

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

DATE October 28, 2020

PLACE Meeting can be accessed via phone:  
Call: 1-646-992-2010 - Access Number: 173 112  
6745.

KIND OF MEETING Regular Monthly

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

MEMBERS ABSENT James Beirlein

OTHERS PRESENT David Ziskin, District Superintendent; Lorraine  
Hohenforst, Deputy Superintendent; Jay  
DeTraglia, Assistant Superintendent; Kathi  
Lewis, School Business Official; Aaron Flynn,  
Human Resources Manager; Craig Clark,  
Communications Specialist; Mark Beaudette,  
Internal Audit Manager with Questar III BOCES  
and Christine Eaton, Clerk

CALL TO ORDER Vice President LaPorta 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 Allan  
Turnbull 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 upon a motion made by Allan Turnbull,  
seconded by Harry Brooks and unanimously  
carried.

INDEPENDENT AUDIT REPORT PRESENTATION Michael Beaudette, Internal Auditor from  
Questar III BOCES reviewed the 2019-20 Annual  
Risk Assessment and 2019-20 Extraclassroom  
Activities Fund Audit with the 2019-20  
Independent Audit with the Audit Committee.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at  
5:24 p.m. upon a motion made by John DeValve  
and seconded by Allan Turnbull and unanimously  
carried.

APPROVAL OF MINUTES      Gustavo Sacerio made a motion, seconded by John DeValve to approve the minutes of the September 30, 2020 Regular Board Meeting. This motion was carried unanimously.

ASSISTANT SUPERINTENDENT'S REPORT      The Assistant Superintendent's Partnership-Advocacy-Leadership Report included:

- ▶ Alternative Education
- ▶ Career and Technical Education
- ▶ P-TECH
- ▶ Special Education

DEPUTY SUPERINTENDENT'S REPORT      The Deputy Superintendent's Partnership-Advocacy-Leadership Report included:

- ▶ Adult Literacy and Corrections Education
- ▶ Instructional Services
- ▶ School Library System Professional Development

DISTRICT SUPERINTENDENT'S REPORT      The District Superintendent's Partnership-Advocacy-Leadership report included:

- ▶ CSO Communication and Committee Schedule
  - ▶ Adopt 2020-21 Board Organizational Goals
- Carmen Caraco made a motion, seconded by Gustavo Sacerio and unanimously carried to adopt the 2020-21 Board Organizational Goals. (SY 20-21 #131)
- ▶ Adopt Addition to the HFM BOCES Core Belief's

Gustavo Sacerio made a motion, seconded by Harry Brooks and unanimously carried to adopt the addition to the HFM BOCES Core Belief's. (SY 20-21 #132)

**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**

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

| <b><u>Name</u></b> | <b><u>Position</u></b>          | <b><u>Division</u></b>                  | <b><u>Effective Date</u></b> |
|--------------------|---------------------------------|---|------------------------------|
| 1. Eileen Henry    | Bus Driver                      | Regional Transportation<br>(09/09/1992) | 10/31/2020                   |
| 2. Patricia Weaver | Principal Account Clerk (BOCES) | Business Office<br>(09/01/2001)         | 07/29/2021                   |

(SY 20-21 #133, #134)

**Resignations**

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

| <b><u>Name</u></b>   | <b><u>Position</u></b> | <b><u>Division</u></b>                  | <b><u>Effective Date</u></b> |
|----------------------|------------------------|---|------------------------------|
| 1. Margaret Coolidge | School Bus Attendant   | Regional Transportation<br>(05/05/2018) | 10/07/2020                   |
| 2. Edrie Murphy      | School Bus Attendant   | Regional Transportation<br>(03/16/2020) | 09/24/2020                   |
| 3. Susan Anthony     | School Counselor       | Special Education<br>(09/01/2019)       | 10/26/2020                   |

(SY 20-21 #135, 136, 137)

**Leave of Absence**

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

| <b><u>Name</u></b> | <b><u>Position</u></b>    | <b><u>Division</u></b>          | <b><u>Effective Date</u></b>  |
|--------------------|---------------------------|---------------------------------|---|
| 1. Andrea Bambara  | Special Education Teacher | Special Ed<br>(09/01/2019)      | 02/13/2021 through 6/30/2021  |
| 2. Jennifer Lander | Account Clerk             | Business Office<br>(01/02/2001) | 10/29/2020 -pending a probationary appointment to a Senior Account Clerk position |

(SY 20-21 #138, 139)

Establish Positions

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

|    | <u>POSITION</u>               | <u>PROGRAM/LOCATION</u> | <u>EFFECTIVE DATE</u> |
|----|-------------------------------|-------------------------|-----------------------|
| 1. | Temporary Custodial Worker    | Operations              | 10/29/2020            |
| 2. | Computer Services Coordinator | Computer Services       | 10/29/2020            |

