St. Lawrence-Lewis BOCES
2017-2018
Board of Education Goals

St. Lawrence-Lewis BOCES is committed to work successfully with component districts across the region:

- To enhance and increase student opportunities to access coursework essential for the successful preparation for college and/or career, through completion of bi-annual St. Lawrence-Lewis high school course offerings guide, in addition to participation in Harvard University’s National Center on Rural Education Networks.

- To promote regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements.

- To continuously evaluate BOCES services for quality, efficiency, and potential improvement, including input from our component school district partners. (surveys)

- To facilitate the successful implementation of the Next Generation Learning Standards, Curriculum, and Assessments, and raise performance outcomes for students across the region.

St. Lawrence-Lewis BOCES will:

- Provide financial and operational solutions to our component school districts and other educational partners

- Work with the Board of Education Facilities Committee and component school districts to complete upgrades at various sites and initiate a major BOCES capital project with a submission to SED targeted for April 2018. The project will address critical infrastructure needs and allow existing and new BOCES programs to operate for many years

- Work with our Regional Partners, including SUNY Potsdam and St. Lawrence University, to build and refine regional pipelines that will produce teachers and future educational leaders for the region

- Align BOCES staff, programs, goals, and vision with the work of our community partners, and especially the North Country Regional Economic Development Council (REDC) where possible.

AGENDA

Opening Activities
(In accordance with Board Policy #1432 – Order of Business at Regular Board Meetings)

I. Call to Order by President

II. Pledge of Allegiance

III. Roll Call and Quorum Check
**Action Items**

IV. **Appointments**
(In accordance with Board Policy #1438 – Annual Organizational Meeting)

**Administration of Oath of Office to Newly Elected Board Member**

The Oath of Office was administered to William Cartwright on May 8, 2018 in the office of the District Clerk.

V. **Minutes of April 5, 2018 Meeting**
(In accordance with Board Policy #1432 – Order of Business at Regular Board Meetings)

A motion is needed to approve the minutes of the April 5, 2018 Board of Education meeting.

VI. **Treasurer’s Report for period ending April 30, 2018**
(In accordance with Board Policy #1432 – Order of Business at Regular Board Meetings)

A. **Account Balances**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 3,563,566.23</td>
</tr>
<tr>
<td>Federal Fund</td>
<td>$ 438,288.23</td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td>$ 19,841.86</td>
</tr>
<tr>
<td>Payroll Fund</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Capital Renovation Project</td>
<td>$ 131,230.38</td>
</tr>
<tr>
<td>Capital Equipment Reserve</td>
<td>$ 310,587.67</td>
</tr>
</tbody>
</table>

Account Balance from February 1 – 28, 2018 needs to be adjusted:

- **Reported:** General Fund: $ 3,123,630.88
- **Corrected:** General Fund: $ 3,124,561.88 – error noted

Account Balance from March 1 – 31, 2018 needs to be adjusted:

- **Reported:** General Fund: $ 1,545,980.84
- **Corrected:** General Fund: $ 1,546,911.84 – error noted

B. **Current Budget Allocation**

<table>
<thead>
<tr>
<th>Budget Report</th>
<th>District Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 65,083,230.52</td>
</tr>
</tbody>
</table>

A motion is needed to approve the Treasurer’s Report for the period ending April 30, 2018.
VII. District Superintendent

A. Action Items

1. **Personnel – See Attachment “A”**
   (In accordance with Board Policy #5150 – Recruitment, Selection, and Appointment of Personnel)

   This motion will include the entire personnel section of the agenda.

   **A motion is needed to approve the Personnel as presented in Attachment “A”**.

2. **Cooperative Bids**
   (In accordance with Board Policy #4310 – Purchasing Policy)

   **A motion is needed to approve the Cooperative Bid awards:**
   - Produce – May 2018
   - Copy Paper 1st Half of 2018-2019
   - Custodial Supplies
   - Art Supplies
   - Bread
   - Construction/Art Paper
   - Cosmetology Supplies
   - General School & Office Supplies
   - Health Supplies
   - Ice Cream
   - Science Classroom Supplies
   - Teaching Aids
   - Transportation Supplies

3. **Adoption of the 2018-2019 BOCES Administrative, Program, & Capital Budgets**
   (In accordance with Board Policy #1310 – Power and Duties of the Board and Its Officers; with Board Policy #4110 – Budget Planning and Preparation; and Board Policy #4210 – Investments)

