



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2016-2017

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**MINUTES OF THE REGULAR
MEETING OF DECEMBER 14, 2016**

The Regular meeting of the Board of Cooperative Educational Services was held on December 14, 2016 in The Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Dr. Gary W. Porcelli, President
- Mrs. Elaine M. Falvo, Vice President
- Mr. Steve Boucher
- 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. Evon M. Ervin

OTHERS PRESENT

- Mr. Howard D. Mettelman, Executive Officer
- Mr. Christopher Hill
- Mrs. Mary Mandel
- Mr. Scott Morris
- 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, Shirley Burtch, Doreen Corbin, Evon M. Ervin, 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

Dr. Porcelli noted that a quorum was present and the meeting was called to order at 4:37 p.m.

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION

None

ITEM IV. – RECOGNITION OF VISITORS

None

ITEM V— COMMUNICATIONS

A. Communications from the Floor

None

B. Correspondence

- SBI Workshop - “Successful Board of Education Communication Initiatives with your School Community”, January 9, 2017
- New Century Club article – Shirley Burtch
- Workshop booklet from NYSSBA Convention
- Transforming School Culture book, Anthony Muhammad

ITEM VI A. - MINUTES OF THE REGULAR MEETING OF NOVEMBER 9, 2016

Motion by: Mr. Moore
Seconded by: Mrs. Falvo

Moved, that, the minutes of the Regular Meeting Minutes of November 9, 2016, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

Yes	No	Absent	Abstain
Dr. Gary W. Porcelli		Evon M. Ervin	
Steve Boucher			
Shirley Burtch			
Doreen Corbin			
Elaine M. Falvo			
John A. Griffin			
Charlene A. Hartman			
Michael J. Moore			
Gary P. Nelson			
John J. Salerno			
Russell Stewart			

Motion carried, 11 - 0

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

**MOTION TO APPROVE THE CONSENT AGENDA
(with the following change - move VI,D,2 to after Executive Session)**

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

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR OCTOBER, 2016,
THE REPORT OF THE TREASURER FOR OCTOBER 2016**

Moved, that the Cooperative Board accepts the Report of the Treasurer for October 2016 (Item VII B-1); all as shown below:

Report of the Treasurer for October 2016

Capital	392,041.02
General	6,625,930.80
School Lunch	51,249.41
Special Aid	571.58
Trust/Agency	20,777.10
Trust/Expand	<u>74,235.39</u>
Total	\$ 7,164,805.30

and the Treasurer's Report for the Extra-Curricular Fund
for October 2016 showing a fund balance of \$5,423.49

**Budget Revisions—2016-17
October 2016 Report**

2016-17 Adopted Budget	\$58,601,826
Commitment Changes	1,793,526
Net Changes	+ 916,375
Total	\$61,311,726

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.

C. PERSONNEL REPORT

a. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	CATHERINE G. HOLT	TEACHER ASSISTANT	09/01/2014	11/11/2016
2.	XIN ZHAO	TEACHER OF FOREIGN LANGUAGE	11/02/2015	12/23/2016

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	MICHELLE M. VIVACQUA	ASSISTANT PRINCIPAL-CTE	12/14/2016	08/31/2017	Disability (revised)

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	MICHAEL J. LUPIA	CENTRAL STORES CLERK	11/14/2016	TBD	Disability

c. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

The expiration dates of the 4 year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

The expiration dates of the 3 year probationary appointments are tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

1. Recommend that **EMILY A. FITZGERALD** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Program, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 14, 2016 and ending November 13, 2020 at an annual salary rate of \$16,288.00, prorated.

Certification:

* Level I certificate in Teaching Assistant

Education:

* Bachelor's Degree in Art from SUNY Oswego

* Attended Jones International University for Masters of Education

Work Experience:

* From September, 2016 through the present as a substitute Teaching Assistant at Oneida-Herkimer-Madison BOCES

* From December, 2003 through December, 2011 as a pend cash analyst at The Hartford Insurance Company

2. Non-Instructional/Classified Staff

- aa. 1. Creation of two (2) new Computer Specialist positions.

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **CHERYL A. FAUBERT** be appointed to a provisional appointment as a **CENTRAL STORES CLERK** in the Information and Technology Division, commencing November 28, 2016 at an annual salary rate of \$23,964.00, prorated.

CHERYL A. FAUBERT has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CENTRAL STORES CLERK**, until the results of the next civil service exam are known.

Education:

* Associates Degree in Graphic Communications from MVCC

Work Experience:

* From 2016 through the present as a part time sales lead clerk at Catherine's

* From 2013 through the present as a data entry clerk at Oneida-Herkimer-Madison BOCES

* From 2010 through 2014 as a part time sales lead clerk at Lane Bryant

2. Recommend that **REBECCA L. NEARY** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in the Information & Technology Division, commencing December 12, 2016 at an annual salary rate of \$25,000.00, prorated.

