



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road - New Hartford, NY 13413
www.oneida-boces.org

Cooperative Board 2018-2019
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**MINUTES OF THE REGULAR MEETING OF
DECEMBER 12, 2018**

The Regular meeting of the Board of Cooperative Educational Services was held on December 12, 2018 in The Howard D. Mettelman Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Mrs. Elaine M. Falvo, President
- Mr. Steve Boucher, Vice President
- Mrs. Michelle Anderson
- Mrs. Doreen Corbin – Arrived at 4:34
- Mrs. Evon M. Ervin
- Mr. John A. Griffin
- Mr. Michael J. Moore – Arrived at 5:07
- Mr. Gary P. Nelson
- Dr. Gary W. Porcelli
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

- Mrs. Charlene A. Hartman

OTHERS PRESENT

- Mr. Jack J. Boak, Jr.
- Mr. Charles Cowen
- Mr. Christopher Hill
- Mr. Scott Morris
- Mrs. Ann Turner

Date

Introduction

Members Present

Members Excused

Others Present

Elaine M. Falvo, *President*, Steve Boucher, *Vice President*,
Michelle Anderson, Doreen Corbin, Evon M. Ervin, John A. Griffin, Charlene A. Hartman,
Michael J. Moore, Gary P. Nelson, Dr. Gary W. Porcelli, John J. Salerno, Russell Stewart

The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services in response to the emerging educational needs of our school districts.

OTHERS PRESENT – STUDENT PRESENTERS

David Stayton, Principal Career & Technical Education
Michelle Hall, Assistant Principal Career & Technical Education
Erica Schoff, Assistant Principal P-TECH
Michele Weakley, Cosmetology Instructor
Gianna Calabrese, student
Jenna Hurley, student
Jania Jackson, student
John Calabrese, Parent
Russell Stevener, Holland Patent Administrator

ITEM I. CALL TO ORDER

A quorum was noted and the meeting was called to order at 4:30 p.m. by President Falvo.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. APPROVAL OF BOARD CLERK PRO TEMPORE

Motion by: Mr. Stewart
Seconded by: Mr. Nelson

Motion, that the Cooperative Board approves Charles Cowen as Board Clerk Pro Tempore for the December 12, 2018 Cooperative Board Meeting.

Yes	No	Absent	Abstain
Michelle Anderson		Doreen Corbin	
Steve Boucher		Charlene A. Hartman	
Evon M. Ervin		Michael J. Moore	
Elaine M. Falvo			
John A. Griffin			
Gary P. Nelson			
Gary W. Porcelli			
John J. Salerno			
Russell Stewart			

Motion carried, 9 - 0

[Mrs. Corbin arrived at 4:34 p.m.]

ITEM IV. RECOGNITION

CAREER AND TECHNICAL EDUCATION – COSMETOLOGY

Mr. Stayton introduced Cosmetology instructor Michele Weakley who gave a brief overview of the program. Mrs. Weakley introduced the three students from the program; Gianna Calabrese, Jenna Hurley and Jania Jackson. Each student spoke about some of their experiences in the program.

ITEM V. RECOGNITION OF VISITORS

None

ITEM VI. COMMUNICATIONS

Mrs. Falvo briefly discussed the Audit Committee meeting that took place prior to the board meeting indicating that items would be on the agenda at the January board meeting.

ITEM VI. A. FROM THE FLOOR

Mr. Stewart extended his appreciation to the entire staff for effectively handling the incident that occurred at the Middle Settlement campus the Thursday prior.

ITEM VI. B. CORRESPONDENCE

None

ITEM VII. A. MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2018

MOTION TO APPROVE THE MINUTES

Motion by: Mr. Stewart
Seconded by: Mr. Nelson

Moved, that, the minutes of the Regular Meeting of November 14, 2018, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

Yes	No	Absent	Abstain
Michelle Anderson		Charlene Hartman	
Steve Boucher		Michael Moore	
Doreen Corbin			
Evon M. Ervin			
Elaine M. Falvo			
John A. Griffin			
Gary P. Nelson			
Gary W. Porcelli			
John J. Salerno			
Russell Stewart			

Motion carried, 10 - 0

ITEM VII. APPROVAL OF CONSENT AGENDA (B., C., D.)

