



## 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 MARCH 15, 2018**

The Regular meeting of the Board of Cooperative Educational Services was held on March 15, 2018 in The Learning Center, Middle Settlement Road, New Hartford, New York.

#### **MEMBERS PRESENT**

Mrs. Elaine M. Falvo, President  
Mr. Steve Boucher, Vice President  
Mrs. Doreen Corbin  
Mrs. Evon M. Ervin  
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**

Mrs. Michelle Anderson  
Mr. John A. Griffin

#### **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**

David Stayton, Principal CTE  
David Cognetti, Assistant Principal CTE  
Kimberly Petronella, SkillsUSA Advisor  
John Stratton, SkillsUSA Advisor  
Samantha Canarelli, student  
Alexis Newbury, student  
Madison Sheedy, Oneida High School student  
Samantha Sheedy, Oneida High School student

**ITEM I. CALL TO ORDER**

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

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

**Career and Technical Education – SkillsUSA**

Mr. David Stayton thanked Mr. Mettelman and the Cooperative Board for their continued support. He then introduced Mr. David Cognetti and the two Skills USA Advisors, Ms. Kimberly Petronella and Mr. John Stratton.

Mr. Stayton then introduced the student presenters.

Samantha Canarelli, Advertising Design & Multimedia Productions, Sauquoit Valley  
Samantha is being recognized for her second place finish in photography at the recent Skills USA regional competition at SUNY Morrisville. Samantha intends to enroll at a local college to study photography and journalism with the intention of becoming a photojournalist.

Alexis Newbury, Criminal Justice, Utica  
Alexis is being recognized for her election as Area 2 Vice President of the New York State Skills USA student organization for the 2018-19 school year. Upon graduation, Alexis intends to join the U.S. Army Reserve while attending college at either HCCC or SUNY Cortland. She is considering majoring in criminology or a related field.

**ITEM IV. RECOGNITION OF VISITORS**

Mrs. Falvo welcomed our visitors who were there to observe for Participation in Government class  
Madison Sheedy, Oneida High School student  
Samantha Sheedy, Oneida High School student

**ITEM V. COMMUNICATIONS**

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

**None**

**ITEM V. B. Correspondence**

- OHM-SBI “School and Community Program Showcase of Component Districts from the Madison BOCES Region and Technology Focus on Student-Centered Schools”
- Annual Meeting – April 4th

**ITEM VI. A. MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2018  
(corrected from the Agenda)**

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

Moved, that, the minutes of the Regular Meeting of February 14, 2018, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

**Motion carried, 10-0**

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

**MOTION TO APPROVE THE CONSENT AGENDA**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**ITEM VI. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR JANUARY 2018**

Moved, that the Cooperative Board accepts the Report of the Treasurer for January 2018 and the Budget Adjustment Report for January 2018 (Item VI B-1 and B-2); all as shown below:

**Report of the Treasurer for January 2018**

Capital	392,597.64
General	21,767,134.31
School Lunch	35,548.82
Special Aid	513.77
Trust/Agency	18,469.33
Trust/Expand	<u>71,637.70</u>
Total	\$22,285,901.57

and the Treasurer's Report for the Extra-Curricular Fund for January 2018 showing a fund balance of \$7,577.16.

**ITEM VI. B. 2. MOTION TO ACCEPT THE 2017-2018 BUDGET ADJUSTMENT REPORT FOR JANUARY 2018**

**Budget Revisions—2017-18  
January 2018 Report**

2017-18 Adopted Budget	\$62,217,686
Commitment Changes	3,060,371
Net Changes	<u>+ 4,703,257</u>
Total	\$69,981,313

**ITEM VI. C. 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.

**C. PERSONNEL REPORT**

**a. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	DEREK A. SCARLINO	TEACHER ASSISTANT	09/21/2017	02/23/2018

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

			Hire Date	Resign Date
1.	STEVE D. CARDWELL	PRINTING ASSISTANT	05/26/2015	03/14/2018
2.	MICHAEL KOWALSKI	CLEANER	07/01/2000	03/16/2018
3.	MAUREEN K. MINCKLER	FOOD SERVICE HELPER	09/28/2017	02/09/2018

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

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

			Start Date	End Date	Reason
1.	THERESA L. VANHATTEN	WORD PROCESSOR	03/15/2018	TBD	work provisionally in different title

**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 **MEGHAN R. WOSNJUK** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 26, 2018 and ending February 25, 2022 at an annual salary rate of \$16,630.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Associates Degree in Psychology from Mohawk Valley Community College
- \* Bachelor's Degree in Psychology from Waldorf University

**Work Experience:**

- \* From January, 2018 through the present as a substitute teaching assistant at Oneida-Herkimer-Madison BOCES
- \* From April, 2017 through September, 2017 as an office clerk at Highpoint Lawn Service
- \* From February, 2017 through April, 2017 as a hostess at Zebb's
- \* From August, 2015 through December, 2015 as a sales representative at Portrait Innovations
- \* From June, 2015 through August, 2015 as a sales representative at F.Y.E.

