

**DRAFT**

The Regular Meeting of the Board of Education of Madison Central School was held on January 15, 2019 at 6:30 pm in the Library.

**MEMBERS PRESENT:** Ms. Jessica Clark  
Ms. Stephanie Clark – 7:13 pm  
Mr. Michael Filipovich  
Mrs. Jennifer Lavoie  
Mrs. Brittany Rizzo  
Mr. Jona Snyder  
Mr. Steven Yancey

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mr. Michael Davis, Superintendent  
Mr. Larry Nichols, Building Principal  
Mr. Brian Latella, Elementary Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order
  - a. Mr. Snyder, Vice President, called the meeting to order at 6:35 pm.
- II. Oath of Office – New Member
  - a. Brittany Rizzo – Brittany took her oath of office at this time.
- III. Agenda Additions
- IV. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 1 – APPROVAL OF AGENDA**

ON THE MOTION of Mr. Yancey, seconded by Mr. Filipovich, the board moved to approve the agenda for this meeting. Motion carried 6 yes, 0 no.

- b. Approval of Minutes
  1. December 18, 2018 Regular Meeting

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Ms. Clark, seconded by Mr. Filipovich, the board moved to approve the minutes from the December 18, 2018 Regular Meeting, Motion carried 6 yes, 0 no.

- V. Public Forum
  - a. A community member gave appreciation to the board for the good attendance of the board members at the meeting.
  - b. Questions were raised as to the cost of the new parking lot and concerns that the community doesn't realize it can park there. Further, during events the front doors of the school have been locked and not accessible. Due to the doors being handicap accessible, the current hardware does not allow us to keep them barred, or unlocked. New hardware is being purchased to alleviate this issue.
  - c. A community member noted that the DOT has been issuing tickets to all those who do not stop at DOT stop points such as on Paris Hill Road if you are driving any vehicle that is considered a DOT vehicle such as buses, the school van and school suburban.

- d. Concerns were raised about students not parking in the designated student parking areas and the problems at dismissal time with all the staff, students, and parents trying to exit at the same time, cutting off the buses and holding up traffic.

VI. Reports

a. Treasurer

1. Internal Claim Auditor's Report

**MOTION # 3 – APPROVAL OF INTERNAL CLAIM AUDITOR'S REPORT**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the Internal Claim Auditor's Report. Motion carried 6 yes, 0 no.

2. Treasurer's Report dated December 31, 2018

**MOTION # 4 – APPROVAL OF TREASURER'S REPORT**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Lavoie, the board moved to approve the Treasurer's Report dated December 31, 2018. Motion carried 6 yes, 0 no.

3. Detail Warrants

**MOTION # 5 – APPROVAL OF DETAIL WARRANTS**

ON THE MOTION of Mr. Yancey, seconded by Mr. Filipovich, the board moved to approve the Detail Warrants as follow: Warrant Number 23 – Fund A – 12/3/18 – 7 pages, Warrant Number 25 – Fund A – 12/7/18 – 7 pages, Warrant Number 26 – Fund A – 12/21/18 – 7 pages, Warrant Number 12 – Fund C – 12/7/18 – 2 pages, Warrant Number 13 – Fund C – 12/21/18 – 2 pages, Warrant Number 6 – Fund TA – 1/3/19 – 4 pages, Warrant Number 6 – Fund HBUS – 1/3/19 – 2 pages, Warrant Number 5 – Fund FA19 – 12/7/18 - 1 page. Motion carried 6 yes, 0 no.

4. The Financial Status Report was shared.
5. The Student Activities Quarterly Report was provided for review.

b. Superintendent – Information Items

1. The board discussed the Windmills and the reason they aren't turning is due to a blown transformer and it's going to be 3-6 months before it's repaired.
2. The FFA Banquet is scheduled for June 21, 2019 due to the building project.
3. The New Board of Education Member Listing was shared.
4. The Legislative Forum announcement for Thursday, January 31, 2018 was shared.
5. The board reviewed the Proposed Academic Calendar for 2019-2020.
6. The Independent Evaluation Waiver and process was discussed for AARP.
7. The use of Wireless Headphones/Earbuds in school and the classroom was discussed.
8. The NYS Prekindergarten Program Monitoring Report Summary was shared.
9. The need for a Board Retreat was discussed. The board will meet on January 29, 2019 at 6 pm at the school for this retreat.
10. The need to change the Worker's Compensation Alternate Representative was discussed.

c. Superintendent – Approval Items

1. Approval of Change to Worker's Compensation Alternate Representative

**MOTION # 6 – APPROVAL OF WORKER'S COMPENSATION REPRESENTATIVES**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to appoint Mr. Davis as representative (no change) and Mrs. Melanie Brouillette as Alternate. Motion carried 6 yes, 0 no.

Ms. Stephanie Clark arrived at 7:13 pm.

2. Non Resident Student entering PreK for the 2019-2020

**MOTION # 7 – APPROVAL OF NON RESIDENT STUDENT**

ON THE MOTION of Mr. Yancey, seconded by Mr. Filipovich, the board moved to approve the non resident application for 2019-20 for an incoming preK student assuming there is an available slot for another student. Motion carried 7 yes, 0 no.

3. Approval of Budget Transfer

**MOTION # 8 – APPROVAL OF BUDGET TRANSFERS**

ON THE MOTION of Ms. Clark, seconded by Mrs. Lavoie, the board moved to approve the Budget Transfers as provided. Motion carried 7 yes, 0 no.

4. Approval of Overnight Trips

- a. FFA – January 26-27, 2019 to Syracuse for NYS FFA 212/260 Conference

**MOTION # 9 – APPROVAL OF FFA OVERNIGHT TRIP TO SYRACUSE**

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to approve the FFA Overnight trip to Syracuse on January 26-27, 2019. Motion carried 7 yes, 0 no.

