

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

January 14, 2016
Board Approved February 11, 2016

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 14, 2016, St. Lawrence-Lewis BOCES, Educational Services Center, 40 West Main Street, Canton, New York. The Board President, Roger M. Bennett called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Roger Bennett, Dana Smith (via Skype), Andrea Webb, James Young, Nancy Cappellino, Marjorie McCullough, James Lattimer, Shelli Prespare-Weston and Jack Zeh

Absent: None

Others: Thomas R. Burns, Susan Collins-Rickett, Renee' Langtry-Green, Jane Akins, Maureen Bouchey, Nicole Ashley, Ronald Burke, Rafael Olazagasti, Jennifer French, Tim Richards, Patty Gilbert (Natural Resources Management Teacher – NWT), Natalie Chambers (Heuvelton student), Alyssa Gagnon (Madrid-Waddington student), John P. Morgan (Natural Resources Management Teacher – SATC), Austin Ames (Norwood-Norfolk student) and Rebekah Grim (Communications Specialist)

No. 2016-115
APPROVAL OF
MINUTES
DEC. 10, 2015

Motion made by Smith, seconded by Cappellino, to approve the minutes of the Regular Board Meeting on December 10, 2015. (In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2016-116
TREASURER'S
REPORT

Motion made by McCullough, seconded by Weston, to accept the Treasurer's Report for period ending December 31, 2015. (In accordance with Board Policy #1432)

December 31, 2015

General Fund.....	\$1,929,789.64
Federal Fund.....	\$ 859,041.60
Trust & Agency.....	\$ 34.35
Payroll Fund.....	\$ 0.00
Capital Equipment Reserve Fund.....	\$ 397,709.21
Capital Fund.....	\$ 11,121.38

Current Budget Allocation

General Fund Budget \$61,378,852.44

Yeas: All Members Present

Nays: None

No. 2016-117
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS:

Motion made by Young, 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 and the following Resolutions:

Appointments for Regular Probationary Periods for Four Years (Classroom Teacher or Building Principal):

Resolved, the attached expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted Tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or Highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

Appointments to Probationary Periods of Fewer than Four Years (Teachers):

Resolved, the attached expiration date is tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

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. 2016-118
COOPERATIVE
BIDS

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 Cooperative Bid award to lowest bidder meeting specifications for the following categories: (In accordance with Board Policy #4310)

Produce – January 2016
Cafeteria Foods - Clinton-Essex BOCES – February 2016-July 2016
Cafeteria Foods – St. Lawrence-Lewis BOCES – February 2016 – July 2016

Yeas: All members present
Nays: None

No. 2016-119
CONFERENCE
REQUEST,
AIRFARE &
VEHICLE RENTAL
RACHELLE
ROMODA, KRISTA
CHAMBERLAIN

Motion made by Young, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, does hereby approve the Conference Request, airfare and vehicle rental for Rachelle Romoda and Krista Chamberlain to attend the Tech Centers That Works Leaders Forum in Charleston, South Carolina from February 1, 2016 through February 4, 2016. Rachelle Romoda and Krista Chamberlain will overnight on January 31, 2016 in Albany, NY. (In accordance with Board Policy #5211)

Yeas: All members present
Nays: None

No. 2016-120
CONFERENCE
REQUEST
APPROVAL
RACHELLE AMO
1-23-16 – 1-28-16

Motion made by Webb, seconded by Cappellino. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the staff conference request for Rachelle Amo to attend the Coaching Institute to Support School-wide Reform in the Teaching of Writing at Columbia University, New York City from Saturday, January 23, 2016 through Thursday, January 28, 2016. (In accordance with Board Policy #5211)

Yeas: All members present
Nays: None

Reports:

Thomas R. Burns, District Superintendent/Executive Officer
Ronald Burke, Assistant Superintendent for Instruction

Discussion: None

Information:

- Update on Facilities – Nicole Ashley
- Board of Education Vacancies (Roger Bennett, Shelli Prespare-Weston, and Andrea Webb)

Presentations:

- Jennifer French – Presentation from the NYSSBA Conference
- John Morgan (SATC) and Patty Gilbert (NWT), Natural Resources Teachers with students Austin Ames (N-N), Natalie Chambers (Heuvelton) and Alyssa Gagnon (Madrid-Waddington)
- Rebekah Grim, Communication Specialist – Social Media and Student Video

Other:

- Claims Auditor Report
- RSA Today

Pass-Around Information:

No. 2016-121 Motion made by Young, seconded by McCullough to enter
EXECUTIVE into Executive Session at 7:45 p.m., regarding the employment
SESSION history of a particular person and collective negotiations. (In
accordance with Board Policy #1433)

Yeas: All members present

Nays: None

Entered Executive Session at 7:45 p.m.

