

**Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES**  
**Howard G. Sackett Technical Center**  
**Adult Learning Center, Conference Rooms B**  
**Glenfield, NY 13343**  
**Thursday, February 12, 2020**  
**6:00 p.m.**

MEMBERS PRESENT: Alice Draper, Jennifer Jones, Sandra Klindt, Lynn Murray,  
Grace Rice, Michael Young

MEMBERS EXCUSED: Michael Kramer, Peter Monaco Barbara Lofink

MEMBERS ABSENT: None

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

OTHERS PRESENT:

President Rice called the meeting to order at 6:01 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.

Peter Cough, BCA Construction Manager, updated the Board on the Capital Project and explained the Energy Performance Contract. Construction will begin at Bohlen Technical Center on Monday, February 17, 2020.

Alice Draper and Sandra Klindt entered the Board Meeting at 6:06 p.m.

On a motion by M. Young, seconded by L. Murray, the Board Meeting was recessed at 6:11 p.m. for a presentation in the Electrical Wiring Classroom of the HGSTC. Robert Smith, Instructor of Electrical Wiring and students George Cornell, II and Jacob Stanford, explained the wiring wall board that is in the classroom. The meeting was reconvened at 6:29 p.m.

**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 January 15, 2020 were approved. Approval January 15, 2020 Regular meeting minutes  
Vote: Yes-6 No-0
  
- 1a. On a motion by M. Young, seconded by A. Draper, the Board approved the amended agenda as presented. Approval of Amended Agenda  
Vote: Yes-6 No-0
  
2. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board approved the following Claims Audit Report for January and February 12, 2020. Approval of Internal Auditor's Report of 02/12/2020

Payroll 16	864,333.48	January 17, 2020
Payroll 17	878,670.10	January 31, 2020
Warrant 47 – Fund A & F	717,331.42	February 3, 2020
Warrant 49 – Fund A & F	439.98	February 3, 2020
Warrant 50 – Fund A & F	1,681,331.86	February 3, 2020
Warrant 53 – Fund A& F	30,949.50	February 3, 2020
Total	\$4,173,056.34	Vote: Yes-6 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 February 2020 as presented. Approval of budget adjustments
4. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to approve the list to be surplus and discarded. Approval of surplus and discarded

<b>Tag Number</b>	<b>Item Description</b>	<b>Location</b>	<b>Recommendation</b>
10836	Old Wooden Shop Bench	HGS	Scrap
2039	Ice Maker and Tub	HGS	Scrap
15284	Baker Scaffolding	HGS	Auction
1424	Jet Band Saw	BTC	Auction
19968	Juku Sewing Machine	HGS	Auction
10813	EIKI Overhead Projector	HGS	Scrap
1772	Chromebook	BTC	Scrap
10281	LaserJet 4	BTC	Scrap
3284	LaserJet 4	BTC	Scrap
2481	LaserJet 4	BTC	Scrap
2493	LaserJet 4	BTC	Scrap
2788	LaserJet 4	BTC	Scrap
3482	LaserJet 4	BTC	Scrap
2952	LaserJet 4	BTC	Scrap
2810	LaserJet 4	BTC	Scrap
3133	LaserJet 4	BTC	Scrap
2454	LaserJet 4 plus	BTC	Scrap
1006	LaserJet 4 plus	BTC	Scrap
6721	LaserJet 4 plus	BTC	Scrap
2378	LaserJet 4 plus	BTC	Scrap
2812	LaserJet 4 plus	BTC	Scrap
7810	LaserJet 4 plus	BTC	Scrap
9864	LaserJet 4 plus	BTC	Scrap
21211	Monitors	BTC	Scrap
21553	Monitors	BTC	Scrap
22436	Monitors	BTC	Scrap
22581	Monitors	BTC	Scrap
17512	HP 4050	BTC	Scrap
13500	HP LaserJet 4000	BTC	Scrap
11342	HP LaserJet 5n	BTC	Scrap
17906	HP LaserJet 4100	BTC	Scrap
21936	HP DeskJet 6940	BTC	Scrap
24158	HP Laserjet M551	BTC	Scrap
6511	HP LaserJet 4	BTC	Scrap

