

The meeting was called to order at 6:30 PM and Pam Ellis led the Pledge of Allegiance at the Gick Road Conference Center, Saratoga Springs, New York with the following present:

Board of Education Members Present: John Rieger, President; Linda King, Vice President; Pamela Ellis, Michael Erickson, Naomi Marsh, Kevin Ostrander, David Petruska, Paul Rice, Cheryl Smith, and Jeff Smith, Stephen Smoller, and Janine Thomas.

Board of Education Member(s) Absent: Michael Glass, Frank Grimaldi, Gillette Nash

Also Present: James Dexter, District Superintendent; Timothy Place, Deputy District Superintendent; Anthony Muller, Deputy District Superintendent; Donna Wisenburn, Assistant Superintendent for Human Resources; Nancy DeStefano, Assistant Superintendent for Instructional Programs; Turina Parker, Executive Director for Educational and Support Programs; Lisa Palmer, Director of Personnel Development and Improvement; Heather Shelp, Business Administrator; Michael Nelson, Supervisor of Buildings and Grounds; and Jackie White, Board Secretary.

- 3.A. Mr. Dexter delivered the Oath of Office to re-elected Board member, Janine Thomas, and newly elected Board members, Pamela Ellis and Kevin Ostrander.
- 3.B. The District Superintendent asked for nominations for Board President. On motion made by Mr. Petruska and seconded by Mrs. Thomas, Mr. John Rieger was nominated for Board President. Mr. Dexter moved the polls to be closed, seconded by Mr. Petruska and unanimously carried. The vote for nomination for John Rieger for Board President was unanimously carried.
- 3.C. The Board President asked for nominations for Board Vice President. On motion made by Mrs. Smith and seconded by Ms. Marsh, Mrs. Linda King was nominated for Board Vice President. Mr. Rieger closed the nominations for Vice President. The vote for nomination for Linda King for Board Vice President was unanimously carried.
- 4.A. On motion made by Mr. Rice, seconded by Mr. Petruska and unanimously carried, the Board appointed Timothy Place as BOCES Clerk for the period of July 1, 2018 through July 31, 2018. The Board further appointed Ronald Black as BOCES Clerk effective August 1, 2018 until replaced or until the next organizational meeting in July of 2019, and further authorized the BOCES Clerk to open bids.
- 4.B.1. On motion made by Mr. Petruska, seconded by Mrs. Smith and unanimously carried, the Board appointed Amy Moore as District Treasurer for the period July 1, 2018 until the next organizational meeting in July of 2019, and that she be bonded under the District's Public School System Faithful Performance Blanket Position Bond.
- 4.B.2. As part of the same motion, the Board appointed Heather Shelp as Deputy District Treasurer for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019, and that she be bonded under the District's Public School System Faithful Performance Blanket Position Bond.
- 4.C. As part of the same motion, the Board appointed Jacqueline White as Board Secretary for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019.

- 4.D. As part of the same motion, the Board appointed Donna VanSchaick as Claims Auditor for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019 at the rate of \$26.98 per hour.
- 4.E. As part of the same motion, the Board appointed Girvin & Ferlazzo, PC as the BOCES Attorney for the period July 1, 2018 through June 30, 2019. (Independent Contractor)
- 4.F. As part of the same motion, the Board appointed Hudson Headwaters Health Network school physician effective July 1, 2018 through June 30, 2019 at a cost of \$4,246. (Independent Contractor)
- 4.G. As part of the same motion, the Board appointed Griffith Dardanelli Architects, PC to provide architectural planning services for the 2018-2019 school year at a cost of \$5,500. (Independent Contractor)
- 4.H.1. As part of the same motion, the Board appointed Timothy Place as Purchasing Agent and authorized Mr. Place to open bids for the period July 1, 2018 through July 31, 2018. Furthermore, the Board appointed Ronald Black as Purchasing Agent effective August 1, 2018 until replaced or until the next organizational meeting in July of 2019 and authorized Mr. Black to open bids. The work of final approval of purchase orders and purchasing will be divided between the Purchasing Agent and the Deputy Purchasing Agents as necessary and as directed by the Deputy District Superintendent or the Chief Financial Officer.
- 4.H.2. As part of the same motion, the Board appointed David Ashdown, Heather Shelp, and Theresa Pasco as Deputy Purchasing Agents and authorized them to open bids for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019.
- 4.I. As part of the same motion, the Board authorized the mileage for Board members for participation in the following activities/meetings:
- 2018-2019 AASBA and SCSBA Meetings
 - Volunteer work associated with the Saratoga and Washington County Fairs
- 4.J. As part of the same motion, the Board appointed Linda King as the Board Legislative Liaison to the New York State School Boards Association.
- 4.K. As part of the same motion, the Board authorized travel expenses for Linda King in association with her duties as the regional representative to the Rural Schools Association.
5. On motion made by Mr. Petruska, seconded by Mr. Rice and unanimously carried, the Board readopted for the 2018-2019 school year, all Board of Education policies in effect during the past school year including the policies as listed below:
- Code of Ethics (5000)
 - Purchasing Policy (4060) and Purchasing Procedures (Admin. Regulation 4300)
 - Investment Policy (4040)

- 6.A. On motion made by Mr. Erickson, seconded by Mr. Ostrander and unanimously carried, the Board recommended that funds of the Board of Cooperative Educational Services Washington-Saratoga-Warren-Hamilton-Essex Counties be primarily deposited in the Glens Falls National Bank. The TD Bank and the Adirondack Trust Company are hereby designated for the deposit of additional monies received or invested by the Treasurer of the above Board in accordance with the amendments of Sections 1719 and 1920 of the New York State Education Law relative to signatures required for all disbursements of money. Said banks are authorized to pay only checks signed by the Treasurer or Deputy Treasurer of said Board effective July 1, 2018 through June 30, 2019.
- 6.B. As part of the same motion, the Board designated the Glens Falls Post Star and the Daily Gazette as its official newspapers for the period July 1, 2018 through June 30, 2019.
- 6.C. As part of the same motion, the Board approved Heather Shelp as the Records Access Officer for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019.
- 6.D. As part of the same motion, the Board appointed Timothy Place as the Records Management Officer for the period of July 1, 2018 through July 31, 2018 and furthermore appointed Ronald Black as the Records Management Officer for the period of August 1, 2018 until replaced or until the next organizational meeting in July of 2019.
- 6.E. As part of the same motion, the Board appointed Turina Parker as the Compliance Officer effective July 12, 2018, until replaced or until the next organizational meeting in July of 2019.
- Furthermore, the Board appoint Ronald Black as an additional Compliance Officer effective August 1, 2018, until replaced or until the next organizational meeting in July of 2019.
- 6.F. As part of the same motion, the Board appointed Michael Nelson as BOCES District LEA for Asbestos related issues.
- 6.G. As part of the same motion, the Board appointed Lisa Palmer as the HIPAA Privacy Officer for the 2018-2019 school year for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019.
- 6.H. As part of the same motion, the Board appointed James Dexter, District Superintendent, as the designee authorized to vote for the BOCES representative to the Southern Adirondack Public School Workers' Compensation Consortium for the 2018-2019 school year.
- 6.I. As part of the same motion, the Board approved Michael Donlon as the Chief Emergency Officer for the period July 1, 2018 until replaced or until the next organizational meeting in July of 2019.

6.J. As part of the same motion, the Board approved the following resolution:

WHEREAS, the Board of Education of the Washington-Saratoga-Warren-Hamilton-Essex BOCES wishes to protect the BOCES District, the members of the Board of Education and any school district officers in actions brought against them or in any action or proceeding touching any district property or involving its rights or interests; and

WHEREAS, the Board of Education of the Washington-Saratoga-Warren-Hamilton-Essex BOCES wishes to protect its superintendent, administration, members of the teaching or supervisory staff, member of a committee on special education or subcommittee thereof, surrogate parent, as defined in the regulations of the commissioner of education, any member of the board of education or non-instructional employee in any action or proceeding, other than a criminal prosecution or an action or proceeding brought against him/her by the BOCES, including proceedings before the commissioner of education, arising out of the exercise of his/her powers or the performance of his/her duties; and

WHEREAS, the Board of Education of the Washington-Saratoga-Warren-Hamilton-Essex BOCES wishes to protect its members, employees, officers, authorized volunteers or any other person holding a position by election, appointment or employment in the service of the BOCES, whether or not compensated, in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of his/her employment or duties with the BOCES.

BE IT RESOLVED, that the benefits and protection afforded provided pursuant to §3811 of the Education Law, shall be available, subject to the procedural requirements set forth therein and,

BE IT FURTHER RESOLVED that the benefits and protections provided pursuant to §18 of the New York State Public Officers Law shall supplement and be available in addition to any defense or indemnification protection conferred by other statutes, rules or regulation, including but not limited to, the protections provided pursuant to Education Law §3811, §3023 and §3028, subject to the procedural requirements set forth therein.

6.K. As part of the same motion, the Board approved the following resolution:

BE IT RESOLVED, that the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services hereby authorizes continued membership in the "BOCES Educational Consortium", an association formed by Boards of Cooperative Educational Services from throughout New York State.

7.A. On motion made by Mr. Petruska, seconded by Mrs. Smith and unanimously carried, the Board approved the 2018-2019 schedule of Board regular meeting dates as contained in Appendix I.

