



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2013-2014

T: 315.793.8558

F: 315.793.8541

MINUTES OF THE REGULAR MEETING OF MARCH 19, 2014

The Regular meeting of the Board of Cooperative Educational Services was held on March 19, 2014 (rescheduled from March 12, 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
Ms. Margaret Buckley
Mrs. Shirley Burtch
Mrs. Doreen Corbin
Mrs. Charlene A. Hartman
Mr. William H. McDonald
Mr. Michael J. Moore
Mr. John J. Salerno
Mr. Russell Stewart

MEMBERS EXCUSED

Mrs. Elaine M. Falvo
Mr. John A. Griffin

OTHERS PRESENT

Mr. Howard D. Mettelman, Executive Officer
Mr. Thomas Dorr
Mrs. Mary Annette Danella
Mr. Kenneth Ford
Mrs. Deborah Kimball



Date

Introduction

Members Present

Others Present

Members Excused

Others Present

Gary P. Nelson, *President*, Dr. Gary W. Porcelli, *Vice President*,
Margaret Buckley, Shirley Burtch, Doreen Corbin, Elaine M. Falvo, John A. Griffin, Charlene A. Hartman,
William H. McDonald, 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.*

Student Recognition:

Jessica Battin	Whitesboro	New Visions Health Professions
Lauren Chann	Whitesboro	Cosmetology
Taylor Childers	Remsen	Advertising Design & Multimedia Productions
Matthew Cronauer	Whitesboro	New Visions Health Professions
Trevon Heyward	Utica	Advertising Design & Multimedia Productions
Matthew McDaniels	New Hartford	Criminal Justice
Sara Murphy	Oriskany	New Visions Health Professions
Meghan Nowak	Whitesboro	Cosmetology
Maria Orsino	Sauquoit	New Visions Health Professions
Rylee Powers	Notre Dame	New Visions Health Professions
Kyle Wilson	Oriskany	New Visions Health Professions

ITEM I—CALL TO ORDER

The meeting was called to order at 4:32 p.m. by Mr. Nelson.

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION

Career and Technical Education – Skills USA

Mr. Stayton, Principal of the Career and Technical Education Department, thanked the Board and the home school representatives present for their support of the Skills USA organization in CTE.

Mr. John Stratton, Skills advisor, explained what Skills USA is and how it helps to prepare students for job readiness skills through citizenship and community service.

Ms. Kim Petronella, Skills advisor, shared information about Skills USA and the students involved in the program. She spoke very highly of the students in the program and how each one has succeeded.

Ms. Petronella then introduced Trevon Heyward, a junior at Proctor High School. Trevon was elected as the Area 2 Vice President and is the first OHM BOCES State Officer. He shared his experience leading up to becoming involved in Skills USA and how it has changed his life.

The Skills USA students present at the meeting recently competed in the competition at Morrisville College and took 1st place in the category they competed in. All of the students shared their experience at the competition.

ITEM IV—COMMUNICATIONS

Communications from the Floor

None

Correspondence

SBI Legal Issues Workshop – 3/20/14
Regional Program for Excellence invitation – 4/30/14

ITEM V—RECOGNITION OF VISITORS

None

ITEM VI—CURRENT TOPICS/DISCUSSION ITEMS

Alignment OHM

Mr. Mettelman reviewed the Alignment OHM BOCES power point with the Board. The program originally started out as a model for sustainability for Safe School Healthy Students and has become known as CORE (Community of Resources and Expertise). CORE's successes set the stage for Alignment to begin in our communities. CORE became the conduit for "district led services" delivered by many community partners and one coordinating entity.

He also shared information about the Literacy Coalition and the Oneida County Youth Services Council; and Alignment OHM BOCES and the 3 basic committees – Grade Level Committees, Children's Safety and Wellness Committee and Access and Opportunity for Diverse Populations Committee.

The Board had a working dinner – 5:40 p.m.

ITEM VII—NEW BUSINESS

**MOTION TO APPROVE THE MINUTES OF THE
REGULAR MEETING OF FEBRUARY 12, 2014**

Motion by: Ms. Buckley
Seconded by: Mrs. Corbin

Moved, that, the minutes of the Regular Meeting Minutes of February 12, 2014, 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:

- Open House tonight 3/19/14
- SABA April break internships
- Annual Meeting date – April 2, 2014
- Regular Meeting date – April 9, 2014
- Erin Gruwell, Freedom Writer’s Diary, 3/27/14 at BOCES
- Board Retreat – 9/26 – 9/27/14
- 2014-15 Governor’s Proposal
- SSFC
- Assembly & Senate Budgets

[Mrs. Burtch left at 6:15 p.m.]

