

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

DATE January 31, 2019

PLACE Central Administration Board Room

KIND OF MEETING Regular Monthly

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

MEMBERS ABSENT James Beirlein

OTHERS PRESENT Anita Murphy, Interim District Superintendent;  
Lorraine Hohenforst, Deputy Superintendent;  
Kathi Lewis, School Business Official; Aaron  
Flynn, Human Resources Manager; Michael Jacob,  
Director of Special Education; Jay DeTraglia,  
Director of Career and Technical Education;  
Denise Capece, Ag-PTECH Principal; Shawna and  
Chad Fleck; Ashley Onyon, Leader Herald  
Reporter and Christine Eaton, Clerk

CALL TO ORDER President Freeman called the meeting to order  
at 5:01 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 Harry Brooks made a motion, seconded by John  
DeValve to approve the minutes of the December  
12, 2018 Regular Board Meeting and the December  
19, 2018 Special Board Meeting. This motion was  
carried unanimously.

DISTRICT SUPERINTENDENT'S REPORT The District Superintendent's Report included:  
▶ 2019-20 Proposed Administration Budget

DEPUTY SUPERINTENDENT'S REPORT The Deputy Superintendent's Report included:  
▶ Ag-PTECH Agricultural Business of the Year  
Award from the Fulton-Montgomery Chamber of  
Commerce  
▶ SROs  
▶ CTE Visits for 7<sup>th</sup> Graders  
▶ ESSA

**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**

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

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Richard Mazzone	Science Teacher	ADK (09/01/2018)	01/25/2019
Catherine Knabe	Long-term Substitute	Itinerant Services (12/13/2018)	01/24/2019
Michael Dardaris	PTECH Principal	PTECH (01/01/2014)	02/22/2019

(SY 18-19 #251, #252, #253)

**RESIGNATIONS FOR RETIREMENT**

John DeValve made a motion, seconded by Carmen Caraco and unanimously carried to accept the following resignations for retirement purposes with regret, due to their length of service to HFM BOCES:

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Deborah Booth	Coordinator of School Library Systems and Instructional Resources	School Library Systems and Instructional Resources (09/01/1986)	07/31/2019
Rosemary Gilston	Teacher Aide	Special Ed (09/01/1980)	06/28/2019
Paula Mroz	RSE-TASC Coordinator	Special Ed (12/01/2008)	06/30/2019

(SY 18-19 #254, #255, #256)

**Unpaid Leaves of Absence**

Allan Turnbull made a motion, seconded by Jean LaPorta and unanimously carried to approve the following unpaid 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)	01/05/2019-02/03/2019

Tresha Bleyl	School Bus Attendant	Regional Transportation (12/07/99)	01/02/2019 – 06/30/2019
Cortney Siddon	Principal Account Clerk	Business Office (01/13/2014)	02/06/2019 – 02/21/2019
Jonnie Perry	Bus Driver	Regional Transportation (07/01/2013)	02/11/2019 – 02/15/2019
Clarence Chamberlain III	Bus Driver	Regional Transportation (09/27/2018)	02/11/2019- 02/15/2019

(SY 18-19 #257, #258, #259, #260, #261)

**Establish  
Position**

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

<u>POSITION</u>	<u>PROGRAM/LOCATION</u>	<u>EFFECTIVE DATE</u>
Senior Typist	Foothills PTECH	01/01/2019

