

HERKIMER BOCES BOARD OF EDUCATION REGULAR MEETING

Thursday, November 3, 2016

New Staff Reception 5 p.m. – Lobby

Leatherstocking Conference Room

5:30 p.m. – Call to Order/Pledge of Allegiance

AGENDA

I. BOARD OF EDUCATION [DL]

- A. Approval of Agenda
- B. Privilege of the Floor

II. ROUTINE BUSINESS [DL]

- A. Approval of Minutes, October 13, 2016, regular meeting
- B. Personnel Report

III. BOARD FORUM [DL]

- A. Board President's Report
- B. Board member sharing: NYSSBA and SBI

IV. OLD BUSINESS [DL]

- A. Strategic Objectives
 - 1. 2201 Transition Process
 - 2. Recruitment & Retention
 - 3. Program & Service Delivery
 - 4. Facilities & Technology Infrastructure

V. NEW BUSINESS [DL]

- A. Positive Thoughts
- B. Policy Review
 - 2nd Reading
Personnel, Policy #6202 – Fingerprinting and Criminal History Record Checks for Prospective Employees
 - 1st Reading
Students, Policy #7100 – Concussion Management

VI. ADMINISTRATIVE REPORTS & RECOMMENDATIONS

- A. Director of Academic Services
- B. Director of Adult, Early Childhood and Outreach Education

- C. Executive Director of Business Operations
 - 2017-2018 Budget Assumptions
- D. Assistant Superintendent for Instruction
- E. Assistant Superintendent for Administration
- F. District Superintendent

VII. FUTURE BUSINESS AND MEETINGS [DL]

- SBI General Membership Meeting, “Legal Issues & Perspectives”, Ferrara Law Firm, November 10, registration @ 6 p.m., program begins @ 6:30 p.m., Oneida BOCES
- Genesis “Honor Education Celebration”, November 17 @ 6 p.m., Harts Hill Inn
- SBI Board Development Workshop, “Fiscal Planning for 2017–18 & Advocacy Initiatives”, NYSSBA Governmental Relations Staff, December 5, registration @ 6 p.m., program begins @ 6:30 p.m., Oneida BOCES
- Board of Education Meeting, December 8 @ 5:30 p.m.

VIII. ADJOURNMENT

Herkimer BOCES Board of Education

REVISED

Regular Meeting

Thursday, October 13, 2016

Members Present

Daniel LaLonde, President
Thomas Shypski, Vice President
Jack Bono – left at 6:55 p.m.
Janine Lynch – arrived at 5:34 p.m.
William Miller
Linda Tharp
Scott Tranter
Daniel Voce

Absent

William Dodge
Lawrence Thibault

Others Present

Mark Vivacqua
Mark Deierlein
James Picolla
Jon Bryant
Kim Conley
Brittany DerCola
Patricia Frank
Tim Johnston
Mary Kline
Sally Kramas
Roberta Matthews
Sheri Perry

President LaLonde called the meeting to order at 5:30 p.m. and requested everyone rise to recite the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Miller moved and Mr. Tranter seconded a motion to accept the agenda as presented. All voted in favor; motion carried 7:0.

INDEPENDENT AUDIT REPORT

Independent Audit Report, West & Co.

Mike Rossi of West & Co. presented an overview of the independent audit. Mr. Rossi stated that his company audited the financial statements of the government activities, each major fund and the aggregate remaining fund information of the Herkimer BOCES as of the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the BOCES' basic financial statement. No material weaknesses were reported. The Board's audit committee received an in-depth report at its meeting held on September 29. [Material filed in the supplemental file dated 10/13/16.] He noted that a clean opinion was given and that the books and records are in great shape. The Migrant Program was tested and no issues were found. The extraclassroom fund was given a qualified opinion due to the auditors not being able to review anything until the money reaches the treasurer.

Ms. Lynch arrived at 5:34 p.m.

President LaLonde commented that state auditors are writing some districts up for not having appropriate policies relating to financials. Mr. Rossi recommended the Board establish a reserve plan and stated he will forward a proposed policy for the Board to consider. Dr. Vivacqua noted that an update on the reserve accounts is provided annually to the Board, for transparency purposes.

Dr. Vivacqua encouraged Board members to continue lobbying for the Other Post-Employment Benefits [OPEB] reserve.

Mr. Deierlein and the business office staff were commended for their exceptional work, which resulted in a clean opinion on the independent audit.

2015-2016 Audit Report

Mr. Shypski moved and Mr. Bono seconded a motion to accept the 2015-2016 Annual Financial Audit Report as prepared and submitted by the Board's independent auditors, West & Company CPAs PC, Gloversville, New York. All voted in favor; motion carried 8:0.

ROUTINE BUSINESS

Approval of Minutes

Mr. Tranter moved and Mrs. Tharp seconded a motion to approve the September 8, 2016, regular meeting minutes as presented. All voted in favor; motion carried 8:0.

Contract & Budget Adjustment – Billing No. 2

Mr. Tranter moved and Mrs. Tharp seconded a motion to approve the Contract and Budget Adjustment: Billing No. 2 – \$57,072.13 as presented. All voted in favor; motion carried 8:0.

Treasurers' Reports

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the Treasurer's Report and the Extracurricular Treasurer's Report for August 2016 as presented. All voted in favor; motion carried 8:0.

