



## Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2018-2019

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### **UNAPPROVED MINUTES OF THE REGULAR MEETING OF MAY 8, 2019**

The Regular meeting of the Board of Cooperative Educational Services was held on May 8, 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. Russell Stewart

#### **MEMBERS EXCUSED**

Mr. John J. Salerno

#### **OTHERS PRESENT**

Mr. Jack J. Boak, Jr.  
Mr. Charles Cowen  
Mr. Christopher Hill  
Mr. Scott Morris  
Mrs. Ann Turner  
Mrs. Deborah Kimball

Date

Introduction

Members Present

Members Excused

Others Present

Elaine M. Falvo, *President*, Steve Boucher, *Vice President*,  
Michelle Anderson, Doreen Corbin, Evon M. Ervin, John A. Griffin, Charlene A. Hartman,  
Michael J. Moore, Gary P. Nelson, Dr. Gary W. Porcelli, John J. Salerno, Russell Stewart

*The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services in response to the emerging educational needs of our school districts.*

**OTHERS PRESENT - STUDENT PRESENTERS**

David Stayton, principal  
John Stratton, advisor  
Shaye Gardinier, student  
Kristine Gardinier, parent  
Jordyn Gardiner, sibling  
Logan Bowers, student

**ITEM I. CALL TO ORDER**

A quorum was noted and the meeting was called to order at 4:35 p.m. by President Falvo.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

Mr. Stayton introduced Mr. Stratton who described the state Skills USA competition. Mr. Stratton then introduced the students present.

SkillsUSA

The students below are being recognized for their outstanding efforts and recognition for first place finishes at the recent Skills USA state competition held at the NYS Fairgrounds in Syracuse, NY. Logan Bowers, Shaye Gardinier and Sophia Roberts (wasn't able to attend) were members of the OSHA team that won the gold medal (first place). Luke Stell (who also wasn't able to attend) was elected as the NYS Historian and will serve as a NYS Officer for the 2019-2020 school year.

**Shaye Gardinier**, New Visions Health Professions, New Hartford

Shaye plays volleyball for the school's team that recently won the sectional title. During the summer she works for the town's swimming program. Later this month, she will be inducted into the CTE honor society. Upon graduation, she intends to study radiology at MVCC with a focus on computed tomography (CT) scanning.

**Logan Bowers**, Advertising Design and Multimedia Productions, P-TECH OHM (Waterville)

Logan is a member of the P-TECH OHM program and has already earned three college courses. At the conclusion of his high school experience, he will continue at MVCC and then transfer to SUNY Polytechnic.

**ITEM IV. RECOGNITION OF VISITORS**

None

**ITEM V. COMMUNICATIONS**

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

None

**ITEM V. B. CORRESPONDENCE**

Thank you card from Mr. Mettelman and family

Mrs. Falvo reviewed the end of the year events and dates

**ITEM VI. A. MINUTES OF THE REGULAR MEETING OF APRIL 10, 2019**

**MOTION TO APPROVE THE MINUTES**

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

Moved, that, the minutes of the Regular Meeting of April 10, 2019 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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			
Dr. Gary W. Porcelli			
Russell Stewart			

**Motion carried, 11-0**

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

**MOTION TO APPROVE THE CONSENT AGENDA  
(with the addition of Item VI. C. b. 1. 2. – resignation)**

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

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 MARCH 2019**

**Report of the Treasurer for March 2019**

Capital	934,300.04
General	8,080,646.32
School Lunch	27,788.62
Special Aid	13,626.01
Trust/Agency	17,682.08
Trust/Expand	<u>78,971.29</u>
Total	\$ 9,153,014.36

And the Treasurer's Report for the Extra-Curricular Fund  
for March 2019 showing a fund balance of \$7,899.28.

**ITEM VI. B. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT, MARCH, 2019**

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

**Budget Revisions—2018-19  
March 2019 Report**

2018-19 Adopted Budget	\$63,899,734
Commitment Changes	5,491,212
Net Changes	7,279,613
Total	<u>\$76,670,560</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. RETIREMENTS**

**1. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	ALBERT ZALATAN	TEACHER ASSISTANT	03/03/2008	06/30/2019

**b. RESIGNATIONS**

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

			Hire Date	Resign Date
1.	JEANNINE M. CASTONGUAY	FOOD SERVICE HELPER	09/01/1999	06/07/2019
2.	TIFFANY J. FILIPPO	OFFICE SPECIALIST I	12/19/2016	05/31/2019
3.	TIMOTHY J. FOOTE-VAUGHN	CLERK HOURLY	01/29/2019	06/02/2019
4.	JOSHUA A. LEAVITT	COMPUTER SERVICE TECHNICIAN	04/03/2017	04/19/2019

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	ELIZABETH A. MORAT	TEACHER ASSISTANT	01/28/2019	06/30/2019	work as long term substitute teacher
2.	LILLIAN T. WOODS	TEACHER ASSISTANT	05/03/2019	TBD	Disability

**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 **BAILEY A. BACH** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, at the Sauquoit Valley Elementary School, for a four year probationary appointment in the Teaching Assistant tenure area, commencing May 13, 2019 and ending May 12, 2023 at an annual salary rate of \$15,893.00, prorated.

