

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

**REGULAR MEETING OF THE BOARD OF EDUCATION
Gick Road Conference Center, Saratoga Springs, New York
16431 Millstone Circle, Fort Myers, Florida
6648 Lila Court, Fort Pierce, Florida**

February 13, 2019 6:30 PM

A G E N D A

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARING

4. 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; and collective negotiations pursuant to article 14 of the Civil Service Law.

5. MINUTES

Recommend the Board approve the minutes for the January 9, 2019 regular meeting of the Board of Education.

6. COMMUNICATIONS

7. OLD BUSINESS

8. ADMINISTRATIVE REPORTS

A. Enrollment & Staffing Report

B. Board Committee Reports

1. Buildings & Grounds Committee **(NO ACTION REQUIRED)**
2. Policy Committee

Recommend the Board adopt the following Board policies:

**Policy 5040 Performance Review Policy and
Policy 7035 Tuition and Refund Policy for Adult Students in ETA**

C. Planning for the April 3, 2019 Annual Meeting and the April 30, 2019 BOCES Election

The Annual Meeting will be held on Wednesday, April 3, 2019 at the Southern Adirondack Education Center in Hudson Falls. The schedule for the Annual Meeting is as follows:

5:00 PM 2019-2020 Budget Presentation
5:30 PM Reception
6:00 PM Dinner followed by the Annual Meeting

The BOCES Board Election will be held on Tuesday, April 30, 2019. The terms of the following five Board members will end on June 30, 2019:

Linda King (Lake George)
Naomi Marsh (Cambridge)
John Rieger (Schuylerville)
Cheryl Smith (Galway)
Jeffrey Smith (Hudson Falls)

The last date for component school districts to submit nominations is Friday, March 29, 2019.

D. Legislative Update

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

E. District Superintendent Items (NO ACTION REQUIRED)

9. NEW BUSINESS

A. 2019- 2020 School Calendar

Recommend the Board adopt the 2019-2020 school calendar, excluding Tuesday, November 5 and Wednesday, November 27, due to pending legislation to declare Tuesday, November 5 (election day) as a state holiday, and to further authorize the District Superintendent to finalize and publish the 2019-2020 school calendar as it relates to November 5 and November 27 upon conclusion of the state budget or legislative session or at such a time that the state's determination on November 5 is known.

B. Professional Learning Team

Recommend the Board approve Lisa Palmer to be appointed to the Professional Learning Team (formerly known as the Professional Development Plan Committee).

C. Memoranda of Agreement

1. Terms and Conditions for Groups and Individuals Not Covered by a Collective Bargaining Agreement

Recommend the Board make the following change in Group 6 Adult and Continuing Education, effective February 13, 2019:

Establish Adult Literacy Program Examiner Training at the single rate of pay \$113.50 for a four (4) hour training.

2. 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 Association Faculty Unit in complete and final settlement of all issues proposed and negotiated for a July 1, 2018 to June 30, 2022 Collective Bargaining Agreement between the parties.

3. 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 Association School Related Professional (SRP) Unit in complete and final settlement of all issues proposed and negotiated for a July 1, 2018 to June 30, 2022 Collective Bargaining Agreement between the parties.
4. Recommend the Board approve a Memorandum of Agreement between the Washington-Saratoga-Warren-Hamilton-Essex Counties Board of Cooperative Educational Services and Steven Rhodes effective July 19, 2019.

D. Donations

1. Recommend the Board accept the following equipment donated by Green River Pictures, LLC, Saratoga Springs, NY:
 - Apple MacBook Pro
 - Black Magic ATEM Broadcast Switcher
2. Recommend the Board accept one Trailmobile 48' Dry Van donated by Adirondack Beverages, Scotia, NY.

10. PERSONNEL

A. Position Changes

1. Recommend the Board create the positions listed below, pending enrollment and/or district request:

CERTIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Teaching Assistant Full-Time	January 14, 2019	Southern Adirondack Education Center
Certified Work-Based Learning Coordinator	September 1, 2019	ECCA & PTECH

CLASSIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Data Network and Communication Specialist	October 15, 2018	Gick Road
Building Maintenance Helper	February 1, 2019	Operations & Maintenance

2. Recommend the Board abolish one (1) full-time, 12-month MicroComputer Specialist position effective October 15, 2018.
3. Recommend the Board abolish one (1) full-time, 12-month Coordinator of Network Security Services position effective June 1, 2018.

4. Recommend the Board abolish, due to loss of grant funding, two (2) full-time positions in Special Education School Improvement Specialist tenure area, effective June 30, 2019, and place the two (2) least senior Special Education School Improvement Specialists on the Section 2013 Preferred Eligibility List, effective July 1, 2019, beginning with the least senior:
 1. Patti Simonds
 2. Sally McGuirk
5. Recommend the Board abolish due to loss of grant funding, one (1) full-time position in Regional Special Education - Technical Assist Support CTR Coordinator tenure area, effective June 30, 2019, and place the one (1) least senior Regional Special Education - Technical Assist Support CTR Coordinator on the Section 2013 Preferred Eligibility List, effective July 1, 2019: Kathleen Smith-Gomes.
6. Recommend the Board approve a change of employment status for Amy McElhinney from full-time, temporary long-term substitute to a full-time, school calendar position in the Elementary Education tenure area with a 4-year probationary period effective December 1, 2018 through November 30, 2022.
7. Recommend the Board approve a change of employment status for Shannon Neil from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the IT Procurement Specialist area effective January 7, 2019 through July 8, 2019.
8. Recommend the Board approve a change of employment status for Killian Raymond from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the Building Maintenance Helper area effective January 7, 2019 through July 8, 2019.
9. Recommend the Board approve a change of employment status for Edward Sherwood Jr. from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the School Bus Driver area effective January 7, 2019 through July 8, 2019.
10. Recommend the Board approve a change of employment status for Natalie Brooks from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the Information Technology Assistant area effective January 14, 2019 through July 15, 2019.
11. Recommend the Board approve a change of employment status for Alexey Pyatovsky from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the Network Analyst area effective January 28, 2019 through July 29, 2019.
12. Recommend the Board approve a change of employment status for Austin Cook from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the Data Network & Communications Analyst area effective January 28, 2019 through July 29, 2019.
13. Recommend the Board approve a change in rate of pay, to adjust the increase in daily hours worked, for Brenda Petteys from a base salary of \$40,486.75 to a base salary of \$41,915.50, effective October 15, 2018.

B. Staff Resignations for the Purpose of Retirement

1. Recommend the Board accept with appreciation and regret the retirement resignation of Terry LaNoir from a full-time position in the Teacher of Speech and Hearing Handicapped tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. LaNoir has completed 30 years of service with the BOCES.
2. Recommend the Board accept with appreciation and regret the retirement resignation of Elizabeth McGraw from a full-time position in the Principal for Special Programs tenure area effective August 1, 2019 and last paid day of work July 31, 2019. Ms. McGraw has completed 18 years of service with the BOCES.

