



BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
ST. LAWRENCE-LEWIS COUNTIES
P.O. Box 231, 40 W. Main Street
Canton, New York 13617

BOARD MEETING

Thursday, July 9, 2015 – 4 p.m.

St. Lawrence-Lewis BOCES 2014-15 Board of Education Goals

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

- To enhance and improve academic opportunities for students throughout the region utilizing a variety of approaches – the Regional Consolidation Study, Regional High School Study, legislation, and Multiple Pathways
- To model regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements
- To continuously evaluate BOCES services for quality, efficiency, and potential improvement
- To facilitate the successful implementation of the Regents Reform Agenda, raising performance measures for students across the St. Lawrence-Lewis BOCES region.

St. Lawrence-Lewis BOCES will:

- Provide financial and operational solutions to our educational partners
- Continue to work with the Board of Education Facilities Committee to complete upgrades to the ESC and CTE centers utilizing DASNY and other available funds
- Continue the consolidation of facilities including the sale or closure of the Washington Education Center
- Work with our Regional Partners, including Higher Education, to build and refine regional systems that will produce teachers and future educational leaders for the St. Lawrence-Lewis BOCES region.

ORGANIZATIONAL MEETING

Opening Activities

(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

- I. Appoint Temporary Chairman (Clerk of the Board is designated)
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)
- II. Call to Order by the Temporary Chairman
- III. Pledge of Allegiance
- IV. Roll Call and Quorum Check

Action Items – Organizational

(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

V. Appointments

A. Administration of Oath of Office to Newly Elected Board Members

Clerk administers the Oath of Office to James Lattimer, James Young, and John Zeh, DVM, each a three-year term, July 1, 2015 through June 30, 2018. (All board officers, including District Superintendent, as well as newly elected members of the board take an oath each year.)

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 2015-2016 President

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

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 2015-2016 fiscal year.

A motion is needed to nominate the Board President for the 2015-2016 fiscal year.

C. Election of 2015-2016 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 for this BOCES for the 2015-2016 fiscal year.

D. Nomination of 2015-2016 Board Vice President

(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

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 2015-2016 fiscal year.

A motion is needed to nominate the Board Vice President for the 2015-2016 fiscal year.

- E. Election of 2015-2016 Board Vice President
(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

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 2015-2016 fiscal year.

- F. Administration of Oath of Office to the Elected Officers for 2015-2016

The clerk administers the Oath of Office to the President and Vice President

- G. Appointment of 2015-2016 School District Officers
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2015-2016 BOCES Officers:

1. Clerk of the BOCES – Susan Collins-Rickett
2. Treasurer of the BOCES – Patti Rowan-Lalonde
3. Deputy Treasurer of the BOCES – Peggy Hayes
4. Claims Auditor – Ruth Thorbahn
5. BOCES Attorney – Ferrara, Fiorenza, Larrison, Barrett, & Reitz, P.C.
6. BOCES Educational Consortium – Hinman Straub (Terri Crowley, Governmental Analyst)
7. Records Retention and Disposition Officer – Patti Rowan-Lalonde
8. Records Access Officer – Patti Rowan-Lalonde
9. Records Management Officer – Nicole Ashley
10. External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.
11. Purchasing Agent – Shirley Arno
12. Back-up Purchasing Agent – Darlene Bessette
13. Title IX Civil Rights Officer
 - a. For Students – Ronald Burke
 - b. For Employees – Rafael Olazagasti
14. LEA Designee – Asbestos Handling/Reporting – Kevin Perretta
15. Liaison for Homeless Children and Youth – Roberta Stillin-Dowman
16. Compliance Program Plan Officer (Medicaid) – Lori Montpetit
17. Re-establishment of Audit Committee Members (Roger Bennett, Nancy Cappellino, and Marjorie McCullough)
18. Chief Information Officer – Tamara Travis

H. Appointment of 2015-2016 Designations
 (In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2015-2016 Designations:

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

Month	Date	Time
*** August	Thursday, August 20	6 pm
September	Thursday, September 10	6 pm
October	Thursday, October 8	6 pm
November	Thursday, November 12	6 pm
December	Thursday, December 10	4 pm
January	Thursday, January 14	6 pm
February	Thursday, February 11	6 pm
March	Thursday, March 10	6 pm
April	Thursday, April 7	4 pm
*** May	Wednesday, May 11	6 pm
June	Thursday, June 2	4 pm

3. **Official Newspaper – Watertown Daily Times and St. Lawrence Co. Newspapers**

I. Appointment of 2015-2016 Authorizations
 (In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to approve the following Authorizations:

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

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

- K. Standard Work Day and Reporting Resolution
(As per Office of NYS Comptroller, NY State and Local Retirement System, and 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 and Clerk of the BOCES

Exempt Employees: Cook Manager and Secretary to the District Superintendent

- L. Establish Mileage Rate for 2015-2016 Fiscal Year
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

A motion is needed to establish the mileage rate for the 2015-2016 fiscal year at the IRS allowed reimbursement rate.

