



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 REGULAR MEETING OF OCTOBER 11, 2017

The Regular meeting of the Board of Cooperative Educational Services was held on October 11, 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
Dr. Gary W. Porcelli
Mr. John J. Salerno
Mr. Russell Stewart

MEMBERS EXCUSED

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.*

OTHERS PRESENT – STUDENT PRESENTERS

Mr. Dave Stayton
Mr. Dave Cagnetti
Mrs. Erica Schoff
Mr. Noel Ames, Instructor
Colin Kraeger, student
Alicia Perritano, parent
Tori Ambrosi, student
Ms. Xiuyan Huo, Teacher of Foreign Language

ITEM I. CALL TO ORDER

A quorum was noted and the meeting was called to order at 4:30 p.m. by Mrs. Falvo.

Mrs. Falvo welcomed Michelle Anderson, Cooperative Board member from Oriskany and Charles Cowen, Assistant Superintendent for Administrative Services.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

Criminal Justice Program

Mr. Stayton introduced Mr. Ames, Criminal Justice Instructor. Mr. Ames shared that he is in his second year as the Criminal Justice Instructor and he formally worked for Homeland Security. He introduced two students who recently participated in a three-day long exercise at the NYS Preparedness Training Center in Oriskany. The event, called the “Excelsior Challenge”, is a police and military bomb technician & K9 competition that is held each year at the SPTC. Students were role players for the various scenarios held each day and will detail their involvement.

Tori Ambrosi, is a senior at Whitesboro Central School District. Tori was the Criminal Justice I Class Leader for over half of the 2016-2017 school year. She is a member of Students Against Destructive Decisions and was also inducted into the CTE Honor Society last year. Tori shared her experience during the three day exercise. She is considering Utica College and Cazenovia College to study Criminal Justice/Homeland Security. After college, Tori would like to become a member of the U.S. Customs and Border Protection agency.

Colin Kraeger, is a senior at Oriskany Central School District. Colin is the Criminal Justice II Class Leader. This title requires him to call the class to order, lead the class during military drill and to assist the CJ teacher as needed. Colin is a member of the National Junior Honor Society and the CTE Honor Society. Colin is also a member of Students Against Destructive Decisions, student council and is currently serving as class treasurer. Colin also shared his experience during the three day exercise. He plans to attend SUNY Cortland next year to pursue a Criminal Justice degree and he aspires to become a Crime Scene Investigator.

ITEM IV. RECOGNITION OF VISITORS

Xiuyan Huo, Teacher of Foreign Language

Mr. Morris introduced Xiuyan Huo, Teacher of Foreign Language at Oneida-Herkimer-Madison BOCES. Xiuyan has helped mentor many Distance Learning instructors in the area of Mandarin Chinese throughout the state. She is in her final stages of her administrative internship. Xiuyan thanked the Board, Mr. Mettelman and her supervisors and co-workers for their support.

ITEM V. COMMUNICATIONS

ITEM V. A. From the Floor

Oriskany Newspaper Article – Shirley Burtch

ITEM V. B. Correspondence

ITEM V. C. Review of Audit Committee Meeting and Budget Parameters

Mrs. Falvo reviewed the annual audit and explained that the Audit Committee had met with Mr. Rossi and was recommending that the Cooperative Board accept the audit as presented. Mrs. Falvo thanked Mr. Cowen and Ms. Bello for the comprehensive minutes of the Audit Committee meeting.

Mr. Cowen reviewed the information for the action item regarding the Budget Guidelines and Parameters.

ITEM V. D. Review of Capital Project Committee Meeting

Mrs. Falvo reviewed the information from the Capital Project Committee Meeting. She noted that the meeting was very informative and slides of the job site for Phase I of the renovations to the Conservation Learning Center were very well done.

Mrs. Falvo also reviewed the bids for the mezzanine learning center storage unit and noted that the Capital Project Committee approved Kestrel Construction Services and was recommending approval by the full Cooperative Board.

She also noted that the Capital Project Committee had received an update on the FabLab.

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

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

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

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

Motion carried, 12 - 0

ITEM VI. B. ACCEPTANCE OF THE BOARD CLERK'S REPORT, OCTOBER 2, 2017

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

Moved, that, the Board Clerk's report of October 2, 2017 be approved as submitted.

