

LISBON CENTRAL SCHOOL DISTRICT

6866 County Road 10
Lisbon, New York 13658

BOARD MEETING – Monday, July 13, 2020 – 6:30 pm

ORGANIZATIONAL MEETING

Opening Activities

- I. Pledge of Allegiance
- II. Roll Call and Quorum Check
- III. Appoint Temporary Chairman (Clerk Pro-Tem of the Board is designated)
- IV. Call to Order by the Temporary Chairman

Action Items – Organizational

- V. Appointments
 - A. Administration of Oath of Office to Newly Elected Board Members

Maureen Bouchey, Notary Public administers the Oath of Office to Andrea Randle, for a five-year term, July 1, 2020 through June 30, 2025. (All board officers, including 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 2020 - 2021 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 2020 - 2021 fiscal year.

A motion is needed to nominate the Board President for the 2020 - 2021 fiscal year.

- C. Election of 2020 – 2021 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 2020 - 2021 fiscal year.

D. Nomination of 2020 - 2021 Board 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 2020 - 2021 fiscal year.

A motion is needed to nominate the Board Vice President for 2020 - 2021 fiscal year.

E. Election of 2020 – 2021 Board 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 2020 - 2021 fiscal year.

F. Administration of Oath of Office to the Elected Officers for 2020 - 2021

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

G. Appointment of 2020 - 2021 School District Officers

A motion is needed to appoint the following 2020 - 2021 BOCES Officers:

1. **Clerk of the Lisbon CSD Board of Education – TBD**
2. **Transportation Liaison – TBD**
3. **Records Retention and Disposition Officer – TBD**
4. **Records Access Officer – TBD**
5. **Freedom of Information Officer – TBD**
6. **Copyright Officer – TBD**
7. **Treasurer for Extracurricular Classroom Activities - TBD**
8. **Treasurer – Patrick Farrand**
9. **Deputy Treasurer – Michael Robinson**
10. **Internal Claims Auditor – Amy Paulette, SLLBOCES**
11. **School Attorney – Silver and Collins, Attorneys and Counselors at Law and Ferrara Fiorenza, P.C. – both to be appointed on retainer**
12. **External (Independent) Auditor – Pinto Mucenski Hooper VanHouse**
13. **Purchasing Agent – Michael Robinson**
14. **LEA Designee – Asbestos Handling/Reporting – Tim Jerome**
15. **Chief Information Officer – Lauren Morley – \$3,000 stipend**
16. **Data Protection Officer – Patrick Farrand**

- 17. Title IX Civil Rights Officer
 - a. For Students – Lauren Morley
 - b. For Employees – Andrew Silver
- 18. School District Dentist – Dr. Chris LaFlair
- 19. Tax Collector – Lisbon Town Clerk
- 20. McKinney-Vento Liaison – Lauren Morley – stipend \$1,000
- 21. Migrant Liaison – Lauren Morley
- 22. Foster Care Liaison – Lauren Morley
- 23. Neglectant & Deliquent Liaison – Lauren Morley
- 24. Chemical Hygiene Officer – Tim Jerome
- 25. School Pesticide Representative – Tim Jerome
- 26. Attendance Officer – Michael Robinson
- 27. Home Instruction Coordinator – Julia Morse
- 28. Sexual Harassment Compliance Officers – Tim Jerome & Tina Wilson-Bush
- 29. Cafeteria Petty Cash Administrator & Fund of \$80 – Martha Anderson
- 30. Athletic Director – Erika Backus – stipend of \$7,500
- 31. School Physician – per contract with Claxton Hepburn Hospital

H. Appointment of 2020 - 2021 Designations

A motion is needed to appoint the following 2020 - 2021 Designations:

- 1. Official Bank Depositories – Community Bank NA, NYCLASS, & JP Morgan Chase
- 2. Regular Monthly Meetings as follows:

