

Herkimer BOCES Board of Education

Regular Meeting

Thursday, February 9, 2017

Members Present

Daniel LaLonde, President
Thomas Shypski, Vice President
Jack Bono
Janine Lynch
William Miller – via video-conference
Linda Tharp
Lawrence Thibault – via video-conference
Scott Tranter
Daniel Voce

Absent

William Dodge

Others Present

James Picolla, COO
Mark Deierlein

Jodi Karla
Kary Buddle

Jon Bryant
Nancy Burke
Brittany DerCola
Kathy Fox
Patricia Frank
Chris Groves
Timothy Johnston
Mary Kline
Roberta Matthews
Sally McCann-Kramas
Sheri Perry
Sarah Trunfio

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

ROUTINE BUSINESS

Approval of Minutes

Mr. Shypski moved and Mrs. Tharp seconded a motion to approve the January 12, 2017, regular meeting minutes as presented. All voted in favor; motion carried 9:0.

Contract & Budget Adjustment – Billing No. 6

Mr. Shypski moved and Mrs. Tharp seconded a motion to approve the Contract and Budget Adjustment: Billing No. 6 – \$829,546.76 as presented. All voted in favor; motion carried 9:0.

Treasurers' Reports

Mr. Shypski moved and Mrs. Tharp seconded a motion to accept the Treasurer's Report and the Extracurricular Treasurer's Report for December 2016 as presented. All voted in favor; motion carried 9:0.

Excess Equipment

Mr. Shypski 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:

- The remaining parts of a 1999 Nissan Sentra

All voted in favor; motion carried 9:0.

Bid Awards

Mr. Shypski 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	\$7,563.16	\$7,563.16

All voted in favor; motion carried 9:0.

Mr. Shypski 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	\$12,785.19	\$12,785.19

All voted in favor; motion carried 9:0.

Mr. Shypski 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	\$3,786.11	\$3,786.11

All voted in favor; motion carried 9:0.

Mr. Shypski 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	\$25,417.16	\$25,417.16

All voted in favor; motion carried 9:0.

Mr. Shypski 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	\$30,750.18	\$30,750.18

All voted in favor; motion carried 9:0.

Mr. Shypski 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	\$8,989.20	\$8,989.20

All voted in favor; motion carried 9:0.

Municipal Cooperative Agreement to Provide Health Benefits

Mr. Shypski moved and Mrs. Tharp seconded a motion authorizing the following:

RESOLVED, that the Board of Education of the Herkimer-Fulton-Hamilton-Otsego BOCES hereby approves the amended and restated Municipal Cooperative Agreement to Provide Health Benefits, effective November 1, 2016, among the Member Districts of the Herkimer County BOCES Health Insurance Plan, and authorizes the Chief Operating Officer to execute the agreement on behalf of the Herkimer-Fulton-Hamilton-Otsego BOCES. All voted in favor; motion carried 9:0.

Personnel Report

As recommended by Chief Operating Officer James Picolla, Mr. Shypski moved and Mrs. Tharp seconded the motion to accept the resignations and approve the leaves of absence, appointments, tenure appointments and amendments, as listed in the Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

Resignations

Angotti, Christine – Literacy Coach, Instructional Support Services, effective 2/9/17. [C.O.B.]

Battisti, Keara – SESIS Coordinator, Instructional Support Services, effective 2/10/17. [C.O.B.]

Grande, Sylvia – Site Mentor, Instructional Support Services, effective 1/27/17.

Judd, Ryan – Teaching Assistant, Pathways Academy, effective 2/17/17. [C.O.B.]

Lojacono, Samuel – Math Teacher, CTE, effective 1/13/17. [C.O.B.]

Maycock, Melinda – Mentor, Instructional Support Services, effective 1/24/17.

Pope, Jane – Teacher Aide, Special Programs, effective 1/20/17. [C.O.B.]

Wojciechowski, Krista – Special Education Teacher, Special Programs, effective 2/28/17. [C.O.B.]

Leaves of Absence - Unpaid

Hubbell, Alisa – Teaching Assistant, Pathways Academy, effective 12/12/16 – 6/30/17.

Johnston, Timothy – Special Education Teacher, Special Programs, effective 2/1/17 – 6/30/17.

Reff, Erika – Teaching Assistant, Special Programs, effective 1/31/17 – 6/30/17.