C. Staff Resignations/Leave of Absences

1. Recommend the Board accept the resignation of Annemarie Matula, from a full-time position in the Social Worker area, effective January 31, 2019. (See section E #2 for appointment.)
2. Recommend the Board accept the resignation of Arista Morris from a full-time position in the Teacher Aide area, effective February 13, 2019.
3. Recommend the Board accept the resignation of Kelly Martinek from a full-time position in the Teaching Assistant tenure area, effective February 15, 2019.
4. Recommend the Board accept the resignation of Shawna Fleck from a full-time, temporary long-term substitute position in the Special Education area, effective February 22, 2019.
5. Recommend the Board accept the resignation of Robert Mann from a full-time position in the Advanced Manufacturing tenure area, effective March 1, 2019.

D. Permanent Appointments

1. Recommend the Board appoint **Zosia Skiff** to permanent status in the Supervisor for Information Technology Procurement and Management area, effective February 15, 2019.
2. Recommend the Board appoint **Carrie VanTassel** to permanent status in the Enrichment Resource Center Program Manager area, effective February 15, 2019.

E. Staff Appointments

1. Recommend the Board appoint Michelle Pinedo to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective January 29, 2019 through January 28, 2023. Ms. Pinedo has a Continuing certificate in the Teaching Assistant tenure area issued September 1, 2003. Her salary will be prorated based on step 8 of the salary schedule-\$17,929.

2. Recommend the Board appoint Annemarie Matula to a full-time, long-term substitute position in the Social Worker area effective February 1, 2019 through June 30, 2019, as needed. Her salary will be prorated at her 2018-2019 rate.
3. Recommend the Board appoint Petrina Flanders to a full-time, 12-month, provisional position in the Executive Secretary area (pending civil service qualification) effective January 7, 2019. Her salary will be prorated based on - \$41,000 (Non-Unit Confidential Administrative Support Personnel and Supervisors Group 1.)
4. Recommend the Board appoint Michelle Frasier to a full-time, 12-month, permanent position with a 26 week probationary period in the Benefits Specialist area effective February 13, 2019 through August 14, 2019. Her salary will be prorated based on - \$36,000 (Non-Unit Confidential Administrative Support Personnel and Supervisors Group 1.)

F. 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:

<u>Name</u>	<u>Program</u>	<u>Maximum Hours/Days</u>
Amodeo, Christine	Adult Literacy (Article 19) Literacy Instruction	up to 0.5 hrs 11/01/18-12/31/18
Amodeo, Christine	Adult Literacy (Article 19) Literacy Instruction	up to 10 hrs 01/07/19-02/28/19
Conrick, Krista	Adult Literacy (Article 19) Literacy Instruction	up to 1 hrs 12/03/18-12/07/18
David, Celeste	Culinary Instructor Program preparation	up to 20 hrs 01/02/19-01/31/19
Jones, Diane	Adult Literacy (Article 19) Literacy Instruction	up to 2 hrs 12/01/18-12/31/18
Jones, Diane	Adult Literacy (Article 19) Literacy Instruction	up to 15 hrs 01/07/19-02/28/19

2. Recommend the Board appoint staff listed below, to the **2018-2019** Employment Training For Adults (ETA) Programs (contingent upon funding and enrollment), at the indicated hourly rate:

ETA- Industry Partner Contract Trainer
Rate of \$35.00 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Hamilton, Ian	Residential Construction	up to 150 hrs	01/22/19-06/27/19

ETA- Instructor
Rate of \$25.50 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Howe, Leah	Medical Terminology	up to 50 hrs	02/01/19-06/30/19

11. Recommend the Board appoint staff listed below to BoysTown Store Manager positions for the second semester of the 2018-2019 school year, effective January 28, 2019 at the rate of \$300 per semester, unless otherwise noted. Payment upon conclusion of the semester.

Name

Amorosi, Jane
 Carhart, Evelyn (.5 shared with Kathleen Keep, (\$150)
 Donaldson, Gail
 DuFrain, Lori (.5 shared with Jackie Plude, \$150)
 Jones, Joyce
 Keep, Kathleen (.5 shared with Evelyn Carhart, \$150)
 Mitchell, Lynne
 Peregrim, Lindy
 Plude, Jackie (.5 shared with Lori DuFrain, \$150)
 Smith, Kelly
 Valastro, Pamela

12. Recommend the Board appoint the staff listed below to act as Teacher Mentors at the annual rate of \$1,238, prorated as appropriate for the effective dates listed:

<u>Mentor</u>	<u>Intern</u>	<u>Dates</u>
Bates, John	Carey, Kristen	01/02/19-01/02/20

13. Recommend the Board appoint Dennis Flynn, CTE Instructor, for equipment transportation for up to 2 hours effective December 13, 2018 through December 18, 2018 at the rate of \$34 per hour.

14. Recommend the Board appoint staff listed below, Special Education Teachers, for Case Management and IEP duties for up to 60 hours, effective December 18, 2018 through June 30, 2019, at the rate of \$34 per hour:

Amorosi, Jane	Bishop, Shayne
Bazarnick, Deborah	Benware, Christine

15. Recommend the Board approve the staff listed below, for Myers Open House, for up to 1 hour, effective January 10, 2019, at the rate of \$34 per hour:

Moore, Laura	Regan, McKenzie
--------------	-----------------

16. Recommend the Board approve Elizabeth Barrett as an Education Specialist, for up to 20 days effective September 1, 2018 through June 30, 2019 at the rate of \$500 for a full day or \$ 300 for a half day or three (3) hour session.

17. Recommend the Board approve Logan Fisher, Presenter for Summer Literacy Institute, for prep and planning, for up to 1 sessions effective December 2, 2018 at the rate of \$150 per session.

18. Recommend the Board approve Maria Muldner, Presenter for Purposeful Play: A Collegial Book Study, for up to 3 sessions effective January 16, 2019 through June 30, 2019 at the rate of \$150 per session.

19. Recommend the Board approve Melissa Skellie, Presenter for Cambridge CSD, for up to 5 days effective January 17, 2019 through June 30, 2019 at the rate of \$200 per day.

20. Recommend the Board approve the Retiree Employment Agreement by and between the Washington-Saratoga-Warren-Hamilton-Essex BOCES and Susan Meybaum, Practical Nursing, effective January 5, 2019 through June 30, 2019, 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 January 2019.

C. Financial Reports

1. Recommend the Board approve the Financial Reports for the month of November 2018.
2. The Financial Report for the month of December 2018 will be distributed at the meeting. **(NO ACTION REQUIRED)**
3. The Budget Adjustment to Appropriations and the Budget Status Reports for the months of November and December 2018 will be distributed at the meeting. **(NO ACTION REQUIRED)**

D. Surplus Funds 2017-18

Recommend the Board approve the distribution of surplus funds for the 2017-18 school year as listed by school district accordingly.

