



# Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413  
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Cooperative Board 2018-2019

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## MINUTES OF THE REGULAR MEETING OF OCTOBER 10, 2018

The Regular meeting of the Board of Cooperative Educational Services was held on October 10, 2018 in The Howard D. Mettelman Learning Center, Middle Settlement Road, New Hartford, New York.

### MEMBERS PRESENT

Mrs. Elaine M. Falvo, President  
Mr. Steve Boucher, Vice President  
Mrs. Michelle Anderson  
Mr. John A. Griffin  
Mrs. Charlene A. Hartman  
Mr. Michael J. Moore  
Mr. Gary P. Nelson  
Dr. Gary W. Porcelli  
Mr. Russell Stewart

### MEMBERS EXCUSED

Mrs. Doreen Corbin  
Mrs. Evon M. Ervin  
Mr. John J. Salerno

### OTHERS PRESENT

Mr. Jack J. Boak, Jr.  
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  
Michelle Hall, Assistant Principal CTE  
Philip Lacelle, Conservation Instructor  
Adam Chmura, student  
Luckas Winn, student

**ITEM I. CALL TO ORDER**

A quorum was noted and the meeting was called to order at 4:32 p.m. by President Falvo.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

**Career and Technical Education - Conservation**

Mr. Hill introduced Mr. Stayton and Mrs. Hall. Mr. Stayton thanked the Cooperative Board for their support of the program and the purchase of the heavy equipment. He then introduced Mr. Lacelle, Conservation Instructor. Mr. Lacelle is a prior student in the CTE program and stated that he is very honored to be back and thankful to now come full circle and be an instructor here. Mr. Lacelle introduced the students.

Adam Chmura is a senior from the Utica City School District. Adam discussed the fieldtrip to SUNY Morrisville where he participated in the trout spawning workshop. He shared that in his classroom they raise the trout and when they are ready they send them to other schools. Adam is undecided regarding his plans after high school.

Luckas Winn is a senior from Clinton Central School District. Luckas shared that they are learning about aquaponics and they are harvesting plants in the classroom and eventually they will send the plants to culinary to use in food preparation. Luckas is planning to attend Utica College.

**ITEM IV. RECOGNITION OF VISITORS**

None

**ITEM V. COMMUNICATIONS**

**ITEM V. A. REVIEW OF AUDIT COMMITTEE MEETING AND BUDGET PARAMETERS**

Mr. Cowen reviewed the Audit Corrective Action Plan that was discussed with the Board Audit Committee on October 1, 2018.

**ITEM V. B. REVIEW OF CAPITAL PROJECT COMMITTEE MEETING**

Mr. Stewart and Mr. Cowen reviewed the minutes of the Capital Project Committee Meeting held on September 12, 2018.

**ITEM V. C. FROM THE FLOOR**

none

**ITEM V. D. CORRESPONDENCE**

- SBI “Meet the Candidates” NYS Assembly and Senate Candidates
- 2018 Genesis “Celebration of Education”
- NSBA Convention – Philadelphia
- Agenda for NYSSBA Conference

Mr. Cowen reviewed a correction made to the BTA contract.

**ITEM VI. A. MINUTES OF THE REGULAR MEETING OF SEPTEMBER 12, 2018**

**MOTION TO AMEND THE MINUTES  
with the following change: delete Item VI D. 4.**

Motion by: Mr. Moore  
Seconded by: Mr. Stewart

**MOTION TO APPROVE THE AMENDED MINUTES**

Motion by: Mr. Stewart  
Seconded by: Mr. Moore

Moved, that, the minutes of the Regular Meeting of September 12, 2018, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

**Motion carried, 8-0-1**

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

**MOTION TO APPROVE THE CONSENT AGENDA**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

**ITEM VI – B. FINANCIAL REPORTS/AWARDING OF CONTRACTS**

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

**Report of the Treasurer for August 2018**

Capital	928,228.04
General	8,912,307.77
School Lunch	18,205.37
Special Aid	0.00
Trust/Agency	15,902.20
Trust/Expand	<u>77,702.20</u>
Total	\$9,952,345.58

And the Treasurer's Report for the Extra-Curricular Fund  
for August 2018 showing a fund balance of \$5,615.87.

