



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 DECEMBER 9, 2015**

The Regular meeting of the Board of Cooperative Educational Services was held on December 9, 2015 in The Oneida Room, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Dr. Gary W. Porcelli, President
- Mr. Steve Boucher
- Mrs. Shirley Burtch
- Mrs. Doreen Corbin
- Mr. John A. Griffin
- Mr. Michael J. Moore
- Mr. Gary P. Nelson
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

- Mrs. Elaine M. Falvo, Vice President
- Ms. Margaret Buckley
- Mrs. Charlene A. Hartman

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 5:20 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

From the Floor

Correspondence

Meeting date changes for SBI events

Dr. Porcelli thanked Mrs. Burtch, Mr. Griffin and Mr. Salerno for attending the SBI General Membership Meeting - **“Legislative Lobbying and Budget Strategies as you prepare your 2016-17 School District Budget”** workshop

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

MOTION TO APPROVE THE CONSENT AGENDA

Motion by: Mrs. Corbin
Seconded by: Mr. Salerno

MINUTES OF THE REGULAR MEETING OF NOVEMBER 4, 2015

Moved, that the minutes of the Regular Meeting of November 4, 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 OCTOBER 2015, AND APPROVE THE OCTOBER 2015 BUDGET ADJUSTMENTS;

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

Report of the Treasurer for October 2015

Capital	391,877.97
General	7,401,843.76
School Lunch	59,590.28
Special Aid	4,695.33
Trust/Agency	25,384.45
Trust/Expand	<u>69,079.92</u>
Total	\$7,952,471.71

and the Treasurer's Report for the Extra-Curricular Fund for October 2015 showing a fund balance of \$6,248.78.

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

2015-16 Adopted Budget	\$54,642,366
Commitment Changes	554,114
Net Changes	<u>+ 1,709,809</u>
Total	\$56,906,289

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:

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	MARYELLEN HOBAICA	TEACHER ASSISTANT	09/01/2005	11/12/2015

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	MATTHEW J. BASHANT	PROGRAM SPECIALIST SCIENCE	02/09/2011	01/31/2016
2.	SARA E. PETERS	TEACHER OF ESL	10/09/2013	12/09/2015

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	CHERI L. DERDZINSKI	GRAPHIC DESIGN ARTIST- HRLY	07/01/2014	12/06/2015
2.	CICILY R. TALERICO- HICKEL	OCCUPATIONAL THERAPIST	09/17/2012	12/04/2015

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	RENEE M. ANDRE	TEACHER ASSISTANT	11/04/2015	12/04/2015	work as short term substitute teacher

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	ADAM L. CLEVELAND	TELECOMMUNICATIONS SPECIALIST I	11/16/2015	TBD	new probationary appointment
2.	KATHLEEN P. DORR	ASSISTANT SCHOOL LUNCH DIRECTOR	12/14/2015	12/22/2015	Child care

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **MATTHEW J. BASHANT** be appointed as a **SUPERVISOR FOR INSTRUCTIONAL SUPPORT SERVICES** in the Information and Technology Division, for a four year probationary appointment in the Supervisor of Instructional Support Services tenure area, commencing February 01, 2016 and ending January 31, 2020 at an annual salary rate of \$96,000, prorated.

Certification:

- * Permanent certificate in Physics 7-12
- * Permanent certificate in Chemistry & General Science 7-12
- * Permanent certificate in General Science 7-12
- * Professional certificate in School District Administrator

Education:

- * Graduate of New Hartford Central School District
- * Bachelors Degree in Physics from Utica College
- * Masters Degree in Curriculum Development & Instructional Technology from SUNY Albany

Work Experience:

- * From February, 2011 through the present as a Program Specialist at O-H-M BOCES
- * From September, 2010 through February, 2011 as a Science Teacher for the New Hartford Central School District
- * From June, 2007 through the present, as a Curriculum Instructor for the Oneida BOCES
- * From September, 1997 through August, 2010 as a Science Teacher for the Clinton Central School District

2. Recommend that **SEAN D. BEYEL** be appointed as a **TEACHER ASSISTANT** in the Special Education Program, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 23, 2015 and ending November 22, 2019 at an annual salary rate of \$16,167.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Associates Degree in Human Services/Early Childhood Education from MVCC
- * Associate of Science in Liberal Arts/Elementary Education From MVCC
- * Bachelor's Degree in Psychology/Elementary Education from Utica College
- * Master's Degree in Business Administration from University of Phoenix

