

Board of Cooperative
Educational Services
Sole Supervisory District
St. Lawrence-Lewis Counties
PO Box 231, 40 West Main Street
Canton, New York 13617

July 11, 2013
Not Board Approved

The Organizational and Regular Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, July 11, 2013, St. Lawrence-Lewis BOCES, Educational Services Center, 40 West Main Street, Canton, New York. The District Clerk, Susan Collins-Rickett called the meeting to order at 4.00 p.m.

ROLL CALL

Present: Roger Bennett, Dana Smith, Marjorie McCullough, Crystal Simmons, Shelli Prespare-Weston, Jack Zeh and James Young

Absent: Patricia Gengo

Others: Thomas R. Burns, Susan Collins-Rickett, Nancy Avery, Kevin Perretta, Wendy Clark, Nicole Ashley, Maureen Bouchey, Patricia Rowan-Lalonde, Lori Remington, Louise Smith, Jane Akins, Ron Burke, Matt Rahn and Renee' Langtry-Green

**ORGANIZATIONAL
ACTION ITEMS**

APPOINTMENTS Susan Collins-Rickett, Clerk, administered the Oath of Office to Board Members Roger M. Bennett, Crystal Simmons and Shelli Prespare-Weston for a three-year term (July 2013 through June 30, 2016)

Susan Collins-Rickett, Clerk, administered the Oath of Office to District Superintendent Thomas R. Burns.

District Clerk opened the floor for nominations for President of the St. Lawrence-Lewis Counties Board of Cooperative Educational Services.

No. 2014-001
NOMINATION
BOARD PRESIDENT

Motion made by Smith, seconded by Young to nominate Roger M. Bennett as President. (In accordance with Board Policy #1311)

Yeas: All members present
Nays: None

No. 2014-002
ELECTION OF
BOARD PRESIDENT

Motion made by Smith, seconded by Young, to cast one ballot for Board President. (In accordance with Board Policy #1311)

Yeas: All members present
Nays: None

District Clerk opened the floor for nominations for Vice President of the St. Lawrence-Lewis Counties Board of Cooperative Educational Services.

No. 2014-003
NOMINATION
OF BOARD
VICE
PRESIDENT

Motion made by McCullough, seconded by Bennett, to nominate Dana Smith as Vice President. (In accordance with Board Policy #1312)

Yeas: All members present
Nays: None

No. 2014-004
ELECTION OF
BOARD
VICE
PRESIDENT

Motion made by McCullough, seconded by Bennett, to cast one ballot for Board Vice President. (In accordance with Board Policy #1312)

Yeas: All members present
Nays: None

ADMINISTRATION
OF OATH OF OFFICE
TO PRESIDENT AND
VICE PRESIDENT

Susan Collins-Rickett, Clerk, administered the Oath of Office to President Roger M. Bennett and Vice President Dana Smith, each for a one-year term of office.

No. 2014-005
APPOINTMENT OF
2013-2014 SCHOOL
DISTRICT OFFICERS

Motion made by Young, seconded by Smith.
Resolved, that the Board of Education of the St. Lawrence-
Lewis BOCES, upon the recommendation of District
Superintendent Burns, does hereby appoint the following
School District Officers for the 2013-2014 fiscal year: (In
accordance with Board Policy #1438)

1. Clerk of the BOCES.....Susan A. Collins-Rickett
2. Treasurer..... Wendy C. Clark (7/1-8/31)
3. Treasurer.....Patricia Rowan-Lalonde (7/15-6/30)
4. Deputy Treasurer.....Peggy Hayes (7/15-6/30)
5. Claims Auditor.....Ruth Thorbahn
6. BOCES Attorney.....Ferrara, Fiorenza,
Larrison, Barrett & Reitz, P.C.
7. Records Retention and
Disposition Officer.....Patricia Rowan-Lalonde
8. Records Access Officer.....Patricia Rowan-Lalonde
9. Records Management Officer.....Nicole Ashley
10. External (Independent) Auditor.....Poulsen, Podvin,
Certified Public Accountants, P.C.
11. Purchasing Agent.....Shirley Arno
12. Back-up Purchasing Agent.....Darlene Bessette
13. Title IX Civil Rights Officer–
Employees..Rafael Olazagasti and for Students- Stephen
Todd
14. School Medical Officer.....Dr. Florence Bero
15. LEA Designee – Asbestos handling/
Reporting.....Kevin Perretta
16. Liaison for Homeless Children and
Youth.....Roberta Stillin-Dowman
17. Compliance Program Plan Officer (Medicaid)
Lori Montpetit
18. Re-establishment of Audit Committee-Roger M. Bennett,
Nancy Cappellino,
Marjorie McCullough
19. Chief Information Officer.....Tamara Travis

