



**CAYUGA-ONONDAGA BOCES
COOPERATIVE BOARD MEETING
Thursday, September 21, 2017
6:00 P.M.**

1879 West Genesee Street Road, Auburn, NY 13021

Agenda

- 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 August 17, 2017
- F.** Treasurer's Report – August 31, 2017
- G.** Extra Classroom Activity Funds Report – August 31, 2017
- H.** BOCES Claims Auditor's Report – August 1, 2017 – August 31, 2017
- I.** BOCES Personnel Report
- J.** Presentation on BOCES External Audit Report and Recommendation for Approval – Insero & Co.
- K.** Introduction of Kim Demaio – 2017 NYACCE Adult Education Student of the Year – Steven Woodard

Enclosures:

- 1. Minutes of August 17, 2017
- 2. Treasurer's Report – August 31, 2017
- 3. Extra Classroom Activity Funds Report – August 31, 2017
- 4. Claims Auditor's Report – August 1, 2017 – August 31, 2017
- 5. BOCES Personnel Report
- 6. 2017 NYACCE Adult Education Student of the Year Nomination
- 7. Articles from the Citizen:
 - "Cayuga-Onondaga BOCES Set to Start Search for New District Superintendent" – August 25, 2017*
 - "Cayuga-Onondaga BOCES Cut Special Education Aide Positions but Kept Some Staff" – August 31, 2017*

NEW BUSINESS – FINANCIAL

1. Recommendation for Approval - School Library System State Grant Appropriations – to accept and approve expenditure of funds: Categorical Aid for Automation in the amount of \$8,806.00
2. Independent Evaluator – **Janet Cullen Abowd** – to provide evaluation services to requesting districts for a maximum of four (4) days – compensation at a rate of \$800.00 per day
- *3. Recommendation for Approval - (RSE-TASC) Regional Special Education Technical Assistance Support Centers contract for Special Education School Improvement Specialist (SEIS)– effective July 1, 2017 through June 30, 2018 – Budget Amount - \$217,949

NEW BUSINESS – LEGAL

1. Agreement – **Literacy Volunteers of Cayuga County, Inc.** – premises consisting of one room to be occupied by Literacy Volunteers at the Center for Learning on Allen Street – effective September 1, 2017 through August 31, 2018 – annual lease payment shall be \$7,000.00 payable in equal monthly installments of \$583.33. The June 2018 payment shall be in the amount of \$1,750 and shall include the months of June, July and August 2016
2. Agreement – **Auburn Enlarged City School District Universal Pre-Kindergarten Program** – to provide Full-Day Universal Pre-Kindergarten program services –the budget total will not exceed \$6,000 per child for a maximum of 6 children – effective for the September 1, 2017 - June 30, 2018 school year.
3. Agreement – **BoardDocs LT Web-Based Agenda Application** – agreement includes annual recurring license fee and one-time set up fee for a total of \$3,600.00

NEW BUSINESS – MISCELLANEOUS

A. Second Reading and Adoption of the Revised BOCES District-Wide School Safety Plan

B. Recommendation for Approval

1. Appointment of Chief Operating Officer to appoint **Chief Operating Officer Mark Vivacqua** for the 2017-18 school year, previously appointed April 12, 2017 - effective April 13, 2017 through December 31, 2017 and may be extended beyond December 31, 2017, by the mutual written agreement of the parties. Dr. Vivacqua shall be compensated at a rate of \$650.00 for each full day (7.5 hours or more) of work, as outlined in his employment contract
2. Appointment of Lead Search Consultant – to appoint **District Superintendent Christopher Todd** as the lead search consultant to replace District Superintendent Denise Dzikowski, and further authorizes District Superintendent Christopher Todd to incur expenses on behalf of the Cayuga-Onondaga BOCES related to the recruitment and selection of a District Superintendent of Schools and that the Center for Instruction, Technology & Innovation (CITI) shall be reimbursed for the same upon the submission of a claim.
3. Non-Instructional Agreement – to approve the salary, longevity and benefit policies for the group of non-represented, non-instructional employees for the 2017-18 and 2018-19 school years.

