

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

DATE September 29, 2021

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

MEMBERS PRESENT Harry Brooks, Carmen Caraco, Rebecca Cozzocrea, John DeValve, Jean LaPorta, Matt Sullivan and Kathryn Zajicek

OTHERS PRESENT David Ziskin, District Superintendent; Aaron Bochniak, Assistant Superintendent; Jay DeTraglia, Assistant Superintendent; Kathi Lewis, School Business Official; Aaron Flynn, Human Resources Manager; Michael DiMezza, CTE Principal; Riley O'Malley, Coordinator of CTE; Jennifer Clear, Treasurer; Carden Smith, Computer Services Coordinator; Michael Rossi, West and Company CPAs and Christine Eaton, Clerk

CALL TO ORDER President Brooks called the meeting to order at 5:03 p.m.

APPROVAL OF AGENDA John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the agenda as presented and add any items introduced by unanimous vote.

AUDIT COMMITTEE At 5:05 p.m. the Board convened the Audit Committee upon a motion made by John DeValve, seconded by Jean LaPorta and unanimously carried.

INDEPENDENT AUDIT REPORT PRESENTATION Michael Rossi, Independent Auditor from West and Co., CPAs PC reviewed the 2020-21 Independent Audit with the Audit Committee.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at 5:29 p.m upon a motion made by Matt Sullivan, seconded by Rebecca Cozzocrea and unanimously carried.

APPROVAL OF MINUTES Kathryn Zajicek made a motion, seconded by John DeValve to approve the minutes of the August 25, 2021 Regular Board meeting. This motion was unanimously carried.

ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES REPORT The Assistant Superintendent for Educational Service's Partnership- Advocacy-Leadership Report included:

- ▶ CTE Program Re-Approval Presentation
- ▶ Opening of Schools

ASSISTANT SUPERINTENDENT FOR BOCES OPERATIONS AND COMPONENT DISTRICT SERVICES The Assistant Superintendent for BOCES Operations and Component District Service's Partnership-Advocacy-Leadership report included:

- ▶ Transportation
- ▶ ELC Schools Grant
- ▶ Transition

DISTRICT SUPERINTENDENT'S REPORT The District Superintendent's Partnership-Advocacy-Leadership report included:

- ▶ State Updates
- ▶ Vision-Mission-Core Beliefs

PERSONNEL ITEMS Upon the District Superintendent's recommendation, the following personnel items were presented to the Board for acceptance or approval. All new appointments are contingent upon receipt of Employment Eligibility Verification form.

Retired Substitute  
Bus Driver and  
Retired School Bus  
Attendant Rate of  
Pay

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to increase the rates of pay for the following substitute positions effective September 20, 2021:

Retired Substitute Bus Drivers: \$24.50\* per hour

Retired Substitute School Bus Attendants: \$16.00\* per hour

\*If a Bus Driver or School Bus Attendant retired from HFM BOCES at an hourly wage that is higher than the current retired substitute rate, that employee will receive the greater of the two rates. (SY 21-22 #102)

Establish Substitute  
Health Safety Risk  
Management Specialist  
Position and Rate

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to establish the following substitute position and rate effective September 27, 2021:

Substitute Health Safety Risk Management Specialist - \$36.00 per hour.  
(SY 21-22 #103)

Rescind Appointment

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to rescind the following appointment:

Michela Francisco - Teacher Aide with Special Education effective September 1, 2021.  
(SY 21-22 #104)

Resignations

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to accept the following resignations:

	<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1.	Chad Agerter	School Bus Attendant to accept a Bus Driver position with HFM BOCES	Regional Transportation (04/29/2021)	08/31/2021
2.	Sarah Austin	School Counselor	Special Education 09/01/2021	10/11/2021
3.	Heather Bozek	Claims Auditor	Business Office (10/31/2019)	09/13/2021

