



**BOCES**  
Caring. Confident. United.

20104 STATE ROUTE 3  
WATERTOWN, NY 13601  
BOCES.COM

(315) 779-7000

## **BOARD AGENDA**

Wednesday, June 21, 2023  
**BOCES Administration Building**  
**Board Room**  
Watertown, New York

**Mr. Todd's Phone (315) 286-4554**

6:00 p.m. Recognition – Retirees – Conference Rooms A/B, Administration Building

Call to Order – Board Room (a light dinner will be served)  
Flag Salute  
Public Comment

- Oath of Office to elected member Stephen Dreizler 04/26/2023-06/30/2025
- Internal Audit Committee Meeting

## **CONSENT AGENDA**

- 1. Approve minutes of May 10, 2023
- pp. 3-4 2. Accept Internal Claims Auditor's Report
- pp. 5-6 3. Approve Budget Transfers

## **REGULAR AGENDA**

- pp. 7-40 4. Personnel Items –
- pp. 41-47 5. Approve the 2023-24 Extended PES Summer Program Staff
- pp. 48-50 6. Approve the 2023-2024 Hiring Scales for the BOCES Support Staff Association; 2023-2024 BOCES Non-Unionized Computer Technicians and the 2023-2024 BOCES Professional Staff
- pp. 51-60 7. Ratification of the Memorandum of Understanding between the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services and the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES Professional Association for settlement of an extension agreement of 07/01/23-06/30/26
- 8. Approve the Proposed 2023-2024 Annual Professional Performance Review Plan (APPR) for Professional Association Members who are not subject to Education Law 3012-d
- 9. Approve the designation of the Purchasing Agent as the employee responsible for the assignment of fund balance as it relates to encumbrances at June 30 annually
- 10. Authorize Letters of Continued Employment (Unemployment Insurance), retroactive to June 13, 2023

- p. 61 11. Approve the revised 2023-2024 Payroll Schedule
- p. 62 12. Declare the enclosed list to be surplus and be discarded
- pp. 63-66 13. Bid summaries and awards for Trash Removal, Cosmetology Chairs and Student Transportation
- pp. 67-72 14. RFP summaries and awards for Grant Writing/Planning Services, Banking Services, Brand Identity, and Cyber Security
15. Authorize the cancellation of uncollectable tuitions of \$0 from Adult Education programs for 2020-21
16. Accept a donation of \$1,200 from Avangrid Renewables, 7650 N. State Street, Suite 1, Lowville, NY, to the Engineering & Design Program at HGSTC for the Windblade Challenge.
17. Board Reports  
HGSTC National Technical Honor Society 05/16/23 – G. Rice  
JLSBA Dinner/Executive Committee Meeting 05/22/23– A. Draper, G. Rice, M. Young  
BTC National Technical Honor Society 05/23/23 – G. Rice  
Career Jam 5/25/23 – G. Rice  
SkillsUSA Banquet 05/31/23 – G. Rice  
Signing Day @ BTC 05/31/23  
Signing Day @ HGSTC 06/01/23  
HGSTC Awards Day 06/08/23 – G. Rice  
High School Equivalency Graduation 06/08/23 – G. Rice  
BTC Awards Day 06/09/23 – A. Draper, G. Rice  
ACES Graduation 06/12/23 – G. Rice  
Boak Education Center Graduation 06/13/23 – G. Rice
18. President Klindt appoints members to serve on the Nominating Committee for the selection of Board Officers for 2023-2024
- pp. 73-74 19. Administration Reports – District Superintendent –  
Enclosed Assistant Superintendent for Programs L. LaRose-Collins – Departmental Goals Update; Career Jam and NYS Seal of Biliteracy 2023  
Enclosed Assistant Superintendent for Business M. Traynor – Departmental Goals Update

20. Issues/Current Topics –

21. Adjournment –

#### Calendar

- July 5 BOCES Reorganizational/Regular Meeting – Board Room – Watertown – 6:00 pm  
14 BTC Summer Career Camp Presentation – Sackets Harbor Ballroom – 10:00 am  
20 HGSTC MAST Summer Presentation – Lewis County Education Center – 1:00 pm  
21 BTC Summer Career Camp Presentation – Sackets Harbor Ballroom – 10:00 am  
Aug 15 BOCES Regular Meeting – Conf Room B – HGSTC – 6:00 pm

#### Information

BOCES is collaborating with Jefferson County to hire two workers to assist the Facilities Department for the summer



# BOCES

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2010 4 STATE ROUTE 3  
WATERTOWN, NY 13601  
BOCES.COM

**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

June 14, 2023

Board of Education  
Jefferson Lewis BOCES  
Watertown, NY 13601

Board of Education:

During my claims audit procedures conducted in May 2023, we received approximately 648 claims, with a total of \$2,273,806.50, 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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BOCES.COM(315) 779-7000  
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(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 - May 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>May 2023</b>					
118	A&F	221385	221470		
		17463	17512	350	\$1,467,372.00
119	Dental/Vision			11	\$4,256.19
	Health				
120	Insurance	2833	2833	1	\$724,034.00
121	Capital Fund	1052	1052		
		142	142	2	\$16,245.00
123	A&F	221471	221540		
		17513	17586	234	\$490,241.92
124	Dental/Vision	1287	1287		
		667	671	6	\$2,400.40
126	EFT			44	\$79,256.99
<b>Total</b>				<b>648</b>	<b>\$2,783,806.50</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

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



# Jefferson-Lewis BOCES

## Budgetary Transfer Report Fiscal Year: 2023 Current Appropriation - Effective

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	Approval Level
<b>Fund: A - GENERAL FUND</b>							
05/18/2023	016012	Reallocated budget for supply purchases					1
			A616-7134-400-00-000 R	Purchased Services	-623.00		
			A616-7134-301-00-000 R	Materials/Supplies		623.00	
05/26/2023	016460	Reallocate budget to cover interest paid for RAN					1
			A001-1900-819-00-000 R	Retiree Health Insurance	-40,535.00		
			A001-1970-700-00-000 R	Interest On Rans		40,535.00	
06/12/2023	016891	To reallocate budget to cover the cost of training					1
			A615-7470-301-03-000 R	Materials/Supplies	-500.00		
			A615-7470-400-03-000 R	Purchased Services		500.00	
		<b>Total for Fund A - GENERAL FUND</b>			<b>-41,658.00</b>	<b>41,658.00</b>	

# Jefferson-Lewis BOCES

Budgetary Transfer Report  
Fiscal Year: 2023  
Current Appropriation - Effective

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Total Current Appropriation	41,658.00
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Selection Criteria
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Type: Current Appropriation  
Fund: A  
Printed by William Dealing

### Retirements

Name: Barbara K. Carr, Cleaner, effective 10/27/23  
Name: Loretta A. Coe, Cleaner, effective, 09/28/23  
Name: Lucy T. Hiotis, Teacher Deaf, effective 10/15/23  
Name: Janet L. Ramsey, Culinary Arts Instructor, effective 10/27/23

