

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

DATE January 27, 2021

PLACE Meeting can be accessed via phone:  
Call: 1-646-992-2010 - Access Number: 173 342  
2575.

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; Craig Clark,  
Communications Specialist; Christine Carioto,  
Principal of Alternative Education; Brian  
Garrity, Administrative Coordinator of  
Alternative Education; Kristi Beedon,  
Coordinator of School Library System; Tara  
Caraco, Instructional Service Coordinator;  
Ashley Onyon, Reporter for 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 John DeValve made a motion, seconded by Gustavo  
Sacerio 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  
December 9, 2020 Regular Board Meeting. This  
motion was carried unanimously.

ASSISTANT  
SUPERINTENDENT'S  
REPORT The Assistant Superintendent's Partnership-  
Advocacy-Leadership Report included:  
  
► ADK Program Presentation by Christine Carioto  
and Brian Garrity

**DEPUTY  
SUPERINTENDENT'S  
REPORT**

The Deputy Superintendent's Partnership-  
Advocacy-Leadership Report included:

- ▶ School Library System - Presentation by Kristi Beedon
- ▶ TRLE - Presentation by Tara Caraco

**DISTRICT  
SUPERINTENDENT'S  
REPORT**

The District Superintendent's Partnership-  
Advocacy-Leadership report included:

- ▶ Role of the BOCES and District Superintendent
- ▶ Executive Budget Proposal
- ▶ Legislative Advocacy

**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 James Beirlein 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.	Cathy Catucci	School Bus Attendant	Regional Transportation (07/01/2013)	06/30/2021
2.	Renee Dunham	Bus Driver	Regional Transportation (09/06/1989)	06/26/2021
3.	Darlene Vogt	Registered Professional Nurse (School)	Special Education (09/19/2016)	06/30/2021

(SY 20-21 #204, #205, #206)

**Unpaid Leaves of  
Absence**

John DeValve made a motion, seconded by James Beirlein and unanimously carried to approve the following unpaid 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 (09/01/2019)	Amending effective date from 02/13/2021 to 1/30/2021 through 6/30/2021
2.	Tariyka Chaulk	Library Media Teacher	School Library Systems (09/01/2018)	02/25/2021 through 06/30/2021
3.	Amanda Wright	Teacher Aide	Special Education (09/01/2016)	11/21/20 through 06/30/2021

(SY 20-21 #207, #208, #209)

**Amended  
Appointments -  
Certified Teachers**

John DeValve made a motion, seconded by James Beirlein and unanimously carried to approve the following amended certified teacher appointments:

- a. **Name:** J. Anthony DiMezza  
**Appointment Type:** Probationary  
**Title:** Art Teacher  
**Tenure Area:** Art  
**Salary:** \$43,226.00  
**Effective Date:** 09/01/2020-08/31/2024  
**Department:** ADK  
**FTE:** 1.0  
**Certification:** Visual Arts- Emergency COVID 19  
 Mr. Dimezza was appointed as a long-term substitute at the August 26, 2020 Board meeting.
  
- b. **Name:** Todd Harper  
**Appointment Type:** Probationary  
**Title:** Culinary Arts Teacher  
**Tenure Area:** Culinary Careers 7-12  
**Salary:** \$66,216.00; Pro-rated to \$51,317.40  
**Effective Date:** 11/09/2020-11/08/2024  
**Department:** CTE  
**FTE:** 1.0  
**Certification:** Culinary Careers 7-12 Transitional A  
 Mr. Harper was appointed as a long-term substitute at the December 9, 2020 Board meeting.  
**(SY 20-21 #210 #211)**

Appointment - Certified Related Service Personnel John DeValve made a motion, seconded by James Beirlein and unanimously carried to approve the certified related services personnel appointment listed below:

- a. **Name:** Sarah Austin  
**Appointment Type:** Probationary  
**Title:** School Counselor  
**Tenure Area:** School Counselor  
**Salary:** \$50,673.00; Pro-rated to \$29,136.95  
**Effective Date:** 01/11/2021-01/10/2025  
**Department:** Special Education  
**FTE:** 1.0  
**Certification:** School Counselor - Provisional - Renewal  
(SY 20-21 #212)

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

- a. **Name:** Amelia Barkevich  
**Appointment Type:** Temporary  
**CS Title:** Teacher Aide  
**Probationary Term:** 01/28/21-06/30/21  
**Salary:** \$17,798.00; pro-rated to \$9,076.98  
**FTE:** 1.0  
**Department:** PTECH
- b. **Name:** Tracie Rousseau  
**Appointment Type:** Probationary  
**CS Title:** Typist  
**Probationary Term:** 01/28/2021-01/27/2022  
**Salary:** \$25,712.45; pro-rated to \$10,927.78  
**FTE:** 1.0  
**Department:** Regional Transportation  
(SY 20-21 #213, #214)

