



**BOCES**  
Caring. Confident. United.

20104 STATE ROUTE 3  
WATERTOWN, NY 13601  
BOCES.COM

(315) 779-7000

**BOARD AGENDA**  
**Wednesday, May 10, 2023**  
**Lewis County Extension Center**  
**7395 East Road**  
**Lowville, NY 13367**  
**6:00 p.m.**

Mr. Todd's #286-4554

Call to Order  
Flag Salute

Public Comment

Oath of Office to elected member Stephen Dreizler 04/26/2023-06/30/2023

Presentation

- Heavy Equipment Presentation and Tour – Denny Peebles, Instructor

**CONSENT AGENDA**

- pp.5-6
1. Approve minutes of April 05, 2023
  2. Accept Internal Claim's Auditor's Report

**REGULAR AGENDA**

- pp. 7-29
3. Personnel Items –

4. Board Reports

03/21/23 – Personnel Committee Meeting – M. Kramer, L. Murray, M. Young  
04/28/23 – SkillsUSA Awards Ceremony – G. Rice  
05/09/23 – CTE Advisory Committee – A. Draper, S. Klindt, G. Rice

5. Approve the Personnel Committee recommendations for the Administrative and Non-negotiated affiliated staff for 2023-24

6. Out-of-State Travel –

C. Steckly and J. White to the International Center for Leadership in Education 2023 Model Schools Conference, 06/25-28/23, Orlando, FL, @ an approximate cost of \$6,200

M. Douglas, R. Fulkerson and J. Ginger to the Southern Regional Education Board (SREB) Making Schools Work Conference, 07/18-21/23, Orlando, FL, @ an approximate cost of \$6,000

M. Fortunato, T. Hodge, P. Thomas and 3 students to National SkillsUSA, Atlanta, GA, 06/19-24/23, at a total cost of approximately \$15,000

pp. 30-31 7. Declare the enclosed list to be surplus and be discarded

8. Approve the Cooperative Bidding Resolution

**WHEREAS**, it is the plan of a number of PUBLIC-SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (the "BOCES") during the 2023-2024 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

**WHEREAS**, the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5- G; and

**WHEREAS**, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its right and responsibilities should it elect to participate in the joint bidding of commodities; and

**BE IT FURTHER RESOLVED**, that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

9. Approve the Revenue Anticipation Note Resolution

A RESOLUTION AUTHORIZING THE ISSUANCE OF UP TO [\$4,000,000] IN REVENUE ANTICIPATION NOTES OF THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF THE SOLE SUPERVISORY DISTRICT, JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA COUNTIES, NEW YORK IN ANTICIPATION OF THE COLLECTION OF REVENUES OTHER THAN REAL ESTATE TAXES OR ASSESSMENTS TO BE COLLECTED DURING THE FISCAL YEAR 2023-2024

**BE IT RESOLVED** by the Board of Cooperative Educational Services of the Sole Supervisory District, Jefferson-Lewis-Hamilton-Herkimer-Oneida Counties, New York ("BOCES") as follows:

Section 1. There are hereby authorized to be issued up to [\$4,000,000] in Revenue Anticipation Notes (the "Notes") which are being issued in anticipation of the collection of revenues from the component districts of BOCES.

Section 2. Such revenues are due and payable in BOCES' fiscal year commencing July 1, 2023 and ending June 30, 2024.

Section 3. The amount of uncollected revenues against which the Notes are authorized to be issued is in excess of [\$4,000,000].

Section 4. The amount of the Notes to be issued shall not exceed [\$4,000,000].

Section 5. The period of maturity of the Notes will not exceed one year, and the maturity date of the Notes will not be later than June 30, 2024. The Notes may be renewed from time to time, but each renewal shall be for a period not exceeding one year and in no event shall the Notes, or the renewals thereof, extend beyond the close of the second fiscal year succeeding the fiscal year in which the Notes are issued. The Notes shall not be renewed in an amount in excess of the difference between the amount of uncollected or unreceived revenue in anticipation of which they were issued and the

amount of any other outstanding revenue anticipation notes issued in anticipation of the collection or receipt of such revenues.

Section 6. The faith and credit of BOCES shall be and are hereby pledged for the punctual payment of the principal of and interest due on the Notes as the same shall become due and payable.

Section 7. The Notes shall be issued in such amount and have such terms, form and content, and shall be sold in such manner as may be prescribed by the President of the Board of Directors of BOCES, the Chief Fiscal Officer, consistent with the provisions of the Local Finance Law.

