



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, June 8, 2017 at 5:30 p.m.

St. Lawrence-Lewis BOCES 2016-2017 Board of Education Goals

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

- To enhance and increase student opportunities to access coursework essential for successful preparation for college and/or career.
- To promote 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, including input from our component school district partners.
- 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.

AGENDA

Opening Activities

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

- I. Call to Order by President
- II. Pledge of Allegiance
- III. Roll Call and Quorum Check

Action Items

- IV. [Minutes of May 11, 2017 Meeting](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A motion is needed to approve the minutes of the May 11, 2017 Board of Education meeting.

- V. [Treasurer’s Report for period ending May 31, 2017](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

General Fund	\$ 3,977,756.35
Federal Fund	\$ 355,666.52
Trust & Agency Fund	\$ 80.85
Capital Renovation Project	\$ 9,034.23
Capital Equipment Reserve	\$ 310,559.25
Payroll	\$ 0.00

B. Current Budget Allocation

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

General Fund Budget..... \$ 65,563,677.67

A motion is needed to approve the Treasurer’s Report for the period ending May 31, 2017.

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

A motion is needed to approve the Cooperative Bid awards:

- **Produce – June and July 2017**
- **Athletic Supplies & Equipment – 2017-2018**
- **Audio-Visual & Equipment – 2017-2018**
- **Technology Shop – 2017-2018**
- **Computer – first half 2017-2018**
- **Musical – 2017-2018**
- **Classroom Furnishings – 2017-2018**

3. Addition to the Bank of America Cardholders

Rationale: Due to the change in personnel, a credit card is needed for Jennifer Rowledge.

A motion is needed to approve the addition of Jennifer Rowledge to the authorized Bank of America credit cardholder list for the 2016-2017 fiscal year.

4. Addition to the Wright Gas Cardholders
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

Rationale: Both individuals are driver education teachers for our summer school program.

A motion is needed to approve the addition of Kevin McBath and Joseph Lynch to the authorized Wright gas cardholder list for the period of July 1, 2017 through August 31, 2017 as driver education teachers in the summer school program.

5. Certification Re-Approval of Three CTE Programs
(In accordance with [Board Policy #7170](#) – Instructional Technology)

A motion is requested for re-approval from the State Education Department of CTE programs:

Re-approval:

- **Automotive Technologies**
- **Building Trades**
- **Graphic Communications**

6. [Agreement between Ogdensburg Boys' and Girls' Club 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 Ogdensburg Boys' and Girls' Club and St. Lawrence-Lewis BOCES. The premise to be utilized is described as the gymnasium and game room located at 610 Patterson Street, Ogdensburg, NY. The term of the agreement shall be \$4,500 for the period of September 5, 2017 – June 15, 2018.

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

Modular Home #38 located at Northwest CTE Center, Ogdensburg, NY

Base bid amount was \$51,010, sales tax \$4,080.80 for a total of \$55,090.80.

A motion is needed to accept the local bid for Modular Home #38 at Northwest CTE Center to, R. B. Lawrence III, Morristown, NY.

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

A motion is needed to approve the bid award for the low bidder meeting specifications for the welding gases and supplies for a three-year bid (2017-2018; 2018-2019; and 2019-2020):

Airgas USA LLC, Brushton, NY 12916

9. Charge Unemployment Reserve Fund
(In accordance with [Board Policy #4130](#) – Administration of Budget and Board Policy #4210 – Investments)

Rationale: The BOCES receives quarterly invoices for unemployment charges and would like to pay these invoices out of the Unemployment Insurance Reserve (Account Code A 815-00)

A motion is needed to authorize expending the New York State Unemployment Insurance payments, up to \$30,000, from the Unemployment Insurance Reserve for the 2016-2017 fiscal year.

10. Staff Conference
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conferences)

A motion is needed to approve the staff conference for Bianca Christian. Ms. Christian will be attending the Health Informatics – Course 1 & 2 in Columbus Ohio from June 19 – 30, 2017.

11. Approve Reserve Plan
(In accordance with [Board Policy #4484](#) – Financial Accountability)

Rationale: Recent guidelines from the Comptroller's Office state that the Board should develop a plan that states the rationale for establishing reserve funds, objectives for each reserve established, optimal or targeted funding levels and conditions under which the funds' assets will be used or replenished.

A motion is needed to approve the funding plan for the previously established reserve funds.

12. Increase Funding for SWT Sanitation Project
(In accordance with [Board Policy #4130](#) – Administration of Budget)

Rationale: The increase in funding is due to actual bids coming in higher than estimated by \$5,700.00.