Internal Claims Audit Report *(July 1 – September 30, 2016)*

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the Internal Claims Audit report for July 1 – September 30, 2016 as presented. All voted in favor; motion carried 8:0.

Bid Awards

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the meat bid from the lowest bidder [awarded to Ginsberg's]

| BOCES | Other Districts | Total |
|--------------|------------------------|--------------|
| 0.00 | 1,721.68 | 1,721.68 |

All voted in favor; motion carried 8:0.

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the meat bid from the lowest bidder [awarded to US FoodService]:

| BOCES | Other Districts | Total |
|--------------|------------------------|--------------|
| 0.00 | \$15,540.59 | \$15,540.59 |

All voted in favor; motion carried 8:0.

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the meat bid from the lowest bidder [awarded to Driscoll Foods]:

| BOCES | Other Districts | Total |
|--------------|------------------------|--------------|
| 0.00 | \$51,684.31 | \$51,684.31 |

All voted in favor; motion carried 8:0.

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the food bid from the lowest bidder [awarded to Ginsberg's]

| BOCES | Other Districts | Total |
|--------------|------------------------|--------------|
| 0.00 | \$26,573.11 | \$26,573.11 |

All voted in favor; motion carried 8:0.

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the food bid from the lowest bidder [awarded to US FoodService]:

| BOCES | Other Districts | Total |
|--------------|------------------------|--------------|
| 0.00 | \$30,807.46 | \$30,807.46 |

All voted in favor; motion carried 8:0.

Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the food bid from the lowest bidder [awarded to Driscoll Foods]:

| BOCES | Other Districts | Total |
|--------------|------------------------|--------------|
| 0.00 | \$11,408.23 | \$1,408.23 |

All voted in favor; motion carried 8:0.

Excess Equipment

Mr. Tranter moved and Mrs. Tharp seconded a motion declaring the following items surplus and be disposed of at the discretion of the Executive Director of Business Operations:

- 4 Honda Lawnmowers Model HRR2163VXA
- Yashica Camera and Accessories
- Xerox ASF 100 Folding Machine

All voted in favor; motion carried 8:0.

PERSONNEL REPORT

As recommended by Chief Executive Officer Mark Vivacqua, Mr. Tranter moved and Mrs. Tharp seconded a motion to accept the resignations, rescind appointments, and approve the FMLA request, termination, appointments and amendments, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

Resignations

Hess, Kathleen – Preschool Teacher, Special Education Integrated Preschool, effective 9/23/16 [C.O.B.].

Kosicki, Brenna – Coordinator, Administration, effective 9/30/16 [C.O.B.].

Leonard, Cynthia – Secretary I, effective 12/16/16 [C.O.B], for the purpose of retirement.

McLean, Lisa – Teaching Assistant, Pathways Academy, effective 8/31/16.

Rescind Appointments

Wayne, Hartman – Teaching Assistant, Pathways Academy, effective 8/25/16.

Zaccaria, Chayndell – Teacher Aide, Special Programs, effective 8/25/16.

FMLA

Harper, Jodie – Teacher Aide, Special Programs, effective 9/26/16 – 12/16/16.

Termination

Mitchell, Sarah – Food Service Helper, Cafeteria, effective 9/14/16 [C.O.B.].

Certified Appointments

Bosemer, Rebecca – Curriculum Writer, CTE, effective 7/1/16 – 9/1/16, up 12 hours @ \$25/hr = \$300.

Dunn, Mark – Instructional Coach/Evaluator – Richfield Springs CSD, Professional Development, effective 9/1/16 – 6/30/17, up to 20 days @ \$315/day = \$6,300.

Dunn, Mark – Instructional Supervisor – Owen D. Young CSD, Professional Development, effective 9/1/16 – 6/30/17, up to 70 days @ \$430/day = \$30,100.

Edwards, Jacqueline – Adult Education Teacher, Adult Education, effective 9/28/16 – 6/30/17, up to 100 hours @ \$24.72/hr = \$2,472.

Konz, Amy – Curriculum Writer, CTE, effective 7/1/16 – 9/7/16, up 20 hours @ \$25/hr = \$500.

Lamitie, Amy – Alternate Assessment Leader, Professional Development, effective 9/1/16 – 6/30/17, up to 400 hours @ \$52/hr = \$20,800.

Mateo, Virgenmina – Migrant Tutor, Migrant Education, effective 9/9/16 – 6/30/17, up to 100 hours @ \$23.34/hr = \$2,334.

Nightingale, Suellen – Curriculum Writer, CTE, effective 7/1/16 – 9/7/16, up 12 hours @ \$25/hr = \$300.

Orozco, Maria – Migrant Tutor, Migrant Education, effective 9/9/16 – 6/30/17, up to 800 hours @ \$19.48/hr = \$15,584.

