



**Oneida-Herkimer-Madison BOCES**

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

Cooperative Board 2017-2018

T: 315.793.8558

F: 315.223-4704

**MINUTES OF THE REGULAR MEETING OF  
DECEMBER 13, 2017**

The Regular meeting of the Board of Cooperative Educational Services was held on December 13, 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. Michelle Anderson
- Mrs. Doreen Corbin
- Mrs. Evon M. Ervin
- Mr. John A. Griffin
- Mrs. Charlene A. Hartman
- Mr. Michael J. Moore
- Mr. Gary P. Nelson
- Mr. Russell Stewart

**MEMBERS EXCUSED**

- Dr. Gary W. Porcelli
- Mr. John J. Salerno

**OTHERS PRESENT**

- Mr. Howard D. Mettelman, Executive Officer
- Mr. Charles Cowen
- Mr. Christopher Hill
- 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*,  
Michelle Anderson, 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**

A quorum was noted and the meeting was called to order at 4:36 p.m. by Mr. Boucher.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

None

**ITEM IV. RECOGNITION OF VISITORS**

No visitors

Mr. Boucher congratulated Mr. Stewart as the New NYSSBA Area 5 Director

**ITEM V. COMMUNICATIONS**

**ITEM V. A. From the Floor**

**ITEM V. B. Correspondence**

- The Capital Conference, February 11-12, 2017, Albany, NY

**ITEM VI. A. MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2017**

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

Moved, that, the minutes of the Regular Meeting of November 13, 2017, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

**Motion carried, 8-0**

[Mrs. Ervin arrived at 4:42 p.m.]

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

**MOTION TO APPROVE THE CONSENT AGENDA – AS AMENDED UNDER SECTION VI. C.c. 2.a.1.**

Motion by: Mr. Griffin  
Seconded by: Mr. Stewart

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**ITEM VI. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR OCTOBER 2017**

Moved, that the Cooperative Board accepts the Report of the Treasurer for October 2017 and the Budget Adjustment Report for October 2017 (Item VI B-1 and B-2); all as shown below:

**Report of the Treasurer for October 2017**

Capital	392,449.59
General	8,425,245.02
School Lunch	23,420.27
Special Aid	1,263.42
Trust/Agency	17,783.55
Trust/Expand	<u>70,510.95</u>
Total	\$ 8,930,672.80

and the Treasurer's Report for the Extra-Curricular Fund  
for October 2017 showing a fund balance of \$4,151.65.

**ITEM VI. B. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT FOR  
OCTOBER 2017**

**Budget Revisions—2017-18  
October 2017 Report**

2017-18 Adopted Budget	\$62,217,686
Commitment Changes	3,060,371
Net Changes	<u>+ 1,997,967</u>
Total	\$67,276,024

**ITEM VI. C. PERSONNEL REPORT**

**MOTION TO APPROVE CHANGES, INCLUDING THE CHANGE ON VI. C.c. 2.a.1.,  
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.	CRISTI L. SCAVONE	TEACHER ASSISTANT	09/01/2017	11/15/2017

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

			Hire Date	Resign Date
1.	JACQUELINE H. CIRCELLI	SENIOR ACCOUNT CLERK/CONF	11/13/2012	12/08/2017
2.	NICOLE M. DE LA CRUZ	FOOD SERVICE HELPER	09/05/2017	11/01/2017 (verbal)
3.	JADE M. FREUND	FOOD SERVICE HELPER	10/02/2017	11/01/2017 (verbal)
4.	LISA E. GETCHELL	CAREER EXPLORATION SPECIALIST - HOURLY	08/01/2017	11/03/2017
5.	CINDY L. NASH	FOOD SERVICE HELPER	01/09/2017	11/15/2017 (verbal)
6.	LAUREN A. SMITH	FOOD SERVICE HELPER	12/21/2016	11/15/2017 (verbal)

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	BRANDIE F. REID	TEACHER ASSISTANT	12/01/2017	TBD	Disability

**c. 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 **MATTHEW M. DONATO** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 18, 2017 and ending December 17, 2021 at an annual salary rate of \$15,230.00, prorated.