Yeas: All members present
Nays: None

No. 2014-006
APPOINTMENT OF
2013-2014
DESIGNATIONS

Motion made by Young, seconded by McCullough.
Resolved, that the Board of Education of the St. Lawrence-
Lewis BOCES, upon the recommendation of District
Superintendent Burns, does hereby appoint the following
Designations for the 2013-2014 fiscal year: (In accordance
with Board Policy #1438)

1. Official Bank Depository..... Community Bank, NA,
NYCLASS and Chase
Bank
2. Regular Monthly Meetings:
August 15, 2013 – 6:00 p.m. May 8, 2014 – 6:00 p.m.
September 12, 2013 – 6:00 p.m. June 5, 2014 – 4:00 p.m.
October 10, 2013 – 6:00 p.m.
November 14, 2013 – 6:00 p.m.
December 12, 2013 – 4:00 p.m.
January 9, 2014 – 6:00 p.m.
February 13, 2014 – 6:00 p.m.
March 13, 2014 – 6:00 p.m.
April 10, 2014 – 4:00 p.m.
3. Official Newspaper.....Watertown Daily Times
and the St. Lawrence County Newspapers

Yeas: All members present
Nays: None

No. 2014-007
2013-2014
AUTHORIZATIONS

Motion made by Young, seconded by Smith.
Resolved, that the Board of Education of the St. Lawrence-
Lewis BOCES, upon the recommendation of District
Superintendent Burns, does hereby approve the following
2013-2014 Authorizations as amended: (In accordance
with Board Policy #1438)

1. District Superintendent to certify payrolls
2. District Superintendent to approve part-time, temporary
and substitute personnel at approved board salary/wage
rates until final action at the next scheduled BOE meeting
3. District Superintendent to approve attendance at
conferences/workshops for all employees
4. Designation of Treasurer to sign all checks; in the
absence of the Treasurer, the Deputy Treasurer will 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.

Yeas: All members present

Nays: None

No. 2014-008
BONDING OF
PERSONNEL

Motion made by McCullough, seconded by Smith.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Bonding of Personnel as follows: (In accordance with Board Policy #4530)

1. Treasurer
2. Deputy Treasurer
3. All employees who handle cash
4. All persons and positions required by law or regulation to be bonded

Yeas: All members present

Nays: None

No. 2014-009
STANDARD WORK
DAY & REPORTING
RESOLUTION

Motion made by Smith, seconded by Cappellino.
Resolved, that the Board of Education of 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: (In accordance with Board Policy #1438)

Appointed Officials: Treasurer of the BOCES; Clerk of the BOCES

Exempt Employees: Cook Manager; Secretary to the District Superintendent

Yeas: All members present
Nays: None

No. 2014-010
MILEAGE RATE
2013-2014

Motion made by Young, seconded by Cappellino.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby establish the mileage rate for the 2013-2014 Fiscal Year at the IRS allowed reimbursement rate. (In accordance with Board Policy #5211)

Yeas: All members present
Nays: None

No. 2014-011
ESTABLISH
HOURLY/PER DIEM/
STIPEND RATES
2013-2014

Motion made by Young, seconded by Cappellino.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby establish the Hourly/Per-Diem/Stipend rates for the 2013-2014 fiscal year. (In accordance with Board Policy #5151)

Yeas: All members present
Nays: None

No. 2014-012
RE-ADOPTION
OF BOARD
POLICIES

Motion made by Smith, seconded by McCullough.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby adopt the Policy Book as reviewed, edited, and revised, for the 2013-2014 fiscal year. (In accordance with Board Policy #1438)

Yeas: All members present
Nays: None

No. 2014-013
APPOINTMENT OF
REPRESENTATIVE
ST. LAWRENCE-
LEWIS COUNTIES
SCHOOL BOARDS
ASSOC. COMMITTEE

Motion made by Smith, seconded by Young.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby appoint Shelli Prespare-Weston, as representative to the Committee on Education Legislation and Marge McCullough, as representative to the Committee for Program and Public Relations (as per SLCSBA By-Laws). (In accordance with Board Policy #1438)

