BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
RENSSELAER-COLUMBIA-GREENE COUNTIES

QUESTAR III MEETING MINUTES

MEETING

Date: May 9, 2013
Location: Questar III – Board Room
Presiding: Robert Gibson, President

Members Present

Robert Gibson, President
Edmund Brooks, Member
Foster, Christopher, Member
Joseph Garland, Member
John Hill, Member
Donald Kline, Vice President
Marilyn Noonan, Member
Carol Orvis, Member

Also Present

James N. Baldwin, District Superintendent
Gladys Cruz, Deputy Superintendent
Andrew DeFeo, Assistant Superintendent
Susan DiDonato, School Attorney
Michael Buono, Human Resource Manager

CALL TO ORDER

President Robert Gibson called the meeting to order at 6:32 p.m.

EXECUTIVE SESSION

1 – Mr. Garland  2 – Mr. Kline  Motion Carried (8 – Yes)
The board entered into Executive Session at 6:37 p.m. for the purpose of discussing individual employment history and collective bargaining.

RETURN TO REGULAR SESSION

1 – Mr. Garland  2 – Mr. Brooks  Motion Carried (8 - Yes)
The Board re-entered Public Session at 6:55 pm.

APPROVAL OF MINUTES

1 – Mrs. Noonan  2 – Mr. Kline  Motion Carried (8 - Yes)
The Board of Cooperative Education Services approved the Minutes from the Regular Meeting of the Board of Cooperative Educational Services held on March 20, 2013 (the April 18, 2013 was cancelled).
TREASURER’S REPORT  
1 – Mr. Hill  
2 – Mr. Garland  
Motion Carried (8 – Yes)  
The Board of Cooperative Educational Services accepted the Treasurer’s Reports dated February and March 2013.

AUDIT COMMITTEE REPORT(S)  
NONE

INTERNAL CLAIM AUDITING REPORT  
1 – Mr. Brooks  
2 – Mr. Kline  
Motion Carried (8 – Yes)  
The Board of Cooperative Educational Services accepted the Internal Claim Auditing Report dated February 27, 2013 to March 27, 2013 and March 29, 2013 to April 24, 2013.

RECOGNITION OF VISITORS  
Melony Merriman, R-C-G BOCES Special Support Services Federation President  
Miriam Giller, Teachers’ Association  
Marc Daigle, Teachers’ Association  
Kathy Balfoort, Vice President and Grievance Chair Person Special Support Services Federation  
Karyn Watt, Questar III

COMMUNICATIONS

- **Wednesday, May 15, 2013**: BOCES Joint Supt. Board Member Mtg. @ Moscatiello’s
- **Monday, June 3, 2013**: 94th Annual NYSSBA Convention Registration Opens  
  Convention = October 24-26, 2013, Rochester, NY
- **Tuesday, June 11, 2013**: Questar III Retirement Dinner, Birch Hill
- **Thursday, June 13, 2013**: Our next Board Meeting
- **Saturday, June 15, 2013**: TVHS Graduation 2-4 p.m. – University at Albany Ballroom
- **Thursday, July 11, 2013**: Reorganization and Regular Board Meeting
PRESENTATION
“CTE Programs: Academy for Information Technology (AIT) and Aviation”
by Karyn Watt
The AIT program – over the last five years – has had seventy-three students complete
the program and the Aviation program has had fifteen students complete the program.
Both programs have had successful outcomes and statistics. Their programs are up for
re-approval. Mrs. Watt described the extensive process for curriculum review
undertaken by an external review team composed of teachers from districts and
business representatives. We follow the NE Accreditation process in curriculum review.

AIT & AVIATION PROGRAM
1 – Mr. Garland  2 – Mr. Foster  Motion Carried (8 – Yes)
The Board of Cooperative Educational Services, upon the recommendation of the
Executive Officer, approved the AIT & Aviation programs for re-approval.

------------------------------------ BY CONSENT-------------------------------------
1 – Mr. Brooks  2 – Mrs. Noonan  Motions Carried (8 – Yes)

PERSONNEL

RETIREMENT(S)
The Board of Cooperative Educational Services, upon the recommendation of the
Executive Officer, with regret and sincere appreciation for their service to Questar III,
accepted the resignation for the purpose of retirement of the following individual(s) as
noted

Certified Staff

Name: Kathleen Mills
Position: Special Education Teacher
Date Began: 03/01/82
Effective: 06/30/13

Classified Staff

Name: Jean Van Epps
Position: Business Office Manager
Date Began: 12/06/82
Effective: 06/29/13

RESIGNATION(S)
The Board of Cooperative Educational Services, upon the recommendation of the
Executive Officer, accepted the resignation of the following individual(s) as noted:

Certified Staff

Name: Lindsey Davis-Flynn
Position: Teaching Assistant
Date Began: 07/01/11
Effective: 03/28/13

