



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2015-2016

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MINUTES OF THE REGULAR MEETING OF OCTOBER 7, 2015

The Regular meeting of the Board of Cooperative Educational Services was held on October 7, 2015 in The Oneida Room, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

Dr. Gary W. Porcelli, President
Mrs. Elaine M. Falvo, 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. Gary P. Nelson
Mr. Russell Stewart

MEMBERS EXCUSED

Mr. John J. Salerno

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.*

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.

Review of Audit Committee Meeting and Budget Parameters –

Mrs. Falvo reviewed the meeting minutes and the audit report from WEST & Co. including the Introduction, Balance Sheet, Statement of Position and Notes sections. She asked for Board approval which will take place later in the meeting.

(Mrs. Falvo left at 4:40 p.m.)

Mr. Dorr reviewed the Budget Parameters

ITEM III—RECOGNITION

Career and Technical Education - Culinary Arts:

Mr. Stayton thanked everyone for the opportunity and spoke about Chef Hoffmeister and the quality of work he has done. He also noted that due to the quality Chef has brought to the program, Bruce Mattel, an associate professor in culinary arts at The Culinary Institute of America (CIA) will be visiting the Culinary Class.

Chef Hoffmeister shared the article that was in Entrée magazine showcasing the Culinary Class - specifically the two students presenting to the Board this evening. Chef introduced Iryna Voloshchuk, a senior at Proctor H.S and Nicholas Hajdasz, a senior at Notre Dame. Iryna and Nicholas showcased the preparation of Salmon en Papillote, which is what they prepared for the article in the magazine. Nicholas plans to study culinary arts and is hopeful to get a scholarship to play baseball. Iryna is planning on attending MVCC for culinary arts.

ITEM IV – RECOGNITION OF VISITORS

None

ITEM V— COMMUNICATIONS

From the Floor

none

Correspondence

ITEM VI - CURRENT TOPICS/DISCUSSION ITEMS

Mandarin Chinese:

Ken Ford, Kevin Healy and Xiuyan Huo shared information regarding the program and future plans for a field trip to our partner school, Chongqing Bashu in China. The program started in 2006 and was funded by the United States Department of Education through a grant. The first year of instruction was in 2007, there were 4 classes and 60 students. Now there are 8 teachers, 42 classes per day, just under 500 students with 26 schools across the state in 16 districts – a lot of which is done through videoconferencing. The program has been recognized by the Asia Society as an exemplary program and enrolled as a Hanban-Asia Society Confucius Classroom of which there are only 100 in the nation.

In 2011, two representatives from Chongqing visited OHM BOCES, observing classes. In 2014 OHM BOCES sent 9 students to visit China and our partner school. This was an amazing opportunity for our students with very positive feedback. We would like to take another trip during Spring break 2016 to allow the students to meet their counterparts at Bashu Secondary School in China.

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

MOTION TO APPROVE THE CONSENT AGENDA

Motion by: Ms. Buckley

Seconded by: Mrs. Burtch

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 9, 2015

Moved, that the minutes of the Regular Meeting of September 9, 2015, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as follows:

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT THE REPORT OF THE TREASURER FOR AUGUST 2015, AND
APPROVE THE AUGUST 2015 BUDGET ADJUSTMENTS;**

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

Report of the Treasurer for August 2015

Capital	391,871.52
General	8,708,110.78
School Lunch	14,491.90
Special Aid	722.30
Trust/Agency	15,970.87
Trust/Expand	<u>68,428.80</u>
Total	\$ 9,199,596.17

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

**Budget Revisions—2015-16
August 2015 Report**

2015-16 Adopted Budget	\$54,642,366
Commitment Changes	554,114
Net Changes	<u>+ 115,924</u>
Total	\$55,312,404

APPROVAL OF CONTRACTS

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

Oneida BOCES Contractee (Buyer) With Other BOCES - Final

Monroe 2 BOCES	\$ 27,650.75	Project Lead the Way
Onondaga BOCES	\$149,096.00	Hospital Based, Energy

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Monroe 2 BOCES and Onondaga BOCES for the 2014-2015 school year.

ACCEPTANCE OF FINANCIAL AUDIT

Moved, that the Cooperative Board accepts the financial audit as submitted by WEST and Company for the 2014-2015 school year.

