

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

January 9, 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, January 9, 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, Dana Smith, Marjorie McCullough, Crystal Simmons, Patricia Gengo, Nancy Cappellino, Shelli Prespare-Weston and James Young |
| Absent: | Jack Zeh |
| Others: | Thomas R. Burns, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Jennifer French, Rafael Olazagasti, Renee' Langtry-Green, Reginald McDonald, Joyce Trzaskos, Dr. James Carroll (Clarkson University) and Kimberly Oakes (Clarkson University Student) |

Presentation: Reginald McDonald (Regional Supervisor, Potsdam Special Education School-age Program-Special Education), Joyce Trzaskos (St. Lawrence-Lewis BOCES BCBA), Dr. James Carroll (Clarkson University) and Kim Oakes (Clarkson University student) demonstrated the robot "Nano" that through a partnership with Clarkson University will be used for instruction in the 6:1+1 Applied Behavior Analysis (ABA) classrooms located in the Potsdam district.

No. 2014-100
APPROVAL OF
MINUTES
DEC. 12, 2013

Motion made by Young, seconded by McCullough, to approve the minutes of the Regular Board Meeting of December 12, 2013. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2014-101
APPROVAL OF
SPECIAL BOE
MINUTES
DEC. 19, 2013

Motion made by Young, seconded by McCullough, to approve the minutes of the Special Board Meeting of December 19, 2013. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2014-102
TREASURER'S
REPORT

Motion made by McCullough, seconded by Young, to accept the Treasurer's Report for period ending December 31, 2013. (In accordance with Board Policy #1432)

December 31, 2013

| | |
|--------------------------------|-----------------|
| General Fund..... | \$4,012,702.42 |
| Federal Fund..... | \$ 1,903,479.34 |
| Trust & Agency..... | \$ 8,809.99 |
| School Lunch..... | \$ 95,325.13 |
| Payroll Fund..... | \$ 0.00 |
| Capital Equipment Reserve..... | \$ 397,558.00 |
| Capital Project..... | \$ 253,985.81 |

Current Budget Allocation

General Fund Budget \$54,380,460.13

Yeas: All Members Present
Nays: None

No. 2014-103
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. 2014-105
POLICY #5190-
EMPLOYMENT OF
RETIRED
PERSONS

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 changes to Policy #5190 – Employment of Retired Persons. (In accordance with Board Policy #1410)

Yeas: All members present
Nays: None

No. 2014-106
APPROVAL OF
LEASE BETWEEN
TOWN OF
MASSENA AND
BOCES – ONE YR.
JAN. 1, 2014 -
DEC. 31, 2014

Motion made by Cappellino, 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 one-year Lease Agreement between the Town of Massena, the landlord and St. Lawrence-Lewis BOCES, the tenant at \$300 per month. The premise to be Leased is described as the “Mattis Room” located on the lower level of the Massena Public Library. Term of lease shall be from January 1, 2014 through December 31, 2014. (In accordance with Board Policy #4510)

Yeas: All members present
Nays: None

No. 2014-107
APPROVAL OF
MUNICIPAL
COOPERATION
AGREEMENT
FIFTH
AMENDMENT

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 Fifth Amendment, effective October 29, 2013, to the Municipal Cooperation Agreement of the St. Lawrence-Lewis Counties School District Employees Medical Plan Fund.

Yeas: All members present
Nays: None

Reports:

- A. Thomas R. Burns, District Superintendent/Executive Officer
- B. Stephen J. Todd, Assistant Superintendent for Instruction

Discussion Items: None

Information:

- Update on Facilities

Other:

- Three-Year Average for Career and Technical Education Enrollment

Pass-Around Information:

- A. Article from After Canton Fall 2013 Magazine on Nancy Cappellino

No. 2014-108 EXECUTIVE SESSION Motion made by McCullough, seconded by Simmons to enter into Executive Session at 7:15 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 7:39 p.m.

No. 2014-109 ADJOURNMENT Motion made by Cappellino, seconded by Simmons to adjourn the meeting at 7:40 p.m.

Yeas: All Members Present
Nays: None

Susan A. Collins-Rickett, District Clerk

Board Agenda – January 9, 2014

Attachment A (Personnel), Page 1- A

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

A. Retirements – Special Education

1. **Spotswood, Susan** – Teaching Assistant, 1.0 FTE, effective June 30, 2014.

