

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SOLE SUPERVISORY DISTRICT  
ST. LAWRENCE-LEWIS COUNTIES  
PO BOX 231, 40 WEST MAIN STREET  
CANTON, NEW YORK 13617

BOARD MEETING – THURSDAY – JUNE 7, 2012 – 4:00 P.M. – Northwest  
CTE Center, 1000 Park Street, Ogdensburg, NY 13669

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*Reminder: BOCES Board of Education Meeting - 4:00 p.m.  
Hors d'oeuvres - 5:00 p.m.  
Retiree Recognition Dinner - 5:30 p.m.*

St. Lawrence-Lewis BOCES  
**2011- 2012**  
**Board of Education Goals**

**St. Lawrence-Lewis BOCES is committed to work successfully  
with component districts:**

- to assess needs in these dire financial times
- to enhance consolidation opportunities through implementation of the recommendations of the Regional Consolidation Study and other vehicles
- to model county-wide sharing and regional delivery models
- to evaluate services provided for continuous improvement

**St. Lawrence-Lewis BOCES will:**

- successfully complete the current capital project at 40 W. Main Street
- maintain/improve current facilities where possible, consolidate as necessary, and eliminate older facilities and leases which are no longer needed
- develop a long-range plan for facilities utilizing the new Building Conditions Survey
- provide financial and operational solutions to our partners in education

**St. Lawrence-Lewis BOCES will ensure cost-effective instruction,  
school improvement and professional development opportunities for all.**

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## 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. [Minutes of the May 10, 2012](#) Meeting and the [May 18, 2012](#) Special Board Meeting (In accordance with [Board Policy #1432](#)– Order of Business at Regular Board Meetings)

***A motion is needed to approve the minutes of the May 10, 2012 Board of Education Meeting and the May 18, 2012 Special Board Meeting.***

- V. Treasurer's Report for period ending May 31, 2012 (In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

#### A. Account Balances

1. General Fund.....	\$10,651,477.28
2. Federal Fund .....	664,579.63
3. Trust & Agency Fund .....	9,262.69
4. School Lunch Fund .....	53,703.54
5. Payroll Fund.....	0.00
6. Capital Fund .....	821,981.96

#### B. Current Budget Allocation     [Budget Report](#)     [District Billing](#)

1. General Fund Budget.....	\$48,568,549.30
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***A motion is needed to approve the Treasurer's Report for the period ending May 31, 2012.***

## VI. District Superintendent

### A. Action Items

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

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

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

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

**A motion is needed to approve the Cooperative Bid award to lowest bidder meeting specifications for the following cooperative bids:**

- a) **Musical Instruments & Supplies**
- b) **Milk**
- c) **Furnishings**
- d) **Mimeo & Xerographic Paper – 1<sup>st</sup> half**
- e) **Computer Supplies**
- f) **Audio-Visual**
- g) **Athletic Equipment & Supplies**
- h) **Technology & Shop Supplies**
- i) **Ice Cream**

3. Local Bids (In accordance with [Board Policy #4310- Purchasing Policy](#))

- a) Two Vehicles to Add to the Fleet

**A motion is needed to approve the Local Bid for: 2012 Dodge Caravan, \$22,000, Blevins Seaway Motors, Massena, NY and 2012**

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**Ford Taurus SE, \$22,599, Blevins Ford, Inc., Gouverneur, NY, low bidders meeting specifications.**

b) Chromebooks and Mobile Charging Carts

**A motion is needed to approve the Local Bid award for Chromebooks to Promevo, LLC, Erlanger, KY – low bidder meeting specifications and Mobile Charging Carts to SADA Systems, Inc., North Hollywood, CA – low bidder meeting specifications.**

*These two bids are open for a year from the date of BOE approval, maintaining the same price. There is no limit to how many of these the 18 component school districts may purchase during the year, however, these purchases can only be done through the BOCES. The Chromebooks model wifi are \$429 each and the model wifi+3G are \$479 each. The Mobile Charging Carts are \$1805 each.*

4. BOCES Annual Meeting Date – April 11, 2013 (*In accordance with [Board Policy #1437](#)-Annual Meeting*)

**A motion is needed to set the date for the 2013 St. Lawrence-Lewis BOCES Annual Meeting to be Thursday, April 11, 2013.**

*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 a place and hour designated by the president of the board of cooperative educational services. (Ed. Law §1950)*

5. Set Year 2013 Date for Component School Districts' vote on BOCES Administrative Budget and Board Vacancies (*In accordance with [Board Policy #1220](#)-Nomination and Election of Board Members*)

**A motion is needed to set the date of Monday, April 22, 2013, on which each component school district shall conduct a public meeting for the purpose of electing members of the BOCES and**

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***adopting a public resolution concerning the approval or disapproval of the tentative administrative budget.***

*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 16<sup>th</sup> date and on or before the 30<sup>th</sup> 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 or disapproval of the tentative administrative budget.*

6. Date, Time, and Location of the July 2012 Organizational Meeting (*In accordance with [Board Policy #1438](#)-Annual Organizational Meeting*)

***A motion is needed to set the date, time, and location of the Organizational Meeting in July as Thursday, July 12, 2012, at 4:00 p.m., at the Seaway CTE Center, Norwood, NY.***

*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 Officers' Law Article 7)*

7. Annual Rental Agreement with Jefferson-Lewis BOCES and the St. Lawrence-Lewis BOCES for Cooperative Purchasing Office Space (*In accordance with [Board Policy #4510](#)-Facilities Planning*)

***A motion is needed to approve the annual Rental Agreement between the Jefferson-Lewis BOCES and the St. Lawrence-Lewis BOCES at \$4,693.00 for the year.***

*This is an annual rental agreement between Jefferson-Lewis BOCES and the St. Lawrence-Lewis BOCES. The Jefferson-Lewis BOCES provides office space for the Cooperative Purchasing COSER which serves the 58 districts participating in the Cooperative Purchasing Service. The total lease amount of \$4,693.00 is for term of one year-*

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7/1/12 – 6/30/13. (This amount has not changed from last year's amount.)