Reconvened to Regular Session at 8:25 p.m.

No. 2016-122 Motion made by Young, seconded by McCullough to adjourn the
ADJOURNMENT meeting at 8:26 p.m.

Yeas: All Members Present

Nays: None

Susan A. Collins-Rickett, District Clerk

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

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

(A) **Retirements**

(1) **Teachers**

(a) **Name:** ST. PIERRE, JANET T.
Position: Tch Adult Ed/Case Manager
FTE: 1.0000
Effective: 06/30/2016 (change from prior Board approval)
Assigned: Massena Access Center

(2) **Teaching Assistants**

(a) **Name:** ENGELS, MARIE
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 06/23/2016
Assigned: Potsdam Central School

(3) **Support Staff/Civil Service**

(a) **Name:** LARUE, MARGARET A.
Position: Account Clerk
FTE: 1.0000
Effective: 07/30/2016
Assigned: Educational Services Center

(B) **Resignations**

(1) **Administrators**

(a) **Name:** MATTIMORE, CASSIDY J.
Position: Administrator - Shared 10 MONTH
FTE: 0.8000
Effective: 01/01/2016
Assigned: Potsdam Central School

(2) **Teachers**

(a) **Name:** STENGER, KYLIE M.
Position: Tch Music
FTE: 1.0000
Effective: 12/22/2015
Assigned: Potsdam and Norwood-Norfolk Central Schools

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(B) **Resignations**

(2) **Teachers**

(b) **Name:** *SCOTT, DIANE B.
Position: Tch Pharmacy Tech
FTE: 0.5000
Effective: 02/02/2016
Assigned: Northwest CTE Center

(3) **Teaching Assistants**

(a) **Name:** STARK, KYLE J.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 01/13/2016
Assigned: Potsdam Central School

(b) **Name:** HICKS, ANDREW H.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 01/01/2016
Assigned: Northwest CTE Center

(c) **Name:** *THOMPSON, JAMIE M.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Effective: 01/12/2016
Assigned: Potsdam Central School

(C) **Leaves of Absence**

(1) **Teachers**

(a) **Name:** BENNETT, BARBARA B.
Position: Tch Special Ed
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 12/02/2015 through 01/01/2016
Assigned: Ogdensburg City School

(2) **Teaching Assistants**

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(C) *Leaves of Absence*

(2) Teaching Assistants

- (a) **Name:** TOOLY, DELORIS E.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 12/01/2015 through 12/16/2015
Assigned: Potsdam Central School
- (b) **Name:** PERRY, AMY J.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 12/15/2015 through 12/23/2015
Assigned: Massena Central School
- (c) **Name:** MITCHELL, TERESA A.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 12/02/2015 through 12/22/2015
Assigned: Massena Central School
- (d) **Name:** THOMPSON, JAMIE M.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 11/10/2015 (.5 day), 11/16/2015 (.0666 day)
Assigned: Potsdam Central School
- (e) **Name:** PHIPPEN, DAWN G.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 11/20/2015 (.5 day), 12/04/2015 (.2857 day), 12/17/2015 (1.0 day), 12/18/2015 (1.0 day)
Assigned: Potsdam Central School

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(C) **Leaves of Absence**

(2) **Teaching Assistants**

- (f) **Name:** JOHNSON, BRITTANY A.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 12/11/2015 (1.0 day); 12/18/2015 (1.0 day); 01/05/2016 (1.0 day)
Assigned: Potsdam Central School
- (g) **Name:** RICHARDS, MICHELLE A.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 01/04/2016 through 02/01/2016
Assigned: Brasher Falls Central School
- (h) **Name:** NARROW, STEPHANIE J.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 11/30/2015 (0.25 day), 12/18/2015 (1 day), 12/21/2015 (1 day)
Assigned: Potsdam Central School
- (i) **Name:** LEWIS, BRITTANY L.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 02/02/2016 through 03/15/2016
Assigned: Potsdam Central School
- (j) **Name:** *TAYLOR, SHELLY L.
Position: Teaching Assistant 10 MO
FTE: 1.0000
Type: None of which falls under the Family and Medical Leave Act
Duration: 01/04/2016 through 02/10/2016
Assigned: Ogdensburg City School District

(3) **Support Staff/Civil Service**

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(C) ***Leaves of Absence***

(3) **Support Staff/Civil Service**

(a) **Name:** PORTER, KATHY J.
Position: Principal Account Clerk
FTE: 1.0000
Type: All of which falls under the Family and Medical Leave Act
Duration: 01/13/2016 through 02/01/2016
Assigned: Educational Services Center

