

**APPROVED**

Minutes of the Regular Meeting of the Cooperative Board  
Oneida-Herkimer-Madison BOCES  
March 12, 2025  
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**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 March 12,**  
**2025,**  
**May 14, 2025**

Cooperative Board 2024-2025  
T: 315.793.8558  
F: 315.223.4704

**UNAPPROVED**  
**MINUTES OF THE REGULAR**  
**MEETING OF MARCH 12, 2025**

A Regular meeting of the Board of Cooperative Educational Services was held on March 12, 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  
Heather Johnson  
Anthony J. Nicotera  
Dr. Gary W. Porcelli  
Ryan P. Rogers  
Russell Stewart  
Timothy Thomas (arrived 4:35 p.m.)

**MEMBERS EXCUSED**

Joseph H. Hobika, Jr.

**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**

Michelle Anderson led the Board with the Pledge of Allegiance.

**ITEM III. RECOGNITION OF VISITORS**

Diana D. Giffune, BTA President  
Michael Hoover, Principal, Career and Technical Education Center  
Lauren Dunn, Assistant Principal, Career and Technical Education Center  
Joseph Kelleher, Teacher of Welding  
Jason Swartz, Teacher of Welding  
Jeffrey Reppel, Whitesboro Central School  
Logan Roberts, Waterville Central School

**ITEM IV. RECOGNITION**

Michael Hoover introduced the Teachers of Welding, Joseph Kelleher and Jason Swartz who explained the virtual welding program. Jeffrey Reppel and Logan Roberts were introduced to explain and provide an impressive demonstration of this virtual welding program.

Jeffrey Reppel and Logan Roberts were both presented with an Award for their positive accomplishments and outstanding achievements in the CTE.

**ITEM V. A. FROM THE FLOOR**

None.

**ITEM V. B. CORRESPONDENCE**

None.

**ITEM VI. REPORTS**

District Superintendent Patricia N. Kilburn, Ed.D. updated the Board concerning the Department of Education, DEI policies, Health and Safety Committee, Workplace Violence Prevention, accident and injury reporting, training regarding swatting calls, ID badge process, updated lockdowns, fire alarm sensor triggers, and comprehensive drills.

Assistant Superintendent of Instructional Programs and Professional Learning Christopher Hill provided updates regarding Summer School and CTE.

Assistant Superintendent of Support Services Scott Morris provided updates regarding tech upgrades and E-rate. The E-rate issues will be discussed further with Chief School Officers.

Michelle Anderson noted that there will be an item added to the agenda, IX., D. 3, which is a Memorandum of Agreement between the Oneida Herkimer Madison BOCES and the BTA, differential for substitute teachers.

**ITEM V. COMMUNICATIONS**

Russell Stewart provided an update and noted that he will be requesting to add an action item, IX., D. 4. It was explained that the Facilities Committee is satisfied with this report and will be asking for approval for MARCH Associates to complete the 2025 Building Condition Survey and update the 5-year plan at a cost of \$35,200.

Dr. Gary W. Porcelli thanked the Board for the outpouring of wishes, cards and phone calls after the passing of his wife and noted each was very appreciated.

Dr. Gary W. Porcelli noted that the New York Mills Board of Education has yet to nominate their chosen representative to the Cooperative Board. Dr. Porcelli noted that if he is not chosen, this will be his last meeting.

Michelle Anderson stated that Dr. Porcelli's time, advice and service have always been appreciated.

Michelle Anderson reminded the Board of the need for a student Board Member policy. Dr. Kilburn noted that she has discussed this with the Chief School Officers. This topic will be re-visited.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2025**

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

Moved, that the minutes of the Regular Meeting of February 12, 2025 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		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 VIII. EXECUTIVE SESSION**

Michelle Anderson noted that there is no need for an Executive Session this evening.

**Executive Session Items:**

	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

**ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (B., C., D. (minus Policy 4702 as shown in Item IX., D, 2)**

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

Moved, that the Cooperative Board accepts the Treasurer’s Report for January 2025 (Item IX. B. 1), the Budget Adjustment Report for January 2025 (Item IX. B. 2), and Items IX. D. 1, IX. D.2 minus Policy 4702; all as shown below:

**ITEM IX. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR JANUARY 2025**

**Report of the Treasurer for January 2025**

Capital	\$	8,321.49
General	\$	8,381,808.52
School Lunch	\$	2,105,600.75
Special Aid	\$	384.64
Trust/Agency	\$	70,945.38
Extra-Curricular	\$	20,178.07
<b>Total</b>		<b>\$ 10,587,238.85</b>

and the Treasurer’s Report for the Extra-Curricular Fund for January 2025 showing a fund balance of \$20,178.07.

