



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 NOVEMBER 4, 2015

The Regular meeting of the Board of Cooperative Educational Services was held on November 4, 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
Mr. Gary P. Nelson
Mr. John J. Salerno
Mr. Russell Stewart

MEMBERS EXCUSED

Mrs. Elaine M. Falvo, Vice President
Mrs. Charlene A. Hartman
Mr. Michael J. Moore

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.

ITEM III—RECOGNITION

Bridges:

Ellen Mahanna thanked the Board for inviting them and asked Lisa Rizzo to introduce Mickayla Clark, a senior from New Hartford Central School District. Ms. Rizzo noted that Mickayla has been enrolled in the Bridges Program since 8th grade and has made great strides since then. The biggest attribute to that has been music and Ms. Hadity's class. Ms. Hadity and Mickayla sang a duet from the musical Wicked. Mickayla shared that she loves music, piano and dance and that music brings her happiness, success and motivation. Music has helped her self-esteem. Mickayla would like to pursue a career in music possibly at Utica College, Clinton Performing Arts or Broadway Shows. She thanked the Board and her instructor's and shared that this is not a place of end results, but a place where miracles happen.

ITEM IV – RECOGNITION OF VISITORS

None

Minutes of the Regular Meeting of the Cooperative Board
Oneida BOCES
November 4, 2015
Page 3

ITEM V— COMMUNICATIONS

From the Floor

Genesis Group, “10th Annual Celebration of Education”. 5:00 p.m. – Hart’s Hill Inn – Dr. Porcelli is Nominated through the New York Mills Union Free School District.

Correspondence

SBI General Membership Meeting, November 12, 2015
Washington Post Article

ITEM VI - CURRENT TOPICS/DISCUSSION ITEMS

Career and Technical Education:

Mrs. Corbin and Mr. Salerno reported on the Advisory Council Meeting October 27, 2015.

Mr. Stayton, Ms. Vivacqua and Ms. Hawkins reviewed the Career and Technical Education Center in regards to making students College, Career & Citizenship Ready.

They reviewed graduation rates for students participating in Oneida-Herkimer-Madison BOCES CTE programs, industry certifications, industry assessments, and internships. They also reviewed which colleges CTE has articulation agreements and dual certifications with.

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

MOTION TO APPROVE THE CONSENT AGENDA

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

MINUTES OF THE REGULAR MEETING OF OCTOBER 7, 2015

Moved, that the minutes of the Regular Meeting of October 7, 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 SEPTEMBER 2015, AND
APPROVE THE SEPTEMBER 2015 BUDGET ADJUSTMENTS;**

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

Report of the Treasurer for September 2015

Capital	391,874.69
General	10,815,840.11
School Lunch	39,379.73
Special Aid	722.30
Trust/Agency	25,413.33
Trust/Expand	<u>68,429.35</u>
Total	\$11,341,659.51

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

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

2015-16 Adopted Budget	\$54,642,366
Commitment Changes	554,114
Net Changes	<u>+ 1,094,495</u>
Total	\$56,290,975

APPROVAL OF CONTRACTS

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

Oneida BOCES Contractor (Seller) With Other BOCES

CITI	\$ 536.00	Portable Planetarium
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Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and CITI 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 with the exception of Item C,d,1,g,1.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	MARGARET ROBERTS	WORD PROCESSOR	12/11/2000	12/30/2015

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	MOLLIE A. ARNAL	TEACHER ASSISTANT	09/01/2007	10/30/2015
2.	DANIELLE MAROSE	TEACHER ASSISTANT	09/01/2005	11/05/2015
3.	ERICA HAWKINS	TEACHER OF ENGLISH (.4 FTE)	07/09/2015	11/04/2015
4.	MELINDA A. MC CONKEY	TEACHER ASSISTANT	09/01/2008	10/29/2015
5.	JENNIFER N. RAMIREZ	TEACHER ASSISTANT	10/18/2010	10/13/2015

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	GINA SEAMAN	ASSISTANT COOK	09/01/2005	10/30/2015
2.	GERALD D. TESTA	PUBLIC RELATIONS ASSISTANT	10/13/2015	10/15/2015

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	TIMOTHY ROWLAND	TEACHER OF SPECIAL EDUCATION	10/30/2015	11/24/2015	Child care

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **LAUREN DUNN** be appointed as a **TEACHER OF SPECIAL EDUCATION** in Special Education Itinerant Programs, for a four year probationary appointment in the General Special Education Program tenure area, commencing October 28, 2015 and ending October 27, 2019 at an annual salary rate of \$43,517.00, prorated.

