



BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
ST. LAWRENCE-LEWIS COUNTIES
P.O. Box 231, 40 W. Main Street
Canton, New York 13617

BOARD MEETING Thursday, July 5, 2018 – 4 p.m.

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.

ORGANIZATIONAL MEETING

Opening Activities

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

- I. Appoint Temporary Chairman (Clerk of the Board is designated)
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)
- II. Call to Order by the Temporary Chairman
- III. Pledge of Allegiance
- IV. Roll Call and Quorum Check

Action Items – Organizational

(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

V. Appointments

A. Administration of Oath of Office to Newly Elected Board Members

Clerk administers the Oath of Office to James Lattimer, James Young, and Jack Zeh, each a three-year term, July 1, 2018 through June 30, 2021. (All board officers, including District Superintendent, as well as newly elected members of the board take an oath each year.)

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I faithfully discharge, according to the best of my ability, the duties of the position of (Board Member) (District Superintendent) of the Sole Supervisory District of St. Lawrence-Lewis Counties Board of Cooperative Educational Services to which I am now assigned.

B. Nomination of 2018-2019 President

(In accordance with [Board Policy #1311](#) – Duties of the President)

The chairman will call for nominations from the floor for the position of Board President. If two or more names are received for the position, paper ballots will be used to vote for the nominees. If only one nomination is made, the clerk will cast one ballot for that person to fill the position as board president for the 2018-2019 fiscal year.

A motion is needed to nominate the Board President for the 2018-2019 fiscal year.

C. Election of 2018-2019 President

(In accordance with [Board Policy #1311](#) – Duties of the President)

A motion is needed to approve the following resolution:

BE IT RESOLVED that _____ be elected President of the Board of Education for this BOCES for the 2018-2019 fiscal year.

D. Nomination of 2018-2019 Board Vice President

(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

The chairman will call for nominations from the floor for the position of Board Vice President. If two or more names are received for the position, paper ballots will be used to vote for the nominees. If only one nomination is made, the clerk will cast one ballot for that person to fill the position as Board Vice President for the 2018-2019 fiscal year.

A motion is needed to nominate the Board Vice President for the 2018-2019 fiscal year.

- E. Election of 2018-2019 Board Vice President
(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

A motion is needed to approve the following resolution:

BE IT RESOLVED that _____ be elected Vice President of the Board of Education of this BOCES for the 2018-2019 fiscal year.

- F. Administration of Oath of Office to the Elected Officers for 2018-2019

The clerk administers the Oath of Office to the President and Vice President

- G. Appointment of 2018-2019 School District Officers
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2018-2019 BOCES Officers:

1. Clerk of the BOCES – Maureen Bouchey
2. Treasurer of the BOCES – Patti Rowan
3. Deputy Treasurer of the BOCES – Peggy Hayes
4. Claims Auditor – Amy Paulette
5. BOCES Attorney – Ferrara Fiorenza, P.C.
6. BOCES Educational Consortium – Hinman Straub (Terri Crowley, Governmental Analyst)
7. Records Retention and Disposition Officer – Patti Rowan
8. Records Access Officer – Patti Rowan
9. Records Management Officer – Nicole Ashley
10. External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.
11. Purchasing Agent – Darlene Bessette
12. Deputy Purchasing Agent – Patti Rowan
13. Title IX Civil Rights Officer
 - a. For Students – Darin Saiff
 - b. For Employees – Rafael Olazagasti
14. LEA Designee – Asbestos Handling/Reporting – Kevin Perretta
15. Liaison for Homeless Children and Youth – Roberta Stillin-Dowman
16. Compliance Program Plan Officer (Medicaid) – Lori Murray
17. Re-establishment of Audit Committee Members (Roger Bennett, Marjorie McCullough)
18. Chief Information Officer – Rafael Olazagasti

H. Appointment of 2018-2019 Designations
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2018-2019 Designations:

- 1. Official Bank Depositories – Community Bank NA, NYCLASS, and Chase Bank**
- 2. Regular Monthly Meetings as follows:**

Month	Date	Time
August	Thursday, August 16, 2018	4 pm
September	Thursday, September 13, 2018	6 pm
October	Thursday, October 11, 2018	6 pm
November	Thursday, November 15, 2018	6 pm
December	Thursday, December 13, 2018	4 pm
January	Thursday, January 17, 2019	6 pm
February	Thursday, February 7, 2019	6 pm
March	Thursday, March 14, 2019	6 pm
April	Thursday, April 4, 2019	4 pm
May	Thursday, May 9, 2019	6 pm
June	Thursday, June 6, 2019	5:30 pm

