

# Herkimer BOCES Board of Education

## Regular Meeting

### Thursday, March 8, 2018

#### Members Present

Daniel LaLonde, President  
Thomas Shypski, Vice President  
Jack Bono  
Ronald Loiacono  
Janine Lynch  
William Miller  
James Schmid  
Michele Szarek  
Linda Tharp

#### Absent

Daniel Voce

#### Others Present

Sandra R. Sherwood, District Superintendent  
Mark Deierlein  
Laurie Hedges  
Jodie Rodriguez  
Nancy Burke  
Brittany DerCola  
Kathy Fox  
Patty Frank  
Chris Grethel  
Christopher Groves  
Mary Kline  
Roberta Matthews  
Sheri Perry

4 students w/family  
5 teachers

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President LaLonde called the meeting to order at 5:31pm and requested everyone rise to recite the Pledge of Allegiance.

#### **APPOINTMENT OF CLERK PRO TEM**

Mr. Miller moved and Mrs. Szarek seconded a motion to appoint Sandra Sherwood as Clerk Pro Tem of the March 8, 2018 Board meeting. All voted in favor; motion carried 9:0.

#### **APPROVAL OF AGENDA**

Mr. Shypski moved and Mrs. Tharp seconded a motion to accept the agenda as presented. All voted in favor; motion carried 9:0.

#### **RECOGNITION OF STAFF AND STUDENTS**

The Board recognized SkillsUSA students and advisors for their success at the SkillsUSA Area 2 Regional Conference on February 2 at Morrisville College:

- **Advertising and Design:** First place: **Sierra Gonzalez – Frankfort-Schuyler**; Third place: **Samantha Ferdula – West Canada Valley** [*Mrs. Maycock - Visual Communications & Media Arts Program*]
- **Technical Computer Applications:** First place: **Rachel VanOrden – Little Falls**; Second place: **Anthony Treonze – Mount Markham** [*James Hunt – Information Technology Academy Program*]
- **Customer Service:** First place: **Isaiah Oord – Little Falls**; Second place: **Abigail Baumes – Poland** [*Holly Fischer – Cosmetology Program*]
- **Employment Application Process Basic:** Second place: **Sharon Hamilton – Frankfort-Schuyler** [*Holly Fischer – Cosmetology Program*]
- **Cosmetology Junior:** Second place: **Britney Tucker – Mount Markham** [*Holly Fischer – Cosmetology Program*]
- **Power Equipment Technology:** First place: **Griffin Parker – Mount Markham** [*Jesse Marosek – Outdoor Power Equipment Program*]
- **Small Engine Service Basic:** Third place: **Austin Daley – Owen D. Young** [*Jesse Marosek – Outdoor Power Equipment Program*]
- **Motorcycle Service Technology:** Third place: **Brandon Loiacano – Mount Markham** [*Jesse Marosek – Outdoor Power Equipment Program*]

- **Welding:** Second place: **Derek LiBritz – West Canada Valley** [*Mason Fisher – Welding Program*]

Mrs. Sherwood noted that Mr. Deierlein's retirement resignation will be acted on at this evening's meeting. He was recognized and thanked for his service to BOCES.

Mrs. Matthews recognized Special Education Principal Brittany DerCola and Mrs. Fox recognized Welding and Metal Fabrication instructor Mason Fisher and elaborated to the Board on why both were being recommended for tenure.

#### **TENURE APPOINTMENTS**

As recommended by District Superintendent, Sandra R. Sherwood, Mr. Loiacono moved and Mr. Bono seconded a motion to grant tenure to Brittany DerCola, in compliance with Education Law, in the area of Principal, effective 7/1/18. **Certification:** School Business Leader. All voted in favor; motion carried 9:0.

As recommended by District Superintendent, Sandra R. Sherwood, Mr. Schmid moved and Ms. Lynch seconded a motion to grant tenure to Mason Fisher, in compliance with Education Law, in the area of Trade Subjects, effective 9/1/18. **Certification:** Welding. All voted in favor; motion carried 9:0.

#### **ROUTINE BUSINESS**

##### **Approval of Minutes**

Mr. Shypski moved and Mrs. Tharp seconded a motion to approve the February 8, 2018, regular meeting minutes as presented. All voted in favor; motion carried 9:0.