CTE Activity Advisor for the 2016-2017 school year as per Teachers' Contract

| | | |
|--------------------|---------------|-------------------|
| Romanowski, Jeanni | SKILLS USA | Stipend - \$500 |
| Fischer, Holly | SKILLS USA | Stipend - \$500 |
| Jeanni, Romanowski | FBLA | Stipend - \$500x2 |
| Zambri, Christe | HOSA | Stipend - \$500x2 |
| Fragetta, Kim | Honor Society | Stipend - \$500 |

Mentors for the 2016-2017 school year, Stipend - \$800/mentee

| | |
|--------------------------------|-----------------------|
| Angotti, Christine [2 mentees] | Masala, Anthony |
| Creater, Kim [2 mentees] | Maycock, Melinda |
| | Napolitano, Mary Beth |

Substitute Appointments

| | |
|------------------|-------------------|
| Carino, Darlene | Perry, Lisa |
| Kelly, Heather | Potasowicz, Ralph |
| Kingstrom, Holly | Swartz, Bradley |
| Miller, Mark | Tutty, Patricia |

The expiration dates of the 4-year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

The expiration date of the 3-year probationary appointments are tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

Name: **Hartman Jr., Wayne**
Position: Special Education Teacher (*Pathways Academy*)
Type: 4-year Probationary
Effective Dates: 9/1/16 – 3/10/20
Certification: Uncertified
Tenure Area: General Special Education
Salary: \$32,640.10; Step 1, Non-Provisional

Name: **McLean, Lisa**
Position: Special Education Teacher (*Pathways Academy*)
Type: 4-year Probationary
Effective Dates: 9/1/16 – 8/31/20
Certification: Uncertified
Tenure Area: General Special Education
Salary: \$35,049.30; Step 5, Non-Provisional

Name: **Santmier, Jaclyn**
Position: Teaching Assistant (*Pre-K*)
Type: 4-year Probationary
Effective Dates: 10/5/16 – 10/4/20
Certification: Uncertified, TA Level I
Tenure Area: Teaching Assistant
Salary: \$20,496; Pro-rated; Step 1, TA

Name: **Smith, Michael**
Position: Art Teacher (*VP-TECH*)
Type: 4-year Probationary
Effective Dates: 10/17/16 – 10/16/20
Certification: Visual Arts, Professional, eff. 9/1/12
Tenure Area: Art
Salary: \$40,062; Pro-rated; Step 9 Permanent

Name: **Taratuchin, Michael**
Position: ESL/ELL Teacher (*Itinerant*)
Type: 4-year Probationary
Effective Dates: 9/22/16 – 9/21/20
Certification: Uncertified
Tenure Area: English as a Second Language
Salary: \$34,428.95; Pro-rated; Step 4 Non-provisional

Name: **Tarris, Deborah**
Position: Teaching Assistant (*Pathways Academy*)
Type: 3-year Probationary
Effective Dates: 10/14/16 – 10/13/19
Certification: Teaching Assistant, TA Continuing Certification, eff. 9/94
Tenure Area: Teaching Assistant
Salary: \$21,754; Pro-rated; Step 5, TA

Tenure Appointment

Tomaino, Santina: In compliance with Education Law, upon the recommendation of Mark Vivacqua, Chief Executive Officer, Santina Tomaino, be appointed tenure in the area of General Special Education, effective 12/26/16. **Certification:** Students with Disabilities.

Classified Appointments

Biamonte, Teresa – Food Service Helper, Cafeteria, effective 10/14/16 – 6/30/17, up to 1,000 hours @ \$9.70/hr = \$9,700.

Name: **Bevers, JoAnna**
Position: Teacher Aide (*Pre-school*)
Type: 6-month Probationary
Effective Dates: 10/6/16 – 4/5/17
Class: Non-Competitive
Salary: \$11,640; Pro-rated

Name: **Macri, Evelyn**
Position: Senior Clerk (*Professional Development*)
Type: 6-month Probationary
Effective Dates: 8/22/16 – 2/21/17
Class: Competitive
Salary: \$19,270.04; Pro-rated

Name: **Polhamus, Trista**
Position: Teacher Aide (*Special Programs*)
Type: 6-month Probationary
Effective Dates: 10/14/16 – 4/13/17
Class: Non-Competitive
Salary: \$11,640; Pro-rated

Name: **Potempa, Kyleen**
Position: Teacher Aide (*Special Programs*)
Type: 6-month Probationary
Effective Dates: 10/14/16 – 4/13/17
Class: Non-Competitive
Salary: \$11,640; Pro-rated

Amendments

Butt, Dinah – Biology Teacher, Pathways Academy, **amend effective date of resignation from 8/25/16 to 9/23/16** [C.O.B.]. [BOE Meeting 8/25/16]

Carpenter, Andrew – **Amend from Curriculum Writer to Professional Development**, VP-TECH, effective 7/1/16 – 8/31/16, up to 6 days @ \$169.10/day = \$1,014.60. [BOE Meeting 6/16/16]

Callard, Julie – Special Education Teacher, Adult, Early Childhood & Outreach Education, **amend salary from \$34,529; Step 1; Permanent to \$35,784; Step 3, Permanent.** [BOE Meeting 8/25/16]

Harris-Forrester, June – Pre-K Teacher, **amend effective date from 9/9/16 – 9/8/20 to 9/26/16 – 9/25/20.** [BOE Meeting 9/8/16]

McCann, Kramas, Sally – Administrative Intern, Administration, **amend from 7/1/16 – 6/30/17 to 9/1/16 – 6/30/17; rescind appointment from 7/1/16 – 8/31/16.** [BOE Meeting 5/19/16; amended 7/7/16]

McCann-Kramas, Sally – Guidance Counselor – Summer, CTE, **amend effective date from 7/1/16 – 7/31/16 to 7/1/16 – 8/31/16.** [BOE Meeting 8/25/16]

