

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

**March 13, 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, March 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, Patricia Gengo, Nancy Cappellino, James Young, Jack Zeh and Dana Smith (via Skype)

   Absent:        Crystal Simmons and Shelli Prespare-Weston

   Others:        Thomas Burns, Steven Todd, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Craig Lalonde, Renee' Langtry-Green and Lori Montpetit

Presentation: Lori Montpetit (Supervisor – Transition Program for Special Education) presented on the following programs: Transition Services-Community Based Work Program for students and Transition Services-Supported Employment Program for adults.

No. 2014-122                      Motion made by Cappellino, seconded by McCullough, to approve  
APPROVAL OF                      the minutes of the Regular Board Meeting of February 13, 2014.  
MINUTES                              (In accordance with Board Policy #1432)

FEB. 13, 2014                      Yeas: All members present  
   Nays: None

No. 2014-123  
TREASURER'S  
REPORT

Motion made by Smith, seconded by McCullough, to accept the Treasurer's Report for period ending February 28, 2014. (In accordance with Board Policy #1432)

February 28, 2014

General Fund.....	\$2,169,773.12
Federal Fund.....	\$ 827,863.00
Trust & Agency.....	\$ 8,848.18
School Lunch.....	\$ 87,947.23
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve.....	\$ 397,570.85
Capital Project.....	\$ 216,318.92

Current Budget Allocation

General Fund Budget ..... \$55,230,309.72

Yeas: All Members Present

Nays: None

No. 2014-124  
ALL PERSONNEL  
BOARD ACTION  
AS FOLLOWS:

Motion made by Cappellino, 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. 2014-125  
COOPERATIVE  
BIDS

Motion made by Smith, 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 Cooperative Bid award to lowest bidder meeting specifications for the following category:  
(In accordance with Board Policy #4310)

- Ultra Low Kerosene – 2014-2015
- Ultra Low Sulfur Diesel Fuel – 2014-2015
- Fuel Oil – Plan C – Fluctuating – 2014-2015
- Gasoline – 2014-2015
- LP Gas/Propane – 2014-2014

Yeas: All members present  
Nays: None

No. 2014-126  
ADOPTION OF  
2014-2015  
COMMON  
SCHOOL  
CALENDAR

Motion made by Gengo, seconded by Young. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby adopt the 2014-2015 Common School Calendar for the St. Lawrence-Lewis BOCES Sole Supervisory District, as approved and adopted by the majority of the component school districts. (In accordance with Board Policy #7320)

Yeas: All members present  
Nays: None

No. 2014-127  
DONATION  
FROM MONROE  
MOTOR  
PRODUCTS - 3M  
AUTOMOTIVE  
SUPPLIES-SATC

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 accept the donation in the amount of \$8,576.75 for the 3M automotive supplies donated from Monroe Motor Products through its local store, Potsdam Parts Plus for SATC. (In accordance with Board Policy #4230)

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

Presentation:

Special Education Presentation by Lori Montpetit

Other: None

Pass-Around Information:

Nancy Cappellino – Gouverneur VFW Ladies Auxiliary Award of the Year

No. 2014-128  
EXECUTIVE  
SESSION

Motion made by Young, seconded by Gengo to enter into Executive Session at 7:05 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 7:25 p.m.

No. 2014-129  
ADJOURNMENT

Motion made by Young, seconded by Cappellino to adjourn the meeting at 7:26 p.m.

Yeas: All Members Present  
Nays: None

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

## Board Agenda – March 13, 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. **Miller, Sharon**, Teacher of Special Education, 1.0 FTE, effective June 30, 2018.

*\*Assigned to Potsdam Central School*

2. **Holz, Raymond** – School Counselor, 1.0 FTE, effective June 30, 2017.

*\*Assigned to Potsdam Central School*

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

1. **\*Perry, Jeanette** – Teacher of Early Childhood Occupation, 1.0 FTE, effective July 1, 2019.

*\*Assigned to Southwest CTE Center*

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

1. **Foster, Matthew** - Teacher of Agriculture, 1.0 FTE, effective March 4, 2014.

*\*Assigned to Southwest CTE Center*

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

1. **Greene, Cheryl** – Administrative Assistant, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective March 10, 2014 through March 24, 2014.

*\*Assigned to Educational Services Center*

2. **Maguire, Mallorie** – Teaching Assistant, 1.0 FTE, leave of absence totaling 13 weeks, none of which falls under the Family and Medical Leave Act, effective February 8, 2014 through May 22, 2014.

*\*Assigned to Potsdam Central School*

3. **Spotswood, Susan** – Teaching Assistant, 1.0 FTE, leave of absence totaling undetermined weeks, none of which falls under the Family and Medical Leave Act, effective February 24, 2014 until further notice.

*\*Assigned to St. Lawrence Psychiatric Center*

## Board Agenda – March 13, 2014

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4. **Thrasher, Virginia** – Teaching Assistant, 1.0 FTE, leave of absence totaling 6 weeks, none of which falls under the Family and Medical Leave Act, effective February 24, 2014 through April 16, 2014.

*\*Assigned to Potsdam Central School*

5. **Bomyea, Maureen** – Teacher of Speech and Hearing Impaired, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective February 4, 2014 through February 14, 2014.

*\*Assigned to Heuvelton Central School*

6. **\*Glover, Alexandra** – Teaching Assistant, .80 FTE, leave of absence for undetermined weeks, none of which falls under the Family and Medical Leave Act, effective February 1, 2014 until further notice.

