



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2019-2020

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UNAPPROVED MINUTES OF THE REGULAR MEETING OF MARCH 11, 2020

The Regular meeting of the Board of Cooperative Educational Services was held on March 11, 2020 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. Charlene A. Hartman
Mr. Gary P. Nelson
Dr. Gary W. Porcelli
Mr. John J. Salerno

MEMBERS EXCUSED

Mrs. Evon M. Ervin
Mr. John A. Griffin
Mr. Michael J. Moore
Mr. Russell Stewart

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.*

OTHERS PRESENT - STUDENT PRESENTERS

David Stayton, principal
Michelle Hall, assistant principal
German Arias, student
Daniel Farrell, student
Matthew Rosado, student

ITEM I. CALL TO ORDER

A quorum was noted and the meeting was called to order at 4:30 p.m. by President Falvo.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

Area 2 SkillsUSA

Mr. Stayton thanked the Cooperative Board for their continued support of SkillsUSA and he then introduced Mr. John Stratton, SkillsUSA Advisor.

Mr. Stratton shared that Criminal Justice students are being recognized for their outstanding efforts in the recent Feed Our Vets Food Drive. For the fourth straight year, OHM BOCES has placed first in the regional competition/collection of food items for this drive. Also for the fourth straight year, the Criminal Justice program has donated the most products. In recognition of the students' efforts, we are the recipient of a SkillsUSA Area 2 Community Service Project plaque bearing our school's name. This plaque is on display in the CTE trophy case.

Mr. Stratton then introduced the students being recognized.

Daniel Farrell, Criminal Justice, from Oriskany Central School District. Dan is a member of the Oriskany CSD track and cross country teams. Last year, Dan was inducted into the CTE honor society. In Criminal Justice, Dan held the ranks of CJ 1 Lieutenant and CJ 2 Captain (class leader). Dan has signed with the United States Marine Corps and anticipates going to basic training in October.

Matthew Rosado, Welding, Utica City School District. Matthew will assume the position of Area 2 Vice President of the New York State Skills USA student organization for the 2020-21 school year in April.

Matthew enjoys helping and teaching others. He truly embodies the SkillsUSA mission to "empower members to become world-class workers, leaders and responsible American citizens." Upon graduation, Matt intends to attend college with the goal of becoming a psychologist and/or a social worker.

ITEM IV. RECOGNITION OF VISITORS

Anthony Nicotera, Board Member Sauquoit Valley CSD

ITEM V. COMMUNICATIONS

ITEM V. A. FROM THE FLOOR

Mrs. Falvo reminded Board members to hand in the D. S. evaluations.

ITEM V. B. CORRESPONDENCE

ITEM VI. A. DISTRICT SUPERINTENDENT REPORTS

A. CORONAVIRUS UPDATE

Dr. Kilburn updated the Cooperative Board regarding the coronavirus. Coordination with the State Education Department and other District Superintendents. Providing resources and workshops to districts, emergency plans and what to do in the event of school closures.

B. BOARD RETREAT FOLLOW-UP

Dr. Kilburn thanked the Cooperative Board for their hard work at the retreat with the Mission and Vision statement. This will be back on the Agenda for April.

C. GRADUATION MEASURES MEETING UPDATE

Dr. Kilburn reviewed the Graduation Measures meeting.

ITEM VII. A. MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2020

MOTION TO APPROVE THE MINUTES

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

Moved, that, the minutes of the Regular Meeting of February 12, 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		Evon M. Ervin	Elaine M. Falvo
Steve Boucher		John A. Griffin	
Doreen Corbin		Michael J. Moore	
Charlene A. Hartman		Russell Stewart	
Gary P. Nelson			
Dr. Gary W. Porcelli			
John J. Salerno			

Motion carried, 7-0

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

MOTION TO APPROVE THE CONSENT AGENDA

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

Moved, that the Cooperative Board approves the Consent Agenda Items B., 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 JANUARY 2020

Report of the Treasurer for January 2020

Capital	942,383.95
General	5,054,550.45
School Lunch	32,912.09
Special Aid	404.30
Trust/Agency	63,846.77
Trust/Expand	<u>79,058.83</u>
Total	\$ 6,173,156.39

And the Treasurer's Report for the Extra-Curricular Fund for January 2020 showing a fund balance of \$13,894.83.

