

*Oneonta City School District  
Regular Meeting  
of the  
Board of Education  
November 9, 2011*

Location: Valleyview Elementary School

Time: 7:00 p.m.

**I. Opening**

A. Call to Order

B. Roll Call

C. *Resolved*, to adopt the agenda as presented.

*Action Item*

D. *Resolved*, to approve the minutes of the  
October 26, 2011 Board of Education meeting  
as presented.

*Action Item*

**II. Communications**

Opportunity to Address the Board

**III. Personnel**

Approval of Personnel Memorandum 2011-15

1. Non-Certificated

*Action Item*

*Resolved*, that the reading of the Non-Certificated  
Personnel Memorandum #2011-15 be waived and  
that the action items dated November 9, 2011  
be approved as recommended by the  
Superintendent of Schools.

2. Teaching and Administrative

*Action Item*

*Resolved*, that the reading of the Teaching and Administrative Personnel Memorandum #2011-15 be waived and that the action items dated November 9, 2011 be approved as recommended by the Superintendent of Schools.

**IV. New Business**

**A. Superintendent's Report**

1. *Resolved*, to approve a trip for OHS students to New York City to see the show *Stomp* on Saturday, March 10, 2012. All expenses paid by the students.

*Action Item*

2. *Resolved*, to appoint the following persons as 504 Chairpersons:

*Action Item*

*Sabrina Beckerink, School Psychologist  
Diana Rutherford, School Psychologist  
Kristen Szerszen, School Psychologist*

**B. Business Official's Report**

1. *Resolved*, that the reading of Financial Memorandum #2011-16 dated November 9, 2011 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.

*Action Item*

**V. Opportunity to Address the Board**

**VI. Roundtable**

**VII. Executive Session**

**VIII. Adjournment**

ENLARGED CITY SCHOOL DISTRICT  
PERSONNEL MEMORANDUM NO. 2011 – 15

TO: Board of Education  
FROM: Michael P. Shea, Superintendent of Schools  
DATE: November 9, 2011  
RE: Personnel Memorandum No. 2011-15

NON-CERTIFIED

A. Discontinuance

1. Retirement  

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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2. Resignation  

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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3. Termination  

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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B. Civil Service Appointments

1. Provisional (Temporary)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Regina McGuinness	Keyboard Specialist	\$23,257 prorated	4/28/11-1/6/12

coverage for Evelyn Frazier leave of absence

2. Permanent with Probationary Period

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
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3. Permanent

<u>Name</u>	<u>Position</u>	<u>Effective</u>
→ Christopher Wheeler	Groundsperson	December 23, 2011

4. Exempt/Non-Competitive

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	<u>Effective</u>
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5. Additional Assignment

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
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6. Substitute School Monitor/Substitute Instructional Aide effective 11-12

<u>Name</u>	<u>Hourly Rate</u>
→ Corrina Rowe	\$7.25*
Mildred Sargent	\$8.00
Michael Vandetholen	\$7.25

\*pending fingerprint clearance

7. Long-term Substitute

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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8. Substitute School Nurse

9. Substitute Clerical effective January 9, 2012

→ Regina McGuinness

10. Substitute Custodial/Maintenance effective November 4, 2011

→ Mitchell Enck\*  
\*enrolled at OHS, appt. pending fingerprint clearance to substitute in any building other than HS

11. Student Workers effective 11-12

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
→ Sophia Konstantine	Tutor	\$7.25
Charlotte McKane	Tutor	\$7.25
Rachel Nader	Tutor	\$7.25
Hannah Visnosky	Tutor	\$7.25

12. Game Staff

13. Adult Education

a. Non-Instructional Appointments

Name Hourly Rate

b. Adjustments

Name Position Hourly Rate

c. Resignations

Name Position Effective

14. District Extended Day Programs Non-Instructional staff – Before/After School Programs

a. Appointments effective 2011- 2012

Name Initial Placement Hourly Rate

→ **Karen Burrows** **GP After School Substitute** **\$11.50**

b. Adjustment

Name Hourly Rate From To

c. Terminated

C. Other

1. Leave of Absence

<u>Name</u>	<u>Position</u>	<u>Type Leave</u>	<u>Approximate Effective Date</u>
Evelyn Frazier	School Secretary	one year unpaid leave*	January 10, 2011 – January 6, 2012
→ Doug Lindberg	Custodial Worker	sick/FMLA**	November 7, 2011 – January 9, 2012
→ Joe Ouimet	Custodial Worker	sick/FMLA**	October 4 – November 19, 2011
→ Erwin Vega	Custodial Worker	one year unpaid leave***	November 7, 2011 – November 6, 2012

\*refer to Article XII of the Clerical Agreement

\*\*leaves will run concurrently and will be with pay as determined by accumulated time and physicians note

