



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2016-2017

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**MINUTES OF THE REGULAR
MEETING OF FEBRUARY 8, 2017**

The Regular meeting of the Board of Cooperative Educational Services was held on February 8, 2017 in The Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Dr. Gary W. Porcelli, President
- Mrs. Elaine M. Falvo, Vice President (VOIP)
- Mr. Steve Boucher
- Mrs. Shirley Burtch
- Mrs. Doreen Corbin
- Mrs. Evon M. Ervin
- Mr. John A. Griffin
- Mrs. Charlene A. Hartman
- Mr. Michael J. Moore
- Mr. Gary P. Nelson
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

OTHERS PRESENT

- Mr. Howard D. Mettelman, Executive Officer
- Mr. Christopher Hill
- Mrs. Mary Mandel
- Mr. Scott Morris
- Mrs. Ann Turner
- Mrs. Deborah Kimball

Date

Introduction

Members Present

Members Excused

Others Present

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

The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services in response to the emerging educational needs of our school districts.

OTHERS PRESENT – STUDENT PRESENTERS

Susan Carlson, Director
Kelsie Potts, RPE Program Coordinator
Aidan Uvanni, student
Mackenzie DeRider, student
Jessica DeRider, parent
Tricia Norton, Administrative Intern

ITEM I—CALL TO ORDER

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

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION

Regional Program for Excellence

Mrs. Carlson thanked everyone for their continued support and introduced RPE Program Coordinator Kelsie Potts. Mrs. Potts introduced the students, Aidan Uvanni and Mackenzie DeRider.

Aidan Uvanni, a senior at Whitesboro High School shared his internship experiences with the Board. For the first half of his internship, he was placed with the Northeast Cybersecurity and Forensics Center at Utica College. He did some policy work, then transitioned into marketing and then competition analysis to collect data on technology. Aidan's second half of his internship is spending time at Critical Technologies, Inc. where he is learning Python which is a computer program language. He plans to attend the United States Coast Guard Academy next year.

Mackenzie DeRider, a senior at Holland Patent High School also shared her internship experiences. Mackenzie's two career interests are marketing and science research. She spent the first half of her internship with the Marketing and Communications department at the Community Foundation of Herkimer & Oneida Counties, Inc. where she was able to assist in making a commercial. Her second half is being spent at the Masonic Medical Research Laboratory where she is learning about PCR tracking and DNA analysis. She plans to attend Geneseo College.

ITEM IV. – RECOGNITION OF VISITORS

Mr. Mettelman welcomed the visitors

ITEM V— COMMUNICATIONS

A. Communications from the Floor

B. Correspondence

- Letter from Sandra Ruffo, Board President, Broome-Tioga BOCES, regarding the BOCES District Superintendent Salary cap
- Service Directory
- Lions Quest Group Training

ITEM VI A. - MINUTES OF THE REGULAR MEETING OF JANUARY 11, 2017

Motion by: Mr. Nelson
Seconded by: Mr. Griffin

Moved, that, the minutes of the Regular Meeting Minutes of January 11, 2017, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

Motion carried, 11-0 (Mrs. Falvo present by Voice connection)

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

MOTION TO APPROVE THE CONSENT AGENDA

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

FINANCIAL REPORTS/AWARDING OF CONTRACTS

**MOTION TO ACCEPT BALANCE OF REPORT OF TREASURER FOR DECEMBER, 2016,
THE REPORT OF THE TREASURER FOR DECEMBER 2016**

Moved, that the Cooperative Board accepts the Report of the Treasurer for December 2016 (Item VI B-1); all as shown below:

Report of the Treasurer for December 2016

Capital	392,073.55
General	20,417,419.02
School Lunch	13,643.47
Special Aid	571.58
Trust/Agency	20,970.61
Trust/Expand	<u>72,741.55</u>
Total	\$20,917,419.78

and the Treasurer's Report for the Extra-Curricular Fund for December 2016 showing a fund balance of \$6,628.12

**Budget Revisions—2016-17
December 2016 Report**

2016-17 Adopted Budget	\$58,601,826
Commitment Changes	1,793,526
Net Changes	+ 5,215,399
Total	\$65,610,751

PERSONNEL

**MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND
NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Moved, that pursuant to the recommendations of the District Superintendent, the Board approves the following changes on the teaching/certified staff and non-instructional/classified staff.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	MARTHA G. ADAMS	TEACHER ASSISTANT	09/01/2004	01/31/2017

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	HENRY W. HAAS, JR	TEACHER ASSISTANT	01/25/2017	01/29/2017	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 **ROBERT B. EVANS JR** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 09, 2017 and ending January 08, 2021 at an annual salary rate of \$14,888.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * High School Equivalency Diploma

Work Experience:

- * From April, 2016 through the present as a substitute Teaching Assistant at Oneida-Herkimer-Madison BOCES
- * From April, 2014 through the present as a patient companion at St. Luke's Hospital
- * From April, 2013 through May, 2014 as an overnight stocker at Price Chopper
- * From January, 2011 through April, 2014 as a personal care assistant at US Care

2. Recommend that **MARSHA L. PENGE** be appointed as a **TEACHER ASSISTANT** in the Alternative Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 09, 2017 and ending January 08, 2021 at an annual salary rate of \$16,288.00, prorated.