Work Experience:

- * From 2012 through the present as an independent contractor Benefits Counselor/Sales Agent at Life Solutions 4 You, Rome
- * From 2005 through 2012 as a Senior Customer Service Specialist at Bank of America
- * 2004 as a Children's Intensive Case Manager at Upstate Cerebral Palsy
- * From 2001 through 2004 as a Supportive Case Manager at the Neighborhood Center of Utica

3. Recommend that **CATHERINE G. HOLT** be appointed as a **TEACHER ASSISTANT** in the Special Education Program, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 16, 2015 and ending November 15, 2019 at an annual salary rate of \$15,408.00, prorated.

Certification:

- * Currently working towards Level I Teaching Assistant certification

Education:

- * Associate in Science Degree from Herkimer County Community College

Work Experience:

- * From September, 2014 through the present as a substitute Teaching Assistant at O-H-M BOCES
- * From May, 2013 through the present as a head cashier at Lowes, Herkimer
- * From November, 2013 through September, 2014 as a substitute teacher at Herkimer BOCES

4. Recommend that **RYAN SCARLINO** be appointed as a **TEACHER ASSISTANT** in the Special Education Department, for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 7, 2015 and ending December 6, 2019 at an annual salary rate of \$16,167.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Attended MVCC for Liberal Arts
- * Bachelor's Degree in History from Kean University

Work Experience:

- * From January, 2014 through the present as a Teaching Assistant at the House of the Good Shepherd
- * From September, 2008 through November, 2010 as a substitute Teacher and Teaching Assistant
- * From May, 2010 through January, 2014 as a Sales Associate at Kohl's

5. Recommend that **XIN ZHAO** 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 November 2, 2015 and ending November 1, 2019 at an annual salary rate of \$40,180.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Bachelor's Degree in English from Liaoning University, Shenyang, China
- * Bachelor's Degree in English from Shih Hsin University, Taipei, China
- * Master's Degree in Language other than English & TESOL from Hofstra University

Work Experience:

- * From January, 2015 through March, 2015 as a Student Teacher at Franklin Elementary School, Hempstead, NY
- * From September, 2014 through January, 2015 as a Student Teacher at Ames High School, Massapequa, NY
- * From March, 2011 through July, 2011 as a Teaching Assistant at Ziming Education Training School, Shenyang, China
- * From September, 2010 through August, 2011 as a Recruiter and Director at Bodeng Education, Shenyang, China

b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **MIQUEL L. GRIMM** be appointed as a **TEACHER OF HOME ECONOMICS** in the Academic Itinerant Program, for a part-time appointment (.8 FTE) commencing November 16, 2015 at an annual salary rate of \$35,119.20, prorated.

Certification:

- * Permanent certificate in Physical Education

Education:

- * Bachelor of Science in Physical Education from SUNY Brockport
- * Master of Science in Physical Education from SUNY Brockport

Work Experience:

- * From September, 2014 through the present as a substitute teacher K-12 at Clinton Central School District
- * From September, 2014 through the present as an Aquatic Instructor at the Wellness Center, Hamilton College
- * June 2014 as a MXT Instructor/AEA Certified Water Aerobics Instructor of Midtown Athletic Club, Rochester
- * From fall of 2013 through 2014 as a Pool Supervisor / Certified WSI Swim Instructor, Webster
- * Spring 2013 as an Aquatics Instructor of Lansing Central School District
- * Fall 2013 as a substitute teacher at RC Buckley Elementary, Lansing
- * Fall 2012 as a long term substitute Special Education Teacher K-12 at Lansing Central School District
- * From 2010 through 2013 as a substitute teacher K-12 at Lansing Central School District

2. Recommend that **MICHELLE SAUNDERS** be appointed as a **TEACHER OF VISUALLY HANDICAPPED** in the Academic Itinerant Program for a part-time appointment (.4 FTE) commencing November 16, 2015 at an annual salary rate of \$19,742.40, prorated.

