



Oneida-Herkimer-Madison BOCES

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Cooperative Board 2019-2020

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MINUTES OF THE REGULAR MEETING OF NOVEMBER 13, 2019

The Regular meeting of the Board of Cooperative Educational Services was held on November 13, 2019 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
Mrs. Doreen Corbin
Mrs. Evon M. Ervin
Mrs. Charlene A. Hartman
Mr. Gary P. Nelson
Dr. Gary W. Porcelli
Mr. John J. Salerno
Mr. Russell Stewart

MEMBERS EXCUSED

Mr. John A. Griffin
Mr. Michael J. Moore

OTHERS PRESENT

Dr. Patricia Kilburn
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 -

Tom Pfisterer, Director, School Food Service

STUDENT PRESENTERS -

Ellen Mahanna, Principal of Bridges, Special Education
Lisa Rizzo, Coordinator of Bridges, Special Education
Tim Rowland, Supervisor of Bridges, Special Education
Tom Holt, Teacher, Special Education
Judy Franz, Teaching Assistant
Chris Simmons, Teacher, Special Education
Randy Schrader, student
Bridget Schrader, parent
Robert Schrader, parent
Carolyn Schrader, sibling
Brielle Schrader, sibling

ITEM I. CALL TO ORDER

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

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

BRIDGES

Ellen Mahanna introduced Lisa Rizzo. Ms. Rizzo introduced Randy and his family. She also introduced the staff present, one being Randy's teacher, Tom Holt. Mr. Holt shared that he has been Randy's teacher for the past 3 years. Randy is always upbeat and works hard every day.

Randy is a graduating senior. He has worked diligently toward a local diploma and a CDOS. He has been successful in Auto Occupations with Mr. Pekham. Randy has a positive attitude toward school, the staff and students. He has a great sense of humor and pulls everyone together with his welcoming nature. He speaks reflectively about his time within our Waterville and Center based programs. We are proud of Randy and his accomplishments and appreciate the opportunity for him to be recognized.

Randy will work at Moody's Small Engine repair in Newport, NY. He has worked during the summer to help them with lawnmower repair and will continue after graduation. He will utilize the skill set learned in CTE for his future employment.

ITEM IV. RECOGNITION OF VISITORS

ITEM V. COMMUNICATIONS

ITEM V. A. FROM THE FLOOR

Mrs. Falvo spoke about the Superintendent Evaluation process and timeline. A committee was selected to review the current process – Mrs. Michelle Anderson, Mrs. Doreen Corbin, Mr. John Griffin and Mr. Michael Moore.

ITEM V. B. CORRESPONDENCE

ITEM VI. A. DISTRICT SUPERINTENDENT REPORTS

A. FOOD SERVICE PRESENTATION

Mr. Tom Pfisterer, Director, Food Service Program reported out on the Food Service Program. Mr. Pfisterer thanked the Cooperative Board for their support for the last 30 years he has been in the program. He spoke about the different positions and their importance within the program and updated the board on the current status and future goals. He included topics such as the number of schools a districts that participate in the program and how many meals are served. He also spoke about the Farm to School program, revenue/expenses, NYS Kids Initiative, My School Bucks and ongoing challenges.

Mrs. Falvo thanked him for his years of service and Mr. Stewart thanked him for his efforts with the Farm to School program.

Remainder items under VI. A. (Superintendents Reports) were conducted after Items VII. A., VII. and X. This re-ordering of agenda items was conducted to accommodate Board members who had to leave early.