- 3. Official Newspaper – Watertown Daily Times and St. Lawrence Co. Newspapers**

I. Appointment of 2018-2019 Authorizations
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to approve the following Authorizations:

- 1. District Superintendent to certify payroll**
- 2. Designation of Treasurer to sign all checks; in the absence of the Treasurer, the Deputy Treasurer will sign all checks**
- 3. District Superintendent to approve part-time, temporary, and substitute personnel at approved board salary/wage rates until final action at the next scheduled Board of Education meeting**
- 4. District Superintendent to approve attendance at conference/workshops for all employees; in the absence of the District Superintendent, the Assistant Superintendent will approve attendance at conference/workshops for all employees**
- 5. President of the Board and/or District Superintendent to sign necessary contracts on behalf of the Board of Cooperative Educational Services (BOCES)**
- 6. Vice President to sign contracts in the absence of President**
- 7. District Superintendent to approve all budget transfers in accordance with Commissioner's Regulations §170.3.**
- 8. Reauthorization and approval for SLL BOCES membership in New York State School Boards Association, National School Boards Association, and the BOCES Educational Consortium.**
- 9. District Superintendent to approve change orders up to \$20,000.**

- J. Bonding of Personnel
(In accordance with [Board Policy #4530](#) – Insurance and Employee Bonds)

A motion is needed to approve the bonding of personnel as follows:

1. **Treasurer**
2. **Deputy Treasurer**
3. **All employees who handle cash**
4. **All persons and positions required by law or regulation to be bonded**

- K. Establish Mileage Rate for 2018-2019 Fiscal Year
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

A motion is needed to establish the mileage rate for the 2018-2019 fiscal year at the IRS allowed reimbursement rate.

- L. Re-adoption of Board Policies
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

The policy book for the St. Lawrence-Lewis BOCES has been reviewed, edited, and revised. Each section of the policy book was approved as edited and revised with the intention to approve the entire policy book at the July organizational meeting.

A motion is needed to adopt the Policy Book as reviewed, edited, and revised for the 2018-2019 fiscal year.

- M. Appointment of Legislative Liaison for NYSSBA
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

In order to make the views of public schools known to State legislatures, each school board is asked to designate one of its members as Legislative Liaison. New York State School Boards Association has developed a job description for the position of Legislative Liaison.

A motion is needed to approve the appointment of a BOCES board member to serve as Legislative Liaison for NYSSBA.

- N. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2018-2019 School Year
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2018-2019 school year.

- O. Appointment/Designation of BOCES Integrity Officer (I.O.) for SED Test Security
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)

Rationale: SED has mandated this appointment. The I.O. will serve as the primary liaison between the BOCES district and the Test Security Unit (TSU) regarding the reporting and investigation of allegations concerning testing breaches by educators. With the assistance and guidance of the TSU, the I.O. will coordinate and/or conduct the investigation of serious allegations of educator misconduct related to state testing, and will work with school administrators regarding the more minor allegations. This will be an annual appointment at the reorganizational meeting in July.

A motion is required to appoint/designate Thomas R. Burns, District Superintendent/Executive Officer as the BOCES Integrity Officer for SED Test Security.

- P. Dignity Act Coordinators for 2018-2019 School Year
(In accordance with the Dignity for All Students Act)

A motion is needed to approve the following Dignity Act Coordinators for the 0 .2018-2019 school year, in accordance with the Dignity for All Students Act:

Special Education: Susan Bouchey, Emily McGregor, Lori Murray, Jacqueline Bill, Julie Austin-Kormanyos, and Rachel O'Donnell

CTE: Julie Stoner, Brenda Thurman, Tara Bartlett, Zach Duprey, and Ami Larson

- Q. OPWDD Incident Reporting Committee

A motion is needed to approve the following people to comprise the OPWDD Incident Reporting Committee:

Administrator: Lori Murray

Beth Ives, Sr. Job Coach and Michael O'Neil, Teacher/Coordinator

The regular monthly board meeting begins immediately following the organizational meeting.

Action Items – Regular Meeting

- I. [Minutes of June 7, 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 June 7, 2018 Board of Education meeting.