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR JANUARY, 2014,
AND THE REPORT OF THE TREASURER FOR JANUARY 2014**

Motion by: Mr. Salerno
Seconded by: Ms. Buckley

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

Report of the Treasurer for January 2014

Capital	391,744.58
General	17,246,299.81
School Lunch	17,167.32
Special Aid	204.13
Trust/Agency	22,684.15
Trust/Expand	<u>75,140.22</u>
Total	\$17,753,240.21

and the Treasurer’s Report for the Extra-Curricular Fund
for January 2014 showing a fund balance of \$8,464.40

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

2013-14 Adopted Budget	\$52,217,926
Commitment Changes	1,551,138
Net Changes	<u>+ 3,774,711</u>
Total	\$57,543,775

Motion carried unanimously.

**APPROVAL OF CREATION OF NEW POSITION AND NEW TENURE AREA
(SECOND READING)**

Motion by: Mr. McDonald
Seconded by: Ms. Buckley

Moved, that the Cooperative Board approve the creation of the position of Principal of Academic and Related Services and tenure area of 3,ss.

Motion carried unanimously.

APPROVAL OF APPOINTMENT OF DEPUTY TREASURER

Motion by: Ms. Buckley
Seconded by: Mr. Salerno

Moved, that the Cooperative Board appoint Michele North as Deputy Treasurer for the balance of the 2013-2014 school year effective March 12, 2014.

Motion carried unanimously.

ITEM VIII—OLD BUSINESS

None

ITEM IX—REPORTS

The Capital Conference

Mr. Mettelman congratulated Mr. Stewart and the Utica City School District for receiving awards at the conference.

Mr. Stewart shared that the performance of the students that attended was phenomenal. Each year they attend, they get better and better. Major theme of Lobby Day was G.E.A. He also mentioned that the Assembly seemed to be more in tune with the Foundation Formula.

Mr. Nelson also mentioned that the students were excellent. He would like to see a more diverse population of students attending.

State School Finance

Mr. Mettelman reviewed the Statewide School Finance Consortium handout by Dr. Rick Timbs.

Alternative Education Advisory Committee -

Mr. Moore reported out to the Board regarding the Alternative Education Advisory Committee. How the meetings have evolved since moving to the Middle Settlement campus. He encouraged Board members to think about what they would like to know about this program for future reporting from Mrs. Mary Lourdes Tangorra.

ITEM X – BOARD DISCUSSION TOPIC

NONE

Executive Session

None

PERSONNEL

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

Motion by: Ms. Buckley
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:

F. PERSONNEL REPORT

a. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	THOMAS M. HOLT, JR	TEACHER ASSISTANT	05/17/2004	02/28/2014

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	EDWIN J. DAVIS	NETWORK ADMINISTRATOR	07/14/2011	03/07/2014

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	SARAH VABER	SCHOOL SOCIAL WORKER	03/10/2014	05/16/2014	Child care

c. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR EXTENSION OF LONG-TERM SUBSTITUTE APPOINTMENT

1. **KIMBERLY A. MYERS-CELECKI** was previously appointed as a **TEACHER OF PHYSICAL EDUCATION** in the Academic Itinerant Program, for a long-term substitute appointment commencing September 05, 2013 and ending February 28, 2014. It is requested to extend this appointment to a long-term substitute appointment to March 31, 2014 at a salary rate of \$40,570.00, prorated.

2. **KAREN A. TRUNFIO** was previously appointed as a **TEACHER OF TECHNOLOGY** and a **TEACHER OF HOME ECONOMICS** in the Academic Itinerant Programs, for a long-term substitute appointment commencing December 16, 2013 and ending March 16, 2014. It is requested to extend this appointment to June 25, 2014 at a salary rate of \$40,942.00, prorated.

b. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **AMY L. LAMITIE** be appointed as a **Program Specialist** in the Program and Professional Development Division, for a temporary appointment commencing March 13, 2014 and ending June 30, 2014 at a salary rate of \$300.00/day, by timesheet.