MOTION TO AMEND THE CONSENT AGENDA

(with the following change: remove the appointment of Cynthia Amarosa)

Motion by: Mrs. Corbin
Seconded by: Mrs. Ervin

Yes	No	Absent	Abstain
Michelle Anderson		Charlene Hartman	
Steve Boucher		Michael Moore	
Doreen Corbin			
Evon M. Ervin			
Elaine M. Falvo			
John A. Griffin			
Gary P. Nelson			
Gary W. Porcelli			
John J. Salerno			
Russell Stewart			

Motion carried, 10 - 0

MOTION TO APPROVE THE AMENDED CONSENT AGENDA

Motion by: Mrs. Corbin
Seconded by: Mrs. Ervin

FINANCIAL REPORTS/AWARDING OF CONTRACTS

ITEM VII – B. FINANCIAL REPORTS/AWARDING OF CONTRACTS

ITEM VII. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR OCTOBER 2018

Report of the Treasurer for October 2018

Capital	929,835.61
General	5,284,454.73
School Lunch	48,836.17
Special Aid	831.12
Trust/Agency	16,938.21
Trust/Expand	<u>77,986.95</u>
Total	\$6,358,882.79

And the Treasurer’s Report for the Extra-Curricular Fund
for October 2018 showing a fund balance of \$5,615.87.

ITEM VII. B. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT, October, 2018

Moved, that the Cooperative Board accepts the Budget Adjustment Report for October 2018; all
as shown below:

**Budget Revisions—2018-19
October 2018 Report**

2018-19 Adopted Budget	\$63,899,734
Commitment Changes	5,491,212
Net Changes	2,271,408
Total	<u>\$71,662,354</u>

ITEM VII. C. PERSONNEL REPORT

**MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND
NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Moved, that pursuant to the recommendations of the District Superintendent, the Board
approves the following changes on the teaching/certified staff and non-instructional/classified
staff.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	NORA A. RICCI	FOOD SERVICE HELPER	08/25/2014	12/31/2018

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	AMY L. CROSSMAN	TEACHER ASSISTANT	09/01/2018	12/03/2018
2.	LAURA H. NIXON	TEACHER ASSISTANT	12/18/2017	11/14/2018

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	CARI L. DONAHUE	FOOD SERVICE HELPER	09/16/2016	11/15/2018 (verbal)
2.	ERIKA L. FULLER	FOOD SERVICE HELPER	01/03/2018	11/01/2018 (verbal)
3.	SUSAN KENYON	FOOD SERVICE HELPER	12/09/2003	11/01/2018 (verbal)
4.	CAITLYN M. MASTERMAN	FOOD SERVICE HELPER	01/31/2018	11/01/2018 (verbal)
5.	ANGELA R. SMALDONE	FOOD SERVICE HELPER	03/29/2018	11/01/2018 (verbal)
6.	DEBRA L. WARD	FOOD SERVICE HELPER	05/21/2018	11/01/2018 (verbal)

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	VALERIE L. STARCZEWSKI	TEACHER ASSISTANT	11/26/2018	TBD	Disability

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	KIM M. CASSELMAN	COMPUTER SPECIALIST	12/10/2018	01/20/2019	Disability
2.	ALISHA J. COOPER-WILSON	ACCOUNT CLERK	12/31/2018	TBD	new probationary appointment
3.	CAROL ORSINO	SENIOR ACCOUNT CLERK	12/11/2018	TBD	Disability

d. APPOINTMENTS

1. **Teaching/Certified Staff**

a. **RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

The expiration dates of the 4 year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

The expiration dates of the 3 year probationary appointments are tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

