

**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: November 15, 2018  
BOE APPROVED:**

The regular meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, November 15, 2018 at the Educational Services Center, 40 West 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, William Cartwright, Marjorie McCullough, Michael Davis, Michael Miller, Cindy McLean, James Lattimer, and James Young

Absent: Jack Zeh

Others: Thomas R. Burns, Darin Saiff, Kevin Perretta, Nicole Ashley, Maureen Bouchey, Jane Akins, Rafael Olazagasti, Craig Lalonde, Seth Dennis, Danielle LeBarge, Ashley Penny, Jacqueline Bill, Krista Luther, Lori Murray, Julie Austin-Kormanyos, Emilyann McGregor, Conner LeRoux, Kaiden LeRoux, Sophia LeRoux, Olivia LeRoux, and Ron LeRoux

All members stood for the Pledge of Allegiance.

**Presentations:** Bryan Olson & Laurie Podvin of Bowers & Company – External Audit  
Student Presentations by Special Education Department

**No. 2019 – 073  
ALL PERSONNEL  
BOARD ACTION AS  
FOLLOWS:**

Motion made by McCullough, seconded by Miller.

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. 2019 - 074**  
**EXTERNAL AUDIT**

Motion made by Young, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns and the Board of Education Audit Committee, does hereby accept the external audit and corrective action plan as presented by external auditors, Bowers and Company, CPSS, PLLC.

(In accordance with [Board Policy #4484](#) – Financial Accountability)

Yeas: All members present

Nays: None

**No. 2019 – 075**  
**TRANSFER**  
**UNEXPENDED**  
**FUNDS**

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 approves the transfer of \$9,484.27 of unexpended funds from Project No. 0013-009 and 0013-010 to the future capital project.

(In accordance with [Board Policy #4130](#) – Administration of Budget and [Board Policy #4440](#) – Accountability of BOCES Funds)

Yeas: All members present

Nays: None

**No. 2019 – 076**  
**CONSENT AGENDA**  
**ITEMS FOR ACTION**

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 consent agenda items:

Minutes of [October 11, 2018](#) and [October 18, 2018](#) Meeting  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

Treasurer’s Report for period ending October 31, 2018

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

A. Account Balances

General Fund	\$ 3,587,270.10
Federal Fund	\$ 508,225.95
Trust & Agency Fund	\$179.48
Payroll Fund	\$ 0.00
Capital Renovation Project	\$84,764.15
Capital Equipment Reserve	\$310,603.33

B. Current Budget Allocation

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

General Fund Budget..... \$ 66,435,407.01

Cooperative Bids

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

- Produce – November 2018
- Institutional Paper 2<sup>nd</sup> Half – 2018-2019
- Copy Paper 2<sup>nd</sup> Half – 2018-2019

Donation

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

Donation of a heat therapy paraffin bath for the Northwest Tech cosmetology program valued at \$60 from Mrs. Joan McDonald of Ogdensburg.

Staff Conference

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

Shannon Pitcher-Boyea, Brandi Blackmer, and Danielle Colterman to attend the Art of Coaching Conference in Pacific Grove, California from February 19 through February 23, 2019.

Local Bids

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

*Rationale: Surplus bids (highest bid) were opened on November 2, 2018 at 1:30 pm for surplus items that are located at the three CTE centers and the ESC office.*

Approval of Wright Gas Card Listing

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

Yeas: All members present

Nays: None

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

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

**Discussion Items:** Board Goals

**No. 2019 – 077**  
**2018-2019 BOARD**  
**OF EDUCATION**  
**GOALS**

Motion made by Cartwright, seconded by Young.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of the District Superintendent Burns, does hereby approve the 2018-2019 Board of Education goals.

Yeas: All members present

Nays: None

Discussion of [Sexual Harassment in the Workplace Policy #6121](#)  
(In accordance with [Board Policy #1410](#) – Formulation, Amendment, and Adoption of Policy)

This is a new policy. 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 and the November 16, 2018 Board of Education meeting serves as the second read of the policy.

**No. 2019 – 078**  
**SEXUAL**  
**HARASSMENT IN**  
**THE WORKPLACE –**  
**POLICY #6121**

Adoption of [Sexual Harassment in the Workplace Policy #6121](#)  
(In accordance with [Board Policy #1410](#) – Formulation, Amendment, and Adoption of Policy)

Motion made by Cartwright, seconded by Davis.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of the District Superintendent Burns, does hereby adopt Policy #6121 – Sexual Harassment in the Workplace.

Yeas: All members present

Nays: None

**Informational Items:**       • Update on Facilities – K. Perretta

**Other:**                       None

**Pass-Around Information:**       None

**No. 2019 - 078**  
**ADJOURNMENT**

Motion made by Young, seconded by McCullough to adjourn the meeting at 7:07 p.m.

Yeas: All members present

Nays: None

**Maureen A. Bouchey, District Clerk**