- 4. Kimberly Hale Special Education Teacher Special Education (09/01/2011) 10/09/2021
  - 5. Tracie Rousseau Typist Regional Transportation (01/28/2021) 09/15/2021
  - 6. Jamie Sedal-Ammann Art Teacher Special Education (09/01/2013) 09/24/2021
  - 7. Bobbi White Teacher Aide Special Education (09/01/2020) 09/13/2021
- (SY 21-22 #105, #106, #107, #108, #109, #110, #111)

**Unpaid Leave Of Absence**

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the following unpaid leaves of absence:

<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1. Amanda Eggleston	Teacher Aide	Special Education (09/01/2020)	09/01/2021-06/01/2022
2. Michael Hilton	Health and Safety Officer	HSRM (04/29/2021)	09/16/2021-09/25/2021
3. Debra McArthur	Bus Driver	Regional Transportation (08/27/2013)	09/01/2021-09/30/2021

(SY 21-22 #112, #113, #114)

**Establish Positions**

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to establish the following positions:

<u>POSITION</u>	<u>PROGRAM/LOCATION</u>	<u>EFFECTIVE DATE</u>
1. Part-time, Temporary Food Service Helper	School Lunch Program	09/20/2021
2. 0.55 FTE Speech Therapist	Itinerant Services	09/01/2021

**Appointments Certified Teachers**

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to appoint the following certified teachers:

Certified-Teachers

(Tenure will be contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his or her probationary period, consistent with the requirements of Education Law Sections 3012, 3012-c, 3012-d)

- a. **Name:** Kristin Bellinger
- Appointment Type:** Probationary
- Title:** Teacher on Special Assignment
- Tenure Area:** Instructional Support Services in Special Education
- Salary:** \$56,602.00- Pro-rated to \$50,658.00 - pending contract negotiations
- Effective Date:** 10/04/2021-10/03/2025
- Department:** Special Education
- FTE:** 1.0
- Certification:** Students with Disabilities Grades 1-6 – Professional and Students with Disabilities 5-9 Generalist – Professional

- b. **Name:** Richard Noel  
**Appointment Type:** Probationary  
**Title:** English Teacher  
**Tenure Area:** English  
**Salary:** \$41,097.00 pro-rated to \$37,192.79 - pending contract negotiations  
**Effective Date:** 09/30/2021-09/29/2025  
**Department:** ADK  
**FTE:** 1.0  
**Certification:** English Language Arts 7-12 – Initial  
**(SY 21-22 #115, #116)**

Appointments  
Certified Teachers  
Part-Time and/or  
Temporary

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to appoint the following part-time and/or certified teachers:

- a. **Name:** Eleanor Brown  
**Appointment Type:** Part-time/Temporary  
**Title:** Speech Therapist  
**Tenure Area:** N/A  
**Salary:** \$87,516.55 pro-rated to \$48,134.10 - pending contract negotiations  
**Effective Date:** 09/01/2021 – 06/30/2022  
**Department:** Itinerant Services  
**FTE:** 0.55  
**Certification:** Speech and Hearing Handicapped – Permanent
  
- b. **Name:** Valerie Dutcher  
**Appointment Type:** Part-time/Temporary  
**Title:** ENL Teacher  
**Tenure Area:** N/A  
**Salary:** \$83,453.00 pro-rated to \$33,047.38 pending contract negotiations  
**Effective Date:** 09/07/2021-06/30/2022  
**Department:** Itinerant Services  
**FTE:** 0.4  
**Certification:** N-6 Permanent and Reading Teacher – Permanent  
**(SY 21-22 #117, #118)**

Appointments -  
Civil Service

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the following Civil Service appointments:

- a. **Name:** Chad Agerter  
**Appointment Type:** Probationary  
**CS Title:** Bus Driver  
**Probationary Term:** 09/01/2021 - 08/31/2022  
**Salary:** \$21.01 per hour  
**FTE:** 1.0  
**Department:** Regional Transportation
  
