

Regular Board Meeting (Wednesday, October 25, 2023)

Generated by Christine Eaton on Friday, October 27, 2023

Members present

Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Members absent

Harry Brooks and Paula Brown-Weinstock

Others present

David Ziskin, District Superintendent; Jay DeTraglia, Assistant Superintendent; Aaron Bochniak, Assistant Superintendent; Michael DiMezza, Principal of CTE; Kristina Marshall, Administrative Coordinator of CTE; Christine Carioto, Principal of ADK; Brian Garrity, Administrative Coordinator of ADK; Max Spritzer, Communications Specialist and Christine Eaton, Clerk of the Board

Meeting called to order by the Vice President at 11:03 AM

1. Opening

Information, Procedural: A. Pledge of Allegiance

2. Approval Of Agenda

Action: A. Approval of Agenda

Motion to waive the 48 hour notice and approve the agenda as presented adding any items introduced by unanimous vote.

Motion by Rebecca Cozzocrea, second by Kathryn Zajicek.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

3. Comments from the Floor

Discussion: A. Comments from the Floor

None

4. Board Minutes

Action: A. Board Minutes

Recommend that the Board approve the Board minutes for the September 27, 2023 Regular Board Meeting.

Motion by Rebecca Cozzocrea, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan, Carmen Caraco

5. Partnership-Advocacy-Leadership-District Superintendent Report

State Updates

HFM BOCES Updates

6. Partnership-Advocacy-Leadership-Assistant Superintendent for Educational Services Report

CTE & ADK Program Updates

7. Partnership-Advocacy-Leadership- Assistant Superintendent for Operations and District Services

CoSer Updates

8. New Business

Information: A. Consent Agenda Statement

9. Personnel (Consent A-B)

Action (Consent): A. **Personnel Matters - Unclassified**

Resolution: 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 individuals 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	Seymour, Karyn	Instructional Support Services in Professional Learning / Instructional Coach	1.0	Instructional Support Services	11/27/2023	11/26/2027	Childhood Education (Grades 1-6) Professional	Schedule D Step 16 (prorated)
2	Culkin-Boice, Catherine	School Counseling and Guidance / School Counselor	1.0	PTECH	10/19/2023	10/18/2027	School Counselor Permanent	Schedule D Step 13 (prorated)

B. Tenure Appointments:

Upon the recommendation of the District Superintendent, the Board of Education hereby tentatively grant 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	Murphy, Daniella	Mentor	35 hours + 3 meetings	Cutter, Rachel	9/1/2023	6/30/2024	n/a	Per BTA Contract
2	Brinkman, Shayna	Mentor	35 hours + 3 meetings	Hoffman, Carrie	11/6/2023	6/30/2024	n/a	Per BTA Contract
3	Mahon, Sean	Mentor	35 hours + 3 meetings	Malatino, Michael	9/1/2023	6/30/2024	n/a	Per BTA Contract

4	Caraco, Tara	Mentor	35 hours + 3 meetings	Marshall, Kristina	10/23/2023	6/30/2024	n/a	Per BAA Contract
5	Haas, Heather	Mentor	35 hours + 3 meetings	Moore, Emily	9/1/2023	6/30/2024	n/a	Per BTA Contract
6	Gargiulo, Lisa	Mentor	35 hours + 3 meetings	Nethaway, Maria	9/1/2023	6/30/2024	n/a	Per BTA Contract
7	Brinkman, Shayna	Mentor	35 hours + 3 meetings	Porter, Michael	9/1/2023	6/30/2024	n/a	Per BTA Contract
8	Gigler, Jessica	Student Government Co-Advisor	Extracurricular Compensation	PTECH	9/1/2023	6/30/2024	n/a	\$1,000
9	Murphy, Cristin	Student Government Co-Advisor	Extracurricular Compensation	PTECH	9/1/2023	6/30/2024	n/a	\$1,000
10	Schuyler, Rodney	Student Supervision	Up to 200 hours	PTECH	9/1/2023	6/30/2024	n/a	\$25.00/hour
11	Brown, Michelle	Mentor	35 hours + 3 meetings	Tatlock, Jennifer	9/1/2023	6/30/2024	n/a	Per BTA Contract
12	England, Ryan	Mentor	35 hours + 3 meetings	Webb, Amy	9/1/2023	6/30/2024	n/a	Per BTA Contract
13	Brown, Michelle	Mentor	35 hours + 3 meetings	Westfall, Kaitlyn	9/1/2023	6/30/2024	n/a	Per BTA Contract
14	Sherman, Matt	Mentor	35 hours + 3 meetings	Williams, Margaret	9/1/2023	6/30/2024	n/a	Per BTA Contract