ACCEPTANCE OF BUDGET GUIDELINES FOR 2016-2017

Moved, that the Cooperative Board approves the budgetary guidelines, budget parameters, and budget calendar for 2016-2017 as the initial step of the budgeting process.

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 with the following change – Change Item C. a. 1. to Retirement.

C. PERSONNEL REPORT

a. RESIGNATIONS- RETIREMENTS

1. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	AMY PATTERSON	ACCOUNT CLERK	09/29/1998	10/10/2015

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	JILL E. LOUGHLIN	TEACHER ASSISTANT	10/02/2015	06/30/2016	Child care
2.	MELINDA A. MC CONKEY	TEACHER ASSISTANT	10/06/2015	10/14/2015	Disability
3.	LEE A. MILLER	TEACHER ASSISTANT	09/23/2015	12/04/2015	Family Leave

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	CARLA MARSALA	ACCOUNT CLERK	09/06/2015	TBD	work provisionally in different title
2.	GARRETT C. QUAYLE	COMPUTER TECHNICAL ASSISTANT	09/20/2015	TBD	new probationary appointment

c. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **SEAN P. O'BRIEN** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing September 28, 2015 and ending September 27, 2019 at an annual salary rate of \$16,436.00, prorated.

Certification:

* working towards certification

Education:

* Bachelor's Degree in Youth Ministry from Liberty University

* Attending Liberty University for Bachelor's Degree in Education

Work Experience:

* From February, 2014 to the present as a Teacher Assistant at the House of the Good Shepherd

* From June, 2008 through July, 2010 as a Teacher Assistant at Victory Tabernacle Child Development, Midlothian, VA

2. Recommend that **CATHRINE M. REYNOLDS** be appointed as a **TEACHER OF PROGRAMMING/CODING** in the Information and Technology Division, for a four year probationary appointment in the Elementary tenure area, commencing September 08, 2015 and ending September 7, 2019 at an annual salary rate of \$41,602.00, prorated.

Certification:

- * Initial certificate in Literacy (B-6)
- * Initial certificate in Early Childhood Education
- * Initial certificate in Childhood Education

Education:

- * Associates Degree in Science from Tompkins County Community College
- * Associates Degree in Applied Science, Graphic Design from Mohawk Valley Community College
- * Bachelors of Science Degree in Education from SUNY College at Cortland
- * Masters of Science Degree in Education, Literacy from SUNY College at Cortland

Work Experience:

- * From September, 2014 through June, 2015, as a long term substitute AIS Reading Teacher at Oneida City School District
- * From January, 2014 through June, 2014, as an AIS Reading Teacher at VVS Central School District
- * From August, 2013 through December, 2013, as an Adjunct Instructor Developmental Reading at MVCC
- * From 1986 through 1990, as an Early Childhood Teacher at Step One School, Berkeley, CA

3. Recommend that **DENNIS L. ROY** be appointed as a **COMPUTER EDUCATION COORDINATOR** in the Information & Technology division, for a four year probationary appointment in the Computer Education Coordinator tenure area, commencing November 2, 2015 and ending November 1, 2019 at an annual salary rate of \$92,000.00, prorated.

Certification:

- * Permanent certification in School District Administrator
- * Permanent certification in Physics & General Science

Education:

- * Associates Degree in Electrical Engineering from Alfred State College
- * Bachelors of Science in Electrical Engineering from Rochester Institute of Technology
- * Masters of Science in Education from Elmira College

Work Experience:

- * From October, 1999 through the present as the Director of Technology at Hamilton Central School District
- * From September, 1995 through October, 1999 as a Middle School Science Teacher at Elmira City School District

b. RECOMMENDATION TO AMEND PROBATIONARY APPOINTMENT

1. Recommend that **JULIE D. PACIFIC** be appointed as a **TEACHER SPEECH/HEARING** in the Academic Itinerant Programs, for a three year probationary appointment in the Program for Speech & Hearing Handicapped tenure area, with revised dates of the probationary appointment commencing October 14, 2015 and ending October 13, 2018 at an annual salary rate of \$50,492.00, prorated.