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

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

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

2019-20 Adopted Budget	\$65,252,103
Commitment Changes	7,738,263
Net Changes	7,500,364
Total	<u>\$80,490,729</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. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	ANDREA L. GAGNON	TEACHER ASSISTANT	09/01/2019	02/25/2020

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	JAMES L. DAVIS	INST SUPT SVCS IN CURR & DIFF INST	12/02/2010	03/20/2020

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	JENNIFER M. SMITH	TEACHER ASSISTANT	02/24/2020	06/30/2020	work as long term substitute teacher

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	MARY SABONIS	COMPUTER TECHNICAL ASSISTANT	03/13/2020	TBD	new probationary appointment

c. 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 **MCKENZIE L. DODGE** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 24, 2020 and ending February 23, 2024 at an annual salary rate of \$16,346.00, prorated.

Certification:

* Currently working toward certification

Education:

* Graduate of New Hartford High School
* Currently attending Pennfoster online for Early Childhood Education
* Attended Mohawk Valley Community College for General Studies

Work Experience:

* From March, 2019 through the present as a head of group at the YMCA
* From April, 2015 through March, 2019 as an assistant teacher at the Neighborhood Center

2. Recommend that **DANIEL J. DYGERT** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 24, 2020 and ending February 23, 2024 at an annual salary rate of \$17,473.00, prorated.

Certification:

* Currently working toward certification

Education:

* Graduate of Holland Patent Central School
* Bachelor's degree in Professional Studies from Cazenovia College

Work Experience:

* From August, 2015 through the present as a soccer coach at Holland Patent Central School
* From September, 2019 through January, 2020 as a temp employee at Express Employment Professionals
* From May, 2018 through August, 2018 as a cashier at Stittville Fill, Grill and Chill
* From November, 2015 through August, 2016 as a stock person at Nassar Food Center

3. Recommend that **GABRIELLE K. HOMKEY** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing February 24, 2020 and ending February 23, 2024 at an annual salary rate of \$17,806.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Fort Plain Jr./Sr. High School
- * Associate of Applied Science in Early Childhood Education from SUNY College of Agriculture & Technology at Cobleskill

Work Experience:

- * From June, 2013 through the present as a shift supervisor at HmsHost Corporation
- * From January, 2014 through June, 2019 as a teaching assistant at Fulmont Community Action Agency Inc.

b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **JENNIFER M. SMITH** be appointed as a **TEACHER OF SPECIAL EDUCATION** in the Special Education Programs, at the Center for a long-term substitute appointment commencing February 24, 2020 and ending June 30, 2020 at an annual salary rate of \$42,880.00, prorated.

Certification:

- * Initial certificate in Physical Education

Education:

- * Associate of Science in Liberal Arts and General Studies from Mohawk Valley Community College
- * Associate of Science in Liberal Arts and Physical Education from Herkimer County Community College
- * Bachelor of Science in Physical Education Teacher Certification from Brockport

Work Experience:

- * From November, 2017 through the present as a teacher assistant at Oneida-Herkimer-Madison BOCES
- * From March, 2018 through April, 2018 as a short-term substitute teacher of special education at Oneida-Herkimer-Madison BOCES
- * From October 10, 2017 through November, 2017 as a short-term substitute teacher of physical education at Oneida-Herkimer-Madison BOCES
- * From September, 2016 through June, 2017 as a physical education/health instructor at Mount Markham Central School District
- * From November through February, 2013 - 2017 as a volleyball coach at Central Valley Central School District
- * From February, 2016 through May, 2016 as a physical education instructor at Sauquoit Valley School District
- * August 2015 as a varsity girls tennis coach at Central Valley School District

c. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **CYNTHIA B. DEDOMINICK** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Division, for a temporary appointment commencing March 12, 2020 and ending June 30, 2020 at a daily salary rate of \$300.00.
2. Recommend that **MAUREEN R. FUTSCHER** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Division, for a temporary appointment commencing March 23, 2020 and ending June 30, 2020 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.

