HERKIMER BOCES BOARD OF EDUCATION
REGULAR MEETING

Thursday, November 5, 2015

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. PRESENTATION [MV]

A. School Board Recognition
B. Safety Service Update, Adam Hutchinson

III. ROUTINE BUSINESS [DL]

A. Approval of Minutes, October 1, regular meeting
B. Contract & Budget Adjustment – Billing No. 2
C. Treasurers' Reports, September 2015
D. Excess Equipment
E. Internal Claims Audit Report, July – September 2015
F. Personnel Report

IV. BOARD FORUM [DL]

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

V. OLD BUSINESS [DL]

A. Board Development
B. Strategic Objectives
   - 21st Century Skills Mini Lesson
   - Board Forums

VI. NEW BUSINESS [DL]

A. Positive Thoughts
B. Policy Review

VII. ADMINISTRATIVE REPORTS & RECOMMENDATIONS

A. Director of Academic Services
B. Director of Adult, Early Childhood and Outreach Education
C. Executive Director of Business Operations
   - 2016-2017 Budget Calendar Adoption
   - 2016-2017 Budget Assumptions

D. Assistant Superintendent for Instruction
E. Assistant Superintendent for Administration
F. District Superintendent

VIII. FUTURE BUSINESS AND MEETINGS [DL]

- SBI General Membership Meeting, "Regional Curricular Initiatives", November 12 @ 6 p.m., Oneida BOCES
- Special Board of Education Meeting, November 16, 5:30 p.m. – German Street Site
- Genesis "Honor Education Celebration", November 19 @ 6 p.m., Harts Hill inn
- SBI Board Development, "Fiscal Planning for 2016-2017 & Advocacy Initiatives", December 7 @ 6 p.m., Oneida BOCES
- Board of Education Meeting, December 10, 5:30 p.m.

IX. ADJOURNMENT

Herkimer BOCES Board of Education

Regular Meeting

Thursday, October 1, 2015

Members Present	Absent	Others Present	
Daniel LaLonde, President	Daniel Voce	Mark Vivacqua	Jonathan Bryant
Thomas Shypski, Vice President		Mark Deierlein	Ryan DeMars
Jack Bono		James Picolla	Brittany DerCola
William Dodge			Kathy Fox
Robert Maxwell			Sheri Perry
William Miller			
Linda Tharp			
Lawrence Thibault			
Scott Tranter			

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. Dodge moved and Mr. Maxwell seconded a motion to accept the agenda as presented. All voted in favor; motion carried 9:0.

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, 2015, 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 30. [Material filed in the supplemental file dated 10/1/15.]

As a follow-up to this report, Dr. Vivacqua will highlight the relationship between the initial service requests to the final billing and how that affects district refunds.

2014-2015 Audit Report

Mr. Maxwell moved and Mr. Shypski seconded a motion to accept the 2014-2015 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 9:0.

ROUTINE BUSINESS

Approval of Minutes

Mr. Dodge moved and Mr. Thibault seconded a motion to approve the September 10, 2015 regular meeting minutes as presented. All voted in favor; motion carried 9:0.

Treasurers' Reports

Mr. Dodge moved and Mr. Thibault seconded a motion to accept the Treasurer's Report and the Extracurricular Treasurer's Report for August 2015 as presented. All voted in favor; motion 9:0.

Extracurricular Account – Creation of Account

Mr. Dodge moved and Mr. Thibault seconded a motion to approve the creation of the extracurricular account – Foundations of Culinary, effective immediately. All voted in favor; motion carried 9:0.

Herkimer Region College and Career Scholarship Foundation

Mr. Dodge moved and Mr. Thibault seconded a motion recognizing and supporting the creation of the Herkimer Region College and Career Scholarship Foundation and its purpose of forming a corporation under Section 402 of the Not-for-Profit Corporation Law of the State of New York. All voted in favor; motion carried 9:0.

Personnel Report

As recommended by District Superintendent Mark Vivacqua, Mr. Dodge moved and Mr. Thibault seconded a motion to accept the resignation, establish the position and approve the reduction in force, appointments and amendments, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

Resignation

Hughes, Patricia – Teacher Aide, Special Programs, effective 9/24/15.

Establish Position

Cleaner – 1 [1 FTE]

Reduction in Force

Library Media Specialist [.5 FTE]

Certified Appointments

Bensman, Richard – Migrant Tutor, Adult, Early Childhood and Outreach Education, effective 10/1/15 – 6/30/16, up to 400 hours @ $19.43/hr = $7,772.

Cardwell, Darlene – CPI Training, Professional Development, effective 8/27/15 – 8/28/15, up to 2 days @ $235.21/hr = $470.42.

Dayton, Joyce – Instructional Coach/Evaluator, Adult, Early Childhood & Outreach Education, effective 10/2/15 – 6/30/16, up to 30 days @ $300/day = $9,000.

Fragetta, Kim – Mentor, CTE, effective 2015-2016 school year, stipend $800.

Goodfriend, Brenda – Exposure Control Trainer, Business Office, effective 10/5/15 – 11/13/15, up to 5 hours @ $25/hr = $125.

Lusiak, Debra – Physical Therapist-UDO, Itinerant Services, effective 9/25/15 – 6/30/16, up to 30 days @ $300/day = $9,000.

