

APPROVED



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2023-2024
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**UNAPPROVED
MINUTES OF THE REGULAR
MEETING OF OCTOBER 11, 2023**

The Regular meeting of the Board of Cooperative Educational Services was held on October 11, 2023 in The Howard D. Mettelman Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Mrs. Michelle Anderson, Vice President
- Mr. Steve Boucher
- Mrs. Doreen Corbin
- Mr. Joseph H. Hobika, Jr
- Mrs. Heather Johnson
- Mr. Gary P. Nelson
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

- Mr. Anthony J. Nicotera, President
- Dr. Gary W. Porcelli
- Mr. Timothy Thomas

OTHERS PRESENT

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

Date

Introduction

Members Present

Members Excused

Others Present

Anthony J. Nicotera, *President*, Michelle Anderson, *Vice President*,
Steve Boucher, Doreen Corbin, Elaine M. Falvo, Joseph H. Hobika, Jr., Heather Johnson,
Gary P. Nelson, Dr. Gary W. Porcelli, John J. Salerno, Russell Stewart, 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 Cooperative Board Vice President, Mrs. Anderson to called the meeting to order at 4:30 p.m.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION OF VISITORS

Mrs. Anderson recognized the visitors

ITEM IV. RECOGNITION

Career & Technical Education

Michael Hoover thanked the Cooperative Board for their support of the SkillsUSA program and then introduced Kimberly Petronella and John Stratton. Mrs. Petronella also thanked the Cooperative Board for their support for the students attendance at the SkillsUSA conferences. She then introduced the students present.

Skylar Albin, senior at Oriskany High School is in her second year of the OHM BOCES Criminal Justice Program and was promoted to the position of Captain/Class Leader. Skylar is also a SkillsUSA State Officer. Skylar shared that her participation in the Criminal Justice Program has definitely helped with her decision of pursuing the first responder field and a degree in Emergency Medicine.

Gianna Spartano, senior at Whitesboro High School is in her second year of the OHM BOCES Criminal Justice Program and was promoted to Lieutenant. Gianna is also the OHM BOCES SkillsUSA Chapter Historian and NYS Officer at Large. Gianna shared that her participation in the Criminal Justice Program has definitely helped with her decision of pursuing law school to become a criminal lawyer.

ITEM V. COMMUNICATIONS

ITEM V. A.

Review of Audit Committee Meeting Minutes of August 1, 2023 and September 28, 2023

Mrs. Falvo reviewed the Meeting Minutes of each meeting.

ITEM V. B.

Review of Budget Guidelines, Budget Parameters and Budget Calendar for 2024-2025

Scott Morris reviewed the Budget Guidelines, Parameters and calendar.

ITEM V. C. From the Floor

- General questions from Board members?

- Commentary from Board members?
 - Mr. Boucher shared that he thought the 9th grade Overcoming Obstacles event held at the Nexus Center was great. He also mentioned that he attended the Wellness Expo and Pancake Breakfast for staff and thought it was really great way to show the staff appreciation for all they do.

 - Mr. Hobika thanked Dr. Kilburn for all her expertise and assistance with the Utica City School District. He also shared that he has gained a great deal of experience by sitting on the BOCES Board and really appreciates the level of knowledge and experience that the BOCES Board has.

ITEM V. D. Correspondence

- Dr. Kilburn shared a resolution from Senator Joe Griffo – A Legislation Resolution Recognizing OHM BOCES 75th year

ITEM VI. REPORTS

The State of the BOCES: IPPL

- CTE/Bridges/MSA Update with focus on enrollment and waitlists

Mr. Hill shared a power point – Instructional Programs and Professional Learning Division. He spoke about enrollment trends, staff turnover - including historical data and retention strategies.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 13, 2023

Motion by: Mr. Hobika, Jr.

Seconded by: Mrs. Corbin

Moved, that, the minutes of the Regular Meeting of September 13, 2023 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

Motion carried 8-0

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

MOTION TO APPROVE THE CONSENT AGENDA

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

FINANCIAL REPORTS/AWARDING OF CONTRACTS

Moved, that the Cooperative Board accepts the Report of the Treasurer for August 2023 and the Budget Adjustment Report for August 2023 (Item VII B-1 and B-2); all as shown below:

ITEM VII. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR AUGUST 2023

Report of the Treasurer for August 2023

Capital	8,043.38
General	18,856,204.90
School Lunch	26,712.98
Special Aid	506.43
Trust/Agency	71,943.76
Extra-Curricular	21,449.93
Total	\$18,984,861.38

and the Treasurer's Report for the Extra-Curricular Fund for August 2023 showing a fund balance of \$21,449.93