**ITEM VI. B. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT, AUGUST, 2018**

Moved, that the Cooperative Board accepts the Budget Adjustment Report for August 2018; all  
as shown below:

**Budget Revisions—2018-19  
August 2018 Report**

2018-19 Adopted Budget	\$63,899,734
Commitment Changes	5,491,212
Net Changes	415,772
Total	<u>\$69,806,719</u>

**ITEM VI. B. 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

Broome-Delaware BOCES	\$ 34,791.47	SCRIC, Communication & Productivity Svc
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Moved, that the Cooperative Board approve the contract between Oneida-Herkimer-Madison BOCES and Broome-Delaware BOCES for the 2017-2018 school year.

**ITEM VI. B. 4. ACCEPTANCE OF BUDGET GUIDELINES FOR 2019-2020**

Moved, that the Cooperative Board approves the budgetary guidelines, budget parameters, and budget calendar for 2019-2020 as the initial step of the budgeting process.

**ITEM VI. B. 5. ACCEPTANCE OF FINANCIAL AUDIT**

Moved, that the Cooperative Board accepts the financial audit as submitted by West & Company for the 2017-2018 school year.

**ITEM VI. B. 6. APPROVAL OF CORRECTIVE ACTION PLAN, 2016/2017 AUDITED FINANCIAL STATEMENTS**

BE IT RESOLVED, that the accompanying Corrective Action Plan to the 2016-2017 external audit be approved for submission to the NYS Education Department Office of Audit Services.

**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. RETIREMENTS**

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

			Hire Date	Retire Date
1.	MARY E. COSTANTINE	ASSISTANT PRINTING SUPERVISOR	10/19/1998	11/01/2018

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	KELSIE E. POTTS	PLAN AST REG PROG EXCELLENCE	02/17/2015	09/25/2018
2.	LUFEI YU	TEACHER OF FOREIGN LANGUAGE	03/28/2016	06/22/2018

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

			Hire Date	Resign Date
1.	STEPHANIE L. BABCOCK	FOOD SERVICE HELPER	12/11/2017	09/15/2018 (verbal)
2.	KASEY L. BARRETT	CLERK HOURLY	08/30/2018	10/12/2018
3.	CLAIRE A. HARDY	MICRO-COMPUTER AV TECH ASST	06/01/2018	09/14/2018
4.	LAURIE A. KITTLEMAN	FOOD SERVICE HELPER	04/24/2014	09/13/2018
5.	AMANDA L. MARRO	CLERK HOURLY	03/06/2018	09/17/2018
6.	MARIE L. MAULDIN	FOOD SERVICE HELPER	11/17/2015	09/01/2018
7.	ERIN L. MOON	FOOD SERVICE HELPER	11/27/2017	09/01/2018
8.	PAMELA R. PETZKE	FOOD SERVICE HELPER	11/27/2017	09/18/2018 (verbal)
9.	PATRICIA A. WOOD	FOOD SERVICE HELPER	05/02/2016	08/27/2018 (verbal)
10.	ALEX J. ZALATAN	CENTRAL STORES CLERK	01/16/2018	09/21/2018

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	KARA A. KOTARY	TEACHER ASSISTANT	09/26/2018	TBD	Disability
2.	NICOLE M. MASTRO	TEACHER ASSISTANT	10/02/2018	TBD	Disability

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

Start Date	End Date	Reason
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			Start Date	End Date	Reason
1.	MARY W. MC CORMICK	WORD PROCESSOR	10/31/2018	TBD	work provisionally in different title
2.	KENNETH W. RUNNINGER	WORD PROCESSOR	10/31/2018	TBD	work provisionally in different title

**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 **KASEY L. BARRETT** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 15, 2018 and ending October 14, 2022 at an annual salary rate of \$16,527.00, prorated.

