

Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES
Board of Education Meeting
Board Room
Watertown, New York
July 9, 2019
6:15 p.m.

MEMBERS PRESENT: Alice Draper, Jennifer Jones, Sandra Klindt, Barbara Lofink, Peter Monaco, Grace Rice, Michael Young

MEMBERS EXCUSED: Michael Kramer, Lynn Murray

MEMBERS ABSENT: None

STAFF PRESENT: Stephen J. Todd, Patricia LaClair, Michele Traynor

OTHERS PRESENT:

President Rice called the meeting to order at 6:15 p.m. and led the Board in the Pledge of Allegiance.

President Rice opened the meeting by inviting comments from the public. There were none and the meeting proceeded.

CONSENT AGENDA:

1. On a motion by M. Young, seconded by B. Lofink, the minutes of the regularly scheduled meeting held on June 19, 2019 were approved. Vote: Yes-7 No-0

Consent Agenda
Approval of June 19, 2019 Meeting minutes

1a. On a motion by M. Young, seconded by B. Lofink, the Board approved the amended agenda as presented. Vote: Yes-7 No-0

Approval of amended agenda

1b. On a motion by M. Young, seconded by B. Lofink, the Board approved the Internal Claims Auditor's Report for July 9, 2019. Vote: Yes-7 No-0

2. On a motion by M. Young, seconded by A. Draper, the Board approved the amendment to the Employment Agreement between the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services and District Superintendent Todd July 1, 2019-June 2022. Vote: Yes-7 No-0

3. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board authorized the following resolution regarding the issuance of a Revenue Anticipation Note.

Revenue Anticipation Note

BE IT RESOLVED by the Board of Cooperative Educational Services of the Sole Supervisory District, Jefferson-Lewis-Hamilton-Herkimer-Oneida Counties, New York ("BOCES") as follows:

Section 1. There are hereby authorized to be issued up to \$6,000,000 in Revenue Anticipation Notes (the "Notes") which are being issued in anticipation of the collection of revenues from the component districts of BOCES.

Section 2. Such revenues are due and payable in BOCES' fiscal year commencing July 1, 2019 and ending June 30, 2020.

Section 3. The amount of uncollected revenues against which the Notes are authorized to be issued is in excess of \$6,000,000.

Section 4. The amount of the Notes to be issued shall not exceed \$6,000,000.

Section 5. The period of maturity of the Notes will not exceed one year, and the maturity date of the Notes will not be later than June 30, 2020. The Notes may be renewed from time to time, but each renewal shall be for a period not exceeding one year and in no event shall the Notes, or the renewals thereof, extend beyond the close of the second fiscal year succeeding the fiscal year in which the Notes are issued. The Notes shall not be renewed in an amount in excess of the difference between the amount of uncollected or unreceived revenue in anticipation of which they were issued and the amount of any other outstanding revenue anticipation notes issued in anticipation of the collection or receipt of such revenues.

Section 6. The faith and credit of BOCES shall be and are hereby pledged for the punctual payment of the principal of and interest due on the Notes as the same shall become due and payable.

Section 7. The Notes shall be issued in such amount and have such terms, form and content, and shall be sold in such manner as may be prescribed by the President of the Board of Directors of BOCES, the Chief Fiscal Officer, consistent with the provisions of the Local Finance Law.

Section 8. The President of the Board of Directors of BOCES, the Chief Fiscal Officer, is hereby authorized to enter into an undertaking for the benefit of the holders of the Notes as required by Securities and Exchange Commission Rule 15c2-12, as amended.

Section 9. This resolution shall take effect immediately.

Alice M. Draper	Voting	Yea	
Jennifer Jones	Voting	Yea	
Sandra Klindt	Voting	Yea	
Michael J. Kramer	Voting	Absent	
Barbara A. Lofink	Voting	Yea	
Peter E. Monaco	Voting	Yea	
Lynn A. Murray	Voting	Absent	
Grace H. Rice	Voting	Yea	
Michael F. Young	Voting	Yea	Vote: Yes-7 No-0

The resolution was thereupon declared duly adopted.

