

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

**January 9, 2014**  
**Board Approved February 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, January 9, 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 and Dana Smith (via Skype)

   Absent:     Jack Zeh

   Others:     Thomas R. Burns, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Jennifer French, Rafael Olazagasti, Renee' Langtry-Green, Reginald McDonald, Joyce Trzaskos, Dr. James Carroll (Clarkson University) and Kimberly Oakes (Clarkson University Student)

Presentation: Reginald McDonald (Regional Supervisor, Potsdam Special Education School-age Program-Special Education), Joyce Trzaskos (St. Lawrence-Lewis BOCES BCBA), Dr. James Carroll (Clarkson University) and Kim Oakes (Clarkson University student) demonstrated the robot "Nano" that through a partnership with Clarkson University will be used for instruction in the 6:1+1 Applied Behavior Analysis (ABA) classrooms located in the Potsdam district.

No. 2014-100  
APPROVAL OF  
MINUTES  
DEC. 12, 2013

Motion made by Young, seconded by McCullough, to approve the minutes of the Regular Board Meeting of December 12, 2013. (In accordance with Board Policy #1432)

Yeas: All members present  
Nays: None

No. 2014-101  
APPROVAL OF  
SPECIAL BOE  
MINUTES  
DEC. 19, 2013

Motion made by Young, seconded by McCullough, to approve the minutes of the Special Board Meeting of December 19, 2013. (In accordance with Board Policy #1432)

Yeas: All members present  
Nays: None

No. 2014-102  
TREASURER'S  
REPORT

Motion made by McCullough, seconded by Young, to accept the Treasurer's Report for period ending December 31, 2013. (In accordance with Board Policy #1432)

December 31, 2013

General Fund.....	\$4,012,702.42
Federal Fund.....	\$ 1,903,479.34
Trust & Agency.....	\$ 8,809.99
School Lunch.....	\$ 95,325.13
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve.....	\$ 397,558.00
Capital Project.....	\$ 253,985.81

Current Budget Allocation

General Fund Budget ..... \$54,380,460.13

Yeas: All Members Present  
Nays: None

No. 2014-103  
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. 2014-105  
POLICY #5190-  
EMPLOYMENT OF  
RETIRED  
PERSONS

Motion made by Young, seconded by Simmons. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the changes to Policy #5190 – Employment of Retired Persons. (In accordance with Board Policy #1410)

Yeas: All members present  
Nays: None

No. 2014-106  
APPROVAL OF  
LEASE BETWEEN  
TOWN OF  
MASSENA AND  
BOCES – ONE YR.  
JAN. 1, 2014 -  
DEC. 31, 2014

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 one-year Lease Agreement between the Town of Massena, the landlord and St. Lawrence-Lewis BOCES, the tenant at \$300 per month. The premise to be Leased is described as the “Mattis Room” located on the lower level of the Massena Public Library. Term of lease shall be from January 1, 2014 through December 31, 2014. (In accordance with Board Policy #4510)

Yeas: All members present  
Nays: None

No. 2014-107  
APPROVAL OF  
MUNICIPAL  
COOPERATION  
AGREEMENT  
FIFTH  
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 Fifth Amendment, effective October 29, 2013, to the Municipal Cooperation Agreement of the St. Lawrence-Lewis Counties School District Employees Medical Plan Fund.

Yeas: All members present  
Nays: None

Reports:

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

Discussion Items: None

Information:

- Update on Facilities

Other:

- Three-Year Average for Career and Technical Education Enrollment

Pass-Around Information:

- A. Article from After Canton Fall 2013 Magazine on Nancy Cappellino

No. 2014-108 EXECUTIVE SESSION Motion made by McCullough, seconded by Simmons to enter into Executive Session at 7:15 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 7:39 p.m.

No. 2014-109 ADJOURNMENT Motion made by Cappellino, seconded by Simmons to adjourn the meeting at 7:40 p.m.

