



Oneida-Herkimer-Madison BOCES

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Cooperative Board 2021-2022

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**MINUTES OF THE REGULAR
MEETING OF FEBRUARY 9, 2022**

The Regular meeting of the Board of Cooperative Educational Services was held on February 9, 2022 in The Howard D. Mettelman Learning Center and 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
- Mr. Joseph H. Hobika, Jr.
- Mrs. Heather Johnson
- Mr. Gary P. Nelson
- Mr. Anthony J. Nicotera
- Gary W. Porcelli, Ed.D.
- Mr. John J. Salerno
- Mr. Timothy Thomas

MEMBERS EXCUSED

OTHERS PRESENT

- Patricia N. Kilburn, Ed.D.
- Mr. Christopher Hill
- Mr. Scott Morris
- 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, 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.

OTHERS PRESENT - STUDENT PRESENTERS

Michelle Hall, Director School to Careers
Kaitlyn Richmond, student
Kimberly Richmond, parent
Nicholas Rauch, Principal Waterville CSD
Eric Noga, student
Tim Gaffney, Superintendent Oriskany CSD
Kate Dorr, Director School Food Services
Ryan Baum, UPSEU Representative
Lisa Rizzo, BAA Representative
Diana Giffune, BTA Representative

ITEM I. CALL TO ORDER

A quorum was noted and Board President, Mr. Steve Boucher called the meeting to order at 4:30 p.m.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

Deb Kimball conducted a roll call.

ITEM III. RECOGNITION

School and Business Alliance

ITEM IV. RECOGNITION OF VISITORS

Michelle Hall, Director School to Careers introduced the two student presenters in attendance.

Kaitlyn Richmond, a senior at Waterville High School shared her job shadow experience with Engler Electric at the ICAN site in Utica. She really enjoyed her experience and plans to enter the IBEW Local 43 Electrical Union with hopes to continue working for Engler Electric. Mr. Stewart presented Kaitlyn with a certificate for her positive accomplishments and outstanding achievements.

Eric Noga, a senior at Oriskany Jr./Sr. High School shared his job shadow experience with the Air Force Research Labs, Quantum Division in Rome. He had a great experience at the Research Labs and is considering a few colleges to study either Computer Science or Mechanical Engineering. Mrs. Anderson presented Eric with a certificate for his positive accomplishments and outstanding achievements.

ITEM V. COMMUNICATIONS

A. FROM THE FLOOR

none

B. CORRESPONDENCE

none

ITEM VI. DISTRICT SUPERINTENDENT REPORT

School Food Services Presentation

Kate Dorr thanked the Board for their continued support of the Food Service Program. She spoke about her team and how dynamic they have been throughout this pandemic. Kate shared the program's 2020-21 accomplishments mentioning that they have served over 800,000 lunches and almost 600,000 breakfasts – a total of almost 1.4 million meals. They served meals over school breaks, weekends, unexpected closures and the summer. They also cross trained essential program staff in operation and administration of school meal program.

Kate also mentioned 2021-2022 accomplishments like between September through December serving total of almost 450,000 lunches and 231,000 breakfasts, including a new daily high of over 7,000 lunches. They received grants from No Kid Hungry and the NYS Department of Agriculture. And they also received a recognition award from No Kid Hungry.

Kate shared information about the Farm to School Program and the NYS Products that they purchase. She also shared the 2022-2023 goals of the Food Service Program.

BOCES Budget Presentation

Dr. Kilburn reviewed the Vision and Mission Statement and the OHM BOCES Priorities.

Mr. Morris reviewed the Budget timeline and the three parts of the BOCES Budget - Administrative, Capital and Service. Mr. Morris and Mr. Hill then reviewed the breakdown of the overall budget by reviewing the unit costs for the COSER's.

Mr. Morris reviewed the upcoming important dates: April 6, 2022 is the BOCES Annual Meeting, April 26, 2022 is the date that component school districts local Boards of Education vote on the Administrative Budget, May 1, 2022 is when school districts return commitment forms to the BOCES and July 1, 2022 is when the new fiscal year 2022-2023 begins.

[Mrs. Falvo left at 6:00 p.m.]

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2022

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

Moved, that, the minutes of the Regular Meeting of January 12, 2022 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			
Doreen Corbin			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Gary W. Porcelli, Ed.D.			
John J. Salerno			
Russell Stewart			
Timothy Thomas			

Motion carried 11-0

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

MOTION TO APPROVE THE CONSENT AGENDA

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

Discussion: Please add location of Human Resources Supervisor to Policy #0015.