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

**Budget Revisions—2024-25**

**December 2024 Report**

2024-25 Adopted Budget	\$ 94,356,575
Commitment Changes	\$ 9,737,296
Net Changes	\$ 2,163,346

Total \$106,257,218

**ITEM IX. 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.

**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 **CORTNEY J. CROWL** 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 03, 2025 and ending March 02, 2029 at an annual salary rate of \$20,088.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Granville Jr./Sr. High School, Granville, NY
- \* Associate of Applied Science in Early Childhood Education from Jefferson Community College

**Work Experience:**

- \* From 2023 through the present as an infant/toddler pre-k teacher at Carter & Company Childcare Center
- \* From 2021 through 2022 as a receptionist at Carpet Time
- \* 2018 through 2020 as a bookkeeper for a Public Accounting Company, MO

2. Recommend that **DIGNA I. REMACHE** be appointed as a **TEACHER OF ESL** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, NY Mills/Oriskany for a four year probationary appointment in the ENGLISH AS A SECOND LANGUAGE tenure area, commencing February 10, 2025 and ending February 09, 2029 at an annual salary rate of \$53,397.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of William Cullen Bryant High School, Queens, NY
- \* Bachelors Degree in Early Childhood Education from SUNY Empire State College
- \* Master of Arts in Teaching English as a second language from Grand Canyon University

**Work Experience:**

- \* From September, 2022 through present as an ENL teacher at Utica City School District
- \* From September, 2020 through June, 2022 as a Bilingual 1st grade teacher at Utica City School District
- \* From September, 2014 through June 2019 as a teacher assistant bi-lingual for the Utica City School District
- \* From 2011 through 2013 as a retail associate at Macy's
- \* From 2007 through 2011 as a shift supervisor for Rite Aid Pharmacy

3. Recommend that **RICHARD E. SNYDER** 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 February 24, 2025 and ending February 23, 2029 at an annual salary rate of \$20,218.00, prorated.

**Certification:**

\* Working toward certification

**Education:**

- \* Graduate of Lake Alfred Central School District, Lake Alfred, FL
- \* Child Development Certificate from Maynard A. Traviss Technical College, Lakeland, FL

**Work Experience:**

- \* From August, 2022 through the present as a school bus driver / substitute teaching assistant at West Canada Valley Central School District
- \* From November, 2021 through September, 2022 as a school bus driver at Birnie Bus Services
- \* From July, 2017 through November, 2021 as a self-director support professional at Resource Center for Independent Living
- \* From May, 2014 through July, 2017 as a peer advocate at Catholic Charities of Oswego County
- \* From November, 1998 through May, 2010 as a school bus driver, substitute teaching assistant at Polk County School Board Barlow, FL

**2. RECOMMENDATION FOR MENTORING**

	Title		Start Date	End Date	Salary
1.	JENNIE A. SABO	EXECUTIVE COACH	01/23/2025	06/30/2025	\$45.00/hr

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

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

1. Recommend that **MICHELE E. DEBLASI** be appointed to a provisional appointment as a **LIBRARY COMPUTER SPECIALIST** in SUPPORT SERVICES, MEDIA SERVICES, commencing February 24, 2025 at an annual salary rate of \$40,168.00, prorated.

**MICHELE E. DEBLASI** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LIBRARY COMPUTER SPECIALIST**, until the results of the next civil service exam are known.

**Education:**

- \* Graduate of Hamburg High School
- \* Bachelor's Degree in Interactive Media and Game Design from SUNY Polytechnic Institute

**Work Experience:**

- \* From February, 2022 through December 2024 as a student assistant at SUNY Polytechnic Institute
- \* From September, 2020 through January 2021 as a student assistant at University of Buffalo
- \* From December 2019 through August 2020 as a library page at Hamburg Public Library

**4. RECOMMENDATION FOR PART-TIME APPOINTMENT**

1. Recommend that **DEANNA L. GRUBE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing February 10, 2025 at an hourly salary rate of \$15.50.

**DEANNA L. GRUBE** 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 Rome Free Academy
- \* Associates of Applied Science in Electronics from SUNY Morrisville

**Work Experience:**

- \* From July, 1987 through May, 2024 as an electronic technician at PAR Technology
- \* From June, 1981 through June, 1985 as an electro-mechanical maintenance worker at IBM East Fishkill
- \* From September, 1979 through May, 1981 as a food service worker at SUNY Morrisville

2. Recommend that **SHELLY A. HEIL** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, **SCHOOL FOOD SERVICES**, commencing February 05, 2025 at an hourly salary rate of \$15.50.

