

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

November 8, 2012
Board Approved December 13, 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, November 8, 2012, St. Lawrence-Lewis BOCES Educational Services Center, 40 West Main Street, Canton, New York. The President, Roger M. Bennett called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Roger Bennett, Dana Smith, Marjorie McCullough, Andrea Webb, Shelli Prespare-Weston, Patricia Gengo, Nancy Cappellino, Jack Zeh and James Young

Absent: None

Others: Thomas R. Burns, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Nicole Ashley, Stephen Todd, Karen Morgan, Renee' Langtry-Green, Lisa McKeel, Dave Evans, Susan Huntley, Jennifer French and Laurie Podvin, CPA, Poulsen & Podvin, CPA, P.C.

No. 2013-075
APPROVAL OF
MINUTES
OCTOBER 11,
2012

Motion made by Smith, seconded by Cappellino, to approve the minutes of the regular Board Meeting of October 11, 2012. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2013-076
APPROVAL OF
MINUTES
SPECIAL MTG.
OCTOBER 19,
2012

Motion made by Smith, seconded by Cappellino, to approve the minutes of the Special Board Meeting of October 19, 2012. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2013-077
TREASURER'S
REPORT Motion made by McCullough, seconded by Smith, to accept the Treasurer's Report for period ending October 31, 2012. (In accordance with Board Policy #1432)

October 31, 2012

General Fund.....	\$4,369,487.86
Federal Fund.....	\$ 713,766.07
Trust & Agency.....	\$ 5,814.99
School Lunch.....	\$ 34,701.90
Payroll Fund.....	\$ 0.00
Capital Fund.....	\$ 717,303.72

Current Budget Allocation – Budget Report and District Billing

General Fund Budget \$49,256,371.66

Yeas: All Members Present

Nays: None

No. 2013-078
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS: 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 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. 2013-079
2011-2012
INDEPENDENT
AUDIT REPORT Motion made by Young, 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 Independent Audit as presented by Independent Auditors, Poulsen & Podvin, CPA, P.C. for the school fiscal year 2011-2012, 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. 2013-080
CORRECTIVE
ACTION PLAN
FOR AUDIT
REPORT

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 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. 2013-081
DONATION OF
TOOLS FROM
TRACTOR
SUPPLY CO.
TO NWT CTE

Motion made by Cappellino, seconded by Webb. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby accept the donation of several hand tools by Tractor Supply Company to Northwest CTE Center for student use.(In accordance with Board Policy #4230 and #4320)

Yeas: All members present

Nays: None

No. 2013-082
OMNI – 403(b)
AMENDMENT

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 approve the attached Resolution to amend sections 1.16 Includible Compensation, 1.24 Severance from Employment, 4.1 Loans, and 5.3 Minimum Distributions, 5.7 Qualified Military Service Distributions and 9.12 Qualified Military Service Benefits. 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

Reports:

Thomas R. Burns, District Superintendent/Executive Officer

Stephen J. Todd, Assistant Superintendent for Instruction

Discussion: None

Information:

Update on Facilities

2013-2014 BOCES Budget Calendar

Presentations:

- A. Laurie Podvin, CPA, External Auditor, Poulsen & Podvin presented the Audit Report ending June 30, 2012
- B. Lisa McKeel and Dave Evans, Adult Education, presented to the Board on the completion of Health Careers Training Center in Norwood, additional opportunities to expand programming, updates on current initiatives, and challenges with funding.
- C. Administrative Plans/Goals are posted for Board Member review.

Other:

Pass-Around Information:

- A. Administrative Council Meeting Agenda

No. 2013-083 EXECUTIVE SESSION Motion made by Smith, seconded by Cappellino to enter into Executive Session at 7:40 p.m., regarding information relating to current or future investigation or prosecution of a criminal offense that would imperil effective law enforcement if disclosed and regarding the medical, financial, credit, or employment history of a particular person. (In accordance with Board Policy #1433)

Yeas: All members present
Nays: None

Reconvened to Regular Session at 8:22 p.m.

