

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

**REGULAR MEETING OF THE BOARD OF EDUCATION  
Glens Falls City High School, 10 Quade Street, Glens Falls, NY  
16431 Millstone Circle, Fort Myers, Florida  
6648 Lila Court, Fort Pierce, Florida**

**March 13, 2019 6:30 PM**

**A G E N D A**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC HEARING**

**4. MINUTES**

Recommend the Board approve the minutes for the February 13, 2019 regular meeting of the Board of Education.

**5. COMMUNICATIONS**

**6. OLD BUSINESS**

**7. ADMINISTRATIVE REPORTS**

**A. Presentation from Glens Falls City School District**

**B. BOCES Facilities' Planning & Capital Work**

**C. Board Committee Reports**

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

2. Policy Committee

a. 1<sup>st</sup> Read - Policy 6230 Use of Surveillance Cameras  
**(NO ACTION REQUIRED)**

b. 1<sup>st</sup> Read – Policy 5165 Non-Discrimination and Anti-Harassment in the  
BOCES **(NO ACTION REQUIRED)**

3. Budget Committee **(NO ACTION REQUIRED)**

**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)**

**8. NEW BUSINESS**

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

1. Recommend the Board make the following changes in Group 9 Substitutes, effective March 13, 2019:

Establish the title of School Resource Officer - Special Assignment at the rate of pay of \$200 for full day or \$100 for half day.

**B. Memorandum of Agreement**

1. Recommend the Board approve a Memorandum of Agreement between the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services and the Saratoga Adirondack BOCES Faculty Unit for the Dean of Students positions to increase the stipend rate from \$8,000 to \$8,250.

**C. Annual Fire Inspection Report**

Recommend the Board accept the Fire Inspection Reports as presented by Mike Nelson.

**D. Administrative Budget**

Recommend the Board adopt the WSWHE BOCES Administrative Budget for 2019-20 in the amount of \$6,739,676.

**E. Donation**

Recommend the Board accept the donation of one 2004 Honda Pilot from Douglas VanVorst, Scotia, NY.

**9. PERSONNEL**

**A. Position Changes**

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

**CERTIFIED POSITION(S)**

<b><u>POSITION</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>PROGRAM/LOCATION</u></b>
Teaching Assistant Full-Time	February 25, 2019	Fort Ann Elementary BEARS
Teaching Assistant Full-Time	February 12, 2019	Sanford Street TLC
Teaching Assistant Full-Time	February 25, 2019	Sanford Street TLC
Teaching Assistant Full-Time	March 1, 2019	Sanford Street TLC

Teaching Assistant Full-Time	March 1, 2019	Sanford Street TLC
Literacy Facilitator	September 1, 2019	Various

2. Recommend the Board abolish one (1) full-time, 10-month, Teaching Assistant position effective October 23, 2019.  
  
Further, recommend the Board create one (1) part-time (50%), 10-month, Teaching Assistant position effective October 23, 2019.
3. Recommend the Board approve a change of employment status for Janelle Cahee from a 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 30, 2019 through July 31, 2019.
4. Recommend the Board approve a change of employment status for Garth Hahn from a full-time, 12-month provisional to a full-time, 12-month permanent position with a 26-week probationary period in the MicroComputer Specialist area effective February 11, 2019 through August 12, 2019.
5. Recommend the Board approve a change in probationary period for Lori DuFrain, Teacher of Special Education, from September 1, 2017 through August 31, 2021 to September 1, 2017 through August 31, 2020 (with credit for prior tenure).
6. Recommend the Board approve a change in employment dates for Ian Hamilton, ETA Instructor, from January 22, 2019 through June 27, 2019 to January 16, 2019 through June 30, 2019.