23197	HP CP3525x	BTC	Scrap
21232	HP 550	BTC	Scrap
17312	ELO Monitor	BTC	Scrap
23119	ELO Monitor	BTC	Scrap
14870	Robetel Monitor	BTC	Scrap
23075	Dell T3400	BTC	Scrap
23077	Dell T3400	BTC	Scrap
23239	Dell T3400	BTC	Scrap
23018	Dell T3400	BTC	Scrap
23191	Dell T3400	BTC	Scrap
22691	Dell T3400	BTC	Scrap
23105	Dell T3400	BTC	Scrap
23139	Dell T3400	BTC	Scrap
22687	Dell T3400	BTC	Scrap
23129	Dell T3400	BTC	Scrap
22522	Dell T3400	BTC	Scrap
23074	Dell T3400	BTC	Scrap
23070	Dell T3400	BTC	Scrap
22756	Dell T3400	BTC	Scrap
23072	Dell T3400	BTC	Scrap
23076	Dell T3400	BTC	Scrap
22656	Dell T3400	BTC	Scrap
22078	Dell T3400	BTC	Scrap
22705	Dell T3400	BTC	Scrap
22673	Dell T3400	BTC	Scrap
23325	Dell 1500	BTC	Scrap
23814	Dell 1600	BTC	Scrap
22662	MAC G5	BTC	Scrap
22597	MAC G5	BTC	Scrap
22610	MAC G5	BTC	Scrap
21604	Monitors	BTC	Scrap
21293	Monitors	BTC	Scrap
20213	Monitors	BTC	Scrap
21960	Monitors	BTC	Scrap
21348	Monitors	BTC	Scrap
21362	Monitors	BTC	Scrap
22437	Monitors	BTC	Scrap
20244	Monitors	BTC	Scrap
21148	Monitors	BTC	Scrap
21361	Monitors	BTC	Scrap
21815	Monitors	BTC	Scrap
20963	Monitors	BTC	Scrap

	Toner #	Number Available	
	38A	4	Auction
	Q2613X	1	Auction
	92298A	2	Auction
	124A Cyan	1	Auction
	61A	1	Auction
	87X	1	Auction
	CE251A Cyan	3	Auction
	CE253A Magenta	4	Auction
	CE252A Yellow	4	Auction
	648A Magenta	1	Auction
	CE260X Black	1	Auction
	Q6673A Magenta	1	Auction
	CE261A Cyan	3	Auction
	647A Black	5	Auction
	648A Yellow	4	Auction
	648A Magenta	4	Auction
	504A Magenta	1	Auction
	61X	4	Auction
	90x	3	Auction

Vote: Yes-6 No-0

5. On the recommendation of District Superintendent Todd, on a motion M. Young, seconded by A. Draper, the Board authorized the appointment of Patricia LaClair as Petty Cash custodian for the Watertown/Administration Building, effective 01/01/2020.

Approval of Petty Cash Custodian P. LaClair

Vote: Yes-6 No-0

6. On the recommendation of District Superintendent Todd, on a motion M. Young, seconded by A. Draper, the Board voted to approve the Energy Performance Contract with Day Automation not to exceed \$2,340,415.

Approval of EPC with Day Automation

Vote: Yes-6 No-0

7. Board Reports

Board Reports

**Adult LPN Graduation 01/31/20** – Mrs. Draper and Mrs. Rice reported on the Licensed Practical Nursing (LPN) Program graduation ceremony held on January 31, 2020, at the Hilton Garden Inn, Watertown, NY. District Superintendent Todd welcomed everyone and thanked them for attending this special event. Ms. Lewandowski thanked the families of the graduates for their support over the past several months. Pinning, Certificates, Awards and the reciting of Florence Nightingale Pledge took place. A reception followed the ceremony.

**BOCES Personnel Committee Meeting 02/12/2020** – Mr. Young reported on the Personnel Committee meeting held on February 12, 2020.

8. **PERSONNEL**

Personnel M. Smithling, Abandonment of position 9/1/19

On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to accept the termination due to abandonment of work for Megan Smithling, Teacher Support Person, effective 09/01/2019.

Vote: Yes-6 No-0

On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by A. Draper, the Board voted to accept with regret the letter of retirement submitted by William Landers, Culinary Arts Instructor, effective 07/01/2019.

