

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

**REGULAR BOARD MEETING MINUTES, 5:00 PM, MONDAY, OCTOBER 2, 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, October 2, 2017 at The Conference Center at Wayne-Finger Lakes BOCES, Empire Room, in Newark, NY.

CALL TO ORDER

The meeting was called to order at 5:20 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. Meyn and seconded by Ms. Scher 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 9-yes; 0-no. Time: 5:20 p.m.

Time out of executive session: 7:04 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

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; Assistant Superintendent for School Improvement Marla Iverson; Director of K-12 Instruction Erin Fairben; Assistant Director of K-12 Instruction Michele Sullivan; Director of EduTech Camille Sorenson; Director of Staff Development Jessica Sheridan; Public Information Coordinator Shannon Marshall; James Buck, President of Educators' Association; Donna Arno, President of Support Staff; Board Clerk Cindy Murray; and David Landon, Pal-Mac Board Member.

The regular meeting reconvened at 7:12 p.m.

PLEDGE OF ALLEGIANCE

President Sahler led the Pledge of Allegiance.

President Sahler asked for a moment of silence in memory of the Las Vegas tragedy.

WELCOME AND INTRODUCTIONS

President Sahler welcomed everyone to the meeting.

PUBLIC COMMENT - None

APPROVAL OF THE AGENDA

A motion was made by Ms. Scher and seconded by Mr. Ellis to approve the agenda with the addition of item 10d to Personnel (pages 88a and 96a to board packet).

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

APPROVAL OF THE MINUTES – Board Meeting of September 19, 2017

A motion was made by Ms. Morgan and seconded by Mr. McNamara to approve the board meeting minutes of September 19, 2017 as written.

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

EDUCATIONAL PRESENTATION – Shared Services

Mr. Henry and Ms. Sullivan presented on the Shared Services survey performed last spring. The survey offers insight into the current services we are providing as well as suggestions from districts on potential new services. A PowerPoint was shown. Mr. Bischooping thanked Ms. Sullivan for visiting our 25 districts to gather this information while she was still doing her other job.

REPORTS AND CORRESPONDENCE

Board Members

Ms. Morgan and Ms. Gay attended the Business Ventures TOO Open House and enjoyed it. Many parents attended; students were proud of their work, and it was fun! The instructors were very engaging. They also attended the PTECH Open house the same night which was also well attended by students and their parents.

Board Committee Reports

Mr. McNamara reported that the Audit Committee met this afternoon; they reviewed several reports. Mr. Henry said the Audit Report will be on the next board meeting agenda.

Ms. Meyn reported that Four County School Boards Association will be voting on their By-Laws; the Board of Directors met last night; a nominating committee was formed; a search committee was formed; approval was given for use of a payroll firm for their 2 employees; an external auditor was hired; and they have 3 possible search consultants to use for finding their next Executive Director (Scott Bischooping; Michael Ford; and Kathy Wegman).

Correspondence – None

Cabinet Report – Scott Bischooping

- Board Appreciation – Mr. Bischooping thanked our Board of Education for all they do! The Governor declared October 23-27 as School Board Recognition Week.
- Alaska to Saratoga – Mr. Bischooping shared a few photos from his trip to Alaska (no cost to BOCES) to serve on a Superintendents' panel, and his trip to Saratoga Springs, NY for our NYSCOSS Superintendents Leadership Summit.
- Test Security Role – Ms. Lindsay reported that her Test Security Role was established in 2012. She works under the District Superintendent for the State Education Department in this role doing test security for adults (i.e. teacher, administrator, proctor cheating). Eighteen total investigations have been done. Two people do fact-finding (Bonnie and Quinn). This year we have had four investigations.

