

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

DATE July 5, 2023

PLACE HFM BOCES Board Room

KIND OF MEETING Reorganization Meeting

MEMBERS PRESENT Harry Brooks, Paula Brown-Weinstock, Rebecca Cozzocrea, Matt Sullivan and Kathryn Zajicek

MEMBER ABSENT Carmen Caraco and Carolyn Wilcox

OTHERS PRESENT David Ziskin, District Superintendent; Aaron Bochniak, Assistant Superintendent; Kathi Lewis, School Business Manager; William Bordak, Director of Human Resources and Christine Eaton, Clerk

CALL TO ORDER The reorganization meeting of HFM BOCES was called to order by Board Clerk at 5:00 p.m.

TEMPORARY CHAIRPERSON Matt Sullivan made a motion, seconded by Kathryn Zajicek to appoint the District Superintendent as the temporary chairperson of the reorganizational meeting. This motion carried unanimously.

OATH OF OFFICE At this time the Clerk administered the oath of office to Board Member Paula Brown-Weinstock.

NOMINATIONS AND ELECTION OF PRESIDENT The District Superintendent then asked for nominations for the office of President. Matt Sullivan made a motion, seconded by Rebecca Cozzocrea, to nominate Harry Brooks to the office of President for the 2023-2024 school year. Matt Sullivan then made a motion, seconded by Rebecca Cozzocrea, to close the polls, temporarily suspend the rules and instruct the Clerk to cast one vote for Harry Brooks to the office of President. This motion was unanimously carried.

OATH OF OFFICE Dr. Brooks was then administered the oath of office of Board President.

PRESIDENT ASSUMES LEADERSHIP At this time, President Brooks assumed leadership of the meeting.

NOMINATION AND ELECTION OF VICE PRESIDENT Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea, to nominate Matt Sullivan to the office of Vice President for the 2023-2024 school year. Kathryn Zajicek then made a motion, seconded by Rebecca Cozzocrea to close the polls, temporarily suspend the rules and instruct the Clerk to cast one vote for Matt Sullivan to the office of Vice President. This motion carried unanimously.

OATH OF OFFICE Mr. Sullivan was administered the oath of office of Vice President.

REORGANIZATION APPOINTMENTS Upon the District Superintendent's recommendation the following appointments for the 2023-2024 school year were presented for Board approval:

<u>TITLE</u>	<u>PERSON/ORGANIZATION</u>
Clerk of the Board	Christine Eaton
Treasurer	Jennifer Clear
Deputy Treasurer	Michelle Abrams
Claims Auditor (\$30 per hour)	Misty Dygert
Deputy Internal Claims Auditor (\$30 per hour)	Lorrie Hanifan
Extracurricular Accounts Treasurer	Carene Christensen
Asst. Treas. of Extracurricular Accts.	Jennifer Clear
Extra Class Faculty Auditor	Michelle Abrams
Extra Class Faculty Counselor	Michael Jacob (Special Ed) Michael DiMezza (CTE) Celeste Keane (PTECH) Christine Carioto (ADK)
Extra Class Faculty Advisors	(List appended to minutes)
Verifier of Purchase Orders	Lisa Royal
Purchasing Officer	Stephanie Dineen
Deputy Purchasing Officer	School Business Manager
Official Newspaper	The Leader Herald
Official Radio Stations	WENT, Gloversville WCSS, Amsterdam
School Physician	St. Mary's Health Care
Attorneys	Girvin and Ferlazzo, P.C.

Labor Relations	Robert Zordan Kevin Harren
Independent Auditors	West & Company CPAs, P.C.
Internal Auditors	Questar III BOCES
AHERA/SASS Designee and District Safety Officer	Health and Safety Supervisor
Data Protection Officer	Assistant Superintendent for Operations and District Services
Information Officer	Assistant Superintendent for Operations and District Services
Records Management Officer	Assistant Superintendent for Operations and District Services
Records Access Officer	Assistant Superintendent for Operations and District Services
Medicaid Compliance Officer	Michael DiMezza
Official Bank	NBT Bank
General Insurance	NYSIR - Mang Agency
Workers Compensation Insurance	PERMA - Robert J. Hoy Agency, Inc.
Health Insurance	MVP Health Care Inc. and Empire BlueCross
Dental Insurance	Delta Dental
Title IX Coordinator	Director of Human Resources and Assistant Director for Human Resources
ADA Compliance Officer	Assistant Superintendent for Operations and District Services
School Library System Council	(List appended to minutes)
Board Audit Committee	Committee of the Whole

NYSSBA Convention Voting Delegate	TBD
NYSSBA Voting Alternate	TBD
NYSSBA Legislative Liaison	TBD
Tobacco Free School Policy Liaison	Health and Safety Supervisor
Dignity Act Coordinators	(List appended to minutes)
Homeless Liaison/Migrant Education Coordinator	Assistant Superintendent For Educational Services
Financial Advisor	Karen Moon, Vice President of Bernard Donegan Inc.
HFM BOCES Bond Counsel	Bernard P. Donegan, Inc.
Chief Emergency Officer	District Superintendent
Professional Learning Plan Team	(List appended to minutes)

APPROVAL OF APPOINTMENTS      Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea, to approve the 2023-2024 reorganization appointments as presented, making note that positions left in the to be determined status will be approved by the Board as they are filled. This motion carried unanimously.