\*\*\*refer to Article IX of the CSEA Agreement

2. Abolish Position

Title

3. Create Position

Position Effective Hourly Rate

→ **1:1 Instructional Aide** **November 2, 2011-TBD** **\$7.25\***  
**\*maximum two hours a day on days when student is in attendance**

4. Contract Salary Increase

Name Position Salary Effective

5. Hourly Rates/Game Fee Schedule

Position Hourly Rate

6. Job Title Change/Transfer

Name From To Effective

7. Emergency Clearance

→ **Corrina Rowe**

TEACHING AND ADMINISTRATIVE

A. Discontinuance

1. Retirement

Name Position Effective

2. Rescind Appointment

Name Position

3. Resignation

Name Position Effective

4. Termination

Name Position Effective

B. Appointments

1. Tenure

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
→ Wendy Loucks	Teaching Assistant	2/13/12

2. Administrative/Teaching

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
<u>Tenure Area</u>	<u>Cert. Status</u>	<u>90 Day Notif. Date</u>	<u>Tenure Date</u>

3. Substitute Teacher/Teaching Assistant effective through June 30, 2012

→ Gary Dilello*	Alexis DiNota*	Christy Ebert	Christine LaGuardia	Andrea Lister
Daniel Lynch	Zach Matthews*	Regina McGuinness	Regina Paradis	Margaret Pendrak

\*pending fingerprint clearance

4. Volunteer

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
→ Timothy Collins Jr.	CS Morning Program	NA
Angela DiCarato	GP Kdg. Classroom Assistant	NA
Ingrid Hofbauer	GP Tutor	NA

5. Other effective 2011-12

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
→ Michelle Gardner	Fall Play – Choreographer	\$400.00
Tim Horne	Fall Play – Musical Director/Accompanist	\$1,000.00
	Accompanist - HS Concerts/NYSSMA	\$20.00 per hr/max. 40 hrs.
Austin McCaslin-Doyle	Fall Play – Lighting	\$250.00
Marjean McCaslin-Doyle	Fall Play – Costuming	\$400.00

C. Additional Assignments

1. Coaching – appointment contingent upon completion of First Aid/AED/CPR certifications and other criteria as designated by NYSED

<u>Name</u>	<u>Position</u>	<u>Step/Year*</u>	<u>Stipend*</u>	<u>Effective</u>
Appointments pending for: Winter JV Cheerleading, Varsity Tennis, JV Lacrosse				

2. Extra Curricular Advisors

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
→ Sean Degan	MS Jazz Ensemble	\$2,588*

\*minimum two performances per year  
Appointments pending for: MS Marching Band, MS NYSSMA Instrumental, MS All County Instrumental, HS Vocal Music Director Spring Show

3. Summer 2012

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
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D. Adult Education

1. Appointments effective 11-12

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
→ Christy Ebert	Tutor	\$15.00
Regina Paradis	Tutor	\$10.00

2. Adjustments

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
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3. Resignations

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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E. District Extended Day Program – Instructional Staff

1. Appointments effective 2011 – 2012 pending program enrollment and participation

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
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2. Adjustments

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
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3. Resignations

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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F. Continuation Administrative/Teaching

1. First Year Probation

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
Emily Gibson	School Media Spec.	9/1/11	6/2/13	8/31/14
Caitlin Moreland	Spec. Ed. Teacher	9/1/11	6/2/13	8/31/14
Kari Ruff-Rivera	Elementary Teacher	9/1/11	6/2/13	8/31/14

2. Second Year Probation

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
Coleen Lewis	Principal	7/1/10	4/1/13	6/30/13
Katie Finch	Phys. Ed.	9/1/10	6/2/13	8/31/13
Amy McCann	For. Lang. Teacher	9/1/10	6/2/13	8/31/13

3. Third Year Probation

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
Carrie Hall	Music	9/1/09	6/2/12	8/31/12
Aaron Witkowski	Spec. Ed.	9/1/09	6/2/12	8/31/12

4. Second of Two Years Probation (Rehire from Preferred Eligibility List)

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
Allison Cappiello	Elementary Teacher	9/1/11	6/2/12	8/31/12

5. Second of Two Years Probation (Jarema Credit)

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
Mary Stalder	School Media Spec.	9/1/10	6/2/12	8/31/12

6. Second of Two Years Probation (Previous Tenure)

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
Heidi Bjorness	Spec. Ed.	9/1/10	6/2/12	8/31/12
Christy Frembes Boise	Foreign Language	9/1/10	6/2/12	8/31/12
Jeanine Scinta-Sass	Math	9/1/10	6/2/12	8/31/12
Kristin Szerszen	School Psychologist	9/1/10	6/2/12	8/31/12

7. First of Two Years Probation (Jarema Credit)

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
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8. First of Two Years Probation (Previous Tenure)

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
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9. Fourth Year Probation (Juul Extension)