**Certification:**

\* currently working towards certification

**Education:**

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

\* Associates Degree in Psychology from Mohawk Valley Community College

**Work Experience:**

\* From September, 2017 through the present as a cook at Wanna Play Cafe

\* From May, 2015 through September, 2017 as a cook at Nicky Doodles

\* From December, 2012 through September, 2017 as a cook at Burger King

2. Recommend that **FAITH RAUTENSTRAUCH** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 27, 2017 and ending November 26, 2021 at an annual salary rate of \$15,230.00, prorated.

**Certification:**

- \* currently working towards certification

**Education:**

- \* Graduate of Westmoreland Central School District

**Work Experience:**

- \* From February, 2013 through the present as an 1:1 Aide at Madison-Oneida BOCES
- \* From April, 2002 through the present in various positions at Crystal Springs Golf Course
- \* From September, 2003 through February, 2013 as a cafeteria manager and aide at Westmoreland Central School District
- \* From May, 1999 through September, 2003 as a home care provider at Elderly Companions

3. Recommend that **CAITLYN M. SCHRADER** be appointed as a **TEACHER OF ESL** (.8 FTE) in the Academic Itinerant Programs, for a four year probationary appointment in the English as a Second Language tenure area, commencing October 30, 2017 and ending October 29, 2021. In addition, she will also be teaching as a French Teacher (.2 FTE). Her annual salary rate will be \$44,651.00, prorated.

**Certification:**

- \* Initial certificate in English to Speakers of Other Languages
- \* Initial certificate in French 7-12

**Education:**

- \* Bachelor's Degrees in French and Communications from Hobart and William Smith Colleges
- \* Master's Degree in Secondary Language Education from the University of Rochester

**Work Experience:**

- \* From September, 2017 through the present as a part-time and a short term substitute Teacher of ESL at the Oneida-Herkimer-Madison BOCES
- \* From September, 2014 through June, 2016 as a French Teacher at The Amigos School, Cambridge, MA
- \* From September, 2013 through June, 2014 as an IB French Teacher at The Newman School, Boston, MA
- \* From January, 2012 through June, 2012 as a substitute Teacher at the Utica City School District and the Whitesboro Central School District



4. Recommend that **JENNIFER M. SMITH** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 29, 2017 and ending November 28, 2021 at an annual salary rate of \$17,162.00, prorated.

**Certification:**

- \* Initial certificate in Physical Education

**Education:**

- \* Associate of Science in Liberal Arts and General Studies
- \* Associate of Science in Liberal Arts and Physical Education
- \* Bachelor of Science in Physical Education Teacher Certification

**Work Experience:**

- \* From October 10, 2017 through the present as a short-term substitute at Oneida-Herkimer-Madison BOCES
- \* From September, 2016 through June, 2017 as a Physical Education/Health Instructor at Mount Markham Central School District
- \* From November through February, 2013 - 2017 as a Volleyball Coach at Central Valley Central School District
- \* From February, 2016 through May, 2016 as a Physical Education Instructor at Sauquoit Valley School District
- \* August 2015 as a Varsity Girls Tennis Coach at Central Valley School District

5. Recommend that **SARAH K. SPIWAK** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 04, 2017 and ending December 03, 2021 at an annual salary rate of \$15,489.00, prorated.

**Certification:**

- \* Level I certificate in Teaching Assistant

**Education:**

- \* Graduate of Clinton Central School District
- \* Attended Onondaga Community College for Music Education

**Work Experience:**

- \* From August, 2015 through the present as a Teacher's Aide at St. Mary's Preschool, Clinton
- \* From June, 2011 through the present as a Cosmetologist at Cheveux Salon

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

1. Recommend that **JOHN HURTEAU** be appointed as a **COMPUTER EDUCATION COORDINATOR** in the Information and Technology Division, for a part-time (.4 FTE) appointment commencing November 07, 2017 at an annual salary rate of \$26,000.00, prorated.

