

WAYNE-FINGER LAKES BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Wayne-Finger Lakes BOCES, Eisenhower Building, Finger Lakes Conference Room
Newark, NY

REGULAR BOARD MEETING MINUTES FOR THURSDAY, APRIL 12, 2018

The Regular Meeting of the Wayne-Finger Lakes Board of Cooperative Educational Services Sole Supervisory District, Ontario, Seneca, Yates, Cayuga and Wayne Counties, was held Thursday, April 12, 2018 in the Finger Lakes Conference Room, Eisenhower Building, Newark, NY.

CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Board President O.J. Sahler

EXECUTIVE SESSION

Board Members Present: Jeanne Durfee; Michael Ellis; Lynn Gay; Joseph McNamara; Terrie Meyn; Anne Morgan; Philip Rose; O.J. Sahler; Nancy Scher

Board Members Absent: None

A motion was made by Ms. Gay and seconded by Mr. McNamara to move to executive session for the purpose of negotiations pursuant to Article 14 of the Civil Service Law.

The motion was carried with a vote of 9-yes; 0-no. Time: 6:03 p.m.

Time out of executive session: 6:15 p.m.

REGULAR MEETING

Due to tonight's Annual Meeting, the Regular Board Meeting consisted of business items only.

Board Members Present: Jeanne Durfee; Michael Ellis; Lynn Gay; Joe McNamara; Terrie Meyn; Anne Morgan; Philip Rose; O.J. Sahler; Nancy Scher

Board Members Absent: None

Others Present: Deputy Superintendent Scott Bischooping; Associate Superintendent for Instruction Bonnie Lindsay; Assistant Superintendent for Administration Keith Henry; Director of K-12 Instruction Erin Fairben; and Board Clerk Cindy Murray

The regular meeting reconvened at 6:15 p.m.

PLEDGE OF ALLEGIANCE

President Sahler led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

A motion was made by Ms. Meyn and seconded by Ms. Morgan to approve the agenda as written.

The motion was carried by a vote of 9-yes; 0-no.

APPROVAL OF THE MINUTES – Regular Board Meeting of March 6, 2018

A motion was made by Mr. Ellis and seconded by Ms. Gay to approve the regular board meeting minutes of March 6, 2018 as written.

The motion was carried by a vote of 9-yes; 0-no.

OLD BUSINESS

Policies – Second Reading

A motion was made by Mr. Rose and seconded by Ms. Durfee to adopt the following policies:

1. P4433 Supplies and Equipment Purchased for Itinerant Staff Members
2. P4439 Financial Accountability: Allegations of Fraud
3. P4440 Accountability for BOCES Funds
4. P4442 Sales and Service Rates
5. P4471 Purchasing of Supplies and Materials for Educational Programs
6. P4480 Use of Federal Funds for Political Expenditures
7. P4510 Facilities Planning
8. P4513 Purchase or Lease of BOCES Property/Facilities
9. P4514 Change of Use and/or Closing of Facilities
10. P4521 Mileage
11. P4530 Safety/Security
12. P4531 Hazard Communication Standard
13. P5301 Summary of Non-Bargaining Unit Administrator Benefits

The motion was carried by a vote of 9-yes; 0-no.

FINANCE

A motion was made by Ms. Gay and seconded by Ms. Scher to approve the following finance items:

- a. Treasurer's Report for General and Special Aid for Month Ending February 2018 - Routine reports were accepted and placed on file.
- b. Budget Status Reports for General, Administration & Special Aid for Month Ending February 2018 – Routine reports were accepted and placed on file.
- c. Budget Change Summary – Routine report was approved and placed on file.
- d. Routine Action Items
 1. Bid Awards
 - a. WFL 2018-27R Cooperative Calculators – Awarded to the lowest responsive and responsible bidder:
Group I - AFP Industries, Inc. of Miami, FL for estimated quantities for W-FL BOCES in the amount of \$574.13.
GROUP II - Scantex Business Systems of Atlanta, GA for items not listed in GROUP I should the need arise.
 - b. WFLRFP 2018-48 Unemployment Insurance Representation & Cost Control Services -
Awarded to DeGroot Management Services in the estimated amount of \$6,594.22 (\$1.25/employee) for the unemployment representation and cost control services for the initial contract term of 7/1/18 through 6/30/19.

