

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

**February 13, 2014**  
**Board Approved March 13, 2014**

The Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, February 13, 2014, 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, Marjorie McCullough, Crystal Simmons, Patricia Gengo, Nancy Cappellino, Shelli Prespare-Weston, James Young, Jack Zeh and Dana Smith (via Skype)

   Absent:        None

   Others:        Steven Todd, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Jennifer French, Rafael Olazagasti, Shannon Jordan and Lisa Grenville

Presentation: Lisa Grenville (Regional Supervisor, Potsdam Special Education) and Shannon Jordan (Regional Supervisor, Heuvelton/Ogdensburg Special Education) presented on their programs in their regions, specific examples of instructional approaches and the Curriculum Plan that aligns with the Common Core. The presentation included how the staff are utilizing data and progress monitoring in instructional planning and instruction.

No. 2014-110                      Motion made by McCullough, seconded by Gengo, to approve  
APPROVAL OF                      the minutes of the Regular Board Meeting of January 9, 2014.  
MINUTES                              (In accordance with Board Policy #1432)  
JAN. 9, 2014

Yeas: All members present  
Nays: None

No. 2014-111  
TREASURER'S  
REPORT

Motion made by Gengo, seconded by Simmons, to accept the Treasurer's Report for period ending January 31, 2014. (In accordance with Board Policy #1432)

January 31, 2014

General Fund.....	\$2,218,975.12
Federal Fund.....	\$ 884,442.96
Trust & Agency.....	\$ 8,811.09
School Lunch.....	\$ 92,328.90
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve.....	\$ 397,564.75
Capital Project.....	\$ 239,022.14

Current Budget Allocation

General Fund Budget ..... \$54,898,909.44

Yeas: All Members Present

Nays: None

No. 2014-112  
ALL PERSONNEL  
BOARD ACTION  
AS FOLLOWS:

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 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. 2014-113  
AMENDMENT  
TO THE  
PLATINUM PLUS  
CARDHOLDERS

Motion made by Weston, seconded by Cappellino. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby amend the Authorized Platinum Credit Cardholders to remove Marcia Eggleston and to add Kelly Wilson. (In accordance with Board Policy #5321)

Yeas: All members present

Nays: None

No. 2014-114      Motion made by Young, seconded by Simmons. Resolved,  
DONATION FROM      that the Board of Education of the St. Lawrence-Lewis BOCES,  
POTSDAM              upon the recommendation of District Superintendent Burns,  
EDUCATIONAL        does hereby accept the donation in the amount of \$766 for the  
OPPORTUNITIES      purchase of an iPad and associated software and support for  
FUND                    use with ASD students in the Potsdam Program. The donation is  
                              being provided by the Potsdam Educational Opportunities Fund  
                              (PEOF). (In accordance with Board Policy #4230)

Yeas: All members present  
Nays: None

No. 2014-115      Motion made by Young, seconded by Weston. Resolved,  
COOPERATIVE        that the Board of Education of the St. Lawrence-Lewis  
BIDS                    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)

Cafeteria Foods – February 2014 through July 2014

Yeas: All members present  
Nays: None

No. 2014-116      Motion made by Gengo, seconded by Simmons. Resolved,  
LEASE                that the Board of Education of the St. Lawrence-Lewis BOCES,  
BETWEEN              upon the recommendation of District Superintendent Burns,  
POTSDAM              does hereby approve the Lease between the Potsdam Central  
CENTRAL &            School District and St. Lawrence-Lewis BOCES for the property  
BOCES                formerly known as the Potsdam Day Care Building located at  
(FORMER              68 Lawrence Avenue, Potsdam, New York effective immediately.  
POTSDAM DAY        (In accordance with Board Policy #4510)  
CARE BLDG.)

Yeas: All members present  
Nays: None

No. 2014-117  
APPROVAL OF  
MUNICIPAL  
COOPERATION  
RESOLUTION -  
NYCLASS

Motion made by Young, 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 Municipal Cooperation Resolution - NYCLASS: (In accordance with Board Policy #4210)

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o ("Section 119-o" empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts boards of cooperative educational services, counties, cities, town and villages] and districts to enter into, amend, cancel and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers and duties on a cooperative or contract basis;

WHEREAS, the St. Lawrence-Lewis BOCES wishes to invest certain of its available investments funds in cooperation with other corporations and/or districts pursuant to a municipal cooperation agreement;

WHEREAS, the St. Lawrence-Lewis BOCES wishes to assure the safety and liquidity of its funds;

Now, therefore, it is hereby resolved as follows:

The Director of Financial Affairs, Nicole Ashley, is hereby authorized to execute and deliver the Cooperative Investment Agreement in the name of and on behalf of St. Lawrence-Lewis BOCES.