### Resignations

Name: Michael V. Attanasio, Occupational Therapist, effective 08/31/23  
Name: Adam C. Beshures, Teacher Auto, effective, 06/02/23  
Name: Sarah L. Carpenter, Coordinator Curriculum, effective 06/30/23, with the District Superintendent waiving the 30 day notice  
Name: Lynn S. Gaffney, Director of Instructional Services, effective 06/18/23  
Name: Courtney M. Hastwell, Teacher Support Person, effective, 06/21/23  
Name: Cody A. Lawrence, Teacher Support Person, effective 05/03/23  
Name: Gregory S. McIntyre, Account Clerk/Typist, effective 06/14/23  
Name: Allyson MacNay, Teacher Support Person, effective 05/19/23  
Name: Samuel T. Payne, Teacher Support Person, effective 06/02/23  
Name: Angela D. Rawson, Adult Ed Clinical Instructor, effective 06/23/23  
Name: Jordan E. Stiles, Teacher Support Person, effective 06/23/23  
Name: Jessica Taylor, Adult Ed Specialist, effective 07/31/23

### Stipend

Name: Margaret M. Rice, Literacy Program Support 9/5/23-6/30/24, \$3,500, Budget Code F925 5912 150 24

### Classified Appointments

Name: Randy Bump Jr., Cleaner  
Appointment Type: Probationary  
Start Date: 05/30/2023  
Salary: Cleaner Scale Level 3, \$31,276, prorated from 05/30/23  
  
Name: Carson J. Dosztan, Graphics Aide - Part Time  
Appointment Type: Part-Time  
Start Date: 06/27/23  
Salary: \$14.20/hr.  
  
Name: Da'Mya Lee-Clark, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 05/15/2023  
Salary: TSP Scale, \$18,889, prorated from 05/15/23  
  
Name: Melissa Lingo Gragg, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 05/22/23  
Salary: TSP Scale, \$18,889, prorated from 05/22/23  
  
Name: Jillian M. Lantry, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 08/30/2023  
Salary: \$19,809  
  
Name: Elizabeth McIntyre, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 06/05/23  
Salary: TSP Scale, \$18,489, prorated from 06/05/23

Name: Emilie L. Mooney, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 08/30/2023  
Salary: \$20,009

Name: Donna M. Olin, Cleaner  
Appointment Type: Permanent  
Start Date: 06/01/23  
Salary: Cleaner Scale, Level 4, \$31,776, prorated from 06/01/23

Name: Rebecca A. Real, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 08/30/2023  
Salary: \$19,009

Name: Liam Stevenson, Cleaner  
Appointment Type: Probationary  
Start Date: 05/15/2023  
Salary: Cleaner Scale Level 4, \$31,776, prorated from 05/15/23

Name: Alyssa N. Thomas, Teacher Support Person (TSP)  
Appointment Type: Permanent  
Start Date: 08/30/2023  
Salary: \$19,889

#### **Provisional Civil Service Appointment**

Name: Michelle M. Chambers, Personnel Assistant  
Appointment Type: Provisional  
Start Date: 07/01/23  
Salary: \$48,770

Name: Cheri D. Pennell, Personnel Specialist  
Appointment Type: Provisional  
Start Date: 07/01/23  
Salary: \$45,345

#### **Probationary Civil Service**

Name: Ashley A. Delaney, Senior Account Clerk  
Appointment Type: Probationary  
Start Date: 05/27/23-5/26/24  
Salary: No Change

Name: Heath A. LaLone, Custodian  
Appointment Type: Probationary  
Start Date: 05/13/23-5/12/24  
Salary: No Change

Name: Michelle O'Connor, Administrative Assistant  
Appointment Type: Probationary  
Start Date: 06/21/23  
Salary: \$43,680, prorated from 06/21/23  
Pending Approval of Fingerprints

#### **Permanent Civil Service**

Name: Michelle M. Chambers, Principal Account Clerk  
Appointment Type: Permanent  
Start Date: 06/06/23  
Salary: No Change



Name: Pamela A. Hebert, Director of Human Resources (School)  
Appointment Type: Permanent  
Start Date: 06/01/23  
Salary: No change

### **Temporary Appointment**

Name: Shelva Frizzell, Teacher Special Education Option 4  
Appointment Type: Temporary  
Start Date: 05/15/23- 06/30/23  
Salary: Scale A, Step 5, \$51,240, Prorated from 05/15/23

### **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: Andrea W. Lomber, Director of Programs & Professional Development  
Appointment Type: Probationary  
Tenure Area: Administration; Dir of Prog & Prof Dev  
Start Date: 07/10/23-07/09/27  
Salary: \$110,000, prorated from 07/10/23  
\*Be granted 80 accrued sick days upon hire to be carried over year to year in the normal fashion

Name: Crystal L. Stuckey, Teacher Assistant  
Appointment Type: Probationary  
Tenure Area: Teacher Assistant  
Start Date: 03/30/23 - 03/30/27  
Salary: \$20,350, prorated from 03/30/23

### **Part-Time Appointment**

Name: Scott N. Connell Assistant Director Frontier League  
Appointment Type: Part-time  
Start Date: 07/01/23-06/30/24  
Salary: \$89,548, prorated to .25 FTE  
Name: Brenda M. Jock Derouin, School Psychologist, .4 FTE S. Lewis  
Start Date: 09/01/23  
Salary: \$ per contract

Name: Robert M. Kowalick Executive Director  
Appointment Type: Part-time  
Start Date: 07/01/23-06/30/24  
Salary: \$89,548, prorated to .25 FTE

Name: Scott B. Slater, Planning Support for Programs for Exceptional Students  
Appointment Type: Part-time  
Start Date: 06/01/23  
Salary: Daily Rate

### **Salary Increases effective 07/01/23**

Name: Deborah A. Aucter, Jobs Skills Training Instructor  
Salary: \$48,029

Name: Stacey J. Berry, Jobs Skills Training Instructor  
Salary: \$40,825

Name: Charity J. Gregory, Transportation Supervisor  
Salary: \$65,700

Name: Aliza J. Nortz, Jobs Skills Training Instructor  
Salary: \$42,234

### Additional Work

Name: Paige M. Fuller, Interpreter, for up to 4 hours to accompany a student on a field trip @ her hourly rate. To be billed back to Carthage

Name: Carol A. Barkley, School Psychologist, Up to 2 days @ 1/200th of 2023-24 salary

Name: David V. Brancheau, Maintenance on vehicle fleet, 07/01/23-06/30/24, @ \$40/hr.

Name: David V. Brancheau, Substitute Bus Driver, @ 23-24 hourly rate

Name: Stacey M. Linkroum, School Psychologist, up to 5 days @ 1/200th of 23-24 salary

Name: Miranda L. Peters, Stipend for Marching Band, Bi-County and NYSSMA

Salary: \$25/hr up to a maximum of \$1,000 with timesheets being submitted and a bill back to LaFargeville

Name: Erica L. Pettit, School Psychologist, up to 10 days @ 1/200th of 23-24 salary

Name: Mark C. Streiff, \$59.16/hr.

