Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES
Board of Education Meeting
Howard G. Sackett Technical Center Campus
Adult Learning Center, Conference Room B
5836 State Route 12
Glenfield, New York
Wednesday, May 8, 2019
6:00 p.m.

MEMBERS PRESENT:	Sandra Klindt, James Lawrence, Peter Monaco, Grace Rice, Michael Young
MEMBERS EXCUSED:	Alice Draper, Michael Kramer, Barbara Lofink, Lynn Murray
MEMBERS ABSENT:	None
STAFF PRESENT:	Leah Widrick, Patricia LaClair, Leslie LaRose, Paul Mooney, Stephen Todd, Michele Traynor
OTHERS PRESENT:	Kaitlyn Metzler, Emilee Muncy, Erin Ward

Leah Widrick, New Vision/Medical Careers Instructor and three of her students, Kaitlyn Metzler and Erin Ward from Beaver River and Emilee Muncy from Lowville, presented on Germ Stoppers. The class partnered with a Kindergarten class from Glenfield Elementary to demonstrate how fast germs spread and what we can do to prevent germs from spreading. They each presented on a different topic and the things they did with the class to demonstrate to stop the spread of germs. Board members asked a few questions and thanked them for attending the meeting.

President Rice called the meeting to order at 7:14 p.m.

President Rice opened the meeting by inviting comments from the public. There were none and the meeting proceeded.

CONSENT AGENDA:

1. On a motion by M. Young, seconded by J. Lawrence, the minutes of the regularly scheduled meeting held on May 8, 2019 were approved. Vote: Yes-5 No-0

Approval May 8, 2019 Regular meeting minutes

1a. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by J. Lawrence the Board approved the amended agenda as presented. Vote: Yes-5 No-0

Approval of amended agenda

2. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by J. Lawrence, the Board approved the following Internal Claim's Auditor's Report for May 8, 2019.

Payroll 23	862,963.59	April 26, 2019
Warrant 62 – Fund A & F	496,780.61	May 3, 2019
Warrant 63 – Fund A & F	1,310,442.56	May 3, 2019
Warrant 66 – Fund A & F	9,182.84	May 3, 2019
Total	$2,679,369.60	Vote: Yes-5 No-0

Internal Auditor's Report 5/08/19

3. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board approved the out-of-state travel for A. Baker, W. Berwick, C. Bova, B. Taube and 6 students to National SkillsUSA, Louisville, KY, June 24-29, 2019, at a total cost of approximately $17,000. Vote: Yes-5 No-0

SkillsUSA 6/24-29/19 Louisville, KY

On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board approved the out-of-state travel for M. Douglas, T. Gyoerkoe, P. Mooney, P. Thomas and J. Witt to attend the Annual High Schools that Work Staff Development Conference in Baltimore, MD, July 09-13, 2019, @ an approximate cost of $6,225 to be paid through Perkins funds. Vote: Yes-5 No-0

M. Douglas, T. Gyoerkoe, P. Mooney, P. Thomas, J. Witt, Baltimore, MD 07/09-13/19

4. District Clerk, Patricia L. LaClair, reviewed the report of the annual vote on the 2019-2020 Administrative Budget and the election of members to the Board. On April 25, 2019 each component school board met to vote on the 2018-19 proposed BOCES administrative budget and to elect two (2) members to the Board of Cooperative Educational Services. Listed below are the results of the voting:

District Clerks report on annual vote and election of members 4/25/19

◆2019-2020 Proposed Administrative Budget: Yes-18 No-0

The proposed 2019-2020 administrative budget was approved.

◆Election of two (2) members to the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services

	Votes Received
Mr. Michael Kramer 105 Hutton Heights Boonville, NY 13309 Adirondack Central School District	18
Mr. Peter Monaco 135 Smith Street Watertown, NY 13601 Watertown City School District	18

The Board congratulated Mr. Kramer and Mr. Monaco who were each re-elected to a three (3) year term July 1, 2019-June 30, 2022.

