



BOCES
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20104 STATE ROUTE 3
WATERTOWN, NY 13601
BOCES.COM

(315) 779-7000

BOARD AGENDA
Wednesday, February 15, 2023
Jefferson-Lewis BOCES
Board Room, Administration Building
Watertown, New York
6:00 p.m.

Mr. Todd's # 286-4554

Call to Order
Flag Salute

Public Comment

Presentation – Professional and Program Development – L. Gaffney, M. Trainor

CONSENT AGENDA

pp. 3-4
p. 5

1. Approve minutes of January 18, 2023
2. Accept Internal Claim's Auditor's Report
3. Approve Budget Transfers

REGULAR AGENDA

pp. 6-20

4. Personnel Items –

5. Board Reports
Nursing Graduation 01/27/23 – G. Rice
CTE Advisory Committee Meeting 02/01/23 – A. Draper

pp. 21-22

6. Approve the Correction Action Plan of the NYS Office of the State Comptroller Audit 2022M-128 for the audit period 07/01/2020-05/16/2022.

7. Approve Jamie Moesel for Designation of Lead Evaluators of Teachers and has completed training which meets the requirements of 8 NYCRR30-2.9 and the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES Annual Professional Review Plan for re-certification as a Lead Evaluator for Teachers.

8. Accept and approve the 2022-23 Annual Update and Risk Assessment from Bonadio & Co., LLP

9. Accept a grant of \$10,838 from the Jefferson County Youth Bureau Advisory Board to Bohlen Technical Center to fully fund the two-week Career Camp for 8th and 9th graders.

p. 23

10. Declare the enclosed list to be surplus and be discarded

pp. 24-25
Enclosed
Enclosed

11. Administration Reports – District Superintendent –
Assistant Superintendent for Programs L. LaRose-Collins – Practical Nursing Program Update
Assistant Superintendent for Business M. Traynor – Draft Popular Budget and Major Tuitions

12. Issues/Current Topics –

13. Adjournment –

Calendar

- Mar. 14 Carpentry, Electrical Wiring, Motorcycle, Marine & Power Sports, Plumbing/HVAC and
 Visual Communications External Review – 1:00 pm
- 15 BOCES Board Meeting - 6:00 pm – Watertown
- 21 BOCES Personnel Committee Meeting – 2:00 pm – HGSTC Conf Room B



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Michele A. Traynor
ASSISTANT SUPERINTENDENT
FOR BUSINESS

February 7, 2023

Board of Education
Jefferson Lewis BOCES
Watertown, NY 13601

Board of Education:

During my claims audit procedures conducted in January 2023, we received approximately 676 claims, with a total of \$3,005,836.47, and have noted no findings. I have approved all claims presented as valid claims against the District.

I understand the fiduciary duty of the Board of Education, as well as the role of the claims auditor in insuring that all disbursements are valid and handled according to the provisions of the Education Law and Board's policies and procedures.

Should you have any questions regarding anything included in this report, please do not hesitate to contact me at 315-779-7021.

Sincerely,

Susan Farr
Claims Auditor



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**Jefferson Lewis BOCES
Warrant Summary - January 2023**

The following claims on warrants listed below have been duly audited and ordered paid:

Warrant Number	Fund	Beg Check/ACH Number	End Check/ACH Number	Approved number of Claims	Approved amount
January 2023					
70	A&F	220606	220688		
		16207	16257	325	\$1,476,787.39
71	Dental Vision	618	622	5	\$1,181.47
72	Health Insurance	2800	2800	1	\$717,157.00
76	Dental Vision	623	627	6	\$1,311.00
77	A&F	220689	220769		
		16258	16340	288	\$638,379.21
78	Capital Fund	138	139	3	\$33,614.82
80	EFT			48	\$137,405.58
Total				676	\$3,005,836.47

The detailed documents supporting the claims listed above have been reviewed and approved and the payment of each certified claim verified that it was charged to the proper fund.


Susan Farr, Claims Auditor

2/7/23
Date

TRANSFER NO. 6

JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
WATERTOWN, NY 13601

2022-2023 REQUEST FOR BUDGETARY TRANSFERS - February 15, 2023

AMOUNT	FROM	TO	EXPLANATION
GENERAL FUND			
2,400	101-3010-314-01	101-3010-408-01	To reallocate budget to cover online test assessments
4,400	101-3010-314-04	101-3010-408-01	To reallocate budget to cover online test assessments
50,000	101-3020-155-01	101-3020-150-01	To reallocate budget for proper coding of personnel
38,000	101-3110-150-01	101-3020-150-01	To reallocate budget for proper coding of personnel
21,000	101-3510-150-01	101-3960-152-01	To reallocate budget for proper coding of personnel
13,000	101-3640-150-01	101-3960-150-01	To reallocate budget for proper coding of personnel
16,000	101-3640-150-01	101-3020-162-01	To reallocate budget for proper coding of personnel
4,000	101-3760-150-01	101-3020-150-01	To reallocate budget for proper coding of personnel
3,000	101-3763-150-01	101-3960-150-01	To reallocate budget for proper coding of personnel
4,002	518-6211-157-03	518-6211-440-03	To reallocate budget for district workshop stipend reimbursement
100,000	585-6709-400-02	585-6709-440-02	To reallocate budget from purchased services to professional services
110,910	705-5130-400-02	705-5130-446-02	To reallocate budget from purchased services to professional services

