



# Oneida-Herkimer-Madison BOCES

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Cooperative Board 2020-2021

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## **MINUTES OF THE REGULAR MEETING OF OCTOBER 14, 2020**

The Regular meeting of the Board of Cooperative Educational Services was held on October 14, 2020 Virtually via Zoom Video Conference.

### **MEMBERS PRESENT**

Mr. Steve Boucher, President  
Mr. Russell Stewart, Vice President  
Mrs. Evon M. Ervin  
Mrs. Elaine M. Falvo  
Mr. Michael J. Moore  
Mr. Gary P. Nelson  
Mr. Anthony J. Nicotera  
Dr. Gary W. Porcelli  
Mr. John J. Salerno

### **MEMBERS EXCUSED**

Mrs. Michelle Anderson  
Mrs. Doreen Corbin  
Mrs. Charlene A. Hartman

### **OTHERS PRESENT**

Patricia N. Kilburn, Ed.D.  
Mr. Thomas Dorr  
Mr. Christopher Hill  
Mr. Scott Morris  
Mrs. Ann Turner  
Mrs. Deborah Kimball

Date

Introduction

Members Present

Members Excused

Others Present

*Steve Boucher, President, Russell Stewart, Vice President*

*Michelle Anderson, Doreen Corbin, Evon M. Ervin, Elaine M. Falvo, Charlene A. Hartman,  
Michael J. Moore, Gary P. Nelson, Anthony J. Nicotera, Dr. Gary W. Porcelli, John J. Salerno,*

*We are collaborators, working together and partnering with leaders in education, business, industry, government and the local community to promote inclusive educational and career opportunities and equitable access in order to prepare all of our learners for the dynamic world of today and tomorrow.*

**ITEM I. CALL TO ORDER**

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

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

None

**ITEM IV. RECOGNITION OF VISITORS**

**ITEM V. COMMUNICATIONS**

**ITEM V. A. REVIEW OF AUDIT COMMITTEE MEETING**

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

Mr. Dorr reviewed the two findings and recommendations.

**ITEM V. B. REVIEW OF BUDGET GUIDELINES**

Mr. Dorr reviewed the budget guidelines as the initial step of the budgeting process.

**ITEM V. C. REVIEW OF CAPITAL PROJECT REPORT**

Mr. Salerno and Dr. Kilburn reviewed the Capital Project Minutes. They spoke about the current window project and future plans.

**ITEM V. D. FROM THE FLOOR**

none

**ITEM V. E. CORRESPONDENCE**

none

#### **ITEM VI. A. DISTRICT SUPERINTENDENT REPORTS**

Dr. Kilburn asked that the Board consider tabling Policy 7201 Reporting Child Abuse in an Educational Setting later in the Agenda, as it is the recommendation from the lawyer.

#### **Board Retreat**

Dr. Kilburn thanked the Board for their understanding for postponing the Board Retreat last month due to COVID-19. She shared some ideas for a future retreat. In working with Mrs. Turner thoughts of a first half virtual retreat and then possibly an in person second half in January.

#### **COVID-19 Update**

Dr. Kilburn updated the Board on the recent change in the School Reporting to the State Department of Health for BOCES. She explained the difference and complexity of the BOCES as they report.

She also reviewed the Governor's decision to shut down some schools and the difference between red, orange and yellow zones.

Dr. Kilburn noted that there is a new "Tool Kit" from the New York State Department of Health that includes a COVID-19 Flow Chart to help schools determine how to handle a COVID-19 situation.

#### **Technology Presentation**

Mr. Morris, Mrs. Turner and Mr. Hill presented to the Board information on how technology has evolved in education over the past 10 years and how it may look like in the future. They shared information on technology infrastructure, E-rate, smart boards and capital projects to name a few topics. They noted that they will continue refinement of where we have been and where we may be going.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 9, 2020**

Motion by: Mr. Moore  
Seconded by: Mr. Nelson

Moved, that, the minutes of the Regular Meeting of September 9, 2020 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

**Motion carried, 9-0**

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

Mr. Boucher asked that, per Dr. Kilburn's earlier request, the Board table Policy 7201 Reporting Child Abuse in an Educational Setting, which is part of Item VII. D. 2. Approval of Policies.

