

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

**April 10, 2014**  
**Not Board Approved**

The Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, April 10, 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 4.00 p.m.

ROLL CALL                      Present:     Roger Bennett, Marjorie McCullough, Patricia Gengo, Nancy Cappellino, James Young, Dana Smith, Shelli Prespare-Weston, Crystal Simmons (4:05 p.m.) and Jack Zeh (4:05 p.m.)

   Absent:     None

   Others:     Thomas Burns, Steven Todd, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Jennifer French, Renee' Langtry-Green, Rafael Olazagasti, Jane Akins and Ronald Burke

No. 2014-130                      Motion made by Smith, seconded by McCullough, to approve  
APPROVAL OF                      the minutes of the Regular Board Meeting of March 13, 2014.  
MINUTES                              (In accordance with Board Policy #1432)

MARCH 13, 2014

Yeas: All members present  
Nays: None

No. 2014-131  
TREASURER'S  
REPORT

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

March 31, 2014

General Fund.....	\$1,842,440.06
Federal Fund.....	\$ 949,782.00
Trust & Agency.....	\$ 24,501.20
School Lunch.....	\$ 88,231.14
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve.....	\$ 397,577.60
Capital Project.....	\$ 95,917.56

Current Budget Allocation

General Fund Budget ..... \$55,577,643.58

Yeas: All Members Present  
Nays: None

No. 2014-132  
EXECUTIVE  
SESSION

Motion made by Cappellino, seconded by Smith to enter into Executive Session at 4:04 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 4:15 p.m.

No. 2014-133  
ALL PERSONNEL  
BOARD ACTION  
AS FOLLOWS:

Motion made by Smith, seconded by Young. 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. 2014-134  
COOPERATIVE  
BIDS

Motion made by Young, seconded by Smith. 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 for the following category: (In accordance with Board Policy #4310)

Custodial Supplies – 2014-2015

Yeas: All members present  
Nays: None

No. 2014-135  
CONFERENCE  
REQUEST  
5/12/14-5/16/14

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 Conference Request for Rachelle Romoda, Jane Akins, and Renee' Langtry-Green to visit SREB Schools in South Carolina and Georgia from May 12, 2014 through May 16, 2014. (In accordance with Board Policy #5211)

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

Other:

Annual Meeting Review – (In accordance with Board Policy #1437-Annual Meeting)

Summary of Tentative Administrative, Capital, and Program Budgets for 2014-2015 – (In accordance with Board Policy #1310 – Powers and Duties of the Board and its Officers; Board Policy #4110 – Budget Planning and Preparation; and Board Policy #4120 – Budget Development and Adoption)

Action will be requested to adopt the BOCES Administrative, Capital, and Program Budgets for 2014-2015 at the May 8, 2014, meeting of the Board of Cooperative Educational Services. This action can be initiated after the component boards of education have voted on the BOCES Administrative Budget, as presented at the BOCES Annual Meeting. The voting date, April 28, 2014, was designated by the BOCES Board President, pursuant to § 1950 subdivision 2-a(b) of the Education Law of the State of New York.

Claims Auditor Report for quarter ending March 31, 2014

Pass-Around Information:

- SLU – News on the Principals Academy
- SLU – News on the 12<sup>th</sup> Annual North Country Symposium
- Thank you letter from Lisa Grenville
- Letter from Rural Schools Association
- Science Olympiad Letter

No. 2014-136      Motion made by Smith, seconded by Simmons to adjourn the  
ADJOURNMENT      meeting at 4:46 p.m.

Yeas: All Members Present  
Nays: None

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

## Board Agenda – April 10, 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. **LaPointe, Michele** – School Counselor, 1.0 FTE, effective August 21, 2019.

*\*Assigned to Potsdam Central School*

2. **Murphy, Colleen** – Occupational Therapy Assistant, 1.0 FTE, effective December 20, 2014.

*\*Assigned to Potsdam Central School*

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

1. **Woodward, Thomas** – Motor Vehicle Operator, 1.0 FTE, amendment of original retirement date of June 30, 2014 to March 14, 2014.

*\*Assigned to Educational Services Center*

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

1. **Brown, Diane** – Teacher of Cosmetology, 1.0 FTE, effective June 30, 2015.

*\*Assigned to Seaway CTE Center*

### **Retirement – Financial Affairs**

1. **Brabaw, Erwin** – Building Maintenance Mechanic, 1.0 FTE, effective March 31, 2014.

*\*Assigned to Educational Services Center*

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

1. **Escudero, Arleen** – Teaching Assistant, 1.0 FTE, effective March 29, 2014.

*\*Assigned to Ogdensburg City School*

2. **Fussell, Latesha** – Teaching Assistant, .40 FTE, effective March 29, 2014.

