



# Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413  
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Cooperative Board 2015-2016

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## MINUTES OF THE REGULAR MEETING OF AUGUST 12, 2015

The Regular meeting of the Board of Cooperative Educational Services was held on August 12, 2015 in The Oneida Room, Middle Settlement Road, New Hartford, New York.

### MEMBERS PRESENT

Dr. Gary W. Porcelli, 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. Gary P. Nelson  
Mr. John J. Salerno  
Mr. Russell Stewart

### MEMBERS EXCUSED

Mrs. Elaine M. Falvo, Vice President

### 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

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

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**ITEM I—CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Dr. Porcelli

**ITEM II—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III—RECOGNITION**

None

**ITEM IV – RECOGNITION OF VISITORS**

None

**ITEM V— COMMUNICATIONS**

Invitation to P-TECH newly admitted student recognition – August 13, 2015

SBI “Board Development – What Board Officers Need to Know” workshop, Monday, August 17, 2015

**Correspondence**

SBI – Bus transportation to NYSSBA Convention – NYC  
State Audit – Tuesday, August 18, 2015

[Mr. Nelson arrived at 4:35 p.m.]  
[Mr. Griffin arrived at 4:35 p.m.]  
[Mrs. Corbin arrived at 4:40 p.m.]

#### **ITEM VI - CURRENT TOPICS/DISCUSSION ITEMS**

**Summer at BOCES** – Mr. Mettelman asked the Senior Council to share what has been taking place within their department over the summer.

Mrs. Turner shared information about the PPD Leadership Research Institutes; they are working with Columbia University – Units of Study – Reading and Writing; and the Vermont Writing Collaborative for Writing for Understanding in the Common Core. She also shared that they have been busy scoring the Regents, APPR re-certifications, Fit Kids, Fit Future trainings and Leadership in Social Studies – designing inquiries.

Mr. Hill shared information regarding summer school in the Middle Settlement Academy, Regional Summer School, CTE and Bridges programs. The total number of students served by all three programs this year was 3,331. He also mentioned the collaboration between Instructional Services and the Information and Technology Division – students from the Bridges program have been down in the Science Center helping to create the science kits.

Mr. Ford shared that there are over 130 teachers working on 14 curriculum areas for Common Core ELA, Math, Social Studies and Science K-8, the next generation science kits and coding curriculum. He also spoke about the Partners for Prosperity Grant – \$100,000 per year for the next 3 years, 45 teachers K-12 have trained this summer and 42 teachers are currently on development teams. He also spoke about the Engineering by Design STEM Training. Our BOCES provides state wide leadership for this program; there are four centers across the state with 62 school districts and 150 teachers.

Mr. Dorr shared information about the Summer Feeding Program. There are two sites serving breakfast to approximately 235 students daily with lunch being served at seven sites for approximately 550 students. He also shared information regarding the Safety Day Training held today. The Operations and Maintenance staff among others trained approximately 270 O & M staff. He noted that Mr. Carl Thurnau from the State Education Department provided training on the New York State Update/Facilities Planning.

#### **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 REORGANIZATIONAL/REGULAR MEETING OF JULY 8, 2015**

Moved, that the minutes of the Regular Meeting of July 8, 2015, 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 REPORT OF THE TREASURER FOR JUNE 2015, AND  
APPROVE THE JUNE 2015 BUDGET ADJUSTMENTS;**

Moved, that the Cooperative Board accepts the Report of the Treasurer for June 2015 (Item VII C-1);  
all as shown below:

**Report of the Treasurer for June 2015**

Capital	391,864.96
General	7,279,301.05
School Lunch	16,550.61
Special Aid	568.30
Trust/Agency	25,340.95
Trust/Expand	<u>77,952.56</u>
Total	\$ 7,791,578.43

and the Treasurer's Report for the Extra-Curricular Fund  
for June 2015 showing a fund balance of \$6,560.78.

**Budget Revisions—2014-15  
June 2015 Report**

The Budget and Revenue Reports for June 2015 are still in process due to final year-end transfer charges and credits between programs and will be presented at the next Board meeting.

