



**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: March 9, 2023  
BOE APPROVED: April 5, 2023**

The regular meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, March 9, 2023 at the Educational Services Center, 40 W. Main Street, Canton, New York beginning at 6:00 pm.

**Roll Call:**

- Present:** Roger Bennett, Ward Remington, Cindy McLean, Michael Miller, William Cartwright, and Jack Zeh
- Excused:** Kevin Wells, Michael Davis, James Lattimer
- Others Present:** Thomas Burns, Maureen Bouchey, Nicole Ashley, Kevin Perretta, Jane Akins, Johnathan Hirschey, Marshall Fiese, Lori Remington, and Julie Austin-Kormanyos
- Mary Smith, Courtney Chichester, Dillion Chichester (left meeting at 6:07 pm)  
Rachel Holz and Moriah Warren (left meeting at 6:38 pm)

All members stood for the Pledge of Allegiance.

At 5:30 pm the Board of Education celebrated the employees who have been granted tenure in the main lobby of the ESC building.

Following the opening for the Board meeting, all employees who had received tenure from the period of January 1, 2022 through January 1, 2023 were recognized:

Teacher Assistants: Kyle Sovie, Amy Lavalley, Melissa Sunderland, Jamie Bennett, Elizabeth Hobkirk, Howard Walrath, Billi Jo Lapiene, Misty Hollenbaugh, Mary Smith, Pamela Whitmarsh, Allison St. John, Jessica Plonka, Brooke Erickson, Grace Middelstaedt, Linda Logan, Nola Forjone

Administrator: Lori Sheffield

Teachers: Vicky Garrabrant, Carrie Runner, Rachel Holz, Matthew Hosmer, Courtney Chichester, Alicia Pirie, Dillion Chichester, Theresa Fiorentino

**No. 2023 - 101** Motion made by Zeh seconded by Miller.  
**ALL PERSONNEL**  
**BOARD ACTION AS**  
**FOLLOWS:**

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. 2023 – 102  
JOINT MUNICIPAL  
COOPERATIVE  
BIDDING  
AGREEMENT –  
EASTERN SUFFOLK  
BOCES**

Motion made by McLean, 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 following resolution:

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, evaluating bids, awarding via Eastern Suffolk BOCES Board approval, 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.

This Resolution solely applies to the Cross Contact for Bid: Network Copier.

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

Yeas: All members present

Nays: None

**No. 2023 – 103  
JOINT MUNICIPAL  
COOPERATIVE  
PURCHASING  
PROGRAM – CiTi  
BOCES (WATER  
TESTING AND  
SAMPLING  
SERVICES)**

Motion made by Remington, 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 resolution:

WHEREAS, The Cooperative Purchasing Service is a plan of a number of public school districts in the Oswego County Board of Cooperative Educational Services Area in New York (known as the Center for Instruction, Technology & Innovation [CiTi]), to bid jointly for water testing and sampling services, and

WHEREAS, St. Lawrence-Lewis BOCES (hereinafter the “Participant”) is desirous of participating with Oswego County Board of Cooperative Educational Services/CiTi and other Boards of Cooperative Educational Services and public school districts in the joint bidding of the services mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The participant wishes to appoint the Oswego County Board of Cooperative Educational Services/CiTi to advertise for bids, accept bids, tabulate bids and award bids on their behalf; therefore

BE IT RESOLVED, The participant hereby appoints Oswego County Board of Cooperative Educational Services/CiTi to represent it in all matters relating above, and designates the Oswego County Board of Cooperative Educational Services/CiTi designated newspaper(s) as the legal publication(s) for all Cooperative Purchasing bid notifications, and,

BE IT FURTHER RESOLVED, The participant authorizes the Oswego County Board of Cooperative Educational Services/CiTi to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned services, and,

BE IT FURTHER RESOLVED, The participant agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating districts; (3) abide by the Award of the Oswego County Board of Cooperative Educational Services/CiTi; (4) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

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

Yeas: All members present

Nays: None

**No. 023 – 104  
NYS DISTANT  
LEARNING**

Motion made by Miller, seconded by McLea.

**CONTRACT  
CONSORTIUM**

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 NYS Distance Learning Contract Consortium for the 2023-2024 school year with the understanding that the BOCES pays one center to RFP and bid DL software applications. The cost associated is \$2,400.00.

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

Yeas: All members present

Nays: None

**No. 2023 – 105  
NYS  
INSTRUCTIONAL  
CONTRACT  
CONSORTIUM**

Motion made by McLean, 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 participation in the NYS Instructional Contract Consortium for 2023-2024 school year with the understanding that each BOCES pays one center to RFP and bid instructional software applications which are procured through Instructional Technology (6360) CoSers and supported by professional development and training through Model Schools (6368). The cost associated is \$5,700.00.

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

Yeas: All members present

Nays: None

**No. 2023 – 106  
INSTALLMENT  
PURCHASES**

Motion made by McLean, 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 installment purchases for Hermon-Dekalb Central School for one (1) photocopier/scanner/printer with Ricoh, Inc. The Hermon-Dekalb Central School District approved the installment purchase at their March 8, 2023 Board of Education 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.

