



**CAYUGA-ONONDAGA BOCES  
COOPERATIVE BOARD MEETING**

**Thursday, October 20, 2016**

**5:00 Board Member Recognition & New Employee Welcome  
Conference Room 1**

**6:00 P.M. Board Meeting**

**1879 West Genesee Street Road, Auburn, NY 13021**

## **Agenda**

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- A. Opening of the Meeting by Board of Education President
- B. Pledge of Allegiance
- C. Approval of Agenda with Addendum
- D. Opportunity to be Heard – Public Comments
- E. Approval of the Minutes of September 15, 2016
- F. Treasurer's Report – September 30, 2016 – **Will be available at the meeting**
- G. Extra Classroom Activity Funds Report – September 30, 2016
- H. BOCES Claims Auditor's Report – September 1, 2016 – September 30, 2016
- I. Quarterly Treasurer's Report – July 1, 2015 – September 30, 2015 – **Available at November meeting**
- J. Budget Amendments Report – July 1, 2015 – September 30, 2015 – **Available at November meeting**

**Enclosures:**

- 1. Minutes of September 15, 2016
- 2. Extra Classroom Activity Funds Report – September 30, 2016
- 3. Treasurer's Report – September 30, 2016 - Will be available at the meeting
- 4. Claims Auditor's Report – September 1, 2016-September 30, 2016
- 5. Quarterly Treasurer's Report – July 1, 2016 – September 30, 2016- Available at November meeting
- 6. Budget Amendments Report – July 1, 2016 – September 30, 2016 - Available at November meeting

## **NEW BUSINESS PERSONNEL**

### **A. RESIGNATIONS**

1. Sara Wells – Account Clerk Typist – resignation – effective October 14, 2016
2. Erica Pidlypchak – Typist – resignation – effective August 31, 2016
3. Megan Evans – Special Education Teacher Aide - resignation– effective September 30, 2016
4. Gerald Wiggins – Computer Technician - resignation for retirement, with request to carry family health insurance into retirement – effective October 31, 2016
5. Melissa Hopkins – ISS Clerk – resignation to accept the position of Cleaner in the O & M Department – effective September 30, 2016
6. James Adsitt – Special Education Teacher Aide – resignation – effective October 6, 2016
7. Ashley DeFelice – Special Education Teacher – resignation – effective November 5, 2016
8. Brandon Chase – Career & Technology Teacher Assistant – resignation – effective September 12, 2016
9. Matthew Ryan – Teacher Assistant Compass Program – resignation – effective October 14, 2016

### **B. LEAVES OF ABSENCE**

1. Karen Kline – Special Education Teacher Aide - request for a medical leave of absence with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective September 16, 2016 to October 3, 2016 or until released by her physician
2. Vicki Dennis – Special Education Teacher Aide - request for a medical leave of absence with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective September 1, 2016 to on or about December 12, 2016, or until released by her physician
3. Crystal Young – Special Education Teacher Aide - request for a medical leave of absence with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective September 12, 2016 to September 23, 2016 or until released by her physician
4. Linda DeCaro – Special Education Nurse - request for a medical leave of absence with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective September 27, 2016 to October 4, 2016 or until released by her physician
5. Teresa Koziol – Special Education Teacher Aide - request for a medical leave of absence with the use of accumulated available leave time to be used as appropriate - effective October 3, 2016 to October 17, 2016 or until released by her physician

6. Kelly Harrington – New Visions Medical Teacher - request for a medical leave of absence with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective October 24, 2016 to November 4, 2016 or until released by her physician
7. Anoop Deol – Alternative Education Teacher - request for a medical leave of absence with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective October 5, 2016 to November 14, 2016 or until released by her physician
- \*8. Brooke Jakaub – Account Clerk Typist - request for a medical leave of absence for maternity with the use of the Family and Medical Leave Act to run concurrently with the medical leave of absence and the use of accumulated available leave time to be used as appropriate - effective on or about February 8, 2017, until released by her physician