Motion by: Mr. Moore  
Seconded by: Mr. Nelson

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

**Motion carried, 9-0**

**MOTION TO APPROVE THE CONSENT AGENDA**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

Moved, that the Cooperative Board accepts the Report of the Treasurer for August 2020 and the Budget Adjustment Report for August 2020 (Item VII B-1 and B-2); all as shown below:

**ITEM VII. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR AUGUST 2020**

**Report of the Treasurer for August 2020**

Capital	943,668.31
General	15,867,552.52
School Lunch	18,318.05
Special Aid	3,193.30
Trust/Agency	127,020.82
Trust/Expand	<u>73,965.64</u>
Total	\$17,033,718.64

and the Treasurer's Report for the Extra-Curricular Fund  
for August 2020 showing a fund balance of \$10,029.26.

**ITEM VII. B. 2. MOTION TO ACCEPT THE 2020-2021 BUDGET ADJUSTMENT REPORT FOR AUGUST 2020**

**Budget Revisions—2020-21  
August 2020 Report**

2020-21 Adopted Budget	\$72,199,518
Commitment Changes	2,410,461
Net Changes	2,366,559
Total	\$76,976,538

**ITEM VI. B. 3. APPROVAL OF 2019-2020 SHARED SERVICE CONTRACTS/FINAL (BUYER) WITH OTHER BOCES**

**2019-2020 Shared Service Contractee (Buyer) With Other BOCES**

Oneida BOCES Contractee (Buyer) With Other BOCES

Putnam/Northern Westchester BOCES	\$49,978.00	Final contract for all BOCES Services for 2019-2020
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Moved, that the Cooperative Board approve the contract between Oneida-Herkimer-Madison BOCES and Putnam/Northern Westchester BOCES for the 2019-2020 school year.

**ITEM VI. B. 4. APPROVAL OF 2020-2021 SHARED SERVICE CONTRACTS (SELLER) WITH SCHOOLS**

**2020-2021 Shared Service Contractor (Seller) With Schools**

Oneida BOCES Contractor (Seller) With Schools

New Hartford CSD	\$7,421,852.57	Initial contract for all BOCES services for 2020-21 including administration, career & technical education, handicapped services, alternative education
Holland Patent CSD	4,878,341.85	
Oriskany CSD	2,718,236.85	

Moved, that the Cooperative Board approves the contract(s) between Oneida-Herkimer-Madison BOCES and New Hartford Central School District, Holland Patent Central School District, and Oriskany Central School District for the 2020-2021 school year.

**ITEM VI. B. 5. APPROVAL OF BUDGET GUIDELINES FOR 2021-2022**

Moved, that the Cooperative Board approves the budgetary guidelines, budget parameters, and budget calendar for 2021-2022 as the initial step of the budgeting process.

**ITEM VI. B. 6. ACCEPTANCE OF THE FINANCIAL AUDIT**

Moved, that the Cooperative Board accepts the financial audit as submitted by West & Company for the 2019-2020 school year.

**ITEM VI. B. 7. APPROVAL OF CORRECTIVE ACTION PLAN, 2019-2020 AUDIT RECOMMENDATIONS**

BE IT RESOLVED that the accompanying Corrective Action Plan to the 2019-2020 external audit be approved for submission to the NYS Education Department Office of Audit Services.

**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. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	TERI L. DEVAN	TEACHER ASSISTANT	09/07/2004	11/30/2020
2.	MICHAEL S. ZARNOCK	TEACHER ASSISTANT	11/13/2007	09/30/2020

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	JAMIE A. GARROW	TEACHER ASSISTANT	01/21/2014	10/01/2020
2.	ROBERT A. WEGRZYN	TEACHER ASSISTANT	09/01/2019	10/02/2020
3.	KRISTINA L. WILCZAK	TEACHER ASSISTANT	09/01/2019	09/11/2020

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

			Hire Date	Resign Date
1.	MICHAEL W. ELLIOTT JR.	CAREER EXPLORATION SPECIALIST	09/10/2019	09/11/2020
2.	HEATHER D. MORRIS	FOOD SERVICE HELPER	11/16/2016	09/11/2020
3.	KYLE L. NORDSTROM	LABORER	06/03/2020	10/18/2020
4.	JEANETTE M. RISLER	FOOD SERVICE HELPER	09/28/2020	09/28/2020 (verbal)

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	GABRIELLE K. HOMKEY	TEACHER ASSISTANT	09/15/2020	01/04/2021	Child care

