

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

DATE July 5, 2017

PLACE Central Administration Office

KIND OF MEETING Reorganization/Special Board Meeting

MEMBERS PRESENT James Beirlein, Harry Brooks, John DeValve, Joanne Freeman, Jean LaPorta, and Allan Turnbull

OTHERS PRESENT Patrick Michel, District Superintendent; Lorraine Hohenforst, Deputy Superintendent; Kathi Lewis, School Business Manager and Christine Eaton, Clerk

CALL TO ORDER The reorganization meeting of HFM BOCES was called to order by the District Superintendent, at 5:00 p.m., followed by the Pledge of Allegiance.

TEMPORARY CHAIRPERSON Allan Turnbull 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 Member, Jean LaPorta and newly elected Board Member John DeValve.

NOMINATIONS AND ELECTION OF PRESIDENT The District Superintendent then asked for nominations for the office of President. Jean LaPorta made a motion, seconded by Allan Turnbull, to nominate Joanne Freeman to the office of President for the 2017-2018 school year. Harry Brooks then made a motion, seconded by Allan Turnbull, to close the polls, temporarily suspend the rules and instruct the Clerk to cast one vote for Joanne Freeman to the office of President. This motion was unanimously carried.

OATH OF OFFICE Mrs. Freeman was then administered the oath of office of Board President.

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

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

NOMINATION AND ELECTION OF VICE PRESIDENT Allan Turnbull made a motion, seconded by John DeValve, to nominate Harry Brooks to the office of Vice President for the 2017-2018 school year. John DeValve then made a motion, seconded by Allan Turnbull to close the polls, temporarily suspend the rules and instruct the Clerk to cast one vote for Harry Brooks to the office of Vice President. This motion carried unanimously.

OATH OF OFFICE At this time Dr. Brooks was administered the oath of office of Vice President.

REORGANIZATION APPOINTMENTS Upon the District Superintendent's recommendation the following appointments for the 2017-2018 school year were presented for Board approval:

<u>TITLE</u>	<u>PERSON/ORGANIZATION</u>
Clerk of the Board	Christine Eaton
Treasurer	Jennifer Clear
Claims Auditor (\$20 per hour)	Melody Prentice
Deputy Internal Claims Auditor (\$20 per hour)	Robin Rose
Extracurricular Accounts Treasurer	Jayette Miller
Asst. Treas. of Extracurricular Accts.	Jennifer Clear
Extra Class Faculty Auditor	Jennifer Clear
Extra Class Faculty Counselor	Michael Jacob (Special Ed) Jay DeTraglia (CTE) Michael Dardaris (PTECH) John Howard (AG-PTECH) Richard Potter (ADK)
Extra Class Faculty Advisors	(List appended to minutes)
Verifier of Purchase Orders	Tiffannie Brown
Purchasing Officer	Kathi Lewis
Deputy Purchasing Officer	Linda Edwards
Official Newspapers	The Leader Herald The Recorder The Gazette
Official Radio Stations	WENT, Gloversville WCSS, Amsterdam
School Physician	Vacant

Attorneys	Girvin and Ferlazzo, P.C.
Auditors	West & Company CPAs, P.C.
Internal Auditors	Questar III BOCES
AHERA/SASS Designee and District Safety Officer	Jessica Kirby-Barnes
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	CDPHP and Empire BlueCross
Dental Insurance	MetLife Dental
Compliance Officers	Jay DeTraglia Lorraine Hohenforst
School Library System Council	(List appended to minutes)
Board Audit Committee	Committee of the Whole
NYSSBA Voting Delegate	Joanne Freeman
NYSSBA Voting Alternate	Harry Brooks
NYSSBA Legislative Liaison	Joanne Freeman
Tobacco Free School Policy Liaison	Jessica Kirby-Barnes
Dignity Act Coordinators	(List appended to minutes)
Homeless Liaison/Migrant Education Coordinator	Kathi Lewis
Financial Advisor	Karen Moon, Vice President of Bernard Donegan Inc.
HFM BOCES Bond Counsel	M. Corneilia Cahill, Esq. of Hiscock & Barclay LLP

