



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 FEBRUARY 14, 2018

The Regular meeting of the Board of Cooperative Educational Services was held on February 14, 2018 in The Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

Mr. Steve Boucher, Vice President
Mrs. Michelle Anderson
Mrs. Doreen Corbin
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

Mrs. Elaine M. Falvo, President
Mrs. Evon M. Ervin

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

Susan Carlson, Director Regional Program for Excellence
Kelsie Potts, Planning Assistant
Samantha Boucher, student
Jacob Linck, student
Lynn Boucher, parent
Molly Barton, friend
Sydney Boucher, sibling
Ron Wheelock, Superintendent Sauquoit Valley

BOCES Consortium of Continuing Education

Kathleen Rinaldo, Director
Mickey Smith, Coordinator
Rachel Burleigh, Job Placement Specialist
Rita Kenyon, Coordinator
Denise Smith, Health Occupations Coordinator
Abigail Pilbeam, LPN Master Instructor
Myo Min Tun, Student
Randy Raux, Coordinator
Mersiha Omeragic, Coordinator

ITEM I. CALL TO ORDER

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

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

Regional Program for Excellence

Susan Carlson thanked Mr. Mettelman and the Cooperative Board for their support and then introduced Kelsie Potts, Planning Assistant. Kelsie reviewed the Regional Program for Excellence program with the Cooperative Board and then introduced the students who were present and their guests.

Samantha Boucher, a student from the Remsen Central School District thanked the Cooperative Board, Mrs. Carlson and Hamilton College for the opportunity. Samantha wanted to explore a career as an English Professor. She is completing her internship with Professor Barbara Britt-Hysell at Hamilton College, who is the Director of the English of Speakers of Other Languages Program and also teaches Writing Intensive and Methods of Teaching ESOL courses. Samantha is still deciding on colleges but plans to major in English with a concentration in Creative Writing.

Jacob Linck, a student from the Sauquoit Valley Central School District thanked everyone for the opportunity. In his RPE essay Jacob wrote, "I want to be able to go into college with ample amount of knowledge about how to develop and produce films and I cannot see a better opportunity to gain this knowledge than this internship program." Through his placement at Simon Eisenbach Productions, Jacob has been able to gain that knowledge and first-hand experience in film and photography. He has been able to film and edit projects with his mentor, Simon Eisenbach. Next year, Jacob plans to attend the University of Utah and major in Film.

Mr. Mettelman asked Kelsie if she could review the new AFRL Job Pairing Program, STREAMS to Success. Dr. Don Telesca from AFRL asked School to Careers to partner with him to coordinate this program. Kelsie has spearheaded this program from the beginning and shared that the program is geared for female students in grades 6 – 12 in the STEM career fields. Participants visit the lab for the day and are able to hear some speeches, provided with lunch, and are then paired with a professional woman in their career area of interest. The program has grown from 18 students last year to 86 students this year with the following component school districts represented: Clinton, Holland Patent, New Hartford, New York Mills, Oriskany, P-TECH OHM, Remsen, Sauquoit, Utica, Waterville, Westmoreland, and Whitesboro. STREAMS to Success will take place on March 28th this year.

ITEM IV. RECOGNITION OF VISITORS

ITEM V. COMMUNICATIONS

ITEM V. A. From the Floor

None

ITEM V. B. Correspondence

- OMH-SBI Region Educational Summit with Congresswoman Claudia Tenney & Staff, March 2, 2018

ITEM VI. A. MINUTES OF THE REGULAR MEETING OF JANUARY 10, 2018

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

Moved, that, the minutes of the Regular Meeting of January 10, 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		Evon M. Ervin	
Steve Boucher		Elaine M. Falvo	
Doreen Corbin			
John A. Griffin			
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. Stewart
Seconded by: Mr. Salerno

FINANCIAL REPORTS/AWARDING OF CONTRACTS

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

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

Report of the Treasurer for December 2017

Capital	392,547.75
General	19,557,378.15
School Lunch	112,966.32
Special Aid	26,513.77
Trust/Agency	6,386.46
Trust/Expand	<u>70,628.61</u>
Total	\$20,166,421.06

and the Treasurer's Report for the Extra-Curricular Fund for December 2017 showing a fund balance of \$8,120.73.

