

Board of Cooperative
Educational Services
Sole Supervisory District
St. Lawrence-Lewis Counties
PO Box 231, 139 State Street Road
Canton, New York 13617

November 10, 2011

Approved at December 8, 2011
Board Meeting

The Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, November 10, 2011, at St. Lawrence Valley Education Center, 30 Court Street, Canton, New York. The Board President, Roger M. Bennett called the meeting to order at 6.00 p.m.

ROLL CALL Present: Roger M. Bennett, Dana Smith, Marjorie McCullough,
 Nancy Cappellino, Shelli Prespare-Weston, Patricia
 Gengo, Charles Alford and Steven Wilson

 Absent: Andrea Webb

 Others: Thomas R. Burns, Stephen Todd, Wendy Clark,
 Nicole Ashley, Jennifer French, Susan Collins-Rickett,
 Christine Leahy, Marcia Eggleston, Nancy Avery,
 Mary Evans-Welpe, Shannon Pitcher-Boyea, Deb
 Marshall, Patti Burnham, Lisa McKeel, Dave Evans,
 Sheila Groeger and Laurie J. Podvin

Presentations

1. Independent Audit Report – Laurie J. Podvin, Poulsen & Podvin, CPA, P.C.
2. Beginning Years Presentation by Shannon Pitcher-Boyea, Mary Evans-Welpe and Deb Marshall
3. Adult Education Presentation by Lisa McKeel, Dave Evans and Sheila Groeger
4. School Library Presentation by Marcia Eggleston on NNYLN Digitization Grant

No. 2012-067 Motion made by Smith, seconded by McCullough, to approve
APPROVAL OF the minutes of the regular Board Meeting of October 13, 2011.
MINUTES (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2012-068
TREASURER'S
REPORT

Motion made by Smith, seconded by Wilson, to accept the Treasurer's Report for period ending October 31, 2011. (In accordance with Board Policy #1432)

October 31, 2011

General Fund.....	\$2,770,676.23
Federal Fund.....	\$ 242,744.08
Trust & Agency.....	\$ 6,654.49
School Lunch.....	\$ 89,941.45
Payroll Fund.....	\$ 0.00
Capital Fund.....	\$1,023,656.87

Current Budget Allocation

General Fund Budget \$46,461,686.37

Yeas: All Members Present
Nays: None

No. 2012-069
WARRANTS

Motion made by Smith, seconded by Wilson, to accept the Warrant Report #34-46, for period ending October 31, 2011. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2012-070
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS:

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 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. 2012-071
COOPERATIVE
BID
INSTITUTIONAL
PAPER – 2nd HALF
MONTHLY AND
ONE-TIME
DELIVERIES

Motion made by Cappellino, seconded by Gengo. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby accept the Cooperative Bid for Institutional Paper, 2nd half – monthly deliveries and one-time delivery. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

No. 2012-072
COOPERATIVE
BID
REJECTION
MIMEO &
XEROGRAPHIC
PAPER
2nd HALF

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 rejection of the Cooperative Bid for Mimeo & Xerographic Paper 2011/2012 (Second Half) by the St. Lawrence-Lewis BOCES Cooperative Purchasing Office. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

No. 2012-073
2010-2011
INDEPENDENT
AUDIT REPORT

Motion made by Wilson, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby accept the Independent Audit as presented by Independent Auditors, Poulsen & Podvin, CPA, P.C. for the school fiscal year 2010-2011, and authorizes the BOCES Clerk to file this resolution with the Commissioner of Education. (In accordance with Board Policy #1314) (NYS Ed Law (§ 2116-a(3)(c)8; NYCRR §§ 170.3(a), 170.12(e)(4)).

Yeas: All members present
Nays: None

No. 2012-074
CORRECTIVE
ACTION PLAN
FOR AUDIT
REPORT

Motion made by Cappellino, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby accept the Corrective Action Plan for the Audit Report as presented by Independent Auditors, Poulsen and Podvin, CPA, P.C. (In accordance with Board Policy #4484)

Yeas: All members present
Nays: None

No. 2012-075
CORRECTIVE
ACTION PLAN
FOR SCHEDULE
OF FINDINGS &
QUESTIONED
COSTS

Motion made by Smith, seconded by Cappellino. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby accept the Corrective Action Plan for the Schedule of Findings and Questioned Costs as presented by Independent Auditors, Poulsen and Podvin, CPA, P.C. (In accordance with Board Policy #4484)

Yeas: All members present
Nays: None

No. 2012-076
BOARD POLICY
#6540 FUND
RAISING BY
STUDENTS

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 adopt the Board Policy Fund Raising by Students – Policy #6540. (In accordance with Board Policy #1410)