Theories & Techniques, Health Science, Philosophy, Principles & Organization of Athletics of Education, CPR Initial for new coaches, First Aid Initial for new coaches, CPR Update, First Aid UpdateTchr Coach

Name: Errin E. Thomas, Curriculum Work for the new EMT Program, 01/01/23-06/30/23, \$25/hr. up to 20 hours

### Summer Work

Time sheets will be submitted

Name: Walter J. Berwick Jr, MAST Summer Camp HGSTC 7/10/23-7/21/23 @ 1/200th of 23-24 Salary

Name: Stephen K. Bond, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Christopher G. Bova, Summer Career Camp BTC 7/12 and 7/19/23 @ 1/200th of 23-24 Salary

Name: Darren R. Bracy, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Geoffrey R. Buckingham, MAST Summer Camp, 07/10/23-07/21/23 @ 1/200th of 23-24 salary

Name: Geoffrey R. Buckingham, Curriculum Development, \$25/hour 6 hours per day up to 2 days

Name: Tracy A. Coolidge, Input for student IEP's and medical data, July/August 2023 10 days at 1/187th of 23-24 salary

Name: Laura J. Farrell, PBIS Training @ Indian River, \$25/hr. for up to 12 hours July 18-19, 2023

Name: Todd K. Gorman, Summer Career Camp 7/10/23-7/21/23 @ 1/200th of 23-24 Salary

Name: Justin K. Hall, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Kenneth R. Kellogg, Curriculum Development, Salary: \$25/hour up to 6 hours per day for 2 days

Name: Russell C. Koster, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Alicia E. Leviker, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Audrey J. Martinez, Curriculum Development \$25/hour for 6 hours up to 2 days

Name: George C. Meyer, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Benjamin D. Ouderkirk, Summer Career Camp BTC 7/10/23-7/21/23 @ 1/200th of 23-24 Salary

Name: Denny M. Peebles, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Mary I. Pennock, Summer Career Camp BTC 7/10/23-7/21/23 @ 1/200th 23-24 Salary

Name: Mary I. Pennock, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Janet L. Ramsey, Summer Career Camp BTC 7/13 and 7/20/23 @ 1/200th of 23-24 Salary

Name: Kimberly A. Seelman, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Scott A. Sellers, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Donald B. Snyder, Curriculum Development, \$25/hour for 6 hours per day for up to 2 days

Name: Brian H. Taube, Curriculum Development, \$25/hour for 6 hours per day up to 2 days

Name: Ginger S. Thomas, School Counseling Assistant, 4 days for summer 2023 @ India River, @ per diem rate. To be billed back to Indian River.

Name: Shannon R. Zehr, Input of student IEP's and medical data, July/August 2023, 10 days at 1/187th of 23-24 salary

### Tenure

Name: Miranda Canell, Teacher Assistant, effective 09/01/23

Name: Richard R. Carew, Trade Subject - Vehicle Mechanical Repair (including Heavy Equipment Repair) 7-12, effective 08/15/23

Name: Adrienne K. Dietrich, Education of Children w/Handicapping Conditions-General Special Education, effective 08/31/23

Name: Kelsey S. Eveleigh, English Instructor, effective 09/01/23

Name: Jesyka R. Grossman, Teacher Assistant, effective 09/01/23

Name: David A. Konop, Teacher Assistant, effective 09/01/23

Name: Amy R. Luke, Teacher Assistant, effective 09/01/23

Name: Sandra E. McRae, Teacher Assistant, effective 09/01/23

Name: Brooke L. Shaw, Education of Children w/Handicapping Conditions-Education of Speech and Hearing Handicapped Children, effective 09/01/23

### Adult Education

Name: Laureen H. Booth, Test Center Proctor

Start Date: 07/01/23-6/30/24 (dates and times TBD)

Salary: \$12,540 (\$19/hr x 660 hours)

Budget Code: F925 5912 150 24

Name: Gretchen L. Bragger, Professional Development

Start Date: 07/1/23-08/31-23 (2 days TBD)

Salary: \$25/hr up to 14 hours

Budget Code: F950 3010 151 24

Name: Nicole L. Davis, Curriculum/Program Development

Start Date: 07/1/23-8/31/23 (10 days TBD)

Salary: 1/200th of 23-24 salary

Budget Code: F950 3010 151 24

Name: Regina E. Elliott, Professional Development

Start Date: 07/01/23-08/31/23 (2 days TBD)

Salary: \$25/hr up to 14 hours

Budget Code: F950 3010 151 24

Name: Julie A. Elmer, Adult Education Data & Financial Aid Services

Start Date 7/1/23-6/30/24

Salary: \$45/hour not to exceed \$35,000 in the 23-24 school year

Budget Code: F950 310 161 24

Name: Patrick J. Henry, Test Center Proctor

Start Date: 07/01/23-06/30/24 (dates and times TBD)

Salary: \$12,540 (\$19/hr x 660 hours)

Budget Code: F925 5912 150 24

Name: Jennifer J. Mahnken, Professional Development

Start Date: 07/01/23-08/31/23 (2 days TBD)

Salary: \$25/hr up to 14 hours

Budget Code: F950 3010 151 24

Name: Margaret M. Rice, Literacy Instruction

Start Date: 07/11/23-08/23/24

Salary: \$1,399.41 ( \$29.15/hr x 48 hours)

Budget Code: F925 5912 150 24

Name: Margaret M. Rice, Professional Development

Start Date: 07/1/23-8/31/23 (2 days TBD)

Salary: \$25.00/hr up to 14 hours

Budget Code: F925 5912 150 24

**Programs For Exceptional Students  
ESY Staff List 2023**

**Jefferson County:**

8:1:1	Rebecca Gould	TA: Lori Sears	Aide: Jennifer Percy Aide: Grace Doubleday Aide: Da'Mya Lee-Clark
8:1:1	Jason Devine	TA: Anne Dorgan-Slate	
8:1:1	Megan Peacock/ Alexandra Smith	TA: Bonnie Diefendorf	
6:1:2	Joanne Galavitz	TA: Jackie Russell	Aide: Roxanne Palacio
12:1:3:1	Beth Dunn	TA: Taylor Johnson	Aide: McKenna LaLonde Aide: Cheyenne Jaquin Aide: Samantha Johnson
12:1:3:1	Patrick Hyle	TA: Kammie Riewaldt	Aide: Pamela Jewett Aide: Brandy Valentin Aide: Ling Wu (P/T)
12:1:3:1	Lyndsey Ryan	TA: Lillian Stevens	Aide: Colleen Heggelke Aide: Cheyenne Seery Aide: Christine Moseley Aide: Rebecca Real
12:1:3:1	Anita Henry/Tracy Granger	TA: Lynn Taylor	Aide: Carmella Bell (P/T?) Aide: Sally Carter Aide: Linda Adrian Aide: Jessica Hynes Aide: Tanisha Sanford
12:1:3:1	Corey Cuppernell/Megan Washburn	TA: Jeralynn Ashcroft	Aide: Sara Garrison (first 3 weeks) Aide: Shelby Vrooman Aide: Frank Newton Aide: Christopher Henderson Aide: William Magovney
12:1:3:1	Jennifer Simonds	TA: Leslie Keefer	Aide: Teresa Haynes Aide: Daisy Andrews



