

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

DATE October 27, 2021

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

MEMBERS PRESENT Harry Brooks, Rebecca Cozzocrea, John DeValve and Jean LaPorta,

MEMBERS ABSENT Carmen Caraco, 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; Jennifer Clear, Treasurer; Carden Smith, Computer Services Coordinator; Mark Beaudette, CPA, Questar III BOCES; Braxton James, Fonda-Fultonville Participation in Government Student and Christine Eaton, Clerk

CALL TO ORDER President Brooks called the meeting to order at 5:00 p.m.

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

AUDIT COMMITTEE At 5:02 p.m. the Board convened the Audit Committee upon a motion made by John DeValve, seconded by Jean LaPorta and unanimously carried.

2020-21 INTERNAL AUDIT RISK ASSESSMENT AND 2020-21 INFORMATION TECHNOLOGY ASSET AUDIT Mark Beaudette, CPA Questar III BOCES reviewed the 2020 Internal Audit Risk Assessment and the 2020-21 Information Technology Asset Audit with the Audit Committee.

2021-22 INTERNAL AUDIT FOCUS AREA The Board agreed to make Human Resources' hiring procedures the topic of the 2021-22 Internal Audit Focus Area.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at 5:27 p.m upon a motion made by Jean LaPorta, seconded by Rebecca Cozzocrea and unanimously carried.

APPROVAL OF MINUTES John DeValve made a motion, seconded by Jean LaPorta to approve the minutes of the September 23, 2021 Special Board meeting and the September 29, 2021 Regular Board meeting. This motion was unanimously carried.

Routine Business Items

CLAIMS AUDITOR REPORTS John DeValve made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Reports for the periods of September 1, 2021 through September 15, 2021 and September 22, 2021 through September 29, 2021. (SY 21-22 #156, #157)

TREASURER'S REPORTS John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the Treasurer's Reports for the periods of July 1, 2021 through July 31, 2021 and August 1, 2021 through August 31, 2021. (SY 21-22 #158, #159)

EXTRACLASS REPORT John DeValve made a motion to approve the September 2021 Extraclass Report as submitted. This motion was seconded by Jean LaPorta and unanimously carried. (SY 21-22 160)

DS CREDIT CARD SUMMARY John DeValve made a motion to approve the District Superintendent's Credit Card Summary for the period of July 1, 2021 through September 30, 2021. This motion was seconded by Jean LaPorta and unanimously carried. (SY 21-22 #161)

Business Items

2020-21 INTERNAL
AUDIT REPORTS

Having been received and discussed in Audit Committee, John DeValve made a motion to accept the 2020-21 Annual Risk Assessment and 2020-21 Information Technology Asset Audit submitted by Internal Auditor Mark Beaudette, CPA, Questar III BOCES, taking note of the Chief Financial Officer's Management Letters. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 21-22 #162, #163)

CREDIT CARD
AUTHORIZATION

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to authorize the use of the HFM BOCES credit card for Aaron Bochniak and Jay DeTraglia. As Administrators they would be authorized to take action within the boundaries of Board Policy #4313 - Credit Cards (SY 21-22 #164)

RFP EXTENSION AND
REVISED RFB
RECOMMENDATIONS

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

RFP 18-01 Independent Audit Services - West and Company, 97 North Main Street, PO Box 1219, Gloversville, NY 12078 (SY 21-11 #165)

RFB 21-06 Paper Products - Hill and Markes, Inc. is no longer able to adhere to the pricing on seven items they submitted on RFB 21-08Re Groceries, recommend the Board accept the new prices of the seven items effective October 12, 2021. (SY 21-22 #166)

RFB 21-09RE Meat and Dairy - Driscoll Foods made an error when bidding on precooked bacon. The correct item number and pricing is listed on the attached memo. New prices will begin effective September 27, 2021. (SY 21-22 #167)

New Business

Policy # 4507 Time
And Effort

John DeValve made a motion to waive the first reading of policy #4507 Time and Effort and adopt it. This motion was seconded by Jean LaPorta and unanimously carried. (SY 21-22 #168)

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.