##### **Contract & Budget Adjustment – Billing No. 7**

Mr. Shypski moved and Mrs. Tharp seconded a motion to approve the Contract and Budget Adjustment: Billing No. 7 – \$244,152.77 as presented. All voted in favor; motion carried 9:0.

##### **Treasurers' Reports**

Mr. Shypski moved and Mrs. Tharp seconded a motion to accept the Treasurer's Report and the Extracurricular Treasurer's Report for January 2018 as presented. All voted in favor; motion carried 9:0.

##### **Fire Inspection Reports**

Mr. Shypski moved and Mrs. Tharp seconded a motion to accept the Fire Inspection Reports for March 1, 2018 to March 1, 2019 as presented. The reports are currently complete, filed, and available for inspection by contacting the Coordinator of Safety Services. All voted in favor; motion carried 9:0.

##### **Personnel Report**

As recommended by District Superintendent, Sandra R. Sherwood, Mr. Shypski moved and Mrs. Tharp seconded a motion to accept the resignations and approve the leaves of absence, appointments and amendments, as listed in the Personnel Report, with one addendum, which was distributed at the meeting, noting the salary, certification, and tenure status of all appointees, as appropriate.

##### **Resignations**

**Deierlein, Mark** – Executive Director of Financial Services, Central Administration, effective 6/30/18, for the purpose of retirement. [C.O.B.]

**Guarascio, Alicia** – Teacher Aide, Special Programs, effective 3/15/18. [C.O.B.]

**LiBritz, Kimberly** – Secretary I, Technical Education, effective 4/13/18, for the purpose of retirement. [C.O.B.]

**Palmer, Christopher** – Teacher Aide, Special Programs, effective 2/23/18. [C.O.B.]

**Tomaso, Mary** – Teaching Assistant, Special Programs, effective 6/30/18, for the purpose of retirement. [C.O.B.]

**Staring, Victoria** – Senior Account Clerk, CBO, effective 5/30/18, for the purpose of retirement. [C.O.B.]

#### Leaves of Absence

**Darling, Krista** – Teacher Aide, Adult, Early Childhood & Outreach Education, effective 3/5/18 – 6/30/18, unpaid.

**Harrold, Kimberly** – Teaching Assistant, Early Childhood & Outreach Education, effective 3/5/18 – 6/30/18, unpaid.

**Kalies, Gennifer** – Speech Therapist, Itinerant, approve paid/unpaid medical leave from approximately 4/9/18 – 6/30/18.

#### Certified Appointments

**Connolly, Alana** – Curriculum Writer, Special Programs, effective 2/19/18 – 6/30/18, up to 50 hours @ \$25/hr = \$1,250.

**Fanning, Tammy** – Curriculum Writer, Special Programs, effective 2/19/18 – 6/30/18, up to 50 hours @ \$25/hr = \$1,250.

**Grande, Sylvia** – Speech Therapist, Long-Term Substitute, Special Programs, effective 3/9/18 – 6/30/18, up to 60 days @ \$185.42/day = \$11,125.20.

**Napolitano, MaryBeth** – Curriculum Writer, STC, effective 7/1/17 – 3/1/18, up to 75 hours @ \$25/hr = \$1,875.

**Tomaino, Santina** – Pre-K Teacher, Special Education, effective 1/2/18 – 6/30/18, up to 50 hours @ \$30.77 = \$1,538.50.

**Waite, Georgia** – Curriculum Writer, Special Programs, effective 2/19/18 – 6/30/18, up to 50 hours @ \$25/hr = \$1,250.

#### Substitute Appointments

Grasso, Anthony      North, Kelly  
Hapeman, Dylan

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 3012 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 3012-c and/or 3012-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 date 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 3012-c and/or 3012-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.

