



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413  
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Cooperative Board 2015-2016

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**MINUTES OF THE REGULAR MEETING  
OF MAY 11, 2016**

The Regular meeting of the Board of Cooperative Educational Services was held on May 11, 2016 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
- 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

**MEMBERS EXCUSED**

- Ms. Margaret Buckley
- Mr. Russell Stewart

**OTHERS PRESENT**

- Mr. Howard D. Mettelman, Executive Officer
- Mr. Thomas Dorr
- Mr. Kenneth 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.*

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Oneida BOCES  
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**OTHERS PRESENT (CONT.)**

Michael Walsh, NYSTEC  
Michele Salisbury, NYSTEC  
Scott Morris, BOCES  
Jean Palmer, BOCES  
Kevin Healy, BOCES  
Xiuyan Huo, BOCES  
Julia Rabbia, student  
Nakeisha Newton, student  
Gladys Newton, parent  
Alfred Newton, parent

**ITEM I—CALL TO ORDER**

A quorum was noted and the meeting was called to order at 4:34 p.m. by Dr. Porcelli

**ITEM II—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III—RECOGNITION**

**SEMI High Tech U - Ignite U Scholarship Presentation**

Mr. Michael Walsh, President and CEO NYSTEC  
Ms. Michele Salisbury, CFO NYSTEC

NYSTEC is a not-for-profit company offering specialized information technology consulting services. They have offices in Rome, Albany and New York City. NYSTEC acts as an unbiased technology advisor to government agencies and other institutions.

Michael Walsh, president and CEO of NYSTEC, and Michele Salisbury, CFO of NYSTEC, presented a check for the NYSTEC IGNITE-U scholarship in the amount of \$25,000 to the OHM BOCES Cooperative Board.

### **Mandarin Program – Trip to China**

Kevin Healy, Computer Education Coordinator and Xiuyan Huo, Mandarin Instructor thanked the Board for the opportunity and their support of the program and then shared a slide show of their trip to China. Kevin shared that it was a 16 hr. plane trip to Beijing where they started. There were able to climb the Great Wall, take part in some Tai Chi classes and play hacky sack with some locals. They then went on to the ancient city of Xi'an where they rode bikes around the whole city on the wall. They then flew to Chongqing which is where our partner school is located. There are 4 campuses throughout the city with around 50,000 students. He noted that the students were totally emerged in the culture throughout the trip. He thanked Xiuyan Huo for making the arrangements for the trip. Xiuyan noted that it is very important for these students to see and hear the culture as it is totally different that being in the classroom. She is very proud of her students.

Julia Rabbia, Holland Patent CSD thanked everyone and told the Board that this was a trip of a lifetime. This is her 7<sup>th</sup> year studying Mandarin Chinese. Her favorite part of the trip was talking with the students there. They were very friendly and nice. She also noted that she is hungry for knowledge and new experiences. She was able to learn a whole new culture and grow as a person. Julia plans to attend Mercy College to study International Business and continue with her Chinese studies.

Nakeisha Newton, Utica City SD thanked the Board and teachers for this opportunity. She really enjoyed the interaction with the other students. She enjoyed the Temple of Heaven in Beijing, the scenery was beautiful.

They presented Mr. Mettelman and the Board a beautiful silk tapestry from Bashu and handed out Chinese knots, symbolizing good fortune and prosperity!

### **ITEM IV – RECOGNITION OF VISITORS**

#### **ITEM V— COMMUNICATIONS**

##### **From the Floor**

##### **Correspondence**

Thank you card from Mr. Ford's family  
NYSSBA Conference sign-up  
Shoemaker Meeting

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

**Dr. Porcelli asked for a motion to amend the Agenda and move Item C.D.1.a.1. to the end of the Consent agenda and Item D.3. to after Executive Session.**

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

**Motion approved unanimously.**

**MOTION TO APPROVE THE CONSENT AGENDA**

(with the following changes: move Item C.D.1.a.1. to the end of the Consent Agenda and Item D. 3. to after Executive Session.)

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

**MINUTES OF THE REGULAR MEETING OF APRIL 13, 2016**

Moved, that the minutes of the Regular Meeting of April 13, 2016, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**MOTION TO ACCEPT THE REPORT OF THE TREASURER FOR MARCH 2016, AND APPROVE THE MARCH 2016 BUDGET ADJUSTMENTS;**

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

**Report of the Treasurer for March 2016**

Capital	391,926.94
General	17,130,522.41
School Lunch	33,202.75
Special Aid	5,190.33
Trust/Agency	25,634.57
Trust/Expand	<u>73,279.01</u>
Total	\$17,659,756.01

and the Treasurer's Report for the Extra-Curricular Fund for March 2016 showing a fund balance of \$7,089.24.

