

DUTCHESS CES

5 BOCES Road
Poughkeepsie, NY 12601

Trustees' Regular Meeting
October 19, 2016

Minutes

A Regular Meeting of the Dutchess County Board of Cooperative Educational Services was held at the Administration Building, 5 BOCES Road, Poughkeepsie, NY on Wednesday, October 19, 2016.

The following Board members were present:

Michael Riehl
Ralph Chiumento, Jr.
Ralph Coates
Dale Culver
Thomas Hurley

Absent:
Edward L. McCormick
Rob Rubin

Also present:
Richard Hooley, District Superintendent
Cora Stempel, Deputy Superintendent
Sherre Wesley, Assistant Superintendent
Norah Merritt, Executive Director – Human Resources
William Ball, Director – Educational Programs
Stuart Waxman, Esq.
Pamela Bass, Esq.
Mitchell Shron, Principal - CTI
James Fitzmaurice, BFA Representative
Daniel Wilson, Doctoral Student – Sage Graduate School
Nancy Pisanelli, Clerk of the Board

The meeting was called to order at 6:47 p.m. by Mr. Riehl,
Vice President.

Call to Order

All in attendance stood for the Pledge of Allegiance.

Pledge of Allegiance

Mr. Riehl called for a moment of silence in honor of upcoming
Veteran's Day.

District Superintendent's Report

The District Superintendent expressed appreciation to the Board in recognition of Governor Cuomo's proclamation of October 24th-28th as School Board Recognition Week. An assortment of pastries, prepared by the BOCES Culinary students, was presented to each Board member in appreciation of their Board service.

Dr. Hooley called for an Executive Session to discuss collective negotiations.

Dr. Hooley updated the Board on the successful first Regional State Planning Development ESSA (Every Student Succeeds Act) Meeting. Participants included the BOCES Cabinet and other administrators, School Board members, teachers, superintendents and students. The BOCES have been asked to host a follow-up meeting which will be scheduled some time in December or early January to collect public comments on the draft NY plan.

Dr. Hooley discussed research done on the BOCES bond vote. He proposes that we follow the model of other successful BOCES votes by setting up 3-4 voting locations in the County rather than at all 13 school districts. More information to follow.

The District Superintendent was happy to report that the BOCES first "Distinguished Student Award" was presented to Skyler McBride at her home school district's Board meeting (Spackenkill UFSD) on September 27th. An Alternative Education BETA student will receive this award next month at the Red Hook CSD Board meeting.

Meetings attended:

- Dr. Powell Retirement Dinner – September 22
- CSO meeting – September 23
- NYSCOSS conference in Saratoga Springs – September 25-27
- Education Foundation meeting – September 28
- DC School Nurse Dinner Meeting – October 5
- DC School Boards meeting – October 6
- Basic Public Information Officers Course – October 11 & 12
- Awards for Excellence (Mike Riehl, Jean Eyring) – October 13
- Wheels to Work Ceremony – October 14
- Critical Incident Stress Management Training – October 17 & 18
- ESSA State Planning Development Meeting – October 18

Upcoming meetings:

- Adult Education Graduation Ceremony at the Cuneen-Hackett Theater - October 20
- CSO meeting – October 21
- District Superintendent meeting in Albany – October 24 & 25
- Superintendent's Conference Day – October 26
- NYSSBA in Buffalo – October 27 - 29

Handouts:

- Letter to Sue Serino and DiDi Barrett
- BOCES Spotlight, October 2016
- Grants Update, October 2016
- BOCES Financial Statements and Supplementary Information- June 30, 2016
- BOCES Agency-wide Emergency Plan 2016-17

Motion by Mr. Culver, seconded by Mr. Chiumento and carried unanimously to approve the October 19, 2016 Board agenda as amended to include a contract with the National Research Center for Career and Technical Education and also to go into executive session to discuss collective negotiations.

Approval of Agenda

Motion by Mr. Chiumento, seconded by Mr. Culver and carried unanimously to go into executive session at 6:55 p.m. to discuss collective negotiations.

Executive Session

Motion by Mr. Hurley, seconded by Mr. Coates and carried unanimously to return to regular session at 7:15 p.m.

Regular Session

There were no public comments

Public Comments

Motion by Mr. Chiumento, seconded by Mr. Coates and carried unanimously to approve the minutes of the regular meeting of September 21, 2016.