Masala, Anthony – Consultant, CTE, effective 9/22/15 – 6/30/16, up to 125/hrs @ $41.60/hr = $5,200.

Mead-Welch, Tami – Clinical Instructor, CTE, effective 10/1/15 – 6/30/16, up to 150 hours @ $25/hr = $3,750.

Patrick, Jennifer – Clinical Instructor, CTE, effective 10/1/15 – 6/30/16, up to 150 hours @ $25/hr = $3,750.

Substitutes

Arcuri, Elizabeth	Ramirez, Jennifer
Cool, Tara	Scheu, Susan
Crim, Courtney	Sweet, Kayleigh
Franco, Roseann	Witt, Sheera
Martin, Donna	

Activity Advisor for the 2015-2016 school year as per Teachers' Contract

Joy, Kristen	SE Events	Stipend - $500

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:	**Dietz, Shane**
Position:	Criminal Justice Teacher *(CTE)*
Effective Date:	10/21/15 – 10/20/19
Type:	4-Year Probationary
Certification:	Uncertified
Tenure Area:	Trade Subjects
Salary:	$35,522.40 (Pro-rated); Step 7 Non-provisional @95%

Name:	**Harris, Karen**
Position:	Teaching Assistant *(Special Programs)*
Effective Date:	10/8/15 – 12/23/15
Type:	Long-term Substitute
Certification:	Teaching Assistant, TA Continuing Certification, 9/77
Salary:	$20,129 (Pro-rated); Step 1 TA

Name: **Harrold, Kimberly**
Position: Teaching Assistant *(Adult, Early Childhood & Outreach Education)*
Effective Date: 10/2/15 – 10/1/19
Type: 4-Year Probationary
Certification: Teaching Assistant, TA Level 1, eff. 1/29/15
Tenure Area: Teaching Assistant
Salary: $21,378 (Pro-rated); Step 5 TA

Name: **Hubbell, Alisa**
Position: Teaching Assistant *(Pathways Academy)*
Effective Date: 9/24/15 – 9/23/19
Type: 4-Year Probationary
Certification: Teaching Assistant, TA Continuing Certification, eff. 2/1/02
Tenure Area: Teaching Assistant
Salary: $21,988; Pro-rated; Step 7 TA

Name: **McMullen, Susan**
Position: Teaching Assistant *(Special Programs)*
Effective Date: 10/2/15 – 10/1/19
Type: 4-Year Probationary
Certification: Teaching Assistant, TA Level 3, eff. 9/1/11
Tenure Area: Teaching Assistant
Salary: $21,049 (Pro-rated) Step 4 TA

Name: **Scheu, Susan**
Position: Library Media Specialist *(Itinerant Services)*
Effective Date: 9/1/15 – 6/30/16
Type: Term [.5 FTE]
Certification: School Media Specialist (Library); Permanent, Eff. 9/1/78
Salary: $59,238.15 (Pro-rated) .5 FTE, Off Step

Name: **Service, JoElle**
Position: Social Studies Teacher *(Pathways Academy)*
Effective Date: 9/8/15 – 9/7/19
Type: 4-Year Probationary [.5 FTE] *.5 FTE as Teaching Assistant*
Certification: Social Studies 7-12, Initial, eff. 1/18/14
Tenure Area: Social Studies
Salary: 28,666.33 (Pro-rated), .5 FTE, Step 1 Provisional

Classified Appointments

Sweet, Kayleigh – Food Service Worker, Cafeteria, effective 10/2/15 – 6/30/16, up to 900 hours @ $8.75/hr = $7,875.

Name:	**Johnson, Molly**
Position:	Teacher Aide *(Special Programs)*
Effective Date:	10/5/15 – 6/30/16
Type:	Term
Salary:	$10,500 (Pro-rated)

Amendments

Angotti, Chris – Mentor for the 2015-2016 school year, **amend from 2 mentees to 3 mentees** at a stipend of $800/mentee. [BOE Meeting 9/10/15]

Blowers, Lindsay – Assistant Behavior Specialist, Pathways Academy, effective 8/10/15 – 9/1/15, **amend up to an additional 12 hours @ $27.56/hr = $330.72.** [BOE Meeting 8/20/15]

Butt, Dinah – Living Environment Teacher, Pathways Academy, **amend effective date from 9/1/15 – 8/31/19 to 9/3/15 – 9/2/19, salary pro-rated**. [BOE Meeting 8/20/15]

Keady-Dooley, Kathleen – Cook, Cafeteria, **amend effective date from 7/1/15 – 8/31/15 to 7/1/15 – 9/1/15.** [BOE Meeting 6/18/15]

Gollegly, Marlene – Cook, Cafeteria, **amend effective date from 7/1/15 – 8/31/15 to 7/1/15 – 9/1/15.** [BOE Meeting 6/18/15]

Melino, Amy – Migrant Tutor – Summer, Adult, Early Childhood and Outreach Education, **amend up to an additional 40 hours @ $19.99/hr = $799.60.** [BOE Meeting 6/18/15]

Morbillo, Alina – Transition Specialist, Itinerant Services, effective 9/2/15 – 6/30/16, **amend from 1 FTE to .6 FTE.** [BOE Meeting 8/20/15]

O'Brien, Kathleen – Migrant Tutor, Migrant Education, effective 9/1/15 – 6/30/16, **amend up to an additional 300 hours @ $24.23/hr = $7,269.** [BOE Meeting 8/20/15]