- b. **Name:** Deborah Bramer  
**Appointment Type:** Part-time/Temporary  
**CS Title:** Food Service Helper  
**Effective:** 09/20/2021 – 06/30/2022  
**Salary:** \$14.21 per hour up to 17 hours per week  
**FTE:** N/A  
**Department:** School Lunch Program

- c. **Name:** Juan Guzman-Martinez  
**Appointment Type:** Probationary  
**CS Title:** Bus Driver  
**Probationary Term:** 09/01/2021 - 08/31/2022  
**Salary:** \$21.01 per hour  
**FTE:** 1.0  
**Department:** Regional Transportation
  
- d. **Name:** Denise Smith  
**Appointment Type:** Probationary  
**CS Title:** Human Resources Specialist  
**Effective:** 10/04/2021 - 10/03/2022  
**Salary:** \$42,000.00 pro-rated to \$31,325.00  
**FTE:** 1.0  
**Department:** Human Resources  
**(SY 21-22 #119, #120, #121, #122)**

All Other Appointments

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the following all other appointments:

- a. Recommend the Board approve the appointments of the substitutes listed below, with effective dates as noted. Employees are not eligible for benefits (health, dental, vision, long-term disability and life insurance).

Teacher – effective 9/30/2021

Georgia O’Neill                      Hannah Bramer                      M. Gary Avery

Teacher Aide – effective 09/29/2021

Hannah Bramer    M. Gary Avery

School Monitor– effective 09/30/2021

Hannah Bramer    M. Gary Avery

Substitute Food Service Helper – effective 9/01/2021

Gary Luck

Teacher Aide – effective 09/01/2021

Amanda Eggleston

Substitute Registered Professional Nurse (School)

effective 09/01/2021

Darlene Vogt

School Bus Attendants– effective 09/01/21

Patricia Roten    Antoinette Walters    Mark Bramer

Substitute Health Safety Risk Management Specialist

- effective 9/27/2021

Richard DePasquale

(SY 21-22 #123, #124, #125)

- b. Recommend the Board approve the appointments and re-appointments of staff listed below for the 2021-22 school year, with effective dates as noted. Employees are not eligible for benefits (health, dental, vision, long term disability and life insurance).

	<u>Name</u>	<u>Division</u>	<u>Rate</u>	<u>Hourly/Per Diem/Stipend</u>	<u>Term of Employment</u>	<u>Not to Exceed</u>	<u>Position Category</u>
1.	Cheryl Bielli	Special Education	\$125.00	Per Diem	09/27/2021-06/30/2022	N/A	Long-term Substitute
2.	Heather Bozek	Business Office	\$20.00	Per Hour	09/14/2021-06/30/2022	N/A	Deputy Claims Auditor
3.	Denise Brower	Operations	\$31.00	Per Hour	10/01/2021-06/30/2022	N/A	Casual Employee
4.	Donna Decker	ELC Schools Grant	\$514.70	Per Diem	09/13/2021-07/31/2022	136 Days	COVID and ELC Grant Coordinator
5.	Misty Dygert (SY 21-22 #126, #127, #128, #129, 130)	Business Office	\$20.00	Per Hour	09/14/2021-06/30/2022	N/A	Claims Auditor

- c. Appoint the following employees listed below as mentors for the 2020-2021 school year effective July 1, 2021 to June 30, 2022. They will be paid no more than \$1,000.00 for the school year depending on mentoring hours.

Heather Haas	Kristin Michaels	Anna Goderie
Heather Bozek	Lisa Gargiulo	Barbara Hatcher
Michelle Brown	Michael Schell	Hillary Cool
Hillary Cool	Rebecca Skretkowicz	Rebecca Skretkowicz

(SY 21-22 #131)

- d. Appoint the following PTECH staff members to work up to one additional hour each day from September 1, 2021 through June 30, 2022 for before school and/or after school student supervision when school is in session at their hourly rate.