Certification:

- * Permanent certificate in Blind and Partially Sighted

Education:

- * Bachelors of Science in Physical Education and Recreational Therapy from University of Massachusetts
- * Master of Arts in Special Education and Rehabilitation for the Blind from Boston College
- * Master of Education in Education with an Emphasis on Blind and Visually Impaired Learners from Columbia University

Work Experience:

- * From September, 2015 through the present as a short-term substitute Teacher of Visually Handicapped at O-H-M BOCES
- * From July, 1991 through September, 2015 as a Teacher for the Blind and Partially Sighted at Utica City School District
- * From 2010 through the present as a contractor to provide Orientation & Mobility at the NYS Commission for the Blind and Visually Impaired
- * From 2003 through 2010 as an Instructor/Supervisor at the Teachers College, Columbia University
- * From September, 1990 through July, 1991 as a Teacher for the Blind and Partially Sighted at Cayuga Onondaga BOCES

c. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **RENEE M. ANDRE** be appointed as a **TEACHER OF SPECIAL EDUCATION** in the Special Education Program, for a short-term substitute appointment commencing November 04, 2015 and ending January 26, 2016 at an annual salary rate of \$40,982.00, prorated.

Certification:

- * Initial certificate in Visual Arts
- * Initial certificate in Students with Disabilities 1-6
- * Initial certificate in Childhood Education 1-6
- * Level III certificate in Teaching Assistant

Education:

- * Associates Degree in Advertising Design & Production from MVCC
- * Associates Degree in Photography from MVCC
- * Bachelor of Arts Degree in Art from Empire State College
- * Masters of Science Degree in Childhood & Special Education from Touro College

Work Experience:

- * From September, 2006 through the present as a Teaching Assistant at O-H-M BOCES
- * From 1993 through 1995 and 1998 through 2006 as a Server/Trainer at Zebb's Restaurant
- * From 1996 through 1998 as an Electric Engineer Photo-mask Production Technician at HTA Photo-Mask, San Jose, CA
- * From 1995 through 1996 as a Portrait Photographer at Life-Touch National School Studios, Campbell, CA

2. **KAREN A. TRUNFIO** was previously appointed as a **TEACHER OF HOME ECONOMICS** in the Special Education Program, for a short-term substitute appointment October 01, 2015 and ending November 06, 2015. It is requested to extend this appointment to November 13, 2014 at a salary rate of \$33,365.60, prorated.

d. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **JENNIFER M. JAMES** be appointed as a **TEACHER ASSISTANT** in the Special Education Program, for a long-term substitute appointment commencing November 30, 2015 and ending June 23, 2016 at an annual salary rate of \$14,508.00, prorated.

Certification:

* Currently working towards Level I Teaching Assistant certification

Education:

* Attended West Virginia Wesleyan College for Sports Medicine/
Physical Education

* Attended Salem International University for Sports Medicine/
Physical Education

Work Experience:

* From August, 2011 through the present as a personal care aide
for the elderly/disabled at U.S. Care Systems, Inc., Utica

e. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **KATHLEEN H. DONOVAN** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Department, for a temporary appointment commencing November 23, 2015 and ending June 30, 2016 at a daily salary rate of \$300.00.

f. RECOMMENDATION FOR DECREASE IN FTE

		Date	FTE
1.	DEANNE M. BALUTIS	TEACHER SPEECH/HEARING	0.4000
		10/13/2015 -	
		6/24/2015 End	
		Date Extended	

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **CHERI L. DERDZINSKI** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in the Information & Technology Division, commencing December 07, 2015 at an annual salary rate of \$25,000, prorated.

CHERI L. DERDZINSKI has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PUBLIC RELATIONS ASSISTANT**, until the results of the next civil service exam are known.

