

Regular Board Meeting (Wednesday, March 27, 2024)

Generated by Christine Eaton on Thursday, March 28, 2024

Members present

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

Others present

David Ziskin, District Superintendent, Jay DeTraglia, 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 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

No Comments

4. Board Minutes

Action, Minutes: A. Board Minutes

Recommend that the Board approve the Board minutes for the February 28, 2024 Regular Board Meeting.

Motion by Rebecca Cozzocrea, second by Matt Sullivan.

Final Resolution: Motion Carried

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

5. Partnership-Advocacy-Leadership-District Superintendent Report

Report: A. State/Supervisory District Updates

SUNY Albany FMCC Articulation

Regional Efforts to Address Education Personnel Shortages

Transitional Teacher Apprenticeships - Utica

Potential Collaboration with Sage School of Education for an Administrator Pipeline

Fulton Montgomery Regional Chamber of Commerce Business Expo

Rural Schools Association Summer Conference Planning

2024 Draft Board Calendar

NYSED work Group - College Credit Access

6. New Business

Information: A. Consent Agenda Statement:

Before accepting a motion to approve all consent agenda items, are there any personnel or business items that need to be set aside for discussion?

Dr. Brooks asked to pull Item 7.L. Overnight Field Trip Approval - PTECH FBLA to be voted on its own.

7. Personnel/Business Items (Consent A-M)

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	Kozien, Marcus	School Counseling & Guidance / School Counselor	1.0	Special Education	4/29/2024	4/28/2028	School Counselor Provisional	Schedule D, Step 12 (prorated)

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	Malagisi, Lisa*	Adult Education/ Case Manager	Up to 400 additional hours	ALCE	7/1/2023	6/30/2024	Social Studies 7-12, Permanent	\$30/hour
2	Mancini- Nethaway, Maria	Adult Education/ Case Manager	Up to 120 additional hours	ALCE	3/11/2023	6/30/2024	Social Studies 7-12, Permanent	\$30/hour
3	Harper, Todd	Culinary Extra class Fund Advisor	Extracurricular	CTE	2/5/2024	6/30/204	n/a	None
4	Wood, Joanne	Mentor	Stipend	CTE BTA Member	3/28/2024	6/30/2024	Medical Assisting 7-12, Professional	\$1,500**
5	Schuyler, Rodney	Mentor	Stipend	PTECH BTA Member	3/28/2024	6/30/2024	Social Studies 7-12, Professional	\$1,500**

*Original resolution 6/28/2023 amended to increase hours

**Stipend paid at conclusion of 2023-24 school year, contingent upon mentees completion of mentoring requirements

D. Leave Replacements

NONE

E. Substitutes (Certified)

NONE

F. Substitutes (Uncertified)

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Banta, Darlene	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*

2	Barkevich, Jonas	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
3	Beman, Alexis	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
4	Gillis, Theresa	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
5	Gomez, Anganese	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
6	Holmes, Devin	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
7	Jestings, Laury	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
8	LaMere, Mary	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
9	Madej, Karleigh	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*
10	Wozniak, Laura	Substitute Teacher - Uncertified	Pro Re Nata	Any BOCES location, as needed	3/28/2024	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	Ross, Shirley	Teacher	ALCE	3/14/2024 (1/2 day)

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Date(s)
1	McLaughlin, Andrea	Teacher	Special Education	3/26/2024 - 6/26/2024

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

H. Resignations

Item	Name	Position	Assignment	Effective Date
1	Lake, Teresa	Adult Educator/Case Manager	ALCE	3/8/2024

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

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:

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

Yea: Harry Brooks, 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	Johnson, Haley	Teacher Aide	1.0	Adirondack Academy	3/28/2024	3/27/2025	\$22,155.09 (prorated)
2	Tallman, Joseph	Teacher Aide	1.0	Adirondack Academy	3/7/2024	3/6/2025	\$22,155.09 (prorated)
3	Farrington, Katrina	Bus Driver/Dispatcher	1.0	Regional Transportation	3/4/2024	3/3/2025	no change
4	Moore, Amanda	Bus Driver/Dispatcher	1.0	Regional Transportation	3/4/2024	3/3/2025	no change
5	Costa, Nicole	Transportation Coordinator	1.0	Regional Transportation	3/4/2024	3/3/2025	no change

B. Non-Instructional Appointments: Contingent Permanent

NONE

C. Provisional Appointments: Starting

Item	Name	Position Title	FTE	Assignment	Provisional Appointment Start Date	Salary
1	Miklic, Audrey	Senior Typist	1.0	Adirondack Academy	3/7/2024	\$40,908.78 (prorated)

