



# Oneida-Herkimer-Madison BOCES

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Cooperative Board 2020-2021

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## MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2020

The Regular meeting of the Board of Cooperative Educational Services was held on December 9, 2020 Virtually via Zoom Video Conference.

### MEMBERS PRESENT

Mr. Steve Boucher, President  
Mr. Russell Stewart, Vice President  
Mrs. Michelle Anderson  
Mrs. Doreen Corbin  
Mrs. Elaine M. Falvo  
Mrs. Charlene A. Hartman  
Mr. Michael J. Moore  
Mr. Gary P. Nelson  
Mr. Anthony J. Nicotera  
Mr. John J. Salerno

### MEMBERS EXCUSED

Mrs. Evon M. Ervin  
Dr. Gary W. Porcelli

### 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 4:31 p.m. Mr. Boucher also noted that this board meeting will be broadcast in real time, and also recorded and posted to our website.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

**ITEM IV. RECOGNITION OF VISITORS**

**Jean Palmer – Recipient of the New York School Public Relations Association 2020 Communicator of the Year Award**

Dr. Kilburn shared with the Cooperative Board that Jean is the recipient of the New York School Public Relations Association (NYSPRA) 2020 Communicator of the Year Award. Scott Morris presented Jean with a plaque from NYSSPRA and congratulated her.

Jean thanked the Cooperative Board and said she shares this award with her incredible team. She said, she couldn't do any of this without them.

Congratulations Jean.

**ITEM V. COMMUNICATIONS**

**A. FROM THE FLOOR**

none

**B. CORRESPONDENCE**

none

[Mrs. Hartman arrived at 4:39 p.m.]

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

**COVID-19 Update**

Dr. Kilburn shared an update regarding COVID-19 and the status of BOCES and the districts.

Mr. Hill shared what each Instructional Department is currently doing to provide instruction to the students.

Dr. Kilburn also shared some information regarding COVID-19 testing. Hats off to the Safety Department for their hard work securing testing through Upstate Family Health Center. 20,000 free tests will be available for the BOCES and component districts. Upstate Family Health Center also has provided the appropriate training to our Safety staff, who will turnkey train, deploy and support our component districts with testing.

### **Thought Exchange Update**

Ann Turner thanked the Cooperative Board members for their participation in the Thought Exchange exercise. She shared a powerpoint with what the results look like and noted that these will be emailed and mailed out to the Board members. The Thought Exchange will remain open and an update will be sent prior to the January Cooperative Board meeting.

### **ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2020**

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

Moved, that, the minutes of the Regular Meeting of November 18, 2020 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

**Motion carried, 10-0**

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

#### **MOTION TO APPROVE THE CONSENT AGENDA**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

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

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

**Report of the Treasurer for October 2020**

Capital	943,785.39
General	7,395,427.23
School Lunch	19,238.06
Special Aid	193.30
Trust/Agency	138,383.44
Trust/Expand	<u>73,974.82</u>
Total	\$8,571,002.24

and the Treasurer's Report for the Extra-Curricular Fund for October 2020 showing a fund balance of \$9,733.00.

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

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

2020-21 Adopted Budget	\$72,199,518
Commitment Changes	2,410,461
Net Changes	7,359,228
Total	\$81,969,207

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	DAVID A. ALONGI	SCHOOL PSYCHOLOGIST	09/01/2020	01/03/2021 (corrected date)	Personal Reasons
2.	CHRISTA P. NIGRO	GUIDANCE COUNSELOR	12/01/2020	06/30/2021	Child care
3.	ROXANN TESTAMARK	TEACHER ASSISTANT	11/17/2020	12/03/2020	Personal Reasons
4.	JESENIA I. WRIGHT	SCHOOL SOCIAL WORKER	12/14/2020	TBD	Maternity

**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 **BRENDA L. BOWERS** be appointed as a **TEACHER ASSISTANT** in Special Education Programs, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 10, 2020 and ending December 09, 2024 at an annual salary rate of \$17,036.00, prorated.

**Certification:**

- \* Level III certificate in Teaching Assistant

**Education:**

- \* Graduate of Oriskany Central School District

**Work Experience:**

- \* From September, 2018 through the present as a teacher assistant at Madison-Oneida BOCES
- \* From February, 2017 through June, 2018 as a teacher aide at Madison-Oneida BOCES
- \* From January, 2018 through February, 2018 as a substitute teacher aide at Madison-Oneida BOCES
- \* From September, 2001 through December, 2012 as a food service helper then manager/cook at Oneida-Herkimer-Madison BOCES

2. Recommend that **TESSA G. EVANS** be appointed as a **TEACHER ASSISTANT** in Special Education Programs, at Westmoreland Primary for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 10, 2020 and ending December 09, 2024 at an annual salary rate of \$18,436.00, prorated.