**APPROVAL OF CONTRACTS**

**2014-2015 Shared Service Contractee (Buyer) with Other BOCES - Final**

Oneida BOCES Contractee (Buyer) With Other BOCES - Final

Delaware-Chenango BOCES	\$ 53,066.72	Staff Dev., Printing
Franklin-Essex BOCES	\$ 1,404.00	Workshops
Herkimer BOCES	\$191,067.60	School Board Inst., Coop. Purchasing
Otsego-Northern BOCES	\$ 6,336.00	Visually Impaired

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Delaware-Chenango BOCES, Franklin-Essex BOCES and Herkimer BOCES for the 2014-2015 school year.

**2015-2016 Shared Service Contractee (Buyer) with Other BOCES**

Oneida BOCES Contractee (Buyer) With Other BOCES

Clinton-Essex BOCES	\$ 2,400.00	Initial contract for all BOCES services for 2015-16
Erie 1 BOCES	\$ 4,400.00	
Herkimer BOCES	\$136,168.20	
Monroe #1 BOCES	\$ 53,100.00	
Onondaga-Cortland BOCES	\$135,930.00	
Questar III	\$ 81,726.22	
W-S-W-H-E BOCES	\$ 1,875.00	

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Clinton-Essex BOCES, Erie 1 BOCES, Herkimer BOCES, Monroe #1 BOCES, Onondaga-Cortland BOCES, Questar III and W-S-W-H-E BOCES for the 2015-2016 school year.

**2015-2016 Shared Service Contractor (Seller) with Other BOCES**

Oneida BOCES Contractor (Seller) With Other BOCES

Broome-Delaware BOCES	\$ 2,000.00	Initial contract for all BOCES services for 2015-16 including coop. music, printing, special ed., courier, science kits, model schools
Cayuga-Onondaga BOCES	\$ 1,730.00	
Herkimer BOCES	\$1,541,123.00	
Jefferson-Lewis BOCES	\$248,011.07	
Madison-Oneida BOCES	\$505,214.79	
Onondaga-Cortland BOCES	\$ 66,175.50	
Hamilton-Fulton BOCES	\$ 9,398.10	
Otsego-Northern Catskill BOCES	\$ 1,730.00	
Rensselaer BOCES	\$ 41,162.39	
St. Lawrence BOCES	\$ 8,286.56	
Washington-Saratoga BOCES	\$ 7,267.69	
Wayne-Finger Lakes BOCES	\$ 17,191.60	

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Broome-Delaware BOCES, Cayuga-Onondaga BOCES, Herkimer BOCES, Jefferson-Lewis BOCES, Madison-Oneida BOCES, Onondaga-Cortland BOCES, Hamilton-Fulton BOCES, Otsego-Northern Catskill BOCES, Rensselaer BOCES, St. Lawrence BOCES, Washington-Saratoga BOCES and Wayne-Finger Lakes BOCES for the 2015-2016 school year.

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**Approval of Contract for Services with Utica Safe Schools, Inc.**

Moved, that the Cooperative Board approves the contract between Oneida-Herkimer-Madison BOCES and Utica Safe Schools Healthy Students Partnership, Inc. for the 2015-2016 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 presented.

**C. PERSONNEL REPORT**

**a. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	DEBRA A. CARLSON	Teacher of the Speech & Hearing Impaired	09/01/2014	08/20/2015
2.	STEVEN R. DAVIS	COMPUTER EDUCATION COORDINATOR	02/01/2010	08/31/2015
3.	MELINDA A. MC CONKEY	TEACHER ASSISTANT	from summer school only	06/18/15
4.	THERESA L. STILE	SCHOOL LIBRARY MEDIA SPECIALIST	09/02/2014	07/09/2015

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

			Hire Date	Resign Date
1.	JOANNE CANFIELD	CLERK HOURLY	09/01/2014	07/31/2015
2.	SHELLEEN CANDELA	SENIOR ACCOUNT CLERK	07/16/2007	07/10/2015
3.	HENRY H. HOLDRIDGE	COMPUTER OPERATOR AIDE	08/12/2013	07/03/2015

**3. Non-Instructional / Classified Staff - Transfer**

			Hire Date	Transfer Date
1.	CLIFFORD S. CASAB	SCHOOL LUNCH MANAGER	08/20/2013	07/17/2015
				Transfer to Holland Patent CSD

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

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

			Start Date	End Date	Reason
1.	DAVID M. LAGUERRE	COMPUTER OPERATOR AIDE	08/31/2015	TBD	new probationary appointment

**c. APPOINTMENTS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

1. Recommend that **ERICA HAWKINS** be appointed as an **ASSISTANT PRINCIPAL OF CAREER AND TECHNICAL EDUCATION**, in the Career and Technical Education Programs, for a four year probationary appointment in the Assistant Principal for Career and Technical Education tenure area, commencing July 09, 2015 and ending July 08, 2019 at a salary rate of \$72,765.75 prorated. It is further recommended that this position is reduced to a .6 FTE position, effective September 1, 2015.