**Name:** Carney, John  
**Position:** Special Education Teacher (*Special Programs*)  
**Type:** 4-Year Probationary  
**Effective Dates:** 2/26/18 – 2/25/22  
**Certification:** Uncertified  
**Tenure:** General Special Education  
**Salary:** \$33,222.45; Pro-rated; Step 2 Non-Provisional

**Name:** Darling, Krista  
**Position:** Teaching Assistant (*Adult, Early Childhood & Outreach Education*)  
**Type:** Long-Term Substitute  
**Effective Dates:** 3/5/18 – 6/30/18  
**Certification:** Uncertified  
**Salary:** \$20,496; Pro-rated; Step 1 TA

**Name:** Harrold, Kimberly  
**Position:** Pre-Teacher (*Adult, Early Childhood & Outreach Education*)  
**Type:** Long-Term Substitute  
**Effective Dates:** 3/5/18 – 6/30/18  
**Certification:** Uncertified  
**Salary:** \$32,640.10; Pro-rated; Step 1 Non-Provisional

#### **Classified Appointments**

**Name:** Bevers, Phyllis  
**Position:** Teacher Aide (*PreK*)  
**Type:** Six-Month Probationary  
**Effective Dates:** 2/26/18 – 10/25/18  
**Class:** Non-Competitive  
**Salary:** \$12,480; Pro-rated

**Name:** **Coulter, Janet**  
**Position:** Teacher Aide (Special Programs)  
**Type:** Six-Month Probationary  
**Effective Dates:** 3/9/18 – 10/8/18  
**Class:** Non-Competitive  
**Salary:** \$12,480; Pro-rated

**Name:** **Hall, Linda**  
**Position:** Teacher Aide (PreK)  
**Type:** Long-Term Substitute  
**Effective Dates:** 3/5/18 – 6/30/18  
**Class:** Non-Competitive  
**Salary:** \$12,480; Pro-rated

### **Amendments**

**Hitchcock, Andrea** – Pre-K Teacher, Adult, Early Childhood & Outreach Education, **amend effective date from 5/25/18 – 6/30/18 to 5/17/18 – 6/30/18**, unpaid. [BOE Meeting 2/8/18]

**Morales, Kyna** – Teacher Aide, Special Programs, **amend effective date of probationary period from 4/22/18 to 5/11/18**. [BOE Meeting 11/8/17]

**Nicolette, Sara** – LPN Instructor [Evening], Adult, Early Childhood and Outreach Education, effective 9/1/17 – 6/30/18, **amend up to an additional 200 hours @ \$43.78/hr = \$8,756**. [BOE Meeting 8/10/17]

**Prokopienko, Mary** – LPN Instructor [Evening], Adult, Early Childhood and Outreach Education, effective 9/1/17 – 6/30/18, **amend up to an additional 75 hours @ \$45.05/hr = \$3,378.75**. [BOE Meeting 8/10/17]

### **CPI Participants**

The following employees took the Crisis Prevention & Intervention Training on February 20, 2018 and February 21, 2018, and are entitle to compensation:

Bustamonte, Connie	Maynard, Laura
Cronkhite, Bryan	Reed, Erin
Debiase, Robert	Salamone, Chantal
Fikes-Maxson, Rachael	Schultz, Hailee
Keida, Phillip	Ward, Danielle

All voted in favor; motion carried 9:0.

### **BOARD FORUM**

During Board Forum, the Board discussed school safety given the recent tragedy at the Stoneman Douglas High School in Florida. Mr. Bono stated that Frankfort-Schuyler students were asked to share their concerns on school safety. They expressed concerns that adults had not considered. Mrs. Sherwood stated a meeting is scheduled on March 9 with state/county/local law enforcement and the superintendents to discuss school safety. Mr. Miller shared a video "Tomorrow's News" and shared school safety strategies from a presentation he recently attended. Mrs. Tharp noted the long-term

solution is more mental health services. Mr. Shypski added that school-based health centers are also a way to provide mental health services in a more preventative care model. Mr. Schmid noted that Dolgeville is working to have a health clinic in the community. The school is considering selling a piece of school property for this purpose. Mrs. Szarek stated it is difficult to have some conversations in public if the topic focuses on an issue involving a small number of students.

In conclusion, President LaLonde reiterated the need of providing more mental health services.

#### **OLD BUSINESS**

##### Appointment of Audit Committee Members

Mrs. Sherwood explained the superintendents polled their boards and found no volunteers for the Audit Committee. Therefore, given the offer of two BOCES Board members to serve on the committee, the Board was asked to consider appointing James Schmid and Thomas Shypski to the BOCES Audit Committee.

