

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

DATE July 7, 2011

PLACE Central Administration Office

KIND OF MEETING Reorganization/Special Board Meeting

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

OTHERS PRESENT Patrick Michel, District Superintendent; Karen Fagan, Chief Financial Officer; Lorraine Hohenforst, Assistant Superintendent and Christine Eaton, Clerk

CALL TO ORDER The reorganization meeting of HFM BOCES was called to order by the Clerk of the Board, at 5:03 p.m., followed by the Pledge of Allegiance.

TEMPORARY CHAIRPERSON David Edwards made a motion, seconded by Jean LaPorta, to appoint the District Superintendent as the temporary chairperson of the reorganizational meeting. This motion carried unanimously.

OATH OF OFFICE At this time the Clerk administered the oath of office to reelected Board Members, Louis Capece and Jean LaPorta.

NOMINATIONS AND ELECTION OF PRESIDENT The District Superintendent then asked for nominations for the office of President. David Edwards made a motion, seconded by Joseph Sullivan, to nominate Robert Townsend to the office of President for the 2011-2012 school year. Joseph Sullivan then made a motion, seconded by David Edwards, to close the polls, temporarily suspend the rules and instruct the Clerk to cast one vote for Robert Townsend to the office of President. This motion was unanimously carried.

OATH OF OFFICE Mr. Townsend was then administered the oath of office of Board President.

PRESIDENT ASSUMES LEADERSHIP At this time, President Townsend assumed leadership of the meeting.

President Townsend then requested nominations for the office of Vice President.

NOMINATION AND ELECTION OF VICE PRESIDENT Louis Capece made a motion, seconded by James Beirlein, to nominate David Edwards to the office of Vice President for the 2011-2012 school year. Mr. Beirlein then made a motion, seconded by Mr. Capece to close the polls, temporarily suspend the rules and instruct the Clerk to cast one vote for David Edwards to the office of Vice President. This motion carried unanimously.

OATH OF OFFICE At this time Mr. Edwards was administered the oath of office of Vice President.

REORGANIZATION APPOINTMENTS Upon the District Superintendent's recommendation the following appointments for the 2011-2012 school year were presented for Board Approval:

<u>TITLE</u>	<u>PERSON/ORGANIZATION</u>
Clerk of the Board	Christine Eaton
Treasurer	Stacy King-McElhiney
Internal Claims Auditor (\$3,000 annual)	Lorrie Hanifan
Deputy Internal Claims Auditor (\$10 per hour)	to be determined
Extracurricular Accounts Treasurer	Buffy Rousseau
Asst. Treas. of Extracurricular Accts.	Stacy King-McElhiney
Extra Class Faculty Auditor	to be determined
Extra Class Faculty Advisors	(List appended to minutes)
Verifier of Purchase Orders	Diane Manners
Purchasing Officer	Kathi Lewis
Deputy Purchasing Officer	Linda Edwards
Official Newspapers	The Leader Herald The Recorder The Daily Gazette
Official Radio Stations	WENT, Gloversville WCSS, Amsterdam
Compliance Officer - NYS Food Service Program (\$2,500 annual)	Donald Hodge, Jr.
School Physician	Vacant
SED Child Nutrition Program:	
Hearing Official	Karen Fagan
Reviewing Official	Tracey Buley
Verification Official	Tracey Buley

Attorneys	Girvin and Ferlazzo, P.C.
Auditors	West and Company
Internal Auditors	Questar III BOCES
AHERA/SASS Designee and District Safety Officer	David Aimone
Federal Food Program Coordinator	Karen Fagan
Information Officer	Lorraine Hohenforst
Records Management Officer	Lorraine Hohenforst
Official Bank	NBT Bank
General Insurance	NYSIR - Mang Agency
Workers Compensation Insurance	Robert J. Hoy Agency, Inc.
Health Insurance	Excellus
Dental Insurance	Delta Dental
Title IX Officer - Section 504 Officer	Jay DeTraglia Lorraine Hohenforst
School Library System Council	(List appended to minutes)
Board Audit Committee	Committee of the Whole
NYSSBA Voting Delegate	James Beirlein,
NYSSBA Voting Alternate	Joanne Freeman
NYSSBA Legislative Liaison	Robert Townsend
Bus Driver Trainer (\$1,500 annually)	Nancy Christman

APPROVAL OF APPOINTMENTS

David Edwards made a motion, seconded by Louis Capece, to approve the 2011-2012 reorganization appointments as presented, making note that positions left in the to be determined status will be approved by the Board as they are filled. This motion carried unanimously.

