

**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 of Education Meeting Date: July 14, 2016
Approved: August 18, 2016

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 14, 2016, St. Lawrence-Lewis BOCES, Educational Services Center, 40 W. 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, Nancy Cappellino, Michael Davis, and James Young
- Absent:** Jack Zeh, Shelli Prespare-Weston, and James Lattimer
- Others:** Thomas R. Burns, Susan Collins-Rickett, Renee' Langtry-Green, Kevin Perretta, Patricia Rowan, Maureen Bouchey, Nicole Ashley, Jane Akins, Rafael Olazagasti, Ron Burke, Darin Saiff, Larry Jenne, Lori Davis, Jen French, Staci Vaughn, Alicia Ross, Amy Sykes, and Angela Calkins

Organizational Action Items:

- Appointments** Susan Collins-Rickett, Clerk, administered the Oath of Office to board members Roger Bennett and Michael Davis for a three-year term (July 1, 2016 – June 30, 2019).
- 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. 2017 – 001
NOMINATION
BOARD PRESIDENT** Motion made by Smith, seconded by Cappellino, to nominate Roger M. Bennett as President.

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

Yeas: All members present
Nays: None

**No. 2017 – 002
ELECTION OF BD.
PRESIDENT** Motion made by Smith, seconded by Cappellino, to cast one ballot for Board President.

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

Yeas: All members present
Nays: None

**No. 2017 – 003
NOMINATION
BOARD VICE PRES.**

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

Motion made by Bennett, seconded by Cappellino, to nominate Dana Smith a Vice President.

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

Yeas: All members present

Nays: None

**No. 2017 – 004
ELECTION OF BD.
VICE PRESIDENT**

Motion by Bennett, seconded by Cappellino, to cast one ballot for Board Vice President.

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

Yeas: All members present

Nays: None

**ADMINISTRATION
OF OATH OF OFFICE
TO PRESIDENT &
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. 2017 – 005
APPOINTMENTS OF
2016-2017 SCHOOL
DISTRICT OFFICERS**

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 School District Officers for the 2016-2017 fiscal year:

1. Clerk of the BOCES – Susan Collins-Rickett (7/1/16-1/30/17)
2. Clerk of the BOCES Pro-Tem – Maureen Bouchey (7/1/16-1/30/17)
3. Treasurer of the BOCES – Patti Rowan
4. Deputy Treasurer of the BOCES – Peggy Hayes
5. Claims Auditor – Ruth Thorbahn
6. Deputy Claims Auditor – Mary Shatraw
7. BOCES Attorney – Ferrara Fiorenza, P.C.
8. BOCES Educational Consortium – Hinman Straub (Terri Crowley, Governmental Analyst)
9. Records Retention and Disposition Officer – Patti Rowan
10. Records Access Officer – Patti Rowan
11. Records Management Officer – Nicole Ashley
12. External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.
13. Purchasing Agent – Shirley Arno
14. Back-up Purchasing Agent – Darlene Bessette
15. Title IX Civil Rights Officer
 - For Students – Ronald Burke
 - For Employees – Rafael Olazagasti

16. LEA Designee – Asbestos Handling/Reporting – Kevin Perretta
17. Liaison for Homeless Children and Youth – Roberta Stillin-Dowman
18. Compliance Program Plan Officer (Medicaid) – Lori Montpetit
19. Re-establishment of Audit Committee Members (Roger Bennett, Nancy Cappellino, and Marjorie McCullough)
20. Chief Information Officer – Rafael Olazagasti

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

Yeas: All members present
Nays: None

**No. 2017 – 006
APPOINTMENT OF
2016-2017
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 2016-2017 fiscal year:

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

Month	Date	Time
August	Thursday, August 18	6 pm
September	Thursday, September 8	6 pm
October	Thursday, October 13	6 pm
November	Thursday, November 10	6 pm
December	Thursday, December 8	4 pm
January	Thursday, January 12	6 pm
February	Thursday, February 9	6 pm
March	Thursday, March 9	6 pm
April	Thursday, April 6	4 pm
May	Thursday, May 11	6 pm
June	Thursday, June 8	5:30 pm

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

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

Yeas: All members present
Nays: None

**No. 2017 – 007
2016-2017
AUTHORIZATIONS**

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 following 2016-2017 Authorizations as amended:

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.
8. Reauthorization and approval for SLL BOCES membership in New York State School Boards Association, National School Boards Association, and the BOCES Educational Consortium.

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

Yeas: All members present

Nays: None

**No. 2017 – 008
BONDING OF
PERSONNEL**

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 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

(In accordance with [Board Policy #4530](#) – Insurance and Employee Bonds)

Yeas: All members present

Nays: None

**No. 2017 – 009
MILEAGE RATE
2016-2017**

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 establish the mileage rate for 2016-2017 fiscal year at the IRS allowed reimbursement rate.