D. Leave Replacements

None

E. Substitutes (Certified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Certification	Salary
1	Kaliath, Latha	Certified Substitute Teacher - Retired	Pro Re Nata	Any BOCES Location as needed	10/26/2023	6/30/2024	Nursery, Kindergarten & Grades 1-6 Permanent, Physical Education Permanent, English to Speakers of Other Languages 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
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1	Healy, Matthew	Uncertified Substitute Teacher - Long Term	1.0	Itinerant Services	10/26/2023	1/31/2024	Per diem*
2	Petruso, Kristine	Uncertified Substitute Teacher	Pro Re Nata	Any BOCES Location as needed	10/26/2023	6/30/2024	Per diem*

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

G. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Date(s)
	Edwards, Karen	Teacher	Special Education	9/18/2023 - 9/27/2023, 11/13/2023 - 11/21/2023, 2/1/2024 - 2/9/2024

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Date(s)
1	Hallenbeck, Christopher	School Psychologist	Special Education	9/7/2023 - 9/28/2023

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

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Salvagni, Daniel	Administrative Coordinator	Special Education	10/31/2023

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

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action (Consent): **B. Personnel Matters - Classified**

Resolution: 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	Bush, Sapphire	Teacher Aide	1.0	Adirondack Academy	10/25/2023	10/24/2026	\$22,155.09 (prorated)
2	Charboneau, Jamie	Teacher Aide	1.0	Adirondack Academy	10/30/2023	10/29/2024	\$22,155.09 (prorated)
3	Rolon, Donna	Bus Driver	1.0	Regional Transportation	10/10/2023	10/9/2024	\$23.39/hour
4	Dorman, JoAnn	School Bus Attendant	1.0	Regional Transportation	10/23/2023	10/22/2024	\$15.84/hour
5	Insonia, Marianne	School Bus Attendant	1.0	Regional Transportation	10/23/2023	10/22/2024	\$15.84/hour

6	Kenyon, Adrianna	School Bus Attendant	1.0	Regional Transportation	10/16/2023	10/15/2024	\$15.84/hour
7	Negus, Richard	Bus Driver/Custodial Worker	1.0	Special Education	10/16/2023	10/15/2024	\$42,008.48 (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	Zanella, Melissa	Substitute School Nurse (LPN)	Pro Re Nata	Any BOCES Location as needed	10/26/2023	6/30/2024	Per diem*
2	Hayes, Shyra	Substitute Teacher Aide/School Monitor	Pro Re Nata	Any BOCES Location as needed	10/26/2023	6/30/2024	Hourly*
3	Petruso, Kristine	Substitute Teacher Aide/School Monitor	Pro Re Nata	Any BOCES Location as needed	10/26/2023	6/30/2024	Hourly*
4	Vosburgh, Zachary	Substitute Teacher Aide/School Monitor	Pro Re Nata	Any BOCES Location as needed	10/26/2023	6/30/2024	Hourly*
5	Downes, Joseph	Substitute School Bus Attendant	Pro Re Nata	Regional Transportation	10/20/2023	6/30/2024	Hourly*

E. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Effective Date(s)
1	Houghton, Alyssa	School Bus Attendant	Regional Transportation	8/10/2023 - 10/5/2023
2	Wheeler, Monique	School Bus Attendant	Regional Transportation	10/21/2023 - 11/23/2023

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Effective Date
1	Wheeler, Monique**	School Bus Attendant	Regional Transportation	7/28/2023 - 10/20/2023

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

**Amended to extend effective dates (Original resolutions 8/30/2023 and 9/27/2023)

F. Retirements

Item	Name	Position Title	Assignment	Effective Date
1	Sutton, Dawn*	Account Clerk	Business Office	7/31/2024

*Amended to reflect a change in effective date from 12/26/2023 to 7/31/2024 (Orig. Resolution: BOE 6/28/2023)

G. Terminations

None

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Allen, Ashley	School Monitor	Special Education	10/13/2023
2	Kenyon, Adrianna	Substitute School Bus Attendant	Regional Transportation	10/15/2023
3	Marotta, Ralph	Substitute School Bus Attendant	Regional Transportation	10/11/2023
4	Negus, Richard	Custodial Worker	Special Education	10/15/2023

I. Layoffs

None

Reductions

None

J. Recalls

None

K. Change of Assignment/FTE/Hours

Item	Name	Position Title	Change Assignment From	Change Assignment To	Effective Date
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1	DePasquale, Richard*	Health & Safety Officer	0.4	0.6	10/1/2023
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*Original resolution 9/27/2023 amended to correct position title

L. Temporary Appointments

Item	Name	Position Title	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Morse, Adrienne	Chaperone	Up to 250 hours	PTECH	9/1/2023	6/30/2024	\$18.61/hour
2	Kamp, Laurie*	Casual Employee	Up to 500 hours	Special Education	1/1/2024	6/30/2024	\$31/hour

*Original appointment 9/27/2023 amended to correct rate of pay.