Yeas: All members present
Nays: None

No. 2014-014
APPOINTMENT OF
LEGISLATIVE
LIAISON FOR
NYSSBA

Motion made by McCullough, seconded by Young.
Resolved, that the Board of Education of the St. Lawrence-
Lewis BOCES, upon the recommendation of District
Superintendent Burns, does hereby designate Jack Zeh
as Legislative Liaison to the NYSSBA. (In accordance with
Board Policy #1438)

Yeas: All members present
Nays: None

No. 2014-015
PARTICIPATE IN
ST. LAWRENCE-LEWIS
BOCES COOPERATIVE
PUCHASING
PROGRAMS FOR
2013-2014

Motion made by McCullough, seconded by Young.
Resolved, that the Board of Education of the St. Lawrence-
Lewis BOCES, upon the recommendation of District
Superintendent Burns, does hereby approve the
participation in the St. Lawrence-Lewis BOCES Cooperative
Purchasing Programs in accordance with the guidelines
set forth in the "Cooperative Purchasing Agreement" for the
2013-2014 school year. (In accordance with Board Policy
#1438)

Yeas: All members present
Nays: None

REGULAR MONTHLY MEETING

No. 2014-016
APPROVAL OF
MINUTES

Motion made by Young, seconded by Weston, to approve
the minutes of the regular Board Meeting of June 6, 2013.
(In accordance with Board Policy #1432)

Yeas: All members present
Nays: None

No. 2014-017
AMEND AND
APPROVE
MINUTES OF
MAY 9, 2013
No. 2013-149

Motion made by Young, seconded by Weston, to amend and approve the minutes of the Board Meeting of May 9, 2013, No. 2013-149: Transfer of Monies from General Fund to Capital Fund to read transfer up to \$845,000 from the General Fund 002 COSER into the Capital Fund. (In accordance with Board Policy #1432)

Yeas: All members present

Nays: None

No. 2014-018
TREASURER'S
REPORT

Motion made by Smith, seconded by McCullough, to accept the Treasurer's Report for period ending June 30, 2013. (In accordance with Board Policy #1432)

June 30, 2013

General Fund.....	\$3,184,381.67
Federal Fund.....	\$ 345,151.90
Trust & Agency.....	\$ 8,807.62
School Lunch.....	\$ 115,802.67
Payroll Fund.....	\$ 0.00
Capital Fund.....	\$ 404,420.21

Current Budget Allocation

General Fund Budget \$52,906,214.98
June 30, 2013 (Fiscal Year 2012-2013)

General Fund Budget \$50,470,869.41
July 11, 2013 (Fiscal Year 2013-2014)

Yeas: All Members Present

Nays: None

No. 2014-019
EXECUTIVE
SESSION

Motion made by Smith, seconded by Cappellino to enter into Executive Session at 4:20 p.m., regarding the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (In accordance with Board Policy #1433)

Yeas: All members present

Nays: None

Returned to Regular Session at 4:45 p.m.

No. 2014-020
ALL PERSONNEL
BOARD ACTION
AS FOLLOWS:

Motion made by Smith, seconded by Young. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the attached Personnel action: *All of the following appointments are conditional, pending clearance from the State Education Department, pursuant to Chapter 180 of the Laws of 2000 of the State of New York.* (See Attachment A - Personnel)
(In accordance with Board Policy #5150)

Yeas: All members present
Nays: None

No. 2014-021
SCHOOL
LUNCH PRICES
2013-2014

Motion made by Smith seconded by Young. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following school lunch prices for the 2013-2014 year: (In accordance with Board Policy #4440)

1. Adults.....\$4.30 (remained the same)
2. Students.....\$2.45 (increased)
3. Reduced.....\$.25 (remained the same)

Yeas: All members present
Nays: None

No. 2014-022
2013-2014
FIRE INSPECTION
REPORT

Motion made by Young, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby accept the 2013-2014 Fire Inspection Reports as presented. (As mandated by § 807(a) of Commissioner Regulations; 8 New York Code of Rules and Regulations (NYCRR) §155.8; 19 NYCCR Part 1225; Manual for Fire and Building Safety Inspections in Public and Non-public Schools, SED, Revised January 2004)