**Certification:**

- \* Level I certificate in Teaching Assistant

**Education:**

- \* Graduate of Morrisville-Eaton Central School District
- \* Associates Degree in Liberal Arts and Science from Morrisville State College

**Work Experience:**

- \* From August, 2018 through the present as a temporary clerk at Oneida-Herkimer-Madison BOCES
- \* From January, 2018 through August, 2018 as a daycare provider at Three Bears Daycare
- \* From August, 2011 through December, 2017 as an office assistant at Hamilton Orthopedic Surgery and Sports Medicine
- \* From June, 2013 through August, 2017 as a childcare provider at Catania Chiropractic



2. Recommend that **VANESSA S. BOYER** be appointed as a **SCHOOL SOCIAL WORKER** in the Academic Itinerant Programs, for a four year probationary appointment in the School Social Worker tenure area, commencing October 12, 2018 and ending October 11, 2022 at an annual salary rate of \$47,364.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Bachelor's Degree in Sociology: Gerontology from SUNY Cortland
- \* Master of Social Work from SUNY Albany

**Work Experience:**

- \* From October, 2017 through the present as a director of social services at the Grand Rehabilitation and Nursing Center at Mohawk Valley
- \* From November, 2015 through October, 2017 as a medical social worker II at Hospice and Palliative Care
- \* From September, 2016 through February, 2017 as a licenses master social worker at Mohawk Valley Health Care Center
- \* From February, 2012 through November, 2015 as a director of social services at The Grand Rehabilitation and Nursing Center at Mohawk Valley

3. Recommend that **SHANNON E. KULA** be appointed as a **SCHOOL SOCIAL WORKER** in the Academic Itinerant Programs, for a four year probationary appointment in the School Social Worker tenure area, commencing October 11, 2018 and ending October 10, 2022 at an annual salary rate of \$44,864.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Bachelor of Arts in Sociology from St. John Fisher College
- \* Master of Social Work from Syracuse University

**Work Experience:**

- \* From May, 2017 through the present as a social worker II at the Neighborhood Center
- \* From September, 2015 through February, 2016 as a server at Olive Garden Italian Restaurant
- \* From January, 2012 through 2015 as a student ambassador/director of tour coordination at St. John Fisher College
- \* From June, 2012 through September, 2015 as a server at Friendly's Restaurant

4. Recommend that **JIASHU LEI** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information & Technology Division, for a four year probationary appointment in the Foreign Language tenure area, commencing September 01, 2018 and ending August 31, 2022 at an annual salary rate of \$49,293.60.

**Certification:**

- \* Initial certificate in Childhood Ed (1-6)
- \* Initial certificate in Mandarin 7-12

**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 September, 2017 through the present as part-time teacher of foreign language at Oneida-Herkimer-Madison BOCES
- \* 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

5. Recommend that **MICHAEL F. O'BRIEN** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 01, 2018 and ending September 30, 2022 at an annual salary rate of \$16,527.00, prorated.

**Certification:**

\* Level I certificate in Teaching Assistant

**Education:**

\* Associates Degree in Liberal Arts from Mohawk Valley Community College

**Work Experience:**

\* From September, 2014 through the present as a cashier at Hannaford Grocery Store

\* From 2012 through 2014 as a counselor in training/maintenance at Madison County Children's Camp

6. Recommend that **SARA F. REALE** be appointed as a **TEACHER OF ESL** in the Academic Itinerant Programs, for a four year probationary appointment in the English as a Second Language tenure area, commencing October 11, 2018 and ending October 10, 2022 at an annual salary rate of \$41,094.00, prorated.

**Certification:**

\* Initial certificate in English to Speakers of Other Languages

**Education:**

\* Associates Degree in Liberal Arts and Sciences from Mohawk Valley Community College

\* Bachelor's Degree in Teachers of English to Speakers of Other Languages from SUNY Oswego

**Work Experience:**

\* From September, 2016 through the present as an ESL teacher at Madison-Oneida BOCES

\* From January, 2016 through August, 2016 as an instructor at Oxford Language Center, Guatemala

\* From January, 2015 through October, 2015 as an English teacher 7th & 8th grade at Colegio Decroly Americano, Guatemala

7. Recommend that **DANIELLE N. SARUS** be appointed as an **ATTENDANCE TEACHER** in the Alternative Education Programs, for a four year probationary appointment in the Attendance Teacher tenure area, commencing October 02, 2018 and ending October 01, 2022 at an annual salary rate of \$43,272.00, prorated.