- II. [Treasurer’s Report for period ending June 30, 2018](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

General Fund	\$ 770,931.08
Federal Fund	\$ 276,106.89
Trust & Agency Fund	\$ 21,585.19
Payroll Fund	\$0.00
Capital Fund	\$ 84,761.30
Capital Equipment Reserve	\$ 310,592.86

B. Current Budget Allocation

- [Budget Report](#)
- [District Billing](#)

General Fund Budget..... \$ 66,032,790.55

A motion is needed to approve the Treasurer’s Report for the period ending June 30, 2018.

III. 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. [Establish Hourly/Per-Diem/Stipend Rates for 2018-2019 Year](#)
(In accordance with [Board Policy #5151](#) – Temporary and Part-time Employees)

A motion is needed to establish the Hourly/Per-Diem/Stipend rates for the 2018-2019 fiscal year.

3. Cooperative Bids
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

A motion is needed to approve the Cooperative Bid award for:

- **Cafeteria Foods for August 2018 – January 2019 (SLL/JL/FEH/Clinton/Essex BOCES)**
- **Wire for 2018-20**

4. Resolution to Appoint a 2018-2019 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan

Rationale: As part of the 2018-2019 Plan Year requirements, the St. Lawrence-Lewis Counties School District Employees Medical and Workers' Compensation Plans must formalize the appointments from each district to the Board of Directors for each of the Plans. Section IV of the Municipal Cooperative Agreement, that each district has signed, states "The governing body of the Plan, . . . , shall be a Board of Directors, composed of one Chief Executive Officer or other designated officer of each Participant as selected by such Participant annually."

A motion is needed to approve the following resolution:

St. Lawrence-Lewis Counties School District Employees Medical Plan

**Resolution of BOCES Board of Cooperative Educational Services
Whereas, the St. Lawrence-Lewis Counties Board of Cooperative Educational Services is a participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan; and**

Whereas, Section IV of the Municipal Cooperative Agreement directs this BOCES to select the District Superintendent or a designee to serve on the Plan's Board of Directors; therefore, be it

Resolved, that the BOCES Board of Cooperative Educational Services hereby designates Nicole Ashley to serve as the BOCES representative on the Plan's Board of Directors; and be it further

Resolved, that the BOCES Board of Cooperative Educational Services hereby designates Thomas R. Burns to serve as an alternate BOCES representative on the Plan's Board of Directors should the BOCES representative not be able to attend a Board of Director's meeting.

5. [Approval of Cell Phone Listing](#)
(In accordance with [Board Policy #5322](#) – Use of BOCES Cell Phones)

Rationale: The listing has been revised to reflect the removal of staff that have retired or no longer require the use of the phone, and to add the names of staff that will need the availability of a cell phone.

A motion is needed to approve the cell phone listing as presented for the 2018-2019 fiscal year.

6. [Approval of Bank of America Cardholders](#)
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Rationale: The listing has been revised to reflect the removal of staff that have retired or no longer require the use of the credit card, and to add the names of staff that will need the availability of a credit card.

A motion is needed to approve the authorized Bank of America credit cardholder list as presented for the 2018-2019 fiscal year.

7. [Approval of Wright Express Card \(gas card\)](#)
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Rationale: The listing has been revised to reflect the removal of staff that have retired or no longer require the use of the credit card, and to add the names of staff that will need the availability of a credit card.

A motion is needed to approve the Wright Express card listing as presented for the 2018-2019 fiscal year.

8. [Voting Delegate & Alternate to NYSSBA Annual Business Meeting](#)
(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and its Officers)

A motion is required to elect the Voting Delegate and the Voting Alternate to serve at NYSSBA's Annual Business Meeting and Convention in New York City, New York, Saturday, October 27, 2018.

9. [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, 2019 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, 2019 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.

10. [Standard Work Day](#)
(In accordance with [Board Policy #5150](#) – Recruitment, Selection and Appointment of Personnel)

Rationale: This action is a recommendation of the auditor.

A motion is needed to approve the Standard Work Day for the titles under New York State and Local Employees' Retirement System and the New York State Teachers' Retirement System. The standard workday for full-time employment based on the specific position will range from a six-hour workday to an eight-hour workday for full-time standard employment (five days a week).

11. [Amend Motion #2018 – 057 - 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)

A motion is needed to amend the date set of for 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. The new date for the component school district public meeting will be Monday, April 22, 2019.

12. State Environmental Quality Review Act
(In accordance with [Board Policy #4510](#) – Facilities Planning)

WHEREAS, the St. Lawrence-Lewis Board of Cooperative Educational Services (the “BOCES”) seeks to undertake a district wide capital improvement project, including, but no limited to:

Renovations, upgrades and improvements to existing finishes, plumbing, HVAC and electrical systems, security improvements and handicap access, building additions, sitework including drainage improvements, sidewalk replacement, paving and new exterior signage and demolition of structures at the Northwest Technical Center, Southwest Technical Center and Seaway Area Technical Center.

