



## Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2017-2018

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### **MINUTES OF THE REORGANIZATIONAL/REGULAR MEETING OF JULY 12, 2017**

The Reorganizational/Regular meeting of the Board of Cooperative Educational Services was held on July 12, 2017 in The Learning Center, Middle Settlement Road, New Hartford, New York.

#### **MEMBERS PRESENT**

Mrs. Elaine M. Falvo, President  
Mr. Steve Boucher, Vice President  
Mrs. Doreen Corbin  
Mrs. Evon M. Ervin  
Mr. John A. Griffin  
Mrs. Charlene A. Hartman  
Mr. Michael J. Moore  
Dr. Gary W. Porcelli  
Mr. John J. Salerno

#### **MEMBERS EXCUSED**

Mrs. Shirley Burtch  
Mr. Gary P. Nelson  
Mr. Russell Stewart

#### **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

Elaine M. Falvo, *President*, Steve Boucher, *Vice President*,  
Shirley Burtch, Doreen Corbin, Evon M. Ervin, John A. Griffin, Charlene A. Hartman,  
Michael J. Moore, Gary P. Nelson, Dr. Gary W. Porcelli, 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**

The meeting was called to order at 4:42 by Deborah Kimball, Clerk of the Board.

**ITEM II—PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III—RECOGNITION**

None

**ITEM IV. – RECOGNITION OF VISITORS**

No visitors or presenters attended this meeting

**REORGANIZATIONAL AGENDA ITEMS 1-66**

**1. OATH OF OFFICE ADMINISTERED TO ELECTED BOARD MEMBERS**

The Clerk of the Cooperative Board administered the oath of office to the re-elected Board members: Mr. Steve Boucher, Mrs. Evon M. Ervin, Mr. John A. Griffin and Mr. John J. Salerno

**2. ELECTION OF THE PRESIDENT OF THE BOARD**

Deborah Kimball, Clerk of the Board, asked Mr. Moore, the Chairperson of the Nominating Committee, to present the slate for President of the Cooperative Board.

The Nominating Committee placed the name of Mrs. Elaine M. Falvo in nomination for President of the Cooperative Board for the school year 2017-18.

There were no other nominations.

Mrs. Kimball announced the results of the voting: 9 votes in favor of Mrs. Falvo with 3 absent and 0 abstain. Mrs. Elaine M. Falvo was elected President of the Cooperative Board for the school year 2017-18.

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

**3. OATH OF OFFICE—PRESIDENT**

The Clerk of the Cooperative Board administered the oath of office to the newly elected President of the Cooperative Board, Mrs. Elaine M. Falvo.

The Clerk turned the meeting over to Mrs. Falvo.

**4. ELECTION OF THE VICE PRESIDENT OF THE BOARD**

Mrs. Elaine M. Falvo, President of the Board, asked Mr. Moore, the Chairperson of the Nominating Committee, to present the slate for Vice President of the Cooperative Board.

The Nominating Committee placed the name of Mr. Steve Boucher in nomination for Vice President of the Cooperative Board for the school year 2017-18.

There were no other nominations.

Mrs. Falvo announced the results of the voting: 9 votes in favor of Mr. Boucher with 3 absent 0 abstain. Mr. Steve Boucher was elected Vice President of the Cooperative Board for the school year 2017-18.

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

**5. OATH OF OFFICE — VICE PRESIDENT**

The Clerk of the Cooperative Board administered the oath of office to the newly elected Vice President of the Cooperative Board, Mr. Steve Boucher.

The Clerk turned the meeting back over to the President.

#### **6-49. REORGANIZATIONAL RESOLUTIONS**

The following motion covering Resolution Items 6-49 was made by Dr. Porcelli seconded by Mrs. Ervin. Motion was carried unanimously.

##### **6. APPOINTMENT OF THE TREASURER OF THE COOPERATIVE BOARD**

That **Ms. Jacqueline Circelli** be and hereby is appointed the Treasurer of the Cooperative Board for the 2017-18 fiscal year, with excess faithful performance blanket bond coverage for the Treasurer in the amount of \$5 million.

##### **7. APPOINTMENT OF THE DEPUTY TREASURER OF THE COOPERATIVE BOARD**

That **Ms. Michele North** be and hereby is appointed the Deputy Treasurer of the Cooperative Board for the 2017-18 fiscal year, with excess faithful performance blanket bond coverage for the Deputy Treasurer in the amount of \$5 million.

##### **8. APPOINTMENT OF THE CLERK OF THE COOPERATIVE BOARD**

That **Ms. Deborah Kimball** be and hereby is appointed Clerk of the Cooperative Board effective July 1, 2017, at an annual salary rate of \$22,980.60

##### **9. APPOINTMENT OF THE ATTORNEY OF THE COOPERATIVE BOARD**

That **Mr. Donald Gerace, Esq.**, 2613 Genesee Street, Utica, be and hereby is appointed as Attorney of the Cooperative Board for the 2017-18 fiscal year at an hourly rate of \$200.00

##### **10. APPOINTMENT OF THE ATTORNEY OF THE COOPERATIVE BOARD**

That the firm of **Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C.**, 5010 Campuswood Drive, East Syracuse, be and hereby is appointed as Attorney of the Cooperative Board for the 2017-18 fiscal year at an hourly rate of up to \$205.00

##### **11. APPOINTMENT OF THE ATTORNEY OF THE COOPERATIVE BOARD**

That pursuant to an executed inter-municipal agreement between Oneida-Herkimer-Madison BOCES and Madison-Oneida BOCES, **Attorneys employed by Madison-Oneida BOCES** are appointed as Attorneys for the Cooperative Board for the 2017-18 fiscal year at an hourly rate of up to \$110.00.