**Certification:**

\* Level I certificate in Teaching Assistant

**Education:**

\* Graduate of Clinton Central School District  
\* Currently attending Utica College for English

**Work Experience:**

\* From 2015 through the present as a summer school teaching assistant at Oneida-Herkimer-Madison BOCES  
\* From 2014 through the present as a substitute teaching assistant at Oneida-Herkimer-Madison BOCES  
\* From May, 2014 through the present as front end cashier at Hannaford's

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

1. Recommend that **ELIZABETH A. MORAT** be appointed as a **TEACHER OF CHILD CARE** in the Career and Technical Education Center, for a long-term substitute appointment commencing January 28, 2019 and ending June 30, 2019 at an annual salary rate of \$39,916.00, prorated.

**Certification:**

\* Currently working toward certification - pending

**Education:**

\* Associate's Degree in Human Services/Early Childhood from  
Mohawk Valley Community College

**Work Experience:**

\* From 2010 through the present as a teaching assistant in Early Childhood Education at Oneida-Herkimer-Madison BOCES  
\* From 2005 through the present as owner/partner of Holistic Child Care Solutions  
\* From 2000 through 2005 as an early head start manager at Mohawk Valley Community Action Agency  
\* From 1990 through 2000 as a preschool teacher/daycare specialist at Madison-Oneida BOCES

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

1. Recommend that **DAVID A. ALONGI** be appointed as a **SCHOOL PSYCHOLOGIST** in the Special Education Itinerant Programs, at New Hartford Perry Jr. High School, for a temporary appointment (.4 FTE) commencing April 08, 2019 and ending June 26, 2019 at an annual salary rate of \$40,594.00, prorated.

**Certification:**

\* Permanent certificate in School Psychologist

**Education:**

\* Bachelor of Science in Psychology from SUNY Oswego  
\* Master of Science in School Psychology from SUNY Oswego  
\* Certificate of Advanced Study in School Psychology from SUNY Oswego

**Work Experience:**

\* From January, 2019 through March 2019 as a long term substitute school psychologist at Whitesboro Central School District  
\* From October, 2017 through April, 2018 as a long term substitute school psychologist at Rome City School District  
\* From September, 1980 through June, 2017 as a school psychologist at Vernon-Verona-Sherrill School District



**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.	JAMIE L. FRENCH	Teaching Assistant	09/01/2019

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

- a. Recommendation to abolish Children & Family Specialist positions PBOH-440 and PBOH-445 as they are no longer needed.

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

1. Recommend that **TIMOTHY J. FOOTE-VAUGHN** be appointed to a probationary appointment as a **CLERK** in the Central Business Office, commencing June 03, 2019 at an annual salary rate of \$25,306.00, prorated.

**TIMOTHY J. FOOTE-VAUGHN** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLERK**. **TIMOTHY J. FOOTE-VAUGHN** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Graduate of Rome Free Academy

**Work Experience:**

- \* From January, 2019 through the present as a part-time clerk in the Central Business Office at Oneida-Herkimer-Madison BOCES
- \* From June, 2018 through July, 2018 as a reconciliation representative - temporary position at BNY Mellon
- \* From November, 2015 through April, 2016 as a customer care representative at Baker & Taylor, Charlotte, NC
- \* From June, 2014 through December, 2014 as a client services specialist at The Charlotte Observer, Charlotte, NC
- \* From August, 2010 through June, 2014 as a trade specialist / compliance account administrator at BNY Mellon
- \* From February, 2009 through August, 2010 as a billing specialist at The Hartford

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

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

**JANICE A. ROCCO** 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 Whitesboro Central School District

**Work Experience:**

- \* From 1999 through 2007 as a bank teller at M & T Bank
- \* From 1997 through 1999 as a cashier at the Home Depot

**c. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING**

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

		Perm. Date	
1.	SAMANTHA B. STRATMAN	OCCUPATIONAL THERAPIST	10/25/2018

**d. RECOMMENDATION FOR CHANGE IN SALARY**

1. Recommend that **PATRICIA A. SERVICE** be appointed to the position of **INTERIM SCHOOL BUSINESS ADMINISTRATOR** for the Canastota Central School District, commencing May 1, 2019 at a daily rate of \$500/day.

