



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 AGENDA
Thursday, December 1, 2022 – 4:00 pm

Board of Education Goals
2022-2023

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

- To increase student performance and enhance opportunities to access advanced coursework essential for a successful preparation for college, career, and citizenship including alternative and technology-based platforms
- 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
- To provide financial and operational solutions to our component school districts helping them maximize new revenue sources.

St. Lawrence-Lewis BOCES will:

- Work with our Regional Partners, including SUNY Potsdam, to build and refine regional pipelines that will produce teachers and future educational leaders for the region, including the new Ed Leadership Program at SUNY Potsdam and the Advanced Certificate in Special Education Program.
- Work with component districts to provide professional development for the implementation of instructional tools and strategies needed for effective instruction, including a multi-year implementation of The Science of Reading.
- The BOCES will support models of Social/Emotional/Learning (SEL) for implementation across the region, which will increase both the cognitive capacity of all students and their physical, mental well-being, and health.
- Continue to provide school districts and BOCES staff the information, resources, and training necessary to protect digital information, including Personally Identifiable Information (PII) of staff/students, and to protect our technology platforms.
- Develop resources to support BOCES and SLL component districts as they raise awareness and build capacity toward the implementation of the New York State Education Department's Culturally Responsive Sustaining Education Framework and the embedded components of Diversity, Equity, and Inclusion.

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. [Personnel – 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”.

- V. [Cooperative Bidding of Databases, Research Tools, E-Books, Automation & Media for School Libraries](#)
(In accordance with [Board Policy #4310](#)– Purchasing Policy)

WHEREAS, A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

WHEREAS, The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

BE IT RESOLVED, That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

BE IT FURTHER RESOLVED, That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into a contracts for the purchase of the above mentioned software and database access, and,

BE IT FURTHER RESOLVED, That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors.

A motion is needed to approve the above resolution.

- VI. [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 Transition 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 Transition Services Department pursuant to Part Q of Chapter 57 for the period beginning January 1, 2023 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 Transition Services Department pursuant to Part Q of Chapter 57 for the period beginning April 1, 2023 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 funding 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.

VII. Sale of White Hill Tower Property
(In accordance with [Board Policy #4510](#) – Facilities Planning)

A motion is needed to approve the following resolution:

WHEREAS, the former White Hill Tower and grounds consisting of 4 +/- acres located at 2965 White Hill Road, Town of Hopkinton, is no longer needed for BOCES purposes; and

WHEREAS, the cost of preserving and maintaining the above referenced property is excessive and diverts funds which could otherwise be used for BOCES purposes; and

WHEREAS, the BOCES seeks to sell the former White Hill Tower and grounds, located at 2965 White Hill Road, to the County of St. Lawrence at a price of \$1.00 to be used by the County for emergency services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Cooperative Educational Services of St. Lawrence-Lewis counties as follows:

- Section 1.** The Board finds the transfer of the White Hill Tower and grounds is an Unlisted action under the State Environmental Quality Review Act and such transfer will not have an adverse impact upon the environment, and as a result, a Negative Declaration will be issued.
- Section 2.** The Board hereby finds that the former White Hill Tower and grounds are no longer needed for BOCES purposes and transfer of the property is in the best interest of the BOCES.
- Section 3.** The Board hereby approves the transfer of the former White Hill Tower and grounds to the County of St. Lawrence at the price of \$1.00 and approves the agreement related to the sale.
- Section 4.** The officers and employees of the District are authorized and directed to take all other steps necessary or appropriate to complete the transactions contemplated herein subject to approval of the residents of the BOCES.
- Section 5.** This resolution shall take effect immediately.

VIII. Purchase of Real Property – Town of Potsdam
(In accordance with [Board Policy #4510](#) – Facilities Planning)

A motion is needed to approve the following resolution:

WHEREAS, the Board of Cooperative Educational Services of St. Lawrence-Lewis Counties (the “BOCES”) seeks to purchase real property located in the Town of Potsdam, County of St. Lawrence and State of New York, consisting of approximately 13.8 +/- acres of vacant land located on State Highway 56, identified as Tax Map No. 53.026-1-64 (the “premises”) at a cost of Thirty Thousand (\$30,000.00) Dollars for school district purposes; and

WHEREAS, the BOCES has received and reviewed the real estate purchase and sale contract for the purchase of the property;

WHEREAS, the BOCES has received and reviewed the Short Environmental Assessment Form to assess the environmental impact of this action;

NOW, THEREFORE, be it resolved by the BOCES as follows:

Section 1. The BOCES determines that the purchase of the premises is an Unlisted Action under the regulations of the State Environmental Quality Review Act and designates itself as Lead Agency.

