

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

**December 12, 2013**  
**Board Approved January 9, 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, December 12, 2013, 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 4.15 p.m.

ROLL CALL                      Present:      Roger Bennett, Dana Smith, Marjorie McCullough, Crystal Simmons, Patricia Gengo, Nancy Cappellino, Shelli Prespare-Weston, Jack Zeh and James Young

   Absent:        None

   Others:        Thomas R. Burns, Susan Collins-Rickett, Stephen Todd, Nancy Avery, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Jennifer French, Rafael Olazagasti and Renee' Langtry-Green

No. 2014-084                      Motion made by Smith, seconded by McCullough, to approve  
APPROVAL OF                      the minutes of the Regular Board Meeting of November 14, 2013.  
MINUTES                              (In accordance with Board Policy #1432)  
NOV. 14, 2013

   Yeas: All members present  
   Nays: None

No. 2014-085  
TREASURER'S  
REPORT

Motion made by McCullough, seconded by Cappellino, to accept the Treasurer's Report for period ending November 30, 2013. (In accordance with Board Policy #1432)

November 30, 2013

General Fund.....	\$2,191,301.06
Federal Fund.....	\$ 1,051,609.51
Trust & Agency.....	\$ 8,809.69
School Lunch.....	\$ 97,889.44
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve.....	\$ 397,551.25
Capital Project.....	\$ 253,983.66

Current Budget Allocation

General Fund Budget ..... \$53,377,612.03

Yeas: All Members Present

Nays: None

No. 2014-086  
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. 2014-087  
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)

Institutional Paper – 2<sup>nd</sup> half – 2013-2014  
Computer Supplies – 2<sup>nd</sup> half – 2013-2014

Yeas: All members present

Nays: None

No. 2014-088  
CERTIFICATION  
OF QUALIFIED  
LEAD  
EVALUATORS OF  
CLASSROOM  
TEACHERS -  
8 NYCSS  
§30-2.9(b)

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 following Resolution:  
(In accordance with NYCRR)

BE IT RESOLVED THAT Shannon Jordan and Cindy Belleau are hereby certified as Qualified Lead Evaluators of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9(b):

- (1) The New York State Teaching Standards, and their related elements and performance indicators;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- (4) Application and use of the State-approved rubrics selected by the St. Lawrence-Lewis BOCES for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;
- (5) Application and use of the assessment tools that the St. Lawrence-Lewis BOCES utilizes to evaluate its classroom teachers;
- (6) Application and use of the State-approved locally selected measures of student achievement used by the St. Lawrence-Lewis BOCES to evaluate its classroom teachers;
- (7) The scoring methodology utilized by the Department and the St. Lawrence-Lewis BOCES to evaluate a classroom teacher under 8 NYCRR §30-2, including:
  - (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and

- (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and
- (8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9(b), will be provided once the NYS Education Department makes available the information required for such training.

This certification has been issued in accordance with the process for certifying lead evaluators described in the St. Lawrence-Lewis BOCES annual professional performance review plan.

Yeas: All members present  
Nays: None

No. 2014-089  
SLL BOCES  
ANNUAL  
PROFESSIONAL  
DEVELOPMENT  
PLAN (PDP)

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 St. Lawrence-Lewis BOCES Annual Professional Development Plan (PDP) as mandated by Part 100.2 of Commissioner Regulations (8 NYCRR § 100.2 (dd)(3)(i)(e).

Yeas: All members present  
Nays: None

No. 2014-090  
INSTALLMENT  
PURCHASE  
XEROX  
OGDENSBURG  
CITY SCHOOL  
& LISBON  
CENTRAL

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 installment purchases with Xerox for four (4) network printers for Ogdensburg City School and two (2) network printers for Lisbon Central School. (In accordance with Board Policy #4310)

Yeas: All members present  
Nays: None

Reports:

- A. Thomas R. Burns, District Superintendent/Executive Officer
- B. Stephen J. Todd, Assistant Superintendent for Instruction
- C. Beginning Years Program Update – Nancy Avery

Discussion Items:

- Employment of Retired Persons Policy #5190 – (Revised) (In accordance With Board Policy #1410 – Formulation, Amendment, and Adoption of Policy)
- Potsdam Capital Project – Building Blocks Day Care

Information:

- Update on Facilities
- Northwest Tech Senior Recognition Day has been changed to June 11, 2014 at 9:00 a.m. and will be held at Lisbon Central School.

Presentations: None

Other: None

Pass-Around Information:

- A. The Catalyst – Fall 2013
- B. Thank you from Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.

No. 2014-091  
EXECUTIVE  
SESSION

Motion made by Smith, seconded by Simmons to enter into Executive Session at 5:10 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 5:20 p.m.

No. 2014-092      Motion made by Smith, seconded by McCullough to adjourn the  
ADJOURNMENT      meeting at 5:21 p.m.

