



**Oneida-Herkimer-Madison BOCES**

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

Cooperative Board 2013-2014  
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**MINUTES OF THE REGULAR MEETING OF  
APRIL 9, 2014**

The Regular meeting of the Board of Cooperative Educational Services was held on April 9, 2014 in The Learning Center, Middle Settlement Road, New Hartford, New York.

**MEMBERS PRESENT**

- Mr. Gary P. Nelson, President
- Ms. Margaret Buckley
- 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**

- Dr. Gary W. Porcelli, Vice President

**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

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:**

Elijah Donk, student  
Stacy Donk, parent,  
Matthew Burke, caseworker  
Kayla Jones, student  
Bridgette and Lucas Jones, parents  
Danny Myers, student  
Jeannine Eckel, Social Worker  
Elaine Buttenschon  
Patty Lennon  
Lisa Rizzo  
Ellen Mahanna

**ITEM I—CALL TO ORDER**

The meeting was called to order at 4:34 p.m. by Mr. Nelson.

**ITEM II—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III—RECOGNITION**

**Bridges (Special Education) - Career and Community Connections Program**

Ellen Mahanna thanked the Board for the opportunity for the students to attend this evening. She introduced Mrs. Buttenschon, who is new to the Career and Community Connections Program this year. She shared a power point – pictures of the students out in the community volunteering. Mrs. Buttenschon introduced a few students who are involved in the program. She noted that the students go out to volunteer at the Lutheran Home, Tony's Pizzeria, the Senior Center and Savicki's Farm. Kayla Jones is in her first year with the program; she really enjoys volunteering at the Lutheran Home assisting with the seniors. Danny Myers also enjoys volunteering at the Lutheran Home and really appreciates how nice everyone is to him. Elijah Donk's favorite place to volunteer is Savicki's Farm Market. He likes to help out and fill in for students when they are absent.

**ITEM IV—RECOGNITION OF VISITORS**

Mr. Mettelman thanked the visitors for coming

**ITEM V— COMMUNICATIONS**

**Communications from the Floor**

None

**Correspondence**

None

**ITEM VI—CURRENT TOPICS/DISCUSSION ITEMS**

**Middle Settlement Academy (Alternative Education)**

Mary Lourdes Tangorra and Vincent Tripodi highlighted the Middle Settlement Academy program. They shared information about the changes that have occurred in the program including the academic and social emotional sides. Some of the topics they covered were working on the Common Core Standards, the Plato Program, Home and Career Skills and College and Career Readiness on the academic side. They mentioned there are a lot of great changes in behavior this year, a lot more positives. The staff is incredible and very experienced.

Mrs. Tangorra thanked Mrs. Danella for bringing Erin Gruwell and inviting the students to attend. The experience was amazing for the students and since then, many students have shared their thoughts about the assembly.

**ITEM VII—NEW BUSINESS**

**MOTION TO APPROVE THE MINUTES OF THE  
REGULAR MEETING OF MARCH 19, 2014**

Motion by: Ms. Buckley

Seconded by: Mr. McDonald

Moved, that, the minutes of the Regular Meeting Minutes of March 19, 2014, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

**Motion carried unanimously.**

**MOTION TO APPROVE THE MINUTES OF  
THE ANNUAL MEETING OF APRIL 2, 2014**

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

Moved, that, the minutes of the Annual meeting of April 2, 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:

- Rural Schools Board of Directors recommendation
- Alignment OHM BOCES
- On Board – Russell Stewart, Advocate of the Year award and Utica City School District Board of Education received a Board Advocacy Leadership award.
- State Budget – School Aid

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR FEBRUARY, 2014,  
AND THE REPORT OF THE TREASURER FOR FEBRUARY 2014; APPROVAL OF LEASE;  
AND 2013-2014 SHARED SERVICE CONTRACTS (SELLER) WITH OTHER BOCES**