ITEM VII. A. MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2019

MOTION TO APPROVE THE MINUTES

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

Moved, that, the minutes of the Regular Meeting of October 9, 2019 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

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

Motion carried, 10-0

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

MOTION TO APPROVE THE CONSENT AGENDA

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

Moved, that the Cooperative Board approves the Consent Agenda Items B-D

FINANCIAL REPORTS/AWARDING OF CONTRACTS

ITEM VII – B. FINANCIAL REPORTS/AWARDING OF CONTRACTS

ITEM VII. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR SEPTEMBER 2019

Report of the Treasurer for September 2019

Capital	939,887.18
General	18,617,046.20
School Lunch	34,565.32
Special Aid	0.00
Trust/Agency	75,735.95
Trust/Expand	<u>78,349.45</u>
Total	\$19,745,584.10

And the Treasurer's Report for the Extra-Curricular Fund for September 2019 showing a fund balance of \$7,207.50.

ITEM VII. B. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT, SEPTEMBER, 2019

Moved, that the Cooperative Board accepts the Budget Adjustment Report for September 2019; all as shown below:

**Budget Revisions—2019-20
September 2019 Report**

2019-20 Adopted Budget	\$65,252,103
Commitment Changes	7,738,263
Net Changes	3,149,005
Total	<u>\$76,139,370</u>

ITEM VII. 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.	LINDA M. CAMP	ASSISTANT COOK	08/25/1997	12/31/2019

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	VANESSA S. BOYER	SCHOOL SOCIAL WORKER	10/12/2018	11/14/2019
2.	LEISKA N. GARCIA-BERRIOS	ATTENDANCE TEACHER	03/25/2019	10/25/2019
3.	VALERIE A. HOWARD	TEACHER ASSISTANT	10/11/2016	11/08/2019
4.	KIMBERLY L. LINDSAY	TEACHER ASSISTANT	12/01/2015	09/30/2019
5.	GINA M. MATTERESE	TEACHER ASSISTANT	09/01/2019	11/15/2019

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	JUDITH A. CHRISTIANSEN	FOOD SERVICE HELPER	04/22/2015	10/18/2019 (verbal)
2.	ALISHA J. COOPER-WILSON	SENIOR ACCOUNT CLERK	04/21/2014	11/12/2019
3.	TERESA M. DELIA	FOOD SERVICE HELPER	09/28/2015	09/06/2019 (verbal)
4.	JORDAN D. HOPE	FOOD SERVICE HELPER	09/28/2017	10/18/2019 (verbal)
5.	BRANDY M. HOWE	FOOD SERVICE HELPER	09/01/2016	10/08/2019 (verbal)
6.	GWEN S. KARUZAS	FOOD SERVICE HELPER	09/14/2016	10/18/2019 (verbal)
7.	BARBARA M. MARIO	FOOD SERVICE HELPER	02/27/2018	10/18/2019 (verbal)
8.	BARBARA L. PROCTOR	FOOD SERVICE HELPER	06/19/2014	10/07/2019 (verbal)
9.	RITA M. SARASY	FOOD SERVICE HELPER	01/28/2019	10/18/2019 (verbal)

c. UNPAID LEAVE(S) OF ABSENCE

1. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	KEVIN H. WRIGHT	CENTRAL STORES CLERK	11/18/2019	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 **DANIELLE M. FARGAS** be appointed as a **TEACHER ASSISTANT** in the Bridges Programs, at Perry Jr. High, for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 10, 2019 and ending October 09, 2023 at an annual salary rate of \$17,524.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Attained GED
- * Associate of Science in Human Services from Herkimer County Community College

Work Experience:

- * From August, 2019 through the present as a loss prevention supervisor at Kohl's Department Store
- * From February, 2013 through the present as a Zumba Fitness Instructor
- * From May, 2014 through June, 2019 as an assistant store manager at Victoria Secret & PINK
- * From April, 2000 through May, 2014 as a lead server at Belle Cucina
- * From January, 2009 through April, 2014 as a school aide/residence counselor at Upstate Cerebral Palsy

2. Recommend that **MARISSA E. FENNER** be appointed as a **TEACHER ASSISTANT** in the Bridges Program, at Waterville Jr. Sr. High, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 12, 2019 and ending November 11, 2023 at an annual salary rate of \$18,306.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Clinton Central School District
- * Bachelor of Arts in Sociology and Anthropology from Utica College
- * Currently attending Fordham University for Masters in Social Work