##### **12. APPOINTMENT OF THE DIRECTOR OF SCHOOL HEALTH SERVICES FOR THE ONEIDA-HERKIMER-MADISON BOCES**

That **Dr. Christopher Alinea** be and hereby is appointed the Director of School Health Services for the Oneida-Herkimer-Madison BOCES for the 2017-18 fiscal year, and for the supervision of the nurse practitioners at **\$883 per .1 FTE**.

13. **APPOINTMENT OF THE PURCHASING AGENT OF THE ONEIDA-HERKIMER-MADISON BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

That the **Assistant Superintendent for Administrative Services or the Supervisor of Central Business Office** be and hereby is appointed Purchasing Agent of the Oneida-Herkimer-Madison Board of Cooperative Educational Services for the school year 2017-18.

14. **APPOINTMENT OF THE INTERNAL CLAIMS AUDITOR OF THE COOPERATIVE BOARD**

That **Ms. Diana Lenahan** be and hereby is appointed the Internal Claims Auditor of the Cooperative Board for the 2017-18 fiscal year.

15. **APPOINTMENT OF CIVIL RIGHTS COMPLIANCE OFFICER**

That **Ms. Donna Rava** be and hereby is appointed the Civil Rights Compliance Officer whose responsibility it is to ensure compliance with the various federal and state statutes and regulations prohibiting discrimination in educational programs.

16. **APPOINTMENT OF RECORDS MANAGEMENT/ACCESS OFFICER**

That **Ms. Donna Rava** be and hereby is appointed the Records Management/Access Officer to coordinate requests for access to the records consistent with law and regulation and for ensuring compliance with the Freedom of Information Laws, the Personal Privacy Protection Law, the Commissioner's Regulations and Education Law.

17. **APPOINTMENT OF RECORDS RETENTION AND DISPOSITION OFFICER**

That **Ms. Margherita Manoiero** be and hereby is appointed Records Retention and Disposition Officer to be responsible for the retention and disposition of records in accordance with state regulations.

18. **APPOINTMENT OF DESIGNATED EDUCATIONAL OFFICIAL**

That **Mr. Christopher Hill** be and hereby is appointed as Designated Educational Official to receive court notifications regarding students' sentences/adjudication in certain criminal cases and juvenile delinquency proceedings.

19. **APPOINTMENT OF DISTRICT INTEGRITY OFFICER**

That **Mr. Christopher Hill** be and hereby is appointed as the District Integrity Officer for Oneida-Herkimer-Madison BOCES and Component districts.

20. **APPOINTMENT OF CERTIFIED LEAD EVALUATORS FOR TEACHERS**

That **Mr. Howard D. Mettelman, Mr. Christopher Hill, Ms. Ann Turner, Mr. David Stayton, Mr. David Cognetti, Ms. Pam Smoulcey, Ms. Angela Evens, Mr. Kevin Healy, Ms. Jamie Sitera, Ms. Ellen Mahanna, Ms. Lisa Rizzo, Ms. Erica Schoff, Ms. Mary Lourdes Tangorra, and Mr. Vince Tripodi** be and hereby are appointed as the Certified Lead Evaluators for Teachers of the Oneida-Herkimer-Madison BOCES.

21. **APPOINTMENT OF CERTIFIED LEAD EVALUATORS FOR PRINCIPALS**

That **Mr. Howard D. Mettelman, Mr. Christopher Hill, Mr. Scott Morris, and Ms. Ann Turner** be and hereby are appointed as the Certified Lead Evaluators for Principals of the Oneida-Herkimer-Madison BOCES.

22. **APPOINTMENT OF DIGNITY ACT COORDINATOR**

That **Mr. David Stayton, Ms. Ellen Mahanna, and Ms. Mary Lourdes Tangorra** be and hereby are appointed as Dignity Act Coordinator(s) of the Oneida-Herkimer-Madison BOCES.

23. **APPOINTMENT OF DISTRICT AUDITOR**

That the firm of **WEST & Company**, 97 N. Main Street, P. O. Box 1219, Gloversville, be and hereby is appointed the District Auditor of the Cooperative Board for the fiscal year 2017-18 at the rate not to exceed \$16,500 to audit financial records for 2016-17.

24. **APPOINTMENT OF CENTRAL TREASURER, EXTRA-CURRICULAR ACTIVITY ACCOUNT**

That **Ms. Carol Orsino** be and hereby is appointed the Central Treasurer, Extra-curricular Activity Account, for the 2017-18 fiscal year, with faithful performance blanket bond coverage in the amount of \$25,000.

25. **APPOINTMENT OF FOOD CLERKS**

That **Ms. Cathy D'Aprix and Ms. Peggy Calogero** be and hereby are appointed as Food Clerks for the 2017-18 fiscal year, with faithful performance blanket bond coverage in the amount of \$500,000.

26. **APPOINTMENT OF BOARD CLERK PRO TEMPORE**

That **Mr. Howard D. Mettelman** be and hereby is appointed as Board Clerk Pro Tempore for the 2017-18 fiscal year in the absence of the Board Appointed Clerk whose responsibility it is to ensure compliance regarding minutes taking at the board meeting.

27. **APPOINTMENT OF MEDICAID COMPLIANCE OFFICER**

That **Ms. Donna Rava** be and hereby is appointed as Medicaid Compliance Officer for the 2017-18 fiscal year.

28. **DESIGNATION OF OFFICIAL BANK DEPOSITORIES**

That the **Bank of America, the J. P. Morgan Chase Bank, the (M & T) Manufacturers and Traders Trust Company, Citizens Bank, First Niagara Bank and the (NBT) National Bank & Trust Company of the Mohawk Valley Region** be designated as official depositories of the Cooperative Board and that in addition for investment and borrowing purposes **HSBC (Marine Midland Bank,) Key Bank, Bank of New York, and Albany Commercial Bank** be designated as official depositories for the school year 2017-18. Revenue anticipation note borrowing may result in institutions not on this list be used for borrowing purposes.