REORGANIZATIONAL RESOLUTIONS      Upon the District Superintendent's recommendation the following resolutions for the 2023-2024 school year were presented to the Board for approval:

Authorize the Assistant Superintendent for Operations and District Services to certify all payrolls

Authorize the District Superintendent to sign and file all applications and certifications for federal and state funds

Authorize the District Superintendent to employ non-instructional and instructional staff, substitutes, adult education staff, and temporary employees consistent with existing policies, for up to 45 days prior to official Board appointment

Authorize District Superintendent and Treasurer to borrow up to \$500,000.00 in anticipation of revenues

Authorize the District Superintendent to execute section 211 applications

Authorize School Business Manager, to transfer budgetary appropriations up to \$10,000

Authorize the capitalizing threshold at \$5,000

Authorize Treasurer, with approval of District Superintendent, to invest funds within legal limitations

Authorize the School Business Official to certify prevailing wage

Authorize the transfer of up to \$2,000,000.00 (two million dollars) from funds with available balances to the General Fund to cover cash flow needs, with repayment to be made within one year, as permitted when borrowing between funds. In discussion with our local auditors, it is recommended that in order to avoid legal costs and interest associated with the issuance of RANs, BOCES use the internal transfer option to cover cash flow needs

Authorize the Treasurer of the BOCES, Jennifer Clear to use an electronic check signature to authenticate checks issued on the BOCES accounts and to process transfers as required. Authorize Kathi Lewis and Michelle Abrams to use an electronic check signature to authenticate payroll checks in the absence of the Treasurer. Authorize the Kathi Lewis and Michelle Abrams to use an electronic check signature to authenticate accounts payable checks in the absence of the Treasurer. Authorize Kathi Lewis and Michelle Abrams to process transfers in the absence of the Treasurer

Authorize the following employees with single signature authority: Jennifer Clear, Kathi Lewis and Michelle Abrams

Authorize Kathi Lewis and Stephanie Dineen to use electronic purchasing account

Authorize the District Superintendent and School Business Manager, or their designee to approve staff mileage, conference attendance, and payment/reimbursement within budgetary appropriations

Authorize director-principals and principals to suspend students for up to five days

Authorize BOCES to participate in cooperative bidding of supplies, services, equipment, and janitorial products with public school districts and municipalities of Fulton, Montgomery, and Hamilton Counties as well as DCMO BOCES, Capital Region BOCES and Erie I BOCES

Re-adopt the Audit Committee Charter, effective July 1, 2023

Re-Adopt the Board Policy Manual, all sections and policies therein, effective July 1, 2023

Re-Adopt the Constitutionally Protected Prayer in the Schools Certification

Adopt the last Wednesday of each month at 5:00 p.m. as BOCES board meeting date and time, except as otherwise indicated on the annual board meeting dates calendar

Adopt the HFM BOCES mileage chart effective July 1, 2023, and authorize the School Business Manager to amend the chart as required during the course of the school year

Authorize the Board President and/or District Superintendent to sign contracts on behalf of the Board of Education

Confirm HFM credit card limits as follows:  
District Superintendent - \$25,000  
School Business Manager & Assistant Superintendent for Operations and District Services - \$36,400 (combined)

Authorize three separate petty cash funds as follows:

Business Office (Michelle Abrams) \$50  
Career & Technical Education (Billie Hladik ) \$50  
Special Education (Holly Anker)