- 7.B. As part of the same motion, the Board designated Tuesday, April 30, 2019 as the date on which each component Board of Education shall conduct a public meeting for the purposes of adopting a public resolution concerning the approval or disapproval of the tentative 2019-2020 BOCES administrative budget and voting for candidates to fill vacant terms on the BOCES Board of Education pursuant to Section 1950 of the Education Law.
- 8.A. On motion made by Mr. Petruska, seconded by Mr. Ostrander and unanimously carried, the Board authorized the Treasurer and Deputy Treasurer of the BOCES to use facsimile signature to authenticate checks issued on all BOCES accounts.
- 8.B. As part of the same motion, the Board authorized the District Superintendent of Schools to secure insurance in the forms of compensation, comprehensive liability and an adequate bond for the Treasurers, and the President of the Board is hereby authorized to approve such insurance and bond.
- 8.C. As part of the same motion, the Board authorized Timothy Place to certify all payrolls for the period July 1, 2018 through July 31, 2018 and further appointed Ronald Black to certify all payrolls for the period of August 1, 2018 until replaced or until the next organizational meeting in July of 2019.
- 8.D. As part of the same motion, the Board designated the District Superintendent of Schools to be the authorized representative of the BOCES to sign and file all applications and certifications for federal and state funds for the period July 1, 2018 through June 30, 2019.
- 8.E. As part of the same motion, the Board authorized lending up to a maximum of \$2,000,000 from the general fund to the special aid fund, and trust and agency fund, as needed for the 2018-2019 school year.
- 8.F. As part of the same motion, the Board authorized the District Superintendent of Schools to make budgetary transfers between and within functional unit appropriations for the period July 1, 2018 through June 30, 2019.
- 8.G.1. As part of the same motion, the Board granted the District Superintendent of Schools, or designee, the authority to authorize attendance of school personnel at conferences within the budget for the 2018-2019 school year.
- 8.G.2. As part of the same motion, the Board granted the District Superintendent of Schools the authority to authorize Board member expenses and reimbursement pursuant to Policy 1550.
- 8.G.3. As part of the same motion, the Board granted the Deputy District Superintendent the authority to authorize travel and conference attendance for the District Superintendent.
- 8.H.1. As part of the same motion, the Board authorized the District Superintendent of Schools to employ consultants, presenters, instructional and non-instructional substitutes, and temporary staff.

- 8.H.2. As part of the same motion, the Board authorized the District Superintendent of Schools to fill vacancies and needed positions in anticipation of Board approval for the period July 1, 2018 until the next Organizational Meeting in July 2019.
- 8.I. As part of the same motion, the Board authorized the District Superintendent, the Deputy District Superintendent, and the Chief Financial Officer to execute agreements and contracts on behalf of the BOCES for the period of July 1, 2018 until the next Organizational Meeting in July 2019.
- 8.J. As part of the same motion, the Board authorized the Board of Education members to attend any and all Executive Sessions convened by the BOCES Audit Committee.
9. On motion made by Mr. Petruska, seconded by Mrs. Smith and unanimously carried, the Board accepted that the mileage rate for the 2018-2019 school year be established at the approved Internal Revenue Service rate (currently \$0.545 per mile).
11. On motion made by Mr. Rice, seconded by Mr. Ostrander and unanimously carried, the Board approved the minutes for the June 13, 2018 meeting of the Board of Education.
- 14.A. Nancy DeStefano gave a report on the fall enrollment numbers as they stand now and Tony Muller gave a report on the enrollment numbers for the summer programs.
- 14.B. Videos of the completion ceremonies and closing day were shared with the Board.
- 14.C.1. Tim Place reported for the Buildings and Grounds Committee.
- 14.C.2. Nancy DeStefano reviewed 1st read Policy 4070 Personal Property Accountability and 1st read Policy 5700 Social Media Use.
- 14.D. Mrs. King did not have a Legislative Report this month.
- 14.E. As part of the District Superintendent's remarks, James Dexter presented the following:
- Patrick Longo, Member Relations Representative from NYSSBA, visiting the area District Superintendents and offering any services the BOCES may need.
 - Mr. Dexter thanked the Board members who attended closing ceremonies.
 - Board self-evaluation forms are in the Board folders and are due by August 1.
 - Mr. Dexter reminded the Board members of the August 8 Board Workshop.
 - Board members were reminded that they are able to sign up for either fair booth via the website or by calling Jackie.
 - Naomi Marsh was presented with a certificate from NYSSBA for Board Achievement Professional Development hours.
 - Mr. Dexter recognized and thanked Tim Place for his services.

15.A. On motion made by Mr. Petruska, seconded by Mrs. Smith and unanimously carried, the Board extended the employment agreement by and between the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services and James P. Dexter, District Superintendent of Schools through June 30, 2021, and approved the amendment to his employment agreement and further authorized the President of the BOCES to execute said amendment. (No change in salary due to statutory limit on district superintendent salaries.)

15.B. On motion made by Mr. Petruska, seconded by Mrs. Smith and unanimously carried, the Board accepted the letter of resignation from Ronnie Clausen effective July 12, 2018 and the Separation Agreement between the BOCES and Mr. Clausen dated July 11, 2018 is hereby approved. The President of the Board is hereby authorized to execute said Agreement.

15.C. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried the Board appointed Michael Donlon to a full-time, 12-month, four (4) year probationary position in the Executive Principal tenure area effective August 1, 2018 through July 31, 2022. Mr. Donlon has an Initial Certificate with a time extension in the School Building Leader area effective through August 31, 2020. His 18-19 salary will be prorated based on \$106,000. (Non-Unit Group 8 Managerial Personnel).

The Board further approved a leave of absence for Mr. Donlon from a position in the Principal for CTE tenure area from August 1, 2018 to July 31, 2019.

15.D.1. On motion made by Mr. Erickson, seconded by Mr. Ostrander and unanimously carried, the Board accepted the following monetary donations for the Myers Awards:

- Exceeding Expectations, Inc. (Longfellows) \$150
- Van Jan Cabret's Inc. (Olde Bryan Inn) \$150

15.D.2. As part of the same motion, the Board accepted the following vehicle donation for the Automotive Technology class:

- 2002 Ford Focus donated by Carolyn E. Davis

15.D.3. As part of the same motion, the Board accepted a \$200 donation from Ronald VanBuren for the Maureen VanBuren Memorial Scholarship.

15.E. As part of the same motion, the Board approved the revised Practical Nursing Handbook effective July 12, 2018.

16.A.1. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board created the positions listed below, pending enrollment and/or district request:

CERTIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Culinary Arts, Part-time (50%)	September 1, 2018 through June 30, 2019	Myers Education Center

Special Education, Full-time (3 positions)	September 1, 2018	Southern Adirondack Education Center
Young Scholars, Part-time (40%)	September 1, 2018 through June 30, 2019	Enrichment Resource Center – Gick Road with travel

CLASSIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Administrative Assistant, Full-time, 12-month (pending civil service classification) (Non-Unit Group 1)	June 23, 2018	Burgoyne Avenue
Personnel Assistant, Full-time, 12-month (pending civil service classification) (Non-Unit Group 1)	August 1, 2018	Burgoyne Avenue

- 16.A.2. As part of the same motion, the Board approved a change of title for Amy Talmage from a full-time, 12-month, provisional position in the Executive Secretary area to a full-time, 12-month provisional position in the Administrative Assistant area effective June 23, 2018.
- 16.A.3. As part of the same motion, the Board approved a change of employment status for Donna Venezia from a full-time, 12-month, provisional position to a full-time, 12-month permanent position with a 26 week probationary period in the Principal Account Clerk Typist area effective May 29, 2018 through November 27, 2018.
- 16.A.4. As part of the same motion, the Board approved a change of employment status for Dylan Johnston from a full-time, 12-month, provisional position to a full-time, 12-month permanent position with a 26 week probationary period in the Information Technology Assistant area effective June 25, 2018 through December 24, 2018.
- 16.A.5. As part of the same motion, the Board approved a change of employment status for Leslie Converse from a full-time, 12-month, provisional position to a full-time, 12-month permanent position with a 26 week probationary period in the Financial Support Specialist area effective June 15, 2018 through December 14, 2018.
- 16.A.6. As part of the same motion, the Board approved a change of employment status for Bridget Albright from a full-time, 12-month, provisional position to a full-time, 12-month permanent position with a 26 week probationary period in the Financial Support Specialist area effective June 18, 2018 through December 17, 2018.
- 16.A.7. As part of the same motion, the Board approved a change of employment status for Jeanna Burdick from a full-time, 12-month, provisional position to a full-time, 12-month permanent position with a 26 week probationary period in the Financial Support Specialist area effective July 2, 2018 through December 31, 2018.

- 16.A.8. As part of the same motion, the Board approved a change of employment status for Samantha Berg from a full-time, 12-month, provisional position to a full-time, 12-month permanent position with a 26 week probationary period in the Financial Support Specialist area effective July 9, 2018 through January 7, 2019.
- 16.A.9. As part of the same motion, the Board approved a change in the 17-18 pay rate for Kristen Moy, Adult CNA Instructor, from \$32.67 per hour to \$33.33 per hour, effective July 1, 2017.
- 16.A.10. As part of the same motion, the Board approved a change in the 17-18 pay rate for Patti Shepard, Adult CNA Instructor, from \$32.67 per hour to \$33.33 per hour, effective July 1, 2017.
- 16.A.11. As part of the same motion, the Board approved a change in appointment dates for the following Attending Principals to the Residency Program from September 1, 2018 through June 30, 2019 to September 1, 2017 through June 30, 2018:
- Bennefield, James Lester, Colleen Struwing, April
- 16.A.12. As part of the same motion, the Board approved a change of employment status for Christine Benware, Special Education Teacher, increasing her number of hours for preparing IEPs from 23 hours to 35 hours effective April 20, 2018 through June 22, 2018.
- 16.A.13. As part of the same motion, the Board approved a change of employment status for Sharon Davidson as a Senior Typist for special projects from 100 hours to 106 hours, as needed, effective June 5, 2018 through June 30, 2018, at the rate of \$27.02 per hour.
- 16.A.14. As part of the same motion, the Board approved the following extension of service changes for the staff listed below for placement/scheduling/transition effective July 1, 2018 through June 30, 2019, at their regular 2018-19 hourly/per diem rates:
- | <u>Name</u> | <u>Position</u> | <u>From</u> | <u>To</u> |
|--------------------------|---------------------------|-------------|-----------|
| Facteau-St. Gelais, Jodi | ISS for Special Education | 15 days | 14 days |
| Millhouse, Tara | School Counselor | 9 days | 8 days |
| Smith, Elizabeth | School Counselor | 8 days | 7 days |
- 16.A.15. As part of the same motion, the Board approved a change in the 18-19 pay rate for Jean Rhodes, Teacher Aide, from step 4 - \$13,427 to step 5 - \$13,816, effective September 1, 2018.
- 16.A.16. As part of the same motion, the Board approved a correction of the staff appointment dates on the June 13, 2018 agenda for the 2018 Special Education Extended School Year Program from July 2, 2018 through August 10, 2018 to June 28, 2018 through August 10, 2018. (July 4, 2018 Holiday, 30 days unless otherwise noted)
- 16.A.17. As part of the same motion, the Board approved the following changes in staff appointments for the 2018 Special Education Extended School Year Program effective June 28, 2018 through August 10, 2018:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Claypool, Olivia	Assistive Technology	14.5 days	16 days
DeLuke, Maureen	Occupational Therapist	26 days	25 days
Ferlise-Clark, Christina	School Social Worker	30 days	16days
Nunez, Patricia	School Nurse	12 days	10 days
Sharp, Jennifer	Speech and Language Disabilities	7 days	25 days
Sprague, Leeanne	Speech and Language Disabilities	16.5 days	13.5 days

