



Oneida-Herkimer-Madison BOCES

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

VII A. 1.
Approval of Minutes of the
Regular Meeting of November 13,
2024
December 11, 2024

Cooperative Board 2023-2024

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**UNAPPROVED
MINUTES OF THE REGULAR
MEETING OF NOVEMBER 13, 2024**

A Regular meeting of the Board of Cooperative Educational Services was held on November 13, 2024 at 4:30 p.m. in the Howard D. Mettelman Learning Center, 4747 Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Michelle Anderson, President
- Gary P. Nelson, Vice President
- Steve Boucher
- Elaine M. Falvo
- Michael H. Head
- Joseph H. Hobika, Jr. (arrived 4:38 p.m.)
- Heather Johnson
- Anthony J. Nicotera
- Dr. Gary W. Porcelli
- Ryan P. Rogers
- Russell Stewart
- Timothy Thomas

MEMBERS EXCUSED

OTHERS PRESENT

- Patricia N. Kilburn, Ed.D. District Superintendent
- Christopher Hill Assistant Superintendent
- Scott Morris Assistant Superintendent
- Lori A. Wrobel Clerk of the Board
- Heather M. Cole, Esq. Ferrara Fiorenza PC

Date

Introduction

Members Present

Members Excused

Others Present

Michelle Anderson, *President*, Gary P. Nelson, *Vice President*,
Steve Boucher, Elaine M. Falvo, Michael H. Head, Joseph H. Hobika, Jr., Heather Johnson,
Anthony J. Nicotera, Dr. Gary W. Porcelli, Ryan P. Rogers, 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.

A quorum was noted and Michelle Anderson called the Meeting to order at 4:30 p.m.

ITEM II. PLEDGE OF ALLEGIANCE

Russell Stewart led the Board with the Pledge of Allegiance.

ITEM III. RECOGNITION OF VISITORS

- Diana D. Giffune, BTA President
- M. Ellen Mahanna, Principal of Special Education
- Lisa Rizzo, Coordinator of Special Education
- Tim Rowland, Coordinator of Special Education
- Jessica Tehan, Coordinator of Special Education
- Thomas Holt, Jr., Teach of Special Education
- Grace Latendress and Family (Whitesboro Central School District)
- Noah Harvey and Family (Whitesboro Central School District)
- Nicholas Perrault (Westmoreland Central School District)

ITEM IV. RECOGNITION

Three students were invited to attend the meeting this evening to talk about their experience with the Bridges Program.

Grace Latendress from Whitesboro Central School District, Noah Harvey from Whitesboro Central School District and Nicholas Perrault from Westmoreland Central School District were introduced and recognized. Each student was presented with an Award for their positive accomplishments and outstanding achievements in the Bridges Program.

BTA President Diana D. Giffune presented upon matters regarding the BTA.

BAA President Lisa Rizzo presented upon matters regarding the BAA.

Michelle Anderson thanks Ms. Giffune and Ms. Rizzo for their comments.

ITEM V. A. FROM THE FLOOR

None.

ITEM V. B. CORRESPONDENCE

None.

ITEM VI. REPORTS

Heather M. Cole, Esq. from Ferrara Fiorenza PC presented a detailed overview of the Workplace Violence Prevention Act and Child Abuse in an Education Setting.

District Superintendent Patricia N. Kilburn, Ed.D. presented an update on Strategic Planning, including Graduation Measure Initiatives and Regionalization. Interim updates with links will continue to be provided in the Weekly Bulletin.

Heather Johnson provided a report regarding the recent New York State School Board Association Convention held on October 20, 2024 through October 22, 2024, attended by Heather Johnson, Michael H. Head, Patricia N. Kilburn, Ed.D., and Christopher Hill.

Elaine M. Falvo presented a report regarding the Audit Committee who met on October 23, 2024. A copy of the minutes from that meeting has been provided to all Board Members.
Russell Stewart presented a report regarding the Facilities Committee.

ITEM V. COMMUNICATIONS

None.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF OCTOBER 9, 2024

Motion by: Russell Stewart
Seconded by: Michael H. Head

Moved, that the minutes of the Regular Meeting of October 9, 2024 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as written.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson			
Steve Boucher			
Elaine M. Falvo			
Michael H. Head			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Ryan P. Rogers			
Russell Stewart			
Timothy Thomas			

Motion carried 12-0

ITEM VIII. EXECUTIVE SESSION

Motion by: Russell Stewart
Seconded by: Steve Boucher

Moved, that the Cooperative Board enter into Executive Session at 6:29 p.m.

