

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

March 8, 2012  
Approved April 5, 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, March 8, 2012, 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, Patricia Gengo, Andrea Webb, Charles Alford, Nancy Cappellino, Marjorie McCullough and Steven Wilson

Absent: Dana Smith, Shelli Prespare-Weston

Others: Thomas R. Burns, Wendy Clark, Nicole Ashley, Susan Collins-Rickett, Renee' Langtry-Green, Nancy Avery, Kevin Perretta, Stephen Todd, Jennifer French and Karen Morgan

No. 2012-124  
APPROVAL OF  
MINUTES

Motion made by McCullough, seconded by Gengo, to approve the minutes of the regular Board Meeting of February 9, 2012. (In accordance with Board Policy #1432)

Yeas: All members present

Nays: None

No. 2012-125  
TREASURER'S  
REPORT

Motion made by Wilson, seconded by Webb, to accept the Treasurer's Report for period ending February 29, 2012. (In accordance with Board Policy #1432)

February 29, 2012

General Fund.....	\$6,437,365.44
Federal Fund.....	\$ 260,028.58
Trust & Agency.....	\$ 191,981.94
School Lunch.....	\$ 73,973.44
Payroll Fund.....	\$ 0.00
Capital Fund.....	\$ 648,487.10

Current Budget Allocation – Budget Report and District Billing

General Fund Budget ..... \$47,404,283.63

Yeas: All Members Present  
Nays: None

No. 2012-126  
ALL PERSONNEL  
BOARD ACTION  
AS FOLLOWS:

Motion made by McCullough, seconded by Wilson. 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. 2012-127  
COOPERATIVE  
BIDS

Motion made by Gengo, seconded by Wilson. 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: (In accordance with Board Policy #4310)

Ultra Low Sulfur Diesel Fuel and Kerosene – 2012-2013

LP Gas/Propane – 2012-2013  
Gasoline – 2012-2013

Yeas: All members present  
Nays: None

No. 2012-128  
APPROVE THE  
LSTA GRANT  
SEARCH  
APPLICATION  
FOR THE SCHOOL  
LIBRARY SYSTEM

Motion made by Cappellino, seconded by Wilson.  
Resolved, that the Board of Education of the St. Lawrence-  
Lewis BOCES, upon the recommendation of District  
Superintendent Burns, does hereby approve the LSTA  
Grant SEARCH Application for the School Library System.

Yeas: All members present  
Nays: None

NO. 2012-129  
NOTICE OF  
AMENDMENT  
OF MUNICIPAL  
COOPERATION  
AGREEMENT

Motion made by Wilson, 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 following Notice of Amendment of  
Municipal Cooperation Agreement. (In accordance with Board  
Policy #3210)

NYCLASS  
NOTICE OF AMENDMENT OF  
MUNICIPAL COOPERATION AGREEMENT

AMENDMENT DATED AS OF APRIL 2012 TO THE  
COOPERATIVE LIQUID ASSET SECURITIES SYSTEM  
MUNICIPAL COOPERATION.  
AGREEMENT AS AMENDED AND RESTATED AS OF OCTOBER  
20, 1999

The Municipal Cooperation Agreement referenced above is hereby  
amended so that is shall be by and between the Village of Potsdam  
and the participants thereto. In addition, the following definitional  
changes are made:

Section 1: The definition of “Investment Advisor” means the  
investment advisor with which the Governing Board has contracted  
to serve in such capacity under the Agreement.

The definition of “Lead Participant” means the Village of Potsdam,

but solely in its capacity as Lead Participant hereunder and not individually.

The definition of "Services Agreement" means the agreement between the Governing Board and the Investment Advisor, as the same may be amended from time to time, providing for administrative and investment advisory services to the Governing Board/

Agreed to and accepted by The St. Lawrence-Lewis BOCES

By: \_\_\_\_\_  
Thomas R. Burns, District Superintendent/Executive Officer

Yeas: All members present

Nays: None

No. 2012-130  
AMENDMENT  
#2012-089  
WITHDRAWL  
FROM  
CAPITAL  
EQUIPMENT  
RESERVE

Motion made by McCullough, 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 amendment of the Board Resolution #2012-089 to read up to the amount of \$29,000 from the Occupational Education Equipment Reserve Fund for Allied Health and the Computer Business Program, pending SED approval. (In accordance with Board Policy #4130)

Yeas: All members present

Nays: None

No. 2012-131  
CHANGE ORDER  
SLL-BOCES  
PR-005

Motion made by Webb, seconded by Wilson. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve Change Order SLL-BOCES PR-005 for removal and replacement of Water Heater, Storage Tank, and associated Piping and appurtenances in the amount of \$11,730.00. (In accordance with Board Policy #4130)

