



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2020-2021

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MINUTES OF THE REGULAR MEETING OF FEBRUARY 10, 2021

The Regular meeting of the Board of Cooperative Educational Services was held on February 10, 2021 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
Gary W. Porcelli, Ed.D.
Mr. John J. Salerno

MEMBERS EXCUSED

Mrs. Evon M. Ervin

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, 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.

A roll call was done by Deb Kimball.

ITEM I. CALL TO ORDER

A quorum was noted and President, Mr. Steve Boucher called the meeting to order at 4:32 p.m. Mr. Boucher also noted that this board meeting will be broadcast in real time, and also recorded and posted to our website.

Mrs. Hartman shared that she has made the decision to retire from the Cooperative Board effective immediately. She noted that the Westmoreland Board of Education would nominate a new member and she felt that Heather Johnson would be a good choice. Mrs. Hartman shared that it has been a privilege to be on the Cooperative Board and thanked everyone.

Dr. Kilburn will look into the procedure regarding Mrs. Hartman's replacement on the Cooperative Board.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

ITEM IV. RECOGNITION OF VISITORS

Closed meeting due to COVID-19

ITEM V. COMMUNICATIONS

A. FROM THE FLOOR

None

B. CORRESPONDENCE

None

ITEM VI. A. DISTRICT SUPERINTENDENT REPORT

-NYS Executive Budget

-Cooperative Board Priorities

-BOCES Programs and Tentative Budget

-NYSED Priorities

Dr. Kilburn reviewed the New York State Executive Budget. Some key topics she spoke about are the State aide runs, funds for districts, the Star program, transportation aide and school lunch programs

Mr. Dorr reviewed the BOCES Budget process, highlighting the budget cycle, Board parameters the drive for services and commitment forms.

Mr. Hill reviewed the BOCES Programs focusing on identifying the District's needs, preparing for those needs and possible services to respond to those needs. The four needs that have been identified by the Districts that Mr. Hill highlighted are academic gaps, social/emotional concerns, equity gaps and COVID-19 response.

Mrs. Turner then shared some information on future training to assist with the services to respond to the District needs.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2021 AND THE MINUTES OF THE SPECIAL MEETING OF JANUARY 20, 2021

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

Moved, that, the minutes of the Regular Meeting of January 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		Evon M. Ervin	
Steve Boucher			
Doreen Corbin			
Elaine M. Falvo			
Charlene A. Hartman			
Michael J. Moore			
Gary P. Nelson			
Anthony J. Nicotera			
Gary W. Porcelli, Ed.D.			
John J. Salerno			
Russell Stewart			

Motion carried, 11-0

MINUTES OF THE SPECIAL MEETING OF JANUARY 20, 2021

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

Moved, that, the minutes of the Special Meeting of January 20, 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 Charlene A. Hartman Michael J. Moore Gary P. Nelson Anthony J. Nicotera John J. Salerno Russell Stewart		Evon M. Ervin	Gary W. Porcelli, Ed.D.

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: Mrs. Corbin

FINANCIAL REPORTS/AWARDING OF CONTRACTS

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

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

Report of the Treasurer for December 2020

Capital	943,863.69
General	9,282,970.55
School Lunch	20,917.97
Special Aid	1,443.30
Trust/Agency	119,835.16
Trust/Expand	<u>73,980.96</u>
Total	\$10,443,011.63

and the Treasurer's Report for the Extra-Curricular Fund
for December 2020 showing a fund balance of \$10,648.10.

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

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

2020-21 Adopted Budget	\$72,199,518
Commitment Changes	2,410,461
Net Changes	7,942,982
Total	\$82,552,961

ITEM VII. C. PERSONNEL REPORT

**MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND
NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Moved, that pursuant to the recommendations of the District Superintendent, the Board approves the following changes on the teaching/certified staff and non-instructional/classified staff.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	EILEEN FEHLNER	TEACHER ASSISTANT	09/20/2001	02/28/2021

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	GREGORY AUFFREY	ASSISTANT SAFETY COORDINATOR	09/12/2016	03/31/2021
2.	DIANA J. LENAHAN	WORD PROCESSOR	11/23/1988	03/26/2021

b. RESIGNATIONS

1. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	JESSICA J. FLETCHER	ASSISTANT SAFETY COORDINATOR	04/01/2019	02/10/2021

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	AMANDA M. BUCK	TEACHER OF SPECIAL EDUCATION	02/08/2021	TBD	Disability
2.	SHANNON E. KULA	SCHOOL SOCIAL WORKER	03/24/2021	05/02/2021	Disability
3.	TIFFANY M. LERCH	TEACHER ASSISTANT	01/19/2021	06/30/2021	Child care
4.	NINA V. MULLIN	TEACHER ASSISTANT	09/01/2020	06/30/2021 (extended)	Child care

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 **MICHELLE C. GASPA** be appointed as a **CURRICULUM SPECIALIST - ADMIN** in Program & Professional Development, for a three year probationary appointment in the Curriculum Specialist tenure area, commencing February 25, 2021 and ending February 24, 2024 at an annual salary rate of \$80,000.00, prorated.

