WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

REGULAR MEETING OF THE BOARD OF EDUCATION

GICK ROAD, SARATOGA SPRINGS, NEW YORK
October 10, 2018  6:30 PM

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. BOARD RECOGNITION

4. PUBLIC HEARING

5. MINUTES

Recommend the Board approve the minutes for the September 12, 2018 regular meeting of
the Board of Education.

6. COMMUNICATIONS

7. OLD BUSINESS

8. ADMINISTRATIVE REPORTS

A. 2018 Proposed NYSSBA Bylaw Amendments and Resolutions

Board discussion to provide guidance to alternate voting delegate, Michael Glass, who
will be attending the October 27, 2018 Annual Business Meeting of NYSSBA’s 99th
Annual Convention and Education Expo. (NO ACTION REQUIRED)

B. Board Committee Reports

1. Budget Committee (NO ACTION REQUIRED)

2. Policy Committee

   a. Recommend the Board adopt Policy #4090 Use of BOCES Credit
      Cards.

   b. Recommend the Board amend Policy #5165 Non-Discrimination and
      Anti-Harassment in the BOCES.

   c. Recommend the Board adopt Policy #6750 Non-Discrimination and
      Anti-Harassment of Students in the BOCES.

C. Legislative Update

   Linda King, the Board’s legislative representative, will be presenting a report.
   (NO ACTION REQUIRED)

D. District Superintendent Items (NO ACTION REQUIRED)
## 9. NEW BUSINESS

### A. 2019-2020 Budget Calendar

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 10, 2018</td>
<td>Budget Committee meeting</td>
</tr>
<tr>
<td></td>
<td>Adoption of budget calendar by Board of Education</td>
</tr>
<tr>
<td>October 12, 2018</td>
<td>Access to budget development worksheets</td>
</tr>
<tr>
<td>November 15, 2018</td>
<td>Fringe benefits % determined</td>
</tr>
<tr>
<td>December 3, 2018</td>
<td>O&amp;M preliminary/final budget</td>
</tr>
<tr>
<td></td>
<td>Administrative Services 600 COSER series and cross contract budgets</td>
</tr>
<tr>
<td>December 12, 2018</td>
<td>Buildings and Grounds Committee and Budget Committee review capital budgets</td>
</tr>
<tr>
<td>December 14, 2018</td>
<td>Service Guide finalized</td>
</tr>
<tr>
<td>December 20, 2018</td>
<td>Administrative charges from School Support Services</td>
</tr>
<tr>
<td></td>
<td>IT/SSS required leased facilities and recommended program transfers</td>
</tr>
<tr>
<td>January 9, 2019</td>
<td>Budget Committee review – administrative budget</td>
</tr>
<tr>
<td></td>
<td>Building &amp; Grounds Committee review – capital projects</td>
</tr>
<tr>
<td>January 11, 2019</td>
<td>Preliminary administrative budget completed</td>
</tr>
<tr>
<td>January 18, 2019</td>
<td>IT/SSS will submit tentative program budgets</td>
</tr>
<tr>
<td>February 13, 2019</td>
<td>Board Workshop 2019-20 Budget</td>
</tr>
<tr>
<td></td>
<td>Approve 2019-20 Capital Plan</td>
</tr>
<tr>
<td>February 15, 2019</td>
<td>Preliminary budget summary submitted to District Superintendent</td>
</tr>
<tr>
<td>February 22, 2019</td>
<td>Pricing Guide finalized</td>
</tr>
<tr>
<td>March 13, 2019</td>
<td>Budget Committee final review administrative budget</td>
</tr>
<tr>
<td></td>
<td>Adopt 2019-20 administrative budget</td>
</tr>
</tbody>
</table>
March 15, 2019  Fiscal Plan Document Complete
BOCES Final Service Request forms mailed to CSO’s and SBO’s

March 15 & March 25, 2019  Advertise for Annual Meeting (8 & 16 days prior)

April 3, 2019  BOCES Annual Meeting (SAEC)

April 30, 2019  Component school district vote on 2019-20 administrative budget and Board elections

May 3, 2019  2019-20 Final Service Request forms due from component school districts

May 8, 2019  Adoption of 2019-20 budget by Board of Education

B. Donation
Recommend the Board accept the following vehicle donation for the Automotive Technology class:

- 2001 Mercedes-Benz E-class donated by Sarah Goodwin

C. Memorandum of Agreement
Recommend the Board approve a Memorandum of Agreement between the Washington-Saratoga-Warren-Hamilton-Essex Counties Board of Cooperative Educational Services and the Saratoga Adirondack BOCES Employees Faculty and SRP Units for Diane Fana, effective October 10, 2018.

10. Personnel
A. Position Changes
1. Recommend the Board create the positions listed below, pending enrollment and/or district request:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
<th>PROGRAM/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Personnel Development, Full-time</td>
<td>October 16, 2018</td>
<td>Burgoyne</td>
</tr>
<tr>
<td>Teacher Aide, Full-time</td>
<td>September 1, 2018-June 30, 2019</td>
<td>Dorothy Nolan</td>
</tr>
<tr>
<td>Teacher Aide, Full-time</td>
<td>September 10, 2018-June 30, 2019</td>
<td>Dorothy Nolan</td>
</tr>
<tr>
<td>Teacher Aide, Full-time</td>
<td>September 1, 2018-June 30, 2019</td>
<td>Southern Adirondack Education Center</td>
</tr>
</tbody>
</table>
Teacher Aide  
Part-time (50%)  
September 1, 2018-  
Southern Adirondack  
Education Center  
June 30, 2019

Teacher Aide  
Part-time (50%)  
September 6, 2018-  
Southern Adirondack  
Education Center  
June 30, 2019

Teacher Aide  
Part-time (50%)  
September 18, 2018-  
Southern Adirondack  
Education Center  
June 30, 2019

2. Recommend the Board abolish one (1) full-time position in the Head Custodian area and create one (1) full time position in the Assistant Building and Grounds Supervisor 1 area effective September 24, 2018.

3. Recommend the Board decrease one (1) position from part-time (90%) in the Practical Nursing Area to part-time (80%) effective September 1, 2018 through June 30, 2019.

4. Recommend the Board increase one position in the Physical Education area from part-time (70%) to part-time (90%) up to full time, effective September 10, 2018.

Further, recommend the Board approve a change of employment status for Krista Britt increasing her from a part-time (70%) to part-time (90%), position in the Physical Education area effective September 10, 2018.

5. Recommend the Board approve a change of employment status for David Coonradt, from (50%) Machine Tool Technology tenure area and (50%) Welding tenure area to a full-time Machine Tool Technology tenure area effective September 1, 2018.

6. Recommend the Board decrease one position in the Practical Nursing area from part-time (90%) to part-time (80%), effective September 1, 2018 through June 30, 2019.

Further, recommend the Board approve a change in employment status for Denise Altenburger decreasing her from a part-time (90%) to a part-time (80%) position in the Practical Nursing area effective September 1, 2018 through June 30, 2019.

7. Recommend the Board approve a change in employment status for Jaclyn Sarnelli decreasing her from full-time to part-time (50%) in the Teacher Aide area effective September 1, 2018.

8. Recommend the Board approve a change in start date for Ronald Rushia Jr., Physical Education, from October 3, 2018 to October 1, 2018 and adjust his probationary period date effective from October 3, 2018 through October 2, 2022 to October 1, 2018 through September 30, 2022.

9. Recommend the Board approve a change of employment status for Carrie VanTassel from a full-time, 10-month provisional appointment to a full-time, 10-month permanent position with a 26-week probationary period in the Enrichment Resource Center Program Manager area, effective August 17, 2018 through February 15, 2019.
10. Recommend the Board approve a change of employment status for Nico Paniccia from a full-time, 12-month provisional appointment to a full-time, 12-month permanent position with a 26-week probationary period in the MicroComputer Specialist area, effective September 24, 2018 through March 25, 2019.

11. Recommend the Board approve a change of employment status for Eric Triola from a full-time, 12-month provisional appointment to a full-time, 12-month permanent position with a 26-week probationary period in the MicroComputer Specialist area, effective October 1, 2018 through April 1, 2019.

12. Recommend the Board approve a change of employment status for Shane Walsh from a full-time, 12-month provisional appointment to a full-time, 12-month permanent position with a 26-week probationary period in the MicroComputer Specialist area, effective October 8, 2018 through April 8, 2019.

13. Recommend the Board approve a change of employment status for Jackie Hunt from a full-time, 12-month provisional appointment to a full-time, 12-month permanent position with a 26-week probationary period in the MicroComputer Specialist area, effective October 15, 2018 through April 15, 2019.

14. Recommend the Board approve a change of appointment for the staff listed below from Advisor to Lead Advisor, for 2018-2019 school year at the annual rate of $2,000, unless otherwise noted. Payment upon conclusion of activities for 2018-2019 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoffman, Bruce</td>
<td>(50%) SkillsUSA/Youth Activities</td>
</tr>
<tr>
<td></td>
<td>(Shared with J.Rescott, $1000)</td>
</tr>
<tr>
<td>Rescott, Jeffrey</td>
<td>(50%) SkillsUSA/Youth Activities</td>
</tr>
<tr>
<td></td>
<td>(Shared with B.Hoffman, $1000)</td>
</tr>
</tbody>
</table>

15. Recommend the Board approve a change in dates worked for the staff listed below, at the Washington County Fair, for preparing and presenting demonstrations, from August 20, 2018 through August 26, 2018 to June 18, 2018 through August 26, 2018:

| Coreys, Clay    | Jones, John                        |
| Foldi, David    | Moy, Kris                          |

16. Recommend the Board approve a change in hours for staff listed below at the Washington County Fair, for preparing and presenting demonstrations, effective August 8, 2018 through August 26, 2018:

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corey, Clay</td>
<td>6 hrs</td>
<td>8 hrs</td>
</tr>
<tr>
<td>David, Celeste</td>
<td>15 hrs</td>
<td>29 hrs</td>
</tr>
<tr>
<td>Hamilton, Ian</td>
<td>11 hrs</td>
<td>22 hrs</td>
</tr>
<tr>
<td>Vandermark, Chris</td>
<td>12 hrs</td>
<td>13 hrs</td>
</tr>
</tbody>
</table>

17. Recommend the Board approve a correction in effective date for Diane Balog, Adult Practical Nursing Program Supervisor from August 23, 2018 to August 23, 2018.

18. Recommend the Board rescind the appointment of Paul Piotrowski from Team Leader, effective September 1, 2018.
B. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Barry Venne from a full-time position in the Teacher Aide area, effective August 14, 2018.

2. Recommend the Board accept the resignation of Tammy Baker from a full-time position in the Teacher Aide area, effective September 1, 2018.

3. Recommend the Board accept the resignation of Amy Campbell from an Attending Principal position, effective September 1, 2018.

4. Recommend the Board accept the resignation of Jessica Cuva from a BoysTown Store Manager position, effective September 11, 2018.

5. Recommend the Board accept the resignation of Stacey Kelly from a full-time position in the Teacher Aide area, effective September 22, 2018.

6. Recommend the Board accept the resignation of Jarret Babcock from a full-time position in the Welding tenure area effective October 5, 2018.

7. Recommend the Board accept the resignation of Helen Rebisz from a full-time position in the English 7-12 tenure area effective October 12, 2018.

8. Recommend the Board approve a leave of absence without pay for Katherine Ketchum from a full-time position in the Literacy tenure area effective September 1, 2018 through November 2, 2018.

9. Recommend the Board approve a leave of absence without pay for Brenda Petteys from a full-time position in the Senior Clerk area effective October 15, 2018 until she attains permanent status in the Personnel Assistant title.

10. Recommend the Board approve a leave of absence without pay for Katelynn Attanasio from a full-time position in the Human Resources Generalist area effective October 16, 2018 until she attains permanent status in the Coordinator for Personnel Development title.

11. Recommend the Board approve a leave of absence without pay for Patti Shepard from a part-time position in the Health Occupations area effective November 1, 2018 through December 20, 2018.

C. Permanent Appointments

1. Recommend the Board appoint Katelynn Attanasio to permanent status in the Human Resources Generalist area, effective October 15, 2018.

2. Recommend the Board appoint Mary VanDerwerken to permanent status in the Benefits Specialist area, effective October 15, 2018.

3. Recommend the Board appoint Dolores Nolet to permanent status in the Network Analyst area, effective October 22, 2018.

5. Recommend the Board appoint **Donna Venezio** to permanent status in the Principal Account Clerk Typist area, effective November 20, 2018.

D. **Staff Appointments**

1. Recommend the Board appoint Jared Davis to a full-time, 12-month, administrative position in the Principal for CTE Programs tenure area with a four (4) year probationary period effective October 15, 2018 through October 14, 2022. Mr. Davis has a Professional certificate valid August 30, 2018 in the School Building Leader area. His salary will be prorated based on-$85,000 (Administrators Association).

2. Recommend the Board appoint Nicholas Weigand to a full-time, 12-month position in the Instructional Support Specialist for Professional Development tenure area with a four (4) year probationary period effective October 1, 2018 through September 30, 2022. Mr. Weigand has an Initial certificate valid through August 31, 2019 in the Social Studies 7-12 area. His salary will be prorated based on step 3 of the salary schedule-$39,486.

3. Recommend the Board appoint Angela Stathopoulos to a full-time, school calendar position in the Math tenure area with a four (4) year probationary period effective September 24, 2018 through September 23, 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 Section 3012 and 3014. Ms. Stathopoulos has an Initial certificate valid through August 31, 2023 in the Math 7-12 area. Her salary will be prorated based on step 2 of the salary schedule-$38,713.

