

WAYNE-FINGER LAKES BOARD OF COOPERATIVE EDUCATIONAL SERVICES
The Conference Center at Wayne-Finger Lakes BOCES
Newark, NY

REGULAR BOARD MEETING MINUTES FOR MONDAY, DECEMBER 4, 2017

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 Monday, December 4, 2017 at The Conference Center at Wayne-Finger Lakes BOCES, Gala Room, in Newark, NY.

CALL TO ORDER

The meeting was called to order at 6:15 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

Board Members Absent: Nancy Scher

A motion was made by Mr. Ellis and seconded by Mr. McNamara to move to executive session for the purpose of the employment history of a particular person or persons, or the appointment, employment or promotion of a particular person or persons.

The motion was carried with a vote of 8-yes; 0-no. Time: 6:15 p.m.
Time out of executive session: 7:30 p.m.

REGULAR MEETING

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

Board Members Absent: None

Others Present: District Superintendent Scott Bischooping; Associate Superintendent Bonnie Lindsay; Assistant Superintendent for Administration Keith Henry; Director of Human Resources Quinn Smith; Director of K-12 Instruction Erin Fairben; Assistant Director of K-12 Instruction Michele Sullivan; Director of EduTech Camille Sorenson; Director of Communications Shannon Marshall; James Buck, President of Educators' Association; Board Clerk Cindy Murray; David Landon, Pal-Mac Board Member; and Tim DeLucia, Victor Board Member

The regular meeting reconvened at 7:31 p.m.

PLEDGE OF ALLEGIANCE

President Sahler led the Pledge of Allegiance.

WELCOME AND INTRODUCTIONS

President Sahler welcomed everyone to the meeting.

PUBLIC COMMENT - None

APPROVAL OF THE AGENDA

A motion was made by Ms. Gay and seconded by Mr. McNamara to approve the agenda as written.

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

APPROVAL OF THE MINUTES – Board Retreat and Regular Board Meeting of November 6, 2017

A motion was made by Ms. Morgan and seconded by Mr. Rose to approve the board meeting/retreat minutes of November 6, 2017 as written.

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

EDUCATIONAL PRESENTATION – None this month due to budget reviews

REPORTS AND CORRESPONDENCE

Board Members

Ms. Morgan attended the Palmyra-Macedon celebration for Dr. Ike’s amazing award of Superintendent of the Year – we are so proud of Dr. Ike and Pal-Mac.

Dr. Sahler reported on the AESA Conference she recently attended in San Antonio, Texas. There was an inclusion theme, and there were many presentations on Personalized Learning. OJ attended one class on the Autism Spectrum regarding gaming.

Board Committee Reports

Mr. Ellis reported that the Buildings and Grounds Committee met this afternoon. Thanks to Keith and Emory for their presentation on PTech.

Ms. Durfee reported that the Policy Committee met today, and they were able to get through all of the policies they expected to. Ms. Durfee appreciates the work of the committee.

Ms. Meyn attended the 4CSBA Board of Directors meeting. They appointed a Treasurer, Sue Campbell. The Board of Directors postponed their decision on whether or not to go ahead as a BOCES Service.

Correspondence

President Sahler congratulated Terrie Meyn for being recipient of the Athena Award. Terri received a standing ovation from everyone at the board meeting for receiving this prestigious award.

President Sahler made the following announcement:

“On behalf of the Board of Education, I would like to announce the upcoming transition of leadership roles for the Wayne-Finger Lakes BOCES organization.

With this announcement, the Board and Scott share the same goal of providing stable leadership and support as these changes occur.