Certification:

- * Certificate in Teaching Assistant pending

Education:

- * Associates in Applied Science in Accounting from Mohawk Valley Community College
- * Bachelor of Science in Accounting from SUNY Polytechnic, Marcy

Work Experience:

- * From December, 2016 through the present as a substitute Teaching Assistant at Oneida-Herkimer-Madison BOCES
- * From October, 2014 through November, 2016 as an office manager at LCS Janitorial Service and Supplies
- * From April, 2014 through October, 2014 as a financial assistant at Coughlin Giambrone
- * From March, 1993 through March, 2014 as an office manager at Terahertz Technologies

b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **STEPHANIE A. MC LAUGHLIN** be appointed as a **SCHOOL PSYCHOLOGIST** in the Itinerant Programs, for a part-time appointment (.3 FTE) commencing February 13, 2017 at an annual salary rate of \$14,697.60, prorated.

Certification:

* Permanent certificate in SCHOOL PSYCHOLOGIST

Education:

* Bachelors Degree, in Psychology, from Nazareth College
* Masters Degree, in School Psychology, from Niagara University

Work Experience:

* January, 2016 to the present, School Psychologist, at United Cerebral Palsy
* September, 2015 to December, 2015, School Psychologist - Long Term Substitute, at VVS School District
* June, 2014 to January, 2015, City Carrier Assistant, United States Post Office, Utica, NY
* August, 2007 to June, 2012, School Psychologist, Clark County School District, NV
* September, 2006 to June, 2007, School Psychologist - Intern, Westmoreland Central School District

2. Recommend that **RAN XIANG** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information and Technology Division, for a part-time (.4 FTE) appointment commencing January 03, 2017 at an annual salary rate of \$15,232.00, prorated.

Certification:

* Currently working toward certification

Education:

* Graduate of Yan Dan Jie High School
* Bachelor of Arts in Teach Chinese as a Foreign Language from Sichuan Normal University, China
* Master of Arts in Linguistics and Applied Linguistics from Beijing Normal University, China
* Currently attending Clarkson University for a Master's Degree in Teaching Chinese

Work Experience:

* From September, 2016 through the present as a Chinese Teacher intern at Albany High School

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

1. Recommend that **AMY A. ERNST** be appointed as a **CLINICAL INSTRUCTOR** in Career and Technical Education, for a temporary appointment commencing January 10, 2017 and ending May 30, 2017 at a salary rate of \$31.73/hour.

Certification:

- * NYS License as a Registered Professional Nurse

Education:

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

Work Experience:

- * From January, 2016 through May, 2016 as a Clinical Instructor at Oneida-Herkimer-Madison BOCES
- * From July, 2015 through the present as a Staff RN at Lewis County General Hospital
- * From June, 2015 through the present as a Staff RN at Infirmary OCCF Correctional Medical Care, Oriskany
- * From September, 2011 through April, 2015 as a Case Manager at Faxton-St. Luke's Healthcare
- * From October, 2006 through September, 2011 as a Primary Residential RN at Gan Kavod ICF, New Hartford,
- * From March, 2005 through September, 2006 as a Day Habilitation Program RN at ARC Oneida-Lewis Chapter, Turin
- * From April, 2001 through February, 2005 as a Medical/Surgical Staff Nurse and Pediatric Charge Nurse at Rome Memorial Hosp.
- * From July, 2000 through April, 2001 as a Medical/Surgical/Oncology Charge Nurse at St. Elizabeth Medical Center

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.

- | | | | |
|----|-----------------|--|---------------------------|
| 1. | JAMIE M. SITERA | Principal of Academic and Related Svcs | Tenure Date
05/19/2017 |
|----|-----------------|--|---------------------------|

2. Non-Instructional/Classified Staff

a. 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. | REBECCA L. NEARY PUBLIC RELATIONS ASSISTANT | 02/9/2017 |

b. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **SARAH E. THOMAS** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information and Technology Division, commencing May 07, 2017 and ending June 30, 2017 at a salary rate of \$10.79, per hour.

Education:

- * Graduate of New Hartford Central School District
- * Attending St. John Fisher College for Biology

Work Experience:

- * From 2011 through the present as a cashier at Hannaford

2. Recommend that **WILLIAM R. WILSON** be appointed to a temporary appointment as a **CAREER EXPLORATION SPECIALIST - HOURLY** in the SABA Program, commencing February 01, 2017 and ending March 16, 2017 at a salary rate of \$17.25 per hour.