- 16.A.18. As part of the same motion, the Board approved the following changes in staff appointments for the 2018 Regional Academic Summer School Program at the Queensbury UFSD effective July 9, 2018 through August 20, 2018:

<u>Name</u>	<u>Position</u>	<u>Sections From</u>	<u>Sections To</u>
Combs, Garrett	Math	2 – 1 hour	2 – 1 hour 1 – 2 hour
Jones, Timothy	Nutrition	4 – 1 hour	-----
Jones, Timothy	Innovation	-----	4 – 1 hour
Metivier, Diane	Math	4 – 1 hour	-----
Metiver, Diane	Transition	-----	4 – 1 hour
Terry, Andrew	Social Studies	1 – 2 hour	2 – 2 hour

- 16.B.1. On motion made by Mr. Erickson, seconded by Mrs. King and unanimously carried, the Board accepted the following staff resignations from the Special Education Extended School Year Program, effective dates as noted:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Iulucci, Zachary	Teaching Assistant	6/11/18
Kline, Julie	Teaching Assistant	6/20/18
Swett, Jessica	Special Education Teacher	6/12/18

- 16.B.2. As part of the same motion, the Board accepted the resignation of Theresa Bourquin from a full-time position in the School Social Worker tenure area effective at the end of the day on August 8, 2018.
- 16.B.3. As part of the same motion, the Board accepted the resignation of Stephanie Cash-Hogan from a full-time position in the Data Specialist Assistant area effective at the end of the day on July 11, 2018.
- 16.B.4. As part of the same motion, the Board accepted the resignation of Diana Joyce from a full-time, 12-month, temporary position in the Adult Practical Nursing Program Supervisor area effective at the end of the day on August 4, 2018.
- 16.C.1. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board appointed **Maribeth Macica** to permanent status in the Public Information Specialist area effective July 30, 2018.
- 16.C.2. As part of the same motion, the Board appointed **Mimi O'Brien** to permanent status in the Executive Secretary area effective August 6, 2018.
- 16.C.3. As part of the same motion, the Board appointed **Deborah Massa** to permanent status in the Information Processing Specialist area effective August 6, 2018.

- 16.D.1. On motion made by Mr. Petruska, seconded by Mr. Rice and unanimously carried, the Board appointed Katherine Ketchum to a full-time position in the Literacy (Reading) tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022, Ms. Ketchum has a Professional certificate in the Literacy Grades 5-12 area effective November 17, 2017. Her salary will be based on step 7 of the salary schedule - \$42,757.
- 16.D.2. As part of the same motion, the Board appointed Ashley Torda to a full-time position in the Special Education tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022, 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 and 3014. Ms. Torda has an Initial certificate in the Students with Disabilities 1-6 area effective June 1, 2018 through August 31, 2023. Her salary will be based on step 2 of the salary schedule - \$38,713.
- 16.D.3. As part of the same motion, the Board appointed Cami Samuelson to a full-time position in the Special Education tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022, 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 and 3014. Ms. Samuelson has an Initial certificate pending in the Students with Disabilities 1-6 area. Her salary will be based on step 6 of the salary schedule - \$41,904.
- The Board further approved a leave of absence for Ms. Samuelson from a full-time position in the Math tenure area, effective September 1, 2018 through August 31, 2019.
- 16.D.4. As part of the same motion, the Board appointed Erin Gibb to a full-time position in the School Social Worker tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022, Ms. Gibb has a Provisional certificate in the School Social Worker area effective June 7, 2018 through August 31, 2023. Her salary will be based on step 8 of the salary schedule - \$43,642.
- 16.D.5. As part of the same motion, the Board appointed Michael DelSignore to a full-time position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Mr. DelSignore has a Level I certificate pending in the Teaching Assistant area. His salary will be based on step 9 of the salary schedule - \$18,554.
- 16.D.6. As part of the same motion, the Board appointed Laurie Stevens to a full-time position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Stevens has a Level I certificate in the Teaching Assistant area effective November 19, 2016 through January 31, 2020. Her salary will be based on step 5 of the salary schedule - \$16,183.

- 16.D.7. As part of the same motion, the Board appointed Margaret Jones to a part-time (50%) term position in the ISS-Integration of Technology into Instructional Practices area effective September 1, 2018 through June 30, 2019, as needed. Ms. Jones has a Professional certificate in the Technology Education area effective February 1, 2010. Her salary will be prorated based on step 16 of the salary schedule - \$53,390. Ms. Jones retains Section 3013 Preferred Eligibility rights for recall to a full-time position in the ISS- Integration of Technology into Instructional Practices tenure area.
- 16.D.8. As part of the same motion, the Board appointed Robert Somma to a part-time (50%) term position in the Auto Mechanic area effective September 1, 2018 through June 30, 2019, as needed. Mr. Somma has a Transitional A certificate in the Vehicle Mechanical Repair area effective November 15, 2017. His salary will be prorated based on step 7 of the salary schedule - \$42,757. Mr. Somma retains Section 3013 Preferred Eligibility rights for recall to a full-time teaching position in the Auto Mechanic tenure area.
- 16.D.9. As part of the same motion, the Board appointed Nicholas Drellos to a full-time, 12-month provisional position in the Coordinator of Network and Technology Services area (pending civil service qualification), effective July 1, 2018. His salary will be \$69,008.
- 16.D.10. As part of the same motion, the Board appointed Molly Baker to a full-time, 12-month permanent position with a 26 week probationary period in the Executive Secretary area effective July 11, 2018 through January 9, 2019. Her salary will be prorated based on \$41,500.
- 16.D.11. As part of the same motion, the Board appointed Thomas Wessling to a full-time, temporary, long term substitute position in the Math area effective September 1, 2018 through June 30, 2019, as needed. Mr. Wessling has a Permanent certificate in the Math 7-12 area dated February 1, 1998. His salary will be prorated based on step 7 of the salary schedule - \$42,757. Mr. Wessling retains Section 3013 Preferred Eligibility rights for recall to a full-time teaching position in the Math tenure area.
- 16.D.12. As part of the same motion, the Board appointed Patrick Mylod to a full-time, temporary, long term substitute position in the Special Education area effective September 1, 2018 through June 30, 2019, as needed. His salary will be based on step 2 of the salary schedule - \$38,713.
- 16.D.13. As part of the same motion, the Board appointed Dennis Haag to a full-time, 12-month provisional position in the Assistant Transportation Safety and Training Manager area (pending civil service qualification), effective July 1, 2018. His salary will be \$66,885. (Non-Unit Group 2 Other Supervisory Personnel)

- 16.E.1. On motion made by Mr. Petruska, seconded by Mr. Rice and unanimously carried, the Board approved per diem employment at the applicable **2017-18** hourly/per diem rate (unless otherwise noted) for the staff listed below:

<u>Name</u>	<u>Program</u>	<u>Maximum Hours/Days</u>
Amodeo, Christine	Adult Literacy (Article 19) – GRASP and Literacy Instruction	up to 2 hours 05/21/18-05/25/18
Bruno, Kerri	Cosmetology Instructor - Summer Program	up to 5 days 06/25/18-06/29/18
Choppa, Brene	Cosmetology Instructor – Summer Program	up to 5 days 06/25/18-06/29/18
Finch, Frank	Adult Literacy (Article 19) – Literacy Instruction	up to 46.5 hours 04/30/18-06/30/18
Fisk, Kayla	Adult Practical Nursing Instructor - Program Prep	up to 200 hours 07/01/18-08/25/18
Gillani, Shazima	Adult Literacy (Article 19) - Literacy Instruction	up to 2.5 hours 04/30/18-05/04/18
King, Ronald	Teaching Assistant - TA subbing for a teacher additional duties and prep for teaching responsibilities	up to 12.5 hours/wk 11/30/17-06/29/18
Jones, Diane	Adult Literacy (Article 19) – Literacy Instruction	up to 35.25 hours 05/21/18-06/30/18
Marcellus, Lisa	Data Specialist - District Data Services	up to 3 hours 06/02/18
Schewe, Paula	Adult Practical Nursing Instructor -Clinical Instruction	up to .5 hour 06/02/18-06/09/18

- 16.E.2. As part of the same motion, the Board approved per diem employment at the applicable **2018-19** hourly/per diem rate (unless otherwise noted) for the staff listed below:

<u>Name</u>	<u>Program</u>	<u>Maximum Hours/Days</u>
Bergin, Amanda	Assistant Coord. for School Improvement – Data Services	up to 20 days 07/01/18-08/31/18
Bromley, Claire	School Social Worker - Referrals and intakes	up to 3 days 07/01/18-08/31/18

