



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 FEBRUARY 10, 2016**

The Regular meeting of the Board of Cooperative Educational Services was held on February 10, 2016 in The Oneida Room, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

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

MEMBERS EXCUSED

- Mrs. Elaine M. Falvo, Vice President
- Ms. Margaret Buckley
- Mr. Michael J. Moore

OTHERS PRESENT

- Mr. Howard D. Mettelman, Executive Officer
- 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 4:32 p.m. by Dr. Porcelli

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION

Regional Program for Excellence

Stephanie Salerno, a senior at Notre Dame wanted to know more about career choices so she enrolled in the Regional Program for Excellence program. Stephanie interned in Environmental Engineering at NP Engineering in Waterville and was offered a part time job after successfully completing her 75 hours. She will major in Environmental or Energy Systems Engineering and attend college, as she says, "...knowing the ins and outs of geothermal systems.' She will be attending Worcester Polytechnic Institute in the fall.

Mackenzie Reed, a senior at Oriskany CSD was able to explore her interest in biochemistry and the medical field. She spent the fall interning with physician assistant Jennifer D'Onofrio at the Whitesboro MVHS Medical Group. In October, she also completed a one day job shadow through SABA with a physical therapist. After this experience, she realized sports medicine held more interest for her. She is currently completing the second half of her internship with Dr. Joseph A. Moretz at Slocum Dickson Medical Group. She will be attending Binghamton University in the fall.

ITEM IV – RECOGNITION OF VISITORS

None

ITEM V— COMMUNICATIONS

From the Floor

Correspondence

none

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

Dr. Porcelli asked for a motion to amend the Agenda and move Item VI. B 2 and Item D 1 to Item VII and create Item VII C.

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

Motion approved unanimously.

MOTION TO APPROVE THE CONSENT AGENDA

(with the following changes: Move Item VI. B 2 and Item D 1 to Item VII and create Item VII C)

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

MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2016

Moved, that the minutes of the Regular Meeting of January 13, 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 DECEMBER 2015, AND APPROVE THE DECEMBER 2015 BUDGET ADJUSTMENTS;

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

Report of the Treasurer for December 2015

Capital	391,884.42
General	20,837,406.47
School Lunch	49,972.02
Special Aid	350.33
Trust/Agency	25,434.45
Trust/Expand	<u>72,771.09</u>
Total	\$21,377,818.78

and the Treasurer's Report for the Extra-Curricular Fund for December 2015 showing a fund balance of \$7,560.36.

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

2015-16 Adopted Budget	\$54,642,366
Commitment Changes	554,114
Net Changes	<u>+ 4,549,361</u>
Total	\$59,745,840

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.	THOMAS DORR	ASST SUPT ADMIN SERVICES	04/03/2000	06/30/2016	w/ regret
2.	MARY C. MALLOY	TEACHER OF SOCIAL STUDIES	09/01/2007	06/30/2016	

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date	
1.	LAUREN E. HEIMAN	TEACHER OF PHYSICAL EDUCATION	09/29/2014	02/15/2016	
2.	DENNIS L. ROY	COMPUTER EDUCATION COORDINATOR	11/02/2015	02/10/2016	

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	AMBER M. LAMICA	TEACHER ASSISTANT	02/01/2016	TBD	work provisionally in different title

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **STEVEN R. DAVIS** be appointed as a **COMPUTER EDUCATION COORDINATOR** in the Information and Technology division, for a four year probationary appointment in the Computer Education Coordinator tenure area, commencing February 29, 2016 and ending February 28, 2020 at an annual salary rate of \$97,497.93, prorated.

Certification:

- * Permanent certificate in School District Administrator
- * Permanent certificate in Technology Education

Education:

- * Bachelor of Science in Technology Education from SUNY Oswego
- * Master of Science in Technology Education from SUNY Oswego

Work Experience:

- * From September, 2015 through the present as a Technology Education Teacher at Central Valley Academy, Ilion
- * From February, 2010 through September, 2015 as a Computer Education Coordinator at OHM BOCES
- * From September, 2000 through February, 2010 as an Assistant Principal at Cherry Valley Springfield Central School
- * From September, 1997 through February, 2000 as a Technology Teacher at Owen D. Young Central School
- * From September, 1993 through September, 1997 as a Technology Teacher at Ilion Jr./Sr. High School

2. Recommend that **DELANA M. DIAMOND** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 25, 2016 and ending January 24, 2020 at an annual salary rate of \$14,767.00, prorated.

