

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

DATE July 25, 2018

PLACE Central Administration Board Room

KIND OF MEETING Goal Setting/Special Meeting

MEMBERS PRESENT James Beirlein, Harry Brooks, Joanne Freeman, Jean LaPorta, Lee Quackenbush and Allan Turnbull

MEMBERS ABSENT John DeValve

OTHERS PRESENT Patrick Michel, District Superintendent; Lorraine Hohenforst, Deputy Superintendent; Kathi Lewis, School Business Official; Jay DeTraglia, Director of CTE; Michael Dardaris, PTECH Principal; Mark Tanner, Early College Career Pathway Liaison; Craig Clark, Communications Specialist; Ashley Onyon, Reporter with the Leader Herald and Christine Eaton, Clerk

CALL TO ORDER President Freeman called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance.

OATH OF OFFICE The Clerk administered the oath of office to reelected Board Member Carmen Caraco.

PRESENTATION PTECH Students with Disabilities Michael Dardaris, P-TECH Principal shared a presentation with the Board about PTECH Students with Disabilities.

SED Program Re-Approvals Mark Tanner reviewed the Automotive Technology and Computer Information Technology Executive Summaries to be submitted to the New York State Education Department for re-approval.

CLAIMS AUDITOR REPORTS Allan Turnbull made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Report for the period of June 11, 2018 through July 12, 2018. (SY 18-19 #16)

SED PROGRAM RE-
APPROVALS

Allan Turnbull made a motion to approve the Automotive Technology and Computer Information Technology Executive Summaries to be submitted to the New York State Education Department for re-approval. This motion was seconded by James Beirlein and unanimously carried. (SY 18-19 #17 & #18)

ITEMS TO BE DECLARED
SALVAGE

Jean LaPorta made a motion to approve the items for salvage as listed on the Chief Financial Officer's memorandum dated July 14, 2018. This motion was seconded by Allan Turnbull and unanimously carried. (SY 18-19 #19)

GRANTS

Jean LaPorta made a motion, seconded by Harry Brooks 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 - \$9,422.00. (SY 18-19 #20)

School Library System - \$141,346.00. (SY 18-19 #21)

Regional Special Education Technical Assistance Support Center (RSE/TASC) - \$225,591.00 (SY 18-19 #22)

BID RECOMMENDATION

Pursuant to the competitive bidding process, I recommend the board accept the revised bid recommendation as noted by memorandum from the Accountant/Purchasing Official in the following area:

RFP 17-12 - Property and Casualty Insurance - NBT/Mang, 56 N. Main Street, Gloversville, NY (SY 18-19 #23)

FRONTIER
COMMUNICATIONS
BUSINESS LOCAL &
LD SERVICES SCHEDULE

Harry Brooks made a motion, seconded by Carmen Caraco and unanimously carried to authorize the District Superintendent to execute the Business Local & LD Services Schedule by and between Frontier Communications and HFM BOCES providing phone lines and internet services to the following Adult Literacy and Corrections Education programs: Gloversville Literacy Zone, Montgomery Academy and Fulton Academy. (SY 18-19 #24)

PTECH SUMMER STUDENT
COUNSELORS

Carmen Caraco made a motion, seconded by James Beirlein to approve seven PTECH Summer Student Counselor positions for August 13-24, 2018. This motion passed with a vote of 5 Ayes (Beirlein, Caraco, Freeman, LaPorta, Turnbull) and one Nay (Brooks). (SY 18-19 #25)

BID RECOMMENDATIONS
(Information Only)

The Chief Financial Officer shared the following bid recommendations to be awarded at a future meeting.