- b. FFA – February 4-5, 2019 to Albany for NYS FFA State Leaders Experience

**MOTION # 10 – APPROVAL OF FFA OVERNIGHT TRIP TO ALBANY**

ON THE MOTION of Mr. Filipovich, seconded by Ms. Clark, the board moved to approve the FFA Overnight trip to Albany February 4-5, 2019. Motion carried 7 yes, 0 no.

- c. Class 2019 – June 7-9, 2019 to Washington, DC for Senior Trip

**MOTION # 11 – APPROVAL OF SENIOR TRIP ITINERARY**

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to approve the overnight trip for the Class of 2019 (Senior Class Trip) to Washington DC from June 7-9, 2019. Motion carried 7 yes, 0 no.

VII. Policy

- a. Second Reading of Policy # 6402 entitled “Drug and Alcohol Testing (Transportation)

**MOTION # 12 – APPROVAL OF POLICY # 6402**

ON THE MOTION of Ms. Clark, seconded by Mr. Yancey, the board moved to approve the second reading of Policy # 6402 entitled “Drug and Alcohol Testing (Transportation). Motion carried 7 yes, 0 no.

VIII. Old Business

- a. None

IX. New Business

- a. Personnel

1. Appointments

- a. Indy Neidhart – Non Certified Substitute Teacher effective 1/15/19
- b. Melissa Smith – Long Term Certified Substitute Teacher for Mr. Silkowski’s FMLA effective 1/14/19



**MOTION # 13 – APPROVAL OF APPOINTMENTS**

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to approve the appointments as listed:

- a. Indy Neidhart– Non Certified Substitute Teacher effective 1/15/19
- b. Melissa Smith – Long Term Certified Substitute Teacher for Mr. Silkowski’s FMLA effective 1/14/19

Motion carried 7 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 14 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Ms. Clark, seconded by Mr. Yancey, the board moved to approve the CSE/CPSE Recommendations as provided to the official packet. Motion carried 7 yes, 0 no.

c. Principal Reports

- 1. Mr. Latella spoke about the kids day at Colgate for PreK through 5<sup>th</sup> graders last week and that there is more professional development coming up with Jody Popple and Olivia Wahl.
- 2. Mr. Nichols discussed upcoming professional development with Becky Copp, next week will be Regents Week, the district is still working with Bridges on vaping and alcohol education, the new honor roll signs are up, the new podium which was donated by the Class of 2018 has arrived, and congratulations to Mr. Silkowski on the birth of his twin daughters.

X. Correspondence

- a. Richard Engelbrecht’s monthly BOCES newsletter for January 2019 was shared.
- b. The Library Media Center Monthly Report for December 2018 was shared.

XI. Executive Session – and appoint temporary District Clerk

**MOTION # 15 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to enter into Executive Session with Ms. Clark acting as temporary District Clerk at 7:24 pm to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion carried 7 yes, 0 no.

XII. Adjourn Executive Session

**MOTION # 16 – ADJOURN EXECUTIVE SESSION**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to adjourn Executive Session at 9:34 pm. Motion carried 7 yes, 0 no.