Yeas: All Members Present  
Nays: None

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

## Board Agenda – January 9, 2014

Attachment A (Personnel), Page 1- A

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

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

1. **Spotswood, Susan** – Teaching Assistant, 1.0 FTE, effective June 30, 2014.

*\*Assigned to St. Lawrence Psychiatric Center*

2. **Avery, Nancy** – Director of Special Education, 1.0 FTE effective July 31, 2015.

*\*Assigned to Educational Services Center*

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

1. **Gardner, John** – Teacher of HVAC, 1.0 FTE, effective August 31, 2016.

*\*Assigned to Seaway CTE Center*

2. **Mullaney, Patrick** – Teacher of Auto Mechanics, effective July 1, 2018.

*\*Assigned to Southwest CTE Center*

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

1. **Bremer, Elizabeth** – Teaching Assistant, 1.0 FTE, effective January 11, 2014.

*\*Assigned to Potsdam Central School*

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

1. **Bice, Michael** – Teacher of Multi-Occupations, 1.0 FTE, effective January 25, 2014.

*\*Assigned to Seaway CTE Center*

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

1. **Perry, Janet** – Teaching Assistant, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective December 19, 2013 through January 16, 2014.

*\*Assigned to Potsdam Central School*

## Board Agenda – January 9, 2014

Attachment A (Personnel), Page 2- A

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2. **Kingrey, Lori** – Teaching Assistant, 1.0 FTE, leave of absence totaling 6 weeks, none of which falls under the Family and Medical Leave Act, effective January 6, 2014 through February 16, 2014.

*\*Assigned to Potsdam Central School*

3. **Rose, Vicky** – Teaching Assistant, 1.0 , unpaid leave of absence with no benefits, none of which falls under the Family and Medical Leave Act, effective January 11, 2014 through June 30, 2014.

*\*Assigned to Heuvelton Central School*

### **Leaves of Absence – Financial Affairs**

1. **Steele, Melissa** – Insurance Clerk, 1.0 FTE, leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective January 16, 2014 through February 27, 2014.

*\*Assigned to Educational Services Center*

2. **Sterling, Joseph** – Senior Custodian, 1.0 FTE, leave of absence totaling 10 weeks, all of which falls under the Family and Medical Leave Act, effective December 16, 2013 through February 26, 2014.

*\*Assigned to Educational Services Center*

3. **Brabaw, Erwin** – Building Maintenance Mechanic, 1.0 FTE, extension of leave of absence totaling 3 weeks, effective January 10, 2014 through January 31, 2014.

*\*Assigned to Educational Services Center*

### **Leaves of Absence – Instruction, Staff Development and Technology**

1. **Gushea, Molly** – Communications Specialist, 1.0 FTE, leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective February 24, 2014 through April 7, 2014.

*\*Assigned to Educational Services Center*

## **D. Position Reductions - Career and Technical Education**

1. **Food Service Helper** – 3.5 FTE, effective February 22, 2014.

*\*Assigned to Seaway, Southwest and Northwest CTE Centers*

## Board Agenda – January 9, 2014

Attachment A (Personnel), Page 3- A

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### Position Reduction – Financial Affairs

1. Custodial Worker – 1.0 FTE, effective December 31, 2013.

*\*Assigned to Educational Services Center*

### E. Appointments – Special Education

1. **Raymond, Lisa** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 2, \$15,051.00 (pro-rated \$8,955.34), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

2. **Gushea, Ashley** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$9,509.29), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

3. **Kelley, Rebecca** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$8,606.67), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

4. **Johnson, Sondra** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$8,606.67), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

5. **Myers, Linda** – School Social Worker, 1.0 FTE, Certified, M-18-51, \$55,833.00 (pro-rated \$33,499.80), reinstatement to tenured position effective January 6, 2014. Designated tenure area shall be School Social Worker.

