



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2014-2015

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MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2014

The Regular meeting of the Board of Cooperative Educational Services was held on December 10, 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
Mr. Steve Boucher
Mrs. Shirley Burtch
Mrs. Elaine M. Falvo
Mr. John A. Griffin
Mr. Michael J. Moore
Mr. John J. Salerno
Mr. Russell Stewart

MEMBERS EXCUSED

Ms. Margaret Buckley
Mrs. Doreen Corbin
Mrs. Charlene A. Hartman

OTHERS PRESENT

Mr. Howard D. Mettelman, Executive Officer
Mr. Thomas Dorr
Mr. Ken Ford
Mr. Christopher Hill
Mrs. Ann Turner
Mrs. Deborah Kimball

Date

Introduction

Members Present

Members Excused

Others Present

Gary P. Nelson, *President*; Dr. Gary W. Porcelli, *Vice President*,
Steve Boucher, Margaret Buckley, Shirley Burtch, Doreen Corbin, Elaine M. Falvo, John A. Griffin,
Charlene A. Hartman, Michael J. Moore, 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.*

ITEM I—CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Mr. Nelson

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION

None

ITEM IV - RECOGNITION OF VISITORS

None

ITEM V— COMMUNICATIONS

Communications from the Floor

On Board – photo with Mr. Moore from NYSSBA Convention
SBI – Fiscal Planning for 2015-16 & Advocacy Initiatives

Correspondence

None

ITEM VI - CURRENT TOPICS/DISCUSSION ITEMS

None

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

MOTION TO APPROVE THE CONSENT AGENDA

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

MINUTES OF THE REGULAR MEETING OF NOVEMBER 12, 2014

Moved, that, the minutes of the Regular Meeting Minutes of November 12, 2014, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT REPORT OF THE TREASURER FOR OCTOBER 2014, AND
APPROVE THE OCTOBER 2014 BUDGET ADJUSTMENTS;**

Moved, that the Cooperative Board accepts the Report of the Treasurer for October 2014 (Item VII C-1); all as shown below:

Report of the Treasurer for October 2014

Capital	391,839.37
General	8,248,345.58
School Lunch	36,007.18
Special Aid	489.00
Trust/Agency	25,876.31
Trust/Expand	<u>69,297.86</u>
Total	\$ 8,771,855.30

and the Treasurer's Report for the Extra-Curricular Fund for October 2014 showing a fund balance of \$6,233.37

**Budget Revisions—2014-15
October 2014 Report**

2014-15 Adopted Budget	\$54,000,492
Commitment Changes	2,089,521
Net Changes	<u>+ 1,566,876</u>
Total	\$57,656,889

**APPROVAL OF
2014-2015 SHARED SERVICE CONTRACTS (SELLER) WITH OTHER BOCES**

2014-2015 Shared Service Contractor (Seller) with Other BOCES

Oneida BOCES Contractor (Seller) With Other BOCES

Orange-Ulster BOCES	\$3,460.00	Model Schools
Ulster BOCES	\$2,288.00	Model Schools
Wayne-Finger Lakes BOCES	\$1,730.00	Model Schools

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Orange-Ulster BOCES, Ulster BOCES and Wayne-Finger Lakes BOCES for the 2014-2015 school year.

PERSONNEL

**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. UNPAID LEAVE(S) OF ABSENCE

1. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	KATHERINE L. SHERRY	SABA SCHOOL NURSE INSTRUCTOR	12/11/2014	TBD	Disability

b. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **NICOLE T. CARDARELLI** be appointed as a **SCHOOL LIBRARY MEDIA SPECIALIST** in the Information and Technology Division, for a part-time (.8 FTE) appointment commencing November 17, 2014 and ending June 30, 2015 at an annual salary rate of \$32,604.80, prorated.

