



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 MARCH 9, 2016**

The Regular meeting of the Board of Cooperative Educational Services was held on March 9, 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
- Ms. Margaret Buckley
- Mrs. Shirley Burtch
- Mrs. Charlene A. Hartman
- Mr. Michael J. Moore
- Mr. Gary P. Nelson
- Mr. John J. Salerno
- Mr. Russell Stewart

**MEMBERS EXCUSED**

- Mrs. Doreen Corbin
- Mr. John A. Griffin

**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**

A quorum was noted and 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.

[Mr. Nelson arrived at 4:40 p.m.]

**ITEM III—RECOGNITION**

**Career & Technical Education**

Sean Blenis, a senior at Clinton CSD is in the Criminal Justice program and took second place in the Skills USA regional competition. He shared that they participated in small crime scenes, accidents and EMS situations. Sean plans to attend Mohawk Valley Community College to study Criminal Justice and would like to become a State Trooper.

Maiah DeGironimo a senior at Sauquoit Valley CSD is in the Advertising Design/Multimedia Productions program. She took second place in the Skills USA regional competition for her pin design, a maple tree leaf, which is on the cover of the Skills USA brochure. Maiah plans to attend Mohawk Valley Community College to study photography.

Suzanna Yaromich a senior at Whitesboro CSD is also in the Advertising Design/Multimedia Productions program. She took second place in the Skills USA regional competition for her promotional bulletin board. She also placed as a finalist for her pins design. Suzanna plans to attend SUNY Polytechnic Institute to study nursing. She would like to be a travel nurse.

**ITEM IV – RECOGNITION OF VISITORS**

**None**

**ITEM V— COMMUNICATIONS**

**From the Floor**

Agriculture Summit  
SBI Worship on Freedom Writers  
SBI Legal Issues Workshop

**Correspondence**

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

**MOTION TO APPROVE THE CONSENT AGENDA**

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

**MINUTES OF THE REGULAR MEETING OF FEBRUARY 10, 2016**

Moved, that the minutes of the Regular Meeting of February 10, 2016, 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 JANUARY 2016, AND APPROVE THE JANUARY 2016 BUDGET ADJUSTMENTS;**

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

**Report of the Treasurer for January 2016**

|              |                  |
|--------------|------------------|
| Capital      | 391,894.96       |
| General      | 20,104,019.82    |
| School Lunch | 53,816.77        |
| Special Aid  | 1,000.33         |
| Trust/Agency | 25,434.45        |
| Trust/Expand | <u>72,773.05</u> |
| Total        | \$20,651,939.38  |

and the Treasurer's Report for the Extra-Curricular Fund for January 2016 showing a fund balance of \$7,418.24.

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

|                        |                    |
|------------------------|--------------------|
| 2015-16 Adopted Budget | \$54,642,366       |
| Commitment Changes     | 554,114            |
| Net Changes            | <u>+ 4,941,133</u> |
| Total                  | \$60,137,612       |

**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. | KENNETH M. FORD | DIRECTOR OF INFO & TECHNOLOGY | 09/10/2001 | 06/30/2016 w/ regret |

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

|    |                     |                      | Hire Date  | Retire Date |
|----|---------------------|----------------------|------------|-------------|
| 1. | CHRISTINE M. CLARK  | SENIOR ACCOUNT CLERK | 10/23/1989 | 06/30/2016  |
| 2. | PATRICIA M. RICKARD | FOOD SERVICE HELPER  | 08/25/2014 | 05/16/2016  |

**b. RESIGNATIONS**

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

|    |                    |                   | Hire Date  | Resign Date |
|----|--------------------|-------------------|------------|-------------|
| 1. | TERESA J. STERLING | COMPUTER OPERATOR | 12/15/2014 | 02/15/2016  |

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

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

|    |                 |                   | Start Date | End Date | Reason                       |
|----|-----------------|-------------------|------------|----------|------------------------------|
| 1. | ADAM W. WEZALIS | COMPUTER OPERATOR | 03/07/2016 | TBD      | new probationary appointment |

**d. APPOINTMENTS**

**1. Teaching/Certified Staff**

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

1. Recommend that **TRISHA L. PECKHAM** be appointed as a **TEACHER OF SPECIAL EDUCATION** in the Special Education Programs, for a four year probationary appointment in the Teacher of Special Education tenure area, commencing February 29, 2016 and ending February 28, 2020 at an annual salary rate of \$41,354.00, prorated.