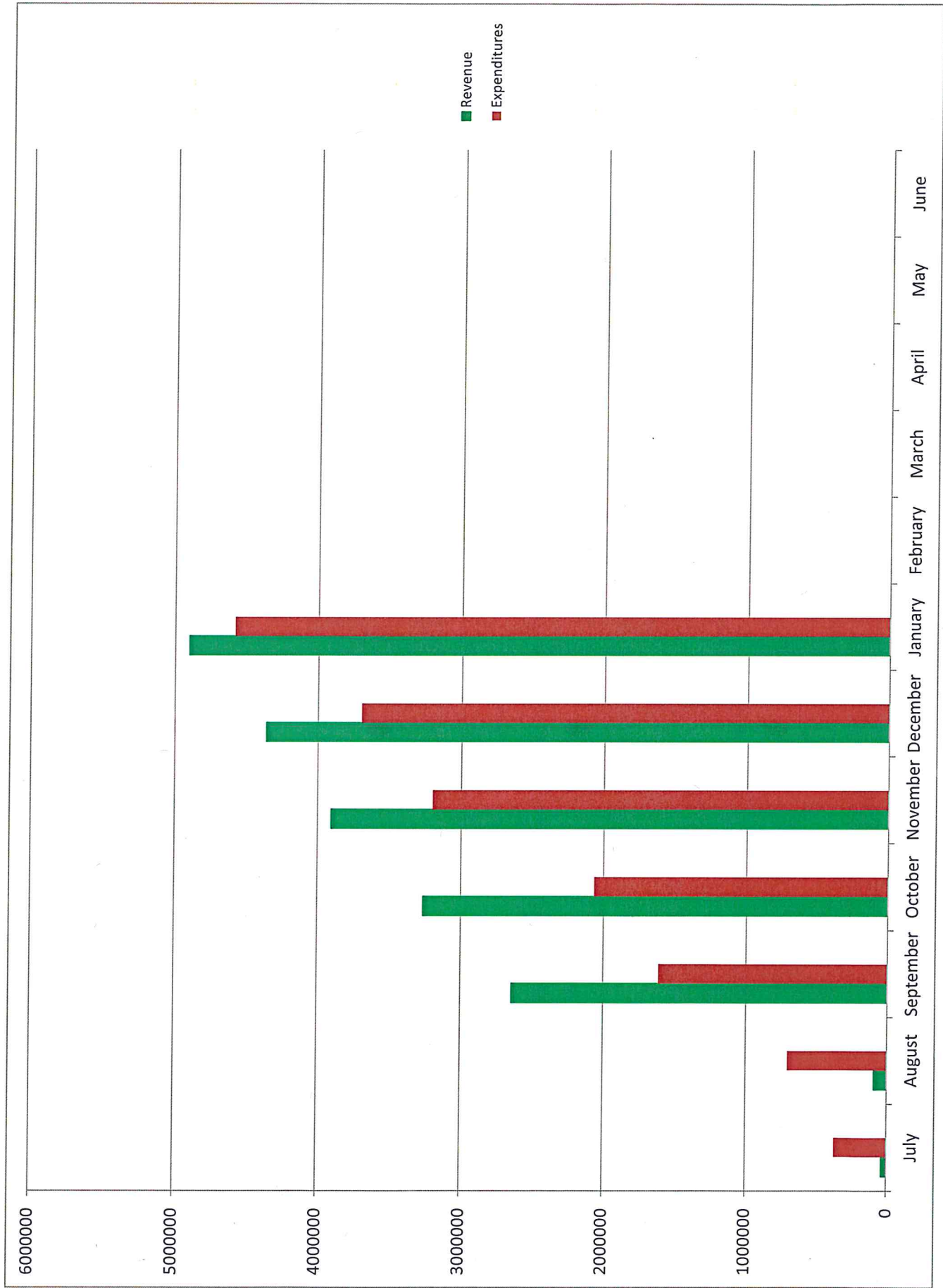
XIII. Adjournment

**MOTION # 17 – ADJOURNMENT**

ON THE MOTION of Mr. Yancey, seconded by Mr. Snyder, the board moved to adjourn for the evening at 9:35 pm. Motion carried 7 yes, 0 no.







MADISON CENTRAL SCHOOL DISTRICT

Expenditures

MAJOR BUDGET CATEGORIES =====	End Of Year 2017-2018	Adjusted Budget 2018-2019	Expected Fund Balance 6/30/2019
Board of Education	7,363	8,599	1,876
Central Administration	156,323	166,327	1,351
Finance	174,259	195,997	3,076
Staff	36,808	45,280	16,101
Central Services	568,732	616,468	162,141
Special Items	125,903	124,951	3,558
GENERAL SUPPORT	1,069,388	1,157,622	188,103
Instruction, Admin. & Improv.			
Teaching-Regular School	222,628	236,981	4,497
Special Programs	2,006,535	2,233,563	183,204
Occupational Education	1,224,804	1,301,553	276,364
Teaching-Special Schools	283,923	364,131	23,452
	193,240	94,370	5,844
Instructional Media	176,514	172,915	87,601
Pupil Services	304,436	322,454	91,576
INSTRUCTION	4,412,080	4,725,967	672,540
PUPIL TRANSPORTATION	675,620	658,098	91,859
COMMUNITY SERVICE	-	-	-
Employee Benefits	2,467,275	2,923,846	1,051,686
Debt Service	937,142	795,211	626,081
Interfund Trx	302,603	2,222	0
UNDISTRIBUTED	3,707,020	3,721,280	1,677,768
TOTAL GENERAL FUND = = = >>>>	9,864,110	10,262,966	2,630,269 #2

#1 = Budget approval of \$9,945,818 + carry over purchase orders of \$314,926.57 from 2017-2018 school year (encumbrance)

#2 = Not all salaries and debt service are encumbered



Madison Central School  
2018-2019  
Revenues Anticipated

2/4/2019

	Estimated Revenues 2018-2019	Received To date	(Shortfall) Overage To date
1001 Real Property Taxes	2,691,175.00	2,441,913.67	(249,261.33)
1083 E-ON - Windmills	85,000.00	87,978.28	2,978.28
1085 STAR Reimbursement	601,000.00	544,761.00	(56,239.00)
1090 Interest and Penalties	3,800.00	2,966.03	(833.97)
1311 Tuition From Individuals	2,500.00	1,650.00	(850.00)
1335 Other Student fees	-	4,934.82	4,934.82
1410 Admissions	-	-	-
2230 Tuition Other Districts	45,000.00	94,644.09	49,644.09
2401 Interest and Earnings	600.00	203.54	(396.46)
2401.001 Interest- Capital Reserve	-	-	-
2401.002 Interest - Unemployment Reserve	-	56.74	56.74
2401.003 Interest - NYSERS Reserve	-	271.81	271.81
2401.004 Interest - Liability Reserve	-	1,703.86	1,703.86
2401.005 Interest - Tax Cert	-	-	-
2401.006 Interest - EBALR Reserve	-	2,614.83	2,614.83
2650 Sale of Scrap & Excess Materials	-	5,800.00	5,800.00
2666 Sale of Trans Equipment	-	8,100.00	8,100.00
2680 Insurance Recoveries	-	-	-
2690 Comp for Loss	-	112.90	112.90
2700 Medicare Part D	25,000.00	20,917.82	(4,082.18)
2701 Refunds of Prior year BOCES	37,000.00	92,739.79	55,739.79
2702 Refund of Transportation	-	-	-
2703 Refund Prior Year - Misc	-	8,106.00	8,106.00
2705 Gifts and Donations	-	2,254.00	2,254.00
2725 VLT / Tribal Compact	-	-	-
2770 Unclassified Revenues	4,000.00	392.57	(3,607.43)
2770.002 Prior Year E-Rate Refund	-	-	-
2801 Interfund Revenues	-	3,969.11	3,969.11
2801.862 Liability Reserv	-	-	-
2801.864 Tax Certiorari Reserve	-	-	-
3101 NYS - General Aid	3,846,049.00	727,918.00	(3,118,131.00)
3101.001 NYS - Excess Cost Aid	675,000.00	188,351.94	(486,648.06)
3101.002 NYS - Medicaid Aid	-	21,765.86	21,765.86
3102 Lottery Aid	493,241.00	514,028.38	20,787.38
3102.001 VLT Lottery Aid	320,000.00	104,067.70	(215,932.30)
3102.002 COG GRNT - Commercial Gam	-	-	-
3103 BOCES Aid	547,759.00	-	(547,759.00)
3260 Textbook Aid	25,261.00	17,759.00	(7,502.00)
3262 Computer Software Aid	6,206.00	-	(6,206.00)
3262.001 Computer Hardware Aid	11,705.00	-	(11,705.00)
3263 Library Aid	3,250.00	-	(3,250.00)
3289 Other State Aid	-	-	-
4601 Medicaid Assistance	-	-	-
5031 Interfund Transfers	-	0.53	0.53
5050 Interfund Transfers Debt Service	225,000.00	-	(225,000.00)
Carry over p.o. funds	314,926.57	-	(314,926.57)
Designated Fund Balance	297,272.00	-	(297,272.00)
Undesignated Fund Balance	-	-	-
	<u>10,260,744.57</u>	<u>4,899,982.27</u>	<u>(5,095,646.66)</u>
			#1