**Certification:**

- \* Provisional certificate in Attendance pending
- \* Initial certificate in Childhood Education (1-6)

**Education:**

- \* Associates Degree in Childhood Education from Mohawk Valley Community College
- \* Bachelor's Degree in Childhood Education from SUNY Potsdam
- \* Master of Education in Special Education from Utica College

**Work Experience:**

- \* From August, 2014 through the present as a teacher at the House of Good Shepherd
- \* From June, 2014 through August, 2014 as a teacher assistant at the House of Good Shepherd
- \* From February, 2014 through June, 2014 as a bridges to health worker at the House of Good Shepherd
- \* From March, 2013 through February, 2014 as a critical childcare worker at the House of Good Shepherd
- \* From February, 2013 through May, 2013 as a supervisor at Adopt-A-Bear program, SUNY Potsdam
- \* From May, 2008 through 2013 as a substitute teacher at the Utica City School District
- \* From September, 2010 through October, 2010 as a student teacher at Robert L. Bradley Elementary School
- \* From October, 2010 through December, 2010 as a student teacher at Gouverneur East Side School

8. Recommend that **JENNIFER A. SINSABAUGH** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Academic Itinerant Programs, for a three year probationary appointment in the Foreign Language tenure area, commencing September 12, 2018 and ending September 11, 2021 at an annual salary rate of \$52,478.00, prorated.

**Certification:**

- \* Professional certificate in Spanish 7-12

**Education:**

- \* Bachelor's Degree in Spanish and Secondary Education from SUNY Geneseo
- \* Master's Degree in English as a Second Language from Western Governors University

**Work Experience:**

- \* From August, 2016 through June, 2018 as a spanish teacher at Utica Academy of Science High School
- \* From April, 2016 through June, 2016 as a long term substitute at Utica Academy of Science High School
- \* From February, 2016 through March, 2016 ESL field experience at Utica Academy of Science High School
- \* From September, 2007 through June, 2015 as a spanish teacher at Proctor High School
- \* From September, 2006 through June, 2007 as a long term substitute spanish teacher at Rome City School District

9. Recommend that **MARANDA L. WATSON** be appointed as an **ATTENDANCE TEACHER** in the Alternative Education Programs, for a four year probationary appointment in the Attendance Teacher tenure area, commencing October 05, 2018 and ending October 04, 2022 at an annual salary rate of \$45,058.00, prorated.

**Certification:**

- \* Provisional certificate in Attendance pending
- \* Provisional certificate in School Counselor

**Education:**

- \* Bachelor of Arts in Psychology and Health Science from SUNY Potsdam
- \* Master's Degree in Counseling Services from SUNY Oswego

**Work Experience:**

- \* From April, 2015 through the present as a preventive caseworker at Oswego County DSS
- \* From August, 2014 through April, 2015 as a preventive caseworker at Liberty Resources
- \* From August, 2011 through July, 2014 as a patient access representative at Oswego Hospital
- \* From November, 2013 through June, 2014 as a substitute teacher at Central Square School
- \* From November, 2013 through July, 2014 as a per diem employment counselor at Liberty Resources

10. Recommend that **LILLIAN T. WOODS** 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 17, 2018 and ending September 16, 2022 at an annual salary rate of \$15,627.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Whitesboro Central School District
- \* Attended Mohawk Valley Community College for General Studies

**Work Experience:**

- \* From August, 2012 through the present as a line cook at Bella Cucina Restaurant

**b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT**

1. Recommend that **TIFFANY M. LERCH** be appointed as a **TEACHER ASSISTANT** in the Career and Technical Education Programs, for a long-term substitute appointment commencing September 01, 2018 and ending June 30, 2019 at an annual salary rate of \$15,627.00.

**Certification:**

- \* Level I certificate in Teaching Assistant

**Education:**

- \* Bachelor's Degree in Career and Technical Education from SUNY Oswego
- \* Attended Mohawk Valley Community College for General Studies
- \* Attended SUNY Morrisville for General Studies

**Work Experience:**

- \* From June, 2018 through the present as a self-employed Cosmetologist
- \* From March, 2018 through the present as a substitute teacher at Oneida-Herkimer-Madison BOCES
- \* From September, 2017 through the present as a substitute teacher at Madison-Oneida BOCES
- \* From September, 2016 through January, 2018 as a substitute teacher K-12 at Canastota Central School District
- \* From March, 2011 through May, 2018 as a master stylist at JC Penney

**c. RECOMMENDATION FOR DECREASE IN FTE**

		Date	FTE
1.	MICHELLE SAUNDERS	09/01/2018	0.4000
	TEACHER OF VISUALLY HANDICAPPED		

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



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

1. Recommend that **MICHAEL J. ARMITAGE** be appointed to a provisional appointment as a **STOREKEEPER** in the Information and Technology Division, commencing October 15, 2018 at an annual salary rate of \$24,366.00, prorated.