29. **DESIGNATION OF OFFICIAL NEWSPAPER**

That the **Utica Observer-Dispatch** be designated as the official newspaper of the Cooperative Board during the school year 2017-18 for the publication of all legal notices and such other data as is required to be published by law for which the same may be qualified to act.

30. **DESIGNATION OF REGULAR MONTHLY MEETING DATES**

That the regular monthly meetings of the Cooperative Board be designated for the **second Wednesday of each month at 4:30 p.m. in The Learning Center, Middle Settlement Road** (unless otherwise noted) with the option of changing the time of the meeting with proper advance notification. The calendar of meetings will be as follows:

July 12, 2017 – reorg./reg.	January 10, 2018
August 9, 2017	February 14, 2018
September 13, 2017	March 14, 2018
October 11, 2017	April 4, 2018 - annual
November 8, 2017	April 11, 2018 - regular
December 13, 2017	May 9, 2018
	June 13, 2018

31. **AUTHORIZATION OF APPOINTMENT OF STAFF ON AN INTERIM BASIS**

That the **District Superintendent** be and hereby is authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.

32. **AUTHORIZATION FOR CERTIFICATION OF PAYROLLS**

That the **District Superintendent or the Assistant Superintendent for Administrative Services** be and hereby is authorized to certify all payrolls prepared on behalf of the Cooperative Board for the 2017-18 fiscal year.

33. **AUTHORIZATION FOR DISPOSAL OF EXCESS EQUIPMENT**

That the **District Superintendent or the Assistant Superintendent for Administrative Services** be and hereby is authorized to dispose of excess equipment for the 2017-18 fiscal year

34. **AUTHORIZATION FOR USAGE OF MASTER CARD ACCOUNT**

That the **District Superintendent and the Assistant Superintendent for Administrative Services** be and hereby is authorized to use for legitimate business expenditures master card account with credit limit of \$7,500 each for the 2017-18 fiscal year.

35. **AUTHORIZATION FOR USAGE OF GASOLINE CREDIT CARDS**

That the attached list of individuals in the **District Office, Operations & Maintenance Department** and in the **Information & Technology Division** be and hereby is authorized to use the gasoline credit cards for the 2017-2018 school year.

36. **AUTHORIZATION OF PURCHASING AGENT**

That the **Assistant Superintendent for Administrative Services or the Supervisor of Central Business Office** be and hereby is authorized to purchase supplies, and equipment and enter into contracts on behalf of the Cooperative Board for services as provided in the 2017-18 budget.

37. **AUTHORIZATION OF PETTY CASH FUNDS**

That the attached list of individuals in **Administration, Career & Technical Education, Special Education, Science Center, and Information and Technology Division** be and hereby is authorized to use Petty Cash funds in the amount of \$100.00 each for the purpose of emergency purchases of items less than \$20.00 with proof of receipt.

38. **AUTHORIZATION FOR STAFF TRAVEL AND CONFERENCE**

That the **District Superintendent** be and hereby is authorized to approve requests of staff personnel to attend conferences, workshops, meetings and seminars, and to conduct workshops, seminars, and meetings for BOCES and Supervisory District personnel within the limits of the budget or appropriations within the special grants.

39. **DESIGNATION OF AUTHORIZED SIGNATURE ON CHECKS**

That the **Treasurer and Deputy Treasurer** be and hereby are authorized to sign by electronic signature for the disbursement of all funds of the Cooperative Board from the checking accounts.

40. **AUTHORIZATION FOR APPROVAL OF BUDGET TRANSFERS**

That the **District Superintendent** be and hereby is authorized to make transfers of appropriations within the budget of each program or service, and a summary document of budget transfers will be provided on a monthly basis as part of the Treasurer's report showing the reasons for the adjustments to contract and the amounts (plus or minus.)

41. **AUTHORIZATION TO INVEST FUNDS**

That the **District Superintendent or the Assistant Superintendent for Administrative Services** be and hereby is authorized to invest available monies in accordance with the Education Law and any other pertinent regulations.

42. **AUTHORIZATION TO TRANSFER FUNDS BETWEEN INTEREST AND CHECKING ACCOUNTS**

That the **Assistant Superintendent for Administrative Services or the Treasurer** be and hereby is authorized to make transfers between the interest and checking accounts.

43. **AUTHORIZATION TO LOAN FUNDS**

That the **District Superintendent or the Assistant Superintendent for Administrative Services** be and hereby is authorized to loan from the General Fund to the Federal funds such sums as are necessary, to be repaid to the General Fund when revenues are received from the respective funds.



44. **AUTHORIZATION FOR REVENUE ANTICIPATION NOTES**

That the **Cooperative Board** shall issue and sell Revenue Anticipation Notes, as needed, not to exceed **\$15.0 million**, in anticipation of the collection of revenues other than real estate taxes or assessments, namely, monies to be received from the State of New York, and contractual payments due from its component school districts, which are due and payable in the fiscal year July 1, 2017 to June 30, 2018.

45. **AUTHORIZATION FOR COMPONENT SCHOOL DISTRICTS TO DESIGNATE BOCES CAREER AND TECHNICAL EDUCATION ADVISORY COUNCIL FOR SERVICE TO THEIR DISTRICTS**

That the **Cooperative Board** authorizes any component school district seeking the services of the BOCES Career and Technical Education Advisory Council to receive those services based on the submission of a formal resolution from the component Board.