RFB 18-10 Ice Cream - Gillette Creamery, 6
Interstate Drive, Albany, NY

RFB 18-08 Chemical Products - Hill &
Markes, Inc. 1997 State Highway 5S,
Amsterdam, NY and US Foods Albany, 755
Pierce Road, Clifton Park, NY

RFB 18-07 Bread - Bimbo Bakeries USA, Inc.,
1 Petra Lane, Albany, NY

RFB 18-06 Milk - Skiff's Dairy, 188 County
Highway 106, Johnstown, NY

RFB 18-13 Net Off Invoice - US Foods Albany,
755 Pierce Road, Clifton Park, NY

RFB 18-12 Meat & Dairy - Driscoll Foods, 105
Quist Road, Amsterdam, NY and US Foods
Albany, 755 Pierce Road, Clifton Park, NY

RFB 18-09 Paper Products - Driscoll Foods, 105 Quist Road, Amsterdam, NY; Hill and Markes, Inc., 1997 State Highway 5S, Amsterdam, NY and US Foods Albany, 755 Pierce Road, Clifton Park, NY

RFB 18-11 Groceries (Canned, Frozen, Dry) - Driscoll Foods, 105 Quist Road, Amsterdam, NY and US Foods Albany, 755 Pierce Road, Clifton Park, NY

D.S. REPORT

The District Superintendent's Report included:

- ▶ Thinking About the Future
- ▶ Fraud Hotline
- ▶ Staff and Program Highlights

BOARD MEMBER REPORTS
AND COMMENTS

Rural Schools

Mrs. Freeman shared a link with the board with information from the Rural Schools conference she and Dr. Hohenforst attended earlier in July.

2018-19 Board
Meeting Calendar
Revision

Allan Turnbull made a motion to revise the 2018-19 Board Meeting Calendar, re-scheduling the September 5, 2018 Board Meeting to August 29, 2018 at 6:00 p.m. This motion was seconded by Jean LaPorta and unanimously carried. (SY 18-19 #26)

NEW BUSINESS

Carmen Caraco made a motion, seconded by Jean LaPorta and unanimously carried to approve the 2018-19 Professional Development Plan as submitted. (SY 18-19 #27)

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

Schultz, C.

Schultz, Carolyn - Special Education Teacher with Special Education submitting a letter of resignation effective August 13, 2018. Ms. Schultz has been with HFM BOCES since July 1, 2016. (SY 18-19 #28)

- Pelkey, C. Pelkey, Corrina - Special Education Teacher with Adirondack Academy submitting a letter of resignation effective July 29, 2018. Ms. Pelkey has been with HFM BOCES since November 17, 2015. (SY 18-19 #29)
- Martin, H. Martin, Holly - Special Education Teacher with Special Education submitting a letter of resignation effective August 10, 2018. Ms. Martin has been with HFM BOCES since September 28, 2017. (SY 18-19 #30)
- Nevins, J. Nevins, Jessica - Physical Education/Health Teacher with PTECH submitting a letter of resignation effective August 31, 2018. Ms. Nevins has been with HFM BOCES since September 1, 2017. (SY 18-19 #31)
- Establish and Appoint
Abel, K. Abel, Kimberly - Three-year probationary appointment to a Teacher on Special Assignment position with PTECH in the High Schools program effective September 1, 2018 through August 31, 2021. Ms. Abel currently works at Tully Central School District where she received tenure. This is a new position. Ms. Abel is appointed to work up to 20 days over the summer at her daily rate and will start July 26, 2018. Salary: Schedule D, Step 19, \$62,680.00. Tenure Area: Teacher on Special Assignment, Instructional Support in Professional Development. Certification: N-6 - Permanent. (SY 18-19 #32)
- Flanders, J. Flanders, James - Four-year probationary appointment to an English as a New Language Teacher position effective September 1, 2018 through August 31, 2022, contingent upon the achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period, consistent with the requirements of Educational Law Sections 3012, 3012-c, 2012-d. Mr. Flanders recently worked at Niskayuna Central School District. This is a new position. Salary: Schedule D, Step 3, \$44,288.00. Tenure Area: English as a New Language. Certification: English to Speakers of Other Languages - Initial. (SY 18-19 #33)

Rose, A.

Rose, Amanda - Four-year probationary appointment to a School Counselor position with Ag-PTECH effective September 1, 2018 through August 31, 2022. Ms. Rose will be serving as an Early College Coordinator. Ms. Rose is currently a Substitute Teacher. Salary: Schedule D, Step 1, \$42,161.00. Tenure Area: School Counselor. Certification: School Counselor - Provisional. (SY 18-19 #34)

McGill, M.