Recommend that **ERICA HAWKINS** be appointed as a **TEACHER OF ENGLISH** (.4 FTE) in the Career and Technical Education Programs, for a three year probationary appointment in the English tenure area, commencing September 01, 2015 and ending August 31, 2018.

**Certification:**

- \* New York State School District Leader - pending
- \* Initial Certificate in New York State School Building Leader
- \* Professional Certificate in Literacy, Birth-6
- \* Professional Certificate in Literacy, 5-12
- \* Professional Certificate in Childhood Education, 1-6
- \* Professional Certificate in English Education, 7-12

**Education:**

- \* Bachelor of Science in Childhood Education from The College of St. Rose
- \* Master of Science in Literacy from Touro College
- \* Certificate of Advanced Study in Educational Leadership from SUNY Oswego

**Work Experience:**

- \* From 2006 through the present as a Teacher at Westmoreland Central School District
- \* From 2014 through 2015 as an Administrative Intern at Westmoreland Central School District
- \* From 2012 through 2015 as a Common Core Ambassador and Turnkey Trainer at O-H-M BOCES

"RESOLVED, that upon the recommendation of the District Superintendent the Board creates one full-time position in the administrative tenure area Assistant Principal of Career & Technical Education, effective July 1, 2015; and, effective September 1, 2015 reduces that full-time position to a 6/10ths position and creates a 4/10ths position in the teaching tenure area of English.

RESOLVED, that upon the recommendation of the District Superintendent, Erica Hawkins is appointed on probation as a full-time employee in the tenure area of Assistant Principal of Career and Technical Education, effective July 1, 2015 and terminating June 30, 2019, the Board having been advised that Erica Hawkins holds the certification appropriate to that position; and it is

FURTHER RESOLVED, that upon the recommendation of the District Superintendent Erica Hawkins is appointed on probation to a 4/10ths position in the teaching tenure area of English, effective September 1, 2015 and terminating August 31, 2018, the Board having been advised that Erica Hawkins holds the certification appropriate to hold the teaching position and that Erica Hawkins has consented in writing to this assignment."



2. Recommend that **LUKE HOBAICA** be appointed as a **TEACHER OF WELDING** in the Career & Technical Education Programs, for a four year probationary appointment in the Welding tenure area, commencing September 01, 2015 and ending August 31, 2019 at an annual salary rate of \$37,700.00.

**Certification:**

- \* Application for a Transitional A certificate in progress

**Education:**

- \* Associates Degree in Welding Technology from MVCC
- \* Bachelor's Degree in Kinesiology: Fitness Development from SUNY Cortland

**Work Experience:**

- \* From February, 2014 through the present as a Welder/Fabricator at Munson Machinery
- \* From April, 2013 through February, 2014 as an Electrician Apprentice/Laborer at JR Electric
- \* From August, 2012 through December, 2012 as a Glazier at Utica Glass Company
- \* From October, 2009 through August, 2012 as a Warehouse Coordinator at Upstate Homecare

3. Recommend that **YUYING WU** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information and Technology Division, for a four year probationary appointment in the Foreign Language tenure area, commencing September 01, 2015 and ending August 31, 2019 at an annual salary rate of \$41,850.00.