\$50

**Establish the following substitute staff pay rates for the school year 2023-2024:**

<b>Substitute Positions</b>	<b>Rates Effective 7/1/2023</b> (all rates are inclusive of Summer Programs - unless otherwise dilineated)		
Certified Substitute Teacher	\$ 125.00	Per	Diem
Certified Substitute Teacher -- Long Term	\$ 140.00	Per	Diem
Certified Substitute Teacher -- Retired	\$ 160.00	Per	Diem
Certified Substitute Teacher -- Regional Summer School	\$ 20.77	Per	Hour
Courier	\$ 15.80	Per	Hour
Custodial Worker	\$ 15.35	Per	Hour
Interpreter	\$ 16.60	Per	Hour
Lifeguard	\$ 15.20	Per	Hour
School Bus Attendant	\$ 15.38	Per	Hour
School Bus Attendant -- Retired	\$ 17.60	Per	Hour
School Bus Driver	\$ 21.93	Per	Hour
School Bus Driver -- Retired	\$ 26.87	Per	Hour
School Bus Driver Trainee	\$ 19.74	Per	Hour
School Nurse (LPN)	\$ 110.00	Per	Diem
School Nurse (RN)	\$ 135.00	Per	Diem
Teacher Aide/School Monitor	\$ 15.50	Per	Hour
Teacher Aide/School Monitor - Long Term	\$ 105.00	Per	Diem
Teacher Aide/School Monitor -- Retired	\$ 18.30	Per	Hour
Typist	\$ 16.05	Per	Hour
Uncertified Substitute Teacher	\$ 110.00	Per	Diem
Uncertified Substitute Teacher -- Long Term	\$ 120.00	Per	Diem
Uncertified Substitute Teacher -- Regional Summer School	\$ 15.38	Per	Hour

**Authorize board member and administrative attendance at approved conferences and meetings including the authority to expend funds associated with these activities**

**Authorize membership in Mohawk-Sacandaga School Boards Association, Capital Area School Development Association, New York State School Boards Association, Rural Schools Association, Fulton-Montgomery County Regional Chamber of Commerce, American Association of Educational Service Agencies, Statewide BOCES P/R - Erie I, BOCES the Energy Pricing Consortium, BOCES Education Consortium and the Fulton County CRG**

Authorize the District Superintendent and School Business Manager to approve business related travel reimbursement at the latest available published IRS rate

Authorize bonding of all HFM BOCES employees up to \$5,000,000.

Establish April 10, 2024, as the date for the next BOCES Annual Meeting

Establish April 24, 2024, as the date on which each component school board shall conduct a public meeting for the purpose of voting on the BOCES administrative budget and candidates to fill vacancies on the BOCES Board of Education, pursuant to Section 1950 of Education Law

Establish the following Adult Services Tuitions for school year 2023-2024:

Career/Technical Program (½ day)	\$3,162.00
Career/Technical Program (full day)	6,352.00

Establish the following ancillary pay rates for school year 2023-2024:

Retiree Scorers	\$100/per diem
Regional Scoring Assistants	15/hour
Lifeguard	15.20/hour
Adult Educators	30/hour
Bus Driver Trainers	25/hour
Curriculum Writing	25/hour
Chaperones	25/hour
Summer Professional Development Participants	25/hour
Regional Summer School Teacher	40/hour
Regional Summer School Teaching Assistant	15/hour
TASC/HSE Coordinator	30.00/hour
TASC/HSE Examiner	25.00/hour
TASC/HSE Proctor	15.00/hour

Reaffirm that the Hamilton-Fulton & Montgomery BOCES is a non-discriminatory employer

Reaffirm that alternative communications will be used to assist the handicapped

Reaffirm that BOCES meetings will be held in locations most accessible to the handicapped

Reaffirm BOCES commitment to comply with The Freedom of Information Act and The Family Educational Rights and Privacy Act

Reaffirm BOCES commitment to comply with the Open Meeting Law

Reaffirm BOCES commitment to comply with Title IX

Reaffirm BOCES commitment to comply with the American Disabilities Act (ADA)

Reaffirm BOCES commitment to comply with the Annual School Integrated Pest Management notification requirements

Reaffirm charge for transcripts for adult students \$5.00 per transcript

Reaffirm a photocopy fee of \$0.25 per face sheet

Reaffirm that secretarial fees associated with the retrieval of information shall be at the actual pay rates for the person(s) performing the retrieval tasks

APPROVAL OF  
REORGANIZATION  
RESOLUTIONS

A motion was made by Matt Sullivan and seconded by Rebecca Cozzocrea, to approve the reorganization resolutions for the 2023-2024 school year as presented. This motion was unanimously carried.