Yeas: All members present
Nays: None

No. 2012-077
INSTALLMENT
PURCHASE
XEROX
PRINTERS
LISBON
CENTRAL SCHOOL

Motion made by McCullough, seconded by Cappellino. 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 two (2) network printers for Lisbon Central School. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

No. 2012-078
CHANGE ORDER
#GC-1, FUND
ADJUSTMENT
ABATEMENT

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 additional \$3,785.00 as per Change Order GC-1. (In accordance with Board Policy #4130)

Yeas: All members present
Nays: None

No. 2012-079 Motion made by McCullough, seconded by Cappellino. Resolved,
CHANGE ORDER that the Board of Education of the St. Lawrence-Lewis BOCES,
GC-2- INCREASE upon the recommendation of District Superintendent Burns,
does hereby approve the increase in Change Order #GC-2
from \$77,000 to \$95,614. (In accordance with Board Policy #4130)

Yeas: All members present
Nays: None

Reports:

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

Discussion Items:

Policies (In accordance with Board Policy #1410 – Formulation, Amendment, and Adoption of Policy)

1. Use of the BOCES Credit Card or Gas Card - Revision

Discussion (Step 2) Use of the BOCES Credit Card or Gas Card – Policy #4321 – Policies (In accordance with Board Policy #1410 – Formulation, Amendment, and Adoption of Policy (Step 2))

2. Purchasing Policy – Revision (In accordance with Board Policy #4310 – Purchasing Policy)

Discussion (Step 2) Purchasing Policy – Policy #4310 – Policies (In accordance with Board Policy #1410 – Formulation, Amendment, and Adoption of Policy (Step 2))

Information Items:

Update on Facilities

Other:

1. CTE Director's position
2. District Superintendent's Evaluation

Pass-Around Information:

1. News Articles and acknowledgement letter to Tim Knowlton
2. Leading by Example – Northern New York Community Foundation Biennial Report 2009-2010
3. Letter acknowledging donation of play set to Southwest CTE Center

No. 2012-080 Motion made by Smith, seconded by Wilson to adjourn the
ADJOURNMENT meeting at 8:10 p.m. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

Susan A. Collins-Rickett, District Clerk

Board Agenda – November 10, 2011

Attachment A (Personnel), Page 1- A

A. Retirements – Special Education

1. **Dullea, Patricia** – Teacher of Special Education, 1.0 FTE, 24 years of service, contingent upon the waiver of notification, effective 01/01/12.

**Assigned to Massena Central School.*

2. **Griffith, Yvonne** – Teaching Assistant, 1.0 FTE, 31 years of service, effective 06/29/12.

**Assigned to Ogdensburg City School District.*

3. **Taylor, Karen E.** – Teacher of Speech and Hearing Impaired, 1.0 FTE, 19 years of service, effective 06/30/12.

**Assigned to Beginning Years.*

4. **James, Joyce** – Teaching Assistant, 1.0 FTE, 26 years of service, effective 06/30/12.

**Assigned to Potsdam Central School.*

B. Leaves of Absence – Special Education

1. **Azzarone, Jessica** – Teaching Assistant, 1.0 FTE, partially paid medical leave of absence totaling 5 weeks, all of which falls under the Family and Medical Leave Act, effective 12/01/11 – 01/12/12.

**Assigned to Potsdam Central School.*

2. **Perkins, Lynn** – Physical Therapist, 1.0 FTE, paid medical leave of absence totaling 1 week, all of which falls under the Family and Medical Leave Act, effective 11/11/11 – 11/20/11.

**Assigned to Brasher Falls Central School.*

3. **DeFranza, Sara** – Teaching Assistant, 1.0 FTE, partially paid medical leave of absence totaling 5 weeks, none of which falls under the Family and Medical Leave Act, effective 12/02/11 – 01/08/12.

**Assigned to Potsdam Central School.*

Board Agenda – November 10, 2011

Attachment A (Personnel), Page 2- A

4. **Benson, Jennifer** – Teacher of Special Education, 1.0 FTE, partially paid medical leave of absence totaling 8 weeks, all of which falls under the Family and Medical Leave Act, effective 10/21/11 – 01/03/12.

**Assigned to Potsdam Central School.*

5. **Stevenson-Sovie, Heather** – Teaching Assistant, 1.0 FTE, partially paid medical leave of absence totaling 7 weeks, all of which falls under the Family and Medical Leave Act, effective 11/21/11 – 01/20/12.

**Assigned to Transition Services.*

6. **Niederer, Marla** – Teacher of Special Education, 1.0, extension of paid medical leave of absence totaling 13 weeks, 5 weeks of which falls under the Family and Medical Leave Act, effective 10/27/11 – 02/14/12.

