

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

DATE December 21, 2022

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

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

MEMBERS ABSENT Jean LaPorta

OTHERS PRESENT David Ziskin, District Superintendent; Jay
DeTraglia, Assistant Superintendent; Aaron
Bochniak, Assistant Superintendent; Kathi
Lewis, School Business Official; Phoenix
Stoutner, Brandan Jasewicz, Josh Smith,
Christopher Wemple; Students and Christine
Eaton, Clerk

CALL TO ORDER Harry Brooks called the meeting to order at
5:01 p.m.

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

APPROVAL OF MINUTES Rebecca Cozzocrea made a motion, seconded by
Kathryn Zajicek to approve the minutes of the
November 30, 2022 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:

▶ Safety Team Update

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:

▶ Human Resources Structure

DISTRICT SUPERINTENDENT'S REPORT

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

▶ Regents State Aid Proposal

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.

Personnel Matters - Unclassified A-O

Matt Sullivan made a motion, seconded by Carmen Caraco and unanimously carried to accept the following Unclassified Personnel Matters:

BE IT RESOLVED that the Board of Education of the Hamilton-Fulton-Montgomery Board of Cooperative Education Services accepts the recommendation of the District Superintendent to approve the following unclassified personnel actions:

A. Probationary Appointments:

Upon the recommendation of the District Superintendent, the Board of Education hereby appoint the individual(s) listed below to a probationary appointment in the indicated tenure area contingent upon their successful completion of the probationary term and having received composite or overall APPR ratings of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than ineffective.

NONE

B. Tenure Appointments:

Upon the recommendation of the District Superintendent, the Board of Education hereby tentatively grants the following instructional employee(s) tenure in the indicated tenure area contingent upon successful completion of the probationary term.

NONE

C. Temporary Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Certification	Salary
1	Traver, Frederick	Integrated Math Teacher	1.0	CTE	12/9/2022	6/30/2023	Math 7-12 Permanent	\$70,000 (prorated)

D. Leave Replacements

NONE

E. Substitutes (Certified)

NONE

F. Substitutes (Uncertified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Eagan, Michaela	Substitute Teacher - Longer Term - Uncertified	Up to 5 days per week	Adirondack Academy	1/14/2023	6/30/2023	\$115.00/day
2	Button, Krystie	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	12/22/2022	6/30/2023	Per diem*
3	Marciniak, Michael	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location, As Needed	12/22/2022	6/30/2023	Per diem*
4	Moller, Westmore	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location, As Needed	12/22/2022	6/30/2023	Per diem*
5	Zielinski, Megan	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location, As Needed	12/22/2022	6/30/2023	Per diem*
6	Martin, Brandi	Substitute Teacher - Long Term - Uncertified	Up to 3 days per week	Instructional Services	1/14/2023	6/30/2023	\$115.00/day

*Hourly or per diem substitute rate as established by the Board of Education

G. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Date(s)
1	LaFountain, Miranda	Teacher	Special Education	12/2/2022-12/5/2022 (1.5 days)

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Date(s)
1	Hatcher, Barbara	Teacher	Special Education	11/30/2022 - 11/29/2023 (intermittent)
2	O'Malley, Riley	Administrative Coordinator	CTE	11/10/2022 - 11/9/2023 (intermittent)
3	Wild, Elizabeth**	Administrative Coordinator	Special Education	11/29/2022 - 2/21/2023
4	Young, Killian**	School Social Worker	Special Education	11/7/2022 - 2/3/2023

*Time off constitutes use of employee's leave accruals and, once exhausted, unpaid leave time

**Original leave approved by the BOE on 11/30/2022 amended to revise dates

H. Resignations

Item	Name	Position	Assignment	Effective Date
1	DeNovio, Maria	Teacher on Special Assignment (Instructional Coach - Data) - 0.6 FTE	Instructional Services	1/6/2023
2	Rietschel, Amy	Teacher on Special Assignment (Instructional Coach)	Instructional Services	1/25/2023

I. Layoffs

NONE

J. Recalls

NONE

K. Terminations

NONE

L. Retirements

Item	Name	Position	Assignment	Effective Date
1	Malagisi, Lisa	Adult Educator	ALCE	6/30/2023

