

Board of Cooperative
Educational Services
Sole Supervisory District
St. Lawrence-Lewis Counties
PO Box 231, 40 West Main Street
Canton, New York 13617

March 10, 2016
Board Approved April 7, 2016

The Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, March 10, 2016, St. Lawrence-Lewis BOCES, Educational Services Center, 40 West Main Street, Canton, New York. The Board President, Roger M. Bennett called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Roger Bennett, Dana Smith (via Skype), Andrea Webb, James Young, Nancy Cappellino, Marjorie McCullough, James Lattimer, Jack Zeh and Shelli Prespare-Weston

Absent: None

Others: Thomas R. Burns, Susan Collins-Rickett, Renee' Langtry-Green, Jane Akins, Maureen Bouchey, Nicole Ashley, Ronald Burke, Jennifer French, Kevin Perretta, Rafael Olazagasti, Patricia Gengo and Sheri Seguin (VP – SLLB FISP)

No. 2016-135
APPROVAL OF
MINUTES
FEB. 11, 2016

Motion made by Smith, seconded by Cappellino, to approve the minutes of the Regular Board Meeting on February 11, 2016. (In accordance with Board Policy #1432)

Yeas: All members present

Nays: None

No. 2016-136
TREASURER'S
REPORT

Motion made by Webb, seconded by McCullough, to accept the Treasurer's Report for period ending February 29, 2016. (In accordance with Board Policy #1432)

February 29, 2016

General Fund.....	\$3,734,248.44
Federal Fund.....	\$ 818,031.70
Trust & Agency.....	\$ 38.55
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve Fund.....	\$ 397,715.73
Capital Fund.....	\$ 16,772.25

Current Budget Allocation

General Fund Budget \$61,597,454.79

Yeas: All Members Present

Nays: None

No. 2016-137
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS:

Motion made by Young, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the attached Personnel action and the following Resolutions:

Appointments for Regular Probationary Periods for Four Years (Classroom Teacher or Building Principal):

Resolved, the attached expiration date is 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.

Appointments to Probationary Periods of Fewer than Four Years (Teachers):

Resolved, the attached expiration date is 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.

All of the following appointments are conditional, pending clearance from the State Education Department, pursuant to Chapter 180 of the Laws of 2000 of the State of New York. (See Attachment A – Personnel) (In accordance with Board Policy #5150)

Yeas: All members present
Nays: None

No. 2016-138
COOPERATIVE
BIDS

Motion made by McCullough, seconded by Young. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Cooperative Bid award to lowest bidder meeting specifications for the following categories: (In accordance with Board Policy #4310)

Produce – March 2016
Gasoline – 2016-2017
Gasoline and LP Gas – 2016-2017
LP Gas-Propane – 2016-2017
Fuel Oil – Plan C - Fluctuating – 2016-2017
Ultra-Low Sulfur Diesel – 2016-2017
Fuel Oil & Ultra-Low Sulfur Diesel – 2016-2017

Yeas: All members present
Nays: None

No. 2016-139
APPROVAL OF
RFP FOR
EXTERNAL
AUDITOR
5-YEARS
2016-2020
BOWERS & CO.

Motion made by McCullough seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the RFP award for the External Auditor to Bowers & Company, CPA's, PLLC, Watertown, New York, for years ending June 30, 2016 through June 30, 2020. (In accordance with Board Policy #4484)

Yeas: All members present

Nays: None

No. 2016-140
RATIFY
MEMORANDUM
OF AGREEMENT
ST. LAW-LEWIS
BOCES
FEDERATION
ASSOC. &
ST. LAW-LEWIS
BOCES BOARD
OF EDUCATION

Motion made by Cappellino, seconded by Young. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby ratify the Memorandum of Agreement between the St. Lawrence-Lewis BOCES Federation Association and the St. Lawrence-Lewis BOCES Board of Education. Retroactive to July 1, 2011 through June 30, 2018. (In accordance with Board Policy #5230)

Yeas: All members present

Nays: None

No. 2016-141
APPROVAL
OF WRIGHT
EXPRESS CARD
ARLIS FREGO

Motion made by Webb, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the addition of Arlis Frego to the Wright Express cardholder list for the 2015-2016 fiscal year. (In accordance with Board Policy #5321)

Yeas: All members present

Nays: None

No. 2016-142
AMENDMENT
AUTHORIZED
CREDIT CARD
LISTING FOR
PURCHASING
JENNIFER
FRENCH

Motion made by Young, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby amend the Authorized Credit Card (Bank of America) to increase the credit limit from \$2,000 to \$5,000 for Jennifer French, Senior Supervisor of School Improvement for purchasing. (In accordance with Board Policy #5321)

Yeas: All members present

Nays: None

No. 2016-143
INSTALLMENT
PURCHASES
XEROX
OGDENSBURG
CITY SCHOOLS

Motion made by Cappellino, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the installment purchases with XEROX for four (4) network printers for Ogdensburg City Schools; the equipment is being purchased through CoSer 506, Instructional Technology. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

Reports:

Thomas R. Burns, District Superintendent/Executive Officer
Ronald Burke, Assistant Superintendent for Instruction

Discussion:

Information:

- Update on Facilities – Kevin Perretta

Presentations: None

Other: None

Pass-Around Information:

No. 2016-144
ADJOURNMENT

Motion made by Young, seconded by McCullough to adjourn the meeting at 6:55 p.m.