Tomaino, Santina – Special Education Teacher, Special Programs, effective 2/2/17 – 3/8/17 [FMLA].

Certified Appointments

Bouska, Ann Margaret – Site Mentor, Instructional Support Services, effective 2/10/17 – 6/30/17, Stipend - \$400/mentee.

Carpenter, Andrew – Curriculum Writer, CTE, effective 2/6/17 – 6/30/17, up to 40 hrs @ \$25/hr = \$1,000.

Decker, Victoria – Student Teacher from Cazenovia College, Adult, Early Childhood and Outreach Education, effective 3/7/17 – 5/12/17, unpaid.

Ferris, Michael – Curriculum Writer, CTE, effective 2/3/17 – 6/30/17, up to 60 hrs @ \$25/hr = \$1,500.

Lane, Eddie – Curriculum Writer, CTE, effective 2/3/17 – 6/30/17, up to 60 hrs @ \$25/hr = \$1,500.

Olney, Jana – Clinical Supervisor, LPN, effective 2/10/17 – 6/30/17, up to 125 hours @ \$28.36/hr = \$3,545.

Powell, Sharon – ESL/ELL Teacher, Adult, Early Childhood and Outreach Education, effective 2/10/17 – 6/30/17, up to 150 hours @ \$18.54/hr = \$2,781.

Unsinn, Jacqueline – Mentor, Instructional Support Services, effective 2/1/17 – 6/30/17, Stipend - \$400/mentee.

Substitute Appointments

Bonfardice, John	Metz, Hayley
DeRose, Anne	Scherer, Mitchell
Hyla, Beverly	VanWormer, Barbara
Laymon, Ryan	

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, 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: **Angotti, Christine**
Position: Special Education School Improvement Specialist (*Professional Development*)
Type: Tenured
Effective Dates: 2/10/17
Certification: Reading Teacher, Permanent, eff. 9/1/02
Salary: \$71,199.36; Pro-rated

Name: **Hubbell, Alisa**
Position: Special Education Teacher (*Pathways Academy*)
Type: Long-Term Substitute
Effective Dates: 12/13/16 – 6/30/17
Certification: Uncertified
Salary: \$32,640.10; Pro-rated; Step 1; Non-provisional

Name: **Johnston, Timothy**
Position: Interim Coordinator of Itinerant Services (*Itinerant Services*)
Type: Term
Effective Dates: 2/1/17 – 6/30/17
Certification: School Building Leader, Pending
Salary: \$65,000; Pro-rated

Name: **Klink, Amanda**
Position: School Social Worker/Counselor (*Pathways Academy*)
Type: Term [.4 FTE]
Effective Dates: 2/10/17 – 6/30/17
Certification: School Social Worker, Pending
Salary: \$32,640.10; Pro-rated; .4 FTE; Step 1; Non-provisional

Name: **Reff, Erika**
Position: Special Education Teacher (*Special Programs*)
Type: Long-Term Substitute
Effective Dates: 2/1/17 – 6/30/17
Certification: Uncertified
Salary: \$32,640.10; Pro-rated; Step 1; Non-provisional

Tenure Appointments

Frank, Patricia: In compliance with Education Law, upon the recommendation of James Picolla, Chief Operating Officer, Patricia Frank, be appointed tenure in the area of General Special Education, effective 4/13/17. **Certification:** Special Education.

Jacquays-Alberts, Sarah: In compliance with Education Law, upon the recommendation of James Picolla, Chief Operating Officer, Sarah Jacquays-Alberts, be appointed tenure in the area of Teaching Assistant, effective 4/25/17. **Certification:** Teaching Assistant Level III.

Classified Appointments

Name: **Gates, Heather**
Position: Teacher Aide (*Pathways Academy*)
Type: 6-month Probationary
Effective Dates: 2/10/17 – 10/9/17
Class: Non-Competitive
Salary: \$11,640; Pro-rated

Name: **Olney, Jessica**
Position: Teacher Aide (*Adult, Early Childhood and Outreach Education*)
Type: 6-month Probationary
Effective Dates: 1/23/17 – 9/22/17
Class: Non-Competitive
Salary: \$11,640; Pro-rated

Amendments

Dow, David – Curriculum Writer, CTE, **amend effective date from 12/10/16 – 6/23/17 to 11/30/16 – 6/23/17**, up to 60 hours @ \$25/hr = \$1,500. [BOE Meeting 1/12/17]

Stubba, Kymber – Teacher Aide, **amend effective date from 1/3/17 – 7/2/17 to 1/3/17 – 9/2/17**. [BOE Meeting 1/12/17]

Taylor, Nicole – Teacher Aide, **amend effective date from 1/13/17 – 7/12/17 to 1/13/17 – 9/12/17**. [BOE Meeting 1/12/17]

Weaver, Keri – Teacher Aide, **amend effective date from 1/3/17 – 7/2/17 to 1/3/17 – 9/2/17.**
[BOE Meeting 1/12/17]

All voted in favor; motion carried 9:0.