**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 **MARIE F. DYGERT** be appointed as a **TEACHER ASSISTANT** in Career & Technical Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$16,471.00.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of Mount Markham Central School  
\* Graduate of LPN Program at Madison-Oneida BOCES

**Work Experience:**

\* From September, 2019 through the present as a substitute nurse at Westmoreland Central School  
\* From 2008 through the present as a substitute nurse/teacher aid at Holland Patent Central School  
\* From 2006 through the present as a license practical nurse at St. Elizabeth Hospital  
\* From 1996 through 2006 as a license practical nurse at Loretto Nursing Home

2. Recommend that **JUSTIN M. HULSER** be appointed as a **TEACHER ASSISTANT** in Career & Technical Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing September 23, 2020 and ending September 22, 2024 at an annual salary rate of \$16,471.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of New York Mills High School

**Work Experience:**

- \* From August, 2016 through September, 2019 as an inpatient direct care aide at Hutchings Psychiatric Center
- \* From November, 2015 through August, 2016 as a sales associate at Carbone Honda
- \* From December, 2014 through November, 2015 as an account executive at Richo USA

3. Recommend that **JESSICA A. SHELLEY** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$51,936.00.

**Certification:**

- \* Initial certificate in Childhood Ed (1-6)
- \* Initial certificate in Early Childhood Ed (B-2)

**Education:**

- \* Graduate of Redmond High School, Redmond, WA
- \* Bachelor of Arts in Interdisciplinary Arts and Science from University of Washington
- \* Master of Arts in Education from University of Washington

**Work Experience:**

- \* From November, 2019 through February, 2020 as a long-term substitute teacher at New Hartford Central School District
- \* From August, 2018 through June, 2019 as a long term substitute teacher at Clinton Central School District
- \* From January, 2018 through June, 2018 as a substitute teacher at Clinton Central School District
- \* From August, 2005 through June, 2017 as a teacher at Lake Washington School District, Kirkland, WA

4. Recommend that **ALICIA A. JACOBS** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$45,515.00.

**Certification:**

- \* Teacher Emergency COVID-19 certificate in Childhood Ed (1-6)

**Education:**

- \* Graduate of Fayetteville-Manlius High School
- \* Bachelor of Liberal Arts in Communication Disorders  
from SUNY New Paltz
- \* Master of Science in Teaching from SUNY Oswego

**Work Experience:**

- \* From September, 2019 through May, 2020 as a clinically rich student teaching placement grades 1 & 2 at Huntington School
- \* From October, 2013 through August, 2019 as a lead/pre-k teacher at County North Children's Center
- \* From April, 2013 through October, 2013 as a mentor at Advocates, Inc.

5. Recommend that **KAITLIN A. TIBBITTS** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$47,070.00.

**Certification:**

- \* Professional certificate in Childhood Ed (1-6)
- \* Professional certificate in Early Childhood Ed (B-2)
- \* Professional certificate in Literacy (B-6)

**Education:**

- \* Graduate of New Hartford Central School District
- \* Associate in Science: Liberal Arts and Sciences from Mohawk Valley Community College
- \* Bachelor of Science in Early Childhood/Childhood Education (B-6) from SUNY Oneonta
- \* Masters in Science in Education from SUNY Cortland

**Work Experience:**

- \* From September, 2017 through June, 2020 as an elementary teacher at Central Valley Central School District
- \* From January, 2010 through June, 2017 held various substitute teaching positions at Whitesboro CSD, New Hartford CSD and Utica

6. Recommend that **REGINA A. MOSES** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$42,489.00.

**Certification:**

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

**Education:**

- \* Graduate of Thomas R. Proctor High School
- \* Associate of Science in Childhood Education/Liberal Arts from Mohawk Valley Community College
- \* Bachelor of Science in Business Administration from SUNY Institute of Technology

**Work Experience:**

- \* From July, 2017 through the present as an optical assistant at Visionworks
- \* From March, 2020 through April, 2020 as a long term substitute teacher at Benton Hall Academy
- \* From June, 2018 through February, 2020 as a substitute teacher at Whitesboro Central School District
- \* From October, 2018 through December, 2018 as a student teacher at Hart's Hill Elementary
- \* From March, 2018 through May, 2018 as a student teacher at Westmoreland Road Elementary
- \* From September, 2014 through July, 2016 as a contact lens technician at Visionworks

7. Recommend that **CASSANDRA G. OHLBAUM** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$45,453.00.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of New Hartford Central School District
- \* Bachelor of Arts in Political Science from Syracuse University
- \* Master of Education in Elementary Education 1-6 from Grand Canyon University