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

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.

A motion is needed to adopt the Policy Book as reviewed, edited, and revised for the 2015-2016 fiscal year.

- N. 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 on Program and Public Relations**

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

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

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

- P. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2015-2016 School Year
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2015-2016 school year.

- Q. Appointment/Designation of BOCES Integrity Officer (I.O.) for SED Test Security
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)

Rationale: SED has mandated this appointment. The I.O. will serve as the primary liaison between the BOCES district and the Test Security Unit (TSU) regarding the reporting and investigation of allegations concerning testing breaches by educators. With the assistance and guidance of the TSU, the I.O. will coordinate and/or conduct the investigation of serious allegations of educator misconduct related to state testing, and will work with school administrators regarding the more minor allegations. This will be an annual appointment at the reorganizational meeting in July.

A motion is required to appoint/designate Thomas R. Burns, District Superintendent/Executive Officer as the BOCES Integrity Officer for SED Test Security.

The regular monthly board meeting begins immediately following the organizational meeting.

Action Items – Regular Meeting

- I. [Minutes of June 4, Meeting](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A motion is needed to approve the minutes of the June 4, 2015 Board of Education meeting.

- II. [Treasurer’s Report for period ending June 30, 2015](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

General Fund	\$ 2,136,037.77
Federal Fund	\$ 221,486.15
Trust & Agency Fund	\$ 19.75
Payroll Fund	\$0.00
Capital Fund	\$ 167,646.32
Capital Equipment Reserve	\$ 397,676.96

B. Current Budget Allocation

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

General Fund Budget..... \$ 59,360,648.01

A motion is needed to approve the Treasurer’s Report for the period ending June 30, 2015.

III. 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. Local Bids

(In accordance with [Board Policy #4310](#) –Purchasing Policy)

a. Modular Home # 36 located at Northwest CTE Center, Ogdensburg, NY

There were two bids for this property. Base bid amount was \$54,500, sales tax \$4,360, for a total of \$58,860. The minimum bid amount was \$52,500.

A motion is needed to accept the following local bid for Modular Home #36 at Northwest CTE Center to high bidder, Daniel Ritz of Duluth, GA.

3. Removal of PaySchools

(In accordance with [Board Policy #4110](#) – Budget Planning and Preparation)

Rationale: On September 11, 2014, the Board authorized Adult Education to begin utilizing Authorize.net for credit card payments. The new system Authorize.net is now in place and the request has been made to remove PaySchools.

A motion is needed to approve the removal of PaySchools as the Adult Education credit card authorization system.

4. Support Staff Addendum of Employee Handbook

(In accordance with [Board Policy #5230](#) - Negotiations)

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

5. Dignity Act Coordinators for 2015-2016 School Year

(In accordance with the Dignity for All Students Act)

A motion is needed to approve the following Dignity Act Coordinators for the 2015-2016 school year, in accordance with the Dignity for All Students Act:

Special Education: Susan Bouchey, Katherine LaVigne, Emily McGregor, Lori Montpetit, and Rachel O'Donnell

CTE: Mary Anne Ashley, Brenda Thurman, Tara Bartlett, and Ami Larson

6. Appointment of OPWDD Medicaid Committee

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

Medicaid Compliance Officer: Rafael Olazagasti

Members: Shelli Prespare-Weston (BOE member); Carrie Dickinson, Karis Munson, Lisa Derouchie, and Lisa Kingston

7. OPWDD Incident Reporting Committee

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

Administrator: Lori Montpetit

Beth Ives, Sr. Job Coach and Carrie Dickinson, Teacher/Coordinator

8. Modification and Extension of Trash Removal Contract
(In accordance with [Board Policy #4310](#) – Purchasing)

A motion is needed to approve the one (1) year extension and modification of the trash removal contract with Casella Waste Systems. The contract dates are July 1, 2015 through June 30, 2016.

9. Donation of Surplus Item
(In accordance with [Board Policy #4310](#) - Purchasing Policy)

Rationale: Heuvelton Central School District has requested the Kubota B5100 4-wheel drive compact tractor which is surplus be donated to their district.

A motion is needed to approve the donation of the Kubota B5100 4-wheel drive compact tractor to the Heuvelton Central School District.

