

**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 6, 2017**

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 6, 2017, Seaway Technical Center, 7225 State Highway 56, Norwood, New York. The District Clerk, Maureen Bouchey called the meeting to order at 4:00 p.m.

**Roll Call:**

Present: Roger Bennett, Dana Smith, Marjorie McCullough, Nancy Cappellino, Shelli Prespare-Weston, James Lattimer, and James Young Jack Zeh arrived at 4:05 pm

Excused: Mike Davis

Others: Thomas R. Burns, Maureen Bouchey, Renee' Langtry-Green, Nicole Ashley, Rafael Olazagasti, Darin Saiff, Jen French, Kristen Zender, and Larry Jenne

**Organizational Action Items:**

Appointments Maureen Bouchey, Clerk, administered the Oath of Office to board members Nancy Cappellino, Marjorie McCullough, and Dana Smith for a three-year term (July 1, 2017 – June 30, 2020).

Maureen Bouchey, 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. 2018 – 001  
NOMINATION  
BOARD PRESIDENT**

Motion made by Smith, seconded by McCullough, to nominate Roger M. Bennett as President.

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

Yeas: All members present  
Nays: None

**No. 2018 – 002  
ELECTION OF BD.  
PRESIDENT**

Motion made by McCullough, seconded by Young, to cast one ballot for Board President.

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

Yeas: All members present  
Nays: None

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

**No. 2018 – 003  
NOMINATION  
BOARD VICE PRES.**

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. 2018 – 004  
ELECTION OF BD.  
VICE PRESIDENT**

Motion by Young, seconded by Lattimer, 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**

Maureen Bouchey, 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. 2018 – 005  
APPOINTMENTS OF  
2017-2018 SCHOOL  
DISTRICT OFFICERS**

Motion made by Cappellino, seconded by Prespare-Weston. 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 2017-2018 fiscal year:

1. Clerk of the BOCES– Maureen Bouchey
2. Treasurer of the BOCES – Patti Rowan
3. Deputy Treasurer of the BOCES – Peggy Hayes
4. Claims Auditor – Ruth Thorbahn
5. Deputy Claims Auditor – Mary Shatraw
6. BOCES Attorney – Ferrara Fiorenza, P.C.
7. BOCES Educational Consortium – Hinman Straub (Terri Crowley, Governmental Analyst)
8. Records Retention and Disposition Officer – Patti Rowan
9. Records Access Officer – Patti Rowan
10. Records Management Officer – Nicole Ashley
11. External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.
12. Purchasing Agent – Darlene Bessette
13. Deputy Purchasing Agent – Patti Rowan
14. Title IX Civil Rights Officer
  - For Students – Darin Saiff
  - For Employees – Rafael Olazagasti
15. LEA Designee – Asbestos Handling/Reporting – Kevin Perretta

16. Liaison for Homeless Children and Youth – Roberta Stillin-Dowman
17. Compliance Program Plan Officer (Medicaid) – Lori Murray
18. Re-establishment of Audit Committee Members (Roger Bennett, Nancy Cappellino, and Marjorie McCullough)
19. Chief Information Officer – Rafael Olazagasti

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

Yeas: All members present  
Nays: None

**No. 2018 – 006  
APPOINTMENT OF  
2017-2018  
DESIGNATIONS**

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 appoint the following Designations for the 2017-2018 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 17, 2017	4 pm
September	Thursday, September 14, 2017	6 pm
October	Thursday, October 19, 2017	6 pm
November	Thursday, November 9, 2017	6 pm
December	Thursday, December 14, 2017	4 pm
January	Thursday, January 18, 2018	6 pm
February	Thursday, February 8, 2018	6 pm
March	Thursday, March 8, 2018	6 pm
April	Thursday, April 5, 2018	4 pm
May	Thursday, May 10, 2018	6 pm
June	Thursday, June 7, 2018	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. 2018 – 007  
2017-2018  
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 2017-2018 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. 2018 – 008  
BONDING OF  
PERSONNEL**

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 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. 2018 – 009  
MILEAGE RATE  
2017-2018**

Motion made by Prespare-Weston, seconded by Young.  
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 2017-2018 fiscal year at the IRS allowed reimbursement rate.