E. 2019-20 Capital Plan

Approve the 2019-20 Capital Plan of \$800,000 for reconstruction at the Southern Adirondack Education Center consisting of:

- \$450,000 for roof reconstruction on Building D
- \$200,000 for alterations in Building C
- \$150,000 for roof reconstruction on Building F

F. Architect Contracts

1. Recommend the Board approve a contract with Griffith Dardanelli Architects, P.C. for architectural services for Buildings F & D Roofing Reconstruction in summer 2020 at the Southern Adirondack Education Center. The fee is 9% of the construction costs and includes engineering costs associated with the design of this work.
2. Recommend the Board approve a contract with Griffith Dardanelli Architects, P.C. for architectural services for Building C Reconstruction in summer 2020 at the Southern Adirondack Education Center. The fee is 9% of the construction costs and includes engineering costs associated with the design of this work.

G. Capital Projects

Recommend the Board approve the following Capital Projects to be submitted to SED for approval. The funding for the projects will be annual capital appropriations from the component districts:

1. Southern Adirondack Education Center Project #64-90-00-00-0-014-029 for roofs and related reconstruction on Building D with a project budget of \$450,000.
2. Southern Adirondack Education Center Project #64-90-00-00-0-047-001 for roofs and related reconstruction on Building F with a project budget of \$150,000.
3. Southern Adirondack Education Center Project #64-90-00-00-0-014-030 for reconstruction and alterations to classrooms in Building C with a project budget of \$250,000.

H. Equipment Lease

Recommend the Board approve an equipment lease (the "lease") for Hartford Central School District for 5 years in a base amount not to exceed \$117,888.15 with five payments of \$23,577.63 (Disposition is \$1 buyout). Items to lease: 75 Microsoft Surface Books and 15 Dell OptiPlex computers. These payments are based on an interest rate of 3.280% (the "Assumed Interest rate"). The Board delegates to the Clerk of the Board of Education the authority to approve an increase in the Assumed Interest Rate, of up to 2%, with the resultant payments being the maximum amount to be paid for said Lease. The Clerk of the Board of Education shall not approve any interest rate that exceeds the Assumed Interest Rate by more than 2.00%

I. Disposal of Surplus Property

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

Qty.	Description	BOCES ID Number
1	Eiki LC-XNS3100 Video Projector	61240/000887
1	IRover	48730
1	HP Latitude Laptop	60451/002321
1	HP Elite Disk Tower	004796
1	Logitech Keyboard	Y-R0059
1	65 Passenger School Bus	#45

12. OTHER

A. March 13, 2019 ~

Regular meeting of the Board of Education to be held at **Glens Falls City High School Library, 10 Quade Street, Glens Falls;** 6:30 PM.

B. March 22, 2019 ~

Joint meeting of the Adirondack Area School Boards and the Saratoga County School Boards; Holiday Inn, 232 Broadway, Saratoga Springs; 6:00 PM

C. April 3, 2019 ~

BOCES Annual Meeting at the Southern Adirondack Education Center; 6:30 PM

- D. April 10, 2019 ~**
Regular meeting of the Board of Education; Gick Road Conference Center; 6:30 PM
- E. April 16, 2019 ~**
National Technical Honor Society Induction; Southern Adirondack Education Center;
7:00 PM
- F. April 30, 2019 ~**
BOCES Administrative Budget Vote and Election
- G. April 30, 2019 ~**
National Technical Honor Society Induction; F. Donald Myers Education Center; 7:00
PM
- H. Board Member Comments**

13. **ADJOURNMENT**

The meeting was called to order at 6:30 PM with the Pledge of Allegiance at the Gick Road Conference Center, Saratoga Springs, New York and 16431 Millstone Circle, Fort Myers, Florida, with the following present:

Board of Education Members Present: John Rieger, President; Linda King, Vice President; Michael Erickson, Michael Glass, Frank Grimaldi, Naomi Marsh, Kevin Ostrander, David Petruska, Paul Rice, Jeff Smith, and Janine Thomas.

Board of Education Member(s) Absent: Pam Ellis, Gillette Nash, Cheryl Smith, and Steve Smoller.

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

4. On motion made by Mrs. Thomas, seconded by Mr. Glass and unanimously carried, the Board went into Executive Session at 6:33 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; and collective negotiations pursuant to article 14 of the Civil Service Law.
5. On motion made by Mr. Petruska, seconded by Mr. Ostrander and unanimously carried, the Board approved the minutes for the December 12, 2018 regular meeting of the Board of Education.
- 8.A. Jodi Facteau-St. Gelais, Teacher, Instructional Support Services for Special Education, presented an overview on Transition Services.
- 8.B. Nancy DeStefano reviewed 1st read policies:
Policy 5040 - Performance Review
Policy 7035 - Tuition and Refund Policy for Adult Students in ETA
- 8.C. Mrs. King presented a Legislative Report.
- 8.D. As part of the District Superintendent's remarks, James Dexter presented the following:
 - This month the Board attended the Waterford-Halfmoon UFSD Board Meeting on January 3 and will be going to Fort Ann CSD on January 15.
 - Reminded the Board that a Board Workshop will be held prior to the Board Meeting on February 13. The Workshop will begin at 3:00 PM. Board members should contact Mr. Dexter or Mrs. White if they have suggested topics for the agenda beyond what was discussed.
 - Reminded the Board that a CTE Open House will be held at the F. Donald Myers Center on January 10 and at the Southern Adirondack Center on January 17.

- 9.A. On motion made by Mr. Grimaldi, seconded by Mr. Ostrander and unanimously carried, the Board accepted the Settlement Agreement between the BOCES and Margaret Munroe effective January 9, 2019.
- 9.B. On motion made by Mr. Petruska, seconded by Mr. Erickson and unanimously carried, the Board approved the 2019-2020 office holiday calendar as listed below:

Thursday	July 4, 2019	Independence Day
Monday	September 2, 2019	Labor Day
Monday	October 14, 2019	Columbus Day
Monday	November 11, 2019	Veterans' Day
Wednesday Thursday Friday	November 27, 2019 November 28, 2019 November 29, 2019	Thanksgiving Recess Thanksgiving Day Thanksgiving Recess
Tuesday Wednesday	December 24, 2019 December 25, 2019	Holiday Recess Christmas Day
Tuesday Wednesday	December 31, 2019 January 1, 2020	Holiday Recess New Year's Day
Monday	January 20, 2020	Martin Luther King, Jr. Day
Monday	February 17, 2020	Presidents' Day
Friday	April 10, 2020	Good Friday
Monday	May 25, 2020	Memorial Day

- 9.C. On motion made by Mr. Glass, seconded by Mrs. King and unanimously carried, the Board approved the Corrective Action Plan for the 2017-18 audit as recommended by the Audit Committee.
- 9.D. On motion made by Mrs. Thomas, seconded by Mr. Petruska and unanimously carried, the Board established July 8, 2019 to August 16, 2019, with orientation on July 1 or July 2, as the approved time period to operate the 2019 Extended School Year Program.

