

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

Pending Board Approval

DATE August 29, 2011

PLACE Central Administration Board Room

KIND OF MEETING Regular Monthly

MEMBERS PRESENT James Beirlein, David Edwards, Joanne Freeman, Jean LaPorta, and Robert Townsend

MEMBERS ABSENT Louis Capece and Joseph Sullivan

OTHERS PRESENT Patrick Michel, District Superintendent; Lorraine Hohenforst, Assistant Superintendent; Karen Fagan, Chief Financial Officer; David Aimone, Director of Operations; Kathi Lewis, Accountant with the Business Office and Christine Eaton, Clerk

CALL TO ORDER President Townsend called the meeting to order at 6:18 p.m., followed by the Pledge of Allegiance.

APPROVAL OF MINUTES David Edwards made a motion, seconded by Jean LaPorta to approve the minutes of the July 20, 2011 and August 10, 2011 Special Board Meetings.

CONVENE AUDIT COMMITTEE The Board convened the audit committee at 6:20 p.m.

AUDIT OF ACTEA CLAIM Jean LaPorta made a motion, seconded by James Beirlein and unanimously carried to approve the ACTEA claim submitted in the amount of \$6,000.00. (SY 11-12 #19)

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at 6:24 p.m.

CLAIMS AUDITOR REPORTS James Beirlein made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Reports for the periods of June 23, 2011 through July 20, 2011 and July 27, 2011 through August 23, 2011. (SY 11-12 #20)

APPROVAL OF
TREASURER'S REPORT

The Treasurer's Report for June 1, 2011 through June 30, 2011 was approved upon a motion made by David Edwards, seconded by James Beirlein and unanimously carried. (SY 11-12 #21)

EXTRACLASSROOM
REPORT

A motion was made by David Edwards and seconded by Jean LaPorta to approve the Extra Class General Ledger Report for June 2011. This motion was unanimously carried. (SY 11-12 #22)

ARRIVAL OF BOARD
MEMBER

Joanne Freeman entered the meeting at 6:25 p.m.

ITEMS TO BE
DECLARED SALVAGE

Pursuant to Board of Education Policy No. 4021, Personal Property Accountability, Joanne Freeman made a motion to declare as salvage the items listed on the Chief Financial Officer's memorandum dated August 24, 2011. This motion was seconded by Jean LaPorta and unanimously carried. (SY 11-12 #23)

GENERATION YES
CONTRACTS (2)

David Edwards made a motion to authorize the District Superintendent to execute both Memoranda of Agreements by and between Generation Yes and HFM BOCES to provide services to HFM BOCES to meet the goals for the Enhancing Education Through Technology grant; such goals follow federally established guidelines and were approved by the NYS Education Department. (SY 11-12 #24)

AMENDED 2010-11
RETIREMENT INCENTIVES

Joanne Freeman made a motion, seconded by James Beirlein and unanimously carried to authorize the amended schedule of retirement incentive payments for those employees retiring during the 2010-2011 school year as submitted. (SY 11-12 #25)

BUDGET TRANSFERS

David Edwards made a motion, seconded by Joanne Freeman and unanimously carried to approve the budgetary transfers for the period of June 1, 2011 through June 30, 2011, as set forth in the Chief Financial Officer's memorandum dated August 23, 2011. (SY 11-12 #26)

CLASSROOM LEASES
2011-12

Joanne Freeman made a motion to approve the school year 2011-12 Distance Learning and annual classroom leases, as submitted in the net aggregate amount of \$371,727. This motion was seconded by Jean LaPorta and unanimously carried. (SY 11-12 #27)

SCHOOL LUNCH PRICES

Pursuant to the recommendation of the Cook-Manager, James Beirlein made a motion, seconded by Joanne Freeman, to establish the 2011-12 school year type A school lunch price at \$2.50 and milk price at \$.50, reflecting no change over the prior year. This motion was unanimously carried. (SY 11-12 #28)

MULTI-MAX SINGLE CUP
VENDING SYSTEM

James Beirlein made a motion to adopt the following resolution:

BE IT RESOLVED, that the Hamilton-Fulton Montgomery Board of Cooperative Education hereby authorizes the expenditure of \$3,000 for the purchase of a Multi-Max Single Cup Vending System, designed to dispense a variety of single cup coffee drinks, and further authorize the disbursement for this purchase from the fund balance in the school lunch fund.