**Certification:**

- \* Initial certificate in Mandarin 7-12

**Education:**

- \* Bachelor's Degree in English Language and Literature from Dalian Maritime University
- \* Bachelor's Degree in English Language and Literature from Medaille College
- \* Master's Degree in TESOL and Foreign Language from New York University

**Work Experience:**

- \* From February, 2015 through the present as an ESL Student Teacher at Brooklyn Arbor School
- \* From November, 2014 through December, 2014 as a Mandarin Student Teacher at Lower East Side Prep High School
- \* From September, 2014 through November, 2014 as a Mandarin Student Teacher at Little Red School House (Middle School)
- \* From November, 2011 through May, 2013 as a Math and ESL Writing Tutor
- \* From September, 2010 through May, 2013 as a Professional Tutor in Math, ESL Writing and Mandarin at Medaille College

**b. RECOMMENDATION TO AMEND PROBATIONARY APPOINTMENT**

1. Recommend that **ALLISON LIVERMORE** be appointed as a **SCHOOL LIBRARY MEDIA SPECIALIST** in **Information & Technology**, for a four year probationary appointment in the School Library Media Specialist tenure area, with revised dates of the probationary appointment commencing September 14, 2015 and ending September 13, 2019 at an annual salary rate of \$45,136, prorated.

**Certification:**

- \* Initial certificate in Library Media Specialist

**Education:**

- \* Associates of Science in Liberal Arts from SUNY Morrisville
- \* Bachelors of Science in Theatre from SUNY Oswego
- \* Masters of Science in Library Media from Syracuse University
- \* Masters of Science in Instructional Design from Syracuse University
- \* Masters of Science in Telecommunications from Syracuse University

**Work Experience:**

- \* From 2011 through the present as a Substitute Librarian at Cazenovia School District
- \* From 1996 through the present as a Manager at Verizon

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

1. Recommend that **LAUREN E. HEIMAN'S** part time appointment as a **TEACHER OF PHYSICAL EDUCATION (.2 FTE) and TEACHER OF HEALTH (.2 FTE)** in the Academic Itinerant Programs, be continued, commencing September 1, 2015, at an annual salary rate of \$16,281.

**d. 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.	NEAL P. BARTLETT AMBASSADOR/PRE- PRESENT	06/24/2015	06/30/2015	\$25.00

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		Title	Start Date	End Date	Salary
2.	ANTHONY L. CORIALE	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
3.	VIRGINIA A. DAVIS	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
4.	JOHN P. KEARNEY	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
5.	CHRISTOPHER M. KLEIN	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
6.	DAWN LANE	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
7.	JAMES P. MARSCHER	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
8.	BRIAN M. MC INTOSH	AMBASSADOR/PRE- PRESENT	04/12/2015	06/30/2015	\$25.00
9.	HOLLY N. MC NAMARA	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
10.	NICHOLAS J. NETTI	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
11.	GIANNI P. NOTARO	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
12.	LOUIS F. PARROTTA	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
13.	LORRAINE SMITH	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
14.	SARAH E. SYDORIW	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
15.	SANDRA R. WILLIAMS	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00
16.	MELISSA A. WILLIAMS	AMBASSADOR/PRE- PRESENT	06/26/2015	06/30/2015	\$25.00

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

- \* Recommendation for the creation of two (2) Principal Account Clerk positions.
- \* Recommendation for the creation of one (1) School Lunch Director position.
- \* Recommendation for the creation of one (1) Business and Education Program Specialist position.
- \* Recommendation for the creation of two (2) Director of Management Information Systems (MIS) positions.

**a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE**

1. Recommend that **ANGELA AGUIAR** be appointed to a provisional appointment as a **SCHOOL LUNCH DIRECTOR** in the School Lunch Program, commencing August 10, 2015 at an annual salary rate of \$48,000.00, prorated.

**ANGELA AGUIAR** will have an application submitted for pre-approval by civil service, as meeting the qualifications necessary in order to perform the duties of a **SCHOOL LUNCH DIRECTOR**, until the results of the next civil service exam are known.

**Education:**

- \* Associates Degree in General Studies from Butler County Community College
- \* Bachelor of Science in Nutrition and Dietetics from the University of Rhode Island

**Work Experience:**

- \* From October, 2010 through the present as a Diet Technician, Food Service Director and then General Manager at Sodexo-Focus Rehabilitation, Nursing and Senior Living at Utica
- \* From May, 2010 through October, 2010 as a Dietary Aide at LIFE Pittsburgh, Greentree, PA
- \* From July, 2009 through May, 2010 as a Diet Clerk at UPMC Shadyside Hospital, Pittsburgh, PA

**b. RECOMMENDATION FOR PART-TIME PROVISIONAL APPOINTMENT**

1. Recommend that **MARK T. HANNA** be appointed to a part-time provisional appointment as a **GRAPHIC DESIGN ARTIST** in the Information and Technology Division, commencing July 6, 2015 at a salary rate of \$13.01 per hour.