Renee Stewart
Adrienne Morse

(SY 21-22 #132)

- e. Approve the following PTECH staff member to work up to 100 hours for curriculum writing at a rate of \$25.00 per hour from 07/01/2021-06/30/2022:

Vanessa Stark
Karen Napolitano
Kasey Mang
Lisa Garguilo

(SY 21-22 #132)

- f. Appoint the following PTECH staff members to work up to one additional hour each day from September 1, 2021 through June 30, 2022 for before school and/or after school student supervision when school is in session at the rate of \$25.00 per hour:

Kayleigh Denney
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(SY 21-22 #132)

g. 2021-22 Advisors

<b>Program</b>	<b>Organization</b>	<b>Name</b>
PTECH	Academics Club	Anna Goderie Katherine Fazel
PTECH	Drama Club	Cristin Murphy Jacob Brode
PTECH	Student Government Association	Kayleigh Denney Taylor VanSlyke
PTECH	Future Business Leaders of America	Sandra Barkevich
PTECH	FFA	Kasey Mang
PTECH	Art Club	Melissa McGill
PTECH	Gaming Club	Rodney Schuyler
PTECH	Robotics	Sandra Barkevich
Special Education	Autism Advisor	Annamarie Neri

(SY 21-22 #132, #133)

**Amended Appointment**      John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to amend the following appointment:

**Ross, Shirley.**                      Adult Educator with Adult Literacy and Corrections Education, amending the August 11, 2021 appointment effective date from September 1, 2021 to September 1, 2021 through June 30, 2022 with a temporary/full-time status. Salary remains the same. (SY 21-22 #134)

**Snell, Tracie**                      Adult Educator with Adult Literacy and Corrections Education, amending the August 25, 2021 Board appointment effective date from September 1, 2021 to September 1, 2021 through June 30, 2022 with a temporary/full-time status. Salary remains the same. (SY 21-22 135)

**Information Only**                      The following lateral Senior Account Clerk transfers took place during the month of September:

Tiffannie Brown - Transferred from the Business Office to Operations and Maintenance effective September 7, 2021.

Barbara Koehler - Transferred from the Adult Literacy and Corrections Education office to the Business Office effective September 8, 2021. (SY 21-22 #136)



Routine Business Items

- CLAIMS AUDITOR REPORT** Matt Sullivan made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Report for the period of August 4, 2021 through August 25, 2021. (SY 21-22 #137)
- TREASURER'S REPORT** Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to approve the Treasurer's Report for the period of June 1, 2021 through June 30, 2021. (SY 21-22 #138)
- EXTRACLASS REPORTS** Matt Sullivan made a motion to approve the July and August 2021 Extraclass Reports as submitted. This motion was seconded by Jean LaPorta and unanimously carried. (SY 21-22 #139)
- BUDGET ADJUSTMENTS** Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to approve the budgetary adjustments through June 30, 2021 as submitted by the Chief Financial Officer. (SY 21-22 #140)
- BUDGET TRANSFERS** Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to approve the budgetary transfers from April 1, 2021 through June 30, 2021 as submitted by the Chief Financial Officer. (SY 21-22 #141)
- 2021-22 SCHOOL LUNCH PRICING** Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to establish the 2021 school year breakfast and lunch prices as follows; adult milk at \$0.80, adult breakfast at \$2.78, adult lunch at \$5.16 and student milk (a la carte) at \$0.60. HFM BOCES is participating in the Community Eligibility Provision (CEP) program which allows us the ability to feed the students for free. (SY 21-22 #142)

REVISED 2021-22  
ANNUAL LEASES

Matt Sullivan made a motion, seconded by Jean Laporta and unanimously carried to approve the 2021-22 Distance Learning and annual classroom leases as submitted in the aggregated amount of \$520,205. (SY 21-22 #143)

Business Items  
GRANT

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to accept the following grant funds and authorize their suitable appropriation and expenditure, pursuant to State Education Department and/or local approvals:

School Library System - Aid for Automation \$9,183  
(SY 21-22 #144)