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

Motion carried, 12 - 0

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

MOTION TO APPROVE THE CONSENT AGENDA

Motion by: Mr. Moore
Seconded by: Mr. Salerno

FINANCIAL REPORTS/AWARDING OF CONTRACTS

ITEM VI. C. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR AUGUST, 2017,

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

Report of the Treasurer for August 2017

Capital	392,351.46
General	8,653,699.58
School Lunch	19,215.65
Special Aid	1,263.42
Trust/Agency	21,886.57
Trust/Expand	<u>69,693.36</u>
Total	\$ 9,158,110.04

and the Treasurer's Report for the Extra-Curricular Fund for August 2017 showing a fund balance of \$4,558.30.

ITEM VI. C. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT, AUGUST, 2017

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

2017-18 Adopted Budget	\$62,217,686
Commitment Changes	3,060,371
Net Changes	<u>+ 722,324</u>
Total	\$66,000,381

ITEM VI. C. 3. APPROVAL OF 2017-2018 SHARED SERVICE CONTRACTS/FINAL (BUYER) WITH OTHER BOCES

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

Oneida BOCES Contractee (Buyer) With Other BOCES

Putnam/Northern BOCES	\$ 50,624.00	Initial contract for all BOCES Services for 2017-2018
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Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Putnam/Northern BOCES for the 2017-2018 school year.

ITEM VI. C. 4. ACCEPTANCE OF BUDGET GUIDELINES FOR 2018-2019

Moved, that the Cooperative Board approves the budgetary guidelines, budget parameters, and budget calendar for 2018-2019 as the initial step of the budgeting process.

ITEM VI. C. 5. ACCEPTANCE OF FINANCIAL AUDIT

Moved, that the Cooperative Board accepts the financial audit as submitted by West & Company for the 2016-2017 school year.

ITEM VI. D. PERSONNEL REPORT

**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.

D. PERSONNEL REPORT

a. RETIREMENTS

1. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	ELAINE BARTH	FOOD SERVICE HELPER	09/01/1993	12/31/2017
2.	SANDRA L. COVEY	SR OFFICE SPECIALIST I	08/24/1969	12/30/2017
3.	SHERRY MAYNE	ASSISTANT COOK	07/01/1993	11/30/2017

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	CHRISTINE A. EBERSOLD	TEACHER ASSISTANT	09/01/2017	09/07/2017
2.	JOHN C. TOMEI	TEACHER ASSISTANT	09/01/2016	09/25/2017

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	DANA MACKIE	FOOD SERVICE HELPER	02/06/2008	08/23/2017
2.	DEBRA A. NELLENBACH	ASSISTANT PRINTING SUPERVISOR	03/30/2015	09/29/2017

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	MEGAN ROBERTS	TEACHER OF SPECIAL EDUCATION	10/20/2017	TBD	Disability

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 **KRISTIN M. KELLY** be appointed as a **TEACHER OF MUSIC** in the Academic Itinerant Programs, for a four year probationary appointment in the Music tenure area, commencing September 01, 2017 and ending August 31, 2021 at an annual salary rate of \$48,346.00.

Certification:

- * Professional certificate in School District Leader
- * Permanent certificate in Music

Education:

- * Bachelor of Music in Music Education from the University of Rochester
- * Master of Music in Performance from Ithaca College

Work Experience:

- * From September, 2016 through the present as a part-time Music Teacher at the Oneida-Herkimer-Madison BOCES
- * From September, 2013 through September, 2016 as a Music Teacher at Notre Dame Jr./Sr. High School
- * From 2011 through 2012 as a Music Teacher at New York Mills Union Free School District
- * From 2006 through 2008 (part-time) and 2008 through 2009 (full-time) as a Music Teacher at Holland Patent Central School District

2. Recommend that **LAURA R. MALAGESE** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing September 11, 2017 and ending September 10, 2021 at an annual salary rate of \$14,888.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Whitesboro Central School District

Work Experience:

- * From 2016 through the present as a customer service supervisor at Conduent Education Services
- * From March, 2016 through June, 2016 as a customer service representative at EGS Customer Service
- * From March, 2010 through April, 2012 as a customer service teammate at Price Chopper
- * From February, 2004 through June, 2006 as a customer service and employee supervisor at APAC Customer Services.