**MARK T. HANNA** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **GRAPHIC DESIGN ARTIST**, until the results of the next civil service exam are known.

**Education:**

- \* Associate's Degree in Graphic Design from MVCC
- \* Bachelor's Degree in Graphic Design from SUNY Oswego

**Work Experience:**

- \* From October, 2011 through the Present as a Park Maintenance Worker at Town of Kirkland Parks & Recreation
- \* From September, 2014 through May, 2015 as a Print Lab Assistant at SUNY Oswego
- \* From 2007 through 2011 as a Customer Service Assistant at Lowe's Home Improvement

**c. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

1. Recommend that **DAVID M. LAGUERRE** be appointed to a probationary appointment as a **COMPUTER TECHNICAL ASSISTANT** in the Information and Technology Division, commencing August 31, 2015 at an annual salary rate of \$33,000.00, prorated.

**DAVID M. LAGUERRE** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**. **DAVID M. LAGUERRE** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Graduate of Brooklyn Technical High School, Brooklyn, NY
- \* Attended Mohawk Valley Community College for Visual Communication and Web Design
- \* Studied Management at the Community College of the Air Force
- \* Studied Culinary Arts, Microcomputers at Central Texas College
- \* Certificate in Computer Repair and Networking from New York City Technical College

**Work Experience:**

- \* From August, 2011 through the present as a Computer Operator Aide at Oneida-Herkimer-Madison BOCES
- \* From September, 2004 through August, 2011, Desktop Publisher for STF Services, Syracuse, NY
- \* From September, 2001 through July, 2004, Assistant Store Manager for Kinko's, Brooklyn, NY
- \* From May, 1995 through September, 2001, General Manager for YUM Brand Foods - KFC, Pizza Hut
- \* From October, 1990 through April, 1995, Assistant Store Manager for Roy Rogers Restaurant
- \* From October, 1979 through June, 1990, Services Supervisor for the United States Air Force - Worldwide

2. Recommend that **CHRISTOPHER W. DAVIS** be appointed to a probationary appointment as a **CLEANER** in Administrative Services, Operations & Maintenance, commencing July 01, 2015 at an annual salary rate of \$26,945.00.

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

**Education:**

\* Bachelor's Degree in Music from Ithaca College

**Work Experience:**

- \* From July, 2014 through the present as a Substitute Cleaner at Oneida-Herkimer-Madison BOCES
- \* From November, 2013 through the present as Facility Maintenance at Saint Mark's Roman Catholic Church
- \* From November, 2011 through June, 2012 as a Substitute Teacher at Oriskany Central School District
- \* From January, 2006 through November, 2011 as a Customer Service Representative at SamCo Musical Instrument Repair
- \* From October, 1995 through September, 2005 as a Customer Service Representative at Camardello's Music

**d. 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.	SHAUN J. KALETA	PUBLIC RELATIONS ASSISTANT	07/15/2015
2.	MICHAEL J. LUPIA	CENTRAL STORES CLERK	07/06/2015
3.	MICHAEL M. SHUE	NETWORK ADMINISTRATOR I	07/06/2015

**e. RECOMMENDATION FOR PART-TIME APPOINTMENT**



1. Recommend that **LYNN A. DUST** be appointed to a part-time appointment as a **CLERK** in the Central Business Office, commencing July 02, 2015 at an hourly rate of \$25.00.

**LYNN A. DUST** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK**.

**Education:**

\* Associate's Degree Secretarial from MVCC

**Work Experience:**

\* From February, 1985 through the present as Senior Typist, Deputy Treasurer, Sr. Account Clerk/Payroll and Accounting Supervisor/Treasurer at Whitesboro CSD

2. Recommend that **PAMELA E. DYLLIS** be appointed to a part-time appointment as a **CLERK** in the Career and Technical Education Center, commencing August 03, 2015 at a rate of \$13.05, per hour.

**PAMELA E. DYLLIS** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK**.

**Education:**

\* Certificate in PC Fundamentals from MVCC

\* Associate's Degree in Culinary Arts from MVCC

\* Certificate in Chef Training/Hotel Technology from MVCC

**Work Experience:**

\* From 2002 through 2010 as a Secretary at the School of Radiography, St. Elizabeth Medical Center

**f. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)**

1. Recommend that **ZACHARY K. BAUM** be appointed to a temporary appointment as a **LABORER** in Information and Technology Division, commencing June 24, 2015 and ending June 30, 2016 at a salary rate of \$8.75/hr.