Informational Items:

Dilorio, Suzanne – Private duty LPN working with a preschool child in our integrated class.

Dillon, Nicole – Secretary I, Probationary, effective 1/13/17 – 7/12/17

Guzik, Chelsea – Secretary I, Probationary, effective 1/13/17 – 7/12/17

BOARD FORUM

During Board Forum, Mr. Bono noted that Frankfort-Schuyler is finishing its building project; Mrs. Tharp stated that the bids are out and due back to the district by March 1 for the Owen D. Young building project, which includes safety and security improvements; Mr. Shypski added that Richfield Springs is meeting to look at building improvement needs.

OLD BUSINESS

Strategic Objectives

2201 Transition Process

Mr. Picolla stated that we have not received any new information on the transition process.

Recruitment & Retention

According to Mr. Picolla, the new mentoring process is off to a positive start.

Information was provided relating to CTE academics and the fact that BOCES is meeting the requirement of the regulations for integrated academics in the area of math and science, despite the positions that are currently vacant. BOCES administration is working diligently to fill both positions.

Mr. Voce requested information relating to graduation rates for full-time students for the last five years and graduation rates for surrounding BOCES.

Mr. Picolla stated that Mrs. Fox and Dr. Groves are working with Herkimer College to relocate the media arts and criminal justice programs to the college campus. They are hoping to have a cluster of three to four rooms together for the BOCES programs. It was noted that this is still at the logistical stage. Mr. Picolla stated that there is concern by the superintendents about the safety and security of the students. He concluded by stating that high school students attending a college campus is not uncommon.

Mr. Picolla informed the Board of the opportunities relating to emotional and mental health interventions provided by Herkimer BOCES when students are not in a state to learn. A full report was included in the Board packet. [Material filed in the supplemental file dated 2/9/17]

Facilities & Technology Infrastructure

Mr. Picolla stated that after meeting with King + King Architects that specific items would be addressed in the proposed building project. The focus will be on HVAC and cafeteria improvements as well as remodeling the special education wing to make it more suitable for high school general education programs. Other renovations will include updating the remaining bathrooms that were not done in the last project and other smaller renovations throughout the building.

Positive Thoughts

President LaLonde presented the following positive thoughts:

- News articles: State Senator James Seward announced a grant that will go toward supporting a program for students who have complex behavior health needs – the grant will go to the BOCES A.I.M. program at Pathways Academy – the photo includes former Early Childhood Education student, Kristen Snyder-Branner who is the director of county Community Services; BOCES Pre-Kindergarten registration dates announced; Andrew Grosse, a junior at CVA got to experience what it's like to work as a law enforcement officer for a day when he shadowed a Herkimer Patrolman – this experience was set up through the Herkimer BOCES School To Careers program.

FBLA Regional Competition Winners:

1st place: Banking and Financial Systems: **Hope Lindsay** – Culinary and Hospitality – 11th grade – WCV
2nd place: Computer Applications: **Gabriella Howard** – ITA – 11th grade – Frankfort Schuyler
3rd place: Computer Applications: **Brooke Edstrom** – ITA – 12th grade – Herkimer
1st place: Computer Problem Solving: **Kevin Chlus** – ITA – 12th grade – West Canada Valley
2nd place: Cyber Security: **Mathew LaFrance** – ITA – 11th grade – Little Falls
4th place: Entrepreneurship: **Samantha Cano** – Culinary and Hospitality – 12th grade – Herkimer
5th place: Entrepreneurship: **Susan Doris** – Culinary and Hospitality – 12th grade – Little Falls
3rd place: Entrepreneurship TEAM: **Rebecca Harris**: Culinary and Hospitality – 11th grade – Frankfort Schuyler; **Samantha Cano**: Culinary and Hospitality – 11th grade – Herkimer
4th place: Entrepreneurship TEAM: **Emily LaQueue**: Culinary and Hospitality – 12th grade – Herkimer; **Jasmine Eissler**: Culinary and Hospitality – 12th grade – Central Valley Academy; **Susan Doris**: Culinary and Hospitality – 12th grade – Little Falls
4th place: Hospitality Management: **Samantha Cano** – Culinary and Hospitality – 11th grade – Herkimer
3rd place: Networking Concepts: **Christian Leavitt** – ITA – 12th grade – Central Valley Academy
4th place: Networking Concepts: **Brooke Edstrom** – ITA – 12th grade – Herkimer
3rd place: Technology Concepts: **Kevin Chlus** – ITA – 12th grade – West Canada Valley
4th place: Technology Concepts: **Mathew LaFrance** – ITA – 11th grade – Little Falls
5th place: Technology Concepts: **Christian Leavitt** – ITA – 12th grade – Central Valley Academy
1st place: Word Processing – Production: **Gabriella Howard** – ITA – 11th grade – Frankfort Schuyler
2nd place: Word Processing – Production: **Jasmine Medina** – ITA – 11th grade – Frankfort Schuyler
3rd place: Word Processing – Production: **Brooke Edstrom** – ITA – 12th grade – Herkimer

Mr. Picolla noted that Christopher Groves recently received his doctoral degree. Dr. Groves was congratulated on this achievement.

Policy Review**First Reading****Personnel – Policy 6600, Managerial/Confidential Employees**

Mr. Picolla noted that a minor change to the policy governing confidential management employees is needed to meet a requirement of NYSLRS. According to Mr. Picolla, there is no change to actual working conditions. He requested the Board to consider this change at first reading in order to bring closure to the LRS question.

Personnel – Policy 6600, Managerial/Confidential Employees

Mr. Shypski moved and Mrs. Tharp seconded a motion to revise Policy 6600, Managerial/Confidential Employees as presented. All voted in favor; motion carried 9:0.

Second Reading

Support Operations, Policy 5003, Policy 5000 and Policy 5001

Mr. Picolla presented Policy 5003, Bomb Threats, Policy 5000, Fire and Emergency Drills and Policy 5001, District-Wide Safety Plans and Building-Level Emergency Response Plans, all for second reading. He noted that changes are needed to keep with best practices and updates to the law.

He noted that Policy 5006, Safety and Communication is being replaced by Policy 5001 and can be deleted.

Support Operations, Policy 5003, Policy 5000 and Policy 5001

Mr. Voce moved and Mrs. Lynch seconded a motion to adopt the following policies under Support Operations, as presented:

- Policy 5003, Bomb Threats
- Policy 5000, Fire and Emergency Drills
- Policy 5001, District-Wide Safety Plans and Building-Level Emergency Response Plans

All voted in favor; motion carried 9:0.

Policy Deletion

Mr. Voce moved and Mrs. Lynch seconded a motion to delete Policy 5006, Safety and Communications, as requested. All voted in favor; motion carried 9:0.

ADMINISTRATIVE REPORTS & RECOMMENDATIONS***Director of Academic Services, Roberta Matthews***

Board Goal 1: DIRECTION FOR CONTINUOUS IMPROVEMENT

The BOCES Board will provide direction for continuous improvement by ensuring articulation of purpose, support for teaching and learning, and evaluation of effectiveness of programs and services.

- Each component district that uses Itinerant and Related Services personnel will receive a mid-year customer satisfaction survey to complete on their BOCES staff working within their buildings. The purpose of this survey is to share with our employees the strengths seen by our districts and to support them with any areas of growth that may be needed.
- Pathways Academy students completed the January Regents exams and in total 106 exams were taken. The principals are currently in the process of analyzing the data from these assessments.
- Special education teachers in collaboration with our related service providers will be undertaking an initiative aimed at improving prosocial skills. Teachers will identify and prioritize the prosocial skills most lacking with and among our students. With this information, our counselors in collaboration with teachers will explicitly teach and practice these skills. Students will be reinforced throughout their day for appropriately using prosocial skills. This effort will lead to improved small group work as well as decrease student discipline referrals.
- Our VP-TECH program has a new college liaison. Dr. Robin Voetterl-Riecker, Associate Dean of Academic Affairs-Humanities and Social Science, met with Principal DerCola to plan next year's college courses for VP-TECH students. We are very pleased with this partnership.
- On February 3rd, BOCES hosted the CTE Zone 2 principals and directors from the region. Our regional CTE counterparts had the opportunity to tour the facility and our culinary students dazzled them with a lunch that was both delicious and visually appealing.