- 10.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:

CLASSIFIED POSITION(S)

<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>PROGRAM/LOCATION</u>
Teacher Aide Part-Time (50%)	November 26, 2018- June 30, 2019	Southern Adirondack Education Center
Teacher Aide Part-Time (50%)	January 2, 2019- June 30, 2019	Southern Adirondack Education Center
Teacher Aide Full-Time	January 2, 2019- June 30, 2019	Fort Ann Elementary BEARS

- 10.A.2. As part of the same motion, the Board discontinued the appointment of Amy Talmage, Administrative Assistant effective January 2, 2019.

The Board further abolished one (1) Administrative Assistant position effective January 3, 2019.

- 10.A.3. As part of the same motion, the Board abolished one (1) Assistant Superintendent for Human Resources position effective January 2, 2019.

- 10.A.4. As part of the same motion, the Board approved a change of employment status for Christine Harrington from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the Clerk area effective December 10, 2018 through June 10, 2019.

- 10.A.5. As part of the same motion, the Board approved a change of employment status for Tristen Barton from full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the Data Network and Communication Specialist area effective December 10, 2018 through June 10, 2019.

- 10.A.6. As part of the same motion, the Board approved a change of dates for staff listed below, Adult Literacy (Article 19) Instructors, for Literacy Instruction, from October 29, 2018 through November 30, 2018 to October 29, 2018 through December 31, 2018.

Finch, Frank

Jones, Diane

- 10.A.7. As part of the same motion, the Board approved a change in probationary period for Kristen Carey, School Counselor from December 17, 2018 through December 16, 2022 to December 17, 2018 through December 16, 2021 (with credit for prior tenure).

- 10.B.1. On motion made by Mrs. King, with a unanimous second, the Board accepted with appreciation and regret the retirement resignation of Jane Amorosi from a full-time position in the Special Education tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Amorosi has completed 33 years of service with the BOCES.

- 10.B.2. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Theresa Blanchard from a full-time position in the Occupational Therapist area effective June 30, 2019 and last paid day of work June 29, 2019. Ms. Blanchard will have completed 31 years of service with the BOCES.
- 10.B.3. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Debra Buckley from a full-time position in the Senior Account Clerk / Typist area effective June 29, 2019 and last paid day of work June 28, 2019. Ms. Buckley will have completed 25 years of service with the BOCES.
- 10.B.4. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Donna Butcher from a full-time position in the Special Education tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Butcher has completed 19 years of service with the BOCES.
- 10.B.5. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Evelyn Carhart from a full-time position in the Teaching Assistant tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Carhart has completed 22 years of service with the BOCES.
- 10.B.6. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Laura Goetz from a full-time position in the Typist area effective June 29, 2019 and last paid day of work June 28, 2019. Ms. Goetz has completed 14 years of service with the BOCES.
- 10.B.7. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Catharine Keenan from a full-time position in the Occupational Therapist area effective June 30, 2019 and last paid day of work June 29, 2019. Ms. Keenan has completed 37 years of service with the BOCES.
- 10.B.8. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Margaret Pinkowski from a full-time position in the Teacher Aide area effective June 27, 2019 and last paid day of work June 26, 2019. Ms. Pinkowski will have completed 17 years of service with the BOCES.
- 10.B.9. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of William Ray from a full-time position in the Auto Mechanic area effective July 1, 2019 and last paid day of work June 30, 2019. Mr. Ray will have completed 16 years of service with the BOCES.
- 10.B.10. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Steven Rhodes from a full-time position in the Senior Custodian area effective July 19, 2019 and last paid day of work July 18, 2019. Mr. Rhodes will have completed 29 years of service with the BOCES.
- 10.B.11. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Henrietta Sherman from a full-time position in the Technology Services Supervisor area effective June 30, 2019 and last paid day of work June 29, 2019. Ms. Sherman will have completed 32 years of service with the BOCES.

- 10.B.12. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Ruth Shippee from a full-time position in the Dean of Students area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Shippee has completed 33 years of service with the BOCES.
- 10.B.13. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Pandora Strain from a full-time position in the Teaching Assistant tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Strain will have completed 14 years of service with the BOCES.
- 10.B.14. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Elizabeth Ward from a full-time position in the Teaching Assistant tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Ward has completed 32 years of service with the BOCES.
- 10.B.15. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Anne Marie Watson from a full-time position in the Special Education tenure area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Watson has completed 33 years of service with the BOCES.
- 10.B.16. As part of the same motion, the Board accepted with appreciation and regret the retirement resignation of Ann Williams from a full-time position in the Information Processing Specialist area effective June 29, 2019 and last paid day of work June 28, 2019. Ms. Williams has completed 13 years of service with the BOCES.
- 10.C.1. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board accepted the resignation of Mimi O'Brien from a full-time position in the Executive Secretary area, effective December 22, 2018.
- 10.C.2. As part of the same motion, the Board accepted the resignation of Mary Vanderwerken from a full-time position in the Benefits Specialist area, effective December 28, 2018.
- 10.C.3. As part of the same motion, the Board approved a leave without pay for Jennifer Crouse, Physical Therapist, effective January 22, 2019 through June 30, 2019.
- 10.D.1. On motion made by Mr. Glass, seconded by Mrs. King and unanimously carried, the Board appointed **Serah Lundgren** to permanent status in the Clerk area, effective February 11, 2019.
- 10.D.2. As part of the same motion, the Board appointed **Ronald Black** to permanent status in the Chief Financial Officer area, effective February 13, 2019.
- 10.E.1. On motion made by Mr. Grimaldi, seconded by Mrs. King and unanimously carried, the Board appointed Jennifer Baker to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective January 3, 2019 through January 2, 2023. Ms. Baker has a pending Level 1 certificate in the Teaching Assistant area. Her salary will be prorated based on step 6 of the salary schedule-\$16,743.