WHEREAS, the State Environmental Quality Review Act (“SEQRA”) and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the project before approving same; and

WHEREAS, this project is a Type 1 Action within the meaning of SEQRA; and

WHEREAS, on June 20, 2018, a notice was transmitted to all involved agencies of the Board’s desire to act as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, no agency has objected to the designation of the BOCES as lead agency with respect to the environmental review of the proposed Project; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed Type 1 action;

WHEREAS, the BOCES has carefully considered the nature and scope of the proposed Project, as set forth in the Full Environmental Assessment Form prepared with respect to such action, and makes the following determinations:

1. The proposed action involves:
Renovations, upgrades and improvements to existing finishes, plumbing, HVAC and electrical systems, security improvements and handicap access, building additions, sitework including drainage improvements, sidewalk replacement, paving and new exterior signage and demolition of structures at the Northwest Technical Center, Southwest Technical Center and Seaway Area Technical Center.
2. The proposed action is classified under SEQRA as a Type 1 action within the meaning of 6 NYCRR §617.4.
3. Upon consideration of the action, review of the Environmental Assessment Form, the criteria contained in 6 NYCRR §617.4, and all other supporting information, the BOCES identifies the following relevant areas of environmental concern, as set forth hereafter, and

analyzes whether the proposed action may have a significant adverse impact on the environment.

4. The development and use of the property will result in a small to moderate impact on land during the period of construction since construction may continue for more than one year or involve more than one stage. Any impact will be mitigated during the construction process.
5. The proposed development and use of the property will not adversely impact geological features.
6. The proposed development and use of the property will not adversely impact surface water.
7. The proposed development and use of the property will have a small to moderate impact upon ground water which shall be mitigated during construction in compliance with applicable permits.
8. The proposed development and use of the property will not adversely result in flooding.
9. The proposed development and use of the property will not adversely impact air.
10. The proposed development and use of the property will not adversely impact plants and animals.
11. The proposed development and use of the property will not adversely impact agricultural resources.
12. The proposed development and use of the property will not adversely impact aesthetic resources.
13. The proposed development and use of the property will not adversely impact historic or archeological resources.
14. The proposed development and use of the property will not adversely impact open space and recreation areas.
15. The proposed development and use of the property will not adversely impact critical environmental areas.
16. The proposed development and use of the property will not adversely impact transportation systems.
17. The proposed development and use of the property will have a small to moderate impact upon energy.
18. The proposed development and use of the property will have a small to moderate impact upon noise, odor and light.
19. The proposed development and use of the property will not adversely impact human health.
20. The proposed development and use of the property is consistent with community plans.
21. The proposed development and use of the property is consistent with community character.

NOW, THEREFORE, BE IT RESOLVED, that the BOCES finds and concludes that the proposed action is a Type 1 Action within the meaning of 6 NYCRR 617.4; and it is further

RESOLVED that the BOCES hereby declares itself lead agency with respect to the environmental review of the proposed project; and it is further

RESOLVED, that upon consideration of the foregoing, the BOCES finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and it is further

RESOLVED, that the BOCES hereby issues a Negative Declaration with respect to the proposed action; and it is further

RESOLVED, that the BOCES hereby authorizes and directs the District Superintendent or his designee to file this Negative Declaration with the appropriate parties and agencies.

13. [Amendment to the District Superintendent's Employment Agreement](#)
(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and Its Officers)

A motion is need to approve the Amendment to the District Superintendent's Employment Agreement between the Board of BOCES and the District Superintendent dated July 5, 2018.

IV. Reports

- A. [Thomas R. Burns, District Superintendent](#)
- B. [Darin Saiff, Assistant Superintendent for Instruction](#)

V. Discussion Items

- A. Area 6 Dinner – Malone Golf Club – Wednesday, August 8, 2018 - 6 pm dinner
- B. NYSSBA Annual Convention – October 25 – 27 in New York City, NY
- C. Board of Education Seat - Vacancy

VI. Information Items

- A. Update on Facilities – K. Perretta

VII. Presentations

- A. Chris Crollius and Mike Lahey of MARCH Associates – Capital Project

VIII. Other

- A. [Claims Auditor Report for Quarter Ending June 30, 2018](#)

IX. Pass-Around Information

X. Adjournment