



## Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2018-2019

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### **MINUTES OF THE REGULAR MEETING OF JANUARY 9, 2019**

The Regular meeting of the Board of Cooperative Educational Services was held on January 9, 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  
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**

#### **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**

Angela Evans, Supervisor of Special Education  
Julie Acquaviva, teacher  
Edee Burke, teacher  
Brenda Felski, teacher  
Laura Crabb, teacher  
Margaret Sunderland, Social Worker  
Chris Harris, Kids Oneida  
Joshua Lashen, student  
Todd Lashen, parent  
Tiffany Croad, parent  
Kelslyn Szakacs, student  
Chad Szakacs, parent  
Kasey Curtis, student  
Lynn Curtis, family  
Alida Curtis, parent  
Tapanga Bishop, sibling  
Brandon Roberts, student  
Jennifer Roberts, parent  
Joshua Clark, parent

**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**

Middle Settlement Academy -

Ms. Angela Evans, Supervisor of Special Education introduced the teachers of the 6:1:2 program who recommended the students to be recognized. Ms. Evans introduced Brandon Roberts; Ms. Acquaviva introduced Joshua Lashen; Ms. Roberts introduced Kasey Curtis; Ms. Burke introduced Jihad Perkins; and Ms. Felski introduced Kelsyln Szakacs. Each teacher indicated that the students they introduced were making significant academic and behavioral progress while serving as role models for their classmates. Parents were thanked for their support of the program as well as the support and encouragement that they provide to their children at home. At the conclusion of the presentation, Ms. Evans thanked the members of the Cooperative Board for their support of the 6:1:2 program staff and students.

**ITEM IV. RECOGNITION OF VISITORS**

None

**ITEM V. COMMUNICATIONS**

**ITEM V. A. FROM THE FLOOR**

None

**ITEM V. B. CORRESPONDENCE**

SBI General Membership Meeting – “Legislative Forum”, January 31, 2019  
NYSSBA Capital Conference, February 10-11, 2019

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

**MOTION TO APPROVE THE MINUTES**

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

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

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

**Motion carried, 12-0**

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

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

**Report of the Treasurer for November 2018**

Capital	930,676.09
General	9,508,299.84
School Lunch	37,563.67
Special Aid	831.12
Trust/Agency	16,954.08
Trust/Expand	<u>78,615.16</u>
Total	\$10,572,939.96

And the Treasurer's Report for the Extra-Curricular Fund for November 2018 showing a fund balance of \$5,087.48.

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

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

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

2018-19 Adopted Budget	\$63,899,734
Commitment Changes	5,491,212
Net Changes	5,158,551
Total	<u>\$74,549,497</u>

**ITEM VI. C. PERSONNEL REPORT**

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

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

**C. PERSONNEL REPORT**

**a. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	ELIZABETH A. PETRILLO	TEACHER ASSISTANT	07/06/2015	12/14/2018

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

			Hire Date	Resign Date
1.	TIFFANY L. OWENS	FOOD SERVICE HELPER	10/11/2012	11/30/2018

**b. 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 **CAROLYN MANCUSO-LASALLE** be appointed as a **GUIDANCE COUNSELOR** in the Alternative Education Programs, at Middle Settlement Academy, for a three year probationary appointment in the Guidance tenure area, commencing January 10, 2019 and ending January 09, 2022 at an annual salary rate of \$55,909.00, prorated.

**Certification:**

- \* Permanent certificate in School Counselor

**Education:**

- \* Bachelor of Science in Behavioral Science from SUNY Institute of Technology
- \* Master's Degree in School Counselor from SUNY Oneonta

**Work Experience:**

- \* From August, 1998 through the present as a school counselor at Herkimer Central School District

2. Recommend that **ALISA M. PETRONELLA** be appointed as a **TEACHER ASSISTANT** in the Special Education/Bridges Program, at Perry Jr. High, for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 10, 2019 and ending January 09, 2023 at an annual salary rate of \$17,027.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Associates Degree in Paralegal from Herkimer County Community College
- \* Bachelor of Professional Studies in Health Service Management/ Social Services from SUNYIT

**Work Experience:**

- \* From October, 2018 through the present as a substitute teaching assistant at Oneida-Herkimer-Madison BOCES
- \* From January, 2007 through August, 2017 as a program manager then as a clinical supervisor at the Arc Oneida-Lewis County
- \* From January, 2002 through December, 2006 as a medicaid service coordinator/program service specialist at Upstate Cerebral Palsy

**b. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)**

1. Recommend that **DAVID LANGONE** be appointed as a **LEADERSHIP COACH** in the Program and Professional Development Division, for a temporary appointment commencing January 10, 2019 and ending June 30, 2019 at a salary rate of \$40.00/hour.

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

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

1. Recommend that **GREGORY M. MILLER** be appointed to a provisional part-time appointment as a **FIRE SYSTEMS TECHNICIAN** in the Safety Office, commencing January 09, 2019 at a salary rate of \$18.00 per hour.

**GREGORY M. MILLER** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FIRE SYSTEMS TECHNICIAN**, until the results of the next civil service exam are known.

**Education:**

\* Graduate of Fayetteville-Manlius School District

**Work Experience:**

\* From November, 2006 through the present in operations and maintenance at Onondaga Centers/The Crossings

\* From 2004 through 2006 as a deli clerk at Walmart

\* From 2002 through 2004 as a deli clerk at P & C grocery

**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.	JOHN B. BULLIS	CAREER EXPLORATION SPECIALIST	12/18/2018
2.	RACHEL M. MIDDLETON	CAREER EXPLORATION SPECIALIST	12/18/2018



3. REBECCA E. WALTS      PUBLIC RELATIONS ASSISTANT      Prob. Date 12/27/2018

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

1. Recommend that **LAURIE DEBELLA** be appointed to a part-time appointment as a **CLERK HOURLY** in the Central Business Office, commencing December 26, 2018 at an hourly salary rate of \$28.35, as needed.