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

A motion is needed to approve the Cooperative Bid award for:

- **Cafeteria Foods – August 2015 through January 2016**

11. Resolution to Appoint a 2015-2016 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan

Rationale: As part of the 2015-2016 Plan Year requirements, the St. Lawrence-Lewis Counties School District Employees Medical and Workers' Compensation Plans must formalize the appointments 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 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."

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 Director's meeting.

12. Approval of Cell Phone Listing
(In accordance with Board Policy #5322 – Use of BOCES Cell Phones)

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

A motion is needed to approve the cell phone listing as presented for the 2015-16 fiscal year.

13. [Approval of Bank of America Cardholders](#)
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Rationale: The listing has been revised to reflect the removal of staff that have retired or no longer require the use of the credit card, and to add the names of staff that will need the availability of a credit card.

A motion is needed to approve the authorized Bank of America credit cardholder list as presented for the 2015-16 fiscal year.

14. [Approval of Wright Express Card \(gas card\)](#)
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Rationale: The listing has been revised to reflect the removal of staff that have retired or no longer require the use of the credit card, and to add the names of staff that will need the availability of a credit card.

A motion is needed to approve the Wright Express card listing as presented for the 2015-16 fiscal year.

15. [Annual Review of Code of Conduct](#)
(In accordance with [Board Policy #2410](#) – Code of Conduct on BOCES Property)

A motion is needed to approve the annual review of the Code of Conduct, as required by Education Law.

16. [Approval for Staff Conference](#)
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

Rationale: A group of faculty and staff will be attending the High Schools That Work National Conference in Atlanta, Georgia from July 14 – 18, 2015 funded through the Perkins Grant. The individuals are as follows: Nicki Jo Travis Colburn, Cosmetology Teacher, SWT; Nanci Collins, Metalworking Teacher, SATC; Niki Rutledge, Cosmetology Teacher, SATC; Diane Scott, Pharmacy Technician Teacher, NWT; Vicky Garrabrant, Cosmetology Teacher, NWT; John Kordet, Metalworking Teacher Assistant, NWT; Jonathon Hughes, Metalworking Teacher, NWT; Jared Prashaw, Metalworking Teacher, SWT; and Krista Chamberlain, P-TECH Principal

A motion is needed to approve the staff conference for the above individuals to attend the High Schools That Work Conference in Atlanta, Georgia from July 14-18, 2015 funded through the Perkins Grant.

17. Approval for Staff Conference
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

Rationale: A group of faculty and staff members will be attending the Project Based Learning Conference at Onondaga-Cortland-Madison BOCES from August 16-20, 2015 funded through the P-TECH Grant. The following individuals will be attending: Rebecca Hourihan, P-TECH Science Teacher; Brittany Martin, P-TECH Math Teacher; Natalie Lucas, P-TECH ELA Teacher; and Kari Flynn, P-TECH Advisor.

A motion is needed to approve the staff conference for the above individuals to attend the Project Based Learning Conference at Onondaga-Cortland-Madison BOCES from August 16-20, 2015 funded through the P-TECH Grant.

18. Local Purchase
(In accordance with [Board Policy #4310](#) –Purchasing Policy)

- a. Modular Home # 18 located at Southwest CTE Center, Gouverneur, NY

Bids were opened on June 18, 2015 for modular home #18 at Southwest Tech Center and we had no bids. We have received a purchase offer.

A motion is needed to accept the purchase order for \$41,666.00 plus sales tax of \$3,333.28 for a total of \$44,999.28 from Stanley and Geneva Slate for modular home #18 located at Southwest Tech.

19. Extension of Employment Agreement
(In accordance with Board Policy #1310 – Power and Duties of the Board and Its Officers)

A motion is need to approve the Extension of Employment Agreement dated June 1, 2009, between the Board of BOCES and the District Superintendent.

Resolution: The Employment Agreement between the Board of BOCES and Thomas R. Burns, District Superintendent dated June 1, 2009, a copy of which is attached hereto and incorporated herein by reference, is hereby extended for a three (3) year period from July 1, 2015 through June 30, 2018 including Amendment #1.

IV. Reports

- A. [Thomas R. Burns, District Superintendent](#)
- B. [Ronald Burke, Assistant Superintendent for Instruction](#)

V. Discussion Items

- A. NYSSBA Annual Convention – October 18-20 – New York City
- B. Area 6 Dinner – Malone Golf Club – Wednesday, July 29th – 5 pm social hr./6 pm dinner

VI. Information Items

- A. Update on Facilities – K. Perretta

VII. Presentations

VIII. Other

- A. [Claims Auditor Report for Quarter Ending June 30, 2015](#)
- B. [Legislative Updates](#)

IX. Pass-Around Information

X. Adjournment