Work Experience:

- * From April, 2019 through the Present as a youth empowerment specialist at the House of the Good Shepard
- * From May, 2017 through April, 2019 as a teacher assistant at the House of the Good Shepard
- * From December, 2017 through May, 2017 as a child care worker at the House of the Good Shepard
- * From October, 2016 through November, 2017 as a child protective services worker at Oneida County Department of Social Services

3. Recommend that **LAUREN A. GRAVELDING** be appointed as a **TEACHER ASSISTANT** in the Bridges Programs, at Waterville Elementary, for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 15, 2019 and ending October 14, 2023 at an annual salary rate of \$16,973.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Central Valley Academy
- * Associate Degree in Psychology from Mohawk Valley Community College
- * Currently attending Bellevue University for Professional Psychology

Work Experience:

- * From February, 2019 through August, 2019 as a cocktail server at the Turning Stone Resort Casino
- * From June, 2018 through August, 2018 as an intern at Herkimer County Community College
- * From April, 2016 through August, 2016 as a library clerk at the Frankfort Free Library

4. Recommend that **DEBRA S. LANZ** be appointed as a **TEACHER ASSISTANT** in the Bridges Program, at Westmoreland Elementary, for a three year probationary appointment in the Teaching Assistant tenure area, commencing November 12, 2019 and ending November 11, 2022 at an annual salary rate of \$18,563.00, prorated.

Certification:

- * Level III certificate in Teaching Assistant

Education:

- * Graduate of Sauquoit Valley Central School District

Work Experience:

- * From 2011 through the present as a customer service supervisor at Hannaford
- * From September, 2008 through January, 2016 as a teaching assistant at Oneida-Herkimer-Madison BOCES
- * From 2004 through 2009 as a customer service associate at Express Mart

5. Recommend that **HSER CHRIST MOO** be appointed as a **TEACHER ASSISTANT** in the Bridges Programs, at the Center, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 12, 2019 and ending November 11, 2023 at an annual salary rate of \$17,246.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Utica City School District
- * Associate of Applied Science in Administrative Assistant at Mohawk Valley Community College

Work Experience:

- * From September, 2018 through the present as an inspector at Trenton Technology
- * From September, 2011 through the present as a volunteer Sunday school teacher at Grace Church
- * From June, 2018 through April, 2019 as an acting assistant teacher at Mohawk Valley Community Action
- * From July, 2017 through May, 2018 as a classroom aide at Mohawk Valley Community Action

6. Recommend that **JESSICA L. NICHOLAS** be appointed as a **TEACHER ASSISTANT** in the Bridges Program, at Perry Jr. High, for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 18, 2019 and ending November 17, 2023 at an annual salary rate of \$17,246.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Waterville Central School District
- * Associate Degree in Psychology from the University of Phoenix

Work Experience:

- * From March, 2018 through the present as a teacher aide at Madison-Oneida BOCES
- * From March, 2018 through the present as a mentor at the Kelberman Center
- * From June, 2013 through March, 2018 as a resident care giver at Helping Hands Associate
- * From March, 2016 through August, 2017 as a family support specialist at Mohawk Valley Community Action
- * From September, 2010 through September, 2012 as a data entry clerk at MetLife

7. Recommend that **NICOLE M. SCHRADER** be appointed as a **SCHOOL SOCIAL WORKER** in the Special Education Itinerant Program, at Oriskany Elementary and Jr./Sr. High and Middle Settlement Academy, for a four year probationary appointment in the School Social Worker tenure area, commencing November 04, 2019 and ending November 03, 2023 at an annual salary rate of \$46,650.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Thomas R. Proctor High School
- * Bachelor of Arts in Psychology Child Life Specialist from Utica College
- * Masters in Social Work from Falk College of Syracuse University

Work Experience:

- * From July, 2017 through the present as a social worker at Mohawk Valley Health System
- * From November, 2016 - July 2017 as a care coordinator at Liberty Resources, Inc.
- * From December, 2014 through November, 2016 as a case manager at the Family Reunification Center
- * From March, 2013 through October, 2014 as a pre-k teacher at the Sunshine House Early Learning Academy, Colorado Springs, CO
- * From February, 2009 through June, 2011 as a community habilitation aide at Upstate Cerebral Palsy and ARC of Oneida Lewis County

8. Recommend that **ALEXANDRIA M. WASHINGTON** be appointed as a **TEACHER ASSISTANT** in the Bridges Programs, at Perry Jr. High, for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 23, 2019 and ending October 22, 2023 at an annual salary rate of \$16,073.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Notre Dame High School

Work Experience:

- * From May, 2018 through the present as a patient registrar at Mohawk Valley Health Systems
- * From September, 2018 through March, 2019 as a specimen processor at LabCorp
- * From April, 2017 through July, 2018 as a roadside counselor at AAA
- * From June, 2016 through January 2017 as a supervisor at Billy Beez
- * From August, 2015 through October, 2015 as a cashier at JC Penney

b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **BRIAN K. ROSS** be appointed as a **TEACHER OF ESL** in the Special Education Itinerant Programs, at Sauquoit Elementary and Middle Schools, for a part-time (.75 FTE) appointment commencing October 24, 2019 at an annual salary rate of \$33,639.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Whitesboro High School
- * Associate Degree in Business Management from Utica School of Commerce
- * Bachelor of Science in Business Administration from SUNY Empire
- * Master of Education in Curriculum & Instruction/ESOL from Concordia University, Portland, OR

Work Experience:

- * From January, 2017 through 2018 as a literacy instructor at Madison-Oneida BOCES
- * From February, 2015 through December, 2016 as an admissions assistant at the Utica School of Commerce
- * From February, 2011 through February, 2015 as a service technician/owner at Appliance Specialist
- * From November, 2012 through July, 2013 as a safeguard customer service representative at Metlife

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **COREY E. DUBACH's** long-term substitute appointment, approved at the September 11, 2019 Board meeting, as a **TEACHER OF SCIENCE** in the Career and Technical Education Programs be revised to commence September 23, 2019 and ending May 1, 2020 at an annual salary rate of \$41,409.00, prorated.

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.	STEVEN R. DAVIS	Computer Education Coordinator	02/29/2020
2.	ELIZABETH A. HARTNETT	Coordinator of School Library Systems	02/22/2020

e. RECOMMENDATION FOR INCREASE IN FTE

			Date	FTE
1.	NICOLE C. ROBERTS	TEACHER OF ESL	10/21/2019	0.9

f. RECOMMENDATION FOR MENTORING

		Title	Start Date	End Date	Salary
1.	CYNTHIA A. LANGONE	COACH/MENTOR	11/14/2019	06/30/2020	\$40.00/hr.
2.	STEPHEN G. SALO	COACH/MENTOR	10/01/2019	10/31/2019 (extended dates)	\$73.47/hr.
3.	JAMES VANWORMER	COACH/MENTOR	11/14/2019	06/30/2020	\$40.00/hr.

2. Non-Instructional/Classified Staff

- a. Recommendation to abolish Word Processing Equipment Operator positions PBOH-033 and PBOH-273 as these positions are now obsolete with Civil Service and the employees that held them are now permanent in a different title.
- aa. Recommendation to abolish Account Clerk - Typist positions PBOH-135 and PBOH-142 as these positions are now obsolete with Civil Service and the employees that held these positions are now retired. Also Account Clerk - Typist position PBOH-349 as this position is now obsolete and the employee that held this position is now permanent in a different title.

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **JENNIFER L. ENJEM** be appointed to a part-time (.2 FTE) provisional appointment as a **PHYSICAL THERAPIST** in the Special Education Itinerant Programs, in the Bridges Program and Westmoreland Elementary, commencing October 09, 2019 at an annual salary rate of \$9,309.60, prorated.

