

**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: December 14, 2017**

The Regular meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, December 14, 2017 at Seaway Technical Center, 7225 State Highway 56, Norwood, New York. The Board President, Roger Bennett called the meeting to order at 4:10 p.m.

**Roll Call:**

Present: Roger Bennett, James Lattimer, Shelli Prespare-Weston, and James Young

Via Zoom: Dana Smith

Marjorie McCullough, Mike Davis, and Jack Zeh – arrived at 4:25 pm

Others: Thomas R. Burns, Maureen Bouchey, Rafael Olazagasti, Renee’ Langtry-Green, Nicole Ashley, Jane Akins, and Kevin Perretta

All members stood for the Pledge of Allegiance.

**No. 2018 – 086  
APPROVAL OF  
MINUTES –  
November 9, 2017**

Motion made by Smith, seconded by Prespare-Weston, to approve the minutes of the organizational and regular Board meeting of November 9, 2017.

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

Yeas: All members present

Nays: None

**No. 2018 – 087  
TREASURER’S  
REPORT**

Motion made by Young, seconded by Smith, to accept the Treasurer’s Report for the period ending November 30, 2017.

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

**November 30, 2017:**

General Fund	\$ 3,125,133.37
Federal Fund	\$874,658.18
Trust & Agency Fund	\$96.28
Payroll Fund	\$ 0.00
Capital Fund	\$236,158.04
Capital Equipment Reserve	\$310,574.82

**Current Budget Allocation:**

General Fund Budget..... \$ 64,057,389.90

Yeas: All members present

Nays: None

**No. 2018 – 088**  
**ALL PERSONNEL**  
**BOARD ACTION AS**  
**FOLLOWS:**

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 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 – 089**  
**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:

- Produce – December 2017
- Copy Paper – 2<sup>nd</sup> Half
- Toners & Ink – 2<sup>nd</sup> Half
- Institutional Paper – 2<sup>nd</sup> Half
- Cafeteria – SLL/JL/FEH/Clinton for February 2018-July 2018

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

Yeas: All members present  
Nays: None

**No. 2018 – 090**  
**DONATION**

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 accept the donation of a pedicure chair to Seaway Technical Center cosmetology class by Sara Myers. The value of the chair is \$1,000.00.

(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)

Yeas: All members present  
Nays: None

**No. 2018 – 091**  
**DONATION**

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 accept the donation of ten (10) cases of windshield wipers from the Massena Walmart and (20) cases of windshield wipers from Potsdam Walmart to the CTE programs. The value of the donation is \$750.00.

(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)

Yeas: All members present  
Nays: None

**No. 2018 – 092  
DIGNITY ACT  
COORDINATOR  
2017-2018**

Motion made by Young, 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 following Dignity Act Coordinator for the 2017-2018 school year, in accordance with the Dignity for All Students Act:

PACE/PTECH: Brenda Thurman

(In accordance with the Dignity for All Students Act)

Yeas: All members present

Nays: None

**No. 2018 – 093  
STAFF  
CONFERENCE**

Motion made by Young, 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 conference request for Rachelle Romoda, Jane Akins, Jill Farrand, Joanne Witt, and Larry Jenne to attend the 10<sup>th</sup> Annual TCTW (Technology Centers That Work) Leaders' Forum from January 29<sup>th</sup> – February 2, 2018 in Orlando, Florida.

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

Yeas: All members present

Nays: None

**No. 2018 – 094  
STAFF  
CONFERENCE**

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 conference request for Lee-ann Morgan and Robin Duncan to attend the 2018 Annual Laserfiche Conference in Long Beach, California from January 8 through January 12, 2018.

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

Yeas: All members present

Nays: None

**No. 2018 – 095  
CELL PHONE  
LISTING**

Motion made by Young, 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 addition of Eva Wood to the cell phone listing 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 – 096  
CRISIS PLANS FOR  
TECHNICAL  
CENTERS**

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 approve the crisis plans for Northwest Technical Center, Southwest Technical Center, and Seaway Technical Center.

(In accordance with [Board Policy #4510](#) – Facilities Planning)

Yeas: All members present  
Nays: None

**No. 2018 – 097  
DONATION**

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 accept the donation of the below items:

- Hermon-Dekalb CSD – Grizzley Drum Sander (Tag #16046) from Seaway Tech; Makita 12" Mitre Saw (Tag #20292) from Seaway Tech; and Intec VC 206 Tiller (no tag) from Southwest Tech
- Parishville-Hopkinton CSD – Dayton Power Hacksaw (no tag) from Southwest Tech; Engine Hoist (no tag) from Seaway Tech; and Diagnostic Machine (no tag) from Northwest Tech
- Clifton-Fine CSD – Drill (Tag #2841), Car, and Vices from Southwest Tech; Ladder and Floor Machine (Tag #3561) from Northwest Tech; Two-Way Radios from ESC; and Pipe Threader (Tag #03472) from Seaway Tech.

(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)

Yeas: All members present  
Nays: None

**No. 2018 – 098  
LOCAL BIDS**

Motion made by Young, 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 award of the highest bidders on the surplus bid listing for items from all three CTE centers and the ESC.

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

Yeas: All members present  
Nays: None

**No. 2018 – 099  
INSTALLMENT  
PURCHASE**

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 following installment purchases:

- With Xerox for ten (10) network printers for Ogdensburg City School District.

- With Usherwood for one (1) network printer for Potsdam Central School District.
- With Xerox for three (3) network printers are being purchased for Morristown Central School District.
- With Xerox for three (3) network printers are being purchased for Gouverneur Central School District.

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

Yeas: All members present

Nays: None

**No. 2018 – 100**  
[HOURLY/PER-DIEM/STIPEND RATES FOR 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 approve Hourly/Per-Diem/Stipend rates for the 2017-2018 fiscal year.

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

Yeas: All members present

Nays: None

**No. 2018 – 101**  
**DONATION**

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 accept the donation of a ping pong table from Katie Higgins for the PACE Program. The value of the ping pong table is \$10.00.

(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)

Yeas: All members present

Nays: None

**No. 2018 – 102**  
**STAFF**  
**CONFERENCE**

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 conference request for Patricia Gilbert to attend the Young Dairy Leaders Institute Phase III Conference in Phoenix, AZ from January 30 – February 4, 2018.

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

Yeas: All members present

Nays: None

**Reports:** [Thomas R. Burns, District Superintendent](#)  
[Darin Saiff, Assistant Superintendent for Instruction](#)

**Discussion Items:** None

**Informational Items:**

- Update on Facilities – K. Perretta

**Other:** None

**Pass-Around Information:** None

**No. 2018 – 103  
EXECUTIVE  
SESSION**

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 enter into Executive Session for the purpose of medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation and for proposed, pending, or current litigation at 4:50 pm.

Yeas: All members present  
Nays: None

The Board returned to regular session at 5:29 pm.

**No. 2018 – 104  
ADJOURNMENT**

Motion made by Young, seconded by McCullough to adjourn the meeting at 5:30 p.m.

Yeas: All members present  
Nays: None

**Maureen A. Bouchey, District Clerk**