   **Rationale:** Component Boards of Education met on Monday, April 16, 2018, the date designated by BOCES Board President to vote on the BOCES Administrative Budget and four BOCES board terms. The Administrative budget was approved by all 18 component school boards voting in favor. William Cartwright was elected to the remaining term of Nancy Cappellino – April 17, 2018 – June 30, 2020 and James Lattimer, James Young, and Jack Zeh were elected to the three three-year board terms – July 1, 2018 – June 30, 2021.
A motion is needed to adopt the 2018-2019 BOCES Administrative, Program, and Capital Budget as presented and approved by the component schools’ boards of education.

4. Date, Time, and Location of July 2018 Organizational Meeting
(In accordance with Board Policy #1438 – Annual Organizational Meeting)

Rationale: The Board shall hold its Annual Organizational Meeting at any time during the first fifteen (15) days of July at a date set at the convenience of the Board, no later than the month of June. (Public Officer’s Law Article 7)

A motion is needed to set the date, time, and location of the Organizational Meeting in July at Thursday, July 5, 2018, at 4:00 pm at the BOCES Educational Services Center, 40 West Main Street, Canton, New York 13617.

5. BOCES Annual Meeting Date – April 4, 2019

Rationale: The date must meet the requirements of the Laws of 1993 – BOCES Reform Act, which states a meeting of the members of the board of education and school trustees of the component school districts shall be held during the month of April on or before the fifteenth day of April, on a date and place and hour designated by the present of the board of cooperative educational services (Ed. Law §1950)

A motion is needed to set the 2019 Annual Meeting date for the St. Lawrence-Lewis BOCES. The date will be Thursday, April 4, 2019.

6. Set Date for Component Districts Vote on BOCES Administrative Budget and Board Vacancies for 2019
(In accordance with Board Policy #1220 – Nomination and Election of Board Members)

Rationale: Pursuant to §1950, subdivision 2-a(b) of the Education Law of the State of New York (in compliance with the BOCES Reform Legislation, 1993), the president of the BOCES shall designate a single date on or after the 16th date and on or before the 30th date of April on which each component board shall conduct a public meeting which may be a regular or special meeting, for the purpose of electing members of the BOCES and adopting a public resolution concerning the approval of disapproval of the tentative administrative budget.
A motion is needed to set the date of Tuesday, April 23, 2019, on which each component school district shall conduct a public meeting for the purpose of electing members of the BOCES and adopting a resolution concerning the approval or disapproval of the tentative administrative budget.

7. **Intermunicipal Cooperation Agreement**  
   (In accordance with Board Policy #4310 – Purchasing Policy)

   A motion is needed to approve the Intermunicipal Cooperation Agreement between St. Lawrence Lewis BOCES and the Town of Fowler for purposes of shared resources in the undertaking of public works or other municipal and/or education related projects and services for the period of July 1, 2018–June 30, 2019.

8. **Certification Re-Approval of Three CTE Programs**  
   (In accordance with Board Policy #7170 – Instructional Technology)

   A motion is requested for re-approval from the State Education Department of CTE programs:

   **Re-approval:**
   
   - HVAC
   - Culinary Arts
   - Metalwork

9. **Amendment to the Authorized Gas Card List**  
   (In accordance with Board Policy #5321 – Use of BOCES Credit Card)

   A motion is needed to amend the Authorized Gas Card List.

10. **Approval to Participate in the NYS Distance Learning Contract Consortium**  
    (In accordance with Board Policy #4310 – Purchasing Policy)

    A motion is needed to approve the participation in the NYS Distance Learning Contract Consortium for the 2018-2019 school year. Each BOCES pays one center to RFP and bid DL software applications with the cost of the service not to exceed $1,600.00.

11. **Donation**  
    (In accordance with Board Policy #4230 – Acceptance of Gifts, Grants, and Bequests to BOCES)
A motion is needed to accept the following donations:

- Clerical supplies from Corning Incorporated with a value of $500.00
- Phlebotomy chair from Canton-Potsdam Hospital for our adult education program valued at $500.

