

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

DATE October 25, 2017

PLACE Central Administration Board Room

KIND OF MEETING Regular Monthly

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

OTHERS PRESENT Patrick Michel, District Superintendent; Lorraine Hohenforst, Deputy Superintendent; Kathi Lewis, School Business Official; John Howard, Ag-PTECH Principal; Angeline Conte, School Counselor; Alaina Campolieta, English Teacher; Heather Leo, Math Teacher; Michael Rossi, West and Co., CPAs, P.C. and Christine Eaton, Clerk

CALL TO ORDER President Freeman called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

PRESENTATION The Ag-TECH staff presented what they took away from a trip they took to Finland over the summer to learn about their school system and culture. They also shared that they had the opportunity to attend a Global Student Leaders Summit in Milan called "The Future of Food."

CONVENE AUDIT COMMITTEE James Beirlein made a motion for the Board to convene the Audit Committee at 6:29 p.m. This motion was seconded by John DeValve and unanimously carried.

INDEPENDENT AUDIT REVIEW Michael Rossi of West and Co., CPAs, PC reviewed the 2017-18 Independent Audit that West and Company prepared for HFM BOCES.

ACCEPT INDEPENDENT AUDIT Jean LaPorta made a motion to accept the 2016-2017 Independent Audit Report as submitted by the Independent Auditors West and Co., CPAs, PC. This motion was seconded by Allan Turnbull and unanimously carried. (SY 17-18 #150)

ADJOURN AUDIT COMMITTEE                   The Board adjourned the Audit Committee at 6:44 p.m upon a motion made by James Beirlein, seconded by Jean LaPorta and unanimously carried.

APPROVAL OF MINUTES               John DeValve made a motion, seconded by Harry Brooks to approve the minutes of the September 27, 2017 Regular Board Meeting. This motion was carried unanimously.

CLAIMS AUDITOR REPORTS           Allan Turnbull made a motion, seconded by John DeValve, and unanimously carried to approve the Claims Auditor Reports for the period of dated September 21, 2017 through October 11, 2017. (SY 17-18 #151)

APPROVAL OF TREASURER'S REPORTS   The Treasurer's Reports for the periods of July 1, 2017 through July 31, 2017; August 1, 2017 through August 31, 2017 and September 1, 2017 through September 30, 2017 were approved upon a motion made by Allan Turnbull, seconded by Jean LaPorta and unanimously carried. (SY 17-18 #152, #153 and #154)

EXTRACLASSROOM REPORTS           A motion was made by Jean LaPorta and seconded by James Beirlein to approve the Extra Class General Ledger Reports for July, August and September 2017. This motion was unanimously carried. (SY 16-17 #155, #156 and #157)

ITEMS TO BE DECLARED SALVAGE       Pursuant to Board of Education Policy No. 4021, Personal Property Accountability, Harry Brooks made a motion, seconded by John DeValve and unanimously carried to declare as salvage the items listed on the Chief Financial Officer's memorandum dated October 18, 2017. (SY 17-18 #158)

INDEPENDENT CONTRACTOR SERVICES AGREEMENT - GUSTAFSON   John DeValve made a motion, seconded by James Beirlein and unanimously carried to execute the Independent Contractor Services Agreement by and between Jean M. Gustafson and HFM BOCES to perform physical therapy services effective September 1, 2017 through June 30, 2018. (SY 17-18 #159)

ANNUAL INVESTMENT REPORT Allan Turnbull made a motion to accept the HFM BOCES Annual Investment Report year ending June 30, 2017 as submitted by the Treasurer. This motion was seconded by Carmen Caraco and unanimously carried. (SY 17-18 #160)

AMENDED INDEPENDENT CONTRACTOR SERVICES AGREEMENT - VINCENZA'S BANQUET HOUSE Jean LaPorta made a motion to authorize the District Superintendent to execute the amended Independent Contractor Services Agreement by and between HFM BOCES and Vincenza's Banquet House which was approved by the Board on August 30, 2017 and revised on September 27, 2017. This motion was seconded by John DeValve and unanimously carried. (SY 17-18 #161)

BUDGET ADJUSTMENTS James Beirlein made a motion, seconded by John DeValve and unanimously carried to approve the budgetary adjustments from July 1, 2017 through September 30, 2017 as submitted by the Chief Financial Officer by memorandum dated October 17, 2017. (SY 17-18 #162)

