

**Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES  
Board of Education Meeting  
Howard G. Sackett Technical Center  
Conference Room B  
Glenfield, New York  
October 16, 2019**

MEMBERS PRESENT: Alice Draper, Jennifer Jones, Sandra Klindt, Michael Kramer, Barbara Lofink, Peter Monaco, Lynn Murray, Grace Rice, Michael Young

MEMBERS EXCUSED: None

MEMBERS ABSENT: None

STAFF PRESENT: Patricia LaClair, Leslie LaRose, Stephen Todd, Michele Traynor

OTHERS PRESENT:

The Board proceeded to the Howard G. Sackett Technical Center Open House Program. The Board toured the Technical Center and met with teachers, students and parents during the Open House activities.

President Rice called the meeting to order at 7:02 p.m. and led the Board in the Pledge of Allegiance.

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

**Recognition of Board Members**

The week of October 21-25, 2019 was designated by Governor Cuomo as School Board Recognition Week. District Superintendent Todd thanked members of the Board for the many hours that they unselfishly devote to serving on the Board of Cooperative Educational Services. They represent eighteen (18) school districts and twenty-six thousand (26,000) students throughout Northern New York. The decisions they make enhance the educational opportunities for all students. Often the services they perform to families in the region go unrecognized. The Board was presented with a sweatshirt as a token of appreciation for their dedication to the students, parents and teachers throughout the BOCES.

Recognition of  
Board Members

**CONSENT AGENDA:**

1. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the minutes of the regularly scheduled meeting held on September 18, 2019 were approved. Vote: Yes-9 No-0

Approval of 9/18/19  
Regular meeting  
minutes

1a. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board approved the amended agenda as presented. Vote: Yes-9 No-0

Approval of  
amended agenda

2. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board approved the following Claims Auditor's Report for October 16, 2019.

Approval of Claims  
Auditor's Report of  
10/16/19

Payroll 7                                      \$866,383.23                                      September 27, 2019

Payroll 8	919,740.49	October 11, 2019
Warrant 13 A&F #1	10,249,514.82	October 1, 2019
Warrant 16 A&F #2	10,046,194.40	October 1, 2019
Warrant 19 A&F #3	3,078.13	October 9, 2019
Total	\$22,084,911.07	Vote: Yes-5 No-0

3. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board approved the budget transfers for 2019-20 as presented. Approve Budget Transfers  
Vote: Yes-9 No-0
  
4. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board approved the out-of-state travel for L. Widrick to attend the Anatomy in Clay Professional Development, October 13-15, 2019, in Portland, ME at an approximate cost of \$967. Out-of-State L. Widrick to Portland, ME  
Vote: Yes-9 No-0
  
5. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by B. Lofink, the Board accepted the External Audit Report. Acceptance of External Audit Report  
Vote: Yes-9 No-0
  
6. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by M. Kramer, the Board accepted a donation from David Kay, Clayton Island Tours, LLC, Clayton, NY, of five (5) 115HP Yamaha Outboard Motor Engines at a value of \$7,500 to the Motorcycle, Marine and Power Sports program at Bohlen Technical Center. Donation from D. Kay, Clayton Island Tours, LLC, Clayton, NY to MMP @ BTC
  
7. Board Reports Board Reports  
**Jefferson-Lewis School Boards Association Fall Dinner/Workshop, September 8, 2019.** On September 18, 2019, Mrs. Draper, Dr. Klindt, Mr. Monaco and Mrs. Rice attended the JLSBA Fall Dinner/Workshop on 1<sup>st</sup> Amendment Consideration presented by Dominic D’Imperio, Director of Employer/Employee Relations from Jefferson-Lewis BOCES. Mr. D’Imperio spoke about the First Amendment, Student’s Right to Free Speech and Employee’s Right to Free Speech with many examples for each topic. Mr. D’Imperio answered many questions from the audience.

**CTE Advisory Committee Meeting, October 8, 2018.** Mrs. Draper, Dr. Klindt and Mrs. Rice attended the October 8, 2019 meeting of the CTE Advisory Committee. Mrs. Gyoerkoe explained the purpose of the CTE Advisory Team. She reviewed the sub-committee’s proposed recommendations/criteria for a New Vision type program in Agriculture. A discussion took place as to what still needs to be completed for the program. Mrs. Gyoerkoe also reported on SREB Career Pathways, possible modification to Early Childhood Education Curriculum in Lewis County, Pre-Tech for Lewis County explored, Program Re-Approval, Engineering and Design full day option for seniors to open 9/2020, 3D Modeling and Design proposed name change and students entering CTE Programs after BEDS Day. The next meeting is scheduled for January 14, 2020 @ 1:00 p.m. in the Collaborative Technology Room @ BTC.