#1 - Funds not received as of date.

Received to date revenues	\$	4,899,982.27
Anticipated Expenditures to date	\$	8,671,558.48
Difference between expended to date and received to date revenues		(3,771,576.21)

December 14, 2018

Madison Central School District  
Mr. Michael Davis  
Superintendent  
7303 US-20  
Madison, NY 13402

**RE: ENERGY PERFORMANCE CONTRACT  
ENERGY SAVINGS PERFORMANCE REPORT  
(January 2018 through December 2018)**

Dear Michael Davis:

We have compiled a summary of the utility information you provided for the last 12 month period of January 2018 through December 2018. Please find attached for your reference/records a spreadsheet indicating the actual energy usage as compared to the baseline for the same time period. The baseline energy usage has been adjusted to account for the most recent renovation projects and for weather variations.

As always, thank you for continuing to forward to us the utility usage information.

In conclusion, based on the actual energy usage in the District, the guarantee specified in the Energy Performance Contract Agreement has been met.

Please do not hesitate to contact us at (716) 693-7220 if you have any questions or require any additional information.

Very truly yours,  
SmartEdge

James Mistretta  
General Manager – Energy & Commissioning Services

## Madison Central School District Guaranteed Energy Savings Report

SmartEdge is pleased to provide the Madison Central School District the followings savings report.

The reporting period runs from January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018 and represents the 3rd report out of 15 total.

The baseline data represents pre-retrofit project data. The baseline was then adjusted for varying weather conditions from the base year to the reporting year.

	Baseline Data	Baseline Adjusted Data
Madison CSD & Bus Garage Electric (KBTU)	498,960	511,852
Madison CSD & Bus Garage Heating Fuels (KBTU)	6,850,153	7,393,985

The guaranteed savings level for the various utilities are:

Utility	Contract-Energy Cost Avoidance		
	KBTU Savings	Contract Rate \$/KBTU	Energy Cost Avoidance
Madison CSD & Bus Garage Electric (KWH)	268,578	\$ 0.0249	\$ 6,691
Madison CSD & Bus Garage Propane (GAL)	1,503,983	\$ 0.0212	\$ 31,897
<b>Energy Cost Avoidance \$</b>			<b>\$ 38,587</b>

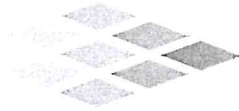
The reporting period savings for the various utilities are:

Utility	Contract-Energy Cost Avoidance			Reporting Period: Year Three	
	KBTU Savings	Contract Rate \$/KBTU	Energy Cost Avoidance	KBTU Savings	Energy Cost Avoidance
Madison CSD & Bus Garage Electric (KWH)	268,578	\$ 0.0249	\$ 6,691	218,955	\$ 5,455
Madison CSD & Bus Garage Propane (GAL)	1,503,983	\$ 0.0212	\$ 31,897	2,529,795	\$ 53,652
<b>Energy Cost Avoidance \$</b>			<b>\$ 38,587</b>		<b>\$ 59,107</b>

In conclusion, based on the actual energy usage of the facility the guarantee specified in the Energy Performance Contract Agreement has been met.



Note: With the near completion of the current capital renovation project, the original guaranteed energy savings project scope has been substantially altered. This will require a base line review and adjustment for the year 2019 reporting period. SmartEdge will provide details of the baseline adjustment requirements in early 2019. Please do not hesitate to contact us if you have any questions or require any additional information.



# Madison-Oneida

Board of Cooperative Educational Services

Lead ♦ Partner ♦ Innovate ♦ Excel

*Celebrating 50 years*  
1968-2018

## BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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## ADMINISTRATION

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PATRICIA VACCA, Assistant Superintendent for Curriculum & Instruction  
SCOTT BUDELMANN, Assistant Superintendent for Administrative Services

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VACANT, Stockbridge Valley CSD  
PATRICK BARON, Vernon-Verona-Sherrill CSD

January 21, 2019

Ms. Stephanie Tanner  
7535 State Route 20, Apt. 3  
Madison, NY 13402

Dear Ms. Tanner:

Chapter 295 of the Laws of 1993 requires the election of members to the Board of Cooperative Educational Services to take place at regular or special board of education meetings in local component districts. These meetings must be held on the same day between April 16, and April 30, 2019. The law further requires that I specify the date for the meetings.

After consultation with superintendents of schools and the district superintendent, it has been determined that the election of Board of Cooperative Educational Services members and consideration of the administrative budget will take place on Tuesday, April 23, 2019. I am, therefore, requesting that you schedule a regular or special meeting on that date for the purpose of conducting this BOCES business and other matters you may find appropriate.

At this meeting you are required by law to vote for members of the Board of Cooperative Educational Services and to review and vote upon the BOCES administrative budget. For the purposes of electing a school board member, each district is permitted to cast one ballot. An individual will be considered elected when that individual receives a plurality of the votes cast. Approval of the administrative budget requires the approval of five of the nine component school districts. In both the election of the school board member and the consideration of the administration budget of the Board of Cooperative Educational Services, the vote must occur in public and the votes of individual board members must be recorded.

