

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

DATE September 26, 2018

PLACE HFM BOCES Central Administration Board Room

KIND OF MEETING Regular Monthly

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

MEMBERS ABSENT Carmen Caraco

OTHERS PRESENT Anita Murphy, Interim District Superintendent;
Lorraine Hohenforst, Deputy Superintendent;
Kathi Lewis, School Business Official; Aaron
Flynn, Human Resources Manager; Craig Clark,
Communications Specialist; Michael Rossi,
Independent Auditor with West and CO CPAs PC;
Ashley Onyon, Reporter with the Leader Herald
and Christine Eaton, Clerk

CALL TO ORDER President Freeman called the meeting to order
at 5:32 p.m., followed by the Pledge of
Allegiance.

EXECUTIVE SESSION At 5:32 p.m. the Board entered executive
session to discuss specific personnel matters
and collective bargaining upon a motion made by
John DeValve, seconded by Allan Turnbull and
unanimously carried.

RETURN TO OPEN At 6:00 p.m. Harry Brooks made a motion to
SESSION return to open session. This motion was
seconded by Jean LaPorta and unanimously
carried.

CONVENE AUDIT Harry Brooks made a motion for the Board
COMMITTEE to convene the Audit Committee at 6:02 p.m.
This motion was seconded by Jean LaPorta and
unanimously carried.

INDEPENDENT AUDIT Michael Rossi, Independent Auditor from
REPORT PRESENTATION West and Co., CPAs PC reviewed the 2017-18
Independent with the Board.

SELECTION OF AN INTERNAL AUDIT TOPIC	The Board unanimously selected Transportation as the topic for the 18-19 Internal Audit.
AUDIT COMMITTEE RECOMMENDATION TO ACCEPT THE INDEPENDENT AUDIT	John DeValve made a motion to recommend the Board accept the Independent Audit, this motion was seconded by James Beirlein and unanimously carried.
ADJOURN AUDIT COMMITTEE	The Board adjourned the Audit Committee at 6:25 p.m upon a motion made by John DeValve, seconded by James Beirlein and unanimously carried.
APPROVAL OF MINUTES	Allan Turnbull made a motion, seconded by John DeValve to approve the minutes of the August 29, 2018 Regular Board Meeting. This motion was carried unanimously.
CLAIMS AUDITOR REPORT	Allan Turnbull made a motion, seconded by John DeValve, and unanimously carried to approve the Claims Auditor Report for the period of August 17, 2018 through September 6, 2018. (SY 18-19 #125)
APPROVAL OF TREASURER'S REPORTS	The Treasurer's Reports for the period of July 1, 2018 through July 31, 2018 and August 1, 2018 through August 31, 2018 were approved upon a motion made by Harry Brooks, seconded by Allan Turnbull and unanimously carried. (SY 18-19 #126, #126A)
EXTRACLASSROOM REPORTS	A motion was made by John DeValve and seconded by James Beirlein to approve the Extraclass General Ledger Reports for July and August 2018. This motion was unanimously carried. (SY 18-19 #127, #127A)
ACCEPT THE 17-18 INDEPENDENT AUDIT	Having been received and discussed by the Audit Committee, Jean LaPorta made a motion to accept the 2017-18 Independent Audit prepared by West and Co., noting specifically the management letter and the Chief Financial Officer's response which will be forwarded to the State Education Department. This motion was seconded by John DeValve and unanimously carried. (SY 18-19 #128)

INDEPENDENT
CONTRACTOR SERVICES
AGREEMENT - RULE

James Beirlein made a motion, seconded by John DeValve and unanimously carried to authorize the Interim District Superintendent to execute the Independent Contractor Service Agreement by and between HFM BOCES and Carol Rule to perform Sign Language Services effective September 1, 2018 through June 30, 2019. (SY 18-19 #129)

BUSINESS OFFICE
ASSIGNMENTS

James Beirlein made a motion, seconded by John DeValve and unanimously carried to approve the following Business Office Assignment changes:

Purchasing Officer - Linda Edwards

Authorize Linda Edwards to use an electronic check signature to authenticate payroll checks in the absence of the treasurer.