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

**Education:**

\* Graduate of Oriskany Central School District

**Work Experience:**

- \* From March, 2018 through the present as a runner at United Auto Sales
- \* From January, 2018 through the present as a security guard at Allied Universal Security Services
- \* From November, 2015 through January, 2018 as a security guard at Securitas Security
- \* From March, 2015 through July, 2015 as a maintenance assistant at Nexstar Broadcasting
- \* From February, 1989 through September, 2014 as a master control operator at Nexstar Broadcasting

2. Recommend that **MARY W. MC CORMICK** be appointed to a provisional appointment as a **SENIOR ACCOUNT CLERK** in the Information and Technology Division, commencing November 01, 2018 at an annual salary rate of \$45,462.00, prorated.

**MARY W. MC CORMICK** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SENIOR ACCOUNT CLERK**, until the results of the next civil service exam are known.

**Education:**

\* Bachelor's Degree in English/Writing Arts from SUNY Oswego

**Work Experience:**

- \* From September, 1996 through the present as a Word Processing Equipment Operator at Oneida-Herkimer-Madison BOCES
- \* From 1992 through 1995 as an office manager at Alix's True Value Hardware Store
- \* From 1978 through 1980 as an assistant editor at Gale Research Company

3. Recommend that **KENNETH W. RUNNINGER** be appointed to a provisional appointment as a **SENIOR ACCOUNT CLERK** in the Information and Technology Division, commencing November 01, 2018 at an annual salary rate of \$40,395.00, prorated.

**KENNETH W. RUNNINGER** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SENIOR ACCOUNT CLERK**, until the results of the next civil service exam are known.

**Education:**

- \* Associates Degree in Advertising, Design & Production/Graphic Arts from Mohawk Valley Community College

**Work Experience:**

- \* From October, 2002 through the present as a Word Processing Equipment Operator at Oneida-Herkimer-Madison BOCES
- \* From February, 2000 through October, 2002 as a part-time administrative assistant at Faxton-St. Lukes Healthcare
- \* From March, 1997 through August, 1999 as a dental claims processor at Metropolitan Life Insurance

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

1. Recommend that **RUTH A. BARRETT** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 06, 2018 at an hourly salary rate of \$12.00, as needed.

**RUTH A. BARRETT** 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 from West Winfield Central School District

**Work Experience:**

- \* From 1996 through 2013 as a bus monitor at Mount Markham Central School District

2. Recommend that **CHERIE L. BOTTONE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 20, 2018 at an hourly salary rate of \$12.00, as needed.

**CHERIE L. BOTTONE** 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 New Rochelle High School

**Work Experience:**

\* From August, 2017 through June, 2018 as a bus driver at East End  
Bus lines

\* From October, 2015 through June, 2017 as a bus driver at First Student

\* From November, 2014 through March, 2015 as a food service worker at  
Aramarc Food Service

\* From December, 2011 through October, 2014 as a food service worker at  
City School District, New Rochelle

3. Recommend that **HAILEE N. CHRIST** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 19, 2018 at an hourly salary rate of \$12.00.

**HAILEE N. CHRIST** 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 Madison Central School

**Work Experience:**

\* From 2016 through the present as a cashier at Rocstar  
Ice Cream

\* From May, 2015 through August, 2016 as a retail associate at  
Dollar General

4. Recommend that **CANDACE L. DOYLE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2018 at an hourly salary rate of \$12.00.

**CANDACE L. DOYLE** 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 August, 2015 through the present as an assistant at the Waterville Central School Fitness Center

\* From December, 1969 through August, 2018 as a food service manager/nutritional coordinator at Waterville Residential Care Center

5. Recommend that **DORETTA K. HAPEMAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 10, 2018 at an hourly salary rate of \$12.00.