FEDERAL FUND

3,500 | 999-7111-301-23 | 999-7111-400-23 | To reallocate budget to cover billing service and professional development

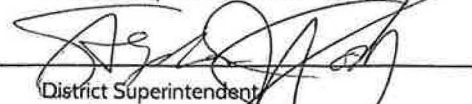
RECOMMENDED BY


Assistant Superintendent for Business

DATE

2/9/2023


APPROVED BY


District Superintendent

DATE

2/9/23

COMPLETED BY


Business Office

DATE

2/9/2023

INCLUDED IN TREASURER'S REPORT TO BOARD

DATE

2/15/2023

Retirement

Name: Lisa G. Side, Typist, effective 07/14/23

Resignations

Name: Jenna M. Bailey, Occupational Therapist, effective 02/10/23

Name: Joshua C. Hall, Cleaner, effective 02/06/23

Name: Stephanie D. Kirkbride, Teacher Support Person, effective 03/03/23

Stipend

Name: Melissa K. Rookman, \$3,000 stipend for Medicaid Supervision, effective 09/01/22

Classified Appointments

Name: Carmella J. Bell, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 01/03/23

Salary: TSP Scale, \$18,980, prorated from 01/03/23

Name: Grace K. Doubleday, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 02/06/23

Salary: TSP Scale, \$18,489, prorated from 02/06/23

Name: Cody A. Lawrence, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 02/02/23

Salary: TSP Scale, \$18,889, prorated from 02/02/23

Name: Jordan E. Stiles, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 02/02/23

Salary: TSP Scale, \$18,689, prorated from 02/02/23

Provisional Civil Service Appointment

Name: Phenia J. Arzu, School Counseling Assistant

Appointment Type: Provisional

Start Date: 02/15/23

Salary: \$35,000, prorated from 02/15/23

Name: Rebecca M. Gratto, School Counseling Assistant

Appointment Type: Provisional

Start Date: 02/15/23

Salary: \$32,000, prorated from 02/15/23

Probationary Civil Service

Name: Michael V. Attanasio, Occupational Therapist

Appointment Type: Probationary

Start Date: 01/14/23-01/13/24

Provisional 09/01/22-01/13/23

Salary: No change

This appointment replaces the appointment made at the 08/17/22 meeting of the Board

Name: Danielle E. DeFeo, Occupational Therapist

Appointment Type: Probationary

Start Date: 01/14/23-01/13/24

Provisional 09/01/22-01/13/23

Salary: No change

This appointment replaces the appointment made at the 09/21/22 meeting of the Board.

Name: Gregory S. McIntyre, Account Clerk/Typist
Appointment Type: Probationary
Start Date: 01/21/23
Salary: No change

Name: Alexis C. Nuttall, Cleaner
Appointment Type: Probationary
Start Date: 01/23/23
Salary: Cleaner Scale, Step 3, \$31,276, prorated from 01/23/23

Name: Caryl L. Petrus, Physical Therapist
Appointment Type: Probationary
Start Date: 01/14/23-01/13/24
Provisional 02/28/22-01/13/23
Salary: No change
This appointment replaces the appointment made at the 02/16/22 meeting of the Board

Permanent Civil Service

Name: Kelly M. Nichols, Assistant Data Programmer
Appointment Type: Permanent
Effective: 12/03/22
Salary: No Change

Name: Cheri D. Pennell, Personnel Assistant
Appointment Type: Permanent
Effective: 03/07/23
Salary: No Change

Non-Classified Appointment

Name: Katherine I. Grose, Teacher Assistant, Level III
Start Date: 01/11/23
Salary: No change

Temporary Appointment

Name: Adam Beshures, Automotive Technology Instructor
Appointment Type: Temporary
Start Date: 02/13/23-06/30/23
Salary: Scale A, Step 3, \$50,003, prorated from 02/13/23

Name: Denny M. Peebles, Heavy Equipment Instructor
Appointment Type: Temporary
Start Date: 02/06/23-06/30/23
Salary: Scale A, Step 5, \$51,240, prorated from 02/06/23

Probationary Appointment

BE IT RESOLVED, that the JLHHO BOCES hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years, and a rating higher than "Ineffective" in the final year of the probationary period.