REBECCA L. NEARY 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 of Arts in Humanities: PR Concentration from Herkimer County Community College
- * Bachelor of Arts in Communication Studies: PR/Advertising from SUNY Plattsburgh

Work Experience:

- * From September, 2015 through the present as a Human Resources Assistant at Slocum-Dickson Medical Group
- * From January, 2013 through the present as a marketing assistant at Slocum-Dickson Medical Group
- * From July, 2010 through September 2013 as a Public Relations Coordinator/Assistant at Herkimer County Community College

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **TIFFANY J. FILIPPO** be appointed to a probationary appointment as an **OFFICE SPECIALIST I** in the Bridges Program, commencing December 19, 2016 at an annual salary rate of \$25,166.00, prorated.

TIFFANY J. FILIPPO has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of **OFFICE SPECIALIST I**. **TIFFANY J. FILIPPO** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Clinton Central School District

Work Experience:

- * From April, 2016 through the present as a substitute clerical aide at Clinton Central School District
- * From September, 2015 through the present as a crew member at Dunkin Donuts
- * From February, 2014 through August, 2015 as a personal trainer at Snap Fitness, Las Vegas
- * From October, 2007 as a shift supervisor at Starbucks, Las Vegas

c. 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.	ANNAMARIA KELLY	CAREER EXPLORATION SPECIALIST	12/15/2016
2.	EZIO A. POCCIA	CAREER EXPLORATION SPECIALIST	12/15/2016

d. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **JULIE A. CRANE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 31, 2016 at an hourly rate of \$9.00.

JULIE A. CRANE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Sauquoit Valley Central School

Work Experience:

* From August, 2011 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

* From April, 1995 through January, 2005 as an Administrative Assistant at Utica Converters

2. Recommend that **SHERRY L. EVANS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 31, 2016 at an hourly rate of \$9.00.

SHERRY L. EVANS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Jarvis Jr./Sr. High School

Work Experience:

* From September, 2004 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES

* From August, 2008 through January, 2011 as a cashier and food prep at Herkimer County Community College

3. Recommend that **CHRISTINE A. GLEASON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 31, 2016 at an hourly salary rate of \$9.00.

CHRISTINE A. GLEASON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Proctor High School

Work Experience:

- * From September, 2013 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From September, 1976 through September, 2006 as a BOR coordinator and a supervisor at The Hartford Insurance

4. Recommend that **LORRAINE I. HEFNER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 31, 2016 at an hourly rate of \$9.00.

LORRAINE I. HEFNER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Remsen Central School
- * Associates Degree in Administrative Assistant from Utica School of Commerce

Work Experience:

- * From May, 2014 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From January, 2012 through the present as a circulation clerk at Didymus Thomas Library
- * From July, 1990 through April, 1999 as a secretary at Fleet Bank

5. Recommend that **BRANDY M. HOWE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 31, 2016 at an hourly rate of \$9.00.

BRANDY M. HOWE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Attended Whitesboro Central High School
- * Received GED

Work Experience:

- * From September, 2004 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From 1996 through 2008 as a food prep assistant at Charlie's Pizza
- * From 1995 through 1996 as a cashier and food prep assistant at Tony's Pizza
- * From 1989 through 1994 as a waitress at the Fort Schuyler Club

6. Recommend that **DEBBIE L. JEFF** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 16, 2016 at an hourly rate of \$9.00.

DEBBIE L. JEFF has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Mount Markham High School
- * Associates Degree in Accounting from Mohawk Valley Community College

Work Experience:

- * From March, 2010 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From 1998 through 2004 as a senior account administrator at Bank of New York

7. Recommend that **MARIE L. MAULDIN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 16, 2016 at an hourly rate of \$9.00.

MARIE L. MAULDIN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of New Hartford Central School District

Work Experience:

* From November, 2015 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

* From 2013 through 2015 as a customer service representative at Mirabito, West Winfield

8. Recommend that **ROBERT G. MAXAM** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 16, 2016 at an hourly rate of \$9.00.

ROBERT G. MAXAM has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Clinton Central High School

* Attended Control Data Institute for Computer Program Systems Analyst

Work Experience:

* From September, 2010 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES

* From January, 1980 through the present as a bus driver at Clinton Central School District

* From September, 1973 through June, 2010 as a head custodian at Clinton Central School District

9. Recommend that **KRISTEN L. MC MANUS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 23, 2016 at an hourly rate of \$9.47.