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

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

2017-18 Adopted Budget	\$62,217,686
Commitment Changes	3,060,371
Net Changes	<u>+ 4,550,106</u>
Total	\$69,828,162

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. Teaching/Certified Staff

			Hire Date	Retire Date
1.	DENISE C. GARROW	TEACHER ASSISTANT	02/11/2004	01/22/2018

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	DUANE A. ROBERTS	MOTOR VEHICLE OPERATOR	12/07/1999	01/26/2018

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	JESSICA R. DONLEY	TEACHER ASSISTANT	02/05/2007	01/31/2018
2.	KRISTIN M. KELLY	TEACHER OF MUSIC	09/01/2016	02/08/2018
3.	SALLY C. PRATT	TEACHER ASSISTANT	12/02/2013	02/09/2018

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	ASHLEY M. CRIM	FOOD SERVICE HELPER	10/25/2017	01/31/2018 (verbal)
2.	JULIE M. HARRIS	FOOD SERVICE HELPER	10/01/2017	01/21/2018
3.	HARRON JAMES	CAREER EXPLORATION SPECIALIST	05/30/2017	02/02/2018
4.	DOMINIC N. LONGO	MOTOR VEHICLE OPERATOR - HOURLY	09/25/2017	01/30/2018
5.	MEGHAN E. ROSE	GRAPHIC DESIGN ARTIST-HRLY	05/08/2017	01/31/2018
6.	RYAN D. SHEDD	NETWORK ADMINISTRATOR I	04/27/2010	02/09/2018
7.	EDWARD F. TROHA	MOTOR VEHICLE OPERATOR	10/24/2007	06/30/2017

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	NICOLE M. GUDYKA	TEACHER ASSISTANT	01/24/2018	TBD	Disability

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	RYAN M. MC COY	NETWORK ADMINISTRATOR I	02/15/2018	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 **MEGHAN T. REYNOLDS** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 31, 2018 and ending January 30, 2022 at an annual salary rate of \$15,230.00, prorated.

Certification:

* Currently working toward certification

Education:

* Graduate of Thomas R. Proctor High School

* Attending Mohawk Valley Community College for Early Childhood Education

* Cosmetology Certificate from John Paolo Xtream Beauty Institute

Work Experience:

* From September, 2015 through the present as a Teaching Assistant at Sitrin Child Care Center

* From August, 2013 through September, 2015 as a long-term substitute Teacher at Masonic Child Care Center

2. Recommend that **DARCY A. SCHENK** 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 05, 2018 and ending February 04, 2022 at an annual salary rate of \$15,230.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Graduate of Edmeston Central School District
- * Attended Morrisville College for Business Management

Work Experience:

- * From August, 2011 through September, 2016 as a self-employed daycare provider
- * From 2006 through June, 2011 as an office manager at Valley Propane, Bouckville
- * From 2001 through 2006 as a registration and billing specialist at the Oneida Nation Health Department

3. Recommend that **STEPHANIE M. STRZEPEK** be appointed as a **SCHOOL SOCIAL WORKER** in the Special Education Itinerant Program, for a four year probationary appointment in the School Social Worker tenure area, commencing February 05, 2018 and ending February 04, 2022 at an annual salary rate of \$43,921.00, prorated.

