



**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, July 2, 2020 – 4 p.m.

**Board of Education Goals
2019 - 2020**

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.

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 William Cartwright, Michael Miller, and Kevin Wells, each a three-year term, July 1, 2020 through June 30, 2023. (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 2020 - 2021 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 2020 - 2021 fiscal year.

A motion is needed to nominate the Board President for the 2020 - 2021 fiscal year.

C. Election of 2020 – 2021 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 2020 - 2021 fiscal year.

- D. Nomination of 2020 - 2021 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 2020 - 2021 fiscal year.

A motion is needed to nominate the Board Vice President for 2020 - 2021 fiscal year.

- E. Election of 2020 – 2021 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 2020 - 2021 fiscal year.

- F. Administration of Oath of Office to the Elected Officers for 2020 - 2021

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

- G. Appointment of 2020 - 2021 School District Officers
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2020 - 2021 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**
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. **LEA Designee – Asbestos Handling/Reporting – Kevin Perretta**
14. **Liaison for Homeless Children and Youth – Jill Farrand**
15. **Compliance Program Plan Officer (Medicaid) – Lori Murray**

16. Re-establishment of Audit Committee Members (Roger Bennett, **Marjorie McCullough**)

17. Chief Information Officer – Darin Saiff

18. Chief Information Security Officer – Lori Remington

19. Data Protection Officer – Darin Saiff

20. BOCES Integrity Officer for SED Test Security – Thomas Burns

21. Title IX Civil Rights Officer

a. For Students – Darin Saiff

b. For Employees – Marshall Fiese

H. Appointment of 2020 - 2021 Designations

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

A motion is needed to appoint the following 2020 - 2021 Designations:

1. **Official Bank Depositories – Community Bank NA, NYCLASS, and Chase Bank**
2. **Regular Monthly Meetings as follows:**

Month	Date	Time
August	Thursday, August 20	4 pm
September	Thursday, September 10	6 pm
October	Thursday, October 8	6 pm
November	Thursday, November 12	6 pm
December	Thursday, December 10	4 pm
January	Thursday, January 14	6 pm
February	Thursday, February 11	6 pm
March	Thursday, March 11	6 pm
April	** Tuesday, April 13	4 pm
May	Thursday, May 13	6 pm
June	Thursday, June 3	5:30 pm

3. **Official Newspaper – Johnson Newspaper Corporation**

I. Appointment of 2020 - 2021 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 2020 - 2021 Fiscal Year

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

A motion is needed to establish the mileage rate for the 2020 - 2021 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 2020 - 2021 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. (James Lattimer & James Young for 2019-2020)

N. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2020 - 2021 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 2020 - 2021 school year.

O. Dignity Act Coordinators for 2020 - 2021 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 Bouchee, Emily McGregor, Lori Murray, Jacqueline Bill, Julie Austin-Kormanyos, and Rachel O'Donnell

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

P. 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

Q. 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: Marshall Fiese

**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 4, 2020 Meeting](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)
- [Treasurer's Report for period ending June 30, 2020](#)
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

General Fund	\$ 1,181,590.00
Federal Fund	\$ 211,290.56
Trust & Agency Fund	\$ 199.12
Payroll Fund	\$0.00
Capital Fund	\$ 20,336.28
Capital Equipment Reserve	\$ 237,918.85

B. Current Budget Allocation

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

General Fund Budget..... \$ 69,944,627.02

- [Establish Hourly/Per-Diem/Stipend Rates for 2020 - 2021 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 2020-January 2021
(SLL/JL/FEH/Clinton/Essex BOCES)**

- [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)
- [Local Bids](#) (Seaway Tech Surplus)
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)

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 2020-2021 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan

WHEREAS, the St. Lawrence-Lewis BOCES 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 School District to select the Superintendent or a designee to serve on the Plan’s Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Nicole Ashley to serve as the School District’s representative on the Plan’s Board of Directors; and

RESOLVED FURTHER, that the Board of Education hereby designates Thomas Burns to serve as an alternate district representative on the Plan’s Board of Directors should the district’s representative not be able to attend a Board of Director’s meeting.