**Certification:**

- \* Initial certification in SWD Generalist 5-9

**Education:**

- \* Bachelor of Science in Elementary Education from SUNY Cortland
- \* Master of Science in Middle Childhood SWD from Touro College

**Work Experience:**

- \* From December, 2008 through the present as a Teacher Assistant at the New Hartford Central School District
- \* From January, 2006 through December, 2008 as a Vocational Rehabilitation Counselor at the ARC Oneida-Lewis

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

1. Recommend that **JASON W. SCIALDONE** be appointed to a short-term substitute appointment as a **GUIDANCE COUNSELOR** in Itinerant Programs, commencing February 24, 2016 and ending March 07, 2016 at a yearly salary rate of \$42,842.00, prorated.

**Certification:**

- \* Provisional certification in School Counseling

**Education:**

- \* Associates Degree in Liberal Arts from Herkimer County Community College
- \* Bachelor's Degree in Sociology from SUNY Oneonta
- \* Master's Degree in Counseling Services from SUNY Oswego

**Work Experience:**

- \* From 2001 through the present as a substitute teacher at various districts
- \* From September, 2014 through December, 2014 as an Elementary Counselor/Social Worker at Utica City School District
- \* From May, 2014 through June, 2014 as a School Counselor at Oneida High School
- \* From March, 2014 through May 2014 as a School Counselor at T.R. Proctor High School

**c. 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. | LISA A. DAVIS | Instructional Spt in Curr and Diff<br>Inst | 07/01/2016  |

**d. RECOMMENDATION FOR INCREASE IN FTE**

|    |               |                | Date                      | FTE  |
|----|---------------|----------------|---------------------------|------|
| 1. | ARIFA VELLETO | TEACHER OF ART | 02/08/2016 -<br>6/23/2016 | 0.80 |

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

\* Recommend the creation of three (3) new Computer Technical Assistant positions.

**a. 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. | TERESA J. STERLING | COMPUTER TECHNICAL<br>ASSISTANT | 02/16/2016 |
| 2. | ADAM W. WEZALIS    | COMPUTER TECHNICAL<br>ASSISTANT | 03/07/2016 |

**b. 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. | JUSTIN T. GATES | COMPUTER<br>TECHNICAL ASSISTANT | 08/31/2015 |

Minutes of the Regular Meeting of the Cooperative Board  
Oneida BOCES  
March 9, 2016  
Page 8

|    |                   |                                 | Perm. Date |
|----|-------------------|---------------------------------|------------|
| 2. | DAVID M. LAGUERRE | COMPUTER<br>TECHNICAL ASSISTANT | 08/31/2015 |
| 3. | GARRETT C. QUAYLE | NETWORK<br>ADMINISTRATOR II     | 09/21/2015 |
| 4. | JANET ZICK        | SABA SCHOOL NURSE<br>INSTRUCTOR | 09/01/2015 |

**c. RECOMMENDATION FOR PROBATIONARY APPOINTMENT FROM CIVIL SERVICE LISTING - PROMOTIONAL**

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 twelve week probationary period.

|    |               |                         | Prob. Date |
|----|---------------|-------------------------|------------|
| 1. | CARLA MARSALA | PRINCIPAL ACCOUNT CLERK | 2/22/2016  |



**ACTION ITEMS**

**APPROVAL OF POLICY 6091: TUITION REIMBURSEMENT-ADMINISTRATIVE/SUPERVISORY STAFF (Second Reading)**

Moved, that the Cooperative Board approve Policy 6091 – Tuition Reimbursement for Administrative/Supervisory Staff Members

**APPROVAL OF POLICY 0015: EQUAL OPPORTUNITY AND NONDISCRIMINATION (Second Reading)**

Moved, that the Cooperative Board approve Policy 0015 – Equal Opportunity and Nondiscrimination.