<u>Name</u>	<u>Position</u>	<u>Effective</u> <u>Date of Hire</u>	<u>90 Day Contractual</u> <u>Notification</u>	<u>Tenure</u> <u>Effective</u>
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G. Other

1. Leaves of Absence

<u>Name</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Approximate Effective Date</u>
Adriane Cej	Science Teacher	personal	2011- 2012*
Lizabeth Fink	Teaching Assistant	personal	Sept. 1, 2010 – June 24, 2011*
<b>Megan Nader</b>	<b>Music Teacher</b>	<b>personal</b>	<b>2011 – 2013*</b>
Gerard Scarangella	Teaching Assistant	personal	2011-2012***
Jenn Sitts	Math Teacher	sick/FMLA/child rearing**	Oct. 11, 2011 – Jan. 29, 2012

\*this is an extension of a previously granted leave of absence, as per an MOU between the Superintendent and Teachers' Association.

\*\*sick/FMLA leaves will run concurrently and be with pay as determined by a physician's note and available time. Child rearing will begin at end of sick leave and will be without pay as per Ms. Sitts request. **NOTE CHANGE TO EFFECTIVE START DATE**

\*\*\*as per Memo of Understanding between Superintendent and OTA.

2. Abolish Position

<u>Position</u>	<u>Effective</u>
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3. Create Position

<u>Position</u>	<u>Effective</u>
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4. Contract Continuation

<u>Name</u>	<u>Position</u>	<u>Extension Through</u>
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5. Hourly/Per Diem Rates Schedule

<u>Position</u>	<u>Stipend</u>
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6. Emergency Fingerprint Clearance

ONEONTA CITY SCHOOL DISTRICT  
FINANCIAL MEMORANDUM #2011-16  
November 9, 2011

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TO: MICHAEL P. SHEA  
SUPERINTENDENT OF SCHOOLS

FROM: LISA J. WEEKS  
BUSINESS MANAGER

DATE: November 9, 2011

RE: FINANCIAL MEMORANDUM #2011-16

*RESOLVED, that the reading of Financial Memorandum #2011-16, dated November 9, 2011 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.*

1. SUCO Children's Center Contract Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent, to approve the contract with SUCO Children's Center to provide Universal PreK services for the 2011-12 school year. The amount of the contract is \$27,000.00 and is funded through the SED Universal PreK Grant Program.*

2. Sissy's Little Lambs Children's Center Contract Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent, to approve the contract with Sissy's Little Lambs Children's Center to provide Universal PreK services for the 2011-12 school year. The amount of the contract is \$24,300.00 and is funded through the SED Universal PreK Grant Program.*

3. Opportunities for Otsego Contract Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent, to approve the contract with Opportunities for Otsego to provide Universal PreK services for the 2011-12 school year. The amount of the contract is \$54,000.00 and is funded through the SED Universal PreK Grant Program.*

4. Oneonta Comm Christian School Contract Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent, to approve the contract with Oneonta Community Christian School to provide Universal PreK services for the 2011-12 school year. The amount of the contract is \$5,400.00 and is funded through the SED Universal PreK Grant Program.*



ONEONTA CITY SCHOOL DISTRICT  
 FINANCIAL MEMORANDUM #2011-16  
 November 9, 2011

5. Consultant Services Contract Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent, to approve the following Consultant Services Contract:*

*Kelberman Center \$1,375.00*

6. Consultant Services Contract Information Item

*In accordance with the Board Resolution dated 4/1/98, the following Consultant Services Contract was approved:*

*Consultants in Exceptional Education \$650.00*

7. Greener World Landscape Maintenance Proposal Action Item (To Accept)  
 Greater Plains Playground Flood Repair

*Resolved, upon the recommendation of the Superintendent, to accept the proposal from Greener World Landscape Maintenance to hydroseed lawn areas at Greater Plains, after the flood repair work is finished, in the amount of \$1,882.00, as presented.*

8. F. E. Jones Construction, Inc. Action Item (To Approve)  
 Change Order #GC-26  
 DW07 Project

*Resolved, upon the recommendation of the Superintendent, to approve Change Order #GC-26 for F. E. Jones Construction, general contractor in the DW07 Project. The contract will be decreased in the amount of \$578.42*

9. Donations Action Item (To Accept)

*Resolved, upon the recommendation of the Superintendent, to accept the following donations:*

<u>FROM</u>	<u>FOR</u>	<u>AMOUNT</u>
Kiwanis Club of Oneonta	Riverside PreK Supplies	\$ 300.00
Oneonta Clothing Guild	School Nurses	\$1,200.00 (\$200 per school)

ONEONTA CITY SCHOOL DISTRICT  
FINANCIAL MEMORANDUM #2011-16  
November 9, 2011

10. School Facility Report Card Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent,  
to approve the School Facility Report Card as presented.*

11. Audit Committee Report Information Item  
Minutes from meeting on October 26, 2011