The timing of these changes support:

- The planned retirement of Bonnie Lindsay, Associate Superintendent for Instruction, on June 30, 2018
- Scott Bischooping's, District Superintendent, anticipated retirement in 2020 (thereabouts)
- The anticipated maternity leave of Quinn Smith, Director of Human Resources

To provide continuity in leadership during these leadership transitions the following plan has been created:

- Scott will transition his position from District Superintendent to Deputy Superintendent on February 6, 2018.
- At that point, an interim District Superintendent will be assigned by the Commissioner of Education.
- Scott will support the interim until a successful search has been completed for the new Wayne-Finger Lakes BOCES District Superintendent (this could take several months).
- Once a new District Superintendent is appointed, Scott will remain as the Deputy Superintendent supporting the new District Superintendent (as determined by the District Superintendent) as he/she transitions into this role.

During this transition period Scott's responsibilities could include:

W-FL BOCES Leadership

- Support the Interim District Superintendent with daily operational duties
- Support regional collaboration efforts
- Interact with agencies and businesses to enhance the opportunities for our component districts
- Coordinate strategic plan initiatives

Current Associate Superintendent Duties

- Communications
- Grants
- Science
- School Library
- Supporting Superintendents – BOCES Questions

During this transition period Bonnie's responsibilities will include:

- Assist Scott with the transition of her current roles I just shared
- Take on the day-to-day responsibilities of the Human Resources Director through the end of Quinn's maternity leave
- After retirement, Bonnie will continue to serve us on an "on call" hourly basis until the full transition is completed in the following roles:
 - Test Integrity Officer
 - VADIR Regional Trainer

During this transition Erin's responsibilities will be expanded to include:

- Assume the other instructional programs that are part of Bonnie's current duties including supervision of:
 - The Licensed Practical Nursing Program
 - Incarcerated Youth
 - Other adult program options that develop

Because of this, Erin's title will include Acting Director of PACE (Post-secondary, Adult, and Continuing Education). All of these changes will continue until the new District Superintendent determines our long-term administrative structure.

The Board, Scott and I believe this plan will provide continuous leadership for our BOCES during the transition.

We remain committed to "Making Success Possible" for our students, staff and component districts! "

President Sahler asked for comments. Mr. McNamara responded that the transition plan was well thought out and planned. Ms. Meyn thanked staff for taking on extra responsibilities during this transition time. Mr. Bischooping thanked the Board.

Cabinet Report – Scott Bischooping

- High School Equivalency Graduation – Bonnie Lindsay reported that this was an exciting graduation to attend. Twelve graduates and their families were in attendance on November 8, 2017.
- Red Creek Blue Ribbon Award – Bonnie Lindsay attended in lieu of Scott Bischooping (he was in Ithaca at the CSO Retreat). Red Creek High School has been recognized with a National Blue Ribbon School Award by the U.S. Department of Education in the Exemplary High Performing School category. They had a celebration on November 16; the community was very supportive.
- All Staff Day – Held on November 22, 2017 at Canandaigua Academy. The program included the following recognitions: A) Years of Service: 34 five years of service; 39 ten years of service; 16 fifteen years of service; 13 twenty years of service; 7 twenty-five years of service; 11 thirty years of service; and 3 thirty-five years of service. B) Recognition Awards for outstanding performance in the areas of Teamwork (1) and Individual Contribution (3); C) Retirees
- Update on Use of Robots – Camille Sorenson gave a report on the use of robots for students who can't participate in the classroom, i.e. a student who is critically ill and needs to stay home. The mobile robots give these students the chance to participate in the classroom and/or with their friends in school.
- Opioid/Substance Abuse Training/EAP – Quinn Smith surveyed EAP employees to ask what training they were most interested in and they named Conflict Resolution and Substance Abuse Training. We plan to have these trainings the first quarter of 2018.
- Cosmetology Student Trip – Erin Fairben and Michele Sullivan reported that the WTCC Cosmetology students will travel to New York City March 4th-6th for a Hair Show. They will also visit a hair salon in NYC and have dinner at a NYC restaurant.
- Video Interview with Maylee Adams – Student Maylee Adams, a Senior from Penn Yan in the FLTCC Electrical Trades Program, presented to us in a video along with Mr. George Krammer, her Advisor of the SkillsUSA Program.
- Farm-to-Table Club – Erin Fairben reported that FLTCC is proposing a new Program/Club, "The Green Team" to decrease waste/garbage. They plan to sell fruits, vegetables, and eggs in a farm store.
- Board Presentations – Scott Bischooping and Mike Ellis attended and presented at the following component board meetings: Dundee on November 9th; and Lyons on November 14th. There are two upcoming visits: Geneva on December 11th with Mike Ellis; and Williamson on December 13th with Jeanne Durfee.