Certification:

- * Permanent Certificate in ELA 7-12
- * Initial Certificate in School Building Leader

Education:

- * Bachelor's Degree in English Literature from University at Buffalo
- * Masters of Arts in Teaching/English Degree from Binghamton University
- * Master's Degree in Education Leadership from St. Lawrence University

Work Experience:

- * From September, 2012 through the present, as an Elementary Principal at Edwards-Knox Central School District, Russell, NY
- * From July, 2011 through September, 2012 as a Director of Pupil Services/CSE Chair at Colton-Pierrepont Central School District, Colton, NY
- * From January, 2010 through October, 2011 as a Project Assistant at the New York State Department of Education, Albany, NY
- * From September, 1999 through June, 2003 as an English Teacher 9-12 at Binghamton Central School District, Binghamton, NY

c. RECOMMENDATION FOR PART-TIME TEMPORARY APPOINTMENT

1. Recommend that **LEO SMITH** be appointed as a **SCHOOL PSYCHOLOGIST** in the Special Education Itinerant Program, for a part-time temporary appointment (.5 FTE) commencing March 03, 2014 and ending May 23, 2014 at an annual salary rate of \$21,215.00, prorated.

Certification:

* Permanent certificate in School Psychologist

Education:

* Bachelor's Degree in Psychology from Utica College
 * Masters of Science in School Psychology from SUNY Oswego

Work Experience:

* From September, 2006 through June, 2013 has been employed in various school districts as a School Psychologist substitute
 * From April, 2000 through June, 2006 as School Psychologist at O-H-M BOCES
 * From March, 1997 through April, 2000 as a School Psychologist at Herkimer BOCES
 * From March, 1973 through March, 1997 as a Community Residence Director at Rome DDSO

d. RECOMMENDATION FOR TENURE APPOINTMENT(S)

The Human Resources Office and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s), who have satisfactorily completed their individual probationary periods and are being recommended for tenure by their immediate supervisors.

		Tenure Date
1.	MICHELLE R. TUPAJ Teaching Assistant	06/13/2014

e. RECOMMENDATION FOR TEACHER AMBASSADORS

The Center State Teacher Center is coordinating the collaboration between the Program and Professional Development Division and the NYS Common Core Ambassadors. This support will be school, district and/or BOCES wide as these educators help with the implementation of the Common Core through formal or informal mentoring, coaching and turn-key training. Ambassadors will work to define the most appropriate professional development needed. Compensation will be \$25.00 per hour.

		Title	Start Date	End Date	Salary
1.	DARLENE BAUMES	AMBASSADOR/PRE- PRESENT	07/01/2013	06/30/2014	\$25.00

2. Non-Instructional/Classified Staff

- * Recommendation for the creation of a .4 FTE Nurse Practitioner position.
- * Recommendation for the creation of 2 Telecommunication Specialist II positions.

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **MICHAEL H. KUCHMA** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing March 03, 2014 at an annual salary rate of \$24,661.26, prorated.

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

Education:

* Associates Degree in Computer Networking from Herkimer County Community College

Work Experience:

- * March, 2012 to October, 2013, as a Lead Desktop Support, at Peerless Technology Solutions
- * July, 2008 to March, 2012, as a Geek Squad Counter Intelligence Agent, Best Buy
- * August, 2006 to July, 2008, as a Geek Squad Counter Operations Agent, Best Buy

b. 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. | CLIFFORD S. CASAB SCHOOL LUNCH MANAGER | 03/13/2014 |

c. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. **RECOMMENDATION FOR PART-TIME APPOINTMENT(S)**

Recommend that **LORA G. ALLEN** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information and Technology Division, commencing February 10, 2014 and ending June 30, 2014 at a salary rate of \$10.39/hour.

Education:

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

Work Experience:

- * 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).

			Perm. Date
1.	JOAN M. O'KEEFE	ACCOUNT CLERK	09/09/2013
2.	MICHELLE T. MCQUEENEY	OCCUPATIONAL THERAPIST	09/09/2013

Motion carried unanimously.

Minutes of the Regular Meeting of the Cooperative Board
Oneida BOCES
March 19, 2014
Page 12

MOTION TO ADJOURN

Mr. Nelson moved that without objection and there being no further business to come before the meeting, the meeting adjourned at 6:30 p.m. to attend the CTE Open House.

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

Deborah Kimball
Clerk of the Board
March 19, 2014