McGill, Melissa - Four-year probationary appointment to an Art Teacher position with PTECH and Ag-PTECH effective September 1, 2018 through August 31, 2022, contingent upon the achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with the requirements of Educational Law Sections 3012, 3012-c, 2012-d. Ms. McGill recently worked at Troy Middle School. This is a new position. Salary: Schedule D, Step 2, \$43,226.00. Tenure Area: Art. Certification: Visual Arts - Initial. (SY 18-19 #35)

Appointments
Regional Summer
Programs (82)

Appoint the following staff to a return for the HFM BOCES 2018 Regional Summer School or Regional Summer Enrichment program for the period of July 1, 2018 through August 31, 2018 at the corresponding rate next to their name.

| Name | Position | Rate |
|-----------------|------------------------|---------|
| AnneMarie Giles | Teacher/Proctor/Scorer | \$30.00 |

(SY 18-19 #36)

Appoint the following staff to a return for the HFM BOCES 2018 Regional Summer School or Regional Summer Enrichment program for the period of July 26, 2018 through August 31, 2018 at the corresponding rate next to their name.

| Name | Position | Rate |
|-----------------|------------------------|---------|
| Agresta, Joseph | Teacher/Proctor/Scorer | \$30.00 |
| Albers, Tammy | Teaching Assistant | \$15.00 |
| Autilio, Sheila | Counselor | \$30.00 |
| Bagot, Anne | Teacher/Proctor/Scorer | \$30.00 |

| Name | Position | Rate |
|------------------------------|------------------------|---------|
| Baker, Melissa | Teacher/Proctor/Scorer | \$30.00 |
| Blacha, Jeffrey | Counselor | \$30.00 |
| Bloom, Matthew | Teacher/Proctor/Scorer | \$30.00 |
| Brower, Sandra | Teacher/Proctor/Scorer | \$30.00 |
| Bruce, Tara | Teacher/Proctor/Scorer | \$30.00 |
| Carlson, Christina | Counselor | \$30.00 |
| Catania, Melissa | Teacher/Proctor/Scorer | \$30.00 |
| Clough, Kathleen | Counselor | \$30.00 |
| Collie, Anna | Teacher/Proctor/Scorer | \$30.00 |
| Conte, Angeline | Counselor | \$30.00 |
| Cushing, Colleen | Counselor | \$30.00 |
| Daly, Kathleen | Counselor | \$30.00 |
| D'Arcy, Molly | Counselor | \$30.00 |
| Davies, Jacqueline | Teacher/Proctor/Scorer | \$30.00 |
| DiNatale, Kelly | Teacher/Proctor/Scorer | \$30.00 |
| Dickinson, Jamie | Teacher/Proctor/Scorer | \$30.00 |
| Farrell, Cynthia | Counselor | \$30.00 |
| Fedele, Ryan | Teacher/Proctor/Scorer | \$30.00 |
| Fitzpatrick, Erica | Teacher/Proctor/Scorer | \$30.00 |
| Fridde, Maura | Counselor | \$30.00 |
| George, Jessica | Teacher/Proctor/Scorer | \$30.00 |
| Giles, AnneMarie | Teacher/Proctor/Scorer | \$30.00 |
| Gleeson, John | Teacher/Proctor/Scorer | \$30.00 |
| Glock, Deborah | Teacher/Proctor/Scorer | \$30.00 |
| Greco II, Frank | Teacher/Proctor/Scorer | \$30.00 |
| Habla, Hillary | Teacher/Proctor/Scorer | \$30.00 |
| Harris, Scott | Teacher/Proctor/Scorer | \$30.00 |
| Hart-Demagistris, Rebecca | Teacher/Proctor/Scorer | \$30.00 |
| Hawkins, Rebeca | Teacher/Proctor/Scorer | \$30.00 |
| Hiller, Lindsey | Teaching Assistant | \$15.00 |
| Hazzard, Jennifer | Teacher/Proctor/Scorer | \$30.00 |
| Hoensch, Barbara | Teacher/Proctor/Scorer | \$30.00 |
| Howlan, Marisa | Teacher/Proctor/Scorer | \$30.00 |
| Izzo, Karen | Counselor | \$30.00 |
| Kakavelos, Charis | Counselor | \$30.00 |
| Kindar, Erin | Teacher/Proctor/Scorer | \$30.00 |
| Kohout, Jamie | Teacher/Proctor/Scorer | \$30.00 |
| Kruger, Jason | Teacher/Proctor/Scorer | \$30.00 |
| Lamastra, Michael | Teacher/Proctor/Scorer | \$30.00 |
| Lenz, Deana | Counselor | \$30.00 |
| Litz, Hanz | Teacher/Proctor/Scorer | \$30.00 |