- c. REJECT - WFLVC 2019-06 Auto Technology & Auto Body Supplies – Rejected the bid received due to lack of competition; will be going back out to bid.
- d. WFLVC 2019-09 Nurses Uniforms – Awarded to the lowest responsive and responsible bidder for estimated quantities to Bayberry Uniform Shop of Liverpool, NY in the amount of \$26,507.00 for items in Section A and to utilize Section B vendors should the need arise.
- e. WFLVC 2019-08 Health Careers Supplies & Kits – Awarded to the two lowest responsive and responsible bidders for estimated quantities to Henry Schein, Inc. of Melville, NY and Pocket Nurse of Monaca, PA in the amounts of \$245.83 and \$13,948.01 respectively for items in Section A and to utilize Section B vendors should the need arise.
- f. WFL RFP 2016-73 Personalized Learning in K-12 Setting – Awarded renewal to the following vendors as pre-qualified vendors for Personalized Learning Consultants for services through April 30, 2019:

Better Lesson Inc.	Cambridge MA	
Dellicker Strategies, LLC.	Germansville PA	
Discovery Education, Inc.	Silver Spring MD	*
Education Elements, Inc.	San Carlos CA	

*Renewal note:

Discovery Education, Inc. of Silver Spring, MD opted to extend to a short term extension through June 30, 2018; not for the entire additional one year term.

- g. WFLRFP 2017-45 Website Design, Development, Implementation, Maintenance & Hosting – Approved renewal to the following pre-qualified vendors for the Website Design, Development, Implementation, Maintenance and Hosting Services RFP through November 30, 2018.

Blackboard	-	Washington DC
Finalsite	-	Glastonbury CT

- h. REJECT - WFLVC 2019-10 Nursing Textbooks & Related Items – Rejected all bids to restructure specifications per the request of the using department.
- i. WFLRCC 2018-30 Interactive Boards/Systems/Non-Bundled Projectors/Accessories Installation & Maintenance – Awarded as follows:

For Categories I, II & III for the Purchase, Purchase with Install and Installation Only:

For the vendors listed below by group (brand) for contracts for a Prime and a Second (vendor - if available) based on the highest percentage rate below DPS (Designated Price Structure) and the lowest percentage above the Prevailing Wage Rate and/or Hourly Rate for Non-Prevailing Wage Rate Work; the next lowest price as follows:

- Promethean, Polycom, Star and QOMO:
 - Prime: Troxell Communications Inc. of Niagara Falls, New York
 - Second: None
- Smart:
 - Prime: Tequipment, Inc. of Huntington Station, New York
 - Second: None
- Viewsonic:
 - Prime: AV Perfection Limited, LLC. Of Buffalo, New York
 - Second: Troxell Communications Inc. of Niagara Falls, New York

- AV Rover (*Category I – Purchase Only*):
 - Prime: Sound Video Systems of WNY dba AV Rover of Buffalo, New York
 - Second: None
- Triumph:
 - Prime: Presentation Concepts Corporation of East Syracuse, New York
 - Second: None
- Tatung (*Category I Purchase Only*):
 - Prime: Urban Digital Solutions LTD of Bellmore, New York
 - Second: None

(See attachment in board packet with recommendation details which include summary of bids received)

Note: Any vendor submitting bids for award under Categories I, II & III were not considered for award recommendation if they did not bid the interactive board brand specified and only bid the non-bundled projectors and installation.

For Category IV. Maintenance of Interactive Boards/Systems:

Prime is guaranteed a minimum of one bundle during the contract term and will be utilized first. The Second will be utilized on an as-needed basis at an hourly rate. Awarded to the following vendors as Prime and Second:

- Prime: Presentation Concepts Corporation of East Syracuse, New York for \$19,450/per 100 hour/bundle
 - Second: Tequipment Inc. of Huntington Station, New York for \$199/hour
- j. REJECT - Heavy Equipment Transport Trailer WFLRSC 2018-76 – Rejected all bids to restructure specifications per the request of the using department.
2. Multi-Year Purchase Agreement
- a. Wayland-Cohocton CSD SAA #31165 – Approved a 5-year MYPA for a network printer in the amount of \$38,574.12.
3. Disposal of Equipment – The list of equipment in the board packet was deemed as surplus so that we may dispose of it.
- e. Approval of GVSBI Contract – Approved the GVSBI Contract from July 1, 2017 (retroactive) through June 30, 2018.
- f. Acceptance of WTCC Open House/Career Fair Donations – Accepted \$50 donations for the WTCC Open House/Career Fair from each of the following donors: CDS Life Transitions, Duraframe LLC Electrical Association of Rochester, Finger Lakes Community College, Fingerlakes Construction, HARBEC, Integrity Tool Inc, Kenrick Maintenance Corp., LG Evans Construction, Inc., Marshall Farms, McAlpin Industries Inc., Motts (Dr. Pepper Snapple Group), Nu-Look Collision, OrthoClinical Diagnostics, Parlec LLC, Progressive Machine & Design, Quail Summit, RADEC Electric Corporation, Reliant Community Credit Union, Scepter New York, Inc., Sodus Rehabilitation and Health Care, SUNY Canton, SUNY Cobleskill, Wayne County Business Council. (23 businesses/community partners for a total of \$1,150.00)

The motion was carried by a vote of 9-yes; 0-no.