Yes No Excused Abstain

Michelle Anderson
 Steve Boucher
 Elaine M. Falvo
 Michael H. Head
 Joseph H. Hobika, Jr.
 Heather Johnson
 Gary P. Nelson
 Anthony J. Nicotera
 Dr. Gary W. Porcelli
 Ryan P. Rogers
 Russell Stewart
 Timothy Thomas

Motion carried 12-0

Executive Session Items:

x	discussing the employment history of particular persons
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
x	discussing collective negotiations pertaining to the BTA 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
x	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 7:26 p.m.

ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (B., C., D.)

Motion by: Michael H. Head
 Seconded by: Elaine M. Falvo

Moved, that the Cooperative Board accepts the Treasurer’s Report for September 2024 (Item IX. B. 1), the Budget Adjustment Report for September 2024 (Item IX. B. 2), the contract listed below Item IX. B. 3, and Items IX. D. 1 – IX. D. 5.); all as shown below:

ITEM IX. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR SEPTEMBER 2024

Report of the Treasurer for September 2024

Capital	\$	8,263.46
General	\$	7,647,368.77
School Lunch	\$	2,084,737.30
Special Aid	\$	1,406.74
Trust/Agency	\$	70,450.66
Extra-Curricular	\$	21,802.50
Total	\$	9,834,029.43

and the Treasurer’s Report for the Extra-Curricular Fund for September 2024 showing a fund balance of \$21,802.50.

ITEM IX B. 2. MOTION TO ACCEPT THE 2024-2025 BUDGET ADJUSTMENT REPORT FOR SEPTEMBER 2024

**Budget Revisions—2024-25
September 2024 Report**

2024-25 Adopted Budget	\$	94,356,675
Commitment Changes	\$	9,737,296
Net Changes		-
Total		\$105,082,242

ITEM IX. B. 3. MOTION TO APPROVE ONEIDA BOCES CONTRACTOR (SELLER) WITH SCHOOLS 2024-2025 CONTRACTS

Oneida BOCES Contractor (Seller) with Schools

Brookfield CSD	\$ 1,797,302.26	Initial contract for all BOCES services for 2024-2025 including administration, career & technical education, handicapped services, alternative Education.
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Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Brookfield Central School District for the 2024-2025 school year.

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.	SUSAN J. BRENNAN	SCHOOL SOCIAL WORKER	09/01/2016	12/31/2024
2.	PAUL T. CURTACCI	TEACHER OF SPECIAL EDUCATION	09/01/1990	12/31/2024
3.	ROSANNE HILLMAN	TEACHER OF SPECIAL EDUCATION	09/01/1986	12/31/2024
4.	SUE PARDEE	OCCUPATIONAL THERAPY ASSISTANT	02/05/1990	12/31/2024
5.	CATHERINE ROBERTELLO	TEACHER ASSISTANT	09/01/2008	12/31/2024

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	MAUREEN IRELAND	COOK MANAGER	11/09/2005	12/31/2024

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	KATIE L. BARR	TEACHER ASSISTANT	03/05/2024	10/17/2024
2.	TRACY L. CLOOS	TEACHER OF SPECIAL EDUCATION	09/01/2019	11/08/2024
3.	NICKCOLE M. GARCIA	REGISTERED PROFESSIONAL NURSE	01/08/2024	11/30/2024
4.	ZACHARIE P. MERWIN	TEACHER ASSISTANT	08/29/2024	11/25/2024
5.	DANIELLE N. MOORE	ATTENDANCE TEACHER	01/03/2022	11/06/2024
6.	SUZANNE J. O'BRIEN	GUIDANCE COUNSELOR	03/09/2020	11/29/2024
7.	MELANIE A. TAYLOR	SCHOOL SOCIAL WORKER	09/01/2021	11/24/2024
8.	LINDSAY J. WENZEL	TEACHER ASSISTANT	10/26/2022	10/26/2024