**Certification:**

- \* Level III certificate in Teaching Assistant

**Education:**

- \* Graduate of Holland Patent High School
- \* Bachelor of Science in Speech and Hearing Sciences  
from SUNY Cortland

**Work Experience:**

- \* From April, 2019 through the present as a claims validator at Wellfleet Insurance Group
- \* From June, 2018 through the present as a licensed real estate salesperson at Coldwell Banker Prime Properties
- \* From October, 2016 through the present as a server at Adirondack Bank Center
- \* From November, 2015 through April, 2019 as a teacher assistant at Rome City School District
- \* 2015 as a teacher aide at Upstate Cerebral Palsy
- \* 2009 through 2013 as an assistant manager, waitress, and cashier at Lake Delta Yacht Club
- \* 2012 through 2013 as a student library assistant at Mohawk Valley Community College

3. Recommend that **JOSHUA M. ROCK** be appointed as a **TEACHER ASSISTANT** in Special Education Programs, at New Hartford High School, for a four year probationary appointment in the Teaching Assistant tenure area, commencing December 10, 2020 and ending December 09, 2024 at an annual salary rate of \$16,471.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of Proctor High School

\* Currently attending Mohawk Valley Community College for Human Services

**Work Experience:**

\* From July, 2019 through the present as a child care worker at House of the Good Shephard

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



1. Recommend that **SARA L. GARRETT** be appointed as a **TEACHER OF BUSINESS EDUCATION** in **P-TECH PROGRAMS**, for a long-term substitute appointment commencing November 02, 2020 and ending April 28, 2021 at an annual salary rate of \$41,989.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of Holland Patent High School  
\* Bachelor of Arts in Economics and Political Science from Gettysburg College

**Work Experience:**

\* From January, 2019 through May, 2020 as a peer learning associate at Gettysburg College  
\* From May, 2018 through January, 2020 as a substitute teacher at Holland Patent Central School  
\* From September, 2016 through May, 2020 as a volunteer at Big Brothers Big Sisters

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

1. Recommend that **JOSEPH N. REILLY** be appointed as a **PROGRAM SPECIALIST** in the Information & Technology Division, for a temporary appointment commencing September 01, 2020 and ending June 30, 2021 at a daily salary rate of \$300.00.

**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.

- |    |             |                    |                           |
|----|-------------|--------------------|---------------------------|
| 1. | ANN L. LIEB | Teaching Assistant | Tenure Date<br>03/06/2021 |
|----|-------------|--------------------|---------------------------|

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

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

1. Recommend that **TINA M. BLAIR** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 13, 2020 at an hourly salary rate of \$12.00.

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

**Education:**  
\* Graduate of Waterville Central School

**Work Experience:**  
\* From March, 2020 through July, 2020 as a housekeeper at Red Roof Inn  
\* From December, 2016 through April, 2017 as a housekeeper at Lutheran Care
  
2. Recommend that **JENNIFER M. MASHTARE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing November 13, 2020 at an hourly salary rate of \$12.00.

**JENNIFER M. MASHTARE** 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 High School

**Work Experience:**  
\* From 2018 through 2019 as a housekeeper at Red Roof Inn  
\* From 2012 through 2018 as a stay at home mom  
\* From 2002 through 2012 as a mass assembler at Conmed  
\* From 2003 through 2005 as a cashier at Walmart
  
3. Recommend that **MARY W. MC CORMICK** be appointed to a part-time appointment as a **CLERK HOURLY** in the Information and Technology Division, School Library System, commencing December 14, 2020 through June 30, 2021 at an hourly salary rate of \$25.71 "as needed".

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

**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)**

7500 School Safety and Educational Climate Reporting

**ITEM VII. D. 3. APPROVAL OF CONTRACT(S)**

None

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

**Motion carried, 10-0**

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

None

**ITEM IX. OLD BUSINESS**

none

**ITEM X. EXECUTIVE SESSION**

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

Moved, that the Board enter Executive Session at 4:56 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 _____ Union, pursuant to Article 14 of the Civil Service Law
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the _____ exam
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

The Board returned to General Session at 5:56 p.m.

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

Motion by: Mr. Moore  
Seconded by: Mrs. Hartman

**Resolution of the Board of Education  
of the  
Oneida-Herkimer-Madison Board of Cooperative Educational Services**

Be it resolved that the Board of Education of the Oneida-Herkimer-Madison BOCES hereby approves the agreement between the BOCES and Mary Parker.

Be it further resolved that the District Superintendent is hereby authorized to execute the agreement on behalf of the BOCES.

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

**Motion carried, 9-0**

**MOTION TO ADJOURN**

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

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 5:58 p.m.



Deborah Kimball  
Clerk of the Board  
December 9, 2020