



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 REORGANIZATIONAL/REGULAR
MEETING OF JULY 9, 2014**

The Reorganizational/Regular meeting of the Board of Cooperative Educational Services was held on July 9, 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
- Ms. Margaret Buckley
- Mrs. Shirley Burtch
- Mrs. Doreen Corbin
- Mr. John A. Griffin
- Mrs. Charlene A. Hartman
- Mr. Michael J. Moore
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

- Mrs. Elaine M. Falvo

OTHERS PRESENT

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

Date

Introduction

Members Present

Others 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 4:36 p.m. by Deborah Kimball, Clerk of the Board.

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION OF VISITORS

No visitors or presenters attended this meeting.

REORGANIZATIONAL AGENDA ITEMS 1-48

1. OATH OF OFFICE—BOARD MEMBERS MR. STEVE BOUCHER, MRS. SHIRLEY BURTCH, MR. JOHN GRIFFIN, AND MR. JOHN SALERNO.

The Clerk administered the oath of office to re-elected and new Board members: Mr. Steve Boucher, Mrs. Shirley Burtch, Mr. John Griffin and Mr. John Salerno.

2. ELECTION OF THE PRESIDENT OF THE BOARD

Deborah Kimball, Clerk of the Board, asked Mrs. Corbin the Chairperson of the Nominating Committee to present the slate for President of the Cooperative Board.

The Nominating Committee placed the name of Mr. Gary P. Nelson in nomination for President of the Cooperative Board for the school year 2014-15.

There were no other nominations.

Mrs. Kimball announced the results of the voting: 10 votes in favor of Mr. Nelson with 2 absent and 0 abstain. Mr. Gary P. Nelson was elected President of the Cooperative Board for the school year 2014-15.

3. OATH OF OFFICE—PRESIDENT

Mr. Gary P. Nelson was administered the Oath of Office and signed he oath of office card which affirmed that he will support the constitution of the United States, and the constitution of the state of New York, and that he will faithfully discharge the duties of the office of President respectively according to the best of his ability.

The Clerk turned the meeting over to Mr. Nelson.

4. ELECTION OF THE VICE PRESIDENT OF THE BOARD

Mr. Gary P. Nelson, President of the Board, asked Mrs. Corbin the Chairperson of the Nominating Committee to present the slate for Vice President of the Cooperative Board.

The Nominating Committee placed the name of Dr. Gary W. Porcelli in nomination for Vice President of the Cooperative Board for the school year 2014-15.

There were no other nominations.

Mrs. Kimball announced the results of the voting: 10 votes in favor of Dr. Gary W. Porcelli with 2 absent, 0 abstain. Dr. Gary W. Porcelli was elected Vice President of the Cooperative Board for the school year 2014-15.

5. OATH OF OFFICE — VICE PRESIDENT

Dr. Gary W. Porcelli was administered the Oath of Office by the Clerk of the Board and signed his oath of office card which affirmed that he will support the constitution of the United States, and the constitution of the state of New York, and that he will faithfully discharge the duties of the office of Vice President respectively according to the best of his ability.

The Clerk turned the meeting back over to the President.

6-54. REORGANIZATIONAL RESOLUTIONS

The following motion covering Resolution Items 6-7 was made by Mrs. Corbin seconded by Ms. Buckley. Motion was carried unanimously.

6. That **Mrs. Christine Clark** be and hereby is appointed the Treasurer of the Cooperative Board for the 2014-15 fiscal year, with excess faithful performance blanket bond coverage for the Treasurer in the amount of \$5 million.
7. That **Mrs. Michele North** be and hereby is appointed the Deputy Treasurer of the Cooperative Board for the 2014-15 fiscal year, with excess faithful performance blanket bond coverage for the Deputy Treasurer in the amount of \$5 million.

The following motion covering Resolution Item 8 was made by Dr. Porcelli seconded by Mrs. Corbin. Motion was carried unanimously.

8. That **Mrs. Deborah Kimball** be and hereby is appointed Clerk of the Cooperative Board effective July 1, 2014, at an annual salary rate of \$20,949.14.

The following motion covering Resolution Item 9 was made by Mrs. Corbin seconded by Ms. Buckley. Motion was carried unanimously.

9. That **Donald Gerace, Esq.**, 2613 Genesee Street, Utica, is appointed as Attorney of the Cooperative Board for the 2014-15 fiscal year at an hourly rate of \$190.

The following motion covering Resolution Items 10-39 was made by Ms. Buckley seconded by Dr. Porcelli. Motion was carried unanimously.

