

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

Pending Board Approval

DATE May 25, 2022

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

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

BOARD MEMBERS ABSENT Kathryn Zajicek

OTHERS PRESENT David Ziskin, District Superintendent; Jay DeTraglia, Assistant Superintendent; Aaron Bochniak, Assistant Superintendent; Kathi Lewis, School Business Official; Michael Jacob, Director Of Special Education; Michael DiMezza, Director of CTE; Riley O'Malley, CTE Coordinator; Dan Salvagni, Special Education Coordinator; Matthew Popp, Special Education Coordinator; Tammy Dingman, Special Education Coordinator; Elizabeth Wild, Special Education Coordinator; Carden Smith, Computer Services Coordinator and Christine Eaton, Clerk

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

APPROVAL OF AGENDA Jean LaPorta made a motion, seconded by Matt Sullivan and unanimously carried to approve the agenda as presented and add any items introduced by unanimous vote.

CANVASS THE VOTE Matt Sullivan made a motion to accept the canvass of the vote, whereby 15 component school districts cast an affirmative ballot for the adoption of the 2022-2023 HFM BOCES Administrative budget; duly reelected to a three-year term incumbents Harry Brooks of the Broadalbin-Perth Central School District and Kathryn Zajicek of the Greater Johnstown School District. This motion was seconded by Jean LaPorta and unanimously carried.

APPROVAL OF MINUTES Carmen Caraco made a motion, seconded by Jean LaPorta to approve the minutes of the April 13, 2022 Annual Board meeting and the April 27, 2022 Annual Election/Admin Vote and 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:

- ▶ Special Education Presentation
- ▶ CTE Program Approvals

CTE PROGRAM Re-APPROVALS John DeValve made a motion to approve the CTE program re-approvals for Culinary Arts and Engineering Technology to be submitted to New York State Department of Education. This motion was seconded by Jean LaPorta and unanimously carried. (SY 21-22 #402, 403)

- ▶ Adult Literacy Program Approvals

ADULT LITERACY PROGRAM APPROVALS Carmen Caraco made a motion, seconded by Rebecca Cozzocrea and unanimously carried to approve two Adult Literacy and Corrections Education pre-occupational education programs. The Programs are Preparation for the Carpenter's Apprenticeship Training Program and Entry Level Healthcare Training Program. (SY 21-22 #404, 405)

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:

- ▶ New CoSER

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

- ▶ Partnership Update
- ▶ State Updates

EXECUTIVE SESSION At 6:04 p.m. the Board entered executive session for the purpose of discussing the employment history of a particular person upon a motion made by John DeValve seconded by Jean LaPorta and unanimously carried.

RETURN TO OPEN SESSION At 6:07 p.m. John DeValve made a motion to return to open session. This motion was seconded by Carmen Caraco and unanimously carried.

AMEND AGENDA Jean LaPorta made a motion, seconded by John DeValve to pull Board Action Item 8-J Miscellaneous Personnel Items, from the consent agenda and act on it separately. This motion was unanimously carried.

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

- | | | | | |
|----|------------------|--|---------------------------------|------------|
| 1. | Heather Bozek | TOSA to accept a Coordinator of District Data position with Instructional Services | Instructional Services | 06/30/2022 |
| 2. | Jessica Eckerson | Teacher Aide | Special Education (05/02/2022) | 05/11/2022 |
| 3. | Aaron Flynn | Human Resources Manager | Human Resources (12/04/2017) | 06/30/2022 |
| 4. | Robert Miltner | Science Teacher | Special Education (09/01/2021) | 06/30/2022 |
| 5. | Deanna Rizzo | Senior Typist | Substitute Service (08/19/2019) | 06/08/2022 |

(SY 21-22 #406, 407, 408, 409, 410)

**Unpaid Leave
Of Absence**

Matt Sullivan made a motion, seconded by Jean LaPorta 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)	04/26/2022 (1/2 day)
2. Patricia Miranda	Physical Therapist	Special Education (06/07/2021)	02/10/2022, 2/11/2022, 03/14/2022 and 03/22/2022

(SY 21-22 #411, 412)

Establish Position

Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to establish the following position:

<u>POSITION</u>	<u>EFFECTIVE DATE</u>
1. Senior Account Clerk #131838	06/01/2022

**Appointment -
Certified
Administrator**

Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to appoint the following Certified Administrator:

Name:	Heather Bozek
Appointment Type:	Probationary
Title:	Administrative Coordinator of District Data
Tenure Area:	Administrative Coordinator of District Data
Salary:	\$85,000.00
Effective Dates:	07/01/2022-06/30/2026
Department:	Special Education
FTE:	1.0
Certification:	School Building Leader - Initial Certification
(SY 21-22 #413)	

**Appointment -
Certified Teacher
Temporary and/or
Part-time**

Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to appoint the following certified teacher temporary or part-time:

a. Name:	Amanda DeWald
Appointment Type:	Part-time
Title	ENL Teacher*
Tenure Area:	N/A
Salary:	\$52,570.00 pro-rated to \$31,542.00
Effective Date:	09/01/2022
Department:	Itinerant Services
FTE:	0.6
Certification	English Language Arts 7-12 - Permanent
*This appointment is contingent upon Amanda completing all requirements for ENL certification.	
(SY 21-22 #414)	

Appointments -
Civil Service

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

- a. **Name:** Carene Christensen
Appointment Type: Provisional
CS Title: Senior Account Clerk
Effective: 06/01/2022
Salary: \$31,873.31; Pro-rated to \$2,656.11
FTE: 1.0
Department: Business Office

- b. **Name:** Richard DePasquale
Appointment Type: Provisional
CS Title: Health and Safety Officer
Effective: 05/26/2022
Salary: \$60,000.00; Pro-rated to \$2,400.00
FTE: 1.0
Department: Health and Safety Risk Management

- c. **Name:** Robert Wilson
Appointment Type: Probationary
CS Title: Bus Driver
Probationary Term: 04/25/2022 to 4/24/2023
Salary: \$21.01 per hour
FTE: 1.0
Department: Regional Transportation
(SY 21-22 #415, 416, 417)

All Other
Appointments

Matt Sullivan made a motion, seconded by Jean LaPorta 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 5/26/22 (Uncertified \$95.00 per day)

Samantha Schmidt Lori Hart Thomas Simek
Anthony Meola

Teacher Aide and School Monitor – effective 5/26/2022 (\$13.70 per hour)

Andrea Zielinski

Typist – effective 5/26/2022 (\$14.50 per hour)

Andrea Zielinski
(SY 21-22 #418)

- 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.	Amanda DeWald (SY 21-22 #419)	Itinerant Services	\$219.37	Per Diem	05/31/2022-06/30/2022	N/A	Long-term Sub - ENL

- c. Appoint the following PTECH staff for up to 10 hours of Regents Exam preparation tutoring at a rate of \$25.00 per hour effective May 18, 2022 through June 30, 2022.

Katherine Fazel	Anna Goderie
Cristin Murphy	Karen Napolitano
Rodney Schuyler	Dylan Toscano

(SY 21-22 #420)

- d. Appoint the following PTECH staff member to up to an additional 20 hours of chaperoning/student supervision time at a rate of \$25.00 per hour effective May 18, 2022 through June 30, 2022.

Sandra Barkevich (SY 21-22 #420)

- e. Appoint the following staff members as mentors for the 2021-2022 school year effective July 1, 2021. They will be paid no more than \$1,500 for the school year depending upon the number of actual mentoring hours:

<u>Mentor</u>	<u>Mentee</u>
Daniel Salvagni	Elizabeth Wild
Jennifer Marshall	Sarah J. Owens

(SY 21-22#421)

- f. Appoint the following Special Education teachers to participate in curriculum writing and school-year orientation this summer and throughout the 2022-2023 school year. They will be paid \$25.00 per hour. The total hours will not exceed 60 hours.

Shannon Argersinger	Sarah Bailey	Michelle Brown
Alexandria Chace	Marc Kucharik	Erica Mattice
Patricia Mirando		

(SY 21-22 #422)

- g. Appoint the following Special Education staff to participate in curriculum writing and school-year orientation this summer and throughout the 2022-23 school year at a rate of \$25.00 per hour. The total hours will not exceed 1,000 hours.