*\*Assigned to Potsdam Central School*

3. **Grenville, Lisa** – Supervisor of Special Education, 1.0 FTE, effective June 30, 2014.

*\*Assigned to Potsdam Central School*

## Board Agenda – April 10, 2014

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4. **Wick, Julia** – School Counselor, 1.0 FTE, effective June 5, 2014.

*\*Assigned to Harrisville Central School*

5. **Jordan, Shannon** – Supervisor of Special Education, 1.0 FTE, effective May 1, 2014.

*\*Assigned to Ogdensburg City School*

### C. Leaves of Absence – Special Education

1. **McDonald, Sheila** – Teaching Assistant, 1.0 FTE, leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective March 25, 2014 through April 4, 2014.

*\*Assigned to Potsdam Central School*

2. **Niederer, Marla** – Teacher of Special Education, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective March 12, 2014 through April 1, 2014.

*\*Assigned to Brasher Falls Central School*

3. **Richardson, Pamela** – Teaching Assistant, 1.0 FTE, leave of absence totaling 1 week, all of which falls under the Family and Medical Leave Act, effective April 7, 2014 through April 11, 2014.

*\*Assigned to Heuvelton Central School*

4. **Drummatter, Norma** – Speech Therapist, 1.0 FTE, leave of absence totaling 3 weeks, all of which falls under the Family and Medical Leave Act, effective March 7, 2014 through March 31, 2014.

*\*Assigned to Potsdam Central School*

5. **Greene, Cheryl** – Administrative Assistant, 1.0 FTE, extension of leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective March 24, 2014 through April 7, 2014.

*\*Assigned to Educational Services Center*

6. **MacIntosh, Shaina** – Teaching Assistant, 1.0 FTE, leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective March 25, 2014 through April 13, 2014.

*\*Assigned to Ogdensburg City School*

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7. **Doran, Chelsey** – Teaching Assistant, 1.0 FTE, leave of absence totaling undetermined weeks, none of which falls under the Family and Medical Leave Act, effective April 1, 2014 until further notice.

*\*Assigned to Potsdam Central School*

8. **Whiteford II, Donald** – Teaching Assistant, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective April 3, 2014 through April 28, 2014.

*\*Assigned to Potsdam Central School*

### **Leaves of Absence - Adult, Career and Technical Education**

1. **Palleschi Jr., Phillip** – Teaching Assistant, 1.0 FTE, leave of absence totaling 7 weeks, none of which falls under the Family and Medical Leave Act, effective April 7, 2014 through June 2, 2014.

*\*Assigned to Southwest CTE Center*

2. **Jenkins, Gail** – Secretary 1, 1.0 FTE, leave of absence totaling 7 weeks, all of which falls under the Family and Medical Leave Act, effective May 15, 2014 through July 4, 2014.

*\*Assigned to Adult Education – Norwood Campus*

3. **Niederer, Robert** – Teacher of Building Trades, leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective April 29, 2014 through June 10, 2014.

*\*Assigned to Southwest CETE Center*

### **D. Appointments – Adult, Career and Technical Education**

1. **Lennox, Sean** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$5,062.70), temporary appointment effective March 17, 2014 through June 30, 2014.

*\*Initial assignment shall be Northwest CTE Center*

2. **Andrews, Jessica** – Teacher of Plant Science, 1.0 FTE, Certified, M-4-0, \$41,412.00 (pro-rated \$13,665.96), temporary appointment effective March 24, 2014 through June 30, 2014.

*\*Initial assignment shall be Seaway CTE Center*

## Board Agenda – April 10, 2014

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### Appointments – Special Education

1. **Goolden, Holly** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$4,773.48), temporary appointment effective March 24, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

2. **Ploof, Lauren** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$4,773.48), temporary appointment effective March 24, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

3. **Sow, Mariam** - Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$4,874.51), temporary appointment effective March 31, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

### E. Appointment Status Change – Special Education

1. **Colby, Jessica** – Teacher of Special Education, voluntary reduction from 1.0 FTE to .80 FTE, effective April 1, 2014 through June 30, 2014.

*\*Assigned to Potsdam Central School*

### F. Tenure Recommendations – Instruction, Staff Development and Technology

1. **Mattimore, Cassidy** – Shared Administrator, effective June 30, 2014.

*\*Assigned to Potsdam Central School*

2. **Allen, Stephanie** – Shared Administrator, effective September 7, 2014.

*\*Assigned to Educational Services Center*

3. **Warner, Lisa** – Teacher of Art, effective August 31, 2014.

*\*Assigned to Brasher Falls Central School*

4. **Panshin, Natalie** – Library Media Specialist, effective October 31, 2014.

