

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

December 13, 2012
Board Approved January 10, 2013

The Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, December 13, 2012, Seaway CTE Center, 7225 State Highway 56, Norwood, New York. The President, Roger M. Bennett called the meeting to order at 4:00 p.m.

ROLL CALL Present: Roger Bennett, Dana Smith, Marjorie McCullough, Andrea Webb, Shelli Prespare-Weston, Patricia Gengo, Nancy Cappellino, James Young and Jack Zeh (4:22 p.m.)

 Absent: None

 Others: Thomas R. Burns, Susan Collins-Rickett, Kevin Perretta, Nicole Ashley, Stephen Todd, Karen Morgan, Renee' Langtry-Green, Wendy Clark, Lori Remington, Timothy G. Kremer (Executive Director, NYSSBA) and Louise Smith

Presentation:

Timothy G. Kremer, Executive Director, New York State School Boards Association, was in attendance to award Dana Smith, St. Lawrence-Lewis BOCES Board Vice President, with an engraved plaque denoting his years of service, 2007 to 2012, as the Area 6 Director on the New York State School Boards Association Board of Directors. Executive Director Kremer also presented a plaque to the St. Lawrence-Lewis BOCES, which was received by Roger M. Bennett, Board President and Thomas R. Burns, District Superintendent/Executive Officer, "in appreciation for the BOCES support of Dana Smith as an outstanding member of the New York State School Boards Association Board of Directors".

No. 2013-085
APPROVAL OF
MINUTES
NOVEMBER 8,
2012

Motion made by Smith, seconded by McCullough, to approve the minutes of the regular Board Meeting of November 8, 2012. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2013-086
TREASURER'S
REPORT

Motion made by Smith, seconded by Weston, to accept the Treasurer's Report for period ending November 30, 2012. (In accordance with Board Policy #1432)

November 30, 2012

General Fund.....	\$3,078,347.88
Federal Fund.....	\$ 720,059.72
Trust & Agency.....	\$ 6,187.61
School Lunch.....	\$ 29,354.98
Payroll Fund.....	\$ 0.00
Capital Fund.....	\$ 629,852.49

Current Budget Allocation – Budget Report and District Billing
General Fund Budget \$49,436,943.79

Yeas: All Members Present
Nays: None

No. 2013-087
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS:

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 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. 2013-088
COOPERATIVE
BIDS

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 Cooperative Bid award to lowest bidder meeting specifications for the following category: (In accordance with Board Policy #4310)

Institutional Paper – 2nd half - 2012-2013
Transportation Supplies – 2nd half – 2012-2013
Duplicating, Mimeo & Xerographic Paper – 2nd half – 2012-2013
Computer Supplies -2nd half – 2012-2013

Yeas: All members present
Nays: None

No. 2013-089
SLL BOCES
ANNUAL
PROFESSIONAL
DEVELOPMENT
PLAN (PDP)

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 St. Lawrence-Lewis BOCES Annual Professional Development Plan (PDP) as mandated by Part 100.2 of Commissioner Regulations (8 NYCRR § 100.2 (dd)(3)(i)(e).

Yeas: All members present
Nays: None

No. 2013-090
BOARD OF
EDUCATION
GOALS
2012-2013

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 accept and adopt the Board of Education Goals, as presented: (In accordance with Board Policy #1540)

St. Lawrence-Lewis BOCES
2012-2013 Board of Education Goals

St. Lawrence-Lewis BOCES is committed to work successfully with component districts:

- to assess needs in these dire financial times
- to enhance consolidation opportunities through implementation of the recommendations of the Regional Consolidation Study and other vehicles
- to model county-wide sharing and regional delivery models
- to evaluate services provided for continuous improvement

St. Lawrence-Lewis BOCES will:

- continue to refine the procedures and utilization of space at the renovated 40 W. Main Street Educational Services Center and relocate other staff at this central site as necessary
- maintain/improve current facilities where possible, consolidate as necessary, and eliminate older facilities and leases which are no longer needed
- develop a long-range plan for facilities utilizing the Building Conditions Survey, and continue the immediate development of a project scope utilizing monies returned to BOCES from DASNY financing
- provide financial and operational solutions to our partners in education

St. Lawrence-Lewis BOCES will ensure cost-effective instruction, school improvement, and professional development opportunities for all.

Yeas: All members present
Nays: None

Reports:

Thomas R. Burns, District Superintendent/Executive Officer

Stephen J. Todd, Assistant Superintendent for Instruction

Discussion:

1. Dignity for all Students Act – Revision (In accordance with Board Policy #6209 – Dignity for all Students Act)

Discussion (Step 2)- Dignity for all Students Act – Policy #6209 – Policies (In accordance with Board Policy #1410 – Formulation, Amendment, and Adoption of Policy (Step 2)

Information:

Update on Facilities

Other:

1. 2013-2014 BOCES Services Guide

Pass-Around Information: None

No. 2013-091 Motion made by Young, seconded by Smith to adjourn the
ADJOURNMENT meeting at 5:15 p.m.

