



**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 1, 2021 – 4 p.m.

**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.

PUBLIC HEARING - [District-Wide Safety Plan](#) – Following this public hearing a 30 day public comment period will be held with the anticipated adoption of the Plan at the August 2021 Board meeting.

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 John Zeh, James Lattimer, and Ward Remington, each a three-year term, July 1, 2021 through June 30, 2024. (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 2021 - 2022 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 2021 - 2022 fiscal year.

A motion is needed to nominate the Board President for the 2021 - 2022 fiscal year.

- C. Election of 2021 – 2022 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 2021 - 2022 fiscal year.

- D. Nomination of 2021 - 2022 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 2021 – 2022 fiscal year.

A motion is needed to nominate the Board Vice President for 2021 - 2022 fiscal year.

- E. Election of 2021 – 2022 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 2021 - 2022 fiscal year.

- F. Administration of Oath of Office to the Elected Officers for 2021 - 2022

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

- G. Appointment of 2021 - 2022 School District Officers
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2021 - 2022 BOCES Officers:

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 (Roger Bennett, Michael Davis)**
- 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**

H. Appointment of 2021 - 2022 Designations
 (In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

A motion is needed to appoint the following 2021 - 2022 Designations:

- 1. **Official Bank Depositories – Community Bank NA, NYCLASS, and 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**

- I. Appointment of 2021 - 2022 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;**
- 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. All employees who handle cash**
- 3. All persons and positions required by law or regulation to be bonded**

- K. Establish Mileage Rate for 2021 - 2022 Fiscal Year
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

A motion is needed to establish the mileage rate for the 2021 - 2022 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 2021 - 2022 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 2020-2021)

N. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2021 - 2022 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 2021 - 2022 school year.

O. Dignity Act Coordinators for 2021 - 2022 School Year

(In accordance with the Dignity for All Students Act)

A motion is needed to 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

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

ACTION ITEMS – Regular Meeting

I. Consent Items for Approval:

- [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 Bequests 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.

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. Appoint a 2021-2022 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. Appoint a 2021-2022 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, October 24-26, 2021.

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. 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 District Superintendent’s Employment Agreement between the Board and District Superintendent dated July 1, 2021.

7. 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.

8. Approval of Technical Center Emergency Response Plans (ERP)
(In accordance with [Board Policy #4510](#) – Facilities Planning

- a. Northwest Technical Center
- b. Southwest Technical Center
- c. Seaway Technical Center

A motion is needed to approve the Technical Center Emergency Response Plans for the 2021-2022 school year.

9. Local Bid - Solid Waste Disposal Service
(In accordance with [Board Policy #4310](#) – Purchasing Policy)

A motion is needed to 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.

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. Local Bid

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

A motion is needed to 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.

12. 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:

- **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.

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, 2021](#)

VIII. Pass-Around Information

IX. Adjournment