Bruno, Kerri	Cosmetology Instructor - Summer Program	up to 14 days 07/02/18-07/23/18
Choppa, Brene	Cosmetology Instructor – Summer Program	up to 14 days 07/02/18-07/23/18
Diamond, Randy	School Safety Officer - Student Supervision	up to 30mins per day 09/07/18-06/30/19
Hoffmann, Bruce	Work Based Learning - Program preparation	up to 2 days 07/01/18-08/31/18
Johnson, Scott	School Safety Officer - Student Supervision	up to 30mins per day 09/01/18-06/30/19
Kelly, Jennifer	School Counselor - Placement and scheduling	up to 7 days 07/01/18-06/30/19
Sandford, Walter	School Safety Officer - Student Supervision	up to 30mins per day 09/01/18-06/30/19
Sayward, Courtney	Assistant Coordinator for School Improvement - District Training	up to 18 days 07/01/18-08/31/18
VanTassel, Carrie	Enrich. Resource Center Program Manager – Program Supervision	up to 200 hours 07/01/18-08/30/18
Wright, Debbie	Account Clerk/Typist - Office coverage	up to 20 days 07/01/18-08/31/18

- 16.E.3. As part of the same motion, the Board appointed staff listed below to the **2017-2018** Employment Training For Adults (ETA) Program (contingent upon funding and enrollment), at the indicated hourly rate:

ETA – Vocational

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>	<u>Rate (per hr)</u>
DeLap, Ronald	CDL Classroom & Driving	up to 100hrs (additional)	05/01/18-06/30/18	\$23

ETA – Industry Partnership Contract Trainer

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>	<u>Rate (per hr)</u>
Corey, Clay	Welding II	up to 45hrs (additional)	04/17/18-06/30/18	\$35

- 16.E.4. As part of the same motion, the Board appointed staff listed below to the **2018-2019** Employment Training For Adults (ETA) Program (contingent upon funding and enrollment), at the indicated hourly rate:

ETA – CNA

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>	<u>Rate (per hr)</u>
Shepard, Patti	CNA	up to 20hrs	07/01/18-06/30/19	\$33.33

- 16.E.5. As part of the same motion the Board appointed staff listed below to the **2018-2019** Adult Literacy Program (Article 19) (contingent upon funding and enrollment), at the indicated hourly rate:

<u>Name</u>	<u>Program</u>	<u>Max # Hrs/Wk</u>	<u>Rate (per hr)</u>
Conrick, Krista	Adult Literacy	up to 10hrs/wk	\$40.16
Conrick, Krista	Literacy Program Manager	up to 30hrs/wk	\$40.16
Finch, Frank	Adult Literacy	up to 19hrs/wk	\$33.99
Gillani, Shazima	Adult Literacy	up to 19hrs/wk	\$33.99
Jones, Diane	Adult Literacy	up to 19hrs/wk	\$33.99
Smith, Beth Anne	Case Manager	up to 3hrs/wk	\$33.33

- 16.E.6. As part of the same motion, the Board appointed staff listed below, to the **2017-2018** Gifted and Talented/Enrichment Program (contingent upon funding and enrollment) with the maximum number of hours indicated below as needed, at the indicated rate:

**On Site Coordinator
Rate of \$27 per hour**

<u>Name</u>	<u>Location</u>	<u>Max # of Hours</u>	<u>Dates</u>
McDougall, Michelle	Galway Enrich & SIP	up to 12hrs	01/02/18-06/29/18

**STEM Academy
Instructional and Curriculum Rate of \$30 per hour**

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Silvestri, Amanda	Intro to STEAM	up to 14hrs	10/10/17-12/21/17

- 16.E.7. As part of the same motion, the Board appointed staff listed below, to the **2018-2019** Gifted and Talented/Enrichment Program (contingent upon funding and enrollment) with the maximum number of hours indicated below as needed, at the indicated rate:

**STEM Integration Programs
Teacher Aide Rate of \$10.50 per hour**

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Moyles, Mary	Farm to Table Culinary Camp	up to 55hrs	07/09/18-07/27/18

**On Site Coordinator-STEM Integration -PTECH
Rate of \$27 per hour**

<u>Name</u>	<u>Location</u>	<u>Max # of Hours</u>	<u>Dates</u>
Carnevala, Rebecca	SUNY Adk	up to 75hrs	07/01/18-08/31/18

STEM Integration Program
Instructional and Curriculum Rate of \$30 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Mann, Robert	PTECH	up to 150hrs	07/01/18-06/30/19
Mann, Robert	PTECH	up to 80hrs	07/01/18-08/31/18
Middleton, Michael	PTECH	up to 150hrs	07/01/18-06/30/19
Middleton, Michael	PTECH	up to 160hrs	07/01/18-08/31/18
Simpson, Gage	PTECH	up to 150hrs	07/01/18-06/30/19
Simpson, Gage	PTECH	up to 80hrs	07/01/18-08/31/18

- 16.E.8. As part of the same motion, the Board appointed the following additional staff to the 2018 Special Education Extended School Year Program, effective June 28, 2018 through August 10, 2018 (up to 30 days, unless otherwise noted).

School Social Worker

Corrigan, Jessi (19 days)

Special Education Teacher

Callahan, Catherine (26 days)

Law, Michelle

Teacher of the Speech and Language Disabled

Matthews, Erin (16 days)

Teaching Assistant

Martinek, Kelly

Phillips-Studenroth, Portia

Snyder, Blake

Ungeheur, Daniel (27 days)

- 16.E.9. As part of the same motion, the Board appointed the following additional staff for the 2018 Regional Academic Summer School Program at the Queensbury UFSD pending enrollment confirmation effective July 9, 2018 through August 20, 2018, as needed.

<u>Name</u>	<u>Position</u>	<u># of 1 hr Sessions</u>
French, Shirley	Teacher Aide	4
Smith, Carolyn	Teaching Assistant	4

- 16.E.10. As part of the same motion, the Board appointed the following additional staff for the 2018 Summer Success Program at the Saratoga Springs CSD Elementary School pending enrollment confirmation effective July 15, 2018 through August 9, 2018, as needed.

School Nurse

Ims, Mary

- 16.E.11. As part of the same motion, the Board appointed Candace Calvin as Principal for the 2018 Summer Success Program at the Saratoga Springs CSD Elementary School effective July 16, 2018 through August 9, 2018, at the rate of \$3,780.

- 16.E.12. As part of the same motion, the Board appointed staff listed below for staffing the booth at the Saratoga County Fair for up to the hours listed below effective July 24, 2018 through July 29, 2018:

Amorosi, Jane (4hrs)	Jones, Joyce (4hrs)
Baker, Mary (4hrs)	Rychcik, Laura (4hrs)
Brough, Kelly (8hrs)	Staepel, Andrea (8hrs)
Carnevala, Rebecca (4hrs)	Vandermark, Chris (8hrs)
Corey, Clay (4hrs)	

- 16.E.13. As part of the same motion, the Board appointed staff listed below to part-time hourly term positions as Transportation Supervisors for the 2018-2019 school year at the hourly rate of \$25 per hour, as needed:

<u>Name</u>	<u>Effective Date</u>
Barss, Charles	07/01/18-06/30/19
Duchesne, Julia	07/01/18-06/30/19
Monica, Melodie	07/01/18-06/30/19
Ross, Kim	07/01/18-06/30/19
Young, Donald	07/01/18-06/30/19

- 16.E.14. As part of the same motion, the Board appointed Karen Monastero to act as Teacher Mentor for Julie Ross effective September 1, 2018 through June 30, 2019 at the annual rate of \$1238, prorated as appropriate.

- 16.E.15. As part of the same motion, the Board appointed Linda Robinson, Special Education Teacher, for preparation of IEPs for up to 20 hours, effective April 1, 2018 through July 1, 2018, at the rate of \$34 per hour.

- 16.E.16. As part of the same motion, the Board appointed staff listed below for Scoring Assessments for up to 2 hours, effective June 4, 2018, at the rate of \$34 per hour:

Rabideau, Denise Scanlan, Jane

- 16.E.17. As part of the same motion, the Board appointed Timothy Crosby, Physical Education and Health Teacher, for Curriculum Development for up to 5 days, effective July 3, 2018 through July 25, 2018, at the rate of \$34 per hour.

- 16.E.18. As part of the same motion, the Board appointed John Zabielski, Automotive Mechanics Teacher, for NATEF Reaccreditation Preparation for up to 10 hours, effective May 31, 2018 through June 22, 2018, at the rate of \$34 per hour.

- 16.E.19. As part of the same motion, the Board appointed staff listed below for Trauma Sensitivity Training for up to 3 hours, effective April 16, 2018, at the rate of \$34 per hour:

Desmond, Diane Gates, Andrew Henke, William

- 16.E.20. As part of the same motion, the Board appointed Payton Jones for Trauma Sensitivity Training for up to 3 hours, effective April 16, 2018, at the rate of \$12 per hour.