Minutes of the Board Meeting of October 2, 2017 (official)

- Paid Family Leave – Ms. Smith reported on the Paid Family Leave Act: a new law passed in 2016 that will be effective in January 2018 and automatically pertains to private companies with at least one employee (it is employee funded) and is an option for public employers. Currently BOCES is not participating and this has not been a subject of collective bargaining.
- Open House/CTE – Ms. Fairben shared that there are 1105 students in our CTE programs. Families are beginning to understand that these CTE programs are a good opportunity for students. Of the 14 scheduled open houses, Elise Comella has 5 of them. On October 12<sup>th</sup> there will be an Autism Fair along with the MEC Open House; FLTCC Open House on October 12; WTCC Open House on March 15. Ms. Fairben, parents and students all appreciate it when board members attend the open houses.
- Staff and Student News
  - Finger Lakes Works With Their Hands Event – Thursday, October 5
  - Open House Schedule – If you would like a printed copy, please see Cindy after the meeting

#### OLD BUSINESS - NYSSBA Proposed Resolutions Discussion

Ms. Gay attended a meeting on September 23. Eleven voting delegates attended. Ms. Gay thanked Ms. Sorenson for her comments regarding Proposed Resolution #25. Everyone in attendance on Sept. 23 agreed and voted to turn it down. Printed copies of the information regarding the resolution will be taken by Lynn to the annual business meeting at the convention to distribute to voting delegates.

#### FINANCE

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

- a. Treasurer's Report for General and Special Aid for Month Ending August 2017 - Routine reports were accepted and placed on file.
- b. Budget Status Reports for General, Administration & Special Aid for Month Ending August 2017 - 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 2018-28 Cooperative Batteries - Awarded to the lowest responsive and responsible bidder for estimated quantities for WFL BOCES to Applied Industrial Technologies, Inc. of Rochester, New York in the amount of \$7,514.60 with the option to extend for one (1) additional year or less upon mutual agreement.
    - b. RENEWAL - WFL 2017-21 Master Lease Purchase Agreement - Awarded renewal to M&T Bank of Havertown, PA from the contract through December 31, 2018. This is the first of two (2) possible extensions. Original award – December 5, 2016 to the lowest responsive and responsive bidder of M&T Bank of Havertown, Pennsylvania for the period of January 1, 2017 through December 31, 2017.
  2. Multi-Year Purchase Agreements
    - a. Caledonia-Mumford CSD SAA #30275 – Approved a 48-month deferred payment plan purchase to replace five network printer/copiers at \$51,093.00 which is based on current configuration.
    - b. Williamson CSD SAA #30313 – Approved a 36-month deferred payment plan purchase to replace two network printer/copiers at \$31,320.00 which is based on current configuration.

- c. Sodus CSD SAA #30355 – Approved a 36-month deferred payment plan purchase to replace two network printer/copiers at \$3,641.51 which is based on current configuration.
3. Declaration of Assets as Surplus – The Board declared the list of items enclosed in the board packet as surplus so they can be sold at the on-line auction.
4. Disposal of Equipment - The Board declared the list of equipment enclosed in the board packet as surplus so that we may dispose of it.
- e. Establish a \$25 Change Fund for FLTCC Culinary Arts Program –The Board approved the FLTCC Culinary Arts Program to establish a \$25 change fund.

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:

### CERTIFIED

#### Resignations

Cathy Lahr, 1.00 FTE Instructor Home Economics IT effective 07/28/2017 to accept another position within this BOCES as Instructor Vocational (Education Professions), FLTCC.

Thomas Seitzinger, Jr., 0.90 FTE Teacher Assistant Vocational effective 09/08/2017 for other employment.

Kaley Slentz, 0.90 FTE Teacher Assistant effective 09/22/2017 for personal reasons and to return to her School Aide position. This resignation is for the Teaching Assistant position only.

#### Leaves of Absence

Beth MacNeil, 1.00 FTE Instructional Assistant effective 08/29/2017 through 08/28/2018 to accept another position within this BOCES as Assistant Principal, Midlakes Education Center.

Catherine Power, 0.90 FTE Teacher Assistant effective 09/18/2017 through 10/06/2017 for personal reasons.