Yeas: All Members Present
Nays: None

Susan A. Collins-Rickett, District Clerk

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

Upon the recommendation of the District Superintendent, a motion is needed to approve the following:

(A) Retirements

(1) Teachers

(a) Name: *GARDNER, JOHN P.
Position: Tch HVAC
FTE: 1.0000
Effective: 07/31/2016 - change from original retirement date
Assigned: Seaway CTE Center

(2) Teaching Assistants

(a) Name: *HOSKEN, MARLENE A.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 12/20/2016
Assigned: Potsdam Central School

(3) Support Staff/Civil Service

(a) Name: JOHNSTON JR, RICHARD V.
Position: Computer Technician
FTE: 1.0000
Effective: 12/31/2016
Assigned: Clifton-Fine Central School

(b) Name: CHONTOSH, JULIE A.
Position: Teacher Aide
FTE: 1.0000
Effective: 05/02/2016
Assigned: Brasher Falls Central School

(B) Resignations

(1) Teaching Assistants

(a) Name: JOHNSON, BRITTANY A.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 02/26/2016
Assigned: Potsdam Central School

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(B) Resignations

(1) Teaching Assistants

- (b) Name: SHARPE, MORGAN A.**
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 02/20/2016
Assigned: Potsdam Central School

- (c) Name: DULLEA, PATRICIA L.**
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 06/30/2016
Assigned: Madrid-Waddington Central School

(C) Leaves of Absence

(1) Administrators

- (a) Name: MONTPETIT, LORI L.**
Position: Supervisor Special Education
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 02/12/2016 through 02/29/2016
Assigned: Educational Services Center

(2) Teachers

- (a) Name: GILBERT, PATRICIA M.**
Position: Tch Agriculture
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 02/22/2016 through 05/20/2016
Assigned: Northwest CTE Center

(3) Teaching Assistants

- (a) Name: DEON, ANDY J.**
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 02/01/2016 through undetermined
Assigned: Potsdam Central School

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(C) **Leaves of Absence**

(3) **Teaching Assistants**

- (b) **Name:** SAGRIFF, AMANDA L.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 02/09/2016 through 04/04/2016
Assigned: Potsdam Central School
- (c) **Name:** HOLLY, CAROL A.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 11/1/2015 through undetermined
Assigned: Heuvelton Central School
- (d) **Name:** OLOAN, STACY L.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 03/18/2016 through 06/17/2016
Assigned: Potsdam Central School
- (e) **Name:** PERRY, AMY J.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 01/21/2016 through 01/21/2016
Assigned: Massena Central School
- (f) **Name:** SLOAN, TRACEY E.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 01/21/2016 through 03/21/2016 - intermittent leave
Assigned: Seaway CTE Center

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(C) ***Leaves of Absence***

(3) **Teaching Assistants**

(g) **Name:** DIDAS, PENNY S.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 03/31/2016 through 05/01/2016
Assigned: Potsdam Central School

(4) **Support Staff/Civil Service**

(a) **Name:** RUUD, COLLEEN J.
Position: Account Clerk
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 02/05/2016 through 03/07/2016
Assigned: Educational Services Center

(b) **Name:** GAGNON, SHEILA A.
Position: Library Clerk
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 03/24/2016 through 05/05/2016
Assigned: Educational Services Center

(c) **Name:** MYERS, CINDY L.
Position: Senior Account Clerk
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 03/10/2016 through 03/18/2016
Assigned: Massena Central School

(D) ***Appointment Status Changes***

(1) **Teachers**

(a) **Name:** LENNOX, DAVID P.
Position: 0.2500 FTE, Tch Science Shared 7.5 hr
Salary: \$79,190.00 (plus Masters and Graduate Hours) correction to prior Board appointment
Pro-Rated: \$15,343.06
Effective: 11/09/2015 through 06/30/2016
Assigned: P-Tech Academy

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(D) **Appointment Status Changes**

(1) **Teachers**

(b) **Name:** LENNOX, DAVID P.
Position: 0.4775 FTE, Tch Science 6 hr
Salary: \$79,190.00 (plus Masters and Graduate Hours) correction to prior Board appointment
Pro-Rated: \$37,813.23
Effective: 09/01/2015
Assigned: Seaway CTE Center

(c) **Name:** MEAD, RENEE E.
Position: 1.0000 FTE, Tch Music 7.5 hr day
Salary: \$40,526.00 (plus Masters and Graduate Hours)
Pro-Rated: \$17,080.40
Effective: 03/01/2016 through 04/30/2016 extension of temporary position
Assigned: Potsdam and Norwood-Norfolk Central Schools