4. Recommend the Board appoint McKenzie Regan to a part-time (60%), school calendar, term position in the Math area effective October 9, 2018 through June 30, 2019. Ms. Regan has a Transitional B certificate valid through January 31, 2022 in the Math 7-12 area. Her salary will be prorated based on step 1 of the salary schedule-$37,953.

5. Recommend the Board appoint Derek Bushnell to a full-time, temporary long-term substitute position in the Special Education area effective September 10, 2018 through June 30, 2019, as needed. His salary will be prorated based on step 1 of the salary schedule-$37,953.

6. Recommend the Board appoint Rosemary Christle-Renaud to a part-time (40%), temporary position in the Elementary area assigned to teach Gifted Education, effective September 1, 2018 through June 30, 2019, as needed. Ms. Christle-Renaud has a permanent certificate valid September 1, 1986 in the Elementary Education N-6 area. Her salary will be prorated based on step 4 of the salary schedule-$40,277.

7. Recommend the Board appoint Ellen Hoffer to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Hoffer has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be prorated based on step 4 of the salary schedule-$15,635.
8. Recommend the Board appoint Valeria Orozco to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Orozco has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be prorated based on step 4 of the salary schedule-$15,635.

9. Recommend the Board appoint Katharine Sarro to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Sarro has an Initial certificate valid through August 31, 2022 in the Childhood Education 1-6 area. Her salary will prorated be based on step 8 of the salary schedule-$17,929.

10. Recommend the Board appoint Rebecca Thomas to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Thomas has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be prorated based on step 4 of the salary schedule-$15,635.

11. Recommend the Board appoint Christine Formolo to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective September 10, 2018 through September 9, 2022. Ms. Formolo has a Level 1 certificate valid through August 31, 2020 in the Teaching Assistant area. Her salary will be prorated based on step 4 of the salary schedule-$15,635.

12. Recommend the Board appoint Jaclyn Sarnelli to a part-time (50%), school calendar, term position in the Teaching Assistant area effective September 1, 2018. Ms. Sarnelli has a Level 1 certificate valid through January 31, 2021 in the Teaching Assistant area. Her salary will be prorated based on step 3 of the salary schedule-$15,107.

13. Recommend the Board appoint Peyton Gould to a full-time, school calendar, term position in the Teacher Aide area effective September 10, 2018 through June 30, 2019. Her salary will be prorated based on step 6 of the salary schedule-$14,218.

14. Recommend the Board appoint Kelly Pratt to a part-time (50%), school calendar, term position in the Teacher Aide area effective September 1, 2018 through June 30, 2019. Her salary will be prorated based on step 8 of the salary schedule-$15,068.

15. Recommend the Board appoint Katelynn Attanasio to a full-time, 12-month, provisional position in the Coordinator for Personnel Development area (pending civil service qualification) effective October 16, 2018. Her salary will be prorated based on-$49,000. (Non-Unit Group 1)

16. Recommend the Board appoint Brenda Petteys to a full-time, 12-month, provisional position in the Personnel Assistant area (pending civil service qualification) effective October 15, 2018. Her salary will be prorated based on-$40,486.75. (Non-Unit Group 1)
17. Recommend the Board appoint Tracy Bocchi to a full-time, 12-month, provisional position in the Senior Information Processing Specialist area (pending civil service qualification) effective September 10, 2018. Her salary will be prorated based on step 15 of the salary schedule-$41,200.

18. Recommend the Board appoint Terry LaLonde to a full-time, 12-month, provisional position in the Building Maintenance Mechanic area (pending civil service qualification) effective September 18, 2018. His salary will be prorated based on step 10 of the salary schedule-$29,986.

19. Recommend the Board appoint Andrew Behan to a full-time, 12-month, provisional position in the IT Procurement Specialist area (pending civil service qualification) effective October 15, 2018. His salary will be prorated based on-$37,000.

20. Recommend the Board appoint Monty McNeill to a full-time, provisional position in the School Safety Officer area (pending civil service qualification) effective October 1, 2018. His salary will be prorated based on step 11 of the salary schedule-$38,531.

Further, recommend the Board authorizes the District Superintendent of Schools to submit a Section 211 waiver application subject to the approval of the NYS Commissioner of Education.

21. Recommend the Board appoint Colleen Yeager to a full-time, 12-month, permanent position with a 26-week probationary period in the Clerk area, effective October 1, 2018 through April 1, 2019. Her salary will be prorated based on step 11 of the salary schedule-$24,381.

22. Recommend the Board appoint Duffy Nelson as Attending Principal, effective August 1, 2018 through June 30, 2020 at the annual rate $1,500.

23. Recommend the Board appoint Stacy Bobbie as Attending Teacher, effective August 1, 2018 through June 30, 2020 at the annual rate of $4500 (25%- split with Attending Teachers Gadaway, Villa, Cutaiar)

E. Other

1. Recommend the Board approve per diem employment at the applicable 2018-19 hourly/per diem rate (unless otherwise noted) for the staff listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Maximum Hours/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amodeo, Christine</td>
<td>Adult Literacy (Article 19)</td>
<td>up to 2 days</td>
</tr>
<tr>
<td></td>
<td>Extension of service</td>
<td>07/05/18-07/31/18</td>
</tr>
<tr>
<td>Bates, Peter</td>
<td>School Bus Driver</td>
<td>up to 150 hrs</td>
</tr>
<tr>
<td></td>
<td>Safety and Trips</td>
<td>09/17/18-06/26/19</td>
</tr>
<tr>
<td>Brown, Kelsi</td>
<td>Special Education Teacher</td>
<td>up to 1 day</td>
</tr>
<tr>
<td></td>
<td>Classroom Preparation</td>
<td>08/29/18</td>
</tr>
<tr>
<td>Clements, Beth</td>
<td>Principal Account Clerk</td>
<td>up to 8 hrs</td>
</tr>
<tr>
<td></td>
<td>SLO Preparation and Testing</td>
<td>09/11/18-09/30/18</td>
</tr>
</tbody>
</table>
2. Recommend the Board appoint 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 Program**

**Instructional and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacko, Joel</td>
<td>Contraptions</td>
<td>up to 42 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Selsey, Adam</td>
<td>Introduction to Robot C With VexIQ</td>
<td>up to 18 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
</tbody>
</table>

**PTECH Summer STEM Program-SUNY Wilton**

**Instructional and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cioffi, Jan</td>
<td>up to 7.5 hrs</td>
<td>08/06/18-08/30/18</td>
</tr>
</tbody>
</table>

**PTECH**

**Instructional and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stathopoulos, Angela</td>
<td>up to 75 hrs</td>
<td>07/01/18-06/30/19</td>
</tr>
</tbody>
</table>
Young Scholars
Curriculum Development rate of $34 per hour

<table>
<thead>
<tr>
<th>Name</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christie-Renaud, Rosemary</td>
<td>up to 13 hrs</td>
<td>09/04-18-01/31/19</td>
</tr>
</tbody>
</table>

Think Series Enrichment Program
Instruction and Curriculum Rate of $30 per hour

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max# Of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeMarco, Amanda</td>
<td>Paint &amp; Sip</td>
<td>up to 15 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Jacko, Joel</td>
<td>Design in Action</td>
<td>up to 45 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Sanchez, Anita</td>
<td>Nature Art</td>
<td>up to 45 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Sheeran, Linda</td>
<td>French</td>
<td>up to 15 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Welch, Kathryn</td>
<td>Mars</td>
<td>up to 45 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
</tbody>
</table>

3. Recommend the Board appoint the staff listed below for CTE New Teacher Training for up to 7.5 hours, effective August 16, 2018 through August 23, 2018 at the rate of $34 per hour:

   Babcock, Jarret       Ross, Julie
   David, Celeste       Somma, Robert
   Eaddy, Lendell

4. Recommend the Board appoint staff listed below for Washington County Fair preparation and presentation of demonstrations for up to the hours listed below effective August 19, 2018 through August 26, 2018, at the rate of $34 per hour:

   Flynn, Dennis (4 hrs)

5. Recommend the Board appoint Bethellen Mannix, On-Site Coordinator for up to 15 hours, effective October 1, 2018 through December 17, 2018, at the rate of $27 per hour.

6. Recommend the Board appoint the staff listed below for Mandatory ERC Meetings, for up to 1.5 hours, effective September 20, 2018 at the rate of $27 per hour:

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chou, Lee-hua(Marie)</td>
<td>Chinese</td>
</tr>
<tr>
<td>Miller, Carolina</td>
<td>Animal Prints</td>
</tr>
<tr>
<td>Phillips, Paul</td>
<td>Mystery Solved 2018</td>
</tr>
</tbody>
</table>

7. Recommend the Board appoint staff listed below ELD Instructors, for Curriculum Development for up to 10 hours, effective September 11, 2018 through June 30, 2019, at the rate of $34 per hour:

   Moran, Monica       Bull, Georgianna

8. Recommend the Board appoint staff listed below to Team Leader positions for the 2018-2019 school year at the annual rate of $3,716:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landrey, Owen</td>
<td>ELA/SS</td>
</tr>
</tbody>
</table>

9. Recommend the Board appoint the staff listed below to a Head Teacher position for the 2018-2019 school year at the annual rate of $1500:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piotrowski, Paul</td>
<td>SAEC-Spec. Ed</td>
</tr>
</tbody>
</table>
10. Recommend the Board appoint staff listed below to BoysTown Consultant positions for the 2018-2019 school year, effective September 1, 2018 through June 30, 2019, at the annual rate of $1,000. Payment upon conclusion of activities for 2018-19 school year.

Name
Piotrowski, Paul
Sander, Amanda

11. Recommend the Board appoint staff listed below to BoysTown Store Manager positions for the first semester of the 2018-2019 school year, effective September 1, 2018, at the rate of $300 per semester, unless otherwise noted. Payment upon conclusion of the semester.

Name
Valastro, Pamela

12. Recommend the Board appoint the staff listed below to act as Teacher Mentors effective September 1, 2018 through June 30, 2019 at the annual rate of $1,238, prorated as appropriate:

Mentor
Ackerman, Susan
Baker, Mary
Bazarnick, Joseph
Bromley, Claire
Brooks, Susan
Curley, Mary Jo
DeCaprio, Kelly
DuFrain, Lori
Forsyth, Maureen
Furman, Babette
Gates, Andrew
Griego, Anthony
Hall, Cindy
Hilker, Emily
Hilker, Emily
Mann, Robert
Piotrowski, Paul
Purvis, Jessica
Sheppard, Kelly
Spencer, Bonnie
Vandenbergh, John
VanVoorhis, Kimberly

Intern
Giunta, Christian
Desmond, Diane
Britt, Krista
Gaudio, Gina
Zelenkewich, Holly
Sobieski, Emily
Farrell, Joy
Bowers, Erin
Gibb, Erin
Crouse, Jennifer
Bushnell, Derek
Walser, Michael
Goss, Crystal
Johnston, Vanessa
Smith, Ashley
Gordon, Gary
Ives, Vanessa
Cangemi, Angela
Towne, Stephanie
Fleck, Shawna
Crosby, Timothy
Brown, Kelsi

13. Recommend the Board appoint the staff listed below, for Regents Review, Queensbury Middle and High School, for up to 4 hours of Proctoring and/or Scoring, effective August 16, 2018 through August 20, 2018, at the rate of $25 per hour:

Combs, Garrett
Rogge, Patricia
Trimarchi, Michelle

14. Recommend the Board appoint Lauren Beaulieu, Regents Review, Queensbury Regional Summer School, for up to 3 hours of Proctoring and Scoring, effective August 16, 2018 through August 20, 2018 at the rate of $25 per hour.
15. Recommend the Board appoint Julie Ross, New Visions Health Instructor, for up to 90 hours for program preparation of the New Visions Health program, as needed effective July 2, 2018 through August 31, 2018 at the rate of $34 per hour.

16. Recommend the Board appoint Lorna Snapp, Retiree Consultant, for up to 3 days for SLO Support effective September 7, 2018 through September 14, 2018 at the rate of $265 per day.

17. Recommend the Board appoint Jeffrey Rescott, HVAC Instructor, for up to 30 hours for program preparation of HVAC classroom, effective August 27, 2018 through August 31, 2018 at the rate of $34 per hour.

18. Recommend the Board appoint Karen August, Secretary to the Principal, for up to 30 days for clerical mentoring for Serah Lundgren, effective August 29, 2018 through September 29, 2018, at the rate of $119.

19. Recommend the Board appoint Cindy Hall as Dean of Students, teacher on special assignment with additional duties, effective for the 18-19 year, at the annual additional stipend rate of $8,000. Ms. Hall will continue to accrue seniority credit in the Math 7-12 tenure area.

20. Recommend the Board appoint Nicole Mabey as Dean of Students, teacher on special assignment with additional duties, effective for the 18-19 year, at the annual additional stipend rate of $8,000. Ms. Mabey will continue to accrue seniority credit in the English tenure area.

21. Recommend the Board appoint Ruth Shippee as Dean of Students, teacher on special assignment with additional duties, effective for the 18-19 year, at the annual additional stipend rate of $8,000. Ms. Shippee will continue to accrue seniority credit in the Social Studies tenure area.

22. Recommend the Board appoint Kathleen Burns, NYSAA Trainer, for up to 15 days effective July 1, 2017 through June 30, 2018 for training at the rate of $400 per day.

23. Recommend the Board appoint Kathleen Burns, NYSAA Trainer, for up to 10 days effective July 1, 2018 through June 30, 2019 for training at the rate of $400 per day.