3. Recommend that **PATRICK E. MORRISSEY** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a three year probationary appointment in the Teaching Assistant tenure area, commencing September 19, 2017 and ending September 18, 2020 at an annual salary rate of \$22,564.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Attended Mohawk Valley Community College for General Studies

Work Experience:

- * From June, 2013 through August, 2017 as a Secure Care Treatment Aide at the Central NY Psychiatric Center
- * From September, 2006 through June, 2013 as a Teaching Assistant at Oneida-Herkimer-Madison BOCES

4. Recommend that **LAURA M. ROBERTS** be appointed as a **TEACHER OF SPECIAL EDUCATION** in the Alternative Education Programs, for a four year probationary appointment in the Teacher of Special Education tenure area, commencing September 25, 2017 and ending September 24, 2021 at an annual salary rate of \$46,478.00, prorated.

Certification:

- * Professional certificate in Childhood Education (1-6)
- * Professional certificate in Students with Disabilities (1-6)

Education:

- * Bachelor of Arts in Psychology from SUNYIT
- * Master of Science in Childhood and Special Education from Utica College

Work Experience:

- * From June, 2016 through the present as a Special Education Teacher at Upstate Cerebral Palsy
- * From August, 2015 through June, 2016 as an Exceptional Children Teacher at Aberdeen Elementary School, NC
- * From August, 2012 through June, 2015 as an Exceptional Children Teacher at Saint Paul's Elementary, NC
- * From November, 2007 through June, 2012 as a substitute Teacher at Vernon-Verona-Sherrill School District

5. Recommend that **DEREK A. SCARLINO** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing September 21, 2017 and ending September 20, 2021 at an annual salary rate of \$15,416.00, prorated.

Certification:

* currently working toward certification

Education:

* Bachelor of Science in History from SUNY Brockport

Work Experience:

* From 2007 through 2017 as a coach, substitute and Student Teacher at the Utica City School District

* From 2015 through 2016 as a Teaching Assistant at the House of the Good Shepherd

* From 2010 through 2014 as an English Teacher at various schools in Seoul, Korea

b. RECOMMENDATION TO AMEND PROBATIONARY APPOINTMENT

1. Due to an error on the application, **HEATHER L. BANEK's** probationary appointment, in the **TEACHER OF ENGLISH** tenure area, is being adjusted for prior tenure. Her probationary appointment is amended to the dates of October 16, 2017 and ending October 15, 2020.
2. Due to additional graduate credit hours, **EDITH M. BURKE's** probationary appointment in the **TEACHER OF SPECIAL EDUCATION** tenure area, is being adjusted to reflect her new salary of \$47,222.00.
3. Due to verifying prior tenure, **DAWN E. HARVEY's** probationary appointment, in the **SCHOOL PSYCHOLOGIST** tenure area, is being adjusted for prior tenure. Her probationary appointment is amended to the dates of October 16, 2017 and ending October 15, 2020.
4. Due to verifying prior tenure, **NICOLE R. KAMINSKI's** probationary appointment, in the **SCHOOL SOCIAL WORKER** tenure area, is being adjusted for prior tenure. Her probationary appointment is amended to the dates of October 16, 2017 and ending October 15, 2020.

5. Due to a change in start date, **JAMIE L. KNOUT's** probationary appointment, in the **SCHOOL SOCIAL WORKER** tenure area, is being adjusted. Her probationary appointment is amended to the dates of October 16, 2017 and ending October 15, 2021.

c. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **JAISHU LEI** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information and Technology Division, for a part-time (.8 FTE) appointment commencing September 25, 2017 at an annual salary rate of \$33,532.80, prorated.

Certification:

* Currently working toward certification

Education:

* Bachelor's Degree in English Language and Literature from Hangzhou Normal University, China

* Master's Degree in Childhood Education 1-6 from SUNY Oswego

Work Experience:

* From July, 2017 through August, 2017 as a Teaching Assistant at Sheldon Institute, SUNY Oswego

* July, 2017 as a Teaching Assistant at CNY Star Talk Chinese Language & Culture Academy

* From September, 2016 through May, 2017 as a Student Teacher at Syracuse City School District

* From September, 2015 through November, 2015 as a Student Teacher at Zijingang Middle School, China

d. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **LORA G. ALLEN** be appointed as a **TEACHER OF SPECIAL EDUCATION** in the Special Education Itinerant Programs, for a short-term substitute appointment commencing October 04, 2017 and ending December 14, 2017 at an annual salary rate of \$39,572.00, prorated.