ITEM VII. B. 2. MOTION TO ACCEPT THE 2022-2023 BUDGET ADJUSTMENT REPORT FOR AUGUST 2023

**Budget Revisions—2023-24
 August 2023 Report**

2023-24 Adopted Budget	\$87,277,547
Commitment Changes	3,082,784
Net Changes	834,771
Total	\$91,195,102

ITEM VII. B. 3. MOTION TO APPROVE 2022-2023 SHARED SERVICE CONTRACTS/FINAL (BUYER) WITH OTHER BOCES

2022-2023 Shared Service Contractee (buyer) with Other BOCES

Oneida-Herkimer-Madison BOCES Contractee (Buyer) With Other BOCES

Madison-Oneida BOCES	\$18,832,176.27	Final contract for all BOCES
Erie 2 BOCES	69,268.24	Services for 2022-2023
Rockland BOCES	61,897.50	
Putnam Northern Westchester BOCES	46,862.00	
Jefferson-Lewis BOCES	45,058.70	
Erie 1 BOCES	21,827.98	
Clinton-Essex-Warren-Wash BOCES	17,080.00	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Madison-Oneida BOCES, Erie 2 BOCES, Rockland BOCES, Putnam Northern Westchester BOCES, Jefferson-Lewis BOCES, Erie 1 BOCES and Clinton-Essex-Warren-Washington BOCES for the 2022-2023 School year.

ITEM VII. B. 4. MOTION TO APPROVE 2022-2023 SHARED SERVICE CONTRACTS/FINAL (SELLER) WITH OTHER BOCES

2022-2023 Shared Service Contractor (Seller) with Other BOCES

Oneida-Herkimer-Madison BOCES Contractor (Seller) With Other BOCES

Madison-Oneida BOCES	\$1,330,147.58	Final contract for all BOCES
Nassau BOCES	716,349.91	Services for 2022-2023
Erie 2 BOCES	16,187.43	
Rockland BOCES	8,929.50	
Putnam Northern Westchester BOCES	7,117.25	
Newburgh CSD	1,891.00	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Madison-Oneida BOCES, Nassau BOCES, Erie 2 BOCES, Rockland BOCES, Putnam Northern Westchester BOCES and Newburgh Central School District for the 2022-2023 school year.

ITEM VII. B. 5. MOTION TO APPROVE 2022-2023 SHARED SERVICE CONTRACTS/FINAL (SELLER) WITH SCHOOLS

2022-2023 Shared Service Contractor (Seller) with Schools

Oneida-Herkimer-Madison BOCES Contractor (Seller) With Schools

Brookfield CSD	\$1,653,182.28	Final contract for all BOCES Services for 2022-2023.
Clinton CSD	4,691,201.08	
Holland Patent CSD	7,059,916.28	
New Hartford CSD	9,674,432.98	
New York Mills UFSD	4,040,441.78	
Oriskany CSD	3,475,950.64	
Remsen CSD	1,925,302.15	
Sauquoit Valley CSD	4,600,809.00	
Westmoreland CSD	4,411,540.93	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Brookfield Central School District, Clinton Central School District, Holland Patent Central School District, New Hartford Central School District, New York Mills Union Free School District, Oriskany Central School District, Remsen Central School District, Sauquoit Valley Central School District and Westmoreland Central School District for the 2022-2023 school year.

ITEM VII. B. 6. MOTION TO APPROVE 2023-2024 SHARED SERVICE CONTRACTS (SELLER) WITH SCHOOLS

2023-2024 Shared Service Contractor (Seller) with Schools

Oneida-Herkimer-Madison BOCES Contractor (Seller) with Schools

Brookfield CSD	\$1,778,624.23	Initial contract for all BOCES service for 2023-2024 including administration, career & technical education, handicapped services, alternative education
Clinton CSD	4,481,539.53	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Brookfield CSD and Clinton CSD for the 2023-2024 school year.

ITEM VII. B. 7. MOTION TO APPROVE 2023-2024 SHARED SERVICE CONTRACTS (BUYER) WITH OTHER BOCES

2023-2024 Shared Service Contractee (Buyer) with Other BOCES

Oneida-Herkimer-Madison BOCES Contractee (Buyer) With Other BOCES

Questar III BOCES	\$133,310.00	Initial contract for all BOCES services Services for 2023-2024 BOCES
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Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Questar III BOCES for the 2023-2024 school year.

ITEM VII. B. 8. MOTION TO ACCEPT THE 2022-2023 FINANCIAL AUDIT

Moved, that the Cooperative Board accepts the financial audit as submitted by West & Company for the 2022-2023 school year.