All Other Appointments John DeValve made a motion, seconded by James Beirlein 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 01/28/21

Lisa Hoffman  
Myles Anderson  
LaDona Webster

Karen Edwards  
Louis Fedullo

Riley Hall  
Sarah E. Ellis

LPN- effective 1/28/21

LaDona Webster

School Monitor- effective 1/28/21

Sarah E. Ellis

Teacher Aide - effective 1/28/21

Sarah E. Ellis

School Bus Attendant - effective 1/7/21

Joseph Papa

Bus Driver - effective 1/7/21

Charles Brown

(SY 20-21 #215, #216)

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

Rebecca Skretkowicz

(SY 20-21 #217)

Amended  
Appointments

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

Extend the probationary period for the following:

Shayla Dixon, Bus Driver for HFM BOCES Regional Transportation to March 17, 2021. (SY 20-21 #218)

Destiny Brownell, Bus Driver for HFM BOCES Regional Transportation to June 7, 2021. (SY 20-21 #218)

Santamaria, Sarah - Teacher Aide with Adult Literacy and Corrections Education, amending her December 11, 2019 part-time hourly appointment to be a full-time appointment effective January 28, 2021. Salary: \$18,206.00; pro-rated to \$9,285.06. (SY 20-21 #219)

Resignation for  
Retirement -  
Deputy  
Superintendent

James Beirlein made a motion, seconded by John DeValve to accept with regret the resignation for retirement of Dr. Lorraine Hohenforst effective August 31, 2021. The Board recognizes and appreciates Dr. Lorraine Hohenforst's more than thirty-two years of exemplary service to the BOCES. This motion was unanimously carried. (SY 20-21 #220)

**CLAIMS AUDITOR REPORT** Allan Turnbull made a motion, seconded by John DeValve, and unanimously carried to approve the Claims Auditor Report for the period of November 24, 2020 through December 22, 2020. (SY 20-21 #221)

**TREASURER'S REPORTS** James Beirlein made a motion to accept the Treasurer's Reports for the periods of October 1, 2020 through October 31, 2020; November 1, 2020 through November 30, 2020 and December 1, 2020 through December 31, 2020. This motion was seconded by John DeValve and unanimously carried. (SY 20-21 #222, #223, #224)

**EXTRACLASS REPORTS** John DeValve made a motion to approve the November 2020 and December 2020 Extraclass report as submitted. This motion was seconded by Allan Turnbull and unanimously carried. (SY 20-21 #225, #226)

**ITEMS TO BE DECLARED SALVAGE** Gustavo Sacerio made a motion, seconded by James Beirlein and unanimously carried to approve the items for salvage as listed on the Chief Financial Officer's memorandum dated January 5, 2021. (SY 20-21 #227)

**GRANTS** Alan Turnbull made a motion, seconded by Gustavo Sacerio 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 II, Corrections Education and Other Institutionalized Education - \$250,000.00**
- WIOA, Title II, Integrated English and Civics Education - \$300,000.00**
- WIOA, Title II, Adult Education & Literacy (Gloversville Literacy Zone) - \$125,000.00**
- WIOA, Title II, Adult Education & Literacy (Amsterdam Literacy Zone) - 125,000.00**
- WIOA, Title II, Adult Education & Literacy - \$100,000.00 (SY 20-21 #228, #229, #230, #231, #232)**

- DISTRICT SUPERINTENDENT CREDIT CARD SUMMARY      John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to accept the District Superintendent's Credit Card Summary for the period of October 1, 2020 through December 31, 2020. (SY 20-21 #233)
- DEPUTY SUPERINTENDENT And CFO CREDIT CARD SUMMARY      Gustavo Sacerio made a motion, seconded by James Beirlein and unanimously carried to accept the Deputy Superintendent and CFO's Credit Card Summary for the period of October 1, 2020 through December 31, 2020. (SY 20-21 #234)
- BOUCHEY AND CLARKE ACA AGREEMENT      Allan Turnbull made a motion to authorize the District Superintendent to execute the Agreement by and between HFM BOCES and Bouchey and Clarke Benefits, Inc. to perform tracking and reporting services pursuant to the Affordable Care Act for HFM BOCES for the period of July 1, 2020 through June 30, 2021. This motion was seconded by Gustavo Sacerio and unanimously carried. (SY 20-21 #235)
- ACCEPTANCE OF DONATIONS TO PTECH      John DeValve made a motion, seconded by James Beirlein and unanimously carried to accept the donations totaling \$500 to support the PTECH Thanksgiving celebration from the individuals listed:
- Emily Handy - \$100
  - Noah Handy - \$100
  - Goldie Handy - \$100
  - Mark Agnes - \$100
  - Orvil Handy - \$100
- (SY 20-21 #236)
- SOLE SOURCE      James Beirlein made a motion, seconded by John DeValve and unanimously carried to adopt the following resolution designating the sources listed below to be the sole source providers of equipment, products or services required by the Hamilton-Fulton-Montgomery BOCES:

Recommend adoption of the following resolution designating the sources listed below to be the sole source providers of equipment, products or services required by the Hamilton-Fulton-Montgomery BOCES.