**B. Staff Resignations for the Purpose of Retirement**

1. Recommend the Board accept with appreciation and regret the retirement resignation of Sally McGuirk from a full-time position in the Special Education School Improvement Specialist tenure area, and from all other employment, effective July 1, 2019 and last paid day of work June 30, 2019. Ms. McGuirk has completed 17 years of service with the BOCES.
2. Recommend the Board accept with appreciation and regret the retirement resignation of Lisa Sears from a full-time position in the Teacher Aide area effective July 1, 2019 and last paid day of work June 30, 2019. Ms. Sears has completed 13 years of service with the BOCES.

**C. Staff Resignations/Leave of Absences**

1. Recommend the Board accept the resignation of Angela Howard from a full-time position in the Teacher Aide area, effective February 24, 2019. (See E.1 for appointment)
2. Recommend the Board accept the resignation of Colleen Martiniano from a full-time position in the Teacher Aide area, effective March 6, 2019.
3. Recommend the Board accept the resignation of Michael Spero from a full-time position in the Network Analyst area, effective March 22, 2019.

4. Recommend the Board approve a leave without pay for Colleen Yeager, Clerk, effective March 18, 2019 through March 22, 2019.

Further, recommend the Board approve a leave without pay for Colleen Yeager, Clerk, effective April 18, 2019 through April 26, 2019.

**D. Permanent Appointments**

1. Recommend the Board appoint **Nico Paniccia** to permanent status in the MicroComputer Specialist area, effective March 25, 2019.
2. Recommend the Board appoint **Eric Triola** to permanent status in the MicroComputer Specialist area, effective April 1, 2019.
3. Recommend the Board appoint **Colleen Yeager** to permanent status in the Clerk area, effective April 8, 2019.

**E. Staff Appointments**

1. Recommend the Board appoint Angela Howard to a full-time, school calendar, position in the Teaching Assistant tenure area with a four (4) year probationary period effective February 25, 2019 through February 24, 2023. Ms. Howard has a pending certificate in the Level 1 Teaching Assistant tenure area. Her salary will be prorated based on step 5 of the salary schedule-\$17,998.
2. Recommend the Board appoint Timothy LeMere to a full-time, long-term substitute position in the Mathematics area effective February 11, 2019 through June 30, 2019, as needed. Mr. LeMere has a permanent certificate in the Mathematics 7-12 area issued August 17, 2017. His salary will be prorated based on step 14 of the salary schedule-\$50,127.
3. Recommend the Board appoint Thomas Armstrong to a full-time, 12-month, permanent position with a 26 week probationary period in the Building Maintenance Helper area effective February 12, 2019 through August 13, 2019. His salary will be prorated based on step 4 of the salary schedule-\$21,691.
4. Recommend the Board appoint Daniel Giacumo to a full-time, 12-month, provisional position in the Network Analyst area (pending civil service qualification) effective February 11, 2019. His salary will be prorated based on step 5 of the salary schedule - \$47,434.
5. Recommend the Board appoint Leonard Oates to a temporary, substitute hourly position in the School Bus Driver area effective February 28, 2019 through June 26, 2019, as needed, as an hourly rate of \$15.25.

**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>
Ackerman, Susan	Art Teacher	up to 6 hrs
	Student Coverage	01/03/19-06/30/19

Altenburger, Denise	CTE Instructor Supervision and Instruction	up to 1 day 02/25/19
Amodeo, Christine	Adult Literacy (Article 19) Literacy Instruction	up to 1 hrs 02/08/19-02/09/19
Christle-Renaud, Rosemary	Young Scholars Conference Attendance	up to 1 day 02/08/19
Cosey, April	Adult LPN (Article 19) Clinical Instruction	up to 16 hrs 02/25/19-03/01/19
Crouse, Jennifer	Physical Therapist Evaluations, IEP	up to 20 hrs 01/30/19-06/30/19
David, Celeste	Culinary Instructor Program preparation	up to 19 hrs 02/01/19-02/28/19
Finch, Frank	Adult Literacy (Article 19) Literacy Instruction	up to .75 hrs 02/08/19
Finneran, Lori	Speech Planning	up to 30 min/day 01/09/19-06/30/19
Fleischut, Douglas	CTE Instructor Planning	up to 30 min/day 03/01/19-06/17/19
Johnson, Scott	School Safety Officer Cyber Security Meeting	up to 0.5 hr 11/27/18
Marcellus, Lisa	Data Specialist District Project	up to 2 hrs 11/26/18-11/27/18
Regan, McKenzie	Math Instructor SLO Scoring	up to 2 days 02/14/19-02/15/19