Motion by: Mr. Stewart  
Seconded by: Mr. McDonald

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

**Report of the Treasurer for February 2014**

Capital	391,759.50
General	18,576,534.59
School Lunch	31,629.14
Special Aid	1,251.13
Trust/Agency	22,684.15
Trust/Expand	<u>75,193.08</u>
Total	\$19,099,051.59

and the Treasurer's Report for the Extra-Curricular Fund for February 2014 showing a fund balance of \$8,327.33

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

2013-14 Adopted Budget	\$52,217,926
Commitment Changes	1,551,138
Net Changes	<u>+ 4,120,587</u>
Total	\$57,889,650

**APPROVAL OF LEASE**

Moved, that the Cooperative Board approve the sub-lease between the Herkimer BOCES and Oneida-Herkimer-Madison BOCES effective July 1, 2014 for a period of one year.

**APPROVAL OF  
2013-2014 SHARED SERVICE CONTRACTS (SELLER) WITH OTHER BOCES**

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

Oneida BOCES Contractor (Seller) With Other BOCES

Sullivan BOCES                      \$ 2,075.00                      Model Schools

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Sullivan BOCES for the 2013-2014 school year.

**Motion carried unanimously.**

[Mr. Griffin left at 6:25 p.m.]

The Board recessed for dinner from 6:35 to 7:00 p.m.

**APPROVAL OF SUBMISSION OF NYSERDA GRANT; DISTANCE LEARNING STATE WIDE  
LICENSING AGREEMENT; NYS INSTRUCTIONAL CONTRACT CONSORTIUM; NYS  
DISTANCE LEARNING CONTRACT CONSORTIUM; SHARED DECISION MAKING BIENNIAL  
REPORT; AND CODE OF CONDUCT FOR 2014-2015 SCHOOL YEAR**

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

Moved, that the Cooperative Board approve the intent to propose for NYSERDA funding in the amount of \$200,000.00.

**APPROVAL OF DISTANCE LEARNING STATE WIDE LICENSING AGREEMENT**

Moved, that the Cooperative Board approves Oneida-Herkimer-Madison BOCES' participating in the NYSDLCC Statewide Licensing Contract Agreements listed above.

**APPROVAL OF NYS INSTRUCTIONAL CONTRACT CONSORTIUM**

Moved, that the Cooperative Board approves Oneida-Herkimer-Madison BOCES' participation in the Statewide Licensing Agreement for 2014-2015.

**APPROVAL OF NYS DISTANCE LEARNING CONTRACT CONSORTIUM**

Moved, that the Cooperative Board approves the Oneida-Herkimer-Madison BOCES' participation in the State Wide Licensing Agreement for 2014-2015.

**APPROVAL OF SHARED DECISION MAKING BIENNIAL REPORT**

Moved, that the Cooperative Board adopt the Shared Decision Making Biennial Report of the District Plan for School-based Planning and Shared Decision Making for 2014.

**APPROVAL OF CODE OF CONDUCT FOR 2014-2015 SCHOOL YEAR**

Moved, that the Cooperative Board approves the Code of Conduct for the Oneida-Herkimer-Madison BOCES effective July 1, 2014, with the understanding that this document will be reviewed annually.

**Motion carried unanimously.**

**ITEM VIII—OLD BUSINESS**

None

**ITEM IX—REPORTS**

**Wellness/Shared Decision Making**

Mr. Stewart reviewed the minutes from the Wellness/Shared Decision Making meeting. He noted that he would like to see more parent participation and more discussion at the meetings.

Mr. Nelson noted that greater coordination between programs should be reviewed for the future.

**National School Boards Association (NSBA)**

Mr. Mettelman asked the Board members who attended the conference to share their thoughts about the sessions they attended. Mr. Stewart shared that the conference was well done and the list of speakers was great. He noted that he felt the theme of the conference was there is no such thing as average anymore – it's all about creativity. Mr. Nelson attended several sessions including – Public Schools Have an Image Problem, How Do You Frame Your Message and Bring Your Brave.