46. **AUTHORIZATION FOR COOPERATIVE BIDDING**

That it is the plan of a number of public school districts in Oneida, Herkimer and Madison Counties, New York, to bid jointly school supplies, equipment, food products, etc.; and the Board of Cooperative Educational Services is desirous of participating with other school districts in Oneida, Herkimer and Madison Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 103; in particular, the Cooperative Board is desirous of participating in the cooperative purchasing CO-SER's of both Madison-Oneida BOCES and Herkimer-Hamilton-Fulton-Oswego BOCES. The Board of Cooperative Educational Services also wishes to participate to the maximum extent possible in cooperative bids awarded by other Agencies, i.e. County, State or Federal as outlined in General Municipal Law, Section 103.

47. **AUTHORIZATION FOR BOCES EDUCATIONAL CONSORTIUM**

That the **Cooperative Board** authorizes the expenditure of \$4,530 for the 2017-2018 school year as the membership fee for the "BOCES Educational Consortium," an association formed by boards of cooperative educational services from throughout New York State for the promotion of BOCES through education and advocacy, oversight, and membership with the Association of Educational Service Agencies.

48. **AUTHORIZATION FOR CASUALTY AND LIABILITY INSURANCE**

That it is the plan of a number of public school districts in Oneida, Herkimer and Madison Counties, New York, to bid jointly casualty and liability insurance; and the Board of Cooperative Educational Services is desirous of participating with other school districts in Oneida, Herkimer and Madison Counties in the joint bidding of the casualty and liability insurance mentioned above; and the Board authorizes a Regional Committee of Administrators to represent it in all matters leading to the purchase of casualty and liability insurance.

49. **READOPTIION OF BOARD POLICIES AND BYLAWS**

That the **Cooperative Board** readopts all policies and bylaws contained in the BOCES HANDBOOK OF POLICIES AND BYLAWS.

The following motion covering Resolution Item 50 was made by Mrs. Falvo. Motion was carried unanimously.

50. **STATEMENT OF CONFLICT OF INTEREST**

That the **Cooperative Board** members submit a Conflict of Interest Statement.

The following motion covering Resolution Items 51-54 was made by Mr. Moore seconded by Mrs. Corbin. Motion was carried unanimously.

51. **MEMBERSHIP IN CHAMBER OF COMMERCE**

That the Cooperative Board approves the renewal of its membership in the **Greater Utica Chamber of Commerce** for the period of January 1, 2018 to December 31, 2018 at an annual dues of \$441.00.

52. **MEMBERSHIP IN NYSSBA**

That the Cooperative Board approves the renewal of its membership in the **New York State School Boards Association** for calendar year 2018 at an annual dues of \$9,744.00.

53. **MEMBERSHIP IN NSBA**

That the Cooperative Board approves the renewal of its membership in the **National School Boards Association** for the school year 2017-18 at an annual dues in the amount of \$2,700.

54. **MEMBERSHIP IN RURAL SCHOOLS**

That the Cooperative Board approves the renewal of its membership in the **Rural Schools Association of New York State** for the period July 1, 2017 to June 30, 2018 at an annual dues of \$750.00.

The following motion covering Resolution Items 55-66 was made by Dr. Porcelli seconded by Mrs. Ervin. Motion was carried unanimously.

55. **DELEGATES TO THE BOCES CONSORTIUM OF CONTINUING EDUCATION**

That the Board selects Mrs. Burtch and Mr. Salerno as delegates to the **BOCES Consortium of Continuing Education Policy Board**, with Mr. Nelson to serve as alternate.

56. **REPRESENTATIVE ON THE CAREER AND TECHNICAL EDUCATION ADVISORY COUNCIL**

That the Board selects Mrs. Corbin as delegate to the **Career and Technical Education Advisory Council**, with Dr. Porcelli, Mr. Salerno and Mr. Stewart to serve as alternates.

57. **REPRESENTATIVE ON THE EXECUTIVE COMMITTEE OF THE ONEIDA-MADISON-HERKIMER COUNTIES SCHOOL BOARDS INSTITUTE**

That the Board selects Mr. Boucher as delegate to the **Oneida-Madison-Herkimer Counties School Boards Institute Executive Committee**, with Dr. Porcelli to serve as alternate.

58. **VOTING DELEGATE TO THE NYSSBA CONVENTION**

That the Board selects Mr. Moore as delegate to the **Voting Delegate to the NYSSBA Convention**.

59. **REPRESENTATIVE ON THE SCHOOL AND BUSINESS ALLIANCE DEVELOPMENT ADVISORY COMMITTEE**

That the Board selects Mrs. Falvo as delegate to the **School and Business Alliance Development Advisory Committee**, with Mr. Griffin, Mr. Salerno and Mr. Stewart to serve as alternates.

60. **SELECTION OF REPRESENTATIVE ON THE ALTERNATIVE EDUCATION ADVISORY COMMITTEE**

That the Board selects Mr. Boucher as delegate to the **Alternative Education Advisory Committee**, with Mr. Griffin, Mr. Moore, Mr. Nelson and Mr. Stewart to serve as alternates.

61. **SELECTION OF REPRESENTATIVE ON THE AUDIT COMMITTEE**

That the Board selects Mrs. Falvo, Mrs. Hartman, Mr. Nelson and Dr. Porcelli as delegates with Mrs. Ervin as alternate to the **Audit Committee**.

62. **SELECTION OF REPRESENTATIVES ON WELLNESS COMMITTEE**

That the Board selects Mr. Nelson and Mr. Stewart as delegates to the **Wellness Committee** with Mrs. Ervin and Mrs. Hartman as alternates.

63. **CAPITAL PROJECT COMMITTEE**

That the Board selects Mrs. Corbin, Mrs. Falvo, Mr. Moore, Mr. Salerno and Mr. Stewart to the **Capital Project Committee**.

64. **NEGOTIATIONS COMMITTEE**

That the Board selects Mrs. Falvo, Mr. Griffin, Mr. Moore, Mr. Nelson and Mr. Stewart to the **Negotiations Committee**.