Certification:

- * Professional certificate in Speech and Language Disabilities
- * Certified Speech-Language Pathologist

Education:

- * Bachelor of Science in Communication Sciences and Disorders from Nazareth College
- * Master of Science in Speech-Language Pathology from Nazareth College

Work Experience:

- * From July, 2013 through the present as a substitute Speech-Language Pathologist at Masonic Care Community
- * From February, 2012 through the present as a Speech-Language Pathologist at Utica City School District
- * From July, 2008 through February, 2012 as a Speech-Language Pathologist at Upstate Cerebral Palsy

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **MELINDA E. SUITS** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a long-term substitute appointment commencing September 01, 2015 and ending June 23, 2016 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Associates Degree from MVCC
- * Bachelor's Degree from SUNYIT

Work Experience:

- * From November, 2013 through the present as a Substitute at Oneida-Herkimer-Madison BOCES
- * From February, 2013 through January, 2014 as an Assistant Pharmacy Technician at Hannaford
- * From March, 2000 through May, 2012 as a Senior Teller at M&T Bank
- * From August, 1997 through March, 2000 as a Head Cashier at Lowe's Home Improvement

d. RECOMMENDATION FOR PART-TIME TEMPORARY APPOINTMENT

1. Recommend that **LEO SMITH** be appointed as a **SCHOOL PSYCHOLOGIST** in the Special Education Itinerant Program, for a part-time temporary appointment (.2 FTE) commencing September 17, 2015 and ending October 30, 2015 at an annual salary rate of \$8,639.00, prorated.

Certification:

* Permanent certificate in School Psychologist

Education:

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

Work Experience:

* From January, 2015 through June, 2015 as a long term substitute School Psychologist at Oneida-Herkimer-Madison BOCES
 * From September, 2006 through June, 2013 has been employed in various school districts as a School Psychologist substitute
 * From April, 2000 through June, 2006 as School Psychologist at O-H-M BOCES
 * From March, 1997 through April, 2000 as a School Psychologist at Herkimer BOCES
 * From March, 1973 through March, 1997 as a Community Residence Director at Rome DDSO

e. RECOMMENDATION FOR TENURE APPOINTMENT(S)

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

1.	ERIN JOSLIN	Music	Tenure Date 09/01/2014
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f. RECOMMENDATION FOR INCREASE IN FTE

			Date	FTE
1.	LAUREN DUNN	TEACHER OF SPECIAL EDUCATION	09/14/2015	0.60
2.	MARY C. MALLOY	TEACHER OF SOCIAL STUDIES	09/01/2015	0.4
3.	JEREMIAH T. MALLOY	TEACHER OF SOCIAL STUDIES	09/01/2015	0.4

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **CARLA MARSALA** be appointed to a provisional appointment as a **PRINCIPAL ACCOUNT CLERK** in the Central Business Office, commencing September 07, 2015 at an annual salary rate of \$40,000.00, prorated.

CARLA MARSALA has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PRINCIPAL ACCOUNT CLERK**, until the results of the next civil service exam are known.

Education:

* Bachelor of Science in Business Administration from
SUNY Oswego

Work Experience:

* From November, 2001 through the present as an Account Clerk at Oneida-Herkimer-Madison BOCES
* From 1993 through 2001 as a Mortgage Loan Assistant at Homestead Savings

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **GARRETT C. QUAYLE** be appointed to a probationary appointment as a **NETWORK ADMINISTRATOR II** in the Information and Technology Division, commencing September 21, 2015 at an annual salary rate of \$40,000.00, prorated.

GARRETT C. QUAYLE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **NETWORK ADMINISTRATOR II**. **GARRETT C. QUAYLE** will be required to serve a twenty-six week probationary period.

Education:

* Graduate of the Clinton Central School District
* Associates Degree in Computer Science from Mohawk Valley Community College

Work Experience:

* From September, 2014 through the present as a Computer Technical Assistant at Oneida-Herkimer-Madison BOCES
* From March, 2011 through September, 2014, as a Computer Operator Aide at Oneida-Herkimer-Madison BOCES
* From August, 2008 through June, 2010, shipping clerk/computer assistant for The Baby's Gallerie, Utica, NY
* From June, 2010 through the present, networking clerk for the Oneida BOCES

c. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **WILLIAM R. WILSON** be appointed to a temporary appointment as a **CAREER EXPLORATION SPECIALIST** in the SABA Program, commencing September 08, 2015 and ending October 31, 2015 at a salary rate of \$17.12/hr.