Education:

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

Work Experience:

- * From September, 2016 to 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

c. RECOMMENDATION FOR PERMANENT APPOINTMENT - (NON-COMPETITIVE CIVIL SERVICE TITLE)

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 twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

		Perm. Date
1.	TONI L. DIER ASSISTANT COOK	09/06/2016
2.	JENNIFER A. MUELLER REGISTERED PROFESSIONAL NURSE	09/01/2016

ACTION ITEMS

Approval of New Membership to Consultant Committee/P-TECH

Moved, that the Cooperative Board recommends the approval of one new member, David Smith to the P-TECH Consultant Committee for the term of 1/30/17 to 1/30/20.

Approval of New Membership to Consultant Committees/Multi-Occupations and Emerging Technology

Moved, that the Cooperative Board recommends the approval of two new members, Anne Bonsted to the Multi-Occupations Consultant Committee and James Rice to the Emerging Technology Consultant Committee for the term of 1/30/17 to 1/30/20.

Creation of New Title/Manager of Help Desk and Desktop Operations

Moved, that the Cooperative Board approves the creation of a *Manager of Help Desk and Desktop Operations* position for the Oneida-Herkimer-Madison BOCES.

Creation of New Title/Manager of Infrastructure Services

Moved, that the Cooperative Board approves the creation of a *Manager of Infrastructure Services* position for the Oneida-Herkimer-Madison BOCES.

Approval of Contract(s)

none

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

Motion carried, 11-0 (Mrs. Falvo present by Voice connection)

Mr. Mettelman introduced Tricia Norton, Administration Intern who is working with Mary Lourdes Tangorra. Tricia is working towards her School Building Leader and School District Leader certificates.

ITEM VII – BOARD DISCUSSION TOPIC

Tentative Budget 2017-2018

Mr. Mettelman and the Senior Council reviewed the 2017 – 2018 tentative budget and answered questions from the Board.

The Board recessed for dinner from 6:00 p.m. to 6:45 p.m.

[Mr. Salerno left at 6:00 p.m.]

[Mrs. Falvo ended voice connection at 6:00 p.m.]

Professional Development Plan

Mrs. Turner reviewed a power point presentation regarding the NYS Education mandate Continuing Teacher and Leader Education (CTLE). She explained the requirements, who must register, mandated hours of professional development, reporting and the implications for failing to meet this mandate.

MOTION TO APPROVE THE TENTATIVE BUDGET, 2017-2018

Motion by: Mr. Stewart

Seconded by: Mrs. Corbin

Moved, that the Cooperative Board, at their February 8th meeting, approves the tentative budget for program, capital, rent and administration in the amount of \$62,217,686 and authorizes a public notice.

Yes

Dr. Gary W. Porcelli

Steve Boucher

Shirley Burtch

Doreen Corbin

Evon M. Ervin

John A. Griffin

Charlene A. Hartman

Michael J. Moore

Gary P. Nelson

Russell Stewart

No

Absent

Elaine M. Falvo

John J. Salerno

Abstain

Motion carried, 10-0

MOTION TO APPROVE THE PROFESSIONAL DEVELOPMENT PLAN

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

Moved, that the Cooperative Board approves the creation of the Oneida-Herkimer-Madison BOCES Professional Development Plan 2016-17.

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

Motion carried, 10-0

ITEM VIII—OLD BUSINESS

None

ITEM IX—REPORTS

**SUMMARY OF WELLNESS COMMITTEE MEETING, FEBRUARY 1, 2017
(Mr. Stewart, Mr. Nelson)**

Minutes are in the Board packet

**SUMMARY OF SHARED DECISION MAKING MEETING, FEBRUARY 1, 2017
(Mr. Stewart, Mr. Nelson)**

Minutes are in the Board packet

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

1. Advocacy Dates – Capital Conference – BEC Testimony
2. March Open House after BOARD MEETING-Dinner March 8
3. Commissioner’s Round Table 1-31-17
 1. The Standards revision and timeline
 2. The change in the 2017 3-8 Assessments and the role of teachers across the state
 3. Computer Based Assessment and the vision of the Commissioner
 4. ESSA - OHM Program on March 15 - and thoughts regarding the Federal direction
 5. Priorities of the Board of Regents
4. Saturday Showcase and Job Fair
5. P-TECH Challenge
6. Next Negotiation session – 2-16-17

FRN CONFERENCE REPORT

Mr. Stewart reported out on the NSBA Advocacy Institute Conference, January 29 – 31, 2017 in Washington, D.C.

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: Mrs. Burtch

Without further objection, there being no further business to come before the meeting, the meeting adjourned at 8:15 p.m.



Deborah Kimball
Clerk of the Board
February 8, 2017