



**Action Items**

- IV. [Minutes of November 6, 2014 Meeting](#)  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

**A motion is needed to approve the minutes of the November 6, 2014 Board of Education meeting.**

- V. [Treasurer's Report for period ending November 30, 2014](#)  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

General Fund	\$
Federal Fund	\$
Trust & Agency Fund	\$
Payroll Fund	\$
Capital Fund	\$
Capital Equipment Reserve	\$

B. Current Budget Allocation

- [Budget Report](#)
- [District Billing](#)

General Fund Budget..... \$58,063,246.11

**A motion is needed to approve the Treasurer's Report for the period ending November 30, 2014.**

VI. District Superintendent

A. Action Items

1. [Personnel – See 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".**

2. [Acceptance of the External Audit](#)  
(In accordance with [Board Policy #4484](#) – Financial Accountability)

**A motion is needed to accept the external audit as presented by external auditors, Poulsen and Podvin, CPA, P.C.**

3. Appointment of Educational Technology Specialist Intern  
(In accordance with [Board Policy #5150](#) – Recruitment, Selection, and Appointment of Personnel)

Professional Statement:

*Ms. Samantha DiPietro is completing the M.S. Ed. Educational Technology program at SUNY Potsdam and will be certified as an Educational Technology Specialist upon completion of her internship and final courses in May. Ms. DiPietro's first NYS teacher certification is Early Childhood/Childhood Education. She completed the requirements for this certification at SUNY Potsdam through undergraduate studies. Ms. DiPietro student taught at St. Regis Mohawk Elementary, Salmon River Central School, and East Side Elementary, Gouverneur Central School.*

**A motion is needed to approve the temporary appointment of Ms. Samantha DiPietro to the unpaid position of Educational Technology Specialist Intern, totaling 100 hours, to shadow Educational technology Specialists, effective December 1, 2014 through May 20, 2015.**

4. Appointment of Educational Technology Specialist Intern  
(In accordance with [Board Policy #5150](#) – Recruitment, Selection, and Appointment of Personnel)

Professional Statement:

Mr. Edmund Smith is completing the M.S. Ed. Educational Technology program at SUNY Potsdam and will be certified as an educational Technology Specialist upon completion of his internship and final courses in May. Mr. Smith's first NYS teacher certification is Social Studies 7-12 with the 5, 6 extension. He completed the requirements for this certification at SUNY Potsdam through undergraduate studies. Mr. Smith student taught at Lisbon Central School and Malone Central School.

**A motion is needed to approve the temporary appointment of Mr. Edmund Smith to the unpaid position of Educational Technology Specialist Intern, totaling 100 hours, to shadow Educational technology Specialists, effective December 1, 2014 through May 20, 2015.**

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

**A motion is needed to approve the following Cooperative Bid awards:**

- **Institutional Paper – Second Half – 2014-2015**
- **Transportation Supplies – Second Half – 2014-2015**
- **Computer Supplies – Second Half – 2014-2015**

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

**A motion is needed to accept the donation for 7700 lbs. of scrap metal from Saint Lawrence Seaway to be used for the secondary and adult education metal working programs. The donation value is \$345.50.**

7. Professional Development Plan (PDP) for 2014-2015 – By Division  
(In accordance with Commissioner’s Regulations as mandated by Part 100.2)

**A motion is needed to approve the St. Lawrence-Lewis BOCES Professional Development Plan (PDP) as mandated by Part 100.2 of the Commissioner’s Regulations.**

8. Local Bids  
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

*Rationale: Surplus bid (high bidder) bids were opened on December 4, 2014 at 11 a.m. for surplus items that are located at the three CTE centers and the ESC office.*

**A motion is needed to approve the surplus bid listing for items from all three CTE centers and the ESC office.**

9. Local Bids  
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

*Rationale: Three bids have been rejected.*

**A motion is needed to approve the rejected bids from the surplus bid listing for items located in the three CTE centers and the ESC office.**

10. Local Bids  
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

*Rationale: Forty-four (44) one-piece student desks and the 1994 GMC dump truck which were rejected from the surplus bid listing will be donated to Lisbon Central School*

**A motion is needed to approve the donation to Lisbon Central School for the 44 one-piece student desks and the 1994 GMC dump truck which.**

11. Amendment to the Platinum Plus (Bank of America) Cardholders  
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

**A motion is needed to approve the removal of Gail Gotham to the Platinum Plus (Bank of America) credit Cardholder list for the 2014-15 fiscal year.**

12. Approval of Lease between Town of Massena and St. Lawrence-Lewis BOCES  
(In accordance with [Board Policy #4510](#) – Facilities Planning)

**A motion is needed to approve the one-year Lease Agreement between the Town of Massena, the landlord and St. Lawrence-Lewis BOCES, the tenant at \$300 per month. The premise to be leased is described as the “Mattis Room” located on the lower level of the Massena Public Library. The term of the lease shall be from January 1, 2015 – December 1, 2015.**

13. Payout of Unused Vacation  
(In accordance with [Board Policy #5230](#) - Negotiations)

*Rationale: The non-instructional administrator addendum limits to forty (40) the number of unused accrued vacation days that can be paid out at retirement. Mr. Brothers has submitted his letter of retirement effective January 1, 2015. Mr. Brother has accrued fifty-eight days of vacation time. In order to ensure a smooth transition upon Mr. Brother’s retirement, the districts in which he works have requested that he not take any vacation before his retirement begins. Mr. Brothers has agreed to accommodate this request if he is able to received payment for the accrued vacation that he will be unable to use.*

**A motion is needed to authorize the payment to Mr. Robert Brothers for up to fifty-eight (58) days of unused accrued vacation upon retirement. Said payout shall be deposited directly into Mr. Brother’s 403(b) account.**

14. Approval of the Bill of Rights Language  
(In accordance with the New York State Legislature of the Common Core Implementation Reform Act of 2014)

**A motion is needed to approve the Bill of Rights language to be posted on the St. Lawrence-Lewis BOCES website and included with the vendor contracts.**

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

*Rationale: The installment purchase is with Xerox for four (4) network printers for Gouverneur Central School and for three (3) network printers for Heuvelton 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.*

**A motion is needed to approve the installment purchases with Xerox for four (4) network printers for Gouverneur Central School and for three (3) network printers for Heuvelton Central School.**

VII. Reports

- A. [Thomas R. Burns, District Superintendent](#)
- B. [Ronald Burke, Assistant Superintendent for Instruction](#)
- C. Liz Bush, Partner and Brie Tousant-Uhlinger, Manager of Pousen & Podvin, will present the Audit Report

VIII. Discussion Items

- A. Refunding of Bonds

IX. Information Items

- A. Update on Facilities – K. Perretta
- B. [Letter, Ballot, Nomination Forms, and Letter of Recommendations for BOE Vacancy](#)
- C. [Enrollment for 2014-15 – 18 Component Districts](#)

X. Presentations

XI. Other

XII. Pass-Around Information

- Letter to North Country Family Health, NP, PLLC from J. Carbone
- “Charting A New Path” NNY Business October 2014
- Thank you from Timothy Kremer, New York State School Boards Association
- Northwest Tech Center Newsletter

XIII. Adjournment