



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2021-2022  
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**MINUTES OF THE REGULAR  
MEETING OF DECEMBER 8, 2021**

The Regular meeting of the Board of Cooperative Educational Services was held on December 8, 2021 in The Howard D. Mettelman Learning Center.

**MEMBERS PRESENT**

- Mr. Steve Boucher, President
- Mr. Russell Stewart, Vice President
- Mrs. Michelle Anderson
- Mrs. Doreen Corbin
- Mrs. Elaine M. Falvo
- Mr. Joseph H. Hobika, Jr.
- Mrs. Heather Johnson
- Mr. Gary P. Nelson
- Mr. Anthony J. Nicotera
- Gary W. Porcelli, Ed.D.
- Mr. Timothy Thomas

**MEMBERS EXCUSED**

- Mr. John J. Salerno

**OTHERS PRESENT**

- Patricia N. Kilburn, Ed.D.
- Mr. Christopher Hill
- Mr. Scott Morris
- Mrs. Deborah Kimball
- Mr. Kevin Healy

Date

Introduction

Members Present

Members Excused

Others Present

Steve Boucher, *President*, Russell Stewart, *Vice President*  
Michelle Anderson, Doreen Corbin, Elaine M. Falvo, Joseph H. Hobika, Jr., Heather Johnson,  
Gary P. Nelson, Anthony J. Nicotera, Gary W. Porcelli, Ed.D., John J. Salerno, Timothy Thomas

*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 Board President, Mr. Steve Boucher called the meeting to order at 4:33 p.m.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

none

**ITEM IV. RECOGNITION OF VISITORS**

Mr. Timothy Thomas

**IV. 1. RESOLUTION TO APPOINT BOARD MEMBER TO FILL VACANCY**

After consultation with the Board of Education of the Clinton Central School District, the Oneida-Herkimer-Madison BOCES Board intends to fill the vacancy created by the resignation of Mr. Michael J. Moore by appointing Timothy Thomas to fill the vacancy until the next annual election in April 2022 and pending election results for the remainder of Michael J. Moore's term that expires June 30, 2022.

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

Yes	No	Excused	Abstain
Michelle Anderson		John J. Salerno	
Steve Boucher			
Doreen Corbin			
Elaine M. Falvo			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			

**Motion carried 10-0**

**IV. 2. OATH OF OFFICE ADMINISTERED TO APPOINTED BOARD MEMBER**

The Clerk administered the oath of office to the newly appointed Board member:  
Mr. Timothy Thomas

**ITEM V. COMMUNICATIONS**

**A. FROM THE FLOOR**

Mr. Stewart thanked the Board for their kindness with regard to the passing of his mother.

**B. CORRESPONDENCE**

**ITEM VI. DISTRICT SUPERINTENDENT REPORT**

Diversity, Equity and Inclusion (DEI) Presentation

Kevin Healy shared a presentation regarding the New York State Education Department Initiative: Diversity, Equity and Inclusion. He reviewed the why, the purpose, the culturally responsive-sustaining framework, the regional support and the roadmap. He also explained his role to support Districts and he is working on a COSER to be available for Districts.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2021**

Motion by: Mr. Stewart  
Seconded by: Mr. Nelson

Moved, that, the minutes of the Regular Meeting of November 10, 2021 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

Yes	No	Excused	Abstain
Michelle Anderson Steve Boucher Doreen Corbin Elaine M. Falvo Joseph H. Hobika, Jr. Heather Johnson Gary P. Nelson Anthony J. Nicotera Russell Stewart		John J. Salerno	Dr. Gary W. Porcelli Timothy Thomas

**Motion carried 9-0**

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

**MOTION TO APPROVE THE CONSENT AGENDA**

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

**FINANCIAL REPORTS/AWARDING OF CONTRACTS**

Moved, that the Cooperative Board accepts the Report of the Treasurer for s 2021 and the Budget Adjustment Report for October 2021 (Item VII B-1 and B-2); all as shown below:

**ITEM VII. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR OCTOBER 2021**

**Report of the Treasurer for October 2021**

Capital	7,890.99
General	11,486,384.04
School Lunch	22,510.03
Special Aid	763.25
Trust/Agency	74,061.51
Extra-Curricular	13,132.40
Total	\$11,604,742.22

and the Treasurer's Report for the Extra-Curricular Fund for October 2021 showing a fund balance of \$13,132.40

