

**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 3, 2019
BOE APPROVED:**

The re-organizational regular meetings of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, July 3, 2019 at the Educational Services Center, 40 W. Main Street, Canton, New York. The District Clerk, Maureen Bouchey called the meeting to order at 4:00 p.m.

Roll Call:

Present: Roger Bennett, William Cartwright, Michael Davis, Cindy McLean, James Lattimer, Marjorie McCullough, Jack Zeh, and James Young

Excused: Michael Miller

Others: Thomas Burns, Darin Saiff, Maureen Bouchey, Nicole Ashley, Kevin Perretta, Jane Akins, Renee' Langtry-Green, Steve Putman, Larry Jenne, Jill Farrand, Pat Farrand, Lori Sheffield, Carrie Denny (parent), and George and Kim Snyder (parents)

All members stood for the Pledge of Allegiance.

ADMINISTRATION OF OATH OF OFFICE Maureen Bouchey, Clerk, administered the Oath of Office to newly elected trustees – Roger Bennett, Cindy McLean, and Michael Davis.

**No. 2020 – 001
NOMINATION
BOARD PRESIDENT** Motion made by Zeh, seconded by Young, to nominate Roger M. Bennett as President.

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

Yeas: All members present
Nays: None

**No. 2020 – 002
ELECTION OF BD.
PRESIDENT** Motion made by McLean, seconded by McCullough, 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. 2020 – 003
NOMINATION
BOARD VICE PRES.**

Motion made by Young, seconded by McLean, to nominate Marjorie McCullough as Vice President.

(In accordance with [Board Policy #1312](#) – Duties of the Vice President).

Yeas: All members present
Nays: None

**No. 2020 – 004
ELECTION OF BD.
VICE PRESIDENT**

Motion by Lattimer, seconded by McCullough, 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 Marjorie McCullough, each for a one-year term of office.

**No. 2020 – 005
APPOINTMENTS OF
2019-2020 SCHOOL
DISTRICT OFFICERS**

Motion made by McLean, seconded by Lattimer.
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 2018-2019 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 – Amy Paulette
5. BOCES Attorney – Ferrara Fiorenza, P.C.
6. BOCES Educational Consortium – Hinman Straub (Terri Crowley, Governmental Analyst)
7. Records Retention and Disposition Officer – Patti Rowan
8. Records Access Officer – Patti Rowan
9. Records Management Officer – Nicole Ashley
10. External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.
11. Purchasing Agent – Darlene Bessette
12. Deputy Purchasing Agent – Patti Rowan
13. Title IX Civil Rights Officer
 - a. For Students – Darin Saiff
 - b. For Employees – Rafael Olazagasti
14. LEA Designee – Asbestos Handling/Reporting – Kevin Perretta
15. Liaison for Homeless Children and Youth – Roberta Stillin-Dowman
16. Compliance Program Plan Officer (Medicaid) – Lori Murray
17. Re-establishment of Audit Committee Members (Roger Bennett, Marjorie McCullough, and Michael Davis)

- 18. Chief Information Officer – Rafael Olazagasti
- 19. Chief Information Security Officer – Rafael Olazagasti

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

Yeas: All members present
 Nays: None

**No. 2020 – 006
 APPOINTMENT OF
 2019-2020
 DESIGNATIONS**

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 appoint the following Designations for the 2019-2020 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 22, 2019	4 pm
September	Thursday, September 12, 2019	6 pm
October	Thursday, October 10, 2019	6 pm
November	Thursday, November 14, 2019	6 pm
December	Thursday, December 12, 2019	4 pm
January	Thursday, January 9, 2020	6 pm
February	Thursday, February 6, 2020	6 pm
March	Thursday, March 12, 2020	6 pm
April	** Wednesday, April 1, 2020	4 pm
May	Thursday, May 14, 2020	6 pm
June	Thursday, June 4, 2020	5:30 pm

3. Official Newspaper – Johnson Newspaper Corporation

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

Yeas: All members present
 Nays: None

**No. 2020 – 007
 2019-2020
 AUTHORIZATIONS**

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, does hereby approve the following 2019 - 2020 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.
9. District Superintendent to approve change orders up to \$50,000.

