MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
SULLIVAN COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Tuesday, March 20, 2012

The meeting of the Board of Education of the Sullivan County Board of Cooperative Educational Services was held in the Administration Building, Conference Room #1, 6 Wierk Avenue, Liberty, NY 12754, the meeting was called to order by Board President, Mr. Herbert F. Bauernfeind at 6:30PM.

ROLL CALL
UPON THE ROLL BEING CALLED, THE FOLLOWING WERE PRESENT:
BOARD MEMBERS: Herbert Bauernfeind
Linda Berkowicz
Paul Burckard
Gary Carlson
Frank Conklin (ARRIVED 6:35 pm)
Scott Mickelson
Bernard Olff (departed at 9:10 PM)
Simmie Williams, III

ABSENT: Steven Sharoff

ALSO IN ATTENDANCE: Lawrence Thomas, Barbara Blakey, Susan Schmidt, Pam Rourke, Lisa Pacht, AJ Berger, Denise Sullivan, Keith Menges, Jennifer Jessup and Donna Bright

Call to Order
The meeting was called to Order by President, Mr. Herbert F. Bauernfeind at 6:30 PM.

Pledge to the Flag
The Board President led the group in the Pledge to the Flag.

Special Action
- Appointment of Board Members
  On a motion by Linda Berkowicz, seconded by Bernard Olff, the Sullivan BOCES Board of Education appoints the following individuals to fill the Board Vacancies as stated below:

  Scott Mickelson, Tri-Valley CSD vacancy created by the resignation of Eugene Ganz
  Simmie Williams, Fallsburg CSD (at-large) vacancy created by the resignation of Vilma Wells

  Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion CARRIED. 5 - 0

- Administer Oath of Office to Newly Appointed Members
  The District Clerk administered the Oath of Office to the newly appointed members, Mr. Mickelson and Mr. Williams.

Public Forum
No public was present.
Approval of Minutes
On a motion by Gary Carlson, seconded by Bernard Olff, the Board of Education approves the minutes of the February 15, 2012, February 21, 2012, and March 6, 2012 Meetings of the Board of Education. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

Presentation
Sullivan BOCES Speech Teachers, Ann Martellock, Madeline Paciga, Marie Marino, and Ed Ehrenberg presented to the Board the various ways I-Pads are used in the classroom with students at Sullivan BOCES.

Financial Matters

- Approval of the Treasurer's Report
  On a motion by Paul Burckard, seconded by Scott Mickelson, the Board approves the Treasurer's Reports with balances ending January 31, 2012. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- CTE Equipment Reserve Resolution
  On a motion by Paul Burckard, seconded by Bernard Olff, the Board approves the following resolution:

  Resolved, upon the Recommendation of the Superintendent that the Sullivan County BOCES Board of Education approves the establishment of a Career and Technical Education (CTE) equipment reserve fund in accordance with the requirements, of Education Law, Section 1950 (4) (ee), as added by Chapter 530 of the laws of 1985, and the requirements of Section 170.3 (k) of the Regulations of the Commissioner of Education. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- Additional Alternate Single Signatories
  On a motion by Linda Berkowicz, seconded by Gary Carlson, the Board of Education approves the following Resolution:

  Be it resolved, the Board authorizes the Assistant Superintendent for Finance & Management Services and the Board Clerk as alternate single signatories on Sullivan BOCES checks.

  Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- NYCLASS Resolution
  On a motion by Linda Berkowicz, seconded by Gary Carlson, the Sullivan BOCES Board of Education approves the following Resolution:

  WHEREAS, the Sullivan BOCES, is currently a participant of the NYCLASS Program;

  WHEREAS, the Sullivan BOCES, has been notified of an amendment to the Cooperation Agreement governing NYCLASS which reflects that the Village of Potsdam will become the new Lead Participant and provides for changes to the investment Advisor from time to time as determined by the Governing Board of NYCLASS (the form of such Amendment which is attached hereto):

  WHEREAS, the District Superintendent recommends that the Sullivan BOCES Board of Education approve an Amendment to the Cooperative Liquid Assets Securities System Municipal Cooperation Agreement, in which certain terms are modified to reflect the change in the Lead Participant and Investment Advisor for the program.

  NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Sullivan BOCES does hereby authorize the District Superintendent to execute the amendment.
Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- **Lock Bid**
  On a motion by Paul Burckard, seconded by Linda Berkowicz, the Board awards the door lock bid in the amount of $18,191.64 for materials and $2,700 for installation to Diamond Door & Hardware, Inc. 52 O’Connell Road, Waymart, PA 18472. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- **Appropriation of Fund for BOCES RPEC Roof Project #59-90-00-00-0-013-015**
  On a motion by Paul Burckard, seconded by Linda Berkowicz, the Board authorizes that $645,000 of the BOCES capital fund be appropriated to the A Wing, B Wing and C Wing Roof Replacement Project # 59-90-00-00-0-013-015.

  Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- **SEQRA Resolution #1 for BOCES 2012 RPEC Roof Project #59-90-00-00-0-013-015**
  On a motion by Paul Burckard, seconded by Scott Mickelson, the Board approves the following resolution:

  BE IT RESOLVED, that the Sullivan County BOCES Board of Education, hereby declares the Sullivan County BOCES as the Lead Agency for purposes of the State Environmental Quality Review Act and regulations (SEQRA), associated with the 2012 RPEC Roofing Project.

  Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- **SEQRA Resolution #2 for BOCES 2012 RPEC Roof Project #59-90-00-00-0-013-015**
  On a motion by Paul Burckard, seconded by Scott Mickelson, the Board approves the following resolution:

  WHEREAS, the Sullivan County BOCES Board of Education (the “Board”) has considered the effect upon the environment of the proposed 2012 Roofing Project listed in the State Environmental Quality Review Act Process Record Sheet submitted at this meeting, and

  WHEREAS, the Board has received and reviewed the State Environmental Quality Review Act Process Record Sheet prepared and submitted in connection with the Project, now therefore

  BE IT RESOLVED, that the Sullivan County BOCES Board of Education, acting as Lead Agency for purposes of the State Environmental Quality Review Act and regulations (SEQRA), hereby determines that the Project is a Type II action which will not have a significant impact on the environment and is not subject to review under SEQRA.

  Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 - 0

- **Asst. Superintendent for Finance/Management Services Report**
  The Board reviewed the Asst. Superintendent for Finance/Management Services Report

- **Claims Audit Report**
  The Board reviewed the Internal Claims Audit Report for February 2012.
Personnel Matters

- **Motion to Table Personnel Matters**
  On a motion by Linda Berkowicz, seconded by Paul Burckard, the Board of Education moved to table the personnel matters to be acted on following an Executive Session. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion **CARRIED. 8 - 0**

Administrative Reports

The Board of Education reviewed the Administrators’ Report as presented. The Board asked Mr. Menges to include a list of the services that each district that participates in the Central Business Office purchase from BOCES. Mr. Menges will include that information in his report next month.

Action/Discussion Items

- **Adoption of 2012-2013 Calendars**
  On a motion by Scott Mickelson, seconded by Paul Burckard, the Sullivan County BOCES Board of Education adopts the 2012-2013 School Calendar and the 2012-2013 12 Month Employee Calendar as presented to the Board. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion **CARRIED. 8 - 0**

- **Audit Committee Board Representation**
  On a motion by Scott Mickelson, seconded by Paul Burckard, the Board of Education appoints Frank Conklin to sit on the Audit Committee as a Board Member Representative. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion **CARRIED. 8 - 0**

- **Expanding School Librarians usage of Common Core Learning Standards**
  On a motion by Linda Berkowicz, seconded by Simmie Williams, III, the Board of Education approves the Sullivan County BOCES participation in the Expanding School Librarians usage of Common Core Learning Standards Grant. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion **CARRIED. 8 - 0**

- **District Superintendent Report**
  The District Superintendent discussed the following topics with the Board:
  - School Board Academy – sign-ups for the sessions have been good, with around 16 participants for each session.
  - Reorganization Chart - meeting with the Administrators regarding organizational changes.
  - SJSEC Lease – meeting was held and the BOCES is working with Monticello CSD to finalize the lease, the current lease expires June 30th.