Elizabeth Baker	Andrea Bambara	Pamela Cacciari
Melissa Carpenter	Alison Daly	Christine Gehrlein
Toni Giblin	John Gleason	Barbara Hatcher
JoAnn Iarossi	Cheryl Kelly	Cody Lafountain
Miranda Lafountain	Meghan Mallory	Brianne Martino
Daniella Murphy	Annamarie Neri	Shannon Petrie
Sandra Quickenton	Kimberly Remington	Michelle Rice
John Schwarz	Kyle Testo	Mary Ann Thombs
Nancy Turnbull	Lynda Winchell	

(SY 21-22 #423)

- h. Appoint the following Special Education staff to participate in student intakes effective July 1, 2022 to August 31, 2022 at a rate of \$25.00 per hour. The total hours are not to exceed 30 hours.

Amy Blowers	Joan Bobbette	Lisa Brown
Kristin Earle	Andrea Figueroa	Jeff Frank
Christopher Hallenbeck	Jessica Hayner	Holly Hisert-Joyner
Tara Hogan	Shelley Hoyt	Caroline Korniat
Jennifer Martelle-Mahon	Kristin Michaels	Tara Millhouse
Tammy Wood	Killian Young	

(SY 21-22 #424)

- i. Appoint the following Special Education staff for preparation days effective July 1, 2022 through August 31, 2022 at their daily rate up to 5 days each.

Heather Bazan	Heidi Blackford	Trisha Memrick
Amanda Wemple		

(SY 21-22 #425)

- j. Appoint the following Special Education employees to preparation days effective July 1, 2022 and August 31, 2022 at their daily rate.

Jodi Eakin – Curriculum Specialist – 30 days
 Anna Everhardt – Guidance Counselor - 30 days
 Jennifer Knapp – Technology Integration Specialist – 30 days
 Lisa Sperduto – Job Training Specialist – 5 days
 Sandra Stortecky – Assistant Job Training Specialist – 5 days
 Tonya Stoller – Assistant Job Training Specialist – 5 days
 (SY 21-22 #426)

- k. Appoint the following Food Service helper to work up to 35 hours at her hourly rate effective July 28, 2022 through August 5, 2022.

Robin Luck

(SY 21-22 #427)

- l. Appoint the following ADK staff members to work up to 48 hours per person on curriculum planning and professional development and presenting at an SREB conference at the rate of \$25.00 per hour between July 1, 2022 through August 31, 2022.

Russell Brown	Adam Cole	Anthony DiMezza
Jill Giambroni	Charles Goebel	Heather Haas
Thomas Halloran	Maureen Jones	Richard Noel
Karen Quinn	Michael Schell	Heather Shaw

(SY 21-22 #428)

- m. Appoint the following non-teaching ADK staff members to work up to 48 hours per person on curriculum planning and professional development and presenting at an SREB conference at their hourly rate effective July 1, 2022 through August 31, 2022.

Laurie Eaton	James Lorenzoni	Jeremy Rowland
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(SY 21-22 #428)

- n. Recommend the Board appoint the following ADK staff members to per diem summer work days effective July 1, 2022 through August 31, 2022 at their daily rate:

Julie Blanchard – School Counselor – Up to 20 days

Kasie Hext – School Psychologist – Up to 20 days

(SY 21-22 #429)

- o. Appoint the following HFM BOCES Regional Transportation staff at their current hourly rate for the period of July 1, 2022 to August 31, 2022:

Bus Drivers:

Agerter, Chad	Bradt, John
Bramer, Mark	Brown, Michael
Brownell, Destiny	Comstock, Dennis
Denero, Richard	Farrington, Katrina
Gonzales Sr., Jose	Guzman-Martinez, Juan
Moore, Amanda	Mulvey, Amy
Musillo, Gregory	Ostrander, April
Ostrander, Ginnette	Papa, Joseph
Rein, Dennis	Rolon, Donna
Seig, Aaron	Smimmo, Marie
Sutler, Gloria	Thornton, Korena
Wheeler, Herbert	Wilson, Robert

(SY 21-22 #430)

School Bus Attendants:

Bramer, Deborah	Buddle, Nicollette
Buyce, Lynn	Carter, Rebecca
Catucci, Aubrey	Dooling, Pamela
House, Roxanne	Kadle, Taria
Miles, Marcia	Morey, Maria
Nethaway, Kelly	Pagles, Lorraine
Peck, Virginia	Roten, Patricia
Smith, Leandra	Sweeney, Vivian
Town, Sandra	Wheeler, Monique

(SY 21-22 #430)

Tenure Appointments Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to appoint the following employees to tenure status based upon successful completion of the required probationary period.