**Minutes of
Regular Meeting**

Motion by Mr. Culver, seconded by Mr. Chiumento and carried unanimously to approve the following reports and recommendations:

Treasurer's Report for the month of August 2016

Treasurer's Report

Budget Modifications # 16-17-035-067

**Budget
Modifications**

Budget Transfers in excess of \$10,000

Budget Transfers

Budget Transfers Report (information only)

**Budget Transfers Report
(information only)**

Internal Claims Audit Report for 2016

Internal Claims Report

<u>Description</u>	<u>Vendor(s)</u>	<u>Period</u>	<u>Amount</u>
Computer/Technology Hardware, Software and Related Equipment	Toshiba Business Solutions	60 Months	Estimated \$48,368.14
Millbrook CSD			

**Resolution #16-17-10-11
Financing of Capital
Equipment
w/Millbrook CSD**

BE IT RESOLVED, that the Board of Cooperative Educational Services of Dutchess County authorizes the Assistant Superintendent for Business Services and/or the Purchasing Agent to enter into a purchase and deferred payment plan for the installation of computer/technology hardware, software and related equipment with Toshiba Business Solutions, to be effective on or about November 15, 2016. The Agreement will be for a period not to exceed 60 months for the Millbrook Central School District, wherein the BOCES shall be obligated to pay a total estimated to be \$48,368.14 over 60 months in accordance with the provisions of the Eastern Suffolk BOCES Bid #2017-044-0421 Networked Copiers.

This deferred payment plan shall be used to purchase and install the above-named computer equipment in support of the programs under COSER #A519. The equipment and related components are needed to implement the above-described program at the Millbrook Central School District. Furthermore, deferred payment of capital equipment is in the best financial interest of Dutchess BOCES because it will enable the Millbrook Central School District, under the auspices of BOCES, to participate in the instructional program without resorting to a large single-year expenditure.

Accordingly, it is recommended that the Board authorizes by this Resolution the execution of necessary documents in the amount estimated to be \$48,368.14 plus no interest over a period of 60 months. The execution of this Resolution is based upon the Millbrook Central School District Board approval at their October 3, 2016 meeting.

<u>Description</u>	<u>Vendor(s)</u>	<u>Period</u>	<u>Amount</u>	Resolution #16-17-10-12 Financing of Capital Equipment BOCES Print Shop
Computer/Technology Hardware, Software and Related Equipment	Toshiba Business Solutions	60 Months	Estimated \$242,118.60	
Dutchess BOCES Print Shop				

BE IT RESOLVED, that the Board of Cooperative Educational Services of Dutchess County authorizes the Assistant Superintendent for Business Services and/or the Purchasing Agent to enter into a purchase and deferred payment plan for the installation of computer/technology hardware, software and related equipment with Toshiba Business Solutions, to be effective on or about November 15, 2016. The Agreement will be for a period not to exceed 60 months for the Dutchess BOCES Print Shop, wherein the BOCES shall be obligated to pay a total estimated to be \$242,118.60 over 60 months in accordance with the provisions of the Eastern Suffolk BOCES Bid #2017-044-0421 Networked Copiers.

This deferred payment plan shall be used to purchase and install the above-named computer equipment in support of the programs under COSER #A519. The equipment and related components are needed to implement the above-described program at the Dutchess BOCES Print Shop.

Furthermore, deferred payment of capital equipment is in the best financial interest of Dutchess BOCES because it will enable Dutchess BOCES to participate in the instructional program without resorting to a large single-year expenditure.

Accordingly, it is recommended that the Board authorizes by this Resolution the execution of necessary documents in the amount estimated to be \$242,118.60 plus no interest over a period of 60 months. The execution of this Resolution is based upon Dutchess BOCES Board approval at the September 21, 2016 meeting.