**SHELLY A. HEIL** 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 Saranac Lake Central School District
- \* Associates Degree in Business from North Country Community College

**Work Experience:**

- \* From March, 2019 through November, 2024 as an assistant manager at Cliff's Local Market
- \* From October, 2018 through November, 2019 as a food prep / server at Bon Appetite Food at Hamilton College
- \* From May, 2018 through September, 2018 as a bake / food prep at Trading Post at Fish Creek
- \* From September, 2000 through February, 2007 as a head cook at Saranac Lake Central School District

3. Recommend that **ANNETTE J. MONDI** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing February 24, 2025 at an hourly salary rate of \$15.50, as needed.

**ANNETTE J. MONDI** 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 St. Mary's Business School

**Work Experience:**

- \* From 2009 through 2024 as an adoption/banking at Anita's Steven Swan Humane Society
- \* From 2003 through 2024 as an owner/cook at Mond's Bar-BQ

4. Recommend that **JENNIFER R. WILCOX** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in SUPPORT SERVICES, SCHOOL FOOD SERVICES, commencing February 03, 2025 at an hourly salary rate of \$15.50.

**JENNIFER R. WILCOX** 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 Remsen High School
- \* Associates Degree in Fashion Merchandising & Buying from Herkimer Community College

**Work Experience:**

- \* From August, 2018 through the present as a loss prevention associate at Burlington

**5. 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.	KATHLEEN P. DORR	DIRECTOR OF SHARED FOOD SERVICE	02/07/2025
2.	DALILA HASANAGIC	CAREER EXPLORATION SPECIALIST	02/20/2025
3.	ELIZABETH R. O'NEIL	GRAPHIC DESIGN SPECIALIST	03/04/2025
4.	ARIANA C. PRATT	CAREER EXPLORATION SPECIALIST	02/18/2025
5.	LORI A. WROBEL	ASSISTANT PERSONNEL TECHNICIAN	02/03/2025

**6. RECOMMENDATION FOR PERMANENT APPOINTMENT - (NON-COMPETITIVE CIVIL SERVICE TITLE)**

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 twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	STEPHEN T. BECKER	BUILDING MAINTENANCE WORKER	09/03/2024
2.	MARIE F. DYGERT	LICENSED PRACTICAL NURSE	08/29/2024
3.	REBECCA A. LOCKWOOD	COOK	09/01/2024
4.	MATTHEW W. SCHULTZ	COOK MANAGER	09/05/2024

**d. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

1.	NICOLE C. ROBERTS	TEACHER OF ESL	Date	Stipend
			02/10/2025 -	\$1,200.00 (mentor)
			06/30/2025	(prorated)

**ITEM IX. D. 1. APPROVAL OF ADDITIONAL CERTIFIED LEAD EVALUATOR(S) OF TEACHERS 2024-2025**

Moved, that the Cooperative Board approves Heather Williams as an additional Certified Lead Evaluator(s) of Teachers for the 2024-2025 school year.

**ITEM IX. D. 2. APPROVAL OF BOARD POLICIES MINUS POLICY 4702**

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
- 4504 Sale and Disposal of OHM BOCES Property
- 4505 Accepting Gifts from the Public (title change)
- 4602 Accountability of Funds
- 4603 Accounting of Fixed Assets (title change)
- 4604 Special Projects Contracts
- 4700 Expense Reimbursement
- 4701 Meals and Refreshments
- 4703 Use of Phones

<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 IX. D. 2. APPROVAL OF BOARD POLICIES, POLICY 4702 ONLY.....continued**

Motion by: Steve Boucher  
Seconded by: Ryan P. Rogers

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

4702 Use of Credit Card

Russell Stewart inquired about the credit threshold and to whom credit cards are provided.

<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 IX. D. 3. APPROVAL OF MEMORANDUM OF AGREEMENT**

Motion by: Anthony J. Nicotera  
Seconded by: Russell Stewart

Moved, that the Cooperative Board approve the Memorandum of Agreement between Oneida-Herkimer-Madison BOCES and the BOCES Teacher's Association: Differential for Substitute Teachers.

**ITEM IX. D. 4. APPROVAL OF BUILDING CONDITION SURVEY**

Motion by: Russell Stewart  
Seconded by: Ryan P. Rogers

Moved, that the BOCES Cooperative Board approve the MARCH Associates proposal to complete the 2025 Building Condition Survey and update the 5-Year Plan at a cost of \$35,200.00.

<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**

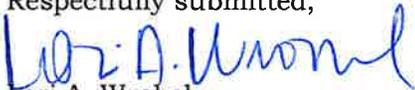
Without any objection and there being no further business, Michael H. Head made a motion to adjourn the meeting at 5:28 p.m.; seconded by Steve Boucher.

<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

Respectfully submitted,



Lori A. Wrobel  
Clerk of the Board  
March 14, 2025