



**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 AGENDA**

Thursday, June 4, 2020 – 5:30 pm

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### **St. Lawrence-Lewis BOCES 2019 - 2020 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 including alternative and technology-based platforms
- To promote regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements
- To develop a better model, 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 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, 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 Social/Emotional/Learning (SEL) for implementation across the region, which will increase both the cognitive capacity of all students and their physical and mental well-being.
- To provide school districts and BOCES staff the information, resources, and training necessary to protect digital information, including Personally Identifiable Information (PII) of staff/students, and to protect our technology platforms.

## 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. Personnel – Attachment “A”  
(In accordance with [Board Policy #5150](#) – Recruitment, Selection, and Appointment of Personnel)

**A motion is needed to approve the Personnel as presented in Attachment “A”.**

- V. Local Bid  
(In accordance with [Board Policy # 4310](#) – Purchasing Policy)

**A motion is needed to approve the bid award to Airgas USA LLC of Brushton, New York for welding gases and supplies for a three year bid (2020-2021; 2021-2022; and 2022-2023) as the lowest bidder meeting specifications for all three technical centers.**

- VI. Acknowledgement of 2019-2020 Retirees

James Boula – 20 years of service  
Melody Brunet – 31 years of service  
Denise Burns – 30 years of service  
Elizabeth Dashnaw – 30 years of service  
Penny Didas – 28 years of service  
Robin Duncan – 21 years of service  
Sherry Engel – 4 years of service  
Genine Gehret – 30 years of service  
Cherle Hennessey – 5 years of service  
Barry Kiah – 21 years of service  
Timothy Knowlton – 31 years of service  
Kristie Lennox – 12 years of service  
William Long – 17 years of service  
Cindy Martin – 22 years of service  
Kathy Merchant – 25 years of service  
Willie Moore - 19 years of service  
Susan Pierce – 10 years of service  
Kathy Porter – 31-1/2 years of service  
Tracy Sharlow – 30 years of service  
David Smith – 30 years of service  
Diane Spears – 29 years of service  
Eva Wood – 27 years of service  
Elizabeth Yenchko – 5 years of service

VII. Charge Unemployment Reserve Fund

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

**A motion is needed to authorize expending the New York State Unemployment Insurance payments, up to \$40,000, from the Unemployment Insurance Reserve for the 2019-2020 fiscal year.**

VIII. Approve Reserve Plan

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

*Rationale: Recent guidelines from the Comptroller's Office state that the Board should develop a plan that states the rationale for establishing reserve funds, objectives for each reserve established, optimal or targeted funding levels and conditions under which the funds' assets will be used or replenished.*

**A motion is needed to approve the funding plan for the previously established reserve funds.**

IX. Transfer of Monies from General Fund to Capital Fund

(In accordance with [Board Policy #4130](#) – Administration of Budget)

*Rationale: The future CTE project will be financed with both capital outlay and bonds. Transferring some of the funds now will help offset future costs on the component districts.*

**A motion is needed to approve the following transfers from General Fund 002 CoSer into the Capital Fund for future storage building projects:**

- **Up to \$250,000 (capital expenditure)**
- **Up to \$500,000 (program expense)**

X. Reserve for Accrued Employee Benefits Liability

(In accordance with [Board Policy #4130](#) – Administration of Budget)

*Rationale: BOCES would like to use the Reserve for Accrued Employee Benefits (Compensated Absences) to accrue unused sick and vacation time for retirements effective in the 2019-2020 school year.*

**A motion is needed to authorize transferring up to \$162,000.00 into the Reserve for Accrued Employee Benefits Liability from the General Fund on June 30, 2020 to accrue unused accumulated leave time for those anticipated to separate from service in the 2020-2021 school year.**

XI. Reserve for Accrued Employee Benefits Liability

(In accordance with [Board Policy #4130](#) – Administration of Budget)

*Rationale: BOCES would like to use the Reserve for Accrued Employee Benefits (Compensated Absences) to pay out accrued sick and vacation time for retirements effective during the 2019-2020 fiscal year.*

**A motion is needed to authorize expending up to \$175,000 from the Reserve for Accrued Employee Benefits Liability to pay for unused accumulated leave time for those separating from service in the 2019-2020 school year.**

XII. Consent Agenda Items for Action

- Minutes of [May 14, 2020](#) Regular Meeting  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)
  
- Treasurer’s Report for period ending May 31, 2020  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances – May 31, 2020

General Fund	\$ 2,627,073.84
Federal Fund	\$ 325,053.88
Trust & Agency Fund	\$ 232.90
Payroll Fund	\$ 0.00
Capital Renovation Project	\$ 12,502.43
Capital Equipment Reserve	\$ 237,916.90

B. Current Budget Allocation – May 31, 2020

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

General Fund Budget..... \$ 70,045.233.08

- [Donations](#)  
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)
  - Seaway Tech Surplus Items – donations to component districts

- [Local Bids](#)  
(In accordance with [Board Policy # 4310](#) – Purchasing Policy)
  - Surplus items from Northwest Tech to highest bidder.
  
- [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:**

- **Canton Central School District for six (6) network printers with Advanced Business System which was approved by their Board of Education at their May meeting.**
- **Hermon-Dekalb Central School District for one (1) network printer with RICOH which was approved by their Board of Education at their June 1, 2020 meeting.**

**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.**

- [Certification Re-Approval of One \(1\) CTE Program](#)  
(In accordance with [Board Policy #7170](#) – Instructional Technology)

Re-approval:

- Health Careers

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

XIII. [Reports](#)

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

XIV. Discussion Items

- [Data Privacy and Security – Board Policy # 5676](#)  
(In accordance with [Board Policy #1410](#) – Formulation, Amendment, and Adoption of Policy)

This policy was provided as an Informational Item under Step 1 of the adoption process in the pre-Board of Education packet to Board members. The item being listed under Discussion Items is Step 2 in the adoption process. The Board can adopt this policy or move it to the July 2, 2020 meeting for Step 3 – Adoption.

XV. Information Items

- Update on Facilities – K. Perretta

XVI. Presentations

XVII. Other

XVIII. Pass-Around Information

XIX. Adjournment