



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413
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Cooperative Board 2013-2014
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**MINUTES OF THE REGULAR MEETING OF
JANUARY 8, 2014**

The Regular meeting of the Board of Cooperative Educational Services was held on January 8, 2014 in The Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Mr. Gary P. Nelson, President
- Dr. Gary W. Porcelli, Vice President
- Mrs. Shirley Burtch
- Mrs. Doreen Corbin
- Mrs. Elaine M. Falvo
- Mr. John A. Griffin
- Mrs. Charlene A. Hartman
- Mr. William H. McDonald
- Mr. Michael J. Moore
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

- Ms. Margaret Buckley

OTHERS PRESENT

- Mr. Howard D. Mettelman, Executive Officer
- Mr. Thomas Dorr
- Mrs. Mary Annette Danella
- Mr. Kenneth Ford
- Mrs. Noreen Nouza
- Mrs. Deborah Kimball
- Mr. Tom Pfisterer
- Ms. Kate Dorr
- Ms. Carolyn Allen, Intern

Date

Introduction

Members Present

Others Present

Members Excused

Others Present



Student Recognition:

Kristen Mitchell, Student
George Mitchell, Parent
Mary Lourdes Tangorra, Principal
Vince Tripodi, Assistant Principal
Kelly Flaherty, Social Worker
Richard Hartz, Math Teacher

ITEM I—CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mr. Nelson.

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION OF VISITORS

Mr. Mettelman welcomed the visitors

ITEM IV—COMMUNICATIONS

Communications from the Floor

None

Correspondence

S.E.D. approval for Emerging Technologies and Cyber Security program has been approved
SBI Building Successful Relationships between the Board and the Superintendent – 1/13/14
D.S. Salary Cap email

ITEM V—RECOGNITION

Middle Settlement Academy – Mary Lourdes Tangorra thanked the Board for having them there. She introduced Kristen Mitchell, a junior from Proctor. Kristen spends half day in Middle Settlement Academy and half day in Culinary Arts. She has been in the program since 2011. Mary Lourdes read a letter that Kristen wrote about her mom. Kristen then introduced her father George Mitchell; her Social Worker, Kelly Flaherty; and her Math teacher, Richard Hartz. Kristen shared a little about her experience in the program and how it has helped her grow. She plans to pursue a career in Culinary Arts.

ITEM VI—CURRENT TOPICS/DISCUSSION ITEMS

Administrative Services – Food Service

Mr. Mettelman commented on how the Food Service started after WWII and how it has evolved. Mr. Tom Dorr, Mr. Tom Pfisterer and Ms. Kate Dorr shared a power point overview of the Food Service program with the Board. They briefly spoke about the General Fund COSER – the management of the program. They mainly highlighted the Cafeteria Fund Activity Fund and the William H. McDonald, Michael J. Moore, John J. Salerno, Russell Stewart

Business of Food Service including the trends, lunch counts, free & reduced and paid lunches, expenses, salaries, benefits, cost of food and use of facilities to name a few.

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[Mr. McDonald arrived at 4:40 p.m.]
[Mrs. Hartman arrived at 4:50 p.m.]
[Mrs. Corbin arrived at 5:00 p.m.]

The Board recessed for dinner from 6:04 p.m. to 6:36 p.m.

[Mr. Stewart arrived at 6:05 p.m.]

ITEM VII—NEW BUSINESS

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF DECEMBER 11, 2013

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

Moved, that, the minutes of the Regular Meeting Minutes of December 11, 2013, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

Motion carried unanimously.

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

- Grand opening of the new site for the Rome Access Center
- BOCES email addresses for Cooperative Board members
- PPD building
- New signs on campus
- State of the State Address – Governor

Service Plans Review – Mr. Mettelman shared an overview of each division: Administrative Services, Information and Technology, Instructional Services and Program and Professional Development.