Section 8. The President of the Board of Directors of BOCES, the Chief Fiscal Officer, is hereby authorized to enter into an undertaking for the benefit of the holders of the Notes as required by Securities and Exchange Commission Rule 15c2-12, as amended.

Section 9. This resolution shall take effect immediately.

10. Approve a Resolution authorizing participation in Oswego County BOCES' Cooperative Purchasing Program

**WHEREAS,**

The Cooperative Purchasing Service is a plan of a number of public school districts in the Oswego County Board of Cooperative Educational Services Area in New York (known as the Center for Instruction, Technology & Innovation [CiTi]), to bid jointly for water testing and sampling services, and

**WHEREAS,**

Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES (hereinafter the "Participant") is desirous of participating with Oswego County Board of Cooperative Educational Services/CiTi and other Boards of Cooperative Educational Services and public school districts in the joint bidding of the services mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The participant wishes to appoint the Oswego County Board of Cooperative Educational Services/CiTi to advertise for bids, accept bids, tabulate bids and award bids on their behalf; therefore

**BE IT RESOLVED,**

The participant hereby appoints Oswego County Board of Cooperative Educational Services/CiTi to represent it in all matters relating above, and designates the Oswego County Board of Cooperative Educational Services/CiTi designated newspaper(s) as the legal publication(s) for all Cooperative Purchasing bid notifications, and,

**BE IT FURTHER RESOLVED,**

The participant authorizes the Oswego County Board of Cooperative Educational Services/CiTi to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned services, and,

**BE IT FURTHER RESOLVED,**

The participant agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the Oswego County Board of Cooperative Educational Services/CiTi; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

- p. 32 11. Approve the 2023-2024 BOCES School Calendar
12. Authorize District Superintendent Todd to close the Bohlen Technical Center and Jefferson County ACES to 10-month staff only on Friday, May 26, 2023, due to most school districts in the Jefferson County closing that day.
- p. 33 13. Clerk's report on the 2023-2024 annual vote of the Administrative Budget and election of members to the Board.
14. Board accepts the 2023-2024 budget of \$58,322,937 as presented at the Annual Meeting. Furthermore, the Board sets the Central Administration budget of \$4,616,596 as approved by the component districts on 4/25/23. Approval of tuitions and charges for 2023-2024 as presented.
15. Accept a grant of \$3,600 from the Northern New York Community Foundation to Bohlen Technical Center to cover the two-week Career Camp for 8<sup>th</sup> and 9<sup>th</sup> graders for transportation, materials and instructor stipends.
16. Accept a donation of \$1,400 from Taylor Concrete Products, Inc. Watertown, NY, for masonry training
17. Approve the candidacy of William Miller as Area 5 Director of the New York State School Boards Association for a two (2) year term effective 01/01/2024
- pp. 34-35 18. Administration Reports – District Superintendent –  
Enclosed Assistant Superintendent for Programs L. LaRose-Collins – Odyssey of the Mind; Seal of Biliteracy; SkillsUSA State Championship Results; Practical Nursing Program Update  
Assistant Superintendent for Business M. Traynor –
19. Issues/Current Topics –
20. Executive Session – District Superintendent Todd's Evaluation
21. Adjournment -

#### Calendar

- |      |    |  |
|------|----|--|
| May  | 16 | National Honor Society Induction - HGSTC – Adult Learning Center – 7:00 pm   |
|      | 22 | JLSBA Presentation/Annual Meeting with Guest Speaker, Robert Schneider, Executive Director of the NYSSBA – Tug Hill Vineyards – 5:15/6:00 pm |
|      | 23 | National Honor Society Induction – BTC – ACES Gymnasium - 7:00 pm  |
|      | 25 | Career Jam – Watertown Fairgrounds Ice Arena – 8:30 am   |
|      | 31 | SkillsUSA Banquet – HGSTC – 6:00 pm  |
|      |    | Signing Day @ BTC  |
| June | 1  | Signing Day @ HGSTC  |
|      | 8  | HGSTC Awards Day – South Lewis High School - 9:30 am   |
|      |    | High School Equivalency Graduation – Hilton Garden Inn – 6:15 pm   |
|      | 9  | BTC Awards Day – Dulles State Office Building – 9:00 am  |
|      | 12 | ACES Graduation – Watertown ACES Building – 1:00 pm  |
|      | 13 | Boak Educational Center Graduation – Boak Center – 10:00 am  |
|      | 21 | BOCES Board Meeting – Retiree Recognition – Watertown – 6:00 pm  |
|      | 23 | Adult Practical Nursing Graduation – Hilton Garden Inn – Watertown – 10:00 am  |