#### **C. CREATION/CHANGE IN STATUS OF POSITIONS**

1. Reclassification of Position – to reclassify 1.0 FTE Typist position/12 months to 1.0 FTE School Monitor/12 months - after review of front desk duties it has been determined that there are few similarities that exist between duties performed and the clerical duties originally proposed and to create 1.0 FTE School Monitor position as a result of this reclassification– hiring range of \$19,500-\$23,230
2. Reclassification of Position – to create (3) three Non-Competitive Office Machine Operators/12 months – due to the physical demands and the volume of work in copy service, the skills and abilities of Office Machine Operator are properly aligned with the duties of the position. The reclassification of this title will replace the current positions of classified Civil Service Clerk – hiring range of \$19,500.00 - \$23,230.00
3. Creation of Position – to create one 1.0 FTE entry level position with the Civil Service title of Safety Officer - hiring range of \$45,000-\$65,000/12-month position

#### **D. APPOINTMENTS**

1. Substitute Teacher Aide & Substitute Teacher Assistant – **Alexis Crawford** - for the Compass, High School Equivalency, Career & Technical Education and Special Education programs –effective September 16, 2016 through June 30, 2017 – compensation at the Board approved hourly rates- Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
2. Substitute Teacher Aide & Substitute Teacher Assistant – **Danielle Pratt** - for the Compass, High School Equivalency, Career & Technical Education and Special Education programs –effective September 12, 2016 through June 30, 2017 – compensation at the Board approved hourly rates- Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
3. Substitute Nurse – **Collene Carpenter** – Special Education Department – effective September 28, 2016 through June 30, 2017 – compensation at the Board approved hourly rate of \$28.80 per hour
4. Substitute Teacher Aide – **Megan Evans** - Special Education –effective October 1, 2016 through June 30, 2017 – compensation at the Board approved hourly rate of \$11.00 per hour
5. School Psychologist – Special Education – **Chelsea Virgadamo** – four (4) year probationary appointment in the tenure area of School Psychologist - effective November 9, 2016 through November 8, 2020 – compensation at the annual level of \$58,500.00/10 months, prorated

6. Speech and Language Pathologist – **Judith Metelus** – four (4) year probationary appointment in the tenure area of Speech and Language Pathologist – effective October 5, 2016 through October 4, 2020 – compensation at the annual level of \$55,163/10 months, prorated – with additional appointment for Staff Development Training – effective October 5, 2016 through June 30, 2017 – compensation at the stipend of \$125.00 per day
7. Itinerant School Social Worker – **Michelle Robinson** – to provide support for the Port Byron and Union Springs school districts -four (4) year probationary appointment in the tenure area of School Social Worker – effective November 1, 2016 through October 31, 2020 – compensation at the annual level of \$50,095.00/10 months, prorated
8. Itinerant School Social Worker – **Lisa Marie Sokolowski** – .6 FTE Itinerant School Social Worker at the Union Springs School District– effective October 3, 2016 for the 2016-2017 school year – compensation at a prorated full time salary of \$50,095.00 on a .6 FTE basis – total salary of \$30,057.00/10 months
9. Cleaner – **Melissa Hopkins** - 52-week probationary appointment in the classified Civil Service position of Cleaner – effective October 3, 2016 through October 2, 2017- graded at the annual level of \$31,142.00/12 months
10. Teacher Aide – **Leanne Arnold** - fifty-two (52) week probationary appointment in the classified Civil Service position of Teacher Aide in a 1:1 Teacher Aide position for the Special Education Department - effective October 3, 2016 through October 2, 2017 - graded at the Board approved negotiated rate
11. Preventing and Managing Crisis Situation Presenter – **Erica Paddock** – effective August 22, 2016 for (5) five days – compensation at \$250.00 per day for up to five days
12. Summer Staff Development Training – effective for the 2016-2017 school year – compensation at the stipend of \$125 per day