	<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
a.	Brown, Lisa	School Counselor	09/01/2022
b.	Caraco, Tara	Administrative Coordinator of Instructional Service	09/01/2022
c.	Hayner, Jessica	School Counselor	09/01/2022
d.	McGill, Melissa	Art	09/01/2022
e.	Millhouse, Tara	School Counselor	09/01/2022
f.	Rodriguez, Justine	Music	09/01/2022
g.	VanSlyke, Taylor	School Counselor	09/01/2022
h.	Quinn, Karen	Science	09/01/2022
i.	Miller, Jill	Home Economics	09/10/2022
j.	Ackermann Jr., John	Auto Body (Trade Subjects)	09/21/2022

- k. LaFountain, Cody Special Education (General) 09/27/2022
- l. Eakin, Jodi Instructional Support in Professional Development 10/28/2022
- m. Baker, Elizabeth English 11/13/2022
- n. Denney, Kayleigh Physical Education 12/01/2022
- o. Barkevich, Sandra Business 01/30/2023
(SY 21-22 #431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445)

Amended Appointment Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to amend the following appointments:

Bonanno, Adrienne - Occupational Therapist with Special Education, amending her November 17, 2021 Board of Education appointment from provisional to a one-year probationary appointment effective May 26, 2022. Salary remains the same. (SY 21-22 #446)

Gargiulo, Lisa - Teacher on Special Assignment, amending her appointment from 20 days of work over the summer to 30 days of work during the summer at her daily rate effective July 1, 2022. (SY 21-22 #447)

Pavlus, Brett - Occupational Therapist with Special Education, amending his December 21, 2021 Board of Education appointment from provisional to a one-year probationary appointment effective May 26, 2022. Salary remains the same. (SY 21-22 #448)

**MISCELLANEOUS
PERSONNEL ITEMS**

Jean LaPorta made a motion, seconded by Matt Sullivan and unanimously carried to waive the forty-eight hour notice requirement and approve the following miscellaneous personnel items:

**2022-23 Non-Represented Salaries
(SY 21-22 #449)**

**Resolution Amending the Terms and
Conditions of Benefits for Certain Non-
Represented Employees working in Regional
Transportation (SY 21-22 #450)**

Separation Agreement via the following resolution:

BE IT RESOLVED that the Board of Education of the BOCES hereby accepts the resignation of Melissa Ten Eyck effective May 24, 2022 pursuant to the terms of the Agreement by and between the District and Ms. Ten Eyck, approves the agreement dated May 23, 2022, and authorizes the District Superintendent to execute the same. (SY 21-22 #451)

BUSINESS ITEMS

CLAIMS AUDITOR REPORT

Carmen Caraco made a motion, seconded by Jean LaPorta, and unanimously carried to approve the Claims Auditor Reports for the periods of April 6, 2022 through April 27, 2022. (SY 21-22 #452, 453)

TREASURER'S REPORT

Rebecca Cozzocrea made a motion, seconded by Jean LaPorta and unanimously carried to approve the Treasurer's Report for the period of March 1, 2022 through March 31, 2022. (SY 21-22 #454)

EXTRACLASS REPORT

Matt Sullivan made a motion, seconded by Jean LaPorta and unanimously carried to approve the April 2022 Extraclass report as submitted. (SY 21-22 #455)

ITEMS TO BE DECLARES SALVAGE

Carmen Caraco made a motion to approve the items for salvage listed on the Chief Financial Officer's memorandum dated May 10, 2022. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 21-22 #456)

Questar III Inter-Municipal Agreement

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to authorize the District Superintendent to execute the inter-municipal Agreement by and between HFM BOCES and Questar III to provide HFM BOCES with Internal Audit Services and a Financial Risk Assessment update for the 2022-23 school year. (SY 21-22 #457)

**REVISED RFB
RECOMMENDATIONS**

Pursuant to the competitive bidding process, John DeValve made a motion, seconded by Rebecca Cozzocrea to accept the revised RFB recommendations as noted by memoranda from the Purchasing Official in the following areas. This motion was passed by a vote of 6 Ayes (Brooks, Caraco, Cozzocrea, DeValve, LaPorta and Zajicek) and 1 Nay (Sullivan)

