

APPROVED

Item VII. A. 1
Motion by: Joseph H. Hobika, Jr.
Seconded by: Michael H. Head
Motion carried 9-0



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 January 8,
2025
February 12, 2025

Cooperative Board 2023-2024

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UNAPPROVED
MINUTES OF THE REGULAR
MEETING OF JANUARY 8, 2025

A Regular meeting of the Board of Cooperative Educational Services was held on January 8, 2025 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.
- Heather Johnson
- Dr. Gary W. Porcelli
- Ryan P. Rogers
- Timothy Thomas

MEMBERS EXCUSED

- Anthony J. Nicotera
- Russell Stewart

OTHERS PRESENT

- Patricia N. Kilburn, Ed.D. District Superintendent
- Christopher Hill Assistant Superintendent
- Scott Morris Assistant Superintendent
- Lori A. Wrobel Clerk of the Board

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

Elaine M. Falvo led the Board with the Pledge of Allegiance.

ITEM III. RECOGNITION OF VISITORS

Christina Warner, Principal, P-Tech and School to Career Programs
Matthew Fagan, Assistant Principal, P-Tech and School to Career Programs
Addyson Carrier and Family (Holland Patent Central School District)
Chelsy Plows and Family (New York Mills Union Free School District)

ITEM IV. RECOGNITION

Two students were invited to attend the meeting this evening to talk about their experience with the P-Tech and School to Careers Program.

Addyson Carrier from Holland Patent Central School District and Chelsy Plow from New York Mills Union Free School District were introduced and recognized. Each student was presented with an Award for their positive accomplishments and outstanding achievements in the P-Tech and School to Careers Program.

ITEM V. A. FROM THE FLOOR

None.

ITEM V. B. CORRESPONDENCE

None.

ITEM VI. REPORTS

District Superintendent Patricia N. Kilburn, Ed.D. gave an overview and timeline of the budget process and introduced Assistant Superintendent of Support Services Scott Morris and Assistant Superintendent of Instructional Programs and Professional Learning Christopher Hill who gave a 2025-2026 Budget Presentation.

A discussion along with questions and answers followed the presentation.

The 2025-2026 Budget will be discussed further at the February 12, 2025 Cooperative Board Meeting.

ITEM V. COMMUNICATIONS

None.

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

Motion by: Michael H. Head
Seconded by: Ryan P. Rogers

Moved, that the minutes of the Regular Meeting of December 11, 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		Anthony J. Nicotera	
Steve Boucher		Russell Stewart	
Elaine M. Falvo			
Michael H. Head			
Joseph H. Hobika, Jr.			
Heather Johnson			
Gary P. Nelson			
Dr. Gary W. Porcelli			
Ryan P. Rogers			
Timothy Thomas			

Motion carried 10-0

ITEM VIII. EXECUTIVE SESSION

Motion by: Steve Boucher
Seconded by: Joseph H. Hobika, Jr.

Moved, that the Cooperative Board enter into Executive Session at 5:30 p.m.

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

Motion carried 10-0

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)
	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
	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 5:41 p.m.

Motion by: Michael H. Head
 Seconded by: Ryan P. Rogers

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

Motion carried 10-0

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

Motion by: Joseph H. Hobika, Jr.
 Seconded by: Ryan P. Rogers

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

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

Report of the Treasurer for November 2024

Capital	\$	8,293.46
General	\$	11,559,861.85
School Lunch	\$	2,145,680.38
Special Aid	\$	1,406.74
Trust/Agency	\$	70,703.25
Extra-Curricular	\$	25,871.68
Total	\$	13,811,816.99

and the Treasurer’s Report for the Extra-Curricular Fund for November 2024 showing a fund balance of \$21,871.68.

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

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

2024-25 Adopted Budget	\$	94,356,575
Commitment Changes	\$	9,737,296
Net Changes	\$	1,710,390
Total	\$	105,804,261

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.	MARION FANCETT-DAVIE	TEACHER ASSISTANT	11/10/2004	02/28/2025

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	TREVOR D. COLLINS	TEACHER ASSISTANT	09/12/2024	12/02/2024
2.	CARRIE L. HAMILTON	TEACHER OF SPECIAL EDUCATION	08/31/2022	01/02/2025
3.	NORA R. WATERBURY	TEACHER ASSISTANT	10/21/2024	12/13/2024

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	LAURYN E. MESSA	TEACHER ASSISTANT	12/15/2024	06/30/2025	work as long term substitute teacher

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 **EMANUELY B. GEHRIG** 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 January 06, 2025 and ending January 05, 2029 at an annual salary rate of \$21,618.00, prorated.

Certification:

* Working toward certification

Education:

* Graduate of Colegio Estadual Joao Marcose da Silveria, Brazil

* Bachelors Degree in Dentistry from Centro Universitario UNISEP, Brazil

Work Experience:

- * From February, 2024 through the present as a school aide at Upstate Caring Partners
- * From September, 2023 through February, 2024 as a direct support professional at Upstate Caring Partners

2. Recommend that **TAVIOR J. GLOVER** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing January 06, 2025 and ending January 05, 2029 at an annual salary rate of \$18,600.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Delaware Valley Job Corps Center

Work Experience:

- * From October, 2023 through June 2024 as a school bus monitor at Durham School Services
- * From October, 2022 through January, 2023 as a lunch monitor at Utica City School District
- * From July, 2019 through December, 2019 as a security guard at Securitas
- * From August, 2018 through November, 2018 as a dishwasher at Applebee's
- * From September, 2017 through December, 2017 as a hotel front desk clerk at Fairfield Inn
- * From August, 2016 through January, 2017 as a food service worker/resident aide at The Masonic Home

3. Recommend that **VICTORIA L. ROSE** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Middle Settlement Academy @ Lincoln for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing January 06, 2025 and ending January 05, 2029 at an annual salary rate of \$18,600.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Springfield High School of Commerce, Mass.

