

Regular Board Meeting (Wednesday, January 31, 2024)

Generated by Christine Eaton on Friday, February 2, 2024

Members present

Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan, Rebecca Cozzocrea (left at 5:40pm)

Others present

David Ziskin, District Superintendent; Jay DeTraglia, Assistant Superintendent; Aaron Bochniak, Assistant Superintendent; Kathi Lewis, School Business Official; William Bordak, Director of Human Resources; Alex Ruggeri, 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 Carolyn Wilcox.

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 December 20, 2023 Regular Board Meeting.

Motion by Rebecca Cozzocrea, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

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

Report: A. Educational Program Updates

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

Report: A. Electric School Bus Impact Study

Report: B. Utica University

Report: C. Community Schools Update

7. Partnership-Advocacy-Leadership-District Superintendent Report

Report: A. Rural Schools Summer Conference Planning

Report: B. NYS OSC Audit Corrective Plan

Report: C. 2024-2025 Administrative Budget

8. New Business

Information: A. Consent Agenda Statement

9. Personnel (Consent A-C)

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 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	Culkin-Boice, Catherine*	School Counseling and Guidance / School Counselor	1.0	PTECH	10/19/2023	10/18/2026	School Counselor Permanent	Schedule D, Step 13 (prorated)
2	Marotta, Jessica	Health Occupations / Medical Assisting Teacher	1.0	CTE	3/1/2024	2/29/2028	Medical Assisting 7-12 Transitional A	Schedule D, Step 16 (prorated)
3	Rodriguez, Carlos F.	Special Education / Special Education Teacher 7-12 English	1.0	PTECH	1/2/2024	1/1/2028	Students with Disabilities - Grades 7-12 - English Professional	Schedule D, Step 5 (prorated)
4	Walag, Amelia	School Counseling and Guidance / Transition Specialist	1.0	Special Education	3/4/2024	3/3/2028	School Counselor Permanent	Schedule D, Step 18 (prorated)

*Original resolution 10/25/2023 amended to reduce probationary appointment end date from 4 years to 3 years in accordance with Education Law §3014(1)(B)

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	Bobbette, Joan	School Psychologist	Up to 250 hours	Special Education	1/8/2024	6/30/2024	School Psychologist Permanent	\$50/hour
2	Marotta, Jessica	Curriculum Hours	Up to 200 hours	CTE	3/1/2024	6/30/2024	n/a	\$25/hour
3	Wood, Joanne*	Medical Assisting Teacher	1.0	CTE	1/17/2024	6/30/2024	Medical Assisting 7-12 Permanent	\$40,425

*Original appointment 12/20/2023 amended to change the start date and salary

D. Leave Replacements

None

E. Substitutes (Certified)

None

F. Substitutes (Uncertified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Appell, Mark	Uncertified Substitute Teacher	Pro Re Nata	Any BOCES location as needed	2/1/2024	6/30/2024	Hourly*
2	Lawrence, Caitlynn	Uncertified Substitute Teacher	Pro Re Nata	Any BOCES location as needed	2/1/2024	6/30/2024	Hourly*
3	Rivas, Brianna	Uncertified Substitute Teacher	Pro Re Nata	CTE Cosmetology Program	2/1/2024	6/30/2024	Hourly*
4	Smith, Brandy	Uncertified Substitute Teacher	Pro Re Nata	Any BOCES location as needed	2/1/2024	6/30/2024	Hourly*
5	Tirado, Sade	Uncertified Substitute Teacher	Pro Re Nata	Any BOCES location as needed	2/1/2024	6/30/2024	Hourly*
6	Willmann, Jennifer	Uncertified Substitute Teacher	Pro Re Nata	Any BOCES location as needed	2/1/2024	6/30/2024	Hourly*
7	Francik, Alex	Uncertified Substitute Teacher -- Long Term: Living Environment	1.0	PTECH	1/2/2024	6/30/2024	\$120/day
8	Healy, Matthew	Uncertified Substitute Teacher - Long Term	1.0	Itinerant Services	2/1/2024	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)
1	Haas, Heather Anne	Teacher	Adirondack Academy	2/8/2024 - 2/9/2024

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Date(s)
1	Mead, Julie**	Teacher	CTE	8/3/2023 - 6/26/2024

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

**Original resolution 8/30/2023 and 11/29/2023 amended to extend end date

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Napolitano, Karen	Teacher	PTECH	3/1/2024

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 Carmen Caraco, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, 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	Rivera Rivas, Noraima	Teacher Aide	1.0	ALCE	1/2/2024	1/1/2025	\$22,155.09 (prorated)
2	Anadio, Nicole	Teacher Aide	1.0	Special Education	2/1/2024	1/31/2025	\$22,155.09 (prorated)
3	Welch, Stephanie	Teacher Aide	1.0	Special Education	2/1/2024	1/31/2025	\$22,155.09 (prorated)
4	Young, Melissa	Teacher Aide	1.0	Special Education	2/1/2024	1/31/2025	\$22,155.09 (prorated)
5	Buley, Tracey	Teacher Aide	1.0	CTE	2/15/2024	2/14/2025	\$26,197.35 (prorated)