10. That the firm of **Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C.**, East Syracuse, is appointed as Attorney of the Cooperative Board for the 2014-15 fiscal year at an hourly rate of up to \$195.
11. That **Dr. Christopher Alinea** be and hereby is appointed the Physician of the Cooperative Board for the 2014-15 fiscal year for the supervision of the nurse practitioners at **\$857 per 1. FTE**.
12. That **Diana Lenahan** be and hereby is appointed the Internal Claims Auditor of the Cooperative Board for the 2014-15 fiscal year.
13. That **Mrs. Donna Rava** be and hereby is appointed the Civil Rights Compliance Officer whose responsibility it is to ensure compliance with the various federal and state statutes and regulations prohibiting discrimination in educational programs, including Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and New York State Executive Law Section 290.
14. That **Mrs. Donna Rava** be and hereby is appointed the Records Management/Access Officer to coordinate requests for access to the records of Oneida BOCES consistent with law and regulation and for ensuring compliance with the Freedom of Information Laws, the Personal Privacy Protection Law, the Commissioner's Regulations and Education Law.
15. That **Ms. Margherita Manoiro** be and hereby is appointed Records Retention and Disposition Officer to be responsible for the retention and disposition of records in accordance with state regulations.
16. That **Mr. Christopher Hill** will be and hereby is appointed as Designated Educational Official to receive court notifications regarding students' sentences/adjudication in certain criminal cases and juvenile delinquency proceedings.

17. That the firm of **WEST & Company**, 97 N. Main Street, P. O. Box 1219, Gloversville, be and hereby is appointed the District Auditor of the Cooperative Board for the fiscal year 2014-15 at the rate not to exceed \$15,000 to audit financial records for 2013-14.
18. That **Ms. Carol Orsino** be and hereby is appointed the Central Treasurer, Extra-curricular Activity Account, for the 2014-15 fiscal year, with faithful performance blanket bond coverage in the amount of \$25,000.
19. That **Mrs. Cathy D'Aprix and Peggy Calogero** be and hereby is appointed as Food Clerks for the 2014-15 fiscal year, with faithful performance blanket bond coverage in the amount of \$500,000.
20. That **Mrs. Donna Rava** be and hereby is appointed as Medicaid Compliance Officer for the 2014-15 fiscal year.

21. DESIGNATION OF OFFICIAL BANK DEPOSITORIES

That the **Bank of America, the J. P. Morgan Chase Bank, the (M & T) Manufacturers and Traders Trust Company, Citizens Bank, First Niagara Bank and the (NBT) National Bank & Trust Company of the Mohawk Valley Region** be designated as official depositories of the Cooperative Board and that in addition for investment and borrowing purposes **HSBC (Marine Midland Bank,) Key Bank, Bank of New York, and Albany Commercial Bank** be designated as official depositories for the school year 2014-15. Revenue anticipation note borrowing may result in institutions not on this list be used for borrowing purposes.

22. DESIGNATION OF OFFICIAL NEWSPAPER

That the **Utica Observer-Dispatch** be designated as the official newspaper of the Cooperative Board during the school year 2014-15 for the publication of all legal notices and such other data as is required to be published by law for which the same may be qualified to act.

23. DESIGNATION OF REGULAR MONTHLY MEETING DATES

That the regular monthly meetings of the Cooperative Board be held on the **second Wednesday of each month at 4:30 p.m. in The Learning Center, Middle Settlement Road** with the option of changing the time of the meeting with proper advance notification. The calendar of meetings will be as follows:

July 9, 2014 – reorg./reg.
August 13, 2014
September 10, 2014
October 8, 2014
November 12, 2014
December 10, 2014

January 14, 2015
February 11, 2015
March 11, 2015
April 8, 2015 regular
April 15, 2015 annual
May 13, 2015
June 10, 2015

24. AUTHORIZATION FOR CERTIFICATION OF PAYROLLS

That the **District Superintendent** or the **Assistant Superintendent for Administrative Services** be and hereby is authorized to certify all payrolls prepared on behalf of the Cooperative Board for the 2013-14 fiscal year.

25. AUTHORIZATION FOR DISPOSAL OF EXCESS EQUIPMENT

That the **District Superintendent** or the **Assistant Superintendent for Administrative Services** be and hereby is authorized to dispose of excess equipment for the 2014-15 fiscal year.

26. AUTHORIZATION FOR USAGE OF MASTER CARD ACCOUNT

That the **District Superintendent** or the **Assistant Superintendent for Administrative Services** be and hereby is authorized to use for legitimate business expenditures master card account with credit limit of \$7,500 for the 2014-15 fiscal year. The **Safety Division** also be and hereby is authorized to use, for fingerprinting services alone, the master card with a credit limit of \$10,000. Additionally, due to extensive required conference travel a master card will be authorized for use by the **Safe Schools/Healthy Students** initiative not to exceed \$7500.

27. AUTHORIZATION FOR USAGE OF GASOLINE CREDIT CARDS

Due to the fleet of vehicles in the Operations & Maintenance Department and in the Information & Technology Division, it is necessary to authorize the use of the gasoline credit cards for the 2014-2015 school year as per the attached listing.

28. AUTHORIZATION OF PURCHASING AGENT

That the **Assistant Superintendent for Administrative Services or Supervisor of Central Business Office** be and hereby is appointed Purchasing Agent of the Cooperative Board for the school year 2014-15 and authorized to purchase supplies and equipment for services as provided in the budget.

29. AUTHORIZATION OF PETTY CASH FUNDS

That **Administration, Career & Technical Education, Special Education, Alternative Education, Program and Professional Development, Science Center, and Information and Technical Education** be and hereby is authorized to use Petty Cash funds in the amount of \$100.00 each for the purpose of emergency purchases of items less than \$10.00 with proof of receipt.

