



# Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2014-2015

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## UNAPPROVED

### MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2015

The Regular meeting of the Board of Cooperative Educational Services was held on February 11, 2015 in The Oneida Room, Middle Settlement Road, New Hartford, New York.

#### MEMBERS PRESENT

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

#### MEMBERS EXCUSED

Ms. Margaret Buckley  
Mrs. Elaine M. Falvo  
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

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

*The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services  
in response to the emerging educational needs of our school districts.*

Student Recognition

David Stayton, Principal  
Susan Carlson  
Jason Browne, student New York Mills  
Jason Browne's parents  
Joshua Williams, student Waterville  
Carne Williams, parent  
Ray Williams, parent

**ITEM I—CALL TO ORDER**

The meeting was called to order at 4:35 p.m. by Mr. Nelson

**ITEM II—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III—RECOGNITION**

**Regional Program for Excellence**

Ms. Carlson introduced two students in the program. Joshua Williams, student at Waterville CSD shared his intern experience at First Source Federal Credit Union. Josh was offered a paid internship through college with First Source. He will be taking Business Administration.

Jason Browne, student at New York Mills UFSD, interned at Utica College with the Physics instructor. He was able to learn about doing research and coding computers. He mentioned it was one of the best experiences he has had in high school and would like to attend Syracuse University.

**ITEM IV – RECOGNITION OF VISITORS**

None

**ITEM V— COMMUNICATIONS**

**Communications from the Floor**

SBI – General Membership Meeting, “Affordable Care Act”, February 25, 2015  
SBI – Legal Issues Workshop, March 19, 2015

**Correspondence**

None

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

**Service Plans**

Mr. Mettelman reviewed information regarding the Mission Statement, the goals of BOCES and the organizational chart.

Mr. Hill and Mrs. Turner then reviewed their division service plans – Instructional Services and Program and Professional Development. They reviewed each of the COSERs and answered questions from the Board.

The Board recessed for dinner from 6:25 p.m. to 7:10 p.m.

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

**MOTION TO APPROVE THE CONSENT AGENDA  
(With Item D 3 Approval of Contracts moved to after Executive Session)**

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

**MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2015**

Moved, that, the minutes of the Regular Meeting Minutes of January 14, 2015, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**MOTION TO ACCEPT REPORT OF THE TREASURER FOR DECEMBER 2014, AND  
APPROVE THE DECEMBER 2014 BUDGET ADJUSTMENTS;**

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

**Report of the Treasurer for December 2014**

Capital	391,845.82
General	22,588,359.52
School Lunch	32,334.55
Special Aid	1,599.56
Trust/Agency	25,873.05
Trust/Expand	<u>70,949.02</u>
Total	\$23,110,961.52

and the Treasurer's Report for the Extra-Curricular Fund for December 2014 showing a fund balance of \$7,072.79

**Budget Revisions—2014-15  
November 2014 Report**

2014-15 Adopted Budget	\$54,000,492
Commitment Changes	2,089,521
Net Changes	<u>+ 3,772,837</u>
Total	\$59,862,851

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

**2014-2015 Shared Service Contractor (Seller) with Other BOCES**

Oneida BOCES Contractor (Seller) With Other BOCES

Broome-Delaware BOCES	\$3,460.00	Model Schools
Capital Region BOCES	\$4,565.84	Model Schools

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

**MOTION TO APPROVE THE TENTATIVE BUDGET, 2015-2016**

Moved, that the Cooperative Board, at their February 11<sup>th</sup> meeting, approves the tentative budget for program, capital, rent and administration in the amount of \$54,642,366.21 and authorizes a public notice.

**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.	JAY C. STAPLE	TEACHER OF TECHNOLOGY	09/01/1999	02/28/2015
2.	DANIELLE M. WALKER	TEACHER ASSISTANT	10/21/2013	01/23/2015

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

			Hire Date	Resign Date
1.	SUZANNE J. COLETTI	PLAN AST REG PROG EXCELLENCE	10/05/2009	02/10/2015

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	JENNIFER JOHNSON	SCHOOL PSYCHOLOGIST	04/09/2015	04/30/2015	Disability

**c. APPOINTMENTS**

**1. Teaching/Certified Staff**

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

1. Recommend that **BARBARA L. WALLS** be appointed as a **SEGIS COORDINATOR** in Instructional Services, for a three year probationary appointment in the SEGIS Coordinator tenure area, commencing March 16, 2015 and ending March 15, 2018 at an annual salary rate of \$68,000.00, prorated.