Yeas: All members present

Nays: None

No. 2012-132  
CHANGE ORDER  
#E-10  
ELECTRICAL

Motion made by Gengo, 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 Change Order #E-10 for additional work based upon the electrical equipment and labor to support the installation of new Water Heater - \$657.58 to Black River Plumbing, Heating, and Air Conditioning. (In accordance with Board Policy #4130)

Yeas: All members present  
Nays: None

No. 2012-133  
INSTALLMENT  
PURCHASE  
XEROX  
PRINTER  
OGDENSBURG  
ENLARGED CITY  
SCHOOL

Motion made by Webb, 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 installment purchase with XEROX for nine network printers for Ogdensburg Enlarged City School. (In accordance with Board Policy #4310)

Yeas: All members present  
Nays: None

No. 2012-131  
APPROVAL OF  
STAFF  
CONFERENCE  
3-13-17, 2012  
TRACY  
SHARLOW

Motion made by McCullough, 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 Conference Request for Tracy Sharlow to attend the AAHPERD National Convention March 13, 2012 through March 17, 2012. (In accordance with Board Policy #5211)

Yeas: All members present  
Nays: None

No. 2012-132  
APPROVAL OF  
STAFF  
CONFERENCE  
3-26-28, 2012

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 approve the  
Conference Request for Roberta Stillin-Dowman, Patti Fisher  
and Glenda Morales-Hanley to attend the Solution Tree  
Assessment Institute, March 26, 2012 through March 28, 2012.  
(In accordance with Board Policy #5211)

Yeas: All members present  
Nays: None

No. 2012-133  
DECLARATION  
OF THE WORK  
REMEDIATION  
AT NWT CTE  
CENTER,  
OGDENSBURG,  
NEW YORK

Motion made by Cappellino, seconded by Wilson.  
Resolved, that the Board of Education of the St. Lawrence-  
Lewis BOCES, upon the recommendation of District  
Superintendent Burns, does hereby approve the  
declaration of the work remediation at Northwest CTE  
Center as a public emergency project due to health and  
safety concerns. (General Municipal Law)

Yeas: All members present  
Nays: None

Reports:

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

Discussion Items: None

Information Items:

- A. Update on Facilities

Presentations: None

Other: Reminder – Legislative Breakfast – March 10, 2012 – location moved to ROOS  
House on SUNY Canton Campus

Pass-Around Information:

1. New Adult Ed Gateway to College and Careers Program Opening
2. Special Ed Newsletter
3. Thank you letter to D.S. for presentation at Massena BOE meeting
4. Thank you letter to Christine Leahy and Lisa McKeel

No. 2012-134  
EXECUTIVE  
SESSION

Motion made by Wilson, seconded by Cappellino to enter into Executive Session at 7:21 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

Returned to Regular Session at 8:10 p.m.

No. 2012-135  
ADMINISTRATOR  
SALARY  
2012-2013

Motion made by Gengo, 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 a one point five percent (1.5%) raise in salary for the 2012-2013 fiscal year to the Administrator Group employed by the St. Lawrence-Lewis BOCES, effective July 1, 2012. (In accordance with Board Policy # 5150)

Yeas: All members present  
Nays: None

No. 2012-136  
SUPPORT STAFF  
SALARY  
2012-2013

Motion made by Gengo, 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 a one point five percent (1.5%) raise in salary for the 2012-2013 fiscal year effective July 1, 2012, to the Support Staff Group employed by the St. Lawrence-Lewis BOCES. (In accordance with Board Policy # 5150)

Yeas: All members present  
Nays: None

No. 2012-137  
APPOINTMENT  
CO-DIRECTOR  
PER DIEM  
CHRISTINA  
MARTIN  
TLC

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 appointment of Kristina Martin, Co-Director of Teachers Learning Center, part-time, temporary appointment, at a per diem rate of \$240 per day, not to exceed 50 days, effective February 6, 2012 through June 30, 2012. (In accordance with Board Policy # 5150)

Yeas: All members present

Nays: None

No. 2012-138  
APPOINTMENT  
CO-DIRECTOR  
PER DIEM  
SUSAN  
DODDS  
TLC

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 appointment of Susan Dodds, Co-Director of Teachers Learning Center, part-time, temporary appointment, at a per diem rate of \$240 per day, not to exceed 50 days, effective February 6, 2012 through June 30, 2012. (In accordance with Board Policy # 5150)

Yeas: All members present

Nays: None

No. 2012-139  
ADJOURNMENT

Motion made by McCullough, seconded by Wilson to adjourn the meeting at 8:12 p.m. (In accordance with Board Policy #1432)

Yeas: All members present

Nays: None

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



## Board Agenda – March 8, 2012

Attachment A (Personnel), Page 1- A

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### A. Retirement – Instruction, Staff Development and Technology

1. **Law, David** – Computer Technician, 1.0 FTE, 12 years of service, effective 08/31/12.

