

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

DATE October 26, 2022

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

MEMBERS PRESENT Harry Brooks John DeValve, Jean LaPorta and Kathryn Zajicek

MEMBERS ABSENT Carmen Caraco, Rebecca Cozzocrea and Matt Sullivan

OTHERS PRESENT David Ziskin, District Superintendent; Jay DeTraglia, Assistant Superintendent; Aaron Bochniak, Assistant Superintendent; Mark Beaudette, Questar III BOCES Internal Auditor; Carden Smith, Computer Service Coordinator and Christine Eaton, Clerk

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

APPROVAL OF AGENDA John DeValve made a motion, seconded by Jean LaPorta 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.

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

INDEPENDENT AUDIT REPORT PRESENTATION Mark Beaudette, Internal Auditor from Questar III BOCES reviewed the 2021-22 Internal Audit Risk Assessment with the Audit Committee.

2022-23 INTERNAL AUDIT FOCUS AREA: The Board discussed picked Accounts Payable as a focus area for the 2022-23 Internal Audit.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at 5:21 p.m upon a motion made by Kathryn Zajicek, seconded by Jean LaPorta and unanimously carried.

APPROVAL OF MINUTES John DeValve made a motion, seconded by Jean LaPorta to approve the minutes of the September 28, 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:

- ▶ Network Team
- ▶ Principal PLC
- ▶ Threat Assessment Management Program

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:

- ▶ Regional Transportation Update
- ▶ ELC Grant

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

- ▶ State Updates
- ▶ NYSERDA Electric Bus Stakeholder Committee

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-P John DeValve made a motion, seconded by Kathryn Zajicek 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	Ackermann, John	Skills USA Advisor	Extracurricular Compensation	CTE	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
2	Mead, Julie	Skills USA Advisor	Extracurricular Compensation	CTE	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
3	Decker, Donna	Substitute Interviewer	Pro Re Nata	Human Resources	9/29/2022	6/30/2023	School District Administrator Permanent	\$30.00/hour

4	DeNovio, Maria***	Teacher on Special Assignment (Instructional Coach - Data)	0.6 FTE and up to three additional days per month	Instructional Support Services	9/1/2022	6/30/2023	Literacy (Grades 5-12) Initial Certificate	Schedule D, Step 18 (prorated)
5	Abel, Kimberly^	Positivity Club Advisor	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
6	Brode, Jacob^^	Drama and Glee Club Advisor	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
7	Denney, Kayleigh	PTECH - Student Government	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract (50%)
8	McGill, Melissa	Art Club Advisor	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
9	Schuyler, Rodney*	Debate Club Advisor	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract

10	Schuyler, Rodney*	Gaming Club Advisor	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
11	VanSlyke, Taylor**	PTECH - Student Government	Extracurricular Compensation	PTECH	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract (50%)
12	Neri, Annamarie	Autism Advisor	Extracurricular Compensation	Special Education	9/1/2022	6/30/2023	n/a	Per Article 20 of the BOCES Teachers' Association Contract
13	Decker, Donna	Interim Administrative Coordinator	Up to 100 days	Special Education	10/27/2022	6/30/2023	Special Education Permanent, School District Administrator Permanent	\$500.00/day
14	Edwards, Karen	Special Education Teacher	Up to 75 days	Special Education	10/27/2022	6/30/2023	Special Education Permanent	\$350.00/day

*Original appointment on 9/28/2022 being amended to reflect appointment as Advisor for two clubs.

**Original appointment on 9/28/2022 being amended to adjust compensation due to appointment of a second advisor.

***Original appointment on 8/31/2022 being amended to add additional days

^Original appointment on 9/28/2022 being amended to reflect full stipend for advisorship

^^Original appointment on 9/28/2022 being amended to update club name

D. Leave Replacements

NONE

E. Substitutes (Certified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Certification	Salary
1	Riccio, Michela	Substitute Teacher Certified	Pro Re Nata	Any BOCES Location, as needed	10/27/2022	6/30/2023	Special Education Permanent	Per diem*