Appointments Certified Teachers Part-time or Temporary

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

- a. **Name:** Victoria Subik
- Appointment Type:** Temporary
- Title:** Agriculture Teacher
- Tenure Area:** N/A
- Salary:** \$43,226.00; Pro-rated to \$30,474.33
- Effective Date:** 11/30/2020-06/30/2021
- Department:** CTE
- FTE:** 1.0
- Certification** Agriculture – Emergency COVID 19  
(SY 20-21 #140)

Appointments - Civil Service

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

- a. **Name:** Kayla Lachmayer
- Appointment Type:** Probationary
- CS Title:** School Bus Attendant
- Probationary Term:** 10/29/2020-10/28/2021
- Salary:** \$12.75 per hour
- FTE:** 1.0
- Department:** Regional Transportation
  
- b. **Name:** Jennifer Lander
- Appointment Type:** Temporary
- CS Title:** Senior Account Clerk
- Effective:** 10/29/2020
- Salary:** \$39,845.93; pro-rated to \$26,895.96
- FTE:** 1.0
- Department:** Business Office
  
- c. **Name:** John Riedle
- Appointment Type:** Temporary
- CS Title:** Custodial Worker
- Effective:** 10/29/2020-06/30/2021
- Salary:** \$25,195.00 pro-rated to \$17,006.60
- FTE:** 1.0
- Department:** Operations and Maintenance

- d. **Name:** Carden Smith  
**Appointment Type:** Provisional  
**CS Title:** Computer Services Coordinator  
**Effective:** 10/29/2020  
**Salary:** \$45,000.00; pro-rated to \$30,375.00  
**FTE:** 1.0  
**Department:** Computer Services

(SY 20-21 #141, 142,143, 144)

All Other Appointments

Allan Turnbull made a motion, seconded by John DeValve 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).

Teachers – effective 10/29/2020

|                 |                    |               |
|-----------------|--------------------|---------------|
| Ashley Polidore | Christine Pietro   | Karlie Foster |
| Ashlin Glionna  | Mackenzie Morrison |               |

Teacher Aides – effective 10/29/2020

|             |              |                    |
|-------------|--------------|--------------------|
| Sarah Reese | Robin Borner | Mackenzie Morrison |
|-------------|--------------|--------------------|

School Monitor – effective 10/29/20

|             |              |                    |
|-------------|--------------|--------------------|
| Sarah Reese | Robin Borner | Mackenzie Morrison |
|-------------|--------------|--------------------|

Food Service Helper – effective 10/29/20

Robin Borner

(SY 20-21 #145)

- 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. | Michael Beatty   | Sub Service             | \$30.00     | Per Hour                       | 10/29/2020-06/30/2021     | N/A                  | Substitute Interviewer   |
| 2. | Christine Pietro | Home School Instruction | \$50.00     | Per Hour                       | 10/01/2020-06/30/2021     | N/A                  | Resource Coordinator     |

(SY 20-21 #146, 147)

- c. Appoint the following PTECH Staff member to work additional 28 hours of summer curriculum work for the period of July 1, 2020 to August 31, 2020 at a rate of \$25.00 per hour.

Sandra Barkevich  
(SY 20-21 #148)

- 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.

|               |                 |                |
|---------------|-----------------|----------------|
| Heather Mello | Jeanne Halloran | Nancy Turnbull |
|---------------|-----------------|----------------|

(SY 20-21 #149)

e. 2020-21 Advisors

| <b>Program</b> | <b>Organization</b>      | <b>Name</b>   |
|----------------|--------------------------|---|
| PTECH          | Student Government       | Taylor VanSlyke<br>Kayleigh Denney                                |
| PTECH          | Academic Club            | Anna Goderie<br>Keturah Tallon<br>Peter Briele<br>Jeanne Halloran |
| PTECH          | Art Club                 | Melissa McGill  |
| PTECH          | Blacksmith Guild Club    | Rodney Schuyler   |
| PTECH          | Drama Club Advisor       | Jacob Brode<br>Cristin Murphy                                     |
| PTECH          | FBLA                     | Sandra Barkevich  |
| PTECH          | Student Judicial Counsel | Jennifer Spoppable  |
| PTECH          | Robotics                 | Zachary Caricco   |
| PTECH          | Yearbook                 | Katie Catucci   |
| PTECH          | FFA                      | Brandon Trinkle   |

(SY 20-21 #150)

**Tenure  
Appointments**

Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to appoint the following employee to tenure status based upon successful completion of the required probationary period:

- |    | <b><u>Name</u></b>   | <b><u>Tenure Area</u></b>                          | <b><u>Effective</u></b> |
|----|----------------------|--|-------------------------|
| a. | Michael Schell, Jr.* | Education of Children with Handicapping Conditions | 09/01/2020              |
- \*Information Only, probationary period has been missed has already been granted tenure.  
(SY 20-21 #151)

