

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

DATE September 25, 2019

PLACE Central Administration Board Room

KIND OF MEETING Regular Monthly

MEMBERS PRESENT James Beirlein, Harry Brooks, Carmen Caraco, John DeValve, Joanne Freeman and Jean LaPorta

MEMBERS ABSENT Allan Turnbull

OTHERS PRESENT David Ziskin, District Superintendent; Lorraine Hohenforst, Deputy Superintendent; Kathi Lewis, School Business Official; Tara Caraco, Coordinator of Instructional Services; Craig Clark, Communications Specialist; Michael Rossi, Accountant with West and Company CPAs PC.; Ashley Onyon, Reporter with the Leader Herald and Christine Eaton, Clerk

CALL TO ORDER President Freeman called the meeting to order at 5:00 p.m., followed by the Pledge of Allegiance.

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

AUDIT COMMITTEE At 5:01 p.m. the Board convened the Audit Committee upon a motion made by John DeValve, seconded by Harry Brooks and unanimously carried.

INDEPENDENT AUDIT REPORT PRESENTATION Michael Rossi, Independent Auditor from West and Co., CPAs PC reviewed the 2018-19 Independent Audit with the Audit Committee.

2019-20 INTERNAL AUDIT FOCUS AREA The Board unanimously chose extraclass accounts as the focus area for the 2019-20 Internal Audit topic.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at 5:26 p.m upon a motion made by Jean LaPorta, seconded by Carmen Caraco and unanimously carried.

APPROVAL OF MINUTES Harry Brooks made a motion, seconded by John DeValve to approve the minutes of the August 28, 2019 Regular Board Meeting. This motion was carried unanimously.

DISTRICT SUPERINTENDENT'S REPORT The District Superintendent's Report included:
 ▶ Communication Update
 ▶ Collaboration Update
 ▶ Advocacy Update
 ▶ Draft Goal Development
 ▶ State Updates

DEPUTY SUPERINTENDENT'S The Deputy Superintendent's Report included:
 ▶ CTE Program Criminal Justice Re-approval
 ▶ PTECH Tour
 ▶ Mental Health Association Wellness Workshop
 ▶ Citi BOCES Tour

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 form

Resignation for Retirement John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to accept the following resignation for retirement:

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Margaret Perrella	Spanish Teacher	ADK (09/01/2007)	06/30/2020
Steven Morrison	Health and Safety Officer	HSRM (03/20/2018)	05/31/2020 (revised from 7/31/2020)
Robert Boshart	Equine Science Teacher	CTE (05/31/1990)	06/30/2020

(SY 19-20 #193, 194, 195)

Resignations

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

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
Carrie Schmidtman	Senior Typist	Ag-PTECH (09/27/18)	09/30/2019
Delilah Purcell	PT Hourly Teacher Aide	Adult Literacy and Corrections Education (09/05/2019)	09/26/2019
Jessica Treanor	Family and Consumer Science Teacher	Itinerant Services (10/01/2016)	09/11/2019 (revised from 9/20/19)
Sarah Greco	Teacher Aide	Special Ed (09/01/2018)	09/23/2019
Kathy Johnson	School Psychologist	Special Ed (09/01/1997)	09/13/2019
Korena Thornton	School Bus Attendant	Regional Transportation (01/31/2019)	09/25/2019
Christopher Murphy	Foothills PTECH Principal	Foothills PTECH (09/27/2018)	10/23/2019

(SY 19-20 #196-202)

**Appointment -
Certified
Teachers**

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to appoint the following certified teachers:

(Tenure will be contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his or her probationary period, consistent with the requirements of Education Law Sections 3012, 3012-c, 3012-d)

Name: Thomas Nethaway
Tenure Area: N/A
Salary: \$52,500, pro-rated \$26,250.00
Location: CTE

Appointment Type: Temporary
Title: Law Enforcement Services Teacher
Effective Dates: 09/01/2019 – 06/30/2020
FTE: 0.5
Certification: Law Enforcement Services 7-12 – Transitional A

Name: Thomas DiMezza
Tenure Area: N/A
Salary: \$52,500, pro-rated \$26,250.00
Location: CTE

Appointment Type: Temporary
Title: Law Enforcement Services Teacher
Effective Dates: 09/10/2019-06/30/2020
FTE: 0.5
Certification: Law Enforcement Services 7-12 – Transitional A