Scott Bischooping shared his thanks to Camille Sorenson, Director of EduTech, as she is retiring next year. He also noted how valuable Camille is to all of us here at BOCES. Jeanne Durfee added how much we appreciate EduTech's work.

OLD BUSINESS - None

FINANCE

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

- a. Treasurer's Report for General and Special Aid for Month Ending October 2017 - Routine reports were accepted and placed on file.
- b. Budget Status Reports for General, Administration & Special Aid for Month Ending October 2017 - Routine reports were accepted and placed on file.
- d. Budget Change Summary - Routine report was approved and placed on file.
- e. Routine Action Items
 1. Bid Award
 - a. WFLRFP 2018-69 Insurance/Risk Management Consultant Services - Awarded to Commercial Insurance Consultants of Rochester, New York in the estimated amount of \$67,625 for the nine districts listed in the RFP; cost per district is \$6125 for review and \$2500 for (individual) district specific RFP process or \$5,000/district for the RFP without the review process.
 2. Multi-Year Purchase Agreements
 - a. Canandaigua CSD SAA #30513 - Approved 48-month deferred payment plan purchase to replace five network printer/copiers at \$60,306.00 which is based on current configuration.
 - b. Phelps-Clifton Springs CSD SAA #30576 - Approved 60-month deferred payment plan purchase to purchase twelve network printer/copiers at \$81,649.00 which is based on current configuration.
 - c. Waterloo CSD SAA #30632 - Approved 60-month deferred payment plan purchase to replace a network printer/copier at \$7,073.00 which is based on current configuration.
 - d. Dansville CSD SAA #30636 - Approved 48-month deferred payment plan purchase to replace 4 network printer/copiers at \$53,162.88 which is based on current configuration.
 - e. Naples CSD SAA #30655 - Approved 60-month deferred payment plan purchase to replace a network printer/copier at \$13,150.00 which is based on current configuration.
 3. Declaration of Assets as Surplus - Declared the BOCES non-computer assets that are no longer usable (list enclosed in the board packet) as surplus so they can be sold at the on-line auction.

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

PERSONNEL

A motion was made by Ms. Morgan and seconded by Mr. McNamara to approve the following personnel items, with one page added (63a) per Ms. Smith:

CERTIFIED

Resignations

Rebecca Kyser, 1.00 FTE Instructor ESOL effective 11/30/2017 for other employment.

Jay Schickling, 1.00 FTE School Business Official effective 11/24/2017 for other employment.

Marc Gordon, 1.00 FTE Instructor, Wayne County Jail, GED effective 12/31/2017 for personal reasons.

Leaves of Absence

Deidre Abbott, 1.00 FTE Instructor Vocational/CTE effective 01/11/2018 through 01/10/2019. This is an extension of the current leave of absence to accept another position with this BOCES as 1.00 FTE Coordinator of Practical Nursing Program, BOCES as assigned.

Bonnie Delfs, 1.00 FTE Instructor Suspension School effective 11/01/2017 through 06/30/2018 to accept another position within this BOCES as 1.00 FTE Instructional Pathways Coordinator, Wayne Technical & Career Center.

Appointments

Temporary appointment of Deidre Abbott as 1.00 FTE Coordinator of Practical Nursing Program 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 BOCES as assigned. Ms. Abbott holds permanent certification in Practical Nursing and School District Admin. Ms. Abbott's annual salary for the 2017-2018 school year will be \$97,026.00 prorated.