Mr. Miller moved and Ms. Lynch seconded a motion to appoint James Schmid and Thomas Shypski to the BOCES Audit Committee, effective March 8, 2018. All voted in favor; motion carried 9:0.

##### Goals Setting Session – Feedback

Ms. Hedges provided a sample of one of the goals, which included indicators and strategies to accomplish the goal. The Board consented to the format. Now the other two goals will be developed along with the tracking tool.

#### **NEW BUSINESS**

##### Policy Review

Mrs. Sherwood explained that further refinement on the terms and conditions of employment for Policies 6600, 6601 and 6602 are needed. She requested the Board to consider revising these policies, as presented.

Mrs. Tharp moved and Mrs. Szarek seconded a motion to approve the revisions to Policy 6601 – Central Administration Employees, as presented. All voted in favor; motion carried 9:0.

Mr. Shypski moved and Mrs. Szarek seconded a motion to approve the revisions to Policy 6600 – Managerial/Confidential Employees, as presented. All voted in favor; motion carried 9:0.

Mrs. Tharp moved and Mr. Miller seconded a motion to approve the revisions to Policy 6602 – Facilities Director Employees, as presented. All voted in favor; motion carried 9:0.

##### Regulation – Administrative Job Descriptions – Informational

Mrs. Sherwood shared that the administrative job descriptions have been completed and superintendent approved effective February 2018.

##### 2201 Survey Letter

Mrs. Sherwood explained the BOCES is required to participate in the 2201 survey whenever a contiguous BOCES has a District Superintendent vacancy. The process has begun with the retirement announcement of Howard Mettelman, Oneida BOCES District Superintendent. Mrs. Sherwood reviewed

the three options. Following a brief discussion, the Board agreed to respond with Option 1 – Make no change in the Sole Supervisory District of Oneida, Herkimer and Madison Counties and BOCES.

In response to the 2201 Survey letter, Mr. Miller moved and Mr. Shypski seconded a motion to recommend Option I for the survey process. All voted in favor; motion carried 9:0.

### **Positive Thoughts**

President LaLonde presented the following positive thoughts:

- News articles: A five-year lease agreement has been reached between Herkimer BOCES and Central Valley CSD for the former Remington Elementary School; the Central Valley Board will look to schedule a vote on the possible sale of the building to BOCES but because BOCES' current lease on the building expires at the end of June, the Central Valley Board decided to go ahead with a new lease agreement pending consideration of a sale. BOCES students learn Iroquois culture from Oneida Indian Nation Assistant Director of Education Randy Phillips. He explained how Iroquois arrows were feathered to make them spin through the air to increase speed and enter further into an animal during a hunt.
- Thank you letter from Kevin Schmiegel, CEO of Operation Gratitude, to Herkimer BOCES and Pathways Academy for the 'chock full' care packages sent to service men and women deployed overseas.

## **ADMINISTRATIVE REPORTS & RECOMMENDATIONS**

### ***Director of General Education and Special Education, Roberta Matthews***

#### **Technical Education**

- Administration is in the process of developing a CTE-like program that is currently being called "Fundamentals of CTE." This program would give students who are in 9<sup>th</sup> and 10<sup>th</sup> grade an exposure to a variety of CTE programs and more importantly a good foundation in safety and employability skills. Component district representatives and CTE staff are working closely to create this program.

#### **Special Education**

- The Herkimer BOCES was represented recently at the Autism Spectrum Disorders Advisory Board Public Forum. The purpose of this forum was to identify programs/strategies that are working well with children with autism and to inform the Board of areas of need. Responses to questions were solicited from our Special Education division as well as our Mentor Coordinator. These responses were shared directly with the Board and other providers throughout the state.
- There are plans to use a Master Teacher on-line program as a professional development tool for teacher aides and teaching assistants. Units such as confidentiality and FERPA/HIPPA will strengthen the awareness and understanding of these two important laws. Some of the additional units are: *Positive Supports to Behaviors, Autism, and What to Expect on Your First Days of Work in the Classroom.*

#### **Pathways Academy**

- Several students from our Alternative Education Program were recently honored. On February 16, a PBIS assembly acknowledged students who have good attendance, improved behavior, and improved academics. Many parents, administrators, and district personnel came to support these students and their achievements.