Provisional Appointments: Ending

Item	Name	Position Title	FTE	Assignment	Provisional Appointment End Date
1	Farrington, Katrina	Bus Driver/Dispatcher	1.0	Regional Transportation	3/3/2024
2	Moore, Amanda	Bus Driver/Dispatcher	1.0	Regional Transportation	3/3/2024
3	Costa, Nicole	Transportation Coordinator	1.0	Regional Transportation	3/3/2024

D. Substitute Appointments

Item	Name	Position Title	FTE	Assignment	Start Date	End Date	Salary
1	Banta, Darlene	Substitute Teacher Aide/ School Monitor	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Hourly*
2	Gillis, Theresa	Substitute Teacher Aide/ School Monitor	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Hourly*
3	Holmes, Devin	Substitute Teacher Aide/ School Monitor	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Hourly*
4	LaMere, Mary	Substitute Teacher Aide/ School Monitor	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Hourly*
5	Wozniak, Laura	Substitute Teacher Aide/ School Monitor	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Hourly*
6	LaMere, Mary	Substitute School Nurse (LPN)	Pro Re Nata	Any BOCES location, as needed	3/28/2024	6/30/2024	Per diem*

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

E. Leaves (Unpaid)

Item	Name	Position Title	Assignment	Effective Date
1	Charboneau, Jamie	Teacher Aide	Adirondack Academy	3/12/2024, 3/13/2024, 3/14/2024, 3/15/2024
2	Cool, Jennifer	Teacher Aide	Special Education	1/24/2024, 2/8/2024, 2/9/2024, 2/12/2024 2/26/2024, 2/27/2024 2/28/2024, 2/29/2024, 3/1/2024, 3/4/2024, 3/5/2024, 3/6/2024

Leaves (FMLA)*

Item	Name	Position Title	Assignment	Effective Date
1	Pape, Madison	Teacher Aide	Special Education	4/8/2024 - 5/20/2024

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

F. Retirements

NONE

G. Terminations

NONE

H. Resignations

Item	Name	Position Title	Assignment	Effective Date
1	Miklic, Audrey	Teacher Aide	Adirondack Academy	3/6/2024
2	Sweeney, Vivian	School Bus Attendant	Regional Transportation	6/26/2024
3	Lohre, Phillip	Teacher Aide	Special Education	3/8/2024
4	Natole, Antonio	Teacher Aide	Special Education	2/26/2024
5	Tallman, Joseph	Teacher Aide	Special Education	3/15/2024

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	Salary/Rate
1	Harrington Jr., George*	Casual Employee	Up to 600 hours	Operations & Maintenance	10/31/2023	6/30/2024	\$50/hr
2	Hanifan, Lorrie**	Casual Employee	Up to 1200 hours	CTE	7/1/2023	6/30/2024	\$31/hour

*Original resolution 11/29/2023 amended to increase maximum hours from 300 to 600 hours

**Original resolution 8/2/2023 amended to increase maximum hours from 600 to 1200 hours

M. Summer (Temporary Appointments)

NONE

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

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

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

BE IT RESOLVED that the Board of Education hereby approves the March 27, 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 and authorizes the District Superintendent to execute said MOA. (SY 23-24 #142)

BE IT RESOLVED that the Board of Education hereby terminates the employment of Employee 00015 pursuant to Civil Service Law §71 effective March 22, 2024.

BE IT RESOLVED, that the Board of Education hereby approves the Memorandum of Agreement by and Between the Hamilton-Fulton-Montgomery BOCES and the School Related Professionals Unit authorizes the District Superintendent to execute said agreement. (SY 23-24 #143)

BE IT RESOLVED, that the Board of Education hereby approves the Memorandum of Agreement by and Between the Hamilton-Fulton-Montgomery BOCES and the HFM BOCES Teachers' Association authorizes the District Superintendent to execute said agreement. (SY 23-24 #144)

BE IT RESOLVED, that the Board of Education hereby approves the Memorandum of Agreement by and Between the Hamilton-Fulton-Montgomery BOCES and the OT/PT Unit authorizes the District Superintendent to execute said agreement. (SY 23-24 #145)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

Action (Consent): **D. Claims Auditor Reports**

Resolution: Recommend the Board approve the Claims Auditor Reports for the period of February 1, 2024 through February 29, 2024.

(SY 23-24 #146, #147)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

Action (Consent): **E. Treasurer's Report**

Resolution: Recommend the Board approve the Treasurer's Report for the period of February 1, 2024 through February 29, 2024. (SY 23-24 #148)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

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

Resolution: Recommend the Board approve the JaFebruary2024 Extra Class Report as submitted. (SY 23-24 #149)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

Action (Consent): **G. Items to be Declared Salvage**

Resolution: Recommend the Board approve the items for salvage as listed on the Chief Financial Officer's memoranda dated March 6, 2024, March 13, 2024 and March 14, 2024.

