



**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 1, 2021
BOE APPROVED: July 21, 2021**

The regular and re-organizational meetings of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties were held on Thursday, July 1, 2021 at the Educational Services Center, 40 W. Main Street, Canton, New York beginning at 4:00 pm.

Roll Call:

Present: Roger Bennett, James Lattimer, Jack Zeh, Ward Remington, William Cartwright, Cindy McLean, Michael Miller, Michael Davis, and Kevin Wells (arrived at 4:44 pm)

Others Present: Thomas Burns, Darin Saiff, Nicole Ashley, Maureen Bouchey, Renee' Langtry-Green, Jane Akins, Marshall Fiese, Kevin Perretta, and Jill Farrand

All members stood for the Pledge of Allegiance.

ORGANIZATIONAL ACTION ITEMS:

PUBLIC HEARING A Public Hearing was held regarding the District-wide Safety Plan. This plan will be available on the St. Lawrence-Lewis BOCES website for the next 30 days to allow the public the ability to comment. This plan will be brought to the Board of Education for approval at the August 19, 2021 meeting.

Appointments Maureen Bouchey, District Clerk was appointed as temporary chairman and called the meeting to order.

Maureen Bouchey, District Clerk administered the Oath of Office to board members James Lattimer, Ward Remington, and Jack Zeh for three-year terms (July 1, 2021 – June 30, 2024).

Maureen Bouchey, District Clerk administered the Oath of Office to District Superintendent Thomas R. Burns.

Maureen Bouchey, District Clerk opened the floor for nominations for President of the St. Lawrence-Lewis Counties Board of Cooperative Educational Services.

**No. 2022 – 001
NOMINATION
BOARD PRESIDENT**

Motion made by Zeh, seconded by McLean, to nominate Roger Bennett as President.

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

Yeas: All members present

Nays: None

**No. 2022 – 002
ELECTION OF
BOARD PRESIDENT**

Motion made by Zeh, seconded by Miller, to cast one ballot for Roger Bennett as President of the Board of Education for the St. Lawrence-Lewis Counties Board of Cooperative Educational Services for the 2020-2021 school year.

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

Yeas: All members present

Nays: None

**No. 2022 – 003
NOMINATION
BOARD VICE-
PRESIDENT**

Motion made by Bennett, seconded by Davis, to nominate Jack Zeh as Vice-President.

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

Yeas: All members present

Nays: None

**No. 2022 – 004
ELECTION OF
BOARD VICE-
PRESIDENT**

Motion made by Bennett seconded by Remington, to cast one ballot for Jack Zeh as Vice-President of the Board of Education for the St. Lawrence-Lewis Counties Board of Cooperative Educational Services for the 2020-2021 school year.

(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, District Clerk administered the Oath of Office to President Roger Bennett and Vice-President Jack Zeh, each for a one-year term of office.

**No. 2022 – 005
APPOINTMENTS OF
2021-2022 SCHOOL
DISTRICT OFFICERS**

Motion made by Miller, seconded by Zeh.

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 2021-2022 fiscal year:

1. Clerk of the BOCES – Maureen Bouchey
2. Treasurer of the BOCES – Patti Rowan
3. Claims Auditor – Julia Stevenson
4. BOCES Attorney – Ferrara Fiorenza, P.C.
5. BOCES Educational Consortium – Hinman Straub
6. Records Retention and Disposition Officer – Patti Rowan
7. Records Access Officer – Patti Rowan
8. Records Management Officer – Nicole Ashley
9. External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.
10. Purchasing Agent – Darlene Bessette
11. Deputy Purchasing Agent – Molly Williams
12. LEA Designee – Asbestos Handling/Reporting – Kevin Perretta
13. Liaison for Homeless Children and Youth – Jill Farrand
14. Compliance Program Plan Officer (Medicaid) – Lori Murray
15. Re-establishment of Audit Committee Members (Bennett, Davis, and Miller)
16. Chief Information Officer – Darin Saiff
17. Chief Information Security Officer – Lori Remington
18. Data Protection Officer – Darin Saiff
19. BOCES Integrity Officer for SED Test Security – Thomas Burns
20. COVID-19 Safety Coordinator – Darin Saiff
21. Title IX Civil Rights Officer
 - a. For Students – Darin Saiff
 - b. For Employees – Marshall Fiese

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

Yeas: All members present
Nays: None

**No. 2022 – 006
APPOINTMENT OF
2021-2022
DESIGNATIONS**

Motion made by McLean, seconded by Miller.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following 2021-2021 Designations:

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

Month	Date	Time
August	Thursday, August 19	4 pm
September	Thursday, September 9	6 pm
October	Thursday, October 14	6 pm
November	Wednesday, November 10	6 pm
December	Thursday, December 9	4 pm
January	Thursday, January 13	6 pm
February	Thursday, February 10	6 pm
March	Thursday, March 10	6 pm
April	Thursday, April 7	4 pm
May	Thursday, May 12	6 pm
June	Thursday, June 2	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. 2022 – 007
2021-2022
AUTHORIZATIONS**

Motion made by Zeh, seconded by Cartwright.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the follow 2020-2021 Authorizations:

1. District Superintendent to certify payroll
2. Designation of Treasurer to 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 Meeting)

Yeas: All members present

Nays: None

**No. 2022 – 008
BONDING OF
PERSONNEL**

Motion made by Davis, seconded by Remington.

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. All employees who handle cash
3. 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. 2022 – 009
MILEAGE RATE FOR
2021-2022**

Motion made by McLean, seconded by Miller.

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 2021-2022 fiscal year at the IRS allowed reimbursement rate.

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

Yeas: All members present

Nays: None

**No. 2022 – 010
RE-ADOPTION OF
BOARD POLICIES**

Motion made by Zeh, 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 2021-2022 fiscal year.