- 16.E.21. As part of the same motion, the Board appointed staff listed below for Curriculum Development for up to the hours indicated, effective July 1, 2018 through August 10, 2018, at the rate of \$34 per hour:

Gates, Andrew (174hrs) Mylod, Patrick (90hrs)

- 16.E.22. As part of the same motion, the Board appointed staff listed below for scoring JMT CTE Math Assessments for up to the hours indicated, effective May 25, 2018, at the rate of \$34 per hour:
- | | |
|---------------------------|----------------------------|
| Firlet, Kathleen (.5hr) | Skeans, Hillary (1.75hrs) |
| Rabideau, Denise (1.5hrs) | Wessling, Thomas (1.75hrs) |
- 16.E.23. As part of the same motion, the Board appointed Leah Holzclaw as a Presenter for NYS Music Standards Training for up to 1 session effective July 11, 2018, at the rate of \$300 per session.
- 16.E.24. As part of the same motion, the Board appointed Katie Hamilton as a Presenter for NYS Visual Arts Standards Training for up to 1 session effective August 7, 2018, at the rate of \$300 per session.
- 16.E.25. As part of the same motion, the Board appointed Timothy Lawson for School Improvement & Evaluation Services (Evaluations), for up to 2 sessions effective January 1, 2018 through June 30, 2018, at the rate of \$500 per session.
- 16.E.26. As part of the same motion, the Board appointed Debra Nuttall, TCI Trainer for up to 45 days effective July 1, 2018 through June 30, 2019, at the per diem rate of \$350.
- 16.E.27. As part of the same motion, the Board appointed Mary Sheldon Price as Special Projects Consultant to provide Speech/Language Pathology Medicaid supervision for up to 50 days effective July 1, 2018 through June 30, 2019, at the per diem rate of \$275.
- 16.E.28. As part of the same motion, the Board appointed James McClure as a Coordinator for Network Security Services for up to 10 days, as needed, effective July 1, 2018 through August 31, 2018, at the per diem rate of \$251.15.
- 16.E.29. As part of the same motion, the Board appointed Sandra Charette, Enrichment Support Specialist, for up to 20 hours, effective July 1, 2018 through July 31, 2018, as needed, at the rate of \$25 per hour.
- 16.E.30. As part of the same motion, the Board appointed Eileen Minder, Enrichment Resource Specialist, for up to 100 hours, effective July 1, 2018 through December 30, 2018, as needed, at the rate of \$25 per hour.
- 16.E.31. As part of the same motion, the Board appointed Ellen Franklin-Furgason, Enrichment Resource Specialist, for up to 300 hours, effective July 1, 2018 through December 30, 2018, as needed, at the rate of \$25 per hour.
- 16.E.32. As part of the same motion, the Board approved the following district participants listed below for the 17-18 Administrative Leadership Development Series effective October 16, 2018 through May 18, 2018 listed below at the rate of \$500:

<u>Name</u>	<u>District</u>
Brandt, Dan	Queensbury UFSD
Bray, Erin	Argyle CSD
Hall, Jennifer	Galway CSD
Hamm, Dan	Queensbury UFSD
Hazelton, Brienne	Whitehall CSD

Hoskins, Justin	Fort Ann CSD
Johnson, Lori	Fort Ann CSD
Kochak, Nate	Galway CSD
Mannix, Bethellen	Hartford CSD
McDougall, Michelle	Galway CSD
Schaefer, Laura	WSWHE BOCES
Wood, Dawn	Argyle CSD
Wilson, Kemm	Lake George CSD

- 16.E.33 As part of the same motion, the Board appointed the staff listed below to act as PTECH School Liaison for Hudson Falls High School effective September 1, 2017 through June 30, 2018, at the annual rate of \$2,100. Payment upon conclusion of activities for 2017-18 school year:

Brayton, Dan Shaw, Jim

- 16.E.34. As part of the same motion, the Board appointed Administrative Substitutes as listed below for the 2018-19 school year as needed:

Alyward, Brian	Carbone, Joan
Behrens, Richard	Hunter, Jon
Bessen, Mark	McGowan, Thomas
Burns, Kathleen	Terry, David

- 17.A. Heather Shelp reported for the Audit Committee.
- 17.B. On motion made by Mrs. King, seconded by Mr. Petruska and unanimously carried, the Board approved cash disbursements for the month of June 2018.
- 17.C.1. On motion made by Mrs. King, seconded by Mr. Petruska and unanimously carried, the Board approved the Financial Report for the month April 2018.
- 17.C.2. As part of the same motion, the Board approved the Budget Adjustment to Appropriations and the Budget Status reports for the months of April and May 2018.
- 17.D. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board approved the Property/Casualty Insurance Program through Upstate Agency, LLC from July 1, 2018 through June 30, 2019 at a cost of \$215,695.76.
- 17.E. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board approved an equipment lease (the "lease") for Hadley Luzerne Central School District for 5 years in a base amount not to exceed \$7,176.40 with five payments of \$1,435.28 (Disposition is \$1 buyout). Items to lease: 1 Xerox copier. These payments are based on an interest rate of 4.230% (the "Assumed Interest rate"). The Board delegates to the Clerk of the Board of Education the authority to approve an increase in the Assumed Interest Rate, of up to 2%, with the resultant payments being the maximum amount to be paid for said Lease. The Clerk of the Board of Education shall not approve any interest rate that exceeds the Assumed Interest Rate by more than 2.00%.

- 17.F. On motion made by Mr. Petruska, seconded by Mr. Rice and unanimously carried, the Board approved the following class room leases for 2018-2019:

<u>School District</u>	<u>Type</u>	<u># Room</u>	<u>Lease Amount</u>
Fort Ann	Special Needs	1	\$15,585
Fort Edward	Special Needs	1	\$15,585
Granville	Special Needs	1	\$15,585
Saratoga Springs	Special Needs	3	\$46,755
South Glens Falls	Special Needs	1	\$15,585
Argyle	Distance Learning	2	\$ 2,130
Cambridge	Distance Learning	1	\$ 1,065
Corinth	Distance Learning	1	\$ 1,065
Fort Ann	Distance Learning	1	\$ 1,065
Fort Edward	Distance Learning	1	\$ 1,065
Galway	Distance Learning	2	\$ 2,130
Glens Falls	Distance Learning	1	\$ 1,065
Granville	Distance Learning	2	\$ 2,130
Hadley Luzerne	Distance Learning	1	\$ 1,065
Hartford	Distance Learning	2	\$ 2,130
Hudson Falls	Distance Learning	1	\$ 1,065
Indian Lake	Distance Learning	1	\$ 1,065
Johnsburg	Distance Learning	1	\$ 1,065
Mechanicville	Distance Learning	1	\$ 1,065
Salem	Distance Learning	1	\$ 1,065
Schuylerville	Distance Learning	3	\$ 3,195
South Glens Falls	Distance Learning	1	\$ 1,065
Warrensburg	Distance Learning	1	\$ 1,065
Whitehall	Distance Learning	1	\$ 1,065

- 17.G. On motion made by Mrs. King, seconded by Mrs. Thomas and unanimously carried, the Board approved the following resolution:

Whereas underground copper pipes at the Southern Adirondack Education Center (SAEC) supply hot water for heating from the boilers in Building (B) to Building (A), and whereas site work is being performed at SAEC for drainage improvement and paving, and will be uncovering the area where these pipes reside, and whereas there is a known but as yet to be located leak in this piping, and whereas there is an urgent and necessary need to repair the leak and replace the pipe while it is uncovered, and whereas this need was not identified in the planning of the site work, therefore the Board does declare the repair and replacement of this piping and related work to be an emergency. The BOCES administration is directed to arrange for the performance of this work as expeditiously as possible by the hiring of additional qualified contractor(s) and the Board also hereby waives its procurement policies, regulations and procedures to ensure this work is completed and does not hold up the site work being performed from completing prior to the September school opening.

- 17.H. On motion made by Mr. Petruska, seconded by Mrs. Thomas and unanimously carried, the Board approved a capital lease between BOCES and Mountain Ledge Limited Partnership, LLP for office space at 2 Mountain Ledge Drive, Wilton NY. The lease begins July 12, 2018 and ends June 30, 2019. The lease can be extended upon mutual agreement for two 1-year terms. The lease payments will be \$1,207.44 for July 2018 and \$2,012.50 per month for August 2018 through June 2019 with total payments equaling \$23,344.94.
- 17.I. On motion made by Mr. Petruska, seconded by Mrs. Thomas and unanimously carried, the Board declared surplus and authorized disposal pursuant to Board Policy 4070: Personal Property Accountability as follows:

Qty.	Description	BOCES ID Number
1	Scantron Machine	5247
1	Guide Seat Machine	6960 or 001656
14	iPad	49485,49486,49487,49488,49489,49728,49729,52179,54566, 50417, 54566, 56246,48792, 48783
1	Hp Computer	56446
1	HP Compaq	52553
97	Dell Computers	43384, 43718, 43564, 43695, 43592, 43711, 43601, 43391, 43628, 43709, 43698, 43566, 43455, 43366, 43724, 43694, 43355, 43725, 43448, 43678, 43373, 43394, 43684, 43431, 43713, 43595, 43710, 43598, 43352, 43587, 43356, 43386, 43365, 43369, 43368, 43633, 43362, 43691, 43371, 43689, 43378, 43560, 43716, 43629, 43635, 43717, 43624, 43484, 43423, 43706, 43589, 43351, 43593, 43375, 43714, 43707, 43393, 43443, 43627,43385, 13111, 43700, 43367, 43632, 43580, 43621, 43640, 43430, 43483, 43632, 43435, 43554, 43388, 43559, 43641, 43434, 43424, 43463, 43499, 43540, 43349, 43460, 43458, 43577, 43534, 13207, 43578, 43622, 43604, 43489, 43441, 43574, 43576, 43497, 43529, 43497, 43610
2	Printer	13256, 40498
1	APC UPS	16595
1	Dell Laptop	43674
1	Cisco WAP	53558
3	HP Laptops	43671, 43616, 43659
100	Dell Latitude 3340	70331, 70302, 70308, 61817, 61844, 61816, 61838, 70320, 64520, 70291, 70328, 61843, 70306, 61846, 64201, 61854, 61840, 64507, 64521, 61645, 64511, 70292, 59412, 59440, 61649, 70312, 61661, 70311, 64474, 61659, 61855, 61819, 64501, 70310, 70319, 61642, 70324, 70316, 64523, 64527, 65291, 70298,61848, 68167, 64508, 64526, 68202, 64513, 69928, 61858, 69922, 69927, 61841, 61828, 70307, 70304, 61849, 70297, 64531, 66163, 68176, 64525, 65485, 61861, 64532, 70323, 61856, 64519, 64527, 64528, 68174, 68143, 70309, 64515, 64517, 68206, 64538, 61646, 70294, 61641, 70332, 64530, 64512, 64535, 70305, 70301, 63127, 61828, 70307, 70333, 70289, 61657, 64199, 70322, 61818, 61656, 63123, 65453, 61640, 61847
2	Eiki LCXB31 Projector	52311, 52318
3	Dell Laptop	18014, 59880, 67101
1	Mimio View Camera	68016