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

- A training of all the Partners of the Workforce Development Board was held at Herkimer Working Solutions in January. Sixteen agencies and programs were represented and gave highlights of the services they provide. This is in preparation of the implementation of the new WIOA regulations and subsequent funding.
- The LPN program began providing C.N.A, training for Focus Rehabilitation of Otsego County in January. There are eleven students that are being transported to us for the training. Their clinical work will be done in the facility in Otsego County.

Early Childhood Education

- PreK registration dates have been established at all our centers for the fall. We are also seeking 3 to 5 year olds from any district for the 6-week summer integrated Pre School program.

Migrant Education Tutorial and Support Services

- Plans for summer are beginning to take shape from NYSED-Migrant. There will be the opportunity to send two students to Close Up in Washington, DC during the last week of June. The program that used to be held at SUNY Oneonta is being reconfigured and brought back. Students from throughout NYS will have the opportunity to develop academic and leadership skills.

Community Outreach

- The ESSA Think Tank continues to meet in Albany on a monthly basis. A new survey will be coming out in February. All educators, parents, board members and stakeholders will be encouraged to participate to provide feedback on a survey on essential indicators that should be included in NYSED's proposal to Washington. In addition, there will be another public meeting on ESSA in March.

Executive Director of Business Operations, Mark Deierlein**Program and Services Tuitions and Fees**

According to Mr. Deierlein, the initial service requests will be distributed to the component superintendents at the February Cabinet meeting. He reviewed the 2017-2018 service costs and noted that changes in tuitions were due mostly because of inflationary increases. [Material filed in the supplemental file dated 2/9/17]

Chief Operating Officer, James Picolla**BOCES Annual Meeting**

Mr. Picolla informed Board members that the BOCES Annual Meeting is scheduled for Thursday, April 6 and that nominations for vacant board seats are due by March 27. The terms of Mr. Miller, Mrs. Tharp, Mr. Thibault and Mr. Tranter will end June 30, 2017. Mount Markham will provide the entertainment and chairperson for this year's Annual Meeting.

SBI Showcase, March 30

Mr. Picolla reminded Board members of the SBI Showcase scheduled at Herkimer BOCES on March 30. The focus will be for selected BOCES and district programs to share their unique programs with other districts in the region.

Advocacy Efforts

According to Mr. Picolla, this year's advocacy efforts will be primarily done during the NYSCOSS Winter Institute in early March.

FUTURE BUSINESS AND MEETINGS

- NYSSBA Capital Conference – February 12 & 13, 2017 [Lobby Day is February 13]
- Mid-Winter Recess, February 20 – 24
- Honor Society Induction, February 28, 6 p.m., Leatherstocking Conference Room
- NYSUT/BOCES Advocacy Day, March 1, Albany
- SBI Board Development, “How to be a School Board of Education Candidate, March 4, 8:30 a.m. – Noon, Oneida BOCES
- Sophomore Visitation Day, March 7
- CTE BOCES Open House, March 8 @ 6 p.m.
- Board of Education Meeting, March 9
- Superintendent's Conference Day, March 17
- SBI General Membership Meeting – Herkimer BOCES & Component Districts will present an Educational Program Fair – Update on CTE Opportunities and Technology, March 30, 6:15 p.m., Registration & Dinner, 7 p.m., Program @ Herkimer BOCES
- Annual Meeting, April 6
- Component Boards meet to vote on BOCES Budget and Board Election, April 26
- Board of Education Meeting, April 27 @ 5:30 p.m.
- SBI “So you want to be a School Board Member”, April 29, 8:15 a.m. – Noon, Oneida BOCES

EXECUTIVE SESSION

Mr. Tranter moved and Mr. Voce seconded a motion to enter into executive session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation and to discuss employee negotiations. All voted in favor; motion carried 9:0. The Board went into executive session at 5:50 p.m. **Mr. Picolla left the meeting at 6:26 p.m.** President LaLonde declared the meeting reconvened at 7:31 p.m.

ADJOURNMENT

Mr. Thibault moved and Mr. Tranter seconded a motion to adjourn the meeting at 7:32 p.m. All voted in favor; motion carried 9:0.

Shawn Maxson
Board Clerk