2	Campos-Sollecito, Diane	Substitute Teacher Certified - Retired	Pro Re Nata	Any BOCES Location, as needed	10/27/2022	6/30/2023	Health Permanent	Per diem*
3	Saltsman, Lynn**	Substitute Teacher Certified - Retired	Pro Re Nata	Any BOCES Location, as needed	10/27/2023	6/30/2023	Biology 7-12 Permanent, Chemistry & General Science 7-12 Permanent	Per diem*

*Hourly or per diem substitute rate as established by the Board of Education on 7/6/2022

**Prior appointment to substitute position being amended to reflect retiree status/rate of pay

F. Substitutes (Uncertified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Crego, Migdalia**	Substitute Teacher - Long Term - Uncertified	1	PTECH	9/1/2022	1/13/2023	\$110.00/day
2	Martin, Brandi	Substitute Teacher - Long Term - Uncertified	1.0	Instructional Support Services - Itinerant	10/12/2022	1/13/2023	\$110.00/day
3	House-Quinn, Cynthia	Substitute Teacher Uncertified	Pro Re Nata	Any BOCES Location, as needed	10/27/2022	6/30/2023	Per diem*

*Hourly or per diem substitute rate as established by the Board of Education on 7/6/2022

**Original appointment on 8/31/2022 being amended to include correct end date

G. Leaves (Unpaid)

NONE

Leaves (FMLA)*

NONE

H. Resignations

NONE

I. Layoffs

NONE

J. Recalls
NONE

K. Terminations
NONE

L. Retirements
NONE

M. Summer (Temporary) Appointments
NONE

N. Rescind Appointments - Instructional Personnel

Item	Name	Position	Assignment	Effective Date	Previous Appointment Date
1	McGill, Melissa	Positivity Club Advisor (50%)	PTECH	9/1/2022	9/28/2022

O. Change of Assignment - Instructional Personnel - Informational Only
NONE

P. Change FTE/Hours/Salary

Item	Name	Position Title	Effort From	Effort To	Effective Date	Salary
1	Kaliath, Latha	ENL Teacher/ Itinerant Services	0.90	1.00	10/24/2022	Schedule D, Step 15 (prorated)

Personnel Matters - Classified - John DeValve made a motion, seconded by Kathryn Zajicek 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	Houghton Jr., Thomas	School Bus Attendant	1.0	Regional Transportation	10/17/2022	10/16/2023	\$14.03/hour
2	Sweeney, Judiann	School Bus Attendant	1.0	Regional Transportation	10/11/2022	10/10/2023	\$14.03/hour
3	Hart-DeMagistris, Rebecca	Teacher Aide	Up to 700 Hours	ALCE	10/27/2022	10/27/2023	\$16.16/hour
4	Kohler, Pamela	Teacher Aide	1.0	Special Education	11/7/2022	11/6/2023	\$21,006.98 (prorated)
5	Peek, Lori	Teacher Aide	1.0	Special Education	9/29/2022	9/28/2023	\$25,003.49 (prorated)
6	Rockwell, Katelyn	Teacher Aide	1.0	Special Education	10/3/2022	10/2/2023	\$21,006.98 (prorated)

B. Non-Instructional Appointments: Contingent Permanent

NONE

C. Provisional Appointments: Starting

NONE

Provisional Appointments: Ending

NONE

D. Substitute Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Houghton Jr., Thomas	Substitute Bus Driver Trainee	Pro Re Nata	Regional Transportation	10/17/2022	6/30/2023	\$18.01/hour
2	Frasier, Bonnie	Substitute School Monitor	Pro Re Nata	Any BOCES location as needed	10/27/2022	6/30/2023	Per Hour*
3	Frasier, Bonnie	Substitute Teacher Aide	Pro Re Nata	Any BOCES location as needed	10/27/2022	6/30/2023	Per Hour*
4	Vosburgh, Shelley**	Substitute Teacher Aide/Monitor - Retired	Pro Re Nata	Any BOCES location as needed	10/27/2022	6/30/2022	Per Hour*

*Hourly or per diem substitute rate as established by the Board of Education on 7/6/2022