The Board of Cooperative Educational Services will forward to you and members of your board timely information on the 2019-20 administrative, capital and program budgets of the Madison-Oneida BOCES and ballots for election of board members and consideration of the administrative budget.

If you have any additional questions relative to these procedures or the meeting to consider the election of a member to the Board of Cooperative Educational Services and the administrative budget, please do not hesitate to contact Ms. Jacklin G. Starks, District Superintendent.

Sincerely,

Mrs. Suzanne Carvelli, President

c **Superintendent of Schools**

## **SUGGESTED CRITERIA**

**FOR**

**Board/Community Members and Superintendents**

### **DISTINGUISHED SERVICE AWARD**

- ◆ The nominee's interest in the welfare of children
- ◆ The nominee's service to public education as a vital force in our democratic process
- ◆ The nominee's stand taken by action, public utterances and written statements for the betterment of the educational opportunities for children
- ◆ The nominee's vigorous support of public education at all times
- ◆ The nominee's total contribution to his / her community
- ◆ The nominee's dedication to causes, drives and efforts to enhance his/her community and state as a better place in which to live and rear children.



**\* Distinguished Service Award \***  
**NOMINATION FORM (Deadline Friday, March 8, 2019)**

NOMINEE: \_\_\_\_\_

Position of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

\_\_\_\_\_

Reason (s) for the Nomination:

Other Background / Supportive Reasons:

\_\_\_\_\_  
**Nominated by:**  
(Name of School Board or Superintendent)

\_\_\_\_\_  
**Date**

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*\* Feel Free to attach additional sheets if necessary.*



# School Boards Institute

*"Children First"*

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**TO:** BOCES District Superintendents  
School Superintendents  
Executive Committee

**FROM:** Michael Head, President

**DATE:** February 4, 2019

**RE:** Distinguished Service and Student Achievement Awards

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We are sending this memo to keep everyone informed of the distribution of an information package regarding the **Distinguished Service Awards (DSA)**, and the **Student Achievement Awards (SAA)**. The information packages have been sent to the respective individuals: DSA to the Board of Education Presidents, and the SAA to the Senior High School Principals.

*Would you please make sure to follow up with both of these awards so the applications are returned **by Friday, March 8, 2019**.* These applications can be returned electronically.

The awards will be presented at our Annual Dinner Meeting on *Thursday, May 9, 2019* at the **Twin Ponds Golf and Country Club** in NY Mills.

We thank you in advance for your anticipated cooperation.



# School Boards Institute

*"Children First"*

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**TO:** Senior High School Principals & Assistant Principals  
**FROM:** Michael Head, President  
**DATE:** February 4, 2019  
**RE:** Student Achievement Award (SAA)

The Oneida-Madison-Herkimer Counties School Boards Institute each year presents its **Student Achievement Awards** to deserving students. The student recognition awards will be presented at our *Annual Awards Dinner on Thursday, May 9<sup>th</sup>* at the *Twin Ponds Golf and Country Club* in NY Mills. Member schools in the OMH School Boards Institute area are invited to submit their applications based on teacher recommendations.

Our goal is to honor annually, one high school junior and one BOCES junior from each of the three counties (i.e. two students from each county for a total of six). We prefer to specify junior year students to facilitate the winners' use of the award recognition in filling college and/or career tech applications.

We suggest that copies of this letter and the enclosed nomination form be forwarded to department chairs or junior class teachers. We also recommend that the appropriate guidance counselor(s) who are responsible for and knowledgeable about their students be involved in the selection process. *Please be advised that the information on the nomination form will be the only criteria considered.* Completed applications should be returned **by Friday, March 8, 2019.**

**Please direct nominations to:** Vicki Devereese, OMH SBI Secretary  
Herkimer BOCES  
352 Gros Blvd., Herkimer, NY 13350  
(315) 867-2007

**Nominations can also be sent electronically to:** [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

These Student Achievement Awards reflect the OMH School Boards Institute's primary emphasis on "Children First." Moreover, we hope to honor not only college-bound students but also those committed to a career option. **Selection criteria should also include students who have overcome significant adversity while maintaining success in their respective school programs.** We appreciate your cooperation and that of your staff making a nomination, and we look forward to working with you in the future.

The Committee will designate the recipient and the Executive Coordinator will notify the respective Principal of the nominee(s). Thank you for your efforts.

Enclosed: Nomination Form

Cc: Superintendents  
HS Guidance Counselors





# School Boards Institute

*"Children First"*

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**VICKI DEVEREESE**  
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Board Training  
Telephone:  
(315) 867-2007  
FAX: 867-2024  
E-Mail:  
[vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

To: Roberta Matthews, Herkimer-Fulton-Hamilton-Otsego BOCES  
Ellen Mahanna, Oneida-Herkimer Madison BOCES  
James Weaver, Madison-Oneida BOCES  
From: Jim Van Wormer  
Re: OMH-SBI Student Achievement Award for Ungraded Student  
Date: February 4, 2019

Each year the Oneida-Madison-Herkimer Counties School Boards Institute presents our **Student Achievement Awards** to deserving students. The student recognition awards will be presented at our *Annual Awards Dinner on Thursday, May 9, 2019 at the Twin Ponds Golf and Country Club* in NY Mills. Member schools in the O-M-H School Boards Institute area are invited to submit applications based on teacher recommendations.

Our goal is to honor annually, one high school junior and one BOCES junior from each of the three counties (i.e. two students from each county for a total of six). We prefer to specify junior year students to facilitate the winners' use of the award recognition in filling college and /or career tech applications.