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(315) 779-7000  
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(800) 356-4356

FAX:  
(315) 779-7009  
(315) 377-7009

**Stephen J. Todd**  
DISTRICT SUPERINTENDENT

**Leslie A. LaRose-Collins**  
ASSISTANT SUPERINTENDENT  
FOR PROGRAMS

**Michele A. Traynor**  
ASSISTANT SUPERINTENDENT  
FOR BUSINESS

**Jefferson Lewis BOCES  
Warrant Summary - April 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
<b>April 2023</b>					
	105 EFT (March)			60	\$195,016.12
V105	Voids	221233	221233	-1	-\$2,733.36
	107 A&F	221234	221310		
		17319	17365	325	\$1,694,443.64
	109 Dental/Vision	653	653	1	\$355.00
	Health				
	110 insurance	2825	2825	1	\$725,731.00
	111 A&F	221311	221384		
		17366	17462	311	\$871,948.28
	112 Dental/Vision	654	657	4	\$1,722.56
	113 Capital Fund	141	141	1	\$150.00
	115 EFT			52	\$146,945.47
<b>Total</b>				<b>754</b>	<b>\$3,633,578.71</b>

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

5/2/23  
Date

ADIRONDACK • ALEXANDRIA • BEAVER RIVER • BELLEVILLE HENDERSON • CARTHAGE • COPENHAGEN • GENERAL BROWN • INDIAN RIVER • INLET  
LaFARGEVILLE • LOWVILLE • LYME • SACKETS HARBOR • SOUTH JEFFERSON • SOUTH LEWIS • THOUSAND ISLANDS • TOWN OF WEBB • WATERTOWN  
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER





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2010 4 STATE ROUTE 3  
WATERTOWN, NY 13601  
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**Stephen J. Todd**  
DISTRICT SUPERINTENDENT

(315) 779-7000  
(315) 377-7000  
(800) 356-4356

**Leslie A. LaRose-Collins**  
ASSISTANT SUPERINTENDENT  
FOR PROGRAMS

FAX:  
(315) 779-7009  
(315) 377-7009

**Michele A. Traynor**  
ASSISTANT SUPERINTENDENT  
FOR BUSINESS

May 2, 2023

Board of Education  
Jefferson Lewis BOCES  
Watertown, NY 13601

Board of Education:

During my claims audit procedures conducted in April 2023, we received approximately 754 claims, with a total of \$3,633,578.71, 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

### Retirements

Name: Debra L. Russell, Registered Nurse, effective 08/18/23

### Resignations

Name: Sierra G. Conners, Teacher Support Person, effective 04/23/23

Name: Shirley R. Lawler, Veterinary Practice Instructor, effective 06/30/23

Name: Christina A. Schermerhorn, Teacher Support Person, effective 04/04/23

Name: Dagmar H. Shay, Cleaner, effective 05/19/23

Name: Christina M. Swiernik, Teacher Support Person, effective 04/28/23

### Promotion of Position

Name: Miranda E. Fuller, Account Clerk/Typist to the Director of Professional and Program Development to Secretary to the Director of Professional and Program Development, effective 07/01/23 with a \$1,500 increase in salary

### Classified Appointments

Name: Racheal A. Bush, Occ Ed Teacher Aide

Appointment Type: Permanent

Start Date: 04/27/23

Salary: Occ Ed Scale, Level 1, \$18,879, proated from 04/27/23

Name: Sally A. Clark, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 04/17/23

Salary: TSP Scale: \$18,889, prorated from 04/17/23

Name: Phelica C. Hubert, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 05/15/23

Salary: TSP Scale: \$18,889, prorated from 05/15/23

Name: Pamela S. Jewett, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 05/01/23

Salary: TSP Scale: \$18,889, prorated from 05/01/23

Name: Allyson MacNay, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 05/08/23

Salary: TSP Scale: \$18,689, prorated from 05/08/23

Name: William Magovney, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 05/01/23

Salary: TSP Scale: \$18,889, prorated from 05/01/23

Name: Sherry L. Merry, Teacher Support Person (TSP)