**LAURIE DEBELLA** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK HOURLY**.

**Education:**

- \* Associates Degree in Business Administration from SUNY Morrisville

**Work Experience:**

- \* From September, 1999 through October, 2018 as a senior account clerk at Vernon-Verona-Sherrill Central School District

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

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

**Education:**

- \* Associates Degree in Human Services from Mohawk Valley Community College
- \* Bachelor of Science in Child Life Therapy from Utica College

**Work Experience:**

- \* From 1996 through the present as a Published Writer / Minister at Living Faith Bible Church
- \* From July, 2015 through August, 2017 as a caregiver for personal client
- \* From October, 2014 through 2016 as a before and after school site director at the Greater Tri-Valley YMCA

3. Recommend that **GINA M. GRANDE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 03, 2019 at an hourly salary rate of \$12.00, as needed.

**GINA M. GRANDE** 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 T.R. Proctor High School

**Work Experience:**

\* From September, 2018 through the present as a sales associate at Michael's

\* From September, 2009 through September, 2018 as a customer service associate at Macy's

4. Recommend that **ATHENA MARTINEZ** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 03, 2019 at an hourly salary rate of \$12.00, as needed.

**ATHENA MARTINEZ** 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 Trumbull High School, Trumbull, CT

**Work Experience:**

\* From January, 2018 through the present as a school monitor at Hughes Elementary School

\* From October, 2012 through May, 2013 as a tax specialist at Military Once Source

\* From September, 2004 through May, 2006 as an assistant director at Trumbull Youth Department

\* From 1998 through 2004 as a IC5 surveillance Technician in the United States Air Force

**d. 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).

- |    |                   |                       |                          |
|----|-------------------|-----------------------|--------------------------|
| 1. | PATRICIA A. CERIO | SAFETY<br>COORDINATOR | Perm. Date<br>09/17/2018 |
|----|-------------------|-----------------------|--------------------------|

Perm. Date

- |    |                  |                                    |            |
|----|------------------|------------------------------------|------------|
| 2. | KARIE L. FLORIAN | ASSISTANT DIRECTOR<br>OF PERSONNEL | 07/02/2018 |
| 3. | KEVIN H. WRIGHT  | CENTRAL STORES<br>CLERK            | 07/23/2018 |

**ITEM VI. D. ACTION ITEMS**

**ITEM VI. D. 1. APPROVAL OF POLICY 0015 EQUAL OPPORTUNITY AND PROHIBITION OF DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT)  
(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 0000 General Commitments**

- 0015 Equal Opportunity and Prohibition of Discrimination and Harassment (Including Sexual Harassment)

**Section 5000 Support Operations**

- 5009 Closing – Board of Cooperative Educational Services Programs
- 5305 Use of Copyrighted Materials

(In accordance with Board policy, having been approved with all present at the meeting, this item is approved effective January 9, 2019.)

**ITEM VI. D. 2. ACCEPTANCE OF 2019-2020 SERVICE PLANS**

Moved, that the Cooperative Board accepts the Service Plans for the 2019-2020 school year.

**ITEM VI. D. 3. APPROVAL OF CORRECTIVE ACTION PLAN FOR 2017-2018 AUDIT RECOMMENDATIONS**

Moved, that the Cooperative Board approve the Corrective Action Plan for the 2017-18 independent audit as drafted for submission to the NYS Education Department Office of Audit Services.

**ITEM VI. D. 4. APPROVAL OF SHARED EQUIPMENT AGREEMENT**

Moved, that the Cooperative Board approve the Shared Equipment Agreement as presented for the purpose of sharing the spot welder with DCMO BOCES.

**ITEM VI. D. 5. APPROVAL OF NEW MEMBER TO CONSULTANT COMMITTEE**

Moved, that the Cooperative Board approve one new member, Elizabeth Reardon to the Career and Technical Education Early Childhood Consultant Committee, for the term of 1/30/2019 – 1/30/2022.

**ITEM VI. D. 6. APPROVAL OF CONTRACT(S)**

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

**Motion carried, 12-0**

**ITEM X. EXECUTIVE SESSION**

Motion by: Mrs. Corbin  
Seconded by: Mrs. Ervin

Moved, that the Cooperative Board enter Executive Session at 4:55 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons.

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

**Motion carried, 12-0**

The Board returned to General Session at 5:23 p.m.

The Board recessed for dinner from 5:23 p.m. to 5:50 p.m.

[Mr. Salerno left at 5:25 p.m.]

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

None

**ITEM VIII. OLD BUSINESS**

None

**ITEM IX. REPORTS**

**A. MINUTES OF AUDIT COMMITTEE MEETING OF DECEMBER 12, 2018**

Mrs. Falvo stated that the minutes of the Audit Committee meeting are in the Board packet.

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

- Pathways in Technology Early College High School Principal Draft Job Description
- Teachers' Union – Arbitration withdrawn
- Negotiations – UPSEU and Administrator's contracts expire 2019

Mr. Stewart congratulated Mr. Tom Pfisterer and Kate Dorr for their work with receiving the \$100,000 Farm to School Program Grant from New York State.

**ITEM X. EXECUTIVE SESSION**

Motion by: Mrs. Corbin  
Seconded by: Mrs. Ervin

Moved, that the Cooperative Board enter Executive Session at 6:03 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons.

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

**Motion carried, 11-0**

The Board returned to General Session at 6:35 p.m.

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

None

**MOTION TO ADJOURN**

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

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 6:35 p.m.

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

**Motion carried, 11-0**



Deborah Kimball  
Clerk of the Board  
January 9, 2019