First	Last	District	Workshop
Alexis	Abdo	Skaneateles	Shared Summer Workshops

13. Summer Staff Development Training – **Amanda Franco**, Union Springs School District - effective for the 2016-2017 school year – compensation at the stipend of \$125 per day
14. ISS Clerk Seasonal Help – **Eva Poupore** – effective December 1, 2016 through June 30, 2017 – compensation at the Board approved hourly rate of \$12.00 per hour
15. NTHS Advisor – **Kelly Bryant** – effective October 3, 2016 through June 30, 2017 for the 2016-2017 school year – remuneration will be \$600.00 per year prorated
16. Volunteer Chaperone – **Jeremy Smith** – for the Plant, Animal & Life Sciences program and FFA Club - effective for the 2016-2017 school year
17. Substitute Teacher, Substitute Teacher Aide & Substitute Teacher Assistant – **Micaela Tarby** for the Career & Technical Education programs – effective October 4, 2016 through June 30, 2017 for the 2016-2017 school year – compensation at the Board approved hourly rates of: Substitute Teacher & Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
18. Substitute Teacher, Substitute Teacher Aide & Substitute Teacher Assistant – **Stacey Schram, Rhonda Lee, Tammy Jo Rhodes, Robert Ratliff, Molly Sierzenga, Cathryn Dymond, Colleen Fitts and Mitchell Janes** - for the Compass, High School Equivalency, Adult Education, Career & Technical Education and Special Education programs – effective October 20, 2016 through June 30, 2017 for the 2016-2017 school year – compensation at the Board approved hourly rates of: Substitute Teacher & Substitute Teacher Assistant - \$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.

19. Substitute Clerks – to appoint **Rhonda Lee, Molly Sierzenga, Colleen Fitts and Tammy-Jo Rhodes** as Clerical Substitutes for the Career & Technical Education, Compass and Adult Education programs – effective for the 2016-2017 school year – compensation at the Board approved hourly rate of \$10.00 per hour
20. Teacher Assistant – **Scott Martin** - Career & Technical Education – four (4) year probationary appointment in the tenure area of Teaching Assistant – effective October 11, 2016 through October 10, 2020 – compensation at the annual level of \$21,900/10 months, prorated – with additional appointment as Substitute Teacher – effective October 11, 2016 through June 30, 2017 – compensation at the flat rate of \$15.00 extra pay per day or \$7.50 for half day
21. Teacher – Career & Technical Education – English Language Arts - **Amanda Triplett** – four (4) year probationary appointment in the tenure area of English Language Arts (7-12) – effective October 11, 2016 through October 10, 2020 – compensation at the annual level of \$55,000.00/10 months, prorated
22. Teacher Mentor – **Karen Savino**, Cosmetology Teacher, as mentor for Amanda Triplett, English Language Arts Teacher – effective October 20, 2016 through June 23, 2017 – compensation at a stipend of \$70 per day for up to 20 mentoring days
23. Substitute Teacher & Substitute Teacher Assistant – **Asa Fitts** –for the Compass Program – effective October 14, 2016 through June 30, 2017 for the 2016-2017 school year – compensation at the Board approved hourly rate of \$14.00 per hour
24. Substitute Teacher – **Dawn Taylor**, Compass Teacher Assistant – effective October 1, 2016 through June 30, 2017 – compensation at the flat rate of \$15.00 extra pay per day or \$7.50 for half day
25. Substitute Teacher, Substitute Teacher Aide & Substitute Teacher Assistant – **Chelsee Riker** for Career & Technical Education, Compass, TASC and Special Education programs – effective October 20, 2016 through June 30, 2017 for the 2016-2017 school year – compensation at the Board approved hourly rates of: Substitute Teacher & Substitute Teacher Assistant -\$14.00/hr. - Substitute Teacher Aide - \$11.00/hr.
- \*26. Teacher Aide – **Valerie Short** - appointment in the classified Civil Service position of .5 FTE Teacher Aide in a 1:1 Teacher Aide position for the Special Education Department - effective September 16, 2016 through October 5, 2016 - graded at the Board approved negotiated rate
- \*27. Teacher Aide – **Valerie Rivett** - fifty-two (52) week probationary appointment in the classified Civil Service position of .5 FTE Teacher Aide in a 1:1 Teacher Aide position and .5 FTE Teacher Aide for the CTS program in the Special Education Department - effective October 19, 2016 through October 18, 2017 - graded at the Board approved negotiated rate

**E. CHANGE IN APPOINTMENT STATUS**

1. Recommendation for Permanent Appointment for the following individuals in the Civil Service position of Teacher Aides and 1:1 Teacher Aides in the Special Education Department:

Monica Stein	effective September 28, 2016	Valerie Short	effective October 20, 2016
Todd Miller	effective October 1, 2016	Brittany Schram	effective September 21, 2016
Heather Maitland	effective October 13, 2016	Crystal Young	effective October 5, 2016
Cherri Maitland	effective September 21, 2016	Sydney Dinneen	effective October 26, 2016
Meghan Murray	effective September 21, 2016	Devon Greene	effective October 26, 2016
Cary Rielly	effective September 25, 2016	Elizabeth Dunbar	effective October 30, 2016
Cyndi Grevelding	effective October 26, 2016		
2. Recommendation for Permanent Appointment – **Robert Defendorf** - in the Civil Service position of Building Maintenance Helper – effective October 16, 2016
3. Change in Appointment Status – **Valerie Short** – from 0.5 FTE to 1.0 FTE Teacher Aide in the Special Education Department – effective October 6, 2016 - compensation at the graded Board approved negotiated rate – with additional appointment as a Substitute Teacher – effective October 6, 2016 through June 30, 2017 – compensation at the Board established rate of an additional \$.80 per hour

**NEW BUSINESS – FINANCIAL**

1. Recommendation for Approval of 2017-2018 Budget Development Calendar (attachment)
2. Recommendation for Approval - School Library System Operating Aid – to accept and approve expenditure of funds - effective July 1, 2016 through June 30, 2017 – in the amount of \$88,010
3. Recommendation for Approval – School Library System Supplemental Operating Aid – to accept and approve expenditure of funds - effective July 1, 2016 through June 30, 2017 – in the amount of \$46,022
4. Recommendation for Approval - School Library System Aid for Automation – to accept and approve expenditure of funds - effective July 1, 2016 through June 30, 2017 – in the amount of \$8,801
5. Recommendation for Approval – Cayuga-Onondaga Teacher Center Budget – effective July 1, 2016 through June 30, 2017 - in the amount of \$79,603
- \*6. Recommendation for Approval – Workforce Investment Act (WIA) Adult Basic Education and Literacy Services (Project # 2338-17-2077) to accept and approve the expenditure of funds – effective July 1, 2016 through June 30, 2017 – in the amount of \$45,000.00
- \*7. Recommendation for Approval – to approve the proposal from Hunt Engineering for architectural and engineering services related to the design and related work at the Center for Learning. All work and bidding is performed within the SED guidelines – cost in the amount of \$19,200.00 plus estimated expenses of \$2,500.00

**NEW BUSINESS – LEGAL**

1. Agreement – **Auburn Rehabilitation and Nursing Center** – to provide educational and clinical experiences for Practical Nursing, Nurse Assistant and Health Occupations students enrolled in BOCES programs – effective July 1, 2016 through June 30, 2017
2. Alternate Shelter Agreement – **Auburn Enlarged City School District** in the event that off-campus shelter sites are needed by BOCES
3. Addendum Agreement – **Glynlyon, Inc.** – to extend the term of agreement – renewal term effective July 1, 2016 through June 30, 2017
4. Agreement – **Rick Weinberg** – for the purpose of delivering instruction and support in the markerspace initiative for the 2016-2017 Technology Day on October 21, 2016 – compensation of \$1,200.00
5. Agreement – **Loretto Health and Rehabilitation Center** – BOCES will provide Loretto employees with Nurse Aide training for eight (8) Loretto employees, which shall include classroom instruction, clinical instruction, testing, physicals, books, titers, tuberculosis tests, uniforms and lab materials – effective October 26, 2016 to December 20, 2016 - payment to the BOCES in the amount of \$10,200.00



**NEW BUSINESS – MISCELLANEOUS**

- A. Second Reading and Adoption of the Opioid Policy
- B. First Reading of Revised BOCES-Wide School Safety Plan (Attached)
- C. Superintendent & Administrator Reports
  - 1. Every Student Succeeds Act (ESSA)
  - 2. Lead Update
- D. Committee Reports
  - 1. Facilities Update
- E. Board Member Reports
- F. Meetings/Workshops
  - NYSSBA Convention – October 27-28-29, 2016 – Buffalo, NY
  - COSBA Meeting – November 1, 2016 – 8:00 -9:00 in Board Room
  - Every Student Succeeds Act (ESSA) Forum – Tuesday, November 1, 2016 – 3:30 p.m.-5:30 p.m.
- G. Executive session for the purpose of discussing the employment history of a particular person(s)
- H. Next Board Meeting – November 17, 2016
- I. Adjournment