65. **BOARD HANDBOOK COMMITTEE**

That the Board selects Mr. Boucher and Mr. Moore to the Board Handbook Committee.

66. **POLICY COMMITTEE**

That the Board selects Mr. Boucher, Mr. Moore and Dr. Porcelli as delegates to the **Board Policy Committee**.

**Motion by Mrs. Falvo to close the Reorganizational Meeting**

Motion was carried unanimously.

The Board recessed for dinner from 4:57 p.m. to 5:20 p.m.

**REGULAR AGENDA ITEMS V-X**

**ITEM V— COMMUNICATIONS**

**A. Communications from the Floor**

- Fall 2017 Events
- Cooperative Board Contact List - DRAFT

**B. Correspondence**

none

**ITEM VI A. – APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 14, 2017**

Motion by: Mrs. Corbin

Seconded by: Mr. Salerno

Moved, that the minutes of the Regular Meeting Minutes of June 14, 2017 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

**Motion carried, 9-0**

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

**MOTION TO APPROVE THE CONSENT AGENDA**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

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

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

**Report of the Treasurer for May 2017**

Capital	392,203.50
General	7,371,501.94
School Lunch	25,178.32
Special Aid	804.25
Trust/Agency	20,892.22
Trust/Expand	<u>77,790.97</u>
Total	\$ 7,888,371.20

and the Treasurer's Report for the Extra-Curricular Fund  
for May 2017 showing a fund balance of \$4,509.92.

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

2016-17 Adopted Budget	\$58,601,826
Commitment Changes	1,793,526
Net Changes	<u>+ 6,743,780</u>
Total	\$67,139,132

**APPROVAL OF  
2016-2017 SHARED SERVICE CONTRACTS (BUYER) WITH OTHER BOCES**

**2016-2017 Shared Service Contractee (Buyer) with Other BOCES**

Oneida BOCES Contractee (Buyer) With Other BOCES

Broome-Delaware BOCES	\$14,942.52	SCRIC, Comm. & Productivity
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Moved, that the Cooperative Board approve the contract between Oneida-Herkimer-Madison BOCES and Broome-Delaware BOCES for the 2016-2017 school year.

**APPROVAL OF  
2017-2018 SHARED SERVICE CONTRACTS (BUYER) WITH OTHER BOCES**

**2017-2018 Shared Service Contractee (Buyer) with Other BOCES**

Oneida BOCES Contractee (Buyer) With Other BOCES

Clinton-Essex BOCES	\$ 9,450.00	GASB 45 Planning
Erie 1 BOCES	\$ 3,500.00	DL Contract Consortium, Instruc. Bid Pooled Funds
Monroe 1 BOCES	\$54,690.00	Today's Students Tomorrow's Teachers
Oswego BOCES	\$ 7,607.80	Itinerant Audiologist
W-S-W-H-E BOCES	\$25,551.25	Arts in Education, School Development

Moved, that the Cooperative Board approve the contract between Oneida-Herkimer-Madison BOCES and Clinton-Essex BOCES, Erie 1 BOCES, Monroe 1 BOCES, Oswego BOCES and W-S-W-H-E BOCES for the 2017-2018 school year.

**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.	JAMIE A. GARROW	LONG TERM SUB - TEACHER ASSISTANT	09/08/2016	06/13/2017
2.	AMBER M. LAMICA	TEACHER ASSISTANT (currently on unpaid leave)	02/02/2009	06/12/2017
3.	MARY C. MALLOY	TEACHER OF SOCIAL STUDIES	09/01/2016	06/30/2017

**b. 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 **TERRY R. BARR** be appointed as a **TEACHER OF FOOD SERVICE** in the Career & Technical Education Programs, for a three year probationary appointment in the Food Service tenure area, commencing September 01, 2017 and ending August 30, 2020 at an annual salary rate of \$51,919.00.

**Certification:**

- \* Professional certificate in Culinary Careers 7-12

**Education:**

- \* Associate of Occupational Studies Degree in Professional Chef Studies/Food Service Management

**Work Experience:**

- \* From September, 2007 through the present as a Culinary Hospitality Instructor at Herkimer County BOCES
- \* From August, 2002 through September, 2007 as a Food Service Director at West Canada Valley Central School
- \* From July, 2001 through April, 2002 as a Food Service Director at Aramark Corporation
- \* From February, 1989 through July, 2001 as an Assistant General Manager at Sodexo/Marriott Corporation
- \* From September, 1988 through January, 1989 as a Chef Instructor at Fulton Montgomery Community College



2. Recommend that **JAMIE A. GARROW** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing June 14, 2017 and ending June 13, 2021 at an annual salary rate of \$15,788.00, prorated.

**Certification:**

- \* Level I certificate in Teaching Assistant

**Education:**

- \* Associate's Degree in Liberal Arts and Sciences from Mohawk Valley Community College
- \* Associate's Degree in Recreation and Leisure Services and General Studies from Mohawk Valley Community College

**Work Experience:**

- \* From September, 2016 through the present as a long-term substitute at Oneida-Herkimer-Madison BOCES
- \* From February, 2016 through September, 2016 as a self-direct support staff member at the Resource Center for Independent Living
- \* From February, 2014 through the present as a substitute at Oneida-Herkimer-Madison BOCES
- \* From January, 2015 through March, 2015 as a Security Officer at US Security Associates
- \* From May, 2014 through July, 2016 as a lifeguard at the Oneida Indian Nation
- \* From February, 2013 through February, 2015 as a childcare manager at the YMCA
- \* From November, 2013 through December, 2014 as an overnight stocker at Toys R Us

3. Recommend that **NICOLE M. GUDYKA** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Program, for a four year probationary appointment in the Teaching Assistant tenure area, commencing May 30, 2017 and ending May 29, 2021 at an annual salary rate of \$14,888.00, prorated.