**Certification:**

- \* Initial certification in School Building Leader
- \* Permanent certification in Special Education (K-12)

**Education:**

- \* Associates Degree in Liberal Arts from MVCC
- \* Bachelors of Science Degree in Elementary Education from SUNY Oneonta
- \* Masters of Science Degree in Special Education from SUNY Albany
- \* Masters of Science Degree in School Building Leadership from Lehman College

**Work Experience:**

- \* From 2011 through the present as a Special Education teacher at Madison-Oneida BOCES
- \* From 2011 through 2012 as a School Building Leader Intern at Madison-Oneida BOCES
- \* From 2009 through 2011 as a Special Education teacher at New York City Department of Education, Brooklyn
- \* From 2002 through 2009 as a Special Education teacher at City School District of Albany

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

1. Recommend that **DIANA L. DEFOE** be appointed as a **TEACHER OF VISUALLY HANDICAPPED** in the Academic Itinerant Programs, for a part-time (.4 FTE) appointment commencing January 16, 2015 at an annual salary rate of \$16,843.20, prorated.

**Education:**

- \* Associates Degree in Liberal Arts, General Education from Fulton-Montgomery Community College, Johnstown, NY
- \* Bachelor's Degree in Health Information Management from SUNYIT
- \* Master's Degree in Health Care Administration from Utica College

**Work Experience:**

- \* From May, 2014 through the present as an Instructor at Bryant & Stratton, Albany
- \* From May, 2013 through April, 2014 as a Program Coordinator HIT Program at MVCC
- \* From April, 2011 through December, 2012 as an EPIC Principal Trainer at Bassett Healthcare Network

2. Recommend that **TESSA M. WISNOSKI** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Academic Itinerant Programs, for a part-time appointment (.8 FTE) commencing January 13, 2015 and ending March 13, 2015 at an annual salary rate of \$31,148.80, prorated.

**Certification:**

- \* Initial certificate in Childhood Education (1-6)
- \* Initial certificate in Students with Disabilities (1-6)

**Education:**

- \* Bachelor's Degree in Foreign Language from Utica College
- \* Bachelor of Science Degree in Liberal Studies from Utica College
- \* Attending Utica College for Childhood / Special Education

**Work Experience:**

- \* From September, 2014 through December, 2014 as a substitute Spanish teacher at Holland Patent CSD
- \* From May, 2014 through June, 2014 as a substitute teacher at Holland Patent Elementary School
- \* From May, 2012 through June, 2013 as a tutor at Westmoreland Elementary School
- \* From November, 2011 through January, 2013 as a peer tutor at Utica College

**c. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)**

1. Recommend that **DEBORAH Y. BAUDER** be appointed as a **PROGRAM SPECIALIST** in the Information and Technology Division, for a temporary appointment commencing January 05, 2015 and ending June 30, 2015 at a rate of \$33.00/hr.
  
2. Recommend that **CATHERINE A. PEASLEY** be appointed as a **CLINICAL INSTRUCTOR** in Career and Technical Education, for a temporary appointment commencing January 20, 2015 and ending June 30, 2015 at a salary rate of \$31.10/hour.

**Certification:**

- \* NYS License as a Registered Professional Nurse

**Education:**

- \* Associates in Applied Science in Nursing from  
 J. Sargents Reynolds Community College, Richmond, VA

**Work Experience:**

- \* From January, 2014 through September, 2014 as a Nurse Manager at Mohawk Valley Health Care Center
- \* From August, 2011 through January, 2014 as a Registered Nurse Mohawk Valley Endoscopy Center
- \* From August, 2009 through August, 2011 as a Nurse Manager at Mohawk Valley Health Care Center
- \* From June, 2007 through August, 2009 as a Registered Nurse at Oneida Hospital
- \* From October, 2005 through June, 2007 as a Registered Nurse at Little Falls Hospital
- \* From January, 2001 through October, 2005 as a Registered Nurse at Riverside Regional Medical Center, Virginia
- \* From January, 1998 through January, 2001 as a Licensed Practical Nurse at Riverside Walter Reed Hospital, Virginia

**d. RECOMMENDATION FOR CURRICULUM SPECIALIST**

		Title	Start Date	End Date	Salary
1.	LEE BOYD	CURRICULUM WORK	09/01/2014	06/30/2015	\$25.00/hr.

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

- \* Recommendation for the creation of one Printing Assistant position.
- \* Recommendation for the creation of one Assistant Printing Supervisor position.



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

1. Recommend that **JASON M. DOUGLASS** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing January 12, 2015 at an annual salary rate of \$33,000.00, prorated.

**JASON M. DOUGLASS** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER OPERATOR**, until the results of the next civil service exam are known.