**BTC Open House – October 10, 2019.** Dr. Klindt and Mrs. Rice attended the Bohlen Technical Center and Alternative Center for Education Services Open House on October 10, 2019. They toured the Technical Center and the Jefferson County ACES and met with teachers, students and parents during the Open House activities. Both said it was fantastic. They were very impressed with the ACES Crockpot Wars. The Board would like to say thank you to all staff for their hard work in making the Open House a success.

**8. PERSONNEL**

On the recommendation of District Superintendent Todd, on a motion M. Young, seconded by A. Draper, the Board voted to accept the following resignations with regret:

Personnel  
Resignations  
C. St. Louis  
10/11/19  
B. Stepanek  
10/25/19

Christine St. Louis, Teacher Support Person, effective 10/11/19  
Vote: Yes-9 No-0  
Brandee Stepanek, LPN/Aide, effective 10/25/19  
Vote: Yes-9 No-0

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

Personnel

**Classified**

Linda Adrian, Teacher Support Person (TSP)  
Effective 10/17/19  
Salary: TSP Scale, \$16,709, prorated from 10/17/19  
Vote: Yes-9 No-0

L. Adrian, TSP

Erin Ellingsworth, Teacher Support Person (TSP)  
Effective 10/17/19  
Salary: TSP Scale, \$15,909, prorated from 10/17/19  
Vote: Yes-9 No-0

E. Ellingsworth,  
TSP

Tamara Fidler, Teacher Support Person (TSP)  
Effective 09/01/19  
Salary: TSP Scale, \$16,709  
Vote: Yes-9 No-0

T. Fidler, TSP

Leticia Hita, Teacher Support Person (TSP)  
Effective 10/17/19  
Salary: TSP Scale, \$16,109, prorated from 10/17/19  
Vote: Yes-9 No-0

L. Hita, TSP

Cindy Hopper, Teacher Support Person (TSP)  
Effective 10/17/19  
Salary: TSP Scale, \$16,309, prorated from 10/17/19  
Vote: Yes-9 No-0

C. Hopper, TSP

Cheyenne Jaquin, Teacher Support Person (TSP)  
Effective 10/17/19  
Salary: TSP Scale, \$16,509, prorated from 10/17/19  
Vote: Yes-9 No-0

C. Jaquin, TSP

John Lachenauer, Occ Ed Teacher Aide  
Effective 10/09/19  
Salary: Occ Ed Scale, Level 5, \$16,122, prorated from 10/09/19  
Vote: Yes-9 No-0

J. Lachenauer, Occ  
Ed Teacher Aide

Cheryl Martin, Licensed Practical Nurse (moving from .5 FTE TSP/.5 FTE LPN)  
Effective 10/17/19  
Salary: LPN Scale, \$25,024, prorated from 10/17/19  
Vote: Yes-9 No-0

C. Martin, LPN

<u>Jeffery Reynolds</u> , Teacher Support Person (TSP) Effective 10/17/19 Salary: TSP Scale, \$16,509, prorated from 10/17/19	Vote: Yes-9 No-0	J. Reynolds, TSP
<u>Brenda Rounds</u> , Licensed Practical Nurse Effective 10/21/19 Salary: LPN Scale, \$25,024, prorated from 10/21/19	Vote: Yes-9 No-0	B. Rounds, LPN
<u>Leslie Stackel</u> , Teacher Support Person (TSP) Effective 10/17/19 Salary: TSP Scale, \$15,909, prorated from 10/17/19	Vote: Yes-9 No-0	L. Stackel, TSP
<b>Non-Classified</b> <u>Melissa Brown</u> , Nursing Assistant Instructor Uncertified 11/04/19-06/30/20 Salary: Scale A, Step 7, \$49,960, prorated from 11/04/19	Vote: Yes-9 No-0	Non-Classified M. Brown, Nursing Assistant Inst.
<u>Joy Kranbuhl</u> , Occ Ed Teacher Assistant (moving from Occ Ed Teacher Aide) Effective 09/21/19 Salary: \$17,360, prorated from 09/21/19	Vote: Yes-9 No-0	J. Kranbuhl, Occ Ed Teacher Assistant
<u>Craig Perry</u> , Occ Ed Teacher Assistant (moving from Occ Ed Teacher Aide) Effective 09/21/19 Salary: \$16,564, prorated from 09/21/19	Vote: Yes-9 No-0	C. Perry, Occ Ed Teacher Assistant
<u>Desiree Simmons</u> , Teacher Assistant Probationary 10/17/19-10/16/23 Salary: Teacher Assistant Scale \$17,778, prorated from 10/17/19	Vote: Yes-9 No-0	C. Simmons, Teacher Assistant
<u>Brooke Shaw</u> , Speech Therapist Probationary 09/30/19-09/29/23 Salary: Scale C, Step 15, \$65,260, prorated from 10/17/19	Vote: Yes-9 No-0	B. Shaw, Speech Therapist
<b>Additional Work for 2019</b> <u>Corey Cuppernell</u> , Effective Teaching, 08/20-23/19 @ \$25/hr.	Vote: Yes-9 No-0	Additional Work for 2019
<u>Steven Michael Flath</u> , 19A/Behind the wheel instruction, 11/01/19-06/30/20 @ \$25/hr. for a maximum of 200 hours not to exceed \$5,000	Vote: Yes-9 No-0	
<u>Cindy Gay</u> , Superintendents' Conference Day, 10/15/19 @ \$25/hr. for 3 hours	Vote: Yes-9 No-0	
<u>Kathleen Grant</u> , High School Clinicals, 09/23-25/19 5.5 hours @ \$35/hr. Budget code A101-3960-152	Vote: Yes-9 No-0	
<b>High School Clinical Substitute</b> <u>Lisa Seigers</u> , HGSTC @ \$35/hr.	Vote: Yes-9 No-0	HS Clinical Substitute L. Seigers
<b>RN Stipend to supervise BTC LPN for 2019-20</b> <u>Melissa Brown</u> , \$2,400 11/16/19-6/30/20	Vote: Yes-9 No-0	RN Stipend M. Brown
<b>Speech Pathologist Stipend for 2019-20</b> <u>Heidi Abbey</u> , \$3,000	Vote: Yes-9 No-0	Speech Pathologist Stipend H. Abbey

