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

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.*

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***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.*

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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.*

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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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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.*

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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.*

[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.

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.

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