- On the recommendation of District Superintendent Todd, on a motion by B. Lofink, seconded by M. Young, the Board accepted a donation from Virginia Wendt, Calcium, NY, of a 1989 Suzuki LT-250 four-wheeler, at an approximate value of \$300 to the Motorcycle, Marine & Power Sports Program at BTC to use as a learning aid. Donation of a four-wheeler
Vote: Yes-7 No-0

- On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by B. Lofink, the Board voted to approve the list to be surplus and discarded. Surplus Equipment

Year	Asset #	Item	Recommend
7/1/2019	000199	HP Laser Jet 5 Printer	Scrap

7/1/2019	23686	Dell T1600 Desktop	Scrap
7/1/2019	23684	Dell T1600 Desktop	Scrap
7/1/2019	23444	Dell T150 Desktop	Scrap
7/1/2019	23387	Dell T150 Desktop	Scrap
7/1/2019	23402	Dell T150 Desktop	Scrap
7/1/2019	23465	Dell T150 Desktop	Scrap
7/1/2019	23449	Dell T150 Desktop	Scrap
7/1/2019	22593	Dell T3400 Desktop	Scrap
7/1/2019	22635	Dell T3400 Desktop	Scrap
7/1/2019	22868	Dell T3400 Desktop	Scrap
7/1/2019	23165	Dell T3400 Desktop	Scrap
7/1/2019	21829	Dell T3400 Desktop	Scrap
7/1/2019	23130	Dell T3400 Desktop	Scrap
7/1/2019	19841	Dell '17 CRT Monitor	Scrap
7/1/2019	24615	Lattitude E5440 Laptop	Scrap
7/1/2019	23473	Lattitude E6510 Laptop	Scrap
7/1/2019	002039	Ice Maker	Scrap
7/1/2019	11913625	Pressure Washer	Scrap
7/1/2019	N/A	Welder Arc	Scrap
7/1/2019	N/A	Rockwell Drill Press	Scrap
7/1/2019	N/A	Metal Lathe	Scrap
7/1/2019	N/A	Press	Scrap
7/1/2019	22638	Dell T3400 Desktop	Scrap
7/1/2019	24057	Dell T1650	Scrap
7/1/2019	N/A	Wood Trifold Mirror	Scrap
7/2/2019	23293	Dell T1500	Scrap
7/2/2019	001446	Dell T3400 Desktop	Scrap
7/2/2019	00665	Dell T1500	Scrap
7/2/2019	000233	Dell T1500	Scrap
7/2/2019	001125	Dell T1500	Scrap

Vote: Yes-7 No-0

6. Board Reports

BTC Adult Licensed Practical Nursing (LPN) Graduation Exercise – June 26, 2019. Mrs. Draper reported on the BTC Adult LPN graduation ceremony held on June 26, 2019. It was held at the Hilton Garden Inn. Jennifer Kieffer, Valedictorian, was the guest speaker. It is not an easy program to go through, but never give up. The graduates were called forward to accept their pins and diplomas that were presented by the Nursing Instructors. Awards were presented by the Nursing staff. Refreshments were served immediately following the ceremony.

BTC Adult LPN
Graduation

7. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to accept the following resignations:
Shannon Cummins, Teacher Support Person, effective 06/26/19