24. Recommend the Board approve the Retiree Employment Agreement by and between the Washington-Saratoga-Warren-Hamilton-Essex BOCES and Susan Meybaum, Practical Nursing, effective September 6, 2018 through December 20, 2018, as needed on a per diem basis and authorizes the Board President to execute said Employment Agreement.

11. FINANCIAL

A. Audit Committee Report (NO ACTION REQUIRED)

B. Cash Disbursements

Recommend the Board approve the cash disbursements for the month of September 2018.
C. Financial Reports

None

D. School District 2017-18 BOCES State Aid Disbursement

Recommend the Board authorize the Treasurer to distribute $10,106,695.70 of BOCES State Aid.

E. Copier Purchase (BOCES)

Recommend the Board approve a proposal for 48 months at $130.62 per month for a Ricoh MP 4055SP Copier for Building C at the Southern Adirondack Education Center. The estimated cost for the equipment is $6,269.76. Black and white copies are $0.0058. This equipment is being purchased through a Deferred Payment Plan through Eastern Suffolk BOCES Bid#2017-044-0421.

F. Disposal of Surplus Property

Recommend the Board declare surplus and authorize disposal pursuant to Board Policy 4070: Personal Property Accountability as follows:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>BOCES ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Robinair Refrigerant System</td>
<td>6598/003053</td>
</tr>
<tr>
<td>1</td>
<td>Refrigerant Recycling Machine</td>
<td>6488/000618</td>
</tr>
<tr>
<td>2</td>
<td>Refrigeration Trainers</td>
<td>7374; 6597/000619</td>
</tr>
<tr>
<td>1</td>
<td>MSC Mill</td>
<td>000850</td>
</tr>
<tr>
<td>1</td>
<td>Atlas Lathe (#1) 67-A</td>
<td>000631</td>
</tr>
<tr>
<td>1</td>
<td>Bridgeport Mill Serial #J-97033</td>
<td>000082</td>
</tr>
<tr>
<td>1</td>
<td>Eiki LC-XB 24 Projector</td>
<td>41859 41858</td>
</tr>
<tr>
<td>1</td>
<td>Dell Latitude</td>
<td>41636</td>
</tr>
<tr>
<td>1</td>
<td>Cisco Switch</td>
<td>11149</td>
</tr>
<tr>
<td>1</td>
<td>Brother Printer</td>
<td>72561</td>
</tr>
<tr>
<td>1</td>
<td>Plasma TV</td>
<td>40865</td>
</tr>
<tr>
<td>7</td>
<td>Eiki LC-XB31 Projector</td>
<td>42274 44511 42279 42275 42269 42262 42265</td>
</tr>
<tr>
<td>1</td>
<td>Eiki LC-XB23 Projector</td>
<td>70068</td>
</tr>
<tr>
<td>1</td>
<td>Eiki LC-XB22 Proj</td>
<td>70075</td>
</tr>
<tr>
<td>1</td>
<td>Eiki LC-XB26M Projector</td>
<td>52181</td>
</tr>
<tr>
<td>2</td>
<td>HP LJ 4600 Printer</td>
<td>1525  13487</td>
</tr>
<tr>
<td>3</td>
<td>Copier</td>
<td>2545  48608  50053</td>
</tr>
<tr>
<td>1</td>
<td>Quasar TV</td>
<td>10639</td>
</tr>
<tr>
<td>3</td>
<td>Smartboard</td>
<td>001696  44878  48705</td>
</tr>
<tr>
<td>1</td>
<td>Mitsubishi Proj</td>
<td>18242</td>
</tr>
<tr>
<td>1</td>
<td>Cisco Router</td>
<td>11166</td>
</tr>
<tr>
<td>7</td>
<td>Cisco Switch</td>
<td>42805  41932  42808  47388  45327  02177  44927</td>
</tr>
</tbody>
</table>
12. OTHER

A. October 16, 2018 ~
   F. Donald Myers Education Center Open House; 6:00-8:00 PM

B. October 18, 2018 ~
   Southern Adirondack Education Center Open House; 6:00-8:00 PM

C. October 25-27, 2018 ~
   NYSSBA Annual Convention, NYC
   (Attendees: James Dexter, Tony Muller, Maribeth Macica, Michael Glass, Frank
   Grimaldi, Naomi Marsh, David Petruska, John Rieger, Jeffery Smith, and Stephen
   Smoller)

D. November 3, 2018 ~
   Fiduciary Training for New Board Members; Gick Road Conference Center;
   9:00 AM to 3:30 PM

E. November 5, 2018 ~
   Saratoga County School Boards Association Meeting
   Holiday Inn, 232 Broadway, Saratoga Springs; 6:00 PM

F. November 14, 2018 ~
   Regular meeting of the Board of Education at the Cambridge Central School District;
   24 South Park Street, Cambridge; 6:30 PM

G. Board Member Comments

14. ANTICIPATED EXECUTIVE SESSION

   Recommend the Board go into Executive Session to discuss the medical, financial, credit, or
   employment history of a particular person or corporation, or matters leading to the
   appointment, employment, promotion, demotion, discipline, suspension, dismissal, or
   removal of a particular person or corporation.

15. ADJOURNMENT
The Board of Education recognized certified staff tenure recipients with effective tenure dates October 1, 2017 through August 31, 2018 at a Celebration of Tenure reception beginning at 6:30 PM.

The meeting was called to order at 7:09 PM with 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; Pamela Ellis, Michael Erickson, Frank Grimaldi, Naomi Marsh, Kevin Ostrander, David Petruska, Paul Rice, Jeff Smith, and Janine Thomas.

**Board of Education Member(s) Absent:** Michael Glass, Linda King, Gillette Nash, Cheryl Smith, and Steve Smoller

**Also Present:** James Dexter, District Superintendent; Anthony Muller, Deputy District Superintendent; Ronald Black, Chief Financial Officer; 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; Michael Donlon, Executive Principal; Heather Shelp, Business Administrator; Michael Nelson, Supervisor of Buildings and Grounds; and Jackie White, Board Secretary.

5. On motion made by Mr. Grimaldi, seconded by Mr. Ostrander and unanimously carried, the Board went into Executive Session at 7:09 PM to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

6. On motion made by Mr. Petruska, seconded by Mr. Grimaldi and unanimously carried, the board approved the minutes for the August 8, 2018 regular meeting of the Board of Education.

9.A. Nancy DeStefano reported on Opening Day enrollment numbers.

9.B. Mr. Dexter discussed the resolution process for the 2018 Proposed NYSSBA Bylaw Amendments and Resolutions. At the October 10th Board meeting, there will be a more in-depth discussion in order for the Board to provide guidance to its delegate. These resolutions will be considered at the October 27, 2018 Annual Business Meeting of NYSSBA’s 99th Annual Convention and Education Expo.

9.C.2.a. Nancy DeStefano reviewed Policy 4090 Use of BOCES Credit Cards which is up for a 1st read.

9.C.2.b. On motion made by Mr. Petruska, seconded by Ms. Marsh and unanimously carried, the Board approved the technical change to Policy 5165 Non-Discrimination and Anti-Harassment in the BOCES (updated information on BOCES Compliance Officers).

9.D. Mr. Dexter gave a brief Legislative Report.
9.E. As part of the District Superintendent’s remarks, James Dexter presented the following:

- Nancy DeStefano reported that Opening Day went smoothly and the classrooms looked great.
- There will be an Open House for the Adult Machine Tool Program on September 13, 2018.
- A job fair was held on August 22, 2018.
- Upcoming visits:
  - Saratoga Economic Development Council (SEDC) will be touring the Myers Programs on September 19, 2018.
  - Assemblywoman Carrie Woerner will visit on September 28, 2018.
- Mr. Dexter thanked Mike Nelson and his crew, as well as the entire IT Department, for working so hard to be ready by Opening Day.
- Reminder and housekeeping details regarding the NYSSBA Convention.
- Mr. Dexter thanked Michelle Maddalla and Dennis Flynn for their excellent work on the fair coordination as well as thanked staff who volunteered at the fair booth.
- The component school board visit list is ready for distribution to the Board members. Jackie will distribute this next week.
- Mr. Dexter thanked John Rieger and Lin King for attending Opening Day.

10.A.1. On motion made by Ms. Marsh, seconded by Mr. Erickson and unanimously carried, the Board approved the following changes in Group 6 Adult and Continuing Education, effective September 12, 2018:

a. Re-name ETA Vocational Staff to ETA Career Development Staff.

b. Establish a single rate of pay for ETA Career Development Staff at $25.50 per hour.

10.B. On motion made by Mr. Petruska, seconded by Mr. Grimaldi and unanimously carried, the Board approved the following Lead Evaluators as certified by the District Superintendent, pursuant to Education law 3012 (d) and the BOCES APPR Plan approved by the New York State Education Department. (Additional names will be forthcoming in the future months as needed):

<table>
<thead>
<tr>
<th>Sarah Battiste</th>
<th>Elizabeth McGraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana Collura</td>
<td>Sarah Matarazzo</td>
</tr>
<tr>
<td>Michael DeCaprio</td>
<td>Anthony Muller</td>
</tr>
<tr>
<td>Nancy DeStefano</td>
<td>Lisa Palmer</td>
</tr>
<tr>
<td>James Dexter</td>
<td>Turina Parker</td>
</tr>
<tr>
<td>Michael Donlon</td>
<td>Anne Rode</td>
</tr>
<tr>
<td>Julie Franklin</td>
<td>Laura Schaefer</td>
</tr>
<tr>
<td>Richard Horn</td>
<td>Dave Terry</td>
</tr>
<tr>
<td>Shawn Hunziker</td>
<td>Kim Wegner</td>
</tr>
<tr>
<td>Katie Jones</td>
<td>Donna Wisenburn</td>
</tr>
</tbody>
</table>
10.C. On motion made by Mr. Petruska, seconded by the entire Board and unanimously carried, the Board approved the naming of the Walsh Road Property.

WHEREAS, the Board accepted the gift of property located at 191 Walsh Road, Town of Saratoga, New York, at the December 13, 2017 meeting, and

WHEREAS, the Board wishes to recognize the memory of Mr. James Kaplan and his family, therefore, approve that the Board officially name the property as the JAMES M. KAPLAN EDUCATIONAL SITE.

10.D. On motion made by Mr. Petruska, seconded by Mr. Ostrander and unanimously carried, the Board approved the District-wide Safety Plan and the Building Level Emergency Response Plans for each of the four (4) centers: the Southern Adirondack Education Center, the F. Donald Myers Education Center, the Sanford Street Teaching and Learning Center, and the Washington Street Teaching and Learning Center.

10.E. On motion made by Mr. Petruska, seconded by Mr. Grimaldi and unanimously carried, the Board accepted the letter of resignation from Michael Perry effective September 6, 2018 and approved the agreement between the BOCES and Mr. Perry dated September 12, 2018. The District Superintendent and President of the Board are hereby authorized to execute said agreement.

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

### CERTIFIED POSITION(S)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
<th>PROGRAM/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Language/Disabilities</td>
<td>September 1, 2018</td>
<td>Various</td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>September 1, 2018</td>
<td>Southern Adirondack</td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
<td>Education Center</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>September 1, 2018</td>
<td>Sanford Street TLC</td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education/Health (70%)</td>
<td>September 1, 2018-</td>
<td>Various</td>
</tr>
<tr>
<td>June 30, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CLASSIFIED POSITION(S)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>EFFECTIVE DATE</th>
<th>PROGRAM/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Aide</td>
<td>September 1, 2018-</td>
<td>Fort Ann Elementary</td>
</tr>
<tr>
<td>Full-time</td>
<td>June 30, 2019</td>
<td></td>
</tr>
<tr>
<td>Instructional Support Service</td>
<td>September 5, 2018</td>
<td>Various</td>
</tr>
<tr>
<td>Specialist for Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11.A.2. As part of the same motion, the Board abolished one (1) full-time position in the Coordinator for ETA area effective September 3, 2018.

11.A.3. As part of the same motion, the Board decreased one (1) position from full-time in the Adult Practical Nursing Area to a part-time (90%) effective September 1, 2018 through June 30, 2019.

11.A.4. As part of the same motion, the Board increased one (1) position in the Instructional Support Service - Integration of Technology into Instruction Practices area from part-time (50%) to full-time, effective October 17, 2018.

Furthermore, the Board approved a change in employment status for Margaret Jones increasing her from a part-time (50%) to a full-time tenured position in the Instructional Support Service- Integration of Technology into Instructional Practices area effective October 17, 2018, recalling her from the Section 3013 Preferred Recall List.

11.A.5. As part of the same motion, the Board increased one (1) position in the Practical Nursing area from part-time (80%) to part-time (90%), effective September 1, 2018 through June 30, 2019.

Furthermore, the Board approved a change in employment status for Denise Altenburger increasing her from a part-time (80%) to a part-time (90%) position in the Practical Nursing area effective September 1, 2018 through June 30, 2019.

11.A.6. As part of the same motion, the Board increased one (1) position in the Occupational Therapy area from a part-time (40%) to a part-time (65%) up to full time, effective September 1, 2018.

Furthermore, the Board approved a change in employment status for Diane Desmond increasing her from a part-time (40%) to a part-time (65%) in the Occupational Therapy area effective September 1, 2018.

11.A.7. As part of the same motion, the Board increased one (1) position in the Physical Therapy area from a part-time (40%) to full-time effective September 1, 2018.

