



**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 3, 2021 – 5:30 pm

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**Board of Education Goals  
2020 - 2021**

St. Lawrence-Lewis BOCES is committed to work successfully with component districts across the region:

- To enhance and increase student achievement and 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 working with other educational partners, during the coming years of uncertain state aid, revenue, and budgets.
- Work with the Board of Education Facilities Committee and component school districts to complete upgrades at various sites through the BOCES CTE capital project and Energy Performance Contract. The projects 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.
- Work with component districts to provide professional development for the implementation of instructional tools and strategies needed for effective hybrid and virtual instruction, as well as providing parents with the knowledge and skills needed to support their students with such instruction.
- 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.
- Continue 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. The Board of Education acknowledged the 2021-2022 BOCES retirees.

V. Acknowledgement of 2021-2022 Retirees

Hanan Almuti – 19 years of service  
Shelley Bayne – 22 years of service  
Karen Behm – 21 years of service  
Susan Bouchey – 30-1/2 years of service  
Jayne Carbone – 30 years of service  
Michelle Cote – 20 years of service  
Peggy Hayes – 21-1/2 years of service  
Robert Higgins – 11 years of service  
Benjamin Jones – 15-1/2 years of service  
Patrick Keenan – 20 years of service  
Lori Kingrey – 21-1/2 years of service  
Jane Lashombe – 29 years of service  
Kathy Lillie – 9 years of service  
Karen Locey – 20 years of service  
Brenda Mattice-Thurman – 23 years of service  
Carolyn McPherson – 30 years of service  
Jennifer Myers – 21 years of service  
Amy Pastuf – 2-1/2 years of service  
Mary Putney – 20 years of service  
Timothy Scagel – 15 years of service  
Ben Scharf – 30 years of service  
Anne Champine – 20 years of service  
Sue Sprague – 2-1/2 years of service  
Anna Trombley – 12 years of service  
Becky VanOrnum – 16-1/2 years of service

VI. Personnel – Attachment “A”

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

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 \$165,000, from the Unemployment Insurance Reserve for the 2020-2021 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 capital outlay. 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 \$100,000 (capital expenditure)**

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 2021-2022 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, 2021 to accrue unused accumulated leave time for those anticipated to separate from service in the 2021-2022 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 2020-2021 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 2020-2021 school year.**

VII. Closure of Account

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

*Rationale: The Memorial Trust bank account has had no activity since 2012. At the advice of our auditors, we suggest a motion to close the account.*

**A motion is needed to close the Memorial Trust bank account.**

VIII. 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:**

- Hammond Central School District for two (2) network printers with Advanced Business Systems which were approved at the Hammond Board of Education meeting on May 18, 2021.**

**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.**

IX. Consent Agenda Items for Action

- Minutes of Regular Meeting – [May 12, 2021](#) Board Meeting  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)
- Treasurer's Report for period ending May 31, 2021  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

|                            |    |
|----------------------------|----|
| General Fund               | \$ |
| Federal Fund               | \$ |
| Trust & Agency Fund        | \$ |
| Payroll Fund               | \$ |
| Capital Renovation Project | \$ |
| Capital Equipment Reserve  | \$ |

B. Current Budget Allocation

Budget Report  
District Billing

General Fund Budget..... \$

- Cooperative Bids  
(In accordance with [Board Policy #4310](#) – Purchasing Policy)
  - Furniture – 2021-2022
  - Musical Instruments and Supplies – 2021-2022
  - Audio Visual Equipment and Supplies – 2021-2022
  
- Donations  
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Bequests to BOCES)
  - One (1) 1990 Dyanpac steel two drum roller to Southwest Technical Center from the Town of Fowler Highway Department with an approximate value of \$3,000.00.
  - Donation of the following kitchen equipment:
    - Stainless Steel Prep Tables – Watertown City School
    - Stainless Steel Prep Tables, Utility Carts, Meat Slicer, and Shelving – Ag Academy
    - Utility Carts – Clifton Fine Central School
    - Ice Machines and stand – Colton-Pierrepoint Central School
    - Mixer with Stand & Attachments – Potsdam Central School
    - Two Bay Sink – Gouverneur Central School
    - Shelving – Massena Central School
    - Reach in Cooler – Norwood Norfolk Central School
    - Food Chopper – Morristown Central School
    - Food Slicer and Cart – Edwards-Knox Central School
  
- Intermunicipal Cooperation Agreement – Town of Fowler  
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

Approval of the Inter municipal Cooperation Agreement between St. Lawrence-Lewis BOCES and the Town of Fowler for purposes of shared resources in the undertaking of public works or other municipal and/or education related projects and services for the period of July 1, 2021 – June 30, 2022.

- Certification Re-Approval of X CTE Program

**A motion is needed to approve the above consent.**

X. Reports

A. Thomas R. Burns, District Superintendent

B. Darin Saiff, Assistant Superintendent for Instruction

XI. Discussion Items

XII. Information Items

A. Update on Facilities – K. Perretta

XIII. Presentations

XIV. Other

XV. Pass-Around Information

XVI. Adjournment