

Regular Board Meeting (Wednesday, December 20, 2023)

Generated by Christine Eaton on Friday, December 22, 2023

Members present

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

Others present

David Ziskin, District Superintendent; Aaron Bochniak, Assistant Superintendent; Jay DeTraglia, Assistant Superintendent; Kathi Lewis, School Business Official; William Bordak, Director of Human Resources; Celeste Keane, PTECH Principal; Jeanne Halloran, Administrative Coordinator of PTECH; Jennifer Sponnoble, Guidance Counselor; Nolan Meyer, Madison Milby and Cameron Pigott, PTECH Students; Maxwell Spritzer, Communications Specialist and Christine Eaton, Clerk of the Board

Meeting called to order at 5:00 PM

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 Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

3. Comments from the Floor

Discussion: A. Comments from the Floor

None

4. Board Minutes

Action, Minutes: A. Board Minutes

Recommend that the Board approve the Board minutes for the November 29, 2023 Regular Board Meeting.

Motion by Kathryn Zajicek, second by Matt Sullivan.

Final Resolution: Motion Carried

Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

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

Report:

A. PTECH Program Update

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

Report:

A. Electric School Bus Impact Study

B. Transportation Transfer of Function

C. Utica University

7. Partnership-Advocacy-Leadership-District Superintendent Report

Report:

A. Component District Work

8. New Business

Information: A. Consent Agenda Statement

9. Personnel (Consent A-C)

Action (Consent): A. Establish Position

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 establish the following position:

Senior Account Clerk #990011 effective 12/11/2023

Motion by Kathryn Zajicek, second by Carmen Caraco.

Final Resolution: Motion Carried

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

Action (Consent): B. 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 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 | Probationary Salary |
|------|---------------|---|----------------|-------------------|------------|-------------------------------------|---|----------------------|---------------------|
| 1 | Lince, Vickie | School Counseling and Guidance / School Counselor | 1.0 | Special Education | 11/30/2023 | 11/29/2027 | School Counselor Initial Schedule D, Step 1 | | |

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 | Abbott, Heather | English Teacher | Adirondack Academy | | 3/30/2024 |

C. Temporary Appointments

| Item | Name | Position Title | FTE | Assignment | Start Date | End Date |
|---|-----------------|---------------------------|-----|--|------------|-----------|
| 1 | Neri, Annamarie | Autism Advisor | 0.6 | Extracurricular Compensation | 9/1/2023 | 6/30/2024 |
| Special Education Association Contract | | | | | | |
| 2 | Johnson, Karen | Library Media Specialist | 0.6 | School Library Services/ Instructional Resource Center | 1/2/2024 | 6/30/2024 |
| Library Media Specialist Permanent \$26,460 | | | | | | |
| 3 | Wood, Joanne | Medical Assisting Teacher | 1.0 | CTE | 6/30/2024 | 1/16/2024 |
| Medical Assisting 7-12 Professional \$40,792.50 | | | | | | |

D. Leave Replacements

None

E. Substitutes (Certified)

| Item | Name | Position Title | FTE | Assignment | Start Date | End Date |
|------|------|----------------|-----|------------|------------|----------|
|------|------|----------------|-----|------------|------------|----------|

Certification Salary

*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 |
|------|------|----------------|-----|------------|------------|----------|--------|
|------|------|----------------|-----|------------|------------|----------|--------|

*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

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

Motion by Kathryn Zajicek, second by Carmen Caraco.

Final Resolution: Motion Carried

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

Action (Consent): C. 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 | Hladik, Billie | Senior Account Clerk | 1.0 | CTE | 12/11/2023 | 12/10/2024 | \$38,080.48 (prorated) |
| 2 | Morse, Adrienne | Account Clerk/Typist | 1.0 | PTECH | 12/1/2023 | 11/30/2024 | \$36,947.58 (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 | Ostrander, Ginette | Substitute Bus Driver | Pro Re Nata | Regional Transportation |
| 1/2/2024 | 6/30/2024 | \$26.87/hour | | |