Yeas: All members present  
Nays: None

No. 2014-118  
INSTALLMENT  
PURCHASE  
XEROX  
OGDENSBURG  
FREE ACADEMY

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 purchase with Xerox for six (6) network printers for Ogdensburg Free Academy. (In accordance with Board Policy #4310)

Yeas: All members present  
Nays: None

Reports:

- A. Thomas R. Burns, District Superintendent/Executive Officer
- B. Stephen J. Todd, Assistant Superintendent for Instruction

Information:

Update on Facilities – Kevin Perretta  
Update on Grants – Jennifer French

Other:

Claims Auditor Report for quarter ending December 31, 2013

The date of the spring open house at Seaway Tech has been changed to Thursday, March 20, 2014 from 5-7 pm.

Legislative Breakfast – Saturday, March 8, 2014 from 8 am – 10:3am at SUNY Canton

Pass-Around Information:

- A. “Breaking New Ground for Cancer Care” featuring James Chadwick
- B. “Welcome New Providers” featuring Alesha (Akins) Pedersen, RPA-C (Jane Akin’s daughter)
- C. “The Catalyst” – Northwest Tech Newsletter
- D. “A healthy dose of jobs” – BOCES pharmacy tech course launched in three centers – by Leah Buletti of NNY Business
- E. Letter of congratulations for a \$500,000 grant under the 2013 Distance Learning and Telemedicine Grant Program administered by the Rural Utilities Service
- F. Spring 2014 Course Guide for St. Lawrence-Lewis BOCES Adult & Continuing Education

No. 2014-119  
EXECUTIVE  
SESSION

Motion made by Young, seconded by McCullough to enter into Executive Session at 7:25 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

Reconvened to Regular Session at 7:45 p.m.

No. 2014-120      Motion made by Cappellino seconded by Smith. Resolved,  
DISTRICT SUPT.      that the Board of Education of the St. Lawrence-Lewis BOCES,  
SALARY              does hereby approve the salary (Local BOCES Share) of the  
JULY 1, 2014 -      District Superintendent of \$116,603 from July 1, 2014 through  
JUNE 30, 2015      June 30, 2015. (In accordance with Board Policy #1310)

Yeas: All members present  
Nays: None

No. 2014-121      Motion made by Cappellino, seconded by Smith to adjourn the  
ADJOURNMENT      meeting at 7:46 p.m.

Yeas: All Members Present  
Nays: None

**Susan A. Collins-Rickett, District Clerk**

## Board Agenda – February 13, 2014

Attachment A (Personnel), Page 1- A

---

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

### **A. Retirements – Special Education**

1. **Woodcock, Donald** – Teaching Assistant, 1.0 FTE, effective June 30, 2014.

*\*Assigned to Heuvelton Central School*

2. **Raffel, Suzanne** – School Counselor, 1.0 FTE, effective July 1, 2016.

*\*Assigned to Heuvelton Central School*

3. **Sutherland, Christine** – Keyboard Specialist, 1.0 FTE, effective August 30, 2014.

*\*Assigned to Educational Services Center*

4. **Greene, Cheryl** – Administrative Assistant, 1.0 FTE, effective April 15, 2015.

*\*Assigned to Educational Services Center*

### **Retirements – Career and Technical Education**

1. **Swift, Jeffrey** – Teacher of Building Trades, 1.0 FTE, effective December 29, 2017.

*\*Assigned to Northwest CTE Center*

2. **Ashley, Mary Ann** – School Counselor, 1.0 FTE, effective July 1, 2017.

*\*Assigned to Seaway CTE Center*

3. **Young, Jr., Stanley** – Teacher of Criminal Justice, 1.0 FTE, effective July 1, 2019.

*\*Assigned to Southwest CTE Center*

4. **Smith, Theresa** – Teacher of Food Preparation, 1.0 FTE, effective July 1, 2019.

*\*Assigned to Seaway Technical Education*

### **Retirements – Financial Affairs**

1. **Harris, Michael** – Custodian, 1.0 FTE, effective July 1, 2014.

*\*Assigned to Southwest CTE Center*

## Board Agenda – February 13, 2014

Attachment A (Personnel), Page 2- A

---

### **B. Resignations – Special Education**

1. **Suarez, Julie** – Teaching Assistant, .50 FTE, effective January 13, 2014.

*\*Assigned to Potsdam Central School*

2. **Mason, Britney** – Teaching Assistant, 1.0 FTE, effective February 3, 2014.

*\*Assigned to Potsdam Central School*

3. **Cornett, Nathan** – Teaching Assistant, .60 FTE and Teacher of Physical Education, .40 FTE, effective February 14, 2014.

*\*Assigned to Potsdam Central School*

4. **Bogart, Brooke** – Teaching Assistant, 1.0 FTE, effective February 11, 2014.

