



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 Wednesday, July 3, 2019 – 4 p.m.

St. Lawrence-Lewis BOCES
2018 - 2019
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 advanced coursework essential for a successful preparation for college, career, and citizenship.
- 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. (surveys)
- To facilitate the successful implementation of the Next Generation Learning Standards, Curriculum, and Assessments, 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 and component school districts to complete upgrades at various sites and initiate the BOCES CTE capital project. The project will address critical infrastructure needs and allow existing and new BOCES programs to operate for many years.
- Work with our Regional Partners, including SUNY Potsdam and St. Lawrence University, to build and refine regional pipelines that will produce teachers and future educational leaders for the region, including the new Ed Leadership Program at SUNY Potsdam and the Advanced Certificate in Special Education Program
- To provide school district and BOCES staff the baseline data that they need to connect district goals and professional development to the needs of their students. Data will include student performance on state assessments, graduation data, and early warning data to identify individual students who are at risk of not graduating on time
- The BOCES will investigate models of trauma-informed instruction for implementation across the region which will increase the cognitive capacity of all students.

ORGANIZATIONAL MEETING

Opening Activities

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

- I. Appoint Temporary Chairman (Clerk of the Board is designated)
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)
- II. Call to Order by the Temporary Chairman
- III. Pledge of Allegiance
- IV. Roll Call and Quorum Check

Action Items – Organizational

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

V. Appointments

A. Administration of Oath of Office to Newly Elected Board Members

Clerk administers the Oath of Office to Roger Bennett, Michael Davis, and Cindy McLean, each a three-year term, July 1, 2019 through June 30, 2022. (All board officers, including District Superintendent, as well as newly elected members of the board take an oath each year.)

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I faithfully discharge, according to the best of my ability, the duties of the position of (Board Member) (District Superintendent) of the Sole Supervisory District of St. Lawrence-Lewis Counties Board of Cooperative Educational Services to which I am now assigned.

B. Nomination of 2019-2020 President

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

The chairman will call for nominations from the floor for the position of Board President. If two or more names are received for the position, paper ballots will be used to vote for the nominees. If only one nomination is made, the clerk will cast one ballot for that person to fill the position as board president for the 2019-2020 fiscal year.

A motion is needed to nominate the Board President for the 2019-20 fiscal year.

C. Election of 2019-2020 President

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

A motion is needed to approve the following resolution:

BE IT RESOLVED that _____ be elected President of the Board of Education for this BOCES for the 2019-2020 fiscal year.

- D. Nomination of 2019-2020 Board Vice President
(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

The chairman will call for nominations from the floor for the position of Board Vice President. If two or more names are received for the position, paper ballots will be used to vote for the nominees. If only one nomination is made, the clerk will cast one ballot for that person to fill the position as Board Vice President for the 2019-2020 fiscal year.

A motion is needed to nominate the Board Vice President for 2019-2020 fiscal year.

- E. Election of 2019-2020 Board Vice President
(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

A motion is needed to approve the following resolution:

BE IT RESOLVED that _____ be elected Vice President of the Board of Education of this BOCES for the 2019-2020 fiscal year.

- F. Administration of Oath of Office to the Elected Officers for 2019-2020

The clerk administers the Oath of Office to the President and Vice President

- G. Appointment of 2019-2020 School District Officers
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2019-2020 BOCES Officers:

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

H. Appointment of 2019-2020 Designations
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2019-2020 Designations:

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

I. Appointment of 2019-2020 Authorizations
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to approve the following Authorizations:

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.**

- J. Bonding of Personnel
(In accordance with [Board Policy #4530](#) – Insurance and Employee Bonds)

A motion is needed to 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**

- K. Establish Mileage Rate for 2019-2020 Fiscal Year
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

A motion is needed to establish the mileage rate for the 2019-2020 fiscal year at the IRS allowed reimbursement rate.

- L. Re-adoption of Board Policies
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

The policy book for the St. Lawrence-Lewis BOCES has been reviewed, edited, and revised. Each section of the policy book was approved as edited and revised with the intention to approve the entire policy book at the July organizational meeting.

A motion is needed to adopt the Policy Book as reviewed, edited, and revised for the 2019-2020 fiscal year.