1. Recommend that **MORGAN A. BUSS** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, at the Special Education Center, for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 13, 2018 and ending December 12, 2022 at an annual salary rate of \$16,527.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Mount Markham Central School District
- * Associates Degree in Social Science from Herkimer County Community College

Work Experience:

- * From October, 2018 through the present as a substitute teacher Assistant at the Oneida-Herkimer-Madison BOCES
- * From February, 2018 through the present as a resident counselor/human service aide at Upstate Cerebral Palsy
- * From December, 2017 through February, 2018 as a group teacher at YMCA Greater Tri Valley
- * From July, 2017 through December, 2017 as a cashier at the Home Depot

2. Recommend that **MATTHEW E. MEAGHER** be appointed as a **TEACHER OF ESL** in Special Education Itinerant Programs, at MSA, Westmoreland and Sauquoit Valley, for a three year probationary appointment in the English as a Second Language tenure area, commencing November 30, 2018 and ending November 29, 2021 at an annual salary rate of \$51,216.00, prorated.

Certification:

- * Permanent certificate in English 7-12
- * Pending certificate in English as a Second Language

Education:

- * Bachelor of Arts in English Literature from St. Michael's College
- * Master of Science in Secondary Education - English Language Arts from Le Moyne College

Work Experience:

- * From August, 2008 through the present as ELA/AIS teacher at Syracuse Central School District
- * From August, 2004 through August, 2008 as a ELA/AIS teacher at Proctor Senior High School
- * From 2003 through 2004 as a substitute teacher at Baldwinsville Central School District
- * From March, 2003 through May, 2003 as a pre-service ELA teacher at Skaneateles Middle School
- * From January, 2003 through March, 2003 as a pre-service ELA teacher at Corcoran High School

3. Recommend that **CAITLIN A. ROBERTS** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, at the Special Education Center, for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 13, 2018 and ending December 12, 2022 at an annual salary rate of \$15,627.00, prorated.

Certification:

* Currently working toward certification

Education:

* Graduate of Vernon-Verona-Sherrill Central School District

* Attended Mohawk Valley Community College for General Studies

Work Experience:

* From October, 2018 through the present as a substitute teacher Assistant at the Oneida-Herkimer-Madison BOCES

* From March, 2018 through the present as a photo lab associate at Walmart

* From March, 2016 through September, 2016 as a floral designer at Olney's Flower Pot

2. Non-Instructional/Classified Staff

- a. Recommendation for the creation of (1) Occupational Therapist position

- a. **RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE**

1. Recommend that **KYRILL A. VERENICH** be appointed to a provisional appointment as a **COMPUTER SERVICE TECHNICIAN** in the Information and Technology Division, commencing January 07, 2019 at an annual salary rate of \$36,000.00, prorated.

KYRILL A. VERENICH has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER SERVICE TECHNICIAN**, until the results of the next civil service exam are known.

Education:

- * Graduate of Sauquoit Valley Central School District
- * Bachelor's Degree in Computer Information Systems from SUNYPOLY

Work Experience:

- * From January, 2011 through the present as a IT specialist at BondarTech
- * From 2014 through 2018 as a printer/network/pc repair specialist at Fieldnation Online Workforce
- * August, 2015 as a website developer assistant at Adjusters International
- * From 2011 through 2013 as a self-employed landscaper

- b. **RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

2. Recommend that **ALISHA J. COOPER-WILSON** be appointed to a probationary appointment as a **SENIOR ACCOUNT CLERK** in Central Business Office, commencing January 01, 2019 at an annual salary rate of \$30,589.00, prorated.

ALISHA J. COOPER-WILSON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SENIOR ACCOUNT CLERK**. **ALISHA J. COOPER-WILSON** will be required to serve a twenty-six week probationary period.

c. RECOMMENDATION FOR PROBATIONARY APPOINTMENT FROM CIVIL SERVICE LISTING

The below named individual(s) recently took and successfully completed the required civil service exam for the title. The below named individual(s) will be required to serve a twenty-six week probationary period.