**Certification:**

- \* Level I certificate in Teaching Assistant

**Education:**

- \* Graduate of Remsen Central School District

**Work Experience:**

- \* From March, 2017 through the present as a substitute Teaching Assistant at Oneida-Herkimer-Madison BOCES
- \* From April, 2008 through the present as a hair stylist at the Presbyterian Home
- \* From June, 2007 through the present as an independent hair stylist at Klippers Salon

**b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)**

1. Recommend that **JUDY A. WEAKLEY** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information and Technology Division, for a part-time (.8 FTE) appointment commencing September 01, 2017 at an annual salary rate of \$30,464.00.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Associates Degree in General Studies from Mohawk Valley Community College
- \* Bachelor's Degree in Cultural Studies and American Sign Language from Empire State College SUNY

**Work Experience:**

- \* From December, 2016 through the present as a substitute at the New York State School for the Deaf
- \* From September, 2015 through June, 2016 as an American Sign Language Interpreter at Canastota School District
- \* From January, 1987 through June, 1998 as an Educational Interpreter at Poland Central School District
- \* From 1990 through 1998 as a Sign Language Teacher at Poland Central School District

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

1. Recommend that **DEBORAH Y. BAUDER** be appointed as a **PROGRAM SPECIALIST** in the Information and Technology Division, for a temporary appointment commencing July 01, 2017 and ending June 30, 2018 at a rate of \$33.00/hr.
2. Recommend that **MARY A. DANELLA** be appointed as a **LEADERSHIP COACH** in the Program and Professional Development Division, for a temporary appointment commencing July 1, 2017 and ending June, 30, 2018 at a salary rate of \$40.00/hr.
3. Recommend that **KATHLEEN H. DONOVAN** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Department, for a temporary appointment commencing July 1, 2017 and ending June 30, 2018 at a daily salary rate of \$300.00.
4. Recommend that **KENNETH M. FORD** be appointed as a **CURRICULUM SPECIALIST** in Program and Profesional Development, for a temporary appointment commencing July 1, 2017 and ending June 30, 2018 at a daily salary rate of \$300.00.
5. Recommend that **JANET C. JURY** be appointed as **DIRECTOR OF CENTER STATE TEACHER CENTER**, for a temporary appointment, commencing July 1, 2017 and ending June 30, 2018 at an hourly salary rate of \$40.00/hr., not to exceed 100 hours.
6. Recommend that **ANTHONY J. NICOTERA** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Division, for a temporary appointment commencing July 1, 2017 and ending June 30, 2018 at a daily salary rate of \$450.00.
7. Recommend that **JOANN OTTMAN'S** temporary appointment as a **CURRICULUM SPECIALIST**, in the Program and Professional Development Division, be extended commencing July 01, 2017 and ending June 30, 2018 at a daily salary rate of \$300.00.
8. Recommend that **JOSEPH N. REILLY** be appointed as a **CURRICULUM SPECIALIST** in the Information & Technology Division, for a temporary appointment commencing July 05, 2017 and ending June 30, 2018 at a daily salary rate of \$300.00.
9. Recommend that **JAMES A. TINKER** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Department, for a temporary appointment commencing July 1, 2017 and ending June 30, 2018 at a daily salary rate of \$250.00.
10. Recommend that **ANN TURNER'S** appointment as **DIRECTOR OF PPD** in the Program and Professional Development Division, be extended, commencing July 1, 2017 to June 30, 2018 at a yearly salary rate of \$118,335.

**d. RECOMMENDATION FOR MENTORING**

		Title	Start Date	End Date	Salary
1.	MARGARET BECK	COACH/MENTOR	07/01/2017	06/30/2018	\$40.00/hr.
2.	MARK R. DUNN	COACH/MENTOR	07/01/2017	06/30/2018	\$40.00/hr.
3.	KENNETH M. FORD	COACH/MENTOR	07/01/2017	06/30/2018	\$40.00/hr.
4.	RICHARD D. HUNT	COACH/MENTOR	07/01/2017	06/30/2018	\$40.00/hr.
5.	JAMES G. KRAMER	COACH/MENTOR	07/01/2017	06/30/2018	\$40.00/hr.

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

**a. RECOMMENDATION FOR PART-TIME APPOINTMENT**

1. Recommend that **OKSANA GUTKO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing June 16, 2017 at an hourly salary rate of \$9.70.

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

**Education:**

- \* Associates Degree in Hospitality Management from Holyoke Community College
- \* Associates Degree in Arts and Science from Holyoke Community College

**Work Experience:**

- \* From May, 2017 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- \* From June, 2005 through May, 2006 as a cashier at Shell, Westfield, Mass
- \* From June, 2000 through June, 2007 as a packager at Dands Plastics, Westfield, Mass

2. Recommend that **AMANDA R. ROBERTS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing June 16, 2017 at an hourly salary rate of \$9.70.

**AMANDA R. ROBERTS** 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

**Work Experience:**

\* From October, 2012 through the present started as a substitute

Food Service Helper at the Oneida-Herkimer-Madison BOCES

\* From April, 2016 through the present as a cashier at Lowes

3. Recommend that **KATHERINE M. SMITH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing June 16, 2017 at an hourly salary rate of \$9.70.

**KATHERINE M. SMITH** 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 Whitesboro High School

**Work Experience:**

\* From September, 2014 through the present started as a substitute  
Food Service Helper at the Oneida-Herkimer-Madison BOCES

\* From December, 2005 through December, 2008 as a shift supervisor  
at Byrne Dairy

\* From March, 2001 through June, 2004 as an assistant manager at  
Priceless kids

4. Recommend that **MARYANN STOCK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing June 16, 2017 at an hourly salary rate of \$9.70.