**Budget Revisions—2015-16  
March 2016 Report**

2015-16 Adopted Budget	\$54,642,366
Commitment Changes	554,114
Net Changes	<u>+ 5,765,935</u>
Total	\$60,962,415

**APPROVAL OF  
2015-2016 SHARED SERVICE CONTRACTS (SELLER) WITH OTHER BOCES**

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

Oneida BOCES Contractor (Seller) With Other BOCES

Genesee-Livingston BOCES	\$ 412.50	School Curr. Improvement
Greater Southern Tier BOCES	\$19,000.00	Chinese

Moved, that the Cooperative Board approves the Contract(s) between Oneida-Herkimer-Madison BOCES and Genesee-Livingston BOCES and Greater Southern Tier BOCES for the 2015-2016 school year.

**APPROVAL OF BOCES 2016-2017 BUDGET**

Moved, that the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, authorizes the expenditures of the sums set forth in the 2016-2017 budget in the amount of \$58,601,826.22.

**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.	ANNE F. BONSTED	MULTI OCC (SPECIAL) TEACHER	09/01/2005	07/01/2016

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

			Hire Date	Retire Date
1.	PATRICIA TARNACKI	FOOD SERVICE HELPER	07/01/2005	06/13/2016

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	CARRIE A. WHITHAM	TEACHER ASSISTANT	05/16/2005	06/30/2016

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	AMBER M. LAMICA	TEACHER ASSISTANT	02/01/2016	05/20/2016	return to Teaching Assistant position
2.	MAEGAN M. JARECKI	TEACHER ASSISTANT	05/05/2016	TBD	Disability
3.	JILL E. LOUGHLIN	TEACHER ASSISTANT	09/01/2016	06/30/2017	Child care
4.	CHRISTEN A. SMITH	TEACHER OF SPECIAL EDUCATION	09/01/2016	06/30/2017	Child care

**d. APPOINTMENTS**

**1. Teaching/Certified Staff**

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

1.

**b. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT**

1. Recommend that **REBECCA A. WYCKOFF** be appointed as a **TEACHER ASSISTANT** in the Career and Technical Education Center, for a short-term substitute appointment commencing May 02, 2016 and ending June 13, 2016 at an annual salary rate of \$15,408.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Associates Degree in Human Services from Mohawk Valley Community College

**Work Experience:**

\* From September, 2013 through the present as an Associate at TJ Maxx

\* From January, 2013 through September, 2013 as a Hostess/ Waitress at Swifty's

\* From September, 2012 through January, 2013 as a Cashier at Price Chopper

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

1. Recommend that **AMY L. LAMITIE** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Division, for a temporary appointment commencing April 10, 2016 and ending June 30, 2016 at a salary rate of \$300.00/day, by timesheet.

**Certification:**

- \* Permanent Certificate in ELA 7-12
- \* Initial Certificate in School Building Leader

**Education:**

- \* Bachelor's Degree in English Literature from University at Buffalo
- \* Masters of Arts in Teaching/English Degree from Binghamton University
- \* Master's Degree in Education Leadership from St. Lawrence University

**Work Experience:**

- \* From July, 2014 through June, 2015 as a temporary Curriculum Specialist at Oneida-Herkimer-Madison BOCES
- \* From March, 2014 through June, 2014 as a temporary Program Specialist at Oneida-Herkimer-Madison BOCES
- \* From September, 2012 through the present, as an Elementary Principal at Edwards-Knox Central School District, Russell, NY
- \* From July, 2011 through September, 2012 as a Director of Pupil Services/CSE Chair at Colton-Pierrepont Central School District, Colton, NY
- \* From January, 2010 through October, 2011 as a Project Assistant at the New York State Department of Education, Albany, NY
- \* From September, 1999 through June, 2003 as an English Teacher 9-12 at Binghamton Central School District, Binghamton, NY

**d. 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.

			Tenure Date
1.	JOANN M. SABA HALL	Teaching Assistant	09/01/2016
2.	JUSTIN W. SCIALDONE	Guidance	09/01/2016
3.	ARIFA VELLETO	Art	09/01/2016



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

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

1. Recommend that **JORDAN S. EZMAN** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in the Information and Technology Division, commencing May 02, 2016 at an annual salary rate of \$33,500.00, prorated.

**JORDAN S. EZMAN** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**, until the results of the next civil service exam are known.

