

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 – JULY 12, 2012– 4:00 P.M. - SEAWAY  
CTE CENTER, 7227 SH 56, NORWOOD, NEW YORK

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### **Audit Committee Meeting – 3:30 p.m.**

## **ORGANIZATIONAL MEETING**

### **AGENDA**

- I. Opening Activities (*In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings*)
  - A. Appoint Temporary Chairman (*Clerk of the Board is designated*) – (*In accordance with [Board Policy #1438](#) – Annual Organizational Meeting*)
  - B. Call to Order by the temporary chairman
  - C. Pledge of Allegiance
  - D. Roll Call and Quorum Check
- II. Organizational – Action Items (*In accordance with [Board Policy #1438](#) – Annual Organizational Meeting*)
- III. Appointments
  - A. Administration of Oath of Office to newly elected board members.

Clerk administers the Oath of Office to Patricia Gengo, John Zeh, and James Young, each a three-year term - July 2012 – June 2015. (*All board officers, including District Superintendent, as well as newly elected members of the board, take an oath each year.*)

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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 2012-2013 Board President (*In accordance with [Board Policy #1311](#) – the Duties of the President*)

***A motion is needed to nominate the Board President for the 2012-2013 fiscal year.***

*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 2012-2013 fiscal year.*

- C. Election of 2012-2013 Board 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 of this BOCES for the 2012-2013 fiscal year.***

- D. Nomination of 2012-2013 Board Vice President (*In accordance with [Board Policy #1312](#) – Duties of the Vice President*)

***A motion is needed to nominate the Board Vice President for the 2011-2012 fiscal year.***

*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 2012-2013 fiscal year.*

- E. Election of 2012-2013 Board Vice President (*In accordance with [Board Policy #1312](#) – Duties of the Vice President*)

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***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 2012-2013 fiscal year.***

- F. Administration of the Oath of Office to the Elected Officers for 2012-2013.

The Clerk administers the Oath of Office to the President, to the Vice President, and to the District Superintendent.

1. Appointment of 2012-2013 school district officers: (*In accordance with [Board Policy #1438](#) – Annual Organizational Meeting*)

***A motion is needed to appoint the following 2012-2013 BOCES officers:***

- a) Clerk of the BOCES – Susan Collins-Rickett
- b) Treasurer of the BOCES – Wendy Clark
- c) Deputy Treasurer of the BOCES – Patti Rowan-Lalonde
- d) Claims Auditor – Ruth Thorbahn
- e) BOCES Attorney – Ferrara, Fiorenza, Larrison, Barrett, & Reitz P.C.
- f) Records Retention and Disposition Officer – Wendy Clark
- g) Records Access Officer – Wendy Clark
- h) Records Management Officer – Nicole Ashley
- i) External (Independent) Auditor – Poulsen, Podvin, Certified Public Accountants, P.C.
- j) Purchasing Agent – Shirley Arno

- k) Title IX Civil Rights Officer –for Students, Stephen Todd and for Employees, Martha Phillips
- l) Internal Auditor - TBD
- m) School Medical Officer - Dr. Florence Bero (Year 2 of 3-year contract)
- n) LEA Designee – Asbestos handling/reporting – Kevin Perretta
- o) Liaison for Homeless Children and Youth – Roberta Stillin-Dowman
- p) Compliance Program Plan Officer (Medicaid) – Reginald McDonald
- q) Re-establishment of Audit Committee Members – TBD

G. Appointment of 2012-2013 Designations: *(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)*

***A motion is needed to appoint the following 2012-2013 Designations:***

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

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>
August	Thursday – 9	6:00 p.m.
September	Thursday – 13	6:00 p.m.
October	Thursday – 11	6:00 p.m.
November	Thursday – 8	6:00 p.m.
December	Thursday – 13	4:00 p.m.
January	Thursday – 10	6:00 p.m.

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February	Thursday – 14	6:00 p.m.
March	Thursday – 14	6:00 p.m.
April	Thursday – 11	4:00 p.m.
May	Thursday - 9	6:00 p.m.
June	Thursday - 6	4:00 p.m.