Aide: Blythe Peebles  
Aide: Gabrielle Slatel

12:1:3:1 Jennifer Bach TA: Ann Spencer

Aide: Marissa Strader  
Aide: Brandy Andrews  
Aide: Kaitlyn Towers

12:1:3:1 Jim Webb TA: Madison White

Aide: Mercedes Stevens (.8)  
Aide: Vernetta Mulpagno  
Aide: Linda Barney

12:1:1 Tom Gagnon TA: Kammie Martin

Aide: Tracy Gebo

12:1:1 Margaret Coe TA: Dawn Froedtert

12:1:1 Margaret-Mary Clement TA: Sherry Ashwood

**Related Services & Additional Staff:**

PE Teacher	Paul Gaede
PE Teacher	Michael Hartle
PE Teacher	Marcia Pawling
LPN	Linda Barney
RN	Debra Russell
RN	Angela Nortz .5 FTE
OT	Katelyn Kennedy
OT	Shannon DeMarco
OT	Kimberly Martin
OT	Jaime Montanaro
OT	Jennifer Rutledge
PT	Allison Lawrence
PT	Sarah Smith
Speech	Kristina Green
Speech	Assistive Tech Kristy Littell
Speech	Jordan Papin
Speech	Emily Putnam
Speech	Courtney Thomas
Interpreter	Becky Reynolds
Interpreter	Alexis Stevenson
TOD	Victoria Nellis
Substitute TOD or Interpreter - Lucy Hoitis	
MSW	Amber Hanni
MSW	Olga Harbuz
MSW	Blair Kiernan
CBT	Rachel Sutherland
CBT	Carole Sutherland

## **Lewis County**

6:1:1	Cassie Anderson	TA: Kathy Tucker	
6:1:1	Lyndsie Lee	TA: Haley Dekin (also OT)	Aide: Miranda Canell
12:1:1	Abigail Gomez	TA: Leette McCollum	
12:1:1	Caree Turck	TA: Michelle Higman	Aide: Sara Botteri Aide: Kristina Panowicz
12:1:1	Patrick Adriance	TA: Rebecca Kogut	Aide: Perry Lehman
12:1+3:1	Audrey Hammond	TA: Mary Miller	Aide: McKenna Hartley Aide: Renee Madore Aide: Deanna Doviak
12:1:1/12:1+3:1	Harley Hancock	TA:	Aide: Kirstin Moshier Aide: Allyson LaBrake Aide: Caroline St. Croix Aide: Merry Sherry Aide: Miranda Canell

## **Related Services & Related Services:**

LPN	Brenda Rounds
Adapt PE	Joseph Widrick
Speech	Katie Lehnhardt
Speech	Nichol MacGregor
Speech	Christine Williams
Speech, Assistive Tech	- Kelly Kinsella-Runkles
OT	Caitlin Lee
PT	Caryl Petrus
MSW	Krysta Ortlieb
MSW	Carlie Watson

## 2023-2024 MINIMUM HIRING SCALES - BOCES SUPPORT STAFF

MICRO TYPIST TYPIST	ACCT CLERK	SENIOR ACCT CLERK*	CLEANER	CUSTODIAN*	BUS DRIVER/ CLEANER
LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL
1 \$28,469	1 \$29,104	1 31,470	1 32,365	1 \$33,258	1 \$33,034
2 \$28,969	2 \$29,604	2 31,970	2 32,865	2 \$33,758	2 \$33,534
3 \$29,469	3 \$30,104	3 32,470	3 33,365	3 \$34,258	3 \$34,034
4 \$29,969	4 \$30,604	4 32,970	4 33,865	4 \$34,758	4 \$34,534
5 \$30,469	5 \$31,104	5 33,470	5 34,365	5 \$35,258	5 \$35,034

VAN DRIVER	5-Hour BUS DRIVER^	OCC ED AIDES	OCC ED ASST**	INTERPRETERS***	ACCT CLERK/TYPIST
LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL
1 \$33,101	1 \$22,346	1 \$20,182	1 \$22,599	I \$20,182	1 \$32,429
2 \$33,601	2 \$22,846	2 \$20,682	2 \$23,099	II \$25,932	2 \$32,929
3 \$34,101	3 \$23,346	3 \$21,182	3 \$23,599	III \$31,682	3 \$33,429
4 \$34,601	4 \$23,846	4 \$21,682	4 \$24,099		4 \$33,929
5 \$35,101	5 \$24,346	5 \$22,182	5 \$24,599		5 \$34,429

Graphic Artist Asst#
----------------------

Asst Computer Programmer#
---------------------------

CENT SVCS CLERK (Print Shop)
LEVEL
1 \$29,727
2 \$30,227
3 \$30,727
4 \$31,227
5 \$31,727

# Starting salaries for these titles to be determined as needed in consultation with Association President

\* Per Art. XV, Sec. A, \$2000 increase Acct Clerk to Senior Acct Clerk & Cleaner to Custodian

^Rates are annual salary for 12-month positions based on 260 days and 1300 hours.

10-month positions are based 180 days and 900 hours

\*\*Per Art. XV, Sec. A, \$2000 increase Occ Ed Aide to Occ Ed Asst upon receipt of teaching assistant certification

\*\*\*LEVEL Placement for Interpreters based on approved and appropriate coursework

APPROVED BY BOARD

xxxx, xx, 20xx

**2023-2024 MINIMUM HIRING SCALES**  
**BOCES NON-UNIONIZED COMPUTER TECHNICIANS**

COMPUTER TECHN	
LEVEL	
1	\$38,689
2	\$39,289
3	\$39,889
4	\$40,489
5	\$41,089

**APPROVED BY BOARD**  
June \_\_, 2023



## 2023-2024 MINIMUM HIRING SCALES - BOCES PROFESSIONAL STAFF

Certified Occupational Therapy Assistant	
LEVEL	
1	\$27,060
2	\$27,585
3	\$28,110
4	\$28,635
5	\$29,160

Registered Physical Therapy Assistant	
LEVEL	
1	\$31,215
2	\$31,740
3	\$32,265
4	\$32,790
5	\$33,315

Occupational/ Physical Therapist	
LEVEL	
1	\$52,963
2	\$53,513
3	\$54,063
4	\$54,613
5	\$55,163

Social Worker	
LEVEL	
1	\$53,524
2	\$54,074
3	\$54,624
4	\$55,174
5	\$55,724

Registered Nurse	
LEVEL	
1	\$37,401
2	\$37,926
3	\$38,451
4	\$38,976
5	\$39,501

APPROVED BY BOARD  
June \_\_\_\_, 2023

**JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

Proposal to The

**JEFFERSON-LEWIS-HAMILTON-HERKIMER-ONEIDA  
BOCES PROFESSIONAL ASSOCIATION**

**For Successor agreement to the 2018-2023 Collective Bargaining Agreement**

**May 19, 2023**

The following is a total package with respect to the Parties' agreement for a successor agreement to the 2018-2023 collective bargaining agreement between the Jefferson Lewis Hamilton Herkimer Oneida BOCES (the "BOCES") and the Jefferson Lewis Hamilton Herkimer Oneida BOCES Professional Association (the "Union," "Unit" or "Association"). The Parties agree to a three (3) year contract on the terms specified below. Any other proposals by either party not expressly included herein are considered rejected and/or withdrawn. Both Parties understand and agree that finality and enforceability of this agreement is subject to legislative ratification of Association's membership and the Board of Education for the District.

**TERMS**

**1. JOINT HOUSEKEEPING ITEMS**

**MODIFY** references in CBA to ensure gender neutrality throughout CBA (example "boy and girl" change to "student" "him and her" change to "they" or "employee", etc. ).

- Clean up names. Ex – BOCES or JLHHO Board, JLHHO Association or BPA.
- Where appropriate, any other date or pronoun references will be edited and updated.

Note: The Parties will review a final markup version of the CBA and initial changes prior to final CBA update.

