

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

DATE December 12, 2018

PLACE Central Administration Board Room

KIND OF MEETING Regular Monthly

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

MEMBERS ABSENT James Beirlein and Carmen Carcaco

OTHERS PRESENT Lorraine Hohenforst, Deputy Superintendent;  
Kathi Lewis, School Business Official; Aaron  
Flynn, Human Resources Manager; Nancy  
Turnbull, Special Education Teacher; Lynne  
Rutnik, Superintendent of Lake George Central  
School District; Ashley Onyon, Leader Herald  
Reporter 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.

APPROVAL OF AGENDA Allan Turnbull made a motion, seconded by John  
DeValve and unanimously carried to approve the  
agenda as presented and add any items  
introduced by unanimous vote.

APPROVAL OF MINUTES Allan Turnbull made a motion, seconded by Jean  
LaPorta to approve the minutes of the October  
29, 2018 Regular Board Meeting and the November  
15, 2018 Special Board Meeting. This motion was  
carried unanimously.

DEPUTY  
SUPERINTENDENT'S  
REPORT The Deputy Superintendent's Report included:

- ▶ Principal Evaluation Trainings
- ▶ Holy Trinity Presentation
- ▶ ESSA
- ▶ Statewide Standards Roll Out

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**

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Stephanie Welch	Teacher Aide	Special Education (10/26/2016)	11/14/2018
Jennifer Veit	Teacher Aide	Special Education (09/01/2015)	11/28/2018
Michael LaMastra	Career Exploration Teacher	PTECH (09/01/2015)	11/28/2018
Glenn Goodale	Career in Education Teacher	CTE (09/01/2007)	12/30/2018
Sharon O'Neil	Special Education Teacher	Special Education (09/01/2018)	12/21/2018
Jesse Fosmire	Adult Educator	Adult Literacy and Corrections Education (09/01/2018)	12/11/2018
Susan Miller	Hourly Food Service Helper	Central Food Service (08/30/2016)	11/09/2018

(SY 18-19 #199B, #200, #201, #202, #203, #204, #205)

**RESIGNATION FOR RETIREMENT**

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Margaret Gallup	Bus Driver	Regional Transportation (12/14/1999)	12/30/2018
Linda Hickok	School Bus Attendant	Regional Transportation (09/05/2005)	12/30/2018

(SY 18-19 #206, #207)

**Leaves of Absence**

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Deborah Henderson	Hourly Food Service Helper	Central Food Service (09/01/2015)	11/02/2018-1/04/2019
Tresha Bleyl	School Bus Attendant	Regional Transportation (12/07/99)	10/04/2018 – 01/01/2019

(SY 18-19 #208, #209)

**ESTABLISH AND APPOINT**

Establish and appoint the following appointments of staff listed below for the 2018-19 school year, with effective date as noted. Employees are not eligible for benefits (health, dental, vision, long-term disability and life insurance).

Civil Service (Permanent Appointment subject to defined probationary term indicated in the effective dates)

<b>Name:</b>	Karyn Bergen	<b>Appointment Type:</b>	Temporary	
<b>CS Title:</b>	Registered Professional Nurse (School)	<b>Probationary Term:</b>	N/A	
<b>Salary:</b>	\$32,458.00 pro-rated to \$6,183.25.			<b>FTE:</b> 0.3
<b>Location:</b>	Ag-PTECH	<b>Effective Dates</b>	12/13/18 to 6/30/19	

(SY 18-19 #210)

**APPOINTMENTS**

**Certified-Teachers** (In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher must receive annual composite or overall APPR ratings of Highly Effective or Effective in at least three of the four preceding years. If the individual received a rating of Ineffective in the final year of the probationary period, the employee will not be eligible for tenure at that time.)