*\*Assigned to Educational Services Center*



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### Tenure Recommendations – Adult, Career and Technical Education

1. **Hoch, Ralph** – Teacher of Culinary Careers, effective August 31, 2014.

*\*Assigned to Southwest CTE Center*

### Tenure Recommendations – Special Education

1. **Hendershot, Anna** – Teacher of Special Education, effective September 30, 2014.

*\*Assigned to Potsdam Central School*

2. **Barr, Theresa** – Teacher of Special Education, effective October 25, 2014.

*\*Assigned to Ogdensburg City School*

3. **Ashlaw, Marianne** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Potsdam Central School*

4. **Brady, Moriah** – Teaching Assistant, effective September 20, 2014.

*\*Assigned to Potsdam Central School*

5. **Bruggemann, Kimberly** – Teaching Assistant, effective September 18, 2014.

*\*Assigned to Potsdam Central School*

6. **Connelly, Kelly** – Teaching Assistant, effective September 20, 2014.

*\*Assigned to Potsdam Central School*

7. **Davey, Lindsay** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Massena Central School*

8. **Dow, Kristie** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Potsdam Central School*

9. **Gilmour, Jillian** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Ogdensburg City School*

10. **Whiteford, Christi** – Teaching Assistant, effective November 6, 2014.

*\*Assigned to Potsdam Central School*

11. **Littlejohn, Casey** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Potsdam Central School*

12. **Paro, Jessica** – Teaching Assistant, effective November 13, 2014.

*\*Assigned to Ogdensburg City School*

13. **Peck, Chelsi** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Potsdam Central School*

14. **Peters, Adam** – Teaching Assistant, effective September 25, 2014.

*\*Assigned to Educational Services Center*

15. **Simons, Kelly** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Heuvelton Central School*

16. **Willmart, Jacqueline** – Teaching Assistant, effective August 31, 2014.

*\*Assigned to Potsdam Central School*

#### **G. Extension of Probationary Period – Adult, Career and Technical Education**

1. **Hughes, Jonathan**, Teacher of Machine Trades, 1.0 FTE, extension of probationary period for one year from September 1, 2014 through August 31, 2015.

*\*Assigned to Northwest CTE 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  
April 10, 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

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
GILMAN, JUDY L.	Hourly Adult Ed Instructor	Hourly	03/07/2014-06/30/2014	\$26.50/hr
EGGLESTON, MARCIA M.	Director of SLS/LR Supervisor for Training Purposes	Hourly	03/06/2014-06/30/2014	\$38.12/hr
BROCKMILLER, BIANCA L.	Hourly Adult Ed Instructor	Hourly	03/18/2014-06/30/2014	\$26.50/hr
HOPPER, SARAH L.	Workshop Presenter	Hourly	02/14/2014-06/30/2014	\$50.00/hr
DURANT JR, BRUCE J.	Workshop Presenter	Hourly	03/19/2014-06/30/2014	\$50.00/hr
GRANT, DANIELLE D.	Workshop Presenter	Hourly	10/11/2013-06/30/2014	\$50.00/hr
THRASHER, GWEN I.	Keyboard Specialist	Hourly	04/07/2014-06/30/2014	\$16.97/hr
DULLEA, PATRICIA L.	Tch Special Ed	Hourly - Up to 7 hours per week	04/01/2014-06/30/2014	\$47.83/hr

#### Per Diem, Substitutes and Workshop Stipends

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
JOHNSON, CHRISTOPHER T.	Mentoring	Per Diem	10/19/2013-06/30/2014	\$105.00/day
HATHAWAY, JR, ROBERT W.	Sub Not Cert T Asst. max 40 da	Per Diem	03/10/2014-06/30/2014	\$70.00/day
BROWN, BRITTANEY E.	Sub Not Cert T Asst. max 40 da	Per Diem	03/13/2014-06/30/2014	\$70.00/day
MURRAY, BARBARA R.	Sub Not Cert Teacher max 40 d	Per Diem	03/18/2014-06/30/2014	\$85.00/day
BEEBE, CHRISTOPHER M.	Sub Cert Teaching Assistant	Per Diem	03/31/2014-06/30/2014	\$70.00/day
ROACH, VIVIANE M.	Sub Tch Assist Long Term	Per Diem	02/24/2014-06/30/2014	\$72.33/day
MCLEAR, ANGELA B.	Sub Cert Teaching Assistant	Per Diem	03/31/2014-06/30/2014	\$70.00/day
PLUMB, THOMAS J.	Sub Not Cert Teacher max 40 d	Per Diem	04/03/2014-06/30/2014	\$85.00/day