Section 2. Upon review of all information required to make a determination, the BOCES determines the purchase of the property located in the Town of Potsdam, County of St. Lawrence and State of New York, consisting of approximately 13.8 +/- acres of vacant land located on State Highway 56, identified as Tax Map No. 53.026-1-6.4 (the "premises") at a cost of Thirty Thousand (\$30,000.00) Dollars for BOCES purposes will not result in any large or important environmental impacts, and therefore, it is one which will not have a significant impact on the environment and a Negative Declaration will be prepared and filed with the District Clerk.

Section 3. The Contract to purchase the property located in the Town of Potsdam, County of St. Lawrence and State of New York, consisting of approximately 13.8 +/- acres of vacant land located on State Highway 56, identified as Tax Map No. 53.026-1-6.4 (the "premises") at a cost of Thirty Thousand (\$30,000.00) Dollars is hereby approved.

Section 4. The BOCES approves placing a proposition on the ballot at a special meeting as follows:

Shall the Board of Cooperative Educational Services of the Sole Supervisor District of St. Lawrence and Lewis Counties (the "BOCES") be authorized to purchase a parcel of land consisting of approximately 13.8 +/- acres located on State Highway 56, Town of Potsdam, identified as Tax Map No. 53.026-1-64 (the "premises") at the price of Thirty Thousand (\$30,000) Dollars upon terms approved by the BOCES to be used for BOCES purposes.

Section 5. The officers and employees of the BOCES are authorized and directed to sign all documents and take all steps necessary to approve and complete the purchase following satisfaction of all contingencies.

Section 6. This resolution shall take effect immediately.

IX. Notice of Special Meeting
(In accordance with [Board Policy #1436](#) – Special Meetings of the Board)

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

- Section 1.** That a Special Meeting of the qualified voters of the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, New York (the “BOCES”) shall be held at the polling places hereinafter set forth in the notice of said Special Meeting, on the 8th day of February, 2023, at 12:00 o’clock noon, P.M., Prevailing Time, for the purpose of voting by paper ballot upon the propositions hereinafter set forth in said notice. Polls for the purpose of voting will be kept open between the hours of 12:00 o’clock noon P.M. and 8:00 o’clock P.M., Prevailing Time. For purposes of the Special Meeting and vote, the entire BOCES shall constitute a single election district, and for the convenience of the voters, multiple polling places shall be provided at the locations of which are hereby designated as set forth in the notice provided in Section 3 hereof.
- Section 2.** That the Clerk of the Board of Cooperative Educational Services is hereby authorized to amend the notice of the Special Meeting hereinafter set forth from time to time as, in his or her discretion, such amendment may be required, consistent with the intent of the BOCES as evidenced by this resolution.
- Section 3.** That the notice of said Special Meeting, including the propositions to be voted upon, shall be in substantially the following form, to wit:

**NOTICE OF SPECIAL MEETING AND VOTE
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
FOR THE SOLE SUPERVISORY DISTRICT OF
ST. LAWRENCE AND LEWIS COUNTIES, NEW YORK**

The Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, New York, HEREBY GIVES NOTICE that a Special Meeting of the qualified voters of said Board of Cooperative Educational Services will be held at the polling places hereinafter set forth on the 8th day of February, 2023 at 12:00 o’clock noon, P.M., Prevailing Time, for the purpose of voting by paper ballot upon the propositions hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 o’clock noon, P.M. and 8:00 o’clock P.M., Prevailing Time. The proposition is as follows:

PROPOSITION #1

Shall the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence and Lewis Counties (the “BOCES”) be authorized to sell to the County of St. Lawrence the former White Hill Tower and grounds consisting of 4 +/- acres located at 2695 White Hill Road, Town of Hopkinton, for the sum of one dollar (\$1.00) and upon terms to be approved by the BOCES to be used by the County of St. Lawrence for emergency services.

PROPOSITION #2

Shall the Board of Cooperative Education Services of the Sole Supervisor District of St. Lawrence and Lewis Counties (the “BOCES”) be authorized to purchase approximately 13.80 +/- acres located on State Highway 56, Town of Potsdam, being tax map no. 53.002-2-37 at the price of thirty thousand Dollars (\$30,000.00), upon terms approved by the BOCES, to be used for BOCES purposes.

**DETERMINATION OF STATUS OF PROJECT UNDER THE STATE ENVIRONMENTAL
QUALITY REVIEW ACT: The BOCES, acting as Lead Agency under the regulations of the**

State of New York promulgated pursuant to the State Environmental Quality Review Act, has determined that the aforesaid actions are Unlisted Actions which will not have any significant impact upon the environment.