Furthermore, the Board approved a change in employment status for Jennifer Crouse increasing her from a part-time (40%) to full-time, in the Physical Therapy area effective September 1, 2018.

11.A.8. As part of the same motion, the Board approved a change of employment status for Zosia Skiff from a full-time, 12-month provisional appointment to a full-time, 12-month permanent position with a 26-week probationary period in the Supervisor of Technology Procurement and Management area, effective August 17, 2018 through February 15, 2019.

11.A.9. As part of the same motion, the Board approved a correction in probationary period for Marie Mercure, in the Teaching Assistant tenure area from January 19, 2015 through January 18, 2019 to January 19, 2016 through January 18, 2020.

11.A.10. As part of the same motion, the Board approved a change in start date for Randy Diamond, School Safety Officer, from September 7, 2018 to September 10, 2018.
11.A.11. As part of the same motion, the Board approved the following changes in staff appointments for the 2018-2019 Employment and Training for Adults (ETA) Program (contingent upon funding and enrollment), at the indicated hourly rate:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moy, Kris</td>
<td>CNA</td>
<td>20 hrs</td>
<td>260 hrs</td>
</tr>
</tbody>
</table>

11.A.12. 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 24, 2018 through August 10, 2018:

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hill, Wendy</td>
<td>25 days</td>
<td>22.6 days</td>
</tr>
</tbody>
</table>

11.A.13. As part of the same motion, the Board approved a change in number of hours for April Cosey, Adult Practical Nurse Instructor, from 50 hours to 66 hours for training and orientation, effective July 1, 2018 through August 28, 2018.

11.A.14. As part of the same motion, the Board approved a correction for Jessi Corrigan, School Social Worker for up to 2 days of intakes, from July 9, 2019 through August 30, 2018 to July 9, 2018 through August 30, 2018.

11.A.15. As part of the same motion, the Board approved a correction for Amanda Sander, School Social Worker for up to 15 hours of intakes, from July 9, 2018 through August 30, 2019 to July 9, 2018 through August 30, 2018.

11.A.16. As part of the same motion, the Board approved a change in days worked for Brandie Ramsey, ELA Instructor, for New Visions Health Programming and Orientation from 3 days to 6 days effective July 17, 2018 through July 26, 2018.

11.A.17. As part of the same motion, the Board approved the following changes in staff appointments for Curriculum Development effective July 2, 2018 through August 10, 2018, at the rate of $34 per hour:

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooks, Susan</td>
<td>30 hrs</td>
<td>60 hrs</td>
</tr>
<tr>
<td>Corbett, Lisa</td>
<td>60 hrs</td>
<td>62 hrs</td>
</tr>
</tbody>
</table>

11.A.18. As part of the same motion, the Board approved a change in number of curriculum hours for the staff listed below, for the 2018 South Glens Falls Summer Success Program, from 5 to 10 hours, effective June 1, 2018 through August 31, 2018:

- Abrams, Kristen
- Frey, Renee
- Keith, Tammy
- Sommo, Katherine
- Whitney, Maria

11.A.19. As part of the same motion, the Board approved a change in number of hours for the staff listed below, for the 2018 Regional Academic Summer School Program at the Granville/Whitehall CSD for up to 1 additional hour, effective August 13, 2018:

- Burton, Cory
- Conlin, Shelley
- Davidson, Lisa
- Ramirez, Karina
- Stancampiano, Kathy
- Trinkle, Jacob
- Wood, Heather
11.A.20. As part of the same motion, the Board approved a change in number of hours for the staff listed below, for the 2018 Regional Summer Literacy at the Fort Edward UFSD from 5 hours to 20 hours effective July 23, 2018 through July 27, 2018:

Peck, Angelique
Smatko, Jessica

11.A.21. As part of the same motion, the Board approved a change in number of hours for Linda Ernst, TASC Clerk, from 100 to 137 hours, effective June 1, 2018 through June 30, 2018.

11.A.22. As part of the same motion, the Board approved a change in number of curriculum hours for Kristin Bergin, 2018 Queensbury Regional Summer School Teacher, from 5 to 10 hours, effective June 1, 2018 through August 31, 2018.

11.A.23. As part of the same motion, the Board approved a change in number of hours for Heather Meade, Teaching Assistant, 2018 Granville/Whitehall Regional Summer School for up to 1 additional hour for staff meetings effective August 13, 2018.

11.A.24. As part of the same motion, the Board rescinded the appointment of Margaret Maset from an Attending Teacher position, effective August 1, 2018.

11.B.1. On motion made by Mr. Grimaldi, seconded by Mr. Petruska and unanimously carried, the Board accepted the resignation of Jennifer Kelly from a full-time position in the School Counselor tenure area, effective August 4, 2018.

11.B.2. As part of the same motion, the Board accepted the resignation of Jessica Jarvis-Guay from a full-time position in the Teaching Assistant tenure area, effective August 7, 2018.

11.B.3. As part of the same motion, the Board accepted the resignation of Courtney Sayward from a full-time position in the Assistant Coordinator for Model Schools tenure area, effective August 27, 2018.

11.B.4. As part of the same motion, the Board accepted the resignation of Magaly Barreto from a full-time position in the Teaching Assistant tenure area, effective September 1, 2018.

11.B.5. As part of the same motion, the Board approved a leave of absence without pay for Sarah Turcotte from a full-time position in the Teaching Assistant tenure area effective September 1, 2018 through June 30, 2019.

11.B.6. As part of the same motion, the Board approved a leave of absence without pay for Gary Gordon from a full-time position in the Data Network and Communications Analyst area effective August 6, 2018 through August 5, 2019.

11.C.1. On motion made by Mr. Petruska, seconded by Mr. Erickson and unanimously carried, the Board appointed John Gurdo to permanent status in the Data Network & Communication Analyst area, effective September 17, 2018.
11.D.1. On motion made by Mr. Petruska, seconded by Mrs. Thomas and unanimously carried, the Board appointed Diane Balog to a full-time, 12-month, provisional position in the Adult Practical Nursing Program Supervisor area (pending civil service qualification) effective August 23, 2018. Her salary will be prorated based on $83,000 (Non-Unit Confidential Group 3-Central Office Supervisory Staff.)

11.D.2. As part of the same motion, the Board appointed Laurie Guyon to a full-time, (200 day) administrative position in the Assistant Coordinator for Model Schools tenure area with a four (4) year probationary period effective September 5, 2018 through September 4, 2022. Ms. Guyon has an Internship certificate pending. Her salary will be based on $64,706 (Administrators Association).

11.D.3. As part of the same motion, the Board appointed Thomas Coffinger to a full-time, 12-month, provisional position in the Coordinator for Network and Technology Services area (pending civil service qualification) effective August 27, 2018. His salary will be prorated based on $67,000 (Non-Unit Confidential Group 3.)

11.D.4. As part of the same motion, the Board appointed Crystal Goss to a full-time, school calendar, position in the Graphic Arts 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 Section 3012 and 3014. Ms. Goss has a Transitional A certificate pending in the Commercial Arts 7-12 area. Her salary will be based on step 12 of the salary schedule $47,569.

11.D.5. As part of the same motion, the Board appointed Angela Cangemi to a full-time, school calendar position in the Speech and Language Disabilities tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Cangemi has an Initial certificate valid through August 31, 2021 in the Speech and Language Disabilities area. Her salary will be based on step 2 of the salary schedule $38,713.

11.D.6. As part of the same motion, the Board appointed Gina Gaudio to a full-time, school calendar position in the School Social Worker tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Gaudio has a pending certificate in the School Social Worker area. Her salary will be based on step 10 of the salary schedule $45,345.

11.D.7. As part of the same motion, the Board appointed Mary Hren to a full-time, school calendar position in the School Social Worker tenure area with a four (4) year probationary period effective September 1, 2018 through August 31, 2022. Ms. Hren has a permanent certificate valid through August 31, 2020 in the School Social Worker area. Her salary will be based on step 8 of the salary schedule $43,642.
11.D.8. As part of the same motion, the Board appointed Ronald Rushia Jr. to a full-time, school calendar position in the Physical Education tenure area with a four (4) year probationary period effective October 3, 2018 through October 2, 2022 contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period consistent with the requirements of Education Law Section 3012 and 3014. Mr. Rushia has an Initial certificate valid through August 31, 2020 in the Physical Education area. His salary will be based on step 5 of the salary schedule - $41,083.

11.D.9. As part of the same motion, the Board appointed Christian Giunta to a full-time, school calendar position in the Music tenure area with a four (4) year probationary period effective September 17, 2018 through September 16, 2022 contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period consistent with the requirements of Education Law Section 3012 and 3014. Mr. Giunta has Initial certificate valid through January 31, 2021 in the Music K-12 area. His salary will be based on step 2 of the salary schedule - $ 38,713.

11.D.10. As part of the same motion, the Board appointed Ashley Ferritto to a full-time, school calendar 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 Section 3012 and 3014. Ms. Ferritto has an Initial certificate valid through August 31, 2020 in the Students with Disabilities 1-6 area. Her salary will be based on step 4 of the salary schedule - $40,277.

11.D.11. As part of the same motion, the Board appointed Krista Britt to a part-time (70%), position in the Physical Education and Health Education subject area effective September 1, 2018 through June 30, 2019. Ms. Britt has an Initial certificate valid through August 31, 2021 in the Physical Education area and an Initial certificate valid through August 31, 2021 in the Health Education area. Her salary will be based on step 3 of the salary schedule-$39,486.

11.D.12. As part of the same motion, the Board appointed Patti Shepard to a part-time (80%) term position in the Practical Nursing area effective September 5, 2018 through June 30, 2019, as needed. Ms. Shepard has a Transitional A certificate dated May 5, 2017 through August 31, 2020 in the Practical Nursing 7-12 area. Her salary will be prorated based on step 10 of the salary schedule-$45,345.

11.D.13. As part of the same motion, the Board appointed Emily Sobieski to a full-time, temporary, long-term substitute position in the Special Education area effective September 1, 2018 through June 30, 2019, as needed. Her salary will be based on step 2 of the salary schedule-$38,713.

11.D.14. As part of the same motion, the Board appointed Kathy Stancampiano to a full-time, temporary long-term substitute position in the Special Education area effective September 1, 2018 through June 30, 2019, as needed. Her salary will be based on step 10 of the salary schedule-$45,345.
11.D.15. As part of the same motion, the Board appointed Holly Zelenkewich to a full-time, temporary long-term substitute position in the Special Education area effective September 1, 2018 through June 30, 2019, as needed. Her salary will be based on step 5 of the salary schedule-$41,083.

11.D.16. As part of the same motion, the Board appointed Shawna Fleck to a full-time, temporary long-term substitute position in the Special Education area effective September 1, 2018 through June 30, 2019, as needed. Her salary will be based on step 9 of the salary schedule- $44,559.

11.D.17. As part of the same motion, the Board appointed Amy McElhinney to a full-time, temporary long-term substitute position in the Gifted and Talented area effective September 1, 2018 through June 30, 2019, as needed. Her salary will be based on step 15 of the salary schedule-$51,746.

11.D.18. As part of the same motion, the Board appointed Jean Strasen to a full-time, school calendar, position in the Teaching Assistant tenure area effective September 1, 2018 through August 31, 2022. Ms. Strasen has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be based on step 9 of the salary schedule-$18,554.

11.D.19. As part of the same motion, the Board appointed Susan Johnston to a full-time, school calendar, position in the Teaching Assistant tenure area effective September 1, 2018 through August 31, 2022. Ms. Johnston has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be based on step 8 of the salary schedule-$17,929.

11.D.20. As part of the same motion, the Board appointed Krystal Brooking to a full-time, school calendar position in the Teaching Assistant tenure area effective September 1, 2018 through August 31, 2022. Ms. Brooking has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be based on step 3 of the salary schedule-$15,107.

11.D.21. As part of the same motion, the Board appointed Christine Bombard to a full-time, school calendar position in the Teaching Assistant tenure area effective September 1, 2018 through August 31, 2022. Ms. Bombard has a Level 1 certificate valid through August 31, 2019 in the Teaching Assistant area. Her salary will be based on step 5 of the salary schedule-$16,183.

11.D.22. As part of the same motion, the Board appointed Constance Clark to a full-time, school calendar position in the Teaching Assistant tenure area effective September 1, 2018 through August 31, 2022. Ms. Clark has a Level 3 certificate issued September 1, 2012 in the Teaching Assistant area. Her salary will be based on step 8 of the salary schedule-$17,929.

11.D.23. As part of the same motion, the Board appointed Carey Breault to a full-time, school calendar position in the Teaching Assistant tenure area effective September 1, 2018 through August 31, 2022. Ms. Breault has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be based on step 3 of the salary schedule-$15,107.
11.D.24. As part of the same motion, the Board appointed Lori Finneran to a part-time (40%) term position in the Teacher of Speech and Language Disabilities area effective September 1, 2018 through June 30, 2019, as needed. Ms. Finneran has a Professional certificate issued February 1, 2011 in the Speech and Language Disabilities area. Her salary will be prorated based on step 10 of the salary schedule-$45,345.

11.D.25. As part of the same motion, the Board appointed Christopher Sigsbee to a full-time, 12-month, provisional position in the Communications System Engineer area (pending civil service qualification) effective August 30, 2018. His salary will be prorated based on step 11 of the salary schedule-$60,774.

11.D.26. As part of the same motion, the Board appointed Shannon Neil to a full-time, 12-month, provisional position in the IT Procurement Specialist area (pending civil service qualification) effective August 13, 2018. Her salary will be prorated based on - $39,300 (Non-Unit Confidential Group 1.)