**DORETTA K. HAPEMAN** 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 Adirondack High School

**Work Experience:**

\* From August, 2017 through the present as a bus and cafeteria monitor at Remsen Central School District

\* From October, 2009 through July, 2015 as a resident counselor at United Cerebral Palsy

\* From February, 2001 through October, 2009 as a server and hostess at Denny's

6. Recommend that **DANIELLE F. JAQUISH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 20, 2018 at an hourly salary rate of \$12.00, as needed.

**DANIELLE F. JAQUISH** 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-Schuyler Central School District
- \* Attended Mohawk Valley Community College for Liberal Arts/  
General Studies

**Work Experience:**

- \* Currently working as a cashier and stock person at Friendly Bake Shop
- \* Currently working as a self-employed cosmetologist
- \* From December, 2016 through July, 2017 as a stylist at Salon Moda

7. Recommend that **LINDA M. KOPCZENSKI** be appointed to a part-time appointment as a **CLEANER** in the Operations and Maintenance Department, commencing September 13, 2018 at a salary rate of \$12.96 per hour.

**LINDA M. KOPCZENSKI** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLEANER**.

**Education:**

- \* Associates Degree in Radio and Broadcasting from Herkimer County Community College

**Work Experience:**

- \* 1980 worked at Hamilton Digital as an assembler
- \* 1982 worked at General Electric as an assembler

8. Recommend that **HOWARD J. MADDEN** be appointed to a part-time substitute appointment as a **MOTOR VEHICLE OPERATOR - HOURLY** in the Information and Technology Division, commencing September 26, 2018 at an hourly salary rate of \$10.40, as needed.

**HOWARD J. MADDEN** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MOTOR VEHICLE OPERATOR - HOURLY**.

**Education:**

- \* Graduate of Notre Dame High School
- \* Associates Degree in Retail Business Management from Mohawk Valley Community College
- \* Bachelor's Degree in Business Management from SUNY Utica

**Work Experience:**

- \* From May, 1994 through April, 2018 as a QH-system's manager at Walmart Distribution Center
- \* From June, 1992 through May, 1994 as a system's operator at Fleet Bank
- \* From May, 1979 through April, 1992 as a system's operator at General Electric

9. Recommend that **BRAD T. MYERS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 06, 2018 at an hourly salary rate of \$12.00, as needed.

**BRAD T. MYERS** 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 Nashua High School, Nashua, NH

**Work Experience:**

- \* Currently working at Hannaford as a meat clerk
- \* From July, 2016 through December, 2017 as a client care provider at the Rescue Mission
- \* From December, 2013 through June, 2015 as a cab driver for Canatsey Cab Company

10. Recommend that **ETHAN Z. REID** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 17, 2018 at an hourly salary rate of \$12.00.

**ETHAN Z. REID** 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

**Work Experience:**

\* From September, 2015 through June, 2017 as a kitchen aide at Herkimer-Fulton-Hamilton-Otsego BOCES

11. Recommend that **MARY M. SCHICK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 04, 2018 at an hourly salary rate of \$12.00.

**MARY M. SCHICK** 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 2014 through 2018 as an assistant manager at Cliff's Local Market

\* From 2008 through 2014 as an assistant manager at Nice n Easy store

\* From 2004 through 2008 as a teller at Berkshire Bank

12. Recommend that **KAYLA L. SEAMON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 05, 2018 at an hourly salary rate of \$12.00, as needed.

**KAYLA L. SEAMON** 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 Mount Markham Central School District

**Work Experience:**

\* From February, 2017 through May, 2018 as a housekeeper at Bassett Healthcare

\* 2016 as a cashier and stock person at Kinney Drugs

\* 2015 and 2016 as a counselor for summer recreation in West Winfield

13. Recommend that **PRISCILLA L. TORCHIA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program commencing September 10, 2018 at an hourly salary rate of \$12.00, as needed.

**PRISCILLA L. TORCHIA** 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 August, 2016 through August, 2018 as a waitress and food preparation at Rio Grande

14. Recommend that **JENNIFER L. WHEELER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 04, 2018 at an hourly salary rate of \$12.00, as needed.

**JENNIFER L. WHEELER** 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 Mount Markham Central School District

**Work Experience:**

\* From September, 2012 through January, 2013 as a head start aide and food service helper at Mohawk Valley Community Action Agency

15. Recommend that **SANIMAH S. YOUNGS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 17, 2018 at an hourly salary rate of \$12.00.