Temporary appointment of Bonnie Delfs as 1.00 FTE Instructional Pathways Coordinator effective 11/01/2017 through 06/30/2018, or sooner upon termination by the Board. This is a 10-month position plus up to 20 additional days during the summer. The current assignment will be at the Wayne Technical & Career Center (new 5/2017 Board). Ms. Delfs holds Professional certification in Early Childhood Education B-2, SWD B-2, Childhood Education 1-6, and Mathematics 7-12. Ms. Delfs's annual salary for the 2017-2018 school year will be \$53,000.00 prorated.

Temporary appointment of Christopher Stobie as 0.90 FTE Teaching Assistant effective 08/29/2017 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 Red Jacket Education Center. Mr. Stobie holds Level 1 certification in Teaching Assistant. Mr. Stobie's annual salary for the 2017-2018 school year will be Step 7 (\$25,322.00) prorated, may be adjusted pending negotiations.

Temporary appointment of Martin Thibault as 0.50 FTE Teacher Assistant effective 11/02/2017 through 06/30/2018, or sooner upon termination by the Board. The current assignment will be at the Wayne Technical & Career Center (filling a vacant position). Mr. Thibault is eligible for Level 1 certification in Teaching Assistant. Mr. Thibault's annual salary for the 2017-2018 school year will be Step 15 (\$29,116.00) prorated, may be adjusted pending negotiations.

Temporary appointment of Cari Van Strien as 1.00 FTE School Social Worker, 10-month effective 11/27/2017 through 06/22/2018, or sooner upon termination by the Board. The current assignment will be at the Finger Lakes Secondary School replacing Peter Doell (leave). Ms. Van Strien holds Provisional certification in School Social Worker. Ms. Van Strien's annual salary for the 2017-2018 school year will be Step 3 (\$45,349.00) prorated.

Temporary appointment of Lorraine Whipple as 1.00 FTE Coordinator of GVSBI effective 01/01/2018 through 06/30/2018, or sooner upon termination by the Board (new 11/2017 Board). The current assignment will be at the Regional Support Center. Ms. Whipple is eligible for Adult Ed certification. Ms. Whipple's annual salary for the 2017-2018 school year will be \$75,500.00 prorated.

Temporary appointment of Aaron Whiteman as 0.90 FTE Teaching Assistant effective 11/07/2017 through 06/30/2018, or sooner upon termination by the Board (new 11/2017 Board). The current assignment will be at the Finger Lakes Technical & Career Center. Mr. Whiteman is eligible for Level 1 certification in Teaching Assistant. Mr. Whiteman's annual salary for the 2017-2018 school year will be Step 12 (\$27,667.00) prorated, may be adjusted pending negotiations.

Summer School employment of Brian Grayson as Summer Proctor at the Marion Central School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$28.00 for the 2017-2018 school year.

Additions/Deletions

- + 1.00 FTE Instructor, Special Education, WEC
- + 0.90 FTE Teaching Assistant, RJEC
- + 0.90 FTE Teaching Assistant, WEC
- + 0.90 FTE Teaching Assistant, WTCC

NON-CERTIFIED

Resignations

Amber Felix, 0.75 FTE School Aide effective 11/6/2017 to accept another position within BOCES (0.90 FTE Teaching Assistant at WEC).

Karen Reed, 0.75 FTE School Aide effective 11/19/2017 to accept another position within BOCES (1.00 FTE Secretary I at NEC).

Camille Sorenson, 1.00 FTE Director EduTech effective 05/29/2018 for retirement purposes.

Ava Spader, 1.00 FTE Typist effective 12/29/2017 for retirement purposes.

Timothy Stephany, 0.75 FTE School Aide effective 11/03/2017.

Leave of Absence

Jeffery DeWind, 1.00 FTE Building Maintenance Mechanic effective 11/13/2017 through 11/12/2018 to accept another position within BOCES (1.00 FTE Supervisor of Buildings and Grounds).