Service, Joelle – Teaching Assistant, Pathways Academy, effective 9/1/14 – 8/31/17 [three-year probationary], **amend to .5 FTE, salary $23,495.65, pro-rated.** [BOE Meeting 9/11/14]

Zambri, Christi – LPN Instructor, LPN Evening Program, effective 9/1/15 – 6/30/16, **amend up to an additional 280 hours @ $32.82/hr = $9,189.60.**

All voted in favor; motion carried 9:0

BOARD FORUM

During Board Forum, Mr. Miller stated that Timothy Kremer, NYSSBA Executive Director, will serve on the Commissioner's Common Core Task Force; Mr. Maxwell made positive comments on the Agriculture Summit and thanked Mrs. Fox for doing a great job with the BOCES CTE booth. Mrs. Tharp noted that the Owen D. Young Board of Education has appointed Brennan Fahey as its new superintendent/principal. Mr. Bono stated that Frankfort-Schuyler has provided tablets and Chromebooks to its students.

OLD BUSINESS

Board Development
The 21st Century Skills presentation will be given at the end of the meeting.

Board Forum I
The first of a series of two forums is being held following the Board meeting. The second Board Forum will be held on November 4 at 6:30 p.m.

NEW BUSINESS

Receipt of DS Contract Extension Request
President LaLonde acknowledged receipt of Dr. Vivacqua's letter to the Board of Education seeking a one-year extension to his employment contract with the BOCES. The Board will act on Mr. Vivacqua's contract at an upcoming meeting.

Special Board Meeting
Dr. Vivacqua requested the Board to consider holding a special board meeting to discuss staff retention. Potential dates will be emailed to board members to determine board member availability.

Positive Thoughts
President LaLonde presented the following positive thoughts:

- Thank you letter to Braeden Mayrisch, Voya Foundation, for its donation of 25 copies of the textbook set, *Building Your Future*, financial literacy resource materials;
- LEAF, Inc. article referencing Laurie Hedges and how she shared information on evidence based observations and how to effectively use the rubrics to enhance performance during training on Independent and Peer Evaluation in August.

ADMINISTRATIVE REPORTS & RECOMMENDATIONS

The following information was included in each administrative report.

Director of Academic Services, Roberta Matthews
Graduation rates in the Supervisory will improve both through expansion of opportunities in BOCES-operated programs and instructional improvement as a result of professional development activities with component schools.

CTE: The program approval process has begun for the newly established Conservation and Heavy Equipment Operation classes; Outdoor Power class is undergoing re-approval.

Special Education: An additional special education class has been opened at the BOCES WEB Complex. This will enable students to be educated more closely to their home districts.

Pathways: As a result of recent meetings with Integrated Planning, representatives from *Center for Family Life and Recovery, Inc.,* an agency in Herkimer County, will be working with some students at Pathways. The focus of the eight-week groups will be Aggression Replacement Training.

VP-Tech: Teachers began meeting prior to opening day of school to plan for the incoming class of (33) students. Teachers received training from a learning specialist from MakerBot and walked through project-based learning experiences. Gone are the lectures, syllabi and worksheets of a typical high school classroom. Teachers and students work together to create the learning environment that best meets the needs of both the teachers and students. More to come on VP-TECH.

The college and career pipeline will be enhanced through alignment of programs for all learners to regional economic development and preparation for post-secondary education.

The BOCES Regional Board Forum for component districts will be held following the board meeting. The focus of the forum will be the effect Quad C will have on employment opportunities in our region both directly and indirectly. Dr. Robert Geer, Senior Vice President and Chief Operating Officer and Professor of Nanoscale Science will serve as the keynote speaker. A follow up session is planned for November 4.

Director of Adult, Early Childhood & Outreach Education, Mary Kline

Adult Education, Literacy Zone, LPN and High School TASC

The TASC scores for September testers were available in a week's time, which is wonderful for the students to know in a timelier manner so that if they need to retake the test they can return to study immediately.

Early Childhood Education

All preschool staff from BOCES and the component schools will be attending a workshop on Positive Behavior Interventions in Preschool Children on October 2 at BOCES.

Outreach Education [Migrant Education Tutorial and Support Services]

Staff from the Herkimer METS will be participating in a pilot of the CBM-Reading and Math Assessments in preparation for the rollout in 2016-2017 with all METS programs.

Assistant Superintendent for Instruction, Laurie Hedges

According to Ms. Hedges, new teachers have been moving through the three sessions of professional development required for the orientation process. Topics have included 21st Century Skills, lesson design, students with disabilities and classroom management.

Ms. Hedges provided an update on APPR. She stated there is no way at this time for the HFHO BOCES to move to 3012d. The plan relies heavily on NOCTI assessments for CTE and as there is no assessment list at this time and we do not have access to the state tests the students take in district. Since BOCES does not receive aid, the change is not critical. Meetings were held with both the administrative and teacher unions and all concurred. HFHO BOCES will remain operating under 3012c and its APPR protocols for the 2015-2016 school year. Principals are meeting with teachers to determine their APPR goals (Student Learning Objectives) and pre-testing has commenced.

The highly successful Instructional Rounds initiative will continue into the 2015-2016 school year, with our BOCES partnering with LEAF, upon request, will provide training to the rest of the state. Locally, the focus of Instructional Rounds will be turning to teacher learning and involvement in the network teams.