FINANCIAL REPORTS/AWARDING OF CONTRACTS

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

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

Report of the Treasurer for December 2021

Capital	7,891.64
General	8,211,942.21
School Lunch	45,277.86
Special Aid	-
Trust/Agency	75,217.68
Extra-Curricular	13,610.02
Total	\$ 8,353,939.41

and the Treasurer's Report for the Extra-Curricular Fund
for December 2021 showing a fund balance of \$13,610.02

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

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

2021-22 Adopted Budget	\$73,239,223
Commitment Changes	4,514,456
Net Changes	7,541,352
Total	\$85,295,031

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.	DONNA L. PECKHAM	ASSISTANT COOK	07/01/1991	02/25/2022

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	MORGAN A. BUSS	TEACHER ASSISTANT	10/29/2018	02/11/2022
2.	ANNETTE LAQUAY	TEACHER ASSISTANT	09/23/2019	02/04/2022
3.	SARAH R. MEAD	TEACHER ASSISTANT	09/01/2016	02/06/2022
4.	EMILY M. MORISETTE	TEACHER OF MUSIC	11/09/2018	02/25/2022

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	ANTHONY J. DERFUSS	FOOD SERVICE HELPER	10/25/2021	01/13/2022
2.	MELINDA J. HRYB	FOOD SERVICE HELPER	12/15/2017	12/23/2021
3.	KYRILL A. VERENICH	NETWORK ADMINISTRATOR II	04/02/2020	02/11/2022

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	MCKENZIE L. DODGE	TEACHER ASSISTANT	01/12/2022	01/31/2022	Disability

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	JENNIFER M. RUBINO	PBIS COORDINATOR	02/07/2022	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 **JESSICA J. HARPER** be appointed as a **TEACHER ASSISTANT** in **INSTRUCTIONAL PROGRAMS & PROF LEARNING**, at Waterville Elementary School for a four year probationary appointment in the Teaching Assistant tenure area, commencing January 18, 2022 and ending January 17, 2026 at an annual salary rate of \$21,120.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Westmoreland Central School District
- * Bachelor's Degree in Political Science and Psychology
from University of Rochester

Work Experience:

- * From February, 2018 through the present as a case planner in intensive treatment program at the House of the Good Shepherd
- * From January, 2017 through May, 2017 as a policy intern at Monroe Office of Child and Family Services
- * From June, 2016 through August, 2016 as a teaching assistant at Horizons Summer Enrichment Program
- * From January, 2015 through May, 2016 as a research assistant at Davies Psychology Lab

b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **ELLEN A. CUCCI** be appointed as a **TEACHER OF ESL** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Westmoreland, New York Mills and New Hartford School Districts, for a long-term substitute appointment commencing February 07, 2022 and ending June 30, 2022 at an annual salary rate of \$55,784.00, prorated.

Certification:

- * Current certification pending

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 November, 2021 through February, 2022 as a LTS teacher of home economics at Oneida-Herkimer-Madison BOCES
- * 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

c. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **SUSAN J. DEIS** be appointed as a **CLINICAL INSTRUCTOR** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, for a temporary appointment commencing January 24, 2022 and ending June 30, 2022 at a salary rate of \$34.18/hour.

Certification:

- * Registered Professional Nurse Certificate

Education:

- * Graduate of Auburn High School
- * Associates Degree in Nursing from St. Elizabeth College of Nursing

Work Experience:

- * From 2002 through 2021 as a school nurse at Sauquoit Valley High School
- * From 2001 through 2002 as a school nurse at Whitesboro High School
- * From 1999 through 2000 as a public health nurse at Otsego County Public Health
- * From 1993 through 2000 held various nursing positions - surgical, pediatric (inpatient and clinic), Obstetrics at Bassett Hospital

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **FELICIA M. BISHOP** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing January 10, 2022 at an hourly salary rate of \$13.20.

FELICIA M. BISHOP 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

Work Experience:

- * From October, 2021 through the present as a respite worker at the Kelberman Center
- * From February, 2016 through October, 2021 as a direct service professional at Upstate Cerebral Palsy
- * From March, 2017 through March, 2020 as a teacher assistant at Upstate Cerebral Palsy, Tradewinds Education
- * From December, 2015 through February, 2016 as food prep/cashier at Compass at MetLife
- * From April, 2015 through December, 2015 as food prep/cashier at Sodexo at MetLife

2. Recommend that **PATRICK P. BUSHEY** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Services, commencing January 01, 2022 at an hourly salary rate of \$13.20.

