

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

DATE April 27, 2022

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

MEMBERS PRESENT Carmen Caraco, Rebecca Cozzocrea,
Matt Sullivan and Kathryn Zajicek

BOARD MEMBERS ABSENT Harry Brooks, John DeValve and Jean LaPorta

OTHERS PRESENT David Ziskin, District Superintendent; Jay
DeTraglia, Assistant Superintendent; Aaron
Bochniak, Assistant Superintendent; Kathi
Lewis, School Business Official; Carden Smith,
Computer Services Coordinator and Christine
Eaton, Clerk

CALL TO ORDER Matt Sullivan called the meeting to order at
5:01 p.m.

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

APPROVAL OF MINUTES Carmen Caraco made a motion, seconded by
Rebecca Cozzocrea to approve the minutes of the
March 30, 2022 regular Board meeting. This
motion was unanimously carried.

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

- ▶ State Education Department Updates
- ▶ Upcoming Meetings and Events

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.

Resignations

Kathryn Zajicek 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.	Elizabeth Wild	TOSA to accept an Administrative Coordinator position with Special Education effective 4/28/2022	Special Education (07/11/2016)	04/27/2022
2.	Todd Christiano	Bus Driver to accept a Bus Driver/Custodian position with Regional Transportation effective 4/28/2022	Regional Transportation (02/17/2022)	04/27/2022
3.	Ronald Sanders	Auto Mechanic	Regional Transportation (02/10/2020)	04/14/2022

(SY 21-22 #368, 369, 370)

Amended Resignations for Retirement

Kathryn Zajicek John DeValve made a motion, seconded by Rebecca Cozzocrea and unanimously carried to accept the amended resignations for retirement purpose:

	<u>Name</u>	<u>Position</u>	<u>Division</u>	<u>Effective Date</u>
1.	Roberta Olsen	Teacher Aide	Special Education (10/25/2001)	Amending her retirement date from 6/30/2022 to 8/29/2022

(SY 21-22 #371)

Unpaid Leave Of Absence

Kathryn Zajicek 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.	Shirley Ross	Adult Educator	ALCE (09/01/2021)	04/04/2022 (1/2 day)
2.	Nikayla Horton	Physical Therapist	Special Education (11/27/2017)	03/29/2022 (1/2 day)
3.	Destiny Brownell	Bus Driver	Regional Transportation (01/06/2020)	Intermittent up to 40 days effective 3/11/22-6/30/22
4.	Kiara Kruger	Teacher Aide	Special Education (11/01/2021)	Amending her un-paid LOA from her Teacher Aide position to 2/7/2022 through 4/24/2022

(SY 21-22 #372, 373, 374, 375)

Establish Position Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to establish the following position:

- | <u>POSITION</u> | <u>EFFECTIVE DATE</u> |
|--------------------------------|------------------------------|
| 1. Bus Driver/Custodial Worker | 04/28/2022 |

Appointment - Certified Administrator Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to appoint the following Certified Administrator:

Name:	Elizabeth Wild
Appointment Type:	Probationary
Title:	Administrative Coordinator of Special Education
Tenure Area:	Administrative Coordinator of Special Education
Salary:	\$85,000.00 pro-rated to \$14,875.00
Effective Dates:	04/28/2022-04/27/2026
Department:	Special Education
FTE:	1.0
Certification:	School Building Leader – Initial Certification

(SY 21-22 #376)

Appointments - Civil Service Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve the following Civil Service appointments:

- | | | |
|----|---------------------------|--------------------------------------|
| a. | Name: | Todd Christiano |
| | Appointment Type: | Probationary |
| | CS Title: | Bus Driver/Custodial Worker |
| | Probationary Term: | 04/28/2022-04/27/2023 |
| | Salary: | \$29,333.29; Pro-rated to \$5,133.32 |
| | FTE: | 1.0 |
| | Department: | Regional Transportation |
| b. | Name: | Jessica Eckerson |
| | Appointment Type: | Probationary |
| | CS Title: | Teacher Aide |
| | Probationary Term: | 05/02/2022-05/01/2023 |
| | Salary: | \$19,465.00; Pro-rated to \$3,893.00 |
| | FTE: | 1.0 |
| | Department: | Special Education |
| c. | Name: | Amea Hammonds |
| | Appointment Type: | Probationary |
| | CS Title: | Interpreter for the Deaf |
| | Probationary Term: | 04/28/2022-04/27/2023 |
| | Salary: | \$22,185.00; pro-rated to \$4,658.86 |
| | FTE: | 1.0 |
| | Department: | Special Education |

(SY 21-22 #377, 378, 379)

All Other Appointments

Kathryn Zajicek 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 4/28/22 (Uncertified \$95.00 per day)
Aris Nieuwkerk

Teacher Aide and School Monitor – effective 4/28/2022 (\$13.70 per hour)
Bobbi White

Typist – effective 4/28/2022 (\$14.50 per hour)
Andrea Smrtic

Bus Driver Trainee – effective 4/8/2022 (\$18.01 per hour)
Roxanne House
(SY 21-22 #380, 381)

- b. Appoint the following to Regional Scoring Manager positions with Instructional Services effective January 1, 2022 through June 30, 2022 at an hourly rate of \$25.00 per hour, not to exceed \$250.00.

Thomas Halloran
Russell Brown
Heather Shaw
Michael Schell Jr.