Education:

- * Graduated from Knoch Senior High School, Saxonburg, PA
- * Bachelor's Degree in Sociology from Allegheny College, Meadville, PA

Work Experience:

- * From August, 2013 through October, 2013 and from September, 2014 through December, 2014 as a temporary Career Exploration Specialist at Oneida BOCES
- * From September, 2010 through December, 2012, substitute teacher for the Oneida BOCES and Sauquoit Valley High School
- * From September, 2008 through March, 2009, Career Exploration Specialist for the Oneida BOCES
- * From December, 1991 through October, 2007, VP and Manager for Rich Plan Corp., Yorkville, NY
- * From January, 1989 through December, 1991, Independent Real Estate Appraiser
- * From November, 1975 through December 1988, Assistant VP and Branch Manager for Rome Savings Bank, Rome, NY

d. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	ERIC J. SARNER	INFORMATION TECHNOLOGY PROJECT MANAGER	04/09/2015
2.	LISA M. SHAHOUD	CLERK	04/06/2015

e. RECOMMENDATION FOR CHANGE IN FTE

			Date	FTE
1.	SUSAN N. MOJAVE	PERFORMING ARTS SPECIALIST	09/08/2015	0.8

d. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	BARBARA C. BOWEN	SCHOOL PSYCHOLOGIST	09/14/2015	\$1,200.00 mentoring
2.	JUDI RUSSELL	TEACHER OF ART	09/14/2015	\$1,200.00 mentoring
3.	CATHY A. WRIGHT	TEACHER OF SPECIAL EDUCATION	09/08/2015	\$1,200.00 mentoring

e. SUMMER SCHOOL

1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

a. 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.	RICHARD A. MARRAZZO	Social Studies	07/06/2015	08/13/2015	\$1,496.50
2.	BRIANNA L. NICHOLS	Mathematics	07/06/2015	08/13/2015	\$2,448.82

b. 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.	DOREEN C. ARNOLD	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
2.	JONNA L. DOWLING	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
3.	DOREEN P. GRIFFIN	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
4.	MICHELE L. HEINTZ	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67

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		Title	Start Date	End Date	Salary
5.	ARIANNA R. MARUCCI	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
6.	MICHAEL A. MOLINARO	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
7.	TIFFANY M. MORGAN	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
8.	KRISTEN J. RIEMENSCHNEIDER	SUMMER - PROCTOR/RATING FOR EXAMS	07/15/2015	08/06/2015	\$21.67
9.	CARRIE A. TINKER	SUMMER - PROCTOR/RATING FOR EXAMS	07/29/2015	08/13/2015	\$21.67
10.	JONATHAN D. TUTTLE	SUMMER - PROCTOR/RATING FOR EXAMS	08/12/2015	08/13/2015	\$21.67
11.	RICHARD J. ZACEK	SUMMER - PROCTOR/RATING FOR EXAMS	07/13/2015	08/11/2015	\$21.67

ACTION ITEMS

APPROVAL OF STUDENT TRIP

Moved, that the Cooperative Board approve the student trip to China during Spring Break, April 23-30.

APPROVAL OF CONTRACT(S)

None

Motion carried unanimously.

ITEM IX—REPORTS

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

1. NSBA
2. Flu Clinic – October 7 and 8, 2015
3. P-TECH October 14th 11:00 am – 12:30 pm
4. Regional APPR Webinar with SED – October 8, 2015
5. NYSSBA Conerence-10/26-28 – Bus leaves at 6:30 am

ITEM VIII—OLD BUSINESS

none

The Board recessed for dinner from 6:00 p.m. to 6:44 p.m.

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ITEM X - 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 7:17 p.m.

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

ITEM XI – BOARD DISCUSSION TOPIC

New York State School Boards Association Annual Convention, New York, New York, October 18-20, 2015

The Board reviewed the resolutions for the NYSSBA Conference. Mr. Moore will be the Voting Delegate.

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MOTION TO ADJOURN

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:50 p.m.

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

Deborah Kimball
Clerk of the Board
October 7, 2015