C. Recommendation for Acceptance of Donation

1. Electrical tools, equipment, supplies and materials from John Ludemann, per an itemized list, for the BOCES Applied Electrical Technology Program – estimated donation value of \$10,317.00

D. Superintendent & Administrator Reports

1. Report on Opening of 2017-18 School Year – Jessica Docteur
2. Update and Discussion on District Superintendent Search – Christopher Todd
3. Recurring Strategic Objectives
 - a) Policies & Practices
 - Feedback from Board members on policies from their home districts which authorize specific administrators to approve contracts for purchase of goods and services under a designated dollar amount
 - b) Governance Structure
 - Feedback from Board members on the results of their comparison of the 2005 Audit Committee charter and the proposed Audit Committee charter
 - c) Communication
 - Demonstration of digital signage – Tony Abbatiello
 - d) Fiscal Resources
 - Review of return of surplus reports – Peter Colucci
 - e) Facilities and Technology Infrastructure
 - Feedback from Board members on the draft Request for Proposal relative to a long-range facilities plan

E. Committee Reports

1. Audit Committee

F. Board Member Reports

G. Meetings/Workshops

- COSBA Meeting – Wednesday, September 27, 2017, 8:00 - 9:00 am in BOCES Board Room
- BOCES Open House –Thursday, October 5, 2017, 9:30 am – 7:30 pm
- NYSSBA Convention – October 12-14, 2017 – Lake Placid, NY

H. Executive session for the purpose of discussing the employment history of a particular person(s), collective negotiations, and review of the BOCES Building Level Safety Plan

I. Next Board Meeting – October 19, 2017 6:00 p.m.

J. Adjournment

PERSONNEL REPORT
CAYUGA-ONONDAGA BOCES
September 21, 2017

As recommended by Christopher Todd, Interim District Superintendent, the Cayuga-Onondaga BOCES Board accepts the resignations, approves the leaves of absence, the creation and abolition of positions, terminations, substitute appointments, staff appointments, changes in appointment status, provisional appointments, temporary appointments, probationary appointments, classified appointments, tenure appointments, and amendments, as listed in this Personnel Report, noting the salary, certification, and tenure status of all appointees, as appropriate.

Resignations

1. **Brittnay Vanderhoof** – Day Care Worker – effective August 18, 2017
2. **Amanda Triplett** – Integrated English Teacher in Career and Technical Education Department – effective August 31, 2017
3. **Rebecca Reed** – Special Education Teacher Aide – resignation to accept the position of Teacher Assistant in the Special Education Department - effective August 30, 2017
4. **Crystal Young** – Special Education Teacher Aide – effective August 30, 2017
5. **Joseph Bennett, Jr.** – Special Education Teacher Aide –effective August 30, 2017
6. **Lisa Marie Sokolowski** – Itinerant School Social Worker – effective September 7, 2017
7. **Dawn Noble** – Math Teacher in Career and Technical Education Department – resignation to accept the position in the Instructional Support Services Department – effective August 29, 2017
8. **Susan Deacon** – Special Education Teacher – effective September 29, 2017
9. **Jennifer Diana** – Itinerant Music Teacher – effective August 30, 2017
10. **Jason Dean** – Itinerant Technology Teacher – effective August 30, 2017
11. **Stipulation of Settlement Agreement** – between Patricia Baum and the Cayuga-Onondaga BOCES
12. **Patricia Baum** – Account Clerk Typist – effective October 31, 2017
13. **Amy Lansbury** – Special Education Teacher – effective October 12, 2017
14. **Natalie Scavone** – Data Administrator – resignation for purpose of retirement with request to continue traditional single health insurance into retirement – effective November 1, 2017

Leaves of Absence

1. **Jennifer Parker** – Health Related Occupations Teacher– request for a medical leave of absence with the use of 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 August 29, 2017 until October 1, 2017, or until released by her physician
2. **Colleen Henry** – Special Education Teacher Aide – request for a medical leave of absence with the use of 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 5, 2017 until September 13, 2017, or until released by her physician

Creation/Abolition of Position(s)

Terminations

Appointments – Substitute

1. Substitute Nurse – **Bernadine Oliver** – effective September 5, 2017 for the 2017-2018 school year – at the Board approved hourly rate of \$28.80
2. Substitute Nurse – **Lois Seamans** – effective September 5, 2017 for the 2017-2018 school year – at the Board approved hourly rate of \$28.80
3. Substitute Teacher for Regional Summer School – **Penelope Pitman** – effective July 5 through August 18, 2017 - at the approved rate of compensation, \$16.40/hour
4. Substitute Teacher/Substitute Clerk – **Heather Amodei** – effective September 1, 2017 for the 2017-2018 school year – at the Board approved hourly rate
5. Substitute Office Machine Operator – **Brian Burns** – effective September 12, 2017 – at the Board approved hourly rate of \$11.00