Murphy-Pagano, Meghan – **Amend from Curriculum Writer to Professional Development,** VP-TECH, effective 7/1/16 – 8/31/16, up to 6 days @ \$181.21.day = \$1,087.26. [BOE Meeting 6/16/16]

Purinton, Nathan – **Amend from Curriculum Writer to Professional Development,** VP-TECH, effective 7/1/16 – 8/31/16, up to 6 days @ \$174.86/day = \$1,049.16. [BOE Meeting 6/16/16]

Seifried, Wayne – Spanish Teacher, Long-Term Substitute, Itinerant Services, **amend effective date from 9/1/16 – 10/14/16 to 9/1/16 to 12/2/16.** [BOE Meeting 9/8/16]

Waterman, Bryan – School Counselor, Special Programs, **amend effective date from 10/10/16 – 10/9/20 to 10/11/16 – 10/10/20.** [BOE Meeting 9/8/16]

All voted in favor; motion carried 8:0.

BOARD FORUM

During Board forum, Mr. Miller stated he recently attended a meeting on Charter Schools in Tuxton, NY; Ms. Lynch noted that the West Canada Valley school board held a meet and greet with its 13 new employees; Mrs. Tharp commented on the thoughtful gifts made by various programs presented to Board members in recognition of Board Appreciation Week; She commended Ms. Hedges on conducting a successful Board retreat with the Owen D. Young School Board and made positive comments on her impression of Pathways Academy as a result of the building tour and presentation at the September Board meeting. She noted discussion on curriculum, expectation for learning and the change in culture. She concluded by stating the results are very noticeable.

Board forum continued with Mr. Bono stating the Frankfort-Schuyler capital improvement project is moving along nicely and noted his frustration with the NYS Comptroller's audit and stated they need to look at the total picture of the district. Mr. Voce commended staff on the successful Curriculum Night recently held at the WEB Complex. President LaLonde reported that Central Valley has created an information guide on the chain of command for district residents. It will be published in the upcoming newsletter and posted on the district website.

NYSSBA UPDATE

Mr. Miller provided an update on the NYSSBA Board of Directors meeting. He reported that a discussion was held on school health and safety issues and the Board provided feedback on how NYSSBA could be part of the solution for members and students facing health and safety issues in schools.

The 2016 Voting Delegate Guide for the NYSSBA Convention Annual Business meeting was included in the Board packet. Mr. Miller stated that he is not available to serve as the alternate voting delegate for the business meeting. After a brief discussion, it was decided that Mrs. Tharp would serve in this capacity.

SCHOOL BOARD RECOGNITION

In honor of School Board Recognition, the Board of Education was thanked for their service to the BOCES. The Culinary/Hospitality program, Service Industry Class and VP-TECH students all contributed to the gifts for Board Appreciation Week.

OLD BUSINESS

Strategic Objectives

2201 Transition Process

According to Dr. Vivacqua, there is no news to report on the 2201 Transition Process.

Recruitment & Retention

In preparation for next month's Board discussion, Dr. Vivacqua presented information on Herkimer BOCES teacher salaries vs. component schools teacher salaries. It was noted that in three years there has been a 28% increase in teaching staff at BOCES, there are a great percentage of our teachers that are uncertified and teacher salaries are becoming more skewed toward the bottom steps. It was noted that the Herkimer BOCES is lower paying in general compared to its component districts.

Program & Service Delivery

Mr. Picolla provided information on the BOCES attendance procedures and the September attendance data. [Material filed in the supplemental file dated 10/13/16].

Based on Board of Education Goal 1: Direction for Continuous Improvement, Mrs. Matthews provided information on each strategic objective.

1.1 Engage in a systematic, inclusive and comprehensive process to review, revise and communicate BOCES purpose.

- Data review & goal setting
- Increased progress monitoring
- Formation of Professional Learning Communities (PLC)
- Targeted intervention for students at risk after 5 weeks of instruction – credit recovery at Pathways Academy
- Structured study hall in VP-TECH
- Implementing CUNY developed curriculum
- Adjusted pacing in the LPN Program
- Aligning plans to career interests [School to Careers]

1.2 Monitor programs and services to measure effectiveness and guide ongoing adjustments in delivery, with particular focus on new "School to Careers" services

- Identifying student in need of WBL hours
- Monitoring students assigned to study halls and Learning Center to determine effectiveness
- Progress monitoring on TASC & TABE assessments
- Examination of unit test assessments and graduation rates
- Examination of pre, post testing, & progress monitoring

1.3 Communicate to components school districts and other stakeholders comprehensive information about learning and the achievement of improvement goals.

- CSE Chairs Meetings
- Curriculum Advisory Committee
- MVSAO
- Guidance Counselor Meetings
- Consultant Craft Committees
- Teacher to Teacher
- Pre and Post survey information

In response to Mr. Voce's inquiry about baseline data for each of the goals, Dr. Vivacqua stated that checkpoints will be created to be reviewed at the Board level.

Facilities & Technology Infrastructure

Dr. Vivacqua proposed both short and long-term facilities plans to the Board. The short-term will be to identify a scope of work that would address issues identified in the building conditions survey and options for either completing a first phase project or folding this into a larger project. The long-term plan would consist of two parallel sets of activities. One would be internal and the second would be to engage our component school districts to inform the development of these options. Dr. Vivacqua requested the Board's consent to move forward with an RFP to engage a consultant for that purpose. He stated that he believes it is important to have someone outside of BOCES carry out this function.