- 10.E.2. As part of the same motion, the Board appointed Wayne Carter to a full-time, 12-month, provisional position in the Assistant Building and Grounds Supervisor 1 area (pending civil service qualification) effective December 26, 2018. His salary will be prorated based on - \$45,000 (Non-Unit Other SRP Supervisory Group 2.)
- 10.E.3. As part of the same motion, the Board appointed Justin VanDyke-Restifo to a full-time, 12-month, provisional position in the Network Systems Engineer area (pending civil service qualification) effective December 26, 2018. His salary will be prorated based on step 7 of the salary schedule -\$54,054.
- 10.E.4. As part of the same motion, the Board appointed Killian Raymond to a full-time, 12-month, provisional position in the Building Maintenance Helper area pending civil service qualification) effective December 17, 2018. His salary will be prorated based on step 3 of the salary schedule -\$21,081.
- 10.E.5. As part of the same motion, the Board appointed Emily Ingersoll to a full-time, 12-month, provisional position in the Public Information Specialist area (pending civil service qualification) effective December 17, 2018. Her salary will be prorated based on step 2 of the salary schedule -\$43,932.
- 10.E.6. As part of the same motion, the Board appointed Kara Crandell to a full-time, school calendar term position in the Teacher Aide area effective December 21, 2018. Her salary will be prorated based on step 5 of the salary schedule -\$13,816.
- 10.E.7. As part of the same motion, the Board appointed Charles Jones to a temporary, substitute hourly position in the School Bus Driver area effective December 10, 2018 through June 30, 2019, as needed, as an hourly rate of \$15.25.
- 10.F.1. On motion made by Mr. Glass, seconded by Mr. Petruska 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:

<u>Name</u>	<u>Program</u>	<u>Maximum Hours/Days</u>
Amodeo, Christine	Adult Literacy (Article 19) Literacy Instruction	up to 12 hrs 11/01/18-12/31/18
Coburn, Megan	Data Specialist Assistant Preparation for a statewide project	up to 20 hrs 10/01/18-12/01/18
Vandenbergh, John	Art Teacher Planning	up to 30 mins/day 12/11/18-06/30/19

- 10.F.2. As part of the same motion, the Board appointed staff listed below, to the **2018-2019** Employment Training For Adults (ETA) Programs (contingent upon funding and enrollment), at the indicated hourly rate:

ETA- Program Assistant
Rate of \$15.00 per hour

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Brownell, Alison	ETA	up to 35	12/13/18-06/30/19

- 10.F.3. 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

<u>Name</u>	<u>Program</u>	<u>Max# of Hours</u>	<u>Dates</u>
Welch, Kathryn	Vital signs Planet Earth	up to 2.75 hrs	09/30/2018

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

<u>Name</u>	<u>Program</u>	<u>Max# of Hours</u>	<u>Dates</u>
Clark Cioffi, Jan	Nanotechnology	up to 45 hrs	12/01/18-06/30/19
Franklin-Ferguson, Ellen	Rube Goldberg	up to 35 hrs	12/01/18-06/30/19

On Site Coordinator
Rate of \$27 per hour

<u>Name</u>	<u>Program</u>	<u>Max# of Hours</u>	<u>Dates</u>
Bates, John	Myers	up to 15 hrs	10/04/18-12/20/18

- 10.F.4. As part of the same motion, the Board appointed the staff listed below, for Cyber Security and Safety Training Meeting for up to 1 hour effective November 28, 2018 through December 19, 2019, at the rate of \$12 per hour:

Baluha, Anna	Goodemote, Laurie	Peregrim, Lindy
Bardin, Deb	Guest, Andrea	Ripley, Stephanie
Hall, Michelle	Rohne, Christine	Wieland, Peter
Hannan, Kathleen	Rogers, June	Weaver, Kimberly
Breault, Carrie	Hitlin, Deb	Ross, Pamela
Blondin, Amanda	Hoffer, Ellen	Rychcik, Laura
Bombard, Christine	Iulucci, Zachary	Sarro, Katharine
Carhart, Evelyn	Johnston, Susan	Schott, Linda
Carroll, Helen	Jones, Joyce	Scott, Katharine
Clark, Anne	Jones, Payton	Shewell, Stacey
Collins, Joanne	Kaiser, Kim	Silverthorne, Belinda
Cuva, Jess	Keep, Kathleen	Smith, James
Delsignore, Michael	Kimball, Marilyn	Smith, Kelly
Dineen, Daniel	Kline, Julie	Snyder, Blake
Dodge, Stacia	LaFera, Suzanne	Sointio, Kristin

Ellsworth, Terrie	Lalone, Richard	Strain, Pandora
Engwer, Robert	Locaputo, Cynthia	Strasen, Jean
LaPointe, Loretta	Thomas Rebecca	Maurer, Justin
Ungeheuer, Daniel	Fearis, Lisa	Mitchell, Lynne
Valastro, Pamela	Fearis, Mitchell	Munroe, Margaret
Walter, Agnes	Formolo, Christine	Orozco, Valeria
Ward, Elizabeth	Francett, Bonnie	Paquette-Wells, Louise
Wescott, April	Granger-Boyce, Leona	Peck, Claudia
Whible, Jon	Mercure, Marie	Thomas, Pamela

- 10.F.5. As part of the same motion, the Board appointed the staff listed below, for Cyber Security and Safety Training Meeting for up to 1 hour effective November 27, 2018 through December 19, 2019 at their 2018-2019 hourly rate:

Bernard-Gusto, Bianca	Heroux, Elizabeth	Sears, Lisa
Brand, Dawn	Howard, Angela	Sexton, Patricia
Brayton, Jon	Johnson, Scott	Sowers, Emily
Buser, Richard	Kozlow, Rhonda	Steves, Lauren
Chadwick, Wendy	Maglione, Bethany	Trybendis, Lorrie
Currie-Trackey, Kathleen	Martiniano, Colleen	Viele, Lisa
Fana, Diane	Meader, Billijo	Webster, Andrea
Foran, Shelbie	Monroe, Kimberly	Wiegert, Deb
Goodemote, Jared	Morgan, Lori	Wilson, Stacy
Gould, Peyton	Rhodes, Jean	Woodcock, Eileen
Harris-Herbold, Amy	Sandford, Walter	

- 10.F.6. As part of the same motion, the Board appointed the staff listed below, for Harassment Training Meeting for up to 1 hour effective January 8, 2019 through January 23, 2019, at the rate of \$12 per hour:

Baluha, Anna	Goodemote, Laurie	Peregrim, Lindy
Bardin, Deb	Hall, Michelle	Ripley, Stephanie
Breault, Carey	Hitlin, Deb	Rogers, June
Clark, Anne	Hoffer, Ellen	Sarro, Katharine
Cuva, Jessica	Johnston, Susan	Schott, Linda
Delsignore, Michael	Jones, Payton	Silverthorne, Belinda
Clark, Anne	Kaiser, Kim	Smith, Kelly
Cuva, Jessica	Kline, Julie	Sointio, Kristin
	LaFera, Suzanne	Strain, Pandora
Dineen, Daniel	Lalone, Richard	Strasen, Jean
Dodge, Stacia	Locaputo, Cynthia	Thomas, Pamela
Ellsworth, Terrie	Mercure, Marie	Wescott, April
Fearis, Lisa	Mitchell, Lynne	Wieland, Peter
Francett, Bonnie	Munroe, Margaret	