			Prob. Date
1.	TAMMY M. RASCIC	NURSE PRACTITIONER	11/27/2018
2.	JEROME J. SMITH	TELECOMMUNICATIONS SPECIALIST I	12/01/2018

d. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **PRISCILLA R. CRABBE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 13, 2018 at an hourly salary rate of \$12.00, as needed.

PRISCILLA R. CRABBE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Chadwicks High School

Work Experience:

* From 2003 through 2011 as a front desk clerk at a local dental office

* From June, 1982 through May, 1998 as a manager of telecommunications at St. Lukes Memorial Hospital

2. Recommend that **PEGGY HUCKABONE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 13, 2018 at an hourly salary rate of \$12.00, as needed.

PEGGY HUCKABONE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Poland Central School District

Work Experience:

- * From February, 1997 through May, 2015 as a receptionist/office manager at James J. Roback DDs
- * From May, 1995 through February, 1997 as a data entry clerk at Commercial Travelers Insurance
- * From April, 1992 through August, 1994 as a supervisor at Marriot Food Service.

3. Recommend that **PATRICIA J. TEBSSHERANY** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 29, 2018 at an hourly salary rate of \$12.00, as needed.

PATRICIA J. TEBSSHERANY has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Utica Catholic Academy

Work Experience:

- * From September, 2016 through November, 2017 as a waitress at Steak and Pickle Restaurant
- * From May, 2000 through May, 2016 self-employed daycare business
- * From August, 2000 through February, 2011 as an associate cashier at Macy's
- * From 1998 through 2000 as a cashier at Hemstraughts Bakery

- e. **RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)**

1. Recommend that **SHELBY K. LAGRAY-MASTERS** be appointed to a temporary appointment as a **GRAPHIC DESIGN ARTIST** in the Information and Technology Division, commencing December 17, 2018 and ending February 27, 2019 at a salary rate of \$13.88 per hour.

SHELBY K. LAGRAY-MASTERS meets the civil service requirements for the title and has been pre-approved by civil service.

Education:

- * Graduated from Thomas R. Proctor High School
- * Associates Degree in Graphic Design and Graphic Art Technology from Mohawk Valley Community College
- * Currently attending SUNY Oswego for Graphic Design

Work Experience:

- * From August, 2015 to the present as a Floor Associate at Kohl's Department Store
- * From May, 2018 through August, 2018 as a Graphic Design Artist in the Information and Technology division at Oneida-Herkimer-Madison
- * From December, 2017 through January, 2018 as a Graphic Design Artist in the Information and Technology division at Oneida-Herkimer-Madison BOCES
- * From June, 2016 through August, 2017 as a Graphic Design Artist in the Information and Technology division at Oneida-Herkimer-Madison BOCES
- * From June, 2015 through June, 2016 as a summer clerk in the Information and Technology division at Oneida-Herkimer-Madison BOCES
- * From June, 2012 through June, 2015 as a summer laborer in the Information and Technology division at Oneida-Herkimer-Madison BOCES

f. RECOMMENDATION FOR SUBSTITUTE APPOINTMENT

1. Recommend that **GAIL L. BELDEN-HARRINGTON** be appointed to a substitute appointment as an **OCCUPATIONAL THERAPIST** in the Special Education Itinerant Programs, commencing December 06, 2018 and ending March 01, 2019 at a yearly salary rate of \$88,488.00, prorated.

GAIL BELDEN-HARRINGTON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OCCUPATIONAL THERAPIST**.