PATRICK P. BUSHEY 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

Work Experience:

- * From 2017 through the present as a stay at home dad
- * From 2009 through 2014 as a manager at Davidson Auto Group
- * From 2001 through 2009 as an owner of Auto Detailer shop

3. Recommend that **TARA L. KIMBALL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing January 27, 2022 at an hourly salary rate of \$13.20.

TARA L. KIMBALL 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 Oneida High School

Work Experience:

* From 2018 through 2022 as a painter, auto body and mechanic at Kimball's Auto Service

4. Recommend that **CAITLIN M. MCGRATH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing January 24, 2022 at an hourly salary rate of \$13.20.

CAITLIN M. MCGRATH 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 Riverview School

* Certificate in Office Technology from Cape Cod Community College

Work Experience:

* From October, 2021 through the present as a bus monitor at Durham Bus Services

* From May, 2015 through October, 2021 as a cashier at Bon Appetit

* From November, 2007 through August, 2015 as an office assistant - clerical at Hage & Hage

5. Recommend that **CHRISTINA M. O'NEIL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing January 14, 2022 at an hourly salary rate of \$13.20.

CHRISTINA M. O'NEIL 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 September, 2016 through December, 2020 as owner of Help us Help You Medical Transport
- * From November, 2015 through December, 2016 as a cashier at Citgo gas station
- * From October, 2011 through December, 2015 as a manager at Subway
- * From June, 2006 through October, 2011 as a food service worker at Subway

b. 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.	EUGENIA MARTHAGE	OFFICE SPECIALIST II	Perm. Date 07/28/2021
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e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

1.	JESSICA J. HARPER	TEACHER ASSISTANT	Date 01/18/2022 - 06/30/2022	Stipend \$3,500.00 (extra assignment - prorated)
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f. TERMINATIONS

1. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR TERMINATION OF PROVISIONAL APPOINTMENT

1. It is recommended that the employment of **GIORGIO V. VARLARO**, a provisional **PUBLIC RELATIONS ASSISTANT**, is terminated effective 01/24/2022. The District Superintendent shall notify **GIORGIO V. VARLARO** of this decision forthwith.

ITEM VII. D. ACTION ITEMS

ITEM VII. D. 1. APPROVAL OF REVISED CORRECTIVE ACTION PLAN FOR 2020-2021 AUDIT RECOMMENDATIONS

Moved, that the Revised Corrective Action Plan to the 2020-2021 external audit be approved for submission to the NYS Education Department Office of Audit Services.

ITEM VII. D. 2. APPROVAL OF STUDENT SCHOOL CALENDAR 2022-2023

Moved, that the Cooperative Board adopts the Oneida-Herkimer-Madison BOCES student school calendar for 2022-2023.

ITEM VII. D. 3. APPROVAL OF TENTATIVE BUDGET 2022-2023

Moved, that the Cooperative Board, at their February 9, 2022 meeting, approves the tentative budget for program, capital, rent and administration in the amount of \$80,551,736.13 and authorizes a public notice.

ITEM VII. D. 4. 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)** (having been approved at two successive meetings, this item was adopted effective February 9, 2022.)

1000 Community Relations

1101 Public Complaints

1103 Solicitation of Charitable Donations from Children on OHM BOCES Premises

1200 Policy on Constitutionally Protected Prayer in the Schools

1300 Records Management and Access

1400 Policy for Handling and Disseminating Identifying Information Received Regarding Sex Offenders

6000 Personnel

6202 Drug and Alcohol Testing (Transportation)

6303 Employee Assistance Program (EAP)

Deletion of Policies:

6202 Drug and Alcohol Testing (DELETE)

ITEM VII. D. 5. 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)** (due to all members not present, this item will be presented for the second time at the March 9, 2022 meeting.)

0000 General Commitments

- 0015 Equal Opportunity and Prohibition of Discrimination and Harassment Including Sexual Harassment
- 0016 Instruction and Employment of Human Immunodeficiency Virus-HIV Infected Individuals
- 0017 Defense and Indemnification of Board Members and Employees
- 0020 Tobacco, Nicotine and E-Cigarette Use Prohibited
- 0030 Code of Ethics for all Board of Cooperative Educational Services

ITEM VII. D. 6. APPROVAL OF CONTRACT(S)

None

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

Motion carried 11-0

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

Dr. Kilburn reminded the Board about the Board Retreat, February 16th at 5:00 and reminded them to complete the self-assessment in the SMORE.

The Board Officer's will review the data in the self-assessments that have been completed so far.

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 meeting, the meeting adjourned at 6:19 p.m.


Deborah Kimball
Clerk of the Board
February 9, 2022