**ITEM VII. B. 2. MOTION TO ACCEPT THE 2021-2022 BUDGET ADJUSTMENT REPORT FOR OCTOBER 2021**

**Budget Revisions—2021-22  
October 2021 Report**

2021-22 Adopted Budget	\$73,239,223
Commitment Changes	4,514,456
Net Changes	3,116,758
Total	\$80,870,437

**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.	JOSHUA M. ROCK	TEACHER ASSISTANT	12/10/2020	11/19/2021
2.	DONNA SENKO	TEACHER ASSISTANT	01/28/2008	12/31/2021
3.	MARANDA L. WATSON	ATTENDANCE TEACHER	10/05/2018	12/31/2021

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

			Hire Date	Resign Date
1.	KRISTINE M. GAW	FOOD SERVICE HELPER	09/13/2021	11/29/2021

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	AMY M. LOCKE	SCHOOL SOCIAL WORKER	01/04/2022	TBD	Disability

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

			Start Date	End Date	Reason
1.	CHERI L. DERDZINSKI	SENIOR GRAPHIC ARTIST	12/12/2021	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 **MICHELLE R. BACH** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 18, 2021 and ending November 17, 2025 at an annual salary rate of \$17,371.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Notre Dame High School
- \* Associate's Degree in Psychology from Mohawk Valley Community College

**Work Experience:**

- \* From July, 2003 through the present as direct support Aide at Central New York DDSO
- \* From November, 1997 through July, 2003 as a teacher assistant at Mohawk Valley Community Action

2. Recommend that **SHAD A. CZERNIAK** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 08, 2021 and ending November 07, 2025 at an annual salary rate of \$30,354.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Chittenango High School
- \* Attended Utica College for Construction Management

**Work Experience:**

- \* From April, 2004 through the present as a CCW, SS, SCCW, program manager and program supervisor at the House of the Good Shephard
- \* From 2012 through 2019 as a mentor, respite worker at ICAN Kids Oneida
- \* From November, 2001 through March, 2004 as a resident counselor at St. Josephs Villa
- \* From February, 1998 through October, 2000 as a relief supervisor at the House of the Good Shephard



3. Recommend that **KIMBERLY M. HART** be appointed as a **TEACHER ASSISTANT** in **INSTRUCTIONAL PROGRAMS & PROF LEARNING**, at the Center for a four year probationary appointment in the Teaching Assistant tenure area, commencing November 22, 2021 and ending November 21, 2025 at an annual salary rate of \$22,108.00, prorated.

**Certification:**

- \* Level III certificate in Teaching Assistant

**Education:**

- \* Graduate of Poland Central School District
- \* Associate of Arts in Liberal Arts from Cazenovia College
- \* Bachelor of Science in Therapeutic Recreation from  
Utica College

**Work Experience:**

- \* From November, 2012 through the present as a teacher's assistant at Upstate Cerebral Palsy
- \* January, 2010 as a substitute teacher at Utica School District
- \* June, 2010 as a teacher's assistant at Court Street Children's Center
- \* From October, 2001 through March, 2003 as a teacher's assistant at Junior Junction Daycare

**b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)**

1. Recommend that **DAVID A. ALONGI** be appointed as a **SCHOOL PSYCHOLOGIST** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Bridges Program, for a part-time (.3 FTE) appointment commencing November 02, 2021 at an annual salary rate of \$18,140.70, prorated.

**Certification:**

- \* Permanent certificate in School Psychologist

**Education:**

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

**Work Experience:**

- \* From October, 2019 through June, 2020 as a part-time school psychologist at Oneida-Herkimer-Madison BOCES
- \* From April, 2019 through June, 2019 as a part-time temporary school psychologist at Oneida-Herkimer-Madison BOCES
- \* From January, 2019 through March, 2019 as a long term substitute school psychologist at Whitesboro Central School District
- \* From October, 2017 through April, 2018 as a long term substitute school psychologist at Rome City School District
- \* From September, 1980 through June, 2017 as a school psychologist at Vernon-Verona-Sherrill School District

2. Recommend that **SHARON E. MCGUIRE** be appointed as a **TEACHER OF MUSIC** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at New Hartford, for a part-time (.4 FTE) appointment commencing November 29, 2021 at an annual salary rate of \$21,586.00, prorated.