11.D.27. As part of the same motion, the Board appointed Janelle Cahee to a full-time, 12-month, provisional position in the Network Analyst area (pending civil service qualification) effective August 6, 2018. Her salary will be prorated based on step 1 of the salary schedule-$42,309.

11.D.28. As part of the same motion, the Board appointed Alexey Pyatovsky to a full-time, 12-month, provisional position in the Network Analyst area (pending civil service qualification) effective August 27, 2018. His salary will be prorated based on step 5 of the salary schedule-$47,434.

11.D.29. As part of the same motion, the Board appointed Austin Cook to a full-time, 12-month provisional position in the Data Network & Communication Analyst area (pending civil service qualification) effective September 4, 2018. His salary will be prorated based on step 1 of the salary schedule-$42,309.

11.D.30. As part of the same motion, the Board appointed Jackie Hunt to a full-time, 12-month, provisional position in the Microcomputer Specialist area (pending civil service qualification) effective September 10, 2018. Her salary will be prorated based on step 1 of the salary schedule-$34,081.

11.D.31. As part of the same motion, the Board appointed Natalie Brooks to a full-time, 12-month, provisional position in the Information Technology Assistant area (pending civil service qualification) effective September 10, 2018. Her salary will be prorated based on step 2 of the salary schedule-$28,331.

11.D.32. As part of the same motion, the Board appointed Amanda Dean to a full-time, 12-month, provisional position in the Assistant Building & Grounds Supervisor 1 area (pending civil service qualification) effective August 8, 2018. Her salary will be prorated based on - $45,000 (Non-Unit Confidential Group 2.)

11.D.33. As part of the same motion, the Board appointed Kevin Buell to a full-time, 12-month, provisional position in the Assistant Building & Grounds Supervisor 2 area (pending civil service qualification) effective August 8, 2018. His salary will be prorated based on - $60,000 (Non-Unit Confidential Group 3.)
11.D.34. As part of the same motion, the Board appointed Serah Lundgren to a full-time, 12-month permanent position with a 26-week probationary period in the Clerk area, effective August 13, 2018 through February 11, 2019. Her salary will be prorated based on step 5 of the salary schedule-$20,435.

11.D.35. As part of the same motion, the Board appointed Linda Ernst to a Literacy/Continuing Education Aide position effective July 1, 2018 through June 30, 2019, at the rate of $18.63 per hour.

11.D.36. As part of the same motion, the Board appointed Christine Amodeo to an Adult Literacy (Article 19) Instructor position up to 16 hours per week effective August 1, 2018 through June 30, 2019. Ms. Amodeo has a Literacy and GED Prep Instructor, Adult Education Certificate dated August 1, 2018. Her salary will be $33.99 per hour.

11.D.37. As part of the same motion, the Board reinstated Colleen (Kelly) Brough to a permanent position in the Sr. Information Processing Specialist area effective September 4, 2018, at the prorated salary of $50,308.

11.E.1. On motion made by Mr. Petruska, seconded by Mr. Grimaldi and unanimously carried, the Board approved per diem employment at the applicable 2018-19 hourly/per diem rate (unless otherwise noted) for the staff listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Maximum Hours/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howanksy, Karen</td>
<td>School Media Specialist</td>
<td>up to 20 days</td>
</tr>
<tr>
<td></td>
<td>Summer work</td>
<td>07/02/18-08/31/18</td>
</tr>
<tr>
<td>Kozlow, Rhonda</td>
<td>School Nurse</td>
<td>up to 1 hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>06/24/18-08/10/18</td>
</tr>
<tr>
<td>Plude, Jacqueline</td>
<td>Typist</td>
<td>up to 30 mins/day</td>
</tr>
<tr>
<td></td>
<td>Office Coverage</td>
<td>09/01/18-06/30/19</td>
</tr>
<tr>
<td>Robinson, Linda</td>
<td>Special Education Teacher</td>
<td>up to 1 day</td>
</tr>
<tr>
<td></td>
<td>Classroom Relocation</td>
<td>08/03/18-08/31/18</td>
</tr>
<tr>
<td>Savage, Janeen</td>
<td>Special Education Teacher</td>
<td>up to 1 day</td>
</tr>
<tr>
<td></td>
<td>Classroom Relocation</td>
<td>07/30/18-08/30/18</td>
</tr>
<tr>
<td>Sheppard, Kelly</td>
<td>Special Education Teacher</td>
<td>up to 1 day</td>
</tr>
<tr>
<td></td>
<td>Classroom Relocation</td>
<td>07/30/18-08/30/18</td>
</tr>
</tbody>
</table>

11.E.2. As part of the same motion, the Board appointed staff listed below, to the 2018-2019 Adult Practical Nursing Program (Article 19) (contingent upon funding and enrollment), with the maximum number of hours indicated below as needed, at the indicated hourly rate:

<table>
<thead>
<tr>
<th>Name</th>
<th>Max #</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosey, April</td>
<td>up to 24hrs/wk</td>
<td>$33.33</td>
</tr>
<tr>
<td>Fisk, Kayla</td>
<td>up to 40hrs/wk</td>
<td>$33.33</td>
</tr>
</tbody>
</table>
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 Program**  
**Instructional and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brayton, Daniel</td>
<td>Ways We Get Around</td>
<td>up to 28 hrs</td>
<td>07/09/18-07/26/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(additional)</td>
<td></td>
</tr>
<tr>
<td>Furgason, Ellen</td>
<td>3D printing</td>
<td>up to 135 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Hogan, Jessica</td>
<td>Summer Science</td>
<td>up to 28 hrs</td>
<td>07/09/18-07/26/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(additional)</td>
<td></td>
</tr>
<tr>
<td>Miller, Carolina</td>
<td>Animal Prints</td>
<td>up to 60 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Phillips, Paul</td>
<td>Physics of the Impossible</td>
<td>up to 24 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Raftery, Alex</td>
<td>Appetite for Adk</td>
<td>up to 42 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
</tbody>
</table>

**PTECH Summer STEM Program—SUNY Wilton**  
**Instructional and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon, Gary</td>
<td>up to 40 hrs</td>
<td>08/01/18-08/31/18</td>
<td></td>
</tr>
</tbody>
</table>

**PTECH Summer STEM Program—SUNY Wilton**  
**Teaching Assistant Rate of $10.50 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cady, Erin</td>
<td>up to 40 hrs</td>
<td>08/01/18-08/31/18</td>
<td></td>
</tr>
<tr>
<td>Fuller, Nick</td>
<td>up to 40 hrs</td>
<td>08/01/18-08/31/18</td>
<td></td>
</tr>
</tbody>
</table>

**Language and Culture Resource Center (LCRC)**  
**Instructional and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adamick, Ann Marie</td>
<td>Chinese</td>
<td>up to 347 hrs</td>
<td>07/01/18-06/30/19</td>
</tr>
<tr>
<td>Chou, Lee-hua (Marie)</td>
<td>Chinese</td>
<td>up to 15 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Densmore, Yan Liu</td>
<td>Chinese</td>
<td>up to 15 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Zhai, Wendy</td>
<td>Chinese</td>
<td>up to 165 hrs</td>
<td>09/04/18-03/04/19</td>
</tr>
</tbody>
</table>

**Project Enrich (Mini-Course)**  
**Rate of $27 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips, Paul</td>
<td>Mystery Solved</td>
<td>up to 12 hrs</td>
<td>10/04/18-12/20/18</td>
</tr>
<tr>
<td>Rockwood, Jennifer</td>
<td>Hair goes Nothing</td>
<td>up to 12 hrs</td>
<td>10/04/18-12/20/18</td>
</tr>
</tbody>
</table>

**Think Series Enrichment Program**  
**Instruction and Curriculum Rate of $30 per hour**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Max # of Hours</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gioffi, Jan Clark</td>
<td>GEOaRt!</td>
<td>up to 45 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Ferguson, Ellen</td>
<td>Coding Du Jour</td>
<td>up to 9 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Guyon, Laurie</td>
<td>Coding Du Jour</td>
<td>up to 4.5 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Metivier, Dianne</td>
<td>Digital Photo</td>
<td>up to 45 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
<tr>
<td>Phillips, Paul</td>
<td>Cetology 2</td>
<td>up to 15 hrs</td>
<td>09/04/18-01/31/19</td>
</tr>
</tbody>
</table>
11.E.4. As part of the same motion, the Board appointed the following staff from the 2018 iReady Implementation training at the Fort Edward UFSD for curriculum development for up to 5 hours, effective August 16, 2018 at the rate of $30 per hour:

- Abbattisti, Carol
- Boucher, Jill
- Brewer, Jodie
- Bruce, Stephanie
- Chase, Nelson
- Condon, Sara
- Corlew, Lisa
- Durkee, Jeffrey
- Iuliucci, Stephanie
- Lucas, Amanda
- Marvin, Caroline
- Peck, Angelique
- Shaver, Michael
- Smatko, Jessica
- Stark, Marianne
- Suprenant, Kristin

11.E.5. As part of the same motion, the Board appointed staff listed below as an event staff member at the Saratoga County Fair for up to the hours listed below effective July 24, 2018 through July 29, 2018, at the rate of $10.50 per hour:

- Brough, Colleen (8hrs)
- Williams, Eileen (4hrs)
- Vandermark, Chris (16hrs)

11.E.6. As part of the same motion, the Board appointed staff listed below for Washington County Fair preparation and presentation of two demonstrations for up to the hours listed below effective August 20, 2018 through August 26, 2018, at the rate of $34 per hour:

- David, Celeste (15 hrs)

11.E.7. As part of the same motion, the Board appointed staff listed below as an event staff member for the booth at the Washington County Fair for up to the hours listed below effective August 20, 2018 through August 26, 2018 at the rate of $10.50 per hour:

- Skiff, Zosia (4hrs)
- Vandermark, Chris (additional 12hrs)

11.E.8. As part of the same motion, the Board appointed Sandy Charette, Enrichment Support Specialist, for PTECH Program Guide for up to 20 hours, effective August 1, 2018 through August 31, 2018, at the rate of $25 per hour.

11.E.9. As part of the same motion, the Board appointed Ellen Franklin-Ferguson, Enrichment Support Specialist, for up to 15 hours, effective June 27, 2018 through June 28, 2018 at the rate of $25 per hour.

11.E.10. As part of the same motion, the Board appointed Mary Whalen, Special Education Teacher, for planning and preparation for up to 12 hours, effective July 30, 2018 through August 31, 2018, at the rate of $34 per hour.

11.E.11. As part of the same motion, the Board appointed the staff listed below for the New Teacher Academy Training for up to 10 days (unless otherwise noted) at the rate of $34 per hour effective August 6, 2018 through August 22, 2018:

- Bowers, Erin
- Brown, Kelsi (5 days)
- Cerone, Paul (7 days)
- Church, Linda (4 days)
- Cooke, Katherine (2 days)
- Crosby, Timothy
- Crouse, Jennifer (4 days)
- David, Celeste (3 days)
- Diamond, Randy (8 days)
- DuBois, Gary (7 days)
- Eaddy, Lendell
- Farrell, Joy (8 days)
- Finneran, Lori (4 days)
- Gibb, Erin (9 days)
- Gordon, Gary (2 days)
- Ives, Vanessa (9 days)
- Johnson, Scott (8 days)
- Johnston, Vanessa
- Ketchum Katherine (1 day)
- Moran, Monica (6 days)
- Mylod, Patrick (5 days)
- Perreault, Erica (1 day)
- Ross, Julie (3 days)
- Smith, Ashley
- Sobieski, Emily (5 days)
- Torda, Ashley
- Towne, Stephanie (3 days)
- Walser, Michael
11.E.12. As part of the same motion, the Board appointed Michele Powers as a TCI Trainer for up to 55 days, effective July 1, 2018 through August 30, 2019, at the per diem rate of $300.

11.E.13. As part of the same motion, the Board appointed Michele Powers for providing NYSAA Training for 18 hours, effective July 30, 2018 through August 30, 2018, at the per diem rate of $300:

11.E.14. As part of the same motion, the Board appointed Alexandra Glover for receiving NYSAA Training for 12 hours, effective July 30, 2018 through August 30, 2018, at the rate of $34 per hour:

11.E.15. As part of the same motion, the Board appointed Randy Weeks, Heavy Equipment Teacher, for vehicle transportation for up to 1 hour effective August 13, 2018 through August 17, 2018 at the rate of $34 per hour.