3. Official Newspaper – Watertown Daily Times and The St. Lawrence County Newspapers

- H. Appointment of 2012-2013 Authorizations: *(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)*

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

1. District Superintendent to certify payrolls
  2. District Superintendent to approve part-time personnel at previously approved board salary/wage rates
  3. District Superintendent to approve attendance at conferences/ workshops for all administrators
  4. Designation of Treasurer to sign all checks
  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.
- I. 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

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2. All employees who handle cash
- J. [Standard Work Day and Reporting Resolution](#) (As per Office of the NYS Comptroller, NY State and Local Retirement System, Employees' Retirement System) (In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

**A motion is needed to approve the Standard Work Day and Reporting Resolution:**

**Be It Resolved, that the St. Lawrence-Lewis BOCES/Location Code 50397 hereby establishes the following as standard work days for elected, appointed, and exempt officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:**

**Appointed Officials: Treasurer of the BOCES; Clerk of the BOCES**  
**Exempt Employees: Cook Manager; Secretary to the District Superintendent**

- K. Establish mileage rate for 2012-2013 fiscal year – (In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

**A motion is needed to establish the mileage rate for the 2012-2013 fiscal year at the IRS allowed reimbursement rate.**

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

**A motion is needed to adopt the Policy Book as reviewed, edited, and revised for the 2012-2013 fiscal year.**

*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.*

- M. Appointment of representatives to St. Lawrence-Lewis Counties School Boards Association Standing Committees. (*In accordance with [Board Policy #1438](#) – Annual Organizational Meeting*)

***A motion is needed to approve the appointment of one board member to each of the following two committees, as per St. Lawrence-Lewis Counties School Boards Association By Laws:***

1. Committee on Education Legislation
2. Committee for Program and Public Relations

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

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

*In order to make the views of public schools known to State Legislators, 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.*



***The Regular Monthly Board Meeting begins immediately following the Organizational Meeting***

- I. Action Items
- A. [Minutes of June 7, 2012](#), meeting (*In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings*)

***A motion is needed to approve the minutes of June 7, 2012 meeting.***

- B. Treasurer's Report for period ending June 30, 2012, (*In accordance with [Board Policy #1432](#) - Order of Business at Regular Board Meetings*)

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***A motion is needed to approve the Treasurer’s Report for period ending June 30, 2012.***

Account Balances

- a) General Fund ..... \$7,174,187.99
- b) Federal Fund..... 1,022,797.97
- c) Trust & Agency Fund..... 4,339.40
- d) School Lunch Fund..... 54,716.47
- e) Payroll Fund .....00
- f) Capital Fund..... 1,032,790.20

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

- a) General Fund Budget \$48,609,601.00

June 30, 2012 (Fiscal Year 2011-2012)

- b) General Fund Budget \$46,522,061.00

July 12, 2012 (Fiscal Year 2012-2013)

II. 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. After the motion is made and seconded, discussion to follow, if needed.*



2. School Lunch Prices (In accordance with [Board Policy #4440](#) – Accountability for BOCES Funds)

**A motion is needed to approve the following school lunch prices for 2012-2013 fiscal year.**

- a) Adults \$ 4.30 (remains the same)
- b) Students \$ 2.35 (increased)
- c) Reduced \$ .25 (remains the same)

*The adult and student lunch prices increased for the 2012-2013 year by \$.05, the reduced stayed the same. These amounts were determined by §205 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296), which was effective July 1, 2011. Section 205 requires school food authorities (SFAs) participating in the National School Lunch Program ensure that schools are providing the same level of support for lunches served to students who are not eligible for free or reduced price lunches (i.e. paid lunches) as they are for lunches served to students eligible for free lunches.*

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

**A motion is needed to accept the following Cooperative Bids awarded to low bidder meeting specifications:**

4. Local Bids (In accordance with [Board Policy #4310](#)– Purchasing Policy)
  - a) Modular Home #33 located at Northwest CTE Center, Ogdensburg, NY

**A motion is needed to accept the following Local Bid for Modular Home #33 at Northwest CTE Center to high bidder, Laura Thomson, Ogdensburg.**

*There was one bid for this property. Base bid amount was \$48,125.00, sales tax \$3,368.75, for a total of \$51,493.75. The minimum re-bid amount was \$45,000.00.*

5. Appointment of OPWDD Medicaid Committee

***A motion is needed to approve the following people to comprise the OPWDD Medicaid Committee:***

***OPWDD Medicaid Committee: Lori Montpetit, Medicaid Compliance Officer; Members: Andrea Webb, Carrie Dickinson, Ginger Thomas, Karis Munson, and Lisa Kingston***

6. OWPDD Incident Reporting Committee

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

***Lori Montpetit- Administrator; Ginger Thomas – Sr. Job Coach; Carrie Dickinson – Special Education Teacher; Jana Wood – School Psychologist, and Dr. Florence Bero***

*Mandated members are 1 administrator, 1 direct staff, 1 psychologist, and a doctor as consultant when needed.*