ITEM VII. B. 9. MOTION TO APPROVE THE BUDGET GUIDELINES, BUDGET PARAMETERS AND BUDGET CALENDAR

Moved, that the Cooperative Board approves the budgetary guidelines, budget parameters, and budget calendar for 2024 – 2025 as the initial step of the budgetary process.

ITEM VII. B. 10. MOTION TO APPROVE THE CORRECTIVE ACTION PLAN FOR 2022-2023 AUDIT RECOMMENDATIONS

Moved, that the Cooperative Board approves the Corrective Action Plan to the 2022-2023 external audit for submission to the NYS Education Department Office of Audit Services.

ITEM VII. C. PERSONNEL REPORT

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

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 as amended.

C. PERSONNEL REPORT

a. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	LAURA BURNS	TEACHER ASSISTANT	01/02/2008	09/15/2023
2.	AMANDA M. BUSHEY	SCHOOL SOCIAL WORKER	12/19/2022	10/01/2023
3.	BRANDEE A. COLLINS	TEACHER ASSISTANT	02/14/2022	09/17/2023
4.	ANNE S. PERRA	TEACHER SPEECH/HEARING	02/18/2020	09/01/2023

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	SAMANTHA L. CRUIKSHANK	FOOD SERVICE HELPER	08/30/2021	09/15/2023
2.	CHERI L. DERDZINSKI	GRAPHIC DESIGN SPECIALIST	09/19/2022	10/15/2023
3.	SOHEE N. FONDA	FOOD SERVICE HELPER	01/11/2023	09/15/2023
4.	JULIETTE K. JONES	REGISTERED PROFESSIONAL NURSE	09/01/2023	10/13/2023
5.	PAVEL I. KICHUK	COMPUTER OPERATOR	08/14/2017	09/22/2023
6.	MOLLY E. RIGGLEMAN	LABORER - HOURLY	06/14/2021	09/02/2023
7.	CARLA SPAETH	FOOD SERVICE HELPER	01/09/2023	06/23/2023
8.	TARA E. WHITE	FOOD SERVICE HELPER	04/01/2022	09/15/2023
9.	MARYROSE WILSON	FOOD SERVICE HELPER	09/22/2021	09/15/2023
10.	BECKY A. ZIOBRO	FOOD SERVICE HELPER	08/29/2019	09/08/2023 (verbal)

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	SARAH M. RACHON	TEACHER ASSISTANT	09/21/2023	TBD	Disability
2.	JENNIFER L. VITAGLIANO	SCHOOL SOCIAL WORKER	09/18/2023	TBD	Disability

2. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	RYAN M. BAUM	COMPUTER SERVICE TECHNICIAN	10/16/2023		work provisionally in different title
2.	HEATHER M. BOMBACE	ASSISTANT SAFETY COORDINATOR	10/03/2023	TBD	Disability
3.	EUGENIA MARTHAGE	OFFICE SPECIALIST II	10/16/2023	TBD	work provisionally in different title
4.	KAMIL M. RAHME	SENIOR AUDIO VISUAL REPAIR TECH	10/16/2023	TBD	work provisionally in different title

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 **JOSEPH A. ANGEROSA's** appointment that was approved at the September 13, 2023 Board meeting as a **ATTENDANCE TEACHER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Whitesboro CSD and Middle Settlement Academy be amended for a three year probationary appointment in the ATTENDANCE TEACHER tenure area, commencing September 01, 2023 and ending August 31, 2026 at an annual salary rate of \$52,396.00.

Certification:

- * Working toward certification

Education:

- * Graduate of Thomas R. Proctor High School
- * Associate of Arts in General Studies from Mohawk Valley Community College
- * Bachelor of Science in Childhood Education 1-6 from SUNY Oneonta
- * Master of Arts in Sports Administration from Canisius College
- * Master of Arts in Math K-6 from Western Governors' University

Work Experience:

- * From October, 2009 through July, 2023 as an elementary teacher at Waterville Central School District
- * From October, 2007 through June, 2009 as a long term substitute at Bradley Elementary School
- * From March, 2006 through June, 2007 as a track coach at Whitesboro Central School

2. Recommend that **BRANDEE A. COLLINS** be appointed as an **ATTENDANCE TEACHER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at Utica City School District and Middle Settlement Academy for a four year probationary appointment in the ATTENDANCE TEACHER tenure area, commencing September 18, 2023 and ending September 17, 2027 at an annual salary rate of \$49,054.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Utica Senior Academy
- * Associate of Applied Science in Computer Information Systems from Mohawk Valley Community College
- * Bachelor of Science in Organizational Management from Keuka College
- * Masters of Education, Elementary Education from Grand Canyon University