The Board consented to move forward with the process of engaging a consultant. The administration will prepare an RFP and a list of consultants for this purpose.

NEW BUSINESS

Positive Thoughts

President LaLonde presented the following positive thoughts:

- News articles: Appointment of interim district superintendent, Jacklin Starks, effective September 1; BOCES special programs summer school students win ribbons at county and state fairs for their artwork; Dr. Vivacqua addresses questions from the Herkimer Board of Education regarding the transition with the retirement of the district superintendent; Students at Pathways Academy spent the first five days of this school year working on a Lemonade Town project [an orientation activity] with people they might not normally interact with; School to Careers Director Christopher Groves and School to Careers liaison and work based learning coordinator MaryBeth Napolitano speak to students in the new Advanced Career Immersion Experience and their parents during an orientation program.

Policy Review – 1st Reading

Personnel, Policy #6202 – Fingerprinting and Criminal History Record Checks for Prospective Employees
Dr. Vivacqua presented Policy #6202 for first reading and noted that language change is due to new laws in place. This policy replaced the existing policy. The Board will be asked to consider the policy revision at the November Board meeting.

The Board was informed that Dr. Vivacqua had approved the changes to Regulation #6202.1 – Statement for Emergency Conditional or Conditional Appointment. Since this is a regulation board action is not required.

ADMINISTRATIVE REPORTS & RECOMMENDATIONS***Director of Adult, Early Childhood & Outreach Education, Mary Kline*****Adult Education, Literacy Zone and High School TASC**

- New legislation in the form of WIOA that replaces WIA is in effect now. This will affect our work at Herkimer Working Solutions and will change reporting requirements. There will also be new rules for some of the adult grants including the Literacy Zone.

Early Childhood Education

- We have a few openings in Pre K and Pre School sections. October is an exciting time for preschoolers. They celebrate the fall season with pumpkins, apples and visits from the local fire departments.

Migrant Education Tutorial and Support Services

- This year brings many changes to the Migrant Education Program. The program will be testing all children K-8 who have moved in the last year in both ELA and math using the Easy CBM. Once the tests are completed and other records are looked at, each child will have a focus area of instruction in either ELA or math. The students will be post tested in June in order to measure progress in the focused instruction.
- For students in 9-12 a focus area of instruction for the students will be selected as well. Progress will be monitored using school and state tests.

Community Outreach

- The holiday season is fast approaching evidenced by groups offering to help families that we serve this holiday season. This year the St. Anthony's and St. Joseph Parish in Herkimer will be providing new clothes and a special "wish" for 40 children. They also provided 30 children with back to school clothes, sneakers and a backpack. The Gram Lorraine program will provide gifts as well. Remington Arms will hold their annual Hands Across the Valley Program where the children shop for clothing and a toy. We will work to be sure all whom need a boost this holiday season get it.

Executive Director of Business Operations, Mark Deierlein**2017-2018 Budget Calendar Review**

Mr. Deierlein referenced the draft 2017-2018 budget calendar, which is the first step in the budget process. The Board consented to the budget calendar. It was noted that the budget assumptions will be presented at the November Board meeting.

Mr. Deierlein reported that the Audit Committee recently met and reviewed the independent audit for the 2015-2016 school year and the responses from firms that responded to the RFP for the BOCES independent auditor. Three firms responded and the lowest quote was from West & Company. The Audit Committee recommends West & Company to provide independent audit services to BOCES for the next three years. [Audit Committee Meeting Minutes filed in the supplemental file dated 10/13/16.]

Mr. Bono left the meeting at 6:55 p.m.

Appointment of Independent Auditor

As recommended by the Audit Committee, Mr. Miller moved and Mr. Shypski seconded a motion to approve the appointment of West & Company as the BOCES Independent Auditor for the 2016-2017 school year at a rate of \$17,500. All voted in favor; motion carried 7:0.

Chief Executive Officer, Mark Vivacqua

Dr. Vivacqua discussed district/parent communication. It was explained that due to some recent issues that the BOCES is making sure that all processes are in place and making some adjustments to procedures, given challenges cause by social media.

FUTURE BUSINESS AND MEETINGS

- SBI Board Mandated Training “Fiscal Oversight Fundamentals Training” [FOT], Part I, October 20 @ 5:30 p.m., Oneida BOCES
- SBI Board Development “Meet our NYS Assembly and NYS Senate Candidates”, October 24, registration @ 6 p.m.; program begins @ 6:30 pm., Twin Ponds, NY Mills
- SBI Board Mandated Training “Fiscal Oversight Fundamentals Training” [FOT], Part II, November 3 @ 5:30 p.m., Oneida BOCES
- Board of Education Meeting, November 3 @ 5:30 p.m.
- SBI General Membership Meeting, “Legal Issues & Perspectives”, Ferrara Law Firm, November 10, registration @ 6 p.m., program begins @ 6:30 p.m., Oneida BOCES
- Genesis “Honor Education Celebration”, November 17 @ 6 p.m., Harts Hill Inn

ADJOURNMENT

Mr. Tranter moved and Mr. Miller seconded a motion to adjourn the meeting at 7:05 p.m. All voted in favor; motion carried 7:0.