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	ROBIN R. BROWN	FOOD SERVICE HELPER	01/24/2024	09/05/2024
2.	JONI E. BUSS	FOOD SERVICE HELPER	02/23/2010	09/06/2024
3.	LILLIAN FERGUSON	FOOD SERVICE HELPER	01/03/2008	09/04/2024
4.	JESSICA L. LADLEE	FOOD SERVICE HELPER	11/22/2021	09/06/2024
5.	SHEILA D. LAQUAY	CAREER EXPLORATION SPECIALIST	10/31/2023	10/25/2024
6.	KASONDRA M. LAVINE	FOOD SERVICE HELPER	10/23/2023	09/30/2024
7.	CARLA F. LUTHER	FOOD SERVICE HELPER	04/24/2024	09/04/2024

8.	BRIANNA M. ROTONDI	FOOD SERVICE HELPER	09/01/2023	09/06/2024
9.	KATHLEEN M. SIEGA	FOOD SERVICE HELPER	09/05/2019	09/05/2024
10.	STEPHANIE SOUTHARD	FOOD SERVICE HELPER	02/14/2024	09/06/2024
11.	THERESA M. SOUHTARD	FOOD SERVICE HELPER	06/14/2019	09/04/2024

c. UNPAID LEAVE(S) OF ABSENCE
1. Teaching/Certified Staff

Start Date	End Date	Reason
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- | | | | | | |
|----|----------------------------|-------------------|------------|------------|------------------------------------|
| 1. | MORGAN A. MITCHELL
term | TEACHER ASSISTANT | 11/11/2024 | 06/30/2025 | work as long
substitute teacher |
|----|----------------------------|-------------------|------------|------------|------------------------------------|

2. Non-Instructional/Classified Staff

Start Date	End Date	Reason			
1.	REBECCA E. WALTS	PUBLIC INFORMATION SPECIALIST	11/21/2024	01/15/2025	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 **IAN M. BROWN** be appointed as a **TEACHER OF SOCIAL STUDIES** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln for a four year probationary appointment in the SOCIAL STUDIES tenure area, commencing October 21, 2024 and ending October 20, 2028 at an annual salary rate of \$48,815.00, prorated.

Certification:

- * Initial certificate in Social Studies 7-12

Education:

- * Graduate of Watervliet Jr./Sr. High School
- * Bachelor of Arts in History/Criminal Justice from University of Albany
- * Masters of Science in Secondary Education/Social Studies from SUNY Plattsburgh

Work Experience:

- * From October, 2023 through the present as a student teacher at Lansingburgh School District
- * From September, 2023 through October, 2023 as a student teacher at Mohonasen School District

- * From June, 2020 through February, 2022 as a service advisor at Keeler Motor Car Company
- * From June, 2017 through January, 2020 as general maintenance at Watervliet Housing Authority
- * From September, 2018 through April, 2019 as a computer lab attendant/tutor at Watervliet Civic Center
- * From March, 2016 through August, 2016 as a food preparer at Ted's Fish Fry

2. Recommend that **JOSEPH A. CARCONE** be appointed as a **SCHOOL SOCIAL WORKER** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln for a three year probationary appointment in the School Social Worker tenure area, commencing October 29, 2024 and ending October 28, 2027 at an annual salary rate of \$62,651.00, prorated.

Certification:

- * Permanent certificate in School Social Worker

Education:

- * Graduate of TR Proctor High School
- * Bachelor of Arts in Psychology from SUNY Oneonta
- * Master of Social Work from Syracuse University

Work Experience:

- * From June, 2016 through the present as a supervisor and now director Behavioral Health Department Mohawk Valley Health System
- * From September, 2017 through March, 2022 as an adjunct professor of social work at Keuka College
- * From March, 2012 through June, 2016 as a crisis counselor at The Neighborhood Center Inc.
- * From November, 2006 through October, 2011 as a clinical therapist at The Neighborhood Center, Inc.
- * From September, 2003 through September, 2006 as a regional coordinator at Primary Mental Health Project
- * From September, 2001 through October, 2006 as a school social worker at Herkimer County BOCES

3. Recommend that **JOSIE R. COLLINS** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln Ave. for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing October 07, 2024 and ending October 06, 2028 at an annual salary rate of \$18,253.00, prorated.