- 10.F.7. As part of the same motion, the Board appointed the staff listed below, for Harassment Training Meeting for up to 1 hour effective January 8, 2019 through January 23, 2019 at their 2018-2019 hourly rate:

Brayton, Jon	Harris-Herbold, Amy	Sexton, Patricia
Chadwick, Wendy	Howard, Angela	Sowers, Emily
Currie-Trackey, Kathleen	Maglione, Bethany	Trybendis, Lorrie
Fana, Diane	Rhodes, Jean	Viele, Lisa
Foran, Shelbie	Sears, Lisa	Webster, Andrea
		Wiegert, Deb

- 10.F.8. As part of the same motion, the Board appointed Ellen Franklin-Ferguson, Enrichment Support Specialist, for up to 300 hours, effective January 1, 2019 through June 30, 2019, at the rate of \$25 per hour.
- 10.F.9. As part of the same motion, the Board appointed Amy Carpenter, Consultant, for updating catalogs, for up to 40 hours, effective December 3, 2018 through June 28, 2019, at the rate of \$34 per hour.
- 10.F.10. As part of the same motion, the Board appointed staff listed below, Auto Technology Teachers, for ASE Mid-point Compliance Review, for up to 5 hours, effective December 3, 2018 through January 1, 2019, at the rate of \$34 per hour:
- Cole, Ray Somma, Robert
- 10.F.11. As part of the same motion, the Board appointed the staff listed below to act as Teacher Mentors at the annual rate of \$1,238, prorated as appropriate for the effective dates listed:
- | <u>Mentor</u> | <u>Intern</u> | <u>Dates</u> |
|----------------------|----------------------|---------------------|
| Harrison, Olivia | Paton, Dana | 12/4/18-12/4/19 |
| Jones, Margaret | Weigand, Nicholas | 9/1/18-06/30/19 |
| Matthews, Erin | Finneran, Lori | 12/4/18-12/4/19 |
- 10.F.12. As part of the same motion, the Board approved Joyce Jones, Teaching Assistant, for preparation, for up to 80.5 hours, effective September 4, 2018 through November 23, 2018, at the rate of \$12 per hour.
- 10.F.13. As part of the same motion, the Board approved Sarah Fink as a Presenter for Science Regents Scoring Training, for up to 0.5 day session effective January 15, 2019, at the rate of \$75 per session.
- 10.F.14. As part of the same motion, the Board approved Logan Fisher, Presenter for Summer Literacy Institute, for prep and planning, for up to 4 sessions effective December 8, 2018, December 9, December 22, 2018 and December 29, 2018, at the rate of \$150 per session.
- The Board further approved Logan Fisher, Presenter for Summer Literacy Institute, for prep and planning, for up to 0.5 day session effective December 1, 2018, at the rate of \$75 per session.
- 10.F.15. As part of the same motion, the Board approved the Retiree Employment Agreement by and between the Washington-Saratoga-Warren-Hamilton-Essex BOCES and Mary Sheldon Price, Teacher of Speech and Hearing Handicapped, effective November 28, 2018 through December 5, 2018, as needed on a per diem basis and authorizes the Board President to execute said Employment Agreement.
- 11.A. Jeff Smith reported for the Audit Committee.
- 11.B. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board approved the cash disbursements for the month of December 2018.

- 11.C.1. On motion made by Mr. Petruska, seconded by Mr. Glass and unanimously carried, the Board approved the Financial Reports for the months of August, September, and October 2018.
- 11.C.2. As part of the same motion, the Board approved the Appropriations and the Budget Status Reports for the months of July, August, September, and October 2018.
- 11.D. On motion made by Mr. Petruska, seconded by Mrs. King and unanimously carried, the Board approved an equipment lease (the "lease") for Queensbury Union Free School District for 5 years in a base amount not to exceed \$34,155.95 with five payments of \$6,831.19 (Disposition is \$1 buyout). Items to lease: Two Xerox copiers and Papercut. These payments are based on an interest rate of 4.130% (the "Assumed Interest rate"). The Board delegates to the Clerk of the Board of Education the authority to approve an increase in the Assumed Interest Rate, of up to 2%, with the resultant payments being the maximum amount to be paid for said Lease. The Clerk of the Board of Education shall not approve any interest rate that exceeds the Assumed Interest Rate by more than 2.00%.
- 11.E. On motion made by Mr. Petruska, seconded by Mr. Glass and unanimously carried, the Board declared surplus and authorize disposal pursuant to Board Policy 4070: Personal Property Accountability as follows:

Qty.	Description	BOCES ID Number
1	Cardiac Monitor	006163
1	Di-Pro Punch #2 (serial #BB-134-5)	6847
1	Miller XMT 350 cc/cv Welding Machine	No ID # found on machine
1	Equipment Pro Deck-Over Trailer	Plate #M20
1	Bobcat 773 Skid steer Loader	17188/000287
1	Bobcat Combination Bucket 68	11953
1	Bobcat Snow blower attachment	11956
1	Dell Latitude E5440 Laptop	64882/002790

- 12.A. **January 10, 2019 ~**
CTE Open House; Myers Center; 6:00 PM
- 12.B. **January 14, 2019 ~**
Saratoga County School Boards Association Meeting; Holiday Inn at 232 Broadway, Saratoga Springs; 6:00 PM
- 12.C. **January 16, 2019 ~**
ETA Construction Trades Open House; F. Donald Myers Center; 6:00 PM
- 12.D. **January 17, 2019 ~**
CTE Open House; SAEC; 6:00 PM
- 12.E. **February 7, 2019 ~**
Adirondack Area School Boards Association Meeting; Queensbury Hotel; 6:00 PM

- 12.F. **February 13, 2019 ~**
Board of Education Workshop 3:00-5:00 PM at Gick Road followed by the regular meeting of the Board of Education at 6:30 PM.
13. On motion made by Mr. Grimaldi, seconded by Mr. Petruska and unanimously carried, the Board adjourned at 7:45 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

Draft

5040

SUBJECT: PERFORMANCE REVIEW

Each member of the faculty and other staff shall receive a minimum of one performance review per year.

Teachers who are subject to the provisions of Education Law 3012e~~d~~ shall receive annual professional performance reviews in accordance with the approved BOCES APPR plan.

Such written summary of performance will be made by the immediate supervisor and shall be placed in the individual's personnel folder, consistent with procedures detailed in administrative regulations.

Adopted: February 13, 2002
Revised: July 9, 2014
Revised:

SUBJECT: TUITION AND REFUND POLICY FOR ADULT STUDENTS IN ETA COURSES

Tuition Payment Regulation

Tuition payments are to be made in full prior to the beginning of the course. Any student being sponsored, in part or in whole, by outside agencies, will provide the WSWHE BOCES ETA Office with verification of these sources prior to the start of course.

