

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

DATE September 30, 2020

PLACE Meeting can be accessed via phone:
Call: 1-646-992-2010 - Access Number: 173 616
4470.

KIND OF MEETING Regular Monthly

MEMBERS PRESENT James Beirlein, Harry Brooks, Carmen Caraco,
John DeValve, Jean LaPorta, Gustavo Sacerio and
Allan Turnbull

OTHERS PRESENT David Ziskin, District Superintendent; Lorraine
Hohenforst, Deputy Superintendent; Jay
DeTraglia, Assistant Superintendent; Kathi
Lewis, School Business Official; Aaron Flynn,
Human Resources Manager; Jennifer Clear,
Treasurer; Craig Clark, Communications
Specialist; Ashley Onyon, Reporter with the
Leader Herald and Christine Eaton, Clerk

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

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

AUDIT COMMITTEE At 5:02 p.m. the Board convened the Audit
Committee.

INDEPENDENT AUDIT REPORT PRESENTATION Michael Rossi, Independent Auditor from
West and Co., CPAs PC reviewed the 2019-20
Independent Audit with the Audit Committee.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at
5:30 p.m

APPROVAL OF MINUTES Jean LaPorta made a motion, seconded by James Beirlein to approve the minutes of the August 17, 2020 Special Board meeting and the August 26, 2020 Regular Board Meeting. This motion was carried unanimously.

ASSISTANT
SUPERINTENDENT' S
REPORT The Assistant Superintendent's Report included:
▶ Partnership

▶ Advocacy

▶ Leadership

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

▶ Advocacy

▶ Leadership

DISTRICT
SUPERINTENDENT' S
REPORT The District Superintendent's report included:
▶ Partnership

▶ Advocacy

▶ Leadership

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.

Resignations for Retirement

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to accept the following employees' letters of intent to retire:

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1. Craig Barker	Head Custodial Worker/Bus Driver	Operations (03/04/1991)	03/31/2021
2. Jose Gonzales	Bus Driver	Regional Transportation (03/14/2011)	06/30/2021
3. Diana Lindsley	Senior Typist	Adult Literacy (10/04/2010)	10/31/2020 (revised from 10/15/20)
4. Leslie Mykel (SY 20-21 #89, 90, 91, 92)	Maintenance Mechanic	Operations (08/02/1993)	04/30/2021

Resignations

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

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1. Kealy Brunelle	English as a Second Language Teacher	Itinerant Services (09/01/2015)	09/29/20
2. Heather Dery	Teacher Aide	Special Ed (09/01/2014)	09/18/2020
3. Brian Garrity	English Teacher to accept a Coordinator Of ADK position effective 10/01/2020	ADK (02/24/2014)	09/30/2020
4. Tamara Minicki	Teacher Aide	Special Ed (09/01/2020)	09/16/2020
5. Ashley Palmateer	Teacher Aide to accept a School Monitor position effective 10/01/2020	Special Ed (09/01/2020)	09/30/2020
6. Amanda Swart (SY 20-21 #93, 94, 95, 96, 97. 98)	Teacher Aide	Special Education (09/01/2016)	08/31/2020

Leave of Absence

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

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1. Michelle Abrams (SY 20-21 #99)	Senior Account Clerk	Business Office (05/11/2015)	10/01/2020 -pending a probationary appointment to Deputy Treasurer (BOCES) position

Establish Positions

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>
1.	Deputy Treasurer	Business Office	10/01/2020

Appointments Certified Teachers Part-time or Temporary

John DeValve made a motion, seconded by Allan Turnbull unanimously carried to appoint the following certified teacher part-time and/or temporary:

- a. **Name:** Meghan Lemme
Appointment Type: Part-time
Title: ENL Teacher
Tenure Area: N/A
Salary: \$43,226.00; Pro-rated to \$27,232.38
Effective Date: 10/01/2020
Department: Itinerant Services
FTE: 0.7
Certification: English to Speakers of Other Languages – Emergency COVID 19 (SY 20-21 #100)

Appointments - Civil Service

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

- a. **Name:** Stephanie Achzet
Appointment Type: Probationary
CS Title: Registered Professional Nurse (School)
Probationary Term: 11/01/2020-10/30/2021
Salary: \$43,058.00; pro-rated to \$34,446.40
FTE: 1.0
Department: Special Education
- b. **Name:** Ashley Palmateer
Appointment Type: Probationary
CS Title: School Monitor
Probationary Term: 10/01/2020-09/30/2021
Salary: \$17,798.00; pro-rated to \$16,018.20
FTE: 1.0
Department: Special Education
- c. **Name:** Amanda Wemple
Appointment Type: Probationary
CS Title: Registered Professional Nurse (School)
Probationary Term: 11/01/2020-10/31/2021
Salary: \$40,245.00; pro-rated to \$32,196.00
FTE: 1.0
Department: Special Education

- d. **Name:** Michelle Abrams
Appointment Type: Provisional
CS Title: Deputy Treasurer (BOCES)
Effective: 10/01/2020
Salary: \$50,000; pro-rated to \$37,500.03
FTE: 1.0
Department: Business Office
 (SY 20-21 #101, 102, 103, 104)

All Other Appointments

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to approve the following 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).