We also wish to reach the full continuum of the 53,000 students in our OMH-SBI region. In order to do that, we have added a category that will recognize one of our ungraded students from one of our member schools. The student may be in a local school placement or BOCES placement.

You are very familiar with the ungraded students in your BOCES programs. We, therefore, ask after reviewing the attached nomination form if you have a student you could nominate for recognition this May. You also are familiar with various CSE Chairs in your respective area. If you do not have a student to nominate from your BOCES placement, you may know of a deserving student in an ungraded program in your local school placement. If you could please forward the nomination form to the CSE Chair in their respective district our selection committee would appreciate it.

We can have more than one nomination. Once the nomination forms are sent to **Vicki Devereese (deadline Friday, March 8)** the OMH-SBI selection committee, using the nomination rubric sheet will determine which student will be recognized at the May dinner. We thank you for your efforts.

Please direct nominations to: *Vicki Devereese, SBI Secretary*  
*Herkimer BOCES*  
*352 Gros Blvd.*  
*Herkimer, NY 13350*  
*(315) 867-2007*

Nominations can also be sent electronically to: [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

Enclosed: Nomination Form  
Cc: Superintendents  
HS Guidance Counselors

ONEIDA-MADISON-HERKIMER COUNTIES SCHOOL BOARDS INSTITUTE

\*Student Recognition Award Nomination Form (Date Due: by Friday, March 8, 2019)\*

Name of Nominee: \_\_\_\_\_

\*Candidate must be a Junior\*

Nominating School District or BOCES: \_\_\_\_\_

Student's Home District: \_\_\_\_\_

**\* Recommending instructor should write a descriptive paragraph on the following areas \***

Please be as specific as you can be in describing your student nomination in the following categories. Direct evidence and specific events/data will make your nomination stronger. This is the only information the selection committee will receive in regard to your student. The stronger the evidence and more specific the information you provide the stronger your student nomination will be.

(i.e. My (student nomination) is a hard worker – This is very general. My (student nomination) works to the very best of their ability. – This is evidenced by their class participation grade, their completed assignments and project and their grade in this class (B+). Class attendance is over 95% and they also work well with their classmates both individually and in group projects – This is MORE SPECIFIC.)

1. (If applicable) please describe a significant adversity the student has overcome while maintaining success in their respective school programs.

2. Student shows concern and compassion to others and is involved in activities reflecting this trait

3. Demonstrates a positive attitude.

4. Consistently shows initiative and assumes responsibility.

5. Demonstrates communication skills that allow him/her to interact positively with others, including peers and faculty.

6. Performs to the best of individual ability in daily classroom work.



7. Candidate demonstrates diverse interest as evidenced by participation in extra-curricular and/or community activities.

8. Candidate has displayed commitment toward a future career and / or higher education.

➤ Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

➤ On staff at: \_\_\_\_\_ Title: \_\_\_\_\_

➤ Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Name: \_\_\_\_\_

**Return to:** Vicki Devereese, O-M-H SBI Secretary, Herkimer BOCES, 352 Gros Blvd., Herkimer, NY 13350  
(Can use School Courier Mail); (315) 867-2007; (Or Electronically) E-mail: [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

Oneida-Madison-Herkimer Counties School Boards Institute

*\*Student Recognition Award Nomination Form  
for Student Enrolled in Non-Graded Program*

Date Due:  
Friday, March 8, 2019

NAME OF NOMINEE: \_\_\_\_\_ **\*Candidate must be age 16-21\***  
(Enrolled in Non-Graded Program)

Nominating School District or BOCES: \_\_\_\_\_

Student's Home District: \_\_\_\_\_

*\* Recommending instructor should write a descriptive paragraph on the following areas \**  
*(Please list specific examples for these categories)*

1. (If applicable) please describe a significant adversity the student has overcome while maintaining success in their respective school programs.

2. Student shows concern and compassion to others and is involved in activities reflecting this trait.

3. Demonstrates a positive attitude.

4. Consistently shows initiative and assumes responsibility (to the best of their ability)

5. Demonstrates (appropriate) communication skills that allow him/her to interact positively with others, including peers and faculty.

6. Performs to the best of individual ability in daily classroom (and life skills) work





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**TO:** Board Presidents  
**FROM:** Michael Head, SBI President  
**DATE:** February 4, 2019  
**RE:** Distinguished Service Awards

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The Oneida-Madison-Herkimer School Boards Institute and the Mohawk Region Association of School District Administrators annually establish a Distinguished Service Award committee consisting of the three Executive Board members from the OMH School Board Institute, and the three Officers of the Mohawk Region Association of School District Administrators.

The Awards Committee should receive nominations from school boards and from the Mohawk Region Association of School District Administrators *by Friday, March 8, 2019*. Any school board member or superintendent from a district which belongs to the Oneida-Madison-Herkimer School Boards Institute may nominate a person.

**Please be advised that the information on the nomination form will be the only criteria considered.**

*Please direct nominations to:* Vicki Devereese, SBI Secretary  
Herkimer BOCES  
352 Gros Blvd.  
Herkimer, NY 13350  
(315) 867-2007

*Nominations can also be sent electronically to:* [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

The Committee will designate the recipient and the Coordinator will notify both Associations. It may be that the Awards Committee will not (in a particular year) present an award. *The awards will be presented at the Annual General Membership Dinner meeting **Thursday, May 9, 2019 at Twin Ponds Golf and Country Club in NY Mills.***

Thank you for your efforts.