**Appointments**

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

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> Kayleigh Denney	<b>Appointment Type:</b> Probationary	
<b>Tenure Area:</b> Physical Education	<b>Title:</b> Physical Education Teacher	
<b>Salary:</b> \$42,161.00	<b>Effective Dates:</b> 12/01/2018 – 11/30/2022	
<b>Location:</b> PTECH		<b>FTE:</b> 1.0
	<b>Certification:</b> Physical Education - Initial	
<b>Name:</b> Thomas Nethaway	<b>Appointment Type:</b> Probationary	
<b>Tenure Area:</b> Technical Trade Subjects Law Enforcement Services	<b>Title:</b> Criminal Justice Teacher	
<b>Salary:</b> \$50,069.00 pro-rated \$15,393.23	<b>Effective Dates:</b> 12/19/2018 – 12/18/2022	
<b>Location:</b> CTE		<b>FTE:</b> 0.5
	<b>Certification:</b> Law Enforcement Services 7-12 – Transitional A	
<b>Name:</b> Shawna Fleck	<b>Appointment Type:</b> Probationary	
<b>Tenure Area:</b> Special Education	<b>Title:</b> Special Education Teacher	
<b>Salary:</b> \$50,673.00	<b>Effective Dates:</b> 02/25/2019 – 02/24/2023	
<b>Location:</b> Special Education		<b>FTE:</b> 1.0
	<b>Certification:</b> Students with Disabilities (1-6) – Professional	

(SY 18-19 #262, #263, #264)

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

<b>Name:</b> Scott Minnich	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Custodial Worker	<b>Probationary Term:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$24,216.64 pro-rated to \$12,007.40	<b>FTE:</b> 1.0
<b>Location:</b> Operations	
<b>Name:</b> Sheri Buczek	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Teacher Aide	<b>Probationary Term:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$17,362.00 pro-rated to \$10,417.20	<b>FTE:</b> 1.0
<b>Location:</b> Special Education	
<b>Name:</b> Madison Pape	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Teacher Aide	<b>Appointment Date:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$17,362.00 pro-rated to \$10,417.20	<b>FTE:</b> 1.0
<b>Location:</b> Special Education	
<b>Name:</b> Maria Pedrick	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Teacher Aide	<b>Appointment Date:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$17,362.00 pro-rated to \$10,417.20	<b>FTE:</b> 1.0
<b>Location:</b> Special Education	
<b>Name:</b> Heather Tesiero	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Teacher Aide	<b>Appointment Date:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$17,362 pro-rated \$10,417.20	<b>FTE:</b> 1.0
<b>Location:</b> Special Education	
<b>Name:</b> Melinda Diane White	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Teacher Aide	<b>Probationary Term:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$17,362.00 pro-rated to \$10,417.20	<b>FTE:</b> 1.0
<b>Location:</b> Special Education	
<b>Name:</b> Nicole Wolfe	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Teacher Aide	<b>Appointment Date:</b> 01/02/2019-01/01/2020
<b>Salary:</b> \$17,362.00 pro-rated to \$10,417.20	<b>FTE:</b> 1.0
<b>Location:</b> Special Education	
<b>Name:</b> Sara Sheldon	<b>Appointment Type:</b> Provisional
<b>CS Title:</b> Senior Typist	<b>Appointment Date:</b> 01/01/2019
<b>Salary:</b> \$25,415.30 pro-rated to \$12,707.64	<b>FTE:</b> 1.0
<b>Location:</b> Foothills PTECH	
<b>Name:</b> Korena Thornton	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> School Bus Attendant	<b>Probationary Term:</b> 01/31/2019-01/30/2020
<b>Salary:</b> \$12.25 per hour	<b>FTE:</b> 1.0
<b>Location:</b> Regional Transportation	
<b>Name:</b> Amy Mulvay	<b>Appointment Type:</b> Permanent
<b>CS Title:</b> Bus Driver	<b>Probationary Term:</b> 01/31/2019-01/30/2020
<b>Salary:</b> \$17.31 per hour	<b>FTE:</b> 1.0
<b>Location:</b> Regional Transportation	

(SY 18-19 #265, #266, #267, #268, #269, #270, #271, #272, #273, #274)

All Other Appointments

- a. Recommend the Board approve the appointments of the substitutes listed below, with effective dates as noted. Employees are not eligible for benefits (health, dental, vision, long term disability and life insurance).