			Tenure Date
1.	MARGHERITA MANOIERO	School Business Administrator	07/01/2020
2.	STEPHEN S. MORRIS	Director of Information & Technology	07/01/2020

e. RECOMMENDATION FOR MENTORING

		Title	Start Date	End Date	Salary
1.	CYNTHIA B. DEDOMINICK	COACH/MENTOR	03/12/2020	06/30/2020	\$40.00/hr.
2.	MAUREEN R. FUTSCHER	COACH/MENTOR	03/23/2020	06/30/2020	\$40.00/hr.

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **JACOB T. PERRIN** be appointed to a provisional appointment as an **ASSISTANT SCHOOL LUNCH DIRECTOR** in the School Lunch Program, commencing April 01, 2020 at an annual salary rate of \$51,000.00, prorated.

JACOB T. PERRIN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT SCHOOL LUNCH DIRECTOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Waterville Central School District
- * Bachelor's Degree in Nutrition/Dietetics from Syracuse University

Work Experience:

- * From March, 2017 through the present as a farm to school market development specialist at Cornell Cooperative Extension
- * From November, 2016 through March, 2017 as a baker at Heart Stone Bakery
- * From May, 2015 through October, 2016 as a farm staff at North Country School and Camp Treetops, Lake Placid
- * From September, 2013 through May, 2015 as an employment manager at Syracuse University Food Service

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **MARY SABONIS** be appointed to a probationary appointment as a **NETWORK ADMINISTRATOR II** in the Information and Technology Division, commencing March 16, 2020 at an annual salary rate of \$51,000.00 prorated.

MARY SABONIS has passed the civil service exam and has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **NETWORK ADMINISTRATOR II**. **MARY SABONIS** will be required to serve a twenty-six week probationary period.

2. Recommend that **PATRICIA A. WOOD** be appointed to a probationary appointment as an **ASSISTANT COOK** in the School Lunch Program, commencing February 24, 2020 at a salary rate of \$13.66 per hour.

PATRICIA A. WOOD has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSISTANT COOK**. **PATRICIA A. WOOD** will be required to serve a twenty-six week probationary period.

Education:

* Graduate of Proctor High School

Work Experience:

* From May, 2016 through August, 2018 as a food service helper at Oneida-Herkimer-Madison BOCES

* From July, 2005 through March, 2016, as a housekeeper for a private residence

* From June, 2006 through March, 2014, as a cleaner for Brophy Services', Inc.,

* From November, 2012 through November, 2013, as an office cleaner for Exception Technologies, LLC.

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.

			Prob. Date
1.	RYAN W. GERLING	MUSIC THERAPIST	02/10/2020
2.	PAVEL I. KICHUK	COMPUTER OPERATOR	03/16/2020
3.	KEITH J. MOTTLEY	COMPUTER OPERATOR	03/16/2020
4.	JOHN L. OBERNESSER	COMPUTER OPERATOR	03/16/2020
5.	OLEG VERENICH	COMPUTER OPERATOR	03/16/2020

d. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **JUAN J. CANTARERO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 12, 2020 at an hourly salary rate of \$12.00, as needed.

JUAN J. CANTARERO 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 San Patricio, El Salvador

Work Experience:

* From June, 2018 through the present as a cook at Mid-State Correction Facility

2. Recommend that **AMY CHRISTOPHER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing February 12, 2020 at an hourly salary rate of \$12.00, as needed.

AMY CHRISTOPHER 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 April, 2018 through the present as a cashier at Price Chopper
* From April, 2012 through the present as a cashier, monitor and server in the kitchen at the Utica City School district

3. Recommend that **AIMEE C. MACLAGGER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing March 01, 2020 at an hourly salary rate of \$14.55.

