



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2023-2024

T: 315.793.8558

F: 315.223-4704

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

The Regular meeting of the Board of Cooperative Educational Services was held on March 13, 2024 in The Howard D. Mettelman Learning Center, Middle Settlement Road, New Hartford, New York

MEMBERS PRESENT

- Mr. Anthony J. Nicotera, President
- Mrs. Michelle Anderson, Vice President
- Mrs. Doreen Corbin
- Mrs. Elaine M. Falvo
- Mr. Michael H. Head
- Mrs. Heather Johnson
- Mr. Gary P. Nelson
- Dr. Gary W. Porcelli
- Mr. Timothy Thomas

MEMBERS EXCUSED

- Mr. Steve Boucher
- Mr. Joseph H. Hobika, Jr
- Mr. Russell Stewart

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, Michael H. Head, Joseph H. Hobika, Jr., Heather Johnson,
Gary P. Nelson, Dr. Gary W. Porcelli, 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.

OTHERS PRESENT

Diana Giffune, (via teleconference)

STUDENT PRESENTER

Colton Minnig, student
Bert Minnig, parent
Mindy Minnig, parent
John Edwards, grandparent
Gordon Tibbitts, student
Karri Tibbitts, parent
Olivia Latella, student
Cassie Latella, parent
Mike Hoover, principal CTE

ITEM I. CALL TO ORDER

A quorum was noted and Cooperative Board President, Mr. Nicotera called the meeting to order at 4:31 p.m.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

CTEC: MiTech

Dr. Kilburn welcomed the students and visitors and then introduced Mike Hoover, principal CTE.

Mike Hoover shared an update on the CTE programs including student visitations, open house, registration, SkillsUSA, summer camps and MiTech. He then thanked the Board for the invitation to attend the meeting. He also thanked the parents for their support and introduced the student presenters.

Colton Minnig, Holland Patent CSD is in the MiTech 9 program. Colton shared that he is interested in electrical and woodworking components of the program. He brought in a lamp that he made in class. His future plans would be to go into electrical program in 11th and 12 grade at BOCES and after graduation attend school to become a lineman.

Gordon Tibbitts, Sauquoit Valley CSD is in the MiTech 9 program. Gordon shared that he is a fifth generation maple producer on his family's farm that has 3,500 trees. He enjoys the MiTech program for the small engine repair and conservation components and he also likes that there is a level of independence. His future plans would be to continue producing maple syrup and go to school for small engine repair or conservation.

Olivia Latella, Whitesboro CSD is in the MiTech 10 program. Olivia shared that she was always around her family's garage growing up. She likes the hands on aspect of the MiTech program and meeting kids from other schools. She brought in some items that she welded in class. Her future plans would be to go to school for auto tech and own an automotive business.

[Mrs. Johnson arrived at 4:44 p.m.]

ITEM IV. RECOGNITION OF VISITORS

Mr. Nicotera recognized Diana Giffune as a visitor

ITEM V. COMMUNICATIONS

ITEM V. C. From the Floor

none

ITEM V. D. Correspondence

Thank you card from Mr. Salerno's family

ITEM VI. REPORTS

District Superintendent Report

- Cooperative Board Update to Component Districts. Dr. Kilburn shared the new issue that will be sent digitally to the component District Clerks to be share with their Boards of Education
- April 8th, Lunar Eclipse. The State Education Department has requested that schools close early. All BOCES component schools will dismiss students early, except the Remsen CSD
- Looking at the amount of snow days that were not utilized – give backs. Looking at the school calendar for possible adjustments
- Altercation at Middle Settlement Academy

MVCC Partnerships and Beyond - Timothy Thomas, MVCC

Mr. Timothy Thomas, from Mohawk Valley Community College shared an overview of the economic development in the region. Reimagine, redesign and restore: transforming the Mohawk Valley's education and workforce development systems.

Mr. Thomas spoke about the many partners in the area including the Albany Nano Tech facility, Wolfsped in Marcy, Indium Corporation in Utica and Micron in Syracuse and the jobs they have brought to the area.

He also shared information on MVCC's re-design: MVCC's role in workforce development, relationship with International Brotherhood of Electrical Workers, R.N. Pathways program and supporting and strengthening direct support in the workforce.