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR NOVEMBER, 2013,
AND THE REPORT OF THE TREASURER FOR NOVEMBER 2013**

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

Moved, that the Cooperative Board accepts the Report of the Treasurer for November 2013 (Item VII C-1); all as shown below:

Report of the Treasurer for November 2013

Capital	391,711.55
General	3,974,029.47
School Lunch	149,851.21
Special Aid	16,564.13
Trust/Agency	23,182.40
Trust/Expand	<u>73,333.99</u>
Total	\$ 4,628,672.75

and the Treasurer's Report for the Extra-Curricular Fund
for November 2013 showing a fund balance of \$6,659.52.

**Budget Revisions—2013-14
November 2013 Report**

2013-14 Adopted Budget	\$52,217,926
Commitment Changes	1,551,138
Net Changes	<u>+ 3,345.034</u>
Total	\$57,114,097

**MOTION TO ADOPT POLICY SECTION 6000 PERSONNEL
(Presented for the First Reading)**

Motion by: Dr. Porcelli
Seconded by: Mrs. Corbin

Moved that the Cooperative Board review Section 6000 – Personnel of the Oneida-Herkimer-Madison Board Policy Manual.

Motion carried unanimously.

ACCEPTANCE OF SERVICE PLANS FOR 2014-2015

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

Moved, that the Cooperative Board accepts the Service Plans for the 2014-2015 school year.

Motion carried unanimously.

APPROVAL OF STATE-WIDE LICENSING CONTRACTS

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

Moved, that the BOCES Cooperative Board approves Oneida-Herkimer-Madison BOCES' participation in the Statewide Licensing Contract Agreements.

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for Scholastic (Math 180), Pearson (Math XL), Waterford (Math & Reading), Explore learning (Reflex), Edmentum (Education City), Hot Math (Catchup math), Carnegie, Mind Research Institute, American Reading Company, Amplify (DIBELS & BURST), Imagine Learning, Scholastic (iRead & Core Clicks), iStation, Learning A-Z, Let's Go Learn (DORA), Lexia, Pearson (My Reading Lab, My Writing Lab, My Skills Lab), Reading Plus, Renaissance Learning (Subtext), Bridges Transitions, Centris (Guidance Direct), College Board (AccuPlacer), Naviance, Service Infinity (College on Track) and,

WHEREAS, The Oneida-Herkimer-Madison BOCES is desirous of participating with other BOCES

Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Oneida-Herkimer-Madison BOCES Board of Education authorizes Erie I

BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the Oneida-Herkimer-Madison BOCES Board of Education agrees to

assume its equitable share of the costs associated with Erie I BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Oneida-Herkimer-Madison BOCES Board of Education agrees (1)

to abide by majority decisions of the participating BOCES on quality standards; (2) Erie BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

CERTIFICATION

It is hereby certified that the above motion was approved by the Oneida-Herkimer-Madison BOCES Board of Education at its meeting, duly noticed, held on.

Dated January 8, 2014

Motion carried unanimously.

APPROVAL OF CONTRACTS

Approval of 2013-2014 Shared Service Contracts (Seller with other BOCES)

Motion by: Mr. Moore

Seconded by: Mr. McDonald

2013-2014 Shared Service Contractor (Seller with Other BOCES)

Oneida BOCES Contractor (Seller) With Other BOCES

Onondaga-Cortland BOCES	\$ 2,150.00	Non-Secure Detention
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Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Onondaga-Cortland BOCES for the 2013-2014 school year.

Motion carried unanimously.

ONEIDA-HERKIMER-MADISON BOCES DISTRICT SUPERINTENDENT CONTRACT

Motion by: Mrs. Falvo
Seconded by: Mr. Stewart

Moved, that the Board of Education hereby ratifies and adopts a new Employment Agreement effective January 1, 2014 between Howard D. Mettelman and the Board of Cooperative Educational Services of the Sole Supervisory District of Oneida, Herkimer and Madison Counties, which provides for the continuing appointment and employment of Mr. Mettelman for a three (3) year term through December 31, 2016, unless further extended or sooner terminated as provided in said Employment Agreement.