No. 2013-084 ADJOURNMENT Motion made by Young, seconded by McCullough to adjourn the meeting at 8:23 p.m.

Yeas: All Members Present
Nays: None

Susan A. Collins-Rickett, District Clerk

Board Agenda – November 8, 2012

Attachment A (Personnel), Page 1- A

A. Retirements – Special Education

1. **Jones, Sharon** – Teacher of Special Education, 1.0 FTE, 33 years of service, effective 07/01/13.

**Assigned to Potsdam Central School.*

2. **Kashorek, Denise** – School Psychologist, 1.0 FTE, 19 years of service, effective 06/30/13.

**Assigned to Educational Services Center.*

B. Resignation – Instruction, Staff Development and Technology

1. **Smith, Christina** – Educational Technology Specialist, 1.0 FTE, effective 11/09/12.

**Assigned to Educational Services Center.*

C. Leaves of Absence – Special Education

1. **Reardon-Corbine, Katlyn** – Teaching Assistant, 1.0 FTE, partially paid family medical leave of absence totaling 12 weeks, all of which falls under the Family and Medical Leave Act, effective 11/14/12 – 02/13/13.

**Assigned to Heuvelton Central School.*

2. **McSorley, Brienne** – Teaching Assistant, 1.0 FTE, unpaid family medical leave of absence totaling 12 weeks, all of which falls under the Family and Medical Leave Act, effective 11/30/12 – 02/25/13.

**Assigned to Ogdensburg City School District.*

3. **VanBuskirk, Kandie** – Teaching Assistant, 1.0 FTE, paid family medical leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective 01/12/13 – 02/23/13.

**Assigned to Potsdam Central School.*

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Attachment A (Personnel), Page 2- A

4. **Macaulay, Brenda** – Teaching Assistant, 1.0 FTE, extension of medical leave of absence of undetermined length of time, of which up to 35.25 days are paid, 10 weeks of which falls under the Family and Medical Leave Act, effective 10/09/12 – undetermined.

**Assigned to Transition Services.*

5. **MacIntire, Teresa** – Licensed Practical Nurse, 1.0 FTE unpaid medical leave of absence of undetermined length of time, none of which falls under the Family and Medical Leave Act, effective 10/11/12 – undetermined.

**Assigned to Potsdam Central School.*

6. **Bruggemann, Kimberly** – Teaching Assistant, 1.0 FTE, unpaid family medical leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective 11/07/12 – 12/17/12.

**Assigned to Potsdam Central School.*

7. **Carr, Diane** – 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 10/24/12 – 12/05/12.

**Assigned to Ogdensburg City School District.*

8. **Lincoln, Joanne** – 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 10/24/12 – 11/05/12.

**Assigned to Potsdam Central School.*

9. **Ericksen, Paula** – Teaching Assistant, 1.0 FTE, extension of paid medical leave of absence totaling 21 weeks, none of which falls under the Family and Medical Leave act, effective 05/02/12 – 12/19/12.

**Assigned to Northwest Technical Center.*

Board Agenda – November 8, 2012

Attachment A (Personnel), Page 3- A

10. **Ellis, Amy** – Occupational Therapist, 1.0 FTE, extension of paid family medical leave of absence totaling 7 weeks, 6 weeks of which falls under the Family and Medical Leave Act, effective 11/05/12 – 01/04/13.

**Assigned to Heuvelton Central School.*

Leave of Absence – Financial Affairs

1. **Brabaw, Erwin** – Maintenance Mechanic, 1.0 FTE, partially paid medical leave of absence totaling 4 weeks, all of which falls under the Family and Medical Leave Act, effective 10/09/12 – 10/31/12.