**MARYANN STOCK** 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 T. R. Proctor High School

**Work Experience:**

\* From March, 2016 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES

\* From September, 2010 through January, 2015 as a Long-term Disability Claims Manager at MetLife

5. Recommend that **KRISSANN M. TENBRINK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing June 16, 2017 at an hourly salary rate of \$9.70.

**KRISSANN M. TENBRINK** 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 Central High, Providence, R.I.

\* Attended Utica School of Commerce for Legal Certificate and Associate Medical Administration

**Work Experience:**

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

\* From 2014 through 2015 as a child care provider at the YMCA

\* From 2013 through 2014 as a cashier at Five Below

\* From 2012 through 2013 as a hostess/waitress at Packy's Pub

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

1. Recommend that **BENJAMIN A. BROWN** be appointed to a temporary appointment as a **LABORER** in the Information and Technology Division, commencing June 26, 2017 and ending June 30, 2018 at a salary rate of \$9.70 per hour (16-17) and \$9.70 per hour (17-18).

**Education:**

- \* Graduate of Adirondack Central School
- \* Associates Degree in Computer Science/Computer Network Technician Certificate from Herkimer Count Community College

**Work Experience:**

- \* From May, 2013 through September, 2016 self-employed as a landscaper
- \* From May, 2014 through September, 2015 as a customer service associate at Burger King

2. Recommend that **CHRISTINE M. CLARK** be appointed to a temporary appointment as a **SENIOR ACCOUNT CLERK** in Administrative Services, commencing July 1, 2017 and ending June 30, 2018 at a salary rate of \$29.64 per hour.

3. Recommend that **TERESA FOBARE'S** temporary appointment as a **BUSINESS MANAGER** in the Administrative Services Division, be extended, commencing July 01, 2017 and ending June 30, 2018 at a salary rate of \$275.00/day.

4. Recommend that **LISA E. GETCHELL** be appointed to a temporary appointment as a **CAREER EXPLORATION SPECIALIST** in the School and Business Alliance Program, commencing August 01, 2017 and ending September 22, 2017 at an hourly salary rate of \$17.29.

**Education:**

- \* Bachelor's Degree in International Relations and French from Troy State University

**Work Experience:**

- \* From 1991 through 2014 as a Correction Probation Officer at the State of Florida Department of Corrections, Bradenton, Florida

5. Recommend that **GERALD K. GREENE** be appointed to a temporary appointment as an **EMPLOYMENT SPECIALIST** in the Career & Technical Education Programs, commencing July 01, 2017 and ending June 30, 2018 at a rate of \$17.29, per hour.

6. Recommend that **LUKE C. KRAMER** be appointed to a temporary appointment as a **LABORER** in the Information and Technology Division, commencing July 01, 2017 and ending June 30, 2018 at a salary rate of \$9.70 per hour.

**Education:**

\* Attends Clinton Central High School

**Work Experience:**

\* From June, 2016 through June, 2017 as a Technical Repair Clerk at Oneida-Herkimer-Madison BOCES

7. Recommend that **CLIFFORD B. MC BRIDE** be appointed to a temporary appointment as a **LABORER** in the Information and Technology Division, commencing June 22, 2017 and ending June 30, 2018 at a salary rate of \$9.70 per hour (16-17) and \$9.70 per hour (17-18).

**Education:**

\* Graduate of Holland Patent Central School District

\* Attending Mohawk Valley Community College for Computer Science: Cyber Security

**Work Experience:**

\* Summer 2015 as a landscaping laborer for Patrick Ferguson

8. Recommend that **PATRICIA A. SERVICE'S** temporary appointment as a **SCHOOL BUSINESS ADMINISTRATOR** in the Administrative Services Division, be extended, commencing July 01, 2017 and ending June 30, 2018 at a salary rate of \$400/day.

9. Recommend that **WENDY S. STILLMAN'S** temporary appointment as a **BUSINESS MANAGER** in the Administrative Services Division, be extended, commencing July 01, 2017 and ending June 30, 2018 at a salary rate of \$50.00/hr. She will be located at Brookfield Central School District.

**c. RECOMMENDATION FOR NON-INSTRUCTIONAL TEMPORARY APPOINTMENTS**

		Title	Start Date	End Date	Salary
1.	JACOB A. CIRCELLI	LABORER	06/26/2017	06/30/2018	\$9.70/hr. 16-17 \$9.70/hr. 17-18
2.	ANDREW K. FORD	LABORER	07/03/2017	06/30/2018	\$9.70/hr.
3.	MERISSA L. MARTHAGE	LABORER	07/01/2017	06/30/2018	\$9.70/hr.
4.	KEVIN H. WRIGHT	CLERK HOURLY	07/01/2017	06/30/2018	\$11.69/hr.

**c. SUMMER SCHOOL**



**1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

**a. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - CAREER AND TECHNICAL EDUCATION**  
**Daily rate is 1/200th of salary or hourly.**

		Title	Start Date	End Date	Max Days	Salary
1.	GINA F. COURTO	Culinary	06/26/2017	06/29/2017	Instructor, Summer Camp	\$24.87/hr.
2.	COLIN J. DOUGLASS	Computer Repair Technician	07/01/2017	07/13/2017	Instructor, Summer Camp	\$24.87/hr.
3.	BRITTANY M. KEEFER	Cosmetology	07/01/2017	07/13/2017	Instructor, Summer Camp	\$24.87/hr

**b. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

The following people are being recommended to teach in the Regional Summer School Program for 2017, for the period indicated. The actual need for any individual will not be determined until July 1, 2017. The decisions will be based upon enrollments at that time. Assignments may be for one period (\$1496.50) or two periods (\$2993) or not at all, based on enrollment. The Driver Education Instructors will be paid (\$5986) for a full class load.