Name: Dylan Toscano
Tenure Area: Social Studies
Salary: \$43,226.00
Location: Ag-PTECH

Appointment Type: Probationary
Title: Social Studies Teacher
Effective Dates: 09/01/2019 – 08/31/2023
FTE: 1.0
Certification: Social Studies 7-12 – Initial

Name: Jill Miller
Tenure Area: Home Economics
Salary: \$54,171.00 pro-rated to \$52,816.70
Location: Itinerant Services

Appointment Type: Probationary
Title: Family and Consumer Science Teacher
Effective Dates: 09/10/2019-09/09/2022
FTE: 1.0
Certification: Home Economics – Permanent

Name: Shannon Cechnicki
Tenure Area: Education of children with handicapping conditions-general Special Education
Salary: \$43,226.00, pro-rated to \$42,793.74
Location: Special Education

Appointment Type: Probationary
Title: Special Education Teacher
Effective Dates: 09/05/2019-09/04/2023
FTE: 1.0
Certification: Students with Disabilities Grades 1-6 - Initial

Name: Jacob Brode
Tenure Area: Science
Salary: \$43,229.00
Location: PTECH

Appointment Type: Probationary
Title: Science Teacher
Effective Dates: 09/01/2019-08/31/2023
FTE: 1.0
Certification: Physics 7-12- Transitional B

Name: Jodi Eakin
Tenure Area: TOSA-Instructional Support in Professional Development
Salary: \$63,893.00 pro-rated to \$52,392.28.
Location: Instructional Services

Appointment Type: Probationary
Title: Teacher on Special Assignment
Effective Dates: 10/28/2019-10/27/2022
FTE: 1.0
Certification: N-6 - Permanent

SY 19-20 #203-209)

Appointments - Civil Service John DeValve made a motion, seconded by James Beirlein and unanimously carried to appoint the following Civil Service appointments:

Name: Kasey Mang
CS Title: Teacher Aide
Salary: \$17,579.00
Location: Ag-PTECH

Appointment Type: Probationary
Probationary Term: 09/01/2019-08/31/2020
FTE: 1.0

Name: Korena Thornton
CS Title: Bus Driver
Salary: \$17.66 per hour
Location: Regional Transportation

Appointment Type: Probationary
Probationary Term: 09/26/2019-09/25/2020
FTE: 1.0

Name:	Ginnette Ostrander	Appointment Type:	Probationary	
CS Title:	Bus Driver	Probationary Term:	09/26/2019-09/25/2020	
Salary:	\$17.66 per hour		FTE:	1.0
Location:	Regional Transportation			
Name:	Gloria Sutler	Appointment Type:	Probationary	
CS Title:	Bus Driver	Probationary Term:	09/26/2019-09/25/2020	
Salary:	\$17.66 per hour		FTE:	1.0
Location:	Regional Transportation			
Name:	Lisa Slater	Appointment Type:	Probationary	
CS Title:	School Bus Attendant	Probationary Term:	09/26/2019-09/25/2020	
Salary:	\$12.50 per hour		FTE:	1.0
Location:	Regional Transportation			

(SY 19-20 #210-214)

Appointments - Harry Brooks made a motion, seconded by Carmen
All Other Caraco and unanimously carried to appoint
Appointments the following 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 9/26/19

Alicia Brand Erin Melious Cornelius Bradt

Teacher Aide - effective 09/26/2019

Alicia Brand Erin Melious

School Monitor - effective 09/26/19

Alicia Brand Erin Melious

Typist – effective 09/26/19

Erin Melious

School Nurse - effective 09/26/19

Paula Lerner

School Bus Attendant – effective 09/13/2019

Cory Mykel

(SY 19-20 #215-216)