(D) ***Tenure Recommendations***

(1) **Teachers**

(a) **Name:** *FIELDS, AMY S.
Tenure Area: Mathematics
Tenure Date: 03/09/2016
Assigned: Massena and Brasher Falls Central School

(E) ***Appointment Status Changes***

(1) **Teaching Assistants**

(a) **Name:** FORD, SUSAN A.
To: 1.0000 FTE, Teaching Assistant 10 MO
Salary: \$19,298.00
Pro-Rated: \$11,482.31
Effective: 01/04/2016 - Resumption of tenured position
Assigned: Potsdam Central School

(F) ***Temporary or Part-Time Appointments***

(1) **Teachers**

(a) **Name:** ANDRE, CHERRY L.
Position: PPS School Social Worker, Certified
FTE: 1.0000
Salary: Step 5, \$43,241.00 (plus Masters and Graduate Hours)
Pro-Rated: \$27,334.89
Effective: 01/05/2016 through 06/30/2016 (contingent upon receiving certification)
Tenure: Special Subject Area - School Social Worker
Assigned: Potsdam Central School

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(F) *Temporary or Part-Time Appointments*

(1) Teachers

(b) **Name:** MEAD, RENEE E.
Position: Tch Music, Certified
FTE: 1.0000
Salary: M-1-45, \$40,526.00 (plus Masters and Graduate Hours)
Pro-Rated: \$8,540.20
Effective: 01/04/2016 through 02/29/2016
Tenure: Music
Assigned: Potsdam and Norwood-Norfolk Central Schools

(2) Teaching Assistants

(a) **Name:** SAGRIFF, AMANDA L.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 1, \$14,465.00
Pro-Rated: \$8,895.99
Effective: 12/21/2015 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

(b) **Name:** SCOTT, DIANE B.
Position: Teaching Assistant 10 MO, Certified
FTE: 0.5000
Salary: Step 19, \$23,384.00
Pro-Rated: \$4,209.12
Effective: 09/01/2015 through 12/11/2015
Tenure: Teaching Assistant
Assigned: Northwest CTE Center

(c) **Name:** TRIMM, DAMIEN C.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 1, \$14,465.00
Pro-Rated: \$8,606.67
Effective: 01/04/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(F) Temporary or Part-Time Appointments

(2) Teaching Assistants

(d) Name: FOSTER, JOANNE M.
Position: Teaching Assistant 10 MO, Certified
FTE: 1.0000
Salary: Step 1, \$14,465.00
Pro-Rated: \$8,245.02
Effective: 01/11/2016 through 06/30/2016
Tenure: Teaching Assistant
Assigned: Potsdam Central School

(G) Appointments - Per Diem, Hourly, and Other

(1) Hourly Positions

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
LINDEN, AUDREY	Keyboard Specialist - up to 20 hrs/week	Hourly	01/04/2016-06/30/2016	\$17.77/hr
GRAY, JENNIFER A.	Workshop Presenter	Hourly	11/28/2015-06/30/2016	\$50.00/hr
LECLAIR, HEATHER L.	Workshop Presenter	Hourly	10/05/2015-06/30/2016	\$50.00/hr
WESTCOTT, JOAN I.	Hourly Adult Ed Instructor	Hourly	12/03/2015-06/30/2016	\$26.50/hr
CILLEY, STEPHANIE K.	Data Entry Machine Operator	Hourly	11/18/2015-06/30/2016	\$22.97/hr
WELLS, DAVID M.	Computer Programmer/Analyst	Hourly	01/04/2016-06/30/2016	\$22.50/hr
POULSEN, ROBYN H.	Workshop Presenter	Hourly	07/15/2015-06/30/2016	\$50.00/hr
CARDINAL, LIDA E.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
DOW, KRISTIE J.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
JOHNSON, JULIE A.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
SALEH, JEMILA A.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
O'BRIEN, SHERRY L.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
CONNELLY, KELLY L.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
OWENS, HEATHER L.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(G) Appointments - Per Diem, Hourly, and Other**(1) Hourly Positions**

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
SMITH, DEANNA M.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
HARPER, ALICE M.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
BIGWARFE, SARAH B.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
BOVAY, CASEY L.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
SEYMOUR, RENEE J.	Registered Behavioral Technician	Hourly	01/01/2016-06/30/2016	\$15.00/hr
SCHNEIDER, MARCI M.	Internal Claims Auditor	Hourly	11/12/2015-06/30/2016	\$20.00/hr