**Work Experience:**

- \* From September, 2019 through the present as a student teacher and substitute teacher at New Hartford Central School District
- \* From November 2018 through the present as a waitress at Delmonico's Italian Steakhouse
- \* From November, 2017 through the present as a substitute teacher at Rome School District
- \* From November, 2016 through the present as a substitute teacher at Vernon-Verona-Sherrill Central School
- \* From March, 2012 through the present as a kitchen manager, bartender, server and pro shop attendant at Crestwood Golf Club
- \* From June, 2018 through August, 2018 as a summer camp counselor at Sadaquada Country Club

8. Recommend that **JULIA H. RITSEMA** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$46,527.00.

**Certification:**

- \* Teacher Emergency COVID-19 certificate in Childhood Ed (1-6) - Pending

**Education:**

- \* Graduate of Kingsford High School, Kingsford, MI
- \* Bachelor of Arts in Computer Science/Sociology  
from Wellesley College
- \* Master of Arts in Elementary Education from Truman  
State University

**Work Experience:**

- \* From August, 2018 through the present as a second grade  
teacher at Knox Country R-1 Elementary School, Edina, MO
- \* From December, 2015 through June, 2016 as a GSRP  
paraprofessional at Kellogg Elementary School, Richland, MI
- \* From October, 2015 through December, 2015 as a  
substitute teacher at EDUStaff, LLC, Grand Rapids, MI

9. Recommend that **CHRISTINE A. RIVERS** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$49,111.00.

**Certification:**

- \* Professional certificate in Childhood Ed (1-6)

**Education:**

- \* Graduate of Whitesboro Central School District
- \* Bachelor of Science in Childhood Education 1-6 from SUNY Oswego
- \* Master of Science in Childhood Education 1-6 from SUNY Cortland

**Work Experience:**

- \* From September, 2014 through June, 2017 as a 6th grade teacher at Syracuse City School District
- \* From September, 2013 through January, 2014 as a long term substitute teacher at New Hartford Central School District
- \* From November, 2012 through May, 2013 as a long term substitute teacher at New Hartford Central School District
- \* April, 2012 as a substitute teacher at Liverpool Central School District
- \* From September, 2007 through June, 2011 as a teaching assistant at Bradley Elementary School
- \* From July, 2003 through August, 2007 as a cashier at B&F Dairy



10. Recommend that **LYNN M. SHIBLEY** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$45,675.00.

**Certification:**

- \* Initial certificate in Childhood Ed (1-6)
- \* Initial certificate in Early Childhood Ed (B-2)

**Education:**

- \* Graduate of Little Falls High School
- \* Associate of Science in Childhood Education from Herkimer County Community College
- \* Bachelor of Science in Liberal Studies: Early Childhood and Childhood Education from Utica College
- \* Master of Science in Elementary Reading and Literacy from Walden University Minneapolis, Minnesota

**Work Experience:**

- \* From September, 2019 through June, 2020 as a lead teacher at Utica Academy of Science
- \* From September, 2017 through May, 2018 as a long term substitute teacher at Little Falls City School District
- \* From January, 2016 through June, 2017 as a substitute teacher at Little Falls City School District

11. Recommend that **KAYLA L. BARNES** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$42,489.00.

**Certification:**

- \* Initial certificate in Childhood Ed (1-6)
- \* Initial certificate in Early Childhood Ed (B-2)

**Education:**

- \* Graduate of Sauquoit Valley Central School District
- \* Bachelor of Arts in Early Childhood Education from SUNY Oneonta

**Work Experience:**

- \* From February, 2018 through the present as a substitute teacher at Whitesboro Central School District and Sauquoit Valley
- \* From January, 2019 through June, 2019 as a teacher aide at Marcy Elementary School
- \* Summer, 2018 as a summer camp coordinator at the Yahnundasis Golf Club
- \* Summer, 2018 and 2019 as a summer camp counselor at Rome Community Schools
- \* From August, 2017 through December, 2017 as a student teacher at Whitesboro Central School District

12. Recommend that **RACHAEL L. SHEPARDSON** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$48,925.00.

**Certification:**

- \* Professional certificate in Early Childhood Ed (B-2)
- \* Professional certificate in Childhood Ed (1-6)
- \* Professional certificate in Literacy (B-6)