Yeas: All Members Present

Nays: None

Susan A. Collins-Rickett, District Clerk

Board Agenda – December 13, 2012

Attachment A (Personnel), Page 1- A

A. Retirement – Career, Alternative and Adult Education

1. **Lytle, Carol**– Teacher of Health Occupations, 1.0 FTE, 24 years of service, resignation for the purpose of retirement effective July 1, 2013.

**Assigned to Northeast Campus.*

Retirement – Special Education

1. **Macaulay, Brenda** – Teaching Assistant, 1.0 FTE, 13 years of service, resignation for the purpose of retirement effective December 31, 2012.

**Assigned to Transition Services.*

Retirement – Instruction, Staff Development and Technology

1. **LaPlante, Louise** – Senior Account Clerk, 1.0 FTE, 12 years of service, resignation for the purpose of retirement effective May 31, 2013.

**Assigned to Learning Resources Center.*

B. Resignations – Special Education

1. **Miller, Tina** – Secretary I, 1.0 FTE, resignation effective January 5, 2013.

**Assigned to Educational Services Center.*

2. **DiPalma, Jennifer** – Teaching Assistant, 1.0 FTE resignation effective November 30, 2012.

**Assigned to Potsdam Central School.*

Resignations – Career, Alternative and Adult Education

1. **Marx, Jaclyn** – Teaching Assistant, 1.0 FTE, resignation effective January 5, 2013.

**Assigned to Northeast Campus.*

Board Agenda – December 13, 2012

Attachment A (Personnel), Page 2- A

Resignation – Instruction, Staff Development and Technology

1. **Morales-Hanley, Glenda** – Research and Evaluation Analyst, 1.0 FTE, resignation effective December 31, 2012.

**Assigned to Educational Services Center.*

C. Leaves of Absence – Special Education

1. **Colby, Jessica** – 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 November 13, 2012 through November 27, 2012.

**Assigned to Potsdam Central School.*

2. **Engels, Marie** – 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 November 13, 2012 through November 26, 2012.

**Assigned to Potsdam Central School.*

3. **Ross, Mary Frances** – Teaching Assistant, 1.0 FTE, paid medical leave of absence totaling 4 weeks, all of which falls under the Family and Medical Leave Act, effective November 13, 2012 through December 14, 2012.

**Assigned to Beginning Years.*

4. **Perkins, Lynn** – Physical Therapist, 1.0 FTE, paid medical leave of absence totaling 1 week and intermittent leave for an undetermined length of time, 12 weeks of which falls under the Family and Medical Leave Act, effective November 13, 2012 –through undetermined.

**Assigned to Heuvelton Central School.*

5. **Fletcher, Rhonda** – Teacher of Physical Education, 1.0 FTE, paid medical leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective November 14, 2012 through January 4, 2013.

**Assigned to St. Lawrence Psychiatric Center.*

6. **Reece, Linda** – Occupational Therapist, 1.0 FTE, paid medical leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective November 26, 2012 through December 7, 2012.

**Assigned to Brasher Falls Central School.*

Board Agenda – December 13, 2012

Attachment A (Personnel), Page 3- A

7. **Carr, Diane** – Teaching Assistant, 1.0 FTE, partially paid medical leave of absence of undetermined length of time, 7 weeks of which falls under the Family and Medical Leave Act, effective December 6, 2012 through undetermined.

**Assigned to Ogdensburg City School District.*

8. **Newcombe, Heather** – Teaching Assistant, .80 FTE, extension of unpaid medical leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective December 9, 2012 through December 21, 2012.

**Assigned to Beginning Years.*

9. **Theisen, Susan** – 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 December 3, 2012 through December 12, 2012.

**Assigned to Potsdam Central School.*

Leave of Absence – Career, Alternative and Adult Education

1. **Colbert, Julia** – Teaching Assistant, 1.0 FTE, paid medical leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective November 28, 2012 through December 11, 2012.

**Assigned to Seaway Area Tech Center.*

D. Appointment Correction – Special Education

1. **Fritz, Vicky** – Teaching Assistant, 1.0 FTE, 10-months, short year, Level 2, Step 1, \$14,465 (prorated \$12,150), temporary appointment effective 10/22/12 – 06/30/13.

**Initial assignment shall be Kennedy Elementary School.*

E. Appointment Status Change – Financial Affairs

1. **LaRue, Margaret** – from Purchasing Clerk to Account Clerk, 1.0 FTE, Grade 16, Step 16, 12-month, long year, from \$32,731 to \$34,506 (prorated \$20,128) pursuant to New York State Civil Service Review, reclassification of position and promotional, 3-month probationary appointment, effective December 3, 2012 through March 2, 2013.

**Assigned to Educational Services Center.*

Board Agenda – December 13, 2012

Attachment A (Personnel), Page 4- A

Appointment Status Change – Special Education

1. **Jones, Crystal** – Teaching Assistant, from .80 FTE to 1.0 FTE, resumption of probationary appointment, Level 2, Step 3, \$15,429 (prorated \$10,491), effective April 1, 2009 – November 30, 2012.

