

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

DATE September 27, 2023

PLACE HFM BOCES Board Room

KIND OF MEETING Regular Meeting

MEMBERS PRESENT Harry Brooks, Paula Brown-Weinstock, Carmen Caraco, Rebecca Cozzocrea, Carolyn Wilcox 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, HR Director; Michael Jacob, Director of Special Education; Dan Salvagni, Matthew Popp, and Nadine Paul, Coordinators of Special Education; Alex Ruggeri, Communications Specialist and Michael Rossi, Auditor, West and Company, CPAs.

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

APPROVAL OF AGENDA Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock 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 5:01 p.m. the Board convened the Audit Committee upon a motion made by Rebecca Cozzocrea, seconded by Carmen Caraco and unanimously carried.

INDEPENDENT AUDIT Michael Rossi, External Auditor reviewed the 2022-23 Independent Audit as prepared by West and Company CPAs with the Audit Committee.

ADJOURN AUDIT COMMITTEE The Board adjourned the Audit Committee at 5:20 p.m upon a motion made by Kathryn Zajicek seconded by Paula Brown-Weinstock, and unanimously carried.

APPROVAL OF MINUTES Paula Brown-Weinstock made a motion, seconded by Kathryn Zajicek to approve the minutes of the August 30, 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:

- ▶ Special Education Program Update

ASSISTANT SUPERINTENDENT FOR BOCES OPERATIONS AND COMPONENT DISTRICT SERVICES REPORT The Assistant Superintendent for BOCES Operations and Component District Services' Partnership-Advocacy-Leadership Report included:

- ▶ Community Schools CoSer
- ▶ Recruitment and Retention
- ▶ 2023-24 COVID Protocols

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

- ▶ NYSED Updates
- ▶ The Basics

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 - Rebecca Cozzocrea made a motion, seconded by Carmen Caraco and unanimously carried to accept the following Unclassified Personnel Matters:

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	Marshall, Kristina	Administrative Coordinator / Administrative Coordinator - CTE	1.0	CTE	10/23/2023	10/22/2027	School Building Leader Initial	\$87,000 (prorated)
2	Csernai, Allison	School Social Worker / School Social Worker	1.0	Adirondack Academy	9/25/2023	9/24/2026	School Social Worker Permanent	Schedule D, Step 13
3	Williams- Tine, Margaret Anne	School Counselor / School Counselor	1.0	PTECH	10/2/2023	10/1/2027	School Counselor Permanent	Schedule D, Step 13 (prorated)

*Original appointment 9/28/2022 amended to increase FTE from 0.6 to 1.0 effective 9/1/2023 (related to item P1)

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	Seder, Bonita	Math Teacher	0.4	Adirondack Academy	9/6/2023	6/30/2024	Mathematics 7-12 Permanent	\$73,500 (prorated)
2	Hart- DeMagistris, Rebecca**	Adult Educator / Case Manager	Up to 400 hours	ALCE	9/1/2023	6/30/2024	Mathematics 7-12 Permanent, Special Education Permanent	\$30/hour
3	Mancini- Nethaway, Maria*	Adult Educator/Case Manager	1.0	ALCE	9/14/2023	6/30/2024	Childhood Education (Grades 1-6) Emergency COVID-19	Schedule C, Step 3 (prorated)

4	Sacco, Wendy	Special Education Teacher	0.6	CTE	9/28/2023	6/30/2024	Special Education Permanent	\$38,220
5	Deming, Deborah	Art Teacher	1.0	Special Education	10/2/2023	6/30/2024	Art Permanent Certificate	\$66,150

*Original appointment 8/30/2023 amended to reflect new start date

**Original appointment 8/30/2023 amended to correct end date

D. Leave Replacements

None

E. Substitutes (Certified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Certification	Salary
1	Smith, John C. B.	Substitute Teacher (Certified)	Pro Re Nata	Any BOCES location, as needed	9/28/2023	6/30/2024	Social Studies 7-12 Permanent	Per diem*

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

F. Substitutes (Uncertified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Douglass, Debra	Substitute Teacher (Uncertified)	Pro Re Nata	Any BOCES location, as needed	9/28/2023	6/30/2024	Per diem*
2	Eagan, Michaela	Uncertified Substitute Teacher - Long Term	1	Adirondack Academy	9/1/2023	1/13/2024	Per diem*

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

G. Leaves (Unpaid)

None

Leaves (FMLA)*

None

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

H. Resignations

Item	Name	Position	Assignment	Effective Date
1	Dunn, Catherine	Teacher (0.60 FTE)	CTE	9/2/2023
2	Rulison, Molly	School Social Worker	Special Education	10/13/2023

I. Layoffs

None

J. Recalls

None

K. Terminations

None

L. Retirements

None

M. Summer (Temporary) Appointments

Item	Name	Service Area	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Hart-DeMagistris, Rebecca	Adult Educator	Up to 50 hours	ALCE	7/1/2023	8/31/2023	\$30.00/hour