**Education:**

- \* Graduate of Frankfort-Schuyler High School
- \* Bachelor of Science in Childhood Education (1-6)  
from SUNY Oneonta
- \* Master of Science in Literacy from SUNY Cortland

**Work Experience:**

- \* From December, 2019 through June, 2020 as a reading teacher  
at Central Valley Central School District
- \* From September, 2017 through June, 2019 as a 1st grade teacher  
and a reading and math teacher at Central Valley Central School District
- \* From September, 2015 through June, 2017 as a 4th grade teacher  
at Owen D. Young Central School
- \* From September, 2014 through June, 2015 as a teaching assistant  
at Owen D. Young Central School
- \* From April, 2013 through August, 2014 as a career exploration  
specialist at Oneida-Herkimer-Madison BOCES

13. Recommend that **TYFFANI M. GRANGER** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 04, 2020 and ending September 03, 2024 at an annual salary rate of \$47,886.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of Vernon Verona Sherrill Central School District  
\* Bachelor of Arts in Political Science from SUNYIT  
\* Master of Arts in Teaching in Elementary Education from Louisiana College

**Work Experience:**

\* From August, 2010 through August, 2014 as a 1st and 3rd grade teacher at JI Watson Middle School, Iowa, LA

14. Recommend that **AMBER L. ZELLWAGER** be appointed as a **TEACHER OF ELEMENTARY EDUCATION** in the Remote Academy, at Westmoreland Upper Elementary, for a four year probationary appointment in the Elementary tenure area, commencing September 01, 2020 and ending August 31, 2024 at an annual salary rate of \$41,989.00.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Central Valley Academy
- \* Associate of Science in Childhood Education from Herkimer County Community College
- \* Bachelor of Science in Inclusive Elementary Education from Cazenovia College

**Work Experience:**

- \* From December, 2018 through the present as a substitute teacher at Central Valley School District
- \* From October, 2019 through December, 2019 as a student teacher at Barringer Road Elementary
- \* From March, 2019 through May, 2019 as a student teacher at Fisher Elementary School
- \* From August, 2017 through January, 2019 as a daycare director at Mohawk Reformed Church Child Care Outreach
- \* From March, 2016 through August, 2017 as a head teacher at Mohawk Reformed Church Child Care Outreach

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

1. Recommend that **ROBERT A. BROCCOLI JR.** be appointed as a **TEACHER ASSISTANT** in the Career and Technical Education Program, for a long-term substitute appointment commencing September 01, 2020 and ending June 30, 2021 at an annual salary rate of \$17,871.00.

**Certification:**

- \* Level I certificate in Teaching Assistant

**Education:**

- \* Graduate of New Hartford High School
- \* Bachelor of Science in Criminal Justice - Economic Crime Investigation from Utica College
- \* Master of Business Administration from Utica College

**Work Experience:**

- \* From March, 2019 through March, 2020 as a FTSI investigator at BNY Mellon
- \* From May, 2015 through June, 2016 as an AML DD Group, KYC consultant at BNY Mellon
- \* From May, 2014 through May, 2015 as a student office assistant at Utica College
- \* From November, 2012 through January, 2019 as an athletic assistant/supervisor at Utica College

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

1. Recommend that **JANET C. JURY** be appointed as **DIRECTOR OF CENTER STATE TEACHER CENTER**, for a temporary appointment commencing July 01, 2020 and ending June 30, 2021 at an hourly salary rate of \$40.00/hr.

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

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

1. Recommend that **KIMBERLY A. HIBBARD** be appointed to a provisional appointment as an **ASSISTANT BUSINESS MANAGER** in the Central Business Office, commencing September 30, 2020 at an annual salary rate of \$75,000.00, prorated.

**KIMBERLY A. HIBBARD** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT BUSINESS MANAGER**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of Clinton Central School District
- \* Associate of Applied Science in Accounting from Mohawk Valley Community College
- \* Bachelor of Science in Accounting from SUNY POLY
- \* Master of Business Administration from SUNY POLY
- \* School District Building Leader from College of Saint Rose

**Work Experience:**

- \* From November, 2017 through July, 2020 as a business official/district treasurer at Sauquoit Valley Central School District
- \* From April, 2004 through November, 2017 as a district treasurer at New Hartford Central School District
- \* From August, 2010 through June, 2015 as an adjunct instructor in economics at Mohawk Valley Community College
- \* From September, 1988 through August, 2000 as an accounting clerk at Sitrin Health Care Center

2. Recommend that **KYLE L. NORDSTROM** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing October 19, 2020 at an annual salary rate of \$29,000.00, prorated.