3. Resolution to Appoint a 2020-2021 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan

WHEREAS, the St. Lawrence-Lewis BOCES is a participant in the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan; and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Nicole Ashley to serve as the School District's representative on the Plan's Board of Directors; and

RESOLVED FURTHER, that the Board of Education hereby designates Thomas Burns to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.

4. 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 New York, New York, Saturday, October 31, 2020.

5. 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).

6. Agreement between Massena Mall and St. Lawrence-Lewis BOCES
(In accordance with [Board Policy #4510](#) – Facilities Planning)

A motion is needed to approve the three-year lease agreement between the Massena Mall "St. Lawrence Centre" and St. Lawrence-Lewis BOCES. The term of the agreement shall be \$400 per month for the period of August 1, 2020 through July 30, 2023.

7. Amendment to the District Superintendent's Employment Agreement
(In accordance with [Board Policy #1310](#) – Power & Duties of the Board & 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 2, 2020.

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 3D Bear, A+ Educators, Accelerate Learning, Achieve3000, American Reading, Amplify Education, Inc., Aperture Education, Bird Brain, BK Interactive, Blocks, Bloomboard, Brain Hurricane, Brain Pop, Bridges Transitions, Buncee, Carnegie Learning, Certica, CharmTech Labs LLC, Chester Technical Services, Classcraft, ClassLink, Core Four, Code HS, Code Monkey, Codesters, Curriculum Associates, Curriculum Technology, Defined Learning, Dell Advanced Learning Partnerships Firm, Discovery Education, Dreambox, EBSCO, Edgenuity, Edmentum, eDoctrina, Exact Path, Study Island, Reading Eggs, Exact Path, EdPuzzle, Educational Vistas, EduPlanet, Eduporium, eSpark, ExcelSoft, Explore Learning, Fresh Grade, Flocabulary Inc, Frontline, Gale, Go Guardian, Hapara, High School Esports League, Hobsons, Inc., Houghton Mifflin, iDesign, Illuminate Education, Imagine Learning, Immersed Games, Impero, In position Technologies, Instructure, Interactive Media, Isafe, iStation, IXL Learning, JZA Training Systems Inc, Kinderlab Robotics, Kinems, Learning.com, Learning Ally, Learning Sciences, Learning Without Tears, Legends of Learning, Lego Education, Lexia Learning, Linkit, Logisoft, Maia Learning, Mad-Learn, Maker's Empire, Manage Mindfully, MAPS.com, Math Space, McGraw Hill, Mesa Cloud, Mind Research Institute, Moby Max, Modular Robotics, Mtelegence, Music First, MyStemKit, Nearpod, Newsela, No RedInk, Notable, NWEA, Oneder, Panorama, Pasco Scientific, Passport for Good, Pearson/SAVVAS Learning Company, Play Vs Inc., Performance Learning Systems, Power My Learning, PowerSchool, Qualtrics, Quaver, Reading Plus, Renaissance Learning, Rethink ED, Right Reason Technologies, RobotLab, Rosetta Stone, Rubicon West, Inc., SAVVAS/Pearson, Scantron, SchoolBinder, SchoolLinks, Scientific Learning, Second Step, Sensavis, Shmoop, SkyOP, Small Factory Innovations, Smart Science, Spider Learning, Standard for Success, Sunitex International, Vector Solutions, Verite Group, Inc., Tech4Learning, TEQ,

The Answer Pad, The Education Partners, The Graide Network, The Language Express, Thimble.io, Thrive Academics, VidCode, Vrogo, Waterford, Career Cruising, zSpace Inc, 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.

10. Joint Municipal Cooperative Bidding Program
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the St. Lawrence-Lewis BOCES, an educational/municipal corporation (hereinafter the “Participant”) is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the “Program”) in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES’ standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

A motion is needed to participate in the Joint Municipal Cooperative Bidding Program.

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

Rationale: This policy was provided as an Informational Item under Step 1 of the adoption process in the pre-Board of Education packet to the Board members and then was listed under Discussion Item for Step 2 for the June 4, 2020 Board meeting.

A motion is needed to approve the Data Privacy and Security Policy.

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

VI. Presentations

VII. Other

A. [Claims Auditor Report for Quarter Ending June 30, 2020](#)

VIII. Pass-Around Information

IX. Adjournment