**Assigned to Potsdam Central School.*

7. **Bland, Kristina** – Teaching Assistant, 1.0 FTE, partially paid medical leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective 11/01/11 – 11/15/11.

**Assigned to Transition Services.*

8. **Foote, Sara** – Teaching Assistant, 1.0 FTE, paid medical leave of absence totaling 1 week, all of which falls under the Family and Medical Leave Act, effective 10/31/11 – 11/08/11.

**Assigned to Potsdam Central School.*

9. **Downey, Gregory** – Teacher of Special Education, 1.0 FTE, paid medical leave of absence totaling 1 week, all of which falls under the Family and Medical Leave Act, effective 11/14/11 – 11/22/11.

**Assigned to Transition Services.*

10. **LaMay, Denise** – Teacher of Speech and Hearing Handicapped, 1.0 FTE, paid medical leave of absence of undetermined length of time, 12 weeks of which falls under the Family and Medical Leave Act, effective 11/03/11 – undetermined.

**Assigned to Potsdam Central School.*

Leave of Absence – Financial Affairs

1. **Perrault, Kaila** – Insurance Clerk, 1.0 FTE, paid medical leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective 10/27/11 – 11/10/11.

**Assigned to Healthcare Office.*

2. **Flanagan, Dawn** – Custodial Worker, 1.0 FTE, partially paid medical leave of absence of undetermined length of time, 12 weeks of which falls under the Family and Medical Leave Act, effective 10/12/11 – undetermined.

**Assigned to Southwest Technical Center.*

C. Voluntary Reduction – Program Planning and Grant Development

1. **Gotham, Gail** – Administrator of Program Planning and Grant Development, from 1.0 FTE to .85 FTE, effective 12/01/11.

**Assigned to Northeast Campus.*

D. Appointments – Special Education

1. **VanArnam, Chelsea** – Occupational Therapist, .40 FTE, 10-month short year, non-competitive temporary appointment, M-7-30, \$43,711 (prorated \$14,949), effective 10/17/11 – 06/30/12.

**Initial assignment shall be Itinerant.*

2. **Joly, Nicole** – Teaching Assistant, .60 FTE, 10-month short year, temporary appointment, Level 2, Step 2, \$15,051 (prorated \$7,776), (2010-11 schedule), effective 10/13/11 – 06/30/12.

**Initial assignment shall be Beginning Years Program, Kennedy Elementary School.*

3. **Wynne, Rosemarie** – Interpreter, .80 FTE, 10-month short year, temporary non-competitive appointment, Level 2, Step 27, \$30,407 (prorated \$20,676), effective 10/17/11 – 06/30/12.

**Initial assignment shall be Beginning Years Program, Fowler Elementary School.*

Board Agenda – November 10, 2011

Attachment A (Personnel), Page 4- A

4. **Harmer, Christi** – Teaching Assistant, 1.0 FTE, 10-month, short year, temporary appointment, Level 2, Step 1, \$14,465 (prorated \$11,282), (2010-11 schedule), effective 11/07/11 – 06/30/12.

**Initial assignment shall be Potsdam Elementary School.*

Appointment – Career, Alternative & Adult Education

1. **Groeger, Sheila** – Project Coordinator, 1.0 FTE, 12-month, long year, 3-year probationary appointment, \$69,545 (prorated \$46,653, effective 10/31/11 – 10/30/14.

Sheila Groeger's tenure area shall be Project Coordinator;

Sheila Groeger holds Permanent Certification in the area of School District Administrator;

Sheila Groeger's initial assignment shall be Massena Adult Education Center and Northeast Campus;

Appointments – Instruction, Technology & Staff Development

1. **Wood, Logan** – Hourly Clerk, part-time as needed, temporary \$10.00 per hour, effective 10/05/11 – 06/30/12.

**Initial assignment shall be Itinerant.*

2. **Briggs, Joshua** – Educational Technology Specialist Intern, unpaid, totaling 100 hours, to shadow Educational Technology Specialists, effective 10/17/11 – 06/30/12.

**Initial assignment shall be SLVEC.*

[Professional Statement](#)

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.

Professional Statement

Joshua Briggs – Educational Technology Specialist Intern

Joshua Briggs is currently completing coursework to earn his M.S.Ed. in Information & Communication Technology at SUNY Potsdam. Upon completion of his internship placement, he will be NYS certified as an Educational Technology Specialist. Mr. Briggs is certified in NY as a 7-12 Math teacher as a result of his undergraduate studies at SUNY Potsdam. Mr. Briggs student taught in the fall of 2008 for eight weeks each at Gouverneur High School and Potsdam High School.