



## 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 APRIL 12, 2017**

The Regular meeting of the Board of Cooperative Educational Services was held on April 12, 2017 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  
Mrs. Evon M. Ervin  
Mr. John A. Griffin  
Mrs. Charlene A. Hartman  
Mr. Gary P. Nelson  
Mr. John J. Salerno  
Mr. Russell Stewart

#### **MEMBERS EXCUSED**

Mr. Michael J. Moore

#### **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.*

**OTHERS PRESENT – STUDENT PRESENTERS**

David Stayton, Principal  
Dave Cognetti, Assistant Principal  
Erica Schoff, Assistant Principal  
Charles Hoffmeister, Instructor  
Tori Aiken, student  
Summer Gleba-Hoyt, student  
Vlad Kozakevich, student  
Cheyanne McCarthy, student  
Will Wuest, student  
Sydney Yocum, student  
Laura Yocum, parent  
Tom Yocum, parent  
Joel Yocum, sibling  
Georgie Sanders  
Russell Stevener, Holland Patent H.S. Principal

**ITEM I—CALL TO ORDER**

Dr. Porcelli noted that a quorum was present and the meeting was called to order at 4:35 p.m.

**ITEM II—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III—RECOGNITION**

**Culinary Arts –**

Mr. Stayton thanked Mr. Mettelman and the Cooperative Board for their support. He then introduced Chef Hoffmeister. Chef Hoffmeister shared that the students in attendance participated in the ProStart Competition at the New York Culinary Institute in New Rochelle. He was very pleased to say that the Culinary Team placed 2<sup>nd</sup> in the competition. Mr. Hoffmeister introduced the team of students and they shared their experience in the competition.

**Tori Aiken** is a senior in Culinary Arts from the Utica City School District. Tori was the team manager in the competition. She showed off the trophy the team won for 2<sup>nd</sup> place in the competition. Tori works at Swifty's Restaurant & Pub in Utica; she plans to attend MVCC to study culinary arts. Mrs. Ervin presented Tori with a certificate.

**Summer Gleba-Hoyt** is a junior in Culinary Arts from the Holland Patent Central School District. Summer works at Grandes Pizzeria & Restaurant in Holland Patent and plans to attend the Culinary Institute of America upon high school graduation.

**Vlad Kozakevich** is a junior in Culinary Arts from the Whitesboro Central School District. Vlad works at the Bite Bakery and Café in Utica and plans to attend a culinary school upon graduation.

**Cheyenne McCarthy** is a junior in Culinary Arts from Westmoreland Central School District. Cheyanne works at Seasons Harvest Buffet at the Turning Stone and is involved in musicals at her home school. She plans to attend a culinary school upon graduation.

**Will Wuest** is a junior in Culinary Arts from the Holland Patent Central School District. Will works at Desantis Meat Market & Deli in Barneveld and plans to attend a culinary school upon graduation.

**Sydney Yocum** is a senior in Culinary Arts from the Whitesboro Central School District. Sydney is the recipient of the Thomas Olivo Leadership Award New York State ACTEA Zone Scholarship of \$500. She is the chapter president for Skills USA and was a national delegate last year at the national conference in Louisville, Kentucky. She is a captain of the Whitesboro varsity basketball team, a member of their international club, and is employed at the Boulevard Diner in Whitesboro. Sydney has already been accepted into the Culinary Institute of America. Sydney introduced her friend and fellow Skills USA member from Dutchess County BOCES, Georgie Sanders.

Mr. Stayton was pleased to acknowledge Chef Hoffmeister and shared that he is the recipient of the New York State Restaurant Education of Excellence Teacher of the Year. Mr. Stayton also mentioned that Chef Hoffmeister is now in the running for the National Educator of the Year. Dr. Porcelli presented Chef with a certificate of achievement.