Certification:

- * Level III certificate in Teaching Assistant

Education:

- * Associates Degree in Criminal Justice from MVCC
- * Currently working toward Bachelor's Degree in Criminal Justice from Keuka College ASAP program

Work Experience:

- * From November, 2015 through December, 2015 as a Group Worker/ACE Worker at the Neighborhood Center
- * From November, 2010 through May, 2014 as an Addiction Counselor at the Rescue Mission Addiction Crisis Center
- * From August, 2005 through August, 2007 as a Child Care Worker at the House of the Good Shephard

3. Recommend that **DENNIS L. ROY** be appointed as an **INSTRUCTIONAL SUPPORT SERVICES IN CURRICULUM & DIFFERENTIATED INSTRUCTION** in the Information and Technology division, for a four year probationary appointment in the Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data tenure area, commencing February 11, 2016 and ending February 10, 2020 at an annual salary rate of \$75,000.00, prorated.

Certification:

- * Permanent certification in School District Administrator
- * Permanent certification in Physics, Technology & 7-12 General Science

Education:

- * Associates Degree in Electrical Engineering from Alfred State College
- * Bachelors of Science in Electrical Engineering from Rochester Institute of Technology
- * Masters of Science in Education from Elmira College

Work Experience:

- * From November, 2015 through the present as a Computer Education Coordinator at OHM BOCES
- * From October, 1999 through November, 2015 as the Director of Technology at Hamilton Central School District
- * From September, 1995 through October, 1999 as a Middle School Science Teacher at Elmira City School District

4. Recommend that **JEFFREY R. SERGOTT** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 29, 2016 and ending February 28, 2020 at an annual salary rate of \$24,376.00, prorated.

Certification:

- * Initial certificate in Physical Education

Education:

- * Associates Degree in Physical Education from HCCC
- * Bachelor of Science in Education/Physical Education from SUNY Brockport

Work Experience:

- * From 2014 through the present as a Teaching Assistant at Herkimer BOCES - Pathways Academy
- * From September, 2013 through June, 2014 as a substitute teacher at Oriskany Central School District and Utica City School District

5. Recommend that **KRISTEN A. TILLSON** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 01, 2016 and ending January 31, 2020 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Completed the Early Childhood Education Program through Oneida-Herkimer-Madison BOCES

Work Experience:

- * From 2005 through 2009 as an Accounts Payable/Receivable Clerk at T.P. Brake and Muffler
- * From 2000 through 2003 as a Teaching Assistant at Oneida-Herkimer-Madison BOCES

- b. **RECOMMENDATION TO AMEND PROBATIONARY APPOINTMENT**

1. Recommend that **JULIE M. ACQUAVIVA** be appointed as a **TEACHER OF SPECIAL EDUCATION** in Special Education Programs, for a four year probationary appointment in the Teacher of Special Education tenure area, with revised dates of the probationary appointment commencing February 1, 2016 and ending January 31, 2020 at an annual salary rate of \$40,982.00, prorated.

Certification:

- * Initial certificate in Childhood Education 1-6
- * Initial certificate in Special Education 1-6

Education:

- * Associate of Liberal Arts from Herkimer County Community College
- * Bachelor of Arts in English from Utica College Syracuse University
- * Master of Arts and Science in Education/Special Education from Touro College

Work Experience:

- * From September, 2014 through the present as a Teaching Assistant at Herkimer BOCES
- * From November, 2007 through September, 2014 as a Experienced Specialist at Verizon Wireless

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **ERIN K. LOPICCOLO** be appointed as a **TEACHER ASSISTANT** in the Career and Technical Education Programs, for a long-term substitute appointment commencing February 01, 2016 and ending June 21, 2016 at an annual salary rate of \$14,508.00, prorated.

Certification:

* Working toward certification

Education:

* Graduate of Adirondack Central School

Work Experience:

- * From August, 2009 through the present as a Team Leader/
Sales Department Coordinator at Northern Safety
- * From January, 2009 through March, 2011 as a Licensed
Massage Therapist at Effleurage
- * From January, 2008 through September, 2008 as a Front
Desk Associate at the Radisson Hotel
- * From November, 2003 through December, 2007 as a
Sales Assistant at Verizon Wireless
- * From July, 2005 through November, 2005 as a Customer
Service Representative at MetLife

d. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **AMY A. ERNST** be appointed as a **CLINICAL INSTRUCTOR** in Career and Technical Education, for a temporary appointment commencing January 19, 2016 and ending May 12, 2016 at a salary rate of \$31.42/hour.