Certification:

- * Initial certificate in SWD 1-6
- * Initial certificate in Childhood Ed (1-6)
- * Initial certificate in Early Childhood Ed (B-2)

Education:

- * Bachelor of Science Degree in Liberal Studies from Utica College of Syracuse University
- * Masters of Science Degree in Childhood and Special Education from Utica College

Work Experience:

- * From October, 2014 through the present as a part-time Teacher of Special Education at O-H-M BOCES
- * From September, 2014 through October, 2014 as a Long Term Substitute – Resource Room at Harts Hill Elementary
- * From July, 2014 through August, 2014 as a Summer School Teacher at O-H-M BOCES
- * From February, 2014 through June, 2014 as a Substitute Teacher at New Hartford CSD
- * From March, 2013 through February, 2014 as a Long Term Substitute at New Hartford CSD

2. Recommend that **KRISTYN E. HAMMOND** be appointed as a **TEACHER SPEECH/HEARING** in the Academic Itinerant Programs, for a four year probationary appointment in the Program for Speech & Hearing Handicapped tenure area, commencing November 23, 2015 and ending November 22, 2019 at an annual salary rate of \$46,092.00, prorated.

Certification:

- * Permanent certificate in Speech & Hearing Handicapped

Education:

- * Bachelor of Arts in Communication Disorders and Sciences from SUNY Geneseo
- * Master of Science in Speech Language Pathology from Ithaca College

Work Experience:

- * From August, 2014 through the present as a Speech Language Pathologist at Children's Therapy Network
- * From October, 2010 through the present as an Adjunct Professor at Utica College
- * From February, 2007 through September, 2014 as a Speech Language Pathologist at Charles T. Sitrin Healthcare Center
- * From August, 2003 through February, 2007 as a Speech Language Pathologist at Elderwood Senior Care, Buffalo

3. Recommend that **KIMBERLY A. TRUMBLE** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 13, 2015 and ending October 12, 2019 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Teaching Assistant Level I certificate

Education:

- * Graduate of Dolgeville Central School
- * Attending Herkimer County Community College for Education/Teaching Assistant

Work Experience:

- * From May, 2014 through the present as a cashier at Stewart's, Dolgeville
- * From September, 2010 through May, 2014 as a self-employed babysitter
- * From June, 2006 through July, 2009 as a Credit Coordinator at Lowe's, Herkimer

b. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **MICHELLE SAUNDERS'** short term substitute appointment as a **TEACHER OF VISUALLY HANDICAPPED** in the Academic Itinerants Program, be extended from October 23, 2015 to November 6, 2015, at an annual salary rate of \$49,356.00, 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 July, 1991 through the present 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

2. Recommend that **KAREN A. TRUNFIO** be appointed as a **TEACHER OF HOME ECONOMICS** in the Special Education Programs, for a short-term substitute appointment commencing October 01, 2015 and ending November 06, 2015 at an annual salary rate of \$33,365.60, prorated.