KRISTEN L. MC MANUS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Ilion Jr./Sr. High School

Work Experience:

- * From November, 2008 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From October, 2011 through the present as a cleaner at Herkimer Central School District
- * From August, 2005 through September, 2008 as a cleaner at St. Elizabeth's Hospital
- * From September, 1991 through July, 2003 as a housekeeper at Valley Health Service

10. Recommend that **REBECCA A. MOORE-SALLUSTIO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 16, 2016 at an hourly rate of \$9.00.

REBECCA A. MOORE-SALLUSTIO has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Sauquoit Valley Central High School
- * Associates Degree in Retail Business Management from Mohawk Valley Community College
- * Bachelor's Degree in Marketing from SUNY Oswego

Work Experience:

- * From February, 2016 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From June, 1995 through February, 2016 as an assistant visual manager at Macys

11. Recommend that **HEATHER D. MORRIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 16, 2016 at an hourly rate of \$9.97.

HEATHER D. MORRIS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Rome Free Academy

Work Experience:

* From January, 2008 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES

* From June, 2014 through October, 2016 as a sales clerk at Stewart's Shop, Saratoga Springs

e. 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.	MEGAN L. CLAPP	ACCOUNT CLERK	04/29/2016
2.	ELAINE A. LAPOINTE	ASSISTANT COOK	09/15/2016
3.	ROBIN POLOVICK	ASSISTANT COOK	09/15/2016

ACTION ITEMS

Approval of New Membership to Consultant Committee

Moved, that the Cooperative Board recommends the approval of two new members, Katelyn Adams to the Early Childhood Education and Melissa Rathbun to the Health Occupations Consultant Committee for the term of 11/30/16 to 11/30/19.

Yes	No	Absent	Abstain
Dr. Gary W. Porcelli		Evon M. Ervin	
Steve Boucher			
Shirley Burtch			
Doreen Corbin			
Elaine M. Falvo			
John A. Griffin			
Charlene A. Hartman			
Michael J. Moore			
Gary P. Nelson			
John J. Salerno			
Russell Stewart			

Motion carried, 11 - 0

ITEM VII – BOARD DISCUSSION TOPIC

2017 – 2018 Service Plans

Mr. Mettelman and the Senior Council reviewed the planning process for the 2017-2018 Service Plans. Following the process review, Mr. Mettelman and the Senior Council reviewed the goals of their divisions. The Board and the Senior Council discussed the Divisional Goals and Mr. Mettelman will bring an action item to the January Board meeting to accept the 2017-2018 Service Plans.

[Mrs. Falvo left at 5:30 p.m.]

The Board recessed for dinner from 6:15 p.m. to 7:00 p.m.

[Mr. Salerno left at 6:20 p.m.]

ITEM VIII—OLD BUSINESS

None

ITEM IX—REPORTS

BOCES CONSORTIUM OF CONTINUING EDUCATION POLICY BOARD MEETING – MAY 31, 2016

Minutes of the meeting are in the Board book

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

- Sustainability Conference – December 13, 2016
- Consolidated Safety Team Review
- NYSSBA SBI Presentation – Budget
- Foundation Aide
- NSBA Conference Update

ITEM X - EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 8:12 p.m. to discuss Personnel Issues and Negotiations.

Motion carried, 9 - 0

The Board returned to General Session at 8:34 p.m.

ITEM XI. – ACTION ITEM(S) FOR APPROVAL (CONTINUATION OF VI.)

Approval of Contract(s)

D. 2. APPROVAL OF CONTRACT(S)

Motion by: Mr. Moore
Seconded by: Mrs. Burtch

NOW, THEREFORE, the parties amend the District Superintendent’s employment agreement as follows:

1. Section 3, Term of Employment. The District Superintendent’s term of employment under this amendment shall be extended from January 1, 2017, so as to expire on December 31, 2018, unless further extended or sooner terminated as provided in said Employment Agreement executed on January 8th, 2014.

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board, or the Vice President in his absence, to execute said Amendment on behalf of the District and to file same with the District Clerk.

December 14, 2016

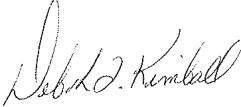
Yes	No	Absent	Abstain
Dr. Gary W. Porcelli		Evon M. Ervin	
Steve Boucher		Elaine M. Falvo	
Shirley Burtch		John J. Salerno	
Doreen Corbin			
John A. Griffin			
Charlene A. Hartman			
Michael J. Moore			
Gary P. Nelson			
Russell Stewart			

Motion carried, 9 - 0

MOTION TO ADJOURN

Motion by: Mrs. Burtch
Seconded by: Mrs. Hartman

Moved, there being no further business to come before the meeting, the meeting adjourned at 8:35 p.m.


Deborah Kimball
Clerk of the Board
December 14, 2016