**Adult Education Evening Instructors**

Adult Education  
Instructors  
T. Allen

**Tammy Allen**, Zumba  
10/21/19-12/19/19, Monday & Thursday  
Salary: \$285 (15 hrs. x \$19/hr)  
Budget: F950

Vote: Yes-9 No-0

**Tina Groff**, Microsoft Excel: Advanced  
10/09/19-10/30/19, Wednesday  
Salary: \$228 (12 hrs. x \$19/hr)  
Budget: F950

T. Groff

Vote: Yes-9 No-0

**SkillsUSA Staff Approval**

SkillsUSA Staff  
Approval

Lead Advisors BTC-Tara Pawlowski  
HGSTC-Amy Baker  
Fall Leadership BTC-Darcy Pitkin  
HGSTC-Leah Widrick

Vote: Yes-9 No-0

Vote: Yes-9 No-0

**Substitutes**

Substitutes

Linda Adrian, Reagan Burker-Hulbert, Patrick Caldwell, Chelsea Dafoe, Kelsey Delles, Amanda Denslow, Allen Dodge, Reshada Fernandez, Leticia Hita, Amanda Jones, Maximilan McCrum, Emily Sprague, Joel Townsend, Jr.

Vote: Yes-9 No-0

9. Administration Reports

Administration  
Reports

For the information of the Board, District Superintendent Todd reviewed the meetings that he attended during the month of October:

**Highlights of Meetings**

- Sept. 19 JCC Continuing Education Partnership Meeting
- Workforce Development Board Meeting
- Center for Community Studies Board Meeting
- JLSBA Fall Dinner Meeting – Ryan’s Lookout, Henderson, NY
- 20 Madison-Oneida BOCES meeting with Madison-Oneida BOCES Superintendents
- 23 Madison-Oneida BOCES Stakeholder Group Meetings
- 24 Northern New York Community Foundation Board Meeting
- 25 SED&S/CDN Conference Call
- Watertown Urban Mission Board Meeting
- Meeting with Brandon Noble of Watertown Rapids – School Day at the Ball park
- Meeting with Carl McLaughlin and Art Reese about WPBS
- 26 Superintendents Meeting
- 27 SCDN Meeting – Albany
- WPBS Audit Committee Meeting & WPBS Board Meeting
- 30 Superintendents and Community Service Leaders Meeting
- Samaritan Medical Center Board Meeting
- Oct. 1 NYSSBA Board Clerk Training
- Fort Drum Regional Liaison Organization License Reciprocity Work Group Meeting
- 2 SED&S/CDN Conference Call
- Military Compact Commission Meeting – Albany
- 3 Visitations to General Brown and Lyme
- 4 Madison-Oneida District Superintendent Interviews
- 7 BOCES Board Agenda Meeting

- RIC Cyber-security session with Superintendents and Tech Coordinators
- Samaritan Medical Center Board Rounds
- 8 Watertown Urban Mission Executive Committee Meeting  
Visitation to Copenhagen, Lowville, Beaver River, South Lewis and Adirondack
- 9 SED &S/CDN Conference Call  
Superintendents Cabinet Meeting  
Madison-Oneida District Superintendent Interviews
- 10 BOCES Administrative Retreat – Tail Water Lodge  
BTC Open House
- 15 WPBS Transition Meeting  
Meeting with JCC Leaders to discuss partnerships  
Madison-Oneida District Superintendent Interviews
- 16 SED &S/CDN Conference Call  
Watertown Urban Mission Finance Committee Meeting  
BOCES Board Meeting/HGSTC Open House – 6:00 p.m.