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

Yeas: All members present  
Nays: None

**No. 2018 – 010  
RE-ADOPTION OF  
BOARD POLICIES**

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 adopt the policy book as reviewed, edited, and revised, for the 2017-2018 fiscal year.

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

Yeas: All members present  
Nays: None

**No. 2018 – 011  
APPOINTMENT OF  
LEGISLATIVE  
LIAISON FOR  
NYSSBA**

Motion made by McCullough, seconded by Young.  
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. 2018 – 012  
PARTICIPATE IN ST.  
LAWRENCE-LEWIS  
BOCES  
COOPERATIVE  
PURCHASING  
PROGRAMS FOR  
2017-2018**

Motion made by Young, seconded by Prespare-Weston.  
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 2017-2018 school year.

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

Yeas: All members present  
Nays: None

**No. 2018 – 013  
APPOINTMENT/  
DESIGNATION OF  
BOCES INTEGRITY  
OFFICER**

Motion made by Smith, seconded by Young.  
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

**No. 2018 – 014  
DIGNITY ACT  
COORDINATORS  
2017-2018**

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 people as Dignity Act Coordinators for the 2017-2018 school year, in accordance with the Dignity for All Students Act:

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

CTE: Julie Stoner, Brenda Thurman, Tara Bartlett, Jennifer Graveline, Zach Duprey, and Ami Larson

Yeas: All members present

Nays: None

**No. 2018 – 015  
OPWDD MEDICAID  
COMMITTEE**

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 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. 2018 – 016  
APPOINTMENT  
OPWDD INCIDENT  
REPORTING  
COMMITTEE**

Motion made by Prespare-Weston, 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 following people to comprise the OPWDD Incident Reporting Committee, as mandated:

Administrator: Lori Murray

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

Yeas: All members present

Nays: None

**REGULAR MONTHLY MEETING**

**No. 2018 – 017  
APPROVAL OF  
MINUTES – JUNE 8,  
2017**

Motion made by Smith, seconded by Young, to approve the minutes of the regular Board meeting of June 8, 2017.

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

Yeas: All members present

Nays: None

**No. 2018 – 018  
TREASURER'S  
REPORT**

Motion made by Young, seconded by McCullough, to accept the Treasurer's Report for the period ending June 30, 2017.

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

**June 30, 2016:**

General Fund	\$ 2,567,436.22
Federal Fund	\$ 104,381.57
Trust & Agency Fund	\$ 18,687.31
Payroll Fund	\$0.00
Capital Fund	\$ 343,167.25
Capital Equipment Reserve	\$ 310,561.81

**Current Budget Allocation:**

General Fund Budget..... \$ 65,908,580.75

Yeas: All members present

Nays: None

**No. 2018 – 019**  
**ALL PERSONNEL**  
**BOARD ACTION AS**  
**FOLLOWS:**

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 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. 2018 – 020**  
**ESTABLISH**  
**HOURLY / PER-DIEM**  
**/ STIPEND RATES**  
**FOR 2017-2018**

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 established Hourly/Per-Diem/Stipend Rates for the 2017-2018 year.

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

Yeas: All members present

Nays: None

**No. 2018 – 021**  
**COOPERATIVE BIDS**

Motion made by Young, seconded by Prespare-Weston.  
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:

- Cafeteria Foods for August 2017-January 2018 (SLL/JL/FEH/Clinton/Essex BOCES)
- Wire for 2017-2018

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

Yeas: All members present

Nays: None

**No. 2018 – 022  
EMPLOYEES  
MEDICAL PLAN &  
WORKERS  
COMPENSATION  
DESIGNEE AND  
ALTERNATE –  
NICOLE ASHLEY /  
THOMAS BURNS**

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 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. 2018 – 023  
CELL PHONE  
LISTING**

Motion made by Prespare-Weston, seconded by Lattimer.  
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 2017-  
2018 fiscal year.

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

Yeas: All members present  
Nays: None

**No. 2018 – 024  
BANK OF AMERICA  
CARDHOLDERS**

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 authorized Bank of America credit cardholder  
list as presented for the 2017-2018 fiscal year.