Another topic he spoke about is the Free Fast Track Career programs at MVCC. The program offers an accelerated curriculum where a working person supporting a family doesn't need to take two or more years out of his or her life for the college coursed traditionally necessary to get a degree for a new job. In 14 weeks or less, this can lead directly into a new career path.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2024

Motion by: Mrs. Falvo
Seconded by: Mrs. Corbin

Moved, that the minutes of the Regular Meeting of February 14, 2024 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

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

Motion carried: 9-0

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

MOTION TO APPROVE THE CONSENT AGENDA

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

FINANCIAL REPORTS/AWARDING OF CONTRACTS

Moved, that the Cooperative Board accepts the Report of the Treasurer for January 2024 and the Budget Adjustment Report for January 2024 (Item VII B-1 and B-2); all as shown below:

ITEM VII. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR JANUARY 2024

Report of the Treasurer for January 2024

Capital	8,128.02
General	11,382,060.39
School Lunch	1,030,809.27
Special Aid	741.70
Trust/Agency	72,700.81
Extra-Curricular	25,250.29
Total	\$12,519,690.48

and the Treasurer's Report for the Extra-Curricular Fund for January 2024 showing a fund balance of \$25,250.29

ITEM VII. B. 2. MOTION TO ACCEPT THE 2023-2024 BUDGET ADJUSTMENT REPORT FOR JANUARY 2024

**Budget Revisions—2023-24
January 2024 Report**

2023-24 Adopted Budget	\$87,277,547
Commitment Changes	3,082,784
Net Changes	5,956,175
Total	\$96,316,505

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.	ELIZABETH COURTWRIGHT	TEACHER ASSISTANT	03/05/2024	03/05/2024
2.	SARAH M. RACHON	TEACHER ASSISTANT	09/25/2003	01/16/2024
3.	HALEY N. THOMAS	TEACHER ASSISTANT	08/31/2022	02/28/2024

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	MARY ANNE ANTANAVIGE	FOOD SERVICE HELPER	09/01/2022	02/12/2024 (verbal)
2.	DENISE CALENZO	FOOD SERVICE HELPER	09/09/2022	02/12/2024 (verbal)
3.	BRIANNA R. CARCONE	FOOD SERVICE HELPER	04/21/2023	02/13/2024 (verbal)
4.	DIANE M. CHAPPLE	FOOD SERVICE HELPER	03/12/2021	02/12/2024 (verbal)
5.	COLLEEN FITCH	FOOD SERVICE HELPER	06/18/2022	02/12/2024 (verbal)
6.	SANDRA L. GETTER	FOOD SERVICE HELPER	01/25/2018	02/12/2024 (verbal)
7.	JENLYNN IGLESIAS	FOOD SERVICE HELPER	09/01/2020	02/12/2024 (verbal)
8.	MARIE A. LATOUR	FOOD SERVICE HELPER	09/01/2023	02/08/2024 (verbal)
9.	MARIVONE MORALES	FOOD SERVICE HELPER	03/20/2023	09/01/2023 (verbal)
10.	WILLIAM D. NICHOLL	FOOD SERVICE HELPER	03/03/2022	02/12/2024 (verbal)
11.	KRISTA A. SMITH	FOOD SERVICE HELPER	09/03/2019	02/12/2024 (verbal)

b. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	BRANDEE A. COLLINS	ATTENDANCE TEACHER	12/13/2023	12/19/2023	Disability
2.	RYAN W. GERLING	MUSIC THERAPIST	04/10/2024	TBD	Child care
3.	TAYLOR R. GOODSPEED	TEACHER ASSISTANT	03/01/2024	TBD	Child care
4.	MEGHAN T. REYNOLDS	TEACHER ASSISTANT	01/22/2024	TBD	Education
5.	ANGELA L. RILEY	TEACHER ASSISTANT	02/28/2024	TBD	Disability
6.	MICHELLE VITI	TEACHER OF SPECIAL EDUCATION	12/10/2023	TBD	Disability
7.	MARISA ZIMMERMAN	TEACHER ASSISTANT	03/07/2024	TBD	Disability

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 **JAYME P. MOORE** 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 March 04, 2024 and ending March 03, 2028 at an annual salary rate of \$18,732.00, prorated.