Certification:

- * Currently working towards certification

Education:

- * Bachelor of Arts in Psychology from Ithaca College
- * Masters of Social Work from Buffalo School of Social Work

Work Experience:

- * From January, 2015 through the present as a Licensed Medical Social Worker at Hospice and Palliative Care Inc.
- * From September, 2014 through December, 2014 as a corp program assistant at the Salvation Army
- * From June, 2008 through August, 2014 as a summer program director at Our Lady of the Rosary Church
- * From August, 2013 through May, 2014 as a School Social Worker intern at Lancaster School District
- * From September, 2012 through May, 2013 as a Social Work Intern at Behavioral Health Department and Medicaid Service Coordination, Buffalo
- * From August, 2010 through May, 2012 as a member of the Educational and Developmental Psychology Research Team at Ithaca College

4. Recommend that **AUDREY K. ZUIS** 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 16, 2018 and ending January 15, 2022 at an annual salary rate of \$16,130.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Little Falls High School
- * Associates in Applied Science in Business Administration from Herkimer County Community College

Work Experience:

- * From September, 2017 through the present as a substitute Teaching Assistant at Oneida-Herkimer-Madison BOCES
- * From June, 2015 through the present as a mentor at the Kelberman Center
- * From January, 2014 through February, 2015 as a customer service representative at APAC
- * From March, 2013 through December, 2013 as a crew leader at Burger King
- * From September, 2010 through 2012 as an assistant manager at Wendy's
- * From July, 2007 through September, 2010 as a personal care assistant at US Care Systems

b. RECOMMENDATION FOR EXTENSION OF LONG-TERM SUBSTITUTE APPOINTMENT

1. **SONYA L. PIERSMA** was previously appointed as a **SCHOOL SOCIAL WORKER** in Special Education Programs, for a long-term substitute appointment commencing October 30, 2017 and ending January 31, 2018. It is requested to extend the appointment to 06/21/2018.

c. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **PATRICIA L. KUHN** be appointed as a **CLINICAL INSTRUCTOR** in the Career and Technical Education Program, for a temporary appointment commencing January 18, 2018 and ending June 30, 2018 at a salary rate of \$32.49/hour.

Certification:

* NYS License as a Registered Professional Nurse

Education:

* Associate in Applied Science from St. Elizabeth College of Nursing
* Bachelor of Science in Nursing from Grand Canyon University
* Master of Science in Nursing from Southern New Hampshire University

Work Experience:

* From September, 2017 through November 2017 as a RN Manager at Homelife @ Folts, LLC
* From September, 2016 through July, 2017 as a Registered Nurse at Slocum Dickson Medical Group
* From May, 2013 through August, 2016 as a Registered Nurse at St. Elizabeth's Medical Center
* From August, 2011 through May, 2013 as a Registered Nurse at Crouse Hospital

d. RECOMMENDATION FOR TENURE APPOINTMENT(S)

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

		Tenure Date
1.	JOSEPH T. MULLER II	06/01/2018
	Prog Sp Safety Coordinator	

2. Non-Instructional/Classified Staff

2. aa. Recommendation for the creation of 20 Food Service Helper positions

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **RYAN M. MC COY** be appointed to a provisional appointment as a **TELECOMMUNICATIONS SPECIALIST I** in the Information and Technology Division, commencing February 15, 2018 at an annual salary rate of \$60,000.00, prorated.

RYAN M. MC COY has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **TELECOMMUNICATIONS SPECIALIST I**, until the results of the next civil service exam are known.

Education:

- * Graduate of CTO Training School, Pensacola, FL
- * Associate's Degree in Computer Networking Systems from ITT Technical Institute, Liverpool, NY

Work Experience:

- * From January, 2011 through the present as a Network Administrator at Oneida-Herkimer-Madison BOCES
- * From June, 2008 through January, 2011 as a Computer Technical Assistant at Oneida-Herkimer-Madison BOCES
- * From July, 2007 through June, 2008 as a PSR 1.2 for Time Warner Cable, Syracuse
- * From July, 1999 through January, 2005 as a computer operator/supervisor for the United States Navy

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **JULIE M. HARRIS** be appointed to a probationary appointment as an **ASSISTANT COOK** in the School Lunch Program, commencing January 22, 2018 at an hourly salary rate of \$13.54.