Shawn Maxson
Board Clerk

PERSONNEL

FINGERPRINTING AND CRIMINAL HISTORY RECORD CHECKS FOR PROSPECTIVE EMPLOYEES

I. ~~Policy~~

~~A. The Herkimer BOCES shall require a prospective employee who is not in the State Education Department criminal history file to be fingerprinted for purposes of a criminal history record check.~~

~~B. All fingerprint applications must be completed online using the TEACH system.~~

II. ~~Who Must Be Fingerprinted~~

- ~~• Applicants for employment in the BOCES;~~
- ~~• Student employees not enrolled in grade level of same covered school;~~
- ~~• Clerical staff who have direct contact with students;~~
- ~~• Janitorial staff who have direct contact with students;~~
- ~~• Coaches;~~
- ~~• Substitute Teachers;~~
- ~~• Paid Student Teachers or Student Interns;~~
- ~~• Hall Monitors;~~
- ~~• Cafeteria employees;~~
- ~~• Adult Continuing Education Instructors who have direct contact with students;~~
- ~~• Home and Hospital Instructors;~~
- ~~• Sports Officials;~~
- ~~• Bus Aides (unless they have been cleared pursuant to Section 1229-d of the Vehicle and Traffic Law)~~
- ~~• Secretaries at bus garage who occasionally fill in as a bus aides;~~
- ~~• Bus Drivers who also serve another role in covered school and have direct contact with students;~~
- ~~• Individuals who have been fingerprinted for another purpose (i.e., teachers from another state, former police officers);~~
- ~~• Workers placed in the covered school under a public assistance employment program;~~
- ~~• Employees of contract service providers who are placed within the school; and~~
- ~~• Employees of Supplemental Education Services Providers.~~

III. ~~Required Fees~~

~~A. A prospective employee shall be required to pay the fee for the criminal history record search, unless:~~

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

- ~~1. The fee is associated with the employee's participation in an authorized public assistance employment program;~~
- ~~2. The employee is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant; or~~
- ~~3. The prospective employee submits a request to the Board of Education for financial hardship and it is approved.~~

I. Statement of Policy

- A. The BOCES shall not employ or utilize a prospective school employee unless that person has been granted a clearance for employment by the State Education Department (SED), or an emergency conditional appointment has been made in a manner consistent with this Policy and applicable Regulations of the Commissioner.
- B. The term "prospective school employee" means any individual who is reasonably expected to provide services that will involve direct contact with students under the age of 21 and who is:
 1. seeking a compensated position with the BOCES and is not currently employed by the BOCES or a student enrolled in the instructional program of a grade level in such covered school;
 2. an employee of a provider of contracted services to the BOCES who is to be placed within the BOCES; or
 3. a worker who is to be placed within the BOCES under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law, directly or through contract.
- C. The term "prospective school employee" does not include any individual who:
 1. is seeking a position as a school bus driver or school bus attendant and is cleared for employment pursuant to sections 509-cc, 509-d and/or 1229-d of the Vehicle and Traffic Law after fingerprinting and a criminal history record check and whose fingerprints remain on file with DCJS;
 2. has provided services for the BOCES in the previous school year either: in a compensated position, or as an employee of a provider of contracted services to such covered school, or as a worker placed within the covered

PERSONNEL

**FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES**

school under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law directly or through contract; or

3. is reasonably expected to provide services for the BOCES on no more than five days in the school year in which services are to be performed, provided that the BOCES will be providing in-person supervision of such individual while that individual is providing such services. Individuals providing such time-limited and supervised services may include but shall not be limited to: artists, guest lecturers and speakers, and sports officials.

II. Procedure For Clearance

- A. In situations where a prospective school employee has been previously fingerprinted and entered into the State Education Department's (SED) criminal history file, the individual shall notify the BOCES that a file exists at SED, and the BOCES shall notify SED of that fact and request clearance.
- B. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the BOCES shall notify the prospective school employee of the fingerprinting requirement, and provide instructions regarding how and when the individual may arrange to complete the fingerprinting, including providing copies of necessary forms.
- C. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the individual shall be advised of the amount of the fee associated with the fingerprint clearance process, and the procedure for paying that fee to SED or any authorized State vendor, and shall also be advised that:
1. the fee may not be charged if:
- a. the fee is associated with the employee's participation in an authorized public assistance employment program, or
- b. the individual is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant.
2. the individual may submit a request to the Board of Education, on a form provided by SED, for a waiver of the fee based on financial hardship.

III. Notification of Employment/Separation from Employment

**FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES**

When a prospective employee who was fingerprinted and cleared for employment is initially employed or leaves employment the BOCES is required to notify SED on the mandated forms.

IV. Employment Based on Conditional Clearance

A. To the extent permitted by law, the District Superintendent may recommend that the Board make a conditional appointment pending notification from SED of clearance. Before making such a recommendation, the District Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction outside New York State, and shall submit a request for conditional clearance to the Commissioner.

B. If the Board makes a conditional appointment, the appointment shall not be effective until the Commissioner has notified the BOCES that conditional clearance has been granted.

C. If a conditional appointment becomes effective, it shall terminate 45 days later, or when the Commissioner notifies the BOCES as to whether clearance has been granted, whichever is earlier. If the Commissioner notifies the BOCES that clearance for employment has been granted, the conditional appointment shall continue as a regular appointment.

