

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

June 7, 2012
Approved July 12, 2012

The Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, June 7, 2012, at Northwest CTE Center, 1000 Park Street, Ogdensburg, New York. The Board President, Roger M. Bennett called the meeting to order at 4.00 p.m.

The Board President asked all to stand for a moment of silence to honor the memory of deceased board member, Steven Wilson.

ROLL CALL Present: Roger M. Bennett, Patricia Gengo, Andrea Webb,
Dana Smith, Marjorie McCullough, Charles Alford and
Shelli Prepare-Weston

 Absent: Nancy Cappellino

 Others: Thomas R. Burns, Wendy Clark, Nicole Ashley,
Susan Collins-Rickett, Renee' Langtry-Green, Nancy
Avery, Kevin Perretta, Jennifer French, Karen Morgan
and Lisa Elliott

No. 2012-168 Motion made by Smith, seconded by McCullough, to approve
APPROVAL OF the minutes of the regular Board Meeting of May 10, 2012.
MINUTES (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2012-169
APPROVAL OF
MINUTES
SPECIAL MTG.
MAY 18, 2012

Motion made by Smith, seconded by McCullough, to approve the minutes of the Special Board Meeting of May 18, 2012. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2012-170
TREASURER'S
REPORT

Motion made by McCullough, seconded by Weston, to accept the Treasurer's Report for period ending May 31, 2012. (In accordance with Board Policy #1432)

May 31, 2012

General Fund.....	\$10,651,477.28
Federal Fund.....	\$ 664,579.63
Trust & Agency.....	\$ 9,262.69
School Lunch.....	\$ 53,703.54
Payroll Fund.....	\$ 0.00
Capital Fund.....	\$ 821,981.96

Current Budget Allocation – Budget Report and District Billing

General Fund Budget \$48,568,549.30

Yeas: All Members Present
Nays: None

No. 2012-171
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS:

Motion made by Gengo, seconded by Webb. 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: *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. 2012-172
COOPERATIVE
BIDS

Motion made by Webb, seconded by Gengo. 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)

- a) Musical Instruments & Supplies - 2012-13
- b) Milk – 2012-2013
- c) Furnishings - 2012-13
- d) Mimeo & Xerographic Paper – 1st Half – 2012-13
- e) Computer Supplies – 2012-13
- f) Audio-Visual – 2012-13
- g) Athletic Equipment & Supplies - 2012-13
- h) Technology & Shop Supplies – 2012-13
- i) Ice Cream – 2012-13

Yeas: All members present

Nays: None

No. 2012-173
TWO (2) 2012
VEHICLES
VAN & CAR

Motion made by Gengo, 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 Local Bid award for two (2) 2012 Vehicles – (1) 2012 Dodge Caravan, \$22,000 to Blevins' Seaway Motors, Massena, New York and (2) 2012 Ford Taurus SE, \$22,599 to Blevins' Ford Inc., Gouverneur, New York, low bidder meeting specifications. (In accordance with Board Policy #4310)

Yeas: All members present

Nays: None

No. 2012-174
CHROMEBOOKS
& MOBILE
CARTS

Motion made by McCullough, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Local Bid award for Chromebooks to Promevo, LLC, Erlanger, KY – low bidder meeting specifications and Mobile Charging Carts to SADA Systems, Inc., North Hollywood, CA - low bidder meeting specifications. (In accordance with Board Policy #4310)

Yeas: All members present

Nays: None

No. 2012-175
BOCES ANNUAL
MEETING
APRIL 11,
2013

Motion made by Webb, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby set the date for the 2013 St. Lawrence-Lewis BOCES Annual Meeting for Thursday, April 11, 2013. (In accordance with Board Policy #1437) (Ed Law §1950)

Yeas: All members present

Nays: None

No. 2012-176
COMPONENT
DISTRICTS'
PUBLIC MTG.
& VOTE-BOCES
ADMIN. BUDGET
& MEMBERS
APRIL 22,
2013

Motion made by Gengo, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby set the date of Monday, April 22, 2013, on which each component school district shall conduct a public meeting for the purpose of electing members of the BOCES and adopting a public resolution concerning the approval or disapproval of the Tentative Administrative Budget for 2013-2014. (In accordance with Board Policy #1220) (Ed Law §1950, subdivision 2-a(b))

Yeas: All members present

Nays: Nays

No. 2012-177
BOCES JULY
ORGANIZATIONAL
MTG. – 7/12/12

Motion made by McCullough, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby set the date of Thursday, July 12, 2012 for the BOCES Organizational Meeting, 4:00 p.m., Seaway CTE Center, Norwood, New York. (In accordance with Board Policy #1438) (Public Officers' Law Article 7)