NOTICE IS HEREBY FURTHER GIVEN that the aforesaid propositions will appear on the paper ballots used at such Special Meeting in the above stated form:

NOTICE IS ALSO HEREBY GIVEN that a person shall be entitled to vote at said Special Meeting of the voters of the Board of Cooperative Educational Services who is: (1) a citizen of the United States; (2) eighteen years of age or older on the date of said Special Meeting; and (3) a resident within the Board of Cooperative Educational Services for a period of at least thirty consecutive days next preceding the Special Meeting date.

NOTICE IS HEREBY FURTHER GIVEN that the entire BOCES shall be deemed a single election district, and that, for the convenience of voters, multiple polling places shall be provided, the locations of which are hereby designated as follows:

<u>Polling Place School Building Address</u>	<u>Building Name</u>
1. 40 W. Main Street Canton, New York 13617	St. Lawrence-Lewis BOCES Administration
2. 7225 State Highway 56 Norwood, New York 13668	Seaway Career & Technical Center
3. 1000 Park Street Ogdensburg, New York 13669	Northwest Career Center Technical Center
4. 3606 State Highway 58 Gouverneur, New York 13642	Southwest Career & Technical Center

NOTICE IS HEREBY FURTHER GIVEN that voters shall not be required to vote at the polling place(s) located within the school district within which the voter resides.

Descriptions of the boundaries of the component school districts into which the Board of Cooperative Educational Services is divided are on file and may be inspected at the office of the Clerk of the Board of Cooperative Educational Services located at 139 State Street Road, in Canton, New York during normal business hours.

NOTICE IS ALSO HEREBY GIVEN that absentee ballots may be applied for at the office of the Clerk of the Board of Cooperative Educational Services. Any such application must be received by the Clerk of the Board of Cooperative Educational Services at least seven days before the date of the aforesaid Special Meeting if the ballot is to be mailed to the voter, or the day before such Special Meeting, if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee voter's ballots shall have been issued shall be available for public inspection in the office of the Clerk of the Board of Cooperative Educational Services not less than five days prior to the date of the Special meeting (excluding Saturdays and Sundays) during regular office hours until the date of the aforesaid Special Meeting. In addition, such list shall also be posted conspicuously at the places of voting during the hours of such Special Meeting.

- X. Establish Absentee Voter Procedures
(In accordance with [Board Policy #1436](#) – Special Meetings of the Board)

RESOLVED pursuant to Education Law Section 1951(2)(s), and in the absence of regulations from the Commissioner of Education, the St. Lawrence and Lewis Counties Board of Cooperative Educational Services hereby authorizes the issuance of absentee ballots and military ballots to eligible voters for the February 8, 2023 Referendum in accordance with the following:

1. Forms and Procedures

All forms and procedures used will in general be in accordance with Education Law Section 2018-b, except as otherwise indicated with respect to permanently disabled voters or military voters. Absentee ballots and military ballots will be, as nearly as practicable, in the same form as at a component school district election.

2. Eligibility

Absentee ballots are available to persons who are otherwise qualified voters but will be unable to vote in person for one of the following reasons:

- a. Because of hospitalization, illness, or physical disability;
- b. Because duties, occupation, business or studies are of such nature as ordinarily to require the person to be outside of the county or city of residence on the day of the referendum;
- c. Because the person expects in god faith be on vacation outside of the county or city of residence on the day of the referendum;
- d. Because the person will be in jail, awaiting grand jury action or trial or confined in prison for other than a felony on the day of the referendum.

The resident spouse, parent, or child, who will accompany or be with a person who is (or would be if a qualified voter) eligible for an absentee ballot, is also entitled to apply for an absentee ballot, provided they are or will be a qualified voter on the date of the referendum.

3. Application Procedure

Applications for absentee ballots will be available from the Clerk of the BOCES.

The completed application must be received by the BOCES Clerk at least seven (7) days before the referendum if the ballot is to be mailed to the voter or by the day before the referendum when the ballot will be picked up personally by the voter.

Qualified voters may also request an absentee ballot by a letter signed by the voter as long as the letter is received by the BOCES clerk between 30 and 7 days before the referendum. The letter must state the voter's residence address and the address to which the ballot is to be mailed. The BOCES Clerk will then provide an absentee ballot by first class mail, together with an application form. The absentee ballot will be counted as long as a completed, valid application form is received with the ballot.