**ITEM X – BOARD DISCUSSION TOPIC**

**Board Officer Elections**

Mr. McDonald, Mrs. Burtch and Mrs. Corbin have volunteered to be on the committee again this year. Mr. Nelson has noted that he is interested in the President Officer position for another term. Dr. Porcelli was absent.

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### **EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 7:40 p.m. to discuss personnel/negotiations update.

**Motion carried unanimously.**

The Board returned to General Session at 8:24 p.m.

### **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:



**J. PERSONNEL REPORT**

**a. RETIREMENTS**

**1. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	DEANNE M. BALUTIS	TEACHER SPEECH/HEARING	09/01/1982	07/01/2014
2.	ANTOINETTE M. COVEY	TEACHER ASSISTANT	02/04/1985	07/01/2014
3.	NANCY M. CURRI	TEACHER SPEECH/HEARING	09/01/1982	07/01/2014
4.	LINDA A. DALEY	TEACHER SPEECH/HEARING	10/14/1980	07/01/2014
5.	RUTH A. FORYT	TEACHER ASSISTANT	09/01/1997	07/01/2014
6.	SUSAN M. KONIEWICZ- EVERETT	SCHOOL SOCIAL WORKER	11/04/1985	07/01/2014
7.	DEBORAH LUCAS	TEACHER OF SPECIAL EDUCATION	09/01/2000	07/01/2014
8.	PAUL A. SALAMY	TEACHER OF ENGLISH	09/01/1987	07/01/2014

**2. Non-Instructional/Classified Staff**

			Hire Date	Retire Date
1.	ELLEN FORDER	FOOD SERVICE HELPER	09/01/1996	06/30/2014

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	KIMBERLY A. HUBBARD	SCHOOL LIBRARY MEDIA SPECIALIST	09/01/2013	04/06/2014

**c. UNPAID LEAVE(S) OF ABSENCE**

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	AMBER M. LAMICA	TEACHER ASSISTANT	03/25/2014	06/30/2014	Disability

**d. APPOINTMENTS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT**

1. Recommend that **BRUCE S. MARTIN** be appointed as a **TEACHER ASSISTANT** in the Special Education Department, for a short-term substitute appointment commencing April 01, 2014 and ending June 25, 2014 at an annual salary rate of \$14,643.00, prorated.

**Certification:**

- \* Meets certification requirements, application in progress

**Education:**

- \* Associates in Science Degree in Communication/  
Applied Science from Herkimer Community College
- \* Currently attending Grand Canyon University for  
Business Education

**Work Experience:**

- \* From January, 2013 through the present, as a Substitute Teacher at the Utica City School District
- \* From September, 2011 through the present, as a Service Provider at Utica Youth & Families, Inc.

**b. 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 March 31, 2014. It is requested to extend this appointment to a long-term substitute appointment to April 30, 2014 at a salary rate of \$40,570, prorated.

**2. Non-Instructional/Classified Staff**

- \* Recommendation for the creation of 1 Computer Operator position.
- \* Recommendation for the creation of 1 Telecommunication Specialist II position.

**a. 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.	HENRY H. HOLDRIDGE COMPUTER OPERATOR AIDE	04/10/2014
2.	HEIDI C. MANZANO SR OFFICE SPECIALIST I	04/10/2014

**e. TERMINATIONS**

**1. Non-Instructional/Classified Staff**

**a. RECOMMENDATION FOR TERMINATION OF PROBATIONARY APPOINTMENT**

1. It is recommended that the employment of **SARAH C. EGERT**, a probationary **REGISTERED PROFESSIONAL NURSE**, is terminated effective 03/20/2014. The District Superintendent shall notify **SARAH C. EGERT** of this decision forthwith.

**Motion carried unanimously.**

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**MOTION TO ADJOURN**

Motion by: Mrs. Burtch  
Seconded by: Mrs. Hartman

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

**Motion carried unanimously.**

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

Deborah Kimball  
Clerk of the Board  
April 9, 2014