**Certification:**

- \* Permanent certificate in Mathematics 7-12

**Education:**

- \* Bachelor's Degree in Secondary Education Mathematics from SUNY Plattsburgh
- \* Master's Degree in Microcomputers in Education from SUNY Oswego

**Work Experience:**

- \* From September, 2014 through the present as a substitute Teacher at Holland Patent Central School District
- \* From July, 2016 through August, 2016 as a summer school Math Teacher at Oneida-Herkimer-Madison BOCES
- \* From September, 1985 through June, 2014 as a Math Teacher & Technology Coordinator at Holland Patent Central School District
- \* From September, 2009 through June, 2010 as a Computer Education Coordinator at Oneida-Herkimer-Madison BOCES

2. Recommend that **LEO SMITH** be appointed as a **SCHOOL PSYCHOLOGIST** in the Special Education Programs, for a part-time (.5 FTE) appointment commencing December 01, 2017 at an annual salary rate of \$22,241.50, prorated.

**Certification:**

\* Permanent certificate in School Psychologist

**Education:**

\* Bachelor's Degree in Psychology from Utica College

\* Masters of Science in School Psychologist from SUNY Oswego

**Work Experience:**

\* From September, 2015 through the present as a part-time temporary School Psychologist at Oneida-Herkimer-Madison BOCES

\* From January, 2015 through June, 2015 as a long term substitute School Psychologist at Oneida-Herkimer-Madison BOCES

\* From September, 2006 through June, 2013 has been employed in various school districts as a School Psychologist substitute

\* From April, 2000 through June, 2006 as School Psychologist at O-H-M BOCES

\* From March, 1997 through April, 2000 as a School Psychologist at Herkimer BOCES

\* From March, 1973 through March, 1997 as a Community Residence Director at Rome DDSO

temporary School Psychologist at Oneida-Herkimer-Madison BOCES

\* From January, 2015 through June, 2015 as a long term substitute School Psychologist at Oneida-Herkimer-Madison BOCES

\* From September, 2006 through June, 2013 has been employed in various school districts as a School Psychologist substitute

\* From April, 2000 through June, 2006 as School Psychologist at O-H-M BOCES

\* From March, 1997 through April, 2000 as a School Psychologist at Herkimer BOCES

\* From March, 1973 through March, 1997 as a Community Residence Director at Rome DDSO

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

1. **JENNIFER M. SMITH** was previously appointed as a **TEACHER OF PHYSICAL EDUCATION** in the Special Education Program, for a short-term substitute appointment commencing October 10, 2017 and ending October 31, 2017. It is requested to extend this appointment to November 28, 2017 at an annual salary rate of \$40,151.00, prorated.

**d. RECOMMENDATION FOR TENURE APPOINTMENT(S)**

The Human Resources Office and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s), who have satisfactorily completed their individual probationary periods and are being recommended for tenure by their immediate supervisors.

			Tenure Date
1.	BARBARA L. WALLS	SEGIS Coordinator	03/16/2018
2.	CHRISTINA M. WARNER	Guidance	04/01/2018

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

- 2. aa. Recommendation for the creation of 3 Senior Account Clerk positions
- aaa. Recommendation for the creation of 3 Principal Account Clerk positions
- aaaa. Recommendation for the creation of 1 Assistant Director of Personnel position
- aaaaa. Recommendation for the creation of 30 Food Service Helper positions

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

- 1. Recommend that **MICHAEL A. AGOSTO** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing November 27, 2017 at an annual salary rate of \$34,500.00, prorated.

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

**Education:**

\* Bachelor's Degree in Cyber Security and Information Assurance  
from Utica College

**Work Experience:**

- \* From March, 2016 through the present as a claim examiner  
at MetLife
- \* From September, 2015 through March, 2016 as a claim reviewer  
at MetLife
- \* From 2011 through 2015 as a customer service representative at  
Computer Guy

2. Recommend that **KARIE FLORIAN** be appointed to a provisional appointment as an **ASSISTANT DIRECTOR OF PERSONNEL** in the Administrative Services Division, commencing January 02, 2018 at an annual salary rate of \$70,000.00, prorated.