BUDGET TRANSFERS Jean LaPorta made a motion to approve the budget transfers from July 1, 2017 through September 30, 2017 as submitted by the Chief Financial Officer by memorandum dated October 17, 2017. This motion was seconded by Harry Brooks and unanimously carried. (SY 17-18 #163)

PURCHASING OFFICERS Harry Brooks made a motion, seconded by Allan Turnbull and unanimously carried to appoint Tammy Mickan as the HFM BOCES Purchasing Officer and Kathi Lewis as the Deputy Purchasing Officer effective October 26, 2017. (SY 17-18 #164)

ELECTRONIC AND SINGULAR SIGNATURE AUTHORITY Allan Turnbull made a motion, seconded by James Beirlein and unanimously carried to authorize Tammy Mickan to use an electronic check signature to authenticate checks issued on the BOCES accounts and process wire transfers as required in the absence of the Treasurer and also authorize Tammy Mickan with single signature authority in the absence of the Treasurer. (SY 17-18 #164)

D.S. CREDIT CARD  
REPORTS

Jean LaPorta made a motion to accept the District Superintendent Quarterly Credit Card Reports for the time period of January 1, 2016 through September 30, 2017. This motion was seconded by John DeValve and unanimously carried. (SY 17-18 #165)

D.S. MILEAGE

Jean LaPorta made a motion to review the reasonableness of the average percent of cost allocation for personal miles driven by the District Superintendent, currently set at 13.43%. As required an odometer reading was taken of the D.S. vehicle as of June 30, 2017. This motion was seconded by John DeValve and unanimously carried. (SY 17-18 #166)

TABLED ITEM

John DeValve made a motion to table the Property Loss & Liability Reserve item on the Board agenda. This motion was seconded by James Beirlein and unanimously carried.

D.S. REPORT

The District Superintendent's Report included:

- ▶ Albany Update
- ▶ P-TECHS
- ▶ HFM BOCES Presentations
- ▶ Deputy Superintendent's Report
- ▶ Staff and Program Highlights

BOARD MEMBER REPORTS  
NYSSBA Convention  
Debrief

James Beirlein, Joanne Freeman and Harry Brooks told the Board about the NYSSBA Annual Convention they attended earlier in the month.

Board Member Retreat

The Board discussed a possible board retreat around the Board Goal setting time.

Board Member Reports  
And Comments

Dr. Brooks discussed how the Board should look in to logging their training hours.

Mrs. Freeman discussed getting together to plan the criteria for a Board member award. Mrs. LaPorta volunteered to help with that.

NEW BUSINESS

Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to accept the following policies as first readings:

Policy #8104- Animals in School -  
Instructional Purposes (SY 17-18 #167)

Policy #8105 - Animals in School - Study,  
Handling and Care (SY 17-18 #168)

Revised Policy #4501 - Competitive Bidding  
(SY 17-18 #169)

RECESS

The Board took a recess at 8:20 p.m.

EXECUTIVE SESSION

At 8:33 p.m. the Board entered executive session to discuss specific personnel matters and collective bargaining upon a motion made by Allan Turnbull, seconded by John DeValve and unanimously carried.

RETURN TO OPEN  
SESSION

At 9:04 p.m. Allan Turnbull made a motion to return to open session. This motion was seconded by Carmen Caraco 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  
Sartin. W.

Sartin, William - Teacher Aide with Special Education submitting a letter of intent to retire effective June 30, 2018. Mr. Sartin has been with HFM BOCES since December 7, 2003. (SY 17-18 #170)

Resignations  
Hanchar, K.

Hanchar, Keith - Auto Body Teacher with Career and Technical Education submitting a letter of resignation effective September 29, 2017. Mr. Hanchar has been with HFM BOCES since September 1, 2002. (SY 17-18 #171)

Fisher, R. Fisher, Richard - Science Teacher with Adirondack Academy submitting a letter of resignation effective November 27, 2017. Mr. Fisher has been with HFM BOCES since September 1, 2017. (SY 17-18 #172)

Hladik, B. Hladik, Billie - Typist with Substitute Service submitting a letter of resignation effective October 29, 2017 to accept a Senior Typist position with Central Food Service effective October 30, 2017. (SY 17-18 #173)

Establish and  
Appoint  
LaSalvia, H.