M. Summer (Temporary) Appointments

NONE

N. Rescind Appointments - Instructional Personnel

NONE

O. Change of Assignment - Instructional Personnel - Informational Only

NONE

Personnel Matters - Classified

Matt Sullivan made a motion, seconded by Carmen Caraco and unanimously carried to accept the following Classified Personnel Matters:

BE IT RESOLVED that the Board of Education of the Hamilton-Fulton-Montgomery Board of Cooperative Education Services accepts the recommendation of the District Superintendent to approve the following classified personnel actions:

A. Non-Instructional Appointments: Permanent Status Serving Probation

Item	Name	Position Title	FTE	Assignment	Probationary Appointment Start Date	Probationary Appointment End Date	Salary
1	Koehler, Barbara	Senior Account Clerk (#010234)	1.0	Regional Transportation	1/3/2023	1/2/2024	No Change
2	VanAllen, Marie*	School Bus Attendant	1.0	Regional Transportation	11/14/2022	11/13/2023	\$14.03/hour
3	Fisher, Lorraine	Teacher Aide	1.0	CTE	12/23/2022	12/22/2023	\$21,006.98

*Original appointment 11/30/2022 amended to reflect new start date

B. Non-Instructional Appointments: Contingent Permanent
NONE

C. Provisional Appointments: Starting
NONE

Provisional Appointments: Ending

Item	Name	Position Title	FTE	Assignment	Provisional Appointment End Date
1	Koehler, Barbara	Senior Account Clerk (#080921)	1.0	Business Office	1/2/2023

D. Substitute Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Zielinski, Megan	Substitute School Monitor	Pro Re Nata	Any BOCES location, as needed	12/22/2022	6/30/2023	Hourly*
2	Zielinski, Megan	Substitute Teacher Aide	Pro Re Nata	Any BOCES location, as needed	12/22/2022	6/30/2023	Hourly*

3	Crego, Migdalia***	Substitute Teacher Aide - Long-Term - Retired	1.0	PTECH	9/1/2022	6/30/2023	\$110.00/day
4	Chase, Angela**	Substitute School Bus Driver Trainee	Pro Re Nata	Regional Transportation	10/31/2022	6/30/2023	Hourly*
5	McArthur, Victoria**	Substitute School Bus Driver Trainee	Pro Re Nata	Regional Transportation	12/5/2022	6/30/2023	Hourly*

*Hourly or per diem substitute rate as established by the Board of Education

**Original appointment 11/30/2022 amended to reflect correct rate of pay

***Original appointment 8/31/2022 amended to reflect correct position title

E. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Effective Date
1	Papa, Mary	Teacher Aide	Special Education	11/28/2022 - 12/22/2022 (19 days)
2	Towne, Mackenzie	Teacher Aide	Special Education	12/5/2022 - 12/20/2022 (12 days)

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Effective Date
1	Buddle, Nicolette	School Bus Attendant	Regional Transportation	11/28/2022 - 1/10/2023
2	Dygert, Misty	Records Management Clerk	Central Administration	1/6/2023 - 2/17/2023 (intermittent)
3	Eaton, Laurie	Teacher Aide	Adirondack Academy	12/4/2022 - 2/6/2023 (intermittent)

*Time off constitutes use of employee's leave accruals and, once exhausted, unpaid leave time

F. Retirements

Item	Name	Position Title	Assignment	Effective Date
1	Hine, Darla	Teacher Aide	Special Education	6/30/2023
2	Hotaling, Valerie	Teacher Aide	Special Education	6/30/2023

G. Terminations

Item	Name	Position Title	Assignment	Effective Date
1	Wright, Amanda	Teacher Aide	Special Education	12/21/2022

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Fisher, Lorraine	Senior Typist	CTE	12/22/2022

I. Layoffs

NONE

Reductions

NONE

J. Recalls

NONE

K. Change of Assignment - Information Only

NONE

L. Temporary Appointments

Item	Name	Position Title	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Hanifan, Lorrie*	Casual Employee	Not to exceed 1200 hours	CTE	7/5/2022	6/31/2023	\$31.00/hour

*Original appointment 6/29/2022 amended to increase maximum effort from 800 hours to 1200 hours

M. Summer (Temporary Appointments)

NONE

N. Transfer of Position - Information Only

Item	Position Title	Position Number	Change Location From	Change Location To	Effective Date
1	Senior Account Clerk	#010234	Operations	Regional Transportation	1/3/2023

ESTABLISH POSITIONS

Matt Sullivan made a motion, seconded by Carmen Caraco and unanimously carried to establish the positions of Human Resources Director (Civil Service Title: Human Resources Manager #131876) and two School Monitor positions (Civil Service #131877 and #131878.