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

E. Leaves (Unpaid)

| Item | Name | Position Title | Assignment | Effective Date(s) |
|------|------------------|------------------------|------------------------|---|
| 1 | Cutter, Rachael | Occupational Therapist | Special Education | 11/15/2023 (1/2 day), 11/27/2023, 11/29/2023 |
| 2 | Wheeler, Monique | School Bus Attendant | Regional Transportaion | 11/23/2023 - 1/31/2024 |

Leaves (FMLA)*

| Item | Name | Position Title | Assignment | Effective Date(s) |
|------|------------------------|----------------|--|---------------------------------------|
| 1 | Youker, Lori | Senior Typist | Instructional Support Services / Computer Services | 12/1/2023 - 11/30/2024 (intermittent) |
| 2 | White, Melinda Diane** | Teacher Aide | Special Education | 10/31/2023 - 1/8/2024 |

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

**Original leave resolution 11/29/2023 amended to extend end date

F. Retirements

None

G. Terminations

None

H. Resignations

| Item | Name | Position Title | Assignment | Effective Date |
|------|--------------------|----------------------|-------------------------|----------------|
| 1 | Ostrander, Ginette | Bus Driver | Regional Transportation | 12/29/2023 |
| 2 | Dorman, JoAnn | School Bus Attendant | Regional Transportation | 12/14/2023 |

| | | | | |
|---|------------------|---------------|-------------------|------------|
| 3 | Morse, Adrienne | Teacher Aide | PTECH | 11/30/2023 |
| 4 | Hladik, Billie | Senior Typist | CTE | 12/10/2023 |
| 5 | Wilson, Gertrude | Teacher Aide | Special Education | 12/30/2023 |

I. Layoffs

None

Reductions

None

J. Recalls

None

K. Change of Assignment - Information Only

None

L. Temporary Appointments

| Item | Name | Position Title | Effort | Assignment | Start Date | End Date |
|------|-----------------|-----------------|-----------|-----------------|-------------------------|----------|
| 1 | Kersting, Terry | Casual Employee | | Up to 300 hours | Regional Transportation | |
| | 1/2/2024 | 6/30/2024 | \$30/hour | | | |

M. Summer (Temporary Appointments)

None

Motion by Kathryn Zajicek, second by Carmen Caraco.

Final Resolution: Motion Carried

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

10. Business Items (Consent A-K)

Action (Consent): A. Claims Auditor Report

Resolution: Recommend the Board approve the Claims Auditor Report for the period of November 1, 2023 through November 29, 2023. (SY 23-24 #85)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): B. Treasurer's Report

Resolution: Recommend the Board approve the Treasurer's Report for the period of October 1, 2023 through October 31, 2023. (SY 23-24 #86)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): C. Extra Class Report

Resolution: Recommend the Board approve the November 2023 Extra Class Reports as submitted. (SY 23-24 #87)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): 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 December 6, 2023. (SY 23-24 #88)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): E. Resolution to Terminate Contract with ConvergeOne

Resolution: Recommend the Board approve the following resolution to terminate the contract with ConvergeOne:

WHEREAS, the BOCES issued RFP 21-02 in January 2021, titled E-Rate 470 Upgrade Network Infrastructure: Switches, Cabling and Configuration (the "RFP");

WHEREAS, the work covered by the RFP consisted of a two phased project: Phase 1 to run from July 1, 2021, through August 30, 2021; and Phase 2 to run from July 1, 2022, through August 30, 2022;

WHEREAS, the BOCES awarded a contract to ConvergeOne in response to its proposal to the RFP ON February 24, 2021; and

WHEREAS, ConvergeOne failed to complete its work on Phase 1 of the project in accordance with the schedule set forth above in the RFP, and it has failed to complete its work on Phase 2 of the project although the date for completion set forth above has passed.

NOW, THEREFORE, BE IT RESOLVED THAT upon the recommendation of the District Superintendent, the Board terminates the contract it entered into with ConvergeOne pursuant to the RFP effective on the date of this resolution.

