

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

DATE March 31, 2021

PLACE Meeting can be accessed via phone:  
Call: 1-646-992-2010 - Access Number: 129 799  
9660.

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; Laurie Bargstedt,  
Coordinator of Adult Literacy and Corrections  
Education; Carden Smith, Computer Services  
Coordinator 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  
John DeValve to approve the minutes of the  
February 24, 2021 Regular Board Meeting. This  
motion was carried unanimously.

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

- ▶ Adult Literacy and Corrections Education  
Presentation - Laurie Bargstedt
- ▶ 2021-22 Expanded Distance Learning Pilot  
Program
- ▶ School Library Honorable Mention

DISTRICT  
SUPERINTENDENT'S  
REPORT

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

- ▶ Organizational Goals - Update
- ▶ CDC Guidelines on Reopening
- ▶ Financial Picture
- ▶ Annual Meeting and Budget Presentation

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.

Appointments -  
Civil Service

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

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- a. **Name:** Douglas Bushnoe  
**Appointment Type:** Probationary  
**CS Title:** Automotive Mechanic  
**Probationary Term:** 04/01/2021-03/31/2022  
**Salary:** \$36,264.64; pro-rated to \$9,066.15  
**FTE:** 1.0  
**Department:** Regional Transportation
- b. **Name:** Christopher Denning  
**Appointment Type:** Probationary  
**CS Title:** Bus Driver  
**Probationary Term:** 03/18/2021-03/17/2022  
**Salary:** \$18.01 per hour  
**FTE:** 1.0  
**Department:** Regional Transportation  
(SY 20-21 #271, 272)

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).

Teachers – effective 04/01/2021

Flint Davis                                  Melanie Weaver                          Elise Rush

School Monitor– effective 04/01/21

Elise Rush    Tracy Kocjan

Teacher Aide– effective 04/01/21

Elise Rush    Tracy Kocjan

Typist – effective 04/01/21

Tracy Kocjan

**(SY 20–21 #273)**

- 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><b>Name</b></u>	<u><b>Division</b></u>	<u><b>Rate</b></u>	<u><b>Hourly/Per Diem/Stipend</b></u>	<u><b>Term of Employment</b></u>	<u><b>Not to Exceed</b></u>	<u><b>Position Category</b></u>
1.	Michael Beatty	PTECH	\$410.00	Per Diem	04/26/2021-06/30/2021	N/A	Interim Principal
2.	Robert Boshart	CTE	\$25.00	Per Hour	04/01/2021-06/30/2021	N/A	Teacher per Hour

**(SY 20–21 274, 275)**

**Resignations for Retirement**

**John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to accept the following employee’s resignations for retirement:**

- |    |                 |                         |  |                              |                                    |
|----|-----------------|-------------------------|--|------------------------------|------------------------------------|
| 1. | Denise Brower   | Senior Typist           |  | Operations (09/30/1991)      | 09/30/2021                         |
| 2. | Patricia Weaver | Principal Account Clerk |  | Business Office (09/19/2001) | 07/30/2021 – revised from 07/29/21 |

**(SY 20–21 #776, 777)**

**Resignations**

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

	<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Division</b></u>	<u><b>Effective Date</b></u>
1.	Douglas Bushnoe	Automotive Mechanic Helper position to accept an Automotive Mechanic	Regional Transportation (04/13/2020)	03/31/2021

- 2. Christopher Denning                      Bus Driver                                      Regional Transportation (03/18/2021)                      03/19/2021
- 3. Cory Mykel                                      School Bus Attendant                                      Regional Transportation (01/06/2020)                      02/22/2021
- 4. Amy Pettit                                      Bus Driver                                      Regional Transportation (01/30/2014)                      03/09/2021
- 5. Mariah Smith                                      Teacher Aide                                      Special Education (12/12/2019)                      03/12/2021

(SY 20-21 278, 279, 280, 281, 282)

Termination

John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to terminate the probationary period of employment for the following:

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1. George Lane (SY 20-21 #283)	Bus Driver	Regional Transportation (09/01/2019)	03/31/2021

CLAIMS AUDITOR REPORT

Gustavo Sacerio made a motion, seconded by Allan Turnbull, and unanimously carried to approve the Claims Auditor Report for the period of February 3, 2021 through February 24, 2021. (SY 20-21 #284)

TREASURER'S REPORT

John DeValve made a motion to accept the Treasurer's Report for the period of February 1, 2021 through February 28, 2021. This motion was seconded by Jean LaPorta and unanimously carried. (SY 20-21 #285)