11.E.16. As part of the same motion, the Board appointed staff listed below to Coordinator positions for the 2018-2019 school year at the annual rate of $2,180, unless otherwise noted:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facteau-St.Gelais, Jodi</td>
<td>Work Based Learning- Myers</td>
</tr>
<tr>
<td>Fleischut, Doug</td>
<td>Work Based Learning-Myers (50%-$1090)</td>
</tr>
<tr>
<td>Hoffman, Bruce</td>
<td>Work Based Learning-Myers</td>
</tr>
<tr>
<td>McArthur, Holly</td>
<td>Guidance-Myers</td>
</tr>
<tr>
<td>Rockenstyre, Tracy</td>
<td>Guidance-SAEC</td>
</tr>
<tr>
<td>Seale, Mary</td>
<td>Work Based Learning-SAEC</td>
</tr>
</tbody>
</table>

11.E.17. As part of the same motion, the Board appointed staff listed below to Advisor positions, pending enrollment, for the 2018-2019 school year at the annual rate of $1,294, unless otherwise noted. Payment upon conclusion of activities for 2018-19 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bitzer, Shannon</td>
<td>Skills USA/Health Occupations/Early Childhood Cluster</td>
</tr>
<tr>
<td>Carnevalla, Rebecca</td>
<td>Skills USA ECCA</td>
</tr>
<tr>
<td>Corey, Clay</td>
<td>Skills USA/HVAC/Construction/Welding Cluster</td>
</tr>
<tr>
<td>Fleischut, Doug</td>
<td>Future Farmers of America/Horticulture</td>
</tr>
<tr>
<td>Flynn, Dennis</td>
<td>Future Farmers of America/Conservation</td>
</tr>
<tr>
<td>Foldi, David</td>
<td>Skills USA/Customer Service Cluster</td>
</tr>
<tr>
<td>Hammond, Gregory</td>
<td>Skills USA/Automotive Cluster</td>
</tr>
<tr>
<td>Hoffman, Bruce</td>
<td>(50%) Skills USA/ Youth Activities (shared with J.Rescott)</td>
</tr>
<tr>
<td>Hoffman, Bruce</td>
<td>(50%) Key Club (shared with N.Zwart)</td>
</tr>
<tr>
<td>McArthur, Holly</td>
<td>NTHS</td>
</tr>
<tr>
<td>Rescott, Jeff</td>
<td>(50%) Skills USA/ Youth Activities (shared with B.Hoffman)</td>
</tr>
<tr>
<td>Rockwood, Jennifer</td>
<td>Student Council</td>
</tr>
<tr>
<td>Rychick, Laura</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Villet, Ann</td>
<td>Skills USA/Graphics Cluster</td>
</tr>
<tr>
<td>Zwart, Nick</td>
<td>Skills USA/Culinary Arts Cluster</td>
</tr>
<tr>
<td>Zwart, Nick</td>
<td>(50%) Key Club (shared with B.Hoffman)</td>
</tr>
</tbody>
</table>
11.E.18. As part of the same motion, the Board appointed staff listed below to Team Leader positions for the 2018-2019 school year at the annual rate of $3,716:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooks, Kenneth</td>
<td>Trade / Industrial</td>
</tr>
<tr>
<td>Brooks, Susan</td>
<td>Math/ Science</td>
</tr>
<tr>
<td>Cerone, Paul</td>
<td>Human and Public Services</td>
</tr>
<tr>
<td>Hilker, Emily</td>
<td>Elementary Team</td>
</tr>
<tr>
<td>Maddalla, Michelle</td>
<td>Natural and Agricultural Sciences</td>
</tr>
<tr>
<td>Rockenstyre, Tracy</td>
<td>Engineering/Technology</td>
</tr>
<tr>
<td>Simpson, Gage</td>
<td>ECCA</td>
</tr>
<tr>
<td>Zabielski, John</td>
<td>Engineering/Technology</td>
</tr>
</tbody>
</table>

11.E.19. As part of the same motion, the Board appointed the staff listed below to a Head Teacher position for the 2018-2019 school year at the annual rate of $1500:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amorosi, Jane</td>
<td>Myers-Spec. Ed</td>
</tr>
<tr>
<td>Curley, Mary Jo</td>
<td>WSTLC-Spec. Ed</td>
</tr>
</tbody>
</table>

11.E.20. As part of the same motion, the Board appointed staff listed below to BoysTown Consultant positions for the 2018-2019 school year, effective September 1, 2018 through June 30, 2019, at the annual rate of $1,000. Payment upon conclusion of activities for 2018-19 school year.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curley, Mary Jo</td>
</tr>
<tr>
<td>Foran, Shelbie</td>
</tr>
<tr>
<td>Perreault, Erica</td>
</tr>
<tr>
<td>Rees, Christina</td>
</tr>
<tr>
<td>Rychick, Laura</td>
</tr>
</tbody>
</table>

11.E.21. As part of the same motion, the Board appointed Beth Clements, Principal Account Clerk, to serve as Central Treasurer for Student Activities for the 2018-2019 school year at the annual rate of $2,382.

11.E.22. As part of the same motion, the Board appointed the staff listed below to act as Teacher Mentors effective September 1, 2018 through June 30, 2019 at the annual rate of $1,238, prorated as appropriate:

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>James, Jo</td>
<td>Stancampiano, Kathy</td>
</tr>
<tr>
<td>Simpson, Gage</td>
<td>Middleton, Mike</td>
</tr>
<tr>
<td>Young, Matt</td>
<td>Eaddy, Lendell</td>
</tr>
</tbody>
</table>

11.E.23. As part of the same motion, the Board appointed the staff listed below for the 2018 Regional Academic Summer Program at Granville CSD for proctoring and/or grading regents for up to 30 hrs, effective August 13, 2018 through August 20, 2018, at the rate of $25 per hour:

<table>
<thead>
<tr>
<th>Name</th>
<th>Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bromley, Michelle</td>
<td>Myott, Richard</td>
</tr>
<tr>
<td>Byrtus, Barbara</td>
<td>Rath, Kimberly</td>
</tr>
<tr>
<td>Kirkland, Susan</td>
<td>Wilbur, Jean</td>
</tr>
</tbody>
</table>
11.E.24. As part of the same motion, the Board approved a change in number of curriculum hours for the staff listed below, 2018 Regional Academic Summer School Program at the Hudson Falls CSD for up to 5 hours (unless otherwise noted), effective August 16, 2018 through August 20, 2018 at the rate of $25 per hour:

Aubrey, Nathan (6 hrs)    Hayes, Amy    Sanders, Daniel
Boucher, Katelyn          McEvoy, Drew    Santerre, Richard
Bryant, Carrie            Mondella, Matthew Smith, Meghan
Clevenger, Walter         Murphy, Susan    TenEyck, Trisha
Graney, Sean              Nassivera, Anthony Thompson, Sue
Hall, Chelsea             Nicolls, Patricia Vanderzyden, Mark
Havern, Chris             Perry, Daniel    Williams, Olivia

11.E.25. As part of the same motion, the Board approved the staff listed below for proctoring and scoring, 2018 Regional Academic Summer School Program at the Granville/Whitehall CSD for up to 18 hours, effective August 16, 2018 through August 20, 2018 at the rate of $25 per hour:

Burton, Cory              Ramirez, Karina
Conlin, Shelley           Stancampiano, Kathy
Davidson, Lisa            Trinkle, Jacob
Hover, Brooke             Wood, Heather
Meade, Heather

11.E.26. As part of the same motion, the Board appointed the staff listed below, Regents Review, Hudson Falls Regional, for up to 5 hours of Proctoring and Scoring, effective August 16, 2018 through August 20, 2018 at the rate of $25 per hour:

Livingston, Robert        Suprenant, Jodi

11.E.27. As part of the same motion, the Board appointed Marie Grimmke, Regents Review, Granville/Whitehall Regional, for up to 10 hours of Proctoring and Scoring, effective August 13, 2018 through August 20, 2018 at the rate of $25 per hour

11.E.28. As part of the same motion, the Board appointed the staff listed below for IT Networking Cisco Training & Curriculum Development, for up to 40 hours, effective August 1, 2018 through August 31, 2018, at the rate of $34 per hour:

Gordon, Gary              Middleton, Mike

11.E.29. As part of the same motion, the Board appointed Elizabeth A. Smith, Case Manager, for up to 6.5 hours of Case Management, effective July 1, 2018 through August 31, 2018, at the rate of $33.33 per hour.

11.E.30. As part of the same motion, the Board appointed Heidi Robak, 2018 Queensbury Regional Summer School, for up to 14 hours of preparation and planning, effective July 2, 2018 through July 10, 2018, at the rate of $12.03 per hour.

11.E.31. As part of the same motion, the Board appointed the staff listed below as Presenters for Educational Technology effective August 1, 2018 through August 2, 2018, for up to 3 hours preparation and planning at the rate of $25 per hour, and up to 3 hours for presenting at $50 per hour:

Fisher, Logan             Hogan, Michele
Guyon, Laurie             Stellato, Jerilyn
11.E.32. As part of the same motion, the Board appointed Logan Fisher as a Presenter for Educational Technology for up to 2 sessions effective June 9, 2018 through June 14, 2018 for preparation and planning at the rate of $150 per session.

11.E.33. As part of the same motion, the Board appointed Logan Fisher as a Presenter for Educational Technology for up to 2 sessions effective July 31, 2018 through August 2, 2018 for presenting at the rate of $300 per session.

12.A. Jeff Smith reported for the Audit Committee.

12.B. On motion made by Mr. Petruska, seconded by Ms. Marsh and unanimously carried, the Board approved the cash disbursements for the month of August 2018.

12.C. There were no financial reports for the September Board Meeting.

12.D. On motion made by Mr. Petruska, seconded by Mr. Ostrander and unanimously carried, the Board approved a proposal for 48 months at $326.91 per month for a Ricoh MP 7503SP Copier for Building C at the Southern Adirondack Education Center. The estimated cost for the equipment is $15,691.68. Black and white copies are $0.0045. This equipment is being purchased through a Deferred Payment Plan through Eastern Suffolk BOCES Bid#2017-044-0421.

12.E. On motion made by Mr. Petruska, seconded by Mr. Ostrander and unanimously carried, the Board accepted the BOCES Cooperative Bid for Water Sampling/Lab Analysis as follows:

WHEREAS, The Cooperative Bidding (Purchasing) Service is a plan of a number of public school districts in the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties area (Capital Region BOCES) in New York, to bid jointly equipment, supplies, contractual items, as well as cafeteria commodities, including but not limited to food, beverages and culinary items, and

WHEREAS, The Washington-Saratoga-Warren-Hamilton-Essex BOCES is desirous of participating with other districts in the Capital Region BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, This resolution shall not preclude the Washington-Saratoga-Warren-Hamilton-Essex BOCES from separately bidding equipment, supplies and contractual items in those instances where only a single School District is seeking to make a purchase, and

WHEREAS, The Washington-Saratoga-Warren-Hamilton-Essex BOCES may at its option notify the Capital Region BOCES that it elects not to participate in a particular bid, and

WHEREAS, The Washington-Saratoga-Warren-Hamilton-Essex BOCES wishes to appoint the Capital Region BOCES to advertise for, bid, accept, tabulate bids and award bids on their behalf; therefore
BE IT RESOLVED, That the Board of Cooperative Educational Services of the Washington-Saratoga-Warren-Hamilton-Essex BOCES hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, That the Board of Cooperative Educational Services of the Washington-Saratoga-Warren-Hamilton-Essex BOCES authorizes the Capital Region BOCES to represent it in all matters leading up to and including the entering into a contract for the purchase of the above mentioned commodities and services, and,

BE IT FURTHER RESOLVED, That the Board of Cooperative Educational Services of the Washington-Saratoga-Warren-Hamilton-Essex BOCES agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the BOCES Board; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

12.F. On motion made by Mr. Petruska, seconded by Mr. Grimaldi and unanimously carried, the Board declared surplus and authorize disposal pursuant to Board Policy 4070: Personal Property Accountability as follows:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>BOCES ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Forte</td>
<td>1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>2</td>
<td>Food Slicer</td>
<td>5644, 5700</td>
</tr>
<tr>
<td>1</td>
<td>2000 Dodge Caravan Minivan VIN# 2B4GP25R1YR866690</td>
<td>Vehicle #25</td>
</tr>
<tr>
<td>1</td>
<td>Microwave</td>
<td>5699</td>
</tr>
<tr>
<td>30</td>
<td>AED Units</td>
<td>001342, 48984, 11786, 01229, 001980, 12068, 48932, 001832, 48968, 17816, 11789, 001226, 40202, 000722, 48965, 55486, 15509, 15343, 17817, 45039, 001530, 000296, 45109, 11791, 45038, 55487, 11790, 55488, 12070, 40201</td>
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<tr>
<td>1</td>
<td>Dell Server</td>
<td>1375</td>
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<tr>
<td>1</td>
<td>Cisco Server</td>
<td>2339</td>
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<tr>
<td>12</td>
<td>Cisco Switch</td>
<td>42407, 2011, 10017, 42315, 42415, 42801, 42803, 42818, 45211, 46534, 46806, 46905</td>
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<tr>
<td>1</td>
<td>Cisco AP</td>
<td>50867</td>
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<tr>
<td>1</td>
<td>Blucoat SG500</td>
<td>50114</td>
</tr>
<tr>
<td>1</td>
<td>Polycom</td>
<td>18688</td>
</tr>
<tr>
<td>1</td>
<td>Apple Mack G4</td>
<td>44506</td>
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<tr>
<td>10</td>
<td>Cat 6500 Switch</td>
<td>16704, 40682, 40684, 40687, 40720, 40722, 41925, 45244, 51048, 61961</td>
</tr>
<tr>
<td>6</td>
<td>Cisco Airlap</td>
<td>47397, 52969, 53175, 53157, 51627, 52968</td>
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<tr>
<td>4</td>
<td>Laptop Carts</td>
<td>61780, 61781, 61787, 61788</td>
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</tbody>
</table>
Two Hundred Ninety-eighth Regular Meeting  
September 12, 2018