Certification:

* Level I certificate in Teaching Assistant

Education:

* Graduate of West Canada Valley High School

Work Experience:

* From July, 2020 through the present as a customer service representative at U-Haul

* From July, 2019 through December, 2020 as a waitress at 5 Points Public House

* From November, 2013 through October, 2016 as a waitress at Babes Macaroni Grille and Bar

b. **RECOMMENDATION FOR MENTORING**

	Title	Start Date	End Date	Salary	
1.	KAREN L. MILLER	EXECUTIVE COACH	12/01/2023	06/30/2024	\$45.00/hr

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

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

1. Recommend that **SERENA L. BELMONT** be appointed to a provisional appointment as a **PERSONNEL TECHNICIAN I** in SUPPORT SERVICES, Human Resources, commencing March 18, 2024 at an annual salary rate of \$50,375.00, prorated.

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

Education:

- * Graduate of Notre Dame High School
- * Associate of Science in Media Marketing and Management from Mohawk Valley Community College
- * Bachelor of Arts in Interdisciplinary Communication & Art from Hamilton College

Work Experience:

- * From September, 2013 through the present as a Medicaid specialist at Hilton Estate & Elder Law
- * From July, 2018 through November, 2019 as a corporate & community education coordinator at BOCES Consortium of Continuing Education
- * From October, 2012 through September, 2013 as a residential property manager at Adirondack Property Group
- * From May, 2006 through October, 2012 as an education manager/program coordinator at the Stanley Center for the Arts
- * From 2005 through 2006 as a substitute teacher at the Utica City School District

2. Recommend that **STEPHEN B. RUSSELL** be appointed to a provisional appointment as a **STOREKEEPER** in SUPPORT SERVICES, Instructional Support, commencing March 18, 2024 at an annual salary rate of \$34,195.00, prorated.

STEPHEN B. RUSSELL has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **STOREKEEPER**, until the results of the next civil service exam are known.

Education:

- * Graduate of Rome Free Academy

Work Experience:

- * From January, 2023 through September, 2023 as a commercial parts pro at NAPA Auto Parts
- * From August, 2021 through January, 2023 as a quality control inspector at Tolpa's Auto Parts
- * From February, 2019 through August, 2021 as a service advisor at Chrysler Dodge Jeep Ram of Utica
- * From June, 2018 through February, 2019 as a mechanic at Utica Mack
- * From April, 2017 through June, 2018 as a mobile mechanic at Steve's Mobile Mechanics, OH
- * From October, 2015 through March, 2017 as a store manager at MIDAS, TX

- b. **RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

1. Recommend that **MICHAEL V. ULES** be appointed to a probationary appointment as a **MOTOR VEHICLE OPERATOR** in SUPPORT SERVICES, Media Services, commencing February 06, 2024 at an annual salary rate of \$35,785.00, prorated.

MICHAEL V. ULES has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MOTOR VEHICLE OPERATOR**. **MICHAEL V. ULES** will be required to serve a twenty-six week probationary period.

Education:

* GED from Frankfort High School

Work Experience:

* From 2012 through 2021 as a table game dealer at the Turning Stone Resort Casino

* From 2021 through 2024 as a delivery driver at Lowes and Home Depot

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **HAZEL M. BURGHER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Food Services, commencing February 12, 2024 at an hourly salary rate of \$15.19, as needed.

HAZEL M. BURGHER has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Mohawk High School

Work Experience:

* none

2. Recommend that **DAWN J. BURROWS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Food Services, commencing February 26, 2024 at an hourly salary rate of \$15.19.

DAWN J. BURROWS 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 Mahopac High School

Work Experience:

* From July, 2022 through December, 2023 as a human resource assistant, preschool teacher aide and human resource generalist at Upstate Caring Partners

* From January, 2019 through March, 2020 as an office manager at Mohawk Valley Church

* From June, 2010 through October, 2010 as a development assistant at Hospice of Central New York

3. Recommend that **KIM E. ELLIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Food Services, commencing February 12, 2024 at an hourly salary rate of \$15.19.

KIM E. ELLIS 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 High School

Work Experience:

* From 2017 through 2023 as a waitress/food prep at Fosters Harbor Inn

* From 1989 through 2018 as a sales and marketing associate at Mohawk Ltd.

4. Recommend that **STEPHANIE SOUTHARD** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Food Services, commencing February 14, 2024 at an hourly salary rate of \$15.19.