Certification:

* Working toward certification

Education:

* Graduate of New York Mills Union Free School District

Work Experience:

- * From June, 2022 through August, 2022 as a cashier, customer service at Water Safari
- * From October, 2022 through May, 2023 as a cashier, customer service at Dunkin Donuts

4. Recommend that **CATHERINE R. FICARRA** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing November 05, 2024 and ending November 04, 2028 at an annual salary rate of \$23,009.00, prorated.

Certification:

* Working toward certification

Education:

- * Graduate of Bishop Ludden High School
- * Bachelor of Arts in Sociology from SUNY Potsdam

Work Experience:

- * From 022 through the present as a substitute at Poland Central School District
- * From March, 2024 through May, 2024 as a program manager at Upstate Caring Partners
- * From February, 2024 through March, 2024 as a family a at Cayuga Centers

5. Recommend that **MARY M. GUARASCIO** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ MVCC for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing October 01, 2024 and ending September 30, 2028 at an annual salary rate of \$18,253.00, prorated.

Certification:

* Working toward certification

Education:

* Graduate of Frankfort Schuyler Central School

Work Experience:

- * From 2015 through the present as an independent brand ambassador at Plexus Worldwide, Scottsdale, AZ

6. Recommend that **HOLLY A. SROKA** be appointed as a **TEACHER OF LITERACY** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Academic Itinerants for a four year probationary appointment in the Remedial Reading tenure area, commencing November 01, 2024 and ending October 31, 2028 at an annual salary rate of \$53,594.00, prorated.

Certification:

- * Working toward certification
- * Initial certificate in Childhood Ed (1-6)

Education:

- * Graduate of Oneida High School
- * Bachelors of Automotive Technology from Morrisville State College
- * Master of Education in Childhood Education (grades 1-6) from Alliance University
- * Master of Literacy Education (B-12) from SUNY Cortland
- * Mohawk Valley Police Academy

Work Experience:

- * From August, 2023 through the present as an AIS teacher and 1st grade teacher at West Leyden Elementary
- * From October, 2022 through August, 2023 as a teacher at Owen D. Young School
- * From January, 2022 through October, 2022 as a substitute teacher at West Canada Valley and Oneida City Schools
- * From June, 2020 through August, 2021 as a deputy sheriff/ police officer at Oneida County Sheriff's Office
- * From September, 2018 through April, 2019 as an auto body teacher's assistant at Madison-Oneida BOCES

7. Recommend that **HEATHER J. WILLIAMS** be appointed as an **ASSISTANT PRINCIPAL - SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the ASST PRINCIPAL - SPECIAL EDUCATION tenure area, commencing November 22, 2024 and ending November 21, 2028 at an annual salary rate of \$87,000.00, prorated.

Certification:

- * Initial certificate in School Building Leader

Education:

- * Graduate of Cazenovia High School
- * Bachelor of Arts in Mathematics, concentration in Dual Childhood and Special Education from LeMoyne College
- * Master of Science in Education, Dual Childhood and Special Education from LeMoyne College
- * Certificate of Advanced Studies - School Building Leadership from LeMoyne College

Work Experience:

- * From December, 2021 through the present as a special education administrator, SKATE program at Onondaga-Cortland-Madison BOCES
 - * From January, 2013 through December, 2021 as a special education teacher, SED Program and teaching assistant at Onondaga-Cortland-Madison BOCES
 - * From March, 2011 through June, 2012 as a long term substitute teacher and homebound tutor at Bridgeport Elementary
 - * From March, 2009 through January, 2011 as a long term substitute and special education teacher at Chittenango Middle School
8. Recommend that **ANNE M. WOODS** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Special Education for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing October 15, 2024 and ending October 14, 2028 at an annual salary rate of \$20,218.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Holland Patent Central School

Work Experience:

- * From 2005 through August, 2012 as a monitor tech/clerk at St. Elizabeth's Medical Center
- * From May, 2022 through June, 2022 as a production line worker at North Country Dairy
- * From October, 2022 through September, 2024 as a 1:1 teaching assistant at St. Lawrence-Lewis BOCES

b. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **NORA R. WATERBURY** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, **P-TECH PROGRAMS**, for a short-term substitute appointment commencing October 21, 2024 and ending December 01, 2024 at an annual salary rate of \$20,764.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Graduate of Herkimer High School
- * Associate in Applied Science in Human Services from Herkimer County Community College

Work Experience:

- * From September, 2023 through September, 2024 as a teaching assistant at Utica City School District
- * From May, 2022 through May, 2023 as a mental health advisor at Upstate Cerebral Palsy
- * From October, 2021 through April, 2022 as a purchasing representative at Northern Safety Industrial
- * From June, 2021 through August, 2021 as an intern at Herkimer Planning Department
- * From May, 2020 through April, 2021 as a contact tracer at NYS DOH
- * From July, 2018 through August, 2020 as a daycare supervisor at Herkimer County Summer Program

c. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **MORGAN A. MITCHELL** be appointed as a **TEACHER OF SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, **SPECIAL EDUCATION**, for a long-term substitute appointment commencing November 11, 2024 and ending June 30, 2025 at an annual salary rate of \$46,463.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of New York Mills Jr/Sr High School
- * Bachelor of Science in Health Studies Management from Utica University

Work Experience:

- * From August, 2022 through the present as a teaching assistant at Oneida-Herkimer-Madison BOCES
- * From October, 2019 through August, 2022 as a school to work instructor at the Arc, Oneida-Lewis Chapter

d. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **CYNTHIA B. DEDOMINICK** be appointed as a **CURRICULUM SUPERVISOR** in INSTRUCTIONAL PROGRAMS AND PROF LEARNING, Program and Professional Learning, be extended commencing September 01, 2024 and ending June 30, 2025 at a salary rate of \$55.00 per hour. Curriculum Supervisors are provided at district request.
2. Recommend that **SUSAN D. SYNAKOWSKI** be appointed as a **CURRICULUM SUPERVISOR** in INSTRUCTIONAL PROGRAMS AND PROF LEARNING, PPL, commencing July 07, 2024 and ending June 30, 2025 at a salary rate of \$55.00/hr. Curriculum Supervisors are provided at district request.

e. RECOMMENDATION FOR INCREASE IN FTE

1.	KATHRYN A. TAYLOR	TEACHER SPEECH/HEARING	Date 10/07/2024	FTE 0.8
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2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **JENNIFER L. CLARKE** be appointed to a provisional appointment as an **OFFICE SPECIALIST I** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, ALTERNATIVE EDUCATION, commencing October 25, 2024 at an annual salary rate of \$33,152.00, prorated.

JENNIFER L. CLARKE 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 Holland Patent High School

Work Experience:

- * From December, 2023 through the present as a preauthorization specialist at Rome Health
- * From July, 2020 through December, 2023 as a pharmacy technician at Health Direct
- * From July, 2019 through September, 2022 as a receptionist at CNY Cardiology
- * From October, 2015 through August, 2018 as a veterinary technician at Marcy Veterinary Clinic
- * From September, 2014 through December, 2018 as an administrator at Prometric

2. Recommend that **GIANNA M. DIMAGGIO** be appointed to a provisional appointment as a **PUBLIC RELATIONS ASSISTANT** in SUPPORT SERVICES, SCHOOL COMMUNICATIONS,

commencing November 18, 2024 at an annual salary rate of \$36,513.00, prorated.

GIANNA M. DIMAGGIO 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 Rome Free Academy
- * Associates Degree in General Studies from Mohawk Valley Community College
- * Bachelor's Degree in Communications & Media Design from SUNY Polytechnic Institute
- * Master's Degree in Information Design & Technology

Work Experience:

- * From May, 2022 through the present as a certified pharmacy technician at Hannaford
- * From May, 2024 through August, 2024 as a social media intern at Albany Waterway Board
- * From January, 2024 through May, 2024 as a production intern at Utica Comets & Utica City FC
- * From August, 2023 through December, 2023 as a marketing & communications intern at SUNY Polytechnic Institute
- * From May, 2020 through May, 2022 as a Hannaford to go shopper/ expeditor at Hannaford

3. Recommend that **ELISA M. LONERGAN** be appointed to a provisional appointment as a **CAREER EXPLORATION SPECIALIST** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, SCHOOL TO CAREERS, commencing October 15, 2024 at an annual salary rate of \$38,087.00, prorated.

ELISA M. LONERGAN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CAREER EXPLORATION SPECIALIST**, until the results of the next civil service exam are known.