M. Summer (Temporary Appointments)

None

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

10. Business Items (Consent A-J)

Action (Consent), Report: A. **Claims Auditor Report**

Resolution: Recommend the Board approve the Claims Auditor Report for the period of September 1, 2023 through September 30, 2023.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan (SY 23-24 #59)

Action (Consent),Report: **B. Treasurer's Report**

Resolution: Recommend the Board approve the Treasurer's Report for the period of August 1, 2023 through August 31, 2023.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan (SY 23-24 #60)

Action (Consent),Report: **C. Extraclass Report**

Resolution: Recommend the Board approve the September 2023 Extraclass Reports as submitted.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan (SY 23-24 #61)

Action (Consent),Report: **D. Items to be Declared Salvage**

Resolution: Recommend the Board approve the items for salvage as listed on the Chief Financial Officer's memorandum dated October 4, 2023.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan (SY 23-24 #62)

Action (Consent),Report: **E. Empire BlueCross Medicare Advantage Renewal**

Resolution: Recommend the Board authorize the District Superintendent to renew the Empire MediBlue Freedom PPO plan with Empire BlueCross to provide health insurance to the HFM BOCES Medicare eligible retirees at a rate increase of 2.72% effective January 1, 2024 to December 31, 2024.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan (SY 23-24 #63)

Action (Consent),Report: F. **Grants**

Resolution: Recommend the Board accept the following grant funds, and authorize their suitable appropriation and expenditure, pursuant to State Education Department and/or local approvals:

Perkins IV/CTEIA - Basic Grant - \$283,000

WIOA, Title II and Welfare Education Program: Adult Basic Education and Literacy - \$125,000

WIOA, Title II and Welfare Education Program: Literacy Zone (Amsterdam) - \$150,000

WIOA, Title II and Welfare Education Program: Literacy Zone (Gloversville) - \$150,000

WIOA, Title II and Welfare Education Program: Integrated English and Civics Education - \$300,000

WIOA, Title II, Corrections Education and Other Institutionalized Education - \$250,000

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan (SY 23-24 #64, #65, #66, #67, #68, #69))

Action (Consent),Report: G. **Revised 2023-24 Annual Lease Approval**

Resolution: Recommend the Board approve the revised 2023-24 Distance Learning and annual classroom leases as submitted in the aggregate amount of \$444,564.00.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan
(SY 23-24 #70)

Action (Consent),Report: H. **Student Internship Agreement - Utica University**

Resolution: Recommend the Board authorize the District Superintendent to execute the Student Internship Agreement by and between HFM BOCES and Utica University to place students at HFM BOCES Schools for the Utica University's designated Teacher Experience effective October 3, 2023 through August 1, 2028.

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan
(SY 23-24 #71)

Action (Consent): I. **Step Stool Donation**

Resolution: Recommend that the board accept the donation of ten step-stools from Public Employer Risk Management Association

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan
(SY 23-24 #72)

Action (Consent): J. **RFB-24-01 Student Transportation Services**

Resolution: Pursuant to the competitive bidding process, it is recommended the Board accept the BOCES Cooperative Student Transportation Services recommendation in accordance with and subject to the provisions of the BOCES Bid Number: 24-01 as noted by memorandum from the Purchasing Official in the following area:

Motion by Kathryn Zajicek, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

(SY 23-24 #73, #73B)

11. Other Business

Action: A. **2023-2024 Professional Learning Plan Committee**

Recommend the Board appoint the following to the Professional Learning Plan (PLP) Committee for the 2023-2024 school year:

Motion by Rebecca Cozzocrea, second by Kathryn Zajicek.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan
(SY 23-24 #74)

12. Board Member Reports and/or Comments

None

13. Future Meetings

Information: A. Future Meetings

November 29, 2023 - HFM BOCES Regular Meeting, 5:00pm, HFM BOCES Board Room

14. Adjournment

Action: A. Adjourn Meeting

Motion to adjourn the meeting at 11:47am

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.