Enclosed: Criteria Form  
Nomination Form

Cc: Superintendents

<b>Issue Date</b>
2/1/19

**Center for Instruction, Technology & Innovation**

Oswego County Board of Cooperative Educational Services

179 County Route 64

Mexico, NY 13114

Phone: 315-963-4203 | Fax: 315-963-4447

<b>Invoice Number</b>
MAD 020119-01



Center for Instruction,  
Technology & Innovation  
*Your education destination*

<b>Issued To:</b>
Madison CSD

# INVOICE

<b>Description:</b>	
Third-Party Review Service	
Project Number(s):	18-1173
School District:	Madison CSD
Project Size (Amount):	\$100,000
	Rate: \$6,750.00 <input type="checkbox"/>
	Project Submission Fee: \$950.00 <input type="checkbox"/>
<b>Invoice Total</b>	<b>\$7,700.00</b>

*Make all checks payable to: CiTi BOCES*

*Mail payment To:  
Attn: Treasurer  
CiTi BOCES  
179 County Route 64  
Mexico, NY 13114*

**ORIGINAL INVOICE**



MeI Brouillette <mbrouillette@madisoncentralny.org>

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## Your project is ready for third party review- Madison 18-1173

2 messages

---

William Overocker <William.Overocker@nysed.gov>

Fri, Feb 1, 2019 at 7:52 AM

To: Donna Lahey <dlahey@marchassoc.com>, "Christopher J. Crolius" <ccrolius@marchassoc.com>, "mbrouillette@madisoncentralny.org" <mbrouillette@madisoncentralny.org>

Hello,

I am emailing you because your project is ready for third-party review. I have listed the firms that we will be working with below. Please let me know if you have any conflicts with anyone on this list. Once I hear from you I will award the review to the vendor that best fits the project. Also, I have attached the invoice for your review and acceptance for payment. Please let me know if you have any questions.

ME Engineering

BBS

Fellenzer

CS Arch

NK Bhandari

SWBR

Mach Architecture

Tetra Tech

EI Team

IBI Group

RS Apgar

SEI Design

Trautman

Young & Wright

Thanks,

Bill

William Overocker

CiTi BOCES Third-Party Review Coordinator

New York State Education Department

Office of Facilities Planning

89 Washington Avenue

Room 1060 EBA

Albany, NY 12234

(518) 474-2463

February 6, 2019

**MARCH**  
**ASSOCIATES**  
*ARCHITECTS & PLANNERS, PC*

Mr. Michael Davis, Superintendent  
Madison Central School District  
7303 State Route 20  
Madison, NY 13420

258 Genesee Street, Suite 300  
Utica, New York 13502  
Phone 315.733.3344  
Fax 315.733.3331  
Web [marchassoc.com](http://marchassoc.com)

Re: Madison Central School District  
Capital Outlay 2018-2019  
Main Building (LP Gas)  
MARCH No. 1744

Dear Mike:

We have been advised by the State Education Department that the capital outlay project to place the LP gas tanks below grade has cleared the first hurdle and now is eligible for Third Party review.

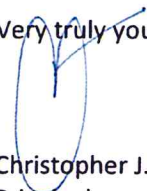
Attached is an invoice from CiTi BOCES for those services should the District elect to proceed with that type of review. Unfortunately, the State Education Department has done away with expedited reviews, which would allow for a timely review by SED. At this point in time, the mechanical review is running on an average of (43) to (45) weeks, according to the SED website. This means that approval for this project will probably come in the late fall, at best.

The District has the option of paying the \$7,700 fee to CiTi BOCES, which would mean the review would possibly be accomplished in the next (4 ±) weeks. This would allow the project to be bid and then constructed this summer, when the gas could be shut off to the building. Ideally, we would like to complete the work this summer as it is a capital outlay project and this would be the most appropriate time to perform the work.

I have discussed with Mel the financing on the project and obviously the \$7,700 puts considerable financial strain on the project. The maximum cost is limited to a total of \$100,000. Mel also contacted CiTi BOCES to determine if there was any other way this review could be accomplished, and there is not. I believe at this time this is the only option that would allow the work to be done this year.

After you have had a chance to review this letter, please call me to discuss it further or so that I can answer any questions you may have.

Very truly yours,

  
Christopher J. Crolius, AIA  
Principal

attach.

cc: Mel Brouillette; MARCH file

CJC/bjd





## FYI: From Our Board to Yours

From: Richard Engelbrecht

To: Michael Davis

Madison Board of Education

February 2019

### Career and Technical Education

#### STUDENTS ATTEND ANTI-BULLYING PRESENTATION

Students participated in an anti-bullying workshop in December as part of a program-wide effort to enhance school climate and raise awareness about bullying-related issues. Coordinator of Student Services Susan Keller and Guidance Counselor Anna LaBella led the workshops.



The students viewed video simulations on what different types of bullying – such as physical, emotional, social and cyber bullying – look like and then discussed key issues surrounding the topic. Presenters shared tips on how to interact during a bullying encounter and encouraged all students to be “upstanders” when they see a situation that appears to be bullying.

#### OUTREACH COORDINATOR VISITS DISTRICTS

CTE Outreach Coordinator Rachel Helmer has begun her annual visits to component high schools to inform 10th and 11th graders about CTE program options. She visited Canastota, Stockbridge Valley and Vernon-Verona-Sherrill in January and plans to visit Hamilton and Madison in early February. Other district visits will happen later in February.

During her visits, Rachel meets first with 10th graders and shares a brief overview of each of the 17 two-year CTE programs available. She discusses integrated credits, college articulation agreements, internship opportunities and collaborative opportunities. This year, some of the CTE instructors have joined Rachel to speak in greater detail about curriculum and daily work in CTE.

She then meets with 11th graders to share information on the four one-year New Visions programs offered. New Visions instructors and students have an opportunity to speak about the programs and answer questions from the 11th graders.

### Early Childhood Education

#### PRE-K STUDENTS CELEBRATE MLK DAY

MODOCES pre-k students at Stockbridge Valley had a hands-on lesson about the life and work of Dr. Martin Luther King Jr. As a class, students read several books about Dr. King’s life and had an age-appropriate discussion about his dream of having people get along and act nicely toward each other. Teachers tied this lesson into “Have You Filled A Bucket Today?” which they read earlier this year.