30. AUTHORIZATION FOR STAFF TRAVEL AND CONFERENCE

That the **District Superintendent** be and hereby is authorized to approve requests of staff personnel to attend conferences, workshops, meetings and seminars, and to conduct workshops, seminars, and meetings for BOCES and Supervisory District personnel within the limits of the budget or appropriations within the special grants.

31. DESIGNATION OF AUTHORIZED SIGNATURE ON CHECKS

That the **Treasurer and Deputy Treasurer** be and hereby is authorized to sign by electronic signature for the disbursement of all funds of the Cooperative Board from the checking accounts.

32. AUTHORIZATION FOR APPROVAL OF BUDGET TRANSFERS

That the **District Superintendent** be and hereby is authorized to make transfers of appropriations within the budget of each program or service, and a summary document of budget transfers will be provided on a monthly basis as part of the Treasurer's report showing the reasons for the adjustments to contract and the amounts (plus or minus).

33. AUTHORIZATION TO INVEST FUNDS

That the Cooperative Board delegates to the **District Superintendent or the Assistant Superintendent for Administrative Services** the authority to invest available monies in accordance with the Education Law and any other pertinent regulations.

34. AUTHORIZATION TO TRANSFER FUNDS BETWEEN INTEREST AND CHECKING ACCOUNTS

That the **Assistant Superintendent for Administrative Services** or the **Treasurer** be and hereby is authorized to make transfers between the interest and checking accounts.

35. AUTHORIZATION TO LOAN FUNDS

That the **District Superintendent or the Assistant Superintendent for Administrative Services** be and hereby is authorized to loan from the General Fund to the Federal funds such sums as are necessary, to be repaid to the General Fund when revenues are received from the respective funds.

36. AUTHORIZATION FOR REVENUE ANTICIPATION NOTES

That the Cooperative Board shall issue and sell Revenue Anticipation Notes, as needed, not to exceed **\$15.0 million**, in anticipation of the collection of revenues other than real estate taxes or assessments, namely, monies to be received from the State of New York, and contractual payments due from its component school districts, which are due and payable in the fiscal year July 1, 2014 to June 30, 2015.

37. AUTHORIZATION FOR COMPONENT SCHOOL DISTRICTS TO DESIGNATE BOCES CAREER AND TECHNICAL EDUCATION ADVISORY COUNCIL FOR SERVICE TO THEIR DISTRICTS

That the BOCES Board will allow any component school district seeking the services of the BOCES Career and Technical Education Advisory Council to receive those services based on the submission of a formal resolution from the component Board.

38. AUTHORIZATION FOR COOPERATIVE BIDDING

That it is the plan of a number of public school districts in Oneida, Herkimer and Madison Counties, New York, to bid jointly school supplies, equipment, food products, etc.; and the Board of Cooperative Educational Services is desirous of participating with other school districts in Oneida, Herkimer and Madison Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 199-o; and the Board of Cooperative Educational Services wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the boards of education and making recommendations thereon; therefore, the Board of Cooperative Educational Services hereby appoints the Regional Committee of Business Officials to represent it in all matters related above, and the Board of Cooperative Educational Services authorizes the above mentioned committee to represent it in all matters entering into a contract for the purchase of the above mentioned commodities; and the Board of Cooperative Educational Services agrees to assume its equitable share of the costs of the cooperative bidding; and the Board of Cooperative Educational Services agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will comply with the recommendations of the committee; (3) that after award of contract(s) it will conduct all negotiations directly with the successful bidder(s).

39. AUTHORIZATION FOR BOCES EDUCATIONAL CONSORTIUM

That it authorizes the expenditure of \$4,525 for the 2014-2015 school year as the membership fee for the “BOCES Educational Consortium,” an association formed by boards of cooperative educational services from throughout New York State for the promotion of BOCES through education and advocacy, oversight and membership with the Association of Educational Service Agencies.

The following motion covering Resolution Item 40 was made by Mrs. Corbin seconded by Ms. Buckley Motion was unanimously.

40. AUTHORIZATION FOR CASUALTY AND LIABILITY INSURANCE

That it is the plan of a number of public school districts in Oneida, Herkimer and Madison Counties, New York, to bid jointly casualty and liability insurance; and the Board of Cooperative Educational Services is desirous of participating with other school districts in Oneida, Herkimer and Madison Counties in the joint bidding of the casualty and liability insurance mentioned above; and the Board authorizes a Regional Committee of Administrators to represent it in all matters leading to the purchase of casualty and liability insurance.

Yes	No	Abstaining	Absent
Mr. Boucher		Mr. Griffin	Mrs. Falvo
Ms. Buckley			Mr. Stewart
Mrs. Burtch			
Mrs. Corbin			
Mrs. Hartman			
Mr. Moore			
Mr. Nelson			
Dr. Porcelli			
Mr. Salerno			

The following motion covering Resolution Item 41 was made by Dr. Porcelli seconded by Ms. Buckley Motion was carried unanimously.

41. READOPTION OF BOARD POLICIES AND BYLAWS

That the Board readopts all policies and bylaws contained in the BOCES HANDBOOK OF POLICIES AND BYLAWS.