Vote: Yes-5 No-0

5. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board voted to approve the 2019-20 budget of $54,923,073 as presented at the Annual Meeting held on April 10, 2019. Furthermore, the Board set the Central Administration budget at $4,201,335 as approved by component districts on April 25, 2019. The Board also approved the tuitions and charges for 2019-20 as presented.

Vote: Yes-5 No-0

Approved of the Central Admin. Budget 2019-20

6. On the recommendation of District Superintendent Todd, on a motion by M. Young seconded by S. Klindt, the Board approved the 2019-20 Hiring Scales for the BOCES Support Staff Union; 2019-20 BOCES Non-Unionized Computer Technicians and the 2019-20 BOCES Professional Staff.

Vote: Yes-5 No-0

Approval of 2019-20 Hiring scales for BSSA Union, Support Staff Union, Non-Unionized Computer Technicians BPA

7. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board voted to authorize the District Superintendent to close the both Technical Centers, Boak Educational Center, Jefferson County ACES and all offices on Friday, May 24, 2019, due to most all school districts in the Jefferson-Lewis region closing that day.

Vote: Yes-5 No-0

Closing of all buildings and offices on 05/24/19

8. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board voted to accept the recommendations of Auto Body Repair, Electronic & Computer Technology, Environmental Conservation & Forestry, Heavy Equipment, Veterinary Practices and Welding for State Education Department recertification.

Vote: Yes-5 No-0

Recertification to SED

8a. Request for proposals where due May 1, 2019 for Actuarial Services (GASB 75). RFP was a follows:

Actuarial Services Award

Bidder	1st Year	Interim	2nd Year	Interim	3rd Year
Aquarius Capital	$5,000	$2,000	$5,000	$2,000	$5,000
BPAS	$7,000	$2,500	$7,200	$2,500	$7,400
Nyhart	$4,750-6K range	$2K-$2,500	$4,750-$6K range	$2K-$2,500	$4,750-$6K-range
MARACON	$3,000		$3,000		

The RFP is being awarded to Aquarius.

12. Board Report

Board Reports

Jefferson Lewis School Boards Association National Honor Society Recognition, **04/11/19**. Dr. Klindt and Mrs. Rice attended the JLSBA National Honor Society Recognition on April 11, 2019 held at Watertown High School. Students from component districts were recognized for their academic achievements and qualifying to be inducted into the National Honor Society. The keynote speaker was Max DelSignore, Assistant Director of Northern New York Community Foundation. A dessert reception for students, parents, administrative staff and advisors was held immediately following the program.

Visitation to Alexandria Board of Education 04/25/19. On April 25, 2019, Mrs. Rice attended the Alexandria Board of Education Meeting. District Superintendent Todd, Ms. LaRose and Mrs. Rice joined the Alexandria Board for a boat ride and were entertained by the Fort Drum Band prior to the start of the meeting. Mr. Todd, Ms. LaRose and Ms. Traynor shared with the Board information on the BOCES students enrolled in CTE at this time.

SkillsUSA NYS Competition 04/26/19. On April 26, 2019, Mrs. Rice attended the SkillsUSA NYS Competition at the NYS Fairgrounds in Syracuse, NY. Nearly three thousand (3,000) students from throughout New York State participated in the two (2) day competition held at the New York State Fairgrounds. Students compete in hands-on competitions that test their skill in their chosen area of study. Six (6) students from the Bohlen Technical and Howard G. Sackett Technical Centers qualified to go on to the national competition which will be held on June 24-29, 2019 in Louisville, Kentucky. The members of the Board congratulated all the students who participated in the competition.

10. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board voted to go into Executive Session at 7:26 p.m. to discuss the employment history of a particular individual. Vote: Yes-5 No-0

Executive Session

On a motion by M. Young, seconded by S. Klindt, the Board exited Executive Session at 7:32 p.m. Vote: Yes-5 No-0

10a. **Personnel**

Personnel

On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board voted to accept with regret the letter of retirement submitted by Wendy Dunn, Nursing Instructor, effective 11/15/19. Vote: Yes-5 No-0

Retirement of W. Dunn, 11/15/19

On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board voted to abolish the position of Assessment Coordinator, effective 06/30/19. Vote: Yes-5 No-0

Abolish of Assessment Coordinator Position

On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt the Board voted to approve the following personnel appointments:

Personnel Appointments

Classified

Classified

Corey Brenon, Custodian
Permanent effective 05/22/19
Salary: No change Vote: Yes-5 No-0

C. Brenon, Permanent Custodian

Renee Kenyon, Cleaner
Effective 05/06/19
Salary: Cleaner Scale, Level 5, $26,223, prorated from 05/06/19
Vote: Yes-5 No-0

R. Kenyon, Cleaner

Cheryl Martin, LPN/Teacher Support Person (TSP)
Effective 05/09/19
Salary: TSP Scale, $8,746 (.5 FTE), LPN Scale $11,353 (.5 FTE), prorated from 05/09/19 Vote: Yes-5 No-0

C. Martin, LPN/TSP

Mercedes Stevens, Teacher Support Person (TSP)
Effective 05/09/19
Salary: TSP Scale, $15,892, prorated from 05/09/19 Vote: Yes-5 No-0

M. Stevens, TSP

Mara Sutton, Part-time Typist (15 hours per week) for JL Teacher Center
Effective 05/09/19
Salary: $13.51/hour Vote: Yes-5 No-0

M. Sutton, PT Typist, JLTC

Uncertified

Kathleen Farr, Teacher Assistant (moving from TSP)
Probationary 05/09/19-05/08/23
Salary: Teacher Assistant Scale, $17,711.10, prorated from 05/09/19
Vote: Yes-5 No-0

K. Farr, Teacher Assistant

Harley Hancock, Teacher Assistant (moving from TSP)
Probationary 04/22/19-04/21/23
Salary: Teacher Assistant Scale, $17,481.20, prorated from 04/22/19
Vote: Yes-5 No-0

H. Hancock, Teacher Assistant

Marilyn Trainor, .5 FTE to .4 FTE Supervisor of Professional and Program Development
Effective 07/01/19
Salary: $84,378, prorated from .4 FTE Vote: Yes-5 No-0

Marilyn Trainor, Part-time Supervisor PPD

Cheryl Steckly, .5 FTE Instructional Support & Professional Development Specialist
Effective 08/28/19
Salary: $30,000 Vote: Yes-5 No-0

C. Steckly, PT Instructional Support & Professional Development Specialist

Aliza Widrick, Job Skills Training Instructor
Uncertified 04/22/19-06/30/19
Salary: $33,000, prorated from 04/22/19 Vote: Yes-5 No-0

A. Widrick, Job Skills Training Instructor

Additional Work for 2018-19
Michelle Higman, tutor for a Belleville Henderson student for the remainder of the 2018-19 school year @ a rate of $25/hr. to be charged back to Belleville Henderson Vote: Yes-5 No-0

Additional Work for 2018-19
M. Higman

Additional after School Cosmetology 2018-19
Instructors
Cathleen Freeman, BTC, 05/13/19, hourly rate of pay based on 2018-19 salary Vote: Yes-5 No-0
Kathy Piche, BTC, 05/13/19, hourly rate of pay based on 2018-19 salary
Vote: Yes-5 No-0
Teacher Assistants
Louisa Caldwell, BTC, 05/13/19, hourly rate of pay based on 2018-19 salary
Vote: Yes-5 No-0
Melinda Inglehart, BTC, 05/13/19, hourly rate of pay based on 2018-19 salary
Vote: Yes-5 No-0

As needed for after-hours Drug and Alcohol Testing @ their hourly rate of pay. Debbie Aucter, Charity Gregory, Aliza Widrick Vote: Yes-5 No-0

Additional Work for after School Cosmetology 18-19

Summer Manufacturing Academy of Science and Technology Camp
July 08-19/19. (10 days) Time sheet to be submitted
Mary Pennock & Janet Ramsey - BTC @ 1/200th of 2019-20 salary.
Vote: Yes-5 No-0
Walter Berwick and Geoff Buckingham and Walter Berwick - HGSTC being held at JCC Lewis County Education Center @ 1/200th of 2019-20 salary.
Vote: Yes-5 No-0