JENNIFER L. ENJEM has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PHYSICAL THERAPIST**, until the results of the next civil service exam are known.

Education:

- * Graduate of South Lewis Central School District
- * Bachelor of Science in Health Studies from Utica College of Syracuse University
- * Master of Science in Physical Therapy from Utica College
- * Doctorate in Physical Therapy from Utica College

Work Experience:

- * From January, 2012 through the present as a per diem physical therapist from Mohawk Valley Health System
- * From Spring, 2009 through the present as an adjunct professor at Utica College
- * From September, 2007 through January, 2012 as a coordinator of inpatient rehabilitation physical therapy at Mohawk Valley Health System
- * From January, 2003 through September, 2007 as a physical therapist at Mohawk Valley Health System

2. Recommend that **RYAN W. GERLING** be appointed to a provisional appointment as a **MUSIC THERAPIST** in the Bridges Program, at the Center, commencing November 18, 2019 at an annual salary rate of \$38,144.00, prorated.

RYAN W. GERLING has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MUSIC THERAPIST**, until the results of the next civil service exam are known.

Education:

- * Graduate of New Hartford High School
- * Bachelor of Music in Music Therapy from Nazareth College

Work Experience:

- * From July, 2018 through the present as a care manager at Life Plan CCO NY
- * From December, 2016 through July, 2018 as a medicaid service coordinator at the ARC Oneida-Lewis
- * From August, 2015 through December, 2016 as an employment specialist at the ARC of Oneida-Lewis
- * From September, 2015 through August, 2016 as a customer service representative at United Radion
- * From July, 2012 through September, 2015 as an administrative assistant at Williams Tool, Inc.

3. Recommend that **KEITH J. MOTTLEY** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing November 18, 2019 at an annual salary rate of \$35,500.00, prorated.

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

Education:

- * Graduate of Oneida High School
- * Associates Degree in Criminal Justice from Mohawk Valley Community College
- * Bachelor's Degree in Cyber Security/Information Assurance from Utica College

Work Experience:

- * From January, 2016 through the present as a manager at Top's Friendly Market
- * From March, 2015 through May, 2015 as a cyber security engineer at Booz Allen Hamilton
- * From July, 2010 through March, 2015 as a security officer at Turning Stone Casino

4. Recommend that **VALARIE A. WARMUTH** be appointed to a provisional appointment as a **CAREER EXPLORATION SPECIALIST** in the School and Business Alliance Program, commencing November 14, 2019 at an annual salary rate of \$31,669.00, prorated.

VALARIE A. WARMUTH has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CAREER EXPLORATION SPECIALIST**, until the results of the next civil service exam are known.

Education:

- * Graduate of Utica City School District
- * Associate's Degree in Criminal Justice from Mohawk Valley Community College
- * Associate's Degree in Adolescent Education from Mohawk Valley Community College

Work Experience:

- * From August, 2010 through the present as a teaching assistant at Utica City School District
- * From July, 2017 through the present as a job coach at the NYS Commission for the Blind
- * From October, 2017 through the present as an access conversion specialist at Mohawk Valley Community College
- * From December, 2002 through January, 2010 as a cashier at Chanatry's Supermarket

5. Recommend that **KEVIN H. WRIGHT** be appointed to a provisional appointment as a **MATERIALS MANAGEMENT COORDINATOR** in the Information and Technology Division, commencing November 18, 2019 at an annual salary rate of \$42,132.00, prorated.

KEVIN H. WRIGHT has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MATERIALS MANAGEMENT COORDINATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Sauquoit Valley Central School District
- * Associate's Degree in Business Administration from Mohawk Valley Community College
- * Bachelor's Degree in Business Administration from SUNY Geneseo

Work Experience:

- * From September, 2017 through the present as a central stores clerk at the Oneida-Herkimer-Madison BOCES
- * From June, 2014 through September, 2017 as a laborer and clerk at the Oneida-Herkimer-Madison BOCES
- * From June, 2013 to August, 2013, self-employed doing yard work.
- * From September, 2011 to December, 2012, bus boy, Casa Too Mucha, New Hartford

b. 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.	SARA E. TOTARO	OCCUPATIONAL THERAPIST	10/09/2019

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **DONNA S. BALDWIN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 23, 2019 at an hourly salary rate of \$12.00, as needed.

