



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 14, 2016 – 4 p.m.

St. Lawrence-Lewis BOCES 2015-16 Board of Education Goals

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

- To enhance and improve student opportunities to access coursework essential for successful preparation for college and/or career
- 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, and raise performance outcomes for students across the region.

St. Lawrence-Lewis BOCES will:

- Provide financial and operational solutions to our component school districts and other educational partners
- Work with the Board of Education Facilities Committee to complete upgrades at various sites
- Work with our Regional Partners, including Higher Education, to build and refine regional pipelines that will produce teachers and future educational leaders for the 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 Roger Bennett, Michael Davis, and Shelli Prespare-Weston, each a three-year term, July 1, 2016 through June 30, 2019. (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 2016-2017 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 2016-2017 fiscal year.

A motion is needed to nominate the Board President for the 2016-2017 fiscal year.

C. Election of 2016-2017 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 2016-2017 fiscal year.

D. Nomination of 2016-2017 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 2016-2017 fiscal year.

A motion is needed to nominate the Board Vice President for the 2016-2017 fiscal year.

- E. Election of 2016-2017 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 2016-2017 fiscal year.

- F. Administration of Oath of Office to the Elected Officers for 2016-2017

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

- G. Appointment of 2016-2017 School District Officers
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2016-2017 BOCES Officers:

1. Clerk of the BOCES – Susan Collins-Rickett (7/1/16-1/30/17)
2. Clerk of the BOCES Pro-Tem – Maureen Bouchev (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
 - a. For Students – Ronald Burke
 - b. 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

- H. Appointment of 2016-2017 Designations
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2016-2017 Designations:

- 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**

- I. Appointment of 2016-2017 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.**
- 8. Reauthorization and approval for SLL BOCES membership in New York State School Boards Association, National School Boards Association, and the BOCES Educational Consortium.**

- 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. Establish Mileage Rate for 2016-2017 Fiscal Year
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

A motion is needed to establish the mileage rate for the 2016-2017 fiscal year at the IRS allowed reimbursement rate.

- L. 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 2016-2017 fiscal year.

- M. 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.

- N. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2016-2017 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 2016-2017 school year.

- O. 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 2, 2016 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 2, 2016 Board of Education meeting.

- II. Treasurer’s Report for period ending June 30, 2016
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

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

B. Current Budget Allocation

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

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

A motion is needed to approve the Treasurer’s Report for the period ending June 30, 2016.

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. Establish Hourly/Per-Diem/Stipend Rates for 2016-2017 Year
(In accordance with Board Policy #5151 – Temporary and Part-time Employees)

A motion is needed to establish the Hourly/Per-Diem/Stipend rates for the 2016-2017 fiscal year.

3. Dignity Act Coordinators for 2016-2017 School Year
(In accordance with the Dignity for All Students Act)

A motion is needed to approve the following 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

4. 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 Runner, Karis Munson, Lisa Derouchie, and Lisa Kingston

5. 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 Runner, Teacher/Coordinator

6. Cooperative Bids

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

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

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

7. Resolution to Appoint a 2016-2017 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan

Rationale: As part of the 2016-2017 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.

8. [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 2016-2017 fiscal year.

9. [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 2016-2017 fiscal year.

10. [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 2016-2017 fiscal year.

11. Annual Review of [Code of Conduct](#) and [CTE Student Handbook](#)
(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, and CTE Student Handbook as required by Education Law.

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

A motion is needed to 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.

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

A motion is needed to 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.

14. Intermunicipal Cooperation Agreement
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

A motion is needed to 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.

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

Rationale: The installment purchases 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.

A motion is needed to 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.

16. Authorization to Use Credit Card
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

A motion is needed for 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, Kentucky from Tuesday, July 12, 2016 through Sunday, July 17, 2016 funded through the Perkins Grant.

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

A motion is needed to approve the staff 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.

18. Nomination for Area 6 Director
(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and Its Officers)

A motion is needed to nominate Wayne Rogers, School Board President for the Malone Central School District, for the Area 6 Director on the NYSSBA Board of Directors.

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

A motion is needed to approve the staff 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.

20. Authorization to Enter Into Sale Agreement
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

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

21. [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, 2016 through June 30, 2019 including Amendment #1.

IV. Reports

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

V. Discussion Items

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

VI. Information Items

- A. Update on Facilities – K. Perretta

VII. Presentations

VIII. Other

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

IX. Pass-Around Information

X. Adjournment