Appointments - Staff

1. Staff Development Training – effective for the 2017-18 school year – compensation at the stipend of \$125 per day:

First	Last	District	Workshop
Kristin	Hauge-Falcicchio	Cato-Meridian	Shared Summer Workshops
Jill	Abbott	Moravia	Shared Summer Workshops
Denise	Persampieri	Moravia	Shared Summer Workshops
Rich	Valentino	Moravia	Shared Summer Workshops
Jen	Locastro	Port Byron	Shared Summer Workshops
Jennifer	Donahue	Skaneateles	Shared Summer Workshops
Lisa	McGlynn	Skaneateles	Shared Summer Workshops
Christine	Pepper	Skaneateles	Shared Summer Workshops
Michele	Rogala	Skaneateles	Shared Summer Workshops
Mary	Clarisse	Union Springs	Shared Summer Workshops
Heather	Clark	Union Springs	Shared Summer Workshops
Lindsey	Clark	Union Springs	Shared Summer Workshops
Jason	Dean	Union Springs	Shared Summer Workshops
Jenna	Hickel	Union Springs	Shared Summer Workshops
Daniel	Smith	Union Springs	Shared Summer Workshops

2. Teacher Aides for In-Service Trainings – effective August 21, 2017 – compensation at Board approved hourly rate of \$18.23:

William Colvin	Kathleen Smith	Tommie Jo DeChick
Regina LaShomb	Carrie Miner	Melissa Besner
Glen Cummings	Elizabeth Meyers	Matthew Stevens

3. Teacher Aide – **Tracy Walczyk** – recalled from the Preferred Eligibility List – in the classified Civil Service position of Program Teacher Aide – effective August 31, 2017 – graded at the Board approved hourly rate of \$18.23 per hour, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00 per hour
4. Teacher Mentors – for newly hired Career and Technical Education Teachers – effective for the 2017-2018 school year – compensation for each mentor at a stipend of \$70 per day for up to 20 mentoring days:

Mark Fitzgerald – mentor for Tim Atkinson
Jon Schillace – mentor for Erin O’Hora
Al Pola – mentor for Shawn Durant

Change in Appointment Status

1. **Tiffany Gregg** – recalled from the Preferred Eligibility List – from 1:1 Teacher Aide to Teacher Aide in the Special Education Department – effective August 31, 2017 - compensation at the graded Board approved negotiated rate – with additional appointment as a Substitute Teacher – effective August 31, 2017 through June 30, 2018 – compensation at the Board established rate of an additional \$.80 per hour

Appointments – Provisional

Appointments – Temporary

Appointments – Probationary

1. Full-Time Day Care Worker – **Jaynie Ventura** – fifty-two (52) week probationary appointment – in the 12-month position of Full Time Day Care Worker, effective September 1, 2017 through August 31, 2018 – compensation at the annual salary of \$21,500
2. School Counselor – Special Education Department – **Kelly Benzing** – four (4) year probationary appointment in the special subject tenure area of School Counseling and Guidance – effective August 31, 2017 through August 30, 2021 – compensation at the annual level of \$56,500/10 months

3. Teacher – Special Education Department – **Matthew Parry** – four (4) year probationary appointment in the special subject tenure area of Education of Children with Handicapping Conditions-General Special Education – effective August 31, 2017 through August 30, 2021 – compensation at the annual level of \$50,095/10 months – with additional appointment for approved in-service training – effective August 31, 2017 through June 30, 2018 – compensation at the per diem rate of \$125.00
4. Teacher – Special Education Department – **David Cook** – four (4) year probationary appointment in the special subject tenure area of Education of Children with Handicapping Conditions-General Special Education – effective August 31, 2017 through August 30, 2021 – compensation at the annual level of \$52,083.28/10 months – with additional appointment for approved in-service training – effective August 21, 2017 through June 30, 2018 – compensation at the per diem rate of \$125.00
5. Teacher – Special Education Department – **Jaclin Clark** – four (4) year probationary appointment in the special subject tenure area of Education of Children with Handicapping Conditions-General Special Education – effective August 31, 2017 through August 30, 2021 – compensation at the annual level of \$56,000/10 months – with additional appointment for approved in-service training – effective August 31, 2017 through June 30, 2018 – compensation at the per diem rate of \$125.00
6. Teacher Aide – **Jennifer Richardson** – 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 August 31, 2017 through August 30, 2018 – compensation at the Board approved hourly rate of \$18.23 per hour, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00 per hour
7. Teacher Aide – **William Colvin** – 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 August 31, 2017 through August 30, 2018 – compensation at the Board approved hourly rate of \$18.23 per hour, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00 per hour
8. Teacher Aide – **Lynnsey Sorrentino** – 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 August 31, 2017 through August 30, 2018 – compensation at the Board approved hourly rate of \$18.23 per hour, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00 per hour
9. Teacher – Special Education Department – **Rebecca Robinson** – four (4) year probationary appointment in the special subject tenure area of Education of Children with Handicapping Conditions-General Special Education – effective August 31, 2017 through August 30, 2021 – compensation at the annual level of \$52,555/10 months – with additional appointment for approved in-service training – effective August 21, 2017 through June 30, 2018 – compensation at the per diem rate of \$125.00