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- Instructor**  
**Rate of \$25.50 per hour**

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Morrison, Erik	Admin Office Tech	up to 45 hrs	04/01/19-06/30/19

3. Recommend the Board appoint staff listed below, to the **2018-2019** Gifted and Talented Enrichment Program (contingent upon funding and enrollment), at the indicated hourly 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>
Guyon, Laurie	Coding Du Jour	up to 4.5 hrs	02/01/19-06/26/19
Franklin-Furgason, Ellen	Coding Du Jour	up to 4.5 hrs	02/01/19-06/26/19
Miller, Caroline	Wild Printing	up to 18 hrs	02/01/19-06/26/19

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

<u>Name</u>	<u>Program</u>	<u>Max # of Hours</u>	<u>Dates</u>
Polychronidou, Eleni	French	up to 16 hrs	02/01/19-06/26/19

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

<u>Name</u>	<u>Program</u>	<u>Max# of Hours</u>	<u>Dates</u>
Wood, Dawn	Argyle	up to 15 hrs	02/04/19-04/29/19

4. Recommend the Board appoint the staff listed below for Cyber Security and Safety Training Meeting for up to 1 hour effective for the 2018-2019 School year, at the rate of \$12 per hour:

Bordeaux, Debra                      Carner-Shafran, Sandra                      Martinek, Kelly

5. Recommend the Board appoint the staff listed below, for Harassment Prevention Training Meeting for up to 1 hour effective for the 2018-2019 School year, at the rate of \$12 per hour:

Bombard, Christina	Kimball, Marilyn
Carroll, Helen	Orozco, Valeria
Clark, Anne	Shewell, Stacey
Cuva, Jessica	Snyder, Blake
Ellsworth, Terrie	Walter, Agnes
Fearis, Mitchell	Ward, Elizabeth
Formolo, Christine	Whible, Jon

6. Recommend the Board appoint the staff listed below, for Harassment Prevention Training Meeting for up to 1 hour effective 2018-2019 School year at their 2018-2019 hourly rate:

Bernard-Gusto, Bianca	Harris-Herbold, Amy
Caro, Mirna	Meador, BilliJo
Chandler, Gregory	Perkins, Tina
Corrigan, Jessi	Plude, Jacqueline
Farrell, Joy	Rees, Christina
Goodemote, Jared	Sandford, Walter
	Steves, Lauren

7. Recommend the Board approve the staff listed below, for Harassment Prevention Training for up to 1 hour, effective for the 2018-2019 School year, at the rate of \$34 per hour:

Bowers, Erin	Kukuk, Mary
Butcher, Donna	Noonan, Jerry
Convery-Bernard, Deidre	Slavin, Melissa
DuFrain, Lori	Sobieski, Emily

8. Recommend the Board approve the staff listed below, for Proctor Training, for up to 1 hour, effective January 3, 2019 through January 4, 2019, at the rate of \$12 per hour:

Brooking, Krystal	Keep, Kathleen
Carhart, Evelyn	King, Ronald
Carner-Shafran, Sandra	Martinek, Kelly
Hannan, Kathleen	Maurer, Justin
Jones, Joyce	Rychcik, Laura
	Thomas, Rebecca

9. Recommend the Board approve the staff listed below, for School Safety Training, for up to 2 days, effective February 19, 2019 through February 20, 2019, at the rate of \$34 per hour:

Diamond, Randy                      Johnson, Scott                      McNeill, Monty

10. 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>
Morris, Michele	David, Celeste	02/11/19-06/30/19

11. Recommend the Board appoint Michelle Maddalla as Washington County Fair Coordinator effective March 14, 2019 through October 1, 2019 at the annual stipend rate of \$5,500.