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

Yeas: All members present  
Nays: None

**No. 2018 – 025  
WRIGHT EXPRESS  
CARD**

Motion made by McCullough, seconded by Prespare-Weston.  
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 2017-2018 fiscal year.



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

Yeas: All members present

Nays: None

**No. 2018 – 026**  
**[CODE OF CONDUCT](#)**  
**[AND CTE STUDENT](#)**  
**[HANDBOOK](#)**

Motion made by Lattimer, 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 Code of Conduct and CTE Student Handbook as required by Education Law.

Yeas: All members present

Nays: None

**No. 2018 – 027**  
**LOCAL BID**

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 local bids for Modular Home #20 and #2 located at Southwest CTE Center and Seaway CTE Center. Modular Home # 20 at Southwest CTE to be sold to Ann Watson, Norwood and Home #2 at Seaway CTE to be sold to John Blevins and Steph Morgan, Potsdam.

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

Yeas: All members present

Nays: None

**No. 2018 – 028**  
**VOTING DELEGATE**  
**AND ALTERNATE -**  
**NYSSBA**

Motion made by McCullough, seconded by Lattimer.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby elect Shelli Prespare-Weston as the Voting Delegate and Roger Bennett as the Voting Alternate to serve at NYSSBA's Annual Business Meeting and Convention in Lake Placid, New York, October 14, 2017.

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

Yeas: All members present

Nays: None

**No. 2018 – 029**  
**INTERMUNICIPAL**  
**COOPERATION**  
**AGREEMENT –**  
**TOWN OF FOWLER**

Motion made by Young, seconded by Prespare-Weston.

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 the Town of Fowler for purposes of shared resources in the undertaking of public works or other municipal and/or education related projects and services for the period of July 1, 2017– June 30, 2018.

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

Yeas: All members present

Nays: None

Abstain: Cappellino

**No. 2018 – 030**  
**ADMINISTRATOR**  
**HANDBOOK &**  
**EMPLOYEE**  
**HANDBOOK**  
**REVISIONS**

Motion made by Smith, seconded by Prespare-Weston.  
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the changes to the Administrator Handbook and the Employee Handbook.

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

Yeas: All members present

Nays: None

**No. 2018 – 031**  
**STANDARD WORK**  
**DAY**

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 Standard Work Day for the titles under New York State and Local Employees' Retirement System and the New York State Teachers' Retirement System. The standard workday for full-time employment based on the specific position will range from a six-hour workday to an eight-hour workday for full-time standard employment (five days a week).

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

Yeas: All members present

Nays: None

**No. 2018 – 032**  
**CONFERENCE**  
**REQUEST**

Motion made by Young, seconded by Prespare-Weston.  
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the staff conference for Amy Stickles and Heather Snell for the TCI (Therapeutic Crisis Intervention) training at Cornell University from July 31, 2017 – August 4, 2017.

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

Yeas: All members present

Nays: None

**No. 2018 – 033**  
**EXTENSION OF**  
**EMPLOYMENT**  
**AGREEMENT**

Motion made by Smith, seconded by Young.  
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, 2017 through June 30, 2020.

(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](#)  
[Darin Saiff, Assistant Superintendent for Instruction](#)

- Discussion Items:**
- Area 6 Dinner – Malone Golf Club – Wednesday, July 19, 2017 - 6 pm dinner
  - NYSSBA Annual Convention – October 12-14 in Lake Placid, NY
  - Discussion of revised [Carbon Monoxide Safety Policy](#) – Step 2 (In accordance with [Board Policy #1410](#) - Formulation, Amendment, and Adoption of Policy).

This policy appeared as an Information Item (Step 1) on the web-posted version of the agenda.

**Informational Items:** Update on Facilities – K. Perretta  
August BOE meeting will begin at 4 pm.  
Mental Health Summit – D. Smith

**Presentations:** None

**Other:** [Claims Auditor Report for Quarter Ending June 30, 2017](#)

**Pass-Around Information:** None

**No. 2018 – 034  
ADJOURNMENT** Motion made by Smith, seconded by Young to adjourn the meeting at 4:55 p.m.

Yeas: All members present  
Nays: None

**Maureen A. Bouchey, District Clerk**