APPROVAL OF
APPOINTMENTS

Harry Brooks made a motion, seconded by Jean LaPorta, to approve the 2017-2018 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 2017-2018 school year were presented to the Board for approval:

Authorize the Deputy Superintendent to certify all payrolls

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

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

Authorize the District Superintendent, Deputy Superintendent, and School Business Manager 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 and Treasurer to borrow up to \$500,000.00 in anticipation of revenues

Authorize School Business Manager, with approval of the District Superintendent, to transfer budgetary appropriations up to \$10,000

Authorize the capitalizing threshold at \$5,000

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 Jennifer Clear and Linda Edwards of the BOCES to use an electronic check signature to authenticate checks issued on the BOCES accounts; and process transfers as required. Authorize Kathi Lewis to process the transfers in the absence of Jennifer Clear

Authorize the following employees with single signature authority: Jennifer Clear, Linda Edwards, Lorraine Hohenforst and Kathi Lewis

Authorize the District Superintendent, Deputy Superintendent, and School Business Manager, 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 as well as DCMO BOCES

Re-adopt the Audit Committee Charter, effective July 1, 2017

Re-Adopt the Board Policy Manual, all sections and policies therein, effective July 1, 2017

Re-Adopt the Constitutionally Protected Prayer in the Schools Certification

Adopt the last Wednesday of each month at 6:00 p.m. as BOCES board meeting date and time, except as otherwise indicated on the annual board meeting dates calendar

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

Adopt the HFM BOCES mileage chart effective July 1, 2017, and authorize the School Business Manager 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

Confirm HFM credit card limits as follows:

District Superintendent - \$25,000
 Deputy Superintendent and Chief Financial Officer - \$ 36,400 (combined)

Establish three separate petty cash funds as follows:

Business Office (Jennifer Clear) \$50
 Career & Technical Education (Lorrie Hanifan) \$50
 Special Education (Holly Anker) \$50

Authorize two school lunch point of sale drawer change accounts as follows:

HFM BOCES Main Campus - Tracey Buley - \$100
 Jansen Avenue - Margaret Ugalde - \$50

Establish the following substitute staff pay rates for the school year 2017-2018:

Long-Term Substitute Teachers	\$100.00	per diem
Certified Substitute Teachers	\$95.00	per diem
Uncertified Substitute Teachers	\$85.00	per diem
Substitute School Nurses (RN)	\$70.00	per diem
Substitute School Nurses (LPN)	\$65.00	per diem
Substitute Clinical Nurses (RN)	\$160.00	per diem
Substitute Clinical Nurses (LPN)	\$150.00	per diem
Long-Term Substitute Teacher Aides	\$65.00	per day
Substitute Teacher Aides	\$9.70	per hour
Substitute Teacher Aides required to travel from the student's home	\$9.70	per hour
Substitute Interpreters	\$9.70	per hour
Substitute Typist	\$10.00	per hour
Substitute Couriers	\$11.44	per hour
Substitute Food Service Helper	\$9.70	per hour
Substitute School Monitor	\$9.70	per hour

Substitute School Bus Attendants – Regular School Year	\$11.40	per hour
Substitute School Bus Attendants – Summer	\$11.40	per hour
Substitute School Bus Driver – Regular School Year	\$16.11	per hour
Substitute School Bus Driver – Summer	\$16.11	per hour
Regional Summer School Certified Substitute Teachers	\$95.00	per diem
Regional Summer School Uncertified Substitute Teachers	\$85.00	per diem
Regional Summer School Substitute Nurse (RN)	\$70.00	per diem
Regional Summer School Substitute Typist	\$10.00	per hour
Regional Summer School Substitute School Monitors	\$9.70	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-Montgomery County Regional Chamber of Commerce, American Association of Educational Service Agencies, Statewide BOCES P/R - Erie I, BOCES the Energy Pricing Consortium, BOCES Education Consortium and the Fulton County CGR

Authorize the District Superintendent and School Business Manager to approve business related travel reimbursement at the latest available published IRS rate