**2. ARTICLE I – RECOGNITION (p. 1)**

**MODIFY** Section 1.0 by ADDING and DELETING language as follows:

2.0 PERB has certified the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES Professional Association (BPA) as the exclusive representative for the purpose of collective negotiations and the settlement of grievances.

Included in the bargaining unit: All professional teaching employees ~~and Adult Education Specialists~~, School Psychologist, COTA, CPTA, Nurse, School Social Worker, Occupational Therapist, and Physical Therapist.

NOTE: In the above request, the proposal to delete Adult Education Specialist or AES from this bargaining unit would affect five employees and would cover the following titles all coded to the Adult Ed Budget (Adult Ed Specialist "AES", Teacher GED "TGED", Teacher Literacy GED "LITG", Adult Ed Instructor License Practical Nursing

“LPA”, Teacher Health Careers “THO” (coded to Adult Ed budget ONLY. This will not include CTE THO’s such as New Visions, Occ Ed Science, or the Nursing Assistant program instructors who are coded to CTE)). This proposal would also result in the deletion of the Adult Education Specialists MOA at Appendix E of the CBA as well as the deletion of Appendix G for the BTC Nursing Instructor Stipend. The remaining Appendices will be renumbered accordingly.

Note: District will draft letter to the affected employees for their personnel files providing assurance the employee will receive the fringe benefits from the BPA CBA expiring June 30, 2023, or the NNEG Handbook, whichever is the greater benefit.

3. **ARTICLE II – PRINCIPLES (p. 2)**

**MODIFY** Section 3.0 Rights of Minorities and Individuals as follows:

The legal rights inherent in the ~~State School Code~~ **Education Law and Rules** and the rulings and regulations of the Commissioner of Education affecting certificated personnel are in no way abridged by this agreement.

4. **ARTICLE V – COMPENSATION (p. 4-5)**

**MODIFY** Section 3.0 Salary Increases as follows:

3.0 Salary Increases

- 3.1 The total cost of salary schedule increase, inclusive of increment and longevity, shall be as follows:

- |                                |                               |
|--------------------------------|-------------------------------|
| i. <del>2018-2019 2.9%</del>   | iv. <del>2021-2022 2.9%</del> |
| ii. <del>2019-2020 2.9%</del>  | v. <del>2022-2023 2.9%</del>  |
| iii. <del>2020-2021 2.9%</del> |                               |
| i. <b>2023-2024 5.0%</b>       |                               |
| ii. <b>2024-2025 4.5%</b>      |                               |
| iii. <b>2025-2026 3.5%</b>     |                               |

Salary schedules reflecting the agreed upon increases will be attached as Appendix B and C for each of the respective years.

- 3.2 For accreted title employees who are not on a salary schedule, each employee shall receive an increase in their base salary over the previous year as follows:

- |                                |                               |
|--------------------------------|-------------------------------|
| i. <del>2018-2019 2.9%</del>   | iv. <del>2021-2022 2.9%</del> |
| ii. <del>2019-2020 2.9%</del>  | v. <del>2022-2023 2.9%</del>  |
| iii. <del>2020-2021 2.9%</del> |                               |

- i. 2023-2024 5.0%
- ii. 2024-2025 4.5%
- iii. 2025-2026 3.5%

Hiring scales for accreted titles shall be agreed to between the BOCES and the Association.

5. **ARTICLE VI – SUMMER SCHOOL WORK (p. 5)**

**MODIFY** Section 2.0 Professional Development as follows:

**2.0 PROFESSIONAL DEVELOPMENT**

The above paragraph “1.0” shall not apply to bargaining unit members who attend workshops, seminars, or conferences regardless of whether school is or is not in session. When bargaining unit members attend workshop, seminars, or conferences outside of their regular day for purposes of professional development, and such attendance is preapproved by the BOCES prior to attending, such members will be reimbursed as follows:

- ~~For 2018-2021~~ \$25.00/hr.
- ~~For 2021-2023~~ \$25.00/hr.
- For 2023-2026 \$25.00/hr.

6. **ARTICLE IX: PAYROLL DEDUCTION (p.7-8)**

**DELETE** CURRENT “DUES” and “AGENCY FEE” Sections and **REPLACE** with **NEW “DUES”** as follows:

**DUES**

- ~~1.0 — The District agrees to deduct from the salaries of the bargaining unit members' dues for the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES' Professional Association and its state and/or national affiliate organizations as said bargaining unit members individually and voluntarily and/or authorize the District to deduct and transmit the monies to the Association at each pay period.~~
- ~~2.0 — Deductions will automatically be made from all bargaining unit members who have approved said deductions. Dues deductions will be on the 1st pay period in October and in each of the successive pay periods.~~
- ~~3.0 — Unit members who voluntarily withdraw their dues deduction shall notify the BOCES Superintendent and BOCES PA President in writing. Unless both parties are notified in writing by October 1, dues will continue to be deducted.~~

**AGENCY FEE**



~~Agency Fee Payers: JLHHO BOCES shall deduct from the wage or salary of employees in the bargaining unit who are not members of the JLHHO BOCES Professional Association the amount equivalent to the dues levied by the Association in accordance with Chapter 677 and 678 of the Laws of 1977 of the State of New York. The Association affirms that it has adopted such procedures for refund of agency shop fee deduction as required in Section 3 of Chapter 677 and 678 of the Laws of 1977 of the State of New York.~~

#### **DUES**

1. The Superintendent or their designee agrees to deduct from the salaries of the bargaining unit members' dues for the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES' Professional Association (BPA) in accordance with the terms of the signed dues deduction authorization form.
2. Copies of unit members' signed dues authorizations shall be provided to the BOCES and shall be sufficient for the BOCES to deduct dues.
3. Dues deductions will be on the 1st pay period in October and in each of the successive pay periods.
4. The Superintendent or their designee will transmit the monies to the Association each pay period.
5. The deduction of membership dues from bargaining unit members' salaries shall remain in full force and effect until:
  - 5.1 An individual employee revokes membership in the employee organization in writing to the Association and the Superintendent in accordance with the terms and procedures of the signed authorization; or
  - 5.2 The individual employee is no longer employed by the public employer, provided that if such employee is, within a period of one year, employed by the same public employer in a position represented by the same employee organization, the right to such dues deduction shall be automatically reinstated.

#### **7. ARTICLE XIII: SICK LEAVE AND SELLBACK (p.10-12)**

**MODIFY Sick Leave by ADDING the following language:**

#### **SICK LEAVE**

- 1.0 Ten (10) month employees in the unit shall be entitled to 12 sick days in each school year. Employees may use up to six (6) of their annually allotted days of sick leave in any year for either their own personal illness OR an illness in the immediate family (defined in Article XVI paragraph 2.0) in that year. Any personally accrued sick leave beyond the annual allotment of six (6) days in any year may only be used for the member's own personal illness. This leave will be cumulative to 180 days for those days not used, meaning that members may have as much as 192 days in

a given year for use (180 days of rollover accumulation plus the current year grant of 12 days). This sick leave will be available for the first day of school for those people employed to serve for the full period. For those hired after the beginning of the school year, they shall be entitled to a total number of sick leave days equal to the number of months remaining in the school year as of the date of their employment. (Fifteen or more calendar days shall be counted as a full month if the number of months remaining in the year when the employee is hired are not an exact amount.)