**APPROVAL TO PROCESS H-1B VISA/GREEN CARD**

Moved, that the District Superintendent is able to approve the processing and payment of an H1B Visa and / or green card.

**APPROVAL OF STUDENT SCHOOL CALENDAR 2016 - 2017**

Moved, that the Cooperative Board adopts the Oneida-Herkimer-Madison BOCES student school calendar for 2016 – 2017.

**APPROVAL OF DONATION**

Moved, that the Cooperative Board acknowledges the donations from Leonard Bus Sales, Inc. for an Injection Pump. Acceptance of this donation will be acknowledged by a letter from the District Superintendent.

**APPROVAL TO PARTICIPATE IN NYS DISTANCE LEARNING CONTRACT CONSORTIUM 2016 - 2017**

Moved, that the BOCES Cooperative Board approves Oneida-Herkimer-Madison BOCES' participation in the Distance Learning Statewide Licensing Agreement for 2016 – 2017.

**APPROVAL TO PARTICIPATE IN NYS INSTRUCTIONAL CONTRACT CONSORTIUM  
2016 - 2017**

Moved, that the BOCES Cooperative Board approves Oneida-Herkimer-Madison BOCES' participation in the Statewide Licensing Agreement for 2016 – 2017.

**APPROVAL IN BID AWARD**

Moved, that the Cooperative Board award the purchase of a 2016 Chevy Express Van equipped with the required fire extinguishing servicing equipment to Getz Fire Equipment Company in the amount of \$41,190.00.

**APPROVAL OF CONTRACT(S)**

**Motion carried unanimously.**

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

**National School Boards Association Conference**

Mr. Mettelman reviewed the list of workshops that will be available to attend at the conference. He asked that Board members who are attending let Deb know which workshops they would like to attend so that she can compile a list.

Dr. Porcelli shared that his book "Crazy 8's" was requested by NSBA to be presented at the conference.

**ITEM VIII—OLD BUSINESS**

**none**

**ITEM IX—REPORTS**

**NEW YORK STATE SCHOOL BOARDS ASSOCIATION: THE CAPITAL CONFERENCE  
(G. Nelson, G. Porcelli, R. Stewart)**

Mr. Nelson, Dr. Porcelli and Mr. Stewart shared their thoughts regarding the conference including the GEA, Foundation Aid, BOCES Cap on Aid and the Tax Cap. They also mention that the student attendance from Participation in Government classes was great.

Mr. Mettelman thanked the Board members for attending and the Regional SBI for their support.

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

Mr. Mettelman discussed the following topics in his report:

- Regional in-service Day – MVCC, March 18, 2016
- SBI Workshop on March 16<sup>th</sup> with Erin Gruwell
- Middle Settlement Academy incident
- Global Connect
- SED Audit P-TECH
- Audit Committee meeting – March 29<sup>th</sup>
- Emerging Technology Class

**ITEM X - EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 5:50 p.m. to discuss personnel/negotiations update.

**Motion carried unanimously.**

The Board returned to General Session at 6:06 p.m.

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

None

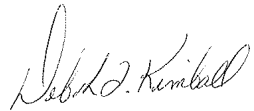
Ms. Buckley took a moment to thank Mr. Mettelman and Mr. Dorr for attending the Utica Board Meeting.

**MOTION TO ADJOURN**

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 6:08 p.m.

**Motion carried unanimously.**



Deborah Kimball  
Clerk of the Board  
March 9, 2016