Month	Date	Time
August	August 20, 2020	6:30 pm
September	September 17, 2020	6:30 pm
October	October 15, 2020	6:30 pm
November	November 19, 2020	6:30 pm
December	December 17, 2020	6:30 pm
January	January 21, 2021	6:30 pm
February	February 11, 2021	6:30 pm
March	March 18, 2021	6:30 pm
April	** Monday, April 19, 2021	6:30 pm
May	May 20, 2021	6:30 pm
June	June 17, 2021	6:30 pm

- 3. Official Newspaper – Johnson Newspaper Corporation
- 4. Designated Educational Official (DEO) to Receive Court Notifications Regarding a Student’s Sentence/Adjudication in Certain Criminal Cases and Juvenile Delinquency Proceedings – Tina Wilson-Bush, Lauren Morley, and Patrick Farrand

I. Appointment of 2020 - 2021 Authorizations

A motion is needed to approve the following Authorizations:

- 1. District Superintendent to certify payroll**
- 2. Designation of Deputy Treasurer to sign all checks; in the absence of the Deputy Treasurer, the 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**
- 5. President of the Board and/or District Superintendent to sign necessary contracts on behalf of the District**
- 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 membership in New York State School Boards Association and the St. Lawrence-Lewis Counties School Boards Association**
- 9. District Superintendent to approve change orders up to \$30,000.**
- 10. District Superintendent will apply for Grants in Aid (State & Federal) as appropriate**

J. Bonding of Personnel

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 2020 - 2021 Fiscal Year

A motion is needed to establish the mileage rate for the 2020 - 2021 fiscal year of 55 cents per mile for district travel.

L. Re-adoption of Board Policies

A motion is needed to adopt the Policy Book as reviewed, edited, and revised for the 2020 - 2021 fiscal year.

M. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2020 - 2021 School Year

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 2020 - 2021 school year.

N. Dignity Act Coordinators for 2020 - 2021 School Year

A motion is needed to approve Lauren Morley as the Dignity Act Coordinator for the 2020-2021 school year, in accordance with the Dignity for All Students Act

O. Appointment of Lead Evaluators

A motion is needed to approve Lauren Morley, Tina Wilson-Bush, and Patrick Farrand as the Lead Evaluators for the 2020-2021 school year.

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

ACTION ITEMS – Regular Meeting

1. **Greetings to Visitors**

2. **Presentations**

3. **Administrator’s Reports**

- a. Superintendent’s Report – Patrick Farrand
- b. UPK-6 Principal’s Report – Tina Wilson-Bush
- c. 7-12 Principal’s Report – Lauren Morley
- d. Athletic Report – Erika Backus
- e. Buildings and Grounds Report – Tim Jerome

4. **Business:**

(a) Consent Agenda:

- (i) Minutes of the June 18, 2020 Board of Education meeting

- (ii) [Establish Hourly/Per-Diem/Stipend Rates for 2020 - 2021 Year](#)
- (iii) [Participation in the Federal Child Nutrition Program](#)

Appoint Richard Anderson as the Reviewing Official and Verification Official for the 2020-2021 school year and for the Superintendent to be the Hearing Officer for the 2020-2021 school year.

- (iv) [Resolution to Appoint a 2020-2021 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan](#)

WHEREAS, the St. Lawrence-Lewis BOCES 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 School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Patrick Farrand to serve as the School District's representative on the Plan's Board of Directors; and

RESOLVED FURTHER, that the Board of Education hereby designates Michael Robinson to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.

- (v) [Resolution to Appoint a 2020-2021 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan](#)

WHEREAS, the St. Lawrence-Lewis BOCES is a participant in the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan; and

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

RESOLVED, that the Board of Education hereby designates Patrick Farrand to serve as the School District's representative on the Plan's Board of Directors; and

RESOLVED FURTHER, that the Board of Education hereby designates Michael Robinson to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.

