

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
Hamilton-Fulton-Montgomery Counties  
Johnstown, NY 12095

DATE October 6, 2011

PLACE Central Administration Board Room

KIND OF MEETING Regular Monthly

MEMBERS PRESENT James Beirlein, Louis Capece, David Edwards, Joanne Freeman, Joseph Sullivan, and Robert Townsend

MEMBERS ABSENT Jean LaPorta

OTHERS PRESENT Patrick Michel, District Superintendent; Karen Fagan, Chief Financial Officer; Thomas Flynn, Alternative Education Principal; Laurie Bargstedt, Coordinator of Adult Literacy and Corrections Education; Paula Mroz, RSE TASC Coordinator; Thomas Antis, Capital Region Communications Specialist Serving HFM BOCES; Martin Luey, Alternative Education Work Study Coordinator; Nancy Turnbull, Special Education Teacher; Kathi Lewis, Accountant with the Business Office and Christine Eaton, Clerk

CALL TO ORDER President Townsend called the meeting to order at 6:16 p.m., followed by the Pledge of Allegiance.

APPROVAL OF MINUTES Joanne Freeman made a motion, seconded by David Edwards to approve the minutes of the August 29, 2011 Regular Board Meeting. This motion was unanimously carried.

PRESENTATIONS  
Communication Plan Thomas Antis, Capital Region Communications Specialist Serving HFM BOCES presented the 2011-12 HFM BOCES Communication Plan to the Board.

Shared Decision  
Making Plan Nancy Turnbull presented a Shared Decision Making Team Report for the 2010-2011 School Year to the board.

CLAIMS AUDITOR  
REPORT

James Beirlein made a motion, seconded by Joanne Freeman, and unanimously carried to approve the Claims Auditor Report for the period of August 25, 2011 through September 21, 2011. (SY 11-12 #59)

APPROVAL OF  
TREASURER'S REPORTS

The Treasurer's Reports for July 1, 2011 through July 31, 2011 and August 1, 2011 through August 31, 2011 were approved upon a motion made by Joanne Freeman, seconded by David Edwards and unanimously carried. (SY 11-12 #60,#61)

EXTRACLASSROOM  
REPORTS

A motion was made by Joanne Freeman and seconded by James Beirlein to approve the Extra Class General Ledger Reports for July and August 2011. This motion was unanimously carried. (SY 11-12 #62, #63)

MEASUREMENT  
INCORPORATED  
AGREEMENT

James Beirlein made a motion, seconded by Joanne Freeman to authorize the District Superintendent to execute the agreement by and between Measurement Incorporated, a corporation having an office of business at 41 State Street, Suite 403, Albany, New York 12207 and Hamilton-Fulton-Montgomery BOCES to provide independent evaluation services required in regards to the EETT3 Grant. This motion was unanimously carried. (SY 11-12 #64)

GLOVERSVILLE PUBLIC  
LIBRARY ROOM USE  
AGREEMENT

Joanne Freeman made a motion to authorize the District Superintendent to execute the room use agreement by and between the Gloversville Public Library and HFM BOCES to provide space and services to HFM BOCES to provide adult education classes to community residents. This motion was seconded by Louis Capece and unanimously carried. (SY 11-12 #65)

ESTABLISH EXTRA-  
CLASSROOM ACCOUNT

David Edwards made a motion to establish an Extra-Classroom account for fundraising activities for the Career and Technical Education Culinary Arts Program to begin in the 2011-12 school year. This motion was seconded by Louis Capece and unanimously carried. (SY 11-12 #66)

ESTABLISH 2011-2012      Joanne Freeman made a motion, seconded by James  
SUBSTITUTE CUSTODIAL      Beirlein and unanimously carried to establish  
WORKER RATE              the 2011-12 Substitute Custodial Worker rate at  
                                 \$10.72 per hour. (SY 11-12 #67)

GRANT ACCEPTANCE      David Edwards made a motion, seconded by Joanne  
                                 Freeman and unanimously carried to accept the  
                                 following grant funds, and authorize their  
                                 suitable appropriation and expenditure,  
                                 pursuant to State Education Department and/or  
                                 local approvals:

- ▶ Revised Title II (D) Enhancing Education  
Through Technology - \$369,401 (SY 11-12 #68)
- ▶ Regional Special Education Technical  
Assistance Support Center - \$159,995 (SY 11-  
12 #69)

D.S. REPORT              The District Superintendent's Report included:

- ▶ Albany Update
- ▶ Budget Advocacy
- ▶ RTTT
- ▶ Flexible Spending Account
- ▶ Component School Board Visits
- ▶ Staff and Program Highlights

BOARD MEMBER REPORTS      The Board discussed the 2011 Proposed  
                                 Resolutions and Voting Delegate's Guide for the  
                                 Annual Business Meeting on October 29, 2011 at  
                                 the NYSSBA 92<sup>nd</sup> Annual Convention.

President Townsend shared communications he  
received from Paul Tonko and Utica National  
Insurance with the Board.

NEW BUSINESS              The following policies were presented to the  
First Readings              Board as a first reading:

- Policy #0010 - Equal Opportunity and  
Nondiscrimination
- Policy # 0020 - Instruction and Employment  
of HIV Infected Individuals
- Policy # 0021 - Drug and Alcohol Abuse  
Prevention
- Policy # 0022 - Tobacco Free School Policy
- Policy # 0030 - Code of Ethics  
(SY 11-12, #70, #71, #72, #73, #74)

Policy Discussion           The Board discussed a draft Community Use of BOCES Services Facilities Policy.

RECESS                       The Board took a recess at 7:55 p.m. prior to entering executive session.

EXECUTIVE SESSION           At 8:04 p.m. the Board entered executive session to discuss specific personnel matters and collective bargaining upon a motion made by Louis Capece, seconded by James Beirlein and unanimously carried.

RETURN TO OPEN SESSION    At 9:00 p.m. Joanne Freeman made a motion to return to open session. This motion was seconded by David Edwards and unanimously carried.

PERSONNEL ITEMS            Upon the District Superintendent's recommendation, the following personnel items were presented to the Board for acceptance or approval. All new appointments are contingent upon receipt of Employment Eligibility Verification forms.

Resignation for Retirement  
Carley, R.                    Carley, Richard - Corrections Education Teacher with Adult Literacy and Corrections Education submitting a letter of intent to retire effective July 1, 2012. Mr. Carley has been with HFM BOCES since February 1, 1999. (SY 11-12 #75)

Resignation  
Harding, L.                   Harding, Lisa - Teacher Aide with Special Education submitting a letter of resignation effective the close of business October 6, 2011. Ms. Harding has been with HFM BOCES since September 6, 2006. (SY 11 -12 #76)

Tenure Appointment        The following staff member has been recommended for tenure appointments effective December 1, 2011:

Mroz, P.                     Mroz, Paula - Administrative Coordinator (SY 11-12 #77)

Appointments  
Mentors

Appoint the following mentors for the 2011-2012 school year effective September 1, 2011. They will be paid no more than \$880.00 for the school year, depending upon the number of actual mentoring hours.

R. Eric Gilston - Mentor to - Scott LaMora

John Schwarz - Mentor to - Kimberly Hale

Mary Peng - Mentor to - Meri-Beth Spring

Matthew Popp - Mentor to - Steven Zito

Lisa Malagisi - Mentor to - Catherine Lowerre

Shay France - Mentor to - Elizabeth Thompson

A. Christopher Flint - Mentor to - Nalene Vanderpoel (SY 11-12 #78)

Appoint the following teacher as a mentor for the 2011-2012 school year effective September 27, 2011. She will be paid no more than \$880.00 for the school year, depending upon the actual number of mentoring hours.

Lisa Malagisi - Mentor to - Walter Meehan (SY 11-12 #79)

Brink, R.

Brink, Robert - One-year probationary Civil Service Appointment to a Custodial Worker position with Operations effective September 29, 2011. Mr. Brink will be replacing David Hess who has resigned. This is a second shift position. Mr. Brink's probationary period will end on September 28, 2012. Salary: \$23,829.73, pro-rated to \$18,070.87. (SY 11-12 #80)

Giardino-Bloom, J.