The following motion covering Resolution Item 42 was made by Ms. Corbin seconded by Mr. Salerno Motion was carried unanimously.

42. STATEMENT OF CONFLICT OF INTEREST

That the Board members submit a Conflict of Interest Statement.

43. DELEGATES TO THE BOCES CONSORTIUM OF CONTINUING EDUCATION

Motion was made by Ms. Buckley seconded by Mr. Salerno to Open nominations of Delegates to **BOCES Consortium of Continuing Education**. Mrs. Burtch and Mr. Salerno have been nominated, with Mr. Nelson as alternate. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Close nominations.

The following motion was made by Ms. Buckley seconded by Mrs. Corbin and unanimously carried: That the Board selects Mrs. Burtch and Mr. Salerno as delegates to the **BOCES Consortium of Continuing Education Policy Board**, with Mr. Nelson to serve as alternate.

44. REPRESENTATIVE ON THE CAREER AND TECHNICAL EDUCATION ADVISORY COUNCIL

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Open nominations of the **Career and Technical Education Advisory Council**. Mrs. Corbin has been nominated, with Mr. Salerno and Dr. Porcelli as alternates. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Close nominations.

The following motion was made by Dr. Porcelli seconded by Mrs. Corbin and unanimously carried: That the Board selects Mrs. Corbin as delegate to the **Career and Technical Education Advisory Council**, with Mr. Salerno and Dr. Porcelli to serve as alternates.

45. REPRESENTATIVE ON THE EXECUTIVE COMMITTEE OF THE ONEIDA-MADISON-HERKIMER COUNTIES SCHOOL BOARDS ASSOCIATION

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Open nominations of the **Oneida-Madison-Herkimer Counties School Boards Association Executive Committee**. Mr. Boucher has been nominated, with Dr. Porcelli as alternate. There are no other nominations.

Motion was made by Mrs. Corbin seconded by Mr. Salerno to Close nominations.

The following motion was made by Mrs. Corbin seconded by Mr. Salerno and unanimously carried: That the Board selects Mr. Boucher as delegate to the **Oneida-Madison-Herkimer Counties School Boards Association Executive Committee**, with Dr. Porcelli to serve as alternate.

46. VOTING DELEGATE TO THE NYSSBA CONVENTION

Motion was made by Mr. Salerno seconded by Mrs. Corbin to Open nominations of the **Voting Delegate to the NYSSBA Convention**. Mr. Moore has been nominated, with no one as alternate. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Close nominations.

The following motion was made by Mr. Salerno seconded by Mrs. Corbin and unanimously carried: That the Board selects Mr. Moore as delegate to the **Voting Delegate to the NYSSBA Convention**.

47. REPRESENTATIVE ON THE SCHOOL AND BUSINESS ALLIANCE DEVELOPMENT ADVISORY COMMITTEE

Motion was made by Dr. Porcelli seconded by Mrs. Corbin to Open nominations of the **School and Business Alliance Development Advisory Committee**. Mrs. Falvo has been nominated, with Mr. Salerno as alternate. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Close nominations.

The following motion was made by Dr. Porcelli seconded by Ms. Buckley and unanimously carried: That the Board selects Mrs. Falvo as delegate to the **School and Business Alliance Development Advisory Committee**, with Mr. Salerno to serve as alternate.

48. SELECTION OF REPRESENTATIVE ON THE ALTERNATIVE EDUCATION ADVISORY COMMITTEE

Motion was made by Mrs. Corbin seconded by Ms. Buckley to Open nominations of the **Alternative Education Advisory Committee**. Mr. Boucher has been nominated, with Mr. Nelson and Mr. Moore as alternate. There are no other nominations.

Motion was made by Mrs. Corbin seconded by Ms. Buckley to Close nominations.

The following motion was made by Mr. Salerno seconded by Ms. Buckley and unanimously carried: That the Board selects Mr. Boucher as delegate to the **Alternative Education Advisory Committee**, with Mr. Nelson and Mr. Moore to serve as alternate.

49. SELECTION OF REPRESENTATIVE ON THE AUDIT COMMITTEE

Motion was made by Mr. Salerno seconded by Mrs. Corbin to Open nominations of the **Representatives on the Audit Committee**. Ms. Buckley, Mrs. Hartman, Mr. Nelson, Mrs. Falvo and Dr. Porcelli have been nominated. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Mrs. Corbin to Close nominations.

The following motion was made by Mrs. Corbin seconded by Ms. Buckley and unanimously carried: That the Board selects Ms. Buckley, Mrs. Hartman, Mr. Nelson, Mrs. Falvo and Dr. Porcelli as delegates to the **Audit Committee**.

50. SELECTION OF REPRESENTATIVES ON WELLNESS COMMITTEE

Motion was made by Dr. Porcelli seconded by Mrs. Corbin to Open nominations of the **Representatives on the Wellness Committee**. Mr. Nelson and Mr. Stewart have been nominated, with Mrs. Hartman as alternate. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Mrs. Corbin to Close nominations.

The following motion was made by Mrs. Corbin seconded by Ms. Buckley and unanimously carried: That the Board selects Mr. Nelson and Mr. Stewart as delegates to the **Wellness Committee** with Mrs. Hartman as alternate.