STEPHANIE SOUTHARD has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

* Graduate of Mt. Markham High School

Work Experience:

* Summer 2023 as a cleaner at private residence

* From March, 2013 through June, 2014 as a home health aide at RCIL

* From December, 2010 through 2012 as a CNA at St. Joseph's Nursing Home

5. Recommend that **KIM M. SULLIVAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, School Food Services, commencing February 15, 2024 at an hourly salary rate of \$15.19, as needed.

KIM M. SULLIVAN 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 Waterville High School

* Associate of Applied Science in Registered Nurse from Mohawk Valley Community College

Work Experience:

* From 2016 through 2023 as a registered nurse at New Hartford Central School District

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.	CASSIDY E. ALBRIGHT	OCCUPATIONAL THERAPIST	09/05/2023
2.	FELICIA M. BISHOP	ASSISTANT COOK	09/01/2023
3.	THOMAS J. EICHHORN	ASSISTANT COOK	09/01/2023
4.	JOELLE A. HOWARD	OCCUPATIONAL THERAPIST	09/01/2023

e. RECOMMENDATION FOR CHANGE IN SALARY

			Date	Salary
1.	KAMIL M. RAHME	AUDIO VISUAL REPAIR SUPERVISOR	02/15/2024	\$102,515.00

d. TERMINATIONS

1. Non-Instructional/Classified Staff

a. Recommendation for Termination

			Hire Date	Resign Date
1.	JAZMINE M. CLEMONS	FOOD SERVICE HELPER	09/15/2023	02/12/2024

ITEM VII. D. 1. 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)*

- 2007 Resignation, Dismissal, and Filling Vacancies
- 2201 Annual Meeting and Nomination and Election of Board Members
- 2202 Regular Board Meetings

It is Recommended that the Cooperative Board delete the following policies:

- 2101 Duties of the Clerk of the Board of Cooperative Educational Services
- 2102 Duties of the Board of Cooperative Educational Services Attorney
- 2103 Board of Cooperative Educational Service Communications with Component Districts

ITEM VII. D. 2. APPROVAL OF POLICIES

Moved, that the Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES. *(first reading)*

- 1102 Printed Materials and Media Relations
- 5003 Fire and Emergency Drills
- 5305 Use of Copyrighted Materials
- 6101 Probation and Tenure

ITEM VII. D. 3. APPROVAL OF TIMOTHY SCHOOL/TIM ACADEMY CONTRACT 2023-2024

Moved, that the Oneida-Herkimer-Madison Cooperative Board approve the contract agreement between OHM BOCES and the Timothy School/TIM Academy for 2023-2024 with a total expense of \$6,070.00.

ITEM VII. D. 4. APPROVAL PARALLEL LEARNING, INC. CONTRACT

Moved, that the Cooperative Board approve the agreement between Parallel Learning, Inc. and the Oneida-Herkimer-Madison BOCES effective immediately.

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

Motion carried: 9-0

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

none

ITEM IX. OLD BUSINESS

none

ITEM X. EXECUTIVE SESSION

Motion by: Dr. Porcelli
Seconded by: Mrs. Corbin

Moved, that the Board enter Executive Session at 5:50 p.m.

Executive Session Items:

	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)
X	discussing collective negotiations pertaining to the BAA 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

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

The Board returned to General Session

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

Motion carried: 9-0

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

ITEM VII. D. 5. MEMORANDUM OF AGREEMENT

Motion by: Mrs. Falvo
Seconded by: Mrs. Corbin

Resolved, upon recommendation of the District Superintendent, and subject to ratification by the BOCES Administrators' Association, that (1) the Cooperative Board approves of a Memorandum of Agreement between the BOCES and the Association for a successor collective bargaining agreement for the period July 1, 2024-June 30, 2025, with a wage increase and other terms as specified in the Memorandum of Agreement, and (2) that the Cooperative Board approves of a Memorandum of Agreement between the BOCES and the Association relative to summer school duties and terms and conditions of employment for administrators, effective July 1, 2024. In the event the Association does not ratify either Memorandum of Agreement, this resolution in its entirety shall not be effective.

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

Motion carried: 9-0

MOTION TO ADJOURN

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

Without further objection, there being no further business to come before the meeting, the meeting adjourned at 6:13 p.m.



Deborah Kimball
Clerk of the Board
March 13, 2024