Work Experience:

- * From September, 2023 through the present as a teacher assistant at Oneida-Herkimer-Madison BOCES
- * From August, 2022 through June, 2023 as a long term substitute Science Teacher at Oneida-Herkimer-Madison BOCES
- * From February, 2022 through August, 2022 as a teacher assistant at Oneida-Herkimer-Madison BOCES
- * From August, 2021 through February, 2022 as a teacher intervention support K-6 at the Utica Academy of Science
- * From October, 2017 through September, 2021 as an academic intervention TA at Utica City School District
- * From May, 2014 through September, 2017 as a retail sales associate at TJ MAXX

3. Recommend that **GRACE M. ISHERWOOD** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Career and Technical Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 18, 2023 and ending September 17, 2027 at an annual salary rate of \$19,047.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Rome Free Academy

Work Experience:

- * From 2021 through 2023 as a seasonal waterfront director at Camp Nazareth

4.

Recommend that **VANESSA A. VACCARO** be appointed as a **SUPERVISOR - SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, at New York Mills and BOCES for a four year probationary appointment in the SUPERVISOR OF SPECIAL EDUCATION tenure area, commencing November 13, 2023 and ending November 12, 2027 at an annual salary rate of \$93,000.00, prorated.

Certification:

* Professional certificate in School District Leader

Education:

- * Graduate of Rome Free Academy
- * Associate of Applied Science in Liberal Arts and Science from Mohawk Valley Community College
- * Bachelor of Science in Psychology from SUNY Polytechnic
- * Master of Science in Education from Touro College

Work Experience:

- * From September, 2014 through the present as a special education teacher at Lyndon B. Strough Middle School
- * From June, 2022 through June, 2023 as an administrative intern and interim assistant principal at Rome City School District
- * From September, 2010 through September, 2014 as a special education teacher at Madison-Oneida BOCES
- * From December, 2010 through 2012 as a peer reviewer of federal safe schools healthy students at U.S. Department of Education
- * From September, 2006 through September, 2010 as a school coordinator at Utica Safe School Healthy Students
- * From December, 2002 through 2006 as a Medicaid service coordinator supervisor and educational advocate at the Family Advocacy Center

5. Recommend that **ALEXIS L. WATFORD** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Bridges at the Center for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing October 02, 2023 and ending October 01, 2027 at an annual salary rate of \$20,279.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Bainbridge-Guilford Central School District
- * Associate of Arts from SUNY Delhi

Work Experience:

- * From 2019 through the present as a direct service person at Broome DDSO
- * From 2017 through 2018 as a direct service person at Springbrook in Oneonta

b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **NICOLE A. COLLINS** be appointed as a **TEACHER OF MATH** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, P-TECH, for a long-term substitute appointment commencing September 06, 2023 and ending June 30, 2024 at an annual salary rate of \$45,590.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Merrimack High School
- * Bachelor of Arts in Math from Houghton University

Work Experience:

- * From August, 2022 through May, 2023 as a high school math teacher at Nashua School District, Nashua, NH
- * From June, 2021 through August, 2021 as a summer school teacher at the YMCA and Nashua School District, Nashua, NH

2. Recommend that **GAIL F. LEWIS-MALOZZI** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education, for a long-term substitute appointment commencing September 18, 2023 and ending June 30, 2024 at an annual salary rate of \$20,431.00, prorated.

Certification:

- * Continuing certificate in Teaching Assistant

- * Graduate of Proctor High School
- * Completed the Teacher Assistant Course through MVCC

Work Experience:

- * From 2018 through the present as a substitute teacher assistant at Oneida-Herkimer-Madison BOCES
- * From January, 2015 through June, 2018 as a teacher assistant at Oneida-Herkimer-Madison BOCES
- * From 2004 through 2014 as a substitute teacher assistant at Oneida-Herkimer-Madison BOCES
- * From September, 1997 through September, 2004 as a teacher assistant at the Utica City School District

c. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **KAREN L. MILLER** be appointed as a **CURRICULUM SPECIALIST** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, PPL, for a temporary appointment commencing August 30, 2023 and ending June 30, 2024 at a salary rate of \$330.00/day, as needed.

d. RECOMMENDATION FOR TENURE APPOINTMENT(S)

The Human Resources Office and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s), who have satisfactorily completed their individual probationary periods and are being recommended for tenure by their immediate supervisors.