Retirement W. Landers, 07/01/2020

Vote: Yes-6 No-0

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

Resignations R. Demers, II, 01/28/2020 S. Tretter, 02/28/2020

Robert Demers, II, Teacher Assistant, effective 01/28/2020

Vote: Yes-6 No-0

Shannon Tretter, Special Education Instructor, effective 02/28/2020

Vote: Yes-6 No-0

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

**Non-Classified**

Non-Classified A. Ortega, Initial Certificate VMR

Adam Ortega, Initial Certificate in Vehicle Mechanical Repair (Including Heavy Equipment) Grades 7-12

Probationary 02/05/2020-02/04/2024

Salary: No change

Vote: Yes-6 No-0

**Additional Work for 2020**

Additional Work 2020

Walter Berwick, up to 10 hours for curriculum writing for Summer MAST Camp @ HGSTC, @ \$25/hr. to be billed back to Lewis County. Time sheets to be completed by 05/01/2020

Vote: Yes-6 No-0

Geoff Buckingham, up to 10 hours for curriculum writing for Summer MAST Camp @ HGSTC, @ \$25/hr. to be billed back to Lewis County. Time sheets to be completed by 05/01/2020

Vote: Yes-6 No-0

Denean Clark, Nurse for Odyssey of the Mind, 03/07/2020, for up to 8 hours @ \$30.60/hr.

Vote: Yes-6 No-0

Jasmine Gifford, to provide after-school tutoring for a student @ \$25/hr. to be billed back to the student's district. Time sheets will be provided

Vote: Yes-6 No-0

Tracy Granger, to provide after-school tutoring for a student @ \$25/hr. to be billed back to the student's district. Time sheets will be provided

Vote: Yes-6 No-0

Kara Paluzzi, up to 8.5 hours @ her hourly rate for Odyssey of the Mind, Time sheets will be provided

Vote: Yes-6 No-0

Mary Pennock, up to 10 hours for curriculum writing for Summer MAST Camp @ BTC, @ \$25/hr. Budget A101-3010-150. Time sheets to be completed by 05/01/2020

Vote: Yes-6 No-0

Karen Plummer, up to 19.5 hours @ her hourly rate for Odyssey of the Mind, Time sheets will be provided

Vote: Yes-6 No-0

Janet Ramsey, up to 10 hours for curriculum writing for Summer MAST Camp @ BTC, @ \$25/hr. Budget A101-3010-150. Time sheets to be completed by 05/01/2020

Vote: Yes-6 No-0

Speech and Language Screening for Indian River Summer Registration @ 1/200<sup>th</sup> of 2019-2020 salary to be billed back to Indian River

Sarah Bedwell, Kelly Breen, Megan Fortunato, Annette Prusinowski Vote: Yes-6 No-0

**Practical Nursing**

Practical Nursing

Amos Levy

Part-time Program Assistant for Adult Practical Nursing

02/03/2020-06/24/2020

Salary: \$7,524 (396 hours x \$19/hr.)

Budget Code: F950

Vote: Yes-6 No-0

**Adult Education Evening Instructors**

Adult Education  
Evening  
Instructors

**Tom Gagnon**

Intro to Travel Skills

03/04/2020-04/01/2020

Salary: \$95

Budget Code: F950

Bohlen Technical Center

6:00-7:30 p.m.

(5 hrs. x \$19/hr.)

Vote: Yes-6 No-0

**Tina Groff**

Microsoft Office – All in One!

02/24/2020-03/09/2020

Salary: \$171

Budget: F950

Bohlen Technical Center

Monday, 6:00-9:00 pm

(9 hrs. x \$19/hr)

Vote: Yes-6 No-0

Keeping Your Computer Healthy

03/11/2020-03/11/2020

Salary: \$57

Budget: F950

Bohlen Technical Center

Wednesday, 6:00-9:00 pm

(3 hrs. x \$19/hr.)

Vote: Yes-6 No-0

Microsoft Powerpoint: Introduction

03/16/2020-04/06/2020

Salary: \$228

Budget: F950

Bohlen Technical Center

Monday, 6:00-9:00 pm

(12 hrs. x \$19/hr.)