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

***A motion is needed to approve the following installment purchases with Advanced Business Systems for one (1) network printer for Edwards-Knox Central School and one network printer with IKON Office Solutions for Hermon-DeKalb Central School.***

*This equipment is for Edwards-Knox Central School with Advanced Business Systems, and for Hermon-DeKalb with IKON Office Solutions 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. Dignity Act Coordinators for 2012-13 School Year

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***A motion is needed to approve the following people Dignity Act Coordinators for the 2012-13 school year, in Accordance with the Dignity For All Students Act:***

***Susan Bouchey (Special Education), Reginald McDonald (Special Education), Lori Montpetit (Special Education), Mary Ann Ashley (CTE), Brenda Thurman (CTE), Joan Derosie (CTE), Ami Larson (CTE)***

9. Resolution in Support of Governor's Veto on CSE bill adopted by NYS Legislature.

***A motion is needed to approve the following resolution in support of the Governor's veto on CSE bill adopted by the NYS Legislature.***

***Whereas, a last minute legislative effort has resulted in passage of a bill that would heap new financial and administrative burdens on our school districts by requiring Committees on Special Education to take a student's home life and cultural environment into account when making special education placements and require reimbursement within 30 days of tuition payments made by parents for unapproved placements; and***

***Whereas, the bill will violate federal IDEA requirements and according to the Poughkeepsie Journal "leave local school districts exposed to a myriad of lawsuits and soaring special educational costs.";*** and

***Whereas, this legislation came without sufficient time for due consideration, leaving schools blindsided with new costs after their budgets were decimated to stay under the tax cap; and***

***Whereas, the legislation leaves districts with high ethnic and religious populations subject to outlandish parental demands, jeopardizing funds budgeted for other special education students and the general education population of the district; ignoring the fact under the tax cap, unexpected funds must be taken from existing programs and services, hurting other students; and***

***Whereas, there are better ways to make sure that parents don't wait too long for reimbursement when it is found to be warranted, streamlining how placement challenges are settled and being***

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***culturally sensitive when making placements. Allowing parents to demand private school placement when an appropriate public school program exists is detrimental to other students and the taxpaying communities that support our schools; and***

***Whereas, if the State of New York believes this is appropriate, it needs to provide the funding from its larger tax base and not expect local taxpayers to pay for a program that is not based on educational concerns; and***

***Whereas, the bill is legally flawed, as Committees on Special Education do not have the authority to reimburse parents for private, unapproved placements within 30 days as required under the bill. They may only do so only when directed by a hearing officer; and***

***Whereas, this amounts to New York State's first voucher program and one for only the wealthy, as only wealthy parents can afford to pay private, non-approved tuition payments and wait for reimbursement; and***

***Whereas, this is a voucher program intended to segregate our children. New York State has always been a leader in integrating all of our children, irrespective of race, culture, or special needs. Now, we are not only allowing a return to segregation, we are encouraging it by paying wealthy parents to use high cost, private services based on culture and not the appropriate educational services needed by the student to separate students, depriving them of the advantages of a shared social experience; therefore, be it***

***RESOLVED, that the BOCES Board calls on Governor Andrew Cuomo to veto this onerous and inappropriate legislation.***

10. Approval of Cell Phone revisions. (In accordance with [Board Policy #5322](#)-Use of BOCES Cell Phones)

***A motion is needed to approve the revised [listing for Cell Phones](#) for the 2012-2013 fiscal year.***

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

11. 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 Jennifer French, Marilyn Trainor, Stephen Todd, Glenda Hanley, and Judy Leary to attend the Network Team Institute, Albany, NY.***

*The NTI runs from July 9 – 13, 2012. These five administrators will have difference schedule – not all of them attending the same days at the same time. The lodging is covered by the state RttT funds.*

12. 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 Marcia Eggleston to attend the Common Core Standards and the School Librarian: A Process for Implementation conference, Syracuse, NY.***

*This conference will provide the information for the Regional Library System Director to support the component school teachers in meeting the expectations and implementation of the Common Core State Standards in the districts. The conference registration is offered free, the only expense to the BOCES is lodging and gas mileage.*

13. Lease Agreement between Schwartz Realty and BOCES (*In accordance with [Board Policy #4510](#)-Facilities Planning*)

***A motion is needed to approve the three-year Lease Agreement between Phillip Schwartz, d.b.a. Schwartz Realty, the landlord, at 8 Rivercrest Drive, Massena, NY and BOCES, the tenant at \$23,200 per year.***

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*The lease is for space at 35 Glenn St., Massena, NY for three years at \$23,200 per year, paid in quarterly increments of \$5,800.*