<b>Name:</b>	Alicia Anich	<b>Appointment Type:</b>	Probationary	
<b>Tenure Area:</b>	Mathematics	<b>Title:</b>	Mathematics Teacher	
<b>Salary:</b>	\$42,161.00	<b>Effective Dates:</b>	10/26/2018-10/25/2022	
<b>Location:</b>	Ag-PTECH			<b>FTE:</b> 1.0

**Certification:** Mathematics 7-12 - Initial

(SY 18-19 #211)

Certified-Teachers (Temporary or Part-time)

<b>Name:</b>	Richard Santelli	<b>Appointment Type:</b>	Part-Time /Per Diem
<b>Tenure Area:</b>	N/A	<b>Title:</b>	Careers in Education
<b>Salary:</b>	\$200.00 per day	<b>Effective Dates:</b>	12/13/2018-06/30/2019
<b>Location:</b>	CTE	<b>Certification:</b>	N-6 – Permanent and School District Administrator - Permanent

(SY 18-19 #212)

Civil Service (Permanent Appointment subject to defined probationary term indicated in the effective dates.)

<b>Name:</b>	Taylor Miller	<b>Appointment Type:</b>	Permanent
<b>CS Title:</b>	School Bus Attendant	<b>Probationary Term:</b>	12/13/2018-12/12/2019
<b>Salary:</b>	\$12.25 per hour		<b>FTE:</b> 1.0
<b>Location:</b>	Regional Transportation		

(SY 18-19 #213)

**All Other Appointments** -

Appoint the substitutes listed below, with effective dates as noted. Employees are not eligible for benefits (health, dental, vision, long term disability and life insurance).

<u>Teacher</u>			
Jaime Blinsinger	Alyssa Baldizon	Regan Jobin	Timothy Gordon
Tina Piotrowski	Shane DeRose	Eric Robertshaw	Catherine Knabe
Riley Yager	Kasey Mang	Joseph Brown	Stasya Mead
Deborah Miller			
<u>Teacher Aide</u>			
Sari Batease	Alfaratta Eppley	Kasey Mang	

School Nurse (RN)

Sari Batease Karyn Bergen

Bus Driver - \$17.00 per hour – effective 11/26/2018

Destiny Brownell Jean McCallum

School Bus Attendants - \$12.03 per hour effective 11/26/2018

Jean McCallum

**(SY 18-19 #214, #215)**

Approve the appointments and re-appointments of staff listed below for the 2018-19 school year, with effective dates as noted. Employees are not eligible for benefits (health, dental, vision, long term disability and life insurance).

<u>Name</u>	<u>Division</u>	<u>Rate</u>	<u>Hourly/Per Diem/Stipend</u>	<u>Term of Employment</u>	<u>Not to Exceed</u>	<u>Position Category</u>
Richard Santelli	All Programs	\$350.00	Per Diem	11/08/2018-12/12/2018	N/A	Interim Principal
Catherine Knabe	Itinerant Programs	\$125.00	Per Diem	12/13/2018-06/30/2019	N/A	Long-Term Substitute
Sandra Barkevich	PTECH	\$100.00	Per Diem	12/17/2018-06/30/2019	N/A	Long-Term Substitute

**(SY 18-19 #216, #217, #218)**

Approve the supplemental appointments of staff listed below from 2018-2019 and school year. Eligibility for benefits (health, dental, vision, long term disability and life insurance) is contingent upon the employee's primary appointment.

Advisors

<u>Name</u>	<u>Department</u>	<u>Organization</u>
Alaina Campolieta	Ag-PTECH	Academic Club
Kelly Long	Ag-PTECH	Academic Club
Abigail Jacobs	Ag-PTECH	Student Government
Julia Hudyncia	Ag-PTECH	FFA

**(SY 18-19 #219)**

Tenure/Permanent Actions

Appoint the following employees to tenure status based upon successful completion of the required probationary period:

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Joseph Salamack	General Special Education	01/05/2019
Edward Stroud	Mathematics 7-12	02/28/2019
Roger Bowley	N-6 & Social Studies	04/20/2019
Charles Arney	General Special Education	06/30/2019
Richard Potter	Principal of Adirondack Academy	06/30/2019
Theresa House*	General Special Education	09/01/2018
Rebecca Skretkowicz*	Culinary Careers	01/20/2017

\*Information only, probationary period has been missed has already been automatically granted tenure.