Appointment Type: Permanent

Start Date: 04/24/23

Salary: TSP Scale, \$19,098, prorated from 04/24/23

### Probationary Civil Service

Name: Jenna M. Bailey, .4 FTE Occupational Therapist

Appointment Type: Probationary

Start Date: 04/19/23

Salary: \$53,541, prorated to .4 FTE 04/19/23

Name: Katelyn M. Kennedy, .6 FTE to 1.0 FTE Occupational Therapist

Appointment Type: Probationary

Start Date: 05/08/23

Salary: OT Scale, Level 1, \$51,671, prorated frm 05/08/23

### Permanent Civil Service

Name: Susan Farr, Typist/Administrative Assistant to the District Superintendent  
Appointment Type: Permanent  
Start Date: 07/20/23  
Salary: \$53,000, prorated from 07/20/23

### 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: Jeralynn M. Ashcroft, TeacherAssistant (moving from TSP)  
Appointment Type: Probationary  
TenureArea: TeacherAssistant  
Start Date: 04/22/23-04/22/27  
Salary: TeacherAssistant Scale, \$20,456, prorated from 04/22/23

Name: Hibah A. Al-Omari, TeacherAssistant  
Appointment Type: Probationary  
TenureArea: TeacherAssistant  
Start Date: 04/17/23-04/17/27  
Salary: TeacherAssistant Scale, \$19,880, prorated from 04/17/23

Name: Jennifer Bach, Consultant Teacher  
Appointment Type: Probationary  
Tenure Area: Education of Children w/Handicapping Conditions-General Special Education  
Start Date: 09/01/23-09/01/27  
Salary: Scale B, Step 7, \$55,051

### Temporary Appointment

Name: Maren Farney, 12-month Multi-Tiered System of Support (MTSS) Specialist  
Appointment Type: Temporary  
Tenure Area: Instructional Support Services in Professional Development  
Start Date: 07/01/23-12/31/27  
Salary: 70,000

•Be granted 20 vacation days for 2023-2024 school year. 20 days each year thereafter or as per the non-instructional handbook, whichever has a greater benefit.

### Part-time Appointment

Name: Scott Slater, .4 FTE 10-month Instructional Support Services  
Appointment Type: Part-time  
Tenure Area: Instructional Support Services in Professional Development  
Start Date: 07/01/23  
Salary: \$33,000

### Additional Work

Name: Susan A. Farr, 03/20/23-07/19/23 for training outside regular work day at hourly rate

### Tenure

Name: Lynda D. Chester, Health Careers Instructor  
Tenure Area: Health Occupations - Medical Assisting 7-12  
End Date: 10/31/23

Name: Kathleen D. Farr, Teacher Assistant  
Tenure Area: Teacher Assistant  
End Date: 05/08/23

Name: Barbara Lynn, Culturally Responsive Educator  
Tenure Area: Instructional Support Services in Cultural Education  
End Date: 07/01/23



Name: Jason R. Ring, Regional Certification Officer  
Tenure Area: Regional Certification Officer  
End Date: 07/01/23

**Substitutes**

Name: David Brancheau, Jr.  
Name: Carlie Watson

## ITEMS TO BE SCRAPPED OR SENT TO AUCTION FOR BOARD APPROVAL

Tag Number	Item Description	Location	Recommendation
23561	Driving Simulator	BTC	Scrap
2296/2297/2294/2292/ 2293/2295	Hospital Beds	HGS	Auction
17486	Portable Radios	BTC	Scrap
17494	Portable Radios	BTC	Scrap
17493	Portable Radios	BTC	Scrap
17482	Portable Radios	BTC	Scrap
17480	Portable Radios	BTC	Scrap
17485	Portable Radios	BTC	Scrap
17490	Portable Radios	BTC	Scrap
17488	Portable Radios	BTC	Scrap
17491	Portable Radios	BTC	Scrap
17481	Portable Radios	BTC	Scrap
17489	Portable Radios	BTC	Scrap
17487	Portable Radios	BTC	Scrap
17495	Portable Radios	BTC	Scrap
17492	Portable Radios	BTC	Scrap
17483	Portable Radios	BTC	Scrap
17484	Portable Radios	BTC	Scrap
18575	Portable Radios	BTC	Scrap
18580	Portable Radios	BTC	Scrap
18577	Portable Radios	BTC	Scrap
18582	Portable Radios	BTC	Scrap
23521	Digital Fingerprint	BTC	Scrap
12179	Fingerprint pad	BTC	Scrap
12180	Identicator Palm Printer	BTC	Scrap
17497	Motorola Radius M1225 Radio	BTC	Scrap
17496	Motorola Radius M1225 Radio	BTC	Scrap
10173	Overhead Projector	BTC	Scrap
12219	Relm Communications Base Radio	BTC	Scrap
13214	BAC Datamaster	BTC	Scrap
13211	Solution Heater	BTC	Scrap
12189	Detecto Balance Beam Scale	BTC	Scrap
Property tag no #	External Scanner	BTC	Scrap
23520	Dell Laptop E6510	BTC	Scrap
N/A	Remote Point RF	BTC	Scrap
16707	Digital Camera	BTC	Scrap