Name: Lori A. Foote, Occ Ed Teacher Assistant (moving from Occ Ed Teacher Aide)
Appointment Type: Probationary
Tenure Area: Teacher Assistant
Start Date: 12/22/22-12/21/26
Salary: Occ Ed Teacher Assistant Scale, Level 3, \$22,140, retroactive and prorated from 12/22/22

Name: Adam Ortega, Coordinator Work-Base Learning Program/Dean of Students (moving from Automotive Technology Instructor)

Appointment Type: Probationary

Tenure Area: Trade - Vehicle Mechanical Repair (Including Heavy Equipment Repair 7-12)

Start Date: 02/05/20-02/04/24

Salary: \$69,000, prorated from 02/13/23

Name: Emily A. Putnam, Speech Therapist

Appointment Type: Probationary

Tenure Area: Education of Children with Handicapping Conditions-Education of Speech and Hearing Handicapped Children

Start Date: 01/17/23-01/16/27

Salary: Scale B, Step 2, \$50,672, prorated from 01/17/23

Name: Kristin A. Simpson, School Social Worker

Appointment Type: Probationary

Tenure Area: School Social Worker

Start Date: 03/06/23-03/06/26

Salary: Social Worker Scale, Step 5, \$54,419, prorated from 03/06/23

Name: Emily L. Worden, Resource Referral Specialist

Appointment Type: Probationary

Tenure Area: Instructional Support Services in Special Ed

Start Date: 03/06/23-03/06/26

Salary: \$58,000, prorated from 03/06/23

Additional Work

Name: Walter J. Berwick Jr., \$25/hr. for up to 10 hours for curriculum writing for Summer Career Camps. Time sheets will be submitted

Name: Geoffrey R. Buckingham, \$25/hr. for up to 10 hours for curriculum writing for Summer Career Camps. Time sheets will be submitted

Name: Todd K. Gorman, \$25/hr. for up to 10 hours for curriculum writing for Summer Career Camps. Time sheets will be submitted

Name: Benjamin D. Ouderkirk, \$25/hr. for up to 10 hours for curriculum writing for Summer Career Camps. Time sheets will be submitted

Name: Mary I. Pennock, \$25/hr. for up to 10 hours for curriculum writing for Summer Career Camps. Time sheets will be submitted

Name: Sarah E. Sech, 1/186th of 2023-24 salary for chaperoning Cosmetology students for Irish Goes Green Festival 03/17-19/23. Time sheets will be submitted.

Name: Shelby N. Stephenson, 1/200th of 2023-24 salary for chaperoning Cosmetology students for Irish Goes Green Festival 03/17-19/23. Time sheets will be submitted.

Substitutes

Name: Ellie Becker

Name: Regina M. Malone

Name: Frank Newton

Name: Aubrey Oakes

Nurse for Odyssey of the Mind Competition

Name: Denean Clark, 03/04/23, for up to 8 hours @ \$35.71/hr.



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February 17, 2023

Rebecca Wilcox, Chief Examiner
Office of the New York State Comptroller
Syracuse Regional Office
State Office Building,
Room 409,
333 East Washington Street,
Syracuse, NY 13202-1428

Re: Jefferson Lewis Hamilton Herkimer Oneida BOCES
Audit Report Number 2022M-128 – Procurement

Dear Chief Examiner Wilcox,

The Jefferson Lewis Hamilton Herkimer Oneida BOCES (BOCES) is in receipt of the NYS office of the State comptroller (OSC) audit 2022M-128 for the audit period of July 1, 2020 through May 16, 2022, with a focus on procurement. The following is a Corrective Action Plan addressing the findings of the audit:

Findings:

BOCES officials did not:

- Competitively bid three lease purchases and one straight lease for equipment totaling \$318,454, as required by the Purchasing Regulation.
- Have support that they obtained the required number of quotes for six purchases totaling \$39,758.
- Use a competitive method to procure professional services and insurance coverage from seven vendors totaling \$855,265.

Recommendations:

1. Competitively procure goods and services as required by the Purchasing Regulation and ensure all proper documentation is maintained.
2. Ensure competition is sought periodically for all professional service and insurance coverage vendors.

Corrective Actions:

The Board and Superintendent will:

1. Ensure that officials and staff competitively procure goods and services in accordance with the Purchasing Regulation and GML and retain documentation of compliance.

Responsible party & compliance date: The Assistant Superintendent for Business will work with the Internal Auditor and Business Office staff to provide an overview of the Purchasing Regulation to BOCES Department Leaders and support staff involved in the procurement of goods and services. This update will include any modifications made in response to this audit, and will be completed by *September 1, 2023*.

2. Review and update the Purchasing Regulation to include more detailed guidance for when officials should seek proposals using an RFP process for the procurement of professional services and how often the RFP process should be completed.

Responsible party & compliance date: The Assistant Superintendent for Business will work with the Internal Auditor and Business Office staff to modify the Purchasing Regulation to better align with the recommendations and best practice processes, as provided by the OSC Auditors, by *September 1, 2023*.

Respectfully Submitted,

Stephen J. Todd
District Superintendent

ITEMS TO BE SCRAPPED OR SENT TO AUCTION FOR BOARD APPROVAL

Tag Number	Item Description	Location	Recommendation	
26779	Centrifuge	BTC	Transfer to HGS VP	
20973	Cash Register	HGS	Scrap	