**SANIMAH S. YOUNGS** 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 school in Singapore

**Work Experience:**

\* From August, 2017 through August, 2018 as a housekeeper at Courtyard by Marriott Hotel



**c. 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.	STEVE D. CARDWELL	OFFSET DUPLICATING OPERATOR	03/15/2018
2.	LINDA GABIGER	SENIOR ACCOUNT CLERK	07/01/2018
3.	MARK A. SANTOMASSINO	DIRECTOR OF FACILITIES I	07/01/2018

**e. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	JUDI RUSSELL	TEACHER OF ART	09/12/2018 - 06/30/2019	\$1,200.00 (mentor)
2.	JOHN T. STRATTON	TEACHER OF AUTO MECHANICS	09/01/2018 - 06/30/2019	\$1,200.00 (mentor)
3.	KATRINA M. TICKLE	TEACHER OF SPECIAL EDUCATION	09/06/2018 - 06/26/2019	\$1,200.00 (mentor)
4.	CATHY A. WRIGHT	TEACHER OF SPECIAL EDUCATION	09/06/2018 - 06/26/2019	\$1,200.00 (mentor)

**ITEM VI. D. ACTION ITEMS**

**ITEM VI. D. 1. APPROVAL OF OCCUPATIONAL THERAPIST INTERN FOR SCHOOL YEAR 2018-2019**

Moved, that the OHM BOCES allow an Occupational Therapy student to complete an Occupational Therapy Internship per the regulations outlined by Sage College during school year 2018-2019.

**ITEM VI. D. 2. APPROVAL OF POLICY 5001 DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL EMERGENCY; 5002 SAFETY CONDITIONS; 5004 SHORT-TERM WORKER ASBESTOS NOTIFICATION; 5005 INSPECTION, OPERATION AND MAINTENANCE OF FACILITIES; 5007 EVALUATING EXISTING BUILDINGS AND 5008 CLOSING OF FACILITIES  
(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

**Section 5000 Support Operations**

- 5001 District-Wide Safety Plans and Building-Level Emergency
- 5002 Safety Conditions
- 5004 Short-Term Worker Asbestos Notification
- 5005 Inspection, Operation and Maintenance of Facilities
- 5007 Evaluating Existing Buildings
- 5008 Closing of Facilities

**ITEM VI. D. 3. APPROVAL OF CONTRACT(S)**

None

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

**Motion carried, 9-0**

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

**A. COSER FINANCIAL COMPARISONS: 2016-17/2017-18**

Mr. Cowen presented to the Board a report entitled "A Financial Review – COSER Financial Comparisons 2016-17/2017-18"

**B. PROPOSED BYLAW AMENDMENTS & RESOLUTIONS FOR ANNUAL BUSINESS MEETING AT NYSSBA CONVENTION**

Mr. Boak reviewed the Proposed Resolutions for Mr. Moore as Voting Delegate to the NYSSBA Convention on October 27, 2018.

Dr. Porcelli would like the Cooperative Board's support for New York Mills Proposed Resolution #20.

**C. COOPERATIVE BOARD PRESENTATIONS – 2018-2019**

Mr. Boak reviewed the list of Cooperative Board presentations that were requested by the Cooperative Board. These presentations will commence at the November Cooperative Board meeting.

**ITEM VIII. OLD BUSINESS**

NONE

**ITEM IX. REPORTS**

**A. CHIEF OPERATING OFFICER'S REPORT AND LEGISLATIVE UPDATE**

- Component District Instructional Space Survey
- Updates:
  - o District Superintendent Search
  - o Restructuring of School Safety Program
  - o District Superintendent Salary Cap
  - o Lions Quest – Presentation to Superintendent's Cabinet – October 18, 2018

- Mr. Boak shared that Anthony DeAngelo has declined the Shoemaker Scholarship as he has enlisted in the United States Navy.

**ITEM X. EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 6:40 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons and also negotiations.

**Motion carried, 9-0**

**The Board returned to General Session at 6:46 p.m.**

**ITEM XII. 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 6:47 p.m.



Deborah Kimball  
Clerk of the Board  
October 10, 2018