#### Appointments

Temporary appointment of Jason Johnston as 1.00 FTE Instructor Vocational/TCE (Welding) effective 09/13/2017 through 06/30/2018, or sooner upon termination by the Board. The current assignment will be at the Wayne Technical & Career Center replacing David Ross (resigned). Mr. Johnston is eligible for Transitional A certification in Welding 7-12. Mr. Johnston's annual salary for the 2017-2018 school year will be Step 09 (\$55,394.00) prorated.

Hourly appointment of Kerry Dorn as Instructor CNA effective 09/18/2017 through 06/30/2018 or sooner upon termination by the Board. This is a continuation of the current temporary appointment. Ms. Dorn holds Transitional A certification in Practical Nursing 7-12. The current assignment is at the Regional Support Center to fill in as needed. The current hourly rate is \$34.50.

Hourly appointment of Bianca Quartaro as Instructor Clinical PN 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. Ms. Quartaro is eligible for Adult Ed certification and holds a Registered Professional Nurse License. The current assignment is at the Regional Support Center. The current hourly rate is \$31.50.

Four year probationary appointment of Jennifer Brayer as 1.00 Instructor Special Education, in the tenure area Education of Children with Handicapping Conditions, effective 10/17/2017 through 10/16/2021 or sooner upon termination by the board. This expiration date is 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 3012-c and/or 3012-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 current assignment will be at the Midlakes Special Education Center replacing Kristin Graham (resigned). Ms. Brayer holds Permanent certification in Elementary and Special Education. Ms. Brayer's annual base salary for the 2017-2018 school year will be step 5 (\$46,101.00) prorated.

Four year probationary appointment of Annette Hauenstein as 1.00 FTE Staff Development Trainer, in the tenure area Staff Development Trainer, effective 11/02/2017 through 11/01/2021 or sooner upon termination by the board. The current assignment will be at the Regional Support Center replacing Melissa Drummond-Kerrick (resigned). Ms. Hauenstein holds Permanent certification in SWD Generalist 1-6, Reading Teacher K-12, Elementary, and School District Administrator. Ms. Hauenstein's annual base salary for the 2017-2018 school year will be \$85,000.00 prorated.

Summer School employment of Todd Forrest as Summer Proctor at the Victor Central School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$25.00 for the 2017-2018 school year.

Summer School employment of Christal Kent as Summer Proctor at the Waterloo School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$37.00 for the 2017-2018 school year.

Summer School employment of Paul Lubberts as Summer Proctor at the Victor Central School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$25.00 for the 2017-2018 school year.

Summer School employment of Sean Meyers as Summer Proctor at the Victor Central School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$25.00 for the 2017-2018 school year.

Summer School employment of Kathleen Mills as Summer Proctor at the Waterloo School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$37.00 for the 2017-2018 school year.

Summer School employment of David Platten as Summer Proctor at the Victor Central School District from 07/01/2017 through 08/31/2017. Hourly compensation will be \$25.00 for the 2017-2018 school year.

#### Additions/Deletions

- + 1.00 FTE CSE Chairperson, BOCES as assigned
- + 1.00 FTE Speech-Language Pathologist, BOCES as assigned

#### NON-CERTIFIED

##### Resignations

- Linda McClean, 1.00 FTE Sr. Account Clerk Typist effective 09/06/2017 to accept another position within BOCES (1.00 FTE Buyer).
- Kirk Roberts, 0.75 FTE School Aide effective 8/26/2017.
- Kiersten Pulley, 0.75 FTE School Aide effective 09/22/2017.
- Margaret Wagner, 0.75 FTE School Aide effective 09/15/2017.

Leave of Absence

Honora Miller, 0.75 FTE School Aide effective 8/29/2017 through 4/28/2018 to accept another position within BOCES (0.90 FTE Teaching Assistant at MEC).

Termination

Autumn O'Hearn, 0.75 FTE School Aide effective 9/7/2017 due to job abandonment.

Appointments

Permanent appointment of Keith Baughman, 1.00 FTE Computer Services Assistant effective 10/06/2017. The current assignment is at the Regional Support Center. Mr. Baughman's annual salary for the 2017-2018 school year will be Step 8 (\$34,499.00), may be adjusted following negotiations. This is a change in civil service status from probationary to permanent.