*\*Assigned to Potsdam Central School*

### **Resignations – Career and Technical Education**

1. **Rupert, Richard** – Teaching Assistant, 1.0 FTE, contingent upon Board approval of appointment to the position of Teacher of Multi-Occupations, effective January 27, 2014.

*\*Assigned to Northwest CTE Center*

### **Resignations - Instruction, Staff Development and Technology**

1. **Watson, Steven** – Computer Technician, as needed, effective February 7, 2014.

*\*Assigned to Various Locations*

### **C. Leaves of Absence – Special Education**

1. **Clary, Virginia** – Teaching Assistant, 1.0 FTE, extension of leave of absence totaling 1 week, none of which falls under the Family and Medical Leave Act, effective January 13, 2014 through January 20, 2014.

*\*Assigned to Potsdam Central School*

2. **Connelly, Kelly** – Teaching Assistant, 1.0 FTE, leave of absence totaling 5 weeks, all of which falls under the Family and Medical Leave Act, effective March 30, 2014 through May 12, 2014.

*\*Assigned to Potsdam Central School*



## Board Agenda – February 13, 2014

Attachment A (Personnel), Page 3- A

---

### Leaves of Absence – Financial Affairs

1. **Brabaw, Erwin** – Building Maintenance Mechanic, 1.0 FTE, extension of leave of absence totaling 4 weeks, effective February 1, 2014 through February 28, 2014.

*\*Assigned to Educational Services Center*

### D. Appointments – Special Education

1. **Cruz, Rachel** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$8,710.19), temporary appointment effective January 21, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

2. **Lenox, Bethany** – Teaching Assistant, .60 FTE, Certified, Schedule 2 Step 2, \$15,051.00 (pro-rated \$4,741.08), temporary appointment effective January 27, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

3. **Wells, Breeanne** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$7,883.47), temporary appointment effective January 21, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

4. **Sly, David** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 7, \$17,114 (pro-rated \$8,557.00), temporary appointment effective February 3, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

5. **Narrow, Stephanie** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$7,232.50), temporary appointment effective February 3, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

6. **Hutton, Kimberlee** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$7,232.50), temporary appointment effective February 3, 2014 through June 30, 2014.

*\*Initial assignment shall be Ogdensburg City School*

## Board Agenda – February 13, 2014

Attachment A (Personnel), Page 4- A

---

7. **Gladle, Amber** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 6, \$16,823.00 (pro-rated \$7,990.90), temporary appointment effective February 10, 2014 through June 30, 2014.

*\*Initial assignment shall be Canton Central School*

### Appointments – Career and Technical Education

1. **Rupert, Richard** – Teacher of Multi-Occupations, 1.0 FTE, U-5-0, \$39,222.44 (pro-rated \$20,591.75), resumption of probationary appointment effective January 27, 2014 through January 26, 2016. Designated tenure area shall be Vehicle Mechanical Repair.

*\*Initial assignment shall be Seaway CTE Center*

### Appointments – Instruction, Staff Development and Technology

1. **Campbell, Coal** – Computer Technician, 1.0 FTE, Grade 23 Long Year, Step 1, \$34,963.00 (pro-rated \$15,778.13), civil service probationary appointment effective January 21, 2014 through January 20, 2015.

*\*Initial assignment shall be Educational Services Center*

2. **Vernsey, Jade** – Computer Technician, 1.0 FTE, Grade 23 Long Year, Step 2, \$35,210.00 (pro-rated \$12,413.78), civil service probationary appointment effective February 24, 2014 through February 23, 2015.

*\*Initial assignment shall be Educational Services Center and Ogdensburg City School*

### E. Appointment Status Change – Special Education

1. **Sharp, Garrett** – Teaching Assistant, voluntary reduction from 1.0 FTE to .75 FTE, effective January 21, 2014.

*\*Assigned to Potsdam Central School*

2. **Fussell, Letesha** – Teaching Assistant, voluntary reduction from 1.0 FTE to .40 FTE, effective January 21, 2014.

*\*Assigned to Potsdam Central School*

3. **Bartholomew, Justin** – Teaching Assistant, voluntary reduction from 1.0 FTE to .80 FTE, effective February 24, 2014.

*\*Assigned to Potsdam Central School*

## **Board Agenda – February 13, 2014**

Attachment A (Personnel), Page 5- A

---

### **Appointment Status Change – Financial Affairs**

1. **Brown, Marie** – from Account Clerk to Senior Account Clerk, 1.0 FTE, Grade 19 Step 8, 12 month, long year, \$34,855.00 (pro-rated \$11,618.32), civil service probationary appointment effective March 1, 2014 through May 31, 2014.