**Education:**

\* Attends Canastota Central School

2. Recommend that **BRIANNA L. NICHOLS** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information and Technology Division, commencing July 01, 2015 and ending June 30, 2016 at a salary rate of \$10.68/hr.

**Education:**

- \* Graduate of Little Falls High School
- \* Attending Utica College for Math and Adolescent Education

**Work Experience:**

- \* From August, 2013 through the present as an Information Desk Assistant at Utica College Library
- \* From April, 2012 through the present as a Cashier at the Iroquois Travel Plaza
- \* From April, 2013 through July, 2013 as a hostess at Pizza Hut
- \* From 2012 through 2013 as a Spanish Tutor/Assistant at Little Falls High School

3. Recommend that **SARAH N. ROBINSON** be appointed to a temporary appointment as a **CLERK** in the Information & Technology Division, commencing June 30, 2015 at a salary rate of \$10.54/hr. (2014-2015 rate) and from July 1, 2015 to June 30, 2016 at a salary rate of \$10.68/hr. (2015-2016 rate).

**Education:**

- \* Graduate of Mount Markham High School
- \* Attending Utica College for Geoscience and Adolescent Education

**Work Experience:**

- \* From 2013 through 2015 - (summer) as a Paleoenvironment Lab Research Intern at Utica College
- \* From 2014 through 2015 - (spring) Learning Services Scribe at Utica College

4. Recommend that **J'NAI L. SPAZIANI** be appointed to a temporary appointment as a **CLERK** in the Information & Technology Division, commencing July 01, 2015 and ending June 30, 2016 at a salary rate of \$10.68/hr.

**Education:**

- \* Bachelor's Degree in Government and Politics from Utica College
- \* Master of Science in Adolescent Social Studies, SWD 7-12 from Utica College

**Work Experience:**

- \* From 2013 through the present as a substitute Teacher at Utica School District
- \* From 2013 through the present as a Graduate Assistant at Utica College Office of Legal Affairs
- \* From 2010 through the present as an Office Assistant at Utica College Admissions Office
- \* From 2013 through 2014 as a substitute Teacher at Notre Dame Elementary School
- \* From 2013 through 2014 as a Virtual Advanced Placement College Mentor at Madison-Oneida BOCES

5. Recommend that **ASHLEY E. SPINA** be appointed to a temporary appointment as a **CLERK** in the Information & Technology Division, commencing June 30, 2015 at a salary rate of \$10.54/hr. (2014-2015 rate) and from July 1, 2015 to June 30, 2016 at a salary rate of \$10.68/hr. (2015-2016 rate).

**Education:**

- \* Graduate of Whitesboro CSD
- \* Attended Boston College for Biology
- \* Bachelor's Degree in Biology & Society from Cornell University

**Work Experience:**

- \* From November, 2014 through May, 2015 as a Customer Service Representative at Pet Supplies Plus
- \* From May, 2013 through July, 2014 as an Experimental Cardio Laboratory Fellow at Masonic Medical Research Lab
- \* From September, 2011 through December, 2013 as a Lab Assistant at Fetcher Neurobiology & Behavior Lab, Cornell
- \* From April, 2010 through August, 2010 as a Waitress at Grimaldi's Restaurant

**g. 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.	ERIC L. PLANTE	COMPUTER TECHNICAL ASSISTANT	02/12/2015
2.	RYAN D. SHEDD	NETWORK ADMINISTRATOR I	02/23/2015
3.	SHANNON E. VESCERA	CAREER EXPLORATION SPECIALIST	03/12/2015

**h. RECOMMENDATION FOR NON-INSTRUCTIONAL TEMPORARY SUMMER APPOINTMENTS**

		Title	Start Date	End Date	Salary
1.	MIRANDA L. COSTANTINE	PRINTING AIDE - HOURLY	07/01/2015	06/30/2016	\$13.87/hr.
2.	ANTHONY G. DANGLER	MOTOR VEHICLE OPERATOR - HOURLY	07/14/2015	06/30/2016	\$10.41/hr.
3.	MIKHAEL K. RAHME	LABORER	07/01/2015	06/30/2016	\$8.75/hr.