**Assigned to Potsdam Central School.*

2. **Kotz, Robert** – Teacher of Physical Education, from .70 FTE to 1.0 FTE, resumption of probationary appointment, \$42,225 (prorated \$30,613), effective November 26, 2012 to October 15, 2013.

**Assigned to Ogdensburg City School District.*

F. Tenure Recommendation – Administration

1. **Todd, Stephen J.** – Assistant Superintendent for Instruction, tenure appointment effective July 1, 2013.

**Assigned to Educational Services Center.*

Tenure Recommendation – Instruction, Staff Development and Technology

1. **Griswold, Trina** – Teacher of Literacy, tenure appointment effective January 16, 2013.

**Assigned to Itinerant.*

G. Appointments – Special Education

1. **Montroy, Kara** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 6, \$16,823 (prorated \$12,533), temporary appointment effective November 19, 2012 through June 30, 2013.

**Initial assignment shall be Kennedy Elementary School.*

2. **Sanderson, Elaine** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 2, \$15,051 (prorated \$11,438), temporary appointment effective November 13, 2012 through June 30, 2013.

**Initial assignment shall be Ogdensburg Free Academy and Northwest Technical Center.*

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Attachment A (Personnel), Page 5- A

3. **Whalen, Kaylee** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 1, \$14,465 (prorated \$10,993), temporary appointment effective November 13, 2012 through June 30, 2013.

**Initial assignment shall be Potsdam Central School.*

4. **Thompson, Morgan** – Teacher of Special Education, 1.0 FTE, 10-month, short year, U-1-0, \$36,001 (prorated \$27,540), contingent upon receipt of certification, temporary appointment effective November 13, 2012 through June 30, 2013.

**Initial assignment shall be Heuvelton High School.*

5. **Cole, Nancy** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 2, \$15,051 (prorated \$10,912), temporary appointment effective November 26, 2012 through June 30, 2013.

**Initial assignment shall be Kennedy Elementary School.*

6. **Michaud, Brandon** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 1, \$14,465 (prorated \$10,487), temporary appointment effective November 26, 2012 through June 30, 2013.

**Initial assignment shall be Potsdam Central School.*

7. **Guminiak, Matthew** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 4, \$15,982 (prorated \$11,586), temporary appointment effective November 26, 2012 through June 30, 2013.

**Initial assignment shall be Potsdam Central School.*

8. **Beebe, Stephanie** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 1, \$14,465 (prorated \$10,125), temporary appointment effective December 3, 2012 through June 30, 2013.

**Initial assignment shall be Madill Elementary School.*

9. **Kendall, Ryan** - Teacher of Special Education, 1.0 FTE, 10-month, short year, M-1-30, \$39,799 (prorated \$26,864), temporary appointment effective December 10, 2012 through June 30, 2013.

**Initial assignment shall be Heuvelton Central School.*

Board Agenda – December 13, 2012

Attachment A (Personnel), Page 6- A

Appointments – Instruction, Staff Development and Technology

1. **Campbell, Coal** – Hourly Clerk, temporary, non-competitive position, up to 20 hours per week as needed, \$10 per hour, effective October 23, 2012 through June 30, 2013.

**Initial assignment shall be Itinerant.*

2. **Hooper, Markie** – Hourly Clerk, temporary, non-competitive position, up to 20 hours per week as needed, \$10 per hour, effective 10/10/12 – 11/28/12 and Educational Technology Specialist, .4 FTE, temporary position \$38,899 (prorated \$11,047), effective November 29, 2012 through June 30, 2013.

**Initial assignment shall be Itinerant.*

Professional Statement

3. **Fullerton, Colleen** – Substitute Shared Teacher of Art, temporary, \$80 per day, effective December 2, 2012.

**Initial assignment shall be Clifton-Fine and Brasher Falls Central Schools.*

4. **DeLorenzo, Belinda** – Computer Technician, 1.0 FTE, 12-month, long year, Grade 24L, Step B, \$40,826 (prorated \$21,826), provisional appointment pending civil service examination, effective December 19, 2012.

**Initial assignment shall be Itinerant.*

Appointment – Financial Affairs

1. **Willmart, Daniel** – Custodial Worker, 1.0 FTE, 12-month, long year, Grade 12L, Step 1, \$21,144 (prorated \$11,520) civil service, labor appointment, effective December 17, 2012.

**Initial assignment shall be Educational Services Center.*

All of the foregoing 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.

Professional Statement

Markie Hooper – Educational Technology Specialist

Markie Hooper completed the MS.Ed. Information & Communication Technology program at SUNY Potsdam and is certified as an Educational Technology Specialist. Ms. Hooper's first NYS teacher certification is Secondary Social Studies, which was also completed at SUNY Potsdam through undergraduate studies. Ms. Hooper's undergraduate student teaching during the spring 2010 semester encompassed eight weeks at the Gouverneur Central School followed by eight weeks at Norwood-Norfolk Central School. Ms. Hooper successfully completed her internship for the Information & Communication Technology program in the Model School program, here at the BOCES.