Following those discussions, students brainstormed ways they could show kindness and decided to make thank you cards for people around school. They selected bus drivers, the nurse, the maintenance team, secretaries and librarians. The students then delivered the



cards to their selected person and saw first-hand how a personal connection and a thank you can mean so much to people.

### Regional Information Center

#### MORIC HELPS DISTRICTS PREPARE FOR CBT

As New York State continues the transition to computer-based testing (CBT), MORIC is providing ongoing support to our participating districts. During the fall, schools had the opportunity to attend NYSED’s CBT Roadshow at MORIC, during which State Education Department staff shared lessons learned and tips to determine if a district is ready to administer operational CBT.

Following the state’s December deadline, the MORIC is gearing up to support 26 districts from the region, including Canastota, that have chosen to participate. Support includes leadership and planning, application and technical support, and a regional command center to support strategic communication before and during testing.

CBT simulations are scheduled for February and March, and an informational webinar was held January 30 to help districts prepare...



## Alternative and Special Education

### SPECIAL PROGRAMS STUDENTS ATTEND CLUB DAY

Community-Based students located at VVS Middle School had their monthly Club Day on January 11. These special days allow students to participate in activities similar to what typical middle and high schools would offer through afterschool



clubs, increasing student engagement and providing students with a more traditional school experience.

This month, two staff members from MORIC led a Technology Club for students. Students also explored fundraising, painting, yoga, karaoke and community service. Students on the program's Yearbook staff had time to take candid photos of their classmates to use in their publication at the end of the year.

### CARE COORDINATORS INCREASE STUDENT SUPPORT

Alternative and Special Education leaders have begun a new partnership with Kids Oneida to offer care coordinators to on-campus students. The coordinators, part of the CNY Health Home initiative, are in the Triplexus building two days a week to help students and families access medical, mental health and support services in the community. The initiative is part of the division's overall efforts to address student wellness and increase participation in school.

The new collaboration builds on an existing partnership with Kids Oneida through the Elementary STARRS program. That program has KO staff, including behavior specialists and a psychiatric nurse, embedded into classrooms and on-site daily. The new care coordinators will be open to students from any on-campus program.

## Adult and Continuing Education

### BCCE LAUNCHES NEW HOSPITALITY PROGRAMS

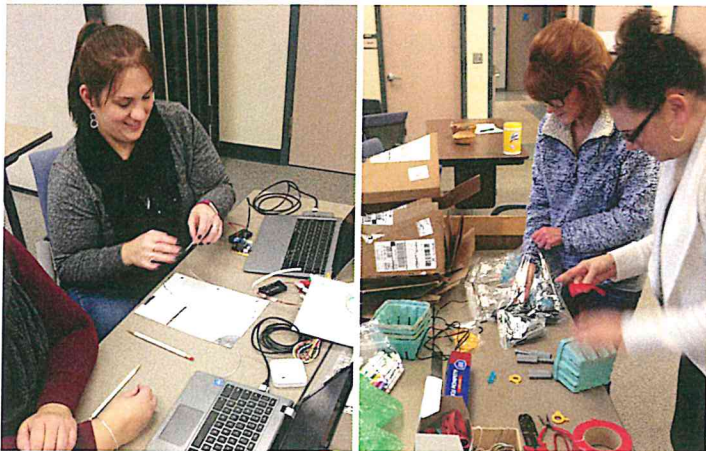
The BOCES Consortium of Continuing Education (BCCE) has launched new vocational programs in the hospitality field, specifically geared towards adult English Language Learners. The intensive programs – Guest Room Attendant and Breakfast Attendant – were developed by the American Hotel and Lodging Education Institute and will lead to a nationally-recognized credential. The trainings and the credentials they earn will help prepare students for entry-level jobs in the many hotels opening up in the Utica area.

Funding for these programs comes from a federal Workforce Innovation and Opportunities Act (WIOA) grant. The programs include integrated English as a Second Language and vocational instruction.

## Staff and Curriculum Development

### WORKSHOP EXPLORES CODING AND COMPUTING

The School Library System led a coding-based workshop on January 10 that utilized BBC micro:bits. This tool allows users to explore physical computing and coding fundamentals, and they work toward making their own inventions come to life. The workshop used real-world challenges similar to what teachers might do in a classroom with students. Participants were from Canastota, Camden, Rome, and Taberg Correctional Facility.



### SLS GRANT SUPPORTS ONEIDA HOLOCAUST PROJECT

The School Library System has awarded an Expanding Our Students' World mini-grant to Linda Zuber of Otto Shortell Middle School in Oneida. The grant supports school-based initiatives to engage students in a virtual or digital communication experience to enhance learning and encourage collaboration.

Linda plans to set up a videoconference between students and a Holocaust survivor to enhance their Holocaust unit. Students will be reading books about the Holocaust and researching that time period prior to the videoconference so they will have good questions to ask the person they speak with. The final portion of the unit will allow students to create their own Holocaust picture book with a dedication to the survivor they met virtually.

## Management Services

### RISK MANAGEMENT SERVICE ASSISTS DISTRICTS WITH FIRE AND BUILDING INSPECTIONS

The Risk Management Service conducted annual fire inspections for all component districts this fall, successfully assisting all districts in receiving annual Certificates of Occupancy for all structures. Risk Management Specialist Jack Angrisano worked with district facilities leaders to inspect about 80 structures. This included both instructional and non-instructional spaces.

In addition to the annual inspections, Jack conducted both a pre-inspection and final inspection for the renovation work at Stough Middle School in Rome prior to opening at the beginning of the school year. He also conducted three "new construction" fire inspections for the building addition in Madison.