- CLAIMS AUDITOR REPORT** John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the Claims Auditor Report for the period of November 2, 2022 through November 30, 2022. (SY 22-23 #96)
- TREASURER'S REPORT** John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the Treasurer's Report for the period of October 1, 2022 through October 31, 2022. (SY 22-23 #97)
- EXTRACLASS REPORTS** John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the November 2022 Extraclass report as submitted. (SY 22-23 #98)
- GRANTS** Rebecca Cozzocrea made a motion, seconded by Carmen Caraco 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:
- Pathways in Tech Early College HS - \$625,000
(SY 22-23 #99)
- HOME RUN AND TURNABOUT PREVENTION PROGRAM AGREEMENT** John DeValve made a motion to approve the agreements by ands between the Montgomery County Department of Social Services and Hamilton-Fulton-Montgomery County to provide the 2023 Home Run and/or Turnabout Prevention Programs to the following school districts: Greater Amsterdam School District (2 programs); Fort Plain School District (2 programs); Oppenheim-Ephratah-St. Johnsville Central School District (2 programs); Fonda-Fultonville Central School District (1 program) and Canajoharie Central School District (2 programs) effective January 1, 2023 through December 31, 2023. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 22-23 #100, 101, 102, 103, 104, 105, 106, 107, 108)
- ITEMS TO BE DECLARED SALVAGE** John DeValve made a motion, seconded by Matt Sullivan to approve the items as salvage listed on the Chief Financial Officer's Memorandum dated November 30, 2022. (SY 22-23 #109)

- INDEPENDENT CONTRACTOR SERVICES AGREEMENT - EVERSLEY-BRADWELL CONSULTING John DeValve made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and Eversley Bradwell Consulting to plan and deliver a summer professional development session for component district leadership teams. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 22-23 #110)
- DREAM CONSORTIUM John DeValve made a motion, seconded by Carmen Caraco and unanimously carried 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 2023-2024 school year. (SY 22-23 #111)
- SUBSTITUTE RATES AND LIFEGUARD RATE ADJUSTMENT Due to the increase in minimum wage, Kathryn Zajicek made a motion to amend the substitute and lifeguard rates effective December 31, 2022 as listed on the Chief Financial Officer's memorandum. This motion was seconded by Matt Sullivan and unanimously carried. (SY 22-23 #112)
- Ag-PTECH - FMRCC CONTRACT 2022 Kathryn Zajicek made a motion to authorize the District Superintendent to execute the Contract for Administration of Ag-PTECH Mentoring Program by and between HFM BOCES and the Fulton-Montgomery Chamber of Commerce effective July 1, 2022 through December 31, 2022. This motion was seconded by Carmen Caraco and unanimously carried. (SY 22-23 #113)
- Ag-PTECH - FMRCC CONTRACT 2023 John DeValve made a motion, seconded by Kathryn Zajicek to authorize the District Superintendent to execute the Contract for Administration of Ag-PTECH Mentoring Program by and between HFM BOCES and the Fulton-Montgomery Chamber of Commerce effective January 1, 2023 through December 31, 2023. This motion was unanimously carried. (SY 22-23 #114)

OTHER BUSINESS

Carmen Caraco made a motion, seconded by John DeValve and unanimously carried to accept the following policy and revised policies as second readings and adopt them:

Policy #4500 - General Procurement Standards (SY 22-23 #115)

Policy #4501 - Competitive Bidding (SY 22-23 #116)

Policy #4502 - Non-Bid Purchasing (SY 22-23 #117)

Policy #4506 - Procurement: Uniform Grant Guidance for Federal Awards (SY 22-23 #118)

BOARD MEMBER
REPORTS and
COMMENTS

Matt Sullivan told the Board about a program called Yondr the Schoharie High School has in place where students put their phones away in a sealed pouch during the school day.

FUTURE MEETINGS

January 25, 2023 - 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 5:58 p.m. to adjourn the meeting. This motion was seconded by Kathryn Zajicek and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board