**ITEM VI. D. ACTION ITEMS**

**ITEM VI. D. 1. APPROVAL OF POLICY 2001 BOARD OF COOPERATIVE EDUCATIONAL SERVICES AUTHORITY; 2002 NUMBER OF MEMBERS AND TERM OF OFFICE; 2003 QUALIFICATIONS OF BOARD OF COOPERATIVE EDUCATIONAL SERVICES MEMBERS; 2004 ORIENTING NEW BOARD OF COOPERATIVE EDUCATIONAL SERVICES MEMBERS; 2005 BOARD OF COOPERATIVE EDUCATIONAL SERVICES MEMBER TRAINING; 2006 BOARD OF COOPERATIVE EDUCATIONAL SERVICES COMPENSATION AND EXPENSES; 2007 RESIGNATION, DISMISSAL, FILLING VACANCIES; 2100 POWERS AND DUTIES OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES MEMBERS; 2101 DUTIES OF THE CLERK OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES; 2102 DUTIES OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES ATTORNEY; AND 2103 BOARD OF COOPERATIVE EDUCATIONAL SERVICES COMMUNICATIONS.**

*(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

- 2001 Board of Cooperative Educational Services Authority
- 2002 Number of Members and Term of Office
- 2003 Qualifications of Board of Cooperative Educational Services Members
- 2004 Orienting New Board of Cooperative Educational Services Members
- 2005 Board of Cooperative Educational Services Member Training
- 2006 Board of Cooperative Educational Services Compensation and Expenses
- 2007 Resignation, Dismissal, Filling Vacancies
- 2100 Powers and Duties of the Board of Cooperative Educational Services Members
- 2101 Duties of the Clerk of the Board of Cooperative Educational Services
- 2102 Duties of the Board of Cooperative Educational Services Attorney
- 2103 Board of Cooperative Educational Services Communications

**ITEM VI. D. 2. APPROVAL OF ADOPTION OF THE BOCES 2019-2020 BUDGET**

Moved, that the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, authorizes the expenditures of the sums set forth in the 2019-2020 budget in the amount of \$65,252,201.79.

**ITEM VI. D. 3. APPROVAL OF GRAPHIC SERVICES SUPERVISOR**

Moved, that the Cooperative Board approves the creation of a *Graphic Services Supervisor* position for the Oneida-Herkimer-Madison BOCES.

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

NONE

Yes	No	Absent	Abstain
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 Russell Stewart		John J. Salerno	

**Motion carried, 11-0**

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

**A. BOARD OFFICER ELECTIONS**

Mrs. Falvo reviewed the officer election process and asked if there are any questions, thoughts or recommendations. Mr. Stewart suggested that the Board Officers remain the same due to the ongoing District Superintendent search. The Cooperative Board agreed and Mrs. Falvo asked if there would be a need for a nominating committee. The members of the Cooperative Board were in agreement with extending the term of the current President and Vice President for one (1) year – 2019-2020 effective July 1, 2019. Board Officers will be sworn in and the Oath of Office will be administered at the July 10, 2019 Reorganizational Meeting of the Board.

**B. ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED MEMBERS OF THE BOARD**

Deborah Kimball, Clerk of the Board, administered the Oath of Office to Mr. Michael J. Moore, Mr. Gary P. Nelson, Dr. Gary W. Porcelli and Mr. Russell Stewart.

**ITEM IX. REPORTS**

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

- District Superintendent Search: Timeline Update
- June Board Retreat Planning/Date  
    Mr. Boak will send out a few dates in July and August for the Board to choose
- June 12, 2019 Board Meeting/Dinner

**B. Minutes of the Audit Committee Meeting – April 24, 2019**

Mrs. Falvo reviewed the minutes of the Audit Committee Meeting held on April 24, 2019.

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

Moved, that the Cooperative Board accepts the Minutes of the Audit Committee Meeting of April 24, 2019.

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			
Dr. Gary W. Porcelli			
Russell Stewart			

**Motion carried, 11-0**

**ITEM VIII. OLD BUSINESS**

None

**ITEM X. EXECUTIVE SESSION**

None

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

None

**MOTION TO ADJOURN**

Without further objection, there being no further business to come before the Cooperative Board, Mrs. Falvo adjourned the meeting at 5:14 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			
Dr. Gary W. Porcelli			
Russell Stewart			

**Motion carried, 11-0**

  
Deborah Kimball  
Clerk of the Board  
May 8, 2019