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
<th>Code</th>
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<tbody>
<tr>
<td>1</td>
<td>HP Probook</td>
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<tr>
<td>11</td>
<td>Dell Optiplex</td>
<td>44203, 44183, 44254, 44251, 44199, 44256, 44198, 44259, 44202, 44189, 52320</td>
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<tr>
<td>50</td>
<td>Dell Computers</td>
<td>57037, 57038, 57039, 57040, 57041, 57042, 57043, 57044, 57046, 7047, 7048, 7050, 7051, 7052, 7053, 57054, 57055, 57056, 57057, 57058, 57060, 57062, 57067, 57068, 57070, 57071, 57072, 57074, 57075, 57076, 57077, 57078, 57079, 57080, 57082, 57083, 57084, 57087, 57089, 57090, 57093, 57096, 57098, 57099, 57100, 57101, 57103, 57104, 57106, 57762</td>
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<td>27</td>
<td>HP Probook 6455</td>
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<tr>
<td>2</td>
<td>Macbook Pro</td>
<td>3480, 71812</td>
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<tr>
<td>103</td>
<td>Dell 9010</td>
<td>1315, 46503, 46509, 46510, 47796, 50476, 50963, 50978, 52031, 52063, 53490, 55332, 55834, 55998, 55992, 56001, 56009, 56040, 56044, 56048, 56049, 56050, 56051, 56054, 56055, 56057, 56059, 56060, 56061, 56064, 56065, 56066, 56067, 56072, 56073, 56084, 56089, 56132, 56193, 56355, 56357, 56385, 56391, 56398, 56400, 56416, 57492, 58991, 59013, 59037, 59041, 59042, 59043, 59044, 59045, 59046, 59050, 59053, 59054, 59057, 59062, 59064, 59065, 59071, 59073, 59074, 59077, 59079, 59080, 59083, 59087, 59142, 59145, 59146, 59147, 59150, 59155, 59156, 59160, 59161, 59165, 59167, 59169, 59170, 59171, 59173, 59177, 59178, 59181, 59183, 59186, 59187, 59189, 59192, 59194, 59195, 59196, 59198, 59225, 59451, 66307, 66309</td>
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<tr>
<td>12</td>
<td>Dell Optiplex 760</td>
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<tr>
<td>29</td>
<td>Smart Boards</td>
<td>40416, 40417, 40427, 40429, 40430, 40432, 40433, 40435, 40436, 40439, 40440, 40442, 40446, 44610, 44612, 18380, 966, 40463, 41865, 41868, 41872, 42965, 42969, 42972, 44573, 44758, 44768, 44846, 51881</td>
</tr>
<tr>
<td>15</td>
<td>Eiki Projectors</td>
<td>18071, 43316, 43317, 43318, 43321, 43325, 43332, 44601, 44918, 44921, 44923, 46230, 46232, 46273, 46276, 46281</td>
</tr>
<tr>
<td>6</td>
<td>Dell Computers</td>
<td>12346, 13390, 16606, 56199, 63591, 12570</td>
</tr>
<tr>
<td>1</td>
<td>HP LJ 4100 Printer</td>
<td>002241</td>
</tr>
<tr>
<td>12</td>
<td>Eiki LC Projectors</td>
<td>41723, 41856, 41857, 42264, 42266, 42268, 42272, 42856, 48829, 48843, 48871, 48951</td>
</tr>
<tr>
<td>1</td>
<td>iRover</td>
<td>48723</td>
</tr>
<tr>
<td>1</td>
<td>Compact Precario</td>
<td>9936</td>
</tr>
<tr>
<td>1</td>
<td>Samsung Chromebook</td>
<td>67547</td>
</tr>
<tr>
<td>1</td>
<td>Brother Printer</td>
<td>52547</td>
</tr>
<tr>
<td>1</td>
<td>iPad</td>
<td>57695</td>
</tr>
<tr>
<td>1</td>
<td>HP Probook 646D</td>
<td>53874</td>
</tr>
</tbody>
</table>
13.A. October 4, 2018 ~
Adirondack Area School Boards Association Meeting
Queensbury Hotel; 6:00 PM.

13.B. October 10, 2018 ~
Walsh Road Dedication Ceremony; Walsh Road Property; 1:00 PM
Regular meeting of the Board of Education at Gick Road; 6:30 PM

13.C. October 16, 2018 ~
F. Donald Myers Education Center Open House; 6:00-8:00 PM

13.D. October 18, 2018 ~
Southern Adirondack Education Center Open House; 6:00-8:00 PM

13.E. October 25-27, 2018 ~
NYSSBA Annual Convention, NYC
(Attendees: James Dexter, Tony Muller, Maribeth Macica, Michael Glass, Frank Grimaldi,
Naomi Marsh, David Petruska, John Rieger, Jeffery Smith, and Stephen Smoller)

13.F. November 3, 2018 ~
Fiduciary Training for New Board Members; Gick Road Conference Center;
9:00 AM to 3:30 PM

13.G. November 5, 2018 ~
Saratoga County School Boards Association Meeting
Holiday Inn, 232 Broadway, Saratoga Springs; 6:00 PM

13.H. November 14, 2018 ~
Regular meeting of the Board of Education at the Cambridge Central School District; 24
South Park Street, Cambridge; 6:30 PM

14. On motion made by Mr. Grimaldi, seconded by Ms. Marsh and unanimously carried, the
Board adjourned at 8:03 PM.

Respectfully submitted,

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

Ronald Black, Clerk
Washington-Saratoga-Warren-Hamilton-Essex
Board of Cooperative Educational Services
SUBJECT: USE OF BOCES CREDIT CARDS

GASOLINE CREDIT CARDS

BOCES staff members who are employed as couriers or messengers, or who are routinely assigned BOCES owned vehicles for their business use each work day may be issued one (1) gasoline credit card upon the approval of the District Superintendent.

Gasoline credit cards will be available at the Myers Education Center, Southern Adirondack Education Center, Burgoyne Avenue and BOCES Conference Center Gick Road for use by BOCES staff members who receive permission to drive a BOCES owned vehicle for an approved activity.

BOCES gasoline credit cards are for the purchase of gasoline or other supplies and services for BOCES owned vehicles only. The District Superintendent will develop administrative regulations to implement this policy.

TELEPHONE CREDIT CARDS

Upon the recommendation of their immediate supervisor and approval by the appropriate Assistant Superintendent and District Superintendent of Schools, a member of the Council of Administrators and Supervisors may be issued a BOCES telephone credit card, to be used for BOCES business purposes only.

In the absence of an Assistant Superintendent staff, members may be issued a telephone credit card on a temporary or permanent basis upon the approval of the District Superintendent.

ADMINISTRATIVE CREDIT CARD

The District Superintendent and Deputy District Superintendent are authorized to use a BOCES bank credit card with a maximum credit line of $5,000 $2,500 each.

LIMITED USE CREDIT CARDS

The Director of Personnel Development and Improvement Human Resource Services will be issued one two limited use credit cards with a maximum credit line of $10,000 each. These limited use credit cards will be used at the Burgoyne Avenue Offices two BOCES sites for the sole purpose of electronic payment to the New York State Education Department for fingerprinting BOCES and school district employees, in accordance with Part 87 of the Regulations of the Commissioner of Education and the Safe Schools Against Violence in Education (SAVE) Legislation (Chapter 180 of the Laws of 2000 and all subsequent updates.)
SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE BOCES

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by federal and state law. Harassment is a violation of law and stands in direct opposition to BOCES policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or the status of being transgender, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status or other classifications protected under federal or state law by employees, BOCES volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the BOCES. Furthermore, the BOCES provides equal access to the Boy Scouts of America and other designated youth groups. The Board further contends that administration shall be responsible for maintaining compliance with Standards Governing Civil Rights in Vocational Education Programs.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of non-discrimination and anti-harassment will be enforced on BOCES premises and in BOCES buildings; and at all BOCES-sponsored events, programs and activities, including those that take place at locations off BOCES premises and in another state.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; and employees/students with vendors/contractors and others who do business with the BOCES, as well as BOCES volunteers, visitors, guests and other third parties regardless of immigration status. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or the status of being transgender, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status or other classifications protected under federal or state law when:

a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or access to education at the BOCES;

b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

c) Submission to or rejection of such conduct by a student is a basis for academic decisions related to the student or a condition of the student’s successful completion of any course of study or educational or extracurricular activity, including the acceptance into or rejection from such course or activity;

d) Such conduct has the purpose or effect of substantially or unreasonably interfere with an individual's work performance and/or creates an intimidating, hostile or offensive work environment;

 e) Such conduct has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance, completion of a course of study, or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment, and/or effectively bars the student’s access to an educational opportunity or benefit.
With respect to sexual harassment, a sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment. Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy, such actions include conduct such as unwelcome sexual advances, requests for sexual favors and unwelcome verbal or physical conduct of a sexual nature, including the posting of obscene pictures or use of lewd jokes.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
  - Sabotaging an individual’s work;
  - Bullying, yelling, name-calling
Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Complaints by Employees

Any employee who believes that he/she has been subjected to unlawful discrimination or harassment shall report all incidents of such conduct to the BOCES designated Compliance Officer(s) through informal and/or formal complaint procedures developed by the BOCES. For formal complaints, the BOCES encourages employees to use the Complaint Form that is part of Administrative Regulation 5165-2120, Complaints Concerning Discrimination or Harassment Concerning School Personnel and/or Students. In the event the Compliance Officer(s) is the alleged offender, the complainant shall report his/her complaint to the District Superintendent. All BOCES personnel shall have the opportunity to present their discrimination and/or harassment complaints free from interference, coercion, restraint, discrimination or reprisal.

Complaints of discrimination and/or harassment shall be handled and resolved, whenever possible, as close to their origin as possible. The District Superintendent is responsible for implementing regulations for the redress of complaints through proper administrative channels.

Complaints by Students

Any student who believes that he/she has been subjected to unlawful discrimination or harassment shall report all incidents of such conduct to the BOCES designated Compliance Officer(s) through informal and/or formal complaint procedures developed by the BOCES. For formal complaints, the BOCES encourages students to use the Complaint Form that is part of Administrative Regulation 2120, Complaints Concerning School Personnel and/or Students. While students have the responsibility to abide by the policies and regulations of the BOCES, they shall also be afforded opportunity to present complaints of discrimination and/or harassment free from interference, coercion, restraint, discrimination or reprisal.

Administration shall be responsible for establishing rules and regulations for the redress of complaints of discrimination and/or harassment through proper administrative channels. In addition, the administration shall be responsible for developing an appeals process, ensuring that students have full understanding and access to these regulations and procedure, and providing prompt, thorough and equitable consideration and determination of student complaints through BOCES established procedures.

Investigation of Complaints

The BOCES will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of discrimination or harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further discrimination or harassment. The BOCES will designate, at a minimum, two (2) Compliance Officers, one of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of discrimination or harassment in the BOCES environment and/or at programs, activities and events under the control and supervision of the BOCES, as well as any individual who is
aware of and/or who has knowledge of, or witnesses any possible occurrence of discrimination or harassment, immediately report such alleged discrimination or harassment; such report shall be directed to or forwarded to the BOCES designated Compliance Officer(s) through informal and/or formal complaint procedures as developed by the BOCES. Such complaints are recommended to be in writing, although verbal complaints of alleged discrimination or harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the report will be directed to the next level of supervisory authority. Supervisors are required to report any complaints they receive, or any harassment they observe, to a Compliance Officer. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors will be subject to discipline for failing to report suspected sexual harassment or to otherwise allow sexual harassment to continue.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the BOCES will conduct a prompt, equitable and thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the BOCES has knowledge of any occurrence of discrimination or harassment, the BOCES will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. The District Superintendent will inform the Board of Education of investigations involving findings of discrimination or harassment.

Based upon the results of this investigation, if the BOCES determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Appropriate disciplinary measures also will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, Education Law, BOCES policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as BOCES volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the BOCES does not preclude the filing of civil and/or criminal charges as may be warranted.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment. Follow-up inquiries shall be made to ensure that discrimination or harassment has not resumed and that all those involved in the investigation of the discrimination or harassment complaint have not suffered retaliation. The BOCES will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any person who believes he or she has been subject to such retaliation should inform a Compliance Officer immediately. Any person who believes he or she may have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged discrimination or harassment, if a determination is made that discrimination or harassment did not occur, the Compliance Officer(s) will so notify the complainant, the alleged offender and the District Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to BOCES policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that discrimination or harassment did not occur, the District Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the BOCES community is not conducive to fostering discrimination or harassment in the workplace.
In all cases, the District Superintendent will inform the Board of Education of the results of each investigation involving a finding that discrimination or harassment did not occur.

**Knowingly Making False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of discrimination or harassment may also face appropriate disciplinary action.

**Privacy Rights**

As part of any investigation, the BOCES has the right to search all BOCES property and equipment including BOCES computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the BOCES for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Civil Rights Compliance Officer (Title IX/Section 504/ADA Compliance Officer)**

The Civil Rights Compliance Officers are the Executive Director for Educational and Support Programs and the Chief Financial Officer designated by the Board. BOCES prominently displays the name(s) of compliance officer(s) and contact information on appropriate materials and on the BOCES website. The Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities (ADA). The District Superintendent shall designate Civil Rights Compliance Officers as the Title IX/Section 504/ADA Coordinators and shall implement regulations and procedures to resolve complaints of discrimination or harassment based on sex or disability. The Civil Rights Compliance Officers shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990) for any student, parent, employee or employment applicant.

Prior to the beginning of each school year, the BOCES shall issue an appropriate public announcement which advises students, parents/guardian, employees and the general public of the BOCES established procedures for resolving complaints of discrimination or harassment based on sex or disability. Included in such announcement will be the name(s), address(es) and telephone number(s) of the Civil Rights Compliance Officer(s).

The Civil Rights Compliance Officers shall also be responsible for handling complaints regarding discrimination or harassment based on race, color, creed, religion, national origin, political affiliation, gender, *gender identity or the status of being transgender*, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status, or access to facilities by the Boy Scouts of America or other youth group, or other classifications protected under federal and state law.