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

Yeas: All members present

Nays: None

**No. 2023 - 106  
CONSENT AGENDA**

Motion made by Remington, 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 consent agenda:

- Minutes of Regular Board Meeting – [February 9, 2023](#)  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)
- Treasurer’s Report for period ending February 28, 2023  
(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

A. Account Balances

General Fund	\$ 5,821,325.29
Federal Fund	\$ 1,139,105.27
Trust & Agency Fund	\$ 782.88
Payroll Fund	0.00
Capital Renovation Project	\$ 1,616,493.54
Capital Equipment Reserve	\$ 205,239.41

B. Current Budget Allocation

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

General Fund Budget ..... \$ 74,498,343.39

- Cooperative Bids  
(In accordance with [Board Policy #4310](#)– Purchasing Policy)
  - Produce for March-April 2023
- Staff Conference  
(In accordance with [Board Policy #5211](#)– Travel Expenses/Conference Approval)
  - Courtney Chichester to attend the Dream BIG ASCA Annual Conference in Atlanta, Georgia from July 14 through July 19, 2023.
  - Mike Ells, Dave Denny, Russell Stewart, and Kelly Tiernan to attend Electric and Autonomous Vehicles Train the Trainer Seminar at Hudson Valley Community College from May 21 through May 27, 2023.
- Transfer of Copier from SLLBOCES to Massena CSD  
(In accordance with [Board Policy #4310](#)– Purchasing Policy)
  - Transfer one (1) copier (tag #35190) to Massena Central School with a value of \$1,000.00.

Yeas: All members present

Nays: None

**Reports**

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

**Informational Items**

Update on Facilities – K. Perretta  
Regent Catania Dinner – Wednesday, March 22, 2023 at Seaway Tech Center

**Discussion Items**

None

**Presentation**

Moriah Brady and Rachel Holz, Crossroads/Potsdam Annex Program  
Lori Remington, Annual Required 23NYCRR500 (The Plan) and Ed Law 2d Cyber Reports

**No. 2023 – 107  
EXECUTIVE  
SESSION**

Motion made by McLean, seconded by Remington.  
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby enter into executive session to discuss a particular person leading to discipline/dismissal and to discuss collective negotiations at 7:22 pm.

Yeas: All members present  
Nays: None

The Board returned to regular session at 7:45 pm.

**No. 2023 – 108  
DISTRICT SUPT.  
SALARY  
JULY 1, 2023 –  
JUNE 30, 2024**

Motion made by Cartwright, seconded by Miller.  
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES does hereby approve the salary (local BOCES share) of the District Superintendent of \$164,751 effective July 1, 2023 through June 30, 2024, which is at the New York State Statutory Salary Cap for District Superintendents.

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

Yeas: All members present  
Nays: None

**No. 2023 – 109  
ADMINISTRATORS  
AND NON-UNIT  
AGREEMENT**

Motion made by McLean, seconded by Remington.  
Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES does hereby approve the following agreement for the Administrators' and Non-Unit members for the 2023-2024 and 2024-2025 school years:

- Salary (for both Administrative members and Non-Unit members) 2023-2024 -- Four and a quarter percent (4.25%) salary increase with a health insurance contribution increase of one half percent (.5%) which will bring

the health insurance contribution from 11% to 11.5% for Administrators and 6% to 6.5% for Non-Unit members.

- Salary (for both Administrative members and Non-Unit members) 2024-2025 -- Four and a quarter percent (4.25%) salary increase with a health insurance contribution increase of one half percent (.5%) which will bring the health insurance contribution from 11.5% to 12% for Administrators and 6.5% to 7% for Non-Unit members.
- Change in the retirement date language to say:
  - For employees retiring after June 30, 2017 and on/or before June 30, 2026, the BOCES shall be responsible for the same percentage of the premium cost for individual coverage as in the member's final year of active service and seventy-five (75%) percent of any additional premium cost for dependent coverage.
  - For employees retiring after June 30, 2026, the SLL BOCES shall be responsible for the same percentage of the premium cost for individual coverage applicable to currently active Administrators/Non-Unit members and 75% of any additional premium cost for dependent coverage.
- Health Insurance Buy Out

A health insurance buyout shall be available to employees who are not eligible for coverage under a shared policy within the SLL Counties School District Employees Medical Plan.

The annual buyout shall be based on member eligibility. Members eligible for individual coverage shall receive a buyout of \$2,000. Members eligible for two-person coverage shall receive a buyout of \$4,000. Members eligible for family coverage shall receive a buyout of \$6,000. Members must apply annually to the Business Office for payment in lieu of coverage. For married employees, the application shall include signature of the spouse of the until member, indicating awareness and approval of the applications. Applications shall be for the period of July 1<sup>st</sup> through June 30<sup>th</sup>, and must be submitted by May 30 of the previous fiscal year.

Payment for the buyout will be included in the final check for the year that the active member does not receive coverage. If during the fiscal year, the District active member applies for reinstatement due to loss of coverage, the amount will be prorated and paid in the final check of that year. Proper documentation of the loss of coverage must be provided along with the required plan documents for immediate reinstatement.

Employees in their final year of employment can exercise the buyout for less than the full year. They will be covered by the District's Health Plan immediately after applying for reinstatement three months prior to retirement.

- Remote Days (for Administrative group only)

Episodic remote work may be allowed with supervisor approval, up to two (2) days per school year. This will be tracked through the attendance system.

(In accordance with [Board Policy #5230](#) – Negotiations)

Yeas: All members present

Nays: None

**No. 2023 - 110  
ADJOURNMENT**

Motion made by McLean seconded by Miller to adjourn the meeting at 7:47 pm.

Yeas: All members present

Nays: None

**Maureen A. Bouchey, District Clerk**