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

1. Recommend that **MICHAEL O. BRIGANO** be appointed as a .2 FTE **SCHOOL PSYCHOLOGIST** in the Special Education Itinerant Programs, for a part-time appointment commencing February 14, 2018 at an annual salary rate of \$12,639.60, prorated.

**Certification:**

\* Permanent certificate in School Psychologist

**Education:**

- \* Graduate of Thomas R. Proctor High School
- \* Associate's Degree in Psychology from Mohawk Valley Community College
- \* Bachelor's Degree in Psychology from SUNY Buffalo
- \* Master's Degree in School Psychology from Niagara University

**Work Experience:**

- \* From November, 2016 through the present as a Psychologist II at OPWDD-CNY DDSO
- \* From April, 2016 through November, 2016 as a Director of Clinical Services at Upstate Cerebral Palsy
- \* From July, 2015 through November, 2016 as a Psychologist I at OPWDD-CNY DDSO
- \* From April, 2013 through July, 2015, as a School Psychologist at Upstate Cerebral Palsy, Utica, NY
- \* From April, 2013 through June, 2013 as a substitute School Psychologist at the Oneida-Herkimer-Madison BOCES

**c. RECOMMENDATION FOR INCREASE IN FTE**

		Date	FTE
1.	MICHELLE SAUNDERS TEACHER OF VISUALLY HANDICAPPED	03/05/2018	0.6750

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

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

1. Recommend that **THERESA L. VANHATTEN** be appointed to a provisional appointment as a **SR OFFICE SPECIALIST I** in the Information and Technology Division, commencing March 15, 2018 at an annual salary rate of \$50,000.00, prorated.

**THERESA L. VANHATTEN** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SR OFFICE SPECIALIST I**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of New Hartford Central School District
- \* Attended Utica School of Commerce for Stenography

**Work Experience:**

- \* From October, 1989 through the present as a telephone clerk, typist and word processing equipment operator at Oneida-Herkimer-Madison BOCES

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

1. Recommend that **STEVE D. CARDWELL** be appointed to a probationary appointment as an **OFFSET DUPLICATING OPERATOR** in the Information & Technology Division, commencing March 15, 2018 at an annual salary rate of \$33,823.00, prorated.

**STEVE D. CARDWELL** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OFFSET DUPLICATING OPERATOR**. **STEVE D. CARDWELL** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Graduate of Rome Free Academy
- \* Attended SUNY Delhi State University for Business Management

**Work Experience:**

- \* From May, 2015 through the present as a Printing Assistant at Oneida-Herkimer-Madison BOCES
- \* From December, 2014 through May, 2015 as a Printing Aide (temp) at Oneida-Herkimer-Madison BOCES
- \* From August, 2014 to December, 2014 as a Lens Tech at U.S. Optical, Syracuse
- \* From 2012 through 2013 as a 2nd Pressman at East Wood Litho, Syracuse
- \* From 2009 through 2010 as an Assembler at Toshiba International, Houston, TX
- \* From 2007 through 2010 as a Lead Pressman at Mabboos Print Shop, Houston, TX
- \* From 2006 through 2007 as an A/C Tech Helper at Advantage Mechanical, Houston, TX

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



1. Recommend that **MARIANNE BROWN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 07, 2018 at an hourly salary rate of \$10.40, as needed.

**MARIANNE BROWN** 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 April, 2015 through the present as a cashier at Hannaford's

2. Recommend that **BARBARA M. MARIO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 27, 2018 at an hourly salary rate of \$10.40, as needed.

**BARBARA M. MARIO** 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 Free Academy

**Work Experience:**

\* From February, 2009 through June, 2017 as a trainer at Curves

\* From 1971 through June, 1994 as a secretary at NYNEX - Verizon

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

1. Recommend that **THEODORE S. KOGUT** be appointed to a temporary part-time appointment as a **MOTOR VEHICLE OPERATOR - HOURLY** in the Information & Technology Division, commencing February 20, 2018 and ending June 30, 2018 at a salary rate of \$10.40 per hour.