<u>Description</u>	<u>Vendor(s)</u>	<u>Period</u>	<u>Amount</u>
Computer/Technology Hardware, Software and Related Equipment	Toshiba Business Solutions	48 Months	Estimated \$160,772.43

**Resolution #16-17-10-13
Financing of Capital
Equipment
BOCES Computers**

Dutchess BOCES

BE IT RESOLVED, that the Board of Cooperative Educational Services of Dutchess County authorizes the Assistant Superintendent for Business Services and/or the Purchasing Agent to enter into a purchase and deferred payment plan for the installation of computer/technology hardware, software and related equipment with Toshiba Business Solutions, to be effective on or about November 15, 2016. The Agreement will be for a period not to exceed 48 months for Dutchess BOCES, wherein the BOCES shall be obligated to pay a total estimated to be \$160,772.43 over 48 months in accordance with the provisions of the Eastern Suffolk BOCES Bid #2017-044-0421 Networked Copiers.

This deferred payment plan shall be used to purchase and install the above-named computer equipment in support of the programs under COSER #A519. The equipment and related components are needed to implement the above-described program throughout Dutchess BOCES. Furthermore, deferred payment of capital equipment is in the best financial interest of Dutchess BOCES because it will enable Dutchess BOCES to participate in the instructional program without resorting to a large single-year expenditure.

Accordingly, it is recommended that the Board authorizes by this Resolution the execution of necessary documents in the amount estimated to be \$160,772.43 plus no interest over a period of 48 months. The execution of this Resolution is based upon Dutchess BOCES Board approval at the September 21, 2016 meeting.

Motion by Mr. Chiumento, seconded by Mr. Culver and carried unanimously to approve the retirement, resignations, appointments and tenure as listed below:

**Employment of
Personnel**

Retirement, with appreciation, of **Doreen Tuttle**, Teacher – Speech and Hearing Handicapped, effective November 1, 2016

**Retirement
Certificated**

Resignation of **Brigid Casson**, Teaching Assistant, effective October 14, 2016

**Resignations
Certificated**

Resignation of **Catherine Welshman**, Teacher Aide, effective September 16, 2016

Appointment of **Michelle Palmieri**, Technology Integration Specialist, at a salary of \$55,000, 1.0 FTE (10 month pro-rated) with a probationary period from November 2, 2016 to November 1, 2020, effective November 2, 2016

**Appointments
Certificated**

Appointment of **Robin Anne Scott**, Teacher – Math, at a salary of \$52,136, MA2, 0.6 FTE (10 month pro-rated) with a probationary period from September 27, 2016 to September 26, 2020, effective September 27, 2016

Appointment of **Amy Silverman**, Teacher – Speech and Hearing Handicapped, at a salary of \$58,556, MA5, 1.0 FTE (10 month pro-rated) with a probationary period from October 13, 2016 to October 12, 2020, effective October 13, 2016

Appointment of **Karen Hahn**, Teaching Assistant, at a salary of \$27,905, Step 15, 1.0 FTE (10 month pro-rated) with a probationary period from September 26, 2016 to September 25, 2019, effective September 26, 2016

Appointment of **Barbara Norton**, Teaching Assistant, at a salary of \$17,145, Step 1, 1.0 FTE (10 month pro-rated) with a probationary period from September 26, 2016 to September 25, 2020, effective September 26, 2016

Appointment of **Christina Mark**, Administrative School Secretary, at a salary of \$49,000, 1.0 FTE (12 months), with a probationary period of twenty-six weeks, effective November 1, 2016

Appointment of **Elizabeth Ward**, Custodial Worker, at a salary of \$26,579, Step 2, 1.0 FTE (12 months), with a probationary period of twenty-six weeks, effective October 13, 2016

Appointment of **Heather Harkins**, Teacher Aide, at a salary of \$17,336, Step 3, 1.0 FTE (10 months), with a probationary period of twenty-six weeks, effective November 1, 2016

Temporary/Short Term Employees are hired under an incidental contract to complete a specific task within a specific period of time.