B. Non-Instructional Appointments: Contingent Permanent

None

C. Provisional Appointments: Starting

Item	Name	Position Title	FTE	Assignment	Provisional Appointment Start Date	Salary
1	Boomhower, Dominique	Senior Typist	1.0	Adirondack Academy	1/2/2024	\$32,300.96 (prorated)
2	Healy, Madison	Senior Typist	1.0	CTE	1/2/2024	\$32,300.96 (prorated)
3	Husek, Michelle	Senior Typist	1.0	Human Resources / Substitute Services	1/16/2024	\$34,786.89 (prorated)

Provisional Appointments: Ending

None

D. Substitute Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Cole, Dawn	Substitute School Bus Attendant - Retired	Pro Re Nata	Regional Transportation	2/1/2024	6/30/2024	Hourly*
2	Lawrence, Caitlynn	Substitute Teacher Aide/School Monitor	Pro Re Nata	Any BOCES Location As Needed	2/1/2024	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)
1	Cool, Jennifer	Teacher Aide	Special Education	12/19/2023
2	Cutter, Rachael	Occupational Therapist	Special Education	12/12/2023 (1/2 day), 12/14/2023 (1/2 day), 12/15/2023, 12/20/2023, 12/21/2023 (1/2 day)
3	Manzer, Kerry	Teacher Aide	Special Education	11/3/2023, 11/8/2023, 11/15/2023, 11/16/2023, 12/5/2023, 1/3/2024
4	White, Melinda Diane**	Teacher Aide	Special Education	1/24/2023 -1/26/2023

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Effective Date(s)
1	Agard, Maryerin	Occupational Therapist	Special Education	12/22/2023 - 3/23/2024 (intermittent)

2	Memrick, Trisha	Registered Professional Nurse (School)	Special Education	12/5/2023 - 3/8/2024
3	White, Melinda Diane**	Teacher Aide	Special Education	10/31/2023 - 1/23/2024
4	Wilmot, Erin	Teacher Aide	Special Education	1/8/2024 - 1/22/2024

*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

Item	Name	Position Title	Assignment	Effective Date
1	Knapp, Lori*	Teacher Aide	Special Education	1/1/2025

*Original resolution 11/29/2023 amended to change effective date

G. Terminations

Item	Name	Position Title	Assignment	Effective Date
1	Boomhower, Dominique	Senior Typist	Adirondack Academy	2/1/2024

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Boomhower, Dominique	Teacher Aide	Adirondack Academy	1/1/2024
2	Bush, Sapphire	Teacher Aide	Adirondack Academy	1/1/2024
3	Davis, Jennifer	Teacher Aide	Special Education	1/5/2024
4	Manzer, Kerry	Teacher Aide	Special Education	1/4/2024

I. Layoffs

None

Reductions

None

J. Recalls

None

K. Change of Assignment - Information Only

Item	Name	Position Title	Change Assignment From	Change Assignment To	Effective Date
1	Pape, Tyler	Teacher Aide	Special Education	Adirondack Academy	1/29/2024

L. Temporary Appointments

Item	Name	Position Title	Effort	Assignment	Start Date	End Date	Salary/Rate
1	Barnes, Rachel	Teacher Aide	PT/Hourly	ALCE	1/2/2024	6/30/2024	\$17.04/hour

M. Summer (Temporary Appointments)

None

Motion by Carmen Caraco, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **C. Miscellaneous Personnel Items**

Resolution: Recommend the Board approve the following Miscellaneous Personnel Resolutions:

BE IT RESOLVED that the Board of Education hereby approves the Memorandum of Agreement by and Between Hamilton-Fulton-Montgomery Counties Board Of Cooperative Educational Services and The BOCES Teachers' Association and authorizes the District Superintendent to execute said MOA. (SY 23-24 #101)

BE IT RESOLVED that the Board of Education hereby approves the January 31, 2024 Memorandum of Agreement by and Between Hamilton-Fulton-Montgomery Counties Board Of Cooperative Educational Services and The HFM BOCES School Related Professionals' Unit and Tracey Buley CSEA and authorizes the District Superintendent to execute said MOA. (SY 23-24 #102)

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 abolish the Director of Facilities III position #131735 and establish a Director of Facilities II position with the same position number (#131735) effective February 1, 2024.