V. Employment Based on Emergency Conditional Appointment

A. To the extent permitted by law, the District Superintendent may recommend that the Board make an emergency conditional appointment when the following conditions exist:

- a vacancy occurred less than ten (10) business days before the start of school or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; and
- no other qualified person is available to fill the vacancy temporarily; and
- to maintain services which the BOCES is legally required to provide or services necessary to protect the health, education or safety of students or staff.

B. Before making such a recommendation, the District Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction, including New York State. The District

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

Superintendent shall also insure that a request for conditional clearance is promptly submitted to the Commissioner.

C. If the Board makes a conditional appointment, the appointment may be made effective prior to notice from the Commissioner of conditional clearance.

D. If an emergency conditional appointment becomes effective, it shall terminate 20 business days later, or when the Commissioner notifies the BOCES as to whether conditional clearance or clearance has been granted, whichever is earlier. If the Commissioner notifies the BOCES that conditional clearance for employment has been granted, the emergency conditional appointment shall terminate and the appointment shall continue as a conditional appointment.

VI. Safety of Students who have Contact with Conditionally Employed Employees

A. The BOCES affirms its commitment to the safety of students who have contact with an employee holding a conditional or emergency conditional appointment.

B. Supervisors of any employee holding a conditional or emergency conditional appointment shall be informed of the basis of such appointment and be directed to supervise such employee closely. If feasible, supervisors shall be asked to assign conditionally employed individuals in a manner where they do not work alone with children.

Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services

Legal Ref: Chapter 179 of the Laws of 2009, 8 NYCRR 80-1.1 and 87; Correction Law Sections 752 and 753; and Executive Law Section 296(16).

Adopted: 06/19/02

Revised: 10/10/01, 01/13/05, 08/09/12, _____

STUDENTS

CONCUSSION MANAGEMENT

I. Policy

The Board of Education of the Herkimer-Fulton-Hamilton-Otsego BOCES recognizes the importance of raising awareness about concussion throughout the school community and to educate students, parents and others about how to prevent, recognize and respond to concussions.

II. Definition

For purposes of this policy, concussion is defined as a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head or brain to move rapidly back and forth.¹

III. Staff Qualification

Each physical education teacher and nurse who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department.

IV. Awareness and Acknowledgement

- A. While BOCES staff will exercise reasonable care to protect students, head injuries may still occur. Any student exhibiting signs, symptoms or behaviors associated with concussion while participating in a school sponsored class, extracurricular activity, or interscholastic sport shall be removed from the class, game, or activity and be evaluated as soon as possible by an appropriate health care professional. The advisor, school nurse or doctor will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. In the event that there is any doubt as to whether a student has sustained a concussion, it shall be presumed that the student has been so injured until proven otherwise.
- B. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the BOCES expects the parent/legal guardian to report the condition to the school nurse so that the BOCES can support the appropriate management of the condition.
- C. The BOCES' website shall include a link to the State Education Department's website page relating to mild traumatic brain injury.

V. Return to School and/or Activity

¹ Center for Disease Control and Prevention <http://www.cdc.gov/concussion/sports/index.html>

CONCUSSION MANAGEMENT

- A. The student shall resume athletic activity only after he/she have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician.
- B. Authorization shall be kept on file in the student's permanent health record.
- C. The BOCES shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school attendance and activities for the student.
- D. Any student who continues to have signs or symptoms upon return to school and/or activity must be removed from school sponsored class, extracurricular activity, or interscholastic athletic activity and re-evaluated by a licensed physician.

Herkimer-Fulton-Hamilton-Otsego BOCES

Legal Ref: 8 NYCRR 136.5; NYS Education Law Section 305(42)

Adopted: _____

Herkimer-Fulton-Hamilton-Otsego BOCES
November 3, 2016 Board of Education Report
Roberta A. Matthews, Director of Academic Services

Goal 1. **DIRECTION FOR CONTINUOUS IMPROVEMENT**

- **Career and Technical Education:**

1. The program review process continues for four of our CTE programs. Programs currently under review are: Culinary Hospitality, Cosmetology, Health Science & Careers, and our Information Technology Academy. Three of our four programs have completed their Internal Review process and their Consultant Craft Committee meetings. A meeting for our External Review is planned for November.
2. Select students from our ITA program located at Herkimer College will be taking Marketing during the spring semester in a college classroom.

- **Special Education:**

1. Special Education is participating in professional development whose goal is to increase alignment to NYS standards and to ensure a seamless curriculum (K – 12). Staff are beginning at the (K – 2) level and working upward. This process will also include our Pathways Academy.

- **Pathways:**

1. Pathways has begun implementing a structured Learning Center. Here students are given the opportunity to make-up assessments and complete assignments. About half of the students to date have taken advantage of this opportunity and improved their grade. The Learning Center is also used for credit recovery. Thirteen students are currently recovering a failed course. One student has already recovered a course.

- **VP-Tech:**

1. VP-Tech will be attending Advanced Manufacturing Day on Friday, November 4th at SUNY Poly. All 60 students will attend.
2. Ninth grade students participated in Youth Summit on Wednesday, October 26th.
3. All students now have their Surface tablets and are ready to roll for the year!