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

Yeas: All members present

Nays: None

**No. 2020 – 008
BONDING OF
PERSONNEL**

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 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. 2020 – 009
MILEAGE RATE
2019-2020**

Motion made by McLean, seconded by Lattimer.

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 2019-2020 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. 2020 – 010
RE-ADOPTION OF
BOARD POLICIES**

Motion made by Young, seconded by Davis.

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 2019-2020 fiscal year.

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

Yeas: All members present

Nays: None

**No. 2020 – 011
APPOINTMENT OF
LEGISLATIVE
LIAISON FOR
NYSSBA**

Motion made by McCullough, seconded by Cartwright.
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, does hereby designate James Lattimer 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. 2020 – 012
PARTICIPATE IN ST.
LAWRENCE-LEWIS
BOCES
[COOPERATIVE
PURCHASING
PROGRAMS](#) FOR
2019-2020**

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, 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 2019-2020 school year.

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

Yeas: All members present

Nays: None

**No. 2019 – 013
APPOINTMENT/
DESIGNATION OF
BOCES INTEGRITY
OFFICER**

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, 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. 2020 – 014
DIGNITY ACT
COORDINATORS
2019-2020**

Motion made by McLean, 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 following people as Dignity Act Coordinators for the 2019-20 school year, in accordance with the Dignity for All Students Act:

Special Education: Susan Bouchey, Emily McGregor, Lori Murray, Jacqueline Bill, Julie Austin-Kormanyos, Rachel O'Donnell, and Holly Durham

CTE: Julie Stoner, Brenda Thurman, Tara Bartlett, Matt Hosmer, and Ami Larson

Yeas: All members present

Nays: None

**No. 2020 – 015
APPOINTMENT
OPWDD INCIDENT
REPORTING
COMMITTEE**

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 people to comprise the OPWDD Incident Reporting Committee, as mandated:

Administrator: Lori Murray

Members: Beth Ives, Sr. Job Coach and Michael O'Neil, Teacher/Coordinator

Yeas: All members present

Nays: None

**No. 2020 – 016
APPOINTMENT
OPWDD MEDICAID
COMMITTEE**

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 to comprise the OPWDD Medicaid Committee, as mandated:

Medicaid Compliance Officer: Rafael Olazagasti

Members: Cindy McLean (BOE member); Michael O'Neil, Karis Munson, Lisa Derouchie, and Lisa Kingston

Yeas: All members present

Nays: None

REGULAR MONTHLY MEETING

PUBLIC COMMENTS

Carrie Denny, parent of two students who attends a BOCES program in the Ogdensburg City School District addressed the Board with several concerns.

Kim Snyder, parent of a student who attends a BOCES program in the Ogdensburg City School District addressed the Board with concerns.

Board President Roger Bennett advised both parents that they would receive a response related to the concerns they raised.

**No. 2020 - 017
CONSENT AGENDA**

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 the [June 6, 2019](#) meeting
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

Treasurer's Report for period ending June 30, 2019
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. <u>Account Balances</u>	
General Fund	\$ 3,104,241.22
Federal Fund	\$ 119,938.85
Trust & Agency Fund	\$ 234.16
Payroll Fund	\$ 0.00
Capital Renovation Project	\$ 84,769.77
Capital Equipment Reserve	\$ 310,623.92

B. Current Budget Allocation

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

General Fund Budget..... \$ 69,319,812.69

[Establish Hourly/Per-Diem/Stipend Rates for 2019-2020 Year](#)

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

Cooperative Bids

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

- Cafeteria Foods for August 2019-January 2020
(SLL/JL/FEH/Clinton/Essex BOCES)
- Wire for 2019-20

[Approval of Cell Phone Listing](#)

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

[Approval of Bank of America Cardholders](#)

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

[Approval of Wright Express Card \(gas card\)](#)

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

Donation

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

Donation of over 300 discontinued hardware items (hinges, latches, door handles, nuts & bolts, etc.) from Tractor Supply in Ogdensburg, NY for Northwest Technical Center with a value of \$1,500.00.