1	Apple Laptop	18623
40	Certera All in One	42709, 42705, 42646, 42702, 42725, 42720, 42711, 42713, 42716, 42712, 42733, 42700, 42724, 42703, 42729, 42742, 42741, 42736, 42731, 42648, 42748, 42718, 42734, 42740, 42649, 42721, 42701, 42719, 42739, 42708, 42707, 42749, 42727, 42738, 42730, 42732, 42644, 42704, 42695, 18937
1	Eiki Projector	40689
66	Nexlink Computer	53182, 53200, 53181, 53222, 53156, 53212, 53208, 53248, 53218, 53215, 53203, 53213, 53187, 53349, 53205, 53229, 53190, 53221, 53356, 53204, 53225, 53224, 53271, 53265, 53337, 53261, 53290, 53256, 53340, 53437, 53289, 53443, 53346, 53397, 53405, 53254, 53259, 53339, 53274, 53324, 53420, 53335, 53326, 53436, 53342, 53334, 53432, 53398, 53329, 42510, 53214, 53382, 53240, 53206, 53227, 53303, 53234, 53353, 53374, 53230, 53381, 53251, 53223, 53233, 42656, 51859
1	Dell Latitude	002779
2	Cisco Switch	47385, 11149
1	Ergotron Cart	58712
5	Dell Latitude 3340	68114, 61820, 61859, 64536, 64529
1	Dell Latitude 3330	59437
2	Eiki XBL26	52318, 52311
6	Dell Optiplex 990	54651, 54579, 64190, 59880, 67101, 18014
1	Cisco Switch	47385
4	Smart Boards	5963, 60414, 50476, 50473
5	Ergotron Chrome Cart	58713, 58703, 58714, 58708, 58711

18.A. **August 8, 2018 ~**

Board of Education Workshop at 3:00 PM, followed by the Regular Meeting of the Board of Education at 6:30 PM. Both meetings will be at the Gick Road Conference Center.

18.B. **September 12, 2018 ~**

Regular Meeting of the Board of Education at Gick Road; 6:30 PM

19. On motion made by Mr. Petruska, seconded by Mrs. Thomas and unanimously carried, the Board adjourned at 8:05 PM.

Respectfully submitted,

Jackie White, Secretary
Washington-Saratoga-Warren-Hamilton-Essex
Board of Cooperative Educational Services

Timothy Place, Clerk
Washington-Saratoga-Warren-Hamilton-Essex
Board of Cooperative Educational Services

SUBJECT: PERSONAL PROPERTY ACCOUNTABILITY

~~For the purpose of this policy, and pursuant to Section 1950 of the Education Law, the following definitions are provided:~~

I. Definition of Personal Property

- Personal Property** – All tangible personal property of the Board of Cooperative Educational Services that is not consumable and has a useful life of one year or more, including, but not limited to equipment, supplies, parts, vehicles and materials, provided that such term shall not include buildings or other real property or equipment, which is permanently affixed to real property, or leases, notes or other written instruments.
- Valuable Personal Property** – Personal property which has a unit resale value of \$500 or more, and supplies, parts or materials which are disposed of in lots having an aggregate resale value of \$500 or more.
- Surplus Personal Property** – Personal property which has not known immediate or currently foreseeable use to the Board of Cooperative Educational Services.

II. Acquisition of Personal Property by Purchases

See Policy 4060 which sets forth the policy and procedures of the WSWHE BOCES Board of Education to meet the requirements of General Municipal Law, section 104-b, as well as the requirements of General Municipal Law, section 103.

~~The District Superintendent is charged with promulgating administrative regulations concerning purchasing activities. The regulations shall outline detailed procedures governing the acquisition of all goods and services procured by purchase, and shall be continually monitored to ensure that the following elements are included and followed:~~

- ~~Items or services are to be ordered only with approval of the Purchasing Agent. The Purchasing Agent will be the only person authorized to enter into contracts for services, goods, equipment or supplies.~~

~~The Regulations must~~

- ~~assure prudent and economical use of public monies;~~
- ~~ensure the acquisition of quality goods and services at the lowest possible cost;~~
- ~~guard against favoritism, improvidence, extravagance, fraud and corruption;~~
- ~~prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding;~~

- ~~□ provide with certain exceptions, that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement, which furthers the purposes of Section 104-b of the General Municipal Law;~~
- ~~□ set forth when each method of procurement will be utilized;~~
- ~~□ require adequate documentation of actions taken with each method of procurement;~~
- ~~□ require justification and documentation of any contracts awarded to other than the lowest responsible dollar offer, stating the reasons;~~
- ~~□ set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the Board of Cooperative Educational Services.~~

III. Acquisition of Personal Property by Gift

1. Acceptance of gifts.

Only the Board of Education may accept on behalf of the BOCES gifts of either money or merchandise, including surplus property and property donated to the BOCES by bequest or devise in a will or trust instrument, that in the view of the cooperative board add to the overall welfare of the BOCES. The BOCES will not consider the acceptance of a gift until the offer is made in writing.

~~In addition to donated personal property, this section also includes the acquisition of surplus property, and property donated to the BOCES by bequest or devise in a will or in a trust instrument.~~

~~Only the District Superintendent (or designee) may process donated personal property.~~

~~Notification of the receipt of personal property donations should immediately be sent to the Assistant Superintendent for Administrative Services. This should include a detailed description of the item(s) received. All donations will be acknowledged in writing by the Assistant Superintendent for Administrative Services or designee.~~

~~The Assistant Superintendent for Administrative Services will:~~

- ~~□ Prepare the necessary Board of Education resolutions to accept donated items.~~
- ~~□ Determine the value of donated personal property.~~

~~When a donated personal property item is valued at \$500 or more, the Assistant Superintendent for Administrative Services will add the item to the perpetual inventory maintained by the BOCES.~~

2. Accounting for gifts.

- a. All donations will be acknowledged in writing by the department receiving the gift.

- b. Gifts of money shall be annually accounted for in the general fund or in the trust and agency account.
- c. All gifts shall become the sole property of the BOCES.
- d. When a donated personal property item is valued at \$500 or more, the District Superintendent's designee will add the item to the perpetual inventory maintained by the BOCES.

IV. Perpetual Inventory of All Personal Property

A perpetual inventory of all personal property owned by the BOCES will be maintained by a professional appraisal firm in accordance with the following criteria:

- Property that is not consumable, with
- An estimated life of one year or more, and
- A unit resale value or initial cost of at least \$500.

At his/her discretion, the ~~Assistant Superintendent for Administrative Services~~ District Superintendent's designee may also include in the inventory, items of property with a resale value or initial cost of less than \$500.

Each year, the data on all personal property included in the inventory will be verified by designated staff members employed by the BOCES. The inventory will generally consist of property defined as valuable personal property.

V. Disposition of Personal Property

Property Less Than \$500

When personal property owned by the BOCES becomes worn out, obsolete, surplus or otherwise unusable, the District Superintendent or his/her designee may authorize the disposal of such property in a manner that is to the best advantage of the organization, provided the unit value of the item is not more than \$500 nor the total value of all the items of similar nature more than \$500.

Property In Excess of \$500 Located in School Districts

Ownership of BOCES asset tagged computers, copiers and related technology equipment in local component school districts, will be transferred to the component school districts at the end of 3 years, or at the end of the financing period, whichever is longer. Therefore the BOCES will not be required to have the Board approve the surplus and disposition of these assets

At the time of the transfer of ownership, such assets shall be eliminated from the WSWHE BOCES inventory and each component school district will be furnished an itemized list of the computers and equipment located in their district. Upon transfer of ownership; maintenance, related supply costs, and insurance coverage will be the responsibility of the component school district.

Property In Excess of \$500 Located at BOCES

Items with a value in excess of \$500 will be submitted for Board of Education approval and then disposed of in accordance with established policy and procedures. Valuable personal property will be sold to the highest bidder. However, property which is determined not to be marketable because it is damaged or in poor condition or is obsolete and has proven not to be marketable after at least one prior attempt at competitive bidding or has no or little value will be exempt from the bidding procedure. Such obsolete property may be disposed of in one of the following ways:

- Offered for sale through first come basis at a fixed cost;
- Used as a trade-in on new property;
- Sold through a negotiated sale; purchaser may not be an officer or employee of the BOCES;
- Sold as scrap to local dealers;
- Sold on consignment;**
- Taken to a landfill or approved disposal site.

No employee of the BOCES shall dispose or cause to be disposed of any property belonging to the BOCES through any procedure other than that authorized herein. The ~~purchasing agent~~ **District Superintendent's designee** shall oversee the procedure for disposal of all BOCES personal property. All disposed personal property will be deleted from the perpetual inventory.

Proceeds from the authorized sale of personal property will be designated as revenue to the Administrative Budget unless specifically assigned for another purpose in accordance with law or Board of Education resolution.

~~The use of revenue from the authorized sale of personal property to support budgeting appropriations will be permitted if such revenue was included in the adopted budget; otherwise, all proceeds will be returned to the general fund.~~

VI. Miscellaneous Provisions

BOCES owned property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain unless it is part of an approved class project during regular school hours.

Any employee who shall willfully violate any of the provisions of this policy may be dismissed, suspended, fined or reprimanded by the BOCES subject to any applicable law, rule, regulation, or contractual requirement.

The District Superintendent shall be responsible for the enforcement of this policy and shall designate other administrative staff who are authorized to take action in accordance with such policy, when appropriate.