(E) **Probationary Appointments**

(1) **Teachers - 3 year probation**

This expiration date is 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 overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

(a) **Name:** *ROME, AUDREY
Position: Tch Music, Certified
FTE: 1.0000
Salary: Step 10, \$47,539.00 (plus Masters and Graduate Hours)
Pro-Rated: \$9,921.80
Effective: 05/01/2016 through 04/30/2019 unless extended in accordance with the law
Tenure Area: Music
Assigned: Potsdam and Norwood-Norfolk Central Schools

(F) **Temporary or Part-Time Appointments**

(1) **Teaching Assistants**

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(F) Temporary or Part-Time Appointments

(1) Teaching Assistants

- (a) Name: LEASHOMB, KRISTIE M.**
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 2, \$15,051.00
Pro-Rated: \$6,471.96
Effective: 02/22/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

- (b) Name: KNOX, ERIN E.**
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 8, \$17,439.00
Pro-Rated: \$7,062.80
Effective: 02/29/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

- (c) Name: MAGUIRE, KAYCEE M.**
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 4, \$15,982.00
Pro-Rated: \$6,872.26
Effective: 02/22/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

- (d) Name: FISHER, LISA M.**
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 1, \$14,465.00
Pro-Rated: \$5,858.33
Effective: 02/29/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Ogdensburg City School District

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(F) **Temporary or Part-Time Appointments**

(1) **Teaching Assistants**

- (e) **Name:** YENCHKO, ELIZABETH A.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 6, \$16,823.00
Pro-Rated: \$6,813.32
Effective: 02/29/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School
- (f) **Name:** CLARK, LEE J.
Position: Teaching Assistant 10 MO - 6 hour day, Certified
FTE: 1.0000
Salary: Step 4, \$15,982.00
Pro-Rated: \$6,472.71
Effective: 02/29/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Northwest CTE Center
- (g) **Name:** MULLIN, JULIA M.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 1, \$14,465.00
Pro-Rated: \$6,364.64
Effective: 02/12/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Ogdensburg City School District
- (h) **Name:** STAIRES, KIMBERLY A.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 3, \$15,429.00
Pro-Rated: \$5,863.00
Effective: 03/07/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 10, 2016

Attachment A (Personnel)

(F) Temporary or Part-Time Appointments

(1) Teaching Assistants

(i) Name: TEBO, JONICA R.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 4, \$15,982.00
Pro-Rated: \$6,073.16
Effective: 03/07/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

(G) Appointments - Per Diem, Hourly, and Other

(1) Hourly Positions

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
SNYDER, WESLEY F.	Hourly Adult Ed Instructor	Hourly	02/08/2016-06/30/2016	\$26.50/hr
CAPPELLINO, VICKY L.	Prof Learning Com Participant	Hourly	10/01/2015-06/30/2016	\$16.67/hr
DANIELS, LINDSEY M.	Prof Learning Com Leader	Hourly	10/01/2015-06/30/2016	\$30.00/hr
KUHN, LAURA	Prof Learning Com Participant	Hourly	10/01/2015-06/30/2016	\$16.67/hr
SPENCER AYEN, KELLY A.	Hourly Adult Ed Instructor	Hourly	03/02/2016-06/30/2016	\$26.50/hr
SANTAMOOR, JONATHAN D.	Hourly Adult Ed Instructor	Hourly	02/23/2016-06/30/2016	\$26.50/hr

(2) Per Diem Positions

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
SUNDERLAND, MELISSA P.	Sub Not Cert T Asst. max 40 da	Per Diem	02/22/2016-06/30/2016	\$70.00/day
SUNDERLAND, MELISSA P.	Sub Not Cert Teacher max 40 d	Per Diem	02/22/2016-06/30/2016	\$85.00/day
LAVOIE, MONIKA M.	Sub Teacher Aide	Per Diem	02/02/2016-06/30/2016	\$65.00/day
SCOTT, DIANE B.	Sub Certified Teacher	Per Diem	02/02/2016-06/30/2016	\$85.00/day
DUFFY, DEBORA A.	Workshop Presenter	Per Diem	12/28/2015-06/30/2016	\$900.00/day
BETRUS, ALAN G.	Sub Cert Teaching Assistant	Per Diem	02/25/2016-06/30/2016	\$70.00/day
FISHER, LISA M.	Sub Cert Teaching Assistant	Per Diem	02/22/2016-06/30/2016	\$70.00/day
HOBBS, THOMAS R.	Sub Not Cert T Asst. max 40 da	Per Diem	02/11/2016-06/30/2016	\$70.00/day
HOWARD II, JAMES R.	Sub Cert Teaching Assistant	Per Diem	02/22/2016-06/30/2016	\$70.00/day

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum
March 10, 2016

Attachment A (Personnel)

(G) Appointments - Per Diem, Hourly, and Other

(2) Per Diem Positions

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
O'GRADY, TYLER M.	Sub Not Cert Teacher max 40 d	Per Diem	03/08/2016-06/30/2016	\$85.00/day