Certification:

* NYS License as a Registered Professional Nurse

Education:

* Associates Degree in Nursing from MVCC

* Bachelor's Degree in Nursing from University of Phoenix online

Work Experience:

* From July, 2015 through the present as a Staff RN at Lewis County General Hospital

* From June, 2015 through the present as a Staff RN at Infirmary OCCF Correctional Medical Care, Oriskany

* From September, 2011 through April, 2015 as a Case Manager at Faxton-St. Luke's Healthcare

* From October, 2006 through September, 2011 as a Primary Residential RN at Gan Kavod ICF, New Hartford,

* From March, 2005 through September, 2006 as a Day Habilitation Program RN at ARC Oneida-Lewis Chapter, Turin

* From April, 2001 through February, 2005 as a Medical/Surgical Staff Nurse and Pediatric Charge Nurse at Rome Memorial Hosp.

* From July, 2000 through April, 2001 as a Medical/Surgical/Oncology Charge Nurse at St. Elizabeth Medical Center

2. Recommend that **PATRICIA M. SKELLY** be appointed as a **PROGRAM SPECIALIST** in the Information and Technology Division, for a temporary appointment commencing February 01, 2016 and ending June 30, 2016 at a rate of \$33.00/hour.

e. 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.

- | | | | |
|----|--------------------|------------------------------|---------------------------|
| 1. | PAMELA A. SMOULCEY | Supervisor Special Education | Tenure Date
05/21/2016 |
|----|--------------------|------------------------------|---------------------------|

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **AMBER M. LAMICA** be appointed to a provisional appointment as a **WORD PROCESSOR** in the Alternative Education Program, commencing February 01, 2016 at an annual salary rate of \$24,950.00, prorated.

AMBER M. LAMICA has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **WORD PROCESSOR**, until the results of the next civil service exam are known.

Education:

* Graduate of Ilion High School

Work Experience:

* From February, 2009 through the present as a Teaching Assistant at OHM BOCES

* From June, 2007 through January, 2009 self-employed day care provider

* From December, 2005 through May, 2007 as an Institutional Aide at Middleville Rest Home

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **FELICIA BRENNAN** be appointed to a part-time probationary appointment (.5 FTE) as an **OCCUPATIONAL THERAPIST** in the Itinerant Programs, commencing February 08, 2016 at an annual salary rate of \$18,821.50, prorated.

FELICIA BRENNAN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OCCUPATIONAL THERAPIST**. **FELICIA BRENNAN** will be required to serve a twenty-six week probationary period.

Certification:

* Permanent certification in Occupational Therapist

Education:

* Bachelor of Science in Occupational Therapy from Utica College of Syracuse University

Work Experience:

* From November, 2013 through the present as an Occupational Therapist at Developmental Therapy Associates

* From February, 2005 through June, 2014 as an Occupational Therapist at United Cerebral Palsy

* From September, 2005 through May, 2013 as an Occupational Therapist at Building Blocks Learning Center

* From September, 2004 through December, 2004 as an Occupational Therapist at the Utica City School District

2. Recommend that **MEGAN L. CLAPP** be appointed to a probationary appointment as an **ACCOUNT CLERK** in the Central Business Office, commencing February 01, 2016 at an annual salary rate of \$24,950.00, prorated.

MEGAN L. CLAPP has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ACCOUNT CLERK**. **MEGAN L. CLAPP** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Waterville Central School District
- * Attended SUNY Potsdam for Environmental Studies
- * Attended Paul Smith's College for Fisheries and Wildlife Science

Work Experience:

- * From December, 2014 through the present as a Data Processor at Oneida County Department of Social Services
- * From October, 2014 through December, 2014 as a Cashier at Tractor Supply Company, Hamilton
- * From April, 2014 through December, 2014 as a Child Care Worker at Stacy's Daycare, Waterville
- * From April, 2014 through October, 2014 as an Animal Care Assistant at Spring Farm Cares, Clinton
- * From March, 2011 through April, 2014 as a Cashier at Hannaford, Clinton

3. Recommend that **RACHAEL M. SMITH** be appointed to a probationary appointment as an **OCCUPATIONAL THERAPIST** in the Itinerant Programs, commencing February 22, 2016 at an annual salary rate of \$40,719.00, prorated.

RACHAEL M. SMITH has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OCCUPATIONAL THERAPIST**. **RACHAEL M. SMITH** will be required to serve a twenty-six week probationary period.