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

Yeas: All members present
Nays: None

**No. 2017 – 010
RE-ADOPTION OF
BOARD POLICIES**

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 adopt the policy book as reviewed, edited, and revised, for the 2016-2017 fiscal year.

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

Yeas: All members present
Nays: None

**No. 2017 – 011
APPOINTMENT OF
LEGISLATIVE
LIAISON FOR
NYSSBA**

Motion made by Smith, seconded by Cappellino.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, does hereby designate Jack Zeh and James Young as Legislative Liaisons to the NYSSBA.

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

Yeas: All members present
Nays: None

**No. 2017 – 012
PARTICIPATE IN ST.
LAWRENCE-LEWIS
BOCES
COOPERATIVE
PURCHASING
PROGRAMS FOR
2016-2017**

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 participation in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2016-2017 school year.

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

Yeas: All members present
Nays: None

**No. 2017 – 013
APPOINTMENT/
DESIGNATION OF
BOCES INTEGRITY
OFFICER**

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/designate Thomas R. Burns, District Superintendent/Executive Officer or his designee as the BOCES Integrity Officer for SED Test Security.

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

Yeas: All members present
Nays: None

REGULAR MONTHLY MEETING

**No. 2017 – 014
APPROVAL OF
MINUTES – JUNE 2,
2016**

Motion made by Smith, seconded by McCullough, to approve the minutes of the regular Board meeting of June 2, 2016.

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

Yeas: All members present
Nays: None

**No. 2017 – 015
TREASURER’S
REPORT**

Motion made by Smith, seconded by Davis, to accept the Treasurer’s Report for the period ending June 30, 2016.

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

June 30, 2016:

General Fund	\$ 1,875,091.74
Federal Fund	\$ 365,314.36
Trust & Agency Fund	\$ 49.59
Payroll Fund	\$0.00
Capital Fund	\$ 9,033.40
Capital Equipment Reserve	\$ 310,530.79

Current Budget Allocation:

General Fund Budget..... \$ 62,236,095.91

Yeas: All members present
Nays: None

**No. 2017 – 016
ALL PERSONNEL
BOARD ACTION AS
FOLLOWS:**

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 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.

(In accordance with [Board Policy #5150](#) – Recruitment, Selection, and Appointment of Personnel)

Yeas: All members present
Nays: None

**No. 2017 – 017
[ESTABLISH
HOURLY / PER-DIEM
/ STIPEND RATES
FOR 2016-2017](#)**

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 established Hourly/Per-Diem/Stipend Rates for the 2016-2017 year.

(In accordance with [Board Policy #5151](#) – Temporary and Part-time Employees)

Yeas: All members present
Nays: None

No. 2017 – 018

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,

**DIGNITY ACT
COORDINATORS
2016-2017**

does hereby approve the following people as Dignity Act Coordinators for the 2016-2017 school year, in accordance with the Dignity for All Students Act:

Special Education: Susan Bouchey, Caralee Kardash, Emily McGregor, Lori Montpetit, and Rachel O'Donnell

CTE: Julie Stoner, Brenda Thurman, Tara Bartlett, and Ami Larson

Yeas: All members present

Nays: None

**No. 2017 – 019
OPWDD MEDICAID
COMMITTEE**

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 people to comprise the OPWDD Medicaid Committee:

Medicaid Compliance Officer: Rafael Olazagasti

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

Yeas: All members present

Nays: None

**No. 2017 – 020
APPOINTMENT
OPWDD INCIDENT
REPORTING
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 Incident Reporting Committee, as mandated:

Administrator: Lori Montpetit

Members: Beth Ives, Sr. Job Coach and Carrie Runner, Teacher/Coordinator

Yeas: All members present

Nays: None

**No. 2017 – 021
COOPERATIVE BIDS**

Motion made by Cappellino, 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 Cooperative Bid Award to lowest bidder meeting specifications for the following categories:

- Milk 2016-2017
- Cafeteria Foods for August 2016-January 2016 (SLL/JL/FEH/Clinton BOCES)

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

Yeas: All members present

Nays: None

**No. 2017 – 022
EMPLOYEES
MEDICAL PLAN &
WORKERS
COMPENSATION
DESIGNEE AND
ALTERNATE –
NICOLE ASHLEY /
THOMAS BURNS**

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 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.

Yeas: All members present
Nays: None

**No. 2017 – 023
CELL PHONE
LISTING**

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 list for cell phones as presented for the 2016-
2017 fiscal year.

(In accordance with [Board Policy #5322](#) – Use of BOCES Cell Phones)

Yeas: All members present
Nays: None

**No. 2017 – 024
BANK OF AMERICA
CARDHOLDERS**

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 authorized Bank of America credit cardholder
list as presented for the 2016-2017 fiscal year.