- (vi) [Participation in the School & Municipalities Energy Cooperative of Western New York](#)

A motion is needed to participate in the School & Municipalities Energy Cooperative of Western New York.

b. Action Items:

(i) Personnel

- Discussion of Technology Position

(ii) Chairperson of Special Education Committees for the 2020-2021 School Year

A motion is needed to appoint Sara Day Shulz and Elizabeth Hafer as the Chairpersons of Special Education and Chairpersons of Pre-school Special Education for the 2020-2021 school year with a stipend of \$5,728.75 respectively.

(iii) Special Education Committee Membership for the 2020-2021 School Year

A motion is needed to approve the following individuals for the Special Education Committees for the 2020-2021 school year:

Physician – per Claxton Hepburn Contract

School Psychologist – Ms. Elizabeth Hafer

Special Education Teacher – Elementary – Mrs. Sarah Richardson

Special Education Teacher – Elementary – Mrs. Jamie Pirie

Special Education Teacher – Middle/Secondary – Mrs. Desaree Backus

Special Education Teacher – Middle/Secondary – Mrs. Caroline Gavin

CPSE Parent Member – Mrs. Bea Mason

CPSE Parent Member – Mrs. Suzanne Watson

CPSE Parent Member - Mr. Daniel Buckley

CSE Parent Member – Mrs. Bea Mason

CSE Parent Member – Mrs. Suzanne Watson

CSE Parent Member – Mr. Daniel Buckley

CSE Surrogate Parent – Mrs. Laura Lewis-Brown

Classroom teachers of the students being discussed

(iv) Standard Work Day

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)

(v) Tuition Rate for Non-Resident Students for the 2020-2021 School Year

- (vi) [Liaison for Homeless Children and Youth for 2019-2020 Stipend](#)

A motion is needed to approve the stipend of \$1,000 for Lauren Morley as the Liaison for Homeless Children and Youth for the 2019-2020 school year.

- (vii) [Agreement between the Town Board of the Town of Lisbon and the Lisbon Central School District](#)

A motion is needed to approve the Agreement between the Town Board of the Town of Lisbon and the Lisbon Central School District for shared services for the period of April 1, 2020 through March 31, 2025 at no cost to the district.

- (viii) [Professional Development Plan](#)

A motion is needed to approve the Professional Development Plan – Part 100 Regulations of the New York State Commissioner of Education

- (ix) [Lisbon Central School District AIS/RTI Intervention Plan K-12 – 2020-2022](#)

A motion is needed to approve the Lisbon Central School District AIS/RTI Intervention Plan for Grades K-12 for the period of 2020-2022.

- (x) [Bond Resolution for the Capital Improvement Project](#)

A Resolution adopted by the Board of Education of the Lisbon Central School District (the "District") on June 18, 2020 authorizes the issuance of bonds and other obligations to undertake a project consisting of certain renovations, alterations and improvements to the District's existing Main School Building and campus, as well as energy performance improvements to all district facilities, including the installation of lighting upgrades and lighting controls including fixture replacement and occupancy sensors, heating and cooling equipment including HVAC air-handling components, computer energy management systems, envelope components such as doors, windows, roofing and insulation, interior components such as doors, finishes and specialties, all to include site, access, parking and playfield improvements, hazardous material abatement, demolition, utility, mechanical, plumbing and electrical improvements, the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work (the "Project") at a total maximum estimated cost of \$4,300,000 and to pay for such project by using any available funds, including State building aid and to the extent necessary, the levy of a tax upon the taxable property of the School District to be collected in annual installments in the years and in the amounts as the Board of Education shall determine and in anticipation of such tax the District is authorized to issue up to \$4,300,000 of obligations of the School District and levy a tax to pay the principal and interest on said obligations when due. Under the Local Finance Law, the Project has a period of probable usefulness of thirty (30) years. Such resolution shall be kept available for public inspection in the District Offices during regular business hours for twenty days following this publication.

- (xi) [Re-adoption of the School Calendar for 2020-2021](#)

(xii) Board Committees

- i. Audit Committee – 3 BOE members
- ii. Negotiations Committee
- iii. Policy Committee
- iv. Facilities Committee
- v. Emergency Response Team Members

VI. President and Board Members' Communication

VII. Adjournment