**WHEREAS, items which can only be purchased from one source are an exception to Section 103 of the General Municipal Law and therefore are not subject to competitive bidding requirements, and**

**WHEREAS, the sources listed are either the manufacturer or sole distributor of the equipment, products or services and the sole source provider to educational institutions for the specified item, and**

**THEREFORE, BE IT RESOLVED, that the Hamilton-Fulton-Montgomery BOCES hereby determines the sources listed below to be the sole source providers, and**

**BE IT FURTHER RESOLVED, that this resolution shall be in effect for a period of twelve months from the date of adoption for the following equipment, products or service sources.**

**Manufacturer/Distributor: SCHFront LLC (School Front)**

**(SY 20-21 #237)**

**SCHOOLFRONT  
CONTRACT &  
LICENSING AGREEMENT** John DeValve made a motion to authorize the District Superintendent to execute the SchoolFront Contract and Licensing Agreement by and between HFM BOCES and SchFront LLC to use one or more modules of SchoolFront. This motion was seconded by James Beirlein and unanimously carried. (SY 20-21 #238)

**SUPPLEMENTAL  
STAFFING AGREEMENT** John DeValve made a motion to authorize the District Superintendent to execute the Supplemental Staffing Agreement by and between HFM BOCES and The Nurse Connection Staffing, Inc., to provide supplemental staffing to provide certain COVID-19 screenings of client's employees and students on an as needed basis. This motion was seconded by Allan Turnbull and unanimously carried. (SY 20-21 #239)

**ENDORSEMENT OF  
2021-2020  
ADMINISTRATIVE  
BUDGET** James Beirlein made a motion, seconded by Gustavo Sacerio and unanimously carried to endorse the 2021-2022 Administrative Budget in the amount of \$1,835,079 without retiree health and dental. This includes a 3.8% increase over the 2020-21 budget of \$1,768,155. The Administrative budget will be reviewed with the component Boards of Education at the April 14, 2021 annual meeting and is subject to public vote by said school districts on April 28, 2021. (SY 20-21 #240)

**RFP EXTENSION &  
REVISED RFB  
RECOMMENDATIONS**

Pursuant to the competitive bidding process, James Beirlein made a motion, seconded by John DeValve and unanimously carried to accept the RFP extension and the revised RFB recommendations as noted by memoranda from the Purchasing Official in the following areas:

**RFP 20-03** (Extension) - Scoring and Analysis; NYS Assessments for the 2020-2021 school year- Educational Vistas, Inc., 2200 Maxon Road, Schenectady, NY 12308. (SY 20-21 #241)

**RFB 20-11 NOI** - Gingsburg's Foods is no longer able to adhere to the pricing on one item they submitted on RFB 20-11 NOI. Recommendation is to rescind the award. (SY 20-21 #242)

**RFB 20-11 NOI** - Gingsburg's Foods is no longer able to adhere to pricing on three items they submitted on RFB 20-11 NOI. Recommendation is to re-award the three items to US Foods. (SY 20-21 #243)

**RFB 20-10 Meat and Dairy** - US Foods is no longer able to adhere to the pricing on three items they submitted on RFB 20-10 Meat and Dairy. Recommendation is to rescind the award. (SY 20-21 #244)

**RFB 20-10 Meat and Dairy** - Gingsburg's Foods is no longer able to adhere to the pricing of one item they submitted on RFB 20-10 Meat and Dairy. Recommendation is to rescind the award. (SY 20-21 #245)

**RFB 20-09 Groceries** - Gingsburg's Foods is no longer able to adhere to the pricing on eight items they submitted on RFB 20-09 Groceries. Recommendation is to rescind the award. (SY 20-21 #246)

**RFB 20-09 Groceries** - Gingsburg's Foods is no longer able to adhere to the pricing on four items they submitted on RFB 20-09 Groceries. Recommendation is to re-award the four items listed to US Foods. (SY 20-21 #247)

**POLICIES-2nd  
Readings and  
Adoption**

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to accept the following policies as second readings and adopt them:

Policy #1101 Records Management  
Policy #5305 Data Security and Privacy  
Policy #7102 Student Medications  
(SY 20-21 #248, #249, #250)

**BOARD MEMBER  
REPORTS  
AND COMMENTS**

There were no Board Member Reports

**FUTURE MEETINGS**

February 24, 2021 - HFM BOCES Regular Board Meeting, 5:00 p.m., HFM BOCES Board Room and via Webex.

ADJOURNMENT:           With no further business to come before the Board, Allan Turnbull made a motion at 6:26 p.m. to adjourn the meeting. This motion was seconded by John DeValve and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board