Personnel
Resignations
S. Cummins

Vote: Yes-7 No-0

<u>Mallory Douglas</u> , Coordinator of Work-Based Learning, effective 07/21/19		M. Douglas
	Vote: Yes-7 No-0	J. Foland
<u>Jody Foland</u> , Adaptive PE Instructor, effective 08/31/19	Vote: Yes-7 No-0	K. Hill
<u>Kerry Hill</u> , Speech Therapist, effective 06/25/19	Vote: Yes-7 No-0	
On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to abolish an Account Clerk/Typist position and create a Senior Account Clerk position.	Vote: Yes-7 No-0	Abolishment of Account Clerk/Typist Creation of Sr. Account Clerk Data Reporting Coordinator P. Mooney
On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to re-approve the Data Reporting Coordinator Stipend effective July 1, 2019.		
<u>Paul Mooney</u> , Stipend of \$3,500 effective 07/01/19	Vote: Yes-7 No-0	
On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to approve the following personnel appointments:		
Classified		Classified
<u>Douglas McRae</u> , Accountant		D. McRae, Accountant
Effective 07/01/19		
Salary: \$58,339	Vote: Yes-7 No-0	
<u>Leanne Lawrence</u> , Promotion to Senior Account Clerk		L. Lawrence, Sr. Account Clerk
Probationary (12 weeks) Effective 07/10/19		
Salary: \$36,554, prorated from 07/10/19	Vote: Yes-7 No-0	
Non-Classified		Non-Classified
<u>Scott Connell</u> , Assistant Director for Frontier League		S. Connell, Asst. Director of FL
Part-time 07/01/19-06/30/20		
Salary: \$20,000	Vote: Yes-7 No-0	
<u>Dawn Farrell</u> , Braille Transcriptionist – Teacher Assistant		D. Farrell, Braille Transcriptionist
Probationary as Teacher Assistant 09/01/19-08/31/22		
Salary: \$28,400	Vote: Yes-7 No-0	
<u>Robert Kowalick</u> , Executive Director of Frontier League		R. Kowalick, Exec. Director of FL
Part-time 07/01/19-06/30/20		
Salary: \$20,000	Vote: Yes-7 No-0	
<u>Jennifer Mahnken</u> , Adult Nursing Instructor – Job Skills Training Instructor		J. Mahnken, Adult Nursing
Temporary 09/01/19-06/30/20		
Scale B, Step 7, \$52,460	Vote: Yes-7 No-0	
Additional Work for 2019		Additional Work 2019
<u>Katherine Mahoney</u> , Teacher if the Visually Impaired, up to 20 days @ 1/200 th of 2019-20 salary	Vote: Yes-7 No-0	
<u>Mallory Puccia</u> , Community-based Training Specialist, up to 10 days @ 1/200 th of 2019-20 salary	Vote: Yes-7 No-0	
<u>Lauren VanCour</u> , Summer PBIS Training, Indian River, 8/13-14/19 @ \$25/hr.	Vote: Yes-7 No-0	

Adult Education

Adult Education

Craig Perry, Professional Development
07/11/19

Salary: \$175 (\$25/hr. x 7 hours)

Budget: A150-3010-150-01

Vote: Yes-7 No-0

Craig Perry, NYAB Tool Room Safety Program

July 1, 3, 8-10, 12, 2019

Salary: \$735 (\$35/hr. x 21 hours)

Budget: A150-3010-150-01

Vote: Yes-7 No-0

Craig Perry, TASC Proctor

August 22-23, 2019

Salary: \$350 (\$25/hr. x 14 hours)

Budget: A150-3010-150-01

Vote: Yes-7 No-0

Summer Curriculum Work for 2019 @ \$25/hr. up to 6 hours per day

Summer Curriculum Work

July 1, 2019-August 31, 2019

Paid through Perkins Grant (F840-3020-159-20) (time sheets will be submitted)

5 days – Audrey O’Shea

Vote: Yes-7 No-0

4 days – Mary Pennock

Vote: Yes-7 No-0

3 days – Amy Baker, Chris Bova, Jeremy Kelly, Russell Koster, Kathy Piche', Janet

Ramsey, Kim Seelman, Rebecca Sweredoski, Brian Taube

Vote: Yes-7 No-0

2 days – Geoffrey Buckingham

Vote: Yes-7 No-0

1 day – Walter Berwick, Tim Hodge, Emily Mullikin, Darcy Pitkin

Vote: Yes-7 No-0

Summer Curriculum Work for 2019 @ \$25/hr. up to 6 hours per day (Perkins this year may only be spent on approved programs)

Summer Curriculum Work

July 1, 2019-August 31, 2019

Paid from Budget Code A101-3010-151 (time sheets will be submitted)

3 days – Margaret Coe, Adam Ortega, Leah Widrick

Vote: Yes-7 No-0

1 day – Tammy Allen, Emily Mullikin, Holly Nichols

Vote: Yes-7 No-0

Programs for Exceptional Students Summer School Additions/Revisions

Programs for Exceptional Students Summer Program Additions/Revisions

Tamara Fidler, Teacher Support Person, pay based on \$78.55/day

Vote: Yes-7 No-0

William Hornig, Jr., will be an Instructor and not a Teacher Assistant, pay based on \$306.05/day

Vote: Yes-7 No-0

Jolene Pate, Teacher Support Person, Watertown ACES, pay based on \$78.75/day

Vote: Yes-7 No-0

Emily Montalbano, Speech Therapist, Watertown ACES, pay based on 1/200th of 2019-20 salary

Vote: Yes-7 No-0

Laurie Winslow, Instructor, pay based on \$373.90/day and not \$399.33/day

Vote: Yes-7 No-0

- 7b. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by B. Lofink, the Board voted to approve the second reading of Board Policies #3040 Opioid Overdose Prevention and revised policies #8200 Inventory of BOCES Property, #8210-R Purchasing Procedure, #8250 Use of Credit Card, Gas Credit Card, Store Credit Card and Lines of Credit.