1.	GARY E. FARQUHAR III	SOCIAL STUDIES	Tenure Date
			01/09/2024

e. RECOMMENDATION FOR INCREASE IN FTE

1.	STEPHANIE A. MCLAUGHLIN	SCHOOL PSYCHOLOGIST	Date	FTE
			09/01/2023	0.8

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **RYAN M. BAUM** be appointed to a provisional appointment as a **MATERIALS MANAGEMENT COORDINATOR** in SUPPORT SERVICES, Elementary Science Center, commencing October 16, 2023 at an annual salary rate of \$62,500.00, prorated.

RYAN M. BAUM has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MATERIALS MANAGEMENT COORDINATOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Mohawk Central School District
- * Associates of Science degree in Computer Science from Herkimer County Community College

Work Experience:

- * From December, 2010 through the present as a computer service technician at Oneida-Herkimer-Madison BOCES
- * From April, 2009 through October, 2010, desktop support at National Grid, Syracuse, NY
- * From October, 2004 through April, 2009, computer technician at PAR Technologies, Utica, NY
- * From November, 1999 through September, 2004, IT administrator at F.I.S., Oriskany, NY

2. Recommend that **CHERI L. DERDZINSKI** be appointed to a provisional appointment as a **GRAPHIC SERVICES SUPERVISOR** in SUPPORT SERVICES, School Communications, commencing October 16, 2023 at an annual salary rate of \$60,000.00, prorated.

CHERI L. DERDZINSKI has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **GRAPHIC SERVICES SUPERVISOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of West Canada Valley Central School District
- * Associate's Degree in Graphic Design from Mohawk Valley Community College
- * Bachelor's Degree in Communications and Information Design from SUNYIT

Work Experience:

- * From September, 2022 through the present as a graphic design specialist at Oneida-Herkimer-Madison BOCES
- * From December, 2021 through September, 2022 as an associate graphic artist at Oneida-Herkimer-Madison BOCES
- * From October, 2016 through December 2021 as a senior graphic artist at Oneida-Herkimer-Madison BOCES
- * From December, 2015 through October, 2016 as a public relations assistant at the Oneida-Herkimer-Madison BOCES
- * From January, 2015 through December, 2015 as a part-time graphic design artist at the Oneida-Herkimer-Madison BOCES
- * From March, 2013 through August, 2014 as a receptionist/office assistant at Orange Motor Company, Albany
- * From June, 2012 through January, 2014 as a promotions assistant/remote coordinator at Albany Broadcasting, Latham
- * From October, 2011 through May, 2012 as an administrative assistant/graphic designer at Equinox Broadcasting, Johnson City
- * From July, 2007 through May, 2011 as a cashier/customer service representative at Hollister Company, New Hartford
- * From June, 2009 through September, 2009 as a school communications graphic designer at the Oneida-Herkimer-Madison BOCES

3. Recommend that **BRIAN E. HAUSER** be appointed to a provisional appointment as a **WEBMASTER** in SUPPORT SERVICES, School Communications, commencing October 16, 2023 at an annual salary rate of \$52,500.00, prorated.

BRIAN E. HAUSER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **WEBMASTER**, until the results of the next civil service exam are known.

Education:

- * Graduate of Greece Odyssey Academy
- * Bachelor of Fine Arts in Graphic Design from SUNY Oswego
- * Master of Arts in Graphic Design from SUNY Oswego

Work Experience:

- * From April, 2019 through the present as a web developer at Dupli Envelope & Graphics
- * From August, 2011 through May, 2019 as an adjunct professor of visual communications: web design 1 & 2 at Cazenovia College
- * From May, 2012 through April, 2019 as a web front end developer & site administration at Raymour & Flanigan Furniture
- * From January, 2011 through May, 2012 as a web designer at Ahrens Technologies
- * From December, 2010 through March, 2011 as an adjunct professor of multimedia - adobe flash based course at ITT Technical Institute
- * From August, 2010 through July, 2011 as an adjunct professor - page layout, web development 2 and freelance graphics at Bryant & Stratton College
- * From October, 2010 through December, 2010 as a contract web designer at Pro Aqua
- * From June, 2010 through September, 2010 as a SEO specialist at Data Key Communications

4. Recommend that **EUGENIA MARTHAGE** be appointed to a provisional appointment as a **PERSONNEL TECHNICIAN II** in SUPPORT SERVICES, Human Resources, commencing October 16, 2023 at an annual salary rate of \$52,758.00, prorated.

EUGENIA MARTHAGE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PERSONNEL TECHNICIAN II**, until the results of the next civil service exam are known.