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

Mr. Mettelman welcomed the visitors

#### **ITEM V— COMMUNICATIONS**

##### **A. Communications from the Floor**

none

##### **B. Correspondence**

Invitation to the CTE Honor Society Induction Ceremony

End of the year events

Board travel reimbursement

Dr. Porcelli thanked Board members for attending the Annual Meeting

Dr. Porcelli also gave mention to the students who assisted with the Annual Meeting

Dr. Porcelli reminded Board members of the BOCES Budget vote and Board member election on April 25<sup>th</sup>

**ITEM VI A. & B. - MINUTES OF THE REGULAR MEETING OF MARCH 8, 2017 AND THE MINUTES OF THE ANNUAL MEETING OF APRIL 5, 2017.**

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

Moved, that the minutes of the Regular Meeting Minutes of March 8, 2017 and the Annual Meeting Minutes of April 5, 2017 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		Michael J. Moore	
Mrs. Elaine M. Falvo			
Steve Boucher			
Shirley Burtch			
Doreen Corbin			
Evon M. Ervin			
John A. Griffin			
Charlene A. Hartman			
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**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR FEBRUARY, 2017,  
THE REPORT OF THE TREASURER FOR FEBRUARY 2017**

Moved, that the Cooperative Board accepts the Report of the Treasurer for February 2017 (Item VI B-1); all as shown below:

**Report of the Treasurer for February 2017**

Capital	392,105.01
General	21,640,567.22
School Lunch	40,451.69
Special Aid	571.58
Trust/Agency	20,929.54
Trust/Expand	<u>72,747.38</u>
Total	\$22,167,372.42

and the Treasurer's Report for the Extra-Curricular Fund  
for February 2017 showing a fund balance of \$7,168.68

**Budget Revisions—2016-17  
February 2017 Report**

2016-17 Adopted Budget	\$58,601,826
Commitment Changes	1,793,526
Net Changes	+ 5,864,396
Total	\$66,259,747

**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. RETIREMENTS**

**1. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	PAMELA CITRIN	TEACHER ASSISTANT	03/04/2002	06/30/2017
2.	SUE GIRUZZI	TEACHER ASSISTANT	11/12/2002	06/30/2017
3.	SHARON HEXT	TEACHER ASSISTANT	01/02/2001	06/30/2017
4.	WINIFRED M. JUDYCKI	TEACHER ASSISTANT	01/08/2007	06/30/2017
5.	LEE A. MILLER	TEACHER ASSISTANT	09/01/2004	06/30/2017
6.	DONNA NUZZO	TEACHER OF FOOD SERVICE	02/03/1992	06/30/2017
7.	DEBBIE L. ORLOWSKI	TEACHER OF SPECIAL EDUCATION	09/01/1983	06/30/2017
8.	ANTHONY RINALDI	TEACHER ASSISTANT	05/12/2005	06/30/2017
9.	SUSAN TETI	TEACHER ASSISTANT	02/11/2002	06/30/2017

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	RENEE M. ANDRE	TEACHING ASSISTANT	09/01/2006	03/26/2017
2.	CYNTHIA FELLOWS	TEACHER ASSISTANT	09/01/2008	07/01/2017
3.	DAWN HUNTER	TEACHER ASSISTANT	09/01/2016	03/31/2017

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	AMBER M. LAMICA	TEACHER ASSISTANT	03/20/2017	TBD	new probationary appointment

**d. 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 **RENEE M. ANDRE** 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 March 27, 2017 and ending March 26, 2021 at an annual salary rate of \$43,368.00, prorated.

**Certification:**

- \* Initial certificate in Visual Arts
- \* Initial certificate in Students with Disabilities 1-6
- \* Initial certificate in Childhood Education 1-6
- \* Level III certificate in Teaching Assistant

**Education:**

- \* Associates Degree in Advertising Design & Production from MVCC
- \* Associates Degree in Photography from MVCC
- \* Bachelor of Arts Degree in Art from Empire State College
- \* Masters of Science Degree in Childhood & Special Education from Touro College

**Work Experience:**

- \* From September, 2016 through the present as a long term substitute Teacher of Special Education at Oneida-Herkimer-Madison BOCES
- \* From November, 2015 through January, 2016 as a short term substitute Teacher of Special Education at Oneida-Herkimer-Madison BOCES
- \* From September, 2006 through September, 2016 as a Teaching Assistant at Oneida-Herkimer-Madison BOCES
- \* From 1993 through 1995 and 1998 through 2006 as a Server/Trainer at Zebb's Restaurant
- \* From 1996 through 1998 as an Electric Engineer Photo-mask Production Technician at HTA Photo-Mask, San Jose, CA
- \* From 1995 through 1996 as a Portrait Photographer at Life-Touch National School Studios, Campbell, CA



2. Recommend that **ANN L. LIEB** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing March 06, 2017 and ending March 05, 2021 at an annual salary rate of \$15,788.00, prorated.