**Amended  
Appointments**

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

**Olson, Bridgett** - Account Clerk/Typist with PTECH amending her August 17, 2020 provisional Board appointment to a one-year probationary appointment effective October 1, 2020 through September 30, 2021. Salary remains the same. (SY 20-21 #152)

**Wheeler, Deana** - Senior Typist with ADK amending her June 24, 2020 Board appointment from a provisional appointment to a one-year probationary appointment effective October 29, 2020 through October 28, 2021. Salary remains the same. (SY 20-21 #153)

**Abolish Position** Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to abolish the following position:

|    | <u>POSITION</u>           | <u>PROGRAM/LOCATION</u> | <u>EFFECTIVE DATE</u> |
|----|---------------------------|-------------------------|-----------------------|
| 1. | Typist<br>(SY 20-21 #154) | CTE                     | 10/31/2020            |

**CLAIMS AUDITOR REPORT** Allan Turnbull made a motion, seconded by Gustavo Sacerio, and unanimously carried to approve the Claims Auditor Report for the period of September 9, 2020 through September 30, 2020. (SY 20-21 #155)

**TREASURER'S REPORTS** John DeValve made a motion, seconded by Allan Turnbull, and unanimously carried to approve the Treasurer's Reports from August 1, 2020 through August 31, 2020 and September 1, 2020 through September 30, 2020 as submitted. (SY 20-21 #156, 157)

**EXTRACLASS REPORTS** Gustavo Sacerio made a motion to approve the July, August and September 2020 Extraclass reports as submitted. This motion was seconded by Carmen Caraco and unanimously carried. (SY 20-21 #158, 159, 160)

**ITEMS TO BE DECLARED SALVAGE** Carmen Caraco made a motion, seconded by John DeValve and unanimously carried to approve the items for salvage as listed on the Chief Financial Officer's memorandum dated October 14, 2020. (SY 20-21 #161)

**2019-20 INTERNAL AUDIT REPORT** Having been received and discussed by the Audit Committee, Allan Turnbull made a motion to accept the 2019-20 Annual Risk Assessment submitted by Internal Auditor Mark Beaudette, CPA, Questar III BOCES, taking note of the Chief Financial Officer's Management Response Letters. This motion was seconded by Gusatvo Sacerio and unanimously carried. (SY 20-21 #162)

DISSOLVE PTECH  
EXTRACLASS  
ACCOUNTS

John DeValve made a motion, seconded by Carmen Caraco and unanimously carried to dissolve the Foothills PTECH Student Government Association, Foothills PTECH Yearbook Club, Agriculture PTECH Student Government Association and Agriculture PTECH Academic Club and transfer all funds in their accounts to the PTECH SGA Account. (SY 20-21 #163)

RFP EXTENSION  
RECOMMENDATION

Pursuant to the competitive bidding process, Harry Brooks made a motion, seconded by Carmen Caraco to accept the RFP extension as noted by memorandum from the Purchasing Official in the following area:

RFP 18-01 - Independent Audit Services - West and Company, CPA's PC, 97 North Main Street, PO Box 1219, Gloversville, NY 12078. (SY 20-21 #164)

INDEPENDENT  
MANAGEMENT  
REPOSE  
LETTER

John DeValve made a motion, seconded by Gusatvo Sacerio and unanimously carried to accept the Independent Audit Management Letter Response dated October 9, 2020 as prepared by the Chief Financial Officer. (SY 20-21 #165)

EMPIRE BLUECROSS  
MEDICARE  
ADVANTAGE RENEWAL

Allan Turnbull made a motion to authorize the District Superintendent to renew the Empire MediBlue Freedom PPO with Empire BlueCross to provide health insurance to the HFM BOCES Medicare eligible retirees at no rate increase effective January 1, 2021 through December 31, 2021. The motion was seconded by Gustavo Sacerio and unanimously carried. (SY 20-21 #166)

GRANTS

Harry Brooks made a motion, seconded by John DeValve 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 - \$110,210.00  
(SY 20-21 #167)

BOARD MEMBER REPORTS  
AND COMMENTS  
Board Member  
Recognition Week

Dr. Ziskin announced that School Board member appreciation week was October 19-23, 2020 and he thanked the board for being a conscientious, responsible and professional School Board. He also shared the Governor's School Board Week Proclamation.

FUTURE MEETINGS

December 9, 2020 - HFM BOCES Regular Board Meeting, 5:00 p.m., Virtual Meeting via Webex

EXECUTIVE SESSION

At 6:06 p.m. the Board entered executive session for the purpose of discussing the employment history of a particular person upon a motion made by John DeValve, seconded by Allan Turnbull and unanimously carried.

RETURN TO OPEN  
SESSION

At 6:16 p.m. John DeValve made a motion to return to open session. This motion was seconded by Allan Turnbull and unanimously carried.

ADJOURNMENT:

With no further business to come before the Board, Allan Turnbull made a motion at 6:16 p.m. to adjourn the meeting. This motion was seconded by Gustavo Sacerio and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board