2.0 After maximum sick leave days have been accumulated, days used will first be subtracted from current years allowance of 12 days, rather than accumulated time.

3.0 Bargaining unit members who suffer a compensable job related injury or illness under Workers' Compensation shall suffer no loss of pay for the amount of accumulated sick time or 26 weeks, whichever is less, no deduction from accumulated sick time will be made for this period of time.

3.1 Any payment received through Workers' Compensation for the period of time described in 3.0 shall be turned over to the Board.

3.2 Settlement of claims due to disfigurement or loss of function shall be between the bargaining unit member and the Workers' Compensation Board in accordance with the procedures of that Board.

8. **ARTICLE XV: PERSONAL BUSINESS LEAVE** (p.12)

**MODIFY** Article XV Personal Business Leave **DELETING** and **ADDING** the following language then renumbering accordingly:

Personal business leave not to exceed 4 days totally is allowed for the following reasons with the limitations noted. These days are non-cumulative. **Barring unanticipated or unusual circumstances, At least 48 hours' notice must be given in writing to the employee's immediate supervisor and District Superintendent for approval. Only two (2) days of unused personal business leave/Personal Leave (in any combination) may be accumulated as sick leave.**

~~1.0 — Sickness in the immediate family.~~

1.0 ~~Remedial~~ **Routine** health treatment, such as doctor and dentist appointments. No details need be supplied as to the reason for treatment.

2.0 Legal transaction involving a legal instrument (deed, mortgage, transferring of title, etc.) or a court order.

- 3.0 Attendance at weddings or commencement exercises involving members of the immediate family, ~~not to exceed two days.~~
- 4.0 Funerals outside immediate family ~~not to exceed one day. If more than one day is needed, an appeal for additional days may be made to the immediate supervisor.~~
- 5.0 Emergency occurrences, such as car failure and broken water pipes.

Requests for such days are not to be made for days immediately prior to or immediately following a holiday or vacation period.

#### **Personal Leave**

- 6.0 One (1) day of personal leave will be allowed under the following conditions:
  - a. No reason for absence other than the identification "personal leave" shall be required provided the unit member notifies the immediate supervisor and Superintendent, in writing, at least forty-eight (48) hours in advance.
  - b. In case of emergency the forty-eight hours requirement will be waived and the person using the personal leave day may be required to show that advance notice was not possible.
  - ~~c. The unused personal leave day under this section will accumulate in the following school year as sick leave.~~
  - c. Use of such personal leave day shall not be allowed for the three (3) days immediately prior to or for three (3) days immediately after a scheduled vacation or holiday.

#### **9. ARTICLE XIX: HEALTH AND DENTAL INSURANCE (p.14-15)**

**EDIT Section 3.0** (All other language remains the same) p.15

- 3.0 **Health Insurance in Retirement - Members in the bargaining unit can qualify for health insurance in retirement if they meet the requirements in Section 3.1 or 3.2 below.**
  - 3.1 Members in the bargaining unit with twelve (12) years of continuous service at the time of retirement are eligible to select one of two options below for health insurance in their retirement. Retirement in this contract shall mean retirement from the New York State retirement system without a reduction in benefits pursuant to TRS/ERS Rules and Regulations.\*
  - 3.2 Members in the bargaining unit with twenty (20) years of continuous service at the time of retirement are eligible to select one of two options below for health insurance in their retirement. Retirement in this contract



shall mean retirement from the New York State retirement system, regardless of whether or not a reduction in benefits occurs at the time of the employee's retirement based on the employee's service in the TRS/ERS retirement system pursuant to TRS/ERS Rules and Regulations.\*

10. **ARTICLE XIX – HEALTH INSURANCE (p. 13)**

**MODIFY** Article XIX by **ADDING** language as follows:

**ARTICLE XIX**  
**HEALTH INSURANCE**

\*At the time of this contract's signing, New York State ERS Rules provide that a reduced retirement benefit applies for a member who is in ERS Tiers 2, 3, or 4 (hired before Jan 1, 2010) unless the member retires between ages 55-62 with at least 30 years of service in the system, or at age 62. A member who is in ERS Tier 5 (hired between Jan 1, 2010 and March 31, 2012) will have their retirement benefit reduced if they retire prior to age 62. A member who is in ERS Tier 6 (hired on or after April 1, 2012) will have their retirement benefit reduced if they retire prior to age 63.

**Sources:** [http://www.osc.state.ny.us/retire/members/early\\_age\\_reduction.php](http://www.osc.state.ny.us/retire/members/early_age_reduction.php)  
and [http://www.osc.state.ny.us/retire/members/find\\_your\\_tier.php](http://www.osc.state.ny.us/retire/members/find_your_tier.php)

\*At the time of this contract's signing, New York State TRS Rules for reduced retirement benefits can be found below:

[http://www.osc.state.ny.us/retire/members/early\\_age\\_reduction.php](http://www.osc.state.ny.us/retire/members/early_age_reduction.php)  
[http://www.osc.state.ny.us/retire/members/find\\_your\\_tier.php](http://www.osc.state.ny.us/retire/members/find_your_tier.php)  
<https://nystrs.org/NYSTRS/media/PDF/Library/Publications/Active%20Members/handbook.pdf>

11. **ARTICLE XX – EMPLOYEE EVALUATION (p. 16)**

**MODIFY** Article XX Section 4.0 by **DELETING** and **ADDING** language as follows:

- 4.0 The parties acknowledge that they have negotiated the implementation of an Annual Professional Performance Review ("APPR") for covered teachers as defined and required by Chapter 103 of the Laws of 2010, and subsequent amendments, in order to be in compliance with the final regulations of the Commissioner of Education and Education Law ~~3012-e~~ 3012-d and that such plan is memorialized separately in a separate APPR document.

12. **ARTICLE XXVII – SUBMISSION OF REQUIRED DOCUMENTS (p. 21)**

**MODIFY** Article XXVII Section 2.0 by **DELETING** and **ADDING** language as follows:

- 2.0 Prior to approving a change in salary column, the teacher must submit his/her original CQ, provisional or permanent certificate to the Director of ~~Human Resources Employer/Employee Relations or the Certification Specialist~~, no later than June 1 for payment in that school year. Any approved retroactive payment will be made to the issuance date of the certificate, but not prior to September 1 of the current school year.

13. **ARTICLE XXIX: ADDITIONAL FACULTY MEETINGS** (p.22)

**MODIFY** Article XXIX Additional Faculty Meetings by ADDING a new paragraph 2.0 section b with the following language:

- 2.0 A. Three additional department/staff meetings will be scheduled for bargaining unit members during the remainder of the year. Attendance is mandatory. The meetings will last no longer than 90 minutes. The purpose of these meetings is for staff development. The date of the three additional meetings shall be disseminated no later than September 1<sup>st</sup> of each school year.
- B. In lieu of the additional meeting requirement in enumerated paragraph 2.0 A above, individuals serving in titles commonly referred to as "Related Service Providers" may be permitted to attend professional development workshops and/or activities that result in continuing education credits toward license and/or certification renewal requirements so long as the following criteria are met:
- 1). The employee must request and receive prior approval of the Program Director prior to attending for credit pursuant to this provision. Failure to obtain prior approval will negate the hours for use as credit toward the additional department/staff meeting provision in paragraph 2.0 A above.
  - 2) The total additional continuing education training(s) must total at least 4.5 cumulative hours and must be completed outside the contractual workday.
  - 3) The additional continuing education trainings, workshops, and/or activities must result in continuing education credit toward license or certification renewal for the respective license and/or certificate held by the employee.
  - 4) The employee must submit satisfactory proof of attendance upon completion of the respective continuing education training.
  - 5) If the employee is unable to attend or complete the required hours of continuing education training set forth in this paragraph, the employee is required to attend the meetings set forth in paragraph 2.0 A above. A failure to meet the requirements of either provision will result in the individual employee's loss of the ability to utilize paragraph 2.0 B in future years without the express written consent of the District Superintendent.