**KYLE L. NORDSTROM** 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 New Hartford Central School District
- \* Attending Mohawk Valley Community College for Computer Science

**Work Experience:**

- \* From September, 2019 through the present as a laborer at Oneida-Herkimer-Madison BOCES
- \* From June, 2018 through the present as an audio visual aide at Oneida-Herkimer-Madison BOCES
- \* From May, 2017 through June, 2018 as a clerk at the Oneida-Herkimer-Madison BOCES
- \* From 2013 through 2017 as a student assistant to the Network Administrator

3. Recommend that **JENNIFER M. RUBINO** be appointed to a provisional appointment as a **PBIS COORDINATOR** in the Administrative Services Division, Safety Office commencing October 15, 2020 at an annual salary rate of \$45,000.00, prorated.

**JENNIFER M. RUBINO** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PBIS COORDINATOR**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of Proctor High School
- \* Associates Degree in Liberal Arts: Theater from Mohawk Valley Community College
- \* Bachelor of Fine Art in Theater from Long Island University
- \* Master of Arts in Higher Education Administration from Stony Brook University

**Work Experience:**

- \* From July, 2019 through the present as a career coach at Utica College
- \* From August, 2018 through July, 2019 as regional management at ACR Health
- \* From December, 2012 through July, 2019 as a marketing assistant at Mohawk Valley Community College
- \* From August, 2014 through December, 2018 as an adjunct instructor in college seminar and effective speech at Mohawk Valley Community College

4. Recommend that **ALYSSA A. SACCO** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in the Information and Technology Division, School Communications, commencing September 21, 2020 at an annual salary rate of \$32,000.00, prorated.

**ALYSSA A. SACCO** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PUBLIC RELATIONS ASSISTANT**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate from New Hartford High School
- \* Bachelor's Degree in Public Relations from Utica College

**Work Experience:**

- \* From March, 2020 through the present as a partner engagement and event services specialist at Visit Syracuse
- \* From April, 2019 through February, 2020 as an event coordinator at Kripalu Center for Yoga and Health, Stockbridge, MA
- \* From March, 2016 through April, 2019 as an event and wedding planner at Traditions at the Links

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



1. Recommend that **CALEB M. MARTIN** be appointed to a probationary appointment as a **CLEANER** in the Administrative Services, Operations & Maintenance, commencing October 12, 2020 at an annual salary rate of \$27,065.00, prorated.

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

**Education:**

\* Graduate of Holland Patent High School

**Work Experience:**

\* From July, 2019 through the present as a part-time cleaner at Oneida-Herkimer-Madison BOCES

2. Recommend that **ZOIE L. TOMAINO** be appointed to a probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in the Bridges Program, at the Center, commencing October 15, 2020 at an annual salary rate of \$27,409.00, prorated.

**ZOIE L. TOMAINO** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **REGISTERED PROFESSIONAL NURSE**. **ZOIE L. TOMAINO** will be required to serve a twenty-six week probationary period.

**Education:**

\* Graduate of Notre Dame High School

\* Associates Degree in Nursing from St. Joseph's Hospital School of Nursing

**Work Experience:**

\* From January, 2010 through April, 2020 as a registered nurse at Mohawk Valley Health Services

\* From 1993 through 2005 as a registered nurse at St. Elizabeth's Medical Center

\* From 1986 through 1993 as a registered nurse at Crouse Irving Memorial Hospital

**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.

- |    |                   |               |                          |
|----|-------------------|---------------|--------------------------|
| 1. | HEATHER A. TAYLOR | ACCOUNT CLERK | Prob. Date<br>10/15/2020 |
|----|-------------------|---------------|--------------------------|

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

1. Recommend that **DONNA K. LUBECK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing October 01, 2020 at an hourly salary rate of \$12.00.

**DONNA K. LUBECK** 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 January, 2005 through June, 2020 as a slot representative at the Turning Stone Resort Casino
- \* From June, 2000 through October, 2005 as a laundry attendance at Colonial Laundry
- \* From September, 1993 through September, 1994 as a dishwasher at Oriskany High School

2. Recommend that **DIANE MC NAMARA** be appointed to a part-time, as needed appointment as an **ASSISTANT COOK** in the School Lunch Program, commencing September 01, 2020 at a salary rate of \$22.21/hr.