Institutional Regulation

Students who withdraw officially or unofficially from any of the BOCES ETA programs, or are officially dropped from the program, are responsible for payment of tuition as outlined below. Chargeable tuition will be based on the date the student officially withdraws or is officially dropped. If a student is sponsored by an outside agency, that agency will be billed accordingly as stated in the BOCES regulation, not to exceed the terms of the fiduciary agreement.

Official Withdrawal Date	Percent of Tuition Required
Five (5) Business Days Prior to Class Start Date*	0% Tuition Required
Four (4) Business Days or Less Prior to Class Start Date**	20% Tuition Required
First Day of Class	100% Tuition Required
After First Day of Class	100% Tuition Required

**Does not include class start date.*

***Applies to Sponsoring Agencies Only. Self-pay students are required to withdraw five (5) business days prior to the start of class to receive 100% refund.*

Refund Policy

The WSWHE BOCES ETA Program will provide a fair and equitable refund by utilizing our institutional regulations. Kits, books and supplies purchased from the WSWHE BOCES are considered to be non-reusable and fees paid for such are non-refundable. Unpaid balances may be turned into a collection agency if not satisfied in a timely basis and must be satisfied before a student re-enters any WSWHE BOCES ETA program.

Treasurer's Report
 WSWHE Monthly Bank Reconciliations
 November 2018

Glens Falls National Bank

Cash, Beginning of Month Balance	\$	737,538.24
Outside Receipts	\$	5,241,436.40
Outside Disbursements	\$	(5,594,497.02)
Internal Net Receipts and Disbursements	\$	0.00
NYCLASS Net Transfers		
BOCES accounts	\$	218,892.64
SAPSWCP	\$	(40,608.62)
Adjustments, Insufficient Funds, Voids	\$	370.92
Interest	\$	661.13
Cash, End of Month Balance	<u>\$</u>	<u>563,793.69</u>
Bank Statement Balance	\$	1,145,740.49
Deposits in Transit	\$	-
Outstanding Checks	\$	(581,946.80)
Interest to be transferred to Main Account	\$	-
Adjustments	\$	-
Bank Errors	\$	-
Reconciled Bank Balance	<u>\$</u>	<u>563,793.69</u>

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

Meresa J. Vasco ^{12/10/18}
 Completed by and Date

Heather Shep ¹²⁻¹⁶⁻¹⁸
 Approved by and Date

Amy E Moore ^{12/17/18}
 Accepted by and Date

Glens Falls National Bank

Account Name and WINCAP Account

	Main Depository A201.05	Disbursements A200.07	Offsite Deposits A201.06/F201.06	PELL/SEOG F200.03	Direct Loans F200.08	E-Commerce F201.08	Trust & Agency TA200.06	Payroll TA010	ACH Zero TA200.99	Awards/ Scholarships TE201
Cash, Beginning of Month Balance	\$ 482,971.29	\$ -	\$ -	\$ 719.50	\$ -	\$ -	\$ 253,847.45	\$ -	\$ -	\$ 737,538.24
Outside Receipts	\$ 5,067,998.34	\$ -	\$ 146,546.41	\$ 3,100.00	\$ 2,721.00	\$ 12,498.00	\$ 8,572.65	\$ -	\$ -	\$ 5,241,436.40
Outside Disbursements	\$ (16,070.12)	\$ (2,235,522.61)	\$ -	\$ -	\$ -	\$ -	\$ (1,764,483.48)	\$ (1,553,515.79)	\$ (24,905.02)	\$ (5,594,487.02)
Internal Net Receipts and Disbursements	\$ (5,088,562.01)	\$ 2,235,353.17	\$ (365,439.05)	\$ (2,672.00)	\$ (2,721.00)	\$ (12,456.80)	\$ 1,658,076.88	\$ 1,553,515.79	\$ 24,905.02	\$ 0.00
NYCLASS Deposits/Withdrawals	\$ 100.00	\$ -	\$ 218,892.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100.00)
NYCLASS - SAPSWC	\$ (40,608.62)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,608.62)
Adjustments, insufficient Funds, Voids	\$ -	\$ 169.44	\$ -	\$ -	\$ -	\$ (41.20)	\$ 142.68	\$ -	\$ -	\$ 370.92
Interest	\$ 661.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 661.13
Cash, End of Month Balance	\$ 406,490.01	\$ -	\$ -	\$ 1,147.50	\$ -	\$ -	\$ 156,156.18	\$ -	\$ -	\$ 563,793.69

Bank Statement Balance	\$ 406,490.01	\$ 562,929.44	\$ -	\$ 1,147.50	\$ -	\$ -	\$ 160,491.71	\$ 14,681.83	\$ -	\$ 1,145,740.49
Deposits in Transit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outstanding Checks - see attached	\$ -	\$ (562,929.44)	\$ -	\$ -	\$ -	\$ -	\$ (4,335.53)	\$ (14,681.83)	\$ -	\$ (561,946.80)
Interest to be transferred to Main Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustments ACH Zero Acct Payroll HRA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Errors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciled Bank Balance	\$ 406,490.01	\$ -	\$ -	\$ 1,147.50	\$ -	\$ -	\$ 156,156.18	\$ -	\$ -	\$ 563,793.69

Account Closed 11/28/2018

Reconciliation Cross Check

Treasurer's Report
WSWHE Monthly Bank Reconciliations
November 2018

NYCLASS

Cash, Beginning of Month Balance	\$ 23,719,092.05
Net Investments	
BOCES Accounts	\$ (178,384.02)
SAPSWCP	\$ (40,508.62)
Interest	\$ 39,589.78
Cash, End of Month Balance	<u>\$ 23,539,789.19</u>
Bank Statement Balance	\$ 23,539,789.19
Deposits in Transit	\$ -
Outstanding Checks	\$ -
Interest to be transferred to Main Account	\$ -
Adjustments	\$ -
Bank Errors	\$ -
Reconciled Bank Balance	<u>\$ 23,539,789.19</u>

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

Sharon J. DeLoe 12/10/18
Completed by and Date

Weather Slepp 12-16-18
Approved by and Date

Lenny E Moore 12/17/18
Accepted by and Date



General Fund
November 30, 2018

Code	Account Description		
A201	Cash – Time Deposits		
A201	Cash - NYCLASS	13,015,271.66	
A210	Petty Cash	300.00	
A380	Accounts Receivable	90,115.32	
A391	Due From Other Funds		
A410	Due from State/Federal Receivable		
A431	Due from School Districts	918,326.47	
A480	Prepaid Expenses	40,608.09	
A510	Estimated Revenues	80,435,685.58	
A521	Encumbrances	37,950,975.81	
A522	Expenditures	29,136,542.73	
A600	Accounts Payable		
A601	Accrued Liabilities		73,523.33
A630	Due to Other Funds		198,176.69
A631	Due to Other Governments		859.05
A632	Due to Teachers Retirement System		733,436.07
A637	Due to Employees Retirement System		777,042.89
A658	Due to School Districts –BOCES Aid		1,938,984.55
A690	Overpayments/Collections in Advance		
A691	Deferred Revenues		560,447.04
A815	Reserve for Unemployment Insurance		407,799.62
A827	Reserve for Retirement Contribution		994,217.77
A863	Reserve for Insurance		20,347.40
A867	Reserve for EBALR		2,187,191.76
A915	Assigned Fund Balance - Encumbrances		37,950,975.81
A960	Appropriations		80,435,685.58
A980	Revenues		35,309,138.10
		161,587,825.66	161,587,825.66