Certification:

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

Education:

- * Bachelor of Science in Liberal Studies - Childhood and Special Education program from Utica College
- * Currently attending Utica College for Education; Leadership and Instruction of Inclusive Classrooms

Work Experience:

- * From November, 2012 through the present as a substitute teacher and an Assistant Coach at Dolgeville Central School District
- * From November, 2016 through June, 2017 as a substitute teacher at Holland Patent Elementary School
- * From January, 2016 through March 2016 as a student teacher at Robert L. Bradley Elementary School
- * From February to June, 2014, as a Clerk at the Oneida-Herkimer-Madison BOCES

2. Recommend that **FANG DONG** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information and Technology Division, for a short-term substitute appointment commencing September 06, 2017 and ending October 31, 2017 at an annual salary rate of \$41,420.00, prorated.

Certification:

- * currently working toward certification

Education:

- * Bachelor's Degree in International Economics and Trade from Qingdao University, China
- * Master's Degree in International Business from Southern New Hampshire University

Work Experience:

- * From July, 2016 through the present as a Chinese Mandarin Interpreter Office Supervisor at MAMI Medical Interpreter Organization
- * From October, 2014 through July, 2016 as a Chinese Mandarin Interpreter/Training Assistant/Executive Assistant at MAMI Medical Interpreter Organization
- * From May, 2009 through October, 2009 as an Administrative Assistant and Financial Advisor Internship at UBS Financial Services, Manchester

3. Recommend that **CAITLYN M. SCHRADER** be appointed as a **TEACHER OF ESL** in the Academic Itinerant Programs, for a short-term substitute (.2 FTE) appointment commencing September 20, 2017 and ending October 27, 2017 at an annual salary rate of \$44,050.00, 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 (.6 FTE) 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

e. RECOMMENDATION FOR TENURE APPOINTMENT(S)

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

1.	GAIL F. LEWIS-MALOZZI	Teaching Assistant	Tenure Date 01/04/2018
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f. RECOMMENDATION FOR INCREASE IN FTE

1.	MICHELLE SAUNDERS	TEACHER OF VISUALLY HANDICAPPED	Date 09/11/2017	FTE 0.475
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2. Non-Instructional/Classified Staff

2. aa. Recommendation for the creation of 5 Motor Vehicle Operator positions
- aaa. Recommendation for the creation of 3 Central Stores Clerk positions

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **JILL A. MACDONALD's** appointed be revised to a provisional appointment as a **NURSE PRACTITIONER** in the Special Education Itinerant Programs, commencing September 11, 2017 at an annual salary rate of \$57,050.00, prorated for service.

JILL A. MACDONALD has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **NURSE PRACTITIONER**, until the results of the next civil service exam are known.

Education:

- * Graduate of St. Elizabeth School of Nursing
- * Bachelor's Degree of Science in Nursing from Regents College
- * Masters of Science in Nursing from SUNY Institute of Technology
- * Certificate of Advanced Study in Family Nurse Practitioner from SUNY Institute of Technology

Work Experience:

- * From March, 2017 through the present as a Family Nurse Practitioner at Upstate Family Health Care
- * From July, 2016 through the present as a Family Nurse Practitioner at Primary Urgent Care
- * From January, 2015 through July, 2016 as a Family Nurse Practitioner at St. Elizabeth Medical Center
- * From November 2013 through December, 2015 as a Nurse Practitioner at Optum/United HealthCare, Minnesota

2. Recommend that **DENISE M. SOMMERS'** appointment be revised to a provisional appointment as a **NURSE PRACTITIONER** in the Special Education Itinerant Program, commencing November 06, 2017 at an annual salary rate of \$57,050.00, prorated for service.

DENISE M. SOMMERS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **NURSE PRACTITIONER**, until the results of the next civil service exam are known.