*\*Initial assignment shall be Ogdensburg City School*

6. **Jones, Stefanie** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 6, \$16,823.00 (pro-rated \$10,009.68), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Massena Central School*

7. **Casey, Bridget** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$8,606.67), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

8. **Williams, Heather** – Teaching Assistant, .50 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$4,303.34), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Ogdensburg City School*

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

1. **Warren, Patrick** – from Custodial Worker to Custodian, 1.0 FTE, Grade 15 Step 5, 12 month, long year, \$29,356.00 (pro-rated \$14,677.98), 1 year probationary appointment effective January 1, 2014 through December 31, 2014.

*Assigned to Educational Services Center*

2. **Kingston, Lisa** – Senior Account Clerk, from .875 FTE to 1.0 FTE, Grade 19 Step 19, 12 month, short year, \$37,590.00 (pro-rated \$18,795.00), effective January 1, 2014.

*\*Assigned to Educational Services Center*

***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 January 9,  
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>
BARR, ANNETTE F.	Laborer	Hourly	12/09/2013-06/30/2014	\$10.00/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>
KIRKPATRICK, TABITHA L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/13/2013-06/30/2014	\$70.00/day
FAIRBANKS, ERIK M.	Sub Not Cert T Asst. max 40 da	Per Diem	01/06/2014-06/30/2014	\$70.00/day
GLOVER, ALEXANDRA B.	Sub Cert Teaching Assistant	Per Diem	12/11/2013-06/30/2014	\$70.00/day
MAGUIRE, KAYCEE M.	Sub Not Cert T Asst. max 40 da	Per Diem	12/12/2013-06/30/2014	\$70.00/day
NEWCOMBE, HEATHER M.	Sub Cert Teaching Assistant	Per Diem	12/10/2013-06/30/2014	\$70.00/day
BEEBE, CHRISTOPHER M.	Sub Not Cert T Asst. max 40 da	Per Diem	01/06/2014-06/30/2014	\$70.00/day
PLOOF, LAUREN E.	Sub Not Cert T Asst. max 40 da	Per Diem	01/06/2014-06/30/2014	\$70.00/day
SHEPHERD, ELIZABETH S.	Sub Not Cert T Asst. max 40 da	Per Diem	12/17/2013-06/30/2014	\$70.00/day
GOOBIC, SOPHIE C.	Sub Not Cert T Asst. max 40 da	Per Diem	12/16/2013-06/30/2014	\$70.00/day
LEE, OLIVIA W.	Sub Not Cert T Asst. max 40 da	Per Diem	12/16/2013-06/30/2014	\$70.00/day
GALLAGHER, RYAN E.	Sub Not Cert T Asst. max 40 da	Per Diem	12/19/2013-06/30/2014	\$70.00/day
NEWMAN, ANNA P.	Sub Not Cert T Asst. max 40 da	Per Diem	12/20/2013-06/30/2014	\$70.00/day
WATERS, KATHRYN S.	Sub Not Cert T Asst. max 40 da	Per Diem	12/18/2013-06/30/2014	\$70.00/day
WHITEFORD, MIRANDA E.	Sub Not Cert T Asst. max 40 da	Per Diem	12/17/2013-06/30/2014	\$70.00/day
SANDERSON, BRIGETTE L.	Sub Teacher Aide	Per Diem	12/17/2013-06/30/2014	\$55.00/day
SOW, MARIAM M.	Sub Not Cert T Asst. max 40 da	Per Diem	01/06/2014-06/30/2014	\$70.00/day
YOUNG, KENDRA L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/09/2013-06/30/2014	\$70.00/day
PLUMB, THOMAS J.	Sub Not Cert T Asst-6 hr/d: 40 d	Per Diem	12/18/2013-06/30/2014	\$70.00/day
VANBROCKLIN, KAREN L.	Sub Not Cert T Asst-6 hr/d: 40 d	Per Diem	12/17/2013-06/30/2014	\$70.00/day