Policies #3040, #8200, 8210-R, #8250

Vote: Yes-7 No-0

8. Administration Reports
For the information of the Board, District Superintendent Todd reviewed the meetings that he attended during the month of July:

Highlights of Meetings:

- | | | |
|------|-------|---|
| June | 21 | Businesses Against Drugs Meeting
Watertown Urban Mission Finance Committee Meeting
WPBS Board Meeting |
| | 23-25 | District Superintendent Retreat – Lake Placid, NY |
| | 26 | Watertown Urban Mission Board Meeting
Practical Nursing Graduation – Hilton Garden Inn, Watertown, NY – 10:00 a.m. |
| | 27 | Meeting with Regent Hakensen – Syracuse, NY
Joint Management Team Meeting – Syracuse, NY |
| July | 1 | Meeting with Cornell Cooperative Extension of Lewis County regarding Agriculture Apprenticeships |
| | 2 | Meeting with Jefferson County Industrial Development Agency (JCIDA) and JCC to strategize about Programming for NY Airbrake |
| | 3 | Fort Drum Regional Liaison Organization Certification Reciprocity Work Group Meeting |
| | 9 | Reorganizational/Regular Board Meeting |

Upcoming Events

- | | | |
|------|-------|---|
| July | 10-12 | Administrative Leadership Conference – Lake Placid, NY |
| | 15 | Watertown Urban Mission Audit Committee Meeting
Northern NY Community Foundation Meeting |
| | 17 | Watertown Urban Mission Finance and New Board Member Orientation Meeting
Meeting with Jefferson County Industrial Development Agency (JCIDA) and JCC about workforce strategies for NY Airbrake
Cornell Cooperative Extension Board Meeting |
| | 18-19 | Mid-State JMT Administrators Leadership Conference – Syracuse |
| | 30-31 | Mental Health Symposium – 1000 Islands Harbor Hotel - Clayton |
| Aug. | 5-6 | District Superintendents Meeting |
| | 7 | Board Agenda Meeting with Directors |
| | 12 | Superintendents Cabinet Meeting
Carthage Board of Education Meeting to review Superintendent Applications |
| | 14 | Watertown Urban Mission Finance Committee Meeting
BOCES Board of Education Meeting @ HGSTC – 6:00 p.m. |

Administrative Team:

- **Update: District Superintendents in Neighboring BOCES:** As I’ve shared with you previously, Jackie Starks, DS of Madison-Oneida BOCES, is retiring in December, and I’ll be doing her search. She shared with the full DS group recently that she will be taking on the part-time role of “Senior Advisor to the DS’s” which was held by Jessica Cohen (former OCM BOCES DS) for the last several years. We also learned this week that the OHM DS search appears to be close to completion. They have gone out three (3) times, and apparently the third time is the charm. They are sending two finalists to meet with Commissioner Elia on July 2. The Commissioner’s office still has not completed its study of Franklin-Essex-Hamilton BOCES, so they have not yet officially

been given the green light for the search for their new District Superintendent to begin. But there is every indication that they will keep the status quo and allow that District Superintendent position to be filled. Though he is retiring effective June 30, Steve Shafer has agreed to stay on to serve as Chief Operating Officer of FEH until the search is complete.

Assistant Superintendent for Business Traynor shared with the Board the goals update and information on the Tri-County Energy Consortium. The Architects will be attending the August 14, 2019 meeting to update the Board on the Capital Project.

9. There were no issues or current topics for discussion.

10. On a motion by M. Young, seconded by A. Draper, the Board voted to adjourn the meeting at 7:06 p.m.

Vote: Yes-7 No-0

Adjournment of mtg at 7:06 p.m.

The next regularly scheduled monthly meeting of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services will be held at 6:00 p.m. on Wednesday, August 14, 2019, at the Howard G. Sackett Technical Center, Conference Room B, Glenfield, New York. A Board Goals Retreat will begin at 6:00 p.m.

Regularly scheduled monthly meeting 08/14/19

Respectfully submitted,

Patricia L. LaClair
Clerk of the Board