# ITEMS TO BE SCRAPPED OR SENT TO AUCTION FOR BOARD APPROVAL

12203	Metal Magazine Rack	BTC	Scrap
N/A	Slide Projector	BTC	Scrap

# DRAFT

## JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA BOCES SCHOOL CALENDAR 2023-2024

<b>July</b>									<b>August (2)</b>							<b>January</b>						
S	M	T	W	T	F	S			30	<b>Opening Day for All Staff</b>						S	M	T	W	T	F	S
						1									1	2	3	4	5	6		
2	3	4	5	6	7	8									7	8	9	10	11	12	13	
9	10	11	12	13	14	15									14	15	16	17	18	19	20	
16	17	18	19	20	21	22									21	22	23	24	25	26	27	
23	24	25	26	27	28	29									28	29	30	31				
30	31																					

<b>August</b>									<b>September (19)</b>							<b>October (21)</b>							<b>November (18)</b>							<b>December (15)</b>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
S	M	T	W	T	F	S			4	<b>Labor Day</b>						5	<b>Opening Day of Classes</b>						9	<b>Columbus Day</b>						10	<b>Veterans Day</b>						22-24	<b>Thanksgiving Holiday</b>						22	<b>Christmas Holiday</b>						25-29	<b>Christmas Holiday</b>						1	<b>New Year's Holiday</b>						15	<b>Martin Luther King Day</b>						23-26	<b>Regents Exams</b>						19	<b>President's Day</b>						20-23	<b>Winter Recess</b>						29	<b>Good Friday</b>						1	<b>Easter Monday Closed for HGSTC and Boak Center ONLY BTC &amp; ACES IN SESSION</b>						22-26	<b>Spring Recess</b>						27	<b>Memorial Day</b>						4	<b>Regents Days</b>						14-18	<b>Regents Days</b>						19	<b>Juneteenth Holiday</b>						26	<b>Regents Rating Day</b>						26	<b>Last Day of School</b>						<b>Total number of days 187</b>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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NOTE: If additional days must be used for emergency closings, make up days will be used from Good Friday, March 29 and the Spring Recess April 22-26. In the event of long term emergency closings, the Board of Education reserves which makeup days will be used from any scheduled recess periods and/or holidays, consistent with any language that may exist in district labor agreements.



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(315) 779-7000

**TO:** Members of the Board of Cooperative Educational Services  
Component School District Clerks

**FROM:** Patricia L. LaClair, Clerk of the Board of Cooperative  
Educational Services

**DATE:** April 26, 2023

**RE:** Results of Voting on the Proposed 2023-2024 BOCES Administrative Budget and Election of Four Members to the  
Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

On Tuesday, April 25, 2023, seventeen component school boards met to vote on the 2023-2024 proposed BOCES administrative budget and to elect four (4) members to the Board of Cooperative Educational Services. Listed below are the results of the voting:

♦2023-2024 Proposed Administrative Budget: Yes-17 No-0  
The proposed 2023-2024 administrative budget was approved.

♦Election of four (4) members to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational  
Services

Votes Received

Mrs. Alice Draper  
13876 Bishop Street  
Adams, NY 13605  
Belleville Henderson Central School District

17

Mr. Peter Monaco  
135 Smith Street  
Watertown, NY 13601  
Watertown City School District

17

Mrs. Grace H. Rice  
7469 Penny Settlement Road  
Port Leyden, NY 13433  
South Lewis Central School District

17

Mr. Stephen Dreizler  
46343 Barnes Settlement Road  
Redwood, NY 13679  
Alexandria Central School District

16

Congratulations to Mrs. Draper and Mrs. Rice each re-elected to a three (3) year term of office - July 1, 2023-June 30, 2026 and to Mr. Monaco who was elected to fill the third three (3) year term of office - July 1, 2023-June 30, 2026 and to Mr. Dreizler who was elected to fill the two (2) year term of office effective immediately and concluding June 30, 2025.

Should you have any questions regarding this information, please do not hesitate to contact me at 779-7010.

cc: District Superintendent Todd  
Superintendents