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

Establish April 11, 2018, as the date for the next BOCES Annual Meeting

Establish April 25, 2018, 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 2017-2018:

Career/Technical Program (½ day)	\$2,945.00
Career/Technical Program (full day)	5,000.00

Establish the following ancillary pay rates for school year 2017-2018:

Retiree Scorers	\$ 94/per diem
Regional Scoring Manager	25/hour
Regional Scoring Trainers	
Saturday and/or after School	35/hour
Regional Scorers	15/hour
Regional Scoring Assistants	15/hour
Lifeguard	9.70/hour
Adult Educators	25/hour
Bus Driver Trainers	25/hour
Curriculum Writing	25/hour
Curriculum Training	25/hour
Regional Summer School School Nurse	21/hour
Regional Summer School Senior Typist	13/hour
Regional Summer School Teacher	25/hour
Regional Summer School School Monitor	12/hour
Regional Summer School Teacher Aide	12.50/hour
Regional Summer School Typist	12.70/hour
Teacher Aide (Part-time, Hourly)	12.50/hour
TASC/HSE Coordinator	25.00/hour
TASC/HSE Examiner	20.00/hour
TASC/HSE Proctor	12.50/hour
Regional Enrichment Summer Program	
Teacher	25/hour
Regional Enrichment Summer Program Teacher	
Assistant	15/hour

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 charge for transcripts for adult students \$5.00 per transcript

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 James Beirlein and seconded by Jean LaPorta, to approve the reorganization resolutions for the 2017-2018 school year as presented. This motion was unanimously carried.

ADJOURNMENT

At 5:14 p.m. a motion was made by Allan Turnbull to adjourn the reorganization meeting and prepare to enter a special board meeting. This motion was seconded by James Beirlein and unanimously carried.

Respectfully submitted,



Christine Eaton
Clerk of the Board

**Extraclassroom Activity Fund
2017 - 2018**

EXTRACLASSROOM ACTIVITY FUNDS 2017-18		
A/C#	Fund Name	Faculty Advisor
102	Auto A	<i>Thomas Davis</i>
106	Conservation	<i>Adam Cancio</i>
109	Cosmetology A	<i>Julie Mead</i>
110	Cosmetology B	<i>Valerie Charpentier</i>
115	Digital Multimedia	<i>Andrew Huth</i>
129	Security Occupations Criminal Justice	<i>Mark Mereness</i>
132	Teen Council	<i>Cheryl Kelly</i>
133	Foundations of Food	<i>Rebecca Skretkowitz</i>
136	PDDP Autism Spectrum Disorder Program	<i>Pamela Cacciari</i>
138	Multiply Disabled Program Encompass Learning Program	<i>Alison Daly</i>
140	PTECH Student Government	<i>TBD</i>
	PTECH Academic Club	<i>TBD</i>
	PTECH Student Judicial Council	<i>TBD</i>
	PTECH Yearbook Club	<i>TBD</i>
	PTECH Underwater Robotics Club	<i>TBD</i>
	PTECH Rock and Jazz Club	<i>TBD</i>
	PTECH Drama and Glee Club	<i>TBD</i>
	PTECH Art Club	<i>TBD</i>
141	FFA	<i>Julia Hudyncia</i>
	AGPTECH Student Government	<i>TBD</i>
	AGPTECH Academic Club	<i>TBD</i>
	AGPTECH Student Judicial Council	<i>TBD</i>
142	Veterinary & Animal Science	<i>Meredith Tuppen</i>

HFM BOCES SCHOOL LIBRARY SYSTEM COUNCIL

Kristi Beedon	Amsterdam	7/1/17 - 6/30/20
Tammy Jones	Canajoharie	7/1/16 - 6/30/19
Karen Johnson	Oppenheim-Ephratah St. Johnsville	7/1/16 - 6/30/19
Carla Bengle- Mackey	Gloversville	7/1/17 6/30/20
Tariyka Chaulk	Johnstown	7/1/15 - 6/30/18
Halley Zanconato	Mayfield	7/1/17 - 06/30/20
Christine Suhr	Wells	7/1/15 6/30/19
Cornelius Bradt	St. Mary's Institute	7/1/12 - 6/30/18
Kathy Gundrum	CDLC	7/1/15 - 6/30/18
Dan Towne	FMCC	7/1/17 - 6/30/20
TBD	Administrative Representative	7/1/17 - 6/30/20
Eric Trahan	Public Libraries Representative Mohawk Valley Library System	7/1/17 06/30/20