Yeas: All members present

Nays: None

No. 2012-178
ANNUAL LEASE
JEFFERSON-
LEWIS BOCES
COOPERATIVE
PURCHASING
OFFICE

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 annual Rental Agreement between the Jefferson-Lewis BOCES and the St. Lawrence-Lewis BOCES in the amount of \$4,693. (In accordance with Board Policy #4510)

Yeas: All members present

Nays: None

No. 2012-179
ONE MONTH
EXTENSION
CANTON-
POTSDAM
HOSPITAL

Motion made by Webb, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the extension of the current lease between the St. Lawrence-Lewis BOCES and the Canton-Potsdam Hospital for space located at the Richville Health Center Complex for 30 days (\$2,343.75), July 1, 2012 through July 31, 2012. (In accordance with Board Policy #4510)

Yeas: All members present
Nays: None

No. 2012-180
OMNI – 403(b)
AMENDMENT

Motion made by Smith, 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 attached Resolution to amend sections 1.16 Includible Compensation, 1.24 Severance from Employment, 4.1 Loans, and 5.3 Minimum Distributions. The St. Lawrence-Lewis BOCES 403(b) Retirement Plan was adopted at the December 11, 2008 Board Meeting. (In accordance with Board Policy #5330)

Yeas: All members present
Nays: None

No. 2012-181
CHARGE
UNEMPLOYMENT
RESERVE
FUND

Motion made by Webb, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby authorize to charge the 2011-2012 New York State Unemployment Insurance payments to the Unemployment Insurance Reserve. (In accordance with Board Policy #4130 and #4210)

Yeas: All members present
Nays: None

No. 2012-182
NON-ELECTIVE
CONTRIBUTION
ACCUMULATED
SICK LEAVE

Motion made by Smith, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby authorize to charge the non-elective contribution for accumulated sick leave to the Compensated Absences Reserve for the following employees, as per the Teachers' Contract: Thomas Wood, Sandra Young and

David Chudzinski. (In accordance with Board Policy #5230)

Yeas: All members present
Nays: None

No. 2012-183
SUPPORT STAFF
ADDENDUM OF
EMPLOYEE
HANDBOOK

Motion made by Smith, seconded by Gengo. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following changes in the Support Staff Addendum of the Employee Handbook: (In accordance with the Employee Handbook)

Support Staff shall receive two (2) floating paid holidays per year; these must be used by the end of the year and do not accumulate. (Under the Holidays section of handbook)

Support staff members retiring on or after July 1, 2014, must have ten (10) or more years of service to the BOCES to be eligible for BOCES-provided health insurance coverage as modified in this section. This ten-year service requirement will not apply to disability retirements under the state retirement system or the federal Social Security administration. The District Superintendent shall have authority to waive this Requirement in extenuating circumstances. (Under the Health Insurance section of handbook)

Yeas: All members present
Nays: None

No. 2012-184
APPROVAL
OF STAFF
CONFERENCE
ARLIS FREGO
JULY 13-19, 2012

Motion made by Gengo, 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 Conference Request for Arlis Frego to attend the Annual National Conference (for School Lunch Managers) from July 13, 2012 through July 19, 2012. (In accordance with Board Policy #5211)

Yeas: All members present
Nays: None

No. 2012-185
INSTALLMENT
PURCHASE
XEROX
PRINTERS
CLIFTON-FINE
CENTRAL
SCHOOL

Motion made by McCullough, seconded by Webb. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the installment purchase with XEROX for five (5) network printers for Clifton-Fine Central School. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

NO. 2012 -186
INCREASE
FUNDING
CTE EQUIPMENT
RESERVE
UP TO \$75,000

Motion made by Smith, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby authorize increased funding of the previously established CTE Equipment Reserve Fund up to the amount of \$75,000 for the 2011-2012 year. (In accordance with Board Policy #4210)

Yeas: All members present
Nays: None

Reports:

1. District Superintendent's Report
2. Assistant Superintendent for Instruction's Report

Discussion Items:

1. None

Information Items:

- A. Update on Facilities

Presentations: None

Other:

- A. Expression of thanks were extended to Charles Alford by the Board President and fellow board members for his six years of service (2006-2012) on the St. Lawrence-Lewis BOCES Board of Education.

Pass-Around Information: None

No. 2012-187
EXECUTIVE
SESSION

Motion made by McCullough, seconded by Gengo to enter into Executive Session at 4:45 p.m., regarding the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (In accordance with Board Policy #1433)

Yeas: All members present
Nays: None

Returned to Regular Session at 4:58 p.m.