N. Rescind Appointments - Instructional Personnel

Item	Name	Position	Assignment	Effective Date	Previous Appointment Date
1	Hogenboom, Jennifer	Library Media Specialist	School Library System/ Instructional Resource Center	9/1/2023	8/2/2023

O. Change of Assignment - Instructional Personnel - Informational Only

None

P. Change FTE/Hours/Salary

Item	Name	Position Title	Effort From	Effort To	Effective Date
1	Halloran, Jeanne*	General Special Education Teacher	0.40	0.00	8/31/2023
2	Halloran, Jeanne**	Administrative Coordinator – PTECH	0.60	1.00	9/1/2023

*Involuntary reduction. Employee retains tenure and seniority as a General Special Education Teacher.

**Employee will continue in probationary appointment as Administrative Coordinator at a 1.0 FTE (Orig. BOE appointment 9/28/2022)

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

A. Non-Instructional Appointments: Permanent Status Serving Probation

Item	Name	Position Title	FTE	Assignment	Probationary Appointment Start Date	Probationary Appointment End Date	Salary
1	Gutowski, Tracy	Administrative Aide	1.0	Central Administration	8/23/2023	8/22/2024	No change
2	Cutter, Rachael	Occupational Therapist (School District)	1.0	Special Education	9/1/2023	8/31/2024	\$61,000 (prorated)
3	Rowland, Jeremy	Teacher Aide	1.0	CTE	9/1/2023	8/31/2024	\$22,993.33
4	Veit, Jennifer	Teacher Aide	1.0	Adirondack Academy	9/5/2023	9/4/2024	\$22,155.09 (prorated)

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	Gutowski, Tracy	Administrative Aide	1.0	Central Administration	8/22/2023

D. Substitute Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Horton, Amanda	Substitute Teacher Aide/School Monitor	Pro Re Nata	Any BOCES location, as needed	9/28/2023	6/30/2024	Hourly*
2	Reese, Sarah	Substitute Teacher Aide/School Monitor	Pro Re Nata	Any BOCES location, as needed	9/28/2023	6/30/2024	Hourly*
3	Austin, Gary	Substitute School Bus Attendant	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*

4	Kenyon, Adrianna	Substitute School Bus Attendant	Pro Re Nata	Regional Transportation	9/18/2023	6/30/2024	Hourly*
5	Marotta, Ralph	Substitute School Bus Attendant	Pro Re Nata	Regional Transportation	9/18/2023	6/30/2024	Hourly*
6	Zemken, Peter	Substitute School Bus Attendant	Pro Re Nata	Regional Transportation	9/8/2023	9/13/2023	Hourly*
7	Buyce, Lynn	Substitute School Bus Attendant (Retired)	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*
8	Dunham, Renee	Substitute School Bus Attendant (Retired)	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*
9	Beach, Parris	Substitute School Bus Driver	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*
10	Maloney, James	Substitute School Bus Driver	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*
11	Walters, Andrew	Substitute School Bus Driver	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*
12	Brown, Michael	Substitute School Bus Driver (Retired)	Pro Re Nata	Regional Transportation	9/5/2023	6/30/2024	Hourly*
13	Dunham, Renee	Substitute School Bus Driver (Retired)	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*
14	MacVean, Allen	Substitute School Bus Driver (Retired)	Pro Re Nata	Regional Transportation	7/1/2023	6/30/2024	Hourly*

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

E. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Effective Date(s)

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Effective Date(s)
1	Bazan, Heather	Registered Professional Nurse (School)	Special Education	9/12/2023 - 1/16/2024 (intermittent)

2	Carpenter, Michael	Custodial Worker	Operations & Maintenance	9/25/2023 - 11/30/2023 (intermittent)
3	Wheeler, Monique**	School Bus Attendant	Regional Transportation	7/28/2023 - 9/19/2023

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

**Original resolution 8/30/2023 amended to extend end date of leave

F. Retirements

Item	Name	Position Title	Assignment	Effective Date
1	Frees, Linda*	Occupational Therapist (School District)	Special Education	6/30/2024
2	Gonzales Sr., Jose	Bus Driver	Regional Transportation	6/30/2024

*Original resolution 4/26/2023 amended to reflect new effective date

G. Terminations

None

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Guzman Martinez, Juan	School Bus Driver	Regional Transportation	10/4/2023
2	Vogel, Kayla	School Bus Attendant	Regional Transportation	8/29/2023
3	White, Bobbi	Teacher Aide	Adirondack Academy	9/18/2023
4	Zemken, Peter	Substitute School Bus Attendant	Regional Transportation	9/13/2023
5	Rowland, Jeremy	School Monitor	Adirondack Academy	8/31/2023

I. Layoffs

None

Reductions

None

J. Recalls

None

K. Change of Assignment/FTE/Hours

Item	Name	Position Title	Change Assignment From	Change Assignment To	Salary	Effective Date
1	DePasquale, Richard	School Safety Officer	0.4	0.6	\$62,500 (prorated)	10/1/2023

L. Temporary Appointments

Item	Name	Position Title	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Hogabone, Kayla**	Teacher Aide	Up to 350 hours	ALCE	9/1/2023	6/30/2024	Based on hourly rate*
2	Kamp, Laurie	Casual Employee	Up to 500 hours	Special Education	1/1/2024	6/30/2024	\$30/hour
3	Maxson, Saleena	Registered Professional Nurse (School)	Student Supervision: not to exceed 250 hours	PTECH	9/1/2023	6/30/2024	Based on hourly rate*

*Salary/Rate for this period is based upon each employee’s hourly or per diem rate per their collective bargaining agreement.