Updated 7/1/17

DIGNITY ACT COORDINATORS

Charis Kakavelos	CTE
Michael DiMezza	CTE
Scott Dellis	Special Education
Matthew Popp	Special Education
Daniel Salvagni	Special Education
Kristen Michaels	Special Education (McNab)
Holly Hisert-Joyner	Special Education (Gloversville Middle School)
Rachel Raponi	Special Education (Mayfield)
Anna Reilly	Special Education (Jansen)
Richard Potter	Adirondack Academy
Julie Blanchard	Adirondack Academy
Brian Mazza	Adirondack Academy
Michael Dardaris	PTECH
Jennifer Sponnoble	PTECH
John Howard	AG-PTECH
Angeline Conte	AG-PTECH

SPECIAL BOARD MEETING

CALL TO ORDER Following the Reorganizational Meeting, President Freeman called a special board meeting to order at 5:15 p.m.

MOMENT OF SILENCE The Board observed a moment of silence for newly retired Board Member, David Edwards who passed away on June 30, 2017.

SCHOOL LUNCH POINT OF SALE DRAWER CHANGE ACCOUNT Harry Brooks made a motion to authorize a school lunch point of sale drawer change account at the HFM BOCES main campus for July and August in the amount of \$50. The overseer of this account will be Deborah Henderson. This motion was seconded by Allan Turnbull 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.

Revised Resignation For Retirement
Peek, L. Peek, Lori - School Bus Attendant requesting to revise her date of retirement from June 30, 2017 to June 21, 2017. Mrs. Peek had requested to retire effective June 30, 2017 at the December 14, 2017 board meeting. (SY 17-18 #1)

Establish and Appoint
Fisher, R. Fisher, Richard - Three-year probationary appointment to a Science Teacher position position with Adirondack Academy effective September 1, 2017 through August 31, 2020, contingent upon the achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period, consistent with requirements of Law sections 3012, 3012-c, 3012-d. Mr. Fisher was employed by the Watervliet School District where he was tenured. This is a new position. Tenure Area: Science. Salary: Schedule D, Step 10 \$50,673.00. Certification: Earth Science and General Science 7-12 - Permanent. (SY 17-18 #2)

Appointments Substitute Interviewer Appoint the following individual as a part-time, hourly Substitute Interviewer effective July 1, 2017 through June 30, 2018 at a salary of \$30 per hour for a maximum of five days.

Ernie Clapper
(SY 17-18 #3)

Substitute School Bus Attendants Appoint the following as Substitute School Bus Attendants effective July 1, 2017.

Mary Jones
Lori Peek
Amy Pettit
(SY 17-18 #4)

Substitutes Appoint the following as Substitutes for HFM BOCES.

Amanda Brooker - Substitute Food Service Helper
Linda Hine - Substitute Food Service Helper
Lisa Scarofile - Substitute Teacher
Jeremy Rowland - Substitute Teacher
April Meyer - Substitute Teacher
Nathaniel Peters - Substitute Teacher
Connie Dingman - Substitute Teacher
(SY 16-17 #5)

CTE Summer Teacher Aides Appoint the following CTE Teacher Aides to work up to 25 hours each in July and August 2017 at a rate of \$15.00 per hour:

Lisa Zarecki
Cathy Zanella
(SY 17-18 #6)

Summer Food Service Helpers Appoint the following individuals to work in July and August 2017 at a rate of \$13.42 per hour to provide breakfast and lunch to the students participating in the Summer Enrichment program at the HFM BOCES main campus location.