**(SY 18-19 #220, #221, #222, #223, #224)**

Amended Appointments

Recommend the Board approve a change in status for the following employee, from temporary to perm, for the following titles, with probationary period as indicated (In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher must receive annual composite or overall APPR ratings of Highly Effective or Effective in at least three of the four preceding years. If the individual received a rating of Ineffective in the final year of the probationary period, the employee will not be eligible for tenure at that time.)

<b>Name:</b> Carol Willman-Stafford	<b>Appointment Type:</b> Probationary	
<b>Tenure Area:</b> Special Education	<b>Title:</b> Teacher of the Blind and Visually Impaired	
<b>Salary:</b> \$59,032.00	<b>Effective Dates:</b> 09/01/2018 – 08/31/2022	
<b>Location:</b> Special Education		<b>FTE:</b> 1.0
	<b>Certification:</b> Blind and Visually Impaired – Professional and Special Education - Permanent	

(SY 18-19 # 225)

Approve a change in status for the following employee, from provisional to probationary, for the following titles, with probationary period as indicated.

<b>Name:</b> Carrie Schmidtman	<b>Appointment Type:</b> Probationary	
<b>CS Title:</b> Senior Typist	<b>Probationary Term:</b> 12/13/18 to 12/12/19	
<b>Salary:</b> \$25,415.30		<b>FTE:</b> 1.0
<b>Location:</b> Ag-PTECH		

(SY 18-19 #226)

**APPROVAL OF PERSONNEL ITEMS**

Harry Brooks made a motion, seconded by John DeValve and unanimously to accept the resignations of Welch, Veit, LaMastra, Goodale, O’Neil, Fosmire and Miller, the resignations for retirement of Gallup and Hickok; unpaid leaves of absence of Henderson and Bleyl; establish and appoint Bergen; appoint Anich, Santelli, Miller, Substitute Teachers (13), Substitute Teacher Aides (3), Substitute School Nurse (2), Substitute Bus Drivers (2), Substitute School Bus Attendants (1), Santelli, Knabe, Barkevich, Campolieta, Long, Jacobs, Hudyncia, Tenure appointments of Salamack, Stroud, Bowley, Arney, and Potter; and amend the appointments of Willman-Stafford and Schmidtman.

**CLAIMS AUDITOR REPORTS**

John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Report for the period of October 4, 2018 through November 2, 2018. (SY 18-19 #227)

APPROVAL OF  
TREASURER'S REPORT

The Treasurer's Report for the period of October 1, 2018 through October 31, 2018 was approved upon a motion made by John DeValve, seconded by Jean LaPorta and unanimously carried. (SY 18-19 #228)

EXTRACLASSROOM  
REPORT

A motion was made by John DeValve and seconded by Jean LaPorta to approve the Extra Class General Ledger Report for October 2018. This motion was unanimously carried. (SY 18-19 #229)

GRANTS

John DeValve made a motion, seconded by Jean LaPorta 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:

WIOA, Title 2, Adult Education - \$100,000  
(SY 18-19 #230)

WIOA, Title 2, Adult Education & Literacy  
(Amsterdam Literacy Zone) - \$125,000 (SY 18-  
19 #231)

WIOA, Title 2, Integrated English Literacy and  
Civics Education (IELCE) \$300,000. (SY 18-19  
#232)

WIOA, Title 2, Adult Education and Literacy  
(Gloversville Literacy Zone) - \$125,000. (SY  
18-19 #233)

WIOA, Title 2, Incarcerated &  
Institutionalized - \$250,000(SY 18-19 #234)