*\*Assigned to Cooperative Business Office – ESC*

### **Appointment Status Change – Human Resources/Labor Relations**

1. **Olazagasti, Rafael** – from Labor Relations Coordinator to Director of Human Resources and Labor Relations/General Counsel, 1.0 FTE, 12 month, long year, \$90,225.00 (pro-rated \$30,075.00), non-competitive, confidential civil service appointment, requiring the performance of functions influencing policy (there are no Section 75 rights after 5 years) effective March 1, 2014.

*\*Assigned to Educational Services Center*

### **Tenure Recommendation – Special Education**

1. **Kotz, Robert** – Teacher of Physical Education, tenure date May 1, 2014.

*\*Assigned to Ogdensburg City School*

***All of the appointments are conditional pending clearance from the State Education Department pursuant to Chapter 180 of the Laws of 2000 of the State of NY.***

**ST. LAWRENCE-LEWIS BOCES**

Personnel Agenda - Addendum

February 13, 2014

Attachment A (Personnel)

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

**A. Appointments - Per Diem, Substitutes and Workshop Stipends****Hourly and Workshop Stipends**

<b>Name</b>	<b>Assignment</b>	<b>Type of Appt</b>	<b>Duration of Appt</b>	<b>Rate of Pay</b>
MCNALLY, DEBORAH L.	Stipend/WorkshopTRS reportable	Hourly	08/29/2013-06/30/2014	\$16.67/hr
HEWKO, THOMAE V.	Stipend/Workshop	Hourly	08/19/2013-06/30/2014	\$16.67/hr
MORALES-HANLEY, GLENDA M.	Research and Evaluation Analyst	Hourly	01/01/2014-06/30/2014	\$22.64/hr - maximum of 80 hours
EGGLESTON, MARCIA M.	Director of SLS/LR Supervisor Training	Hourly	01/22/2014-02/28/2014	\$38.12/hr
LAPLANTE, LOUISE M.	Senior Account Clerk Training	Hourly	01/16/2014-06/30/2014	\$18.40/hr
HONEYWELL, STEVEN	Mentoring	Hourly	09/01/2013-06/30/2014	\$16.67/hr
O'DONNELL, NICKI L.	Mentoring	Hourly	09/01/2013-06/30/2014	\$16.67/hr
KUHN, LAURA	Mentoring	Hourly	09/20/2013-06/30/2014	\$16.67/hr
FENLONG, CHRISTINE V.	Mentoring	Hourly	09/01/2013-06/30/2014	\$16.67/hr
BUSH, SAMUEL S.	Mentoring	Hourly	09/01/2013-06/30/2014	\$16.67/hr
AMYOT, WENDY G.	Mentoring	Hourly	09/01/2013-06/30/2014	\$16.67/hr
RHODES-CROWELL, ROBIN L.	Hourly Adult Ed Instructor	Hourly	01/20/2014-06/30/2014	\$26.50/hr
BISH, FAITH F.	Workshop Presenter	Hourly	01/26/2014-06/30/2014	\$50.00/hr

**Per Diem, Substitutes and Workshop Stipends**

<b>Name</b>	<b>Assignment</b>	<b>Type of Appt</b>	<b>Duration of Appt</b>	<b>Rate of Pay</b>
MARSHALL, EMILY L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/16/2013-06/30/2014	\$70.00/day
CLOOKEY, DUANE K.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
GLASGOW, KELLEY F.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
MACKENZIE MAUCH, CLARE E.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
MURRAY, BARBARA R.	Sub Teacher Aide	Per Diem	01/13/2014-06/30/2014	\$65.00/day
MARRIN, HEATHER J.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
PIERCE, ELIZA R.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
PIKE, SUSAN A.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
SERGUSON, WENDY S.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
SOULIA, AMANDA A.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
STOVER, DUSTIN W.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
MURRAY, JULIE E.	Mentoring	Per Diem	09/28/2013-06/30/2014	\$105.00/day
JOY, MELISSA I.	Mentoring	Per Diem	10/12/2013-06/30/2014	\$105.00/day
RITER, DONNA C.	Workshop Presenter	Per Diem	01/01/2014-06/30/2014	1,650.00/day
JONES, RUSSELL E.	Sub Not Cert T Asst. max 40 da	Per Diem	02/06/2014-06/30/2014	\$70.00/day
ROBINSON, BRYANT S.	Sub Not Cert T Asst. max 40 da	Per Diem	02/10/2014-06/30/2014	\$70.00/day
LENNOX, SEAN O.	Sub Not Cert T Asst. max 40 da	Per Diem	02/11/2014-06/30/2014	\$70.00/day
SMITH, RENEE C.	Sub Cert Teaching Assistant	Per Diem	02/13/2014-06/30/2014	\$70.00/day