016 through June 30, 2016 – compensation at the Board approved hourly rates- Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
6. Teacher Aide – **Rachael Dixon** - 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 January 4, 2016 through January 3, 2017 - graded at the Board approved negotiated rate - with additional appointment for Staff Development Training – effective January 4, 2016 through June 30, 2016 at the Board approved negotiated rate
7. Teacher Aide – **Samantha Smith** - 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 January 13, 2016 through January 12, 2017 - graded at the Board approved negotiated rate - with additional appointment for Staff Development Training – effective January 13, 2016 through June 30, 2016 at the Board approved negotiated rate
8. Teacher Aide – **Joshua Martin** - 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 January 13, 2016 through January 12, 2017 - graded at the Board approved negotiated rate - with additional appointment for Staff Development Training – effective January 13, 2016 through June 30, 2016 at the Board approved negotiated rate
9. Day Care Specialist – **Amy Jordan** – to a provisional appointment as Day Care Specialist – effective January 11, 2016 – graded annual level of \$21,500/12 months prorated
10. Part-Time Adult Education Instructor – **Jennifer Trice** – Adult Education at the Center for Learning – effective January 4, 2016 – compensation at the Board approved hourly rate of \$28.00 per hour
11. ISS Clerk Seasonal Help – **Eva Poupore** – effective May 1, 2016 through August 31, 2016 – compensation at the Board approved hourly rate of \$12.00 per hour
12. Substitute Teacher – **Matthew Ryan** – effective September 2, 2015 through June 30, 2016 for the 2015-2016 school year – compensation at the Board approved flat rate of \$15.00 extra pay per day or \$7.50 for ½ day
13. Regular Teacher Substitute– **Soryoung Kim-Feneck** – Special Education Department – effective January 29, 2016 through June 30, 2016– compensation rate at 1/200th of \$49,477 per day (\$247.39)
14. Regular Teacher Substitute– **Danielle Manzone** – Special Education Department – effective January 29, 2016 through June 30, 2016 – compensation rate at 1/200th of \$48,025 per day (\$240.13)

15. Clerk – Melissa Hopkins – Instructional Support Services - fifty-two (52) week probationary appointment in the classified Civil Service position of Clerk – effective January 25, 2016 to January 24, 2017 – graded at the annual compensation level of \$30,382/12 months, prorated
16. Talented and Gifted Program – Mini Course Instructor – Clark Culver– effective January 12-13, 2016 – compensation at the rate of \$37.50 per instructional session plus materials used
17. Online Teacher Training – to appoint **Susan Lane, Tonette Orlando, Sally Kingsbury, Jennie Higgins and Tamara Whidden** to attend professional development for the BUZZ Learning Management System – effective February 19, 2016 – compensation at the Board approved rate of \$150.00 per day
- *18. Teacher Center Consultant – Renee Lawrence, Cayuga-Onondaga BOCES, to provide participants skills necessary to utilize Microsoft Excel software for a variety of educational tasks – effective January 26, 2016 – compensation rate of \$160.00 for the one-day workshop
- *19. Teacher Aide – Maureen Tillman - 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 January 19, 2016 through January 18, 2017 - graded at the Board approved negotiated rate - with additional appointment for Staff Development Training – effective January 19, 2016 through June 30, 2016 at the Board approved negotiated rate
- *20. Director/Principal of Special Education – Susan Lynch – four (4) year probationary appointment in the administrative tenure area of Director/Principal of Special Education – effective February 29, 2016 through February 28, 2020 – compensation at the annual level of \$112,000/12 months, prorated
- *21. Labor Relations Specialist – Nicholas Minderler – 26 week probationary appointment in the classified, competitive Civil Service position of Labor Relations Specialist – effective February 8, 2016 to August 7, 2016 – compensation at the annual level of \$85,000/12 months prorated with (10) ten additional sick days above the prorated amount at his date of hire

E. CHANGE IN APPOINTMENT STATUS

1. Recommendation for Termination – Brian Kelley – 1:1 Teacher Aide position in the Special Education Department due to student exiting program – effective January 8, 2016
2. Recommendation for Permanent Appointment – Tiffany (Campanian) Gregg – in the Civil Service position of Teacher Aide in the Special Education Department – effective February 8, 2016
3. Recommendation for Permanent Appointment – Katelyn Donovan – in the Civil Service position of Teacher Aide in the Special Education Department – effective February 26, 2016
4. Recommendation for Permanent Appointment – Sara Wells – in the Civil Service position of Account Clerk Typist – effective February 1, 2016

NEW BUSINESS – FINANCIAL

NEW BUSINESS – LEGAL

1. **Agreement – Loretto Health and Rehabilitation Center** – BOCES will provide Loretto employees with Nurse Aide training for five (5) Loretto employees, which shall include classroom instruction, clinical instruction, testing, physicals, books, titers, tuberculosis tests, uniforms and lab materials – effective January 14, 2016 through March 28, 2016 - payment to the BOCES in the amount of \$6,375.00

- *2. **Agreement - Oncenter** - The Oncenter will be paid approximately \$7,330 for room usage, technology and catering services for approximately 200 attendees for the Sam Wineburg – How to Read Like A Historian” workshop to be held on March 2, 2016. OCM BOCES, Oswego BOCES, Madison Oneida BOCES, TST BOCES, the Cayuga Onondaga Teacher Center and the Oswego Teacher Center will each reimburse the Cayuga-Onondaga BOCES \$2,761.43 and SUNY Cortland will reimburse the Cayuga-Onondaga BOCES \$1,000.00. Contract to be executed by Board President upon approval by the BOCES attorney.

NEW BUSINESS – MISCELLANEOUS

- A. **Recommendation for Acceptance** – Building Conditions Survey of both the Center for Learning and the Regional Education Center completed by HUNT Engineering and Architects (Documents posted on the BOCES portal)
- B. **Superintendent’s Report**
 - Human Resources Position (Attachment)
 - BOCES Hiring & Evaluation Procedures (will be a Board Update Email from Greg)
- C. **Board Member Reports**
- D. **Meetings/Workshops**
 - Community Forums – Tuesday, February 2, 2016 – 6:30 p.m.-8:30 pm. – West Middle School
- E. Executive session for the purpose of discussing the employment history of a particular person(s)
- F. **Next Board Meeting – February 25, 2016**
- G. Adjournment