The BOCES Clerk shall examine all applications for absentee ballots. If the BOCES Clerk is satisfied that the person is a qualified voter and entitled to an absentee ballot, the Clerk will issue or mail by first class mail an absentee ballot to the applicant. If the Clerk determines that the applicant is not entitled to an absentee ballot, she/he shall inform the application of such determination and the reasons therefor.

The BOCES Clerk will maintain a list of persons who have been provided with absentee ballots. This list will be available for inspection during regular office hours until the day of the referendum and posted at the polling place and provided to the clerks and inspections of election during voting hours.

3-A Military Ballots

Applications for military ballots will be available from the Clerk of the BOCES and shall be consistent with the regulations of the Commissioner of Education for military ballots. Eligibility for a Military Ballot shall be as authorized under Education Law Section 2018-d and associated Regulations of the Commissioner of Education.

District Clerk must have received a valid military ballot application no later than 5:00 PM 26 days before the vote. The BOCES Clerk shall examine all applications for military ballots. If the BOCES Clerk is satisfied that the person is a qualified military voter and entitled to a military ballot, a military ballot will be transmitted in the voter's preferred method of transmission if indicated, and by mail if not indicated, as soon as practicable but no later than 25 days before the vote.

4. Challenges

Before the day of the referendum, any qualified voter may file with the BOCES Clerk a written challenge of the qualifications as a voter of any person on the list, stating the reasons for the challenge. The BOCES Clerk shall deliver those challenges to the election inspectors at the appropriate polling place on the day of the referendum.

After the polls are closed, such election inspectors, by majority vote, shall make a determination concerning any challenges to an absentee ballot.

5. Casting Ballots

Absentee and military ballots must be received by the BOCES Clerk no later than 5:00 p.m. on the date of the referendum. The envelopes shall be delivered to the inspectors of election to be verified and included in the canvas of votes. The names of all persons who submitted absentee ballots and military shall be added to the poll list.

After the polls are closed, the inspectors of election shall examine the absentee ballot and military ballot envelopes. A ballot will be determined invalid for the following reasons and returned to the Clerk unopened:

- a. If a person whose name is on an envelope as an absentee voter shall have already voted in person;
- b. If there is no signature on the envelope.

If the inspectors of election open an envelope and there is no ballot in the envelope, the inspectors will indicate on the envelope that the ballot is missing.

If the person has not voted in person on the day of the referendum, and if no objection is made or if made, is not sustained by the inspectors, the ballot shall be deposited unopened in a ballot box, and counted with the ballots therein.

All of the ballots deposited in such ballot box shall be counted together and included in the results of the referendum.

XI. Consent Agenda Items for Action

- Minutes of Regular Board Meeting – [November 9, 2022](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

- Donation
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)

Donate washing machine (tag #22880) from Northwest Technical Center to Ogdensburg Free Academy.

- Local Bids – Southwest Technical Center
(In accordance with [Board Policy #4310](#)– Purchasing Policy)

Bid awards for surplus items for Southwest Technical Center to the highest bidder.

- Donations
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)
 - Donation of the following surplus items from Southwest Tech:
 - Item 4 – Cyclone Model M 1 ton chain fall w/ track – Clifton-Fine CSD
 - Item 16 – 6 Cartons of 2x2 Ceiling Tiles – Morristown CSD
 - Item 18 – Office Work Station on Wheels – Clifton-Fine CSD
 - Item 28 – Cosmo Chairs on Wheels – Massena CSD
 - Item 37 – 4x6' White Board (1) – Massena CSD
 - Items 39, 40, 41, 42 – Portable Air Conditioners – Colton-Pierrepoint CSD
 - Item 51 – Tall Computer Cabinet – Clifton-Fine CSD
 - Item 53 – Office Chair – Massena CSD
 - Item 58 – 2x4 Ceiling Tiles – Morristown CSD

- Cooperative Bids
(In accordance with [Board Policy #4310](#)– Purchasing Policy)
 - Copy Paper – 2nd Half - 2022-2023
 - Institutional Paper – 2nd Half - 2022-2023
 - Institutional Paper – monthly – 2022-2023
 - Computer Supplies – 2nd Half - 2022-2023

- [Establish Hourly/Per-Diem/Stipend Rates for 2022 – 2023 Year](#)
(In accordance with [Board Policy #5151](#) – Temporary and Part-time Employees)

A motion is needed to approve the above consent.

VI. Reports

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

VII. Information Items

- A. Update on Facilities – K. Perretta
- B. Superintendent Evaluation Form Due by December 23, 2022

VIII. Discussion Items

IX. Presentations

X. Adjournment