PERSONNEL

A motion was made by Mr. McNamara and seconded by Ms. Gay to approve the following personnel items:

CERTIFIED

Resignations

Scott Benedict, 1.00 FTE Instructor Vocational/TCE effective 08/21/2018 for retirement purposes.

Chelsea Caswell, 0.90 FTE Teaching Assistant effective 03/16/2018 to accept another position within this BOCES (1.00 FTE Instructor English).

Leigh Davis, 1.00 FTE Instructor Vocational/TCE effective 06/30/2018 for retirement purposes.

Karen Dell, 1.00 FTE Instructor Vocational/TCE effective 07/01/2018 for retirement purposes.

Margaret Gage, 1.00 FTE Instructor Physical Education effective 08/31/2018 for retirement purposes.

Nancy Johnson, 1.00 FTE Instructor Visual/IT effective 06/30/2018 for retirement purposes.

Warren Jones, 0.90 FTE Teacher Assistant effective 03/30/2018 for other employment.

James Keenan, Jr., 1.00 FTE Instructor Vocational/TCE effective 06/30/2018 for retirement purposes.

Gerald Masters, 1.00 FTE Instructor Voc/CTE effective 03/16/2018 to accept another position within this BOCES (1.00 FTE Instructor HSE).

Cynthia Miller, 1.00 FTE Instructor Special Education effective 08/31/2018 for retirement purposes.

Martha Rich, 1.00 FTE PN-Instructor effective 03/21/2018 for no reason given.

Kimberly Sylvester, 1.00 FTE Speech Therapist effective 06/22/2018 for retirement purposes.

Elaine Williams, 1.00 FTE Instructor Special Education effective 06/22/2018 for retirement purposes.

Appointments

Temporary appointment of Chelsea Caswell as 1.00 FTE Instructor Vocational/TCE (English) effective 03/19/2018 through 06/22/2018, or sooner upon termination by the Board. The current assignment will be at the Finger Lakes Technical & Career Center replacing Gerald Masters (resigned). Ms. Caswell holds Initial certification in English Language Arts 7-12. Ms. Caswell's annual salary for the 2017-2018 school year will be Step 1 (\$44,038.00) prorated.

Temporary appointment of Warren Jones as 0.90 FTE Teacher Assistant effective 03/12/2018 through 06/30/2018, or sooner upon termination by the Board. The current assignment will be at the Red Jacket Education Center (new 2/2018 Board). Mr. Jones is eligible for Level 1 certification in Teaching Assistant. Mr. Jones's annual salary for the 2017-2018 school year will be Off Step 14 (\$29,051.00) prorated.

Temporary appointment of Theresa Laird as 1.00 FTE Case Manager/Career Counselor effective 09/01/2017 through 06/30/2018, or sooner upon termination by the Board. This is a continuation of the current temporary appointment. The current assignment will be at the Regional Support Center. Ms. Laird is eligible for Adult Ed certification. Ms. Laird's annual salary for the 2017-2018 school year will be \$52,139.00 prorated.

Temporary appointment of Gerald Masters as 1.00 FTE Instructor, High School Equivalency effective 03/17/2018 through 06/30/2018, or sooner upon termination by the Board. The current assignment will be at the BOCES as assigned replacing Marc Gordon (resigned). Mr. Masters holds Permanent certification in English 7-12. Mr. Masters's annual salary for the 2017-2018 school year will be \$74,415.00 prorated.

Temporary appointment of Lisa Romeiser as 1.00 FTE Instructor Vocational/TCE (Cosmetology) effective 03/07/2018 through 06/12/2018, or sooner upon termination by the Board. The current assignment will be at the Finger Lakes Technical & Career Center replacing Nancy Switzer (leave). Ms. Romeiser holds Permanent certification in School District Administrator, Coordinator of Cooperative Work-Study Programs, Personal Service Occupations (Cosmetology) and Permanent Extension in Extension for Occupationally Related Math. Ms. Romeiser's annual salary for the 2017-2018 school year will be Off Step 99 (\$66,267.00) prorated.

