



Oneida-Herkimer-Madison BOCES

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Cooperative Board 2021-2022

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**MINUTES OF THE REGULAR  
MEETING OF NOVEMBER 10, 2021**

The Regular meeting of the Board of Cooperative Educational Services was held on November 10, 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  
Mr. Joseph H. Hobika, Jr.  
Mrs. Heather Johnson  
Mr. Gary P. Nelson  
Mr. Anthony J. Nicotera  
Mr. John J. Salerno

**MEMBERS EXCUSED**

Mrs. Elaine M. Falvo  
Gary W. Porcelli, Ed.D.

**OTHERS PRESENT**

Patricia N. Kilburn, Ed.D.  
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, Elaine M. Falvo, Joseph H. Hobika, Jr., Heather Johnson,  
Gary P. Nelson, Anthony J. Nicotera, Gary W. Porcelli, Ed.D., 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.*

**OTHERS PRESENT**

David Stayton, Principal CTE  
Michael Hoover, Assistant Principal CTE  
Kimberly Petronella, SkillsUSA Advisor  
John Stratton, SkillsUSA Advisor  
Jack Barkett, student  
Joseph Gogola, student

**ITEM I. CALL TO ORDER**

A quorum was noted and Board President, Mr. Steve Boucher called the meeting to order at 4:34 p.m.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ITEM III. RECOGNITION**

none

**ITEM IV. RECOGNITION OF VISITORS**

Mr. Stayton and Mr. Hoover thanked Dr. Kilburn and the Cooperative Board for their support of the SkillsUSA program. Mr. Hoover introduced Mr. Stratton, SkillsUSA Advisor. Mr. Stratton shared a history of the SkillsUSA program, noting that there are over 3,000 members. Mr. Stratton also mentioned the competitions the students have been involved in and placed in. He then introduced Mrs. Petronella and she spoke about the Fall Conference and introduced the students present.

Jack Barkett, attends Advertising Design at BOCES and is from the Sauquoit Valley Central School District. Jack shared his experience at the Fall Conference in Washington D.C. He is a senior and is the current NYS Reporter for SkillsUSA. He is also a member of the Sauquoit Star School Newspaper Club. Upon graduation, Jack is planning to study computer science at Mohawk Valley Community College with the goal to build a career in the video game industry. Mr. Nicotera presented Jack with a certificate of recognition.

Joseph Gogola attends Criminal Justice at BOCES and is from the Clinton Central School District. Joseph shared his experience at the fall leadership conference in Albany, he learned a lot about himself and really valued the experience. He is a junior and he plays football, participates in chorus and is a member of the drama club. Joey was elected as our school's SkillsUSA Historian. His future plans include either attending law school or the police academy. Mr. Boucher presented Joseph with a certificate of recognition.

## **ITEM V. COMMUNICATIONS**

### **A. FROM THE FLOOR**

SMORES review

Dr. Kilburn reviewed the weekly bulletin that contains the information in SMORE format.

### **B. CORRESPONDENCE**

Rural Schools Winter Conference

## **ITEM VI. DISTRICT SUPERINTENDENT REPORT**

- Update – Dr. Kilburn shared that COVID-19 cases are up at Oneida-Herkimer-Madison BOCES
- Instructional Programs & Professional Learning (IPPL): HIVE Virtual Academy  
Kevin Healy shared information regarding the HIVE Virtual Academy, a viable virtual option for students. HIVE is a K-5 Virtual Academy that has K-6 through OHM BOCES and K-12 through CiTi BOCES.

Mr. Healy shared the history of HIVE including building the Academy, teacher recruitment – virtual teachers, and district involvement. He noted there are 16 districts from across the state who participate in the academy. He also discussed the future of the HIVE academy and sustainability. He also thanked all who were involved to make this happen.

- Support Services - Media Services: Matthew Bashant and Elizabeth Hartnett shared a powerpoint about the Media Library Migration project. They first reviewed what the School Library System is, the main functions, how to access the resources and the CoSers.