This motion was passed on the following vote:
AYES - Beirlein, Freeman, LaPorta, and Townsend; NAYS - Edwards.

D.S. MOVING
EXPENSES

James Beirlein made a motion, seconded by Joanne Freeman to acknowledge that prior verbal authorization had been given to Dr. Patrick Michel to pay his sons and their friends an hourly wage of \$10 per hour for actual and necessary moving services and further permit Dr. Michel to submit for reimbursement of these expenses in his aggregated claim for moving expenses, as outlined in the MOA between the Board of Education and the District Superintendent. This motion was passed with a vote of four in favor (Beirlein, Edwards, LaPorta and Townsend) and one abstention (Freeman).

CAPITAL COMPUTER
LICENSE AND SUPPORT
SYSTEM

Jean LaPorta made a motion, seconded by David Edwards and unanimously carried to authorize the District Superintendent to execute the License and Support System agreement by and between Hamilton-Fulton-Montgomery BOCES and Capital Computer Associates, Inc., One Winners Circle, Suite 220, Albany, New York, to provide maintenance and support for the WinCap application software used for financial, payroll and other human resource management functions. (SY 11-12 #29)

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:

- ▶ School Library System - Aid for Automation \$7,798
- ▶ School Library System - \$117,014
- ▶ WIA Title 2 Adult Education & Literacy - \$101,910
- ▶ WIA Title 2 Adult Education & Literacy - Literacy Zone Gloversville - \$244,670
- ▶ Perkins IV/CTEIA - Basic Grant - \$186,466
- ▶ Target - Learning by the Bagful - \$2,000
- ▶ Title II (D) Enhancing Education Through Technology - \$181,797
- ▶ Basic Literacy - \$299,999
- ▶ WIA Title 2 Incarcerated and Institutionalized - \$102,257
- ▶ WIA Title 2 ESOL/CIVICS - \$8,467
(SY 11-12 #30)

BID RECOMMENDATION
AND CONSIDERATION

Pursuant to the competitive bidding process, James Beirlein made a motion, seconded by Jean LaPorta and unanimously carried to accept the bid as noted by memorandum from the purchasing agent in the following area:

Welding Gases

Welding Gases - United Welding, 47 Harrison Street, Johnstown, N.Y. in the amount of \$1,053. (SY 11-12 #31, 31B)

D.S. REPORT

The District Superintendent's Report included:

- ▶ Albany Update
- ▶ Budget Advocacy
- ▶ RTTT
- ▶ Staff and Program Highlights

RECESS

The Board took a recess from 7:58 p.m. to 8:02 p.m.

BOARD MEMBER REPORTS

The Board discussed the success of the Mohawk Sacandaga School Boards Association meeting on August 15, 2011 and how they could continue to work with the association to improve school district relationships.

The Board unanimously adopted the goals that the Cooperative Board will focus on for the 2011-2012 school year. (SY 11-12 #32)

The Board discussed the upcoming NYSSBA 92nd Annual Convention and Expo and who would be attending.

The Board set a Policy Review Committee to review the policies sent by the Madison-Oneida BOCES policy service. The committee will consist of Dr. Michel, Mr. Beirlein and Mrs. Freeman. Mr. Townsend will serve as an alternate.

OLD BUSINESS
Adoption of
Policy

Having been presented with a first reading on July 20, 2011, David Edwards made a motion, seconded by Jean LaPorta and unanimously carried to adopt the following amended policy presented effective August 29, 2011, with one new amendment of deleting paragraph IV D:

- Non-Bid Purchasing
(SY 11-12, #33)

RECESS

The Board took a recess at 8:28 p.m. prior to entering executive session.

EXECUTIVE SESSION

At 8:30 p.m. the Board entered executive session to discuss specific personnel matters and collective bargaining upon a motion made by Joanne Freeman, seconded by David Edwards and unanimously carried.

RETURN TO OPEN SESSION

At 9:09 p.m. David Edwards made a motion to return to open session. This motion was seconded by Joanne Freeman 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.

Termination

Hays, Y.