Education:

* Bachelor's Degree Occupational Therapy from Utica College of Syracuse University

Work Experience:

* From September, 1979 through June, 2018 as an Occupational Therapist at Oneida-Herkimer-Madison BOCES

g. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	KAREN M. SUPPA	SENIOR ACCOUNT CLERK	06/11/2018

ITEM VII. D. ACTION ITEMS

ITEM VII. D. 1. ADOPTION OF STATE ENVIRONMENTAL QUALITY REVIEW RESOLUTION

WHEREAS, the Oneida-Herkimer-Madison BOCES Cooperative Board (the "Board") has considered the effect upon the environment of the proposed reconstruction work at the:

Main Building Complex (Window Replacement)

WHEREAS, the Board has received and reviewed the Scope of the Proposed Projects and has further received and considered the advice of its Architects and Engineers with regard to the environmental impact of the Project; now therefore

BE IT RESOLVED, by the Oneida-Herkimer-Madison BOCES Cooperative Board as follows:

1. The Board hereby determines in accordance with the Article 8 (State Environmental Quality Review Act- SEQRA) of the Environmental Conservation Law that the Project is a Type II action which will not have a significant impact on the environment and is not subject to review under SEQRA.
2. The Project is hereby approved and the District Superintendent and all officers and employees of the District are authorized and directed to perform all actions and execute all documents necessary or appropriate to obtain the necessary funding, complete the Project and to carry out the intent of this resolution.
3. This resolution is effective immediately.

Motion Mrs. Corbin
Second Mrs. Ervin
Yes 10
No 0

Motion carried at meeting held December 12, 2018.

ITEM VII. D. 2. APPROVAL AWARD OF ELEMENTARY SCIENCE KIT SUPPLY BID

Moved, that the Cooperative Board approves the award of the Elementary Science Kit Supply Bid representing the lowest qualified bidders meeting specifications for a total award of \$32,427.90.

ELEMENTARY SCIENCE BID AWARD RECOMMENDATIONS

Summary of \$ Award per Vendor

Nasco	\$7,116.80
Wards	\$25,311.10

ITEM VII. D. 3. APPROVAL OF CONTRACT(S)

None

Yes	No	Absent	Abstain
Michelle Anderson Steve Boucher Doreen Corbin Evon M. Ervin Elaine M. Falvo John A. Griffin Gary P. Nelson Gary W. Porcelli John J. Salerno Russell Stewart			Charlene A. Hartman Michael J. Moore

Motion carried, 10 - 0

ITEM VIII. BOARD TOPIC(S)/DISCUSSION ITEM(S)

A. 2019-2020 Service Plans

Mr. Boak and the Senior Council gave a presentation of the 2019-2020 Service Plan to the Board.

[Mr. Moore arrived at 5:07 p.m.]

The Board recessed for dinner from 6:30 to 7:11.

Mrs. Ervin and Mr. Salerno were excused at 6:30.

ITEM VIII. OLD BUSINESS

NONE

ITEM X. REPORTS

A. CAPITAL PROJECT COMMITTEE MEETING MINUTES, NOVEMBER 28, 2018;

As this was discussed during the Service Plan presentation no discussion at this time.

B. CHIEF OPERATING OFFICER'S REPORT AND LEGISLATIVE UPDATE

- Summary of Current OHM BOCES' Classroom Rental Space
- District Superintendent Search Update – impact of pay commission on cap. Search on hold, next meeting will be held on January 6, 2019.
- Health and Safety Coverage for OHM BOCES' Facilities

ITEM XI. EXECUTIVE SESSION

Motion by: Mrs. Corbin
Seconded by: Mr. Griffin

Moved, that the Board enter Executive Session at 7:30 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons.

Motion carried, 9 - 0.

The Board returned to General Session at 7:50 p.m.

ITEM XII. ACTION ITEM(S) FOR APPROVAL (CONTINUATION OF VII.)

Motion by: Mr. Moore
Seconded by: Mrs. Corbin

Be it resolved that the Board of Education hereby approves the agreements with Lisa Gambacorta and Michael Beehm.

Yes	No	Absent	Abstain
Michelle Anderson Steve Boucher Doreen Corbin Elaine M. Falvo John A. Griffin Michael J. Moore Gary P. Nelson Gary W. Porcelli Russell Stewart		Evon M. Ervin Charlene A. Hartman John J. Salerno	

Motion carried, 9 - 0

MOTION TO ADJOURN

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 8:00 p.m.



Charles Cowen
Clerk Pro Tempore
December 12, 2018