**Assigned to Washington Education Center.*

Leave of Absence – Career, Alternative and Adult Education

1. **Travis-Colburn, Nicki Jo** – Teacher of Cosmetology, 1.0 FTE, paid medical leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective 11/05/12 – 11/16/12.

**Assigned to Southwest Technical Center.*

D. Appointment Status Change – Instruction, Staff Development and Technology

1. **Scanlon, Amber** – tenure change from Instructional Support Services in Mathematics to Educational Technology Specialist, continuation of tenured appointment effective 11/09/12.

**Assigned to Educational Services Center.*

2. **Hebert, Jay** – Computer Technician, 1.0 FTE appointment status change from provisional to 1-year probationary appointment effective 10/30/12 – 10/29/13.

**Assigned to Heuvelton Central School.*

Board Agenda – November 8, 2012

Attachment A (Personnel), Page 4- A

3. **Rice, Chad** – Computer Technician, 1.0 FTE appointment status change from provisional to 1-year probationary appointment effective 10/30/12 – 10/29/13.

**Assigned to Ogdensburg City School District.*

Appointment Status Change – Special Education

1. **Kotz, Robert** – Teacher of Physical Education, appointment status change from .50 FTE to .70 FTE, \$40,455, prorated \$29,557, effective 09/01/12.

**Assigned to Ogdensburg City School District.*

Appointment Status Change – Instruction, Staff Development and Technology

1. **Bessette, Milton** – Shared Teacher of Technology, from .50 FTE to .6667 FTE, \$64,986, prorated \$39,503, effective 10/03/12.

**Assigned to Northwest Technical Center and Edwards-Knox Central School.*

E. Appointments – Special Education

1. **Fritz, Vicky** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 18, \$22,513 (prorated \$21,950), temporary appointment effective 10/22/12 – 06/30/13.

**Initial assignment shall be Potsdam Central School.*

2. **Fussell, Latesha** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 6, \$16,823 (prorated \$13,710), temporary appointment effective 10/29/12 – 06/30/13.

**Initial assignment shall be Potsdam Central School.*

3. **Haller, Robert** – Teaching Assistant, 1.0 FTE, 10-month, short year, Level 2, Step 4, \$15,982 (prorated \$13,025), temporary appointment effective 10/29/12 – 06/30/13.

**Initial assignment shall be Potsdam central School.*

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Attachment A (Personnel), Page 5- A

4. **LaVigne, Katherine** – Shared Administrator, 1.0 FTE, (.50 Supervisor of Special Education and .50 General Administrator), 12-month, long year, \$70,067, prorated \$40,872, 3-year probationary appointment effective 12/03/12 – 12/02/15 contingent upon receipt of School Building Leader Certification.

Katherine LaVigne's tenure area shall be Supervisor of Special Education and General Administrator;

Katherine LaVigne is uncertified and expected to receive certification in the area of School Building Leader;

Katherine LaVigne's initial assignment shall be BOCES Special Education and Morristown Central School;

Appointments – Instruction, Staff Development and Technology

1. **Hebert, Austin** – Hourly Clerk, temporary, non-competitive position, up to 20 hours per week as needed, \$10 per hour, effective 09/02/12 – 06/30/13.

**Initial assignment shall be Itinerant.*

2. **Dunning, Jeremy** – Hourly Clerk, temporary, non-competitive position, up to 20 hours per week as needed, \$10 per hour, effective 11/13/12 – 01/01/13.

**Initial assignment shall be Educational Services Center.*

3. **Florie, Vanessa** – Odyssey of the Mind Coordinator, part-time, temporary 3-year position, \$5,000 per fiscal year at a rate of \$250/day, effective 07/01/12 – 06/30/15.

**Initial assignment shall be Itinerant.*

4. **McHenry, Dalan** – Hourly Clerk, temporary, non-competitive position, 40 hours per week, \$12.00 per hour, effective 10/31/12 – 01/30/13.

**Initial assignment shall be Educational Services Center.*

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Attachment A (Personnel), Page 6- A

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.