Certification:

- * Professional certificate in Literacy (B-6)
- * Professional certificate in Childhood Education 1-6

Education:

- * Associates Degree in General Studies
from MVCC
- * Bachelor's Degree in Childhood Education (1-6)
from SUNY Oneonta
- * Master's Degree in Literacy Education (B-6)
from SUNY Cortland

Work Experience:

- * From November, 2013 through June, 2014 as a Substitute Teacher at Sauquoit Elementary School
- * From July, 2013 through August, 2013 as a Summer School Teacher at O-H-M BOCES
- * From December, 2012 through February, 2013 as a Substitute Teacher at Westmoreland Elementary
- * From July, 2012 through August, 2012 as a Summer School Teacher at O-H-M BOCES
- * From May, 2011 through June, 2012 as a Substitute Teacher at New York Mills

2. Recommend that **GINA M. MALIN** be appointed as a **TEACHER OF HOME ECONOMICS** in the Academic Itinerant program, for a part-time (.8 FTE) appointment commencing January 12, 2015 at an annual salary rate of \$33,480.80, prorated.

Certification:

- * Initial certificate in Family and Consumer Sciences
- * Initial certificate in Health Education

Education:

- * Associates Degree in Dietetic Technology from SUNY Morrisville
- * Bachelor's Degree in Family and Consumer Sciences from SUNY Oswego
- * Pursuing Master's Degree in Career and Technical Education at SUNY Oswego

Work Experience:

- * From September, 2012 through September, 2013 as a Home and Careers Teacher at Oneida City SD
- * From January, 2012 through February, 2012 as a Home and Careers Teacher at Herkimer BOCES
- * From September, 2009 through June, 2011 as a Substitute Family and Consumer Science Teacher at Herkimer CSD

b. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **ALICEA H. WELLS-PHILO** be appointed as a **TEACHER OF HOME ECONOMICS** in the Academic Itinerant Program, for a short-term substitute (.4 FTE) appointment commencing October 27, 2014 and ending November 11, 2014 at an annual salary rate of \$45,079.00, prorated.

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. **KAREN A. TRUNFIO** was previously appointed as a **TEACHER OF TECHNOLOGY** in the Academic Itinerant Program, for a short-term substitute appointment commencing September 01, 2014 and ending November 14, 2014. It is requested to extend this appointment as a long-term substitute to December 19, 2014 at a salary rate of \$40,942.00, prorated.

d. RECOMMENDATION FOR INCREASE IN FTE

- | | | Date | FTE |
|----|-----------------------|---------------------------|----------------|
| 1. | ALICEA H. WELLS-PHILO | TEACHER OF HOME ECONOMICS | 11/17/2014 0.8 |

2. Non-Instructional/Classified Staff

* Recommendation for the creation of two (2) new Computer Operator positions.

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **BRYAN E. RONDEAU** be appointed to a provisional appointment as a **COMPUTER OPERATOR AIDE** in the Information and Technology Division, commencing November 17, 2014 at an annual salary rate of \$26,000.00, prorated.

BRYAN E. RONDEAU has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER OPERATOR AIDE**, until the results of the next civil service exam are known.

Education:

- * Graduate of Whitesboro Central School District
- * Currently attending Mohawk Valley Community College for Cyber Security
- * Attended SUNY Erie Community College, Orchard Park, for Business Management

Work Experience:

- * From April, 2014 through the present, as a part-time Network Clerk at Oneida-Herkimer-Madison BOCES
- * From July, 2013 through April, 2014, as a Bartender at Turning Stone Casino & Resort
- * From January, 2013 to July, 2013 as a Member Service Representative at First Source Federal Credit Union
- * From March, 2010 to January, 2013 as a Driver at Upstate Pharmacy, Cheektowaga
- * From March, 2004 to May, 2009 as a Bartender at Whitestown American Legion

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **JOANNE CANFIELD** be appointed to a part-time (.5 FTE) probationary appointment as a **CLERK** in the Safety/CORE Department, commencing November 11, 2014 at an hourly salary rate of \$12.87.

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

Education:

- * Graduate of Churchville Chili Senior High, Churchville, NY
- * Graduate of Rochester Institute of Technology with a Management Development Certificate

Work Experience:

- * From April, 2014 through the present as a temporary clerk at OHM BOCES
- * From April, 1999 through the present doing general office duties at G.W. Canfield & Son
- * From November, 1987 through May, 1991 as a Personnel Coordinator/Supervisor at Carlile Personnel/Western Temporary Services
- * From February, 1980 through February, 1987 as a Senior Payroll Clerk at RIT

2. Recommend that **ADAM P. JONES** be appointed to a probationary appointment as a **MOTOR VEHICLE OPERATOR** in the Information and Technology Department, commencing November 17, 2014 at a rate of \$10.01/hour.