(2) Per Diem Positions

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
HOULE, JENNIFER L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/16/2015-06/30/2016	\$70.00/day
SAGRIFF, AMANDA L.	Sub Cert Teaching Assistant	Per Diem	12/14/2015-12/20/2015	\$70.00/day
TRIMM, DAMIEN C.	Sub Cert Teaching Assistant	Per Diem	12/18/2015-06/30/2016	\$70.00/day
MORGAN, DANIEL J.	Sub Not Cert T Asst. max 40 da	Per Diem	01/04/2016-06/30/2016	\$70.00/day
MORGAN, DANIEL J.	Sub Not Cert Teacher max 40 d	Per Diem	01/04/2016-06/30/2016	\$85.00/day
MANGUAL, MIRANDA A.	Sub Not Cert T Asst. max 40 da	Per Diem	12/21/2015-06/30/2016	\$70.00/day
DRUMMATTER, IAN P.	Sub Not Cert T Asst. max 40 da	Per Diem	12/21/2015-06/30/2016	\$70.00/day
BAILLARGEON, BRIANNA L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/17/2015-06/30/2016	\$70.00/day
LENOX, BETHANY A.	Sub Cert Teaching Assistant	Per Diem	11/30/2015-06/30/2016	\$70.00/day
MARSHALL, EMILY L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/14/2015-06/30/2016	\$70.00/day
MARSHALL, NATHAN L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/21/2015-06/30/2016	\$70.00/day
HARPER, LUCAS S.	Sub Not Cert T Asst. max 40 da	Per Diem	12/14/2015-06/30/2016	\$70.00/day
HEDGES, LAURIE L.	Workshop Presenter	Per Diem	12/16/2015-06/30/2016	1,800.00/day
BARNEY, MCKENZIE R.	Sub Certified Teacher	Per Diem	12/08/2015-06/30/2016	\$85.00/day

ST. LAWRENCE-LEWIS BOCES

Personnel Agenda - Addendum

January 14, 2016

Attachment A (Personnel)

(G) Appointments - Per Diem, Hourly, and Other**(2) Per Diem Positions**

Name	Assignment	Type of Appt	Duration of Appt	Rate of Pay
REMINGTON, RACHEAL A.	Sub Not Cert T Asst. max 40 da	Per Diem	01/04/2016-06/30/2016	\$70.00/day
ROSS, KASSIDY L.	Sub Not Cert T Asst. max 40 da	Per Diem	12/18/2015-06/30/2016	\$70.00/day
SMITHERS, HELEN F.	Sub Not Cert T Asst. max 40 da	Per Diem	12/02/2015-06/30/2016	\$70.00/day
LENNOX, DAVID P.	Tch Science - P-Tech	Per Diem	11/10/2015 - 06/30/2016	\$395.95/day
GEARY, RYAN M.	Sub Not Cert T Asst. max 40 da	Per Diem	01/04/2016-06/30/2016	\$70.00/day
SEAMAN, MEGAN L.	Sub Not Cert T Asst. max 40 da	Per Diem	01/04/2016-06/30/2016	\$70.00/day
LAUTHER, ROLAND C.	Sub Not Cert T Asst. max 40 da	Per Diem	01/04/2016-06/30/2016	\$70.00/day
JENNE, LARRY B.	CTE Principal	Per Diem	12/22/2015-12/22/2015	\$501.00/day
DEROUCHIE, SARAH E.	Sub Cert Teaching Assistant	Per Diem	01/01/2016-06/30/2016	\$70.00/day
CONLEY, SHEA A.	Sub Not Cert T Asst. max 40 da	Per Diem	01/05/2016-06/30/2016	\$70.00/day
BIGWARFE, KONNOR J.	Sub Not Cert T Asst. max 40 da	Per Diem	01/05/2016-06/30/2016	\$70.00/day
HOULE, JENNIFER L.	Sub Not Cert Teacher max 40 d	Per Diem	12/21/2015-06/30/2016	\$85.00/day
FORD, SUSAN A.	Sub Cert Teaching Assistant	Per Diem	12/21/2015-06/30/2016	\$70.00/day
SANDERSON, RACHEL M.	Sub Not Cert T Asst. max 40 da	Per Diem	12/30/2015-06/30/2016	\$70.00/day
LAUTHER, ROLAND C.	Sub Cert Teaching Assistant	Per Diem	01/14/2016-06/30/2016	\$70.00/day
SHEA, DAVID C.	Sub Not Cert T Asst. max 40 da	Per Diem	01/15/2016-06/30/2016	\$70.00/day
SHEA, DAVID C.	Sub Not Cert Teacher max 40 d	Per Diem	01/15/2016-06/30/2016	\$85.00/day