Education:

- * Associates Degree in Science in Life Science and Mathematics from MVCC
- * Bachelor of Science in Occupational Therapy from Utica College
- * Masters of Science in Health Care Administration from Utica College

Work Experience:

- * From February, 2011 through the present as a Pediatric Occupational Therapist at Children's Therapy Network
- * From April, 2004 through January, 2011 as a self-employed Pediatric Occupational Therapist
- * From December, 2009 through May, 2010 as an Occupational Therapist at St. Luke's Home
- * From July, 2005 through June, 2007 as an Occupational Therapist at St. Johnsville School District

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.	JASON M. DOUGLASS COMPUTER OPERATOR	02/11/2016
2.	MICHAEL H. KUCHMA COMPUTER OPERATOR	02/11/2016
3.	REGINA M. PAUL COMPUTER OPERATOR	02/11/2016
4.	TERESA J. STERLING COMPUTER OPERATOR	02/11/2016

d. RECOMMENDATION FOR NON-INSTRUCTIONAL TEMPORARY APPOINTMENTS

	Title	Start Date	End Date	Salary
1.	MARISSA K. HENCE LABORER	01/25/2016	06/30/2016	\$9.00/hr.

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	WILLIAM J. KEISER IV	STUDENT	2/1/2016 -	\$3,500
		MANAGER/TA	6/30/2016	prorated

f. TERMINATIONS

1. Non-Instructional/Classified Staff

a. Recommendation for Termination

			Hire Date	Resign Date
1.	ASHLEY L. MANCINI	COMPUTER TECHNICAL	08/24/2015	03/18/2016
		ASSISTANT		

ACTION ITEMS

APPROVAL OF SHARED DECISION MAKING BIENNIAL REPORT 2016

Moved, that the Cooperative Board adopts the Shared Decision Making Biennial Report of the District Plan for School-based Planning and Shared Decision Making for 2016.

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

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

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

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

APPROVAL OF CONTRACT(S)

none

Motion carried unanimously.

ITEM VII - BOARD TOPIC(S)/DISCUSSION ITEMS

2016 – 2017 SERVICE PLANS

Mr. Mettelman, Ms. Turner, Mr. Hill and Mr. Ford reviewed their division service plans for 2016 – 2017.

2016 – 2017 TENTATIVE BUDGET

Mr. Mettelman reviewed the 2016 – 2017 tentative budget.

MOTION TO APPROVE THE TENTATIVE BUDGET, 2016-2017

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

Moved, that the Cooperative Board, at their February 10th meeting, approves the tentative budget for program, capital, rent and administration in the amount of \$58,956,826.22 and authorizes a public notice.

Motion carried unanimously.

ACCEPTANCE OF SERVICE PLANS 2016-2017

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

Moved, that the Cooperative Board accepts the Service Plans for the 2016-2017 school year.

Motion carried unanimously.

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

[Mr. Boucher left at 6:30 p.m.]
[Mr. Ford left at 6:45 p.m.]

ITEM VIII—OLD BUSINESS

none

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ITEM IX—REPORTS

**BOCES CONSORTIUM OF CONTINUING EDUCATION (BCCE) POLICY
BOARD MEETING, JANUARY 19, 2016
(S. Burtch, J. Salerno)**

Minutes from the meeting are in the Board packet.

**CAREER AND TECHNICAL EDUCATION CENTER ADVISORY COUNCIL MEETING
JANUARY 19, 2016
(D. Corbin, J. Salerno, G. Porcelli, R. Stewart)**

Minutes from the meeting are in the Board packet.

**WELLNESS COMMITTEE MEETING
JANUARY 20, 2016
(G. Nelson, R. Stewart)**

Mr. Stewart thanked the administration for their effort with the wellness initiative. There is a lot more work to be done, but we are well on our way.

Mr. Nelson asked about extracurricular activities and what is available for students who attend Middle Settlement Academy at their home school.

Minutes from the meeting are in the Board packet.

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

1. Capital Conference – BEC Testimony
2. March Open House after BOARD MEETING
3. Alignment Update – Utica National Foundation Grant - KG Readiness - Youth Mentoring - Career Ready and the support and involvement of the United Way, Community Foundation and the Oneida County Youth Services Council
4. P-TECH OPEN HOUSE and the SEMI HIGH TECH U PROPOSAL

ITEM X - EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 7:55 p.m. to discuss personnel/negotiations update.

Motion carried unanimously.

The Board returned to General Session at 8:48 p.m.

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

None

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MOTION TO ADJOURN

Moved, there being no further business to come before the meeting and without objection, Dr. Porcelli adjourned the meeting at 8:50 p.m.

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

Deborah Kimball
Clerk of the Board
February 10, 2016