DONNA S. BALDWIN 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 May, 2014 through October, 2019 as a sales associate/ secretary at Mopeds and More, Ocala, Florida
- * From April, 2009 through May, 2014 as a photographer at Life Touch Photography, Ocala, Florida

2. Recommend that **CAROL M. BOEHLERT** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 01, 2019 at an hourly salary rate of \$12.36, as needed.

CAROL M. BOEHLERT 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 High School

Work Experience:

- * From March, 2015 through June, 2019 as a substitute Food Service Helper at the Oneida-Herkimer-Madison BOCES
- * From September, 2003 through September, 2011 as a receptionist at Utica Pediatrics
- * From March, 1980 through December, 2002 as a secretary/bookkeeper at Utica-Rome Bus Co.

3. Recommend that **THOMAS J. EICHHORN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 27, 2019 at an hourly salary rate of \$12.00.

THOMAS J. EICHHORN 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 December, 2008 through December, 2011 as a food service helper at Oneida-Herkimer-Madison BOCES

4. Recommend that **ASHLEY A. FASSETT** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 29, 2019 at an hourly salary rate of \$12.00, as needed.

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

Education:

- * Graduate of Richfield Springs Central School District
- * Bachelor's Degree in Studio Art from SUNY Oneonta

Work Experience:

- * From October, 2017 through March, 2018 as a package handler at Amazon
- * From September, 2016 through February, 2017 as a scheduling coordinator at Exam Works
- * From July, 2014 through May, 2015 as a store associate at The Children's Place
- * From July, 2011 through November, 2013 as a clerk 1 at the NYS Comptroller Office

5. Recommend that **RITA M. LEMON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 29, 2019 at an hourly salary rate of \$12.00.

RITA M. LEMON 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 Malone Central School District

Work Experience:

- * Currently working at New Hartford Central School District as a bus monitor
- * From 2001 through 2018 as a food service manager at Price Chopper

6. Recommend that **LAURA V. NG** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 23, 2019 at an hourly salary rate of \$12.00, as needed.

LAURA V. NG 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 Sinteza Industrial High School, Romania

Work Experience:

- * From September, 2019 through the present as a front desk supervisor at Waterville Central School Fitness Center
- * From 2003 through 2016 as an interpreter at a nonprofit organization
- * 2003 as a cashier at Profi Supermarkets
- * From 2000 through 2002 as a sales associate/deli at Coral Comexim Supermarket

7. Recommend that **HEATHER S. O'BRIEN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 21, 2019 at an hourly salary rate of \$12.00, as needed.

HEATHER S. O'BRIEN 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 Jr. Sr. High School
- * License in Massage Therapy from Onondaga School of Therapeutic Massage

Work Experience:

- * From 2009 through 2019 as a medical massage therapist at Falcon Medical Group
- * From 2002 through 2006 as an animal caregiver at Spring Farm Cares

8. Recommend that **JENNIFER A. PROVOST** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 07, 2019 at an hourly salary rate of \$12.00, as needed.

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

Education:

- * Graduate of St. Cloud High School, FL

Work Experience:

- * From January, 2019 through the present as a substitute monitor at Remsen Central School District
- * From May, 2011 through August, 2015 as a temporary assembly line worker through First Choice Staffing

9. Recommend that **REBECCA L. ROBERTS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 09, 2019 at an hourly salary rate of \$12.00, as needed.