Deborah Henderson - maximum of 130 hours
Margaret Ugalde - maximum of 70 hours
(SY 17-18 #7)

Mentor Appoint Jay DeTraglia as mentor to John Howard for the 2017-18 school year. He will be paid no more than \$1,000 for the school year depending on the number of actual mentoring hours.
(SY 17-18 #8)

Peek, M. Peek, Michael - One-year probationary appointment to a Custodial Worker position with Operations effective July 12, 2017. Mr. Peek's probationary period will end July 11, 2018. Mr. Peek is replacing Ken Cyrek who resigned. Salary: \$23,741.81 pro-rated to \$23,049.32. (SY 16-17 #9)

Summer School

Appoint the following to part-time, temporary appointments with the HFM BOCES Regional Summer School or Regional Summer Enrichment for the period of July 1, 2017 through August 31, 2017 at the corresponding rate next to their names.

Baker, Elizabeth - Teacher - Fonda-Fultonville Location - \$25.00 per hour
 Bivian, Anthony - School Monitor - Regional Summer School - \$12.00 per hour
 Brooker, Katie - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Carson, Julie - Teaching Assistant - Broadalbin-Perth Location - \$15.00 per hour
 Cuomo, Lexi - Teacher - Regional Summer School - \$25.00 per hour
 Hanson, Linda - Teacher - Fonda-Fultonville Location - \$25.00 per hour
 Nellis, Lori - Registered Professional Nurse (School) - Broadalbin-Perth Location - \$21.00 per hour
 Phillips, Cheryl - Registered Professional Nurse (School) - Fonda-Fultonville Location - \$21.00 per hour
 Smith, Beth - Registered Professional Nurse (School) - Regional Middle School Enrichment - \$21.00 per hour
 DeZolt, Hope - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Gottung, Marshall - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Eipp, William - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Nacheman, Michael - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Meyer, Tammy - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Thompson, Jolene - Teacher - Broadalbin-Perth Location - \$25.00 per hour
 Curley, Nancy - Teaching Assistant - Broadalbin-Perth Location - \$15.00 per hour
 Smith, Sharon - Teaching Assistant - Broadalbin-Perth Location - \$15.00 per hour
 (SY 17-18 #10)

ADK Professional Development and Curriculum Development

Appoint the following staff member (listed as TBD on the memo to the Board dated June 14, 2017) to participate in summer professional development and curriculum development at the Adirondack Academy from July 10, 2017 through August 31, 2017 at a rate of \$25 per hour for up to 35 hours of training and 10 hours of curriculum work.

Richard Fisher
 (SY 17-18 #11)

PTECH Chaperone Appoint the following employee for up to 20 hours at a rate of \$25.00 per hour for chaperoning effective July 1, 2016 through June 30, 2017.

Jennifer Drake
(SY 17-18 #12)

PTECH Curriculum Writing and Professional Development Appoint the following employee for up to 100 hours at a rate of \$25.00 per hour for curriculum writing and professional development work effective July 1, 2016 through June 30, 2017.

Jennifer Drake
(SY -17-18 #12)


Miscellaneous Personnel Item Deputy Superintendent Contract Amendment (SY 17-18 #13)
Deputy Superintendent Contract Amendment

APPROVAL OF PERSONNEL ITEMS Allan Turnbull made a motion, seconded by Jean LaPorta to approve the revised date of retirement of Peek; approve the appointments of Fisher, Clapper, Substitute School Bus Attendants (3), Substitutes (7), CTE Summer Teacher Aides (2), Summer Food Service Helpers (2), DeTraglia, Peek, Summer School (17), Fisher, Drake and Drake and approve the Deputy Superintendent's Contract Amendment. This motion carried

FUTURE MEETINGS July 26 Goal Setting and Special Meeting
5:30 p.m. Paul Nigra Center

ADJOURNMENT At 5:31 p.m., with no further business to come before the Board, Allan Turnbull made a motion, seconded by Jean LaPorta, to adjourn to a Board retreat. This motion carried unanimously.

Respectfully submitted,


Christine Eaton
Clerk of the Board