REORGANIZATIONAL  
RESOLUTIONS

Upon the District Superintendent's recommendation the following resolutions for the 2011-2012 school year were presented to the Board for approval:

Authorize the Chief Financial Officer to certify all payrolls

Authorize the District Superintendent to sign and file all applications and certifications for federal and state funds

Authorize the Assistant Superintendent to assume the duties of the District Superintendent in the District Superintendent's absence

Authorize the District Superintendent, Assistant Superintendent, and Chief Financial Officer to approve attendance of school personnel at conferences, within budgetary appropriations

Authorize the District Superintendent to employ non-instructional and instructional substitutes, adult education staff, and temporary employees

Authorize District Superintendent, Chief Financial Officer and Treasurer to borrow up to \$500,000.00 in anticipation of revenues

Authorize Chief Financial Officer, with approval of the District Superintendent, to transfer budgetary appropriations up to \$10,000

Authorize the capitalizing threshold at \$5,000.00

Authorize Treasurer, with approval of District Superintendent, to invest funds within legal limitations

Authorize the transfer of up to \$2,000,000.00 (two million dollars) from funds with available balances to the General Fund to cover cash flow needs, with repayment to be made within one year, as permitted when borrowing between funds. In discussion with our local auditors, it is recommended that in order to avoid legal costs and interest associated with the issuance of RANs, BOCES use the internal transfer option to cover cash flow needs.

Authorize the Treasurer to use an electronic check signature to authenticate checks issued on the BOCES accounts; and to process transfers as required. Authorize the Chief Financial Officer to process the transfers in the Treasurer's absence

Authorize the District Superintendent, Assistant Superintendent, and Chief Financial Officer, or their designee to approve staff mileage, conference attendance, and payment/reimbursement

Authorize director-principals and principals to suspend students for up to 5 days

Authorize BOCES to participate in cooperative bidding of supplies, services, equipment, and janitorial products with public school districts and municipalities of Fulton, Montgomery, and Hamilton Counties

Adopt the Policy Statement for Free and Reduced Price Meals or Free Milk and authorize HFM BOCES to participate in the Free and Reduced Price Meals Program as part of the State Education Department's Child Nutrition Program

Re-adopt the Audit Committee Charter, effective July 1, 2011

Re-Adopt the Board Policy Manual, all sections and policies therein, effective July 1, 2011

Adopt the last Wednesday of each month at 6:45 p.m. as BOCES board meeting date and time, except as otherwise indicated on the annual board meeting dates calendar

Adopt the HFM BOCES Cell Phone Distribution List, Effective, July 1, 2011

Establish personal cell phone reimbursement rate to be \$0.06 per minute

Adopt the HFM BOCES mileage chart effective July 1, 2011, and authorize the Chief Financial Officer to amend the chart as required during the course of the school year

Authorize the Board President and/or District Superintendent to sign contracts on behalf of the Board of Education

Establish 4 separate petty cash funds as follows:

Business Office	(Stacy King-McElhiney)	\$50
Career & Technical Education	(Lorrie Hanifan)	\$50
Special Education	(Peggy Heise)	\$50
School Lunch	(Tracey Buley)	\$150

Authorize payment to permanent substitute teachers at a rate of \$90 per day, certified substitute teachers at a rate of \$70 per day, uncertified substitute teachers at a rate of \$65 per day, substitute school nurses (LPN) at a rate of \$65 per day; substitute school nurses (RN) at a rate of \$70 per day; substitute clinical nurses paid at a rate of \$160 per day; substitute teacher aides at a rate of \$50 per day; substitute teacher aides required to travel from the student's home at a rate of \$75.00 per day, substitute interpreters at a rate of \$60 per day; substitute clerical employees at a rate of \$63 per day; substitute couriers at a rate of \$11.44 per hour; substitute food service helper at a rate of \$58.50 per day; retiree scorers at a rate of \$94 per day; regional summer school certified teachers at a rate of \$70 per day; regional summer school substitute uncertified teachers at a rate of \$65 per day; regional summer school substitute registered nurse at a rate of \$70 per diem; regional summer school substitute clerical employees at a rate of \$9 per hour and regional summer school substitute hall monitors at a rate of \$8.50 per hour

Authorize board member and administrative attendance at approved conferences and meetings including the authority to expend funds associated with these activities

Authorize membership in Mohawk-Sacandaga School Boards Association, Capital Area School Development Association, New York State School Boards Association, Rural Schools Association, Fulton County and Montgomery County Regional Chambers of Commerce, American Association of Educational Service Agencies, HFM Business Education Alliance, Statewide BOCES P/R - Erie I BOCES and the Energy Pricing Consortium, BOCES Education Consortium and the Fulton County EDC.