Summer MAST Camp for BTC HGSTC

Summer Student Worker
Jennifer McBain, Summer Graphic Aide
Effective 05/21/19-08/31/19
Salary: $11.10/hr. 10 hours a week Vote: Yes-5 No-0

Summer Student Work
J. McBain

Unpaid Administrative Internship
Molly Reilly, July-August 2019 Vote: Yes-5 No-0

Unpaid Admin Internship
M. Reilly

Unpaid Internship for Occupational Therapy Work
Emily Downing, Spring 2020 Vote: Yes-5 No-0

Unpaid Internship for OT
E. Downing

Substitutes Substitutes

Jamie Elias, Rocco Ferguson, Michael Leviker, Francis Nicolette, Kelly Sullivan, Sarah Yount Vote: Yes-5 No-0

14. For the information of the Board, District Superintendent Todd reviewed the meetings that he attended during the month of May: Administration Reports

Highlights of Meeting:

April 11 Lowville Board of Education Meeting to discuss Stakeholder Sessions
Jefferson-Lewis School Boards Association National Honor Society Recognition
24 SED/SCDN Conference Call
Watertown Urban Mission Board Meeting
25 Districts vote on BOCES Central Administration Budget & Election of Members to the Board
Superintendents Monthly Meeting
Alexandria Central Board of Education Visitation
26 JCIDA Meeting about Concentrix
29-30 District Superintendent Meeting – Albany
Jefferson County Legislative Meeting with Dawn Cole from Watertown Urban Mission

May 1 SED/SCDN Conference Call
WPBS Meeting to finalize new CEO's contract
Board Agenda/Administrative Staff Meeting
2 Meet with Dawn Cole from Watertown Urban Mission
Samaritan Board Member Boot Camp - Summit Village
6 Fort Drum Regional Health Planning Organization Meeting
Businesses Against Drugs Meeting
Samaritan Medical Center Rounds
7 Watertown Urban Mission Executive Committee Meeting
BOCES Statewide Partnership Meeting – OCM BOCES
8 Superintendents Cabinet Meeting
SED/SCDN Conference Call
Board of Education Meeting - HGSTC

Upcoming Events

May 9 793 Spring Governance Meeting – MO BOCES
Joint Management Team Meeting – MO BOCES
10 Bridges Steering Committee Meeting
13 Carthage Board of Education Superintendent Search Meeting
15 SED/SCDN Conference Call
Watertown Urban Mission Finance Committee Meeting
JLSBA Annual Dinner/Meeting – Hilton Garden Inn
16 Career Jam
Northern New York Community Foundation Board Meeting
20-21 District Superintendent Meeting – Albany
21 HGSTC Honor Society Induction – Adult Learning Center - HGSTC
22 SED/SCDN Conference Call
Watertown Urban Mission Board Meeting
BTC Honor Society Induction – ACES Gymnasium
23 ACES Parent and Celebration Event – ACES Watertown
28 Samaritan Medical Center Planning Committee Meeting
29 SED/SCDN Conference Call

		Capital Project Meeting
		JLTC Policy Board Meeting @ JCC
		HGSTC SkillsUSA Banquet – Adult Learning Center – HGSTC
	30-31	SCDN Meeting - Albany
June	3	Fort Drum Regional Health Planning Organization Committee Meeting
		BTC Visual Communications Exit Interviews
		Samaritan Board Rounds
	4	Watertown Urban Mission Executive Committee Meeting
		BTC Visual Communications Exit Interviews
		Pre-Tech Academy Awards Ceremony
	5	SED/SCDN Conference Call
		BTC Visual Communications Exit Interviews
	6	BOCES Policy Committee Meeting – Board Room
	7	Boak Education Center End of Year Celebration – BEC Center
		NYSAWA Call Meeting
	11	Northern New York Health, Human Services and Education Committee Meeting
		Center for Community Studies Board Meeting – JCC
	12	SED/SCDN Conference Call
		Cornell Cooperative Extension Board Meeting
	13	HGSTC Awards Day – South Lewis HS Auditorium
		Northern New York Community Foundation Cultural, Historical Committee Meeting
		High School Equivalency Graduation – Hilton Garden Inn
	14	BTC Awards Day – Dulles State Office Building
	17	Perkins Annual Meeting - BTC
	19	SED/SCDN Conference Call
		Watertown Urban Mission Finance Committee Meeting
		Board of Education Meeting - Watertown