14. Resolution to appoint a 2012-2013 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan.

***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 Directors' meeting.***

**Rationale**

*As part of the 2012/13 Plan Year requirements, the St. Lawrence-Lewis Counties School District Employees Medical and Workers' Compensation Plans must formalize the appointment 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*

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*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.”*

15. Nomination for Membership on the NYSSBA Board of Directors for Area 6 (*In accordance with [Board Policy #1310](#)-Power and Duties of the Board and Its Officers*)

***A motion is needed to submit a nomination for the Area 6 Director on the NYSSBA Board of Directors.***

*In accordance with NYSSBA By Laws Article 8 (Directors and their duties), nomination for membership on the NYSSBA Board of Directors from Area 6 must reach NYSSBA by 5:00 p.m. on Tuesday, July 31, 2012. An official ballot containing the names of those school board members who are nominated by at least five member boards, will be electronically sent no later than August 10, 2012. The recommendation is to nominate Esther Sherman-Arlan as the Area 6 Director. Esther Sherman-Arlan is a current member of the Saranac Lake Central School Board of Education.*

16. Appointment of Consultant Mr. James Chadwick (*In accordance with [Board Policy #3150](#)-Consultants*)

***A motion is needed to approve the contractual agreement between James Chadwick and the St. Lawrence-Lewis BOCES for consultant services:***

*Mr. Chadwick’s services are requested to formulate and work with a committee to develop a Request for Proposal (RFP) to be used by the participating districts (Hermon-DeKalb, Heuvelton, and Morristown) in a study to be conducted on a Regional High School Approach and/or possible merger.*

*This agreement includes the preparation, review, and finalizes just such an RFP at a time and cost not to exceed the following:*

*Total hours of 12 at a rate of \$85.00 per hour for a total of \$1,020.00, work shall be performed within the next 45 days upon return of signed agreement.*

B. Discussion

1. NYSSBA Convention
1. Discussion regarding the following eight policies – Step 2  
(In accordance with [Board Policy #1410](#)- Formulation, Amendment and Adoption of Policy)
  - a) [Code of Conduct on BOCES Property](#)
  - b) [Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education](#)
  - c) [Dignity for All Students Act](#)
  - d) [Regular Meetings of the Board of Cooperative Educational Services](#) – (In accordance with [Board Policy #1431](#)-Regular Meetings of the BOCES)
  - e) [BOCES Personnel Use of Computerized Information Resources](#) - (In accordance with [Board Policy #5260](#)-BOCES Personnel Use of Computerized Information Resources)
  - f) [Student Use of Computerized Information Resources](#) – (In accordance with [Board Policy #6214](#)-Student Use of Computerized Information Resources)
  - g) [Student Records: Access and Challenge](#) – (In accordance with [Board Policy #6320](#)-Student Records: Access and Challenge)
  - h) [Internet Safety/Internet Content Filtering Policy](#) – (In accordance with [Board Policy #7251](#)-The Children's Internet Protection Act: Internet Content Filtering/Safety Policy)

*The first three policies a), b), & c) are new policies with a) and c) being Required Policies. The remaining five policies are existing policies which needed revisions. All eight policies have been reviewed by the Board Policy Committee.*



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*Viewing the eight policies on the BOCES Internet web page constitutes the First Step in accordance with [Board Policy 1410](#) – Formulation, Amendment and Adoption of Policy.*

*These eight policies appeared as an Information item (Step One) on the Web-posted version of the Agenda.*

- C. Information
- D. Other
- E. Pass-Around Information
  - 1. Correspondence
    - a) NYS Association for Health, Physical Education, Recreation and Dance, Inc. – regarding Tracy Sharlow, Special Education Adapted Physical Education employee.
    - b) SLLB School Library System – regarding book review program
    - c) SLL BOCES Autism Spectrum Disorders Family Picninc Announcement
  - 2. News Articles
    - a) “St. Lawrence County Schools Leading the Way”  
The Watertown Times
  - 3. Events
    - a) NYSSBA - 2011 New School Board Member Academy brochure
    - b) Heuvelton Central School Graduation Program - *of interest in this program... In the Welcome/Presentations given by Jennifer Cougler, she gave special recognition to the training she had received through the BOCES program and how it had helped her to become what she is now. Also the BOCES special needs students are highlighted on the program, as they were included in the*

*list of students graduating and whether they had a Regents Diploma and or Technical Endorsement. Heuvelton also recognized the BOCES faculty and supervisor along with their faculty.*

II. Adjournment