51. CAPITAL PROJECT COMMITTEE

Motion was made by Mr. Salerno seconded by Mrs. Corbin to Open nominations of the **Representatives on the Capital Project Committee**. Mrs. Corbin, Mrs. Falvo, Mr. Moore, Mr. Salerno and Mr. Stewart. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Mrs. Corbin to Close nominations.

The following motion was made by Dr. Porcelli seconded by Mrs. Corbin and unanimously carried: That the Board selects Mrs. Corbin, Mrs. Falvo, Mr. Moore, Mr. Salerno and Mr. Stewart.

52. NEGOTIATIONS COMMITTEE

Motion was made by Mrs. Corbin seconded by Ms. Buckley to Open nominations of the **Representatives on the Negotiations Committee**. Mr. Moore, Mr. Griffin, Mrs. Falvo and Mr. Stewart. There are no other nominations.

Motion was made by Dr. Porcelli seconded by Ms. Buckley to Close nominations.

The following motion was made by Mrs. Corbin seconded by Ms. Buckley and unanimously carried:
That the Board selects Mr. Moore, Mr. Griffin, Mrs. Falvo and Mr. Stewart.

53. BOARD HANDBOOK COMMITTEE

Motion was made by Mrs. Corbin seconded by Ms. Buckley to Open nominations of the **Representatives on the Board Handbook Committee**. Ms. Buckley, Mr. Moore and Mr. Stewart has been nominated. There are no other nominations.

Motion was made by Ms. Buckley seconded by Mrs. Corbin to Close nominations.

The following motion was made by Dr. Porcelli seconded by Ms. Buckley and unanimously carried:
That the Board selects Ms. Buckley, Mr. Moore and Mr. Stewart.

54. POLICY COMMITTEE

Motion was made by Dr. Porcelli seconded by Mrs. Corbin to Open nominations of the **Representatives on the Board Policy Committee**. Dr. Porcelli and Mr. Moore has been nominated, with Mr. Boucher as alternate. There are no other nominations.

Motion was made by Ms. Buckley seconded by Mrs. Corbin to Close nominations.

The following motion was made by Ms. Buckley seconded by Mrs. Corbin and unanimously carried:
That the Board selects Dr. Porcelli and Mr. Moore as delegates to the **Board Policy Committee** with Mr. Boucher as alternate.

REGULAR AGENDA ITEMS IV-X

ITEM V— COMMUNICATIONS

Communications from the Floor

None

Correspondence

Commissioner's Roundtable Discussion – July 18, 2014

Fall 2014 BOCES Event Dates

ITEM VI—CURRENT TOPICS/DISCUSSION ITEMS

Safety and Emergency Management

Jane Goodwin and Tom Dorr discussed Safety and Emergency Management and the utilization of other resources through agencies such as law enforcement and homeland security. They also discussed the safety within the buildings and districts and different ideas to increase security. Jane also spoke about the current staff in the department and the role they play in the Safety Office. She also spoke about a new position Coordinator of Safety Services & Emergency Management and Mr. Mettelman asked for support from the Board and mentioned the position will be put on the agenda for August.

[Mrs. Burtch left at 5:50 p.m.]

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

MOTION TO APPROVE THE CONSENT AGENDA

Motion by: Ms. Buckley

Seconded by: Mrs. Corbin

MINUTES OF THE REGULAR MEETING OF JUNE 11, 2014

Moved, that, the minutes of the Regular Meeting Minutes of June 11, 2014, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR MAY, 2014,
THE REPORT OF THE TREASURER FOR MAY 2014; APPROVAL OF 2013-14 CONTRACTS
(SELLER WITH OTHER BOCES); AND APPROVAL OF 2014-15 CONTRACTS (BUYER WITH
OTHER BOCES)**

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

Report of the Treasurer for May 2014

Capital	391,796.89
General	7,134,728.01
School Lunch	39,304.89
Special Aid	4,345.10
Trust/Agency	22,650.03
Trust/Expand	<u>78,425.31</u>
Total	\$ 7,671,250.23

and the Treasurer's Report for the Extra-Curricular Fund for May 2014 showing a fund balance of \$5,636.15.

**Budget Revisions—2013-14
May 2014 Report**

2013-14 Adopted Budget	\$52,217,926
Commitment Changes	1,551,138
Net Changes	<u>+ 6,965,938</u>
Total	\$60,735,002

**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

Western Suffolk BOCES	\$ 2,225.00	Model Schools
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Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Western Suffolk BOCES for the 2013-2014 school year.