Education:

- * Graduate of Mt. Markham High School
- * Associate's Degree in Business from Mohawk Valley Community College

Work Experience:

- * From May, 2013 through the present as a clerk/office specialist II at Oneida-Herkimer-Madison BOCES
- * From October, 2007 through May, 2013 as a part-time library clerk and part-time teacher aide at Whitesboro Central School District
- * From October, 1995 through June, 2015 as a part-time clerk for P.J. Marthage Attorney
- * From September, 1991 through September, 1995 as a Personnel Secretary at The Savings Bank of Utica
- * From June, 1989 through March, 1991 as a secretary II and Human Resources secretary III at PAR Technology

5. Recommend that **KAMIL M. RAHME** be appointed to a provisional appointment as an **AUDIO VISUAL REPAIR SUPERVISOR** in SUPPORT SERVICES, Information and Technology commencing October 16, 2023 at an annual salary rate of \$94,515.00, prorated.

KAMIL M. RAHME has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of an **AUDIO VISUAL REPAIR SUPERVISOR**, until the results of the next civil service exam are known.

Education:

- * Graduate of Aynata Public School, Lebanon
- * Bachelor of Science in Electrical Engineering from SUNY Utica/Rome

Work Experience:

- * From November, 2007 through the present as a senior audio visual repair technician at Oneida-Herkimer-Madison BOCES
- * From August, 2007 through May, 2019 as a part-time teacher of culture and foreign language at Utica University
- * From July, 1986 through November, 2007 as an audio visual repair technician at Oneida-Herkimer-Madison BOCES

6. Recommend that **CHRISTOPHER A. TESTA** be appointed to a provisional appointment as an **ASSISTANT SCHOOL LUNCH DIRECTOR** in SUPPORT SERVICES, School Lunch Program, commencing October 16, 2023 at an annual salary rate of \$66,000.00, prorated.

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

Education:

- * Graduate of New Hartford High School
- * Associates Degree in Culinary Arts from the Culinary Institute of America

Work Experience:

- * From March, 2019 through the present as a general manager at Nail Creek Pub & Brewery
- * From June, 2013 through December, 2018 as a food and beverage director at Swifty's Restaurant Group
- * From February, 2008 through April, 2013 as a school lunch director at Whitesboro Central School District
- * From January, 2007 through February, 2008 as a kitchen manager at Applebee's

b. RECOMMENDATION FOR A SECOND PROVISIONAL APPOINTMENT

1. **JENNIFER A. BARON** was previously appointed to a provisional appointment as a **SENIOR OFFICE SPECIALIST I** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, commencing May 08, 2023. **JENNIFER A. BARON** is being recommended to a 2nd provisional appointment by her immediate supervisor effective October 11, 2023. **JENNIFER A. BARON** recently took the civil service exam, but did not receive a passing score. After canvassing individuals on the list, it has been deemed non-mandatory (less than 3 names) and it is now possible for **JENNIFER A. BARON** to receive a 2nd provisional appointment, with the understanding that the next civil service exam for this title will need to be taken and passed.

c. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **JENNIE M. CLARKE** be appointed to a probationary appointment as a **LIBRARY AIDE** in SUPPORT SERVICES, School Library System, commencing October 16, 2023 at an annual salary rate of \$29,511.00, prorated.

JENNIE M. CLARKE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LIBRARY AIDE**. **JENNIE M. CLARKE** will be required to serve a twenty-six week probationary period.

Education:

* GED from Utica City School District

Work Experience:

- * From August, 2017 through the present as an overnight stocker at Walmart
- * From April, 2015 through August, 2016 as a WFH customer service representative at Sitel, Nashville, TN
- * From May, 2011 through April, 2015 as a customer service representative at Agero, Sebring, FL
- * From June, 2009 through October, 2010 as a cream cheese production manager at Bagel Grove

d. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **JAZMINE M. CLEMONS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing September 15, 2023 at an hourly salary rate of \$15.19, as needed.

JAZMINE M. CLEMONS 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

Work Experience:

- * From January, 2023 through the present as a teaching aide at Opportunities for Otsego, Oneonta
- * From October, 2022 through January, 2023 as a medical assistant at Slocum Dickson
- * From January, 2019 through August, 2021 as a direct support professional at Pathfinder Village
- * From 2017 through 2018 as a medical assistant at St. Luke's Hospital

2. Recommend that **HUNTER L. GILMAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing September 07, 2023 at an hourly salary rate of \$15.19.

HUNTER L. GILMAN 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 Poland Central School District

Work Experience:

* From September, 2022 through the present as a waitress
at Olive Garden

3. Recommend that **JUDITH R. KESHLER** be appointed a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing September 01, 2023 at an hourly salary rate of \$15.19 as needed.

JUDITH R. KESHLER 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 Westmoreland High School

* Attended Utica School of Commerce for Business from

Work Experience:

* From 1980 through 2005 as a bookkeeper and kitchen help at
Barker Brook Golf Course

4. Recommend that **MARIE A. LATOUR** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing September 01, 2023 at an hourly salary rate of \$15.19.