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

Education:

- * Graduate of Utica City School District

Work Experience:

- * From October 2011 through the present started as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From February, 2008 through August, 2010 as a daycare worker at MVNH, Ilion
- * From 2004 through 2005 as an aid/substitute at Herkimer BOCES

c. 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.	CHERI L. DERDZINSKI SENIOR GRAPHIC ARTIST	01/10/2018
2.	JUSTIN R. LESNIAK MANGER OF INFRASTRUCTURE SERVICES	01/10/2018

d. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **PATRICIA M. BARNUM** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.40, as needed.

PATRICIA M. BARNUM 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 North Babylon School District

Work Experience:

* From October, 2016 through the present as an associate at Boscov's

* From October, 2014 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

* From September, 2014 through the present as a bus aide at Mt. Markham School District

2. Recommend that **JUDITH A. CHRISTIANSEN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.40, as needed.

JUDITH A. CHRISTIANSEN 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 Chadwicks High School
- * Associates Degree in Biology from Herkimer County Community College

Work Experience:

- * From April, 2015 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From August, 1989 through October, 2014 as a correction officer at the New York State Department of Corrections

3. Recommend that **ERIKA L. FULLER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 03, 2018 at an hourly salary rate of \$10.40, as needed.

ERIKA L. FULLER 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 November, 2015 through the present as a cashier at Hannaford

4. Recommend that **SANDRA L. GETTER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.40, as needed.

SANDRA L. GETTER 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 High School
- * Associate of Arts Degree in Food Service from Morrisville SUNY

Work Experience:

- * From September 2013 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From June, 1967 through September, 2012 as a supervisor at St. Elizabeth's Hospital

5. Recommend that **JEANETTE D. HOLLENBECK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$12.46.

JEANETTE D. HOLLENBECK 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
- * Attended Utica School Beauty College for Cosmetology

Work Experience:

- * From September, 2000 through the present started as substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

6. Recommend that **GWEN S. KARUZAS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 05, 2018 at an hourly salary rate of \$10.40, as needed.

GWEN S. KARUZAS 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 September, 2016 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

* From May, 2008 through the present as a cashier at Lowe's

* From July, 1987 through June, 2015 as a secretary at Clinton Central School District

7. Recommend that **HEATHER M. LEON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 19, 2018 at an hourly salary rate of \$10.40, as needed.

HEATHER M. LEON 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

Work Experience:

* From 2005 through 2017 as a Certified Nurse's Aide at Folts Homes

8. Recommend that **BARBARA A. LOOMIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 05, 2018 at an hourly salary rate of \$10.40, as needed.

BARBARA A. LOOMIS 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 High School
- * Attended Mohawk Valley Community College for Human Services and Chemical Dependency Counseling

Work Experience:

- * From October, 2013 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From 2001 through 2012 as a child care worker at the House of the Good Shephard
- * From 1980 through 1997 as a MHTA at the Mohawk Valley Psychiatric Center

9. Recommend that **MARYANN MALACHOWSKI** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.40, as needed.

MARYANN MALACHOWSKI 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 High School

Work Experience:

- * From January, 2017 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From November, 2005 through March, 2016 as a rural carrier associate for the United States Postal Service
- * From December, 1970 through June, 2002 as a central office technician at Verizon

10. Recommend that **CAITLYN M. MASTERMAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 31, 2018 at an hourly salary rate of \$10.40, as needed.

CAITLYN M. MASTERMAN 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 Weymouth High School, Weymouth, MA

Work Experience:

* From July, 2017 through the present as a bartender at Haskell's Inn

* From January, 2016 through the present as a bartender at Kratzys Bar & Grille

11. Recommend that **TIFFANY L. OWENS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.40, as needed.

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

Education:

* Received GED through BOCES

Work Experience:

* From October, 2012 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

12. Recommend that **PATRICIA M. RICKARD** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.69.

PATRICIA M. RICKARD 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 Hawthorne High School, California

Work Experience:

* From September, 2016 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

* From August, 2014 through May, 2016 as a Food Service Helper at Oneida-Herkimer-Madison BOCES

* From September, 2008 through August, 2014 as a Food Service Helper at Poland Central School District

13. Recommend that **JENNIFER L. SCHNEEMAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 22, 2018 at an hourly salary rate of \$10.40, as needed.