**Education:**

- \* Associates Degree in Computer Network Technician from HCCC
- \* Bachelor of Science Degree in Network Computer Security from SUNYIT

**Work Experience:**

- \* From July, 2013 through the present as a Computer Technician at DCMO BOCES
- \* From August, 2010 through July, 2013 in maintenance at the Housing Corporation, Oneida Indian Nation

2. Recommend that **SHAUN J. KALETA** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in the Information and Technology Division, School Communications Service, commencing January 12, 2015 at an annual salary rate of \$25,000.00, prorated.

**SHAUN J. KALETA** 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:**

- \* Bachelor's Degree in Government/Politics from Utica College

**Work Experience:**

- \* From 2008 through the present as a substitute teacher at Oriskany CSD
- \* 2014 as a Campaign Manager for Oneida County Sheriff Maciol
- \* From 2012 through 2013 as an Assignment Editor/Producer at WUTR/WFXV/WPNY
- \* From 2011 through 2012 as an Overnight Producer at WKTV

**b. 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.	ERIC L. PLANTE	COMPUTER TECHNICAL ASSISTANT	02/12/2015

**c. RECOMMENDATION FOR TEMPORARY APPOINTMENT - NON-COMPETITIVE CIVIL SERVICE**

1. Recommend that **JANET ZICK** be appointed to a temporary appointment as a **REGISTERED PROFESSIONAL NURSE** in the School and Business Alliance Programs, commencing January 27, 2015 and ending June 30, 2015 at a salary rate of \$18.67 per hour.

**JANET ZICK** meets the civil service requirements for the title and has been pre-approved by civil service.

**Education:**

- \* Associates Degree in Nursing from MVCC
- \* NYS License as a Registered Nurse

**Work Experience:**

- \* From September, 1990 through June, 2013 as a School Nurse at Sauquoit Middle School
- \* From 2010 through 2014 served as Summer School Nurse at Oneida-Herkimer-Madison BOCES

**d. RECOMMENDATION FOR CHANGE IN FTE**

			Date	FTE
1.	CARA G. BAS	CLERK	01/26/2015	0.2 FTE

**ACTION ITEMS**

**APPROVAL OF STUDENT SCHOOL CALENDAR 2015 – 2016**

Moved, that the Cooperative Board adopts the Oneida-Herkimer-Madison BOCES student school calendar for 2015-2016.

**ACCEPTANCE OF 2015-2016 SERVICE PLANS**

Moved, that the Cooperative Board accepts the Service Plans for 2015 – 2016 school year.

**Motion carried unanimously.**

**ITEM VIII—OLD BUSINESS**

None

**ITEM IX—REPORTS**

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

Mr. Mettelman discussed the following topics in his report:

1. 211
2. P-TECH Staffing and Meeting with Districts
3. Governor State of the State and Budget – MVCC
4. Saturday Showcase and CTE Career Day
5. Alignment Training – 1-29-15
6. STEM Hub initiatives and MV EDGE/ WIB for Grant initiatives
7. SMART SCHOOLS BOND ACT
8. Erin Gruwell Training and Book

**FEDERAL RELATIONS NETWORK**

Russell Stewart

Mr. Stewart attended the conference and reported out to the Board on issues discussed at the conference including ERATE, security, Early Childhood Education – Head start, Federal Intrusion in schools, Sequestration, IDEA, F1 Visa and where does agriculture fall into STEM. Other issues that were brought up at the conference were how we can empower parents, can there be more local control for the Healthy Hunger Free Kids Act and HR3633 Reducing Federal mandates on school lunch – asking for wavers.

**BOCES CONSORTIUM OF CONTINUING EDUCATION**

Shirley Burtch and John Salerno

Mrs. Burtch and Mr. Salerno reported out on the meeting noting that the next meeting they will be going to the new building to tour the new building. They noted that funding for the program is good and the State Education department gave the Practical Nursing program a great report.

The new design of the new course schedule was also brought up. Along with the full schedule there will also be a shortened version that will be out every 2 months.

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**ITEM X - EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 7:45 p.m. to discuss personnel/negotiations update.

**Motion carried unanimously.**

The Board returned to General Session at 9:25 p.m.

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

**APPROVAL OF CONTRACT(S) (moved from Consent Agenda)**

**Confidential Settlement Agreement**

Motion by: Mrs. Burtch  
Seconded by: Mrs. Corbin

Moved, that the agreement with Jay Staple dated January 23, 2015, is hereby approved, and Mr. Staple's resignation is accepted, effective February 28, 2015.

**Motion carried unanimously.**

**ITEM XI - BOARD DISCUSSION TOPIC**

Board - District Superintendent Dialogue - None

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**MOTION TO ADJOURN**

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 9:27 p.m.

**Motion carried unanimously.**



Deborah Kimball  
Clerk of the Board  
February 11, 2015