**Temporary Short-Term
Employees
MAXIMUM
TOTAL**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>RATE</u>	<u>TOTAL</u>
Anderson, Mary Ellen	Nurse (7/1-8/18/2016)	\$21.71/Hr.	\$1,000.00
Arciuolo, Nancy	Teaching Nursing Students	\$70.38/Hr	\$1,970.64
Bradshaw, James E.	Repairs to well pump controls	\$100.00/Hr	\$1,200.00
Butler, Robert	Program Developer, Adult Learning Inst.	\$25.00/Hr	\$15,000.00
Bynum, Jan	Adult Education Technologies/Trade Instructor	\$25.00/Hr	\$5,000.00
Calcagni, Scott	Schedule Specials Classes	\$42.32/Hr	\$211.60
Callahan, Sandra	Opening & Closing Responsibilities	\$69.37/Hr	\$7,283.85
Casson-Daly, Bridget	Assist with Classroom Setup at CTI, Pegasus	\$15.00/Hr	\$210.00
Clark, Jennifer	Teaching Nursing Students	\$35.54/Hr	\$248.78
Cordato, Patricia	Assist in Accounts Payable Department	\$25.50/Hr	\$3,000.00
Coxen, John	Bus Driver train for Basic Bus Driver Course	\$35.00/Hr	\$315.00
Dama, Ian	Long term substitute for Auto Body Program	\$31.25/Hr	\$2,300.00
Davey, Lisa	Schedule Specials Classes	\$13.56/Hr	\$67.80
Delmerico, Sally	Photography Instructor for Adult Learning	\$25.00/Hr	\$1,000.00
DeMan, Susan T.	Nursing Assistant Instructor	\$25.00/Hr	\$9,000.00
DeWald, Maria	Coordinator of Arts in Education	\$50.00/Hr	\$14,000.00
Duncan, Fredrick A.	Fill-In for HVAC program & NORA Exams	\$25.00/Hr	\$1,000.00
Eyring, Eric	General Custodial and Maintenance Work	\$12.00/Hr	\$1,440.00
Fiorile, Marjory	Teaching Nursing Students, 4 days review	\$61.72/Hr	\$1,728.16
Garrison, Kathleen	Opening & Closing Responsibilities	\$51.91/Hr	\$5,450.55
Goehring, Paula	Schedule Specials Classes	\$68.92/Hr	\$344.60
Graffam, Mark	Mechanical and Maintenance Duties	\$25.00/Hr	\$5,000.00
Greenberg-Wolf, Fern	Summer Intakes	\$75.99/Hr	\$3,799.50
Haber, Sharon	COTA Services	\$38.00/Hr	\$19,150.00
Jacobs, Jodiah	Schedule Specials Classes	\$57.24/Hr	\$286.20
Jacobs, John	Teach Middle School Enrichment Duties	\$31.50/Hr	\$315.00
Janso, Giulia	Part Time Hourly Adult Education Counselor	\$25.00/Hr	\$9,000.00
Kelly, Catherine Jean	Curriculum Room Coverage	\$46.80/Hr	\$1,170.00
Kimmel, William	Long Term Substitute for Trade Electricity	\$31.50/Hr	\$8,820.00
Kissam, Deborah	Assist with Classroom Setup at CTI, Pegasus	\$15.00/Hr	\$195.00
Lamanna, Ashley	Cosmetology Summer Hours	\$30.00/Hr	\$1,260.00
Lanspery, Darren	School Library System Coordinator	\$40.00/Hr	\$31,000.00
Larkin, William Jr.	Welding Instruction, Adult Learning Institute	\$25.00/Hr	\$7,800.00
Lentine, John	Instructing Veteran Computer Programs	\$25.00/Hr	\$12,500.00
Listner, Estelle	Assist with Classroom Setup at CTI, Pegasus	\$15.00/Hr	\$30.00
Litwin, Kirstin	School Counselor	\$52.93/Hr	\$6,351.60
MacNeil, Christine	Teaching Nursing Students, PT Program	\$45.31/Hr	\$951.53
Marrone, Rosanne	Teaching Nursing Students, PT Program	\$68.74/Hr	\$721.77
McGrew, Samantha	Part time hourly Adult Education	\$25.00/Hr	\$9,000.00
Miller, Jeri	Incidental Teacher of the Deaf	\$60.00/Hr	\$43,200.00
Moraca, David	Bus Driver Trainer for 30 hr Basic Course	\$35.00/Hr	\$385.00
	19A Bus Examiner to observe/test	\$25.00/Hr	\$300.00
Myers, Madeleine	Teaching Nursing Students, Full-time program	\$74.52/Hr	\$4,173.12
Myers, Sharon	Summer Hours Cosmetology	\$48.21/Hr	\$2,700.00
Peregrine, Carol	Schedule Specials Classes	\$70.57/Hr	\$352.85
Peura, Mark	P/T Hourly Building Science, Adult Education	\$25.00/Hr	\$3,000.00
Piquet, Trevor	P/T Hourly Adult Education Instructor	\$25.00/Hr	\$1,000.00

