

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

DATE January 31, 2023

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

MEMBERS PRESENT Harry Brooks, Carmen Caraco, Rebecca Cozzocrea  
John DeValve, Jean LaPorta and Kathryn Zajicek

MEMBERS ABSENT Matt Sullivan

OTHERS PRESENT David Ziskin, District Superintendent; Jay  
DeTraglia, Assistant Superintendent; Aaron  
Bochniak, Assistant Superintendent; Kathi  
Lewis, School Business Official; William Bordak  
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 Kathryn  
Zajicek 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 John DeValve made a motion, seconded by  
Kathryn Zajicek to approve the minutes of the  
December 21, 2023 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:

- ▶ Strategic Goal Presentation

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 Staffing Update
- ▶ Human Resources Staffing Update

**DISTRICT SUPERINTENDENT'S REPORT**

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

► Overview of the 2023-24 Administrative Budget

**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**

Jean LaPorta made a motion, seconded by Rebecca Cozzocrea 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.

Item	Name	Tenure Area/ Position Title	FTE	Assignment	Probationary Appointment Start Date	Probationary Appointment End Date	Certification Status	Salary
1	Rulison, Molly*	School Social Worker / Social Worker	1.0	Special Education	2/9/2023	2/8/2027	School Social Worker Provisional	Schedule E, Step 10 (prorated)

\*Appointment contingent upon successful completion of all requirements for certification

**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.

Item	Name	Tenure Area	Position Title	Assignment	Effective Date
1	DiMezza, Michael	Principal CTE	Principal CTE	CTE	6/30/2023

2	Halloran, Thomas	Social Studies	Teacher	Adirondack Academy	3/29/2023
3	Knapp, Jennifer	Instructional Support Services in the Integration of Technology into Instructional Practices	Instructional Coach - Technology	Special Education	4/29/2023
4	Sala (Hext), Kasie	School Psychologist	School Psychologist	Adirondack Academy	5/29/2023

C. Temporary Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Certification	Salary
1	Brown, Michelle	Mentor	Stipend	OT/PT Member	1/12/2023	6/30/2023	Speech and Language Disabilities Professional	\$1,500.00*
2	Carioto, Christine	Mentor	Stipend	PTECH BAA Member	12/22/2022	6/30/2023	School Building Leader Professional	\$1,000.00*
3	Kovian, Theresa	Interim Speech Therapist	Not to exceed 108 days	Special Education	1/4/2023	6/23/2023	Speech and Hearing Handicapped Permanent	\$350/day
4	Marshall, Jennifer	Mentor	Stipend	ISS BTA Member	1/12/2023	6/30/2023	Childhood Education (Grades 1-6) Professional	\$1,500.00*
5	Martin, Brandi	Itinerant Art Teacher	.60 FTE	Instructional Support Services - Itinerant	1/5/2023	6/30/2023	Visual Arts Initial	Schedule D, Step 10 (prorated)
6	Salvagni, Daniel	Mentor	Stipend	Special Education BAA Member	1/3/2022	6/30/2023	School District Administrator Permanent	\$1,000.00*
7	Schuyler, Phillip	Technology Coach	Not to exceed 500 hours	CTE	2/2/2023	6/30/2023	Media Communications 7-12 Professional	\$40.00/hour

\*Stipend paid at conclusion of 2022-23 school year, contingent upon mentees completion of mentoring requirements

D. Leave Replacements

**NONE**

E. Substitutes (Certified)

**NONE**

\*Hourly or per diem substitute rate as established by the Board of Education on 12/21/2022

F. Substitutes (Uncertified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Gogis, Krista	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Per Diem*
2	Hotaling, Molly	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Per Diem*
3	Sameti, Afssanneeh	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Per Diem*
4	Smith, Maddison	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Per Diem*

\*Hourly or per diem substitute rate as established by the Board of Education on 12/21/2022

G. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Date(s)
1	Halloran, Thomas	Teacher	Adirondack Academy	1/23/2023 - 1/25/2023 (3 days)
2	LaFountain, Miranda	Teacher	Special Education	1/3/2023 (0.5 day)
2	Peters, Susan	Teacher	Adirondack Academy	1/26/2023 - 1/27/2023 (2 days)

Leaves (FMLA)\*

Item	Name	Position Title	Assignment	Date(s)
1	Figueroa, Andrea	School Counselor	Special Education	12/1/2022 - 11/30/2023 (intermittent)