*\*Assigned to Learning Resources Center.*

### Retirement – Special Education

1. **Swalnick, Gerald** – Teacher of Special Education, 1.0 FTE, 30 years of service, effective 06/30/15.

*\*Assigned to Northeast Campus.*

### B. Resignation – Special Education

1. **Bland, Kristina** – Teaching Assistant, .80 FTE, effective 02/13/12.

*\*Assigned to Beginning Years.*

2. **Daniels, Michelle** – Teaching Assistant, 1.0 FTE, effective 03/09/12.

*\*Assigned to Potsdam Central School.*

### C. Leaves of Absence – Special Education

1. **Davis, Lori** – Teaching Assistant, 1.0 FTE, extension of paid medical leave of absence totaling 1 week, all of which falls under the Family and Medical Leave Act, effective 02/13/12 – 02/17/12.

*\*Assigned to Heuvelton Central School.*

2. **Miller, Tina** – Secretary I, 1.0 FTE, extension of paid medical leave of absence totaling 3 weeks, all of which falls under the Family and Medical Leave Act, effective 01/31/12 – 02/17/12.

*\*Assigned to Beginning Years.*

3. **Flagg, Stacia** – Teaching Assistant, 1.0 FTE, extension of unpaid medical leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective 02/07/12 – 02/20/12.

*\*Assigned to Potsdam Central School.*

## Board Agenda – March 8, 2012

Attachment A (Personnel), Page 2- A

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4. **Murphy, Rachel** – Teaching Assistant, .80 FTE, partially paid medical leave of absence totaling 6 weeks, none of which falls under the Family and Medical Leave Act, effective 04/16/12 – 05/29/12.

*\*Assigned to Beginning Years.*

5. **Deragon, Amanda** – Teaching Assistant, 1.0 FTE, partially paid medical leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective 02/27/12 – 04/03/12.

*\*Assigned to Beginning Years.*

### **Leave of Absence – Career, Alternative and Adult Education**

1. **Frenyea, Wayne** – Teaching Assistant, 1.0 FTE, paid medical leave of absence, none of which falls under the Family and Medical Leave Act, effective 02/29/12 – 04/12/12.

*\*Assigned to Southwest Technical Center.*

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

1. **Wilhelm, Scott** – Computer Technician, 1.0 FTE, partially paid medical leave of absence, all of which falls under the Family and Medical Leave Act, effective 04/02/12 – 04/27/12.

*\*Assigned to BOCES Central Office.*

### **D. Appointment Status Change – Special Education**

1. **Lacks-Miller, Jennifer** – Teaching Assistant, resumption of tenured appointment, from .60 FTE to 1.0 FTE, \$20,022 (prorated), effective 02/06/12.

*\*Assigned to Gouverneur Central School.*

### **E. Position Reduction – Special Education**

1. **Teaching Assistant** – 1.0 FTE, effective 02/10/12.

*\*Assigned to Potsdam High School.*

## Board Agenda – March 8, 2012

Attachment A (Personnel), Page 3- A

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### F. Appointments – Special Education

1. **Fritz, Vicky** – Teaching Assistant, 1.0 FTE, temporary appointment, Level 2, Step 1, \$14,465 (prorated \$6,002), effective 02/27/12 – 06/30/12.

*\*Initial assignment shall be Kennedy Elementary School.*

2. **Theisen, Scott** – Teaching Assistant, 1.0 FTE, temporary appointment, Level 2, Step 2, \$15,051 (prorated \$6,246), effective 02/27/12 – 06/30/12.

*\*Initial assignment shall be Potsdam High School.*

3. **Cooper, Nicole** – Teacher of Special Education, 1.0 FTE, temporary appointment, U-2-0, \$36,047 (prorated \$14,959) effective 02/27/12 – 06/30/12.

*\*Initial assignment shall be Potsdam High School.*

### Appointment – Instruction Staff Development and Technology

1. **McCormick, Patricia** – After School ELA Tutor, part-time, temporary appointment for a maximum of 5 hours per week, \$20 per hour, effective 02/29/12 – 06/30/12.

*\*Initial assignment shall be SLVEC.*

***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.***