14. **ARTICLE XXX – EMPLOYEE ASSISTANCE PROGRAM (p. 23)**

**MODIFY** Article XXX by DELETING language as follows:

The BOCES will make available to bargaining unit employees an Employee Assistance Program. ~~This will be effective as soon as practicable after ratification by both parties.~~

15. **CONDITION OF AGREEMENT (p. 23)**

**MODIFY** CONDITION OF AGREEMENT BY ADDING and DELETING language as follows:

**ARTICLE XXXI**

**CONDITION OF AGREEMENT**

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS, THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

This contract shall become effective upon ratification and shall continue in effect until ~~June 30, 2023~~ June 30, 2026.

16. **APPENDIX B – Salary Schedules (Teachers)**

**MODIFY** Appendix B consistent with the agreed upon settlement.  
(See attached)

17. **APPENDIX C – Salary Schedules (Psychologists)**

**MODIFY** Appendix B consistent with the agreed upon settlement.  
(See attached)

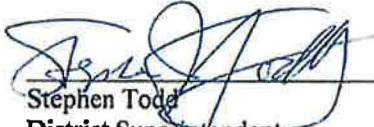
*[Intentionally Blank]*

*[Signature Page Follows]*



The foregoing represents the entire agreement between the Parties.

**FOR THE DISTRICT:**

  
\_\_\_\_\_  
Stephen Todd  
District Superintendent  
JLLHO BOCES

Date: 5/19/23

**FOR BOCES PROFESSIONAL  
ASSOCIATION:**

  
\_\_\_\_\_  
Darcy Pitkin  
President  
BOCES Professional Association

Date: 5/19/23

**Jefferson-Lewis BOCES  
2023-2024 Payroll Schedule - REVISED**



**Payroll  
Check Dated**

7/7/23
7/24/23
8/8/23
8/23/23
9/7/23
9/22/2023*
10/6/23
10/20/23
11/3/23
11/17/23
12/1/23
12/15/23
12/29/23
1/12/24
1/26/24
2/9/24
2/23/24
3/8/24
3/22/24
4/5/24
4/19/24
5/3/24
5/17/24
5/31/24
6/14/24
6/28/24

\*First pay for 10 month Salaried Employees

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

<b>Tag Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Recommendation</b>
10806	Metal Cabinet	HGS	Scrap
11426	Shelf	HGS	Scrap
19332	Sharp TV	HGS	Scrap
19340/19345	Hitachi VCR (2)	HGS	Scrap
7763	3 hole Punch	HGS	Scrap
11066	GE TV	HGS	Scrap
07939/17668/02172/11541	Rolling Carts	HGS	Scrap



# BOCES

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20104 STATE ROUTE 3  
WATERTOWN, NY 13601  
BOCES.COM

(315) 779-7000  
(315) 377-7000  
(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

**TO:** Stephen J. Todd  
BOCES Members

**FROM:** Michele A. Traynor  
Assistant Superintendent for Business

**DATE:** June 21, 2023

**RE:** Trash Removal Bid

Bids were opened for Trash Removal at 1:00 p.m. on, Tuesday, May 30, 2023. Present were Michele Traynor, Susan Farr and Jason Compo.

Bids were as follows:

**Trash Removal – Howard G. Sackett Center:**

<u>Bidder</u>	<u>Bid Amount</u>	<u>Extra Lifts</u>	<u>Recycling Dumpster</u>	<u>Construction Dumpster</u>
Casella Waste	\$8,570.88	\$148	Trips \$249.90 Rental \$98/mo.	\$135 delivery \$250 transfer \$125/ton disposal

At this time, the bid will be awarded to Casella Waste.

**Trash Removal – Boak Educational Center:**

<u>Bidder</u>	<u>Bid Amount</u>	<u>Extra Lifts</u>
Casella Waste	\$5,085.00	\$148.00

At this time, the bid will be awarded to Casella Waste.

**Trash Removal – Bohlen Technical Center:**

<u>Bidder</u>	<u>Bid Amount</u>	<u>Extra Lifts</u>	<u>Recycling Dumpster</u>	<u>Construction Dumpster</u>
Thomas Trash	\$8,320.00	\$50.00	\$3240/yr. \$270/mo.	\$225/trip \$70/ton \$100 disposal fee



# BOCES

	<u>Bid Amount</u>	<u>Exta Lifts</u>	<u>Recycling Dumpster</u>	<u>Construction Dumpster</u>
John Allen	\$8,400/yr. \$700/mo.	\$75.00	\$325/mo. \$3,900/yr.	\$225 Trucking \$75/ton \$150/mo. rent

At this time, the bid will be awarded to Thomas Trash.

Last year's bids were awarded as follows:

## Trash Removal – Howard G. Sackett Center:

<u>Bidder</u>	<u>Bid Amount</u>	<u>Extra Lifts</u>	<u>Recycling Dumpster</u>	<u>Rent Dumpster</u>	<u>Construction Dumpster</u>
Casella Waste Service	\$8304.00	\$145.00	\$245/pick up	\$85/month	Deliver \$125 Trip Fee \$245 Disposal \$115/ton

## Trash Removal – Boak Educational Center:

<u>Bidder</u>	<u>Bid Amount</u>	<u>Extra Lifts</u>	<u>Recycling Dumpster</u>	<u>Rent Dumpster</u>
Casella Waste Service	\$2,424.00	\$145.00	No Recycling	N/A

## Trash Removal – Bohlen Technical Center:

<u>Bidder</u>	<u>Bid Amount</u>	<u>Extra Lifts</u>	<u>Recycling Dumpster</u>	<u>Construction Dumpster</u>
John Allen Sanitation Service	\$8,400.00/yr \$700.00/mo	\$65.00	\$3,300.00/yr \$275.00/mo	\$225.00 lift/\$70.00 ton \$100.00/mo. rental fee



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

**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

**TO:** Stephen J. Todd  
BOCES Members

**FROM:** Michele A. Traynor  
Assistant Superintendent for Business

**DATE:** June 21, 2023

**RE:** Cosmetology Chairs Bid

Bids were opened for Cosmetology Chairs at Bohlen Technical Center at 11:00 a.m. on Thursday, May 18, 2023. Present were Michele Traynor and Susan Farr.

Bids were as follows:

<u>Bidder</u>	<u>Bid Amount</u>
The Burmax Co. Inc.	\$28,813.92

At this time, the bid will be awarded to The Burmax Co. Inc.





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

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**Stephen J. Todd**  
DISTRICT SUPERINTENDENT

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

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

**TO:** Stephen J. Todd  
BOCES Members

**FROM:** Michele A. Traynor  
Assistant Superintendent for Business

**DATE:** June 21, 2023

**RE:** Student Transportation Bid

Bids were opened for Student Transportation at 2:30pm on Thursday, June 15, 2023. Present were Michele Traynor, Susan Farr and Charity Gregory.