2	Harper, Todd	Teacher	CTE	1/3/2023 - 1/8/23 and 1/9/2023 - 2/1/2023 (intermittent)
3	Kaliath, Latha	Teacher	Instructional Support Services (Itinerant)	2/13/2023 - 3/8/2023
4	Martelle-Mahon, Jennifer	School Social Worker	Special Education	12/12/2022 - 12/26/2022 then intermittent through 12/11/2023
5	Somerville-Braun, Nathanael	Teacher	PTECH	2/27/2023 - 3/17/2023

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

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  
**NONE**

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

Personnel Matters - Jean LaPorta made a motion, seconded by Rebecca Cozzocrea and unanimously carried to accept the following Classified Personnel Matters:

II. **BE IT RESOLVED** that the Board of Education of the Hamilton-Fulton-Montgomery Board of Cooperative Education Services accept 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	Albertin, Emalee	Mail Courier (11-month)	1.0	Instructional Resource Center	1/26/2023	1/25/2024	no change
2	Beedon, John	School Monitor (10-month + 20 days)	1.0	Operations	2/1/2023	1/31/2024	\$21,006.98 (prorated) + 20 summer days (at per diem rate)
3	Urrey, Jennifer	Teacher Aide	1.0	PTECH	1/9/2023	1/8/2024	\$21,006.98 (prorated)

B. Non-Instructional Appointments: Contingent Permanent  
**NONE**

C. Provisional Appointments: Starting

Item	Name	Position Title	FTE	Assignment	Provisional Appointment Start Date	Salary
1	Bordak, William	Director of Human Resources (Human Resources Manager #131876)	1.0	Central Administration / Human Resources	2/1/2023	\$95,000.00 (prorated)
2	Moore, Amanda	Bus Driver/Dispatcher	1.0	Regional Transportation	1/9/2023	\$41,505.71 (prorated)

Provisional Appointments: Ending

Item	Name	Position Title	FTE	Assignment	Provisional Appointment End Date
1	Albertin, Emalee	Mail Courier (11-month)	1.0	Instructional Resource Center	1/25/2023

D. Substitute Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Gogis, Krista	Substitute School Monitor	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
2	Gogis, Krista	Substitute Teacher Aide	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
3	Hotaling, Molly	Substitute School Monitor	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
4	Hotaling, Molly	Substitute Teacher Aide	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
5	Sameti, Afssanneeh	Substitute School Monitor	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
6	Sameti, Afssanneeh	Substitute Teacher Aide	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
7	Smith, Maddison	Substitute School Monitor	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*
8	Smith, Maddison	Substitute Teacher Aide	Pro Re Nata	Any BOCES Location as needed	1/26/2023	6/30/2023	Hourly*

\*Hourly or per diem substitute rate as established by the Board of Education on 12/21/2022

E. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Effective Date
1	Papa, Mary	Teacher Aide	Special Education	1/25/2023 - 1/30/2023 (4 days)

2	Towne, Mackenzie	Teacher Aide	Special Education	11/30/2022, 1/4/2023 - 1/25/2023 (16 days)
3	Vogel, Kayla	School Bus Attendant	Regional Transportation	1/6/2023 (1/2 day)
4	Wheeler, Herbert	Bus Driver	Regional Transportation	2/10/2023 - 2/17/2023 (6 days)

Leaves (FMLA)\*

Item	Name	Position Title	Assignment	Effective Date
1	Buddle, Nicolette**	School Bus Attendant	Regional Transportation	11/28/2022 - 1/24/2023
2	Papa, Mary	Teacher Aide	Special Education	11/21/2022 - 1/3/2023
3	Sweeney, Vivian	School Bus Attendant	Regional Transportation	12/16/22 - 1/17/2023 and 3/9/2023
4	Wilmot, Erin	Teacher Aide	Special Education	1/12/2023 - 1/30/2023

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

\*\*Original FMLA dates approved on 12/21/2022 amended to extend end date

Leaves of Absence

Item	Name	Position Title	Assignment	Effective Dates
1	Moore, Amanda	Bus Driver	Regional Transportation	1/9/2023- 1/8/2024

F. Retirements

**NONE**

G. Terminations

Item	Name	Position Title	Assignment	Effective Date
1	Towne, Mackenzie	Teacher Aide	Special Education	1/25/2023
2	Wilson, Robert	Bus Driver	Regional Transportation	1/25/2023

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Riedle, John	Custodial Worker	Operations & Maintenance	3/31/2023



- I. Layoffs  
NONE  
Reductions  
NONE
- J. Recalls  
NONE
- K. Change of Assignment - Information Only  
NONE
- L. Temporary Appointments  
NONE
- M. Summer (Temporary Appointments)  
NONE