- b. Recommend the Board approve the appointments and re-appointments of staff listed below for the 2019-20 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>
1.	Cathy Brucker	Substitute Services	\$30.00	Hourly	09/01/2019-06/30/2020	N/A	Substitute Interviewer
2.	Kathy Sullivan	Substitute Services	\$30.00	Hourly	09/01/2019-06/30/2020	N/A	Substitute Interviewer
3.	Richard Rose	Substitute Services	\$30.00	Hourly	09/01/2019-06/30/2020	N/A	Substitute Interviewer
4.	Delilah Purcell	Adult Literacy and Corrections Education	\$13.52	Hourly	09/05/2019-06/30/2020	N/A	Hourly Teacher Aide
5.	Anthony DiMezza, Jr.	ADK	\$105.00	Per Diem	09/26/2019-06/30/2020		Long-term Substitute
6.	Jeremy Rowland	ADK	\$105.00	Per Diem	09/26/2019-06/30/2020		Long-term Substitute
7.	Tyler Smith	Ag-PTECH	\$105.00	Per Diem	08/26/2019-06/30/2020		Long-term Substitute
8.	Margaret Button	ADK	\$105.00	Per Diem	09/26/2019-06/30/2020		Long-term Substitute
9.	Lisa Harbison	Special Ed	\$105.00	Per Diem	09/27/2019-06/30/2020		Long-term Substitute
10.	Wendy Sacco	PTECH	\$330.00	Per Diem	09/16/19-06/30/2020		Per Diem Special Education Teacher
11.	Sheila Thomas	PTECH	\$64.50	Hourly	09/03/2019-06/30/2020		Hourly Mathematics Teacher

(SY 19-20 #217-225)

- c. Recommend the Board approve the supplemental appointments of staff listed below from 2019-2020 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>
1.	Kayleigh Denney (SY-20 #226)	PTECH	\$25.00	Hourly	07/01/2019-08/31/2019	75 Hours	Curriculum Work

- d. Appoint the following PTECH staff to work up to 20 hours each at a rate of \$25.00 per hour of chaperoning work effective July 1, 2019 through June 30, 2019:

Rodney Schuyler	Ping Huang	Zachary Carrico
Keturah Tallon	Jacob Brode	Sandra Barkevich
Anna Maria Goderie	Melissa McGill	Jennifer Sponnoble
Jeanne Halloran	Peter Briele	Kayleigh Denney

(SY-20 #226)

- e. Appoint the following PTECH staff to work up to 50 hours each at an hourly rate of \$25.00 for morning supervision between the hours of 6:55 am and 7:55 am effective September 1, 2019 through June 30, 2020:

Rodney Schuyler	Ping Huang	Zachary Carrico
Keturah Tallon	Jacob Brode	Sandra Barkevich
Anna Maria Goderie	Melissa McGill	Jennifer Sponnoble
Jeanne Halloran	Peter Briele	Kayleigh Denney

(SY 19-20 #227)

f. Advisors

	Name	Department	Organization
1	Anna Marie Neri	Special Education	Autism Advisor
	(SY 19-20 #228)		

g. Appoint the following employees listed below as Lead Evaluators of Administrators and Teachers who have participated in the Lead Evaluator training provided by HFM BOCES:

Deborah Grimshaw

(SY 19-20 #229)

Amended Appointments

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to amend the following appointments:

Booth, D. Booth, Deborah - Hourly School Library and Instructional Resource Services Support, amending her July 24, 2019 appointment to add an additional 150 hours effective August 5, 2019 through June 30, 2020. Salary remains the same. (SY 19-20 #230)

Nethaway, T. Nethaway, Thomas - Part-time, Law Enforcement Services Teacher with Career and Technical Education, amending his January 30, 2019 appointment status from probationary to part-time with an end date of June 30, 2019. Salary remains the same. (SY 19-20 #231)

Stortecky, S. Stortecky, Sandra - Assistant Job Training Specialist, amending the number of summer preparation days from five to six effective July 1, 2019 through August 30, 2019. (SY 19-20 #232)

Miscellaneous Personnel Item

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

RESOLVED, that the agreement by and between HFM BOCES and Employee No. 02610 is approved and the District Superintendent is authorized to execute the agreement. (SY 19-20 #233)

RESOLVED, that the agreement by and between HFM BOCES and the HFM BOCES Teacher's Association is approved and the District Superintendent is authorized to execute said agreement. (SY 19-20 #234)

RECESS The Board took a recess at 6:14 p.m.

RESUMED MEETING The Board resumed the meeting at 6:25 p.m.

