



# Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2019-2020

T: 315.793.8558

F: 315.223-4704

## **UNAPPROVED MINUTES OF THE REGULAR MEETING OF MAY 13, 2020**

The Regular meeting of the Board of Cooperative Educational Services was held on May 13, 2020 Virtually via Zoom Video Conference.

### **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**

Patricia N. Kilburn, Ed.D.  
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.*

**ITEM I. CALL TO ORDER**

A quorum was noted and the meeting was called to order at 4:22 p.m. by President Falvo. Mrs. Falvo noted that we are holding a virtual meeting due to COVID-19 and that this meeting is being recorded for anyone who would like to view it. The recording can be accessed after the meeting by contacting our technology department.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

Mrs. Falvo shared some very sad news that Helen Salerno, John Salerno's wife passed away. She asked that the Board take a moment to think about them.

Dr. Porcelli arrived at 4:25 p.m.

**ITEM III. RECOGNITION**

None

**ITEM IV. RECOGNITION OF VISITORS**

Closed meeting due to COVID-19

**ITEM V. COMMUNICATIONS**

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

None

**ITEM V. B. CORRESPONDENCE**

None

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

**A. Comptroller's Audit, Preliminary Feedback**

Dr. Kilburn shared that the Comptrollers we able to come into BOCES this year and chose to audit Technology. They have not completed their draft document as of yet. Two areas they were looking at were to see if we had implemented adequate access controls over our network and financial system to safeguard information and also to determine if we have provided

security awareness training. They have reviewed with us their preliminary findings and we are working with our Information Technology Department regarding those. Once we have the public draft of their findings we will share that information.

**B. Capital Project Update**

Mr. Cowen reminded the Board that in March of 2019 they authorized the window project. Bids were received and the Board approved the bid from Utica Glass. He told the board the window project will begin next Monday with all the safeguards in place to make sure that we are in compliance with New York Pause due to COVID-19.

**C. COVID-19 and Re-Entry Planning**

Dr. Kilburn stated that the Governor has closed school for the remainder of the academic year and he plans to make a decision regarding summer school soon.

She shared that a re-entry plan is underway. We are looking at four levels of response with building closures being the most restrictive through the least restrictive with no social distancing or PPE. Dr. Kilburn explained that we are looking at tiered opening and hybrid planning possibilities. We are planning organizational wide and are looking at resources from the different safety groups.

**D. Annual Audit and Remote Approach During COVID-19**

Mr. Cowen stated that typically we have a meeting of the Audit Committee at this time of year with our external auditors and at this time due to COVID-19 they are unable to come out in person. In lieu of this, they sent us a questionnaire asking for responses to many areas of internal controls. That was completed and sent back for their review. A meeting will be scheduled probably in June to discuss.

**E. BOCES Budget**

Mr. Cowen reviewed the BOCES Budget and answered questions from the Board.

**F. Staff Recognition Plans**

Dr. Kilburn shared that we will have a live, via zoom and Youtube Staff Recognition Ceremony on June 2<sup>nd</sup> at 4:00 p.m. The Speakers will be zoom participants and the viewers will watch via Youtube. We will be recognizing the retirees and employees' years of service.

**G. Student Ceremonies**

Dr. Kilburn shared that program leaders from CTE, PTECH, MSA and Bridges are working with School Communications to plan virtual student ceremonies. Some ideas are possibly live or pre-recorded, viewers will watch. We are communicating with students and families in advance. We are also looking to create acknowledgements, certificates etc. to be mailed in advance.

**H. PPD & Instructional Support Services Update**

Mrs. Turner shared the Instructional Support Services and Program and Professional Development Update. Less is More Essential Curriculum Project.

They have created essential curriculum learning units in ELA and Math grades K-2 to support the districts by high quality focused teaching. Units are supported by the use of technology, the Buzz Learning Management System and the electronic resources that reside in the Buzz platform. She explained that districts may use them in a variety of ways.

**ITEM VII. A.1. MINUTES OF THE REGULAR MEETING OF APRIL 8, 2020**

**MOTION TO APPROVE THE MINUTES**

Motion by: Mrs. Anderson  
Seconded by: Mrs. Ervin

Moved, that, the minutes of the Regular Meeting of April 8, 2020 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 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 VII. APPROVAL OF CONSENT AGENDA (B., C., D.)**

**MOTION TO APPROVE THE CONSENT AGENDA**

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

Moved, that the Cooperative Board approves the Consent Agenda Items B., C., 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 MARCH 2020**

**Report of the Treasurer for March 2020**

Capital	943,189.15
General	10,941,742.12
School Lunch	5,562.96
Special Aid	105.16
Trust/Agency	63,500.77
Trust/Expand	<u>79,126.38</u>
Total	\$12,033,226.54

And the Treasurer's Report for the Extra-Curricular Fund for March 2020 showing a fund balance of \$10,079.28.

