

**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: September 14, 2017
Approved: October 17, 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, September 14, 2017 at the Educational Services Center, 40 W. Main Street, Canton, New York. The Board President, Roger Bennett called the meeting to order at 6:00 p.m.

Roll Call:

Present: Roger Bennett, Dana Smith, Marjorie McCullough, James Lattimer, Mike Davis, Shelli Prespare-Weston, and James Young

Excused: Jack Zeh

Others: Thomas R. Burns, Darin Saiff, Maureen Bouchey, Rafael Olazagasti, Renee' Langtry-Green, Jane Akins, Nicole Ashley, Craig Lalonde, Kevin Perretta, Sue Bouchey, Rachel O'Donnell, Jacqueline Bill, Caralee Kardash, Jill Farrand, and Emilyann McGregor

All members stood for the Pledge of Allegiance.

No. 2018 – 050
[APPROVAL OF MINUTES – August 17, 2017](#)

Motion made by Smith, seconded by Prespare-Weston, to approve the minutes of the organizational and regular Board meeting of August 17, 2017.

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

Yeas: All members present
Nays: None

No. 2018 – 051
TREASURER'S REPORT

Motion made by Smith, seconded by McCullough, to accept the Treasurer's Report for the period ending August 31, 2017.

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

August 31, 2017:

General Fund	\$ 303,790.77
Federal Fund	\$498,405.26
Trust & Agency Fund	\$ 1,797.64
Payroll Fund	\$ -1,706.91
Capital Fund	\$ 175,545.92
Capital Equipment Reserve	\$ 310,567.08

Correction in Trust & Agency Fund from June 1 through June 30, 2017:

Trust & Agency Fund	\$ 18,687.31	Reported at 7/6/17 mtg.
Trust & Agency Fund	\$84.24	Correction as of 8/28/17 per auditor

Current Budget Allocation:

General Fund Budget..... \$ 62,833,185.23

Yeas: All members present

Nays: None

PRESENTATION:

A presentation on the Special Education Summer Programs (ESY) was provided by Sue Bouchey, Rachael O'Donnell, Caralee Kardash, Jacqueline Bill, Emilyann McGregor, and Jill Farrand

**No. 2018 – 052
ALL PERSONNEL
BOARD ACTION AS
FOLLOWS:**

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 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 – 053
COOPERATIVE BIDS**

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 Cooperative Bid award:

- Produce – September 2017

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

Yeas: All members present

Nays: None

**No. 2018 – 054
DONATION**

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 donation of a walk-in cooler box valued at \$1,000 to Seaway Technical Center for the HVAC class from J & J Appliance Service in Winthrop, NY.

(In accordance with [Board Policy #1410](#) – Formulation, Amendment, and Adoption of Policy)

Yeas: All members present

Nays: None

No. 2018 – 055
PROFESSIONAL
DEVELOPMENT
PLAN FOR 2017-
2018

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 St. Lawrence-Lewis BOCES Professional Development Plan (PDP) as mandated by Part 100.2 of the Commissioner's Regulations.

(In accordance with Commissioner's Regulations as mandated by Part 100.2)

Yeas: All members present
Nays: None

No. 2018 – 056
BANK OF AMERICA
CARDHOLDERS

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 revised 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 – 057
BANK OF AMERICA
CREDIT LIMIT
INCREASE

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 increase in the credit limit for the Bank of America credit card from \$3,000 to \$5,000 for Barbara Zahler.

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

Yeas: All members present
Nays: None

No. 2018 – 058
STAFF
CONFERENCE

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 conference request for Jennifer French and Darin Saiff to attend the 2017-2018 Annual Staff/Curriculum Development Network meetings in Albany, NY throughout the school year.

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

Yeas: All members present
Nays: None

No. 2018 – 059
STAFF
CONFERENCE

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 conference request for Rachelle Romoda to attend the Southern Regional Education Board and High Schools That Work (SREB

HSTW) summer conference planning meeting in Orlando, FL from September 28, 2017 through October 1, 2017.