A motion is needed to approve the increase in funding for the Southwest Technical Center sanitary system improvements #519000-013-010 to \$85,200 by budgetary appropriation.

13. Transfer of Monies from General Fund to Capital Fund
(In accordance with [Board Policy #4130](#) – Administration of Budget)

Rationale: The two current projects at SWT are being financed with capital outlay and a transfer is needed to move the funds from the General Fund into the Capital Projects Fund. The future CTE project will be financed with both capital outlay and bonds. Transferring some of the funds now will help offset future costs on the component districts.

A motion is needed to approve the transfer up to \$550,000 from the General Fund 002 CoSer into the Capital Fund for the following projects:

- **SWT HVAC Project (\$466,334)**
- **SWT Sanitation Project (\$5,700)**
- **Future CTE Renovation Project (\$77,966)**

14. Reserve for Accrued Employee Benefits Liability
(In accordance with [Board Policy #4130](#) – Administration of Budget)

Rationale: BOCES would like to use the Reserve for Accrued Employee Benefits (Compensated Absences) to pay out accrued sick and vacation time for retirements effective during the 2016-2017 fiscal year.

A motion is needed to authorize expending up to \$185,000 from the Reserve for Accrued Employee Benefits Liability to pay for unused accumulated leave time for those separating from service in the 2016-2017 school year.

15. Reserve for Accrued Employee Benefits Liability
(In accordance with [Board Policy #4130](#) – Administration of Budget)

Rationale: BOCES would like to use the Reserve for Accrued Employee Benefits (Compensated Absences) to accrue unused sick and vacation time for retirements effective in the 2017-2018 school year. The Board previously approved a transfer of \$49,846.88 into this reserve for previously accrued time (Board Resolution 2017-130). This additional transfer would be for new accruals of time.

A motion is needed to authorize transferring up to \$175,000.00 into the Reserve for Accrued Employee Benefits Liability from the General Fund on June 30, 2017 to accrue unused accumulated leave time for those anticipated to separate from service in the 2017-2018 school year.

16. NYS Distance Learning Consortium Bid for 2017-2018
(In accordance with [Board Policy #4310](#) – Purchasing)

A motion is needed to approve the following:

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2017-2018 fiscal year for Apex, Blackboard, Desire 2 Learn, Edgenuity, Edmentum, Florida Virtual School, Fuel Education, Instructure, It's Learning, Odysseyware, Pearson, Right Reason, Schoology and,

WHEREAS, The St. Lawrence-Lewis BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the distance learning student courses mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned courses, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

17. Acknowledgement of Retirees for 2016-2017

A motion is needed to acknowledge the 2016-2017 St. Lawrence-Lewis BOCES retirees:

**Shirley Arno, Purchasing Agent – 38 years of service
Milton Bessett, Teacher – 20 years of service
Maureen Bomyea, Speech & Hearing Pathologist – 36 years of service
Patty Burnham, Adult Ed Case Manager – 25 years of service
Margaret Charleson, Teacher Assistant – 25 years of service
Susan Collins-Rickett, District Clerk – 36 years of service
Sherrie Demers, Teacher Assistant – 30 years of service
Maureen Donnelly, Typesetting Computer Operator – 37 years of service
Douglas Facey, Teacher Assistant – 9 years of service
Steve Fenton, Electronics Technician – 30 years of service
Ralph Hoch, Teacher – 11 years of service
Karen Hubbard, Teacher Assistant – 27 years of service
Susan Huntley, Principal Fiscal Officer – 36 years of service
Steven Kroeger, Special Education Teacher – 35 years of service
David Liebfred, Custodian – 38 years of service
Kenneth Murray, Custodian – 36 years of service
Janet Ramm, Chief Payroll Clerk – 20 years of service
William Robbins, Electronics Technician – 10 years of service
Carol Sibley, Keyboard Specialist – 27 years of service
Virginia Thrasher, Teacher Assistant – 31 years of service
Christine Woodcock, Senior Account Clerk – 32 years of service**

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

Rationale: Four (4) network printers are being purchased for Canton 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 Advanced Business Systems for four (4) network printers for Canton Central School District.

VII. Reports

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

VIII. Discussion Items

IX. Information Items

- A. Update on Facilities – K. Perretta

X. Presentations

- A. Lee-ann Morgan, HR – Salary Report / Wincap Leaves of Absence

XI. Other

XII. Pass-Around Information

XIII. Adjournment