ADAM P. JONES has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MOTOR VEHICLE OPERATOR**. **ADAM P. JONES** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of New Hartford High School

Work Experience:

- * From May, 2009 through the present as an Assistant Manager at Nice N Easy, New Hartford
- * From March, 2007 through February, 2009 as an Independent Contractor - Driver at the Observer Dispatch
- * From March, 2006 through May, 2007 in maintenance at McDonalds, Yorkville,

c. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **LORA G. ALLEN** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information and Technology Division, commencing November 21, 2014 and ending June 30, 2015 at a salary rate of \$10.54/hour.

Education:

- * Graduated from Dolgeville Central School District
- * Attended Nazareth College and Utica College for Childhood Education

Work Experience:

- * From February to June, 2014, as a Clerk at the Oneida-Herkimer-Madison BOCES
- * From 2012 through the present, worked as an Assistant Coach at Dolgeville Central School District
- * From 2009 through the present, worked in Customer Service/ Public Relations at Kisley's Rush Pt. Cottages, Raquette Lake
- * From 2007 through the present, worked as a Cashier/Customer Service at Raquette Lake Supply, Raquette Lake
- * From 2010 through 2012, worked as a Dishwasher at Raquette Lake Tap Room, Raquette Lake

d. 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).

- | | | | |
|----|----------------|----------------------------|--------------------------|
| 1. | MARC P. ARAUJO | NETWORK
ADMINISTRATOR I | Perm. Date
07/01/2014 |
|----|----------------|----------------------------|--------------------------|

ACTION ITEMS

APPROVAL OF NEW MEMBERSHIP – CONSULTANT COMMITTEE

Moved, that the Cooperative Board recommends the approval of two new members, Joanne Martin and Carol Watros to the Multi Occupations Consultant Committee for the term of 11/30/14 to 11/30/17.

APPROVAL OF MEMBERSHIP IN THE NEW YORK STATE SCHOOL BOARDS ASSOCIATION

Moved, that the Cooperative Board approve payment of \$9,412 to the New York State School Boards Association for membership in the Association for calendar year 2015.

Motion carried unanimously.

ITEM III—OLD BUSINESS

None

ITEM IX—REPORTS

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

1. CTE Students Interning on the Renovation Project – Committee meeting in January after main enclosure is complete
2. Meetings with Sen. Griffo, Sen. Valesky, Assemblyman Brindisi and Assemblyman Magee – Focus on \$30,000 Aid cap on Salary for BOCES Aid, GEA, and Foundation Aid
3. Discussed with Commissioner King The issue of ESL Itinerants and the need for Aid
4. Smart Schools Bond Act Planning
5. Gov. - State of the State and Budget
6. NSBA Conference- 3-20-15 – 3-23-15 – Thanks To D Kimball for arrangements.

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Alternative Education Advisory Board

Minutes from the meeting are in the Board packets for review.

ITEM X – BOARD DISCUSSION TOPIC

2015 – 2016 Service Plans

The Service Plans were handed out to the Board members for review. They will be an Agenda item for the January Board meeting.

ITEM XI - EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 5:20 p.m. to discuss personnel/negotiations update.

Motion carried unanimously.

The Board returned to General Session at 7:56 p.m.

(Mr. Salerno left at 6:04 p.m.)
(Mrs. Burtch left at 7:45 p.m.)

ITEM XII - Action Item(s) for Approval (*continuation of VII.*)

VII.D.3. Approval of Contract(s)

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

Moved, that the Cooperative Board ratify, as presented, the Agreement between the District Superintendent, Board of Cooperative Education Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties and the BOCES Teachers' Association for the period of July 1, 2013 through June 30, 2017.

Motion carried unanimously.

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

Moved, that the Cooperative Board appoint Mr. John Orilio as a hearing officer effective December 10, 2014.

Motion carried unanimously.

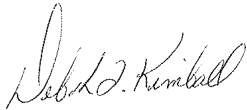
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MOTION TO ADJOURN

Motion by: Dr. Porcelli
Seconded by: Mr. Boucher

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:57 p.m.

Motion carried unanimously.



Deborah Kimball
Clerk of the Board
December 10, 2014