Permanent appointment of Karen Crowell, 1.00 FTE Payroll Specialist effective 10/30/2017. The current assignment is at the Regional Support Center. Ms. Crowell's annual salary for the 2017-2018 school year will be \$36,530.00. This is a change in civil service status from probationary to permanent.

Permanent appointment of Kathleen Hansen, 1.00 FTE Payroll Specialist effective 09/25/2017. The current assignment is at the Regional Support Center. Ms. Hansen's annual salary for the 2017-2018 school year will be \$36,530.00. This is a change in civil service status from probationary to permanent.

Permanent appointment of Devin Sabin, 0.75 FTE School Aide effective 10/02/2017. The current assignment is at the Midlakes Special Education Center. Ms. Sabin's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50), may be adjusted following negotiations. This is a change in civil service status from probationary to permanent.

Probationary appointment of Joshua Foster as 0.75 FTE School Aide effective 09/22/2017. The current assignment is at the Newark Special Education Center (new 9/2017 Board). Mr. Foster's annual salary for the 2017-2018 school year will be Step 1 (\$12,204.75), prorated, may be adjusted following negotiations.

Probationary appointment of Christopher Lozada as 0.75 FTE School Aide effective 09/25/2017. The current assignment is at the Newark Special Education Center replacing L. Mattice (transfer of students). Mr. Lozada's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50), prorated, may be adjusted following negotiations.

Probationary appointment of Jordan Marland as 0.75 FTE School Aide effective 09/26/2017. The current assignment is at the Midlakes Special Education Center replacing C. Johnson (resigned). Ms. Marland's annual salary for the 2017-2018 school year will be Step Minimum (\$12,003.75), prorated, may be adjusted following negotiations.

Probationary appointment of Cassidy O'Lena as 0.75 FTE School Aide effective 09/25/2017. The current assignment is at the Newark Special Education Center (new 9/2017 Board). Ms. O'Lena's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50), prorated, may be adjusted following negotiations.

Probationary appointment of Miranda Pompeo as 0.75 FTE School Aide effective 09/20/2017. The current assignment is at the Finger Lakes Secondary School replacing J. Boyd (retired). Ms. Pompeo's annual salary for the 2017-2018 school year will be Step 2 (\$12,409.50), prorated, may be adjusted following negotiations.

Probationary appointment of Hannah Washburn as 1.00 FTE Occupational Therapist effective 09/25/2017. The current assignment is at the Midlakes Special Education Center. Ms. Washburn's annual salary for the 2017-2018 school year will be Step 6 (\$49,402.00), prorated. This is a change in civil service status from provisional to probationary.

Probationary appointment of Kelly Williamson as 0.75 FTE School Aide effective 09/25/2017. The current assignment is at the Midlakes Special Education Center replacing B. Dunn (transfer of students). Ms. Williamson's annual salary for the 2017-2018 school year will be Step 14 (\$15,092.25), prorated, may be adjusted following negotiations.

Probationary appointment of Chris Zaferes as 1.00 FTE Stock Clerk effective 09/13/2017. The current assignment is at the Regional Support Center. Mr. Zaferes's annual salary for the 2017-2018 school year will be Step 8 (\$34,499.00), prorated, may be adjusted following negotiations. This is a change in civil service status from provisional to probationary.

Provisional appointment of Kaylee Tallman, 1.00 FTE Occupational Therapist effective 09/25/2017. The current assignment is at the Red Jacket Education Center replacing A. Atkinson (resigned). Ms. Tallman's annual salary for the 2017-2018 school year will be Step 2 (\$47,537.00), prorated.

Provisional appointment of Hannah Washburn, 1.00 FTE Occupational Therapist effective 09/18/2017 through 09/24/2017. The current assignment is at the Midlakes Special Education Center (new 9/2017 Board). Ms. Washburn's annual salary for the 2017-2018 school year will be Step 6 (\$49,402.00), prorated.