Yeas: All Members Present

Nays: None

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

## Board Agenda – December 12, 2013

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. **Downey, Gregory** – Teacher of Special Education, 1.0 FTE, effective June 30, 2014.

*\*Assigned to Community Connections – Washington School*

2. **LePage, Brenda** – Teaching Assistant, 1.0 FTE, effective June 30, 2014.

*\*Assigned to Potsdam Central School*

3. **\*Carson, Barry** – School Counselor, 1.0 FTE, effective June 30, 2014.

*\*Assigned to Transition Services – Washington School*

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

1. **Cappello, Lauren** – Administrative Assistant, 1.0 FTE, effective June 30, 2014.

*\*Assigned to Educational Services Center and Seaway CTE Center*

2. **Bronson, Ann** – Food Service Helper, 1.0 FTE, effective February 21, 2014.

*\*Assigned to Seaway CTE Center*

### **Retirements – Financial Affairs**

1. **Cilley, Stephanie** – Data Machine Entry Operator, 1.0 FTE, effective August 2, 2014.

*\*Assigned to Educational Services Center*

2. **Seymour, Judith** – Account Clerk/Typist, 1.0 FTE, effective November 29, 2014.

*\*Assigned to Educational Services Center*

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

1. **Williams, Heather** – Teaching Assistant, 1.0 FTE, effective November 20, 2013.

*\*Assigned to Potsdam Central School*

2. **\*Young, Jarilyn** – Teaching Assistant, 1.0 FTE, effective December 21, 2013.

*\*Assigned to Massena Central School*

## Board Agenda – December 12, 2013

Attachment A (Personnel), Page 2- A

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### Resignations – Career and Technical Education & Adult Education

1. **Barr, Annette** – Food Service Helper, 1.0 FTE, contingent upon Board approval of appointment to the position of Teaching Assistant, effective December 7, 2013.

*\*Assigned to Northwest CTE Center*

### C. Leaves of Absence – Instructional Technology/Staff Development

1. **Griswold, Trina** – Teacher of Literacy, 1.0 FTE, leave of absence totaling 1 week, all of which falls under the Family and Medical Leave Act, effective December 5, 2013 through December 12, 2013.

*\*Assigned to Educational Services Center*

### Leaves of Absence – Career and Technical Education & Adult Education

1. **Boula, James** – Teaching Assistant, 1.0 FTE, leave absence totaling 5 weeks, none of which falls under the Family and Medical Leave Act, effective January 28, 2014 through March 7, 2014.

*\*Assigned to Seaway CTE Center*

### Leaves of Absence – Special Education

1. **Rose, Vicky** – Teaching Assistant, 1.0 FTE, unpaid leave of absence with no benefits totaling 4 weeks, none of which falls under the Family and Medical Leave Act, effective December 13, 2013 through January 10, 2014.

*\*Assigned to Heuvelton Central School*

2. **\*Clary, Virginia** – Teaching Assistant, 1.0 FTE, leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective December 16, 2013 through January 13, 2014.

*\*Assigned to Potsdam Central School*

3. **\*Maguire, Mallorie** – Teaching Assistant, 1.0 FTE, unpaid leave of absence totaling 2 weeks, none of which falls under the Family and Medical Leave Act, effective December 2, 2013 through December 12, 2013

*\*Assigned to Potsdam Central School*

### Leaves of Absence – Financial Affairs

1. **\*Brabaw, Erwin** – Building Maintenance Mechanic, 1.0 FTE, leave of absence totaling 5 weeks, all of which falls under the Family and Medical Leave Act, effective December 9, 2013 through January 9, 2014.

*\*Assigned to Educational Services Center*



## Board Agenda – December 12, 2013

Attachment A (Personnel), Page 3- A

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### D. Appointments – Special Education

1. **King, Angela** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 2, \$15,051.00 (pro-rated \$11,965.54), temporary appointment effective November 4, 2013 through June 30, 2014.

*\*Initial assignment shall be Ogdensburg City School*

2. **Brown, Brittaney** – LPN, 1.0 FTE, Licensed, Schedule 2 Step 14, \$20,022.00 (pro-rated \$14,415.84), temporary appointment effective November 25, 2013 through June 30, 2014.

*\*Initial assignment shall be Ogdensburg City School*

3. **Fields, Jessica** – Keyboard Specialist, 1.0 FTE, Grade 15 – Long Year, Step Base, \$26,493.00 (pro-rated \$16,371.35), probationary appointment effective November 19, 2013 through November 18, 2014.

*\*Initial assignment shall be Heuvelton Central and Ogdensburg City School*

4. **McDonald, Debbie** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$11,906.59), temporary appointment effective November 18, 2013 through June 30, 2014.