**Education:**

\* Graduate of Whitesboro Central School District

**Work Experience:**

\* From February, 2017 through the present started as a substitute Motor Vehicle Operator at Oneida-Herkimer-Madison BOCES

\* From May, 2012 through May, 2013 as a maintenance worker at Hannaford

\* From June, 1969 through December, 2001 as an outside plant technician at Verizon

2. Recommend that **AMANDA L. MARRO** be appointed to a temporary appointment as a **CLERK HOURLY** in the Information and Technology Division, commencing March 06, 2018 and ending June 30, 2018 at a salary rate of \$10.83, prorated.

**Education:**

- \* Graduate of Ilion High School
- \* Associate's Degree in Social Science from Herkimer County Community College

**Work Experience:**

- \* From November, 2012 through January, 2018 as a substitute teacher at Herkimer BOCES
- \* From September, 2014 through June, 2015 as a teacher's aide at Herkimer BOCES

**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.	JAMES A. CRANDALL	ASSISTANT COOK	10/03/2017
2.	JUSTIN L. ROBERTELLO	COMPUTER OPERATOR AIDE	10/12/2017
3.	MICHAEL J. WILKOSZ	PHYSICAL THERAPIST	10/12/2017

**ITEM VI. D. ACTION ITEMS**

**ITEM VI. D. 1. APPROVAL OF ENERGY SERVICE CONTRACT PROVIDERS/RIGHT LIGHT ENERGY SERVICES**

Moved, that the Cooperative Board approves Right Light Energy Services LLC as Energy Service Contract Providers for the Oneida-Herkimer-BOCES' lighting project.

**ITEM VI. D. 2. APPROVAL OF POLICY 1001 PUBLIC RELATIONS AND COMMUNICATIONS; 1003 VISITORS TO THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES FACILITIES; 1004 VOLUNTEERS; 1101 PUBLIC COMPLAINTS; 1102 PRINTED MATERIALS; 1103 SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL CHILDREN; 1200 POLICY ON CONSTITUTIONALLY PROTECTED PRAYER IN THE SCHOOLS; 1300 RECORDS MANAGEMENT; 1400 POLICY FOR HANDLING AND DISSEMINATING IDENTIFYING INFORMATION RECEIVED REGARDING SEX OFFENDERS; 5301 SOCIAL MEDIA & ELECTRONIC DEVICE POLICY  
(FIRST READING)**

Moved, that the Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES.

- 1001 Public Relations and Communications
- 1003 Visitors to the Board of Cooperative Educational Services Facilities
- 1004 Volunteers
- 1101 Public Complaints
- 1102 Printed Materials
- 1103 Solicitation of Charitable Donations from School Children
- 1200 Policy on Constitutionally Protected Prayer in the Schools
- 1300 Records Management
- 1400 Policy for Handling and Disseminative Identifying Information Received Regarding Sex Offenders
- 5301 Social Media & Electronic Device Policy

**ITEM VI. D. 3. APPROVAL OF 2018 TRIP TO CHINA**

Moved, that the Cooperative Board approves the student trip to China during Spring Break, April 20-28.

**ITEM VI. D. 4. APPROVAL OF CONTRACT(S)**

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

**Motion carried, 10-0**

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

##### **A. MARCH 16, 2018 SUPERINTENDENTS' CONFERENCE DAY**

Mr. Scott Morris reviewed the EPIC Conference material. Blended Learning: Harnessing technology to reimagine learning with Keynote Speaker - Julia Freeland Fisher. Ms. Fisher is the director of research at the Clayton Christensen Institute for Disruptive Innovation. The EPIC Conference was held in The Learning Center on Monday, March 12<sup>th</sup>.

Ms. Ann Turner reviewed all of the workshops for instructional staff that will take place at Oneida-Herkimer-Madison BOCES, Component Districts and other locations on March 16, 2018, Regional Superintendent's Conference Day

##### **B. NATIONAL SCHOOL BOARDS ASSOCIATION CONFERENCE, APRIL 7-9, 2018**

Mr. Mettelman reviewed the conference travel and noted that the itinerary will be sent to those attending.

#### **ITEM IX. REPORTS**

##### **IX. 1. REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE**

Mr. Mettelman discussed the following topics in his report

- School Safety Coalition Summit, March 8, 2018
- Open House – rescheduled to March 21<sup>st</sup>
- Annual Cooperative Board Meeting – April 4<sup>th</sup>

- Mr. Cowen reviewed a comparison of proposals for 2018-2019 – NYSASBO, Executive & Legislature
- Mr. Stewart thanked Mr. Mettelman for his support with the Optimist Club event. He also thanked Mr. Cognetti, Chef Hoffmeister and the culinary students as they did a great job.

**ITEM VIII. OLD BUSINESS**

None

**ITEM X. EXECUTIVE SESSION**

None

**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 6:23 p.m..



Deborah Kimball  
Clerk of the Board  
March 15, 2018