No. 2012-188
APPROVE
CBO STUDY BY
DR. EDWARD A.
SHAFER/
THERESSA
FOBARE

Motion made by McCullough, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the CBO Study Proposal submitted by Dr. Edward A. Shafer, Consultant, and to include Theresa Fobare, Consultant: (In accordance with Board Policy #3150 and Board Policy #3210)

Yeas: All members present
Nays: None

No. 2012-189
ADJOURNMENT

Motion made by McCullough, seconded by Smith to adjourn the meeting at 4:59 p.m. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

Susan A. Collins-Rickett, District Clerk

A. Retirement – Special Education

1. **Dovel, Jeanette** – Teaching Assistant, 1.0 FTE, 12 years of service, effective 08/31/12.

**Assigned to Transition Services.*

B. Resignation – Special Education

1. **Gordon, Sally** – Teaching Assistant, 1.0 FTE, effective 06/08/12.

**Assigned to Transition Services.*

2. **Lavelle, Laurie** – Teaching Assistant, 1.0 FTE, effective 06/30/12.

**Assigned to Beginning Years.*

Resignation – Financial Affairs

1. **Cole, Renee** – Assistant School Business Manager, 1.0 FTE, effective 06/22/12.

**Assigned to Cooperative Business Office.*

C. Leave of Absence – Financial Affairs

1. **Sterling, Joseph** – Senior Custodian, 1.0 FTE, extension of paid medical leave of absence totaling 4 weeks, 3 weeks of which falls under the Family and Medical Leave Act, effective 05/09/12 – 06/08/12.

**Assigned to Northwest Technical Center.*

Leaves of Absence – Special Education

1. **Bogart, Brooke** – Teaching Assistant, 1.0 FTE, unpaid medical leave of absence totaling 7 weeks, none of which falls under the Family and Medical Leave Act, effective 05/07/12 – 06/22/12.

**Assigned to Beginning Years.*

2. **Hamilton, Sondra** – Teaching Assistant, 1.0 FTE extension of paid medical leave of absence totaling 3 weeks, 2 weeks of which falls under the Family and Medical Leave Act, effective 05/28/12 – 06/19/2012.

**Assigned to Potsdam Central School.*

3. **MacIntire, Teresa** - Licensed Practical Nurse, 1.0 FTE, unpaid intermittent medical leave of absence totaling 11 weeks, none of which falls under the Family and Medical Leave Act, effective 03/26/12 – 06/22/12.

**Assigned to Potsdam Central School.*

4. **Cordwell, Sherry** – Teaching Assistant, 1.0 FTE, unpaid medical leave of absence totaling 6 weeks, none of which falls under the Family and Medical Leave Act, effective 03/14/12 – 06/22/12.

**Assigned to Potsdam Central School.*

D. Tenure – Special Education

1. **Brunet, Melody** – Teaching Assistant, 1.0 FTE, contingent upon completion of required coursework, effective 09/01/12.

**Assigned to Potsdam Central School.*

E. Appointment Status Changes – Special Education

1. **Davis, Emily** – Teaching Assistant, 1.0 FTE, temporary appointment, Level 2, from Step 1, \$14,465, (prorated \$3,362) to Step 4, \$15,982 (prorated \$3,675), effective 04/23/12 – 06/30/12.

**Initial assignment shall be Potsdam Elementary School.*

2. **Valenzuela, Daniel** – Teaching Assistant, from .80 FTE to 1.0 FTE, \$15,982 (prorated), continuation of probationary appointment ending 08/31/14, effective 05/16/12.

**Assigned to Potsdam Central School.*

F. Voluntary Position Reduction – Special Education

1. **Lacks-Miller, Jennifer** – Teaching Assistant, voluntary position reduction from 1.0 FTE to .60 FTE, \$12,013 (prorated), effective 05/21/12.

**Assigned to Beginning Years.*

G. Position Reduction Correction – Career, Alternative and Adult Education

1. **Teacher of Computer/Specialist** - .50 FTE, effective 07/01/12.

**Assigned to Southwest Technical Center.*

H. Position Reduction – Career, Alternative and Adult Education

1. **Teacher of Multi-Occupations** – 1.0 FTE, effective 07/01/12.

**Assigned to Northwest Technical Center.*

I. Appointments – Financial Affairs

1. **Fenlong, Angela** – Keyboard Specialist, 1.0 FTE, 12-month, long year, Grade 15L, Step Base, \$25,460 (prorated \$3,362), competitive civil service, probationary appointment effective 05/14/12 – 05/13/13.

**Initial assignment shall be Health Care Office.*

2. **Dowling, Dolores** – Senior Account Clerk, 1.0 FTE, 12-month, long year, Grade 16L, Step 13, \$36,119, competitive civil service, permanent appointment pursuant to Section 70 of the New York State Civil Service law, effective 07/01/12.