Authorize the District Superintendent and Chief Financial Officer to approve business related travel reimbursement at a rate not to exceed the most current published IRS rate

Authorize bonding of all HFM BOCES employees up to \$100,000 plus an additional \$900,000 coverage per loss

Establish April 3, 2012, as the date for the next BOCES Annual Meeting

Establish April 25, 2012, as the date on which each component school board shall conduct a public meeting for the purpose of voting on the BOCES administrative budget and candidates to fill vacancies on the BOCES Board of Education, pursuant to Section 1950 of Education Law

Establish the following Adult Services Tuitions for school year 2011-2012:

Career/Technical Program (½ day)	\$2,945.00
Career/Technical Program (full day)	3,945.00
Practical Nursing I	4,900.00
Practical Nursing II	5,400.00
Post-Graduate	1,000.00
CDL - A	3,000.00
CDL - B	1,000.00

Establish the following ancillary pay rates for school year 2011-2012:

Bus Driver Trainer	\$ 25/hour
Curriculum Writing	25/hour
Curriculum Training	25/hour
Lifeguard	8/hour
Adult Educator	25/hour
Regional Summer School Hall Monitor	12/hour
Regional Summer School School Nurse	21/hour
Regional Summer School Senior Typist	13/hour
Regional Summer School Teacher	25/hour
Regional Summer School Teacher Aide	12.50/hour
Teacher Aide (Part-time, Hourly)	12.50/hour
LPN Extra Clinical Instructor	190/day

Reaffirm that the Hamilton-Fulton & Montgomery BOCES is a non-discriminatory employer

Reaffirm that alternative communications will be used to assist the handicapped

Reaffirm that BOCES meetings will be held in locations most accessible to the handicapped

Reaffirm BOCES commitment to comply with The Freedom of Information Act and The Family Educational Rights and Privacy Act

Reaffirm BOCES commitment to comply with the Open Meeting Law

Reaffirm BOCES commitment to comply with Title IX

Reaffirm BOCES commitment to comply with the American Disabilities Act (ADA)

Reaffirm BOCES commitment to comply with the Annual School Integrated Pest Management notification requirements

Reaffirm a photocopy fee of \$0.25 per face sheet

Reaffirm that secretarial fees associated with the retrieval of information shall be at the actual pay rates for the person(s) performing the retrieval tasks

APPROVAL OF  
REORGANIZATION  
RESOLUTIONS

A motion was made by Jean LaPorta and seconded by James Beirlein, to approve the reorganization resolutions for the 2011-2012 school year as presented. This motion was unanimously carried.

ADJOURNMENT

At 5:16 p.m. a motion was made by Jean LaPorta to adjourn the reorganization meeting and prepare to enter a special board meeting. This motion was seconded by David Edwards and unanimously carried.

Respectfully submitted,



Christine Eaton  
Clerk of the Board

**HFM BOCES SCHOOL LIBRARY SYSTEM COUNCIL**

Revised

<b>Name</b>	<b>Location</b>	<b>Term</b>
JoMarie DiTata	Amsterdam High School	7/1/11 - 6/30/2014
Tammy Jones	Canajoharie High School	7/1/10 - 6/30/2013
Carla Benge	Gloversville High School	7/1/11 - 6/30/2014
Mary Hallgren	Johnstown Knox Jr. High	7/1/09 - 6/30/2012
Maggie McCabe	Mayfield High School	7/1/11 - 6/30/2014
Karen Johnson	St. Johnsville High/Elementary	7/1/10 - 6/30/2013
Christine Suhr	Wells Central School	7/1/10 - 6/30/2013
Mary Jo Gennett	St. Mary's Institute	7/1/09 - 6/30/2012
Susan D'Entremont / Jean Sheviak	CDLC	7/1/11 - 6/30/2014
Micheal Daly	FMCC	7/1/11 - 6/30/2014
Paul Williamsen	Mayfield Central School District	7/1/11 - 6/30/2014

updated 7/7/11

**EXTRACLASROOM ACTIVITY FUNDS  
2011-2012**

<b>A/C#</b>	<b>Name</b>	<b>Advisor</b>
100	Auto Body	<i>Keith Hanchar</i>
102	Auto A	<i>Thomas Davis</i>
103	Auto B	<i>Glenn Marcucio</i>
106	Conservation	<i>Ben Conte</i>
109	Cosmetology A	<i>Julie Mead</i>
110	Cosmetology B	<i>Colleen Fuhs</i>
115	Graphic Comm	<i>Andrew Huth</i>
117	LPN I	<i>Susan Roth</i>
118	LPN II	<i>Susan Roth</i>
125	Truax Club	<i>Nancy Turnbull</i>
129	Security Occup	<i>John Pecora</i>
131	Student Skills	<i>Jennifer Martelle</i>
132	Teen Council	<i>Barbara Hatcher</i>
133	Foundations of Food	<i>Everett Faville</i>
136	PDDP	<i>Annamarie Neri</i>
137	SCC Club	<i>Nancy Turnbull</i>