Common Core Social Studies is the focus of the Instructional Support Team for the next year. As no curriculum is forthcoming from SED and the creation of the inquiry teams is quite onerous, teacher teams are being brought in to develop regional curriculum to be shared among participating districts.

Executive Director of Business Operations

Mr. Deierlein reported that the Audit Committee met on September 30; West & Co. representatives presented a detailed review of the Audit Report at that time. The Board received the audit committee meeting minutes.

2016-2017 Budget Calendar Review

Mr. Deierlein referenced the draft 2016-2017 budget calendar, which is the first step in the budget process. The Board will be asked to adopt the budget calendar at the November board meeting.

District Superintendent, Mark Vivacqua

21st Century Skills Presentation – *From Crayons to Careers*

The principals provided a PowerPoint presentation identifying the 21st Century Skills and their importance to instruction. A video of VP-TECH was shown and within the video, the principals identified the 21st Century Skills that VP-TECH students use to access their content material. Students from VP-TECH are scheduled to come to the November board meeting to show the connection between 21st Century Skills and Project-Based Learning.

FUTURE BUSINESS AND MEETINGS

- SBI Board Mandated Training "Fiscal Oversight Fundamentals Training" [FOT] – Part I, October 15 @ 5:30 p.m., Oneida BOCES
- SBI Board Mandated Training "Fiscal Oversight Fundamentals Training" [FOT] – Part II, October 29@ 5:30 p.m., Oneida BOCES
- Regional Board Forum II, November 4, 6:30 p.m.
- Board of Education Meeting, November 5, 5:30 p.m.
- SBI General Membership Meeting, "Regional Curricular Initiatives", November 12 @ 6 p.m., Oneida BOCES
- Genesis "Honor Education Celebration", November 19 @ 6 p.m., Harts Hill inn

ADJOURNMENT

Mr. Thibault moved and Mr. Tranter seconded a motion to adjourn the meeting at 6:08 p.m. All voted in favor; motion carried 9:0.

Shawn Maxson
Board Clerk

TO: Dr. Mark Vivacqua
District Superintendent

FROM: Mr. Mark Deierlein
Executive Director of Business Operations

DATE: September 30, 2015

RE: 2015-2016 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 2

I. Service Adjustment

CENTRAL VALLEY			
A403	Enrichment - CVCS	$4,800.00	
A516	Curriculum Improvement - Lvl 2 - CVCS	$5,814.32	
A545	Home School Coordinator	($2,065.00)	
A591	Instructional Computer Svcs-MAD	$47,972.30	
A633	Computer Svc Mgmt - MAD	$605.74	
	Subtotal		$57,127.36
DOLGEVILLE			
A431	Alternative Ed - HFM	($98,931.25)	
A516	Curriculum Improvement - Lvl 2 - DCS	$6,483.65	
A591	Instructional Computer Svcs-MAD	($496.41)	
A633	Computer Svc Mgmt - MAD	$10.00	
	Subtotal		($92,934.01)
FRANKFORT-SCHUYLER			
A507	Learning Technology - ONEIDA	$191,073.56	
A516	Curriculum Improvement - Lvl 2 - FSCS	$582.24	
A591	Instructional Computer Svcs-MAD	$6,472.44	
A622	Gas & Electric - OCM	($980.00)	
A633	Computer Svc Mgmt - MAD	$1,823.29	
	Subtotal		$198,971.53
HERKIMER			
A308	School Social Worker	$5,320.00	
A321	Business Manager	$3,600.00	
A403	Enrichment - HCS	$12,800.00	
A503	Library Automation	$45.00	
A516	Curriculum Improvement - Lvl 2 - HCS	$1,989.54	
A591	Instructional Computer Svcs-MAD	$52.75	
A620	Alcohol & Drug Testing	$112.70	
A633	Computer Svc Mgmt - MAD	($263.82)	
	Subtotal		$23,656.17

2015-2016 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 2

LITTLE FALLS			
A516	Curriculum Improvement - Lvl 2 - LFCS	$6,976.18	
A545	Home School Coordinator	$4,845.00	
A620	Alcohol & Drug Testing	$131.25	
A633	Computer Svc Mgmt - MAD	$44,905.18	
	Subtotal		$56,857.61
MOUNT MARKHAM			
A334	Nurse Practitioner - ONEIDA	$2,112.40	
A545	Home School Coordinator	($3,245.00)	
A633	Computer Svc Mgmt - MAD	$74,525.96	
A635	Staff Dev - Transportation -MAD	$330.00	
	Subtotal		$73,723.36
OWEN D. YOUNG			
A308	School Social Worker	$380.00	
A516	Curriculum Improvement - Lvl 2 - ODY	$52,500.00	
A591	Instructional Computer Svcs-MAD	$6,327.10	
A620	Alcohol & Drug Testing	$84.35	
A633	Computer Svc Mgmt - MAD	$7,661.86	
	Subtotal		$66,953.31
POLAND			
A591	Instructional Computer Svcs-MAD	$1,868.02	
A633	Computer Svc Mgmt - MAD	$6,242.25	
	Subtotal		$8,110.27
RICHFIELD SPRINGS			
A380	Facilities Director	($5,088.15)	
A516	Curriculum Improvement - Lvl 2 - RSCS	$154,975.59	
A545	Home School Coordinator	($2,065.00)	
A549	Staff Development - Questar	$800.00	
A591	Instructional Computer Svcs-MAD	$329.70	
A611	Labor Relations - MAD	($13,000.00)	
A633	Computer Svc Mgmt - MAD	$12,262.39	
	Subtotal		$148,214.53
WEST CANADA VALLEY			
A511	Model Schools - MAD	($385.00)	
A515	Printing - MADISON	$19.85	
A516	Curriculum Improvement - Lvl 2 - WCV	$1,953.30	
A522	Interscholastic Sports Coordination - MAD	$439.00	
A591	Instructional Computer Svcs-MAD	$365.00	
A633	Computer Svc Mgmt - MAD	($87.60)	
A635	Staff Dev - Transportation -MAD	$1,185.00	
A655	GASB 45 - Plng & Valuation-CLINTON	$8,400.00	
	Subtotal		$11,889.55

