

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
ST. LAWRENCE-LEWIS COUNTIES
PO BOX 231, 139 STATE STREET ROAD
CANTON, NEW YORK 13617

BOARD MEETING – THURSDAY – NOVEMBER 10, 2011 – 6:00 P.M. –
30 COURT STREET, CANTON, NY 13617

St. Lawrence-Lewis BOCES
2010 – 2011
Board of Education Goals

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

- to assess needs
- to enhance consolidation opportunities
- to model county-wide sharing
- to evaluate services provided

St. Lawrence-Lewis BOCES will:

- successfully complete current capital projects
- maintain/improve facilities
- develop a long-range plan
- 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

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 October 13, 2011 Meeting (*In accordance with [Board Policy #1432](#) – [Order of Business at Regular Board Meetings](#)*)

A motion is needed to approve the minutes of the October 13, 2011 Board of Education Meeting.

V. Treasurer's Report for period ending October 31, 2011 (*In accordance with [Board Policy #1432](#) – [Order of Business at Regular Board Meetings](#)*)

A. Account Balances

1. General Fund.....	\$2,770,676.23
2. Federal Fund	242,744.08
3. Trust & Agency Fund	6,654.49
4. School Lunch Fund.....	89,941.45
5. Payroll Fund.....	.00
6. Capital Fund	1,023,656.87

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

1. General Fund Budget.....	\$46,461,686.37
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A motion is needed to approve the Treasurer's Report for the period ending October 31, 2011.

C. Warrants – Schedule of payments of Claims for the period ending October 31, 2011, as follows:

A motion is needed to approve the Warrants as listed below, for the period ending October 31, 2011.

Warrant #34	10/3/11	Warrant #41	10/12/11
Warrant #35	10/5/11	Warrant #42	10/19/11

Warrant #36	10/6/11	Warrant #43	10/19/11
Warrant #37	10/7/11	Warrant #44	10/31/11
Warrant #38	10/7/11	Warrant #45	10/26/11
Warrant #39	10/14/11	Warrant #46	10/28/11
Warrant #40	10/12/11		

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) Institutional Paper 2nd half - monthly deliveries and one time delivery

A motion is needed to accept the Cooperative Bid for Institutional Paper, 2nd half – monthly deliveries and one-time delivery.

- b) Rejection of bid for Mimeo & Xerographic Paper 2011/2012 (Second Half) by the St. Lawrence/Lewis BOCES Cooperative Purchasing Office.

A motion is needed to approve the rejection of the bid for Mimeo & Xerographic Paper 2011/2012 (Second Half) by the St. Lawrence/Lewis BOCES Cooperative Purchasing Office.

Rationale:

The BOCES Cooperative Purchasing Agent, after careful analysis, recommends that all bids for Mimeo and Xerographic Paper be rejected for the following reasons:

- *Prices quoted are considerably higher as compared to current bid prices awarded for the same period in our area of the state*
- *Compared to the 2011-2012 first-half bid, the reflected increase of 10% is not indicative of current market trends.*

Further recommendation from the cooperative purchasing agent, is that upon approval of the above action, bids will be re-advertised.

3. Resolution to Accept the [Independent Audit](#) (In accordance with [Board Policy #4484-Financial Accountability](#))

A motion is needed to accept the Independent Audit as presented by Independent Auditors, Poulsen and Podvin, CPA, P. C.

4. Resolution to Accept the [Corrective Action Plan for the Audit Report](#) (In accordance with [Board Policy #4484-Financial Accountability](#))

A motion is needed to accept the Corrective Action Plan for the Audit Report as presented by Independent Auditors, Poulsen and Podvin, CPA, P.C.

5. Resolution to Accept the [Corrective Action Plan for the Schedule of Findings and Questioned Costs](#) (In accordance with [Board Policy #4484-Financial Accountability](#))

A motion is needed to accept the Corrective Action Plan for the Schedule of Findings and Questioned Costs.

6. Policies (In accordance with [Board Policy #1410 Formulation, Amendment, and Adoption of Policy](#))

Action Item (Step 3) [Fund Raising By Students – Policy # 6540](#) - Policies (In accordance with [Board Policy #1410 - Formulation, Amendment, and Adoption of Policy \(Step 3\)](#))

A motion is needed to adopt the Board Policy [Fund Raising by Students – Policy #6540](#).

This is Step 3 (Adoption) of [Board Policy #1410](#) – Formulation, Amendment, and Adoption of Policy.

7. Installment Purchase (In accordance with [Board Policy #4310](#) – [Purchasing Policy](#))

A motion is needed to approve the following installment purchase with XEROX for two network printers for Lisbon Central School District.

This equipment is for Lisbon Central School District, and is being purchased through COSER 506, Instructional Technology. In accordance with NYS Education Law, installment purchases require approve by board resolution and approve by the State Education Department.

8. Change Order #GC-1 for adjustment of funds with in increase of \$3,785.00 for additional abatement in Storage 198A & IT Bench 199 per unit prices for Tile & Mastic; personal and waste/equip. decon units by the General Contractor (In accordance with [Board Policy #4130-Administration of Budget](#))

A motion is needed to approve the additional \$3,785.00 as per Change Order # GC-1.

9. Change Order #GC-2 for adjustment of funds with an increase from \$77,000 to \$95,614 for removal of transite panels from the mansard in the courtyard and reconstruction using the Laurention Rib panels and vinyl soffit materials, by the General Contractor (In accordance with [Board Policy #4130-Administration of Budget](#))

A motion is needed to approve the increase in Change Order #GC-2 from \$77,000 to \$95,614.

B. District Superintendent's Report

C. Assistant Superintendent for Instruction's Report

VII. Discussion Items

VIII. Information Items

A. Update on Facilities

B. Policies (In accordance with [Board Policy #1410](#) Formulation, Amendment, and Adoption of Policy)

1. [Use of the BOCES Credit Card or Gas Card](#) - *Revision*

Information (Step 1) Use of the BOCES Credit Card or Gas Card - [Policy # 4321](#) - Policies (In accordance with [Board Policy #1410](#) - Formulation, Amendment, and Adoption of Policy (Step 2))

This is a current policy which has been revised. The reading of this policy online is (Step 1), Information Item. This item will be moved to a Discussion Item (Step 2) on the Agenda for the November Board Meeting.

2. [Purchasing Policy](#) - *Revision* (In accordance with Board Policy #4310-Purchasing Policy)

Information (Step 1) Purchasing Policy Policy # 4310 - Policies (In accordance with [Board Policy #1410](#) - Formulation, Amendment, and Adoption of Policy (Step 2))

This is a current policy which has been revised. The reading of this policy online is (Step 1), Information Item. This item will be moved to a Discussion Item (Step 2) on the Agenda for the November Board Meeting.

IX. Presentations

- A. Independent Audit presentation - Poulsen and Podvin, CPA, P. C.
- B. Adult Education presentation – Lisa McKeel will provide an overview of current programming offerings, funding sources, challenges, and future opportunities.

X. Other

- A. CTE Director's position
- B. District Superintendent's Evaluation

XI. Pass-Around Information

- A. News Articles and acknowledgement letter to Tim Knowlton
- B. Leading by Example – Northern New York Community Foundation Biennial Report 2009-2010
- C. Letter acknowledging donation of play set to Southwest CTE Center.

XII. Adjournment