Name: Andrew Murphy
Position: Adult Education Teacher
Date Began: 07/02/09
Effective: 03/26/13
PERSONNEL
RESIGNATIONS
Certified Staff (cont’d)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date Began</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Dyer</td>
<td>Teaching Assistant</td>
<td>07/01/11</td>
<td>05/25/13</td>
</tr>
<tr>
<td>Courtney Ciccarelli</td>
<td>Teaching Assistant</td>
<td>09/12/12</td>
<td>04/30/13</td>
</tr>
</tbody>
</table>

Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date Began</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starlene Cole</td>
<td>Teacher Aide</td>
<td>10/21/02</td>
<td>06/03/13</td>
</tr>
<tr>
<td>Leslie Peters</td>
<td>Fire Systems Service Technician (Hourly)</td>
<td>11/26/12</td>
<td>04/22/13</td>
</tr>
</tbody>
</table>

LEAVE OF ABSENCE REQUEST(S)

The Board of Cooperative Educational Services, upon the recommendation of the Executive Officer, approved the unpaid leave of absence request of the following employee(s) as noted:

Certified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Fitzpatrick</td>
<td>Teaching Assistant</td>
<td>04/08/13 – 05/31/13</td>
<td>To accept a regular sub appt. within Questar</td>
</tr>
</tbody>
</table>

CHANGE IN FTE / TITLE / SALARY / STATUS

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties gives approval to the recommendation of the Executive Officer to the following changes in FTE and/or title, salary or status as noted below:

Certified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gladys Cruz</td>
<td>1.0 FTE Deputy Superintendent</td>
<td>05/10/13</td>
<td>$147,500.00 prorated</td>
</tr>
</tbody>
</table>
PERSONNEL

CHANGE IN FTE / TITLE / SALARY / STATUS

Certified Staff (cont’d)

Name: Craig Hansen – CHANGE IN SALARY
Position: 1.0 FTE Director of Health and Safety / O & M
Effective: 04/01/13
Salary: $108,000.00 prorated

Name: Mary O’Donoghue – CHANGE IN FTE
Position: .80 FTE Speech-Language Pathologist
(increased from .60 FTE)
Status: Part Time
Effective: 03/25/13 through 06/30/13
Salary: $43,087.00 prorated

APPOINTMENTS

The Board of Cooperative Educational Services, upon the recommendation of the Executive Officer, approved the appointment of the following individual(s) as noted. These appointments were declared as emergency conditional vacancies and contingent upon clearance for employment based on fingerprinting requirements of the SAVE legislation.

Certified Staff

Name: Carolyn Strauch
Position: 1.0 FTE Model Schools Coordinator
Tenure Area: ISS- Integration of Technology into Instructional Practice
Status: 3 Year Probationary Period
Certification: Technology, SDA, Special Ed, Pre-K - 6
Effective: 05/13/13
Salary: $60,000.00 prorated

Name: Laura Fitzpatrick
Position: 1.0 FTE Special Education Teacher
Tenure Area: General Special Education
Status: Regular Substitute
Certification: ChEd 1-6, SWD 1-6
Effective: 04/08/13 – 05/31/13
Salary: $43,087.00 prorated

Name: Sandra Catlin
Position: 1.0 FTE Speech Pathologist
Tenure Area: Speech
Status: Regular Substitute
Certification: Speech
Effective: 03/26/13 – 05/06/13
Salary: $50,836.00 prorated
PERSONNEL

APPOINTMENTS

Certified Staff (cont’d)

Name: Colleen Donnelly
Position: 1.0 FTE Teaching Assistant
Tenure Area: Teaching Assistant
Status: 3 Year Probationary Period
Certification: SWD 1-6, ChEd 1-6, Early ChEd B-2, Literacy B-6
Effective: 04/08/13
Salary: $17,732.00 prorated

Name: Allison Grupp
Position: 1.0 FTE Teaching Assistant
Tenure Area: N/A
Status: Regular Substitute
Certification: Social Studies 7-12
Effective: 03/29/13 – 06/30/13
Salary: $17,075.00 prorated

Name: Andrea Whitbeck
Position: 1.0 FTE Teaching Assistant
Tenure Area: N/A
Status: Regular Substitute
Certification: ChEd 1-6
Effective: 04/22/13 – 06/30/13
Salary: $17,075.00 prorated

PART-TIME/HOURLY EMPLOYEES FOR 2012-13

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties gave approval to the recommendation of the Executive Officer to appoint the following individuals as part-time or hourly employees for the 2012-13 school year.