**KARIE FLORIAN** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT DIRECTOR OF PERSONNEL**, until the results of the next civil service exam are known.

**Education:**

- \* Associates Degree in Human Resources Management from Herkimer County Community College
- \* Attended Empire State College for Human Resources Management

**Work Experience:**

- \* From November, 2017 through the present as Human Relations Business Partner/North-East Manager at Spectrum
- \* From May, 2017 through November, 2017 as Benefits Manager at Mohawk Valley Community Action
- \* From December, 2014 through December, 2016 as Human Resources Manager at Hummel's Office Plus
- \* From September, 2011 through May, 2014 as Payroll Manager/Employee Relations Manager at Oneida Indian Nation
- \* From March, 2010 through May, 2011 as Human Relations Manager at ICON/Prevalere
- \* From May, 2009 through February, 2010 as Human Resources Generalist at Daimler Buses North America
- \* From July, 2005 through April, 2009 as Human Resources Generalist at Bartell Machinery Systems
- \* From January, 2000 through May, 2005 as Business Manager/Human Relations Director at Roger's Fence Company

3. Recommend that **DARLENE A. JANUCIK** be appointed to a provisional appointment as a **PRINCIPAL ACCOUNT CLERK** in the Central Business Office, commencing November 29, 2017 at an annual salary rate of \$41,500.00, prorated.

**DARLENE A. JANUCIK** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PRINCIPAL ACCOUNT CLERK**, until the results of the next civil service exam are known.

**Education:**

- \* Associate of Applied Science in Accounting from Mohawk Valley Community College
- \* Bachelor of Science in Accounting from SUNY Polytechnic Institute

**Work Experience:**

- \* From October, 2008 through October, 2017 as an Accounting and Human Resources Manager at Todd Cable Construction, LLC
- \* From December, 2002 through October, 2008 as a Senior Staff Accountant at D'Arcangelo & Co., LLP
- \* From January, 2000 through December, 2002 as an Account Clerk at Oneida-Herkimer-Madison BOCES
- \* From December, 1996 through April, 2002 as a seasonal tax preparer at H&R Block
- \* From May, 1993 through December, 2001 as a food service supervisor at the Masonic Home

4. Recommend that **KEVIN H. WRIGHT** be appointed to a provisional appointment as a **CENTRAL STORES CLERK** in the Information and Technology Division, commencing December 01, 2017 at an annual salary rate of \$30,324.00, prorated.

**KEVIN H. WRIGHT** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CENTRAL STORES CLERK**, until the results of the next civil service exam are known.

**Education:**

- \* Associate's Degree in Business Administration from Mohawk Valley Community College
- \* Bachelor's Degree in Business Administration from SUNY Geneseo

**Work Experience:**

- \* From September, 2017 through the present as a temporary Central Stores Clerk at the Oneida-Herkimer-Madison BOCES
- \* From June, 2014 through September, 2017 as a Laborer and Clerk at the Oneida-Herkimer-Madison BOCES
- \* From June, 2013 to August, 2013, self-employed doing yard work.
- \* From September, 2011 to December, 2012, bus boy, Casa Too Mucha, New Hartford

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

1. Recommend that **AMBER J. DENZA** be appointed to a probationary appointment as an **ASSISTANT COOK** in the School Lunch Program, commencing December 01, 2017 at an hourly rate of \$13.54.

**AMBER J. DENZA** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT COOK**. **AMBER J. DENZA** will be required to serve a twenty-six week probationary period.