JENNIFER L. SCHNEEMAN 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
- * Attended Clarks Summit University for Liberal Arts
- * Attended Rowan University for Journalism

Work Experience:

- * From 2015 through the present as a substitute at Waterville Central School District
- * From 2015 through the present as a substitute at Small Blessings Preschool
- * From 2004 through 2005 as a teacher assistant at Kids Time Learning Center
- * 2003 as a warehouse worker at Burberry Warehouse
- * 2002 as an administrative assistant at DiFrancesco Accounting

14. Recommend that **LYNNE A. SEYMOUR** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 25, 2018 at an hourly salary rate of \$10.40, as needed.

LYNNE A. SEYMOUR 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 October, 2012 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

15. Recommend that **TRACY A. ST. THOMAS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 05, 2018 at an hourly salary rate of \$10.40, as needed.

TRACY A. ST. 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:

* Graduate of Whitestone Academy

Work Experience:

* From January, 2014 through the present stated as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES

* From December, 1999 through April, 2016 as a manager at Biss Tours

16. Recommend that **TYLER G. STEWART** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 26, 2018 at an hourly salary rate of \$10.40, as needed.

TYLER G. STEWART 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 June, 2016 through the present as a lawn care worker at Hillside Landscaping

e. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **TAMMY M. GREINER** be appointed to a temporary part-time appointment as a **CLEANER (Hourly)** in Operations and Maintenance, commencing January 26, 2018 and ending June 30, 2018 at a salary rate of \$12.92 per hour.

Education:

* Graduate of New Hartford Central School District

Work Experience:

* From 2009 through the present as a housekeeper at UG-2 in Sangertown Square

* From 2003 through 2009 as a CNA at the Loretto Utica Center

2. Recommend that **RONALD P. MIKUS** appointment be revised to a temporary appointment as a **MOTOR VEHICLE OPERATOR - HOURLY** in the Information and Technology Division, commencing September 05, 2017 and ending June 30, 2018 at a salary rate of \$10.40 per hour.

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

3. Recommend that **CARLO T. RIZZO's** temporary appointment as a **CLERK HOURLY** in the Information and Technology Division, commencing December 18, 2017 be extended to June 30, 2018 at a salary rate of \$10.83 per hour.

f. 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.	ALAINA M. BROCCOLI	REGISTERED PROFESSIONAL NURSE	09/01/2017
2.	JOSHUA A. LEAVITT	COMPUTER SERVICE TECHNICIAN	08/14/2017

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	SARAH R. MEAD	TEACHER ASSISTANT	11/27/2017 - 06/30/2018	\$3,500.00 prorated (student manager)

ITEM VI. D. ACTION ITEMS

ITEM VI. D. 1. APPOINTMENT OF CIVIL RIGHTS COMPLIANCE OFFICER, RECORDS MANAGEMENT/ACCESS OFFICER AND MEDICAID COMPLIANCE OFFICER

Moved, That Karie Florian be and hereby is appointed the Civil Rights Compliance Officer whose responsibility it is to ensure compliance with the various federal and state statutes and regulations prohibiting discrimination in educational programs effective December 14, 2017.

That Karie Florian be and hereby is appointed the Records Management/Access Officer to coordinate requests for access to the records consistent with law and regulation and for ensuring compliance with the Freedom of Information Laws, the Personal Privacy Protection Law, the Commissioner's Regulations and Education Law effective December 14, 2017.

That Karie Florian be and hereby is appointed as Medicaid Compliance Officer effective December 14, 2017.

ITEM VI. D. 2. APPROVAL OF STUDENT CALENDAR 2018-2019

Moved, that the Cooperative Board adopts the Oneida-Herkimer-Madison BOCES student calendar for 2018-2019.

ITEM VI. D. 3. APPROVAL OF FIFTH AMENDMENT TO BRODOCK PRESS/CBB REALTY LEASE

Moved, that the Cooperative Board authorizes the Board President to enter into a Lease Modification and Extension Agreement with Brodock Press/CBB Realty through June 30, 2028.