### **Upcoming Events**

- Oct. 18 Visitation to Town of Webb
- 18-19 Superintendents Retreat – Minnowbrook
- 21-22 District Superintendents Meeting – Albany
- 23 SED&S/CDN Conference Call  
Watertown Urban Mission Board Meeting
- 24-26 NYSSBA Convention – Rochester, NY
- 28 Visitation to Belleville Henderson, Sackets Harbor and South Jefferson Lewis BOCES  
Samaritan Medical Center Board Meeting
- 29 793 Governance Fall Meeting – OHM BOCES  
North Country Matters TV Interview – Potsdam  
Visitation to Carthage and Indian River  
MO Board of Education Board meeting to review applications
- Nov. 1 Visitation to Alexandria, LaFargeville, Thousand Islands and Watertown City
- 4-5 Board of Regents Meeting – Albany
- 6 Superintendents Cabinet Meeting – HGSTC
- 8 Meeting w/Senator Ritchie about personal alarms
- 12 Watertown Urban Mission Clergy Breakfast  
MO BOCES Board of Education Board Interviews
- 13 SED&S/SDN Conference Call
- 14 Superintendent Monthly Meeting  
CTE Budget Advisory Meeting  
MO BOCES Board of Education 2<sup>nd</sup> Round Interviews
- 15 JCC Grant Writing Meeting
- 18-19 District Superintendents Meeting – Albany
- 20 SED&S/CDN Conference Call  
Watertown Urban Mission Board Meeting  
BOCES Board Meeting – Lewis County JCC Education Center

### **Administrative Team**

#### **District Safety Plan**

- Each year now, districts and BOCES are required to hold a public hearing (advertised publicly at least 30 days ahead of the hearing) about their District-wide Safety Plan. The plan must meet a variety of requirements, and

it must be posted on the website. We have met all of the plan requirements, but we have not yet held our hearing. That is why we have scheduled our public hearing for 6:00 p.m. on November 20<sup>th</sup> at the Lewis County JCC Extension, just ahead of the regularly scheduled Board meeting. Most organizations do the same, and it is extremely rare for members of the public to attend such hearings. When the Comptroller audits us next, his team will ask for documentation of the date of the hearing, documentation of the 30-day public notice, and evidence that the plan is on the website and does all of the things it's required to do.

As you many remember, the Comptroller's office did a special round of Safety Plan audits a few months ago, checking 15 districts (one locally). They found that everyone was out of compliance on the public hearing requirements, so these hearings are no doubt happening all over the state at this time. Fred Hauck, our Coordinator of Health and Safety will join us at the meeting on November 20 to answer any questions that might arise. We have included a printed version of our District Safety Plan in your packet this month, for your consideration.

Assistant Superintendent Traynor reported on the RFP for the Energy Performance Contract. RFP's were due on October 3, 2019, and interviews were held on October 11, 2019.

RFP for Energy Performance Contract

<u>Proposer</u>	<u>Net Annual Benefit</u>
Day Automation	\$1,074,975
Siemens Industry, Inc.	\$875,468
Trane U.S. Inc.	\$1,460,161

The RFP was awarded to Day Automation, and a kickoff meeting has been scheduled for October 23, 2019.

10. A discussion took place from a conversation at the CTE Advisory Committee Meeting about when CTE programs are full. There seems to be a disconnect with the home school and guidance counselors with how the pathway with CTE works.

11. On a motion by M. Young, seconded by B. Lofink, the Board voted to adjourn the meeting at 7:59 p.m. Vote: Yes-9 No-0

Adjournment of mtg at 7:59 p.m.

**Calendar**

- Oct. 24-26 NYSSBA Conference, Rochester, NY
- Nov. 13 Workforce Connections – Watertown International Airport Hanger, Route 12F, Watertown  
JLSBA Workshop – BOCES Administrative Building, Conference Rooms A/B or via Distance Learning HGSTC, Conference Room B
- 20 Board Meeting, Lewis County JCC Education Center, Lowville, 6:00 p.m.

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, November 20, 2019 at the Lewis County JCC Education Center, Lowville, New York.

Regularly scheduled monthly meeting 11/20/19

Respectfully submitted,

Patricia L. LaClair  
Clerk of the Board