**ITEM VII. B. 2. MOTION TO ACCEPT THE BUDGET ADJUSTMENT REPORT, MARCH, 2020**

Moved, that the Cooperative Board accepts the Budget Adjustment Report for March 2020; all as shown below:

**Budget Revisions—2019-20  
March 2020 Report**

2019-20 Adopted Budget	\$65,252,103
Commitment Changes	7,738,263
Net Changes	7,620,584
Total	<u>\$80,610,949</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. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	BARBARA C. BOWEN	SCHOOL PSYCHOLOGIST	09/26/1994	06/30/2020
2.	<b>STEVEN R. DAVIS</b>	<b>COMPUTER EDUCATION COORDINATOR</b>	<b>02/01/2010</b>	<b>07/31/2020 (revised date)</b>
3.	KAREN A. OEINCK	TEACHER ASSISTANT	09/01/1999	06/30/2020
4.	<b>JEANNE B. WILKERSON</b>	<b>TEACHER ASSISTANT</b>	<b>09/01/1989</b>	<b>06/30/2020 (revised date)</b>

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

			Hire Date	Retire Date
1.	MARY JANE PANNICK	WORD PROCESSOR	09/20/2004	06/30/2020

**b. APPOINTMENTS**

**1. Teaching/Certified Staff**

**a. 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.	NOEL K. AMES	Police Science	09/01/2020
2.	TERRY R. BARR	Food Service	09/01/2020
3.	SUSAN J. BRENNAN	School Social Worker	09/01/2020
4.	ERIN C. BREWER	Multi-Occupational (Special)	09/01/2020
5.	KELLY A. COLANTUONI	Mathematics	09/01/2020
6.	JONNA L. DOWLING	English as a Second Language	08/15/2020
7.	CHRISTOPHER J. FARO	Physical Education	09/01/2020
8.	LINDSAY M. GIRUZZI	English 7-12	09/01/2020
9.	SARAH E. HADITY	Teaching Assistant	09/01/2020
10.	CARRIE L. HAMILTON	Teaching Assistant	09/01/2020

			Tenure Date
11.	MICHAEL P. HOOVER	Social Studies	09/01/2020
12.	JEAN KNAUL	Teaching Assistant	09/01/2020
13.	PHILIP A. LACELLE JR	Teacher of Agriculture	09/01/2020
14.	EDWARD F. MANLEY	Teaching Assistant	09/01/2020
15.	SARAH R. MEAD	Teaching Assistant	09/01/2020
16.	JAMES E. REYNOLDS	Teaching Assistant	09/01/2020
17.	ASHLEY L. SCHMIDT	Teacher of Special Education	09/01/2020
18.	JEFFREY R. SERGOTT	Physical Education	09/01/2020
19.	MCKENZIE L. SIPP	Teaching Assistant	09/01/2020
20.	MICHAEL A. WURZ	Teaching Assistant	09/01/2020

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

a. Recommendation for the creation of (6) temporary, full-time substitute Laborer positions

### a. **RECOMMENDATION FOR A SECOND PROVISIONAL APPOINTMENT**

1. **LEONARD L. JONES** was previously appointed to a provisional appointment as an **ASSISTANT PRINTING SUPERVISOR** in the Information & Technology Division, commencing April 15, 2019. **LEONARD L. JONES** recently took the civil service exam, but did not receive a passing score. **LEONARD L. JONES** is being recommended to a second provisional appointment by his immediate supervisor effective May 18, 2020. After canvassing individuals on the list, it has been deemed non-mandatory (less than 3 names) and it is now possible for **LEONARD L. JONES** to receive a second provisional appointment, with the understanding that the next civil service exam for this title will need to be taken and passed.



**ITEM VII. D. ACTION ITEMS**

**ITEM VII. D. 1. ADOPTION OF THE BOCES 2020-2021 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 2020-2021 budget in the amount of \$72,199,518.12.

**ITEM VII. D. 2. APPROVAL OF THE INFORMATION TECHNOLOGY DISASTER RECOVERY PLAN**

Moved, that the Cooperative Board approve the Information Technology Disaster Recovery Plan.

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

A. Board Officer Elections

Mrs. Falvo has appointed Mr. Moore, Mrs. Corbin and Mrs. Ervin as the Board Nominating Committee. She shared the procedure and she noted that at the April Meeting she asked Board members to contact her if they are interested in an Officer position. She noted that Mr. Boucher would like to stay and is interested in the President position. Mrs. Falvo also noted that Dr. Porcelli, Mr. Stewart and Mr. Nelson are also interested in an Officer position. If anyone else has an interest please contact any member of the Nominating Committee.

By June the committee will let the Cooperative Board know who the slate of officers will be and at the July meeting the Board will vote.

**ITEM IX. OLD BUSINESS**

None

**ITEM X. EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 5:55 p.m.

Executive Session Items:

X	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 SANNYS and UPSEU Unions, 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
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

The Board returned to General Session at 6:59 p.m.

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

None

**MOTION TO ADJOURN**

Motion by: Mr. Boucher  
Seconded by: Mrs. Anderson

Without further objection, there being no further business to come before the meeting, the meeting adjourned at 7:00 p.m.

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**



Deborah Kimball  
Clerk of the Board  
May 13, 2020