Education:

- * Graduate of Akron-Fairgrove Jr./Sr. High School, Fairgrove, MI
- * Associate of Arts in Psychology from University of Phoenix
- * Bachelor of Arts in Psychology from University of Phoenix
- * Masters of Education in Elementary Education from University of Phoenix

Work Experience:

- * From February, 2024 through the present as a Religious Affairs Airman in the U.S. Air Force Reserves
- * From September, 2023 through the present as a teacher aide at Madison-Oneida BOCES
- * From February, 2023 through June, 2023 as a teaching assistant at Madison-Oneida BOCES
- * From January, 2021 through June, 2021 as a student teacher at University of Phoenix
- * From November, 2012 through February, 2024 as a dental radiology/ readiness manger and dental assistant in the U. S. Air Force

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **KASONDRA M. LAVINE** be appointed to a probationary appointment as a **COOK MANAGER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 01, 2024 at an hourly salary rate of \$18.04.
KASONDRA M. LAVINE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COOK MANAGER**. **KASONDRA M. LAVINE** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Frankfort Schuyler Central School

Work Experience:

- * From October, 2023 through the present as a food service helper at Oneida-Herkimer-Madison BOCES
- * From July, 2020 through October, 2020 as a temporary data entry clerk at Wilcor International
- * From May, 2019 through August, 2020 as a team member at McDonald's
- * From March, 2018 through October, 2018 as a counter clerk at Fratello's

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **LEISA A. ALBIN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 23, 2024 at an hourly salary rate of \$15.45.

LEISA A. ALBIN 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 Ilion High School

Work Experience:

- * From 1983 through 2022 as an inside sales/office manager at R. M. Murdock Co., Inc.

2. Recommend that **MICHELLE C. DENISON** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 03, 2024 at an hourly salary rate of \$15.45, as needed.

MICHELLE C. DENISON 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 Vernon-Verona-Sherrill High School

Work Experience:

- * From 2015 through 2022 as a home health aide at Community Wellness Partners
- * From 2018 through 2021 as a monitor at Clinton Elementary School
- * From 2006 through 2012 as an account technician at DFAS
- * From 1995 through 2006 as an administrative assistant at New Beginnings Church

3. Recommend that **AMANDA DUROSS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 24, 2024 at an hourly salary rate of \$15.45.

AMANDA DUROSS 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 Arkadelphia High School, Arkadelphia, AR

Work Experience:

- * From May, 2016 through May, 2020 as a cashier at Walmart
- * From 2014 through 2016 as a cashier at Target
- * From 2012 through 2013 as a cashier at McDonald's
- * From 2009 through 2010 as a bingo hall cashier at Turning Stone Casino

4. Recommend that **JULIANA R. HARRIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, **SCHOOL FOOD SERVICES**, commencing September 25, 2024 at an hourly salary rate of \$15.45.

JULIANA R. HARRIS 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 Central School
- * Attended O-H-M BOCES for Culinary Arts

Work Experience:

- * From June, 2023 through August, 2024 as a summer assistant at Herkimer County Youth Bureau

5. Recommend that **MAUREEN IRELAND** be appointed to a part-time, as needed appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing January 03, 2025 at an hourly salary rate of \$20.00.

MAUREEN IRELAND 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 Union Free School District

Work Experience:

- * From November, 2005 through the present as a food service helper, assistant cook and cook manager at Oneida-Herkimer-Madison BOCES

- * From, April, 2006 through the present, as a cook for the Legion Auxiliary Volunteer, Oriskany Falls, NY
- * From 2003 through 2004, as a cleaner for Maureen Wratten, Waterville, NY
- * From 1991 through 1994, as a cafeteria aide at Clinton Central School District

6. Recommend that **VIRGIL L. JONES** be appointed to a part-time, as needed appointment as a **CLEANER (HOURLY)** in SUPPORT SERVICES, OPERATIONS & MAINTENANCE, commencing October 28, 2024 at an hourly salary rate of \$15.91.

VIRGIL L. JONES has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLEANER (HOURLY)**.

Education:

- * Graduate of Lowville Central School

Work Experience:

- * From September, 2022 through June, 2023 as a cleaner at Lowville Academy
- * From March, 1987 through January, 2002 as a corrections officer at New York State Department of Corrections

7. Recommend that **MICHAEL V. ROMANO** be appointed to a part-time appointment as a **LABORER - HOURLY** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing October 08, 2024 at an hourly salary rate of \$15.45.

MICHAEL V. ROMANO has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LABORER**.