The BOCES shall annually review this policy and make any amendments it deems necessary. Any such amended policy shall be submitted to the Commissioner for approval within 30 days of its adoption by the BOCES **as required by Section 170.3 of the Regulations of the Commissioner of Education.**

Adopted: February 13, 2002
REVISED:

SUBJECT: SOCIAL MEDIA USE

As an educational organization, the Washington-Saratoga-Warren-Hamilton-Essex BOCES recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning, experiences and promote BOCES mission. Further, the BOCES understands the importance of an open exchange between the BOCES and its many constituents and that access to technology in school gives students, teachers and others greater opportunities to learn, engage, communicate, and develop 21st-century technology and global communication skills. To this end, the BOCES recognizes social media tools, including social networking sites (SNS) and exploration of new and emerging technologies as an important arena for encouraging this interaction and collaboration.

The BOCES further realizes its obligation to ensure responsible and safe use of these technologies. As an employee of the Washington-Saratoga-Warren-Hamilton-Essex BOCES, staff are expected to conduct themselves in an appropriate, professional manner inside and outside of school, including professional and personal social networking activities and electronic communications. All staff are expected to serve as positive ambassadors for the BOCES and as appropriate adult role models for students.

The following policy establishes professional expectations and staff responsibility for professional-use social media accounts created to represent BOCES groups, departments, programs, and/or activities, and the BOCES as a whole. The policy will also address procedures and best practices for personal use of social media and responsibility.

Definitions

Social Media: Includes any and all forms of public social media network online platforms where individuals engage in multiple methods of online interaction, not limited to conversation and posting user generated and distributed content including, but not limited to, websites, blogs, wikis, podcasts, on-line forums, video sites, virtual worlds, messaging sites and social networking sites (such as Facebook, Twitter, Flickr, Vine, Snapchat, Instagram, Pinterest, Wikipedia, YikYak, LinkedIn, My Space, YouTube, and others). This list is by no means comprehensive or exhaustive; new social media platforms are continually introduced to the marketplace. The same set of professional expectations applies regardless of the choice of social media.

Professional/Instructional Use: Refers to the use of social media for official purposes to advance a program or function of the BOCES or represent the BOCES on social media as part of an employee's job responsibilities. Content is representative of the BOCES or group within/governed by the BOCES. The definition of BOCES approved password-protected social media tools are those that fall within the BOCES electronic technology network, otherwise known as the District's Computer System (DCS) or which the BOCES has approved for educational use. Within these internal forums, the BOCES has greater authority and ability to protect minors from inappropriate content and can limit public access.

Personal Use: Refers to the use of social media that is not related to the employee's job duties or work for the BOCES, rather, use on a personal level to advance one's self or communicate with family and friends. Content reflects the personal opinion of the account holder.

Professional/Instructional Use of Social Media Accounts

Social media may be used for official educational or promotional purposes, under the following conditions:

1. Employees (or students) are required to obtain prior written approval by the District Superintendent or his/her designee to set up a public social networking site for any official BOCES use related to their division, building, program, service or activity. A student's or employee's professional/instructional use of social media must:
 - a. Be linked to the WSWHE BOCES website and
 - b. Contain the WSWHE BOCES logo, and
2. Professional/instructional social media accounts may be subject to periodic review and monitoring by the BOCES.

Some professional social networking sites may be used for legitimate professional purposes to advance the mission of the BOCES. An Administrative Regulation will be developed to specify the procedures for such professional/instructional use of social media accounts and associated content integrity. Any and all social media accounts linked to the BOCES website must meet the same standards for accessibility compliance and contain compliance statements. All account names and log-in passwords must be on file in the BOCES Communications Department.

Social Media Personal Use and Responsibility

Staff personal use of social media or social networking sites (SNS) during work hours or on BOCES-owned or district-owned hardware and through BOCES or district technology networks is prohibited. However, limited personal use of social media during the work day within designated employee break times may be permitted on personal devices only, through personal data plans and not through the BOCES or district technology networks to include all computer networks, wireless networks/access and other BOCES or district electronic communications systems.

BOCES employees are personally responsible for all comments/information they publish on-line. Be mindful that what is published will be public for a long time. Be sure to protect privacy. BOCES employees are encouraged to use appropriate privacy settings to control access to their personal social media sites, however, there are limitations to privacy settings. Social media sites can change their current default privacy settings and other functions. Staff have an individual responsibility to understand the rules of the social media site being utilized.

Personal social media sites must be identified as the employee's own and not as a representative of the BOCES. Staff must not use their BOCES email address to identify themselves. Further, staff must not use the BOCES logo or any other BOCES images or iconography on any personal social media site, or make statements or representations in their official capacity as an employee of the BOCES, pursuant to their official duties, about matters of private concern. To be protected, statements must be made as "private citizen" in order to address a matter of "public concern". In addition, the BOCES name shall not be used to promote a product, cause or political party or candidate.

Ethical Standards/Legal Obligations/Appropriate Behavior for BOCES Staff Using Social Media

1. All online behavior should reflect the same standards of honesty, dignity, respect, and consideration that are used in face-to-face contact, and be in accordance with all other established high standards of professional conduct, whether using BOCES devices, electronic networks or social networking sites or personal devices and personal social networking sites. BOCES employees are expected to behave honorably in online spaces. Online activities or communications which are improper, unethical, illegal, or which cause undue discomfort for students, employees, parents, or other members of the BOCES community should be avoided. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, BOCES staff, media, and other BOCES stakeholders apply online as in person and in accordance with employee handbooks, Board Policy, Administrative Regulations and state and federal laws. Employees are responsible for anything they post to social media sites. Online activities or communications which cause a disruption within the BOCES may be grounds for discipline.
2. BOCES staff acknowledge and agree that when they create or post material on the BOCES professional social media sites, they are in effect, “content publishers” and as such are subject to a host of ethical and legal obligations, including, but not limited to, compliance with the federal Digital Millennium Copyright Act.
3. BOCES staff are prohibited from posting confidential or proprietary information about the BOCES, its students, employees or alumni, and from disclosing any personally identifiable student information. In addition, staff must adhere to all applicable state and federal laws, including but not limited to FERPA and HIPPA. BOCES staff must further adhere to all BOCES privacy and confidentiality policies, including those that prohibit the use of student photos where parental permission has been withheld in writing. Furthermore, staff should not “tag” photos or identify by name or social media account any other employee or student without prior permission of the individual being identified.
4. BOCES staff should not use social media networking sites to create or maintain personal relationships with students or to “friend” students, with the exception of family members. It is too easy for genuinely-intentioned and innocent comments and situations to be misinterpreted, resulting in potentially damaging consequences for everyone involved. “Personal relationships with students” shall mean any behavior or conduct that is unrelated to course work or official school matters. Such behavior may erode the professional authority and traditional roles of the teacher (or other adult) and student within the BOCES and may violate BOCES policies and/or regulations.

Dignity for All Students Act

Section VIII of the Dignity for All Students Act, Guidance on Bullying and Cyberbullying, outlines the BOCES’ responsibility to address cyberbullying not only within our schools, but also incidents that occur off school property that could “foreseeably disrupt” the school environment. This guidance includes any conduct taking place on social media and at any time of the day. Any student disciplinary actions as it relates to conduct on social media and cyberbullying will follow the BOCES’ Code of Conduct.

Reporting Requirements

BOCES staff have a professional responsibility to report inappropriate behavior or activity on social media networks, including requirements for mandated reporting and any known or suspected violations of the BOCES Social Media Policy, and all other applicable BOCES policies and regulations and potential violations of state or federal law.

Disciplinary Sanctions

BOCES staff shall be held to the same professional standards in his or her public use of electronic media, including use of social media and social networking sites, as for any other public conduct. While mindful of the first amendment, if BOCES staff use of electronic media violates state or federal law, Commissioner's Regulations or any BOCES policy or regulation, including any provision of this Social Media Policy and any accompanying regulations, or interferes with the employee's ability to effectively perform his or her job duties, or is disruptive or potentially disruptive to the effective operation of the BOCES, its programs or classes, or our districts, the employee shall be subject to disciplinary measures, up to and including termination of employment, in accordance with legal requirements, BOCES policies, and the applicable collective bargaining agreement.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Board prohibits any retaliatory behavior directed against staff who report or who are perceived to have reported inappropriate behavior or activity on social network sites or violations of this policy or any other applicable BOCES policies or regulations.

Knowingly Making False Accusations

Employees who knowingly make false accusations regarding other individuals as to allegations of inappropriate behavior or activity on social network sites may also face appropriate disciplinary action.