Bids were as follows:

**Student Transportation:**

<u>Bidder</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Hale Transportation	\$75/hour General Brown	\$95/hour BOCES	\$105/hour Field Trips
First Student	\$89/hour		

At this time, the bid will be awarded to First Student.

Last years awarded bidder was Hale Transportation at \$80.00 per hour for regular runs and Motor Coach and \$95 per hour for field trips.



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

**TO: Stephen J. Todd**  
**BOCES Members**

**FROM: Michele A. Traynor**  
**Assistant Superintendent for Business**

**DATE: June 21, 2023**

**RE: Grant Writing/Planning Services RFP**

RFP's were opened for Grant Writing/Planning Services at 1:00 p.m. on Thursday, June 1, 2023.  
Present were Michele Traynor and Susan Farr.

Bids were as follows:

<u>Bidder</u>	<u>Amount</u>
Organizational Harmony, Inc.	\$85.00 per hour

At this time, the RFP will be awarded to Organizational Harmony, Inc.

Last years awarded bidder was The Red Group, LLC with an amount of \$42,500 for 2020-21 with increases not to exceed 2.5% annually in years 2-5.



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FOR BUSINESS

**TO: Stephen J. Todd**  
**BOCES Members**

**FROM: Michele A. Traynor** *[Signature]*  
**Assistant Superintendent for Business**

**DATE: June 21, 2023**

**RE: Banking Services RFP**

RFP's were opened for Banking Services 1:00 p.m. on Thursday, June 8, 2023. Present were Michele Traynor and Susan Farr.

RFP's were as follows:

<u>Proposer</u>	<u>Amount</u>
Watertown Savings Bank	All fees waived. No information on merchant services.
Community Bank	All fees waived with exception of merchant services – 3% of transaction.
RBC Wealth Management	Did not meet RFP specifications.

At this time, the bid will be awarded to Community Bank N.A.



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**Stephen J. Todd**  
DISTRICT SUPERINTENDENT

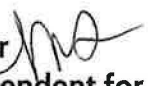
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**Michele A. Traynor**  
ASSISTANT SUPERINTENDENT  
FOR BUSINESS

**TO:** Stephen J. Todd  
BOCES Members

**FROM:** Michele A. Traynor   
Assistant Superintendent for Business

**DATE:** June 21, 2023

**RE:** Brand Identity & Website Consultant Services

Request for Proposals (RFP) were opened for Brand Identity & Website Consultant Services at 12:30 p.m. on Thursday, May 18, 2023. Present were Michele Traynor and Susan Farr.

Proposals were as follows:

76 West  
Apptegy

At this time, the RFP will be awarded to 76 West.



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ASSISTANT SUPERINTENDENT  
FOR BUSINESS

**TO:** Stephen J. Todd  
BOCES Members

**FROM:** Michele A. Traynor  
Assistant Superintendent for Business

**DATE:** June 21, 2023

**RE:** Cyber Security Related Services

RFP's were opened for Cyber Security Related Services at 2:00 p.m. on Thursday, June 11, 2023. Present were Michele Traynor and Susan Farr. The purpose of the RFP was to identify consultants that can assist the BOCES and our component Districts in meeting requirements related to Education Law IID, the mandatory Data Privacy and Security Policy and to support districts in an effort to mitigate and respond to general cyber security needs.

Therefore, there is no formal award at this time, however contracts will be entered in to allow districts options in working with the vendor that best meets their individual needs. I have attached the related service cost proposals for your information.



Category	Anjolen	MGT Technology
<b>Business Continuity Planning</b>	\$3,360 Fixed fee small district	Not responding to this category
	\$4,800 Fixed fee medium district	
	\$6,600 Fixed fee large district	
	\$120 hourly fee	
<b>Disaster Recovery Planning</b>	\$3,360 Fixed fee small district	Not responding to this category
	\$4,700 Fixed fee medium district	
	\$6,600 Fixed fee large district	
	\$120 hourly fee	
<b>Risk Assessment</b>	\$3,960 Fixed fee small district	\$18,500 Fixed fee small district
	\$6,240 fixed fee medium district	\$46,250 Fixed fee medium district
	\$9,000 Fixed fee large district	\$92,500 Fixed fee large district
	\$180 hourly fee	\$185 hourly fee
<b>External Penetration Test</b>	\$3,000 Fixed fee small district	\$10,500 Fixed fee small district
	\$4,680 fixed fee medium district	\$25,000 Fixed fee medium district
	\$5,760 fixed fee large district	\$45,000 Fixed fee large district
	\$120 hourly fee	\$160 hourly fee
<b>Internal Vulnerability Assessment /Penetration Test</b>	\$5,040 Fixed fee small district	\$10,500 Fixed fee small district
	\$6,600 fixed fee medium district	\$20,500 Fixed fee medium district
	\$8,160 fixed fee large district	\$34,500 Fixed fee large district
	\$120 hourly fee	\$160 hourly fee
<b>Wireless Network Test</b>	\$1,440 Fixed fee small district	\$10,500 Fixed fee small district
	\$2,400 fixed fee medium district	\$20,500 Fixed fee medium district
	\$3,360 fixed fee large district	\$29,500 Fixed fee large district
	\$120 hourly fee	\$160 hourly fee
<b>Web Application Test</b>	\$3,000 Fixed fee based on number of top-level domain websites	\$22,500 Fixed fee based on number of top-level domain websites
	\$120 hourly fee	
<b>Incident Response</b>	\$7,200 fixed fee schedule for up to 25 hours of response annually	\$6,875 fixed fee schedule for up to 25 hours of response annually
	See SOW for fixed fee schedule beyond	



	25 hours initial response	
	\$288 hourly fee	
<b>Physical Security Testing</b>	\$1,920 Fixed fee small district	\$7,500 Fixed fee small district
	\$3,000 fixed fee medium district	\$12,000 Fixed fee medium district
	\$4,080 fixed fee large district	\$25,000 Fixed fee large district
	\$120 hourly fee	
<b>Human Vulnerability/Social</b>	\$2,160 Fixed fee small district	Not responding to this category
<b>Engineering Testing</b>	\$3,000 fixed fee medium district	
	\$4,080 fixed fee large district	
	\$120 hourly fee	
<b>Training</b>	\$30 online per student	\$165 hourly fee
	(Minimum of \$2,160 per session)	
	\$3,000 onsite per training session	
	N/A hourly fee	
<b>Policy and Procedure Documentation</b>	\$600 fixed fee per new policy developed	\$1,110 Fixed fee per new policy developed
	\$360 fixed fee per current policy review	\$160 Hourly fee
	and updating	
	\$120 hourly fee	
<b>Digital Forensics</b>	\$210 hourly fee	\$350 hourly fee
<b>Tabletop Exercises</b>	N/A	\$1,200 onsite per attendee
		\$160 hourly fee
<b>Security Operations Center (SOB)</b>	N/A	\$40,000 fixed fee small district
<b>Monitoring</b>		\$75,000 fixed fee medium district
		\$140,000 fixed fee large district
		\$150 hourly fee
<b>Virtual Chief Information Security</b>		\$200 hourly fee
<b>Office &amp; Cyber Technician</b>		