School Bus Attendant – effective 09/11/2020

Lisa Albertin
 (SY 20-21 #105)

- b. Recommend the Board approve the appointments and re-appointments of staff listed below for the 2020-21 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. Aimme Fedullo	CTE	\$105.00	Per Diem	09/08/2020-06/30/2021	N/A	Long-term Substitute
2. Pamela Hulbert	Business Office	\$31.00	Per Hour	10/01/2020-06/30/2021	N/A	Casual Employee

(SY 20-21 #106, 107)

- c. Appoint the following CTE Staff members to work additional hours of summer curriculum work for the period of August 1, 2020 to June 30, 2021 at a rate of \$25.00 per hour. This will be in addition to the prior approved hours. The recommended additional hours and total hours are listed below:

<u>Teacher</u>	<u>Additional Hours</u>	<u>Total Hours</u>
Thomas Davis	5	45
Donald Lucas	8	48

(SY 20-21 #108)

- d. Appoint the following employees listed below as mentors for the 2020-2021 school year effective July 1, 2020 to June 30, 2021. They will be paid no more than \$1,000.00 for the school year depending on mentoring hours.

Michael DiMezza	Michael DiMezza	Tara Caraco
Daniel Salvagni	Kimberly Hale	Michelle Rice
Shannon Petrie	Julie Carroll	Jamie Sedal-Ammann
Kristen Michaels	Phil Schuyler	Michael Schell
Rebecca Skretkowicz	Ryan England	Daniella Murphy
Michael Schell	Heather Haas	Anna Goderie
Jeanne Halloran		

(SY 20-21 #109)

Amended
Appointments

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

Jessica Kirby-Barnes - Due to Civil Service requirements, we are amending Jessica Kirby-Barnes' appointment as follows: Health and Safety Officer leave of absence to begin July 1, 2019 and her Health and Safety Supervisor provisional-promotional appointment will begin July 1, 2019. Salary remains the same. (SY 20-21 #110)

Brennan Haley - Physical Education Teacher with Special Education, amending his salary to \$43,226.00 effective September 1, 2020. Mr. Haley was appointed at the August 26, 2020 with a salary of \$43,630.00 which was the incorrect salary. (SY 20-21 #111)

Bridgett Olson - Account Clerk/Typist with PTECH, amending her salary to be \$27,901.34 pro-rated to \$24,413.70 effective August 18, 2020. Ms. Olsen was appointed at the August 17, 2020 Board meeting with a salary of \$26,817.90. The pro-rated salary was the same. (SY 20-21 #112)

Shelby Somelofske - Long-term Substitute with Special Education, amending her appointment to a four-year probationary appointment to a Special Education Teacher with Special Education effective September 1, 2020 through August 31, 2024. Tenure area: Education of Children with Handicapping Conditions - General Special Education. (Tenure will be contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with the requirements of Education Law Sections 3012, 3012-c, 3012-d). Salary: \$43,226.00. Certification: Students with Disabilities (Grades 1-6) Emergency COVID-19. (SY 20-21 #113)

Natacha Robeson - Principal Account Clerk (BOCES) with the Business Office amending her appointment to be temporary effective August 10, 2020. Ms. Robeson was appointed at the July 29, 2020 Board meeting to a provisional appointment. (SY 20-21 #114)

Morgan Garcia - Part-time 0.3 FTE ENL Teacher with Itinerant Services, amending her July 29, 2020 appointment to a four-year probationary appointment to a 1.0 FTE ENL Teacher with Itinerant Services effective October 1, 2020 through September 30, 2024. Tenure area: English as a Second Language. (Tenure will be contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout her probationary period, consistent with the requirements of Education Law Sections 3012, 3012-c, 3012-d). Salary: \$50,673.00 pro-rated to \$45,605.70. Certification: English to Speakers of Other Languages - Initial. (SY 20-21 #115)

Termination John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to terminate the following employee:

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1. Linda Lauber (SY 20-21 #116)	Family and Consumer Science Teacher	Special Education (09/01/2020)	09/01/2020

Miscellaneous Personnel Items John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to approve the following miscellaneous personnel item:

Addendum to the District Superintendent Agreement (SY 20-21 #117)

Information Only Effective September 1, 2020 Adrienne Morse, Teacher Aide, will transfer from the Special Education program to the PTECH Program. Ms. Morse will remain in the same Teacher Aide job title.