#### Addition / Deletion of Positions

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

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

#### TENURE

Tenure appointment of Kathryn Haywood, effective 11/10/2017, in the tenure area Education of Children with Handicapping Conditions. Currently, Ms. Haywood is 1.00 FTE Instructor Special Education at the Wayne Special Education Center.

Tenure appointment of Jobena Robinson, effective 11/26/2017, in the tenure area Health Occupations-Practical Nurse. Currently, Ms. Robinson is 1.00 FTE Instructor Vocational/TCE at the Wayne Technical & Career Center.

#### Resolution to Amend Position Title

The Board adopted the following resolution:

Now, therefore be it resolved as follows:

Section 1. The following position title shall be amended as follows: Current 1.0 FTE Social Worker at Finger Lakes Secondary School (FLSS) be amended to 1.0 FTE Guidance Counselor at Finger Lakes Secondary School (FLSS). It is hereby determined that no employee currently holds this title and therefore the change will be effective immediately on October 2, 2017.

#### FIRST REVIEW OF BUDGETS FOR 2018-2019

- a. Board of Education Budget – The Board reviewed their budget, and went over their conference/travel budget from last year and the current year so far. President Sahler asked each board member individually if they wanted their conference budget allowance to be \$2000 per board member for the 2018-19 school year (8-yes; 1-no Meyn).

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Mr. Bischooping and Mr. Henry reviewed the following budgets:

b. Administrative Budget

c. Operations & Maintenance Budget

#### SA-111 ANNUAL FINANCIAL & STATISTICAL REPORT 2016-2017

A motion was made by Mr. Ellis and seconded by Mr. McNamara to accept the SA-111 Annual Financial & Statistical Report for 2016-2017.

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

#### OTHER BUSINESS

##### Resolution to Adopt Governor's Proclamation to Declare October 23-27, 2017 as School Board Recognition Week in the Empire State

President Sahler read the Governor's resolution declaring October 23-27 as School Board Recognition Week. Mr. Bischooping thanked our Board of Education for their dedicated service and told them how much we appreciate all they do.

Governor Cuomo issued a formal proclamation on August 2, 2017 to declare October 23-27, 2017 as School Board Recognition Week, so we also formally recognized our Board of Education and adopted the following resolution:

Whereas, each year, School Board Recognition Week is observed by the more than 700 school boards in school districts throughout the Empire State; and

Whereas, our state's public education system is designed to meet the educational needs of all children and to empower them to become competent, productive contributors to society and an ever-changing world; and

Whereas members of local school boards are dedicated to children, learning, and community, and devote many hours of service to elementary and secondary public education as they continually strive for improvement, excellence, and progress in education, recognizing that all children can be successful learners, especially when education is tailored to the individual needs of the child; and

Whereas, local school board members are strong advocates for public education and are responsible for communicating the needs of the school district to the public, and the public's expectations to the district, by working closely with parents, educational professionals, and other community members to create the educational vision we all hold for today's students and those in the future; and

Whereas, the members of New York State's local school boards respond to the educational needs of the communities they serve and help ensure the solid foundation of our school system; in doing so, these leaders help strengthen our state's educational system and improve future prospects for our children; and

Whereas, during October 23-27, 2017, special activities and programs will be held in communities across New York State in observance of School Board Recognition Week and it is fitting to join in acknowledging the commitment and contributions of members of local school boards;

Now, therefore, I, Andrew Cuomo, Governor of the State of New York, do hereby proclaim October 23-27, 2017 as School Board Recognition Week in the Empire State.

PUBLIC COMMENT - None



Minutes of the Board Meeting of October 2, 2017 (official)

The board clerk will send out an e-mail to board members regarding their availability to change the January board meeting to Tuesday, January 9, 2018. If all board members are available, action will be taken at the November board meeting.

Adjournment

A motion was made by Mr. Ellis and seconded by Ms. Durfee to adjourn the meeting at 8:18 p.m.

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

Respectfully submitted,

Cynthia Murray  
Board Clerk