Establish a Bus Driver Trainee Rate of Pay

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to establish the following Bus Driver Trainee hourly rate of pay:

Bus Driver Trainee - \$18.01 per hour. (SY 21-22 #169)

Resignations for Retirement

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve the following resignations for retirement purposes:

	<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1.	Lynn Buyce	School Bus Attendant	Regional Transportation (12/20/2010)	06/24/2022
2.	Patricia Muselbeck	Special Education Teacher	Special Education (09/01/1984)	06/30/2022
3.	Hope Case	Teacher Aide	Special Education (07/01/2008)	10/26/2021

(SY 21-22 #170, #171, #172)

Resignations

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to accept the following resignations:

	<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1.	Deborah Bramer	Part-time, Hourly Food Service Helper to accept a School Bus Attendant position with HFM BOCES	School Lunch Program (09/20/2021)	10/27/2021
2.	Rachel DeFelice	School Counselor	Special Education 09/01/2016	11/01/2021
3.	Valerie Dutcher	Part-time 0.4 FTE, temporary ENL Teacher	Itinerant Services (09/07/2021)	10/07/2021
4.	Kayla Hogabone	Part-time, Hourly Teacher Aide to accept a Full-time Teacher Aide position in ALCE	ALCE (07/26/2021)	10/27/2021
5.	Joseph Papa	Bus Driver	Regional Transportation (02/25/2021)	10/15/2021

(SY 21-22 #173, #174, #175, #176, #177)

**Unpaid Leave
Of Absence**

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea 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. Michael Hilton	Health and Safety Officer	HSRM (04/29/2021)	09/26/2021-11/19/2021
2. Debra McArthur	Bus Driver	Regional Transportation (08/27/2013)	10/01/2021-12/16/2021

(SY 21-22 #178, 179)

**Establish
Positions**

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to establish the following positions:

	<u>POSITION</u>	<u>PROGRAM/LOCATION</u>	<u>EFFECTIVE DATE</u>
1.	<i>School Safety Officer</i>	<i>Special Education</i>	<i>10/25/2021</i>
2.	<i>Registered Professional Nurse (School)</i>	<i>PTECH</i>	<i>11/29/2021</i>

**Appointments
Certified Related
Services Personnel**

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to appoint the following certified related services personnel:

- a. **Name:** Andrea Figueroa
Appointment Type: Probationary
Title: School Counselor
Tenure Area: School Counselor
Salary: \$43,226.00, pro-rated to \$35,661.45 – pending contract negotiations
Effective Date: 10/25/2021-10/24/2025
Department: Special Education
FTE: 1.0
Certification: School Counselor – Provisional

- b. **Name:** Caroline Korniat
Appointment Type: Probationary
Title: School Counselor
Tenure Area: School Counselor
Salary: \$43,226.00, pro-rated to \$37,606.62 – pending contract negotiations
Effective Date: 10/12/2021-10/11/2025
Department: Special Education
FTE: 1.0
Certification: School Counselor – Provisional

(SY 21-22 #180, #181)

Appointments -
Civil Service

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve the following Civil Service appointments:

- a. **Name:** Deborah Bramer
Appointment Type: Probationary
CS Title: School Bus Attendant
Probationary Term: 10/28/2021-10/27/2022
Salary: \$13.75 per hour
FTE: 1.0
Department: Regional Transportation

- b. **Name:** Geoffrey Gray
Appointment Type: Provisional
CS Title: School Safety Officer
Effective: 10/25/2021
Salary: \$45,000.00, pro-rated to \$37,125.00
FTE: 1.0
Department: Special Education

- c. **Name:** Kayla Hogabone
Appointment Type: Probationary
CS Title: Teacher Aide
Effective: 10/28/2021-10/27/2022
Salary: \$18,415.00, pro-rated to \$14,916.16 - pending contract negotiations
FTE: 1.0
Department: Adult Literacy and Corrections Education

- d. **Name:** Saleena Maxson
Appointment Type: Probationary
CS Title: Registered Professional Nurse (School)
Probationary Term: 12/06/2021-12/05/2022
Salary: \$43,058.00, pro-rated to \$29,494.73 - pending contract negotiations
FTE: 1.0
Department: PTECH

- e. **Name:** Patricia Roten
Appointment Type: Probationary
CS Title: School Bus Attendant
Probationary Term: 10/28/2021-10/27/2022
Salary: \$13.75 per hour
FTE: 1.0
Department: Regional Transportation