Giardino-Bloom, Jolyn - Temporary, per-diem appointment to an LPN II Clinical Instructor position effective September 1, 2011 through June 30, 2012. Salary: \$190.00 per day, not to exceed 36 days. (SY 11-12 #81)

- Hinderliter, J.                   Hinderliter, Julie - Temporary, per-diem appointment to an LPN II Clinical Instructor position effective September 1, 2011 through June 30, 2012. Salary: \$190.00 per day, not to exceed 37 days. (SY 11-12 #82)
- Holloway, M. L.                   Holloway, Mary Lou - Temporary, per-diem appointment to an LPN I and LPN II Instructor position effective September 1, 2011 through June 30, 2012. Salary: \$190.00 per day, not to exceed 45.5 days. (SY 11-12 #83)
- Raffetto, M.                   Raffetto, Marilyn - Temporary, per-diem appointment to an LPN I and LPN II Instructor effective September 1, 2011 through June 30, 2012. Salary: \$190.00 per day, not to exceed 78 days. (SY 11-12 #84)
- Meehan, W.                   Meehan, Walter - Three-year probationary appointment to a Science teacher position with Alternative Education effective September 27, 2011. Mr. Meehan's probationary period will end on September 26, 2014. Mr. Meehan will be replacing Lisa Meehan who has resigned. Tenure Area: Academics; Science. Salary: Schedule C, Step 1, \$35,849, pro-rated to \$32,981.10.\* \*Salary is based on 2010-11 schedule (11-12 is under negotiation). Certification: Earth Science 7-12 - Initial. (SY 11-12 #85)
- Groeger, S.                   Groeger, Shelia - Temporary appointment to a full-time Adult Educator position with Adult Literacy and Corrections Education effective October 24, 2011 through June 30, 2012. Salary: Schedule D, Step 7, \$43,631.00, pro-rated to \$36,213.76.\* \*Salary is based on 2010-2011 schedule (11-12 is under negotiation). (SY 11-12 #86)



Karn, J.

Karn, Jessica - Three-year probationary appointment to a Speech Therapist position with Special Education and Itinerant Services effective October 17, 2011. Ms. Karn's probationary period will end on October 16, 2014. Ms. Karn will be replacing Brittany Bishop's 0.8 FTE Special Education position as well as working in a new 0.2 FTE position with Itinerant Services. Tenure Area: Special Subjects; Education of Speech and Hearing Handicapped. Salary: Schedule D, Step 4, \$40,486.00 pro-rated to \$34,615.53.\* \*Salary based on 10-11 schedule (11-12 is under negotiation). Certification: Speech and Hearing Handicapped - Permanent and Speech and Language Pathologist. (SY 11-12 #92)

Amended Appointment  
Sandford, D.

Sandford, Darla - Amend appointment from a provisional appointment to a permanent transfer appointment effective September 30, 2011. Mrs. Sandford's probationary period will end on September 29, 2012. Mrs. Sandford was originally appointed effective August 25, 2011. (SY 11-12 #93)

Abolish Positions

Teacher Aides (3) Effective August 31, 2011  
Teacher Aides (2) Effective September 29, 2011

APPROVAL OF  
PERSONNEL ITEMS

Joanne Freeman made a motion, seconded by Joseph Sullivan to accept the resignation for retirement of Carley; accept the resignation of Harding; approve the appointments of mentors (8); Brink, Giardino-Bloom, Hinderliter, Holloway, Raffetto, Meehan, Groeger, Inquiry Team and/or APPR Trainees (7), CTE Article 20 positions, Washburn, and Roth; establish and appoint Morgan and Karn; amend the appointment of Sandford and Abolish 5 Teacher Aide positions. This motion was unanimously carried.

**FUTURE MEETINGS**


October 26, 2011 - Regular Board Meeting 6:15 p.m.

November 3, 2011 - Education and Economic Development Summit, 6:00 p.m. HFM BOCES Conference Center.

**ADJOURNMENT:**

With no further business to come before the Board, David Edwards made a motion at 9:02 p.m. to adjourn the meeting. This motion was seconded by Joanne Freeman and unanimously carried.

Respectfully submitted,



Christine Eaton  
Clerk of the Board