EXTRACLASS REPORT

John DeValve made a motion to approve the February 2021 Extraclass report as submitted. This motion was seconded by James Beirlein and unanimously carried. (SY 20-21 #286)

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 March 19 2021. (SY 20-21 #287)

**GRANTS**

James Beirlein made a motion, seconded by Allan Turnbull 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:

Stewarts Holiday Match Grant - \$300.00  
School Library System - \$18,368.00  
Agriculture Education Incentive - \$750.00  
(SY 20-21 #288, #289, #290)

**AUTHORIZATIONS FOR  
DEPUTY TREASURER**

Allan Turnbull made a motion, seconded by John DeValve and unanimously carried to approve the following banking related authorizations for the Deputy Treasurer to provide backup support for the Treasurer:

- 1) Authorize the Deputy Treasurer to use an electronic check signature to authenticate payroll checks in absence of the Treasurer.
- 2) Authorize the Deputy Treasurer to use an electronic check signature to authenticate accounts payable checks in absence of the Treasurer.
- 2) Authorize the Deputy Treasurer to process transfers in absence of the Treasurer.
- 4) Authorize the Deputy Treasurer with single signature authority.  
(SY 20-21 #291)

**RFB RECOMMENDATIONS  
& REVISED RFB  
RECOMMENDATIONS**

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

**RFB 21-01 – Protective Equipment and Supplies – PPE Extensions** – See Attached Bid Summary. (SY 20-21 #292)

**RFB 20-09 Groceries** - US Foods is no longer able to adhere to the pricing on one item they submitted on RFB 20-09 Groceries. Recommendation is to rescind the award. (SY 20-21 #293)

**RFB 20-10 Meat and Dairy** - US Foods is no longer able to adhere to the pricing on one item they submitted on RFB 20-10 Meat and Dairy. Recommendation is to rescind the award. (SY 20-21 #294)

POLICY-Second Reading Carmen Caraco made a motion, seconded by John DeValve and unanimously carried to accept the following policy as a second reading and adopt it:

Policy #0014 Gender Neutral Single Occupancy Bathroom Facilities (SY 20-21 #295)

POLICY - First Reading Allan Turnbull made a motion, seconded by Gustavo Sacerio and unanimously carried to accept the following policy as a first reading:

Policy # 0010 Equal Opportunity and Prohibition of Discrimination and Harassment. (Including Sexual Harassment) (SY 20-21 #296)

TITLE IX COORDINATORS John DeValve made a motion, seconded by Allan Turnbull and unanimously carried to change the title of Compliance Coordinators to Title IX Coordinators effective immediately and the Human Resources Manager and Deputy Superintendent are designated and authorized to act as the BOCES' Title IX Coordinators.

ADOPTION OF THE 2021-22 HFM BOCES BOARD MEETING CALENDAR John DeValve made a motion to adopt the 2021-22 HFM BOCES Board Meeting Calendar as submitted. This motion was seconded by Gustavo Sacerio and unanimously carried. (SY 20-21 #297)

BOARD MEMBER REPORTS AND COMMENTS Allan Turnbull asked if the Annual Meeting was going to be in-person or virtual. Dr. Ziskin explained it could be in-person for the BOCES Board members but virtual for the component Board members and the public.

FUTURE MEETINGS April 14, 2021 - HFM BOCES Annual Board Meeting, 6:00 p.m., via Webex

April 28, 2021 - HFM BOCES Regular Board Meeting (Annual Election and Budget Vote), 5:00 p.m., HFM BOCES Board Room and via Webex.

EXECUTIVE  
SESSION

At 6:06 p.m. the Board entered executive session for the purpose of discussing collective negotiations pertaining to the HFM BOCES CSEA Regional Transportation and discussing matters that might lead to the appointment of a particular person upon a motion made by John DeValve, seconded by Allan Turnbull and unanimously carried.

RETURN TO OPEN  
SESSION

At 6:36 p.m. John DeValve made a motion to return to open session. This motion was seconded By Gustavo Sacerio and unanimously carried.

ADDITION TO  
AGENDA

James Beirlein made a motion to add a MOA between HFM BOCES and the HFM BOCES CSEA Regional Transportation Unit to the March 31, 2021 Board Agenda. This motion was seconded by Jean LaPorta and unanimously carried.

MOA - CSEA  
Regional  
Transportation

John DeValve made a motion to approve the MOA by and between HFM BOCES and the HFM BOCES CSEA Regional Transportation Unit. This motion was seconded by Allan Turnbull and unanimously carried. (SY 20-21 #298)

ADJOURNMENT:

With no further business to come before the Board, Allan Turnbull made a motion at 6:35 p.m. to adjourn the meeting. This motion was seconded by John DeValve and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board