- f. **Name:** Brittany White
Appointment Type: Probationary
CS Title: Registered Professional Nurse (School)
Probationary Term: 10/12/2021-10/11/2022
Salary: \$43,058.00, pro-rated to \$37,460.46 - pending contract negotiations
FTE: 1.0
Department: Special Education

(SY 21-22 #182, #83, #184, #185, #186, #187)

All Other Appointments

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea 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 10/28/2021

Megan Eglin

Teacher Aide – effective 10/28/21

Megan Eglin

School Monitor– effective 10/28/2021

Megan Eglin

School Bus Attendants – effective 09/24/2021

Taria Kadle

Bus Driver – effective 09/27/2021

Richard Denero

(SY 21-22 #188, #189)

- 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.	Donald Hodge	School Lunch	\$2,500	Stipend	09/01/2021-06/30/2022	N/A	Food Service Prep
2.	Jayette Miller	Business Office	\$4,500	Stipend	07/01/2021-06/30/2022	N/A	Extra Payroll Duties
3.	Deanna Rizzo	ELC Grant Funds	\$1,500	Stipend	09/27/2021-07/31/2022	N/A	ELC Grant Funds
4.	Paul Wilder	Regional Transportation	\$3,500	Stipend	07/01/2021-06/30/2022	N/A	Head Mechanic

(SY 21-22 #190, #191, #192, #193)

- c. Appoint the following PTECH staff member to work up to seven additional days at her daily Teacher Aide rate from July 1, 2021 through August 31, 2021:

Adrienne Morse

(SY 21-22 #194)

- d. 2021-22 Advisors

Program	Organization	Name
PTECH	Positivity Club	Kimberly Abel Lisa Garguilo
PTECH	Equity and Inclusion Club	Nathanael Somerville- Braun
PTECH	Yearbook Club	Vanessa Stark Jeanne Halloran

(SY 21-22 #195)

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:

- ▶ ELC Schools Grant
- ▶ Transportation

DISTRICT
SUPERINTENDENT'S
REPORT

The District Superintendent's Partnership-Advocacy-Leadership report included:

- ▶ Vision-Mission-Core Beliefs

BOARD MEMBER REPORTS
AND COMMENTS

Jean LaPorta told to the Board about the NYSSBA's 2021Live Virtual Event she attended on October 25, 2021. She said it was interesting and focused on the challenges of the pandemic.

Other Business

APPROVE MISSION-
VISION-CORE BELIEFS

John DeValve made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve the HFM BOCES Mission-Vision-Core Beliefs. (SY 21-22 #196)

EXECUTIVE SESSION

At 6:03 p.m. the Board entered executive session for the purpose of discussing collective bargaining negotiations pertaining to the HFM BOCES Teachers' Association, and CSEA Regional Transportation Units and the employment history of particular individuals upon a motion made by Jean LaPorta, seconded by John DeValve and unanimously carried.

RETURN TO OPEN
SESSION

At 6:36 p.m. Jean LaPorta made a motion to return to open session. This motion was seconded by John DeValve and unanimously carried.

MISCELLANEOUS
PERSONNEL ITEMS

John DeValve made a motion, seconded by Rebecca Cozzocrea to approve the following miscellaneous personnel items:

Memorandum of Agreement by and between Hamilton-Fulton-Montgomery BOCES and CSEA Regional Transportation Unit. (SY 21-22 #197)

Board of Cooperative Educational Services
Hamilton, Fulton and Montgomery Counties and
BOCES Teachers' Association Agreement July
1, 2021-June 30, 2026. (SY 21-22 #198)

Settlement Agreement by and Among the
Hamilton-Fulton-Montgomery Board of
Cooperative Educational Services, The
Hamilton-Fulton-Montgomery BOCES Teachers'
Association and Employee #02378. (SY 21-22
#199)

EVERSLEY BRADWELL
CONSULTING -
CANAJOHARIE CSD

John DeValve made a motion to authorize the
District Superintendent to execute the
agreement by and between HFM BOCES and Eversley
Bradwell Consulting to provide consulting
services to Canajoharie Central School District
effective October 1, 2021 through June 30,
2022. This motion was seconded by Rebecca
Cozzocrea and unanimously carried. (SY 21-22
#200)

FUTURE MEETINGS

November 17, 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 6:40 p.m.
to adjourn the meeting. This motion was
seconded by Jean LaPorta and unanimously
carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board