8. Lease Agreement between St. Lawrence-Lewis BOCES and Canton-Potsdam Hospital (In accordance with [Board Policy #4510-Facilities Planning](#))

**A motion is needed to approve the extension of the current lease between the St. Lawrence-Lewis BOCES and the Canton-Potsdam Hospital for space located at the Richville Health Center Complex for 30 days.**

*The 30-day lease extension between the St. Lawrence-Lewis BOCES and the Canton-Potsdam Hospital is space located at the former Richville Health Center Complex in Richville and used for the hospital's Drug and Alcohol Unit offices. The extended lease term is for 30 days from July 1, 2012 through July 31, 2012. The amount paid to the BOCES is \$2,343.75.*

9. [OMNI-403\(b\) Amendment](#) (In accordance with [Board Policy #5330-Tax Sheltered Annuities](#))

**A motion is needed to approve Resolution to Amend the St. Lawrence-Lewis BOCES 403(b) Retirement Plan.**

*This is an amendment to the BOCES 403(b) plan in accordance to and as advised by OMNI.*

**Rationale:**

*In accordance with recent IRS guidance concerning the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART) and the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA), certain changes are required to be made to your 403(b) plan document.*

*The HEART act is designed to provide assistance to 403(b) participants serving in the armed forces as well as their families. HEART impacts 403(b) plans primarily by:*

- *Facilitating distributions for individuals engaged in active military service,*
- *Allowing the inclusion of "differential pay" as includible compensation for contribution limitation purposes,*

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- *Allowing for the suspension of payments against any outstanding 403(b) loans,*
  - *Applying the protections afforded to service members under section 414(u) of the code as it pertains to 403(b) plans.*

*The WREERA act's primary impact was to allow for the waiver of Required Minimum Distributions (RMDs) in 2009.*

10. Unemployment Insurance Reserve Fund Charge (*In accordance with [Board Policy #4130-Administration of Budget](#) and (In accordance with [Board Policy #4210-Investments](#))*)

***A motion is needed to approve the following resolution:***

***RESOLVED: Upon the recommendation of District Superintendent Thomas R. Burns, the St. Lawrence-Lewis BOCES Board of Education does hereby authorize to charge the 2011-2012 New York State Unemployment Insurance payments to the Unemployment Insurance Reserve.***

11. Non-elective Contribution for Accumulated Sick Leave (*In accordance with [Board Policy #5230-Negotiations](#))*)

***A motion is needed to approve the following resolution:***

***RESOLVED: Upon the recommendation of District Superintendent Thomas R. Burns, the St. Lawrence-Lewis BOCES Board of Education does hereby authorize to charge the non-elective contribution for accumulated sick leave to the Compensated Absences Reserve for the following employees, as per the Teachers' Contract: Thomas Wood, Sandra Young, David Chudzinski.***

12. Support Staff Addendum of Employee Handbook (*In accordance with the Employee Handbook*)

***A motion is needed to approve the following changes in the Support Staff Addendum of the Employee Handbook.***



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- ***Support staff shall receive two (2) floating paid holidays per year; these must be used by the end of the year and do not accumulate. (Under the Holidays section of handbook)***
  - ***Support staff members retiring on or after July 1, 2014, must have ten (10) or more years of service to the BOCES to be eligible for BOCES-provided health insurance coverage as modified in this section. This ten-year service requirement will not apply to disability retirements under the state retirement system or the federal Social Security administration. The District Superintendent shall have authority to waive this requirement in extenuating circumstances. (Under the Health Insurance section of handbook)***

13. Request for Approval of Staff Conference (*In accordance with [Board Policy #5211](#)-Travel Expenses/Conference Approval*)

***A motion is needed to approve the Conference Request for Arlis Frego to attend the Annual National Conference (for School Lunch Managers, et al) from 7/13/12 to 7/19/12.***

*The purpose of the conference is Informational, training and certification credits, Food Shows (new products). There are no expenditures to the BOCES; this is paid by NYSNA (New York State Nutrition Association)*

14. Installment Purchase (*In accordance with [Board Policy #4310](#)-Purchasing Policy*)

***A motion is needed to approve the following installment purchase with XEROX for five (5) network printers for Clifton-Fine Central School.***

*The equipment is being purchased through COSER 506, Instructional Technology. In accordance with NYS Education Law, installment purchases require approval by board resolution and approval by the State Education Department.*



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15. CTE Equipment Reserve (*In accordance with [Board Policy #4210-Investments](#)*)

***A motion is needed to approve the following resolution:***

***RESOLVED: Upon the recommendation of District Superintendent Burns, the St. Lawrence-Lewis BOCES Board of Education does hereby authorize increased funding of the previously established CTE Equipment Reserve Fund up to the amount of \$75,000 for the 2011-2012 school year.***

*The available additional funds will be carried forward allowing time for specifications to be developed for purchase of heavy equipment in a subsequent year.*

VII. Reports

- A. District Superintendent
- B. Assistant Superintendent for Instruction - *handout*

VIII. Discussion Items

IX. Information Items

- A. Update on Facilities

X. Presentations

XI. Other

- A. Honoring Steven Wilson

XII. Pass-Around Information

XIII. Adjournment