**Certification:**

\* Level I certificate in Teaching Assistant

**Education:**

\* Associates Degree from MVCC  
\* Bachelor's Degree from SUNYIT

**Work Experience:**

\* From August, 2013 through the present as a Teacher's Aide and Teaching Assistant at Upstate Cerebral Palsy - Tradewinds Education Center  
\* From September, 2001 through June 2013 as a cashier at Lessings, Inc. Bank of America Cafeteria

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

1. Recommend that **ANTHONY J. NICOTERA** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Division, for a temporary appointment commencing April 05, 2017 and ending June 30, 2017 at a salary rate of \$450.00/day.

**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.	JAMES L. DAVIS	Instructional Spt in Curr and Diff Inst 07/07/2017
2.	JENNIFER L. PARZYCH	Instructional Spt in Curr and Diff Inst 07/11/2017

**d. RECOMMENDATION FOR INCREASE IN FTE**

		Date	FTE
1.	STEPHANIE A. MC LAUGHLIN	SCHOOL PSYCHOLOGIST 03/17/2017	0.5

			Date	FTE
2.	STEPHANIE A. MC LAUGHLIN	SCHOOL PSYCHOLOGIST	03/27/2017	0.6

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

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

1. Recommend that **PHYLICIA A. GORDON** be appointed to a provisional appointment as a **COMPUTER SPECIALIST** in the Information and Technology Division, commencing April 03, 2017 at an annual salary rate of \$35,000.00, prorated.

**PHYLICIA A. GORDON** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER SPECIALIST**, until the results of the next civil service exam are known.

**Education:**

\* Bachelor's Degree in Computer Science from SUNY Potsdam

**Work Experience:**

\* From 2015 through the present as Tier 2 Technical Support Representative at Alorica

\* From 2014 through 2015 as Tier 1 Technical Support Representative at Alorica

\* From 2012 through 2014 as a Customer Service Representative at Wegmans

\* From 2009 through 2012 as an Inventory Associate/Pricing Associate at Price Chopper

2. Recommend that **JOSHUA A. LEAVITT** be appointed to a provisional appointment as a **COMPUTER SERVICE TECHNICIAN** in the Information and Technology Division, commencing April 03, 2017 at an annual salary rate of \$40,000.00, prorated.

**JOSHUA A. LEAVITT** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER SERVICE TECHNICIAN**, until the results of the next civil service exam are known.

**Education:**

\* Associates Degree in Information Technology from Morrisville State College

\* Bachelor's Degree in Networking Administration from Morrisville State College

**Work Experience:**

\* From March, 2012 through February, 2017 as a Network Technician at FES Installations, Inc., Madison, NY

3. Recommend that **JUSTIN R. LESNIAK** be appointed to a provisional appointment as an **MANAGER OF INFRASTRUCTURE SERVICES** in the Information and Technology Division, commencing April 17, 2017 at an annual salary rate of \$65,000, prorated.

**JUSTIN R. LESNIAK** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **MANAGER OF INFRASTRUCTURE SERVICES**, until the results of the next civil service exam are known.

**Education:**

- \* Associates Degree in Computer Science from Herkimer County Community College
- \* Bachelor's Degree in Computer Science from SUNYIT

**Work Experience:**

- \* From January, 2012 through the present as a Systems Administrator at SUNY Polytechnic Institute
- \* From April, 2008 through December, 2011 as an IT Technician at Superior Technical Resources, Syracuse

4. Recommend that **MARCUS P. VENNERO** be appointed to a provisional appointment as a **COMPUTER SPECIALIST** in the Information and Technology Division, commencing April 10, 2017 at an annual salary rate of \$38,000.00, prorated.

**MARCUS P. VENNERO** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER SPECIALIST**, until the results of the next civil service exam are known.