Authorize Linda Edwards to process transfers in the absence of the Treasurer.
(SY 18-19 #130)

LEASE AGREEMENT -
ADULT LITERACY AND
CORRECTIONS EDUCATION

Allan Turnbull made a motion to authorize the Interim District Superintendent to execute the Lease Agreement by and between HFM BOCES and the Fulton, Montgomery and Schoharie Workforce Development Board Inc., to provide HFM BOCES Adult Literacy and Corrections Education program with the use and occupation of space located in the Gloversville Workforce Solutions Center September 1, 2018 through June 30, 2019. This motion was seconded by Jean LaPorta and unanimously carried. (SY 18-19 #131)

BOUCHEY AND CLARKE
BENEFITS, Inc.
AGREEMENT

Harry Brooks made a motion, seconded by John DeValve and unanimously carried to authorize the Interim District Superintendent to execute the agreement by and between HFM BOCES and Bouchey and Clarke Benefits, Inc. to perform tracking and reporting services pursuant to the Affordable Care Act. (SY 18-19 #132)

SOURCEWELL
CONTRACTS

James Beirlein made a motion to extend the approval of Sourcewell (NJPA) contracts for computer and technology equipment to all Sourcewell contracts that comply with the BOCES procurement rules and practices. This motion was seconded by John DeValve and unanimously carried. (SY 18-19 #133)

EMPIRE MEDIBLUE
FREEDOM PPO RENEWAL

Jean LaPorta made a motion, seconded by Allan Turnbull and unanimously carried to authorize the Interim District Superintendent to execute the renewal of the Empire MediBlue Freedom PPO renewal for the period of January 1, 2019 through December 31, 2019. (SY 18-19 #134)

ANCILLARY PAY RATE
REMOVAL

Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to remove the following from the list of Ancillary pay rates listed in the Re-organizational meeting for the 2018-19 school year:

Teacher Aide (Part-time, Hourly) \$12.50 per hour.

(SY 18-19 #135)

D.S. REPORT

The District Superintendent's Report included:

- ▶ Supervisory Team Meeting
- ▶ JMT Meeting
- ▶ Opening of Schools

DEPUTY
SUPERINTENDENT'S
REPORT

The Deputy Superintendent's Report included:

- ▶ Ag-PTECH
- ▶ PTECH Ribbon Cuttings
- ▶ Teacher Evaluations

Board Member Reports
and Comments

President Freeman told the Board how she went to the Governor's Office to lobby for an increase in the District Superintendent's salary cap.

Mrs. Freeman pointed out that the David Edwards Distinguished Board Member Award plaque was up in the lobby.

Board Member Reports Continued President Freeman discussed the upcoming Mohawk-Sacandaga-School Boards Association Meeting.

RECESS The Board took a recess at 7:15 p.m.

RETURN The Board returned from recess at 7:23 p.m.

NEW BUSINESS Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to waive the first reading and adopt the following policies and revised policies:

- Policy 0010 - Equal Opportunity and Nondiscrimination (SY 18-19 #136)
- Policy # 1005 - Misconduct (SY 18-19 #137)
- Policy # 3100 - District Superintendent of Schools (SY 18-19 #138)
- Policy # 5024 - Use of BOCES Owned Telephones (SY 18-19 #139)
- Policy # 5403 - Student Transportation in Private Vehicles (SY 18-19 #140)

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 Allan Turnbull made a motion, seconded by James Beirlein and unanimously carried to accept the following intent to retire:

Faville, J. Faville, Julie - Teacher Aide with Special Education submitting a letter of intent to retire effective January 21, 2019. Ms. Faville has been with HFM BOCES since January 25, 2001. (SY 18-19 #141)

Resignations

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to accept the following resignations:

Scott, M. Scott, Michael - Long-term Substitute Teacher with Career and Technical Education submitting a letter of resignation effective September 10, 2018. Mr. Scott has been with HFM BOCES since January 28, 2018. (SY 18-19 #142)

Mickan, T. Mickan, Tammy - Accountant with the Business Office submitting a letter of resignation effective October 1, 2018. Ms. Mickan has been with HFM BOCES since October 2, 2017. (SY 18-19 #143)

VanHooker, K. VanHooker, Kayla - Teacher Aide with Special Education submitting a letter of resignation effective August 31, 2018. Mrs. VanHooker has been with HFM BOCES since March 7, 2014. (SY 18-19 #144)

Establish and Appoint

John DeValve made a motion, seconded by James Beirlein and unanimously carried to establish and appoint the following:

Reilly, A. Reilly, Anna - Temporary, part-time appointment to a School Psychologist position with Special Education effective September 27, 2018 through June 30, 2019. This is a new position. Salary: \$50.00 per hour. (SY 18-19 #145)

Murphy, C. Murphy, Christopher - Four-year probationary appointment to a Foothills Principal position effective September 27, 2018 through October 26, 2022, 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. Tenure Area: Principal of Foothills PTECH. Salary: \$85,000.00; pro-rated to \$64,458.31. This is a new position. Certification: School District Administrator - Permanent. (SY 18-19 #146)

Vysohlid, M.

Vysohlid, Martin - Four-year probationary appointment to a Physics Teacher position with PTECH effective September 10, 2018 through September 9, 2022, 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. Tenure Area: Physics. Salary: Schedule D, Step 9, \$50,673.00; pro-rated to \$49,659.52. This is a new position. Certification: Physics 7-12 - Initial. (SY 18-19 #147)

Appointments

Jean LaPorta made a motion, seconded by Harry Brooks and unanimously carried to approve the following appointments:

LaFountain, C.

LaFountain, Cody - Four-year probationary appointment to a Special Education Teacher position with Special Education effective September 27, 2018 through September 26, 2022, 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. Tenure Area: Special Education. Mr. LaFountain will be replacing Cody Headwell who resigned. Salary: Schedule D, Step 1, \$42,161.00; pro-rated to \$38,366.52. Certification: Students with Disabilities (birth-Grade 6) - Initial. (SY 18-19 #148)

Rowland, J.

Rowland, Jeremy - Temporary appointment to a Long-term Substitute position with Adirondack Academy effective September 4, 2018 through June 30, 2019. Salary: \$100.00 per day. Mr. Rowland is replacing Corrinna Pelkey who resigned. This appointment will conclude upon hiring a certified Special Education Teacher. (SY 18-19 #149)

DiMezza, A. DiMezza, J. Anthony - Temporary appointment to a Long-term Substitute position with Adirondack Academy effective September 4, 2018 through June 30, 2019. Salary: \$100.00 per day. Mr. DiMezza has worked for HFM BOCES Substitute Services. (SY 18-19 #150)

DiMezza, T, DiMezza, Thomas - Temporary appointment to a Long-term Substitute position with Career and Technical Education effective September 17, 2018 through June 30, 2019. Mr. DiMezza will be replacing Michael Scott who resigned. Mr. DiMezza is a retired Lieutenant from the Amsterdam Police Department. Salary: \$100.00 per day. (SY 18-19 #151)

Satterlee, M. Satterlee, Michael - Temporary appointment to a Long-term Substitute position with PTECH effective September 5, 2018 through June 30, 2019. Mr. Satterlee will be working until a PE/Health teacher is hired. Salary: \$125.00 per day. Certification: Physical Education - Permanent. (SY 18-19 #152)

Substitutes Appoint the following as substitutes for HFM BOCES:

John Garcia - Substitute Teacher
Kathleen Egan - Substitute Teacher Aide
Elyse Morales - Substitute Teacher
Jennevieve Mitchell - Substitute Teacher
Robert Boyle - Substitute Teacher
Sandra Edwards - Substitute Teacher Aide
- Substitute LPN
Michael Borner - Substitute Teacher Aide
Jean Primus - Substitute Teacher
Jodi Sluti - Substitute Teacher
Charles Sykes - Substitute Teacher
Melinda White - Substitute Teacher Aide
(SY 18-19 #153)

Proctor/Scorer Appoint the following to a part-time, temporary appointment as a Proctor/Scorer with Regional Summer School effective August 16, 2018 through August 31, 2018 at a rate of \$25.00 per hour.

Julee Hart
(SY 18-19 #154)

- Brielle, P. Brielle, Peter - Student Teacher with PTECH effective September 4, 2018 through January 1, 2019. Mr. Brielle is a student at Clarkson University working with Susan Pienta. (Information only). (SY 18-19 #155)
- Carioto, C. Carioto, Christine Four-year probationary appointment to an Administrative Coordinator of Adirondack Academy position effective October 29, 2018 through October 28, 2022, 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. Tenure Area: Administrative Coordinator of Alternative Education. Salary: \$82,000.00; pro-rated to \$55,691.65. Ms. Carioto is replacing Brian Mazza who resigned. Certification: School Business Leader - Professional. (SY 18-19 #156)
- Chamberlain, C. Chamberlain III, Clarence - One-year probationary Civil Service appointment to a Bus Driver position with Regional Transportation effective September 27, 2018. Mr. Chamberlain's probationary period will end on September 26, 2019. Salary: \$17.31 per hour. Mr. Chamberlain is replacing Deborah Ovitt who retired. (SY 18-19 #157)
- Shanahan, J. Shanahan, Jason - Temporary Civil Service appointment to a Bus Driver position with Regional Transportation effective September 27, 2018. Salary: \$17.31 per hour. Mr. Shanahan is filling in for Mark Mosher who is on a leave of absence while while he serves in a provisional appointment with Regional Transportation. (SY 18-19 #158)
- Thomas, S. Thomas, Sheila - Temporary, per diem appointment to a Mathematics Teacher position with PTECH effective September 5, 2018 through June 30, 2019. Salary: \$200.00 per day, up to 40 days. This is a temporary appointment until the mathematics teacher 's certification is issued. Certification: Mathematics 7-12 - Permanent. (SY 18-19 #159)

Substitute Bus Driver Appointment the following staff member a Substitute Bus Driver effective September 17, 2018:

Amy Mulvey
(SY 18-19 #160)

Substitute School Bus Attendants Appoint the following staff members as Substitute School Bus Attendants effective September 17, 2018:

Nicolette Buddle
Amy Mulvey
(SY 18-19 #160)

Mentors Appoint the following mentors for the 2018-2019 school year effective July 1, 2018. They will be paid no more than \$1,000.00 for the school year depending upon the number of actual mentoring hours:

Louise Huth - mentor to - Lindsay Bynon
Theresa House - mentor to - Jennifer Selkirk
Jennifer Sherman - mentor to - Sharon O'Neil
Nancy Turnbull - mentor to - Cody LaFountain
Annamarie Neri - mentor to - Courtney DeMarsh
Michael DiMezza - mentor to - Tara Caraco
Kealy Brunelle - mentor to - Ping Huang
Ryan England - mentor to - Alicia Anich
Allyson Warren - mentor to - Kayleigh Denney
(SY 18-19 #161)

Dygert, M. Dygert, Misty - Provisional Civil Service appointment to a Senior Typist position with Substitute Services effective September 27, 2018. This position was recently reclassified from Typist. Ms. Dygert's appointment is contingent upon her being reachable on the Civil Service list once the Senior Typist exam is given. Salary: \$25,415.30, prorated to \$19,273.26. (SY 18-19 #162)