Education:

- * Associate of Science in Nursing from Albany Memorial School of Nursing
- * Bachelor of Science in Nursing from SUNY IT
- * Master of Science in Nursing from SUNY IT

Work Experience:

- * From 2015 through the present as a Family Nurse Practitioner at Community Health Center of Cherry Valley
- * From 2012 through 2015 as a Family Nurse Practitioner at Bassett Healthcare
- * From 2006 through 2012 as a Registered Nurse at Bassett Healthcare
- * From 2004 through 2006 as a Registered Nurse at the Schoharie County ARC
- * From 2002 through 2006 as a Registered Nurse at the Schoharie Co. Department of Health

b. RECOMMENDATION TO EXTEND END DATE OF PROVISIONAL APPOINTMENT

1. **ERIKA L. KISTOWSKI** was previously appointed to a provisional appointment as a **CAREER EXPLORATION SPECIALIST** in the Regional Program for Excellence program, commencing May 24, 2017 and ending October 1, 2017. It is requested to extend the appointment due to program needs.

c. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **DOMINIC N. LONGO** be appointed to a probationary appointment as a **MOTOR VEHICLE OPERATOR** in the Information and Technology Department, commencing September 25, 2017 at a rate of \$10.32/hour.

DOMINIC N. LONGO has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MOTOR VEHICLE OPERATOR**. **DOMINIC N. LONGO** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of T. R. Proctor High School
- * Attended Mohawk Valley Community College for Data Processing

Work Experience:

- * From October, 1978 through the present as a self-employed Hairdresser
- * From April, 2008 through September, 2016 as a golf course manager at Valley View
- * From September, 2005 through March, 2008 as a bus driver at Clinton Central School District

2. Recommend that **RONALD P. MIKUS** be appointed to a probationary appointment as a **MOTOR VEHICLE OPERATOR** in the Information and Technology Department, commencing September 05, 2017 at a rate of \$10.32/hour.

RONALD P. MIKUS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MOTOR VEHICLE OPERATOR**. **RONALD P. MIKUS** will be required to serve a twenty-six week probationary period.

Education:

- * Attended Mohawk Valley Community College for Graphic Arts

Work Experience:

- * From April, 1993 through April, 2015 as a Correction Officer at Mid-State Correctional Facility
- * From April, 1986 through April, 1990 as an offset pressman at Brodock Press
- * From September, 1980 through April, 1990 as a pressman at Dodge Graphic Press

d. 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.	JUSTIN L. ROBERTELLO COMPUTER OPERATOR AIDE	10/12/2017
2.	MICHAEL J. WILKOSZ PHYSICAL THERAPIST	10/12/2017

e. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **LISA A. BARKETT** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 27, 2017 at an hourly salary rate of \$9.70.

LISA A. BARKETT 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 Senior Academy
- * Associates Degree in Liberal Arts from Mohawk Valley Community College
- * Bachelor of Arts in Business/Marketing from SUNY Brockport

Work Experience:

- * From 2015 through the present as a brand ambassador at the Adirondack Winery

2. Recommend that **LOIS F. BRAVO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 29, 2017 at an hourly salary rate of \$9.70.

LOIS F. BRAVO 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 Rome Free Academy

Work Experience:

- * From June, 2016 through the present as a kitchen volunteer at the Adirondack American Legion

3. Recommend that **NICOLE M. DE LA CRUZ** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2017 at an hourly rate of \$9.70.

NICOLE M. DE LA CRUZ 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 Westmoreland Central School District
- * Associate's Degree in General Studies from Mohawk Valley Community College

Work Experience:

- * From September, 2016 through the present as a merchandiser at Coca-Cola, Syracuse
- * From January, 2015 through the present as a merchandiser at NRS, Arkansas
- * From 2014 through 2015 as a sales representative at Walmart

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

CARI L. DONAHUE 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 Ilion Jr./Sr. High School
- * Medical Coding and Transcription certificate from Herkimer County Community College

Work Experience:

- * From September, 2016 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From November, 2005 through January, 2010 as a billing specialist at Mohawk Valley Home Care

5. Recommend that **MICHELLE L. GOLDEN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 25, 2017 at an hourly salary rate of \$9.70.