*\*Assigned to Ogdensburg City School*

7. **\*Besaw, Lynette** – Teaching Assistant, 1.0 FTE, leave of absence totaling 1 week, none of which falls under the Family and Medical Leave Act, effective February 25, 2014 through March 5, 2014.

*\*Assigned to Gouverneur Access Center*

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

1. **Pearl, Debra** – Insurance Clerk, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective February 14, 2014 through February 28, 2014.

*\*Assigned to Educational Services Center*

### **D. Appointments – Special Education**

1. **Cole, Stacie** – 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*

2. **Shampine, Anne** – Teaching Assistant, .80 FTE, Certified, Schedule 2 Step 12, \$19,298.00 (pro-rated \$9,185.85), temporary appointment effective January 6, 2014 through June 30, 2014.

*\*Initial assignment shall be Ogdensburg City School*

## Board Agenda – March 13, 2014

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3. **Talcott, Jennifer** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$5,424.35), temporary appointment effective March 10, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

4. **\*Maguire, Kaila** – Teacher of APE, .40 FTE, C-1-0, \$38,873.00 (pro-rated \$5,597.70), temporary appointment effective March 13, 2014 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

5. **\*Maguire, Kaila** – Teaching Assistant, .60 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$3,452.11), temporary appointment effective March 13, 2014 through June 30, 2014

*\*Initial assignment shall be Potsdam Central School*

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

1. **Cavanaugh, Carolyn** – Data Entry Machine Operator, .50 FTE, 16L Step 2, \$14,155.00 (pro-rated \$4,718.34), 1 year civil service probationary appointment effective March 3, 2014 through March 2, 2015.

*\*Initial assignment shall be Adult Education – Seaway CTE Center*

### **Appointments – Instruction, Staff Development and Technology**

1. **Fields, Amy** – Shared AIS English/Math Teacher, 1.0 FTE, Certified, M-8-60, \$46,533 (pro-rated \$17,449.85), temporary appointment effective March 10, 2014 through June 30, 2014.

*\*Initial assignment shall be Massena and Brasher Falls Central Schools*

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

1. **Miller, Jan** – Lead Teaching Assistant, 1.0 FTE, voluntary reduction from 12 months to 10 months, Certified, Schedule 2 Step 15, \$20,759.00 (pro-rated \$7,784.60), effective March 10, 2014.

*\*Assigned to Potsdam Central School*

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

1. Licensed Practical Nurse, 1.0 FTE, effective March 13, 2014.

*\*Located at Ogdensburg City School*

**Board Agenda – March 13, 2014**

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***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.***

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# ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

March 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

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
HUCZEL, TRACY M.	Hourly Adult Ed Instructor	Hourly	03/10/2014-06/30/2014	\$26.50/hr
MOORE, MARILYN J.	Hourly Adult Ed Instructor	Hourly	03/10/2014-06/30/2014	\$26.50/hr
LADOUCEUR, ROBERT J.	Workshop Presenter	Hourly	01/20/2014-06/30/2014	\$50.00/hr
RASTLEY, CARMEL M.	Hourly Adult Ed Instructor	Hourly	02/24/2014-06/30/2014	\$26.50/hr

### Per Diem, Substitutes and Workshop Stipends

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
PEOPLES, JARROD C.	Sub Not Cert T Asst. max 40 da	Per Diem	02/14/2014-06/30/2014	\$70.00/day
HAMMOND, KIRA M.	Sub Cert Teaching Assistant	Per Diem	02/12/2014-06/30/2014	\$70.00/day
PRASHAW, JARED M.	Sub Not Cert T Asst. max 40 da	Per Diem	02/10/2014-06/30/2014	\$70.00/day
SCOTT, DIANE B.	Sub Not Cert Teacher max 40 d	Per Diem	02/04/2014-06/30/2014	\$85.00/day
LACOMB-KATZMAN, KAREN L.	Sub Cert Teaching Assistant	Per Diem	02/10/2014-06/30/2014	\$70.00/day
TALCOTT, JENNIFER H.	Sub Cert Teaching Assistant	Per Diem	02/28/2014-06/30/2014	\$70.00/day
HATHAWAY, JR, ROBERT W.	Sub Not Cert Teacher max 40 d	Per Diem	03/05/2014-06/30/2014	\$85.00/day
HURTEAU, REGINA L.	Sub Not Cert T Asst. max 40 da	Per Diem	03/05/2014-06/30/2014	\$70.00/day
BAER, MAUREEN L.	Sub Certified Teacher	Per Diem	02/28/2014-06/30/2014	\$85.00/day
MCLEAR, ANGELA B.	Sub Not Cert T Asst. max 40 da	Per Diem	03/06/2014-06/30/2014	\$70.00/day
JOHNSTON, JOHN W.	Sub Not Cert T Asst. max 40 da	Per Diem	03/10/2014-06/30/2014	\$70.00/day
ROBINSON, BRYANT S.	Sub Not Cert Teacher max 40 d	Per Diem	02/10/2014-06/30/2014	\$85.00/day
HARPER, LUCAS S.	Sub Not Cert T Asst. max 40 da	Per Diem	03/10/2014-06/30/2014	\$70.00/day
MAGUIRE, KAILA M.	Sub Cert Teaching Assistant	Per Diem	01/06/2014-06/30/2014	\$70.00/day