SPECIAL BOARD MEETING

- CALL TO ORDER                      Following the Reorganizational Meeting, President Townsend called a special board meeting to order at 5:16 p.m.
- APPROVAL OF CTE  
RESERVE FUND  
PURCHASE                              Joseph Sullivan made a motion to approve the CTE purchase of the Adobe CS5 Master Collection Suite, wireless laptops, laptop cart and printer through the Career and Technical Education Reserve Fund. These purchases received SED approval on June 20, 2011. This motion was seconded by James Beirlein and unanimously carried. (SY 11-12 #1)
- DONATION                                Joseph Sullivan made a motion, seconded by Louis Capece to accept the \$500.00 donation from Benetech. This motion was passed with a with 5 Ayes (Beirlein, Capece, Edwards, and Sullivan) and 2 Nays (LaPorta and Townsend)
- EXECUTIVE SESSION:                      At 5:23 p.m. the Board entered executive session to discuss specific personnel matters and collective bargaining upon a motion made by Louis Capece, seconded by Jean LaPorta and unanimously carried.
- ARRIVAL OF BOARD  
MEMBER                                  Joanne Freeman entered the Board Room during executive session at 5:30 p.m.
- RETURN TO OPEN  
SESSION:                                  At 5:40 David Edwards made a motion to return to open session. This motion was seconded by Louis Capece 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 made on an emergency, conditional basis and contingent upon receipt of Employment Eligibility Verification forms.
- Resignation for  
Retirement  
Scott, J.                                      Scott, Joan - Teacher Aide with Special Education submitting a letter of intent to retire effective June 30, 2011. Mrs. Scott has been with HFM BOCES since February 26, 1998. (SY 11-12 #2)

Establish and Appointment  
Digital Learning Specialists

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

School District	Appointment not to exceed	Digital Learning Specialist
Amsterdam SD: AHS	\$3,000.00	TBD
Amsterdam SD: Lynch Literacy Academy	\$3,000.00	Krohn, Denise
Amsterdam SD: Barkley Microsociety	\$3,000.00	TBD
Amsterdam SD: Curie Institute	\$3,000.00	Lieckfeldt, Sarah
Amsterdam SD: McNulty Academy	\$3,000.00	Murray, Kristina
Amsterdam SD Tecler E.S.	\$3,000.00	Polikowski, Sandra
Broadalbin-Perth CSD	\$3,000.00	Sengenberger, Cindy
Canajoharie CSD	\$3,000.00	TBD
Fonda-Fultonville CSD	\$1,500.00	Kimball, Leslie
Fonda-Fultonville CSD	\$1,500.00	Lathers, Claudia
Fort Plain CSD	\$3,000.00	DeKalb, Kathleen
Gloversville ESD: GHS	\$3,000.00	Bengle, Carla
Gloversville ESD: GMS	\$3,000.00	TBD
Gloversville ESD: Boulevard School	\$3,000.00	TBD
Gloversville ESD: Kingsborough School	\$3,000.00	Furlong, Colleen
Gloversville ESD: McNab-Meco School	\$1,500.00	Fioretti, Erin
Gloversville ESD: McNab-Meco School	\$1,500.00	Looman, Sarah
Gloversville ESD: Park Terrace	\$3,000.00	Brown, Nancy
Mayfield CSD	\$3,000.00	TBD
Northville CSD	\$3,000.00	Schuyler, Kimberly
St. Johnsville CSD	\$3,000.00	Buddenhagen, Mary

(SY 11-12 #3)

APPROVAL OF PERSONNEL ITEMS

David Edwards made a motion, seconded by James Beirlein, to accept the resignation for retirement of Scott and to establish and appoint 21 Digital Learning Specialist. This motion carried unanimously.

FUTURE MEETINGS            July 20 Goal Setting and Special Meeting  
6:00 p.m.

ADJOURNMENT                At 5:43 p.m., with no further business to come  
before the Board, David Edwards made a motion,  
seconded by James Beirlein, to adjourn to a Board  
retreat. This motion carried unanimously.

Respectfully submitted,



Christine Eaton  
Clerk of the Board