Hays, Yvonne - Terminate Teacher Aide with Special Education effective August 29, 2011. (Sy 11-12 #34)

Resignations

Hine, D.

Hine, Darla - Teacher Aide with Special Education Extended School Year program submitting a letter of resignation effective July 29, 2011. (SY 11 -12 #35)

Hess, D.

Hess, David - Custodial Worker with Operations submitting a letter of resignation effective September 1, 2011. Mr. Hess has been with HFM BOCES since February 25, 2010. (SY 11-12 #36)

Bishop, B.

Bishop, Brittany - 0.8 FTE Speech Therapist with Special Education submitting a letter of resignation effective the close of business September 25, 2011. Ms. Bishop has been with HFM BOCES since September 23, 2010. (SY 11-12 #37)

Meehan, L.

Meehan, Lisa - Science Teacher with Alternative Education submitting a letter of resignation effective September 27, 2011. Ms. Meehan has been with HFM BOCES since September 1, 2006. (SY 11-12 #38)

Extended Leaves of
Absence

Luck, R.

Luck, Robin - Teacher Aide with Special Education requesting to extend her unpaid leave of absence through September 14, 2011. (SY 11-12 #39)

Van Nostrand, P.

Van Nostrand, Pamela - Teacher Aide with Special Education requesting to extend her unpaid leave of absence through July 2012. Mrs. Van Nostrand has been on a leave of absence since April 26, 2010. (SY 11-12 #40)

Appointments
Regional Summer
School Proctors

Appoint the following teachers to serve as Regional Summer School 2011 August Regents exam proctors and scorers at a rate of \$25.00 per hour:

Barringer, Kristen	Menzie, Beth
Gray, Heidi	Sawicki, Joshua
Hallenbeck, Maria	Toleno, Robert
Lysiak, Doral	

(SY 11-12 #41)

Panton, N.

Panton, Nicole - Training Specialist with Instructional Services, appoint to two additional days to support Race to the Top initiatives and Race to the Top summer training. Salary: \$202.43* per day. *Salary based on 10-11 schedule (11-12 under negotiation). (SY 11-12 #42)

Mentors

Appoint the following mentors for the 2011-2012 school year effective September 1, 2011.

Mark Tanner - Mentor to - Ed Lakata (no more than 23.5 hours; continuation from the 2010-11 school year. Payment not to exceed \$590.89, depending upon the number of actual mentoring hours performed).

Mark Tanner - Mentor to - Thomas Davis (payment not to exceed \$880.00 depending on the number of actual mentoring hours performed).

Mentors Cont..

Lori Ochal - Mentor to - Danielle Sullivan
(no more than 7.75 hours; continuation from
the 2010-11 school year. Payment not to
exceed \$182.36 depending upon the number of
actual mentoring hours performed.)
(SY 11-12 #43)

Goodale, G.

Goodale, Glenn - Part-time, temporary
appointment to a 0.5 FTE Careers in Education
Instructor with Career and Technical Education
effective September 1, 2011 through June 30,
2012. Salary: \$28,768.68* *Salary based on
10-11 schedule (11-12 under negotiation).
(SY 11-12 #44)

Pepe, R.

Pepe, Richard - Part-time, temporary
appointment to a 0.5 FTE Careers in Education
Instructor with Career and Technical Education
effective September 1, 2011 through June 30,
2012. Salary: \$25,625.00.* *Salary based on
10-11 schedule (11-12 under negotiation).
(SY 11-12 #45)

Hale, K.

Hale, Kimberly - Three-year probationary
appointment to a Special Education Teacher
position effective September 1, 2011. Ms.
Hale's probationary period will end on August
31, 2014. Ms. Hale will be replacing Darcy
Izzo-Schifferly who has resigned. Ms. Hale
worked for HFM BOCES from March 31, 2011 through
June 30, 2011 as a long-term substitute and as a
Special Education Teacher with the 2011 Special
Education Extended School Year Program. Tenure
Area: Special Subjects; Education of Children
with Handicapping Conditions, General Special
Education. Salary: Schedule D, Step 1,
\$37,805.00.* *Salary based on 10-11 schedule
(11-12 under negotiation). Certification:
Students with Disabilities (Grades 1-6) -
Initial and Pre-Kindergarten, Kindergarten and
Grades 1-6 - Provisional. (SY 11-12 #46)

LaMora, S.