They then explained how they needed to create a new Media Library platform due to their current provider would no longer support the SNAP platform. They shared the entire transformation process, training and the new successful data migration. They also mentioned the dynamic OHM BOCES IT team that made it all a success.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 13, 2021**

Motion by: Mr. Stewart  
Seconded by: Mr. Nicotera

Moved, that, the minutes of the Regular Meeting of October 13, 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		Elaine M. Falvo	
Steve Boucher		Dr. Gary W. Porcelli	
Doreen Corbin			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
John J. Salerno			
Russell Stewart			

**Motion carried 9-0**

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

**MOTION TO APPROVE THE CONSENT AGENDA**

(With the following correction – Item VII. D. 4. Approval of Advisor Council Membership – New Student Member should state for a one-year term for the 2021-2022 school year)

Motion by: Mr. Hobika, Jr.  
Seconded by: Mr. Stewart

**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 September 2021 (Item VII B-1 and B-2); all as shown below:

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

**Report of the Treasurer for September 2021**

Capital	7,890.66
General	13,028,542.52
School Lunch	28,376.29
Special Aid	763.25
Trust/Agency	72,858.39
Extra-Curricular	12,796.40
Total	\$13,151,227.51

and the Treasurer's Report for the Extra-Curricular Fund  
for September 2021 showing a fund balance of \$12,796.40

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

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

2021-22 Adopted Budget	\$73,239,223
Commitment Changes	4,514,456
Net Changes	2,419,106
Total	\$80,172,785

**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. Non-Instructional/Classified Staff**

			Hire Date	Retire Date
1.	ELIESA P. FITZGERALD	FOOD SERVICE HELPER	09/01/1992	10/29/2021

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	JILLIAN D. CAREW	ATTENDANCE TEACHER	01/14/2020	10/29/2021
2.	ANN MARIE DEANGELO	TEACHER ASSISTANT	09/01/2002	10/22/2021
3.	TESSA G. EVANS	TEACHER ASSISTANT	12/10/2020	11/03/2021

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

			Hire Date	Resign Date
1.	ADAM J. BROCKWAY	GRAPHIC DESIGN ARTIST	09/14/2020	11/05/2021
2.	MICHELLE M. COVEL	FOOD SERVICE HELPER	09/01/2020	10/01/2021 (verbal)
3.	JASON M. DOUGLASS	TELECOMMUNICATIONS SPECIALIST I	09/12/2019	11/14/2021
4.	ANITA FERNALLD	FOOD SERVICE HELPER	09/07/2021	10/04/2021 (verbal)
5.	SALLY J. KUHL	OFFICE SPECIALIST I	10/25/2021	10/26/2021
6.	THERESE M. SOULIA	FOOD SERVICE HELPER	10/13/2020	10/25/2021
7.	PATRICIA A. WAMPFLER	FOOD SERVICE HELPER	08/29/2019	10/01/2021 (verbal)

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	BAILEY A. BACH	TEACHER ASSISTANT	08/30/2021	TBD	work as short term substitute teacher
2.	MORGAN A. BUSS	TEACHER ASSISTANT	10/25/2021	TBD	Disability
3.	LINDSAY M. GIRUZZI	TEACHER OF ENGLISH	02/07/2022	06/30/2022	Disability
4.	KARA R. HARVEY	SCHOOL SOCIAL WORKER	10/12/2021	TBD	Disability
5.	KELLE KIRKLAND	TEACHER OF HOME ECONOMICS	12/20/2021	TBD	Disability
6.	COURTNEY M. SEELBACH	TEACHER ASSISTANT	10/12/2021	TBD	Disability

**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 **KELLY J. GARCIA** 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 October 28, 2021 and ending October 27, 2025 at an annual salary rate of \$17,371.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Deogracias Cardona, Columbia
- \* Associates Degree in Respiratory Therapy from Mohawk Valley Community College

**Work Experience:**

- \* From August, 2020 through August, 2021 as a respiratory therapist at Upstate Medical Hospital
- \* From February, 2015 through October, 2020 as a cleaner at Lithia Motors
- \* From February, 2015 through March, 2016 as a waitress at the Turning Stone Casino

2. Recommend that **KARA A. KOTARY** be appointed as a **SCHOOL SOCIAL WORKER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Whitesboro Central School District and Middle Settlement Academy for a four year probationary appointment in the School Social Worker tenure area, commencing October 04, 2021 and ending October 03, 2025 at an annual salary rate of \$46,217.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Holland Patent High School
- \* Bachelor of Social Work from Western New Mexico University
- \* Master of Social Work from Western New Mexico University

**Work Experience:**

- \* From November, 2020 through the present as a behavior manager at Revere Youth Agency ICAN
- \* From September, 2017 through August, 2021 as a teaching assistant at Oneida-Herkimer-Madison BOCES
- \* From 2016 through 2017 as a Teacher's Assistant at St. Paul Nazareth Preschool
- \* From 2014 through 2015 as a Teacher's Aide 1:1 at Madison Oneida BOCES
- \* November, 2014 as a substitute Teacher's Assistant at Oneida-Herkimer-Madison BOCES
- \* From September, 2014 through November, 2014 as an ASL long-term substitute at Oneida-Herkimer-Madison BOCES



3. Recommend that **KAITLYN M. REINSMITH** 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 October 07, 2021 and ending October 06, 2025 at an annual salary rate of \$16,471.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of Chittenango High School

**Work Experience:**

\* From September, 2021 through the present as a substitute teaching assistant at Oneida-Herkimer-Madison BOCES

\* From August, 2017 through September, 2019 as a coordinator at Marshalls

4. Recommend that **THERESE M. SOULIA** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Westmoreland Elementary 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 \$16,751.00, prorated.