12. Recommend the Board appoint Angela Stathopoulos, Math Instructor, for tutoring for up to 100 hours, effective January 1, 2019 through June 30, 2019 at the rate of \$34 per hour.

13. Recommend the Board appoint Linda Robinson, Special Education Teacher, for Evaluations and IEP Development for up to 30 hours, effective January 30, 2019 through June 30, 2019 at the rate of \$34 per hour.

14. Recommend the Board appoint Kenneth Brooks, CTE Instructor, for equipment inspection for up to 1 hours effective February 1, 2019 at the rate of \$34 per hour.

15. Recommend the Board appoint the staff listed below, ECCA Instructors, for additional meetings and informational sessions for up to 25 hours, effective July 1, 2018 through June 30, 2019 at the rate of \$34 per hour:

Carnevala, Rebecca	Goss, Crystal
Munro, Chad	Stone, Susan

16. Recommend the Board appoint the Teaching Assistants listed below at Granville Elementary School, for up to 30 minutes per day of classroom supervision, effective January 1, 2019 through February 1, 2019 at the rate of \$12 per hour:

Guest, Andrea                      Scott, Katharine

17. Recommend the Board approve Mary Anne Fantauzzi as an Instructor for Professional Development, for up to 15 days effective February 7, 2019 through June 30, 2019 at the rate of \$500 for a full day or \$ 300 for a half day or three (3) hour session.

18. Recommend the Board approve Elizabeth Barrett as an Education Specialist for Math Regents Scoring Training, for up to 1 session effective May 7, 2019 at the rate of \$300 per session.

19. Recommend the Board approve Linda Beck-Fragale as a Presenter for DASA, for up to 1 session effective February 22, 2019 at the rate of \$500 per session.

20. Recommend the Board approve Evelyn Donohue as an Education Specialist for ELA Regents Scoring Training, for up to 1 session effective May 7, 2019, at the rate of \$250 per session.
21. Recommend the Board approve Sarah Fink as a Presenter for Science Regents Scoring Training, for up to 0.5 day session effective May 16, 2019, at the rate of \$150 per session.
22. Recommend the Board approve Logan Fisher, Presenter for Summer Literacy Institute, for prep and planning, for up to 1 session effective March 16, 2019 at the rate of \$150 per session.
23. Recommend the Board approve Dr. George Gregory as an Education Specialist for US & Global History Regents Scoring Training, for up to 1 session effective May 7, 2019 at the rate of \$250 per session.
24. Recommend the Board approve the Retiree Employment Agreement by and between the Washington-Saratoga-Warren-Hamilton-Essex BOCES and Maureen Clancy, Culinary Arts, effective January 2, 2019 through June 30, 2019, as needed on a per diem basis and authorizes the Board President to execute said Employment Agreement.

**10. FINANCIAL**

**A. Audit Committee Report (NO ACTION REQUIRED)**

**B. Cash Disbursements**

Recommend the Board approve the cash disbursements for the month of February 2019.

**C. Financial Reports**

1. Recommend the Board approve the Financial Reports for the month of December 2018.
2. Recommend the Board approve the Budget Adjustment to Appropriations and the Budget Status reports for the months of November and December 2018.
3. The Financial Report for the month of January 2019 will be distributed at the meeting. **(NO ACTION REQUIRED)**
4. The Budget Adjustment to Appropriations and the Budget Status Reports for the month of January 2019 will be distributed at the meeting. **(NO ACTION REQUIRED)**

**D. School District 2018-19 BOCES State Aid Disbursement**

Recommend the Board authorize the Treasurer to distribute \$5,465,920.25 of BOCES State Aid.



**E. E-Rate Distribution**

Recommend the Board authorize the Treasurer to distribute the E-Rate balance from the 2016-17 application to the school districts and the BOCES in the total amount of \$497,844.43.