Donation of an oil furnace and air conditioning unit from Genine Gehret of Dekalb Junction, NY to Seaway Technical Center with a value of \$500.00

Yeas: All members present

Nays: None

No. 2020 – 018
ALL [PERSONNEL](#)
BOARD ACTION AS
FOLLOWS:

Motion made by McLean, 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 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. 2020 - 019
DESIGNATION FOR
THE SLL COUNTIES
SCHOOL DISTRICT
EMPLOYEES
MEDICAL PLAN**

Motion made by McLean, 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 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. 2020 – 020
DELEGATE &
ALTERNATE TO
NYSSBA ANNUAL
BUSINESS MEETING**

Motion made by McCullough, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does elect the Voting Delegate (James Lattimer) and the Voting Alternate (William Cartwright) to serve at the NYSSBA's Annual Business Meeting and Convention in Rochester, New York, Saturday, October 26, 2019.

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

Yeas: All members present

Nays: None

**No. 2020 – 021
[STANDARD WORK
DAY](#)**

Motion made by Young, 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 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. 2020 - 022
INSTALLMENT
PURCHASES**

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 installment purchases for:

- Harrisville Central School District for three (3) network printers with SymQuest contingent upon their Board approval.

The Board of Education finds and determines that it is in St. Lawrence-Lewis BOCES' best financial interest to acquire the equipment for the benefit of the District because:

- It provides an opportunity to use the equipment without committing to the full costs of purchase; and
- After seeking competitive quotes, Lessor provides the most financially advantageous lease terms.

The equipment is being purchased through CoSer 506, Instructional Technology. In accordance with NYS Education Law, installment purchases require approval by board resolution and approval by the State Education Department.

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

Yeas: All members present

Nays: None

**No. 2020 - 023
DISTRICT
SUPERINTENDENT'S
[EMPLOYMENT
AGREEMENT](#)**

Motion made by Zeh, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, does hereby approve the Amendment to the District Superintendent's Employment Agreement between the Board of BOCES and the District Superintendent dated July 3, 2019.

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

Yeas: All members present

Nays: None

**No. 2020 - 024
ADMINISTRATOR
GROUP & NON-UNIT
MEMBER
[ADDENDUM](#)**

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, does hereby

approve the changes in the Administrators' Group and Non-Unit Member Addendum.

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

Yeas: All members present

Nays: None

**No. 2020 – 025
SPECIAL COUNSEL**

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 appointment of Costello, Cooney & Fearon, PLLC as Special Counsel to the BOCES for matters as assigned by the District Superintendent.

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

Yeas: All members present

Nays: None

**No. 2020 – 026
NYSITCC
CONTRACT**

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 NYSITCC contract:

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for Fresh Grade, Portfolium, Core Four, Music First, Code Z – JZA training, Buncee, 3D Bear, Nearpod, Codesters, Eduporium, Pasco, Math Space, BK Interactive, SkyOp, Type To Learn, Typing Pal Online, Vidcode and

WHEREAS, The St. Lawrence-Lewis BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

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

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
Area 6 Dinner Meeting – Malone Golf Club – Tuesday, July 30, 2019 at 5 pm

Other: [Claims Auditor Report](#) for Quarter Ending June 30, 2019

Pass-Around Information: None

**No. 2020 - 027
ADJOURNMENT** Motion made by Young, seconded Davis by to adjourn the meeting at 5:02 p.m.

Yeas: All members present
Nays: None

Maureen A. Bouchey, District Clerk