Administrative Team:

Superintendent Transitions

- We've completed one search very successfully at Lowville (with Rebecca Dunckel-King selected to succeed Cheryl Steckly), and we're moving forward well with the Carthage Board of Education in their search to find Peter Turner's successor in time for a January 1, 2020 transition. On May 13, I will meet again with the Carthage Board to share survey data from their stakeholder groups, and to finalize the brochure. Advertising should begin shortly after that and continue for a couple of months. South Jefferson CSD has also announced their next Superintendent, Scott Slater, who is their current Assistant Superintendent. That marks 12 of our region's 18 districts who will have hired a new Superintendent within the last 5 years.

District Superintendent Retirement

- Steve Shaffer, long-time District Superintendent of Franklin-Essex-Hamilton (FEH) BOCES in Malone will be retiring at the end of this year, and SED is currently conducting the required study of their supervisory district in order to determine whether to keep things the same, or make changes that could impact neighboring BOCES.

Assistant Superintendent for Programs LaRose shared with the Board the results of the NYS SkillsUSA Competition from April 26, 2019 in Syracuse and an update on the Adult LPN Program.

Assistant Superintendent Traynor shared with the Board information on the 3rd party review from Architect questions.

12. Mr. Young informed the Board that he had spoken to Mr. Lawrence about his vacant seat on the Board. He has reached out to Jennifer Jones, Director of the Lewis County Department of Social Services and a resident of the Beaver River Central School District, about being appointed to a one-year team to fill the vacant seat. The appointment will take place at the July 3, 2019 Reorganizational Meeting.

Filling of BOE vacant seat

13. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by S. Klindt, the Board went into executive session at 7:55 p.m. to discuss District Superintendent Todd's evaluation. Vote: Yes-5 No-0

    On a motion by M. Young, seconded by S. Klindt, the Board exited Executive Session at 8:21 p.m. Vote: Yes-5 No-0

Executive Session DS Evaluation

14. On a motion by M. Young, seconded by S. Klindt, the Board voted to adjourn the meeting at 8:23 p.m. Vote: Yes-5 No-0

Adjournment of Meeting

Calendar

May 15 JLSBA Annual Dinner @ Hilton Garden Inn, Watertown – Regent Hakanson
16 Career Jam – Alex Duffy Fairgrounds
21 Honor Society Induction - HGSTC – Adult Learning Center – 7:00 p.m.
22 Honor Society Induction – BTC – ACES Gymnasium – 7:00 p.m.
23 ACES Parent Night and Dedication
29 SkillsUSA Recognition Dinner – HGSTC – Adult Learning Center – 6:00 p.m.

June 4 Pre-Technical Academy Awards Day – Hilton Garden Inn – 9:30 a.m. & 12:45 p.m.
6 BOCES Policy Committee Meeting – Board Room – Watertown – 12:00 noon
7 BEC End of Year Celebration – BEC Center – 10:30 a.m.
13 HGSTC Awards Day – South Lewis Auditorium – 9:30 a.m.
High School Equivalency Graduation – Hilton Garden Inn – 7:00 p.m.
14 BTC Awards Day – Dulles State Office Building, Watertown – 9:00 a.m.
17 ACES Graduation – ACES Gym – 12:30 p.m.
26 BTC Nursing Graduation – Hilton Garden Inn, Watertown – 10:00 a.m.

Regularly scheduled monthly meeting 6/19/19

The next regularly scheduled monthly meeting of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services will be held at 6:00 p.m. on Wednesday, June 19, 2019 at the Jefferson-Lewis BOCES, Board Room, Watertown, New York.

Respectfully submitted,

Patricia L. LaClair
Clerk of the Board