Budget Assumptions Snapshot

2017-2018

HFHO BOCES Board November 3, 2016

Deliverables:

1. Herkimer BOCES will develop an Administrative Budget in collaboration with our component schools. Budget parameters will mirror those of our components.
2. Herkimer BOCES will present a Capital Budget which is aimed at providing appropriate facilities for shared program needs. The focus will be protection of the taxpayers' investment in BOCES facilities in the same manner that our components have maintained and improved their local facilities.
3. The goal for Herkimer BOCES Program Budgets is to provide opportunities for all component students to achieve NYS standards. The focus will be preparing districts to implement the new Regents Initiatives.
4. Herkimer BOCES will continue to improve its fiscal health as reflected by stabilized CoSer charges and return of prior year expenditures within an appropriate proportion of total expenditures.
5. Herkimer BOCES will reflect a net expansion of non-instructional support services.

Administration and Overall Budget

FACTORS INFLUENCING THE BUDGET

- Salary Adjustments
- Change in District Superintendent
- Employee benefits (including changes in ERS and TRS percentages)
- Post-Retirement funds available to offset expenses
- Interest rates on Revenue Anticipation Notes, if required

BUDGET ASSUMPTIONS

- Realignment of Administrative staff will continue to minimize administrative costs
- Post-Retirement health insurance expenses will be mitigated by the prudent use of inter-fund transfers
- Budget increases will be inflationary only with no new expenditures with the exception of Lead Testing and remediation which is now required to be included in the Administrative Budget.
-

Capital Budget

FACTORS INFLUENCING THE BUDGET

- Long-Term space utilization plan
- New classroom rentals in Poland

BUDGET ASSUMPTIONS

- Rental amounts may increase in program budgets due to additional space required, additional ancillary services and inflation.

Career & Technical Education

- The basis for cost to districts is based on the percentage of total enrollment utilizing an average enrollment over the previous five years. Although the general trend in student enrollment has started to increase in the past three years, the average is still expected to decline because enrollment five years ago was 100 more students. This will cause an increase in the cost per student while the total cost will remain relatively consistent with prior years.
- Shifting enrollments between the various offerings in the CTE Program require an annual review of the various offerings to determine if staffing levels are appropriate or whether a class should be continued.
- The need to update CTE's equipment with more current equipment continues to be a priority in order to reflect industry standards. The Consultant Craft Committee will be meeting in the near future and will be making recommendations for equipment changes. The ITA program is in need of technology upgrades as the industry continues to progress in leaps and bounds.
- Continued exploration of new areas in the CTE program is ongoing and will be influenced by recent Regents' consideration of a CTE Pathways Diploma as well as regional student needs. The most recent initiatives relating to co-locating CTE programs at Herkimer College may cause some budgetary shifts.

Special Education

- The BOCES continues to discuss housing classrooms in the various districts in a manner that they are staffed, operated and managed in a more efficient manner.
- The newest program, AIM, has been opened with the expectation that it will grow in the 2017-2018 year. Additional programs including special classes for Autism Spectrum Disorders, CTE-based 12:1:1 program and 8:1:1 Adjustment classrooms continue to expand.
- Districts continue to consider taking back students to their home districts where they will be placed in a least restrictive environment. The timeliness of the movement of students has an impact on the class sizes as well as the number of classrooms budgeted.

Itinerant Staffing

- As district budgets are being squeezed, districts are sharing BOCES supplied Itinerant Staff to provide for their partial day needs so they don't have to spend the dollars on hiring a full time person.

- The demand for this type of service has leveled off after its recent increase. The need for administration and supervision which was first addressed in the 2016-17 school year and will continue to be a part of the budgeting process.

General Education

- The second cohort of the VP-Tech program started this summer. The third cohort added to the 2017-2018 budget will cause another increase in the 2017-18 budget.
- The alternative education program continues to operate at the Remington Educational Complex. The expansion of the program and the integration with the Special Education and CTE programs allow for increased offerings in 2016-17. The increased staffing of content area teachers in serving at Remington offers the students opportunity to be successful. The Learning Center is offering intervention services to assist students in becoming successful. Credit recovery is also offered at the center which allows students to earn more credits towards graduation.
- The School to Careers program launched in 2014-15 will continue in the 2017-18 school year budget, with the continuation of activities begun in the 2016-17 school year as well as new activities being planned to enhance the program offered.
- Regional Summer School continues to provide services requested by the districts. The number of students enrolled in this program continues to be about the same.
- Out of School Suspension Program will be budgeted for this coming year although participation this year is significantly less than was previously experienced.

Staff and Curriculum Development

- The recent Regents initiatives will require different resources than previously provided. Changes in regional scoring may also create staffing changes. These changes will make planning and budgeting for this area a challenge as we work to meet the needs of our districts.

Management Services

- Management Services CoSers continue to be amongst the more stable in terms of participation and budget health. The one change in participation in the 2016-17 year was addressed through downsizing after the retirement of a staff member.
- The Herkimer-Fulton-Hamilton-Otsego BOCES continues to look for services that it can offer to its components locally. The most recent addition to this lineup of services is the Safety Office which began in the 2015-16 school year. The fledgling program was able to rise to the occasion and address the new Lead Sampling requirements and assisted the districts in meeting the new requirements set forth by the New York State thus assisting districts in helping assure the health and safety of their students..