Yeas: All members present
Nays: None

No. 2014-023
SALE OF
MODULAR
HOME #34
NWT

Motion made by Young, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Local bid award for the sale of modular home #34 at Northwest CTE Center, Ogdensburg, New York, to high bidder, Kelly L. Wilson, Potsdam, New York, in the amount of \$58,863.91. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

No. 2014-024
SALE OF
MODULAR
HOME #16
SWT

Motion made by Young, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Local bid award for the sale of modular home #16 at Southwest CTE Center, Gouverneur, New York, to high bidder, Sharon Cervelin, Plattsburgh, New York, in the amount of \$54,703.75. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

No. 2014-025
APPOINTMENT
OPWDD
MEDICAID
COMMITTEE

Motion made by McCullough, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following people to comprise the OPWDD Medicaid Committee: Lori Montpetit, Medicaid Compliance Officer; Members: Shelli Prespare-Weston (BOE Member), Carrie Dickinson, Lisa Derouchie, Karis Munson, and Lisa Kingston.

Yeas: All members present
Nays: None

No. 2014-026
APPOINTMENT
OPWDD
INCIDENT
REPORTING
COMMITTEE

Motion made by Smith, seconded by Simmons. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following people to comprise the OPWDD Incident Reporting Committee, as mandated: Lori Montpetit, Administrator; Beth Ives, Sr. Job Coach; Carrie Dickinson, Special Education Teacher; Janna Maring, School Psychologist, and Dr. Florence Bero, as consultant when needed.

Yeas: All members present
Nays: None

No. 2014-027
DIGNITY ACT
COORDINATORS
2013-2014 YEAR

Motion made by Young, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following people Dignity Act Coordinators for the 2013-2014 school year, in Accordance with the Dignity For All Students Act: Susan Bouchey (Special Education), Reginald McDonald (Special Education), Lori Montpetit (Special Education), Lisa Grenville (Special Education), Mary Ann Ashley (CTE), Brenda Thurman (CTE), Joan Derosie (CTE), Ami Larson (CTE).

Yeas: All members present
Nays: None

No. 2014-028
APPROVAL OF
CELL PHONE
REVISIONS

Motion made by Cappellino, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the revised listings for Cell Phones for the 2013-2014 fiscal year. (In accordance with Board Policy #5322)

Yeas: All members present
Nays: None

No. 2014-029
EMPLOYEES
MEDICAL PLAN
& WORKERS
COMP DESIGNEE
AND ALTERNATE
NICOLE ASHLEY/
THOMAS BURNS

Motion made by McCullough, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following resolution:

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 St. Lawrence-Lewis Workers Compensation 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.

Yeas: All members present
Nays: None

No. 2014-030
INSTALLMENT
PURCHASE
XEROX
MADRID-
WADDINGTON
CENTRAL

Motion made by Smith, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the installment purchase with Xerox for one (1) network printer for Madrid-Waddington Central School. (In accordance with Board Policy #4310)

Yeas: All members present
Nays: None

No. 2014-031
SUPPORT STAFF
ADDENDUM
OF EMPLOYEE
HANDBOOK

Motion made by Young, seconded by Cappellino. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the changes in the Support Staff Addendum of the Employee Handbook. (In accordance with Board Policy #5230)

Yeas: All members present
Nays: None

No. 2014-032
COOPERATIVE
BIDS

Motion made by Young, seconded by Smith. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Cooperative Bid award to lowest bidder meeting specifications for the following category: (In accordance with Board Policy #4310)

Cafeteria Foods – August 2013 through January 2014

Yeas: All members present
Nays: None

Reports:

Thomas R. Burns, District Superintendent/Executive Officer

- a. BOCES Educational Consortium – 2012-2013 Activities
 1. Memorandum in Support A.6435
 2. Memorandum in Support A.7197

Stephen J. Todd, Assistant Superintendent

Discussion:

1. NYSSBA Convention – Roger M. Bennett, Nancy Cappellino, Dana Smith, and Patricia Gengo will be attending, October 24-27, 2013.

Information:

Other:

No. 2014-033 Motion made by Smith, seconded by Young to adjourn the
ADJOURNMENT meeting at 5:03 p.m.

Yeas: All Members Present
Nays: None

Susan A. Collins-Rickett, District Clerk