CLAIMS AUDITOR REPORT Allan Turnbull made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Report for the period of August 4, 2020 through September 2, 2020. (SY 20-21 #118)

TREASURER'S REPORT John DeValve made a motion, seconded by James Beirlein, and unanimously carried to approve the Treasurer's Report from July 1, 2020 through July 31, 2020 as submitted. (SY 20-21 #119)

DONATION OF PERSONAL PROTECTIVE EQUIPMENT Jean LaPorta made a motion to accept the donation of two gallons of hand sanitizer; 300 surgical face masks; 600 disposable masks; a dozen hand hygiene signs; two Spray Nine bottles; 300 band aids; two infrared thermometers; 20 cloth masks; 50 disposable gowns; and 30 face shields with appreciation to donor, the Montgomery Public Health Department. This motion was seconded by Gustavo Sacerio and unanimously carried. (SY 20-21 #120)

RESERVE FUND REPORT
THROUGH JUNE
2020

John DeValve made a motion, seconded by James Beirlein and unanimously carried to accept the Reserve Fund Report for the year ending June 30, 2020 as submitted by the Chief Financial Officer. (SY 20-21 #121)

COMPAnion CORPORATION
INTENT TO PURCHASE AND
SERVICES AGREEMENT

Allan Turnbull made a motion to authorize the District Superintendent to execute the intent to Purchase and Service Agreement with COMPAnion Corporation for a Library Media Program. This motion was seconded by Gustavo Sacerio and unanimously carried. (SY 20-21 #122)

REVISED 2020-21
ANNUAL LEASE

James Beirlein made a motion, seconded by Carmen Caraco to approve the Revised 2020-21 Distance Learning and annual classroom leases as submitted in the aggregate amount of \$524,250. This motion was unanimously carried. (SY 20-21 #123)

INDEPENDENT CONTRACTOR
SERVICES AGREEMENT -
DAVID LEAVITT

Allan Turnbull made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and David Leavitt to provide on-site and electronic consultation in support of the efforts of ADK to provide a positive climate and culture for the students, parents, faculty, staff and administration from September 1, 2020 through June 30, 2021. This motion was seconded by John DeValve and unanimously carried. (SY 20-21 #124)

BUDGET TRANSFERS

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the budgetary transfers from May 1, 2020 through June 30, 2020 as submitted by the Chief Financial Officer. (SY 20-21 #125)

BUDGET ADJUSTMENTS

James Beirlein made a motion, seconded by John DeValve to approve the budgetary adjustments through June 30, 2020 as submitted by the Chief Financial Officer. This motion was unanimously carried. (SY 20-21 #126)

RFB RECOMMENDATION
And REVISED RFB
RECOMMENDATION

Pursuant to the Competitive bidding process, Allan Turnbull made a motion seconded by John DeValve and unanimously carried to accept the RFB and revised RFBs as noted by memoranda from the Purchasing Official in the following areas:

RFB 21-01 Purchase of Personal Protective Equipment and Supplies - See attached bid summary. (SY 20-21 #127, 127B)

RFB 20-07 Paper Products (revised) - Hill and Markes is no longer able to adhere to the bid pricing they submitted on RFB 20-07 paper due to COVID-19: Force Majeure. Re-award to US Foods Albany (9 items). (SY 20-21 #128)

RFB 20-09 Groceries (revised) - US Foods inadvertently bid on item number 1060-Beans, Wax 6/10 grade B, Low Sodium; they requested that we award to next low bidder. Re-award to Ginsberg's Foods Inc. (SY 20-21 #129)

2019-20 INDEPENDENT
AUDIT REPORT

Having been received and discussed by the Audit Committee, Jean LaPorta made a motion to accept the fiscal 2019-2020 Independent Audit as prepared and submitted by West and Company. This motion was seconded by James Beirlein and unanimously carried. (SY 20-21 #130)

2019-20 ANNUAL
INVESTMENT REPORT
- Information Only

The Board was given the HFM BOCES 2019-2020 Annual Investment Report for information only.

RESOLUTION FOR A
REVISED RETENTION
AND DISPOSITION
SCHEDULE

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

RESOLVED, By the Board of Cooperative Educational Services of Hamilton-Fulton-Montgomery Counties that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

HFM BOCES DISTRICT-
WIDE SAFETY PLAN
UPDATED JULY 2020

Carmen Caraco made a motion, seconded by James Beirlein to accept the updated HFM BOCES District-Wide School Safety plan. This motion was unanimously carried. (SY 20-21 #131)

BOARD MEMBER REPORTS
AND COMMENTS

Jean LaPorta commented on replacing the Board member picture on BoardDocs next time the whole Board is together.

FUTURE MEETINGS

October 28, 2020 - HFM BOCES Regular Board Meeting, 5:00 p.m., Virtual Meeting via Webex

ADJOURNMENT:

With no further business to come before the Board, Allan Turnbull made a motion at 6:40 p.m. to adjourn the meeting. This motion was seconded by James Beirlein and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board