Appointments

Permanent appointment of Bonnie Dunn, 0.75 FTE School Aide effective 11/14/2017. The current assignment is at the Midlakes Special Education Center. Ms. Dunn's annual salary for the 2017-2018 school year will be Step 3 (\$12,619.50). This is a change in civil service status from probationary to permanent.

Permanent appointment of Betty Figueroa, 0.75 FTE School Aide effective 12/12/2017. The current assignment is at the Newark Special Education Center. Ms. Figueroa's annual salary for the 2017-2018 school year will be Step 5 (\$13,020.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Timothy Hanley, 0.75 FTE School Aide effective 11/27/2017. The current assignment is at the Midlakes Special Education Center. Mr. Hanley's annual salary for the 2017-2018 school year will be Step 7 (\$13,398.00). This is a change in civil service status from probationary to permanent.

Permanent appointment of Matthew Johnson, 0.75 FTE School Aide effective 12/11/2017. The current assignment is at the Midlakes Special Education Center. Mr. Johnson's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50). This is a change in civil service status from probationary to permanent.

Permanent appointment of Bethany Wirth, 1.00 FTE Typist effective 12/11/2017. The current assignment is at the Midlakes Special Education Center. Ms. Wirth's annual salary for the 2017-2018 school year will be Step 8 (\$28,669.00). This is a change in civil service status from probationary to permanent.

Probationary appointment of Dion Barber as 0.75 FTE School Aide effective 11/27/2017. The current assignment is at the Newark Special Education Center replacing C. Lozada (transfer of students). Mr. Barber's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50), prorated (retro to start date).

Probationary appointment of Jennifer Bel as 0.75 FTE School Aide effective 11/27/2017. The current assignment is at the Newark Special Education Center (New 11/2017 Board). Ms. Bel's annual salary for the 2017-2018 school year will be Step 8 (\$13,591.50), prorated (retro to start date).

Probationary appointment of Christina Ciardi as 0.75 FTE School Aide effective 11/15/2017. The current assignment is at the Red Jacket Education Center replacing L. Simmons (transfer of students). Ms. Ciardi's annual salary for the 2017-2018 school year will be Step 5 (\$13,020.00), prorated (retro to start date).

Probationary appointment of Jeffery DeWind as 1.00 FTE Supervisor of Buildings and Grounds effective 11/13/2017. The current assignment is at the Regional Support Center (New 8/2017 board). Mr. De Wind's annual salary for the 2017-2018 school year will be \$68,000.00, prorated.

Probationary appointment of Ryan Duke as 0.75 FTE School Aide effective 11/15/2017. The current assignment is at the Red Jacket Education Center replacing S. Johnson (transfer of students). Mr. Duke's annual salary for the 2017-2018 school year will be Step 7 (\$13,398.00), prorated (retro to start date).

Probationary appointment of Korrine George as 0.75 FTE School Aide effective 12/04/2017. The current assignment is at the Newark Special Education Center (New 11/2017 Board). Ms. George's annual salary for the 2017-2018 school year will be Step 15 (\$15,386.25), prorated (retro to start date).

Probationary appointment of Heather Spaulding as 0.75 FTE School Aide effective 11/27/2017. The current assignment is at the Midlakes Special Education Center (new 11/2017 Board). Ms. Spaulding's annual salary for the 2017-2018 school year will be Step 1 (\$12,204.75), prorated (retro to start date).

Probationary appointment of Linda Valley as 1.00 FTE Secretary I effective 12/04/2017. The current assignment is at the P-TECH (new 8/2017 Board). Ms. Valley's annual salary for the 2017-2018 school year will be Step 20 (\$36,129.00), prorated (retro to start date).

Probationary appointment of Autumn Velazquez as 0.75 FTE School Aide effective 11/20/2017. The current assignment is at the Red Jacket Education Center replacing T. Balliet (transfer of students). Ms. Velazquez's salary for the 2017/2018 school year will be Step 6 (\$13,208.25), prorated (retro to start date).

