

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

DATE December 13, 2017

PLACE PTECH, 305 Jansen Avenue, Johnstown, NY

KIND OF MEETING Regular Monthly

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

MEMBERS ABSENT James Beirlein

OTHERS PRESENT Patrick Michel, District Superintendent;  
Lorraine Hohenforst, Deputy Superintendent;  
Kathi Lewis, School Business Official; Michael  
Dardaris, PTECH Principal; Evette Hess,  
Jennifer Sponnoble, Pamela Vaillancourt, Sandra  
Brower, Jessica Nevins, Beth Smith, Jeremy  
Stipano, Sheila Thomas, Jeanne Halloran,  
Michael LaMastra, Heather Buskirk, Susan  
Pienta, Jamie Dickinson, Wayne Mattice, Charles  
Arney, William Murray, Jennifer Drake, and Anna  
Goderie, PTECH staff; Zachary Carico,  
Engineering Teacher; Mark Tanner, Career and  
Pathways Liaison; Emily Clizbe, Abby Levin, Mae  
Coman, Mariah Bottisti, Ashley Ruehle, Kayla  
Dzikowicz, Paige Bertuch and Emma Rizzo,  
students and Nick Cavallaro, Neric; Aaron  
Flynn, Human Resources Manager and Christine  
Eaton, Clerk

CALL TO ORDER President Freeman called the meeting to order  
at 6:06 p.m., followed by the Pledge of  
Allegiance.

PRESENTATIONS John DeValve made a motion, seconded by Jean  
PTECH Recognition LaPorta and unanimously carried to adopt the  
following resolution:

We hereby honor the faculty and staff  
of HFM PTECH for their outstanding work  
over the past five years and recognize  
their designation as one of the top 25 most  
innovative schools in the country as well  
as their nomination as one of the top five.

Various PTECH staff members stood up and  
discussed how positive experiences working at  
PTECH.

Program Re-Approval  
Engineering  
Technology      Mark Tanner reviewed the CTE Engineering  
Technology Executive Summary a to be submitted  
to the New York State.

APPROVAL OF MINUTES      Jean LaPorta made a motion, seconded by John  
DeValve to approve the minutes of the October  
25, 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 October 16, 2017 through  
November 30, 2017. (SY 17-18 #184, #185)

APPROVAL OF  
TREASURER'S REPORT      The Treasurer's Report for the period of  
October 1, 2017 through October 31, 2017 was  
approved upon a motion made by John DeValve,  
seconded by Allan Turnbull and unanimously  
carried. (SY 17-18 #186)

EXTRACLASSROOM  
REPORTS      A motion was made by Jean LaPorta and  
seconded by Allan Turnbull to approve the  
Extraclass General Ledger Reports for October  
and November 2017. This motion was unanimously  
carried. (SY 17-18 #187 and #188)

SED APPROVAL -  
ENGINEERING  
TECHNOLOGY      Harry Brooks made a motion to authorize the  
Career and Technology Education Engineering  
Technology Executive Summary to be submitted  
to the New York State Education Department for  
approval. This motion was seconded by Jean  
LaPorta and unanimously carried. (SY 17-18  
#189)

ITEMS TO BE DECLARED  
SALVAGE      Pursuant to Board of Education Policy No. 4021,  
Personal Property Accountability, Allan  
Turnbull 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 December 7, 2017.  
(SY 17-18 #190)

CTE AUTO BODY  
DONATION

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to accept the donation of a Wanda Paint Mixing System to the HFM BOCES Career and Technical Education Auto Body program with appreciation to H. Loucks Body and Fender Works, Inc. (SY 17-19 #191)

INDEPENDENT  
CONTRACTOR SERVICES  
AGREEMENT -  
FARRINGTON

Jean LaPorta made a motion, seconded by Carmen Caraco and unanimously carried to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and Polly Farrington to present Cool Tools for Schools 2017-18, an on-line workshop, effective November 28, 2017 through June 15, 2018. (SY 17-18 #192)

INDEPENDENT  
CONTRACTOR SERVICES  
AGREEMENT - MERRITT

Allan Turnbull made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and Julia Merritt to be the PTECH Underwater Robotics Club Advisor effective November 1, 2017 through June 30, 2018. This motion was seconded by John DeValve and unanimously carried. (SY 17-18 #193)

ANONYMOUS DONATION -  
PTECH

Harry Brooks made a motion, seconded by John DeValve and unanimously carried to accept the anonymous donation of a concert as well as workshops performed by the Bridge Arts Ensemble on November 9, 2017 to the HFM BOCE PTECH students. (SY 17-18 #194)

DONATIONS - PTECH

Jean LaPorta made a motion to accept donations from various local businesses to PTECH in the amount of \$235.00 for a PTECH Thanksgiving Feast held on November 21, 2017. This motion was seconded by John DeValve and unanimously carried. (SY 17-18 #195)