REBECCA L. ROBERTS 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 High School

Work Experience:

- * From January, 2019 through September, 2019 as a food service helper at Oneida-Herkimer-Madison BOCES
- * From July, 2016 through December, 2018 as a cashier at Lowe's
- * October, 2015 as a sales associate at Party City

10. Recommend that **MARY H. SCHULTZ** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 04, 2019 at an hourly salary rate of \$12.00.

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

Education:

* Graduate of Lane High School Charlottesville, VA

Work Experience:

- * From August, 2018 through the present as a housekeeper at Valley Health
- * From January, 2010 through July, 2012 as an assembler at Marquardt Switches
- * From March, 2003 through June, 2008 as a housekeeper at Fotts Brook Homes

d. RECOMMENDATION FOR SUBSTITUTE APPOINTMENT

1. Recommend that **GAIL L. BELDEN-HARRINGTON** be appointed to a short-term substitute appointment as an **OCCUPATIONAL THERAPIST** in the Special Education Itinerant Programs, at Utica Central School District, commencing December 01, 2019 and ending February 14, 2020 at a yearly salary rate of \$88,358.00, prorated.

GAIL BELDEN-HARRINGTON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OCCUPATIONAL THERAPIST**.

Education:

* Bachelor's Degree Occupational Therapy from Utica College of Syracuse University

Work Experience:

- * From December, 2018 through March, 2019 as a full-time term substitute occupational therapist at Oneida-Herkimer-Madison BOCES
- * From September, 1979 through June, 2018 as an occupational therapist at Oneida-Herkimer-Madison BOCES

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	EMILY B. BALIAN	TEACHER OF FOREIGN LANGUAGE	09/01/2019 - 06/30/2020	\$4,097.50 (Additional Instruction)
2.	EMILY B. BALIAN	TEACHER OF FOREIGN LANGUAGE	10/01/2019 - 04/30/2020	\$1,200.00 mentor (prorated)
3.	MATTHEW M. DONATO	TEACHER ASSISTANT	10/22/2019 - 6/30/2020	\$3,500.00 (prorated)
4.	CAROLE F. ETHIER	TEACHER OF FOREIGN LANGUAGE	10/21/2019 - 06/30/2020	\$1,200.00 mentor (prorated)
5.	BRIAN F. FRANTZ	TEACHER OF SCIENCE	09/23/2019 - 06/30/2020 (revised from 10/9/19 Mtg)	\$1,200.00 mentor (prorated)
6.	RACHEL E. GARGUILO	TEACHER SPEECH/HEARING	09/30/2019 - 06/30/2020 (corrected from 10/9/19 Mtg)	\$1,200.00 mentor (prorated)
7.	HEIDI VAN DER MEULEN	TEACHER OF VISUALLY HANDICAPPED	10/24/2019 - 06/30/2020	\$1,200.00 mentor (prorated)
8.	HILARY R. WILLIAMS	TEACHER OF ENGLISH	10/02/2019 - 06/30/2020	\$1,200.00 mentor (prorated)

ITEM VII. D. ACTION ITEMS

ITEM VII. D. 1. APPROVAL OF CONTRACT WITH QUESTAR III BOCES FOR THE PURPOSE OF CONDUCTING A REVIEW OF THE HUMAN RESOURCES DEPARTMENT WORKFLOWS

Moved, that the Cooperative Board approve the contract with Questar III BOCES as presented for the purpose of conducting a review of the Human Resources Department at a cost of \$2,925.

ITEM VII. D. 2. APPROVAL OF LEADERSHIP COACHES

Moved, that the Cooperative Board recommends James VanWormer and Cynthia Langone be appointed as Leadership Coaches be available to the component districts of Oneida-Herkimer-Madison BOCES.

ITEM VII. D. 3. APPROVAL OF SCHOOL LIBRARY SYSTEM COUNCIL APPOINTMENTS

Moved, that the BOCES Board of Education appoints Roma Matott to serve on the School Library System Advisory Council with a term expiring in 2023.