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

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

Oneida BOCES Contractor (Seller) With Other BOCES

Monroe #1 BOCES	\$ 52,500.00	Today's Students Tomorrow's Teacher
Jefferson-Lewis BOCES	\$ 1,878.00	Drug & Alcohol

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Monroe #1 BOCES and Jefferson-Lewis BOCES 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 as follows:

D. PERSONNEL REPORT

a. RETIREMENTS

1. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	VIRGINIA S. BURTH	FOOD SERVICE HELPER	07/01/1991	08/31/2014
2.	ROBERT J. DEPIAZZA	MICRO COMPUTER AV REPAIR TECH	08/24/1998	10/03/2014

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	CELESTE A. ANEY	TEACHING ASSISTANT	05/11/2000	07/10/2014 Due to Abandonment of Position
2.	TIMOTHY J. FERGUSON	SUMMER SCHOOL TEACHER		06/23/2014
3.	KELLY M. LEHMANN	TEACHER OF ESL	11/18/2013	06/30/2014
4.	KATHARINE A. ST. LAURENT	SCHOOL LIBRARY MEDIA SPECIALIST	09/01/2012	06/30/2014

c. UNPAID LEAVE(S) OF ABSENCE

1. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	MARC P. ARAUJO	COMPUTER TECHNICAL ASSISTANT	07/01/2014	TBD	new probationary appointment
2.	MICHAEL P. CARNEY	COMPUTER TECHNICAL ASSISTANT	07/14/2014	TBD	new probationary appointment
3.	ERIC J. SARNER	TELECOMMUNICATIONS SPECIALIST I	07/14/2014	TBD	new provisional appointment
4.	MICHAEL M. SHUE	COMPUTER OPERATOR AIDE	07/14/2014	TBD	new probationary appointment

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **MARY ANNETTE DANELLA** be appointed to a temporary appointment as an **ASSISTANT SUPERINTENDENT MENTOR**, (.1 FTE), commencing July 3, 2014 and ending June 30, 2015, at a maximum salary rate of \$14,000.00.

2. Recommend that **RICHARD D. HUNT** be appointed as an **INTERSCHOLASTIC SPORTS COORDINATOR** in Itinerant Services, for a temporary appointment, commencing June 26, 2014 and ending June 30, 2015 at a salary rate of \$400.00/day.

3. Recommend that **JANET C. JURY** be appointed as **DIRECTOR OF CENTER STATE TEACHER CENTER**, for a temporary appointment, commencing July 1, 2014 and ending June 30, 2015 at an hourly salary rate of \$40.00/hr., not to exceed 100 hours.

b. 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.	KATHLEEN G. ENDERS-BERG	AMBASSADOR/PRE- PRESENT	09/01/2013	06/30/2014	\$25.00
2.	RONALD E. ROTH	AMBASSADOR/PRE- PRESENT	07/01/2014	06/30/2015	\$25.00

2. Non-Instructional/Classified Staff

- * Recommendation for the creation of 2 Computer Operator positions
- * Recommendation for the creation of 3 Computer Operator Aide positions
- * Recommendation for the creation of 3 Computer Technical Assistant positions
- * Recommendation for the creation of 3 Network Administrator I positions
- * Recommendation for the creation of 3 Network Administrator II positions
- * Recommendation for the creation of 3 Telecommunication Specialist I positions
- * Recommendation for the creation of 3 Telecommunication Specialist II positions

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **ERIC J. SARNER** be appointed to a provisional appointment as an **INFORMATION TECHNOLOGY PROJECT MANAGER** in the Information and Technology Division, commencing July 14, 2014 at an annual salary rate of \$74,000.00, prorated.

ERIC J. SARNER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **INFORMATION TECHNOLOGY PROJECT MANAGER**, until the results of the next civil service exam are known.

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **MARC P. ARAUJO** be appointed to a probationary appointment as a **NETWORK ADMINISTRATOR I** in the Information and Technology Division, commencing July 01, 2014 at an annual salary rate of \$41,400.00.

MARC P. ARAUJO recently took and passed the civil service exam and is reachable on the civil service list for **NETWORK ADMINISTRATOR I**. **MARC P. ARAUJO** will be required to serve a twenty-six week probationary period.

2. Recommend that **MICHAEL P. CARNEY** be appointed to a probationary appointment as a **NETWORK ADMINISTRATOR I** in the Information and Technology Division, commencing July 14, 2014 at an annual salary rate of \$41,400.00, prorated.

MICHAEL P. CARNEY recently took and passed the civil service exam and is reachable on the civil service list for **NETWORK ADMINISTRATOR I**. **MICHAEL P. CARNEY** will be required to serve a twenty-six week probationary period.

3. Recommend that **JANET DESENS** be appointed to a probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in the Special Education Programs, commencing September 01, 2014 at an annual salary rate of \$31,913, prorated.

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

Education:

- * Associates Degree in Nursing from MVCC
- * Bachelor's Degree in Nursing from Utica College

Work Experience:

- * From January, 2005 to the present as a Wellness Coordinator at Utica National Insurance Group
- * From September, 2002 through December, 2004 as a School Nurse at Oneida-Herkimer-Madison BOCES
- * From September, 2000 through June, 2002 as a School Nurse at New Hartford School District

4. Recommend that **MICHAEL M. SHUE** be appointed to a probationary appointment as a **COMPUTER TECHNICAL ASSISTANT** in the Information and Technology Division, commencing July 14, 2014 at an annual salary rate of \$35,000.00, prorated.