**Prior appointment to substitute position being amended to reflect retiree status/rate of pay

E. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Effective Date
1	Fuerst, Charlee	Teacher Aide	Special Education	10/7/2022 [1 day]
2	Peek, Lori	Teacher Aide	Special Education	10/6/2022 & 10/7/2022 [2 days]

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Effective Date
1	Morse, Adrienne	Teacher Aide	PTECH	9/20/2022 - 10/5/2022

*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	Holloway, Jerri	Physical Therapist	Special Education	6/30/2023
2	Nicosia, Cathy	Teacher Aide	Special Education	11/28/2022

G. Terminations

NONE

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Graham, Taylor	Teacher Aide	Special Education	11/4/2022
2	Horton, Nikayla	Physical Therapist	Special Education	11/18/2022
3	Tagliatela, Hannah	School Bu Attendant	Regional Transportation	10/19/2022

I. Layoffs

NONE

Reductions

NONE

J. Recalls

NONE

K. Change of Assignment - Information Only

Item	Name	Position Title	Change Assignment From	Change Assignment To	Effective Date
1	Miklic, Audrey	Teacher Aide	Special Education	Adirondack Academy	10/17/2022

L. Temporary Appointments

Item	Name	Position Title	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Bordak, William	Casual Employee	Pro Re Nata	Regional Transportation	10/19/2022	6/30/2023	\$40.00/hour
2	Hanifan, Lorrie	Deputy Claims Auditor	Pro Re Nata	Business Office	10/27/2022	6/30/2023	\$30.00/hour

M. Summer (Temporary Appointments)

NONE

MISCELLANEOUS PERSONNEL ITEMS

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to approve the following miscellaneous resolutions:

Memorandum of Agreement by and between the HFM BOCES Board of Cooperative Educational Services and the BOCES Teachers' Association Unit dated October 26, 2022 (SY 22-23 #66)

CLAIMS AUDITOR REPORT

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the Claims Auditor Report for the period of September 6, 2022 through September 30, 2022. (SY 22-23 #67)

TREASURER'S REPORT

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the Treasurer's Report for the period of August 1, 2022 through August 31, 2022. (SY 22 23 #68)

EXTRACLASS REPORTS

John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to approve the September 2022 Extraclass report as submitted. (SY 22-23 #69)

- ITEMS TO BE
DECLARES SALVAGE Kathryn Zajicek made a motion to approve the item for salvage listed on the Chief Financial Officer's memorandum dated October 5, 2022. This motion was seconded by Jean LaPorta and unanimously carried. (SY 22-23 #70)
- 2021-22 INTERNAL
AUDIT REPORT Having been discussed by the audit committee, John DeValve made a motion to accept the 2021-22 Annual Risk Assessment and the 2021-22 Human Resources Hiring Practices Audit submitted by Internal Auditor Mark Beaudette, CPA, Questar III BOCES, taking note of the Chief Financial Officer's Management Response Letters. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 22-23 #71, #72)
- DISTRICT
SUPERINTENDENT'S
CREDIT CARD SUMMARY John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to accept the District Superintendent's Credit Card Summary for the period of July 1, 2022 through September 30, 2022. (SY 22-23 #73)
- INDEPENDENT
CONTRACTOR SERVICES
AGREEMENT -
VersaTrans Routing Jean Laporta made a motion to authorize the District Superintendent to execute the Independent Contractor Services Agreement with Michael Boettcher to provide training and support to the HFM BOCES Regional Transportation Staff on VersaTrans Routing and Planning Software. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 22-23 #74)
- CTE-FMRCC CONTRACTS John DeValve made a motion, seconded by Jean LaPorta and unanimously carried to authorize the District Superintendent to execute the two Contracts for the Administration of Career and Technical Education - Business Education Partnership by and between HFM BOCES and the Fulton-Montgomery Regional Chamber of Commerce effective September 1, 2022 through August 31, 2023. (SY 22-23 #75, #76)
- BOARD MEMBER
REPORTS and
COMMENTS Dr. Ziskin pointed out that October 17-21, 2022 was School Board Recognition week and told the Board they are appreciated for all that they do.

FUTURE MEETINGS November 30, 2022 - 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 6:16 p.m. to adjourn the meeting. This motion was seconded by Kathryn Zajicek and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board