2015-2016 SCHOOL YEAR
CONTRACT AND BUDGET ADJUSTMENT - BILLING NO. 2

ONEIDA-MADISON-HERKIMER BOCES			
A607	**School Boards Institute**	**($1,043.00)**	
	Subtotal		**($1,043.00)**
Total of Contract Adjustment		**$551,526.68**	**$551,526.68**
II. Budget Adjustments	**GENERAL FUND**		
A. Appropriations			
308-6910-150-000	**School Social Worker**	**$5,700.00**	
321-7016-150-000	**Business Manager**	**$3,600.00**	
334-6714-491-180	**Nurse Practitioner - ONEIDA**	**$2,112.40**	
380-7411-150-000	**Facilities Director**	**($5,088.15)**	
403-5841-400-060	**Enrichment - CVCS**	**$4,800.00**	
403-5841-400-030	**Enrichment - HCS**	**$12,800.00**	
431-5873-491-160	**Alternative Ed - HFM**	**($98,931.25)**	
503-6320-491-190	**Library Automation**	**$45.00**	
507-6360-491-180	**Learning Technology - ONEIDA**	**$191,073.56**	
511-6368-491-190	**Model Schools - MAD**	**($385.00)**	
515-6313-491-190	**Printing - MADISON**	**$19.85**	
516-6211-300-010	**Curriculum Improvement - Lvl 2 - DCS**	**$6,483.65**	
516-6211-300-020	**Curriculum Improvement - Lvl 2 - FSCS**	**$582.24**	
516-6211-300-030	**Curriculum Improvement - Lvl 2 - HCS**	**$1,989.54**	
516-6211-300-050	**Curriculum Improvement - Lvl 2 - LFCS**	**$6,976.18**	
516-6211-300-060	**Curriculum Improvement - Lvl 2 - CVCS**	**$5,814.32**	
516-6211-300-090	**Curriculum Improvement - Lvl 2 - ODY**	**$52,500.00**	
516-6211-300-110	**Curriculum Improvement - Lvl 2 - RSCS**	**$154,975.59**	
516-6211-300-130	**Curriculum Improvement - Lvl 2 - WCV**	**$1,953.30**	
522-6114-491-190	**Interscholastic Sports Coordination - MAD**	**$439.00**	
545-6161-150-000	**Home School Coordinator**	**($2,530.00)**	
549-6211-491-230	**Staff Development - Questar**	**$800.00**	
591-6360-491-190	**Instructional Computer Svcs-MAD**	**$62,890.90**	
607-7134-150-000	**School Boards Institute**	**($1,043.00)**	
611-7111-491-190	**Labor Relations - MAD**	**($13,000.00)**	
620-7334-491-170	**Alcohol & Drug Testing**	**$328.30**	
622-7011-491-220	**Gas & Electric - OCM**	**($980.00)**	
633-7710-491-190	**Computer Svc Mgmt - MAD**	**$147,685.25**	
635-7131-491-190	**Staff Dev - Transportation -MAD**	**$1,515.00**	
655-7211-491-025	**GASB 45 - Plng & Valuation-CLINTON**	**$8,400.00**	
	Total Appropriations:		**$551,526.68**
B. Revenues			
	A2252 Components	**$552,569.68**	
	A2254 Other BOCES	**($1,043.00)**	
	Current Appropriation	**$28,487,652.66**	
	Adjustment	**$551,526.68**	
	NEW APPROPRIATION:		**$29,039,179.34**

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TREASURER'S REPORT
SEPTEMBER 2015

CHECKING ACCOUNTS

HCT	General Fund	Special Aid Fund	School Lunch Fund	Trust and Agency	Capital Fund
beginning of month	2,222,209.12	399,925.89	52,673.25	-398,121.85	582,386.86
+ receipts	5,816,873.42	366,737.15	2,158.95	1,369,265.86	0.00
Beginning balance + receipts	8,039,082.54	766,663.04	54,832.20	971,144.01	582,386.86
- disbursements	5,718,181.16	430,878.38	12,786.10	1,381,583.58	0.00
Cash balance end of month	2,320,901.38	335,784.66	42,046.10	-410,439.57	582,386.86

BANK RECONCILIATIONS					
Bank balance	6,167,140.14	416,895.61	41,985.63	38,335.45	582,386.86
- outstanding checks	3,846,273.76	81,010.95	12.53	448,775.02	0.00
bank error	0.00	100.00	0.00	0.00	0.00
outstanding dep	35.00	0.00	73.00	0.00	0.00
Cash balance end of month	2,320,901.38	335,784.66	42,046.10	-410,439.57	582,386.86