**Original appointment 8/30/2023 amended to reflect correct end date

M. Summer (Temporary Appointments)

Item	Name	Position Title	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Beedon, John	School Monitor	2 additional summer days to provide coverage	Central Administration	7/1/2023	8/31/2023	\$111.83/day
2	Hart-DeMagistris, Rebecca	Teacher Aide	Up to 50 hours	ALCE	7/1/2023	8/31/2023	\$17.04/hour

*Salary/Rate for this period is based upon each employee’s hourly or per diem rate per their collective bargaining agreement.

CLAIMS AUDITOR REPORT

Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to approve the Claims Auditor Report for the period of August 1, 2023 through August 31, 2023. (SY 23-24 #44)

TREASURER’S REPORT

Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to approve the Treasurer’s report for the period of July 1, 2023 through July 31, 2023. (SY 23-24 #45)

- EXTRACLASS REPORTS** Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to approve the July and August 2023 Extraclass reports as submitted. (SY 23-24 #46, #47)
- ITEMS TO BE DECLARED SALVAGE** Kathryn Zajicek made a motion to approve the items for salvage as listed on the Chief Financial Officer's memorandum dated September 12, 2023. This motion was seconded by Paula Brown-Weinstock and unanimously carried. (SY 23-24 #48)
- INDEPENDENT CONTRACTOR SERVICES AGREEMENT - PFEIFFER** Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and J'aime Pfeiffer to serve as a School Libraries Mentor Program Consultant effective July 1, 2023 through June 30, 2024. (SY 23-24 #49)
- BUDGET TRANSFERS AND ADJUSTMENTS** Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to approve the Budget Adjustments and Budget Transfers through June 2023 as submitted by the Chief Financial Officer. (SY 23-24 #50, #51)
- CTE - FMRCC CONTRACTS** Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to authorize the District Superintendent to execute the two Contracts for 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, 2023 through August 31, 2024. (SY 23-24 #52, #53)
- GOLD SERVICE AGREEMENT - TK ELEVATOR CORP** Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to authorize the District Superintendent to execute the Gold Service Agreement by and between HFM BOCES and TK Elevator Corporation to maintain the elevator equipment in accordance with the terms and conditions of the agreement for a 60-month period. (SY 23-24 #54)

ASSETWORKS AGREEMENT Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to authorize the District Superintendent to execute the quotation from AssetWorks USA Inc. to provide HFM BOCES with an inventory management system. (SY 23-24 #55)

RESERVE FUND REPORT THROUGH JUNE 2023 Kathryn Zajicek made a motion, seconded by Paula Brown-Weinstock and unanimously carried to accept the Reserve Fund Report for the year ending June 30, 2023 as submitted by the Chief Financial Officer. (SY 23-24 #56)

2022-2023 ANNUAL INVESTMENT REPORT- Information Only The Board was given the 2022-2023 Annual Investment Report for information only.

2022-23 INDEPENDENT AUDIT REPORT Having been received by the Audit Committee, Rebecca Cozzocrea made a motion, seconded by Carmen Caraco and unanimously carried to accept the fiscal 2022-23 Independent Audit as prepared by West and Company, CPAs. (SY 23-24 #57)

NYSSBA VOTING DELEGATE Kathryn Zajicek made a motion to nominate Carolyn Wilcox to be the 2023 HFM BOCES NYSSBA Voting Delegate. This motion was seconded by Paula Brown-Weinstock and unanimously carried.

BOARDDOCS LT TO PRO UPGRADE CONTRACT Carmen Caraco made a motion authorize the District Superintendent to execute the New York State School Boards Association BoardDocs LT to Pro Upgrade contract effective October 1, 2023. This motion was seconded by Rebecca Cozzocrea and unanimously carried. (SY 23-24 #58)

FUTURE MEETINGS September 5, 2023 - Opening Day 8:15am, HFM BOCES Conference Center
October 25, 2023 - HFM BOCES Regular Board Meeting - 9? am, HFM BOCES Board Room

ADJOURNMENT: With no further business to come before the Board, Kathryn Zajicek made a motion at 6:47 p.m. to adjourn the meeting. This motion was seconded by Paula Brown-Weinstock and unanimously carried.

Respectfully submitted,

Christine Eaton
Clerk of the Board