10. Teacher – Career and Technical Education Department – **Timothy Atkinson** – four (4) year probationary appointment in the special subject tenure area of Trade Subjects-Machine Tool Operation/Machine Shop 7-12 – effective September 6, 2017 through September 5, 2021 – compensation at the annual level of \$55,000/10 months – with additional appointment for approved professional development and part-time Adult Education Instructor – effective September 1, 2017 through June 30, 2018 – compensation at the Board approved rates
11. Teacher – Career and Technical Education Department – **Shawn Durant** – four (4) year probationary appointment in the tenure area of English 7-12 – effective September 8, 2017 through September 7, 2021 – compensation at the annual level of \$57,000/10 months – with additional appointment for approved professional development – effective September 8, 2017 through June 30, 2018 – compensation at the Board approved rate
12. Teacher – Career and Technical Education Department – **Erin O’Hora** – three (3) year probationary appointment in the tenure area of Mathematics 7-12 – effective October 6, 2017 through October 5, 2020 – compensation at the annual level of \$53,000/10 months – with additional appointment for approved professional development – effective October 6, 2017 through June 30, 2018 – compensation at the Board approved rate
13. Teacher Assistant – Career and Technical Education Department – **Joshua Green** – four (4) year probationary appointment effective August 31, 2017 through August 30, 2021 – compensation at the annual level of \$21,000/10 months – with additional appointment for approved professional development and Substitute Teacher – effective August 31, 2017 through June 30, 2018 – compensation at the Board approved rates
14. Teacher Assistant – Career and Technical Education Department – **Keisha Boothman** – four (4) year probationary appointment effective August 29, 2017 through August 28, 2021 – compensation at the annual level of \$21,500/10 months – with additional appointment for approved professional development – effective August 31, 2017 through June 30, 2018 – compensation at the Board approved rate
15. Part-Time Day Care Worker – **Tammy Smith** – fifty-two (52) week probationary period effective September 18, 2017 through September 17, 2018 – compensation at the Board approved rate of \$10.00 per hour, not to exceed 29.5 hours per week
16. Part-Time Day Care Worker – **Pamela DeTomaso** – fifty-two (52) week probationary period effective September 25, 2017 through September 24, 2018 – compensation at the Board approved rate of \$10.00 per hour, not to exceed 29.5 hours per week
17. eLearning and Data Specialist - **Dawn Noble** – three (3) year probationary appointment in the tenure area of Instructional Support Services – Curriculum and Differentiated Instruction – effective August 29, 2017 through August 30, 2020 – compensation at the annual level of \$66,900/10 months – with additional appointment for up to twenty (20) days during the summer at her Board approved per diem rate
18. Instructional Technology Integration Specialist – **Catherine Cahill** – three (3) year probationary appointment in the special subject tenure area of Instructional Support Services – Curriculum and Differentiated Instruction – effective August 31, 2017 through September 1, 2020 – compensation at the annual level of \$65,000/10 months – with additional appointment for up to twenty (20) days during the summer at her Board approved per diem rate

- *19. Teacher Aide – **Kelly Germano** – 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 August 31, 2017 through August 30, 2018 – compensation at the Board approved hourly rate of \$18.23 per hour, with additional appointment as a Substitute Teacher Aide in the Special Education Department – effective 2017-2018 school year – compensation at the Board approved hourly rate of \$11.00 per hour
- *20. Teacher – Special Education Department – **Andrea Bennett** – four (4) year probationary appointment in the special subject tenure area of Education of Children with Handicapping Conditions-General Special Education – effective September 29, 2017 through September 28, 2021 – compensation at the annual level of \$50,095/10 months – with additional appointment for approved in-service training – effective September 29, 2017 through June 30, 2018 – compensation at the per diem rate of \$125.00

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 dates 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.

Appointments – Classified

1. Recommendation for Permanent Appointment – **Taylor Zona** to a permanent appointment in the classified Civil Service position of Computer Systems Technician, effective September 27, 2017
2. Recommendation for Permanent Appointment – **Melissa Hopkins** from fifty-two (52) week probationary appointment to a permanent appointment in the classified Civil Service position of Cleaner, effective October 3, 2017
3. Recommendation for Permanent Appointment – **Leanne Arnold** from the fifty-two (52) week probationary appointment to the permanent appointment in the classified Civil Service position of Teacher Aide for the Special Education Department, effective October 3, 2017

Appointments – Tenure

1. **Kimberly Manzare** – Special Education Teacher in the special subject tenure area of Education of Children with Handicapping Conditions – General Special Education – effective August 28, 2017

Amendments