**Education:**

- \* Associates Degree in Criminal Justice from Mohawk Valley Community College
- \* Bachelor's Degree in Cybersecurity from Utica College

**Work Experience:**

- \* From June, 2015 through the present as a Police Officer in Utica
- \* From August, 2012 through December 2014 as a User Services Assistant at Utica College

5. Recommend that **CHRISTOPHER D. WIGGINS** be appointed to a provisional appointment as a **COMPUTER SERVICE TECHNICIAN** in the Information and Technology Division, commencing April 03, 2017 at an annual salary rate of \$34,000.00, prorated.

**CHRISTOPHER D. WIGGINS** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER SERVICE TECHNICIAN**, until the results of the next civil service exam are known.

**Education:**

- \* Attended Mohawk Valley Community College for Computer Science
- \* Attending SUNY Empire State College for Computer Science

**Work Experience:**

- \* From March, 2008 through the present as a Computer Tech/  
Systems Analyst II/Network Technician at Upstate Cerebral Palsy
- \* From September, 2013 through October, 2014 as a Systems  
Administrator at New York Life Ins. Company

**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. | AMBER M. LAMICA      CLERK | 03/20/2017 |

**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. | JASON M. DOUGLASS      NETWORK<br>ADMINISTRATOR II | 10/24/2016 |

**ACTION ITEMS**

**Approval of New Membership – Consultant Committee**

Moved, that the Cooperative Board recommends the approval of one member, Keith Joslin to the Agriculture Consultant Committee for the term of 3/30/17 to 3/30/20.

**Approval of Contract(s)**

none

Yes

No

Absent

Abstain

Dr. Gary W. Porcelli  
Mrs. Elaine M. Falvo  
Steve Boucher  
Shirley Burtch  
Doreen Corbin  
Evon M. Ervin  
John A. Griffin  
Charlene A. Hartman  
Gary P. Nelson  
John J. Salerno  
Russell Stewart

Michael J. Moore

**Motion carried, 11-0**

**ITEM VII – BOARD DISCUSSION TOPIC**

**National School Boards Association Conference, March 25 – 27, 2017  
(Steve Boucher, Evon Ervin, Elaine Falvo, Russell Stewart)**

Mr. Mettelman asked the Board members to shared information from the workshops they attended.

Each shared information about the workshops they attended and spoke about the General Session Speakers, Captain Scott Kelly and Arianna Huffington.

The Board recessed for dinner from 6:10 p.m. to 6:55 p.m.

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

### **Board Officer Elections**

Dr. Porcelli reviewed Process 3 – Board Officer Election. He thanked the Board for the privilege of serving as Board President for the past 2 years. He asked Board Vice President, Mrs. Falvo of her intent to run for Board President for next year and she noted that she would like her name placed as a candidate for the position of President. Dr. Porcelli asked if there was interest from any of the other Board Members and they could state their interest at that time or if they so choose could submit their name to the nominating committee. Dr. Porcelli informed the Board that in accordance with Process 3, he would be appointing a nominating committee and information of the committee members would be sent to each Board member.

### **Our Regional Vision for Professional Learning**

Mr. Mettelman reviewed the Mission Statement and asked Mrs. Turner and the Senior Council to share the activities that took place throughout different locations for Superintendent's Conference Day on March 17, 2017. Activities for staff took place at multiple locations including Oneida-Herkimer-Madison BOCES, Westmoreland Central School District, Munson-Williams-Proctor Arts Institute, Mohawk Valley Community College and Whitesboro Central School District.

### **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:

#### **I. Annual Meeting**

1. State Budget
2. ESSA
3. Computer Based Testing Pilots
4. End of Year Schedule
5. SBI -DSA-May 17<sup>th</sup> Twin Ponds
6. Audit Committee – 4-25-17
7. Negotiations – 4-26-17
8. Professional Development – *Judy Shepard and Celebrate Calm*

**ITEM X - EXECUTIVE SESSION**

None

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

None

**MOTION TO ADJOURN**

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

Moved, there being no further business to come before the meeting, the meeting adjourned at 8:05 p.m.



Deborah Kimball  
Clerk of the Board  
April 12, 2017