Teacher - effective 01/31/2019

Willam Johnson	Amy Clark	Miranda O'Neil	Sarah Ellis
Jamie Farman	Marc Eglin	Deja Donde	Camile Hyacinthe
Kelsi Hidde	Carly Baker	Ashley Edwards	Peter Briele

Teacher Aide - effective 01/30/2019

Amy Clark	Jenna Salvagni	Miranda O'Neil	Elyse Morales
Gabrielle VanValkenburg	Deja Donde	Cynthia Royce	Camile Hyacinthe
Melissa Roe	Sara Radliff	Dawn Vunk	Ashley Edwards
Tina Piotrowski			

Registered Professional Nurse (School) - effective 01/31/2019

Valerie Skaarland

Food Service Helper – effective 12/05/2018

Robin Luck

Typist – effective 01/31/2019

Sara Radliff Dawn Vunk

Bus Driver - effective 12/17/18

Stephan Tierney Christopher Ward

School Bus Attendants - effective 01/02/19

Judith Hoard Lisa Slater Kelly Sleezer  
(SY 18-19 #275, #276)

- b. Recommend the Board 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>
Sarah Santamaria	Adult Literacy and Corrections Education	\$13.36	Hourly	01/31/19-06/30/19	N/A	Hourly Teacher Aide
Peter Briele	PTECH	\$105.00	Per Diem	01/14/2019-06/30/2019	N/A	Long-Term Substitute
Margaret Button	ADK	\$105.00	Per Diem	01/31/2019-06/30/2019	N/A	Long-Term Substitute
Brianne Martino	Special Ed	\$105.00	Per Diem	01/02/2019-06/30/2019	N/A	Long-Term Substitute
Kelly Peugh-Forte	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Catherine Clemence	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Richard Mazzone	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Nancy Spagnola	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Frank Greco	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Ryan Mulligan	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Missy Miles	Instructional Services	\$25.00	Hourly	01/15/2019-06/30/2019	\$250	Regional Scoring Manager
Sheila Thomas	Instructional Services	\$94.00	Per Diem	01/15/2019-06/30/2019	\$282.00	Retiree Scorer

(SY 18-19 #277, #278, #279, 280, #281)

- c. Recommend the Board 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.

<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>
Kealy Brunelle	Itinerant Svcs	\$28.57	Hourly	09/01/2018-06/30/2019	\$1,000	Mentor
Louise Huth	Special Ed	\$28.57	Hourly	09/01/2018-06/30/2019	\$1,000	Mentor
Michelle Rice	Special Ed	\$28.57	Hourly	9/01/2018-06/30/2019	\$1,000	Mentor
Mark Tanner	CTE	\$28.57	Hourly	9/01/2018-06/30/2019	\$1,000	Mentor
Daniella Murphy	Special Ed	\$28.57	Hourly	09/01/2018-06/30/2019	\$1,000	Mentor
Sheila Thomas	PTECH	\$28.57	Hourly	09/01/2018-06/30/2019	\$1,000	Mentor
Christian O'Callghan-Leue (SY 18-19 #282, #283)	Adult Literacy	\$20.00	Hourly	01/31/2019-06/30/2019	60 Hours	TASC/HSE Examiner

- d. Advisors

<u>Name</u>	<u>Department</u>	<u>Organization</u>
Sandra Barkevich	PTECH	Future Business Leaders of America
Annamarie Neri (SY 18-19 #284, #285)	Special Education	Autism Advisor

**Miscellaneous Business Items**

Harry Brooks made a motion, seconded by John DeValve and unanimously carried to adopt the following resolution:

Be it resolved, that in the event the District Superintendent delays the campus opening for one (1) or two (2) hours due to emergency conditions, and non-represented HFM BOCES employees are required to report to work on their normal start time, such employees shall receive a stipend of ten (\$10) dollars per hour more than their normal hourly rate for time they work prior to the campus being open on such school delay days.