**Education:**

\* Graduate of Mt. Markham Central School District

**Work Experience:**

\* From September, 2017 through the present as a Food Service Helper at the Oneida-Herkimer-Madison BOCES

\* From November, 2015 through December, 2016 as a Food Service Helper at the Oneida-Herkimer-Madison BOCES

\* From November, 2008 through June, 2015 as an Assistant Manager at Nice-N-Easy Grocery Shop

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

1. Recommend that **CYNTHIA A. ARCHER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$9.70, as needed.

**CYNTHIA A. ARCHER** 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 Utica City School District

**Work Experience:**

\* From October, 2013 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

\* From September, 1969 through March, 2012 as a mail clerk up to a disability claims manager at MetLife

2. Recommend that **APRIL J. BONFARDICE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 02, 2017 at an hourly salary rate of \$9.70, as needed.

**APRIL J. BONFARDICE** 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 Vernon-Verona-Sherrill Central School District
- \* Associates Degree in Business Administration from Herkimer County Community College

**Work Experience:**

- \* From August, 2015 through December, 2015 as a cashier/catering at American Food and Vending
- \* From August, 2009 through June, 2011 as a data administrator at Prevalere/ICON
- \* From April, 2007 through August, 2009 as a call center operator at ACS
- \* From September, 2005 through April, 2007 as a team member at Target

3. Recommend that **ASHLEY M. CRIM** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 25, 2017 at an hourly salary rate of \$9.70, as needed.

**ASHLEY M. CRIM** 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 Mt. Markham Central School District

**Work Experience:**

- \* Currently working at Fermer Precision as a machine operator, Ilion

4. Recommend that **LILLIAN FERGUSON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$10.25, as needed.

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

**Work Experience:**

- \* From January, 2008 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES



5. Recommend that **JENNIFER L. HELMER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$9.70.

**JENNIFER L. HELMER** 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 Remsen Central School District

**Work Experience:**

\* From January, 2017 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES  
\* From June, 2015 through March, 2016 as a prep cook at the Soda Fountain restaurant

6. Recommend that **DONNA L. HORAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$9.70, as needed.

**DONNA L. HORAN** 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 F.D. Roosevelt High School, Hyde Park, NY  
\* Attended Wayne Community College for general studies

**Work Experience:**

\* From October, 2014 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES  
\* From September, 1995 through January, 2011 as a Teacher Assistant at Poland Central School District

7. Recommend that **JENNY R. JOHNSTON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$9.70.

**JENNY R. JOHNSTON** 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 Orange Glen High School, Escondido, CA
- \* Attended Polamor Junior College in 1991 for Dance
- \* Graduated from Polamor Institute of Cosmetology, with a license in Cosmetology

**Work Experience:**

- \* From January, 2017 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- \* January, 2006 through July, 2016 as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- \* From 2003 through 2005 as a cashier and cook at Price Chopper
- \* From 2003 through 2004 as a sales clerk and hair stylist at J.C. Penney

8. Recommend that **SUSAN KENYON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 31, 2017 at an hourly salary rate of \$9.70, as needed.

**SUSAN KENYON** 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 Mohawk Central School District
- \* Associates Degree in Business from Herkimer County Community College
- \* Attended SUNYIT for Business

**Work Experience:**

- \* From September, 1999 through the present as a bus driver at Mt. Markham Central School District
- \* From March, 1977 through October, 2017 as an inspector at Remington Arms
- \* 2007 as a substitute food service helper at Mt. Markham Central School District

9. Recommend that **GAIL G. LEBUIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$9.70, as needed.

**GAIL G. LEBUIS** 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 Poland Central School District
- \* Associates Degree in Executive Secretarial from Central City Business Institute

**Work Experience:**

- \* From September, 2016 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- \* October, 1979 through June, 2010 as a central office technician at Verizon

10. Recommend that **MELISSA L. LEMIEUX** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 14, 2017 at an hourly salary rate of \$9.70, as needed.

**MELISSA L. LEMIEUX** 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 Mt. Markham Central School District
- \* Associates Degree in Business Administration from Utica School of Commerce
- \* New York State LPN License from Herkimer BOCES

**Work Experience:**

- \* From January, 2017 through the present as a cook/waitress at Tillys Clover, Clayville
- \* From July, 2017 through the present as owner/operator of Buns on the Run Mobile Food Service
- \* From January, 2010 through March, 2017 as a LPN at Mohawk Valley Retina
- \* From August, 2006 through December, 2009 as a LPN at Bassett Healthcare

11. Recommend that **PAMELA R. PETZKE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 27, 2017 at an hourly salary rate of \$9.70, as needed.