BALANCE OF FUNDS COLLATERALIZED 219.65%

TREASURER

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TREASURER'S REPORT
SEPTEMBER 2015

HCT	WORKER'S COMP	UNEMPLOYMENT INSURANCE
Cash balance beginning of month	125,577.04	268,540.26
+receipts	9,044.06	22.30
Total beginning balance + receipts	134,621.10	268,562.56
- disbursements for the month	0.00	0.00
Outstanding deposit	0.00	0.00
Cash balance end of the month	134,621.10	268,562.56

PAYROLL ACCOUNT

BANK BALANCE PER STATEMENT	20,222.58
-OUTSTANDING CHECKS	20,222.58
	0.00
OUTSTANDING DEP	0.00
CASH BALANCE END OF THE MONTH	0.00

SEPTEMBER 2015

HERKIMER BOCES
EXTRA-CURRICULAR ACCOUNTS

M & T BANK

Account Name	Beg. Balance	Receipts	Sub-total	Disbursements	Ending Balance
Child & Family Services	1,713.04		1,713.04		1,713.04
Cosmetology AM	1,641.81	15.00	1,656.81		1,656.81
Cosmetology PM	989.95		989.95		989.95
Cosmetology Retail	1,591.44		1,591.44		1,591.44
Criminal Justice AM	21.05		21.05		21.05
Criminal Justice PM	20.00		20.00		20.00
Culinary and Hospitality	347.49		347.49		347.49
FBLA AM	463.69		463.69		463.69
FBLA PM	1,197.13	1,141.00	2,338.13		2,338.13
HOSA AM	872.12	1,381.01	2,253.13		2,253.13
HOSA PM	469.01		469.01	469.01	0.00
Honor Society	285.72		285.72		285.72
Natural Resources Mgmt.	1,288.23		1,288.23		1,288.23
Pathways	188.56		188.56	100.00	88.56
Skills USA	10,715.15	155.00	10,870.15	123.80	10,746.35
Visual Communications	3,506.66		3,506.66		3,506.66
Interest Accrued	51.39	0.56	51.95		51.95
TOTAL	**25,362.44**	**2,692.57**	**28,055.01**	**692.81**	**27,362.20**

27,362.20

Approved by Extra-Curr Treasurer Terry Hadsell Date 10/27/15

Approved by CTC Principal Kathleen M Fox Date 10-26-15

HERKIMER COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
EXTRA CURRICULAR TREASURER'S REPORT
SEPTEMBER 2015

CHECKING ACCOUNTS

HCT	EXTRA CURRICULAR
beginning of month	25,362.44
+ receipts	2,223.56
Beginning balance + receipts	27,586.00
- disbursements	223.80
Cash balance end of month	27,362.20

BANK RECONCILIATIONS	
Bank balance	27,586.00
- outstanding checks	223.80
bank error	0.00
outstanding dep	0.00
Cash balance end of month	27,362.20

OUTSTANDING	
1147	123.80
1148	100.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	223.80

Herkimer ■ Fulton ■ Hamilton ■ Otsego BOCES
www.herkimer-boces.org

352 Gros Boulevard
Herkimer, NY 13350

Mark E. Deierlein
Executive Director of Business Operations

315.867.2051
Fax: 315.867.2053
mdeierlein@herkimer-boces.org

TO: The Board of Education

FROM: Mark Deierlein
Executive Director of Business Operations

DATE: October 29, 2015

RE: Excess Equipment

Having determined that the following items are no longer of use to Herkimer BOCES, I am asking your consideration in approving the items on the attached page surplus and be disposed of at my discretion.

14 Tech Pro Books - ISBN #0-538-61725-X 1993
1 Tech Pro Instructor Manual - ISBN #0-538-61732-2
16 Fundamentals of Accounting Books - ISBN #13-978-0-538-44826-0 2009
5 Fundamentals of Accounting Books - ISBN #13-978-0-538-440708-9 C 1-16
7 Fundamentals of Accounting Books - ISBN #13-978-0-538-44708-9
4 Fundamentals of Accounting Books - ISBN #17-24-978-0-538-44710-2
2 Compu-Help, Inc. Books - ISBN #1-56118-033-5
4 Entrepreneurship Books - ISBN #0-538-62088-9 1994
3 Developing Speaking Skill Books - ISBN #0-07-010545-6 1997
19 Network + Guide to Networks Books - ISBN #0-619-06301-7 2002
4 A+ A Guide to Managing Your PC Lab Manual - ISBN #0-7600-1102-8 1999
10 Exam Guide Network + Books - ISBN #0-619-12133-5 2002
2 Enhanced A+ Guide to Managing & Maintaining Your PC - ISBN #0-619-03433-5 2001
1 Instructor's Guide to Managing & Maintaining Your PC - ISBN #0-619-00064-3 1999
17 Microsoft Office 2010 - ISBN #13-978-0-538-75653-3
17 Cracker & Bakery Books - ISBN #0-538-61752-7 1994
2 Cracker & Bakery Instructor's Manuals - ISBN #0-538-61753-5
13 Superior Customer Service Books - ISBN #0-538-62868-5 1996
2 Superior Customer Service Instructor's Manuals - ISBN #0-538-62869-3
14 Coasters, Etc. Books - ISBN #0-538-67929-8 1998
19 E-Commerce Books - ISBN #0-538-68919-8 2000
16 Concert Tour Books - ISBN #0-9774611-6-5 2007
10 Business Skills Exercises Book - ISBN #13-978-0-538-44275-6 2007
1 Business Skills Exercises Instructor's Manual - ISBN #0-538-44276-X
22 Economics Today & Tomorrow Books - ISBN #0-07-820489-5 2001
1 Economics Today & Tomorrow Instructor's Manual & Resources - ISBN #0-07-820490-9 2001
14 Communicating for Results Books - ISBN #1-56118-363-6 1996
13 Communicating for Results Workbooks - ISBN #1-56118-365-2 1997
2 Communicating for Results Instructor's Books - ISBN #1-56118-929-4
9 College Business Mathematics Books - ISBN #0-88294-664-1 1990
10 Business Communications Books - ISBN #0-88294-287-5 1996
1 E-Commerce Book - ISBN #0-07-861333-7 2006
1 E-Commerce Instructor's Edition - ISBN #0-07-866-542-6 2006
7 Dictionaries
Wood Chipper
8 Tires
Tracks
1977 John Deer 450C Bulldozer
1999 Bobcat 863