ADJOURNMENT

At 5:08 p.m. a motion was made by Kathryn Zajicek to adjourn the reorganization meeting and prepare to enter a special board meeting. This motion was seconded by Matt Sullivan and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board

**Extraclassroom Activity Fund  
2023-2024.**

<b>EXTRACLASSROOM ACTIVITY FUNDS</b>		
<b>07/01/2023-06/30/24</b>		
<b>A/C#</b>	<b>Fund Name</b>	<b>Faculty Advisor</b>
100	<b>Auto Body</b>	<b>John Ackermann</b>
102	<b>Auto A</b>	<b>Thomas Davis</b>
106	<b>Conservation</b>	<b>Adam Cancio/Craig Newkirk</b>
109	<b>Cosmetology A</b>	<b>Julie Mead</b>
110	<b>Cosmetology B</b>	<b>Valerie Charpentier</b>
115	<b>Digital Multimedia</b>	<b>Karen Garrison/ Dayna Peck</b>
133	<b>Foundations of Food</b>	<b>Amy Webb</b>
140	<b>PTECH Student Government</b>	TBD
	PTECH Academic Club	TBD
	PTECH Art Club	TBD
	PTECH Blacksmith Club	TBD
	PTECH Drama	TBD
	PTECH Debate and Gaming	TBD
	PTECH Future Business Leaders of America	TBD
	PTECH Equity and Inclusion	TBD
	PTECH Positivity Club	TBD
	PTECH Rock and Jazz Club	TBD
	PTECH Student Judicial Council	TBD
	PTECH Underwater Robotics Club	TBD
	PTECH Yearbook Club	TBD
141	<b>FFA</b>	TBD
142	<b>Veterinary &amp; Animal Science</b>	<b>Meredith Tuppen</b>
	<b>Construction Technology Program</b>	<b>Steven Derwin</b>

### HFM BOCES SCHOOL LIBRARY SYSTEM COUNCIL

Name	District/Organization
Carla Bengle-Mackey	Gloversville
Terri Brown	Northville
Laura Campagna	Amsterdam
Sarah Cordts	Broadalbin-Perth
Susan D'Entremont	CDLC
Lauren Goldman	Canajoharie
Crystal Keck	Johnstown
Amber Smith, Council Chair	Fonda-Fultonville
Christine Suhr	Wells
Dan Towne	FMCC
Eric Trahan	MVLS
Vacant	St. Mary's

Updated 7/1/23

## DIGNITY ACT COORDINATORS

Charis Kakavelos	CTE
Michael DiMezza	CTE
Riley O'Malley	CTE
Matthew Popp	Special Education
Daniel Salvagni	Special Education
Nadine Paul	Special Education
Elizabeth Wild	Special Education
Christine Carioto	Adirondack Academy
Brian Garrity	Adirondack Academy
Julie Blanchard	Adirondack Academy
Celeste Keane	PTECH
Kiante Jones	PTECH

Professional Learning Plan Team 23-24 School Year

The Professional Learning Plan Team		
Name	Program	Role
Jay DeTraglia	HFM BOCES	Assistant Superintendent
Tara Caraco	Instructional Services	Coordinator
Chris Carioto	ADK	Principal
Brian Garrity	ADK	Coordinator
Russell Brown	ADK	Teacher
Mike DiMezza	CTE	Principal
Celeste Keane	PTech	Principal
Nancy Turnbull	SpEd	Teacher, Union President
Jeanne Halloran	PTech	Teacher
Vanessa Stark	PTech	Teacher
Anna Goderie	PTech	Teacher
Cody LaFountain	SpEd	Teacher
Michelle Rice	SpEd	Teacher
Alexandria Chace	SpEd	Teacher
Daniella Murphy	SpEd	Teacher
Jodi Eakin	SpEd	Curriculum Coach
Heather Bozek	Instructional Services	Coordinator of District Data
Christie Davis	FMCC	Director of External Partnerships and Applied Learning
Daniel Fogarty	FMCC	Associate Dean of Academic and Student Affairs

SPECIAL BOARD MEETING

- CALL TO ORDER                      Following the Reorganizational Meeting, President Brooks called a special board meeting to order at 5:08 p.m.
- APPROVAL OF AGENDA                Kathryn Zajicek made a motion, seconded by Rebecca Cozzocrea 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.
- PROJECT PROPOSAL -  
WATERSTONE  
EDUCATIONAL  
ADVISORS, LLC                      Kathryn Zajicek made a motion to authorize the District Superintendent to execute the Project Proposal by and between HFM BOCES and Waterstone Educational Advisors, LLC to perform a two-day workshop and two half day follow up sessions during the 2023-2024 school year. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 23-24 #1)
- FUTURE MEETINGS                    August 2, 2023 - HFM BOCES Regular Board Meeting - 4:30pm, HFM BOCES Board Room  
August 30, 2023 - HFM BOCES Regular Board Meeting - 5pm, HFM BOCES Board Room
- ADJOURNMENT:                        With no further business to come before the Board, Kathryn Zajicek made a motion at 5:16 p.m. to adjourn the meeting. This motion was seconded by Rebecca Cozzocrea and unanimously carried.

Respectfully submitted,

Christine Eaton  
Clerk of the Board