Motion Carried: Yes: 11 No: 0 Abstain: 0 Absent: 1

APPROVAL OF TELEPHONE SERVICE BID AWARDS

Motion by: Mr. Salerno
Seconded by: Mr. Griffin

Moved, that the Cooperative Board awards the bid to Northland Communications and Time Warner Cable Business Class for service provided by each as highlighted on the attached 3 year spreadsheet.

Motion carried unanimously.

ITEM VIII—OLD BUSINESS

None

ITEM IX—REPORTS

None

ITEM X - BOARD DISCUSSION TOPIC

National School Boards Association (NSBA) Conference, April 5-7, 2014

Mr. Mettelman reviewed the schedule and flight information with the Board members that will be attending the conference.

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EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 7:25 p.m. to discuss personnel/negotiations update.

Motion carried unanimously.

The Board returned to General Session at 8:15 p.m.

PERSONNEL

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

Motion by: Dr. Porcelli
Seconded by: Mrs. Corbin

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 as follows: A. a. 1. separately; A. b – d.2.a. together; and A. 2.a. and e.1.a. together.

A. PERSONNEL REPORT

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Motion by: Dr. Porcelli

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	MARY A. DANELLA	ASST SUPERINTENDENT INST SERVICES	09/01/1990	07/01/2014

Seconded by: Mrs. Corbin

Motion carried unanimously.

Motion by: Dr. Porcelli

b. RESIGNATIONS

1. Teaching/Certified Staff

Seconded by: Mrs. Corbin

			Hire Date	Resign Date
1.	THOMAS J. BRADY	TEACHER-POLICE SCIENCE/CRIM JUSTICE	11/18/2013	12/09/2013

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	BRITTNEY S. BARTON	GRAPHIC DESIGN ARTIST	07/12/2011	01/05/2014
2.	JOSHUA L. FULLER	MOTOR VEHICLE OPERATOR	07/05/2011	01/17/2014

c. UNPAID LEAVE(S) OF ABSENCE

1. Non-Instructional/Classified Staff

			Start Date	End Date	
1.	ANDREA E. RAFFERTY	PUBLIC RELATIONS ASSISTANT	01/06/2014	TBD	work provisionally in different title

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **KAREN A. TRUNFIO** be appointed as a **TEACHER OF TECHNOLOGY** in the Academic Itinerant Programs, for a short-term substitute appointment commencing December 16, 2013 and ending March 16, 2014 at an annual salary rate of \$20,471.00, prorated.

Certification:

- * permanent certificate in SPECIAL EDUCATION

Education:

- * Graduate of Whitesboro Central School District
- * Associate's degree in Human Services from Mohawk Valley Community College
- * Bachelor of Science degree in Elementary Education from SUNY Oswego
- * Master's Degree in Special Education from the College of Saint Rose

Work Experience:

- * From September 5, 2013 through October 18, 2013, as a short-term substitute Technology Teacher at the Oneida BOCES.
- * From September 27, 2010 through November 8, 2010, short-term substitute Special Education Teacher at the Oneida BOCES
- * From 2010 through the present, coach at Valley Gymnastics
- * From 1996 through the present, manager at Michael T's Restaurant
- * From 2008 through 2009, long-term substitute at the Oneida-Herkimer-Madison BOCES
- * From 1998 through 2000, resource room teacher at New York Mills Union Free School District

b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **DANA M. PODKOWKA** be appointed as a **SCHOOL SOCIAL WORKER** in Special Education Itinerant Programs, for a long-term substitute appointment commencing January 20, 2014 and ending May 16, 2014 at an annual salary rate of \$41,128.00, prorated.

Certification:

* Permanent certificate in School Social Worker

Education:

* Bachelors of Science Degree in Social Work from Syracuse University

* Masters of Science Degree in Social Work from the University of New York at Albany

Work Experience:

* From December, 2010 to the present, as a School Social Worker at Kids Oneida in Remsen and Clinton CSD

* From April, 2006 through December, 2009 as a School Social Worker at Catholic Charities in the Rome City School District

* From December, 2004 through June, 2005 as a School Social Worker at Rome City School District

* From March, 2001 through December, 2004 as a

ACT Team Advocate at the Mohawk Valley Psychiatric Center

* From August, 1998 through November, 1999 as a Clinical Social Worker at the Neighborhood Center

c. RECOMMENDATION FOR INCREASE IN FTE

			Date	FTE
1.	ERIC M. DECK	TEACHER OF TECHNOLOGY	12/16/2013	1.0

Motion carried unanimously.