**F. Equipment Lease**

Recommend the Board approve an equipment lease (the "lease") for Cambridge Central School District for 3 years in a base amount not to exceed \$4,686.84 with three payments of \$1,562.28 (Disposition is \$1 buyout). Items to lease: 1 Xerox Copier. These payments are based on an interest rate of 4.040% (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%

**G. Capital Project Contract Awards**

**1. General Construction Work Contract**

Recommend the Board award the general construction work contract for Secure Entrance and Office Reconstruction for projects # 64-90-00-00-0-014-027 at the Southern Adirondack Education Center and #64-90-00-00-0-006-023 at the F. Donald Myers Education Center to Hoosick Valley Contractors, Inc. of Melrose, NY in the amount of \$487,500 for the base bid, \$39,500 for Alternate #1 and \$7,700 for Alternate #2. Total contract award is \$534,700.

**2. Mechanical Work Contract**

Recommend the Board award the mechanical work contract for Secure Entrance and Office Reconstruction for projects # 64-90-00-00-0-014-027 at the Southern Adirondack Education Center and #64-90-00-00-0-006-023 at the F. Donald Myers Education Center to Mazone Plumbing & Heating, Inc. of Delmar, NY in the amount of \$227,100 for the base bid and \$8,165 for Alternate #2. Total contract award is \$235,265.

**3. Electrical Work Contract**

Recommend the Board award the electrical work contract for Secure Entrance and Office Reconstruction for projects # 64-90-00-00-0-014-027 at the Southern Adirondack Education Center and #64-90-00-00-0-006-023 at the F. Donald Myers Education Center to Brownell Electric Corp. of Fort Edward, NY in the amount of \$95,300 for the base bid and \$4,700 for Alternate #2. Total contract award is \$100,000.

## H. Capital Project

Recommend the Board approve a correction to the following Capital Project to be submitted to SED for approval. The funding for the project will be annual capital appropriations from the component districts:

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 \$200,000, not \$250,000 as previously approved at the February 13, 2019 meeting.

## G. 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
20	HP 8300 Computers	66710/001877, 66707/001820, 57929/002613, 58054, 58046/000726, 60480, 57992/70025, 57962, 57997/000335, 57990, 58012/000756, 58049, 57998, 57988, 70041/57938, 57910, 58023, 57927, 57912, 57956/002614
2	Eiki LC-XB24	41677, 48557
3	Mac Monitor	18381, 18383, 40334
2	Eiki LC-XB23	18249, 18410
4	WAPS	61508, 66841, 61503, 66797
1	Sony MVCFD9 Camera	10986
1	Video Projector	47927
2	HP Probook 645 Laptop	62468/002277, 62471
1	HP Probook 6460B Laptop	53889/000226
3	HP Probook 6475B Laptop	57736, 58093/002582, 60227
3	HP Elitedesk G1 Laptop	66664/002472, 66724/002475, 62502/002477
1	HP 6005 Probook Laptop	48344/001925
1	Canon Pro9000 Printer	002094/70015
1	Ricoh SPC80DN	002089/45172

## 11. OTHER

### A. **March 18, 2019 ~**

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

### B. **March 19, 2019 ~**

ETA Diesel Mechanic Program Information Session; Myers Center; 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 ~**

SAEC National Technical Honor Society Induction; Hudson Falls High School; 7:00 PM

### F. **April 25, 2019 ~**

SkillsUSA Visitation; NYS Fairgrounds, Syracuse, NY

- G. April 30, 2019 ~**  
BOCES Administrative Budget Vote and Election
- H. April 30, 2019 ~**  
Myers National Technical Honor Society Induction; United Methodist Church (across the street from the Myers Center); 7:00 PM.
- I. May 9, 2019 ~**  
Adirondack Area School Boards Association Community Service Awards Dinner  
The Queensbury Hotel; 6:00 PM
- J. May 13, 2019 ~**  
Saratoga County School Boards Association Community Service Awards Dinner  
The Holiday Inn ~ Saratoga Springs; 6:00 PM
- K. Board Member Comments**

**12. 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.

**13. ADJOURNMENT**