RFB 21-06 Paper Products - Hill and Markes, Inc. is no longer able to adhere to the pricing on one item they submitted on RFB 21-06, recommend the Board accept the new pricing of the one item effective as noted on the Purchasing Agent's memo. (SY 21-22 #458)

RFB 21-08RE Groceries and RFB 21-09RE Meat and Dairy- Driscoll Foods is no longer able to adhere to the pricing on twenty-eight items they submitted on RFB 21-08RE and RFB 21-09RE, recommend the Board accept the new pricing of the twenty-eight items effective as noted on the Purchasing Agent's memo. (SY 21-22 #459)

**2022 ESYP CLASSROOM
LEASE**

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to approve the Special Education Lease for the 2022 Extended School Year Program as prepared and submitted by the Business Office. (SY 21-22 #460)

**HEALTH RESEARCH, Inc.
CONTRACT AMENDMENT
(Extension)**

John DeValve made a motion to authorize the District Superintendent to execute the Contract Amendment by and between HFM BOCES and Health Research, Inc. amending the original contract end date to July 31, 2023. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 21-22 #461)

**HEWLETT PACKARD
ENTERPRISE SUPPORT
AGREEMENT**

Jean LaPorta made a motion, second by Rebecca Cozzocrea and unanimously carried to authorize the District Superintendent to execute the Support Agreement by and between HFM BOCES and Hewlett Packard Enterprise to provide warranty services on the items listed from June 24, 2022 through June 30, 2023. (SY 21-22 #462)

CONTRACT - LAMAR
COMPANIES

Rebecca Cozzocrea made a motion, seconded by Jean LaPorta and unanimously carried to authorize the District Superintendent to execute the contract by and between HFM BOCES and the Lamar Companies to provide advertising space for the Adult Literacy and Corrections Education Programs. (SY 21-22 #463)

PTSI TRANSPORTATION
EFFICIENCY STUDY

Carmen Caraco made a motion to authorize the Transportation Efficiency Study with the Pupil Transportation Safety Institute to provide an assessment of the transportation department current staffing, procedures and operation practices to provide maximum efficiency while maintaining current or improved levels of safety for the students being transported. This motion was seconded by Matt Sullivan and unanimously carried. (SY 21-22 #464)

E-RATE CENTRAL

John DeValve made a motion, seconded by Rebecca Cozzocrea and unanimously carried to authorize the District Superintendent to execute the proposal for E-rate consulting services effective July 1, 2021 through June 30, 2022. (SY 21-22 #465)

RESCIND ITEM TO BE
DECLARED SALVAGE -
Information Only

The Board was informed that one item declared salvage at a previous Board meeting was incorrectly listed. (SY 21-22 #466)

BOARD MEMBER REPORTS
AND COMMENTS

Harry Brooks talked about the PTECH completion ceremony he had attended and how impressed he was with the dedication the HFM BOCES employees have to their students and how it showed in the students confidence.

Dr. Brooks also mentioned that he will be sending out an evaluation form to the Board members soon.

2022-23 Board
Meeting Schedule

The Board members were provided with the 2022-23 Board Meeting Schedule.

FUTURE MEETINGS

June 7, 2022 - CTE Commencement Ceremony (Auto Body, Auto Technology, Construction, Cosmetology, Criminal Justice, Culinary Arts) - 5:00 p.m., HFM BOCES Conference Center

June 8, 2022 - CTE Commencement Ceremony (Cybersecurity, Digital Multimedia, Engineering Technology, Foundations of Food, Environmental Conservation, Medical Assisting) - 5:00 p.m., HFM BOCES Conference Center

June 9, 2022 - CTE Commencement Ceremony (New Visions Education, New Visions Health, Skilled Trades, Vet and Animal Science) - 5:00 p.m., HFM BOCES Conference Center

June 14, 2022 - ADK Graduation - 12:30 p.m., FMCC RAO Theater

June 21, 2022 - Adult Achievement Celebration - 6:00 p.m., HFM BOCES Conference Center

June 22, 2022 - Special Education NYSAA Graduation Ceremony (5 students) - 12:30 p.m., Gloversville Middle School Auditorium

June 29, 2022 - HFM BOCES Regular Board Meeting - 5:00 p.m., HFM BOCES Conference Center

ADJOURNMENT:

With no further business to come before the Board, John DeValve made a motion at 6:38 p.m. to adjourn the meeting. This motion was seconded by Matt Sullivan and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board