Certification:

- * permanent certificate in SPECIAL EDUCATION

Education:

- * Graduate of Whitesboro Central School District
- * Associate's degree in Human Services from Mohawk Valley Community College
- * Bachelor of Science degree in Elementary Education from SUNY Oswego
- * Master's Degree in Special Education from the College of Saint Rose

Work Experience:

- * From September 5, 2013 through October 18, 2013, December 16, 2013 to June 24, 2014 and September 01, 2014 through January 14, 2015 as a long-term substitute Technology Teacher at the Oneida BOCES.
- * From September 27, 2010 through November 8, 2010, short-term substitute Special Education Teacher at the Oneida BOCES
- * From 2010 through the present, coach at Valley Gymnastics
- * From 1996 through the present, manager at Michael T's Restaurant
- * From 2008 through 2009, long-term substitute at the Oneida-Herkimer-Madison BOCES
- * From 1998 through 2000, resource room teacher at New York Mills Union Free School District

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **KIMBERLY L. LINDSAY** be appointed as a **TEACHER ASSISTANT** in the Career and Technical Education Center, for a long-term substitute appointment commencing October 27, 2015 and ending June 13, 2016 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Working toward certification

Education:

- * Attended MVCC for Human Services/General Studies

Work Experience:

- * From 2013 through the present as a hairstylist at Grippe's Hairstyling
- * From 2012 through 2015 as a hairstylist at the Pines
- * From 2004 through 2013 as a hairstylist at the Cutting Edge Salon
- * From 2001 through 2002 as a hairstylist at Cutting Crew

d. RECOMMENDATION FOR PART-TIME TEMPORARY APPOINTMENT

1. Recommend that **LEO SMITH'S** appointment as a **SCHOOL PSYCHOLOGIST** in the Special Education Itinerant Program, for a part-time temporary appointment (.2 FTE) be extended until December 17, 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 INCREASE IN FTE

		Date	FTE
1.	ERICA HAWKINS	ASSISTANT PRINCIPAL- 11/05/2015	1.0
		CTE	

f. RECOMMENDATION FOR DECREASE IN FTE

		Date	FTE
1.	DEANNE M. BALUTIS	TEACHER SPEECH/HEARING 10/13/2015 -	0.4
		12/25/2015	

g. ~~RECOMMENDATION FOR RETURN FROM PREFERRED ELIGIBILITY LIST (PEL)~~

		Ret from PEL	FTE	Salary
1.	DOMINICK STEWART	SCHOOL SOCIAL WORKER 11/12/2015	1.0	\$53,065.00, prorated

(Note: Item removed to end of Consent Agenda to be taken separately)

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT – CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **EZIO A. POCCIA** be appointed to a provisional appointment as a **CAREER EXPLORATION SPECIALIST** in the SABA Program, commencing October 13, 2015 at an annual salary rate of \$31,160.00, prorated.

EZIO A. POCCIA has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CAREER EXPLORATION SPECIALIST**, until the results of the next civil service exam are known.

Education:

- * Bachelor of Science Degree in Medical Technology from Utica College

Work Experience:

- * From November, 2003 through February, 2015 as a Language Assistance Coordinator at Faxton St. Lukes Healthcare
- * From May, 2003 through November, 2003 as a Business Manager of Interpretation and Translation at Mohawk Valley Resource Center for Refugees
- * From October, 1997 through May, 2003 as a Substitute Teacher at Utica City School District

2. Recommend that **GERALD D. TESTA** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** (.8 FTE) in School Communications, commencing October 13, 2015 at an annual salary rate of \$18,800, prorated.

GERALD D. TESTA 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:

- * Graduate of Whitesboro High School
- * Bachelor of Science in Public Relations & Journalism from Utica College

Work Experience:

- * From August, 2014 through the present as a Grocery & Bakery Teammate at Price Chopper
- * From May, 2014 through August, 2015 as a Video Production Intern at Utica College
- * From January, 2015 through May, 2015 as a Foundations & Communications Intern at Sitrin Health Care Center
- * From August, 2014 through May, 2014 as a Sports Announcer at WPNR

b. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **DONNA J. BOHN** be appointed to a part-time (.4 FTE) appointment as a **LICENSED PRACTICAL NURSE** in the Special Education Programs, commencing October 13, 2015 at a salary rate of \$7,186.00, prorated.

DONNA J. BOHN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LICENSED PRACTICAL NURSE**.