LaMora, Scott - Three-year probationary appointment to a Special Education Teacher position effective September 1, 2011. Mr. LaMora's probationary period will end on August 31, 2014. Mr. LaMora will be replacing Lisa Lane who retired. Tenure Area: Special Subjects; Education of Children with Handicapping Conditions, General Special Education. Salary: Schedule D, Step 1, \$37,805.00.* *Salary based on 10-11 schedule (11-12 under negotiation). Certification: Students with Disabilities (grades 7-12) - Initial and Social Studies Grades 7-12 - Initial. (SY 11-12 #47)

Spring, M.B.

Spring, Meri-Beth - Three-year probationary appointment to a Special Education Teacher position effective September 1, 2011. Mrs. Spring's probationary period will end on August 31, 2014. Mrs. Spring will be replacing Anthony Camarra. Tenure Area: Special Subjects; Education of Children with Handicapping Conditions, General Special Education. Salary: Schedule D, Step 6, \$42,584.00.* *Salary based on 10-11 schedule (11-12 under negotiation). Certification: Special Education - Permanent; Pre-Kindergarten and Grades 1-6 - Provisional Renewal and School Counselor - Provisional. (SY 11-12 #48)

Zito, S.

Zito, Steven - Three-year probationary appointment to a Special Education Teacher position effective September 1, 2011. Mr. Zito's probationary period will end on August 31, 2014. Mr. Zito will be replacing Emily Childers who has retired. Tenure Area: Special Subjects; Education of Children with Handicapping Conditions; General Special Education. Salary: Schedule D, Step 6, \$42,584.00.* *Salary based on 10-11 schedule (11-12 under negotiation). Certification: Students with Disabilities (Grades 5-9) - Conditional Initial and School Building Leader - Conditional Initial. (SY 11-12 #49)

- Colinas, G. Colinas, Gail - Temporary appointment to a full-time Adult Educator position with Adult Literacy and Corrections Education effective September 1, 2011 through June 30, 2012. Salary: Schedule D; Step 5, \$40,679.00.* *Salary based on 10-11 schedule (11-12 under negotiation). (SY 11-12 #50)
- Draus, L. Draus, Lauren - Temporary appointment to a full-time Adult Educator position with Adult Literacy and Corrections Education effective September 1, 2011 through June 30, 2012. Salary: Schedule C; Step 2, \$36,344.00.* *Salary based on 10-11 schedule (11-12 under negotiation). (SY 11-12 #51)
- Meola, A. Meola, Angela - Temporary appointment to a full-time Adult Educator position with Adult Literacy and Corrections Education effective September 1, 2011 through June 30, 2012. Salary: Schedule D; Step 4, \$40,486.00.* *Salary based on 10-11 schedule (11-12 under negotiation). (SY 11-12 #52)
- Van Genderen, B. Van Genderen, Brooke - Temporary appointment to a full-time Adult Educator position with Adult Literacy and Corrections Education effective September 1, 2011 through June 30, 2012. Salary: Schedule D; Step 3, \$39,383.00.* *Salary based on 10-11 schedule (11-12 under negotiation). (SY 11-12 #53)
- Wilson-Sparrow, S. Wilson-Sparrow, Sarah - Temporary appointment to a full-time Adult Educator position with Adult Literacy and Corrections Education effective September 1, 2011 through June 30, 2012. Salary: Schedule C; Step 3, \$37,345.00.* *Salary based on 10-11 schedule (11-12 under negotiation). (SY 11-12 #54)

NYSSTL Advisors Supported through the Enhancing Education Through Technology grant, appoint the following individuals as NYSSTL advisors for the 2011-2012 school year effective August 1, 2011:

School District	School Building	Stipend	Advisor Name
Gloversville ESD	Gloversville HS	\$500.00	Bengle, Carla
Gloversville ESD	Gloversville HS	\$500.00	VanCoughnett, Shannon
Hudson Falls CSD	Hudson Falls CSD	\$1,000.00	Fusco, Stacey
South Glens Falls CSD	Oliver Winch MS	\$750.00	Catricala, Sandra
Stillwater CSD	Stillwater HS	\$1,000.00	McBride, Kathleen
Whitehall CSD	Whitehall Jr./Sr. HS	\$1,000.00	Tudor, Angel