**Certification:**

- \* Permanent certificate in Music

**Education:**

- \* Graduate of High School of Performing Arts, Manhattan
- \* Bachelor of Arts in Music Education from Syracuse University
- \* Master of Science in Education from SUNY Cortland

**Work Experience:**

- \* From September, 2004 through December, 2019 as an elementary band music teacher at Utica City School District
- \* From September, 2002 through June, 2004 as a vocal elementary music teacher K-6 at Utica City School District

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

1. Recommend that **ELLEN A. CUCCI** be appointed as a **TEACHER OF HOME ECONOMICS** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at BOCES STEPS program and New York Mills School District, for a long-term substitute appointment commencing November 01, 2021 and ending February 04, 2022 at an annual salary rate of \$52,816.00, prorated.

**Certification:**

- \* Permanent certificate in Home Economics

**Education:**

- \* Graduate of Rome Free Academy
- \* Associates Degree in Fashion Merchandising/Fashion from Cazenovia College
- \* Bachelor of Science in Education/Home Economics from Oneonta State College
- \* Master of Science in Ready Pre K-12 from SUNY Cortland

**Work Experience:**

- \* From September, 2016 through December, 2018 as a family and consumer science teacher at Rome City School District
- \* From September, 1980 through June, 2016 as a home economics and reading teacher at Utica City School District

**d. RECOMMENDATION FOR INCREASE IN FTE**

			Date	FTE
1.	JAMES B. RYAN	SCHOOL PSYCHOLOGIST	11/29/2021	0.9
2.	LEO SMITH	SCHOOL PSYCHOLOGIST	11/30/2021	0.5

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

- Recommendation to create 10 part-time Food Service Helper Positions
- Recommendation to create 3 permanent part-time Permanent Laborer Positions in School Lunch Program

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

1. Recommend that **SHELLEY A. DYN** be appointed to a provisional appointment as a **MICROFILM OPERATOR** in SUPPORT SERVICES, commencing November 15, 2021 at an annual salary rate of \$30,159.00, prorated.

**SHELLEY A. DYN** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MICROFILM OPERATOR**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of Richfield Springs Central School District

**Work Experience:**

- \* From February, 1995 through the present as a quality assurance clerk/warehouse
- \* From February, 2011 through June, 2020 as a Dolgeville area girl scouts troop leader
- \* From January, 2016 through September, 2016 as a substitute lunch/recess monitor

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

1. Recommend that **CHERI L. DERDZINSKI** be appointed to a probationary appointment as an **ASSOCIATE GRAPHIC ARTIST** in the SUPPORT SERVICES DIVISION, School Communications, commencing December 13, 2021 at an annual salary rate of \$41,000.00, prorated.

**CHERI L. DERDZINSKI** has passed the exam and has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **ASSOCIATE GRAPHIC ARTIST**. **CHERI L. DERDZINSKI** will be required to serve a twenty-six week probationary period.

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

1. Recommend that **DONNA L. ARMSTRONG** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing November 08, 2021 at an hourly salary rate of \$12.50.

**DONNA L. ARMSTRONG** 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 Holland Patent Central School

**Work Experience:**

- \* From 1983 through 2020 as a supervisor at Mac-Clark Restaurants - McDonald's

2. Recommend that **MARY A. FATATA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, commencing November 09, 2021 at an hourly salary rate of \$12.50.

**MARY A. FATATA** 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 Frankfort-Schuyler High School
- \* Associate of Applied Science in Business from Herkimer County Community College
- \* Attended Mohawk Valley Community College for Health Information Management Program

**Work Experience:**

- \* From September, 2019 through the present as a cook at Melrose Supermarket
- \* From December, 2018 through the present as a health management data systems specialist at Upstate Cerebral Palsy
- \* From January, 2008 through December, 2018 as a health management systems specialist at Upstate Cerebral Palsy
- \* From April, 2005 through January, 2008 as a credentialing specialist at Upstate Cerebral Palsy
- \* From August, 1999 through April, 2005 as a medical office manager at Community Health & Behavioral Services - UCP

3. Recommend that **JESSICA L. LADLEE** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, the School Lunch Program, commencing November 22, 2021 at an hourly salary rate of \$12.50.