ITEM VII. D. 4. APPROVAL OF NEW MEMBER TO THE ADVISORY COMMITTEE

Moved, that the Cooperative Board approve Margo Testa, school counselor at Whitesboro High School, to serve on the Advisory Council for the 2019-2020 school year.

ITEM VII. D. 5. APPROVAL OF NEW STUDENT MEMBERS TO THE ADVISORY COMMITTEE

Moved, that the Cooperative Board approves the membership of Sophie Buckingham from Advertising Design and Patrick Kelley from Welding to the Career and Technical Education Center Advisory Council for a one-year term for the 2019-2020 school year.

ITEM VII. D. 6. APPROVAL OF NEW MEMBER TO THE ADVERTISING DESIGN CONSULTANT COMMITTEE

Moved, that the Cooperative Board recommends the approval of one member, Shelby LaGray-Masters to the Advertising Consultant Committee for the term of 10/30/19 to 10/30/22.

ITEM VII. D. 7. APPROVAL OF NEW MEMBERS TO THE P-TECH CONSULTANT COMMITTEE

Moved, that the Cooperative Board recommends the approval of: Aaron Evans, Colin Douglass, Cully Patch, Evan DeGennaro, Erich Devendorf, Howard Potter, Melissa Shaffer, Matthew Walls, Timothy Butcher, and Tyler Loomis to the P-TECH OHM Consultant Committee for the term of 10/30/19 – 10/30/22.

ITEM VII. D. 8. APPROVAL OF CONTRACT(S)

NONE

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

Motion carried, 10-0

ITEM X. EXECUTIVE SESSION

Motion by: Dr. Porcelli
 Seconded by: Mrs. Ervin

Moved, that the Board enter Executive Session at 5:24 p.m.

Executive Session Items:

	discussing the employment history of a particular person
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
	discussing collective negotiations pertaining to the _____ Union, pursuant to Article 14 of the Civil Service Law
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the _____ exam
X	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

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

Motion carried, 10-0

The Board returned to General Session at 5:35 p.m.

[Mr. Nelson left at 5:36 p.m.]

ITEM VI. A. DISTRICT SUPERINTENDENT REPORTS (CON'T)

B. MISSION & VISION UPDATE

Ann Turner updated the Board on the current initiative regarding the Mission and Vision Statement. Currently asking stakeholders within and outside of BOCES what is important to them in the statement. Information will be consolidated and shared with the Board.

C. OSC AUDIT UPDATE

Mr. Cowen updated the Board regarding the OSC Audit. Currently they are doing the risk assessment.

D. COMMUNICATIONS PROCEDURES DISCUSSION

Dr. Kilburn reviewed how communications between the Cooperative Board and the District Superintendent and Senior Council should take place.

Dr. Porcelli requested that the process be sent to the Cooperative Board.

E. BOE COMMITTEES AND DATES

Dr. Kilburn reviewed the Board Committee list and dates. She also reviewed which committee is a direct board committee or a committee with sitting Board members.

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

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

None

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

A. REPORT OUT ON THE NEW YORK STATE SCHOOL BOARDS ASSOCIATION ANNUAL CONVENTION, ROCHESTER, NY, OCTOBER 24 – 26, 2019

The Cooperative Board members reported out on their experience at the convention and also shared information regarding the workshops they attended.

B. COOPERATIVE BOARD COMMITTEES

This was discussed previously in the District Superintendent Reports

ITEM IX. OLD BUSINESS

None

MOTION TO ADJOURN

Without further objection, there being no further business to come before the Cooperative Board, Mrs. Falvo adjourned the meeting at 6:56 p.m.

Yes

No

Absent

Abstain

Michelle Anderson
Doreen Corbin
Evon M. Ervin
Elaine M. Falvo
Charlene A. Hartman
Dr. Gary W. Porcelli
John J. Salerno
Russell Stewart

John A. Griffin
Michael J. Moore
Steve Boucher
Gary P. Nelson

Motion carried, 8-0



Deborah Kimball
Clerk of the Board
November 13, 2019