Herkimer-Fulton-Hamilton-Otsego BOCES Internal Claims Audit Report
Beginning 07/01/15 and Ending 09/30/15

I have examined the claims made upon the Herkimer-Fulton-Hamilton-Otsego BOCES for the above dates. I have examined 1,544 claims (1053 General Fund, 445 Special Aid Fund, 18 Trust & Agency, and 28 School Lunch Fund) in warrants amounting to $5,008,310.87. In the course of my examination I have found the following exceptions.

Vendor	Service or Product	Exception	Amount of Claim	Correct Amount
A&A Beauty	Supplies	Sales Tax.	$310.32	$298.86
Ann Bouska	Conference	No receipts.	$314.80	$55.43
Catskill Spring Water	Water	Calculation error on invoice.	$42.00	$38.00
Chris Groves	Mileage	Duplicate payment.	$85.38	$37.96
Cornestrone	Service	Write-up error.	$42.56	$43.49
Deborah Duffy	Conference	No purchase order.	$220.87	0
Dr. Uniforms	Uniforms	Calculation error on invoice.	$369.57	$349.59
EcoLab	Supplies	Sales Tax.	$192.47	$177.80
Han Ferrandino	Dental	Retired under previous contract.	$300.00	$175.00
Hanna Diffenderfer	Mileage	Write-up error.	$36.79	$134.90
Leanne Alberts	Dental	Not Pro-rated.	$300.00	$210.00
Pat Austin	Mileage	Write-up error.	$336.40	$148.38
Susan Vivyan	Mileage	Write-up error.	$154.67	$255.30
			$2705.83	**$1924.71**

I have brought these exceptions to the attention of the appropriate staff and the Business Official and they have been corrected.

Respectfully submitted,

Diana J. Cassidy

Diana J. Cassidy
Claims Auditor

Herkimer-Fulton-Hamilton-Otsego BOCES
November 5, 2015 Board of Education Report
Roberta A. Matthews, Director of Academic Services

Graduation rates in the Supervisory will improve both through expansion of opportunities in BOCES-operated programs and instructional improvement as a result of professional development activities with component schools.

Our CTE Advisory Committee met on Friday, October 9th. One of the recommendations that the committee made was to create a committee of individuals who are either in the medical field or in a field that is somehow related. This group will convene on Friday, November 13th from 8:30 to 10:00 to take a look at our current Health Sciences & Careers program and to make recommendations on how we might expand the program to accommodate a range of students interested in medically related fields. If anyone from our Board of Education is interested in being a part of this committee, please let me know.

Students from VP-Tech as well as some students from CTE and Pathways attended Manufacturing Day at SUNY Poly on Friday, October 16th.

Update on the CTE Approval/Re-approval Process: We have completed the *Internal Review* on the three programs that we are required to review this year. Conservation and Heavy Equipment are in the process of approval, and Outdoor Power is in the process of re-approval. The next part of the process is the *External Review*. For this we are asking two of our component high school ELA, Math, and Science teachers to review the academic area for which they are certified and to give us feedback as to the rigor and relevance that content area lends to the CTE program to which it is associated.

The college and career pipeline will be enhanced through alignment of programs for all learners to regional economic development and preparation for post-secondary education.

The Herkimer BOCES in collaboration with Herkimer College, The Genesis Group, and Excellus sponsored an essay contest. The theme of the contest was: "*My Job, My Future*." Students in grades (5 – 8) from the BOCES and our districts participated in this contest. First prize is $500.00, second prize is $250.00, and there are two third prizes of $100.00.The winners will be awarded their cash award on Monday, November 16th in our VP-Tech classroom. The student winners will have a first-hand look at 21st Century Skills in action through project-based learning while in the VP-Tech classroom. Dr. Cathleen McColgin and Dr. Mark Vivacqua along with an Excellus representative will be present to congratulate our award winners.