Temporary appointment of Kaley Slentz as 0.90 FTE Teacher Assistant effective 03/27/2018 through 06/30/2018, or sooner upon termination by the Board. The current assignment will be at the Newark Special Education Center replacing Jennifer Canarvis (leave). Ms. Slentz holds Level 1 certification in Teaching Assistant. Ms. Slentz's annual salary for the 2017-2018 school year will be Step 6 (\$25,388.00) prorated.

Temporary appointment of Alyssa Wyjad as 0.90 FTE Teacher Assistant effective 02/28/2018 through 06/30/2018, or sooner upon termination by the Board. The current assignment will be at the Midlakes Special Education Center replacing Allison Hurlbutt (resigned). Ms. Wyjad is eligible for Level 1 certification in Teaching Assistant. Ms. Wyjad's annual salary for the 2017-2018 school year will be Step 4 (\$24,587.00) prorated.

Hourly appointment of Treva Campbell as Instructor Clinical PN Program effective 03/14/2018 through 06/30/2018 or sooner upon termination by the Board. Ms. Campbell is eligible for Adult Education certification and holds a Registered Professional Nurse License. The current assignment is at BOCES as assigned. The current hourly rate is \$35.75. Time sheet to be submitted accordingly.

Hourly appointment of Lauren Capotorto as Clinical Support Personnel effective 03/19/2018 through 06/30/2018 or sooner upon termination by the Board. Ms. Capotorto holds Provisional certification in School Counselor and Initial certification in Physical Education. The current assignment is at BOCES as assigned (new 11/2017 Board). The current hourly rate is \$36.00. Time sheet to be submitted accordingly.

Hourly appointment of Marsha Jackson as Instructor CNA effective 03/06/2018 through 06/30/2018 or sooner upon termination by the Board. Ms. Jackson is eligible for Adult Ed certification and holds a Registered Professional Nurse License. The current assignment is at BOCES as assigned (new 11/2017 Board). The current hourly rate is \$35.50. Time sheet to be submitted accordingly.

Additions/Deletions

- 1.00 FTE e-Learning Director, BOCES as assigned, effective 4/1/2018
- 1.00 FTE Assistant Director of K-12 Instruction, RSC, effective 4/1/2018
- + 1.00 FTE Coordinator of Community School Services, RSC

NON-CERTIFIED

- D. Star Balliet, 0.75 FTE School Aide effective 06/30/2018 for retirement purposes.
- Eileen Deon, 0.75 FTE School Aide effective 04/30/2018 for retirement purposes.
- Paul Ingersoll, 1.00 FTE Computer Services Assistant effective 03/30/2018 to accept another position within BOCES (1.00 FTE Information Technology Network Technician).
- Miranda Pompeo, 0.75 FTE School Aide effective 03/23/2018.
- Donna Schaertl, 1.00 FTE Typist effective 03/18/2018 for other employment.

Termination

Courtney Simpson, 0.75 FTE School Aide effective 3/2/2018.

Ellen Kuhn, 1.00 FTE Payroll Specialist effective 4/9/2018.

Leave of Absence

Kaley Slentz, 0.75 FTE School Aide effective 3/27/2018 through 6/30/2018 to accept another position within BOCES (0.90 FTE Teaching Assistant at BVTOO).

Alyssa Wyjad, 0.75 FTE School Aide effective 2/28/2018 through 6/30/2018 to accept another position within BOCES (0.90 FTE Teaching Assistant at MEC).

Appointments

Permanent appointment of Christine Barrett, 1.00 FTE Sr. Account Clerk effective 05/22/2018. The current assignment is at the Regional Support Center. Ms. Barrett's annual salary for the 2017-2018 school year will be Step 11 (\$35,258.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Jenna Cooper, 0.75 FTE School Aide effective 04/30/2018. The current assignment is at the Red Jacket Education Center. Ms. Cooper's annual salary for the 2017-2018 school year will be Step 4 (\$13,023.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Mark DeCook, 1.00 FTE Computer Services Assistant effective 04/23/2018. The current assignment is at the Regional Support Center. Mr. DeCook's annual salary for the 2017-2018 school year will be Step 4 (\$33,178.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Jeanette Eckert, 0.75 FTE School Aide effective 04/23/2018. The current assignment is at the Newark Special Education Center. Ms. Eckert's annual salary for the 2017-2018 school year will be Step 10 (\$14,283.75). This is a change in civil service status from probationary to permanent.