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

Yeas: All members present

Nays: None

No. 2018 – 060
[ADMINISTRATOR](#)
[HANDBOOK](#)

Motion made by Smith, seconded by Davis.

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.

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

Yeas: All members present

Nays: None

No. 2018 – 061
BOE MEETING DATE
CHANGE -
OCTOBER

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 date and time change for the October 2017 Board of Education meeting to Tuesday, October 17, 2017 beginning at 5:30 pm.

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

Yeas: All members present

Nays: None

No. 2018 – 062
EMERGENCY
PROJECT - SEAWAY

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 declaration of the potable well water system work at Seaway Technical Center as a public emergency due to health and safety concerns.

The public emergency is defined by the General Municipal Law as an accident or other unforeseen occurrence or condition affecting public buildings, public property, or life, health, safety, or property.

The condition must require immediate corrective action which cannot await execution of proper bidding procedures (opinion of the State Comptroller, 60-905).

It is clear that the mitigation activities necessary to dispense with an emergency are needed immediately and are temporary in nature. They do not involve capital construction in the usual sense, and do not require approval of the Commissioner. Expenses incurred to mitigate the effects of an emergency are ordinary contingent expenses (opinion of Education Counsel, #213).

(In accordance with General Municipal Law, Laws of NY, Consolidated Laws, PBB, Article 2; Section 9 (construction emergencies))

**No. 2018 – 063
STAFF
CONFERENCE**

Yeas: All members present

Nays: None

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 conference request for Jillian Kajkas, Special Education Teacher to attend Therapeutic Crisis Intervention for Schools – Train the Trainer through WSWHE BOCES from September 24, 2017 through September 29, 2017.

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

Yeas: All members present

Nays: None

**No. 2018 – 064
SECTION 913**

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 following resolution:

WHEREAS, a particular employee, currently employed by St. Lawrence-Lewis BOCES, has engaged in conduct that raises concern about his/her physical and/or mental capacity to perform his/her duties; and

WHEREAS, it appears that such conduct might continue; and

WHEREAS, this conduct might adversely affect the students of St. Lawrence-Lewis BOCES; and

WHEREAS, the St. Lawrence-Lewis BOCES is concerned about the ability of a particular employee to perform his/her duties; be it hereby

RESOLVED, that in accordance with Section 913 of the New York State Education Law, the particular employee is hereby required and directed to submit to a comprehensive examination by a medical inspector to be designated by the Superintendent of Schools, at one or more mutually convenient times and dates, so that said medical inspector may determine the particular employee's capacity to perform his/her duties. The Superintendent of Schools shall inform the particular employee of this resolution.

(In accordance with New York State Education Law)

Yeas: All members present

Nays: None

Reports:

[Thomas R. Burns, District Superintendent](#)

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

Discussion Items: Discussion of the revised [Corporal Punishment/Physical Restraint Policy #6211](#) – Step 1
(In accordance with [Board Policy #1410](#) – Formulation, Amendment, and Adoption of Policy)
This policy is an existing policy which required revision. Viewing the policy on the BOCES internet webpage constitutes the first step 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.

**No. 2018 – 065
[POLICY #6211](#) –
CORPORAL
PUNISHMENT /
PHYSICAL
RESTRAINT POLICY** 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 Policy #6211 – Corporal Punishment/Physical Restraint.
Yeas: All members present
Nays: None

Informational Items:

- Update on Facilities – K. Perretta
- SED Visit
- 180 Day Regional Meeting – Thursday, October 19, 2017

Other:

- Board Self Evaluation 2017
- Retreat
- NYSSBA Conference – Lake Placid (October 12-14, 2017)

**Pass-Around
Information:** None

**No. 2018 – 066
EXECUTIVE
SESSION** 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 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 7:30 pm.
Yeas: All members present
Nays: None

**RETURNED TO
SESSION** The Board resumed the regular meeting at 8:18 pm.

**No. 2018 – 067
ADJOURNMENT** Motion made by Young, seconded by McCullough to adjourn the meeting at 8:20 p.m.
Yeas: All members present
Nays: None

Maureen A. Bouchey, District Clerk