Polera, Patricia	Assist with Classroom Setup at CTI, Pegasus	\$15.00/Hr	\$367.50
Reid, Rosalia	Conduct Intakes	\$63.84/Hr	\$1,912.50
Ricci, Lorraine	OTR Services	\$61.81/Hr	\$15,500.00
Rosa, Salvatore	Schedule Special Classes	\$57.24/Hr	\$286.20
Schultz, Kelly	Assist with Classroom Setup at CTI, Pegasus	\$15.00/Hr	\$82.50
Schultz, Martha	Set up newly built classroom at CTI, Pegasus	\$50.00/Hr	\$775.00
Sita, Maria	New York State Alternate Assessment	\$61.70/Hr	\$802.10
Smith, Tracey	New York State Alternate Assessment	\$73.56/Hr	\$956.28
Somma, Matthew	Teach Middle School Enrichment	\$31.50/Hr	\$315.00
Straebler, Jeanette	Setting up Work based Learning program	\$50.00/Hr	\$650.00
Tommasino, Lorraine	Phlebotomy Instructor	\$25.00/Hr	\$15,000.00
Treadwell, George	Bus Driver Trainer for Basic Course	\$35.00/Hr	\$1,977.50
Urbanak, Tara	Summer Intakes	\$54.26/Hr	\$1,953.36
Van Houten, Rebecca	Provide Speech Services per students IEP's	\$35.00/Hr	\$1,470.00
Virgilio, Kelley	Bus Driver Trainer for 30 hr Basic Course	\$35.00/Hr	\$315.00
Ward, Elizabeth	Painting and Cleaning	\$15.00/Hr	\$6,600.00

Appointment – Substitutes:

**Appointments
Substitutes**

<u>NAME</u>	<u>JOB TITLE</u>	<u>RATE</u>
Jarc, Tina	Teacher	\$70/day
Nesheiwat, Ghazi	Teacher	\$70/day
Pickett, Liam	Certified Teacher & Teaching Asst	\$80/day
Povall, Thomas	Certified Teacher	\$80/day
White, Jessica	Teacher/Teaching Asst/Teacher Aide	\$70/day
Gigliotti, Sarah	Teaching Assistant	\$63/day
Militello, Nicole	Teaching Asst/Teacher Aide	\$63/day
Encarnacion, Genesis	Teacher Aide	\$63/day
Randall, Kate	Teacher Aide	\$63/day
Ballard, Jennett	Youth Aide	\$14.25/hr
Hammond, Holly	Teacher/Teaching Asst/Teacher Aide/ Youth Aide	\$14.25/hr
Haslem, Karen	Youth Aide	\$14.25/hr
Losee, Jill	Youth Aide	\$14.25/hr

Appointment – Substitutes/Part Time/Hourly

**Appointments
Substitutes/Part Time/
Hourly**

<u>NAME</u>	<u>JOB TITLE</u>	<u>RATE</u>
Caviglia, Gloria	Hourly Adult Ed Instructor	\$20/hr
Dimisko, Al	Hourly Adult Ed Instructor	\$20/hr
Hacker, Cynthia	Hourly Adult Ed Instructor	\$20/hr
Foscaldi, Jeanine	Hourly Adult Ed Instructor	\$20/hr
Imperiale, Jason	Hourly Adult Ed Instructor	\$20/hr
Mann, David	Hourly Adult Ed Instructor	\$20/hr
Molinaro, Louis	Hourly Adult Ed Instructor	\$20/hr
Pruner, Relsiea	Hourly Adult Ed Instructor	\$20/hr
Traudt, Marcy	Hourly Adult Ed Instructor	\$20/hr
Wasserman, Claire	Hourly Adult Ed Instructor	\$20/hr
Williams, Mary Ann	Hourly Adult Ed Instructor	\$20/hr