(SY 11-12 #55)

Inquiry Team Trainees

Appoint the staff members on the attached rooster to be paid \$25.00 per hour for Inquiry Team Training and subsequent district professional development for the 2011-2012 school year. Participating district staff will be compensated through the Race to the Top grant. (SY 11-12 #56)

Appoint the following administrative staff members to be paid \$40.00 per hour for Inquiry Team Training. Participating district staff will be compensated through the Race to the Top grant for their participation on August 24-26, 2011.

Capel, Richard Dewey, Terry
 Petersen, Barbara Ziskin, David
 (SY 11-12 #57)

Establish and Appoint Kirby-Barnes, J.

Kirby-Barnes, Jessica - Provisional appointment to a 0.6 FTE Health and Safety Officer position with Health-Safety Risk Management effective September 1, 2011. This is a twelve month position. Salary: \$35,00.00 pro-rated to 0.6 FTE and starting September 1, 2011: \$17,500.02. (SY 11-12 #58)

Digital Learning Specialists

Supported through the Enhancing Education Through Technology grant, appoint the following individual as a Digital Learning Specialist for the 2011-2012 school year:

School District	Appointment not to exceed	Digital Learning Specialist
Gloversville ESD (SY 11-12 #55)	\$3,000.00	Lambert, Danielle

Technology Integration Professional Development

Supported through the Enhancing Education Through Technology grant, the following grant affiliated teachers will attend Technology Integration Professional Development at HFM BOCES effective August 1, 2011 through August 31, 2011. Salary: \$25.00 per hour not to exceed \$750.00 per person.

Catricala, Sandra
Lazinski, Laurie
Tudor, Angel (SY 11-12 #55)

Fusco, Stacey
McBride, Kathleen

Amended Appointments
DeSoto, T.

DeSoto, Todd - Distinguished NYS Student Technology Advisor position with Instructional Services, amending appointment to be effective July 19, 2011 through June 30, 2012. Salary will remain the same. Mr. DeSoto was originally appointed with an effective date of July 21, 2011 through June 30, 2012. (SY 11-12 #55)

Coker, M.

Coker, Megan- NYSSTL Advisor, amend stipend to \$750.00. Ms. Coker was originally appointed at the July 20, 2011 Special Board meeting with a stipend of \$1,500.00. (SY 11-12 #55)

Shaver, L.

Shaver, Leona - Correct appointment of Leona Shaver as the Race to the Top Network Team Administrative Coordinator, effective July 1, 2011 to June 30, 2012. This is a term appointment, in effect until June 30, 2012 only, unless terminated earlier or extended and is not a probationary appointment.

APPROVAL OF
PERSONNEL ITEMS

James Beirlein made a motion, seconded by Joanne Freeman to terminate Hays, accept the resignations of Hine, Hess, Bishop and Meehan; approve the appointments Regional Summer School Regents Proctors(7), Panton, Mentors(3), Goodale, Pepe, Hale, LaMora, Spring, Zito, Colinas, Draus, Meola, Van Genderen, Wilson-Sparrow, NYSSTL Advisors(6) and Inquiry Team Trainees(137), establish and appoint Kirby-Barnes, Lambert and Technology Integration professional development trainees(5); and amend the appointments of DeSoto and Coker. This motion was unanimously carried.

Davis Edwards made a motion, seconded by Jean LaPorta and unanimously carried to amend the appointment of Shaver.

James Beirlein made a motion to deny the extended leaves of absence of Luck and Van Nostrand. This motion was seconded by Joanne Freeman and unanimously carried.

FUTURE MEETINGS

September 6, 2011 - Opening Day 8:00 a.m., HFM BOCES Conference Center
September 28, 2011 - Regular Board Meeting, 6:15 p.m.

ADJOURNMENT:

With no further business to come before the Board, David Edwards made a motion at 9:12 p.m. to adjourn the meeting. This motion was seconded by Joanne Freeman and unanimously carried.

Respectfully submitted,



Christine Eaton
Clerk of the Board