MICHELLE L. GOLDEN 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 Westmoreland Central School District
- * Attended Mohawk Valley Community College for Business

Work Experience:

- * From July, 2015 through the present as a customer service representative at Lowes Home Improvement

6. Recommend that **MAUREEN A. HANDZEL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2017 at an hourly salary rate of \$9.70.

MAUREEN A. HANDZEL 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 Catholic Academy
- * Medical Assistant certificate from CareerCo
- * LPN License from Oneida-Herkimer-Madison BOCES

Work Experience:

- * From 1977 through 2013 as a Licensed Practical Nurse at Mohawk Valley Health System

7. Recommend that **JORDAN D. HOPE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 28, 2017 at an hourly salary rate of \$9.70.

JORDAN D. HOPE 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 Green Valley High School, California

Work Experience:

- * From July, 2012 through June, 2017 as a head cook at Troop Scoops, Bouckville

8. Recommend that **ELIZABETH N. HORNER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 14, 2017 at an hourly salary rate of \$9.70.

ELIZABETH N. HORNER 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 Westmoreland Central School District

Work Experience:

* From March, 2017 through the present as a cashier at Daylight Donuts

* From April, 2015 through August, 2017 as a food service worker at Turn 11, Vernon

* From August, 2016 through March, 2017 as a cashier at Stewart's

9. Recommend that **EMILY A. HUNT** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 20, 2017 at an hourly salary rate of \$9.70.

EMILY A. HUNT 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 Frankfort Central School District

* Attended Mohawk Valley Community College for Medical Assistant

Work Experience:

* From April, 2017 through the present as a hairstylist at Supercuts

* From November, 2011 through April, 2014 as a hairstylist at MasterCuts

10. Recommend that **MAUREEN K. MINCKLER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 28, 2017 at an hourly salary rate of \$9.70.

MAUREEN K. MINCKLER 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 December, 2015 through December, 2016 as a file clerk for Dr. Amy Gorczynski
- * From February, 2013 through December, 2013 as a housekeeper at Charles T. Sitrin Health Care Center
- * From June, 1997 through January, 2000 as an EMT/Security at the Turning Stone Casino
- * From February, 2004 through March, 2008 as a court attendant at the Oneida County Sherriff Department

11. Recommend that **MICHELE L. NELSON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2017 at an hourly rate of \$9.70.

MICHELE L. NELSON 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 Oneida High School

Work Experience:

- * From November, 2016 through February, 2017 as a teller at Access Federal Credit Union
- * From May, 2015 through October, 2016 as a child care provider
- * From August, 2005 through October, 2014 as a food service manager at Nice & Easy Grocery Shoppes

12. Recommend that **JOHN J. NOONE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing August 29, 2017 at an hourly rate of \$9.70.

JOHN J. NOONE 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 St. Peter's Boys High School
- * Currently attending SUNY Polytechnic Institute for Biology

Work Experience:

- * From October, 2016 through September, 2017 as a crew trainer at McDonald's

13. Recommend that **LEARA C. RHEA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 06, 2017 at an hourly rate of \$9.70.

LEARA C. RHEA 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 West Canada Valley Central School District
- * Attended Mohawk Valley Community College for Radiology Technician

Work Experience:

- * From September, 2014 through the present as a resident counselor at Upstate Cerebral Palsy
- * From June, 2012 through September, 2014 as a cashier at Nice-N-Easy
- * From September, 2009 through October, 2011 as a cashier at Herb Philipson's

14. Recommend that **RENEE M. SCHULTZ** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2017 at an hourly salary rate of \$9.70.

RENEE M. SCHULTZ 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 Richfield Springs Central School

Work Experience:

* From July, 1995 through October, 2014 as a heavy equipment operator at Lancaster Development, Richmondville

15. Recommend that **VALERIE A. SMITH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 11, 2017 at an hourly rate of \$9.70.

VALERIE A. 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 Poland Central School District

Work Experience:

* From October, 2015 through May, 2016 as a food service worker at the Mohawk Valley Psychiatric Center

* From April, 2012 through October, 2015 as a food service worker at Mohawk Valley Community College, Rome

16. Recommend that **CARALINDA M. STURDEVANT** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2017 at an hourly salary rate of \$9.70.