Resignation - Substitutes

<u>NAME</u>	<u>EFFECIVE DATE</u>
Costello, Bridget	06/24/16
Dempsey, Joseph	06/24/16
Grady, Marthalene	06/24/16
Graffam, Abigail	06/24/16
Greig, Melissa	06/24/16
Hartmann, Robin	06/24/16
Hahn, Karen	09/23/16
Haubrich, Leanne	06/24/16
Hernandez, Zabida	06/24/16
Kelly, Ollie	03/09/16
McCord, Kate	06/24/16
McCullough, Patricia	06/24/16
Morgan, Brittany	02/25/16
Reilly, Francine	06/24/16
Sala, Darcy	04/29/14
Sterbenz, Andrea	06/24/16
Sucato-Watkins, Jessica	06/24/16
Van Loon, Veronica	06/24/16
Veach, Chelsea	03/11/16
Wohlfahrt, Kaitlin	06/24/16

**Resignations
Substitutes**

Resignations – Part Time/Hourly

<u>NAME</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>
Blauvelt, Kim	Hourly Adult Ed Instructor	04/29/16
Clear, Maria	Hourly Adult Ed Instructor	04/29/16
Ketcham, Tina	Hourly Adult Ed Instructor	09/14/16
McGrew, Samantha	Hourly Adult Ed Instructor	10/06/16

**Resignations
Part Time/Hourly**

Tenure granted to **Erin Piquet**, Staff Specialist, RSE TASC, effective November 14, 2016

**Tenure
Certificated**

There were no other requested items

Other Requested Items

Mr. Riehl, Audit Committee Chair, referenced the Financial Statements and Supplementary Information distributed to the Board

Committee Reports

Motion by Mr. Culver, seconded by Mr. Chiumento and carried unanimously to approve the one-year extension of the Radware Service Agreement from June 15, 2016 through June 14, 2017

**Radware Service
Agreement**

Motion by Mr. Chiumento, seconded by Mr. Coates and carried unanimously to approve the mentoring stipend of \$1,584.32 for Kathryn McCormick, Mentee / Sandra Koenig, Mentor Patrick Foote, Mentee / Rosanne Marrone, Mentor
The service provided will be prorated, effective October 7, 2016.

**Mentor Program
Recommendation**

Motion by Mr. Chiumento, seconded by Mr. Culver and carried unanimously to approve the Lead Evaluator Training for Principal Evaluators-Recertification for William Ball and Norah Merritt

**Lead Evaluator
Training for Principal
Evaluators**

Motion by Mr. Culver, seconded by Mr. Coates and carried unanimously to approve the Memorandum of Agreement between the BOCES Support Staff Association (“SSA”) and Dutchess County Board of Cooperative Educational Services (“BOCES”) dated October 5, 2016

**Memorandum of
Agreement between
BOCES and SSA**

Motion by Mr. Chiumento, seconded by Mr. Culver and carried unanimously to accept the Audited Financial Statements for the year ended June 30, 2016

**Audited Financial
Statements June 30, 2016**

Motion by Mr. Culver, seconded by Mr. Coates and carried unanimously to accept the following policies as a final reading:
5122 – Grievance Procedure for Title IX Regulations
5151 – Temporary and Part-Time Employees
5630 – Facilities: Inspection, Operation and Maintenance
6321 – Custodial/Non-Custodial Parents
7111 – Fire Drills and Bomb Threats

Policies – Adopted

Motion by Mr. Culver, seconded by Mr. Chiumento and carried unanimously to adopt the Dutchess BOCES Agency-wide Emergency Plan as posted on the Dutchess BOCES website.

**BOCES Agency-wide
Emergency Plan**

Motion by Mr. Hurley, seconded by Mr. Culver and accepted, with appreciation, a donation from Paul Pancio of a John Deere Mower for the CTI Small Engines Program

Donation

Motion by Mr. Culver, seconded by Mr. Chiumento and carried unanimously to approve the disposal and deletion of miscellaneous items

**Disposal and Deletion
of Equipment**

Motion by Mr. Culver, seconded by Mr. Hurley and carried unanimously to approve the contract with the National Research Center for Career and Technical Education at the Southern Regional Education Board to provide professional development on the Literacy-in-CTE model. The total contract amount is \$19,250. Work is scheduled to begin the week of October 24, 2016.

**National Research
Center for CTE
Contract**

Motion by Mr. Culver, seconded by Mr. Chiumento and carried unanimously to adjourn at 7:20 p.m.

Adjournment

Nancy Pisanelli
Clerk of the Board