(SY 21-22 #382)

Amended Appointment

Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to amend the following appointment:

Kruger, Kiara - Temporary ELA Teacher with Special Education, amending her end date from May 2, 2022 to April 24, 2022. The leave of absence Ms. Kruger was covering ended sooner than originally planned. Pro-rated salary will be adjusted to \$10,441.23. (SY 21-22 #383)

Abolish Position

Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to abolish the following position:

	<u>POSITION</u>	<u>PROGRAM/LOCATION</u>	<u>EFFECTIVE DATE</u>
1.	Head Custodial Worker/Bus Driver #040535	Operations	04/28/2022
2.	Director of Facilities I (AM) #131792	Operations	04/28/2022
3.	Director of Facilities I (PM) #131793	Operations	04/28/2022
4.	Principal Account Clerk (BOCES)/Confidential	Business Office	04/28/2022
5.	Principal Account Clerk (BOCES) #131413	Business Office	04/28/2022

(SY 21-22 #384)

BUSINESS ITEMS

CLAIMS AUDITOR
REPORT

Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea, and unanimously carried to approve the Claims Auditor Report for the period of March 2, 2022 through March 30, 2022. (SY 21-22 #385)

TREASURER'S REPORT

Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve the Treasurer's Report for the period of February 1, 2022 through February 28, 2022. (SY 21-22 #386)

EXTRACLASS REPORT

Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve the March 2022 Extraclass report as submitted. (SY 21-22 #387)

DISTRICT
SUPERINTENDENT
CREDIT CARD SUMMARY

Kathryn Zajicek made a motion to accept the District Superintendent's Credit Card Summary for the period of January 1, 2022 through March 31, 2022. This motion was seconded by Carmen Caraco and unanimously carried. (SY 21-22 #388)

CFO'S CREDIT CARD
SUMMARY

Rebecca Cozzocrea made a motion, seconded by Carmen Caraco and unanimously carried to accept the CFO's Credit Card Summary for the period of January 1, 2022 through March 31, 2022. (SY 21-22 #389)

SREB CONTRACT -ADK

Kathryn Zajicek made a motion to authorize the District Superintendent to execute the contract by and between HFM BOCES and The Southern Regional Education Board/Schools that Work effective July 1, 2022 through June 30, 2023 for support in implementing the Making School Work improvement design and implement key aspects of the design that give teachers and leaders ownership of the improvement effort. This motion was seconded by Carmen Caraco and unanimously carried. (SY 21-22 #390)

GRANT

Carmen Caraco made a motion, seconded by Kathryn Zajicek 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:

NYSED - American Rescue Plan Homeless Children and Youth Part 1 - \$13,467.00 (SY 21-22 #391)

Stewart's Holiday Match Grant - \$500.00 (SY 21-22 #392)

DCMO BOCES
PURCHASING
AGREEMENT

Kathryn Zajicek made a motion to approve the Resolution of the Board of Education Cooperative Purchasing School Year 2022-2023 and the Resolution of the Board of Education Generic School Year 2022-23 with Delaware-Chenango-Madison-Otsego BOCES effective July 1, 2022 through June 30, 2023. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 21-22 #393, #394)

DREAM CONSORTIUM

Kathryn Zajicek made a motion to approve the Resolution of Board of Education Cooperative Bidding of Databases, Research Tools, E-Books, Automation and Media for use in School Library Systems "Dream Consortium" for the 2022-2023 school year. The motion was seconded by Carmen Caraco and unanimously carried. (SY 21-22 #395)

SERVICE AGREEMENT
U.I. SERVICES

Rebecca Cozzocrea made a motion, seconded by Carmen Caraco and unanimously carried to authorize the District Superintendent to execute the Service Agreement by and between HFM BOCES and Industrial U.I. Services to offer unemployment insurance cost control effective May 1, 2022 through April 30, 2023. (SY 21-11 #396)

BUDGET TRANSFERS Kathryn Zajicek made a motion, seconded by Carmen Caraco and unanimously carried to accept the budget transfers from July 1, 2021 through March 31, 2022 as submitted by the Chief Financial Officer. (SY 21-22 #397)

BUDGET ADJUSTMENTS Carmen Caraco made a motion to approve the budget adjustments through March 31, 2022 as submitted by the Chief Financial Officer. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 21-22 #398)

SURVEILLANCE 247 SERVICE PLAN Rebecca Cozzocrea made a motion to authorize the District Superintendent to execute the Service Plan by and between HFM BOCES and Surveillance 247 LLC to provide on-site technician service for school bus cameras for three visits from July 1, 2022 through June 30, 2023. This motion was seconded by Carmen Caraco and unanimously carried. (SY 21-22 #399)

REVISED RFB RECOMMENDATIONS Pursuant to the competitive bidding process, Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to accept the revised RFB recommendations as noted by memoranda from the Purchasing Official in the following area:

RFB 21-06 Paper Products - Hill and Markes, Inc. is no longer able to adhere to the pricing on four items they submitted on RFB 21-06, recommend the Board accept the new prices of the four items as noted on the Purchasing Agent's memo. (SY 21-22 #400)

OTHER BUSINESS ITEMS

REVISED POLICY 6202 - SECOND READING AND ADOPTION Carmen Caraco made a motion, seconded by Kathryn Zajicek and unanimously carried to accept the second reading and adopt the revised policy #6202 Fingerprinting and Criminal History Record Checks for Prospective Employees. (SY 21-22 #401)

BOARD MEMBER REPORTS AND COMMENTS Kathryn Zajicek commented on how nice it was to get together with the component Boards at the annual meeting.

The Clerk of the Board asked the Board members to let her know if they would like to attend the Rural Schools Conference in July by May 10, 2022.

FUTURE MEETINGS

May 24, 2022 - PTECH Completion Ceremony, 6:00 p.m., FMCC

May 25, 2022 - HFM BOCES Regular Board Meeting - 5:00 p.m., HFM BOCES Conference Center.

ADJOURNMENT:

With no further business to come before the Board, Kathryn Zajicek made a motion at 5:45 p.m. to adjourn the meeting. This motion was seconded by Carmen Caraco and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board