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

Yeas: All members present

Nays: None

**No. 2022 – 011
APPOINTMENT
LEGISLATIVE
LIAISON FOR
NYSSBA**

Motion made by Miller, 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 appointment of James Lattimer to serve as the Legislative Liaison and Michael Davis as the alternate for NYSSBA for the 2021-2022 school year.

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

Yeas: All members present

Nays: None

**No. 2022 – 012
PARTICIPATE IN ST.
LAWRENCE-LEWIS
BOCES
[COOPERATIVE
PURCHASING
PROGRAMS](#) FOR
2021-2022**

Motion made by Davis, 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 2021-2022 school year.

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

Yeas: All members present

Nays: None

**No. 2022 – 013
DIGNITY ACT
COORDINATORS
2021 – 2022**

Motion made by Davis, 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 Dignity Act Coordinators for the 2021 – 2022 school year, in accordance with the Dignity for All Students Act:

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

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

(In accordance with the Dignity for All Students Act)

Yeas: All members present

Nays: None

REGULAR MONTHLY MEETING

**No. 2022 – 014
CONSENT AGENDA**

Motion made by Remington, 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 consent agenda items:

[Minutes of June 3, 2021 Meeting](#)

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

[Cooperative Bids](#)

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

- PPE

[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, Southwest, Northwest Tech Centers & ESC Surplus)
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, and Requests to BOCES)

Donations

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

- Donation of individual hand sanitizers from the Massena Wal-Mart to the Special Education Department with a value of \$75.00.

Staff Conference

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

- Darin Saiff and Jill Farrand SCDN Meetings in Albany for 2021-2022 school year.
- Thomas Burns to attend the Advocacy Conference with AASA The School Superintendents Association in Washington, DC from July 12 – 16, 2021.
- Thomas Burns to attend the District Administration Leadership Institute Conference (DALI) in Tucson, Arizona from November 2 – 6, 2021.
- Thomas Burns to attend the AASA – The School Superintendents Association Annual Conference in Nashville, TN from February 16 – 19, 2022.

Yeas: All members present

Nays: None

No. 2022 - 015
PERSONNEL

Motion made by Davis, seconded by Miller.

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, & Appt. of Personnel)

Yeas: All members present

Nays: None

No. 2022 - 016
DESIGNATION FOR
THE ST.
LAWRENCE-LEWIS
COUNTIES SCHOOL
DISTRICT
EMPLOYEES
MEDICAL PLAN

Motion made by Zeh 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:

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.

Yeas: All members present

Nays: None

**No. 2022 - 017
DESIGNATION FOR
THE ST.
LAWRENCE-LEWIS
COUNTIES SCHOOL
DISTRICT
EMPLOYEES
WORKERS'
COMPENSATION
PLAN**

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:

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.

Yeas: All members present

Nays: None

**No. 2022 - 018
DELEGATE &
ALTERNATE FOR
NYSSBA**

Motion made Miller by seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby elect James Lattimer as the Voting Delegate and William Cartwright as the Voting Alternate to serve at the NYSSBA's annual business meeting and convention in New York, New York from October 24-26, 2021.

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

Yeas: All members present

Nays: None

**No. 2022 - 019
STANDARD WORK
DAY**

Motion made by Davis seconded by Lattimer.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does 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. 2022 - 020
[EMPLOYMENT](#)
[AGREEMENT](#) –
THOMAS R. BURNS

Motion made by Zeh 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 Amendment to the District Superintendent’s Employment Agreement between the Board of BOCES and the District Superintendent dated July 1, 2021.

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

Yeas: All members present
Nays: None

No. 2022 - 021
SPECIAL COUNSEL

Motion made by Zeh 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 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. 2022 – 022
EMERGENCY
RESPONSE PLANS
(ERP)

Motion made by Davis 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 Technical Center Emergency Response Plans (ERP) for Northwest Technical Center, Southwest Technical Center, and Seaway Technical Center.

(In accordance with [Board Policy #4510](#) – Facilities Planning

Yeas: All members present
Nays: None

No. 2022 – 023
LOCAL BID – SOLID
WASTE DISPOSAL
SERVICE

Motion made by Lattimer 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 Local Bid Award for Solid Waste Disposal Service to Casella Waste Services, Inc., low bidder meeting specifications, July 1, 2021 through June 30, 2024.

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

Yeas: All members present

Nays: None

**No. 2022 - 024
JOINT MUNICIPAL
COOPERATIVE
BIDDING PROGRAM**

Motion made by Lattimer, 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:

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.

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

Yeas: All members present

Nays: None

**No. 2022 – 025
LOCAL BID**

Motion made by Davis, seconded by Zeh.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Local Bid Award for the AMADA VT455 Vertical Tilt-Frame Bandsaw and the Second Standard Vice Option (quantity 1) to AirGas USA, LLC., low bidder meeting specifications, in the amount of \$24,750 for the bandsaw and \$650 for the vice for a total of \$25,400.00.

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

Yeas: All members present

Nays: None

**No. 2022 – 026
INSTALLMENT
PURCHASES**

Motion made by McLean, seconded by Miller.

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:

- Madrid-Waddington Central School District for three (3) network printers with Usherwood which will be approved by the Madrid-Waddington CSD Board of Education meeting on July 6, 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.

(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

Presentations:

None

Other:

[Claims Auditor Report](#) for Quarter Ending June 30, 2021

Pass-Around Info:

None

**No. 2022 - 027
ADJOURNMENT**

Motion made by Davis, seconded by Remington to adjourn the meeting at 5:22 p.m.

Yeas: All members present

Nays: None

Maureen A. Bouchey, District Clerk