**Certification:**

\* Teaching Assistants Emergency COVID-19 certificate in Teaching Assistant

**Education:**

\* Graduate of Westmoreland High School

\* Currently attending Mohawk Valley Community College for ASL Interpreter

**Work Experience:**

\* From October, 2020 through the present as a food service helper at Oneida-Herkimer-Madison BOCES

\* From August, 2010 through March, 2020 as an assistant manager at AMF Pin-o-Rama Lanes

5. Recommend that **AMY L. TREEN** 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 October 20, 2021 and ending October 19, 2025 at an annual salary rate of \$16,471.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of West Canada Valley Central School

**Work Experience:**

- \* From February, 2015 through August, 2018 as a driver at FedEx
- \* From June, 2006 through October, 2011 as an aide at Herkimer County Manner
- \* From June, 2006 through October, 2011 as a part time office assistant at a private practice Dr. Office

6. Recommend that **MAKAELA A. WOOD** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Waterville Elementary for a four year probationary appointment in the Teaching Assistant tenure area, commencing October 12, 2021 and ending October 11, 2025 at an annual salary rate of \$16,471.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

\* Graduate of Holland Patent Central School District

**Work Experience:**

- \* From September, 2019 through the present as a laborer/ office assistant at Kelly Contracting
- \* From May, 2019 through September, 2019 as a temporary laborer at Oneida County DPW
- \* From August, 2018, through December, 2018 as a kitchen crew member at Dunkin Donuts

**b. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT**

1. Recommend that **BAILEY A. BACH** be appointed as a **TEACHER OF SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at the Center for a short-term substitute appointment commencing September 01, 2021 and ending TBD at an annual salary rate of \$44,221.00, prorated.

**Certification:**

- \* Currently working toward certification

**Education:**

- \* Graduate of Clinton Central School District
- \* Bachelor of Arts in English from Utica College
- \* Currently attending Grand Canyon University for Master of Arts in Special Education K-12

**Work Experience:**

- \* From May, 2019 through the present as a teaching assistant at Oneida-Herkimer-Madison BOCES
- \* From 2015 through the present as a summer school teaching assistant at Oneida-Herkimer-Madison BOCES
- \* From 2014 through 2015 as a substitute teaching assistant at Oneida-Herkimer-Madison BOCES

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

1. Recommend that **AMBER L. RENZI** be appointed as a **TEACHER OF ENGLISH** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, P-TECH OHM, Career and Technical Education Center, for a long-term substitute appointment commencing October 25, 2021 and ending June 30, 2022 at an annual salary rate of \$43,249.00, prorated.

**Certification:**

\* Currently working toward certification

**Education:**

- \* Graduate of Rome Free Academy
- \* Associate of Applied Science in Educational Interpreting from Mohawk Valley Community College
- \* Bachelor of Arts in English Language and Literacy from Southern New Hampshire University
- \* Currently attending Empire State College for Master of Arts in Teaching ELA Secondary Education

**Work Experience:**

\* From October, 2007 through the present as an ASL interpreter/1:1 at Rome City School District

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

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

1. Recommend that **JASON M. DOUGLASS** be appointed to a provisional appointment as an **INFORMATION TECHNOLOGY PROJECT MANAGER** in SUPPORT SERVICES DIVISION, commencing November 15, 2021 at an annual salary rate of \$85,000.00, prorated.

