



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, September 14, 2017 - 6 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 August 17, 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 August 17, 2017 Board of Education meeting.

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

A. Account Balances

General Fund	\$ 303,790.77
Federal Fund	\$498,405.26
Trust & Agency Fund	\$ 1,797.64
Payroll Fund	\$ -1,706.91
Capital Renovation Project	\$ 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 meeting
Trust & Agency Fund	\$84.24	Correction as of 8/28/17 per auditor

B. Current Budget Allocation

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

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

A motion is needed to approve the Treasurer’s Report for the period ending August 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 – September 2017**

3. Donation
(In accordance with Board Policy #4230 – Acceptance of Gifts, Grants, and Bequests to BOCES)

A motion is needed to accept 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.

4. Professional Development Plan (PDP) for 2017-2018
(In accordance with Commissioner's Regulations as mandated by Part 100.2)

A motion is needed to approve the St. Lawrence-Lewis BOCES Professional Development Plan (PDP) as mandated by Part 100.2 of the Commissioner's Regulations.

5. 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.

A motion is needed to approve the authorized Bank of America credit cardholder list as presented for the 2017-2018 fiscal year.

6. Approval of Bank of America Cardholder Credit Limit Increase
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)

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

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

A motion is needed to 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.

8. Approval of 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 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.

9. Approval of Administrator Handbook
(In accordance with [Board Policy #5230](#) – Negotiations)

A motion is needed to approve the changes to the Administrator Handbook.

10. October Board of Education Meeting Date Change
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

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

11. Declaration of Emergency Project at Seaway Technical Center
(In accordance with General Municipal Law, Laws of NY, Consolidated Laws, PBB, Article 2; Section 9 (construction emergencies))

A motion is needed to 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).

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

A motion is needed to 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.

13. Approval Section 913
(In accordance with New York State Education Law)

A motion is needed to 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.

VII. Reports

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

VIII. Discussion Items

- A. 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.

IX. Information Items

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

X. Presentations

- A. Special Education Summer Programs (ESY)

XI. Other

- A. Board of Education Self Evaluation 2017
- B. Retreat
- C. NYSSBA Conference – Lake Placid (October 12-14, 2017)

XII. Pass-Around Information

XIII. Adjournment