Meeting Schedule

- Next Regular Meeting - April 17, 2012
- BOCES Annual Meeting - April 3, 2012
- BOCES Budget Vote and Board Member Election - April 24, 2012

Board Member Comments

- Herbert Bauernfeind – Welcomed our new Board Members, Scott and Simmie, and wished them well.
- Scott Mickelson – Thanked Mr. Bauernfeind and stated that he is looking forward to working with the Board. He said that it will be tough filling Mr. Eugene Ganz’s shoes.
- Bernard Olff – Stated that he was inspired by the I-Pad presentation.
- Gary Carlson – Welcomed the two new Board Members. Gary stated that it is time for him to move on and announced that he will not be seeking another term. He said that Sullivan BOCES is a special entity and he has been great being on the Board. He will continue to serve on the BOCES Facilities Committee as a community member.
• Paul Burckard – Welcomed Scott and Simmie and stated that Gary will be greatly missed on the Board.
• Linda Berkowicz – Echoed the welcome wishes to Scott and Simmie and stated that she wished Gary would not leave the Board.
• Frank Conklin – Attended the State Issues Conference in Albany and distributed a handout from the conference.
• Simmie Williams – Thanked Donna Bright and Larry Thomas for all their help and is looking forward to his work on the Board.
• Paul Burckard – Discussed with the Board a potential issue with the Youngsville School’s property boundaries and recommended that the property be surveyed to alleviate future problems.

• **Motion to Obtain the Services of a Land Surveyor**
  On a motion by Paul Burckard, seconded by Gary Carlson, the Board authorized Lawrence Thomas and/or Susan Schmidt to obtain the services of a land surveyor to survey the property at the Youngsville School, Shandelee Road, Youngsville, NY. Upon a roll call vote being taken, the vote was: Aye: 8 Nay: 0. The motion CARRIED. 8 – 0

  It was the recommendation of several Board Members that George H. Fulton, 15 Main Street, Livingston Manor, NY be contacted to do the surveying.

*Bernard Olff departed the meeting.*

**Call for Executive Session**

• **Motion to Enter into Executive Session**
  On a motion by Scott Mickelson, seconded by Linda Berkowicz the Board approves the call for executive session at 10:00 PM for the purpose of discussing the following: personnel matters of a particular person or persons and contract negotiations. Upon a roll call vote being taken, the vote was: Aye: 7 Nay: 0. The motion CARRIED. 7 - 0

• **Motion to Return to Regular Session**
  On a motion by Scott Mickelson, seconded by Linda Berkowicz, the Board of Education returned to regular session at 11:25 PM. Upon a roll call vote being taken, the vote was: Aye: 7 Nay: 0. The motion CARRIED. 7-0

The following Action was taken:

**Approval of Personnel Matters**

On the recommendation of the District Superintendent and a motion by Scott Mickelson, seconded by Simmie Williams, the Board approves the following personnel matters. Upon a roll call vote being taken, the vote was: Aye: 7 Nay: 0. The motion CARRIED. 7-0

• **ESTABLISHING POSITIONS**
  On the recommendation of the District Superintendent, the Board approves establishing the following Positions:

<table>
<thead>
<tr>
<th>Title:</th>
<th>Shared Business Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE:</td>
<td>1.0</td>
</tr>
<tr>
<td>Reason:</td>
<td>District Request</td>
</tr>
<tr>
<td>Certification Required</td>
<td>Administrative or Civil Service Requirements</td>
</tr>
<tr>
<td>Department:</td>
<td>Business Office</td>
</tr>
<tr>
<td>Administrator Requesting</td>
<td>Susan Schmidt</td>
</tr>
<tr>
<td>Funding:</td>
<td>District Request</td>
</tr>
</tbody>
</table>
On the recommendation of the District Superintendent, the Board approves establishing the following Positions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Shared Transportation Dispatcher</th>
<th>FTE:</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason:</td>
<td>District Request</td>
<td>Salary:</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Certification Required:</td>
<td>Civil Service Requirements</td>
<td>Department:</td>
<td>Business Office</td>
</tr>
<tr>
<td>Administrator Requesting:</td>
<td>Susan Schmidt</td>
<td>Funding:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Shared Transportation Director</th>
<th>FTE:</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason:</td>
<td>District Request</td>
<td>Salary:</td>
<td>To Be Determined</td>
</tr>
<tr>
<td>Certification Required:</td>
<td>Civil Service Requirements</td>
<td>Department:</td>
<td>Business Office</td>
</tr>
<tr>
<td>Administrator Requesting:</td>
<td>Susan Schmidt</td>
<td>Funding:</td>
<td></td>
</tr>
</tbody>
</table>

- **LEAVES OF ABSENCE**
  On the recommendation of the District Superintendent, the Board approves the following Leaves of Absence:
  
  Sabrina Burton – Alternative Education Teacher effective February 22, 2012 through April 18, 2012 FMLA
  
  Jessica Garigliano -School Business Assistant effective June 6, 2012 through August 29, 2012 FMLA.
  