Motion by: Dr. Porcelli

Seconded by: Mrs. Corbin

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **BRITTNEY S. BARTON** be appointed to a provisional appointment as a **SENIOR GRAPHIC ARTIST** in School Communication Services, commencing January 06, 2014 at an annual salary rate of \$26,000.00, prorated.

BRITTNEY S. BARTON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SENIOR GRAPHIC ARTIST**, until the results of the next civil service exam are known.

Education:

- * Graduate of James A. Green High School, Dolgeville, NY
- * Bachelor of Fine Arts Degree in Graphic Design and Art History minor from The College of Saint Rose, Albany, NY

Work Experience:

- * From July, 2011 through the present, as a Public Relations Assistant at the Oneida-Herkimer-Madison BOCES
- * From January, 2012 through February 2012, as a Freelance Designer at Preschool Playhouse, Dolgeville, NY
- * From January, 2012 through June, 2012 and from January, 2011 through June, 2011 as a Freelance Designer for the Covered Bridge Days Committee, Salisbury Center, NY
- * From June, 2011 through August, 2011, as a Freelance Designer at Ole Sal's Cafe and Creamery, Little Falls, NY
- * From June, 2009 through August, 2009, as a Graphic Design Intern at Utica College, Utica, NY

2. Recommend that **HEIDI C. MANZANO** be appointed to a provisional appointment as a **SENIOR OFFICE SPECIALIST I** in the Program and Professional Development Division, commencing December 12, 2013 at an annual salary rate of \$28,099.00, prorated.

HEIDI C. MANZANO has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SENIOR OFFICE SPECIALIST I**, until the results of the next civil service exam are known.

Education:

- * AAS Degree from Myers College with a concentration in Paralegal Studies
- * Attended Utica College for management classes

Work Experience:

- * From November, 2007 to June, 2013, as a Financial Advisor at M&T Bank
- * From March, 2004 to November, 2007, as an Investment Assistant at Partners Trust Bank
- * From October, 1995 to September, 2002, as a Campaign Finance Chair/Office Manager for Congressman Sherwood Boehlert
- * From July, 1984 to July, 1988, as a Commercial Law Paralegal at Tillinghast, Collin & Graham, in Providence, RI
- * From June, 1982 to June, 1984, as a Docket Assistant, at Weston, Hurd, Fallon, Paisley & Howley in Cleveland, OH

3. Recommend that **ANDREA E. RAFFERTY** be appointed to a provisional appointment as an **ASSOCIATE GRAPHIC ARTIST** in School Communications Services, commencing January 06, 2014 at an annual salary rate of \$37,000.00, prorated.

ANDREA E. RAFFERTY has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSOCIATE GRAPHIC ARTIST**, until the results of the next civil service exam are known.

Education:

- * Associates Degree in Graphic Design from MVCC
- * Associates Degree in Graphic Arts Technology from MVCC

Work Experience:

- * From July, 2006 to the present, as a Public Relations Assistant at the Oneida-Herkimer-Madison BOCES
- * From September, 2004 to July, 2006, as a Tech Assistant at MVCC
- * From September, 2004 to May, 2005, as a Student Assistant at MVCC

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	BARBARA C. BOWEN	SCHOOL PSYCHOLOGIST	12/16/2013	\$780.00

Motion carried unanimously.

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MOTION TO ADJOURN

Mr. Nelson moved that without objection and there being no further business to come before the meeting, the meeting adjourned at 8:25 p.m.

A handwritten signature in cursive script, appearing to read "Deborah Kimball".

Deborah Kimball
Clerk of the Board
January 8, 2014