CARALINDA M. STURDEVANT 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 Waterville Central School District

Work Experience:

* From 1999 through the present as a bus aide at Waterville Central School District

17. Recommend that **PAULETTE L. THOMAS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 07, 2017 at an hourly salary rate of \$9.70.

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

Education:

* Attended Mt. Markham School District - GED

Work Experience:

* From March, 2016 through August, 2017 as a daycare provider

* From July, 2016 through October, 2016 as a cleaner at
GK Services

* From May, 2012 through September, 2014 as a cleaner at Utica
Rome Speedway

18. Recommend that **CASEY D. WHITE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 28, 2017 at an hourly salary rate \$9.70.

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

Education:

* Graduated from Cazenovia Central School District

Work Experience:

* From April, 2005 through September, 2017 as a short order cook at
Troops Scoops, Bouckville

19. Recommend that **PATRICIA A. WILLIAMS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 22, 2017 at an hourly salary rate of \$9.70.

PATRICIA A. WILLIAMS 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 School District

Work Experience:

* From May, 2012 through April, 2014 as a co-owner and cook at the Deansboro Hotel

* From June, 1999 through May, 2012 as a co-owner at Cycle Shades

* From May, 1989 through May, 1990 as a bindery worker at Vicks Lithograph

* From January, 1986 through May, 1989 as a line servicer at Hamilton College

f. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **WENDY S. STILLMAN** be appointed to a temporary appointment as a **BUSINESS MANAGER** in the Administrative Services Division, commencing October 01, 2017 and ending June 30, 2018 at a daily rate of \$400.00.

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

h. RECOMMENDATION FOR CHANGE IN SALARY

1. Recommend that **ALAINA M. BROCCOLI's** probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in the Career and Technical Education Programs, commencing September 01, 2017 be revised to an annual salary rate of \$25,080.00.

i. RECOMMENDATION FOR CHANGE IN FTE

- | | | | Date | FTE |
|----|------------------|------------------------|------------|-----|
| 1. | RACHAEL M. SMITH | OCCUPATIONAL THERAPIST | 10/16/2017 | 0.8 |

			Date	FTE
2.	MARY ELLEN WARD	NURSE PRACTITIONER	10/02/2017 - 11/2/2017	0.6

j. RECOMMENDATION FOR NON-INSTRUCTIONAL TEMPORARY APPOINTMENTS

		Title	Start Date	End Date	Salary
1.	MARISSA K. HENCE	LABORER	08/25/2017	06/30/2018	\$9.70/hr.
2.	HANNAH M. VOSS	CLERK HOURLY	10/18/2017	06/30/2018	\$11.11/hr.

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	ELIZABETH F. BURKE	TEACHER OF SPECIAL EDUCATION	09/01/2017 - 06/30/2018	\$1,200.00 (mentor)
2.	HUI CHEN	TEACHER OF FOREIGN LANGUAGE	09/01/2017 - 06/30/2018	\$1,200.00 (mentor)
3.	XIUYAN HUO	TEACHER OF FOREIGN LANGUAGE	09/01/2017 - 06/30/2018	\$1,200.00 (mentor)
4.	ERIN L. MURRAY	AMERICAN SIGN LANGUAGE	10/1/2017 - 06/30/2018	\$1,200.00 (mentor- prorated)
5.	JUDI RUSSELL	TEACHER OF ART	09/20/2017 - 06/30/2018	\$1,200.00 (mentor- prorated)
6.	STEPHANIE A. SMITH	TEACHER ASSISTANT	09/01/2017 - 06/30/2018	\$3,500.00 (student manager)
7.	CATHY A. WRIGHT	TEACHER OF SPECIAL EDUCATION	09/01/2017 - 06/30/2018	\$1,200.00 (mentor)

ITEM VI. E. ACTION ITEMS

ITEM VI. E. 1. APPROVAL OF NEW MEMBERSHIP TO CONSULTANT COMMITTEE/MULTI-OCCUPATIONS

Moved, that the Cooperative Board recommends the approval of one member, Monica Mielnicki to the Multi-Occupations Consultant Committee for the term of 9/30/17 to 9/30/20.