Certification:

- * Permanent certificate in PRE K-6

Education:

- * Graduate of Whitesboro Central School District
- * Bachelor of Science in Business Management from Ithaca College
- * Master of Science in Elementary Education from Syracuse University
- * Leadership Academy at Massachusetts College of Liberal Arts

Work Experience:

- * From 2000 through the present as a teacher at Little Falls City School
- * From 2019 through 2020 as an administrative intern at Little Falls City School
- * From 2017 through 2019 as an adjunct professor at Utica College
- * From 1997 through 1999 as a substitute teacher at Whitesboro Central School District

2. Recommend that **MERRITT H. HOWARD II** be appointed as an **ATTENDANCE TEACHER** in the Career and Technical Education Programs, at the Center, for a four year probationary appointment in the ATTENDANCE TEACHER tenure area, commencing January 11, 2021 and ending January 10, 2025 at an annual salary rate of \$41,989.00, prorated.

Certification:

- * Currently working toward certification

Education:

- * Graduate of Holland Patent Central School District
- * Associates Degree in Liberal Arts from Mohawk Valley Community College
- * Bachelor's Degree in History from Utica College

Work Experience:

- * From 2019 through the present as a substitute at Oriskany Central School District
- * From 2015 through the present as a direct support assistant at OPWDD CNY DDSO
- * From 2012 through 2015 as a customer service representative at Bank of America

2. Non-Instructional/Classified Staff

- a. Recommendation to reclassify (4) Computer Operator Aide positions to Computer Operator positions
- aa. Recommendation to reclassify (5) substitute Laborer positions to permanent Laborer positions

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **JESSICA J. FLETCHER** be appointed to a provisional appointment as a **SAFETY COORDINATOR** in the Safety Office, commencing February 11, 2021 at an annual salary rate of \$48,000.00, prorated.

JESSICA J. FLETCHER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SAFETY COORDINATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Rome Free Academy
- * Attended Utica School of Commerce for Property and Casualty Insurance

Work Experience:

- * From April, 2019 through the present as an assistant safety coordinator at Oneida-Herkimer-Madison BOCES
- * From January, 2018 through October, 2019 as a risk manager at Upstate Cerebral Palsy
- * From October, 2016 through January, 2018 as a workers compensation Specialist at Upstate Cerebral Palsy
- * From October, 2015 through October, 2016 as a recovery specialist/workers compensation & disability claim coordinator at Oriska Corporation

2. Recommend that **TYLER J. SLOAN** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing February 11, 2021 at an annual salary rate of \$35,500.00, prorated.

TYLER J. SLOAN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER OPERATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Whitesboro Central School District
- * Associates Degree in Electrical Engineering from Mohawk Valley Community College
- * Bachelors Degree in Computer Science from Utica College

Work Experience:

- * From January, 2021 through the present as a temporary Computer Operator at Oneida-Herkimer-Madison BOCES
- * From January 2019 through January, 2021 as an IT Support Tech at US Materials Handling
- * From October, 2010 through March, 2019 as a cook/busser at Symeon's Greek Restaurant

3. Recommend that **BRANDON T. BURG** be appointed to a provisional appointment as a **COMPUTER OPERATOR** in the Information and Technology Division, commencing February 11, 2021 at an annual salary rate of \$34,000.00, prorated.

BRANDON T. BURG has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER OPERATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of South Lewis Central School District
- * Associates Degree in Liberal Arts from Mohawk Valley Community College
- * Bachelor's Degree in Network Operations and Security from Western Governors University, Utah

Work Experience:

- * From January, 2021 through the present as a temporary Computer Operator at Oneida-Herkimer-Madison BOCES
- * From January, 2013 through January, 2021 as a self employed computer repair contractor
- * From August, 2017 through April, 2019 as a production group leader at Indium Corporation
- * From November, 2008 through December, 2012 as a store manager at Gamestop, Sangertown Mall
- * From August, 2007 through February, 2013 as a FMLA coordinator at MetLife

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **EDMOND J. KEMPF** be appointed to a probationary appointment as a **LABORER** in the Information and Technology Division, commencing January 19, 2021 at an annual salary rate of \$25,774.00, prorated.