Compliance with Other Applicable Policies and Regulations

BOCES staff who participate in social networking sites, shall be subject to all applicable policies and regulations including, but not limited to the following:

1. Policy 5450 Staff-Student Relations (Fraternization)
2. Policy 7100 Internet Safety
3. Policy 6600 Student Use of Computerized Information Resources (Student Acceptable Use Policy)
4. Policy 6800 Digital Content on Mobile Communication Devices
5. Policy 5005 School Conduct and Discipline
6. BOCES Code of Conduct
7. Policy 6850 Dignity for All Students Act
8. Policy 5165 Non-Discrimination and Anti-Harassment in the BOCES
9. Policy 6110 Student Records Access and Challenge
10. Policy 5000 Code of Ethics for all BOCES Personnel
11. Administrative Regulation 2080 Staff Technology Use
12. Administrative Regulation 7090 Classroom Technology Use (Internet Acceptable Use)
13. Administrative Regulation 2090 Guidelines for Producing Materials for Electronic Media

Treasurer's Report
WSWHE Monthly Bank Reconciliations
May 2018

Glens Falls National Bank

Cash, Beginning of Month Balance	\$ 9,284,328.68
Outside Receipts	\$ 7,585,537.28
Outside Disbursements	\$ (24,463,019.39)
Internal Net Receipts and Disbursements	\$ 3,922,800.00
Adjustments, Insufficient Funds, Voids	\$ 269.06
Other - Certificates of Deposit	\$ 6,971,070.00
Interest	\$ 17,657.12
Cash, End of Month Balance	<u>\$ 3,318,642.75</u>
Bank Statement Balance	\$ 3,753,174.94
Deposits in Transit	\$ -
Outstanding Checks	\$ (432,130.51)
Interest to be transferred to Main Account	\$ (2,401.68)
Adjustments	\$ -
Bank Errors	\$ -
Reconciled Bank Balance	<u>\$ 3,318,642.75</u>

I certify that the above report and attached reconciliations, are correct to the best of my knowledge, information and belief

Theresa J. Lane 6/8/18
Completed by and Date

Weather Help 6/15/18
Approved by and Date

Ann E Moore 6/19/18
Accepted by and Date

Treasurer's Report
WSWHE Monthly Bank Reconciliations
May 2018

NYCLASS

Cash, Beginning of Month Balance	\$ 100,004.45
Contributions	\$ 18,693,763.80
Withdrawals	\$ (496,363.80)
Internal Net Receipts and Disbursements	\$ -
Adjustments, Insufficient Funds, Voids	\$ -
Other - Certificates of Deposit	\$ -
Interest	\$ 17,985.20
Cash, End of Month Balance	<u>\$ 18,315,389.65</u>
Bank Statement Balance	\$ 18,315,389.65
Deposits in Transit	\$ -
Outstanding Checks	\$ -
Interest to be transferred to Main Account	\$ -
Adjustments	\$ -
Bank Errors	\$ -
Reconciled Bank Balance	<u>\$ 18,315,389.65</u>

I certify that the above report and attached reconciliations, are correct

Karen J. Davis 6/18/18
Completed by and Date

Heather Ship 6/15/18
Approved by and Date

Amy R Moore 6/19/18
Accepted by and Date

May 31, 2018 Certificates of Deposit:

4/19/2018 TA-PRH	60 days	1.15%	133,000
3/22/2018 TA-PRH	90 days	1.20%	73,600
			<u>206,600</u>
3/20/2018 OT	90 days	1.20%	50,000
1/29/2018 OT	6 Months	1.63%	1,400,000
4/9/2018 OT	6 Months	1.50%	77,700
1/29/2018 OT	1 Year	1.90%	750,000
			<u>2,277,700</u>

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

General Fund
May 31, 2018

Code	Account Description		
A201	Cash – Time Deposits	2,415,214.92	
A201	Cash - NYCLASS	12,302,635.30	
A210	Petty Cash	300.00	
A380	Accounts Receivable	7,439.54	
A391	Due From Other Funds	1,166,268.22	
A410	Due from State/Federal Receivable		2,775.00
A431	Due from School Districts	9,120,823.70	
A480	Prepaid Expenses	443.00	
A510	Estimated Revenues	82,099,550.32	
A521	Encumbrances	10,244,072.23	
A522	Expenditures	63,804,918.76	
A600	Accounts Payable		867,456.76
A601	Accrued Liabilities		646,261.39
A630	Due to Other Funds		1,059,402.48
A631	Due to Other Governments		848.55
A632	Due to Teachers Retirement System		1,785,481.39
A637	Due to Employees Retirement System		259,544.65
A658	Due to School Districts –BOCES Aid		
A690	Overpayments/Collections in Advance		
A691	Deferred Revenues		126,800.61
A815	Reserve for Unemployment Insurance		411,523.15
A827	Reserve for Retirement Contribution		987,797.09
A863	Reserve for Insurance		20,216.00
A867	Reserve for EBALR		2,113,688.75
A915	Assigned Fund Balance - Encumbrances		10,244,072.23
A960	Appropriations		82,099,550.32
A980	Revenues		80,536,247.62
		181,161,665.99	181,161,665.99

WASHINGTON • SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN • HAMILTON • ESSEX

Special Aid Fund
May 31, 2018

Code	Account Description		
F200	Cash	17,398.83	
F380	Accounts Receivable	148,210.86	
F391	Due from Other Funds	946,065.58	
F410	Due from Other Governments	22,211.75	
F431	Due from School Districts		
F480	Prepaid Expenses - Rental	1,760.00	
F522	Expenditures	3,426,529.43	
F600	Accounts Payable		25,246.34
F601	Accrued Liabilities		
F630	Due to Other Funds		
F631	Due to Other Governments		1,239.00
F632	Due to Teachers Retirement System		
F637	Due to Employees Retirement System		
F691	Deferred Revenues		
F915	Assigned Fund Balance		479,134.54
F980	Revenues		4,056,556.57
		4,562,176.45	4,562,176.45

Trust & Agency
 May 31, 2018

Code	Account Description		
TA200	Cash	75,000.44	
TA201	Cash – Time Deposits	1,348,595.32	
TA200	Cash-Student Activity		
TA380	Accounts Receivable		
TA391	Due From Other Funds	171,395.63	
TA459	Securities Pledged as Bank Collateral	5,974,175.10	
TA010	Net Payroll	800,442.49	
TA018	ERS & TRS	6,517.49	
TA020	Group Insurance		1,466,172.47
TA021	NYS Income Tax	48,423.37	
TA022	Federal Income Tax	269,823.79	
TA023	Association and Union Dues		
TA024	Income Executions		
TA029	Purchase of Annuities	26,300.16	
TA032	Deposit of Securities		5,974,175.10
TA038	Student Deposits		
TA085	Other funds (AFLAC/HRA)		55,999.27
TA630	Due to Other Funds		1,224,326.95
		8,720,673.79	8,720,673.79

Private Purpose Expendable Trust Fund
 May 31, 2018

Code	Account Description		
TE201	Cash – Time Deposits	111,092.00	
TE522	Expenses	49,150.00	
TE092	Endowments, Scholarships, Gifts		148,694.81
TE630	Due to Other Funds		
TE980	Revenues		11,547.19
		160,242.00	160,242.00

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

CTE Equipment Reserve Fund
May 31, 2018

Code	Account Description		
H201	Cash – Time Deposits	1,435,778.31	
H380	Accounts Receivable		
H391	Due From Other Funds		
H521	Encumbrances	76,055.30	
H522	Expenditures	466,705.13	
H599	Appropriated Fund Balance	605,803.40	
H600	Accounts Payable		
H630	Due to Other Funds		
H915	Reserve for Advanced Tech Equipment		1,889,099.44
H916	Reserve for Encumbrances		76,055.30
H960	Appropriations		605,803.40
H980	Revenues		13,384.00
		2,584,342.14	2,584,342.14

Capital Improvement Fund
May 31, 2018

Code	Account Description		
H201	Cash – Time Deposits	1,476,262.53	
H391	Due from Other Funds		
H510	Estimated Revenues	3,117,676.00	
H521	Encumbrances	139,879.00	
H522	Expenditures	359,989.00	
H599	Appropriated Fund Balance	332,593.06	
H600	Accounts Payable		
H630	Due to Other Funds		
H631	Due to Other Governments		
H915	Assigned Fund Balance		786,251.53
H916	Assigned Fund Balance - Encumbrances		139,879.00
H960	Appropriations		3,450,269.06
H980	Revenues		1,050,000.00
		5,426,399.59	5,426,399.59

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

General Fixed Assets Account Group
May 31, 2018

Code	Account Description		
K101	Land	162,800.00	
K102	Buildings	6,905,919.61	
K112	Accumulated Depreciation – Buildings		6,042,296.90
K104	Equipment	15,769,397.36	
K114	Accumulated Depreciation – Equipment		4,650,427.66
K105	Construction Work in Progress	2,783,005.92	
K158	Component Contributions		14,928,398.33
		25,621,122.89	25,621,122.89

General Long Term Debt Account Group
May 31, 2018

Code	Account Description		
W125	Provisions to be Made in Future	58,219,791.72	
W685	Installment Purchase Debt		2,006,830.93
W689	Compensated Absences		2,144,751.79
W689	Other Post-Employment Benefits		54,068,209.00
		58,219,791.72	58,219,791.72

Treasurer's Report
 Southern Adirondack Public Schools Workers Compensation Plan
 May-18

Bank Name: Glens Falls National

Cash, beginning of month balance	\$	1,320,382.08
Outside Receipts	\$	-
Outside Disbursements	\$	(200,209.07)
Matured Certificates	\$	730,000.00
Purchase Certificates	\$	-
Net Investment Transfers with NYCLASS	\$	(1,855,870.00)
Internal net receipts and disbursements	\$	-
Adjustments, Insufficient Funds, Voids	\$	-
Interest	\$	5,752.73
Cash, end of the month balance	<u>\$</u>	<u>55.74</u>
Bank Statement Balance	\$	55.74
Deposits in Transit	\$	-
Outstanding Checks	\$	-
Interest to be transferred to Main Account	\$	-
Adjustments	\$	-
Bank errors	\$	-
Reconciled Bank Balance	<u>\$</u>	<u>55.74</u>

I certify that the above report and attached reconciliations, are correct to

Amy R Moore 6/8/18
 Treasurer and date

[Signature] 5-18-18
 Chairman and date

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

Southern Adirondack Public Schools Workers Compensation Plan
May 31, 2018

Code	Account Description		
OT200	Cash	55.74	
OT201	Cash in Time Deposits	4,135,912.26	
OT230	Cash – Escrow PMA	225,000.00	
OT380	Accounts Receivable		
OT450	Investment in Securities-Cost	4,371,721.69	
OT451	Investment in Securities-Market Chg.		137,680.78
OT480	Prepaid Expenses	7,731.33	
OT522	Expenses	1,654,364.06	
OT600	Claims Payable-IBNR		5,174,591.22
OT600	Accounts Payable		
OT814	Fund Balance – Current Reserve		2,146,239.24
OT980	Revenues		2,936,273.84
		10,394,785.08	10,394,785.08