		Title	Start Date	End Date	Salary
1.	CATHRYN A. BONVILLE	Elementary	07/10/2017	08/03/2017	\$1,496.50
2.	BRETT M. CARDILLO	Physical Education/Health	07/05/2017	08/17/2017	\$2,993
3.	SHAWN M. CHASE	Nurse	07/10/2017	08/03/2017	\$19.31/hr.
4.	MARY E. CORIGLIANO	Elementary	07/10/2017	08/03/2017	\$1,496.50
5.	SARAH DALEY	Elementary	07/10/2017	08/03/2017	\$1,496.50
6.	CHARLEY FRICKE	Math	07/05/2017	08/17/2017	\$2,993
7.	JENNIFER L. GOODFRIEND	Elementary	07/10/2017	08/03/2017	\$1,496.50
8.	LORRAINE T. GRIFFITHS	English	07/05/2017	08/17/2017	\$2,993
9.	CAROLYN B. HUMPHREY	Elementary	07/10/2017	08/03/2017	\$1,496.50

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		Title	Start Date	End Date	Salary
10.	MICHELLE A. MCGRATH	Teaching Assistant	07/05/2017	08/17/2017	\$13.20/hr.
11.	COLLEEN M. REITZ	Elementary	07/10/2017	08/03/2017	\$1,496.50
12.	MELINDA P. SCHMELCHER	Teaching Assistant	07/10/2017	08/03/2017	\$13.20/hr.
13.	SUEMARIE C. SIMPSON	Science	07/05/2017	08/17/2017	\$2,993
14.	CYNTHIA M. ST. JAMES	Teaching Assistant	07/10/2017	08/03/2017	\$13.20/hr.
15.	ABBIE L. SUTLIFF	Elementary	07/10/2017	08/03/2017	\$1,496.50

**c. RECOMMENDATION FOR ACADEMIC SUMMER SCHOOL - PROCTOR/RATER**

Hourly rate - paid by timesheet for proctor/rater and/or tutorial assignment.

		Title	Start Date	End Date	Salary
1.	CATHRYN A. BONVILLE	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
2.	BRETT M. CARDILLO	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
3.	MARY E. CORIGLIANO	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
4.	SARAH DALEY	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
5.	NATHAN DEBAN	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
6.	CHARLEY FRICKE	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
7.	JENNIFER L. GOODFRIEND	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
8.	CAROLYN B. HUMPHREY	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
9.	COLLEEN M. REITZ	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67

		Title	Start Date	End Date	Salary
10.	SUEMARIE C. SIMPSON	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67
11.	ABBIE L. SUTLIFF	SUMMER - PROCTOR/RATING FOR EXAMS	08/16/2017	08/17/2017	\$21.67

**2. RECOMMENDATIONS FOR SUMMER SCHOOL - NON-INSTRUCTIONAL**

**a. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - NON-INSTRUCTIONAL**

The following people are being recommended for clerical or nursing positions in the Regional Summer School Program for 2017. All people listed are potential hires. The actual need for any individual will not be determined until July 1, 2017. The decisions will be based on enrollments at that time and the actual need for clerical or nursing help.

		Title	Start Date	End Date	Salary
1.	MARYRUTH STOPERA	Nurse	07/05/2017	08/17/2017	\$19.31/hr.
2.	DONNA WEGRZYN	Nurse	07/10/2017	08/03/2017	\$19.31/hr.

**ACTION ITEMS**

**Approval of New Members to Advisory Council (CTEC)**

Moved, that the Cooperative Board approve Allene Monaghan, Director of Counselor with ACCESS-VR, to serve on the Advisory Council for the 2017-2018 school year.

**Approval of Contract for Services with Utica Safe Schools, Inc.**

Moved, that the Cooperative Board approves contract between Oneida-Herkimer-Madison BOCES and Utica Safe Schools Healthy Students Partnership, Inc. for the 2017-2018 school year..

**Approval of Lease Agreement (Herkimer BOCES/Brodock Press)**

Moved, that the sub-lease between the Herkimer BOCES and Oneida-Herkimer-Madison BOCES be approved effective July 1, 2017 for a period of one year.

**Approval of Cooperative Board Handbook**

Moved, that the Cooperative Board approves the current and most updated version of the Cooperative Board Member Handbook dated July 12, 2017.

**Approval of Contract(s)**

none

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

**Motion carried, 9-0**

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

**Rural Schools Association Annual Conference, July 9 – 11, 2017**

Cooperative Board members Mr. Boucher, Mrs. Corbin, Mrs. Hartman, Mr. Griffin and Dr. Porcelli shared information regarding the workshops they attended.

Mr. Mettelman thanked the Board members for attending and added some thoughts about the conference. He also thanked Mr. Morris for his attendance and assistance.

**Cooperative Board Retreat, September 29-30, 2017**

Mr. Mettelman reviewed the dates with the Cooperative Board.

**New York State School Boards Association Conference (NYSSBA), October 12-14, 2017**

Mr. Mettelman reviewed the dates with the Cooperative Board.

**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:

- Red Cross shelter at Oneida-Herkimer-Madison BOCES – Mr. Mettelman thanked Mrs. Mandel and Mr. Harris for all of their work and support regarding the use of the BOCES as an emergency management center for the Red Cross. Oneida-Herkimer-Madison BOCES housed approximately 50 individuals who were without shelter as a result of the recent storms.

**ITEM X - EXECUTIVE SESSION**

None

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

None

**MOTION TO ADJOURN**

Moved, there being no further business to come before the meeting, Mrs. Falvo adjourned the meeting at 6:15 p.m.



Deborah Kimball  
Clerk of the Board  
July 12, 2017