CLAIMS AUDITOR
REPORT John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Report for the period of July 30, 2019 through September 5, 2019. (SY 19-20 #235)

TREASURER'S REPORT John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Treasurer's Report from July 1, 2019 through July 31, 2019 as submitted. (SY 19-20 #236)

2018-19 INDEPENDENT
AUDIT Having been received and discussed by the Audit Committee, John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to accept the fiscal 2018-19 Independent Audit as prepared and submitted by West and Co. CPAs PC. (SY 19-20 #237)

2019-2019 ANNUAL
RISK ASSESSMENT John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to accept the 2018-19 Annual Risk Assessment as submitted by Internal Auditor Mark Beaudette, CPA, Questar III BOCES, taking note of the Chief Financial Officer's Management Response letter. (SY 19-20 #238)

REVISED 2019-20
EXTRACLASS ADVISORS John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the revised 2019-20 Extraclass Advisors as submitted. (SY 19-20 #239)

FULTON-MONTGOMERY
REGIONAL CHAMBER OF
COMMERCE CONTRACT -
CTE John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to authorize the District Superintendent to execute the Contract for Administration of Career and Technical Education - Business and Education Partnership by and between HFM BOCES and the Fulton-Montgomery Regional Chamber of Commerce effective September 1, 2019 through August 31, 2020. (SY 19-20 #240)

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:

School Library System - Aid for Automation - \$9,427.00

School Library System - \$141,409.00

WIOA, Title II, Adult Education & Literacy - \$100,000.00

WIOA, Title II, Adult Education & Literacy (Amsterdam Literacy Zone) - \$125,000.00

WIOA, Title II, Adult Education & Literacy (Gloversville Literacy Zone) - \$125,000.00

WIOA, Title II, Corrections Education and Other Institutionalized Education - \$250,000.00

WIOA, Title II, Integrated English and Civics Education - \$300,000.00
(SY 19-20 #241-247)

**ITEMS TO BE DECLARED
SALVAGE**

John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the items for salvage as listed on the Chief Financial Officer's memorandum dated September 25, 2019. (SY 19-20 #248)

**AG-PTECH OVERNIGHT
FIELD TRIP APPROVAL**

John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Ag-PTECH FFA attend an overnight field trip to the FFA Convention and Expo in Indianapolis, Indiana from October 29, 2019 to November 2, 2019. (SY 19-20 #249)

**CTE EQUIPMENT RESERVE
FUND PURCHASES**

Pending New York State Education Department approval, John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the purchase of Vacuum Standing Stations and Lincoln Power Mig Welder with monies from the Career and Technical Education Equipment Reserve fund. (SY 19-20 #250)

CONTRACTOR SERVICES AGREEMENT - DICKINSON John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to authorize the District Superintendent to execute the Contractor Services Agreement by and between HFM BOCES and Jamie Dickinson to provide one day of PBL training on August 26, 2019. Ms. Dickinson will be paid for 1/2 day of preparation work. (SY 19-20 #251)

SCHOOL DISTRICT LEGAL COUNSEL AGREEMENT John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to authorize the District Superintendent to execute the School District Legal Counsel Agreement by and between Hamilton-Fulton-Montgomery Counties and Girvin and Ferlazzo P.C. (SY 19-20 #252)

THE SOUTHERN REGIONAL EDUCATION BOARD/SCHOOLS THAT WORK CONTRACT John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to authorize the District Superintendent to execute the contract between the Southern Regional Education Board/Schools That Work and Hamilton-Fulton-Montgomery Board of Cooperative Educational Services for support in implementing the Schools That Work school improvement design effective July 1, 2019 to June 30, 2020. (SY 19-20 #253)

INDEPENDENT CONTRACTOR SERVICES AGREEMENT CAROL RULE - SIGN LANGUAGE INTERPRETER SERVICES John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and Carol Rule - Sign Language Interpreter Services to provide sign language interpreter services effective September 1, 2019 through June 30, 2020. (SY 19-20 #254)

INDEPENDENT CONTRACTOR SERVICES AGREEMENT- ICAN John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and ICAN to provide 11 days of Therapeutic Crisis Intervention refresher training effective October 1, 2019 through June 30, 2020. (SY 19-20 #255)

2018-2019 ANNUAL INVESTMENT REPORT - Information Only The Board was presented with the HFM BOCES 2018-19 Annual Investment Report for information only.

BOARD MEMBER REPORTS Vice President LaPorta and President Freeman both talked about the NYSSBA Board Officers Academy Conference they attended.

FUTURE MEETINGS September 26, 2019 - Ag-PTECH Open House, 6:30-8:30pm.
October 3, 2019 - CTE Open House, 5:00-7:00pm
October 3, 2019 - Foothills PTECH Open House 6:30pm
October 30, 2019- HFM BOCES Regular Board Meeting, 5:00pm HFM BOCES Board Room.

ADJOURNMENT: With no further business to come before the Board, John DeValve made a motion at 6:43 p.m. to adjourn the meeting. This motion was seconded by James Beirlein and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board