| Name | Position | Rate |
|------------------------------|------------------------|---------|
| Lysiak, Doral | Teacher/Proctor/Scorer | \$30.00 |
| Mahoney, Kayla | Counselor | \$30.00 |
| Mars, Kristin | Teacher/Proctor/Scorer | \$30.00 |
| McAleese, Molly | Teacher/Proctor/Scorer | \$30.00 |
| McAvey, Abigail | Teacher/Proctor/Scorer | \$30.00 |
| McLaughlin, Andrea | Teacher/Proctor/Scorer | \$30.00 |
| Messia, Sage | Counselor | \$30.00 |
| Miles, Melissa | Teacher/Proctor/Scorer | \$30.00 |
| Miller, Emily | Counselor | \$30.00 |
| Miller, Patricia | Teacher/Proctor/Scorer | \$30.00 |
| Newkirk, Craig | Teacher/Proctor/Scorer | \$30.00 |
| Newkirk, Rebecca | Teacher/Proctor/Scorer | \$30.00 |
| Overbaugh, Jessica | Teacher/Proctor/Scorer | \$30.00 |
| Person, Valerie | Teaching Assistant | \$15.00 |
| Saltsman, Lynn | Teacher/Proctor/Scorer | \$30.00 |
| Schell Jr, Michael | Teacher/Proctor/Scorer | \$30.00 |
| Schell, Kristen | Teacher/Proctor/Scorer | \$30.00 |
| Simonson, Charla | Counselor | \$30.00 |
| Solan, Elaine | Teacher/Proctor/Scorer | \$30.00 |
| Spagnola, Nancy | Teacher/Proctor/Scorer | \$30.00 |
| Sponnoble, Jennifer | Counselor | \$30.00 |
| Straub, Sara | Teacher/Proctor/Scorer | \$30.00 |
| Stroud, Edward | Teacher/Proctor/Scorer | \$30.00 |
| Sweeny, Jill | Teacher/Proctor/Scorer | \$30.00 |
| Trapasso, Darcie | Teacher/Proctor/Scorer | \$30.00 |
| Traver, Frederick | Teacher/Proctor/Scorer | \$30.00 |
| Trova, Sharon | Teacher/Proctor/Scorer | \$30.00 |
| VanAernam, Lisa | Teaching Assistant | \$15.00 |
| VanWie, Christina | Counselor | \$30.00 |
| Vonderheide, Jennifer | Teacher/Proctor/Scorer | \$30.00 |
| Walrath, Anne M. | Teacher/Proctor/Scorer | \$30.00 |
| Waters, Wendi | Teacher/Proctor/Scorer | \$30.00 |
| Wilary, Kevin | Teacher/Proctor/Scorer | \$30.00 |
| Young, Lee-Anna | Teacher/Proctor/Scorer | \$30.00 |
| Zeh, Wendy | Teacher/Proctor/Scorer | \$30.00 |
| Zimmerman-Grimmick, Jennifer | Counselor | \$30.00 |

(SY 18-19 #37)