Work Experience:

- * From 2001 through the present as a daycare provider
- * From 2022 through the present as a seasonal HEAP clerk at the County Building
- * From September, 1992 through October, 1996 as a teacher assistant at Springfield School Department, Mass.

b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **LAURYN E. MESSA** be appointed as a **TEACHER OF SPECIAL EDUCATION** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, SPECIAL EDUCATION, for a long-term substitute appointment commencing December 16, 2024 and ending June 30, 2025 at an annual salary rate of \$46,361.00, prorated.

Certification:

- * Working toward certification
- * Level I certificate in Teaching Assistant

Education:

- * Graduate of New Hartford High School
- * Attending Grand Canyon University for Bachelors Degree in Special Education

Work Experience:

- * From September, 2017 through the present as a teaching assistant, Special Education, Bridges Oneida-Herkimer-Madison BOCES

2. Non-Instructional/Classified Staff

- * Recommendation to reclassify Printing Aide (2) to Registered Professional Nurse (2)
- * Recommendation to reclassify Public Health Educator (2) to Registered Professional Nurse (2)
- * Recommendation to reclassify Word Processing Equipment Operator (1) to Licensed Professional Nurse (1)

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **GREGORY M. HUBBARD** be appointed to a probationary appointment as a **CLEANER** in SUPPORT SERVICES, **OPERATIONS & MAINTENANCE**, commencing January 13, 2025 at an annual salary rate of \$38,328.00, prorated.

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

Education:

- * Graduate of Remsen High School

Work Experience:

- * From November, 2004 as a meat/produce associate at Walmart

2. Recommend that **LINDSEY K. NIMEY** be appointed to a probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, CAREER & TECHNICAL EDUCATION, commencing December 18, 2024 at an annual salary rate of \$47,575.00, prorated.

LINDSEY K. NIMEY has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **REGISTERED PROFESSIONAL NURSE**. **LINDSEY K. NIMEY** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of New Hartford High School
- * Associate of Applied Science in Nursing from St. Elizabeth College of Nursing
- * Bachelor of Fine Arts in Dance from the University of the Arts, Philadelphia, PA

Work Experience:

- * From November, 2021 through the present as a school nurse at Vernon Verona Sherril Central School
- * From 2014 through the present as a dance teacher at various location
- * From December, 2018 through November, 2021 as a nurse at Golisano Children's Hospital
- * From July, 2017 through December, 2018 as a nurse at SUNY Upstate Hospital
- * From July, 2015 through August, 2017 as a direct support professionally at Upstate Cerebral Palsy

b. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **SHERRY L. LEBO** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing December 6, 2024 through December, 31, 2024 at an hourly salary rate of \$15.45 and January 01, 2025 at an hourly salary rate of \$15.50.

SHERRY L. LEBO 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 Carlisle Area High School
- * Bachelor's Degree in Education from Kutztown University
- * Master's Degree in Education from Walden University

Work Experience:

- * From 2019 through the present as a substitute teacher at Sauquoit Valley Elementary School
- * From July, 2016 through March, 2017 as a front counter/ shift supervisor at Stewarts
- * From September, 2008 through June, 2013 as a pre-k teacher at Herkimer BOCES
- * From September, 2007 through June, 2008 as a teaching assistant at Holland Patent Middle School
- * From September, 2005 through June, 2006 as an AIS teacher at Holland Patent Elementary School
- * From September, 2005 through June, 2006 as a substitute teacher at Holland Patent School District

2. Recommend that **SWATI SINGH** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing November 25, 2024 through December, 31, 2024 at an hourly salary rate of \$15.45 and January 01, 2025 at an hourly salary rate of \$15.50.

SWATI SINGH 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 S D Inter College Mathalar, Deoria, India
- * Bachelor of Arts in Sociology, Home Science from D.D.U. Gorakhpur University, India
- * Master of Arts in Sociology from D.D.U. Gorakhpur University, India

Work Experience:

- * None

e. TERMINATIONS

1. Teaching/Certified Staff

1. MATTHEW J. SCHAFER, TEACHER ASSISTANT, 11/12/2024-11/22/2024

ITEM IX. D. 1. APPROVAL OF FY 2024-2025 NEW YORK STATE INSTRUCTIONAL TECHNOLOGY AGREEMENTS ADD ON #2

Moved, that the BOCES Cooperative Board approve Oneida-Herkimer-Madison BOCES' participation in the 2024-2025 State-Wide Instructional Technologies agreement.

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

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

ITEM IX. D. 3. APPROVAL OF COLLEGE BOARD CONTRACT

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

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

Motion carried 10-0

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, Michael H. Head made a motion to adjourn the meeting at 5:43p.m.; seconded by Ryan P. Rogers.

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

Motion carried 10-0

Lori A. Wrobel
Clerk of the Board
January 10, 2025