(SY 23-24 #150, #151, #152)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

Action (Consent): **H. 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:

Connect Kids to Parks Field Trip Grant (Revised) - \$8,560.00

(SY 23-24 #153)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

Action (Consent): **I. Budget Transfers and Adjustments**

Resolution: Recommend the Board approve the Budget Adjustments and Budget Transfers through February 29, 2024 as submitted by the Chief Financial Officer.
(SY 23-24 #154, #155)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action (Consent): **J. Independent Contractor Services Agreement - Catholic Charities**
Resolution: Recommend the Board authorize the District Superintendent to execute the Independent Contractor Services Agreement by and between HFM BOCES and Catholic Charities of Fulton and Montgomery Counties to provide Teen Intervene to identified students in the Adirondack Academy from April 1, 2024 through June 30, 2024. (SY 23-24 #156)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action (Consent): **K. Acceptance of the HRI Fiscal Audit #FR-2024-01**
Resolution: Recommend the Board accept the Health Research Incorporated Audit # FR-2024-01 taking note of the attached District Superintendent's Corrective Action Plan dated September 13, 2023.
(SY 23-24 #157)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action (Consent): **M. RFB 24-03 E-RATE 470 Upgrade Network Infrastructure**
Resolution: Pursuant to the competitive bidding process, it is recommended the Board approve the BOCES E-RATE 470 Upgrade Network Infrastructure: Switched Cabling and Configuration recommendation in accordance with and subject to the provisions of the BOCES Bid Number: 24-03 as noted by memorandum from the Purchasing Official in the following area:

RFB 24-03 E-RATE 470 Upgrade Network Infrastructure: Switched Cabling and Configuration - ComSource, Inc. 500 Plum Street, Suite 400, Syracuse, NY 13204
(SY 23-24 #158, #158B)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

8. Other Business

Action: **L. Overnight Field Trip Approval - PTECH FBLA**
Resolution: Recommend the board approve the PTECH Future Business Leaders of America club to attend the annual leadership conference in Rochester, NY from April 9, 2024 through April 12, 2024. (SY 23-24 #159)

Motion by Matt Sullivan, second by Kathryn Zajicek.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action: **A. Policy #1101 Records Management and Access - Second Reading and Adoption**
Recommend the Board accept updated policy #1101 Records Management and Access as a second reading and adopt it.
(SY 23-24 #160)

Motion by Kathryn Zajicek second by Matt Sullivan.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action (Consent): **B. Policy #4302 Investments**
Resolution: Recommend the Board waive the first reading and adopt revised policy #4302 Investments.
(SY 23-24 #161)

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.
Final Resolution: Motion Carried
Yea: Harry Brooks, Kathryn Zajicek, Rebecca Cozzocrea, Carolyn Wilcox, Matt Sullivan

Action: **C. Metropolitan Commercial Bank Resolution**

Recommend the Board authorize the Metropolitan Commercial Bank as an approved financial institution effective March 28, 2024.

Motion by Carolyn Wilcox, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

Action: D. Revised 2023-2024 Holiday Calendar for 12-month Staff

Recommend the Board adopt the resolution to adopt a revised HFM BOCES 2023-2024 Holiday Calendar for 12-month and office employees:

WHEREAS, the BOCES annually develops a "Holiday Calendar for 12-Month and Office Employees" for the upcoming school year; and

WHEREAS, the adopted "2023-24 Holiday Calendar for 12-Month and Office Employees" did not recognize April 8, 2024 as a holiday; and

WHEREAS on April 8, 2024, a remarkable celestial event is set to occur;

WHEREAS granting a holiday on April 8, 2024, acknowledges the significance of the solar eclipse, prioritizes safety, and fosters community engagement;

WHEREAS now the "2023-24 Holiday Calendar for 12-Month and Office Employees" needs to be revised;

THEREFORE, be it resolved by the Board of Education of the Hamilton-Fulton-Montgomery Board of Cooperative Education Services:

Section 1: Monday, April 8, 2024 shall be added as an additional holiday/recess/school not-in-session day for 12-month and office employees and district offices will be closed.

Section 2: The additional holiday is for the 2023-24 school year and shall be non-precedent setting.

Section 3: This resolution will take effect immediately.

Motion by Matt Sullivan, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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

9. Board Member Reports and/or Comments

Kathryn Zajicek told the Board about the Health Insurance Committee meeting she attended earlier in the day and that it was a good meeting and the wellness committee gave an update.

10. Future Meetings

Information: A. Future Meetings

April 10, 2024 Annual Meeting 6:00pm HFM BOCES Conference Center

April 24, 2024 Regular Board meeting and Annual Election/Administrative Budget Vote.

12. Adjournment

Action: A. Adjourn Meeting **Time: 5:42**

Motion to adjourn the meeting

Motion by Kathryn Zajicek, second by Rebecca Cozzocrea.

Final Resolution: Motion Carried

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