**DIANE MC NAMARA** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **ASSISTANT COOK**.

**Work Experience:**

- \* From 1996 through June, 2020 as an assistant cook at the Oneida-Herkimer-Madison BOCES

3. Recommend that **ADAM C. RAULLI** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 28, 2020 at an hourly salary rate of \$12.00.

**ADAM C. RAULLI** 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 Rome Free Academy
- \* Music Marketing Degree from Berkeley College of Music

**Work Experience:**

- \* From February, 2020 through July, 2020 as a painter at Mohawk Valley Painting
- \* From January, 2014 through December, 2019 as an office assistant/shop fabricator at Raulli's Iron Works, Inc.
- \* From September, 2013 through December, 2013 as an office cleaner at Genie Cleaning Services

4. Recommend that **JEANETTE M. RISLER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing September 28, 2020 at an hourly salary rate of \$12.00, as needed.

**JEANETTE M. RISLER** 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 June, 2015 through December, 2018 as a secretary at Rome Labs
- \* From May, 2006 through June, 2015 as an accounting technician at DFAS

**e. 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.	REBECCA DALY	PUBLIC RELATIONS ASSISTANT	04/20/2020
2.	MARIA N. HUGHES	PUBLIC RELATIONS ASSISTANT	04/20/2020
3.	PAVEL I. KICHUK	COMPUTER OPERATOR	03/16/2020

			Perm. Date
4.	RANDY J. MILLER	NETWORK ADMINISTRATOR II	04/18/2020
5.	KEITH J. MOTTLEY	COMPUTER OPERATOR	03/16/2020
6.	REBECCA L. NEARY	PUBLIC RELATIONS SPECIALIST	04/20/2020
7.	JOHN L. OBERNESSER	COMPUTER OPERATOR	03/16/2020
8.	ANDREA E. RAFFERTY	GRAPHIC SERVICES SUPERVISOR	04/20/2020
9.	MARY SABONIS	NETWORK ADMINISTRATOR II	03/16/2020
10.	CYNDY L. SCRUGGS	ASSISTANT COOK	03/17/2020
11.	KYRILL A. VERENICH	NETWORK ADMINISTRATOR II	04/02/2020
12.	OLEG VERENICH	COMPUTER OPERATOR	03/16/2020

**e. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	WENDY J. BOLOS	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
2.	TERRY L. JONES	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
3.	KRISTEN A. LUBECK	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
4.	SARAH R. MEAD	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
5.	VALERIE L. STARCZEWSKI	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
6.	MICHAEL J. STONE	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
7.	KRISTEN A. TILLSON	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)
8.	FRANCIS G. WILLIAMS	TEACHER ASSISTANT	09/01/2020 - 06/30/2021	\$3,500.00 (student mgr.)

**f. TERMINATIONS**

**1. Teaching/Certified Staff**

**a. TERMINATION OF STAFF MEMBER - DUE TO ABANDONMENT OF POSITION**

1. **WHEREAS, AMBER M. LAMICA** (hereinafter referred to as the "TEACHER ASSISTANT"), currently employed as a **TEACHER ASSISTANT** in Alternative Education Program, Middle Settlement Academy has been absent from her position since August 31, 2020, without requesting or being granted a leave of absence; and  
**WHEREAS**, the circumstances relating to the TEACHER ASSISTANT's absence raised concerns related to potential adverse effects on the educational process for students assigned to the TEACHER ASSISTANT's classes; and  
**WHEREAS**, the Principal mailed to the TEACHER ASSISTANT, a letter in which it was stated that unless the TEACHER ASSISTANT contacted her by the close of business August 31, 2020 regarding her employment status, the District Superintendent would recommend to the Board of Education at its regularly scheduled meeting, October 14, 2020 that the TEACHER ASSISTANT's employment be terminated on the grounds of abandonment; and  
**WHEREAS**, the TEACHER ASSISTANT has made no response to the aforementioned Principal of MIDDLE SETTLEMENT ACADEMY's letter of August 25, 2020 and as of the time of the Board of Education's meeting, she has made no effort to in any manner contact her employer or state HER intentions to continue employment with the Oneida BOCES;  
**BE IT HEREBY RESOLVED**, that in accordance with the Education Law and upon the recommendation of the District Superintendent of Schools, the employment of AMBER M. LAMICA as a non-tenured TEACHER ASSISTANT is hereby terminated, effective as of the date of this resolution, on the grounds of abandonment. The District Superintendent shall inform AMBER M. LAMICA in writing, of this resolution.