**Assigned to St. Lawrence Psychiatric Center*

2. **Avery, Nancy** – Director of Special Education, 1.0 FTE effective July 31, 2015.

**Assigned to Educational Services Center*

Retirements – Career and Technical Education

1. **Gardner, John** – Teacher of HVAC, 1.0 FTE, effective August 31, 2016.

**Assigned to Seaway CTE Center*

2. **Mullaney, Patrick** – Teacher of Auto Mechanics, effective July 1, 2018.

**Assigned to Southwest CTE Center*

B. Resignations – Special Education

1. **Bremer, Elizabeth** – Teaching Assistant, 1.0 FTE, effective January 11, 2014.

**Assigned to Potsdam Central School*

Resignations – Career and Technical Education

1. **Bice, Michael** – Teacher of Multi-Occupations, 1.0 FTE, effective January 25, 2014.

**Assigned to Seaway CTE Center*

C. Leaves of Absence – Special Education

1. **Perry, Janet** – Teaching Assistant, 1.0 FTE, leave of absence totaling 2 weeks, all of which falls under the Family and Medical Leave Act, effective December 19, 2013 through January 16, 2014.

**Assigned to Potsdam Central School*

Board Agenda – January 9, 2014

Attachment A (Personnel), Page 2- A

2. **Kingrey, Lori** – Teaching Assistant, 1.0 FTE, leave of absence totaling 6 weeks, none of which falls under the Family and Medical Leave Act, effective January 6, 2014 through February 16, 2014.

**Assigned to Potsdam Central School*

3. **Rose, Vicky** – Teaching Assistant, 1.0 , unpaid leave of absence with no benefits, none of which falls under the Family and Medical Leave Act, effective January 11, 2014 through June 30, 2014.

**Assigned to Heuvelton Central School*

Leaves of Absence – Financial Affairs

1. **Steele, Melissa** – Insurance Clerk, 1.0 FTE, leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective January 16, 2014 through February 27, 2014.

**Assigned to Educational Services Center*

2. **Sterling, Joseph** – Senior Custodian, 1.0 FTE, leave of absence totaling 10 weeks, all of which falls under the Family and Medical Leave Act, effective December 16, 2013 through February 26, 2014.

**Assigned to Educational Services Center*

3. **Brabaw, Erwin** – Building Maintenance Mechanic, 1.0 FTE, extension of leave of absence totaling 3 weeks, effective January 10, 2014 through January 31, 2014.

**Assigned to Educational Services Center*

Leaves of Absence – Instruction, Staff Development and Technology

1. **Gushea, Molly** – Communications Specialist, 1.0 FTE, leave of absence totaling 6 weeks, all of which falls under the Family and Medical Leave Act, effective February 24, 2014 through April 7, 2014.

**Assigned to Educational Services Center*

D. Position Reductions - Career and Technical Education

1. **Food Service Helper** – 3.5 FTE, effective February 22, 2014.

**Assigned to Seaway, Southwest and Northwest CTE Centers*

Board Agenda – January 9, 2014

Attachment A (Personnel), Page 3- A

Position Reduction – Financial Affairs

1. Custodial Worker – 1.0 FTE, effective December 31, 2013.

**Assigned to Educational Services Center*

E. Appointments – Special Education

1. **Raymond, Lisa** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 2, \$15,051.00 (pro-rated \$8,955.34), temporary appointment effective January 6, 2014 through June 30, 2014.

**Initial assignment shall be Potsdam Central School*

2. **Gushea, Ashley** – 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*

3. **Kelley, Rebecca** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$8,606.67), temporary appointment effective January 6, 2014 through June 30, 2014.

**Initial assignment shall be Potsdam Central School*

4. **Johnson, Sondra** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$8,606.67), temporary appointment effective January 6, 2014 through June 30, 2014.

**Initial assignment shall be Potsdam Central School*

5. **Myers, Linda** – School Social Worker, 1.0 FTE, Certified, M-18-51, \$55,833.00 (pro-rated \$33,499.80), reinstatement to tenured position effective January 6, 2014. Designated tenure area shall be School Social Worker.

**Initial assignment shall be Ogdensburg City School*

6. **Jones, Stefanie** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 6, \$16,823.00 (pro-rated \$10,009.68), temporary appointment effective January 6, 2014 through June 30, 2014.