**Initial assignment shall be Cooperative Business Office.*

3. **Pomainville, Rebecca** – Account Clerk, 1.0 FTE, 12-month, long year, Grade 16L, Step 9, \$31,162, competitive civil service, permanent appointment pursuant to Section 70 of the New York State Civil Service law, effective 07/01/12.

**Initial assignment shall be Cooperative Business Office.*

Appointments – Career, Alternative and Adult Education

1. **Hoch, Ralph** – from 1.0 FTE Teacher of Culinary Careers, to .50 FTE Teacher of Culinary Careers and .50 FTE Teacher of Unique Occupations, C-15-0, \$49,938, 2-year probationary appointment, effective 09/01/12 – 08/31/14.

Ralph Hoch's tenure area shall be Teacher of Culinary Careers;

Ralph Hoch is certified and holds Initial Certification in the area of Teacher of Culinary Careers;

Ralph Hoch's initial assignment shall be Southwest Technical Center

2. **Hicks, Austin** – Teacher of Automotive Technology, U-4-0, \$38,027, 3-year probationary appointment, effective 09/01/12 – 08/31/15.

Austin Hicks' tenure area shall be Teacher of Automotive Technology;

Austin Hicks is uncertified and expected to obtain certification in the area of Teacher of Automotive Technology;

Austin Hicks' initial assignment shall be Seaway Area Technical Center

3. **Guimond, Angela** – Hourly Clerk, part-time, up to 20 hours per week, \$12.24 per hour, effective 05/29/12.

**Initial assignment shall be Massena Literacy Zone.*

4. **Rawson, Judy** – Hourly Adult Education Instructor, \$25.25 per hour, effective 05/24/12.

**Initial assignment shall be Norwood and Ogdensburg Adult Centers.*

J. Appointment Retraction – Regional Summer School

1. **Principal** – Canton Site, 1.0 FTE, effective July and August, 2012.

K. Appointment – Regional Summer School

1. **Schmid-Doyle, Viola** – Assistant Principal (Regional Summer School – Massena Site), 1.0 FTE, \$7,100, temporary appointment effective July and August, 2012.

Appointments – Regional Summer School (Massena, Ogdensburg & Gouverneur Sites) – *Temporary appointments of the attached lists of Regional Summer school staff, from July through August, 2012.*

St. Lawrence-Lewis BOCES
Regional Summer School ~ Ogdensburg Site
July 5 - August 17, 2012

Teacher	Subject	Years of Service	Salary
Bailey, Katrina	Mathematics 7-12	2	\$1,200 per session
Bouchard, SueEllen	Assistant Principal	5	\$7,400
DeRouchie-McMahon, Emily	Social Studies 7-12	3	\$1,375 per session
Doe, Mary Jo	Administrative Assistant	5	\$3,200
Donnelly, Thomas	English 7-12	3	\$1,375 per session
Flack, Lisa	Special Education	5	\$1,650 per session
Fletcher, Wayne	Science 7-12	6	\$1,650 per session
Hollister, Janie	English 7-12	3	\$1,375 per session
Jarvis, G. Michael	Social Studies 7-12	14	\$1,650 per session
Lawrence, Kathleen	Special Education	5	\$1,650 per session
Lockwood, Karen	Science 7-12	12	\$1,650 per session
McRoberts, Chris	Social Studies 7-12	20	\$1,650 per session
Rabideau, Michael	English 7-12	26	\$1,650 per session
Wright, Karen	Library Media Specialist	4	\$1,375 per session
Wright, Sandra	Mathematics 7-12	11	\$1,650 per session

St. Lawrence-Lewis BOCES
Regional Summer School ~ Gouverneur Site
July 5 - August 17, 2012

Teacher	Subject	Years of service	Salary
Dashnaw, Christopher	Living Environment Teacher	2	\$1,200.00 per session
Dixon, Mary	Librarian	5+	\$1,650.00 per session
Easton, Pamela	Special Ed./Resource Room	2	\$1,200.00 per session
Figularam, Ashley	English Teacher	2	\$1,200.00 per session
Hilts, Nona	Math Teacher	5+	\$1,650.00 per session
James, Margaret	MS Reading/HS English	2	\$1,200.00 per session
Patton, Jerrilyn	Social Studies Teacher	5+	\$1,650.00 per session
Whitaker, Terri	Math Teacher	5+	\$1,650.00 per session
Young, Justin	Social Studies Teacher	1	\$1,200.00 per session

All of the foregoing appointments on Attachment A (Personnel) are conditional pending clearance from the State Education Department pursuant to Chapter 180 of the Laws of 2000 of the State of New York.