*\*Initial assignment shall be Heuvelton Central School*

5. **Vance, Tiffany** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$10,787.85), temporary appointment effective December 9, 2013 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

6. **Wilhelm, Stephanie** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 2, \$15,051.00 (pro-rated \$10,159.40), temporary appointment effective December 9, 2013 through June 30, 2014.

*\*Initial assignment shall be Lisbon central School*

7. **Wilkins, Emily** - Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 4, \$15,982.00 (pro-rated \$10,787.85), temporary appointment effective December 9, 2013 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

## Board Agenda – December 12, 2013

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8. \***Suarez, Julie** – Teaching Assistant, .50 FTE, Certified, Schedule 2 Step 22, \$25,939.00 (pro-rated \$8,754.40), temporary appointment effective December 9, 2013 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

9. \***Tyo, Allisia** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 2, \$15,051.00 (pro-rated \$10,159.40), temporary appointment effective December 9, 2013 through June 30, 2014.

*\*Initial assignment shall be Potsdam Central School*

10. \***Barr, Annette** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 19, \$23,384.00 (pro-rated \$15,784.20), temporary appointment effective December 9, 2013 through June 30, 2014.

*\*Initial assignment shall be 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.***

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# ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

December 12, 2013

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
ROBINSON, SUSAN C.	Hourly Adult Ed Instructor	Hourly	11/04/2013-06/30/2014	\$26.50/hr
BILLINGS, PAIGE N.	Stipend/WorkshopTRS reportable	Hourly	07/31/2013-06/30/2014	\$16.67/hr

### Per Diem, Substitutes and Workshop Stipends

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
HAMMOND, KENDRA L.	Sub Not Cert T Asst. max 40 da	Per Diem	10/07/2013-06/30/2014	\$70.00/day
REYNOLDS, TARA J.	Sub Certified Teacher	Per Diem	11/04/2013-06/30/2014	\$85.00/day
PRASHAW, JARED M.	Sub Not Cert Teacher max 40 d	Per Diem	11/08/2013-06/30/2014	\$85.00/day
RETFERFORD, DANA J.	Project Coordinator	Per Diem	10/17/2013-06/30/2014	\$425.00/day
RODRIGUEZ, ANGELA D.	Sub Cert Teaching Assistant	Per Diem	11/01/2013-06/30/2014	\$70.00/day
CASEY, BRIDGET M.	Sub Not Cert T Asst. max 40 da	Per Diem	11/18/2013-06/30/2014	\$70.00/day
TYO, ALLISIA J.	Sub Not Cert T Asst. max 40 da	Per Diem	11/18/2013-06/30/2014	\$70.00/day
FRASER, KAREN E.	Sub Not Cert T Asst. max 40 da	Per Diem	11/07/2013-06/30/2014	\$70.00/day
MCCARGAR, AMBER L.	Sub Not Cert T Asst. max 40 da	Per Diem	11/15/2013-06/30/2014	\$70.00/day
PLUMMER, CLAIRE V.	Sub Not Cert T Asst. max 40 da	Per Diem	11/18/2013-06/30/2014	\$70.00/day
MACKAY, LAUREN A.	Sub Not Cert T Asst. max 40 da	Per Diem	10/18/2013-06/30/2014	\$70.00/day
NETTO, ALFRED J.	Sub Not Cert Teacher max 40 d	Per Diem	11/25/2013-06/30/2014	\$85.00/day
GRANT, DALE R.	Hourly Adult Ed Instructor	Per Diem	11/21/2013-06/30/2014	\$26.50/day
GRIFFIN, SANDRA L.	Sub Cert Teaching Assistant	Per Diem	12/02/2013-06/30/2014	\$70.00/day
DAVIS, EMILY R.	Sub Cert Teaching Assistant	Per Diem	11/12/2013-06/30/2014	\$70.00/day
FARR, TZVETA T.	Sub Certified Teacher	Per Diem	11/19/2013-06/30/2014	\$85.00/day
BROWN, BRITTANEY E.	Sub LPN	Per Diem	11/19/2013-06/30/2014	\$100.00/day
BURNETT, MOLLY B.	Sub Not Cert T Asst. max 40 da	Per Diem	12/04/2013-06/30/2014	\$70.00/day
SHOLETTE, TAMMY M.	Sub Not Cert T Asst. max 40 da	Per Diem	12/09/2013-06/30/2014	\$70.00/day
MYERS, JENNIFER L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/12/2013-06/30/2014	\$70.00/day
MCELHEARN, JOHN D.	Sub Cert Teaching Assistant	Per Diem	12/11/2013-06/30/2014	\$70.00/day
RAYMOND, LISA M.	Sub Cert Teaching Assistant	Per Diem	12/11/2013-06/30/2014	\$70.00/day
LALONDE, MARILYN K.	Sub Not Cert T Asst. max 40 da	Per Diem	12/13/2013-06/30/2014	\$70.00/day