DONATION - CTE  
CONSERVATION CLUB

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to accept a donation of a used Craftsman Electric Start 9.0 HP/28 Snow Blower to the HFM BOCES Conservation

Club with appreciation to Adam Cancio. (SY 17-18 #196)

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DEPUTY SUPERINTENDENT AND CFO CREDIT CARD REPORTS Allan Turnbull made a motion to accept the Deputy Superintendent and CFO Quarterly Credit Card Reports for the time period of April 1, 2017 through September 30, 2017. This motion was seconded by Jean LaPorta and unanimously carried. (SY 17-18 #197)

GRANTS John DeValve made a motion, seconded by Carmen Caraco 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:

Literacy Zone (Gloversville) Basic Literacy  
- \$91,581.00. (SY 17-18 #198)

MINIMUM WAGE INCREASE Due to the minimum wage increase, Allan Turnbull made a motion, seconded by Jean LaPorta and unanimously carried to amend the established pay rates for the positions as listed below effective December 31, 2017:

Substitute Teacher Aide - \$10.40 per hour  
Substitute Interpreter - \$10.40 per hour  
Substitute Food Service Helper - \$10.40 per hour  
Substitute School Monitor - \$10.40 per hour  
Substitute Typist - \$10.70 per hour  
Substitute licensed Practical Nurse - \$10.70 per hour (SY 17-18 #199)

ESTABLISH EXTRACLASS ACCOUNT John DeValve made a motion to authorize the establishment of a CTE Auto Body extraclass account appointing John Ackermann as the class advisor. This motion is seconded by Carmen Caraco and unanimously carried. (SY 17-18 #200)

BID RECOMMENDATION Pursuant to the competitive bidding process, Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to accept the bid recommendation as noted by memorandum from the Chief Financial Officer in the following area:

RFP-18-01 Independent Audit Services  
West and Company CPAs, PC, 97 N. Main Street

STUDENT INTERNSHIPS John DeValve made a motion to authorize an HFM BOCES main campus lobby student internship to begin January 2, 2018. This motion was seconded by Allan Turnbull and unanimously carried.

INDEPENDENT CONTRACTOR SERVICES AGREEMENT - Fisher Allan Turnbull made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and Richard Fisher to perform the duties of a 0.4 FTE Distance Learning Earth Science Teacher for ADK students effective December 7, 2017 through June 30, 2018. This motion was seconded by John DeValve and unanimously carried. (SY 17-18 #202)

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

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

RECESS The Board took a break at 7:19 p.m.

RESUME MEETING The Board resumed the meeting at 7:22 p.m.

Board Member Reports and Comments Mrs. Freeman talked about the Commissioner's Roundtable that she and Dr. Michel attended on December 8, 2017.

OLD BUSINESS Allan Turnbull made a motion, seconded by Harry Brooks and unanimously carried to accept the following policies as second readings and adopt them:

Policy #8104- Animals in School -  
Instructional Purposes (SY 17-18 #203)

Policy #8105 - Animals in School - Study,  
Handling and Care (SY 17-18 #204)

Revised Policy #4501 - Competitive Bidding

RECESS

The Board took a recess at 7:45 p.m.

EXECUTIVE SESSION

At 7:59 p.m. the Board entered executive session to discuss specific personnel matters and collective bargaining upon a motion made by John DeValve, seconded by Carmen Caraco and unanimously carried.

RETURN TO OPEN SESSION

At 8:10 p.m. Allan Turnbull made a motion to return to open session. This motion was seconded by John DeValve 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.

Resignations for Retirement

Egan, K.

Egan, Kathleen - Teacher Aide with Special Education submitting a letter of intent to retire effective June 30, 2018. Mrs. Egan has been with HFM BOCES since September 1, 2006. (SY 17-18 #206)

Loucks, L.

Loucks, Lynda - Teacher Aide with Special Education submitting a letter of intent to retire effective August 31, 2018. Mrs. Loucks has been with HFM BOCES since September 1, 2006. (SY 17-18 #207)

Van Schaick, B.

Van Schaick, Brenda - Teacher Aide with Special Education submitting a letter of intent to retire effective June 30, 2018. Ms. Van Schaick has been with HFM BOCES since September 1, 2007. (SY 17-18 #208)

Gerke, A.