- M. Appointment of Legislative Liaison for NYSSBA
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

In order to make the views of public schools known to State legislatures, each school board is asked to designate one of its members as Legislative Liaison. New York State School Boards Association has developed a job description for the position of Legislative Liaison.

A motion is needed to approve the appointment of a BOCES board member to serve as Legislative Liaison for NYSSBA.

- N. [Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2019-2020 School Year](#)
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to participate 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.

- O. [Appointment/Designation of BOCES Integrity Officer \(I.O.\) for SED Test Security](#)
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)

Rationale: SED has mandated this appointment. The I.O. will serve as the primary liaison between the BOCES district and the Test Security Unit (TSU) regarding the reporting and investigation of allegations concerning testing breaches by educators. With the assistance and guidance of the TSU, the I.O. will coordinate and/or conduct the investigation of serious allegations of educator misconduct related to state testing, and will work with school administrators regarding the more minor allegations. This will be an annual appointment at the reorganizational meeting in July.

A motion is required to appoint/designate Thomas R. Burns, District Superintendent/Executive Officer as the BOCES Integrity Officer for SED Test Security.

- P. [Dignity Act Coordinators for 2019-2020 School Year](#)
(In accordance with the Dignity for All Students Act)

A motion is needed to approve the following Dignity Act Coordinators for the 2019-2020 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

- Q. [OPWDD Incident Reporting Committee](#)

A motion is needed to approve the following people to comprise the OPWDD Incident Reporting Committee:

Administrator: Lori Murray

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

R. Appointment of OPWDD Medicaid Committee

A motion is needed to approve the following people to comprise the OPWDD Medicaid Committee:

OPWDD Medicaid Committee

Medicaid Compliance Officer: Rafael Olazagasti

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

The regular monthly board meeting begins immediately following the organizational meeting.

ACTION ITEMS – Regular Meeting

I. **Consent Items for Approval:**

- [Minutes of 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. Account Balances

General Fund	\$ 3,104,241.22
Federal Fund	\$ 119,938.85
Trust & Agency Fund	\$ 234.16
Payroll Fund	\$0.00
Capital Fund	\$ 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 Bequests 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

A motion is needed to approve the above consent agenda items.

II. [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. [Resolution to Appoint a 2019-2020 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan](#)

Rationale: As part of the 2019-2020 Plan Year requirements, the St. Lawrence-Lewis Counties School District Employees Medical and Workers’ Compensation Plans must formalize the appointments from each district to the Board of Directors for each of the Plans. Section IV of the Municipal Cooperative Agreement, that each district has signed, states “The governing body of the Plan, . . . , shall be a Board of Directors, composed of one Chief Executive Officer or other designated officer of each Participant as selected by such Participant annually.”

A motion is needed to approve the following resolution:

St. Lawrence-Lewis Counties School District Employees Medical Plan

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.

3. Voting Delegate & Alternate to NYSSBA Annual Business Meeting
(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and its Officers)

A motion is required to elect the Voting Delegate and the Voting Alternate to serve at NYSSBA's Annual Business Meeting and Convention in Rochester, New York, Saturday, October 26, 2019.

4. Standard Work Day
(In accordance with [Board Policy #5150](#) – Recruitment, Selection and Appointment of Personnel)

Rationale: This action is a recommendation of the auditor.

A motion is needed to 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).

5. Installment Purchases

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

Rationale: 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.*

A motion is needed to approve the installment purchases for:

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

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.

6. Amendment to the District Superintendent's Employment Agreement

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

A motion is need to approve the Amendment to the District Superintendent's Employment Agreement between the Board of BOCES and the District Superintendent dated July 3, 2019.

7. Administrator Group & Non-Unit Member Addendum

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

A motion is needed to approve the changes in the Administrators' Group and Non-Unit Member Addendum.

8. Appointment of Special Counsel

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

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

9. NYSITCC Contract
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

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.

A motion is need to approve the NYSITCC Contract

III. Reports

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

IV. Discussion Items

V. Information Items

- A. Update on Facilities – K. Perretta
- B. Area 6 Dinner – Malone Golf Club – Tuesday, July 30, 2019 at 5 pm

VI. Presentations

VII. Other

- A. [Claims Auditor Report for Quarter Ending June 30, 2019](#)

VIII. Pass-Around Information

IX. Adjournment