MICHAEL M. SHUE recently took and passed the civil service exam and is reachable on the civil service list for **COMPUTER TECHNICAL ASSISTANT**. **MICHAEL M. SHUE** will be required to serve a twenty-six week probationary period.

c. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **AVRIE R. CANARELLI** be appointed to a temporary appointment as a **LABORER** in the Information & Technology Division, commencing June 23, 2014 and ending June 30, 2014 at a salary rate of \$8.19 per hour (2013-2014 rate) and commencing July 1, 2014 and ending June 30, 2015 at a salary rate of \$8.33 per hour (2014-2015 rate)

Education:

- * Graduate of Whitesboro Central High School
- * Currently attending Niagara University for Psychology

Work Experience:

- * From 2011 through 2013, as an Ice Attendant at New Hartford Recreational Center
- * From 2001 through the present, as a Splash Pad Attendant at Donovan Town Park, Chadwicks
- * From March, 2011 through the present as a Student Aide at Niagara University Education Dept.

2. Recommend that **ZACHARY D. CHAMPOUX** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information & Technology Division, commencing July 7, 2014 and ending June 30, 2015 at a salary rate of \$10.54 per hour.

Education:

- * Graduate of New Hartford Central School District
- * Currently attending Herkimer Community College for Computer Networking

Work Experience:

- * From October, 2013 to the present, as a pizza maker at Sorrento's Pizzeria
- * From July, 2009 to October, 2013 as a busboy/server at the Yahnundasis Country Club

3. Recommend that **LAURA M. HOMER-GUNTHER** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information & Technology Division, commencing June 10, 2014 and ending June 30, 2014 at a salary rate of \$10.39 per hour (2013-2014 rate) and commencing July 1, 2014 and ending June 30, 2015 at a salary rate of \$10.54 per hour (2014-2015 rate)

Education:

- * Graduate of Sauquoit Valley High School
- * Currently attending Utica College for Early Childhood Education

Work Experience:

- * From 2011 through the present, as a babysitter.

4. Recommend that **BARBARA C. KRECIDLO** be appointed to a temporary appointment as a **FINANCIAL SYSTEMS COORDINATOR** in Administrative Services, commencing July 1, 2014 and ending June 30, 2015 at a salary rate of \$39.79 per hour.

5. Recommend that **KEVIN H. WRIGHT** be appointed to a temporary appointment as a **LABORER** in the Information and Technology Division, commencing June 12, 2014 and ending June 30, 2014 at a salary rate of \$8.19 per hour (2013-2014 rate) and commencing July 1, 2014 and ending June 30, 2015 at a salary rate of \$8.33 per hour (2014-2015 rate).

Education:

- * Graduate of Sauquoit Valley Central School District
- * Attending MVCC

Work Experience:

- * From June, 2013 to August, 2013, self-employed doing yard work.
- * From September, 2011 to December, 2012, bus boy, Casa Too Mucha, New Hartford

d. RECOMMENDATION FOR NON-INSTRUCTIONAL TEMPORARY SUMMER APPOINTMENTS

		Title	Start Date	End Date	Salary
1.	SARAH I. CIFONELLI	CLERK HOURLY	07/01/2014	06/30/2015	\$10.81
2.	CHERYL A. FAUBERT	CLERK HOURLY	07/01/2014	06/30/2015	\$10.81
3.	KIRA L. ISENBERG	CLERK SUMMER	05/29/2014	06/30/2014	\$10.39
4.	KIRA L. ISENBERG	CLERK SUMMER	07/01/2014	06/30/2015	\$10.81
5.	GERALD T. LA FLAMME	LABORER - SUMMER	07/01/2014	06/30/2015	\$8.78
6.	HANNAH SUMNER	CLERK HOURLY	07/01/2014	06/30/2015	\$10.81

		Title	Start Date	End Date	Salary
7.	JORDAN A. TARTAGLIA	LABORER	07/01/2014	06/30/2015	\$8.55
8.	MATTHEW L. WILCOX	CLERK HOURLY	07/01/2014	06/30/2015	\$10.81

e. ABOLISHMENT OF POSITIONS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR THE ABOLISHMENT OF POSITION(S)

For reasons of economy and efficiency it is necessary to abolish the below position(s).

			FTE	Hire Date	Term Date
1.	ANNA C. ADER	TEACHER OF VISUALLY HANDICAPPED	0.80	09/16/2013	07/01/2014
2.	ERIC M. DECK	TEACHER OF TECHNOLOGY	0.50	10/15/2013	07/01/2014

f. SUMMER SCHOOL

1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

a. RECOMMENDATION FOR SPECIAL EDUCATION SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED
 Daily rate is 1/200th of salary.

		Title	Start Date	End Date	Max Days	Salary
1.	HEIDI VAN DER MEULEN	Program for Visually Handicapped	07/7/2014	08/15/2014	15	\$58,914
2.	KRISTIN WILLIAMS	School Social Worker	07/7/2014	08/15/2014	30	\$54,195

b. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

The following people are being recommended to teach in the Regional Summer School Program for 2014, for the period indicated. The actual need for any individual will not be determined until July 1, 2014. The decisions will be based upon enrollments at that time. Assignments may be for one period (\$1496.50) or two periods (\$2993) or not at all, based on enrollment. The Driver Education Instructors will be paid (\$5986) for a full class load.