**PAMELA R. PETZKE** 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 Sauquoit Valley Central School District
- \* Associates Degree in Administrative Assistant from Mohawk Valley Community College

**Work Experience:**

- \* From March, 2016 through the present as a cashier at Price Chopper
- \* From March, 2007 through July, 2013 as a customer service representative at ACS
- \* From February, 2005 through March, 2007 as a deli associate at Chanatry's Market
- \* From August, 2001 through January, 2005 as a cashier at Tops

12. Recommend that **ERIN L. PRIOR** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 27, 2017 at an hourly salary rate of \$9.70, as needed.

**ERIN L. PRIOR** 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 Mohawk Central School District

**Work Experience:**

- \* From June, 1999 through July, 2016 as a data entry clerk at Bank of America

13. Recommend that **ROBYN L. STETSON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 16, 2017 at an hourly salary rate of \$9.70, as needed.

**ROBYN L. STETSON** 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 Mt. Markham Central School District

**Work Experience:**

- \* From September 2013 through the present as a 1:1 substitute at Waterville Central School District
- \* Worked at the Lutheran Home as a clerk

14. Recommend that **LINDA L. TINKER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$13.74.

**LINDA L. TINKER** 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 Sauquoit Valley Central School District

**Work Experience:**

- \* From September, 1999 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- \* From June, 1969 through December, 1995 as an operator and secretary at New York Telephone - Verizon

15. Recommend that **LORI A. WYSLUZALY** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing December 01, 2017 at an hourly salary rate of \$9.70, as needed.

**LORI A. WYSLUZALY** 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 Mt. Markham Central School District

**Work Experience:**

- \* From October, 2017 through the present as an office clerk at Conservative Fuel Company
- \* From September, 2016 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES

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

1. Recommend that **WILLIAM R. WILSON** be appointed to a temporary appointment as a **CAREER EXPLORATION SPECIALIST - HOURLY** in the SABA Program, commencing November 06, 2017 and ending February 05, 2018 at a salary rate of \$17.29, per hour.

**Education:**

- \* Graduated from Knoch Senior High School, Saxonburg, PA
- \* Bachelor's Degree in Sociology from Allegheny College, Meadville, PA

**Work Experience:**

- \* From February, 2017 through March, 2017 and from September, 2016 through October, 2016 and from March, 2016 through May, 2016 and from September, 2015 through October, 2015 and from September, 2014 through December, 2014 and from August, 2013 through October, 2013 as a temporary Career Exploration Specialist at Oneida BOCES
- \* From September, 2010 through December, 2012, as a substitute teacher for the Oneida BOCES and Sauquoit Valley High School
- \* From September, 2008 through March, 2009, as a Career Exploration Specialist for the Oneida BOCES
- \* From December, 1991 through October, 2007, as a VP and Manager for Rich Plan Corp., Yorkville, NY
- \* From January, 1989 through December, 1991, as an Independent Real Estate Appraiser
- \* From November, 1975 through December 1988, as an Assistant VP and Branch Manager for Rome Savings Bank, Rome, NY

**e. 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. | JASMINE L. PECK | PBIS COORDINATOR | 06/19/2017 |

**f. RECOMMENDATION FOR CHANGE IN SALARY**

1. Recommend that **CARLA MARSALA** be appointed to an appointment as a **PRINCIPAL ACCOUNT CLERK** in the **BUSINESS OFFICE**, commencing December 14, 2017 at an annual salary rate of \$48,350.00, prorated.

**d. TERMINATIONS**

**1. Teaching/Certified Staff**

1. MICHAEL J. LUPIA  
CENTRAL STORES CLERK  
04/23/2014 - 11/15/2017

Upon the recommendation of the District Superintendent and review of the record of the case, the Oneida-Herkimer-Madison BOCES Cooperative Board hereby (1) declares Mr. Lupia's position to be vacated in accordance with Article XXIV, Paragraph K of the collective bargaining agreement, and (2) terminates his employment in accordance with Section 71 of Civil Service Law, effective November 15, 2017.