**i. RECOMMENDATION FOR ADDITIONAL ASSIGNMENT(S)**

1. Recommend that **ROBERT F. HARRIS JR** be appointed to an additional assignment as a **CLERK OF THE WORKS** in Administrative Services, commencing August 1, 2015 and ending December 31, 2015 at a salary rate of \$5,000.00.

**d. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	KATHLEEN ANGIER	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
2.	WENDY J. BOLOS	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
3.	LYNNE J. BURR	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00

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			Date	Stipend
4.	JOHN G. CASTELLO	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
5.	ANTHONY CURTACCI	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
6.	OSCAR J. GRIMES	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
7.	HENRY W. HAAS, JR	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
8.	TERRY L. JONES	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
9.	CHAD M. LUSBY	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
10.	JENNIFER L. MESNARD	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
11.	JENNIFER N. RAMIREZ	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
12.	ANTHONY RINALDI	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
13.	VALERIE L. STARCZEWSKI	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
14.	KIMBERLY A. STEATES	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
15.	MICHAEL J. STONE	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
16.	ROXANN TESTAMARK	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00
17.	LINDSAY J. WENZEL	TEACHER ASSISTANT	09/01/2015 - 6/30/2016	\$3,500.00

**e. TERMINATIONS**

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

**a. TERMINATION OF STAFF MEMBER**

1. As a provisional employee, **CIVITA A. BROWN** was required to take, and pass the **CHILDREN AND FAMILY SPECIALIST** exam in order to continue her employment with the Oneida BOCES. **CIVITA A. BROWN** did not take the exam, thereby terminating her services effective 07/20/2015.

**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.	ELIZABETH A. PETRILLO	Teaching Assistant	07/6/2015	08/14/2015	30	\$14,508
2.	TRICIA L. ROBINSON	Prog. for Speech & Hearing Handicapped	07/6/2015	08/14/2015	15	\$70,683
3.	JUSTIN W. SCIALDONE	Guidance	06/25/2015	08/31/2015	8	\$46,782
4.	TAMIE SINS	Deaf and Hearing Impaired	07/6/2015	08/14/2015	6	\$55,061

**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 2015, for the period indicated. The actual need for any individual will not be determined until July 1, 2015. 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.	AMANDA E. CONSTANTINE	Teaching Assistant	07/06/2015	08/13/2015	\$13.05
2.	MARGARETMARY COSTANZA	Guidance	07/06/2015	08/13/2015	\$2,993
3.	KRISTIN L. FARRELL	Elementary	07/13/2015	08/06/2015	\$1,496.50
4.	RICHARD J. HARTMAN	Elementary	07/13/2015	08/06/2015	\$1,496.50
5.	KAITLIN HAYES	Elementary	07/13/2015	08/06/2015	\$1,496.50

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		Title	Start Date	End Date	Salary
6.	MARK R. KALL	Mathematics	07/06/2015	08/13/2015	\$2,993
7.	ADAM R. LOVECCHIO	Mathematics	07/06/2015	08/13/2015	\$2,993
8.	ANDREA J. MEREDITH	Teaching Assistant	07/06/2015	08/13/2015	\$13.05
9.	JESSICA NIPE	Science	07/06/2015	08/13/2015	\$2,993
10.	ELIZABETH L. ORSINO	Spanish	07/06/2015	08/13/2015	\$2,993.00
11.	ELISA C. PALCZAK	Elementary	07/13/2015	08/06/2015	\$1,496.50
12.	ANTHONY F. REINA	Social Studies	07/06/2015	08/13/2015	\$2,993
13.	LAUREN E. VALENTE	English	07/06/2015	08/13/2015	\$2,993
14.	GORDON B. WYDYSH	Teaching Assistant	07/06/2015	08/13/2015	\$13.05

**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.	MARGARETMARY COSTANZA	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
2.	KRISTIN L. FARRELL	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
3.	RICHARD J. HARTMAN	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
4.	KAITLIN HAYES	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
5.	JESSICA NIPE	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
6.	ELIZABETH L. ORSINO	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
7.	ELISA C. PALCZAK	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
8.	ANTHONY F. REINA	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67

		Title	Start Date	End Date	Salary
9.	LAUREN E. VALENTE	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67

**2. RECOMMENDATIONS FOR SUMMER SCHOOL - NON-INSTRUCTIONAL**

**a. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - NON-INSTRUCTIONAL**

The following people are being recommended for clerical or nursing positions in the Regional Summer School Program for 2015. All people listed are potential hires. The actual need for any individual will not be determined until July 1, 2015. The decisions will be based on enrollments at that time and the actual need for clerical or nursing help.