**Education:**

\* Bachelor's Degree in Information Studies and Technology  
from Syracuse University

**Work Experience:**

\* From March, 2015 through the present as a Help Desk Analyst at  
Dumac Business Systems  
\* From November, 2012 through June, 2014 as a Computer Specialist  
at Madison Oneida BOCES  
\* From August, 2007 through May, 2012 as an Usher/Production  
Operations at Syracuse University Carrier Dome

**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. | GARY P. DICESARE    MICRO COMPUTER AV REPAIR<br>TECH | 05/02/2016 |

**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. | ADAM L. CLEVELAND    DIRECTOR OF<br>MANAGEMENT<br>INFORMATION SYS | 11/16/2015 |

			Perm. Date
2.	CARLA MARSALA	PRINCIPAL ACCOUNT CLERK	02/22/2016

**e. TERMINATIONS**

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

**a. RECOMMENDATION FOR TERMINATION OF PROVISIONAL APPOINTMENT**

1. It is recommended that the employment of **AMBER M. LAMICA**, a provisional **WORD PROCESSOR**, is terminated effective May 20, 2016. The District Superintendent shall notify **AMBER M. LAMICA** off this decision forthwith.

**ACTION ITEMS**

**APPROVAL OF BID AWARD FOR PURCHASING BULBS**

Moved, that the Cooperative Board awards the bid to the Scott Electric Company for \$8,782.65 for 85 lamps.

Victoria Supply/Topbulb.com:	\$17,376.37 for 85 lamps
Interlight:	\$11,531.19 for 85 lamps
Vantage Lighting:	\$10,321.00 for 85 lamps
Scott Electric:	\$ 8,782.65 for 85 lamps

**APPROVAL OF BID AWARD FOR PURCHASING DMD CHIPS**

Moved, that the Cooperative Board awards the bid to RB TRIO Electronics for \$4,000.00 for 20 DMD chips.

RB TRIO Electronics:       \$4,000.00 for 20 DMD chips

**Motion carried unanimously.**

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

Item C.D.1.a.1.

1. Recommend that **STEPHEN S. MORRIS** be appointed as the **DIRECTOR OF INFORMATION & TECHNOLOGY** in the Information & Technology Division, for a four year probationary appointment in the Director of Information & Technology tenure area, commencing July 01, 2016 and ending June 30, 2020 at an annual salary rate of \$126,000.

**Certification:**

- \* Professional certificate in School District Business Leader

**Education:**

- \* Bachelor of Science in Information Technology  
from University of Phoenix
- \* Masters of Business Administration from University of Phoenix
- \* Certificate of Advanced Study (CAS) in School District  
Business Leader from SUNY Cortland

**Work Experience:**

- \* From March, 2005 through the present as a Telecommunications  
Specialist at Oneida-Herkimer-Madison BOCES
- \* From 2003 through 2005 as a Technical Analyst II at Sprint
- \* From 2000 through 2003 as a Systems Engineer at Sprint

**Motion carried unanimously.**

**ITEM VII - BOARD TOPIC(S)/DISCUSSION ITEM(S)**

**Cooperative Board Calendar 2016-2017**

Mr. Mettelman reviewed the next year Cooperative Board schedule with the Board. This will be an agenda item at the next Board meeting.

**Bridges out of Poverty: Strategies for Professionals and Communities**

Mr. Mettelman and Mr. Dorr shared some information on poverty and the poverty impact in our area. There is a regional initiative to try to help this situation headed by Assemblyman Anthony Brindisi and Oneida County Executive, Anthony Picente. Over the next several months there may be opportunities for OHM BOCES to take the lead.

Mr. Mettelman handed out the book titled Bridges out of Poverty, Strategies for Professionals and Communities, by Ruby K. Payne, PhD.

The Board recessed for dinner from 6:05 p.m. until 6:45 p.m.

[Mr. Boucher left at 6:10 p.m.]

**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. Rural Schools 7-10-16: Doreen Corbin, Shirley Burtch, Steve Boucher, Gary Nelson, Elaine Falvo, Charlene Hartman, Howard Mettelman, Mary Mandel and Michael Moore
2. NYS Mentoring
3. Support Service Center
4. End of Year Activities
5. NYSSBA Registration
6. SBI - 5-12-16
7. Audit Committee Reschedule reminder
8. June Board Meeting and Dinner

**ITEM X - EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 6:50 p.m. to discuss personnel/negotiations update.

**Motion carried unanimously.**

The Board returned to General Session at 7:04 p.m.

**VI.**

**D. 3. APPROVAL OF CONTRACT(S)**

Motion by: Mrs. Corbin  
Seconded by: Mrs. Falvo

Motion that the Cooperative Board approve the contract for Stephen S. Morris.

**Motion carried unanimously.**

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

None

**MOTION TO ADJOURN**

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:07 p.m.

**Motion carried unanimously.**



Deborah Kimball  
Clerk of the Board  
May 11, 2016