**ITEM VI. D. ACTION ITEMS**

**ITEM VI. D. 1. APPROVAL TO AWARD ELEMENTARY SCIENCE KIT BID**

Moved, that the Cooperative Board approves the award of the Elementary Science Kit Supply Bid as per the attached listing representing the lowest qualified bidders meeting specifications, for a total award of \$31,440.95.

ELEMENTARY SCIENCE BID AWARD RECOMMENDATIONS

Carolina Biological	\$ 2,695.50
Frey Scientific	\$ 1,464.60
NASCO	\$ 7,288.75
Syracuse Aquarium	\$ 4,265.25
Wards	\$15,724.85

**ITEM VI. D. 2. APPROVAL OF RENT/ANCILLARY AGREEMENT FOR ADDITIONAL SPECIAL EDUCATION CLASSROOM**

Moved, that the Cooperative Board approves the rental agreement for one additional special education classroom in the amount of \$3,200 and ancillary services in the amount of \$8,500 located at the Sauquoit Valley Central District.

**ITEM VI. D. 3. APPROVAL OF LEAD EVALUATOR**

Moved, that the Cooperative Board recommends Greg Smith be certified as Lead Evaluators of teachers for the Annual Professional Performance Review.

**ITEM VI. D. 5 APPROVAL OF CONTRACT(S)**

None

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

**Motion carried, 9-0**



[Mrs. Falvo arrived at 4:46 p.m.]

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

**A. 2018-2019 SERVICE PLANS**

Mr. Mettelman, Mr. Cowen, Mr. Hill, Mr. Morris and Mrs. Turner reviewed the 2018 -2019 Service Plans.

[Mr. Boucher left at 5:35 p.m.]

[Mr. Hill left at 5:45 p.m.]

The Board recessed for dinner from 6:00 p.m. to 6:42 p.m.

**ITEM VIII. OLD BUSINESS**

**None**

**ITEM IX. REPORTS**

**ROUNDTABLE MEETING WITH THE NEW YORK STATE EDUCATION DEPARTMENT COMMISSIONER**

Mrs. Ervin reported out on the Roundtable meeting with the New York State Education Department Commissioner which took place on December 8, 2018. The topic was about “Dual Enrollment” programs, which generally refers to high school students taking college- or university level courses.

**BOCES CONSORTIUM OF CONTINUING EDUCATION POLICY BOARD MEETING, NOVEMBER 15, 2017**

Minutes of the meeting are in the Board Packet

**SCHOOL BOARDS INSTITUTE “FISCAL PLANNING FOR 2018-2019 & ADVOCACY INITIATIVES” WORKSHOP, DECEMBER 4, 2017.**

Mr. Mettelman thanked Michelle Anderson, Russell Stewart and John Griffin for attending. Mr. Mettelman shared a power point that was discussed by Ms. Julie Marlette, Director for Governmental Relations NYS School Boards Association. A few of the topics she reviewed were - Foundation Aid, Student Need, NYSSBA–2018 State Aid Proposal, State Budget Outlook, Property Tax Cap, Legislative Priorities, Budget and Advocacy Strategies.

**IX. B. REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE**

Mr. Mettelman discussed the following topics in his report

1. NSBA
2. NYSSBA - SBI Program – December 4, 2017
3. AESA Federal Review
4. SBI December 19, 2017 Cancelled
5. Mr. Sobota

**ITEM X. EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 7:40 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons.

**Motion carried unanimously.**

Motion by: Mrs. Ervin  
Seconded by: Mrs. Corbin

The Board returned to General Session at 8:22 p.m.

**Motion carried unanimously.**

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

**None**

**MOTION TO ADJOURN**

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 8:24 p.m.



Deborah Kimball  
Clerk of the Board  
December 13, 2017