		Title	Start Date	End Date	Salary
1.	MANDY M. BARA	Elementary	07/14/2014	08/07/2014	\$1,496.50
2.	LINDA L. BUCK	Elementary	07/07/2014	08/14/2014	\$1,496.50
3.	HUI CHEN	Elementary	07/14/2014	08/07/2014	\$1,496.50

		Title	Start Date	End Date	Salary
4.	GINA M. KLEIN	Elementary	07/14/2014	08/07/2014	\$1,496.50
5.	CHRISTOPHER TUTTLE	Teaching Assistant	07/14/2014	08/07/2014	\$12.87

c. RECOMMENDATION FOR ACADEMIC SUMMER SCHOOL - PROCTOR/RATER

Hourly rate - paid by timesheet for proctor/rater and/or tutorial assignment.

		Title	Start Date	End Date	Salary
1.	MANDY M. BARA	SUMMER - PROCTOR/RATING FOR EXAMS	07/07/2014	08/14/2014	\$21.67
2.	HUI CHEN	SUMMER - PROCTOR/RATING FOR EXAMS	07/07/2014	08/14/2014	\$21.67

d. RECOMMENDATION FOR SUMMER YOUTH EMPLOYMENT PROGRAM

		Title	Start Date	End Date	Salary
1.	COLIN J. DOUGLASS	Emerging Technologies	07/07/2014	08/18/2014	\$24.87/hr 55 Hours for 10 Days = \$1,367.85
2.	DANIEL J. GRANATO	Technology Education	07/28/2014	08/12/2014	\$24.87/hr 66 Hours for 12 Days = \$1,641.42
3.	DOUGLAS PILBEAM	Green Construction	07/07/2014	08/18/2014	\$24.87/hr 55 Hours for 10 Days = \$1,367.85

2. RECOMMENDATIONS FOR SUMMER SCHOOL - NON-INSTRUCTIONAL

**a. RECOMMENDATION FOR SPECIAL EDUCATION SUMMER SCHOOL APPOINTMENTS -
 NON-INSTRUCTIONAL**
 Daily rate is 1/200th of salary

		Title	Start Date	End Date	Max Days	Salary
1.	JANET DESENS	REGISTERED PROFESSIONAL NURSE	07/7/2014	08/15/2014	30	\$4,786.95

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ACTION ITEMS

APPROVAL RENEWAL OF MEMBERSHIP IN RURAL SCHOOLS ASSOCIATION

Moved, that the Cooperative Board approves the renewal of its membership in the Rural Schools Program for the period July 1, 2014 to June 30, 2015 at an annual dues of \$600.00.

APPROVAL OF NEW MEMBER - CONSULTANT COMMITTEE (COSMETOLOGY)

Moved, that the Cooperative Board recommends the approval of one new member, Julee Will to the Cosmetology Consultant Committee for the term of 6/30/14 – 6/30/17.

ADOPTION OF POLICY 6703 (RENUMBERS/REVISES 5260) AUDITING ADULT EDUCATION COURSES – SECOND READING

Moved, that the Cooperative Board adopts Policy 6703 ~ Auditing Adult Education Courses of the Oneida-Herkimer-Madison Board Policy manual.

ADOPTION OF POLICY 7101 – IMMUNIZATIONS – SECOND READING

Moved, that the Cooperative Board adopts Policy 7101 ~ Immunization and Dental Health of Students of the Oneida-Herkimer-Madison Board Policy manual.

ADOPTION OF POLICY SECTION 8000 – INSTRUCTION – SECOND READING

Moved, that the Cooperative Board adopts Policy 8000 ~ Instruction of the Oneida-Herkimer-Madison Board Policy manual.

APPROVAL OF CONTRACTS

Motion carried unanimously.

ITEM VIII—OLD BUSINESS

None

ITEM IX—REPORTS

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

- Summer School
- Semi High Tech U – 7/14 & 7/15 training
- Capital Project Committee Meeting, 8/7/14 @ 5:30 p.m.
- Engineering By Design Training K-12
- Alignment OHM Brochure – grant
- 7/22/14 Meeting with Chancellor SUNY System
- 7/16/14 CTE Pathways
- Senate & Assembly approve length of leases
- All 12 Districts approved budgets
- Rural Schools Conference
- Shoemaker Meeting – August following Cooperative Board

[Mr. Stewart arrived at 6:00 p.m.]

The Board recessed for dinner from 6:00 p.m. to 6:40 p.m.

ITEM X – BOARD DISCUSSION TOPIC

Rural Schools Association, Annual Conference, July 13 – 15, 2014

Mr. Mettelman reviewed the dates and the list of those attending.

Board Retreat, September 26 – 27, 2014

Mr. Mettelman reviewed the dates and the list of those attending.

New York State School Boards Association Conference (NYSSBA), October 26 – 28, 2014

Mr. Mettelman reviewed the dates and the list of those attending.

ITEM XI - EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 6:45 p.m. to discuss personnel/negotiations update.

Motion carried unanimously.

The Board returned to General Session at 6:50 p.m.

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

MOTION TO ADJOURN

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:54 p.m.

Motion carried unanimously.



Deborah Kimball
Clerk of the Board
July 9, 2014