MARIE A. LATOUR 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 Morris Central School

Work Experience:

* From 1997 through 2020 as an assistant treasurer and head
teller at Bank of Utica

5. Recommend that **SAMANTHA E. SADLER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing September 05, 2023 at an hourly salary rate of \$15.19.

SAMANTHA E. SADLER 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

Work Experience:

- * From July, 2023 through the present as a cleaner at Christin Fabrication
- * From January, 2019 through the present as a cleaner at NAPA Auto Parts
- * December, 2022 as a waitress at Scenic View Bar and Grill
- * February, 2022 as a waitress at Mister Shakes

6. Recommend that **CARMEL A. TEDESCO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program commencing September 05, 2023 at an hourly salary rate of \$15.19 as needed.

CARMEL A. TEDESCO 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 October, 2017 through the present as a food service helper at Utica City School District

7. Recommend that **CARMELLA M. TRIPEPI** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Lunch Program, commencing September 15, 2023 at an hourly salary rate of \$15.19, as needed.

CARMELLA M. TRIPEPI 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 John F. Kennedy High School

Work Experience:

- * From March, 2012 through March, 2021 as a secretary I at NYS Office of Special Investigations
- * From July, 2010 through March, 2012 as an agency service representative at the NYS Department of Labor
- * From January, 2008 through July, 2010 as a clerk II/supervisor at the NYS Department of Health
- * From August, 2007 through January, 2008 as a licensing service clerk at the NYS Education Department
- * From November, 2005 through August, 2007 as a data entry machine operator at NYS Department of State
- * From July, 2003 through November, 2005 as a disability case manager at MetLife
- * From June, 1971 through July, 2003 as business marketing operations representative and traffic operator at Verizon

e. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **EMMA R. RAFFERTY** be appointed to a temporary appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, Elementary Science Center, commencing August 21, 2023 and ending June 30, 2024 at an hourly rate of \$15.94.

EMMA R. RAFFERTY meets the civil service requirements for the title and has been pre-approved by civil service.

Education:

- * Currently attending Rome Free Academy

Work Experience:

- * From 2022 through the present as a baby sitter
- * From 2022 through the present as a pet sitter

f. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

Perm. Date
 03/27/2023

- 1. TIMOTHY RYAN CLEANER

g. RECOMMENDATION FOR REINSTATEMENT OF STAFF MEMBER

- 1. Recommend that **ANN M. MARTIN's** recommendation be corrected to be reinstated to the permanent position of **OFFICE SPECIALIST I** in **SPECIAL EDUCATION**, commencing May 13, 2021 at an annual salary rate of \$33,556.00.

d. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	KELLY A. COLANTUONI	TEACHER OF MATH	09/01/2023 - 06/30/2024	\$1,200.00 (mentor)
2.	KELLE KIRKLAND	TEACHER OF HOME ECONOMICS	10/12/2023 - 06/30/2024	\$1,200.00 prorated (mentor)
3.	KELLE KIRKLAND	TEACHER OF HOME ECONOMICS	10/12/2023 - 06/30/2024	\$500.00 prorated (mentor)
4.	JENNIFER G. MAYNARD	TEACHER OF SPECIAL EDUCATION	09/01/2023 - 01/31/2024	\$1,200.00 prorated (mentor)
5.	TIFFANY A. PIATKOWSKI	TEACHER OF MULTI OCCUPATIONS TRADE	09/01/2023 - 06/30/2024	\$1,200.00 (mentor)
6.	CHRISTINE SIMMONS	TEACHER OF SPECIAL EDUCATION	09/01/2023 - 06/30/2024	\$500.00 (mentor)
7.	CHRISTINE SIMMONS	TEACHER OF SPECIAL EDUCATION	09/01/2023 - 06/30/2024	\$1,200.00 (mentor)
8.	SIGMUND R. ZEMZICKI	TEACHER ASSISTANT	09/01/2023 - 06/30/2024	\$3,500.00 (student mgr)

e. TERMINATIONS

1. Non-Instructional/Classified Staff

a. Recommendation for Termination

			Hire Date	Resign Date
1.	BREANNA L. CLEMENTS	FOOD SERVICE HELPER	08/15/2023	09/11/2023

f. SUMMER SCHOOL

1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

a. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED

The following people are being recommended to teach in the Regional Summer School Program for 2023, for the period indicated. The actual need for any individual will not be determined until July 1, 2023. The decisions will be based upon enrollments at that time. Assignments may be for two period (\$2,993) or three periods (\$4,489.50) or not at all, based on enrollment. The Driver Education Instructors will be paid (\$5,986) for a full class load. Teaching Assistant - \$13.30/hr. Extended School Year (ESY) STEPS -Alternative Education Special Education Teacher/TA and Attendance Teacher Daily rate is 1/200th of salary.