**JASON M. DOUGLASS** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **INFORMATION TECHNOLOGY PROJECT MANAGER**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of Oneida High School
- \* Associates Degree in Computer Network Technician from Herkimer County Community College
- \* Bachelor of Science Degree in Network Computer Security from SUNYIT

**Work Experience:**

- \* From September, 2019 through the present as a telecommunications specialist at Oneida-Herkimer-Madison BOCES
- \* From October, 2016 through September, 2019 as a network administrator II at Oneida-Herkimer-Madison BOCES
- \* From April, 2016 through October, 2016 as a computer technical assistant at Oneida-Herkimer-Madison BOCES
- \* From January, 2015 through April, 2016 as a computer operator at Oneida-Herkimer-Madison BOCES
- \* From July, 2013 through January, 2015 as a computer technician at DCMO BOCES

2. Recommend that **SALLY J. KUHL** be appointed to a provisional appointment as an **OFFICE SPECIALIST I** in SUPPORT SERVICES DIVISION, Special Education Itinerant Programs, commencing October 25, 2021 at an annual salary rate of \$30,159.00, prorated.

**SALLY J. KUHL** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OFFICE SPECIALIST I**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of Spackenkill High School
- \* Associate of Applied Science in Hospitality & Tourism from Dutchess Community College

**Work Experience:**

- \* From February, 2021 through June, 2021 as an administrative assistant at Foster & Schmalkuche, Gardiner, NY
- \* From November, 2019 through January, 2020 as a heavy data entry clerk at Tamarack Preserve Ltd.
- \* From 2015 through 2018 as an executive assistant to vice president - marketing & enrollment
- \* From 2004 through 2015 as senior administrative assistant at the Culinary Institute of America

3. Recommend that **JACLYN E. ROSE** be appointed to a provisional appointment as an **OFFICE SPECIALIST I** in SUPPORT SERVICES DIVISION, P-TECH OHM, commencing October 21, 2021 at an annual salary rate of \$30,159.00, prorated.

**JACLYN E. ROSE** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **OFFICE SPECIALIST I**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of New Hartford High School
- \* Certification in Biology/Surgical Tech from Mohawk Valley Community College

**Work Experience:**

- \* From 2019 through the present as a surgical technologist at Syracuse Orthopedic Specialists One Day Surgery
- \* From 2011 through 2019 as a senior public safety telecommunicator/trainer at Oneida County Emergency Services
- \* From 2008 through 2010 as a customer service representative/data processor at Affiliated Computer Services

4. Recommend that **GIORGIO V. VARLARO** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in SUPPORT SERVICES DIVISION, School Communications commencing November 01, 2021 at an annual salary rate of \$30,000.00, prorated.

**GIORGIO V. VARLARO** 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 of Herkimer High School
- \* Associate of Arts in General Studies from Herkimer College
- \* Bachelor of Arts in Communications and Journalism from St. John Fisher College
- \* Master of Science in Sports Management from Ithaca College

**Work Experience:**

- \* From September, 2016 through March, 2020 as a marketing and communications digital coordinator at Keuka College
- \* From June, 2013 through September, 2016 as a sports information vendor at Herkimer College
- \* From November, 2015 through September, 2016 as a public relations coordinator at Herkimer College
- \* From September, 2014 through October, 2015 as an assistant to the director of student services
- \* From March, 2015 through August, 2015 as a director of media relations from Utica Brewers

**b. 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. | KIMBERLY A. HIBBARD                      ASSISTANT BUSINESS MANAGER | 10/29/2021 |

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

1. Recommend that **KELLY M. BAKER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES DIVISION, School Lunch Program, commencing October 06, 2021 at an hourly salary rate of \$12.50, as needed.

**KELLY M. BAKER** 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 Oriskany Falls High School

**Work Experience:**

\* From September, 1999 through August, 2021 as an office assistant II in the Bursar Office at SUNY Morrisville

2. Recommend that **ANTHONY J. DERFUSS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES DIVISION, School Lunch Program, commencing October 25, 2021 at an hourly salary rate of \$12.50.

**ANTHONY J. DERFUSS** 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 Oriskany Jr./Sr. High School

**Work Experience:**

\* From 2011 through June, 2020 as a cook/dishwasher at Oriskany Diner  
\* From September, 2013 through June, 2014 as a food service helper at Utica Academy of Science Charter School



3. Recommend that **LORI A. FITZPATRICK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES DIVISION, School Lunch Program, commencing October 08, 2021 at an hourly salary rate of \$12.50, as needed.

**LORI A. FITZPATRICK** 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 Brookfield Central School District
- \* Graduate of Utica School of Commerce as a Legal Secretary

**Work Experience:**

- \* From 2019 through the present as a substitute at Brookfield Central School
- \* From 2019 through the present as a merchandiser/customer service assistant at Alcott's Garden Center
- \* From 1994 through 2017 as an insurance agent at Briggs Agency, Gates-Cole Agency an Haylor, Freyer and Coon Insurance Agency
- \* From 1985 through 1993 as a legal secretary/loan processor at Evans, Severn, Bankert and Peet Law Firm

4. Recommend that **CAMILLE A. RUGARI** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES DIVISION, School Lunch Program, commencing October 25, 2021 at an hourly salary rate of \$12.50.