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): F. Appointment of Deputy Extra Class Faculty Auditor

Resolution: Recommend the Board appoint Jayette Miller as the Deputy Extra Class Faculty Auditor for the 2023-24 school year. (SY 23-24 #89)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): G. PTECH and Ag-PTECH - FMRCC Contracts 2024

Resolution: Recommend that the Board authorize the District Superintendent to execute the Contract for the Administration of PTECH and Pathway Program and the Contract for Administration of Ag-PTECH Program by and between HFM BOCES and the Fulton-Montgomery Regional Chamber of Commerce effective January 1, 2024 through December 31, 2024. (SY 23-24 #90, #91)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): H. Resolution - Erie I BOCES

Resolution: Recommend the Board approve the attached Resolution of Board of Education to consent to jointly enter into an agreement for the 2023-2024 fiscal year, for the software/learning packages and licensing listed in the resolution. (SY 23-24 #92)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): I. RFB-24-01 Extension Student Transportation Services

Resolution: Pursuant to the competitive bidding process, it is recommended the Board extend the BOCES Student Transportation Services recommendation through June 30, 2024 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:

RFB 24-01 Student Transportation Services - STA of New York Inc., 50 Venner Road, Amsterdam, NY 12010 (SY 23-24 # 93)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): J. RFB 24-07 Student Transportation Services

Resolution: Pursuant to the competitive bidding process, it is recommended the Board approves the BOCES Student Transportation Services recommendation from January 1, 2024 through June 30, 2024 in accordance with and subject to the provisions of the BOCES Bid Number: 24-07 as noted by memorandum from the Purchasing Official in the following area:

RFB 24-07 Student Transportation Services - STA of New York Inc., 50 Venner Road, Amsterdam, NY 12010 (SY 23-24 # 94 #94B)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

Action (Consent): K. Dream Consortium

Resolution: Recommend the Board approve the Resolution of Board of Education Cooperative Bidding of Databases, Research Tools, E-Books, Automation and Media for use in School Library Systems "Dream Consortium" for the 2024-2025 school year. (SY 23-24 #95)

Motion by Matt Sullivan, second by Kathryn Zajicek.

Final Resolution: Motion Carried

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

11. Other Business

Action: A. Policy First Readings

Recommend the Board accept policy #7068 Limitations on the Use of Timeout Rooms and Physical Restraints as a first reading, accept revised policy #8300 as a first reading and delete policy #1103 Use of Time Out Rooms. (SY 23-24 #96, #97, #98)

Motion by Carmen Caraco, second by Carolyn Wilcox.

Final Resolution: Motion Carried

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

Action: B. Transfer of Regional Transportation

Recommend the Board approve the resolution below to transfer HFM BOCES Regional Transportation Service and staff listed to the Greater Johnstown School District and the Gloversville Enlarged School District effective July 1, 2024:

BE IT RESOLVED, that the Hamilton-Fulton-Montgomery Board of Cooperative Educational Services hereby directs a transfer of its Regional Transportation Service Automotive Mechanic; Bus Driver; Bus Driver Trainer; Bus Driver/Custodial Worker; Bus Driver Dispatcher; School Bus Attendant; Transportation Assistant; and Transportation Coordinator Functions, from the HFM BOCES to the Greater Johnstown and Gloversville Enlarged School Districts, effective July 1, 2024. The HFM BOCES directs the appropriate staff to notify the effected members of their rights under the Civil Service Law pursuant to this transfer of functions.

Motion by Kathryn Zajicek, second by Matt Sullivan.

Final Resolution: Motion Carried

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

Action: C. Adult Literacy Program Modification Approval

Recommend the Board approve an Adult Literacy and Corrections Education pre-occupational education Paraprofessional/Teacher Aide Training Program modification to adjust the hours of training from 20 hours to 30 hours of training. (SY 23-24 #99)

Motion by Rebecca Cozzocrea, second by Carolyn Wilcox.

Final Resolution: Motion Carried

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

Action: D. MOU SUNY New Paltz

Recommend the Board authorize the District Superintendent to execute the Memorandum of Understanding by and between SUNY New Paltz and HFM BOCES to provide SUNY New Paltz's Science of Reading Fundamentals as an on-line, non-credit micro-credential course. (SY 23-24 #100)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

12. Board Member Reports and/or Comments

None

13. Future Meetings

Information: A. Future Meetings

January 31, 2023 Regular Board Meeting 5:00pm, HFM BOCES Board Room

14. Adjournment

Action: A. Adjourn Meeting

Motion to adjourn the meeting at 6:14pm

Motion by Kathryn Zajicek, second by Matt Sullivan.

Final Resolution: Motion Carried

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