**CLAIMS AUDITOR REPORTS**

Allan Turnbull made a motion, seconded by Carmen Caraco, and unanimously carried to approve the Claims Auditor Report for the period of November 7, 2018 through December 20, 2018. (SY 18-19 #286)

**APPROVAL OF TREASURER'S REPORT**

The Treasurer's Report for the period of November 1, 2018 through November 30, 2018 was approved upon a motion made by John DeValve, seconded by Jean LaPorta and unanimously carried. (SY 18-19 #287)

- EXTRACLASSROOM REPORT** A motion was made by Carmen Caraco and seconded by John DeValve to approve the Extra Class General Ledger Report for November 2018. This motion was unanimously carried. (SY 18-19 #288)
- GRANTS** Allan Turnbull 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:
- Target Field Trip Grant - \$700.00  
(SY 18-19 #289)
- CREDIT CARD SUMMARIES** John DeValve made a motion to accept the Deputy Superintendent and CFO Credit Card Summary for the time period of October 1, 2018 through December 31, 2018. This motion was seconded by Carmen Caraco and unanimously carried. (SY 18-19 #290)
- ESTABLISH EXTRACLASS ACCOUNT** Allan Turnbull made a motion, seconded by Jean LaPorta to establish an Extraclass account for the Construction Technology Program with Steven Derwin as the Advisor. This motion was unanimously carried. (SY 18-19 #291)
- ITEMS TO BE DECLARED SALVAGE** Harry Brooks made a motion, seconded by John DeValve and unanimously carried to approve the items listed for salvage on the Chief Financial Officer's memorandum dated January 10, 2019. (SY 18-19 #292)
- PTECH DONATIONS** Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to approve the donations of items and funds listed on the PTECH Principal's memorandum for a PTECH Thanksgiving Feast. (SY 18-19 #293)

- APPROVAL OF CONTRACT** Jean LaPorta made a motion to authorize the Interim District Superintendent to execute the 2019 Contract for Administration of PTECH/Pathway Programs by and between Hamilton-Fulton-Montgomery BOCES and the Fulton-Montgomery Chamber of Commerce effective January 1, 2019 through December 31, 2019, recognizing that the Fulton Montgomery Regional Chamber of Commerce's fiscal year is January through December, BOCES will pay the first installment by June 15, 2019 and the second installment by December 15, 2019. This motion was seconded by Carmen Caraco and unanimously carried. (SY 18-19 #294)
- ENDORSEMENT OF 2019-2020 ADMINISTRATIVE BUDGET** Allan Turnbull made a motion to endorse the 2019-2020 Administrative Budget in the amount of \$1,720,182 without retiree health and dental. This includes a 4.1% increase over the 2018-19 budget of \$1,651,770. The Administrative budget will be reviewed with the component Boards of Education at the April 3, 2019 annual meeting and is subject to public vote by said school districts on April 17, 2019. This motion was seconded by Jean LaPorta and unanimously carried. (SY 18-19 #295)
- 2019-2020 SCHOOL CALENDAR** Jean LaPorta made a motion, seconded by John DeValve to approve the 2019-2020 School Calendar as submitted. This motion was unanimously carried. (SY 18-19 #296)
- OTHER ITEMS**
- Policy Second Reading** John DeValve made a motion, followed by Jean LaPorta and unanimously carried to accept policy # 5201, School Food Service Program as a second reading and adopt it. (SY 18-19 #297)
- Policy First Reading** Allan Turnbull made a motion, seconded by Jean LaPorta to accept revised policy #0010 Sexual Harassment as a first reading. This motion was unanimously carried. (SY 18-19 #298)
- BOARD MEMBER REPORTS** Mrs. Freeman reminded the Board that the HFM BOCES annual meeting is April 3, 2019 and that herself and Dr. Brooks' seats are up for re-election.
- Mrs. Freeman spoke about advocating for BOCES.



**FUTURE MEETINGS**                    February 27, 2019 - HFM BOCES Regular Board meeting, 5:00 p.m., HFM BOCES Board Room

**MEETING TIME**                    Allan Turnbull made a motion, seconded by John DeValve to adjust the Board meeting times to 5:00 p.m. for the winter months. This motion was unanimously carried.

**ADJOURNMENT:**                    With no further business to come before the Board, Allan Turnbull made a motion at 6:25 p.m. to adjourn the meeting. This motion was seconded by John DeValve and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board