ITEM VI. D. 4. APPROVAL OF CREATION OF POSITION: LIBRARIAN I

Moved, that the Cooperative Board approves the creation of a Librarian I position for the Oneida-Herkimer-Madison BOCES.

ITEM VI. D. 5. APPROVAL OF AMENDMENT OF DISTRICT SUPERINTENDENT EMPLOYMENT AGREEMENT

Amendment to District Superintendent's Employment Agreement

AGREEMENT, made this 14th day of February 2018 by and between the **Board of Education of Cooperative Educational Services for the Oneida, Herkimer and Madison Counties** (hereinafter, the "Board") and **Howard D. Mettelman** (hereinafter, the "District Superintendent").

WHEREAS, the Board and the District Superintendent are parties to an Employment Agreement dated January 8, 2014 and as amended on December 14, 2016; and

WHEREAS, said Agreement contains provisions for annual compensation, benefits and other terms and conditions of employment for the Superintendent; and

WHEREAS, the Board and District Superintendent have conferred and agreed to amend the Employment Agreement and further, the Board, at its meeting held on February 14, 2018 and approved such amendments as noted herein.

NOW, THEREFORE, the parties hereby amend the District Superintendent's Employment Agreement as follows:

1. At the request of the District Superintendent, the term of employment shall be amended so as to expire on June 30, 2018.
2. The foregoing amendment shall become effective immediately and continue in effect thereafter through the term of the Agreement, unless subsequently modified by the parties in writing.
3. All other provisions of the Agreement not specifically addressed herein shall remain in full force and effect.
4. A copy of this amendment as executed by the parties shall be affixed to the Employment Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above set forth.

ITEM VI. D. 6 APPROVAL OF CONTRACTS

None

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

Motion carried, 10-0

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

A. OVERVIEW: BOCES CONSORTIUM OF CONTINUING EDUCATION

Kathleen Rinaldo, Director of the BOCES Consortium of Continuing Education introduced her team. She then thanked Mr. Mettelman and the Cooperative Board for the opportunity. Kathleen proceeded to present an overview of the program with assistance from her team. Myo Min Tun, a current student in the program acted as the tour guide for “A Journey to Success”, sharing his personal journey to success within the program. The other team members provided an overview of the different programs that are offered.

Kathleen then spoke about Mr. Mettelman’s impact on the program and how it has grown with the help of his vision. She noted that he will be greatly missed.

(Mr. Mettelman asked the board for permission to change the agenda)

ITEM IX. REPORTS

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

Mr. Mettelman discussed the following topics in his report

- Capital Project – Mr. Stewart and Mr. Nelson reported out on the Conference
- March Open House after the Cooperative Board Meeting – March 14, 2018
- Saturday Showcase and Job Fair – February 3, 2018
- Student Accident Insurance

The Board recessed for dinner from 6:30 p.m. to 7:15 p.m.

[Mr. Salerno left at 6:30 p.m.]

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

B. REVIEW OF TENTATIVE BUDGET 2018-2019

Mr. Mettelman and the Senior Council reviewed the 2018 – 2019 tentative budget and answered questions from the Board.

C. APPROVAL OF TENTATIVE BUDGET 2018-2019

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

Moved, that the Cooperative Board, at their February 14th meeting, approves the tentative budget for program, capital, rent and administration in the amount of \$63,899,734 and authorizes a public notice.

Yes	No	Absent	Abstain
Michelle Anderson		Evon M. Ervin	
Steve Boucher		Elaine M. Falvo	
Doreen Corbin		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 VIII. OLD BUSINESS

None

ITEM X. EXECUTIVE SESSION

Motion by: Mr. Stewart
Seconded by: Mr. Nelson

Moved, that the Board enter Executive Session at 8:16 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons.

Motion carried unanimously.

The Board returned to General Session at 8:44 p.m.

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

None

MOTION TO ADJOURN

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

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 8:45 p.m.



Deborah Kimball
Clerk of the Board
February 14, 2018