Vote: Yes-6 No-0

Microsoft Word – Introduction

03/17/2020-04/17/2020

Salary: \$228

Budget: F950

Bohlen Technical Center

Tuesday, 6:00-9:00 pm

(12 hrs. x \$19/hr.)

Vote: Yes-6 No-0

**Craig Perry**

CB&I: Manufacturing Technology I

02/24/2020-04/30/2020

Salary: \$2,835

Budget: F950

Bohlen Technical Center

Monday, Wednesday & Thursday,

5:30-8:30 p.m.

(81 hrs. x \$35 hr.)

Vote: Yes-6 No-0

Adult Education  
Center for  
Business &  
Industry

**Don Snyder**

Welding II

02/25/2020-04/23/2020

Salary: \$1,680

Budget: F950

Bohlen Technical Center

Tuesday & Thursday 5:00-8:00 p.m.

(48 hrs. x \$35 hr.)

Vote: Yes-6 No-0

**Substitutes**

Emily Farrell, Colleen Heggelke, Elizabeth Moorehead

Vote: Yes-6 No-0

Substitutes

- 8b. 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 E. Stawicki to attend the Consortium for School Networking, March 15-18, 2020, in Washington, DC, at an approximate total cost of \$2,619. Vote: Yes-6 No-0

Out-of-State  
Travel

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 C. Steckly and J. White to attend the School Improvement Making Schools Work Conference, July 6-19, 2020, in New Orleans, LA, at an approximate total cost of \$4,259. Vote: Yes-6 No-0

9. On the recommendation of District Superintendent Todd, on a motion by M. Young, seconded by M. Kramer, the Board voted to approve the Administrative and Non-Unionized Staff Personnel 2020-2021 Salary/Benefit Recommendations. Approval of Administrative and Non-Unionized Staff Personnel 2020-21 Salary Recommendations
- 3.1% increase in base salary for all administrators and 3.1% increase in base salary for all remaining non-negotiated non-affiliated employees Vote: Yes-6 No-0

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

Highlights of Meetings:

- |      |       |  |
|------|-------|--|
| Jan. | 16    | Non-for-Profits Forum – Ramada Inn   |
|      | 21    | Meeting with Lewis County Superintendents about HGSTC Logistics  |
|      | 22    | SED/SCDN Conference Call<br>Watertown Urban Mission Board Meeting  |
|      | 23    | Superintendents Monthly Meeting<br>PES Budget Advisory Committee Meeting   |
|      | 27-28 | District Superintendent Meeting – Albany   |
|      | 29    | SED/SCDN Conference Call   |
|      | 30    | Electrical Wiring Advisory Committee Meeting   |
|      | 31    | Adult Education Nursing Gradation – Hilton Garden Inn – 10:00 a.m.<br>WPBS Board Meeting   |
| Feb. | 3     | Board Agenda/Staff Meeting   |
|      | 4     | Watertown Urban Mission Executive Committee Meeting  |
|      | 5     | SED/SCDN Conference Call<br>Superintendents Cabinet Meeting<br>Rotary Foundation Committee Meeting   |
|      | 6     | Visitation with Senator Joe Griffo – Utica<br>Visitation with Assemblyman Ken Blankenbush – Carthage<br>Fort Drum Regional Liaison Organization Meeting – Samaritan Medical Center<br>Shapiro Awards Dinner – Ramada Inn |
|      | 7     | FDRLO Education Meeting w/SED about Reciprocity – Albany   |
|      | 10    | RIC Commitment Meeting<br>Carthage Board of Education Meeting – Superintendent Search  |
|      | 11    | Watertown Urban Mission Annual Meeting   |
|      | 12    | SED/SCDN Conference Call<br>Superintendents Monthly Meeting<br>BOCES Personnel Committee Meeting - HGSTC<br>BOCES Board of Education Meeting - HGSTC   |