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

Special Aid Fund
November 30, 2018

Code	Account Description		
F200	Cash	407,637.51	
F380	Accounts Receivable	243,877.62	
F391	Due from Other Funds	198,176.69	
F410	Due from Other Governments	78,219.82	
F431	Due from School Districts	186,585.08	
F480	Prepaid Expenses - Rental	1,760.00	
F522	Expenditures	1,699,397.87	
F600	Accounts Payable		
F601	Accrued Liabilities		
F630	Due to Other Funds		
F631	Due to Other Governments		1,239.00
F632	Due to Teachers Retirement System		
F637	Due to Employees Retirement System		
F691	Deferred Revenues		
F915	Assigned Fund Balance		543,976.81
F980	Revenues		2,270,438.78
		2,815,654.59	2,815,654.59

WASHINGTON • SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN • HAMILTON • ESSEX

Trust & Agency
November 30, 2018

Code	Account Description		
TA200	Cash	156,156.18	
TA201	Cash – NYCLASS	1,348,372.13	
TA200	Cash-Student Activity		
TA380	Accounts Receivable		
TA391	Due From Other Funds		
TA459	Securities Pledged as Bank Collateral	1,622,690.35	
TA010	Net Payroll		
TA018	ERS & TRS		13,576.54
TA020	Group Insurance		1,400,354.25
TA021	NYS Income Tax		
TA022	Federal Income Tax		74.43
TA023	Association and Union Dues		
TA024	Income Executions		
TA029	Purchase of Annuities		
TA032	Deposit of Securities		1,622,690.35
TA038	Student Deposits		
TA085	Other funds (AFLAC/HRA)		90,523.09
TA630	Due to Other Funds		
		3,127,218.66	3,127,218.66

Private Purpose Expendable Trust Fund
November 30, 2018

Code	Account Description		
TE201	Cash – Time Deposits		
TE201	Cash - NYCLASS	99,388.70	
TE522	Expenses		
TE092	Endowments, Scholarships, Gifts		98,086.77
TE980	Revenues		1,301.93
		99,388.70	99,388.70

WASHINGTON•SARATOGA



BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

CTE Equipment Reserve Fund
November 30, 2018

Code	Account Description		
H201	Cash – NYCLASS	1,952,918.15	
H380	Accounts Receivable		
H391	Due From Other Funds		
H521	Encumbrances		
H522	Expenditures	57,950.00	
H599	Appropriated Fund Balance	57,950.00	
H600	Accounts Payable		
H630	Due to Other Funds		
H915	Reserve for Advanced Tech Equipment		1,995,000.00
H916	Reserve for Encumbrances		
H960	Appropriations		57,950.00
H980	Revenues		15,868.15
		2,068,818.15	2,068,818.15

Capital Improvement Fund
November 30, 2018

Code	Account Description		
H201	Cash – NYCLASS	1,815,658.74	
H391	Due from Other Funds		
H510	Estimated Revenues	2,867,676.00	
H521	Encumbrances	105,453.92	
H522	Expenditures	460,415.91	
H599	Appropriated Fund Balance	1,476,074.65	
H600	Accounts Payable		
H630	Due to Other Funds		
H631	Due to Other Governments		
H915	Assigned Fund Balance		1,476,074.65
H916	Assigned Fund Balance - Encumbrances		105,453.92
H960	Appropriations		4,343,750.65
H980	Revenues		800,000.00
		6,725,279.22	6,725,279.22

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

General Fixed Assets Account Group
November 30, 2018

Code	Account Description		
K101	Land	162,800.00	
K102	Buildings	11,964,607.21	
K112	Accumulated Depreciation – Buildings		6,251,718.14
K104	Equipment	17,562,909.71	
K114	Accumulated Depreciation – Equipment		6,752,048.30
K105	Construction Work in Progress	27,258.88	
K158	Component Contributions		16,713,809.36
		29,717,575.80	29,717,575.80

General Long Term Debt Account Group
November 30, 2018

Code	Account Description		
W125	Provisions to be Made in Future	102,041,046.46	
W685	Installment Purchase Debt		1,148,059.35
W689	Compensated Absences		2,188,649.71
W689	Other Post-Employment Benefits – Full		96,908,455.00
W689	Energy Performance Contract - NYPA		1,795,882.40
		102,041,046.46	102,041,046.46

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

Bank Name: Glens Falls National

Cash, beginning of month balance	\$	-
Outside Receipts	\$	92,000.33
Outside Disbursements	\$	(132,508.95)
Matured Certificates	\$	-
Purchase Certificates	\$	-
Net Investment Transfers with NYCLASS	\$	40,508.62
Internal net receipts and disbursements	\$	-
Adjustments, Insufficient Funds, Voids	\$	-
Interest	\$	-
Cash, end of the month balance	<u>\$</u>	<u>(0.00)</u>
Bank Statement Balance	\$	-
Deposits in Transit	\$	-
Outstanding Checks	\$	-
	\$	-
Adjustments	\$	-
Bank errors	\$	-
Reconciled Bank Balance	<u>\$</u>	<u>-</u>

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

Amy Moore 12/11/18
 Treasurer and date

Gerald Black 12/10-2/18
 Chairman and date

WASHINGTON•SARATOGA

BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

WARREN•HAMILTON•ESSEX

Southern Adirondack Public Schools Workers Compensation Plan
November 30, 2018

Code	Account Description		
OT200	Cash		
OT201	Cash in Time Deposits	750,000.00	
OT201	Cash - NYCLASS	5,308,179.81	
OT230	Cash – Escrow PMA	225,000.00	
OT380	Accounts Receivable	1,431.72	
OT450	Investment in Securities-Cost	4,405,575.03	
OT451	Investment in Securities-Market Chg.		157,854.54
OT480	Prepaid Expenses		
OT522	Expenses	451,393.52	
OT600	Claims Payable-IBNR		4,649,881.98
OT600	Accounts Payable		
OT814	Fund Balance – Current Reserve		3,397,196.52
OT980	Revenues		2,936,647.04
		11,141,580.08	11,141,580.08