- On February 21, administrators at Remington hosted a class from Herkimer College. Educating the Exceptional Child Class, (EDU-215) visited Remington and learned about alternative education, special education, and the qualities and characteristics of excellent teachers. These students had a tour of the facility and were encouraged to think about careers in alternative education and special education. They were also made aware of our Extended School Year program and the opportunity to work as a teacher aide during the summer to gain additional classroom experience.

***Director of Adult, Early Childhood and Outreach Education, Mary Kline***

**Adult Education, LPN, Literacy Zone and High School TASC**

- The Certified Nursing Assistant (CNA) class began late January for 10 students from Focus HealthCare. These students did their clinical training the week of February 19 and now will take the CNA exam.
- The Licensed Practical Nurse (LPN) program is scheduled for a three-day review by the NYS Education Department. The review team will be here April 2 through 4 to conduct many interviews with BOCES staff, LPN students, and the clinical sites. A detailed document has been prepared and submitted in preparation for the review. This will allow our LPN program to be re-registered by NYS. The last site visit was in 2007.

**Early Childhood Education**

- The NYS Education Department approved our request for a new half-day integrated class at Poland CSD and a full-day integrated program at Dolgeville CSD.
- The PreK programs will be holding registration for the 2018 fall classes. Dates vary in each school district as most are held in conjunction with the district Kindergarten registration.

**Migrant Education Tutorial and Support Services (METS)**

- Migrant tutors have been busy assisting high school seniors fill out scholarship applications, including migrant specific ones. We look forward to having some scholarship recipients from the METS program.
- METS staff participated in a series of virtual workshops on a variety of topics. This venue was chosen this year in lieu of an in person conference to save program dollars. Staff members were able to self-select the topics and time to participate in the training and Continuing Teacher Leader Education (CTLE) hours were earned.

**Community Outreach**

- Herkimer County is in the process of updating their Child and Family Services (CFS) plan. A series of focus groups and meetings to get input from a variety of stakeholders, including BOCES and the local school districts were held. A public hearing to review the plan is scheduled for March 13.

***District Superintendent, Sandra R. Sherwood***

Mrs. Sherwood reported that the new PreK class in Poland began on March 5 and another one started on March 15 at Dolgeville. Mrs. Kline was thanked for her persistence in getting SED approval and then, for Dolgeville, county approval for busing.



Mrs. Sherwood reported recent advocacy initiatives in Albany with NYSUT members and the New York State Council of School Superintendents. She noted that there was a sense that state aid would come in higher but not at the level of the Regents' request.

#### **FUTURE BUSINESS AND MEETINGS**

- Honor Society Induction, March 13 @ 6pm, Lobby
- Technical Education Open House, March 14 @ 6pm
- SBI Program featuring Paul Gorski, March 15, Oneida BOCES
- Superintendent's Conference Day – Half Day, March 16
- SBI General Membership Meeting "School and Community Program Showcase of Component Districts from the Madison BOCES Region", March 29 [Program Fair Visitation and Presentations @ 5:30-6:30pm; Dinner @ 6:30pm, Madison-Oneida BOCES
- SBI Board Development "How to become a School Board of Education Candidate and What You Need to Know", March 31 @ 8:30am – continental breakfast; 9am – 12pm – Program
- Annual Meeting, April 5
- Component Boards meet to vote on BOCES Budget and hold Board Election, April 18
- Board of Education Meeting, April 19 @ 5:30pm, LSA

#### **Schedule of 2018 Budget Presentations to Component Boards of Education**

##### **March**

- 12 West Canada Valley @ 7 pm – High School Library
- 13 Mount Markham @ 7pm – Middle School – Board Room
- 28 Herkimer @ 6pm – High School Cafeteria

No Budget Presentation Requested: Central Valley & Dolgeville

#### **ADJOURNMENT**

Mr. Miller moved and Mrs. Tharp seconded a motion to adjourn the meeting at 6:56pm. All voted in favor; motion carried 9:0.

Sandra R. Sherwood  
Clerk Pro Tem