**CLAIMS AUDITOR REPORT** Kathryn Zajicek made a motion, seconded by Carmen Caraco and unanimously carried to approve the Claims Auditor Report for the period of December 7, 2022 through December 21, 2022. (SY 22-23 #119)

**TREASURER'S REPORT** Kathryn Zajicek made a motion, seconded by Carmen Caraco and unanimously carried to approve the Treasurer's Report for the period of November 1, 2022 through November 30, 2022. (SY 22-23 #120)

**EXTRACLASS REPORTS** Kathryn Zajicek made a motion, seconded by Carmen Caraco and unanimously carried to approve the December 2022 Extraclass report as submitted. (SY 22-23 #121)

**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 October 1, 2022 through December 31, 2022. (SY 22-23 #122)

**ASSISTANT SUPERINTENDENT AND CFO 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 October 1, 2022 through December 31, 2022. (SY 22-23 #123)

**CTE DONATION** Kathryn Zajicek made a motion to accept the donation of \$10,000.00 from Brown's Ford to be split between the Career and Technical Education Auto Body and Automotive Technology Programs to purchase additional equipment for those programs. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 22-23 #124)

**BOUCHEY AND CLARKE ACA AGREEMENT** Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to authorize the District Superintendent to execute the Agreement by and between HFM BOCES and Bouchey and Clarke Benefits, Inc. to perform tracking and reporting services pursuant to the Affordable Care Act for HFM BOCES for the period of July 1, 2022 through June 30, 2023. (SY 22-23 #125)

**RFP EXTENSION** Pursuant to the competitive bidding process, Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea and unanimously carried to accept the proposal extension recommendation as noted by memorandum from the Purchasing Official in the following area:

**RFP 20-03 Scoring Analysis** - Educational Vistas, Inc., 220 Maxon Road, Schenectady, NY 12308. (SY 22-23 #126)

**ENDORSEMENT OF 2023-2024 ADMINISTRATIVE BUDGET** Carmen Caraco made a motion to endorse the 2023-2024 Administrative budget in the amount of \$3,929,339, which includes \$1,990,269 for retiree health and dental. This is a 1.2% increase over the 2022-23 budget of \$3,881,210 which included a \$1,979,383 for retiree health and dental. The Administrative budget will be reviewed with the component Boards of Education at the April 5, 2023 annual meeting and is subject to public vote by said school districts on April 26, 2023. This motion was seconded by Kathryn Zajicek and unanimously carried. (SY 22-23 #127)

**OTHER BUSINESS  
2023-24 HFM BOCES  
SCHOOL CALENDAR**

Jean LaPorta made a motion, seconded by John DeValve and unanimously carried to adopt the 2023-24 HFM BOCES School Calendar as submitted. (SY 22-23 #128)

**2022-2023  
PROFESSIONAL  
LEARNING PLAN  
COMMITTEE**

John DeValve made a motion, seconded by Kathryn Zajicek and unanimously carried to appoint the following to the Professional Learning Plan (PLP) Committee for the 2022-2023 school year:

<b>Name</b>	<b>Program</b>	<b>Role</b>
Jay DeTraglia	HFM BOCES	Assistant Superintendent
Tara Caraco	Instructional Services	Coordinator
Christine Carioto	Adirondack Academy	Principal
Brian Garrity	Adirondack Academy	Coordinator
Russel Brown	Adirondack Academy	Teacher
Michael DiMezza	Career and Technical Education	Principal
Celeste Keane	PTech	Principal
Nancy Turnbull	Special Education	Teacher
Jeanne Halloran	PTech	Teacher
Vanessa Stark	PTech	Teacher
Anna Goderie	PTech	Teacher
Cody LaFountain	Special Education	Teacher
Miranda LaFountain	Special Education	Teacher
Michelle Rice	Special Education	Teacher
Alexandria Chase	Special Education	Teacher
Daniella Murphy	Special Education	Teacher
Jodi Eakin	Special Education	Curriculum Coach
Heather Bozek	Instructional Services	Coordinator of District Data
Christie Davis	FMCC	Director of External Partnerships and Applied Learning
Daniel Fogerty	FMCC	Associate Dean of Academic and Student Affairs

2022-2025  
PROFESSIONAL  
LEARNING PLAN

Jean LaPorta made a motion to approve the Professional Learning Plan (PLP) for the 2022-2025 school years as submitted. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 22-23 #129)

FUTURE MEETINGS

February 15, 2023 - HFM BOCES Regular Board Meeting - 9:00 a.m., HFM BOCES Board Room

ADJOURNMENT:

With no further business to come before the Board, John DeValve made a motion at 6:03 p.m. to adjourn the meeting. This motion was seconded by Kathryn Zajicek and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board