		Title	Start Date	End Date	Salary
1.	RYAN MCNERNEY	Social Studies	08/29/2023	08/30/2023	\$73.32/hr

**b. RECOMMENDATION FOR EXTRA ASSIGNMENTS - ALTERNATIVE EDUCATION STAFF
 Daily rate is 1/200th of salary**

		Title	Start Date	End Date	Max Days	Salary
1.	CAROLYN MANCUSO-LASALLE	Guidance	08/28/2023	08/31/2023	24	\$ 71,505
2.	SUZANNE J. O'BRIEN	Guidance	08/28/2023	08/31/2023	24	\$ 67,311

ITEM VII. D. 1. APPROVAL OF SALARY ADJUSTMENT

Moved, that the Cooperative Board approve a salary adjustment of \$8,000.00 for Jessica Tehan increasing her salary from \$90,343.75 to \$98,343.75.

ITEM VII. D. 2. APPROVAL OF SETTLEMENT AGREEMENT CLASS ACTION LAWSUIT AGAINST ALTRIA

Moved, that the Cooperative Board approve the terms of the settlement and related resolution agreement as attached.

RESOLUTION AUTHORIZING PARTIAL SETTLEMENT OF VAPING LITIGATION

WHEREAS, in recent years the use and abuse of e-cigarettes and vaping devices increased dramatically among high school and middle school students, leading to significant risks of addiction and potentially life-threatening respiratory ailments; and

WHEREAS, students attending the Oneida-Herkimer-Madison BOCES (the "BOCES") have not been immune to this phenomenon with the BOCES observing students using e-cigarettes and vaping devices in school and on school grounds; and

WHEREAS, the use of e-cigarettes and vaping devices by students has caused the BOCES to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases and stops; and

WHEREAS, the BOCES authorized the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC, to initiate litigation against Altria Group, Inc. and Philip Morris USA, Inc., Altria Client Services LLC, Altria Group Distribution Company (collectively "Altria") by board resolution relating to the production, marketing, sale, and distribution of e-cigarettes and vaping devices; and

WHEREAS, a tentative settlement has been reached with Defendant Altria whereby in return for discontinuing the litigation, the BOCES would receive certain cash payment; and

WHEREAS, the amount that the BOCES receives will be no less than \$9,090; and

WHEREAS, the Board of Education (the "Board") has determined it is necessary, advantageous, desirable, and in the public interest and the best interests of the BOCES that it settle this litigation against Altria,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the BOCES, as follows:

1. The Board authorizes the partial settlement of the vaping lawsuit against defendant Altria.
2. A Settlement with the substantive terms contained herein is hereby approved in substantially the form reviewed by the Board and together with such minor modifications as are deemed necessary by the BOCES' attorneys and administrators to protect the best interests of the BOCES.
3. The Board President, Superintendent and their designee(s) re hereby authorized to finalize, sign and enter into the Settlement Agreement on behalf of the BOCES and take all actions and execute all documents necessary or appropriate to carry out the intent of this Resolution.
4. This Resolution shall take effect immediately.

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)*

Section 4000 Fiscal Management

- 4100 Systems of Accounts
- 4101 Reports of Possible Violations of Policy or Law
- 4102 Bonding of OHM BOCES Personnel
- 4103 Periodic Financial Reports
- 4104 Treasurer
- 4105 Authorized Signatures
- 4200 Budget Planning and Preparation
- 4201 Budget Development and Adoption
- 4202 Administration of Budget
- 4203 Applications for State and Federal Funds

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

Motion carried 9-0

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

- Proposed Resolutions for Annual Business Meeting at NYSSBA Convention

The Board discussed the Proposed Resolutions and they authorize Mrs. Anderson, Voting Delegate to present their recommendations at the Business Meeting.

ITEM IX. OLD BUSINESS

none

ITEM X. EXECUTIVE SESSION

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

Moved, that the Board enter Executive Session at 6:31 p.m.

Executive Session Items:

X	discussing the employment history of a particular person
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
	discussing collective negotiations pertaining to the _____ Union, pursuant to Article 14 of the Civil Service Law
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the _____ exam
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed


The Board returned to General Session at 6:34 p.m.

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

MOTION TO ADJOURN

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

Without further objection, there being no further business to come before the meeting, the meeting adjourned at 6:35 p.m.


Deborah Kimball
Clerk of the Board
October 11, 2023