Motion by Carmen Caraco, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

10. Business Items (Consent A-M)

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

Resolution: Recommend the Board approve the Claims Auditor Reports for the period of December 1, 2023 through December 31, 2023. (SY 23-24 #103 #104)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **B. Treasurer's Reports**

Resolution: Recommend the Board approve the Treasurer's Reports for the periods of November 1, 2023 through November 30, 2023 and December 1, 2023 through December 31, 2023. (SY 23-24 #105, 106)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **C. Extra Class Report**

Resolution: Recommend the Board approve the December 2023 Extra Class Reports as submitted. (SY 23-24 #107))

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **D. Acceptance of the Office of the State Comptroller's Report of Examination 2023M-116 Investment Program**

Resolution: Recommend the Board accept the Office of the State Comptroller's Report of Examination 2023M-116 Investment Program taking note of the attached District Superintendent's Corrective Action Plan dated January 18, 2024. (SY 23-24 #108)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **E. ENGIE Natural Gas Firm Commercial Service Agreement**

Resolution: Recommend the board authorize the District Superintendent to execute the New York Natural Gas Firm Commercial Service Agreement by and between HFM BOCES and ENGIE Power & Gas LLC (SY 23-24 #109)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **F. Culinary Arts Extra Class Fund**

Resolution: Recommend the Board establish a Culinary Arts Extraclassroom Activity fund. (SY 23-24 #110)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **G. 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:

Pathways in Tech Early College HS- \$625,000.00 (SY 23-24 #111)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **H. Endorsement of 2024-2025 Administrative Budget**

Resolution: Recommend the Board endorse the 2024-2025 Administrative budget in the amount of \$4,051,317 which includes \$2,034,279 for retiree health and dental. This is a 3.1% increase over the 2023-24 budget of \$3,929,339, which included \$1,990,269 for retiree health and dental. The Administrative budget will be reviewed with the component Boards of Education at the April 10, 2024 annual meeting and is subject to public vote by said school districts on April 24, 2024. (SY 23-24 #112)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **I. RFB 24-02 Scoring & Analysis of NYS Assessments**

Resolution: Pursuant to the competitive bidding process, it is recommended the Board approve the BOCES Scoring and Analysis of NYS Assessment recommendation from July 1, 2024 through June 30, 2025 in accordance with and subject to the provisions of the BOCES Bid Number: 24-02 as noted by memorandum from the Purchasing Official in the following area:

RFB 24-02 Scoring & Analysis of NYS Assessments - Educational Vistas, Inc. 22 Maxon Rd Ext., Schenectady, NY 12309. (SY 23-24 #113, #113B)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **J. VelocityEHS MSDSONline**

Resolution: Recommend the Board authorize the District Superintendent to execute the three-year subscription agreement with VelocityEHS MSDSONline effective May 15, 2024 through May 14, 2027. (SY 23-24 #114)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **K. One Digital/Bouchey and Clarke ACA Agreement**

Resolution: Recommend the Board authorize the District Superintendent to execute the Agreement by and between HFM BOCES and One Digital/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, 2023 through June 30, 2024. (SY 23-24 #115)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **L. Home Run and Turnabout Prevention Program Agreement**

Recommend the Board approve the agreements by and between the Montgomery County Department of Social Services and Hamilton-Fulton Montgomery BOCES to provide the 2024 Home Run and/or Turnabout Prevention Programs to the following school districts: Greater Amsterdam School District (2 programs); Fort Plain School District (2 programs); Oppenheim-Ephratah-St. Johnsville Central School District (2 programs); Fonda-Fultonville Central School District (1 program, Turnabout) and Canajoharie Central School District (2 programs) effective January 1, 2024 through December 31, 2024. (SY 23-24 #116, #117, #118, #119, #120, #121, #122, #123, #124)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action (Consent): **M. Contractor Services Agreement - The Family Counseling Center**

Resolution: Recommend the Board authorize the District Superintendent to execute the Contractor Services Agreement by and between HFM BOCES and The Family Counseling Center to provide counseling, crisis intervention and referral services to students identified as in need by the participating component districts from February 1, 2024 through June 30, 2024. (SY 23-24 #125)

Motion by Kathryn Zajicek, second by Paula Brown-Weinstock.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

11. Other Business

Action: **A. Policies Second Readings and Adoption**

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 second readings and adopt them and delete policy #1103 Use of Time Out Rooms. (SY 23-24 #126, #127, #128)

Motion by Paula Brown-Weinstock, second by Matt Sullivan.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action: **B. Policy First Reading # 5010 Workplace Violence and Prevention**

Recommend the Board accept policy #5010 Workplace Violence and Prevention as a first reading. (SY 23-24 #129)

Motion by Paula Brown-Weinstock, second by Kathryn Zajicek.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

Action: **C. 2024-2025 HFM BOCES School Calendar**

Recommend the Board adopt the 2024-25 HFM BOCES School Calendar as submitted. (SY 23-24 #130)

Motion by Carmen Caraco, second by Carolyn Wilcox.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan

12. Board Member Reports and/or Comments

Information **A:Annual Meeting/Elections**

HFM BOCES Annual meeting is 4/10/2024

Board Members who's terms are up on 6/30/24:

Carmen Caraco

Rebecca Cozzocrea

Matt Sullivan

Information: **B. Board member Reports and/or Comments**

Kathryn Zajicek told the Board about the last Health Insurance meeting she attended.

13. Future Meetings

Information: A. Future Meetings

14. Adjournment

Action: A. Adjourn Meeting

Motion to adjourn the meeting

Motion by Kathryn Zajicek, second by Matt Sullivan.

Final Resolution: Motion Carried

Yea: Carmen Caraco, Harry Brooks, Kathryn Zajicek, Paula Brown-Weinstock, Carolyn Wilcox, Matt Sullivan