Upcoming Events

- |       |       |  |
|-------|-------|--|
| Feb.  | 25    | Jefferson Leadership Institute Planning Meeting w/Ty Stone from JCC            |
|       | 26    | SED/SCDN Conference Call   |
|       | 27-28 | SCDN Meeting – Albany  |
| March | 1-3   | NYSCOSS Winter Institute – Albany  |
|       | 4     | SED/SCDN Conference Call   |
|       | 5     | Visitation with Assemblyman Mark Walczyk and Senator Patty Ritchie             |
|       | 6     | JLSBA Legislative Breakfast  |
|       | 9     | Graduation Measures Session – OHM BOCES  |
|       | 10    | CTE Advisory Meeting – Conference Room C – 1:00 p.m.                           |
|       | 11    | Superintendents Cabinet Meeting<br>Cornell Cooperative Extension Board Meeting |

- 12 Board Agenda Meeting
- 13 Medical Assisting External Review  
JCC Edge Panel – JCC  
Bridges Steering Committee Meeting
- 17 793 Meeting – HGSTC
- 17-18 BOCES Day in Albany  
BOCES Board of Education Meeting - Watertown

**Administrative Team:**

**Governor’s Budget and our Advocacy Efforts:**

- The Governor came out with a budget proposal that was exactly what we expected, and our advocacy points will also be exactly what we expected. The Governor proposes eliminating 10 expense-based aid categories (including BOCES aid), and rolling those into Foundation Aid. In his proposed aid runs, which are built specifically to make it hard to calculate the true differences year over year, we have parsed it out carefully and it appears that the Governor has put the amount of money districts would have received under the expense-based calculations into their proposed foundation aid. This means that at least for the coming year, he has ensured that his proposed changes would not reduce the number of overall aid dollars to each district. But our advocacy points are going to be clear on this one:
  1. If you eliminate expense-based aid categories, you give the Governor complete discretion each year on the aid distribution. You take away local decision-making and local control, and instead you give it to the Governor, who could raise and lower the total year over year at any point that he chooses to. This would be a “power grab” by the Governor, and it would significantly reduce local control and local decision-making. And make no mistake about this: once he has eliminated the expense-based aid categories this year, he will indeed reduce the overall aid in future years (even though this year’s proposed numbers even out).
  2. Expense-based aid allows districts to **predict** what they’re going to get the next year.

The Governor’s proposed plan eliminates that predictability and hurts districts in the process. There are many other arguments we’ll also make during our advocacy, regarding the critical role that the BOCES play in cost sharing, work-force development, and programming for the most vulnerable students. But these top two (2) talking points will be our lead arguments as we meet with our Assembly and Senate representatives in the coming weeks. We know they’ll very much agree with us on these points. The key will be to ensure that the leaders of the Assembly and Senate also agree and take these arguments into the “three people in a room” negotiations with the Governor. All indications, from the early communications with Senate and Assembly leaders, are that they will very strongly oppose the Governor’s proposals on expense-based aid and will fight to restore it. He tried a similar proposal last year and in the end it was restored in the final budget. That will be our hope again this year.

Assistant Superintendent for Programs L. LaRose shared with the Board the Practical Nursing Program February Update and a flyer on the new Environmental & Agricultural Academy Program.

Assistant Superintendent for Business Traynor provided the Board the final draft of the 2020-2021 proposed budget and the proposed 2020-2021 major charges and tuitions.

11. There were no issues/current topics for discussion.

12. On a motion by M. Young, seconded by A. Draper, the Board voted to adjourn the meeting at 7:24 p.m.

Vote: Yes-6 No-0

Adjournment of mtg at 7:24 p.m.



**Calendar**

Calendar

- Mar. 5 Visitation with Assemblyman Ken Blankenbush  
Visitation with Assemblyman Mark Walczyk and Senator Patty Ritchie
- 6 JLSBA Legislative Breakfast – BOCES Conference Rooms A/B, 8:00/9:00 a.m.
- 7 Odyssey of the Mind – Watertown High School, Watertown
- 10 CTE Advisory Committee Meeting – 1:00 p.m.
- 13 Medical Assisting External Review – 9:00 a.m. BTC Collaborative Learning Lab
- 18 BOCES Board Meeting - 6:00 p.m. - Watertown
- April 22-24 SkillsUSA NYS competition, NYS Fairgrounds, Syracuse

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, March 18, 2020, at the Jefferson-Lewis BOCES, Board Room, Watertown, New York.

Regularly scheduled monthly meeting 03/18/2020

Respectfully submitted,

Patricia L. LaClair  
Clerk of the Board