**CAMILLE A. RUGARI** 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 Proctor High School

**Work Experience:**

- \* From January, 2002 through October, 2021 as a clerk at Village Liquor

5. Recommend that **LORI M. SCHULZE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES DIVISION, School Lunch Program, commencing October 06, 2021 at an hourly salary rate of \$12.50, as needed.

**LORI M. SCHULZE** 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 Mohawk High School
- \* Phlebotomist Certificate from Mohawk Valley Community College

**Work Experience:**

- \* From 1999 through 2021 as a head cook at Central Valley Academy Central School

6. Recommend that **AMBER M. SHELDRIK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES DIVISION, School Lunch Program, commencing November 01, 2021 at an hourly salary rate of \$12.50.

**AMBER M. SHELDRIK** 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 Penn Foster High School

**Work Experience:**

- \* From 2019 through 2020 as a cashier at Walmart
- \* From 2007 through 2020 as a substitute cleaner at Frankfort Schuyler Central School
- \* From 2018 through 2019 as an order filler at Target
- \* From 2017 through 2018 as a cleaner at Herkimer BOCES
- \* From 2007 through 2011 as a shift manager at McDonald's

d. **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).

- |    |                 |                     |                          |
|----|-----------------|---------------------|--------------------------|
| 1. | KRISTEN A. HOLT | OFFICE SPECIALIST I | Perm. Date<br>04/26/2021 |
|----|-----------------|---------------------|--------------------------|

2.	ANN M. MARTIN	OFFICE SPECIALIST I	Perm. Date 05/13/2021
3.	JENNIFER L. MESNARD	OFFICE SPECIALIST I	04/26/2021

**e. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	EMILY B. BALIAN	TEACHER OF FOREIGN LANGUAGE	10/13/2021 - 06/30/2022	\$1,200.00 Mentor (prorated)

**ITEM VII. D. ACTION ITEMS**

**ITEM VII. D. 1. APPROVAL OF DIRECTOR OF SCHOOL HEALTH SERVICES AGREEMENT**

Moved, that the Cooperative Board approves the agreement with the Slocum-Dickson Medical Group to provide medical services oversight from July 1, 2021 through June 30, 2022 for the amount of \$63,534.00.

**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)*

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. 3. APPROVAL OF ADVISORY COMMITTEE MEMBERSHIP – NEW MEMBER**

Moved, that the Cooperative Board approve Conor Scholefield, Human Resource Business Partner for MVHS, to serve on the Advisory Council for the 2021-2022 school year.

**ITEM VII. D. 4. APPROVAL OF ADVISORY COUNCIL MEMBERSHIP – NEW STUDENT MEMBER**

Moved, that the Cooperative Board approves the membership of Julianna Shaler from Criminal Justice and Collin Williams from Conservation to the Career and Technical Education Advisory Council for a one-year term for the 2021-2022 school year.

**ITEM VII. D. 5. APPROVAL OF CONTRACT(S)**

None

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

**Motion carried, 9-0**

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

A. Committee Meetings (tabled from October 13, 2021 Meeting)

- The purpose of this discussion is to ascertain from your perspective what already works well and/or might be improved upon, for you and for the organization, as regards committee participation.
- Consideration should be given to the type of committees
  - The Cooperative Board's committees: Negotiations, Audit, Policy Facilities, Handbook, D.S. Evaluation, & Nominating
  - Committees that require Cooperative Board member(s) participation: BCCE, CTE Advisory, SBI Executive, SABA Advisory, MSA Advisory, SDM, District Wide Safety Committee.
- Additional consideration should be given to the purpose of these various committees, and the board member(s) roles on the committees.

Dr. Kilburn and the Board had a discussion regarding Board committees and some suggestions were to have a mentor for new Board members, possibly have a purpose statement for each committee so that it might be easier for a new Board member to understand the committee better. What is the process – how many times does a committee meet. What is the procedure if a committee delegate is not able to attend? Dr. Kilburn was asked to draft a procedure for the Board to consider.

**ITEM IX. OLD BUSINESS**

none

**ITEM X. EXECUTIVE SESSION**

None

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

**MOTION TO ADJOURN**

Motion by: Mr. Salerno  
Seconded by: Mr. Stewart

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 6:46 p.m.



Deborah Kimball  
Clerk of the Board  
November 10, 2021