12. Staff Conference
(In accordance with Board Policy #5211– Travel Expenses/Conference Approval)

A motion is needed to approve the following conference requests:

- Zachary Smith to attend the Electrical Workshop Basic to Troubleshooting in Albany, New York from June 10, 2018 – June 14, 2018.
- Shannon Pitcher-Boyea to attend TCRWP Summer Writing Institute at Columbia University from June 17, 2018 – June 22, 2018.

(In accordance with Board Policy #4310 – Purchasing Policy)

Rationale: The Erie I BOCES technology services department of the WNYRIC, on behalf of the participating BOCES and RICs in New York State, negotiates best pricing options for software. This consortium was formed to ensure all participating districts get the best pricing possible by grouping their purchasing power. Another major benefit to this structure is the time saved on the quoting process each time in component district or the BOCES wishes to purchase one of the software packages included in the consortium bid. Additionally, many of the participating companies offer a higher level of customer service, simply for mentioning the consortium.

A motion is needed to approve the following:

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for 3rd L Corp, A+ Educators, Accelerate Learning, Achieve3000, AKJ Books, American Reading Company, Amplify, Answer Pad, Bird Brain, Bloomboard, Brain Hurricane, Bridges Transitions, Carnegie Learning, Certica, Charmtech Labs, Chester Technical Services, ClassLink, Code Monkey, Curriculum Associates, Curriculum Technology, Dreambox, eDoctrina, Edgenuity, Edmentum, Educational Vistas, Edvation, eSpark, Explore Learning, FastBridge Learning, Front Row, Frontline Technologies, Houghton Mifflin, iDesign, Imagine Learning, Interactive Media, iSafe, iStation, IXL, KidTellect, Kinderlab Robotics, Learning Ally, Learning.com, Learning Sciences International, Learning Without Tears, Lego Education, Lexia Learning,

WHEREAS, St. Lawrence-Lewis BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

14. Certification Pursuant to Part Q of Chapter 57 of the Laws of 2017

A motion is needed to approve the following for the St. Lawrence-Lewis Transitional Living Services Department:

Thomas R. Burns is the District Superintendent of the St. Lawrence-Lewis BOCES and is duly authorized by the St. Lawrence-Lewis Board of Education to provide this attestation and certification on its behalf.

The funding provided to St. Lawrence-Lewis BOCES Transitional Living Services Department pursuant to Part Q of Chapter 57 for the period beginning January 1, 2018 will be or was used solely to provide salary increases and salary-related fringe benefit increases for direct care staff and direct support professionals as defined by the Commissioner and in accordance with standards prescribed by the Commissioner.

The funding provided to St. Lawrence-Lewis BOCES Transitional Living Services Department pursuant to Part Q of Chapter 57 for the period beginning April 1, 2018 will be or was used solely to provide salary increases and salary-related fringe benefit increases for direct
care staff, direct support professional and clinical staff as defined by the Commissioner and in accordance with standards prescribed by the Commissioner.

Such finding will not be and was not used for any other purpose or expense.

Funds received will be used solely to support salary and salary-related fringe benefit increases for the staff described above.

15. Revenue Anticipation Note Resolution (RAN)
   (In accordance with Board Policy #4510 – Facilities Planning)


BE IT RESOLVED, by the Board of Education of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence and Lewis Counties, New York, as follows:

Section 1. The power to authorize the issuance of and to sell revenue anticipation notes, including renewals thereof, of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence and Lewis Counties, New York (the “B.O.C.E.S.”), in anticipation of the receipt of revenues from various sources during the fiscal year of said B.O.C.E.S. commencing July 1, 2018, including receipt of moneys from the State of New York and from component school districts, is hereby delegated to the President of said B.O.C.E.S., the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be determined by said President pursuant to the Local Finance Law.

Section 2. The deputy chief fiscal officer of said B.O.C.E.S. is hereby authorized to execute such revenue anticipation notes in the place of the chief fiscal officer, if the chief fiscal officer shall so designate.

Section 3. This resolution shall take effect immediately.
VIII. Reports
   A. Thomas R. Burns, District Superintendent
   B. Darin Saiff, Assistant Superintendent for Instruction

IX. Discussion Items

X. Information Items
   A. Update on Facilities – K. Perretta
   B. The Year is 2030 - NYSSBA

XI. Presentations
   A. Rebekah Grim – Capital Project

XII. Other

XIII. Pass-Around Information

XIV. Adjournment