Education:

- * Associate's Degree in Graphic Design from MVCC
- * Bachelor's Degree in Communications and Information Design from SUNYIT

Work Experience:

- * From January, 2015 through the present as a part-time Graphic Design Artist at O-H-M BOCES
- * From March, 2013 through August, 2014 as a Receptionist/ Office Assistant at Orange Motor Company, Albany
- * From June, 2012 through January, 2014 as a Promotions Assistant/Remote Coordinator at Albany Broadcasting, Latham
- * From October, 2011 through May, 2012 as an Administrative Assistant/Graphic Designer at Equinox Broadcasting, Johnson City
- * From July, 2007 through May, 2011 as a Cashier/Customer Service Representative at Hollister Company, New Hartford
- * From June, 2009 through September, 2009 as a School Communications Graphic Designer at O-H-M BOCES

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

e. RECOMMENDATION FOR CHANGE IN SALARY

			Date	Salary
1.	PATRICIA TARNACKI	FOOD SERVICE HELPER	11/02/2015	\$14.32

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	STEPHANIE A. SMITH	TEACHER ASSISTANT	11/2/2015 - 6/30/2016	\$3,500.00 student manager

ACTION ITEMS

APPROVAL OF MEMBERSHIP IN THE NEW YORK STATE SCHOOL BOARDS ASSOCIATION

Moved, that the Cooperative Board approve payment of \$9,412 to the New York State School Boards Association for membership in the Association for calendar year 2016.

APPROVAL OF DONATION

Moved, that the Cooperative Board acknowledges the donation from Johnson Brothers Lumber Co. for the donation of the rough cut hardwood. Acceptance of this donation will be acknowledged by a letter from the District Superintendent.

APPROVAL OF COOPERATIVE BOARD HANDBOOK

Moved, that the Cooperative Board approves the current and most updated version of the Cooperative Board Member Handbook dated October 3, 2015.

APPROVAL OF SCIENCE BID

Moved, that the Cooperative Board approves the award of the Elementary Science Kit Supply Bid as per the attached listing representing the lowest qualified bidders meeting specifications, for a total award of \$26,400.71.

Elementary Science Bid Award Recommendation

Cascade School Supplies	\$ 923.34
Connecticut Valley Biological	\$ 2,400.00
Educational innovations	\$ 1,818.14
Fisher Scientific	\$15,498.38
Frey Scientific	\$ 3,198.72
Kelvin Educational	\$ 923.66
Rome General Lumber	\$ 736.82
Standard Stationary Supply Company	\$ 634.53
Woodland Scenics	\$ 267.12
Total	\$26,400.71

APPROVAL OF CONTRACT(S)

None

Motion carried unanimously.

(Mr. Stewart arrived at 5:35 p.m.)

ITEM VII - BOARD TOPIC(S)/DISCUSSION ITEMS

Board Retreat Summary Review

Mr. Mettelman review the summary from the Board Retreat, November 14, 2015

1. Incorporating language in the elementary schools

The Board had a discussion on ways/ideas to incorporate language in the elementary school. Several areas of the discussion focused on:

- Starting with Mandarin – can we start in grade 5 or lower?
- What programs can be created to accomplish this?
- How do other countries accomplish this?

Mr. Mettelman would like to revisit this topic in the future.

2. What a social/emotional education looks like

- Mr. Mettelman asked the Board members who attended the Alternative Education Advisory meeting to report out as social/emotional education was a topic.
- The Board had a discussion on this topic noting that the Alternative Education program is a good example of social/emotional education with the growth the program has had.

Mr. Mettelman would like to revisit this topic in the future.

ITEM VIII—OLD BUSINESS

none

ITEM IX—REPORTS

**ALTERNATIVE EDUCATION ADVISORY COMMITTEE MEETING SUMMARY
DECEMBER 3, 2015**

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

1. ESEA – Mr. Stewart noted that Every Student Succeeds Act (ESSA) was approved in the House
2. Computer Based Testing
3. BOCES Legislation – Tax Levy Limit and \$ 30,000 cap for aid
4. Regents State Aid Proposal and SBI
5. Alignment update – Kindergarten Readiness and Youth Mentoring
6. Researching - Refinancing the current Capital Project Bond to save money for our Districts

ITEM X - EXECUTIVE SESSION

Motion by: Mr. Stewart
Seconded by: Mrs. Corbin

Moved, that the Board enter Executive Session at 7:20 p.m. to discuss personnel/negotiations update.

Motion carried unanimously.

The Board returned to General Session at 7:37 p.m.

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ITEM IX - Action Item(s) for Approval (*continuation of VI.*)

None

MOTION TO ADJOURN

Motion by: Mr. Stewart
Seconded by: Mr. Salerno

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:38 p.m.

Deborah Kimball
Clerk of the Board
December 9, 2015