Education:

- * Graduate of Mohonasen High School, Schenectady
- * Enrolled in SUNY Polytechnic Institute for Computer Engineering Technician

Work Experience:

- * From summer 2019, through summer, 2024 as a parks department laborer for Town of Rotterdam

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).

			Perm. Date
1.	SERENA L. BELMONT	PERSONNEL TECHNICIAN I	09/03/2024
2.	CHERYL A. FAUBERT	OFFICE SPECIALIST II	05/13/2024
3.	SABRINA M. FRYMAN	ASSISTANT BUSINESS MANAGER	09/20/2024
4.	EUGENIA MARTHAGE	PERSONNEL TECHNICIAN II	09/03/2024

e. RECOMMENDATION FOR ADDITIONAL ASSIGNMENT(S)

1. Recommend that **MICHAEL S. COLANGELO** be appointed to an additional assignment as a **CLERK OF THE WORKS** in the Administrative Services Division, commencing February 20, 2023 at a salary rate of \$5,000.00.
2. Recommend that **MICHAEL S. COLANGELO** be appointed to an additional assignment as a **CLERK OF THE WORKS** in the Administrative Services Division, commencing July 31, 2023 at a salary rate of \$5,000.00.

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	TIFFANY A. PIATKOWSKI	TEACHER OF MULTI OCCUPATIONS TRADE	08/29/2024 - 06/30/2025	\$1,250.00 (P-TECH Advisor)
2.	LINDSAY J. WENZEL	TEACHER ASSISTANT	08/29/2024 - 10/23/2024 (revised)	\$3,500.00 (student mgr)
3.	CARMEN WRIGHT	TEACHER ASSISTANT	09/16/2024 - 10/07/2024	\$3,500.00 (student mgr) (prorated)

ITEM IX. D. 1. APPROVAL OF BOARD POLICIES (SECOND READING)

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.

4500 General Procurement Standards
6503 Accommodating Employees Need to Express Breast Milk (delete)
6503 Rights of Nursing Employees to Express Breast Milk

Having been approved at two successive meetings, this item was approved effective November 13, 2024.

ITEM IX. D. 2. APPROVAL OF BOARD POLICIES (FIRST READING)

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.

4501 Competitive Bidding
4502 Non Bid Purchasing
4503 Purchase Orders
4504 Sale and Disposal of OHM BOCES Property
4506 Procurement-Uniform Guidance for Federal Awards
4600 Petty Cash Management
4601 Activity Funds and Student Clubs

Due to a member not present for the vote, this item will be presented for a second reading at the December 11, 2024 Cooperative Board Meeting.

ITEM IX. D. 3. ACCEPTANCE OF 2023-2024 FINANCIAL AUDIT

Moved, that the Cooperative Board accepts the financial audit as submitted by West & Company for the 2023-2024 school year.

ITEM IX. D. 4. ACCEPTANCE OF INTERNAL AUDIT

Moved, that the Cooperative Board accepts the Internal Audit as submitted by Questar for the 2023-2024 school year and the Corrective Action Plan be accepted by the Board as presented.

ITEM IX. D. 5 APPROVAL OF CORRECTIVE ACTION PLAN FOR 2023-2024 EXTERNAL AUDIT RECOMMENDATIONS

Moved, that the accompanying Correction Action Plan to the 2023-2024 external audit be approved for submission to the NYS Education Department Office of Audit Services.

Joseph H. Hobika, Jr. left the meeting room from 7:30p.m. until 7:33p.m.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Joseph H. Hobika, Jr.	
Steve Boucher			
Elaine M. Falvo			
Michael H. Head			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Ryan P. Rogers			
Russell Stewart			
Timothy Thomas			

Motion carried 11-0

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

None.

ITEM XI. OLD BUSINESS

None.

MOTION TO ADJOURN

Without any objection and there being no further business, Joseph H. Hobika, Jr. made a motion to adjourn the meeting at 7:33p.m.; seconded by Ryan P. Rogers.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson			
Steve Boucher			
Elaine M. Falvo			
Michael H. Head			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Anthony J. Nicotera			
Dr. Gary W. Porcelli			
Ryan P. Rogers			
Russell Stewart			
Timothy Thomas			

Motion carried 12-0

Lori A. Wrobel
Clerk of the Board
November 18, 2024