AIMEE C. MACLAGGER 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 New Hartford Central School District
* Bachelor's Degree in Theatre Education from SUNY Brockport
* Master of Library and Information Science from Pratt Institute

Work Experience:

* From September, 2004 through August, 2015 as a librarian at the Brearley School, New York, NY

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.	JEFFREY C. MORGAN	NETWORK ADMINISTRATOR I	09/12/2019
2.	SARA E. TOTARO	OCCUPATIONAL THERAPIST	10/09/2019

f. RECOMMENDATION FOR PERMANENT APPOINTMENT - (NON-COMPETITIVE CIVIL SERVICE TITLE)

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 twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	PATSY L. BEEHM	ASSISTANT COOK	07/01/2019
2.	DONNA P. BENOIT	ASSISTANT COOK	08/29/2019
3.	COLLEEN M. GEORGE	ASSISTANT COOK	08/29/2019

g. RECOMMENDATION FOR CHANGE IN FTE

			Date	FTE
1.	JESSICA L. PROVOST	REGISTERED PROFESSIONAL NURSE	02/24/2020	0.75

ITEM VII. D. ACTION ITEMS

ITEM VII. D. 1. APPROVAL OF ESTABLISHMENT OF STANDARD WORK DAYS

Moved, that the Cooperative Board establishes the standard work days for the job titles per the attached list. These standards will be the basis for which time worked by Oneida-Herkimer-Madison BOCES employees will be reported to the retirement system.

ITEM VII. D. 2. APPROVAL OF POLICIES

Moved, that the Cooperative Board approve 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)*

General Commitments

Policy 0018 Student Registration and Pre-Registration to Vote

Section 4000 (4100-4300) Fiscal Management

4100 System of Accounts
4101 Reports of Possible Violations of Policy or Law
4102 Bonding of OHM BOCES Personnel
4103 Periodic Financial Reports
4104 Treasurer
4200 Budget Planning and Preparation
4201 Budget Development and Adoption
4202 Administration of Budget
4203 Applications for State and Federal Funds
4300 Investments

ITEM VII. D. 3. APPROVAL OF LEADERSHIP COACHES/CURRICULUM SPECIALISTS

Moved, that the Cooperative Board recommends Cynthia DeDominick and Maureen Futscher be appointed as Leadership Coaches and Curriculum Specialists available to the component districts of Oneida-Herkimer-Madison BOCES.

ITEM VII. D. 4. APPROVAL OF CONTRACT(S)

NONE

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

Motion carried, 8-0

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

- A.** National School Boards Association Annual Conference, April 3 – 6, 2020. Due to the coronavirus, Dr. Kilburn and President Falvo have decided to cancel going to the event.

ITEM IX. OLD BUSINESS

None

ITEM X. EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 4:52 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 5:01 p.m.

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

WHEREAS, the District Superintendent placed a probationary teaching assistant on paid administrative leave effective March 9, 2020, and has recommended that the employee remain on paid administrative leave pending further investigation and review of matters related to the teaching assistant’s employment.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Board does hereby continue the paid administrative leave for a probationary teaching assistant.

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

Motion carried, 8-0

ITEM XI. ACTION ITEM(S) FOR APPROVAL (CONTINUATION OF VII.)
 None

MOTION TO ADJOURN

Without further objection, there being no further business to come before the meeting, Mrs. Falvo adjourned the meeting at 5:02 p.m.

Yes

No

Absent

Abstain

Michelle Anderson
Steve Boucher
Doreen Corbin
Elaine M. Falvo
Charlene A. Hartman
Gary P. Nelson
Dr. Gary W. Porcelli
John J. Salerno

Evon M. Ervin
John A. Griffin
Michael J. Moore
Russell Stewart

Motion carried, 8-0



Deborah Kimball
Clerk of the Board
March 11, 2020