**g. SUMMER SCHOOL**

**1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

**a. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - CAREER AND TECHNICAL EDUCATION**  
**Daily rate is 1/200th of salary or hourly.**

		Title	Start Date	End Date	Max Days	Salary
1.	ALAINA M. BROCCOLI	REGISTERED PROFESSIONAL NURSE	07/01/2020	08/31/2020	4	\$30,374

**ITEM VII. D. ACTION ITEMS**

**ITEM VII. D. 1. APPROVAL OF POLICIES**

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. ***(Second Reading)***

4301 Borrowing Funds  
4302 Deposits  
4303 Insurance (Excluding Health Insurance)  
4304 Personal Property of the Board of Cooperative Educational Services  
4305 Health Insurance Portability and Accountability Act Of 1996 (Hippa)  
4400 Audit Committee  
4401 Annual Audit  
4402 Internal Audit Function  
4403 Auditing Claims for Payment  
4404 Personal Property Acquisitions

7001 Student Attendance  
7002 Non-resident Students  
7003 Student Referral and Placement  
7004 Pregnant and Married Students  
7005 Summer School  
7100 Physical Examinations  
7101 Immunization  
7102 Student Dismissal  
7103 Student Medications  
7104 Accidents  
7105 Concussion Management

**ITEM VII. D. 2. APPROVAL OF POLICIES**

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. ***(First Reading)***

4601 Activity Funds and Student Clubs

7200 Reporting Possible Child Abuse or Maltreatment  
***7201 Reporting Child Abuse in an Educational Setting (TABLED)***

7300 Student Alcohol and Drug Abuse  
7301 Loss or Destruction of OHM BOCES Property  
7301 Time Out Rooms  
7401 Parental Access to Instructional Materials, Third Party Surveys and Marketing Surveys  
7601 Censorship of Non-School Student Publications

8001 School Calendar/School Day Review  
8102 Evaluation of Instructional Programs and Services  
8103 Courses Including Dissection of Animals  
8104 Response to Intervention  
8201 Accommodation of Hearing Impaired Parents

**ITEM VII. D. 3. APPROVAL OF DIRECTOR OF SCHOOL HEALTH SERVICES**

Moved, that the Cooperative Board approves the agreement with the Slocum-Dickson Medical Group to provide medical services oversight from July 1, 2020 through June 30, 2021 for the original \$60,175.00 plus the additional \$965.00 for a total of \$61,680.00.

**ITEM VII. D. 4. APPROVAL AWARD OF AUGUST 2020 LIVE MATERIALS SCIENCE BID**

Moved, that the Cooperative Board approves the award of the Elementary Science Kit Supply Bid as per the listing representing the lowest qualified group bid meeting specifications, for a total award of \$42,246.25.

ELEMENTARY SCIENCE BID AWARD RECOMMENDATIONS

Summary of \$ Award per Vendor

Wards	\$42,246.25
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**ITEM VII. D. 5. APPROVAL OF CONTRACT(S)**

None

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

**Motion carried, 9-0**

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

**A. Board Retreat**

Dr. Kilburn asked the Board to select a date in January for the Board Retreat. Some discussion took place and the Board decided on January 23, 2021.

**B. Proposed Bylaw Amendments & Resolutions for Annual Business Meeting at NYSSBA Convention**

Dr. Kilburn reviewed each of the NYSSBA 2020 Proposed Resolutions and had some discussion with the Board as to whether or not they agreed with NYSSBA recommendations. The Board agreed with all and would like to make an amendment to Proposed Resolution 4.

The Board agreed to have the Voting Delegate make a motion to “Propose an extension to incorporate language to include school district involvement in the decision to extend Pilot Agreements.”

**ITEM IX. OLD BUSINESS**

none

Dr. Kilburn asked if there were any volunteers to act as the alternate NYSSBA Voting Delegate if Mr. Moore is unable to attend and Mrs. Ervin volunteered.

**ITEM X. EXECUTIVE SESSION**

None

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

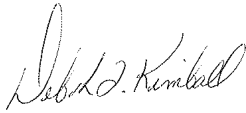
None



**MOTION TO ADJOURN**

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

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 6:34 p.m.



Deborah Kimball  
Clerk of the Board  
October 14, 2020