Probationary appointment of Margaret Wagner as 0.75 FTE School Aide effective 11/06/2017. The current assignment is at the Red Jacket Education Center. Ms. Wagner's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50), prorated (retro to start date).

Provisional appointment of Karen Reed, 1.00 FTE Secretary I effective 11/20/2017. The current assignment is at the Newark Special Education Center replacing K. Nissen (retired). Ms. Reed's annual salary for the 2017-2018 school year will be Step 21 (\$37,382.00), prorated.

Addition / Deletion of Positions

- + 0.75 FTE School Aide, WEC
- + 0.75 FTE School Aide, RJEC

TENURE

Tenure appointment of Lauren Dentinger, effective 01/05/2018, in the tenure area Speech and Hearing Handicapped. Currently, Ms. Dentinger is 1.00 FTE Speech Therapist at the Newark Education Center.

JOB REFERRAL PROGRAM

The Board adopted the following resolution:

Be it resolved by the Wayne-Finger Lakes Board of Cooperative Educational Services, that the Job Referral Program be approved as per the attached document enclosed in the board packet, effective January 1, 2018 through August 31, 2018.

RESOLUTION FOR MINIMUM WAGE INCREASE

The Board adopted the following resolution:

WHEREAS, the New York State minimum wage will increase to \$10.40 per hour effective December 31, 2017;

WHEREAS, the agreement between the BOCES and the Wayne-Finger Lakes Association of School Support Personnel contains a Salary Schedule for 2017-2018, which includes Salary Line K;

WHEREAS, Step Minimum and Step 1 of Salary Line K will be less than the minimum wage (\$10.40/hour) on December 31, 2017;

THEREFORE the Board resolves as follows:

All employees currently on Salary K, Steps minimum and 1, shall be moved to Step 2 effective December 31, 2017.

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

POLICIES – FIRST READING

The following policies were accepted as a first reading. The board was advised by Ms. Durfee, Chairperson of the Policy Committee, to look over the policies now because they won't be reviewed again for 3 years.

- a. P6421 Do Not Resuscitate Orders (DNR)
- b. P6440 Sexual Harassment of Students
- c. P6450 Dignity for All Students Act
- d. P6460 Equal Education Opportunity (Students)
- e. P6461 Complaints and Grievances by Students
- f. P6510 Censorship of Non-School Student publications
- g. P6520 Extracurricular Activities
- h. P6530 Student Extracurricular Activity Funds
- i. P6540 Constitutionally Protected Prayer in Public School

REVIEW OF BUDGETS FOR 2018-2019

The following budgets were reviewed by the Board (and previously reviewed by the Superintendent Committees)

- a. Special Education Budget – Erin Fairben
- b. EduTech Budget – Camille Sorenson
- c. Budget Questions – There were no questions regarding the budgets.

ACCEPTANCE OF W-FL SCHOOL WORKERS' COMPENSATION PLAN AUDIT

A motion was made by Mr. Rose and seconded by Mr. McNamara to accept the W-FL School Workers' Compensation Plan Audit for the fiscal year ending June 30, 2017.

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

OTHER BUSINESS

Approval of WTCC Cosmetology Trip to New York City

A motion was made by Mr. Ellis and seconded by Ms. Durfee to approve the WTCC Cosmetology students to travel to NYC from March 4-6, 2018.

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

Attendance at the Capital Conference in Albany

A motion was made by Ms. Durfee and seconded by Mr. Rose to approve overnight stay at the Capital Conference in Albany (February 11-12, 2018) for the following board members who indicated they would like to attend: Mike Ellis; Lynn Gay; Joe McNamara; Terrie Meyn; and Anne Morgan.

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

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Mr. Ellis and seconded by Ms. Gay to adjourn the meeting at 8:37 p.m.

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

Respectfully submitted,

Cynthia Murray
Board Clerk