Complaints may also be filed with the New York State Division of Human Rights and the Federal Office for Civil Rights. Each agency has its own procedures and deadlines for filing complaints.

**Development and Dissemination of Administrative Regulations**

Regulations will be developed for reporting, investigating, and remedying allegations of discrimination or harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Compliance Officer(s). Such regulations will be developed in accordance with federal and state law.

BOCES established procedures for resolving complaints regarding discrimination or harassment covered under this policy, specifically, Administrative Regulation ____2120, shall be disseminated to
adequately inform students, parents and employees of the existence of such procedures.

The District Superintendent/designee(s) will affirmatively discuss the topic of discrimination and harassment with all employees and students, express the BOCES condemnation of such conduct, and explain the sanctions for such discrimination or harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to discrimination or harassment in the BOCES, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of discrimination or harassment complaints.

A copy of this policy (5165) and its accompanying regulations (AR5165 2120) will be available upon request and may be posted at various locations in each BOCES building. The BOCES policy and regulations on non-discrimination and anti-harassment will be published in appropriate BOCES publications such as teacher/employee handbooks, student handbooks, and/or BOCES calendars.

This policy should not be read to abrogate other BOCES policies and/or regulations or the BOCES Code of Conduct prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes within this BOCES. It is the intent of the BOCES that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination or harassment in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of BOCES policy.

Public Notification

The BOCES shall issue an appropriate public announcement which advises students, parents, employees and the general public that all employment and educational opportunities, including those in Career and Technical Education, will be offered without regard to actual or perceived race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or the status of being transgender, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status or other classifications protected under federal or state law. Included in such announcement will be the name, address, and telephone number of the person(s) designated to coordinate Title IX/Section 504 activities.

Legal Protections and External Remedies

Aside from the internal processes at the BOCES, employees may also choose to pursue legal remedies for unlawful discrimination and harassment with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency. An employee may seek the legal advice of an attorney. In addition to those outlined below, employees in certain industries may have additional legal protections.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to form of harassment, including sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Right ("DHR") or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, he or she can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.
internally to the BOCES does not extend the time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

An employee does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate a complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the BOCES to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney’s fees and civil fines.

DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, You may call (718) 741-8400 or visit www.dhr.ny.gov. You may contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR’s regional offices across New York State.

Civil Rights Act of 1984

The United States Equal Employment Opportunity Commission (“EEOC”) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination” with the EEOC. The EEOC has district, area, and field offices where complaints can be filed. An employee can contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Departments

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. In those cases and employee should contact the local police department.

References:

Age Discrimination in Employment Act of 1975, 29 United States Code (USC) Section 621
Prohibits discrimination on the basis of disability.
Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000d et seq. Prohibits discrimination on the basis of race, color or national origin.
Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq. Prohibits discrimination on the basis of race, color, religion, sex or national origin.
Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq. Prohibits discrimination on the basis of sex.
Equal Employment Opportunity Commission Policy Guidance
Boy Scouts of America Equal Access Act
New York State Human Rights Law
Civil Rights Law Section 40-c
Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.
Civil Service Law Section 75-B
Education Law Section 2801(1)
Executive Law Section 290 et seq.
Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.
Military Law Sections 242 and 243
Education Law Sections 2045(2) and 4601
Commissioner's Regulations Sections 100.2(h) and 141 et seq.

Adopted: January 9, 2008
Revised: September 9, 2009
Revised: January 11, 2012
Revised: January 11, 2017
Revised: December 20, 2017
Revised: September 12, 2018
Revised: October ___, 2018
SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT OF STUDENTS IN THE BOCES

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation as required by federal and state law. Harassment is a violation of law and stands in direct opposition to BOCES policy. Therefore, the Board prohibits and condemns all forms of discrimination and harassment in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or the status of being transgender, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status or other classifications protected under federal or state law by employees, BOCES volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the BOCES. Furthermore, the BOCES provides equal access to the Boy Scouts of America and other designated youth groups. The Board further contends that administration shall be responsible for maintaining compliance with Standards Governing Civil Rights in Vocational Education Programs.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of non-discrimination and anti-harassment will be enforced on BOCES premises and in BOCES buildings; and at all BOCES-sponsored events, programs and activities, including those that take place at locations off BOCES premises and in another state.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; and employees/students with vendors/contractors and others who do business with the BOCES, as well as BOCES volunteers, visitors, guests and other third parties regardless of immigration status. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or the status of being transgender, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status or other classifications protected under federal or state law when:

a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or access to education at the BOCES;

b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

c) Submission to or rejection of such conduct by a student is a basis for academic decisions related to the student or a condition of the student’s successful completion of any course of study or educational or extracurricular activity, including the acceptance into or rejection from such course or activity;

d) Such conduct has the purpose or effect of substantially or unreasonably interfere with
an individual’s work performance and/or creates an intimidating, hostile or offensive work environment;

e) Such conduct has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance, completion of a course of study, or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment, and/or effectively bars the student’s access to an educational opportunity or benefit.

With respect to sexual harassment, such actions include conduct such as unwelcome sexual advances, requests for sexual favors and unwelcome verbal or physical conduct of a sexual nature, including the posting of obscene pictures or use of lewd jokes.

Complaints by Employees

Any employee who believes that he/she has been subjected to unlawful discrimination or harassment shall report all incidents of such conduct to the BOCES designated Compliance Officer(s) through informal and/or formal complaint procedures developed by the BOCES. For formal complaints, the BOCES encourages employees to use the Complaint Form that is part of Administrative Regulation 2120, Complaints Concerning School Personnel and/or Students. In the event the Compliance Officer(s) is the alleged offender, the complainant shall report his/her complaint to the District Superintendent. All BOCES personnel shall have the opportunity to present their discrimination and/or harassment complaints free from interference, coercion, restraint, discrimination or reprisal.

Complaints of discrimination and/or harassment shall be handled and resolved, whenever possible, as close to their origin as possible. The District Superintendent is responsible for implementing regulations for the redress of complaints through proper administrative channels.

Complaints by Students

Any student who believes that he/she has been subjected to unlawful discrimination or harassment shall report all incidents of such conduct to the BOCES designated Compliance Officer(s) through informal and/or formal complaint procedures developed by the BOCES. For formal complaints, the BOCES encourages students to use the Complaint Form that is part of Administrative Regulation 67502120, Complaints Concerning School Personnel and/or Students. While students have the responsibility to abide by the policies and regulations of the BOCES, they shall also be afforded opportunity to present complaints of discrimination and/or harassment free from interference, coercion, restraint, discrimination or reprisal.

Administration shall be responsible for establishing rules and regulations for the redress of complaints of discrimination and/or harassment through proper administrative channels. In addition, the administration shall be responsible for developing an appeals process, ensuring that students have full understanding and access to these regulations and procedure, and providing prompt, thorough and equitable consideration and determination of student complaints through BOCES established procedures.

Investigation of Complaints

The BOCES will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of discrimination or harassment based on any of the characteristics
described above; and will promptly take appropriate action to protect individuals from further discrimination or harassment. The BOCES will designate, at a minimum, two (2) Compliance Officers, one of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of discrimination or harassment in the BOCES environment and/or at programs, activities and events under the control and supervision of the BOCES, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of discrimination or harassment, immediately report such alleged discrimination or harassment; such report shall be directed to or forwarded to the BOCES designated Compliance Officer(s) through informal and/or formal complaint procedures as developed by the BOCES. Such complaints are recommended to be in writing, although verbal complaints of alleged discrimination or harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Compliance Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint (even an anonymous complaint), the BOCES will conduct a prompt, equitable and thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the BOCES has knowledge of any occurrence of discrimination or harassment, the BOCES will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis. The District Superintendent will inform the Board of Education of investigations involving findings of discrimination or harassment.

Based upon the results of this investigation, if the BOCES determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Appropriate disciplinary measures also will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, Education Law, BOCES policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as BOCES volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the BOCES does not preclude the filing of civil and/or criminal charges as may be warranted.

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

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment. Follow-up inquiries shall be made to ensure that discrimination or harassment has not resumed and that all those involved in the investigation of the discrimination or harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged discrimination or harassment, if a determination is made that discrimination or harassment did not occur, the Compliance Officer(s) will so notify the complainant, the alleged offender and the District Superintendent of this determination. Such
a finding does not preclude the complainant from filing an appeal pursuant to BOCES policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that discrimination or harassment did not occur, the District Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the BOCES community is not conducive to fostering discrimination or harassment in the workplace.

In all cases, the District Superintendent will inform the Board of Education of the results of each investigation involving a finding that discrimination or harassment did not occur.

**Knowingly Making False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of discrimination or harassment may also face appropriate disciplinary action.

**Privacy Rights**

As part of any investigation, the BOCES has the right to search all BOCES property and equipment including BOCES computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the BOCES for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**Civil Rights Compliance Officer (Title IX/Section 504/ADA Compliance Officer)**

The Civil Rights Compliance Officers are the Executive Director for Educational and Support Programs and the Chief Financial Officer designated by the Board. BOCES prominently displays the name(s) of compliance officer(s) and contact information on appropriate materials and on the BOCES website. The Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities (ADA). The District Superintendent shall designate Civil Rights Compliance Officers as the Title IX/Section 504/ADA Coordinators and shall implement regulations and procedures to resolve complaints of discrimination or harassment based on sex or disability. The Civil Rights Compliance Officers shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990) for any student, parent, employee or employment applicant.

Prior to the beginning of each school year, the BOCES shall issue an appropriate public announcement which advises students, parents/guardian, employees and the general public of the BOCES established procedures for resolving complaints of discrimination or harassment based on sex or disability. Included in such announcement will be the name(s), address(es) and telephone number(s) of the Civil Rights Compliance Officer(s).

The Civil Rights Compliance Officers shall also be responsible for handling complaints regarding discrimination or harassment based on race, color, creed, religion, national origin, political affiliation, gender, gender identity or the status of being transgender, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog,
domestic violence victim status, or access to facilities by the Boy Scouts of America or other youth
group, or other classifications protected under federal and state law.

Complaints may also be filed with the New York State Division of Human Rights and the
Federal Office for Civil Rights. Each agency has its own procedures and deadlines for filing
complaints.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating, and remedying allegations of
discrimination or harassment based on the characteristics described above. An appeal procedure
will also be provided to address any unresolved complaints and/or unsatisfactory prior
determinations by the applicable Compliance Officer(s). Such regulations will be developed in
accordance with federal and state law.

BOCES established procedures for resolving complaints regarding discrimination or
harassment covered under this policy, specifically, Administrative Regulation 2120, shall be
disseminated to adequately inform students, parents and employees of the existence of such
procedures.

The District Superintendent/designee(s) will affirmatively discuss the topic of discrimination
and harassment with all employees and students, express the BOCES condemnation of such
conduct, and explain the sanctions for such discrimination or harassment. Appropriate training
and/or “awareness” programs will be established for staff and students to help ensure knowledge
of and familiarity with the issues pertaining to discrimination or harassment in the BOCES, and to
disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial
employees, as may be necessary, for the investigation of discrimination or harassment
complaints.

A copy of this policy (67505165) and its accompanying regulations (67502120) will
be available upon request and may be posted at various locations in each BOCES building. The
BOCES policy and regulations on non-discrimination and anti-harassment will be published in
appropriate BOCES publications such as teacher/employee handbooks, student handbooks,
and/or BOCES calendars.

This policy should not be read to abrogate other BOCES policies and/or regulations or the
BOCES Code of Conduct prohibiting other forms of unlawful discrimination or harassment,
inappropriate behavior, and/or hate crimes within this BOCES. It is the intent of the BOCES that
all such policies and/or regulations be read consistently to provide the highest level of protection
from unlawful discrimination or harassment in the provision of employment/educational services
and opportunities. However, different treatment of any member of the above named group which
has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of BOCES
policy.

Public Notification

The BOCES shall issue an appropriate public announcement which advises students,
parents, employees and the general public that all employment and educational opportunities,
including

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-those in Career and Technical Education, will be offered without regard to actual or perceived race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or the status of being transgender, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, domestic violence victim status or other classifications protected under federal or state law. Included in such announcement will be the name, address, and telephone number of the person(s) designated to coordinate Title IX/Section 504 activities.

References:

Age Discrimination in Employment Act of 1975, 29 United States Code (USC) Section 621
Prohibits discrimination on the basis of disability.
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.
Prohibits discrimination on the basis of disability.
Title VI of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000d et seq.
Prohibits discrimination on the basis of race, color or national origin.
Title VII of the Civil Rights Act of 1964, 42 United States Code (USC) Section 2000e et seq.
Prohibits discrimination on the basis of race, color, religion, sex or national origin.
Title IX of the Education Amendments of 1972, 20 United States Code (USC) Section 1681 et seq.
Prohibits discrimination on the basis of sex.
Equal Employment Opportunity Commission Policy Guidance
Boy Scouts of America Equal Access Act
New York State Human Rights Law
Civil Rights Law Section 40-c
Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.
Civil Service Law Section 75-B
Education Law Section 2801(1)
Executive Law Section 290 et seq.
Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.
Military Law Sections 242 and 243
Education Law Sections 2045(2) and 4601
Commissioner's Regulations Sections 100.2(h) and 141 et seq.

Adopted: January 9, 2008
Revised: September 9, 2009
Revised: January 11, 2012
Revised: January 11, 2017
Revised: December 20, 2017
Revised: September 12, 2018
Revised: October ___, 2018
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