ITEM VI. E. 2. APPROVAL OF NEW MEMBERSHIP TO ADVISORY COUNCIL/NEW STUDENT MEMBERS

Moved, that the Cooperative Board approves the membership of Ashley Delmonico from Advertising Design and Multimedia Production and Alec Meelan from Emerging Technologies and Cyber Security to the Career and Technical Education Center Advisory Council for a one-year term for the 2017-2018 school year.

ITEM VI. E. 3. APPROVAL OF CAPITAL PROJECT STORAGE FACILITY BID

Moved, that the Cooperative Board awards the following lowest qualified bid for construction work associated with the Mezzanine for Learning Center Storage to Kestrel Construction Services in the amount of \$39,270.

OHM BOCES OHM BOCES Complex Reconstruction		GENERAL CONSTRUCTION BID TABULATION					For Bids Due: 10/06/17 @ 2:00 PM MARCH #1771	
BIDDER	Bid Sec	Corp Res	Cert N/C	IDA Cert	ADD #1	BASE BID		
Beebe Construction Services 6153 Trenton Road Utica, NY 13502 P: 315-724-1505/F: 724-1187	x	x	x	x	x	\$45,800		
C&S Companies 499 Col Eileen Collins Blvd. Syracuse, NY 13212 P: 315-455-2000	x	x	x	x	x	\$64,119		
J. Priore Construction Co., Inc. 316 Ontario Street Utica, NY 13502 P: 315-724-5640/ F: 724-5681	x	x	x	x	x	\$49,000		
Kestrel Construction Services 318 Sherrill Road Sherrill, NY 13461 P: 315-507-1322	x	x	x	x	x	\$39,270		
Murnane Building Contractors 15 Wood Road Whitesboro, NY 13492 P: 315-736-0879/ F: 736-8283	x	x	x	x	x	\$47,880		
Poncell Construction Co., Inc. 1551 Lincoln Avenue Utica, NY 13502 P: 315-797-1826/ F: 732-4611	x	x	x		x	\$47,000		
Putrelo Building Enterprises, Inc. 9273 Grange Hill Road, Suite 200 New Hartford, NY 13413 P: 315-737-8914/ F: 737-8473	x	x	x	x	x	\$48,000		

ITEM VI. E. 4. APPROVAL OF CONTRACT(S)

None

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

Motion carried, 12 - 0

[Mrs. Falvo left at 5:00 p.m.]

Mr. Boucher, Cooperative Board Vice President, resumed the meeting

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

ITEM VII. A. PROPOSED BYLAW AMENDMENTS & RESOLUTIONS FOR ANNUAL BUSINESS MEETING AT THE NEW YORK STATE SCHOOL BOARD ASSOCIATION ANNUAL CONVENTION, LAKE PLACID, OCTOBER 12-14, 2017

Mr. Mettelman and the Board members reviewed the Proposed Bylaw Amendments & Resolutions. Mr. Mettelman requested that the Board approve his recommendations and authorize the voting member to act in accordance with the recommendations at the NYSSBA Business meeting on October 14, 2017. All Board members were in agreement with the recommendations with the exception of Resolution #7. A separate motion was presented to the Cooperative Board.

Proposed Resolution #7, submitted by the NYSSBA Board of Directors.
Dr. Porcelli made the following Motion:

Motion to not support Proposed Resolution #7.

Motion by: Dr. Porcelli
Seconded by: Mr. Nelson

A roll call vote was taken to support or not support this motion

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

Motion defeated, 9 - 2

The Board recessed for dinner from 6:10 p.m. to 6:45 p.m.

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:

-BOARD GOALS -2018-2019

Mr. Mettelman asked the Board for a motion to move forward with the Oneida-Herkimer-Madison BOCES Mission Statement, Vision Statement and Goals.

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

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

Motion carried, 11 – 0

- BOE Leadership 2018 off Campus
- NSBA
- Flu Clinic
- Job Meeting with Construction Trades
- Manufacturing Day
- Construction Career Day
- Meeting with Family Life and Recovery regarding Recovery High Schools
- Schedule at a Glance – NYSSBA Conference

ITEM X. EXECUTIVE SESSION

None


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

None

MOTION TO ADJOURN

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

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 7:20 p.m.



Deborah Kimball
Clerk of the Board
October 11, 2017