  On the recommendation of the District Superintendent, the Board approves the following Leaves of Absence:
  
  Edna Simpson – School Nurse effective March 13, 2012 through June 29, 2012 FMLA-Intermittent
  
  Lorraine Scardino – CTE Cosmetology Teacher effective March 5, 2012 through December 31, 2012 FMLA-Intermittent

- **RESIGNATIONS**
  On the recommendation of the District Superintendent, the Board approves the following Resignations:
  
  Jadine Roser – Special Education Teacher Aide effective February 21, 2012
  
  Diane Yaddow – Adult Education Teacher effective June 30, 2012

- **CHANGE IN RETIREMENT**
  On the recommendation of the District Superintendent, the Board acknowledges receipt of a letter dated March 13, 2012 to Change the retirement date from August 20, 2012 to June 30, 2012 for:
  
  Karen Labouseur-Special Education Teaching Assistant

- **AMENDED APPOINTMENT**
  On the recommendation of the District Superintendent, the Board approves the following Amended Appointment:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee # 1590</th>
<th>Position:</th>
<th>School Instructional Multi-Media Tech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary Period:</td>
<td>March 15, 2012 through June 14, 2012</td>
<td>Unit:</td>
<td>CSEA</td>
</tr>
<tr>
<td>Appointment Type:</td>
<td>Probationary Extension</td>
<td>Effective:</td>
<td></td>
</tr>
<tr>
<td>Salary:</td>
<td>No Change</td>
<td>Replacing/New:</td>
<td></td>
</tr>
<tr>
<td>F/P Status:</td>
<td>Returning employee</td>
<td>Special Notes:</td>
<td>Extension of probation to June 14, 2012</td>
</tr>
</tbody>
</table>

- **APPOINTMENTS**
  On the recommendation of the District Superintendent, the Board approves the following Appointments:

<p>| Name: | Patricia Ruggles | Position: | Teacher on Assignment – P/T |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Probationary Period</th>
<th>Effective:</th>
<th>Salary:</th>
<th>Replacing/New:</th>
<th>F/P Status</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Gruini</td>
<td>Adult Education Teacher P/T</td>
<td>N/A</td>
<td>February 29, 2012</td>
<td>$25.00/hour</td>
<td></td>
<td>Full Clearance</td>
<td>Manufacturing Teacher</td>
</tr>
<tr>
<td>Collen Velez</td>
<td>Early Childhood Education Teacher</td>
<td>N/A</td>
<td>March 15, 2012 through April 15, 2012</td>
<td>$242.34/day</td>
<td>Returning Employee</td>
<td></td>
<td>Long Term Substitute</td>
</tr>
<tr>
<td>Patrick Clark</td>
<td>Director of Human Resources P/T</td>
<td>Six months</td>
<td>March 26, 2012 through June 30, 2012</td>
<td>$32,000 (Pro-rated)</td>
<td></td>
<td>Emergency Conditional Appointment</td>
<td></td>
</tr>
<tr>
<td>Patrick Clark</td>
<td>Director of Human Resources P/T</td>
<td>N/A</td>
<td>March 26, 2012 to June 30, 2012</td>
<td>$306.51/day</td>
<td></td>
<td>Emergency Conditional Appointment</td>
<td></td>
</tr>
</tbody>
</table>

**PM PROGRAM APPOINTMENTS**

On the recommendation of District Superintendent, the Board approves the following PM Program Appointments:

PM Program – February 1, 2012 through June 21, 2012 (Returning employees)

Richard Salvemini – Teacher $43.75/hour
Roseanne Freeman - Teacher Aide $15.00/hour

**APPOINTMENT CORRECTION**

On the recommendation of the District Superintendent, the Board approves the following Appointment Corrections:

Donna Meehan - Technology Integration Specialist effective March 26, 2012. (Change in effective date).

**SUBSTITUTES**

On the recommendation of the District Superintendent, the Board approves the following Substitutes on an as-needed basis:

Christine Hillriegel – Nurse $120/day (Returning Employee)
Jamie Bell - Teacher Aide $55/day; Food Service Helper 8.70/hour; Typist 9.62/hour
Adjournment
On a motion by Scott Mickelson, seconded by Paul Burckard, the meeting of the Sullivan County BOCES Board of Education was adjourned at 11:25 PM. Upon a roll call vote being taken, the vote was:
Aye: 7 Nay: 0. The motion CARRIED. 7-0

Respectfully submitted,

Donna L. Bright, Clerk of the Board