**Initial assignment shall be Massena Central School*

7. **Casey, Bridget** – Teaching Assistant, 1.0 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$8,606.67), temporary appointment effective January 6, 2014 through June 30, 2014.

**Initial assignment shall be Potsdam Central School*

8. **Williams, Heather** – Teaching Assistant, .50 FTE, Certified, Schedule 2 Step 1, \$14,465.00 (pro-rated \$4,303.34), temporary appointment effective January 6, 2014 through June 30, 2014.

**Initial assignment shall be Ogdensburg City School*

F. Appointment Status Change – Financial Affairs

1. **Warren, Patrick** – from Custodial Worker to Custodian, 1.0 FTE, Grade 15 Step 5, 12 month, long year, \$29,356.00 (pro-rated \$14,677.98), 1 year probationary appointment effective January 1, 2014 through December 31, 2014.

Assigned to Educational Services Center

2. **Kingston, Lisa** – Senior Account Clerk, from .875 FTE to 1.0 FTE, Grade 19 Step 19, 12 month, short year, \$37,590.00 (pro-rated \$18,795.00), effective January 1, 2014.

**Assigned to Educational Services 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 BOCESPersonnel Agenda - Addendum January 9,
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 |
|------------------|-------------------|---------------------|-------------------------|--------------------|
| BARR, ANNETTE F. | Laborer | Hourly | 12/09/2013-06/30/2014 | \$10.00/hr |

Per Diem, Substitutes and Workshop Stipends

| Name | Assignment | Type of Appt | Duration of Appt | Rate of Pay |
|-------------------------|----------------------------------|---------------------|-------------------------|--------------------|
| KIRKPATRICK, TABITHA L. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/13/2013-06/30/2014 | \$70.00/day |
| FAIRBANKS, ERIK M. | Sub Not Cert T Asst. max 40 da | Per Diem | 01/06/2014-06/30/2014 | \$70.00/day |
| GLOVER, ALEXANDRA B. | Sub Cert Teaching Assistant | Per Diem | 12/11/2013-06/30/2014 | \$70.00/day |
| MAGUIRE, KAYCEE M. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/12/2013-06/30/2014 | \$70.00/day |
| NEWCOMBE, HEATHER M. | Sub Cert Teaching Assistant | Per Diem | 12/10/2013-06/30/2014 | \$70.00/day |
| BEEBE, CHRISTOPHER M. | Sub Not Cert T Asst. max 40 da | Per Diem | 01/06/2014-06/30/2014 | \$70.00/day |
| PLOOF, LAUREN E. | Sub Not Cert T Asst. max 40 da | Per Diem | 01/06/2014-06/30/2014 | \$70.00/day |
| SHEPHERD, ELIZABETH S. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/17/2013-06/30/2014 | \$70.00/day |
| GOOBIC, SOPHIE C. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/16/2013-06/30/2014 | \$70.00/day |
| LEE, OLIVIA W. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/16/2013-06/30/2014 | \$70.00/day |
| GALLAGHER, RYAN E. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/19/2013-06/30/2014 | \$70.00/day |
| NEWMAN, ANNA P. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/20/2013-06/30/2014 | \$70.00/day |
| WATERS, KATHRYN S. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/18/2013-06/30/2014 | \$70.00/day |
| WHITEFORD, MIRANDA E. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/17/2013-06/30/2014 | \$70.00/day |
| SANDERSON, BRIGETTE L. | Sub Teacher Aide | Per Diem | 12/17/2013-06/30/2014 | \$55.00/day |
| SOW, MARIAM M. | Sub Not Cert T Asst. max 40 da | Per Diem | 01/06/2014-06/30/2014 | \$70.00/day |
| YOUNG, KENDRA L. | Sub Not Cert T Asst. max 40 da | Per Diem | 12/09/2013-06/30/2014 | \$70.00/day |
| PLUMB, THOMAS J. | Sub Not Cert T Asst-6 hr/d: 40 d | Per Diem | 12/18/2013-06/30/2014 | \$70.00/day |
| VANBROCKLIN, KAREN L. | Sub Not Cert T Asst-6 hr/d: 40 d | Per Diem | 12/17/2013-06/30/2014 | \$70.00/day |