		Title	Start Date	End Date	Salary
1.	KATHY C. SWEATMAN	School Nurse	07/13/2015	08/06/2015	\$18.99/hr. by timesheet
2.	THERESA J. BENTLEY	Data Entry Clerk	07/06/2015	08/13/2015	\$13.05/hr. by timesheet
3.	MARYLOU KUNKEL	Nurse	07/13/2015	08/13/2015	\$18.99/hr. by timesheet
4.	DARYL A. PERSONS	Data Entry Clerk	07/13/2015	08/13/2015	\$13.05/hr. by timesheet



## **ACTION ITEMS**

### **APPROVAL OF CREATION OF POSITION**

Moved, that the Cooperative Board approves the creation of a Principal Account Clerk position for the Oneida-Herkimer-Madison.

### **APPROVAL OF CONTRACT(S)**

None

**Motion carried unanimously.**

[Ms. Buckley left at 6:00 p.m.]

[Mr. Salerno left at 6:00 p.m.]

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

### **ITEM VIII—OLD BUSINESS**

Dr. Porcelli presented Mr. Nelson with a NYSSBA Award

### **ITEM IX—REPORTS**

#### **RURAL SCHOOLS CONFERENCE**

**JULY 12 - 14, 2015**

(Steve Boucher, Shirley Burtch, Doreen Corbin, Charlene Hartman, Michael Moore)

Mr. Mettelman asked the Board member who attended the Rural Schools Conference to report out.

Mr. Moore reported out on the “ABC’s of Early Literacy and Preschool: School Readiness Strategies for Rural Children” workshop. He was very impressed with one district teacher and social worker and how they are working with families.

Mrs. Corbin reported out on a “Small Town Technology: Connecting Parents to Classroom Learning”. She found the phone application – ClassDoJo to be interesting.

Mr. Boucher share that he enjoyed the presentation by Dr. John Sipple, New York State Center for Rural Schools.

Mrs. Burtch also enjoyed the presentation by Dr. Sipple. She also found the workshop “Creating Flipped Classrooms at a Career and Technical Education Center” to be very interesting, and recommended the “Did You Know” video she reviewed during her session.

**FREEDOM WRITER'S INSTITUTE**  
**JULY 31 - AUGUST 4, 2015**  
(Russell Stewart)

Mr. Stewart thanked the Board for the opportunity to attend the Freedom Writer's Institute. He shared that he truly learned a lot while in attendance, for instance every student has a story. He also commented on the issue of diversity and gained a new perspective of the world about Education. He stated we need to enlighten, engage and empower every student.

**REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE**

Mr. Mettelman discussed the following topics in his report:

1. OSC Audit
2. Genesis Group Celebration of Education – Nov. 19<sup>th</sup>, 2015
3. NYSSBA BUS
4. APPR Regulations have been released:
  - a. Time extensions due to hardship
5. Rural Schools – July 10-12, 2016
6. Shoemaker
7. NSBA

**ITEM X - EXECUTIVE SESSION (there was no Executive Session)**

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

Moved, that the Board enter Executive Session at \_\_\_\_\_ p.m. to discuss personnel/negotiations update.

**Motion carried** \_\_\_\_\_.

The Board returned to General Session at \_\_\_\_\_ p.m.

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

**ITEM XI – BOARD DISCUSSION TOPIC**

**Cooperative Board Self-Assessment**

Mr. Mettelman noted that the Board Self-Assessment matrix is in the packet and asked that Board members complete and return to Deb by September 9<sup>th</sup>. These will be compiled and reviewed at the Cooperative Board Retreat on October 3<sup>rd</sup>.

**MOTION TO ADJOURN**

Motion by: Mrs. Corbin  
Seconded by: Mrs. Hartman

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:11 p.m.



Deborah Kimball  
Clerk of the Board  
August 12, 2015