EMPIRE BLUECROSS  
MEDICARE ADVANTAGE  
RENEWAL

John DeValve made a motion to authorize the District Superintendent to renew the Empire MediBlue Freedom PPO plan with Empire BlueCross to provide Health Insurance to the HFM BOCES Medicare eligible retirees at a decrease of 2 percent effective January 1, 2022 to December 31, 2022. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 21-22 #145)

OFFICE SPACE PERMIT  
AGREEMENT

Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to authorize the District Superintendent to execute the Office Space Agreement by and between HFM BOCES and Fulton, Montgomery and Schoharie Counties Development Board, Inc., for use and occupancy of space located at 2620 Riverfront Center, Amsterdam, NY 12010. (SY 21-22 #146)

RESERVE FUND THROUGH  
JUNE 2021

Jean LaPorta made a motion to accept the Reserve Fund Report for the year ending June 30, 2021 as submitted by the Chief Financial Officer. This motion was seconded by John DeValve and unanimously carried. (SY 21-22 #147)

COMMERCIAL SERVICE  
AGREEMENT - ORKIN

John DeValve made a motion, seconded by Rebecca Cozzocrea and unanimously carried to authorize the District Superintendent to execute the Orkin Pest Control Commercial Services Agreement to provide pest control measures. (SY 21-22 #148)

INDEPENDENT  
CONTRACTOR SERVICES  
AGREEMENT - ICAN

Carmen Caraco made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and ICAN to provide 13 days of Therapeutic Crisis Intervention Training. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 21-22 #149)

RFB EXTENSION AND  
REVISED RFB  
RECOMMENDATIONS

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

RFB 21-01 Protective Equipment and Supplies  
- PPE - See attached summary (SY 21-22 #150)

RFB 21-08RE Groceries - Driscoll Foods is no longer able to adhere to the pricing on four items they submitted on RFB 21-08RE Groceries, recommend the Board accept the new prices of the four items effective September 20, 2021. (SY 21-22 #151)

RFB 21-09RE Meat and Dairy - Driscoll Foods is no longer able to adhere to the pricing on two items they submitted on RFB 21-09RE, recommend the Board accept the new pricing of the two items effective September 20, 2021. (SY 21-22 #151)

2020-2021 INDEPENDENT  
AUDIT REPORT

Having been received and discussed by the Audit Committee, Matt Sullivan made a motion, seconded by Rebecca Cozzocrea and unanimously carried to accept the 2020-2021 Independent Audit Report as prepared by West and Company. (SY 21-22 #152)

INDEPENDENT  
CONTRACTOR SERVICES  
AGREEMENT -  
HARRINGTON

Jean LaPorta made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and George Harrington to provide support as a part-time Facilities Consultant effective September 30, 2021 through June 30, 2022. This motion was seconded by Carmen Caraco and unanimously carried. (SY 21-22 #153)

2020-2021 ANNUAL  
INVESTMENT REPORT  
(Information only)

A copy of the 2020-2021 Annual Investment Report was given to the Board for information only.

CTE PROGRAM RE-  
APPROVAL -  
Veterinary and  
Animal Science

Kathryn Zajicek made a motion to approve the CTE program re-approval for Veterinary and Animal Science to be submitted to New York State Education Department. This motion was seconded by Carmen Caraco and unanimously carried. (SY 21-22 #155)

BOARD MEMBER REPORTS  
AND COMMENTS

Jean LaPorta talked to the Board about having Board Retreat on October 14, 2021 from 3pm to 6pm.

Dr. Brooks read a thank you card sent to the Board of Education from Dr. Lorraine Hohenforst.

FUTURE MEETINGS

October 14, 2021 - Board Retreat 3:00 p.m., HFM BOCES Conference Center  
October 27, 2021 - HFM BOCES Regular Board Meeting, 5:00 p.m., HFM BOCES Board Room

ADJOURNMENT:

With no further business to come before the Board, John DeValve made a motion at 6:50 p.m. to adjourn the meeting. This motion was seconded by Kathryn Zajicek and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board