Education:

- * Attended Jefferson Community College for Math/Science
- * Attended Jefferson Vocational Technical School for Nursing – LPN License

Work Experience:

- * From January, 2015 through July, 2015 as a Recruiter at Protoshealthcare, Raleigh, NC
- * From January, 2014 through January, 2015 as an Account Executive at Ricoh USA, Watertown, NY
- * From April, 2008 through January, 2014 as a General Manager at The National Call Center, Fairfax, VA
- * From January, 2001 through October, 2008 as a VP Franchise Recruitment at Maid Brigade, Atlanta, GA

c. 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. | JEREMY E. BROWN | COMPUTER
TECHNICAL ASSISTANT | 05/26/2015 |
| 2. | BRYAN E. RONDEAU | COMPUTER
TECHNICAL ASSISTANT | 05/26/2015 |

d. RECOMMENDATION FOR PERMANENT APPOINTMENT – (NON-COMPETITIVE CIVIL SERVICE TITLE)

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 twelve week probationary period(s) and are being recommended to permanent appointment(s).

- | | | | Perm. Date |
|----|------------------|------------------------|------------|
| 1. | DEBORAH A. DAVIS | FOOD SERVICE
HELPER | 09/01/2015 |

			Perm. Date
2.	SUSAN A. FERGUSON	FOOD SERVICE HELPER	09/01/2015
3.	ERICA J. SIVER	FOOD SERVICE HELPER	09/01/2015
4.	ANN M. SMITH	FOOD SERVICE HELPER	09/01/2015
5.	LISSETTE STEFANEC	FOOD SERVICE HELPER	09/01/2015

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	ANN BOHLING	TEACHER OF ENGLISH	10/23/2015	\$1,200.00 mentoring

f. TERMINATIONS

1. Non-Instructional/Classified Staff

a. Recommendation for Termination

			Hire Date	Resign Date
1.	WENDY J. HUGHES	FOOD SERVICE HELPER	10/14/2005	10/09/2015

ACTION ITEMS

APPROVAL OF NY STATE DISTANCE LEARNING LICENSING AGREEMENT CONTRACTS #2

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

APPROVAL OF NYSITCC 2015-2016 STATE WIDE LICENSING AGREEMENTS #2

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

APPROVAL OF SCHOOL LIBRARY SYSTEM COUNCIL APPOINTMENT

Moved, that the BOCES Board of Education appoints Emily Gibson to serve on the School Library System Advisory Council with a term expiring in 2018.

APPROVAL OF ADVISORY COUNCIL MEMBERSHIP – NEW STUDENT MEMBERS

Moved, that the Cooperative Board approves the membership of Tyler Barrie and Lauren Leitz to the Career and Technical Education Center Advisory Council for a one-year term for the 2015-2016 school year.

APPROVAL OF CONTRACT(S)

None

Motion carried unanimously.

The Board recessed for dinner from 5:30 p.m. to 6:09 p.m.

MOTION TO APPROVE ITEM C,d,1,g,1 – PERSONNEL

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

g. RECOMMENDATION FOR RETURN FROM PREFERRED ELIGIBILITY LIST (PEL)

		Ret from PEL	FTE	Salary
1.	DOMINICK STEWART SCHOOL SOCIAL WORKER	11/12/2015	1.0	\$53,065.00 prorated

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

Motion carried.

ITEM IX—REPORTS

CTE ADVISORY COMMITTEE MEETING SUMMARY, OCTOBER 27, 2015

Mrs. Corbin and Mr. Salerno reviewed the meeting minutes earlier during the Career and Technical Education Center report out.

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

- NSBA
- BOCES Legislation
- Regents State Aid Proposal
- Partners in Prosperity

ITEM VIII—OLD BUSINESS

none

ITEM X - EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 6:36 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

Ms. Buckley requested that the report out on the NYSSBA Conference be moved to the Board Retreat on November 14, 2015.

Minutes of the Regular Meeting of the Cooperative Board
Oneida BOCES
November 4, 2015
Page 18

MOTION TO ADJOURN

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:20 p.m.

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

Deborah Kimball
Clerk of the Board
November 4, 2015