Karen Altomer, Clerk        $14.06/hr.
Hourly, 03/11/13 – 06/30/13

Gail Simmons, Textbook Program Assistant  $11.25/hr.
Hourly, 04/01/13 – 06/30/13

Ken Duryea, Courier         $11.28/hr.
Hourly, 03/11/13 – 06/30/13

Barbara Ann Harms, Specialist  $50.00/hr.
Hourly, 03/01/13 – 06/30/13

------------------------------------END OF CONSENT --------------------------------------
OTHER PERSONNEL

ABOLITION OF POSITIONS / LAY-OFFS

1 – Mr. Garland  2 – Mr. Foster  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, upon the recommendation of the Executive Officer, abolished the following positions as a result of financial constraints and organizational restructuring and directed employee lay-offs and placement on appropriate preferred eligibility lists, to the extent required by law:

Certified Staff

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine</td>
<td>Schadewald</td>
<td>Small Learning Communities Grant Project Manager</td>
<td>Administrative - Small Learning Communities Grant Project Manager</td>
<td>06/30/13</td>
</tr>
<tr>
<td>Katherine</td>
<td>Schadewald</td>
<td>Strategic Planning and Special School Improvement Project Coordinator</td>
<td>ISS – Professional Development</td>
<td>06/30/13</td>
</tr>
</tbody>
</table>

BUSINESS / FINANCE

APPROVAL TO SUBMIT, ACCEPT AND EXPEND GRANT

1 – Mrs. Noonan  2 – Mr. Kline  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon recommendation of the Executive Officer, gave approval to submit the following Federal/State Project, and authorized the acceptance and expenditure of such project:

Northeast Farm Credit
May 1, 2013 – August 31, 2013
$4,000.00

OTHER

REVISED ANNUAL PROFESSIONAL PERFORMANCE REVIEW (FOR TEACHERS)

1 – Mr. Garland  2 – Mr. Foster  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, approved revisions to the Annual Professional Performance Review Plan for teachers and directed that they be submitted to the Review Room for approval by the New York State Education Department.
OTHER (cont’d)

PROFESSIONAL DEVELOPMENT
TEAM ESTABLISHMENT

1 – Mrs. Orvis 2 – Mr. Foster  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, established a professional development team as follows:

Colleen Hall, Chair
Marc Daigle
Mary D’Amico
Peter Desmond
Miriam Giller
Joe Mix

Liz Zwink
Jeff Baker
Andy DeFeo
Robin Sobol
Jane King (Higher Education rep.)

NYSSBA AREA 7 DIRECTOR NOMINATION
ENDORSEMENT

1 – Mr. Hill 2 – Mr. Brooks  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, endorsed the nomination of Lynn Lenhardt as Area 7 Director of the New York State School Boards Association for a two-year term commencing January 1, 2014.

APPROVAL OF 2013-14 ANNUAL BUDGET AND REVISED 2012-13 COSER

1 – Mr. Garland 2 – Mrs. Noonan  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, approved the 2013-14 Annual Budget and the Revised 2012-13 COSER Budget and gave approval to submit same to the State Education Department.

APPROVAL OF 2013-15 QUESTAR III STRATEGIC PLAN

1 – Mrs. Orvis 2 – Mr. Kline  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, approved the 2013-15 Questar III Strategic Plan as presented.

POLICY

FIRST READING REVISED PROJECT SAVE CODE OF CONDUCT #7-102

1 – Mr. Foster 2 – Mrs. Orvis  Motion Carried (8 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, gave approval for the first reading of the revised Code of Conduct policy.
BOARD REPORTS / DISCUSSION
NONE

EXECUTIVE OFFICER’S REPORT
Superintendent Baldwin announced that this week is Teacher Appreciation Week and stated how blessed we are for the fine teachers we have that work with our students.

Dr. Baldwin reported that there are some deficiencies in the Adult Education program – in accountability status. He continued that we are currently addressing the issue and will give further details at the June meeting.

Superintendent Baldwin also informed the board that he will have Robin Emanatian send them the list of end-of-year events.

He then spoke to the Summer Leadership for district teams. Dr. Baldwin said that the focus will be on High School completion, Career Pathways, Early College High School and also will be supporting some individual district work.

Superintendent Baldwin commented that the Career Event held this week at Birch Hill was very well attended and received.

Dan Liebert is working with Nano College on design. Raona Roy, Dan Liebert and the TVHS Foundation plan to approach participating businesses for sponsorship.

Dr. Baldwin updated the board members on the Rensselaer project explaining that we are waiting to hear from Rensselaer on financing. They want to use existing authority to wrap in this project with refinancing – otherwise – it will require a referendum. We are interested regardless of the path they must pursue.

The District Superintendent updated the board on OPEB, stating that the Task Force met twice, and they met with the Comptroller’s office. A very well-done presentation was prepared by Meghan Heimroth. No word from the Comptroller’s office yet.

PUBLIC COMMENTS
None

MOTION TO ADJOURN
1 - Mr. Garland 2 – Mr. Kline

Motion Carried (8 – Yes)

The Board adjourned at 7:45 pm.

Respectfully Submitted By:

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Susan DiDonato, School Attorney
(Acting Clerk in Robin Emanatian’s Absence)