Gerke, Andrea - Special Education Teacher with Special Education submitting a letter of intent to retire effective June 30, 2018. Mrs. Gerke has been with HFM BOCES since September 11, 2006. (SY 17-18 #209)

Sacco, W. Sacco, Wendy - Special Education Teacher with Special Education submitting a letter of intent to retire effective June 30, 2018. Mrs. Sacco has been with HFM BOCES since October 28, 1999. (SY 17-18 #210)

Fowler, A. Fowler, Audrey - Registered Professional Nurse (School) with Special Education submitting a letter of intent to retire effective June 29, 2018. Mrs. Fowler has been with HFM BOCES since October 1, 2001. (SY 17-18 #211)

Cole, C. Cole, Catherine - Music Teacher with Special Education submitting a letter of intent to retire effective June 30, 2018. Mrs. Cole has been with HFM BOCES since September 1, 1990. (SY 17-18 #212)

Reilly, A. Reilly, Anna - School Psychologist with Special Education submitting a letter of intent to retire effective August 17, 2018. Mrs. Reilly has been with HFM BOCES since September 1, 1987. (SY 17-18 #213)

Trudeau, L. Trudeau, Lynn - School Social Worker with Adult Literacy and Corrections Education submitting a letter of intent to retire effective June 30, 2018. Ms. Trudeau has been with HFM BOCES since February 1, 1999. (SY 17-18 #214)

Leave of Absence  
Coolidge, M. Coolidge, Margaret - School Bus Attendant with Regional Transportation requesting a leave of absence from her School Bus Attendant position effective October 31, 2017 to accept a provisional appointment to a Typist position with Regional Transportation effective November 1, 2017. (SY 17-18 #215)

Establish and  
Appoint  
Flynn, A. Flynn, Aaron - Provisional civil service appointment to a Human Resources Manager position effective December 4, 2017. This is a new position. Mr. Flynn's appointment is contingent upon him being reachable on the civil service list once the Human Resources

Manager exam is given. Salary: \$65,000.00 pro-rated to \$37,645.86. (SY 17-18 #216)

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Appointments  
Mentors

Appoint the following as mentors for the 2017-18 school year. They will be paid no more than \$1,000.00 depending upon the total amount of mentoring hours.

Ryan England - mentor to - John Ackermann, Jr.  
Kimberly Hale - mentor to - Heather LaSalvia  
(SY 17-18 #217)

Curriculum Writing

Appoint the following Career and Technical Education staff member to work up to seven hours for curriculum writing on November 22, 2017 at a rate of \$25.00 per hour.

John Ackermann Jr.  
(SY 17-18 #218)

Substitute School  
Bus Attendant

Appoint the following staff member as a Substitute School Bus Attendant effective November 2, 2017.

Margaret Coolidge  
(SY 17-18 #219)

Coolidge, M.

Coolidge, Margaret - Provisional civil service appointment to a full-time (1.0 FTE) typist position with Regional Transportation effective November 1, 2017. Ms. Coolidge's appointment is contingent upon her being reachable on the civil service list once the Typist exam is given. Ms. Coolidge currently works as a School Bus Attendant and will be replacing Nancy Hohenforst who retired. Salary: \$24,229.42, pro-rated to \$16,152.96. (SY 17-18 #220)

Autism Advisor

Appoint the following Special Education staff member as Autism Advisor for the 2017-18 school year:

Annamarie Neri  
(SY 17-18 #221)



**Regional Scoring Leaders**            Appoint the following to Regional Scoring Leader positions with Instructional Services effective January 15, 2018 through June 30, 2018. Salary: \$25.00 per hour, not to exceed \$250.00.

<u>Name</u>	<u>District</u>	<u>Exam</u>
Kelly Peugh-Forte	Amsterdam	Common Core ELA
Catherine Clemence	Johnstown	CC Geometry
Abigail Jacobs	HFM BOCES	Global History
Beverly Greco	Amsterdam	Common Core Algebra
Leonard Martin	Gloversville	US History
Colleen Robinson	Johnstown	Earth Science
Joe Agresta	Amsterdam	Algebra 2/Trigonometry
TBD	TBD	Living Environment

(SY 17-18 #222)

**Substitute**                            Appoint the following as a Substitute teacher For HFM BOCES

Craig Phillips  
(SY 17-18 #223)

**Evangelista, J.**                      Evangelista, Jaye - Temporary appointment to a Long-term Substitute position with Special Education effective December 11, 2017 through June 30, 2018. Ms. Evangelista will be filling in for Jamie Sedal-Ammann who is on leave. (SY 17-18 #224)

Amend Appointment  
**Potter, R.**                              Potter, Richard - Principal of Adirondack Academy, amending his July 1, 2015 appointment from seven years of service to seven years of service for retirement purposes. (17-18 #225)

Termination  
**Cristaldi, C.**                          Cristaldi, Carla - Senior Typist with Special Education terminating her effective November 23, 2017. (SY 17-18 #226)

**APPROVAL OF PERSONNEL ITEMS**            John DeValve made a motion, seconded by Carmen Caraco to accept the resignations for retirement of Egan, Loucks, Van Schaick, Gerke, Sacco, Fowler, Cole, Reilly and Trudeau; approve the leave of absence of Coolidge, establish and appoint Flynn; appoint England, Hale, Ackermann, Coolidge, Neri. Regional Scorers (7), Phillips and Evangelista; amend

the appointment of Potter and terminate Cristaldi. This motion was unanimously carried.

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**FUTURE MEETINGS**

January 31, 2018 - 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 8:12 p.m. to adjourn the meeting. This motion was seconded by Jean LaPorta and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board