LaSalvia, Heather - Four-year probationary appointment to an Social Studies Teacher position with Special Education effective November 13, 2017 through November 12, 2021, contingent upon the achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with requirements of Law Sections 3012, 3012-c, 3012-d. This is a new position. Tenure Area: Social Studies. Salary: Schedule D, Step 1, \$41,095.00. Certification: Social Studies 7-12 - Initial and Social Studies 5-6 Extension Initial Extension Annotation. (SY 17-18 #174)

Appointments  
Barmen, J.

Barmen, Joshua - Temporary appointment to an hourly Interpreter position with Adult Literacy And Corrections Education effective September 29, 2017 through June 30, 2018. Salary will be his hourly rate, not to exceed eight hours per week. (SY 17-18 #175)

Substitutes

Appoint the following as a Substitute School Bus Attendant effective October 26, 2017.

Calista Myers  
(SY 17-18 #176)

Appoint the following as substitutes for HFM BOCES

Sherry Kennerknecht - Substitute Teacher  
Aide  
Jeremy Rowland - Substitute Teacher  
(SY 17-18 #177)

- Ackermann Jr., J.      Ackermann Jr., John - Temporary appointment to a Long-term Substitute Teacher position with Career and Technical Education effective October 30, 2017 through June 30, 2018. Mr. Ackermann is replacing Keith Hanchar who resigned. Salary: \$100.00 per day. (SY 17-18 #178)
- Marzullo, S.            Marzullo, Stacy - Three-year probationary Appointment to a Teacher on Special Assignment position with Special Education effective November 27, 2017 through November 26, 2020, contingent upon the achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with requirements of Law Sections 3012, 3012-c, 3012-d. Ms. Marzullo is replacing Megan Collins who resigned. Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction and the Analysis of Student Performance Data. Ms. Marzullo received tenure with Amsterdam School District in 2014. Salary: Schedule D, Step 14, \$55,387.00, pro-rated to \$39,878.66. Certification: Childhood Education 1-6 - Professional. (SY 17-18 #179)
- Hladik, B.              Hladik, Billie - One-year probationary Civil Service appointment to a Senior Typist position with Central Food Service effective October 30, 2017. Ms. Hladik's probationary period will end on October 29, 2018. Ms. Hladik currently works as a Typist for the HFM BOCES Substitute Services. Salary: \$24,916.96, pro-rated to \$16,818.92. (SY 17-18 #180)
- Amend Appointment  
Snow, S.                Snow, Sylvia - School Food Service Director I with Central Food Service, amending her appointment from 0.6 FTE to 1.0 FTE effective October 12, 2017. Salary: \$36,400.00 pro-rated to \$26,086.61. (17-18 #181)

Miscellaneous  
Personnel Items  
Resolution to Execute  
Agreement

RESOLVED, that the agreement by and  
between HFM BOCES and Employee No. 03677 is  
approved and the District Superintendent  
is authorized to execute said agreement.  
(SY 17-18 #182)

MOA - SRUP  
(Information Only)

MOA by and between Hamilton-Fulton-Montgomery  
Board of Cooperative Educational Services and  
the School Related Professionals Unit. -  
Information Only. (SY 17-18 #183)

APPROVAL OF  
PERSONNEL ITEMS

Allan Turnbull made a motion, seconded by  
John DeValve to accept the resignation for  
retirement of Sartin; accept the resignations  
of Hanchar, Fisher and Hladik, establish and  
appoint LaSalvia; appoint Barmen, Myers,  
Kennerknecht, Rowland, Ackermann, Marzullo and  
Hladik; amend the appointment of Snow and  
approve the Resolution to execute the  
agreement. This motion was unanimously  
carried.

FUTURE MEETINGS

December 13, 2017 - HFM BOCES Regular Board  
meeting, 6:00 p.m., HFM BOCES Board Room

ADJOURNMENT:

With no further business to come before the  
Board, Allan Turnbull made a motion at 9:05  
p.m. to adjourn the meeting. This motion was  
seconded by John DeValve and unanimously  
carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board