- Substitute School Bus Attendant Appoint the following staff member as a Substitute School Bus Attendant with Regional Transportation effective July 26, 2018:
- Toni Horning
(SY 18-19 #38)
- Ag-PTECH School Counselor (Summer) Appoint the following Ag-PTECH staff member to work up to 20 days for summer school counselor and/or student contact work at her per diem rate effective July 26, 2018 through August 31, 2018:
- Amanda Rose
(SY 18-19 #39)
- Curriculum Writing And Professional Development Appoint the following PTECH in the High Schools staff member to work up to 75 hours at a rate of \$25.00 per hour for curriculum writing and professional development work effective July 26, 2018 through August 31, 2018:
- Kimberly Abel
(SY 18-19 #40)
- Orapello, A. Orapello, Anthony - Temporary part-time appointment to an hourly Science Teacher position with Regional Summer School effective July 25, 2018 through August 31, 2018. Salary: \$30.00 per hour. (SY 18-19 #41)
- Lawrence, M. Lawrence, Melanie - Temporary, part-time appointment to an hourly Earth Science Teacher position with Regional Summer School effective July 26, 2018 through August 31, 2018. Salary: \$30.00 per hour. (SY 18-19 #42)
- Velasco, K. Velasco, Kathy - Temporary, part-time appointment to an hourly Proctor/Scorer position with Regional Summer School effective August 16, 2018 through August 22, 2018. Salary: \$30.00 per hour. (SY 18-19 #43)

Substitutes Appoint the people listed below as substitutes for HFM BOCES:

 Kayleigh Denney - Substitute Teacher
 Jessica Eckerson - Substitute Teacher Aide
 Jennifer Nicolella - Substitute Typist
 (SY 18-19 #44)

DeMarsh, C. DeMarsh, Courtney - Four-year probationary appointment to a Special Education position with Special Education effective September 1, 2018 through August 31, 2022, contingent upon the achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with the requirements of Educational Law Sections 3012, 3012-c, 2012-d. Ms. DeMarsh is replacing Machaela Lantz who resigned. Ms. DeMarsh is currently is currently employed by Albany Community Charter School. Salary: Schedule D, Step 1, \$42,161.00. Tenure Area: Special Education. Certification: Student with Disabilities Birth - Grade 6 - Initial. (SY 18-19 #45)

Math Regents Preparation Appoint the following staff member for up to two days at his daily rate between August 1 and August 31, 2018 for math Regents preparation for Ag-PTECH students:

 Ryan England
 (SY 18-19 #46)

Ag-PTECH Curriculum Writing and Professional Development Appoint the following Ag-PTECH staff member for up to 80 hours for professional development and curriculum writing at a rate of \$25.00 per hour, effective July 25, 2018 through August 31, 2018:

 Amanda Rose
 (SY 18-19 #47)

Amend Appointments
Sponnoble, J.

Sponnoble, Jennifer - School Counselor with PTECH, amending her June 27, 2018 appointment to work up to 20 days over the summer at her individual rate of pay effective July 1, 2018 through August 31, 2018. Ms. Sponnoble was originally appointed to work ten days over the summer. (SY 18-19 #48)

Information
Only
Prentice, M.

Prentice, Melody - Effective August 13, 2018 Melody Prentice will transfer from Substitute Services to PTECH (Jansen) in the senior typist job title. (SY 18-19 #49)

RECESS

The Board took a break at 6:58 p.m.

EXECUTIVE SESSION

At 7:11 p.m. the Board entered executive session to discuss specific personnel matters and collective bargaining upon a motion made by Allan Turnbull, seconded by Jean LaPorta and unanimously carried.

RETURN TO OPEN
SESSION

At 7:45 p.m. Allan Turnbull made a motion to return to open session. This motion was seconded by Carmen Caraco and unanimously carried.

APPROVAL OF
PERSONNEL ITEMS

Harry Brooks made a motion, seconded by Allan Turnbull to accept the resignations of Schultz, Pelkey, Martin, and Nevins; establish and appoint Abel, Flanders, Rose and McGill; approve the appointments of Regional Summer Programs (82), Horning, Rose, Abel, Orapello, Lawrence, Velasco, Substitutes(3), DeMarsh, England and Rose and amend the appointment of Sponnoble. This motion was unanimously carried.

ITEM TABLED

The Board decided to Table the Goal setting workshop.

D.S. SEARCH

The Board discussed ideas on how they would like to execute the search for a new District Superintendent.

FUTURE MEETINGS

August 29, 2018 - Regular Board Meeting 6:00 p.m.

ADJOURNMENT:

With no further business to come before the Board, Allan Turnbull made a motion at 8:15 p.m. to adjourn the meeting. This motion was seconded by Jean LaPorta and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board