**JESSICA L. LADLEE** 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 Mount Markham High School
- \* Early Childhood Education certificate from Herkimer County BOCES

**Work Experience:**

- \* From September, 2018 through September, 2020 as a sandwich artist at Subway
- \* From October, 2014 through March, 2015 as a cafe worker at American Food and Vending
- \* From 2011 through October, 2014 as a manager at Subway

- d. **RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)**

1. Recommend that **KENNETH A. LONG** be appointed to a temporary appointment as a **BUSINESS MANAGER** in SUPPORT SERVICES, located at Holland Patent Central School, commencing December 01, 2021 and ending June 30, 2022 at a salary rate of \$475.00/day, by timesheet.

**d. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	CHRISTINE E. ALLBRIGHT	TEACHER OF MATH	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
2.	ANN BOHLING	TEACHER OF ENGLISH	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
3.	SHAD A. CZERNIAK	TEACHER ASSISTANT	11/08/2021 - 06/30/2022	\$3,500.00 extra assignment (prorated)
4.	COLIN J. DOUGLASS	COMPUTER NETWORK SECURITY INSTRUCTOR	10/15/2021 - 06/15/2022	\$1,200.00 mentor (prorated)
5.	BRIAN F. FRANTZ	TEACHER OF SCIENCE	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
6.	LINDA M. PERRAS	TEACHER OF SPECIAL EDUCATION	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
7.	NICOLE C. ROBERTS	TEACHER OF ESL	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
8.	CHRISTINE SIMMONS	TEACHER OF SPECIAL EDUCATION	11/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)
9.	HILARY R. WILLIAMS	TEACHER OF ENGLISH	12/01/2021 - 06/30/2022	\$1,200.00 mentor (prorated)

**ITEM VII. D. ACTION ITEMS**

**ITEM VII. D. 1. APPROVAL OF INTEGRATED COMMUNITY ALTERNATIVES NETWORK (ICAN) CONTRACT**

Moved, that the Cooperative Board approves the agreement between Integrated Community Alternatives Network and the Oneida-Herkimer-Madison BOCES effective Immediately.

**ITEM VII. D. 2. APPROVAL OF FUTURE PRICE INCREASE FOR FULL-PAID LUNCH AND FULL-PAID BREAKFAST**

Moved, that the Oneida-Herkimer-Madison Cooperative Board maintain the price for a full-paid lunch at \$2.75 for 2022-23 School Year, and set the prices for the following three years at \$3.00 for SY23-24, \$3.25 for SY24-25 and \$3.50 for SY25-26.

**ITEM VII. D. 3. 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)*

6201 Drug-Free Workplace Policy  
6204 Alcohol, Drugs and Other Substances

1001 Public Relations and Communications  
1002 Community Use of Board of Cooperative Educational Services Facilities  
1003 Visitors to the Board of Cooperative Educational Services Facilities  
1004 Volunteers

Deletion of Policies:  
7602 Complaints and Grievances by Students

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

None

Yes	No	Excused	Abstain
Michelle Anderson		John J. Salerno	Timothy Thomas
Steve Boucher			
Doreen Corbin			
Elaine M. Falvo			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Russell Stewart			

**Motion carried 10-0**

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

A. BOCES Consortium of Continuing Education Policy Board Meeting Minutes

Mr. Boucher noted that that minutes are in the Board packet for members to review

B. Board Participation on Committees - Continued

Dr. Kilburn share the “draft” Committee chart with the following additions that were suggested by the Board members. She added the “Purpose” column which describes what each committee’s purpose is. She also added “Food for Thought” – how might the Cooperative Board create opportunities for new members to participate in its committees? And, what might a mentoring relationship entail?

Dr. Kilburn asked that the Board members review and bring this back up for discussion at the next meeting

**ITEM IX. OLD BUSINESS**

None

[Mrs. Johnson left at 6:36 p.m.]

[Mr. Hobika left at 6:50 p.m.]

**ITEM X. EXECUTIVE SESSION**

Motion by: Mr. Stewart

Seconded by: Mrs. Falvo

Moved, that the Board enter Executive Session at 6:51 p.m.

Executive Session Items:

	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)
X	discussing collective negotiations pertaining to the UPSEU and BTA 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 7:19 p.m.

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

**MOTION TO ADJOURN**

Without further objection, there being no further business to come before the Cooperative Board, Mr. Boucher adjourned the meeting at 7:30 p.m.



Deborah Kimball  
Clerk of the Board  
December 8, 2021