Schmidtmann, C. Schmidtmann, Carrie - Provisional Civil Service appointment to a Senior Typist position with Ag-PTECH effective September 27, 2018. Ms. Schmidtmann is replacing Susan Semione who resigned. Ms. Schmidtmann's appointment is contingent upon her being reachable on the Civil Service list once the Senior Typist exam is given. Salary: \$25,415.30; pro-rated to \$19,273.26. (SY 18-19 #163)

Amended Appointments

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to approve the following amended appointments:

Ugalde, M. Ugalde, Margaret - Food Service Helper, amending her summer appointment to add four additional hours effective August 31, 2018. (SY 18-19 #164)

Huang, P. Huang, Ping - Part-time 0.4 FTE Chinese Teacher with PTECH effective September 1, 2018. Salary: Schedule D, Step 1, \$42,161.00, pro-rated to \$16,864.40. Certification: Chinese 7-12 Internship Certificate. Ms. Huang was originally appointed as a Long-term Substitute at the June 27, 2018 Board meeting. (SY 18-19 #165)

Newland, T. Newland, Tina - Temporary appointment to a part-time, hourly Senior Typist position with Regional Transportation effective July 1, 2018 through June 30, 2019. Salary: \$15.58 per hour, not to exceed \$14,111.00 for the 2018-19 school year. The amendment is to increase Ms. Newland's salary for the 18-19 school year. (SY 18-19 #166)

Douglas, L. Douglas, Laurel - Part-time, hourly Teacher Aide with Adult Literacy and Corrections Education, amending her salary to \$13.36 per hour effective September 1, 2018 through June 30, 2019. This amendment corrects the hourly rate that was approved at the August 29, 2018 Board meeting. (SY 18-19 #167)

Hogabone, K. Hogabone, Kayla - Part-time, hourly Teacher Aide with Adult Literacy and Corrections Education, amending her salary to \$13.36 per hour effective September 1, 2018 through June 30, 2019. This amendment corrects the hourly rate that was approved at the August 29, 2018 Board meeting. (SY 18-19 #168)

Orsini, C. Orsini, Carla - Part-time, hourly Teacher Aide with Adult Literacy and Corrections Education, amending her salary to \$13.36 per hour effective September 1, 2018 through June 30, 2019. This amendment corrects the hourly rate that was approved at the August 29, 2018 Board meeting. (SY 18-19 #169)

Miscellaneous
Personnel Items

Harry Brooks made a motion, seconded by John DeValve and unanimously carried to approve the following personnel items:

Additional Duties Stipend Approval of a stipend of \$100 per diem for Dr. Lorraine Hohenforst, Deputy Superintendent for additional duties as assigned by the Interim District Superintendent Anita Murphy effective August 13, 2018 until a new District Superintendent is hired. (SY 18-19 #170)

Resolution to Appoint Outside Counsel

WHEREAS, Ms. Anita Murphy serves as the Interim District Superintendent of HFM BOCES; and

WHEREAS, a matter has been brought to her attention which requires an investigation by outside counsel; and

WHEREAS, the Board of Education of HFM BOCES has determined to hire outside counsel;

NOW, THEREFORE,

RESOLVED, that the Board of Education of HFM BOCES will appoint Michele V. Jones, to a 0.1 position, as Special Counsel to BOCES, to assist the BOCES with human resource issues as they arise, and to give legal advice, and recommendations to the Board of Education of HFM BOCES and Ms. Murphy, on these issues. (SY 18-19 #171)

FUTURE MEETINGS

September 27, 2018 - Ag-PTECH Open House, 6:30 p.m. to 7:30 p.m.
October 4, 2018 - CTE Open House, 5:00 p.m. to 7:00 p.m.
October 18, 2018 - PTECH Open House, 6:00 p.m. to 8:00 p.m.
October 22, 2018 - MSSBA Meeting, 6:00 p.m., HFM BOCES Conference Center.
October 29, 2018 - 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 7:34 p.m. to adjourn the meeting. This motion was seconded by John DeValve and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board