BUDGET ADJUSTMENTS

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to authorize the budget adjustments through October 31, 2018 as submitted by the Chief Financial Officer. (SY 18-19 #235)

BUDGET TRANSFERS

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to authorize the budget transfers from July 1, 2018 through October 31, 2018 as submitted by the Chief Financial Officer. (SY 18-19 #236)

BID AWARDS

Pursuant to competitive bidding process, John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to accept the bid recommendation as noted by memoranda from the Purchasing Official in the following area:

RFP 17-06 Extension - Scoring and Analysis  
- Educational Vistas, Inc., 718 State  
Street, Schenectady, NY 12307. (SY 18-19  
#237)

OVERNIGHT FIELD TRIP  
APPROVAL

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the AG-PTECH FFA's overnight field trip to the National FFA 212/360 Leadership conference in Syracuse from January 26-27. (SY 18-19 #238)

ITEMS TO BE DECLARED  
SALVAGE

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the items listed for salvage on the Chief Financial Officer's memorandum dated November 20, 2018. (SY 18-19 #239)

CTE RESERVE FUND  
PURCHASE APPROVAL

Pending State Education Department approval, John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the purchase of a 9-1-1 Reality Plus Simulator, a Live Scan Digital Fingerprint System and a OSCR360 Hardware and Software Crime Scene Data Collection package for students in the Criminal Justice class with funds from the Career and Technical Education reserve fund. (SY 18-19 #240)

APPROVAL OF  
CONTRACTS

John DeValve made a motion seconded by Jean LaPorta and unanimously carried to approve the Interim District Superintendent to execute the following contracts:

Agreement by and between Minnowbrook Conference Center to host a seminar from November 8, 2018 through November 9, 2018. (SY 18-19 #241)

Indemnification and Hold Harmless Agreement by and between HFM BOCES and the OESJ Central School District. (SY 18-19 #242)

Independent Contractor Services Agreement by and between Hamilton-Fulton-Montgomery BOCES and Polly Farrington for to present Cool Tools for Schools 2018-19 on-line workshop. (SY 18-19 #243)

St Mary's Healthcare Student Affiliation Agreement effective January 1, 2019 through December 31, 2022. (SY 18-19 #244)

ESTABLISH A SUBSTITUTE CUSTODIAL WORKER RATE John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to establish the Substitute Custodial Worker rate of pay to be \$11.12 per hour effective December 13, 2018. (SY 18-19 #245)

SUBSTITUTE RATE AND LIFEGUARD RATE ADJUSTMENTS Due to the increase in minimum wage, John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to amend the Substitute and Lifeguard rates effective December 31, 2018 as listed on the Chief Financial Officer's memorandum. (SY 18-19 #246)

OTHER ITEMS Policies First Reading Allan Turnbull made a motion, seconded by John DeValve to accept policy #5201, School Food Service Program Meal Charge Policy and Policy #0010 Sexual Harassment as first readings. This motion was unanimously carried. (SY 18-19 #247, #248)

Policy Second Reading Jean LaPorta made a motion, followed by Allan Turnbull and unanimously carried to accept policy # 0040, Allegation of Fraud as a second reading and adopt it. (SY 18-19 #249)

BOARD MEMBER REPORTS 2018-19 Draft Board Goals Harry Brooks made a motion to adopt the 2018-19 Board Goals as submitted. This motion was seconded by John DeValve and unanimously carried. (SY 18-19 #250)



Board Member Reports and Comments      Joanne Freeman spoke to the Board about a NYSSBA lobbying day in February

Carmen Caraco advised the Board that he is still working on getting automobile donations for CTE.

The Board discussed the consent agenda process and how they thought it was going.

FUTURE MEETINGS      December 19, 2018 - Special Board Meeting, 5:00 p.m., HFM BOCES Board Room.  
January 30, 2019 - 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 6:31 p.m. to adjourn the meeting. This motion was seconded by John DeValve and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board