Permanent appointment of Kori Franklin, 1.00 FTE Sr. Account Clerk Typist effective 05/09/2018. The current assignment is at the Regional Support Center. Ms. Franklin's annual salary for the 2017-2018 school year will be Step 15 (\$37,756.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Kali Hardy, 0.75 FTE School Aide effective 04/30/2018. The current assignment is at the Midlakes Special Education Center. Ms. Hardy's annual salary for the 2017-2018 school year will be Step 2 (\$12,595.50). This is a change in civil service status from probationary to permanent.

Permanent appointment of Paul Ingersoll, 1.00 FTE Information Technology Network Tech effective 03/30/2018. The current assignment is at the Regional Support Center. Mr. Ingersoll's annual salary for the 2017-2018 school year will be Step 10 (\$36,261.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Michael Nowak, 1.00 FTE Sr. Computer Ser. Asst. effective 01/05/2018. The current assignment is at the Regional Support Center. Mr. Nowak's annual salary for the 2017-2018 school year will be Step 3 (\$46,800.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Mathue Simmons, 0.75 FTE School Aide effective 02/06/2018. The current assignment is at the Newark Special Education Center. Mr. Simmons's annual salary for the 2017-2018 school year will be Step 2 (\$12,595.50). This is a change in civil service status from probationary to permanent.

Probationary appointment of Linda Axtell as 0.75 FTE School Aide effective 04/09/2018. The current assignment is at the Newark Special Education Center (new 4/2018 Board). Ms. Axtell's annual salary for the 2017-2018 school year will be Step 20 (\$17,111.25), prorated.

Probationary appointment of Lori Bills as 0.75 FTE School Aide effective 04/09/2018. The current assignment is at the Red Jacket Education Center replacing K. Wood (transfer of students). Ms. Bills's annual salary for the 2017-2018 school year will be Step 9 (\$14,026.50), prorated.

Probationary appointment of Taylor Boerman as 0.75 FTE School Aide effective 04/09/2018. The current assignment is at the Wayne Special Education Center replacing D. DeFisher (transfer of students). Ms. Boerman's annual salary for the 2017-2018 school year will be Step 5 (\$13,244.25), prorated.

Probationary appointment of Barbara Burnett as 0.75 FTE School Aide effective 03/26/2018. The current assignment is at the Red Jacket Education Center (new 3/2018 board). Ms. Burnett's annual salary for the 2017-2018 school year will be Step 3 (\$12,806.25), prorated.

Probationary appointment of Rebecca Ward as 0.75 FTE School Aide effective 03/26/2018. The current assignment is at the Newark Special Education Center replacing L. Davis (resigned). Ms. Ward's annual salary for the 2017-2018 school year will be Step 11 (\$14,554.50), prorated.

Temporary appointment of Alexis Uterhardt as 0.75 FTE School Aide effective 03/26/2018 through 06/11/2018. The current assignment is at the Red Jacket Education Center replacing J. Loudon (transfer of students). Ms. Uterhardt's annual salary for the 2017-2018 school year will be Step 2 (\$12,595.50), prorated.

Provisional appointment of Deborah Godlewski, 1.00 FTE Secretary I effective 11/29/2018. The current assignment is at the Regional Support Center (new 11/2017 Board). Ms. Godlewski's annual salary for the 2017-2018 school year will be Step 28 (\$46,319.00), prorated, retro to start date. This is an adjustment to the salary due to the bargaining unit contract settlement. This appointment converts to probationary upon successful Civil Service examination process.

Addition / Deletion of Positions

- + 0.75 FTE School Aide at RJEC
- + 0.75 FTE School Aide at FLSS
- + 0.75 FTE School Aide at NEC (BVTOO)
- + 1.50 FTE School at NEC

The motion was carried by a vote of 9-yes; 0-no.

OTHER BUSINESS

- a. Approval of New Club – FLTCC F2T Ripple Effect - A motion was made by Ms. Morgan and seconded by Mr. Rose to approve a new club at FLTCC: F2T Ripple Effect.

The motion was carried by a vote of 9-yes; 0-no

- b. Approval of Overnight Trip for FLTCC and WTCC – A motion was made by Ms. Meyn and seconded by Ms. Scher to approve an overnight trip for FLTCC and WTCC to Paul Smith College in Paul Smith, NY for a Conservation Competition.

The motion was carried by a vote of 9-yes; 0-no.

PUBLIC COMMENT – None

ADJOURNMENT

A motion was made by Ms. Gay and seconded by Mr. Ellis to adjourn the meeting at 6:20 p.m.

The motion was carried by a vote of 9-yes; 0-no.

Respectfully submitted,

Cynthia Murray
Board Clerk