Herkimer-Fulton-Hamilton-Otsego BOCES

November Board of Education Report

Mary K. Kline, Director of Adult, Early Childhood and Outreach Education

Adult Education, Literacy Zone, LPN and High School TASC

- This year we have seen an increase in the number of students who are being referred to the High School TASC program. We currently have screened 6 students and 3 are attending and one will be starting shortly.

Early Childhood Education

- Herkimer BOCES was recently notified by the NYS Education Department Special Education Department that we were given approval to operate Pre School Special Education for 3 more years. This was the result of successfully meeting all the requirements of the program review held during 2015-16. In addition, our proposal to operate a 6:1:3 class was approved. This setting will be for students who require additional support to be successful.

Outreach Education (Migrant Education Tutorial and Support Services)

- On Oct 21, I presented an overview of the Migrant Education Program at the New York State Education Department. This was for the Title I Committee of Practitioners that meets with the Assistant Commissioners on a regular basis. Since Migrant Education is Title I Part C they thought it would be a good to provide background and statistical data on the program statewide. The attendees in person and via phone asked many questions.
- Migrant staff here will be one of three programs statewide that will be involved in a pilot of ELA and Math assessments. Staff will receive training on Nov. 2.

Community Outreach

- The holiday season is upon us. The organizers of the Gram Lorraine Program have contacted us to provide names of children to participate in the Christmas project.

Budget Assumptions Snapshot

2016-2017

HFHO BOCES Board November 5, 2015

Deliverables:

1. Herkimer BOCES will develop an Administrative Budget in collaboration with our component schools through the Advisory Committee structure. 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 as well as new programs to meet district needs such as "School to Careers"

Administration and Overall Budget

FACTORS INFLUENCING THE BUDGET

- Salary Adjustments
- 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.

Capital Budget

FACTORS INFLUENCING THE BUDGET

- Long-Term space utilization plan
- New district and management services offices
- Space needs for Special Education programing

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 two years, the average is still expected to decline because enrollment five years ago was 80 more students. This will cause an increase in the cost per student.
- 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 new Heavy Equipment offering will be needing to update its equipment with more current equipment that has the most updated safety devices.
- 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. Possibilities include new classes, full day CTE, and/or a technical high school.

Special Education

- The merger of three Herkimer BOCES component districts continues to add some uncertainty in the budgeting process. 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.
- Additional programs including special classes for Autism Spectrum Disorders, CTE-based 12:1:1 program and 8:1:1 Adjustment classrooms continue to grow.
- 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 increase in this type of service is causing an increased need in administration and supervision.

General Education

- VP-Tech became operational this summer with a beginning class size which was much larger than expected.
- An 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 the program.
- The School to Careers program launched in 2014-15 will continue in the 2016-17 school year budget with 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. Mandated regional scoring may also create a staffing change. The changes in this area will make planning and budgeting for this area a challenge as we work to best meet the needs of the component districts.

Management Services

- Management Services CoSers continue to be amongst the most stable in terms of participation and budget health.
- 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. The office became operational this summer and is providing for the needs that were previously provided as well as some newly requested services.

HERKIMER-FULTON-HAMILTON-OTSEGO BOCES
Budget Calendar
2016-2017

	ADMINISTRATIVE/CAPITAL		PROGRAM
November			
10	Leased Facilities Requests due to Business Office	10	Worksheets to directors – budget request forms
		20	Service Guide [tri-fold], Initial Request Forms to CSO's
	⇩		⇩
	Budget – Building		**Preliminary Budget – Building/Expense**
	⇩		⇩
December			
18	Review by Cabinet	18	Management Services Budget Review with Cabinet
			⇩
January			
14	Review by BOCES Board	4	Budget packets to Business Office from Directors
15	Numbers to components at CSO Meeting	25 - 29	Preliminary Program Budget Review with Cabinet Sub-Committee
22	Distribute Budget		
			PRELIMINARY BUDGET – BULIDING/REVENUE
			⇩
February	Present to Component Boards of Education	11	Review & distribute initial budget #'s and final request form with joint CSO/SBO
March			Preliminary tuition estimates
April			
7	Annual Meeting	15	Final Request due from components
20	Budget Vote		
			Final Budget Estimates
May			⇩
June			Budget Booklets distributed

Agenda

Oneida-Madison-Herkimer Counties School Boards Institute
General Membership Meeting

"Regional Curricular Initiatives Focusing on Higher Learning Standards and BOE Input on AIMHighNY Survey on our Current Learning Standards"

Thursday, November 12, 2015

ONEIDA BOCES

Oneida Conference Room
Middle Settlement Road, New Hartford, New York

- **Registration and Light Dinner:** 6:00 – 6:30 p.m.
- **Program:** 6:30 p.m.
- **Introduction:** Tom Huxtable, OMH-SBI President
- **Presenter:** Curriculum Leaders from Oneida, Herkimer and Madison BOCES

This program will include an overview and highlight the current NYS Higher Learning Standards. Board members will have an opportunity to discuss issues and obtain direction both from the regional and the state perspective.

Board members will then have an opportunity to offer their input using the AIMHighNY Survey which went online last Thursday, October 22, 2015. Commissioner Elia has asked board members from across the state to offer input through this survey.

In order to provide maximum participation, we are asking board members to bring a laptop/tablet/iPad/smartphone to this program. We will have technology personnel available to assist during this interactive piece of the presentation.

- **Conclusion:**
  - The program will close with a Q and A session from OMH-SBI member participants.