EDMOND J. KEMPF has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LABORER**. **EDMOND J. KEMPF** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Proctor High School
- * Associates Degree in Automotive Technology from SUNY Morrisville

Work Experience:

- * From July, 2018 through December, 2020 as an installer of traffic counters and cameras for Tri State Traffic Data, PA
- * From February, 2011 through July, 2018 as a parts tech at Duffy's Equipment Service
- * From February, 2008 through January, 2011 as a warehouse supervisor at SWish LTD

2. Recommend that **JOANNE VANAERNAM** be appointed to a part-time probationary appointment as an **ASSISTANT COOK** in the School Lunch Program, commencing January 25, 2021 at a salary rate of \$13.66 per hour.

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

Education:

- * Graduate of DeSales, Utica
- * Associates Degree in Food Service Management from SUNY Canton

Work Experience:

- * From 2007 through the present as a school lunch director at West Canada Valley School District
- * From 1986 through 1991 as a food service manager at New Hartford Central School District

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.

1.	KYLE L. NORDSTROM	COMPUTER OPERATOR	Prob. Date 01/25/2021
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d. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **DOUGLAS J. EVANS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 27, 2021 at an hourly salary rate of \$12.50.

DOUGLAS J. EVANS 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 Mt. Markham Central School District

Work Experience:

* From 1994 through 2020 as a custodian at Mt. Markham Central School District

2. Recommend that **LINDSAY J. WENZEL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing January 27, 2021 at an hourly salary rate of \$12.50.

LINDSAY J. WENZEL 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 Clinton Central School District

* Associates Degree in Humanities and Social Science from Mohawk Valley Community College

Work Experience:

* From January, 2008 through September, 2016 as a teaching assistant at Oneida-Herkimer-Madison BOCES

e. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **DONNA A. RAVA's** temporary appointment as a **DIRECTOR OF PERSONNEL** in **HUMAN RESOURCES**, be extended commencing January 1, 2021 and ending March, 31, 2021 at a salary rate of \$300.00/day.

f. RECOMMENDATION FOR CHANGE IN SALARY

			Date	Salary
1.	DARLENE A. JANUCIK	PRINCIPAL ACCOUNT CLERK	02/01/2021	\$53,500.00

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	JANET DESENS	REGISTERED PROFESSIONAL NURSE	01/20/2021 - 06/30/2021	\$34.27/hr. (COVID-19 testing)
2.	ZOIE L. TOMAINO	REGISTERED PROFESSIONAL NURSE	01/20/2021 - 06/30/2021	\$22.84/hr. (COVID-19 testing)
3.	HILARY R. WILLIAMS	TEACHER OF ENGLISH	01/22/2021 - 06/30/2021	\$1,200.00 (prorated)

f. TERMINATIONS

1. Non-Instructional/Classified Staff

a. Recommendation for Termination

			Hire Date	Resign Date
1.	HEATHER A. TAYLOR	ACCOUNT CLERK	12/10/2019	01/22/2021

ITEM VII. D. ACTION ITEMS

ITEM VII. D. 1. ADOPTION OF STUDENT SCHOOL CALENDAR 2021-2022

Moved, that the Cooperative Board adopts the Oneida-Herkimer-Madison BOCES student school calendar for 2021-2022.

ITEM VII. D. 2. APPROVAL TENTATIVE BUDGET 2021-2022

Moved, that the Cooperative Board, at their February 10, 2021 meeting, approves the tentative budget for program, capital, rent and administration in the amount of \$73,239,222.55 and authorizes a public notice.

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. **(First Reading)**

- 7201 Child Abuse in an Educational Setting
- 8101 Continuing (Adult) Community Education Programs
- 8301 Instructional Technology
- 8401 Educational Support Materials Selection
- 8402 Media Preview and Purchasing
- 8500 Field Trips
- 8502 Practical Experience

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

None

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

Motion carried, 11-0

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

Cooperative Board President, Steve Boucher

Mr. Boucher asked the Board members how they would like to proceed with the information gathered at the Board Retreat. There was discussion and it was decided that the Organizational Goals would be adopted first and reported out to the Board at the March or April Board meeting. The Board would then have another Retreat to discuss specifics on what they would need to do to be sure the Organization meets their goals.

In-person Board meetings was brought up and was decided to have a hybrid meeting for March.

ITEM IX. OLD BUSINESS

none

ITEM X. EXECUTIVE SESSION

Motion by: Mr. Nicotera
 Seconded by: Dr. Porcelli

Moved, that the Board enter Executive Session at 6:13 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

[Mr. Moore left at 6:43]

The Board returned to General Session at 6:48 p.m.


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

none

MOTION TO ADJOURN

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

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 6:49 p.m.



Deborah Kimball
Clerk of the Board
February 10, 2021