(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Yeas: All members present
Nays: None

**No. 2017 – 025
WRIGHT EXPRESS
CARD**

Motion made by Smith, 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 authorized Wright Express cardholder list as
presented for the 2016-2017 fiscal year.

(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Yeas: All members present
Nays: None

No. 2017 – 026
[CODE OF CONDUCT](#)
[AND CTE STUDENT](#)
[HANDBOOK](#)

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 Code of Conduct and CTE Student Handbook as required by Education Law.

Yeas: All members present
Nays: None

No. 2017 – 027
CONFERENCE
REQUEST

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 approve the conference request for Jonathan Hughes to attend the Certified Weld Educator and Certified Weld Inspector Conference in Troy, Ohio from Monday, August 15, 2016 through Friday, August 26, 2016.

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

Yeas: All members present
Nays: None

No. 2017 – 028
CONFERENCE
REQUEST

Motion made by Cappellino, 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 conference request for Rachelle Romoda to attend the High Schools That Work National Conference – SREB HSTW Conference in Louisville, Kentucky from Tuesday, July 12, 2016 through Sunday, July 17, 2016, funded through the Perkins Grant.

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

Yeas: All members present
Nays: None

No. 2017 – 029
INTERMUNICIPAL
COOPERATION
AGREEMENT

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 Intermunicipal Cooperation Agreement between St. Lawrence-Lewis BOCES and Jefferson Community College for purposes of cooperative purchasing for the period of July 1, 2016 – June 30, 2017.

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

Yeas: All members present
Nays: None

**No. 2017 – 030
INSTALLMENT
PURCHASES**

Motion made by Smith, 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 installment purchase with RICOH for three (3) network printers for Brasher Falls Central School and four (4) network printers for Madrid-Waddington 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.

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

Yeas: All members present
Nays: None

**No. 2017 – 031
AUTHORIZATION TO
USE CREDIT CARD**

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 authorization to utilize Mr. Thomas R. Burns' credit card for the purpose of travel for four (4) component district teachers to the High Schools That Work National Conference in Louisville, KY from Tuesday, July 12, 2016 through Sunday, July 17, 2016 funded through the Perkins Grant.

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

Yeas: All members present
Nays: None

**No. 2017 – 032
CONFERENCE
REQUEST**

Motion made by Cappellino, 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 conference request for Brian Doyle, Tyler Sovie, and Jennifer Duell to attend the Problem/Project Based Learning Conference at the Oncenter Convention Center in Syracuse, NY from Tuesday, August 2, 2016 through Friday, August 5, 2016.

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

Yeas: All members present
Nays: None

**No. 2017 – 033
NOMINATION FOR
AREA 6 DIRECTOR**

Motion made by Smith, seconded by McCullough.
Resolved that the Board of Education of the St. Lawrence-Lewis BOCES does hereby nominate Wayne Rogers, School Board President for the Malone Central School District, for the Area 6 Director on the NYSSBA Board of Directors.

(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and Its Officers)

Yeas: All members present
Nays: None

**No. 2017 – 034
CONFERENCE
REQUEST**

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 conference request for Nikki Stratton, School Psychologist to attend TCI Train the Trainer (TCI TXT) in Everett, MA from August 8 through August 12, 2016.

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

Yeas: All members present
Nays: None

**No. 2017 – 035
AUTHORIZATION TO
ENTER INTO SALE
AGREEMENT**

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 provide authorization for the District Superintendent, Thomas Burns, to enter into a sale agreement for the modular homes located at the Northwest Tech Center and the Southwest Tech Center. The base price of the sale agreement will be at least \$42,000.

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

Yeas: All members present
Nays: None

**No. 2017 – 036
[EXTENSION OF
EMPLOYMENT
AGREEMENT](#)**

Motion made by Young, seconded by Smith.
Resolved that the Board of Education of the St. Lawrence-Lewis BOCES does hereby approve the Extension of Employment Agreement between the Board of BOCES and the District Superintendent. 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, 2016 through June 30, 2019 including Amendment #1.

(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and Its Officers)

Yeas: All members present
Nays: None

Reports:

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

Discussion Items:

- Area 6 Dinner – Malone Golf Club – Wednesday, July 27th - 6 pm dinner
- NYSSBA Annual Convention – October 27-29 – Buffalo

Informational Items:

Update on Facilities – K. Perretta

Presentations:

None

Other:

[Claims Auditor Report for Quarter Ending June 30, 2016](#)

**Pass-Around
Information:**

**No. 2017 – 037
ADJOURNMENT**

Motion made by Smith, seconded by McCullough to adjourn the meeting at 4:55 p.m.

Yeas: All members present

Nays: None

Susan A. Collins-Rickett, District Clerk