

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
FRANKLIN-ESSEX-HAMILTON COUNTIES**

DATE: October 18, 2017

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Thomas O'Bryan, Elizabeth R. Forsell, John G. Swanston, Donald A. Whitmore, III

MEMBERS ABSENT: Jason C. Brockway, Donna J. Kissane, Richard M. Preston, Richard A. Retrosi,

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent (Excused)
Stacy M. Vincent, Director of Management and Finance
Jamie O'Dell, Business Manager (Left meeting at 6:50 PM)

VISITORS: Carl Seyfarth, Andy Casue, Mary Dickerson, Julie Austin-Kormanyos, Denise Luka

**CALL TO ORDER AND
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 6:30 P.M. by President Egan followed by the Pledge of Allegiance.

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mrs. Forsell moved, seconded by Mr. O'Bryan that the minutes of the regular meeting of September 21, 2017 be approved.

Yes - 5
No - 0, motion carried

**APPROVAL OF FINANCIAL
REPORTS:** Following discussion, Mr. Whitmore moved, seconded by Mr. Swanston that the revised Treasurer's Reports for July and August and that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of September be approved.

Yes - 5
No - 0, motion carried

**ACCEPTANCE OF
INDEPENDENT AUDIT
REPORT:**

Carl Seyfarth, Independent Auditor, presented the Independent Audit Report for the year ending June 30, 2017 to the Board, acting as the Audit Committee of the Whole. Following discussion, Mr. Swanston moved, seconded by Mr. Whitmore that the Board, acting as the Audit Committee of the Whole, accept the Independent Audit Report for the year ending June 30, 2017 as prepared by Seyfarth & Seyfarth, CPAs, P.C.

Yes - 5

No - 0, motion carried

**REPORT ON THE
INTERNAL AUDIT:**

Following discussion, Mr. O'Bryan moved, seconded by Mr. Swanston that the Board, acting as the Audit Committee of the Whole, accept the Internal Audit Report for the year ending June 30, 2017 as prepared by Hoffman, Eells & Gray, CPAs, P.C.

Yes - 5

No - 0, motion carried

PRESENTATION:

Mary Dickerson, Julie Austin-Kormanyos and Denise Luka gave a presentation on Program Statistics & Results for CTE, Regional Summer School, P-TECH Summer and Alternative Education.

EXECUTIVE SESSION:

Mr. O'Bryan moved, seconded by Mrs. Forsell that the Board enter into an executive session to discuss the employment status of a specific individual.

Yes - 5

No - 0, motion carried

The Board entered into an executive session at 7:10 P.M.

Mrs. Forsell moved, seconded by Mr. Swanston that the Board leave the executive session.

Yes - 5

No - 0, motion carried

The Board left executive session at 7:22 P.M.

RESIGNATION:

Mr. Whitmore moved, seconded by Mr. O'Bryan that the following resignation be accepted:

Mary Jo Dickerson – Principal (Due to Retirement) Effective 01/01/18

Yes - 5

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Swanston that the following individuals be appointed as Part-time and Occasional Employees:

Extra Program Employment

Tara Ellis – Registered Professional Nurse (Up to 3 hours through 12/23/17)
Barbara Hart – English Teacher (Up to 100 hours through 06/23/18)
Susan Johnston – Occupational Therapist (Up to 100 hours through 06/23/18)
Kaitlin Tebo – Speech & Hearing Handi. Teacher (Up to 100 hours through 06/23/18)
John Benware – Registered Professional Nurse (Up to 20 hours through 12/23/17)
Christopher Gagne – Special Education Teacher (Up to 270 hours through 06/23/18)
Kama Seal – Speech & Hearing Handi. Teacher (Up to 100 hours through 06/23/18)

Extra Program Employment for Director of Facilities - \$34.62 Per Hour

Shaun Lawrence (Up to 40 hours for snow plowing)

Bus Driver Training

Daniel Shumway (Retro to 07/01/17)

Substitute

Mary Jo Dickerson (Administrative Agency Wide/Teacher AEC Only)

Adult Education Instructors (CNA Program) - \$40 Per Hour

Mickey Denny (Up to 150 hours 11/22/17 through 12/31/17)
Patricia Ventiquattro (Up to 20 hours 11/22/17 through 12/31/17)
Jennifer Sienkiewicz (Up to 10 hours 11/22/17 through 12/31/17)
Donna Bombard (Up to 10 hours 11/22/17 through 12/31/17)

Adult Education Instructors (CNA Program) - \$40 Per Hour

Mickey Denny (Up to 230 hours 01/08/18 through 03/02/18)
Patricia Ventiquattro (Up to 20 hours 01/08/18 through 03/02/18)
Jennifer Sienkiewicz (Up to 10 hours 01/08/18 through 03/02/18)
Donna Bombard (Up to 10 hours 01/08/18 through 03/02/18)

TASC Examiners - \$20 Per Hour

Brian Curtin, TASC Examiner, not to exceed 150 hours, 10/1/17-6/30/18
Rebecca Oey, TASC Examiner, not to exceed 80 hours, 10/1/17-6/30/18

CDOS Liaison 2017-18 - \$5,500

Bobbi Jo Wood – St. Regis Falls CSD

Yes - 5

No - 0, motion carried

POSITIONS TO BE FILLED:

Mr. Shafer informed the Board that at the present time the following positions are yet to be filled:

CDOS Coordinator (Currently located BOCES Wide)
Clerk (Anticipated – Currently located BOCES Central Office)
English Teacher 7-12 40% (Currently located North Franklin County Area)
Principal (Currently located at NFEC – Effective 01/02/18)
School Psychologist (Currently located NFCA)

Mr. Whitmore moved, seconded by Mr. O'Bryan that Mr. Shafer be authorized to fill all vacancies for the 2017-18 school year.

Yes - 5

No - 0, motion carried

**APPROVAL OF
CERTIFICATION OF
BALLOT RESULTS FOR
CAPITAL PROJECT:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that certification of Ballot Results for the Capital Project be approved as annexed to these minutes.

Yes - 5

No - 0, motion carried

**AUTHORIZATION FOR
PRESIDENT AND/OR
DISTRICT
SUPERINTENDENT TO
SIGN:**

Mr. O'Bryan moved, seconded by Mr. Whitmore that the President and/or District Superintendent be authorized to sign:

Agreement with OneWorksource in connection with Home Health Aide Training

Yes - 5

No - 0, motion carried

**AUTHORIZATION TO
SCRAP 2002 CHEVROLET
IMPALA:**

Stephen Shafer reviewed considerations and options with the Board in regard to scrapping the 2002 Chevrolet Impala which was used for instructional purposes at the Adirondack Educational Center.

Following discussion, Mr. O'Bryan moved, seconded by Mrs. Forsell that the BOCES be authorized to scrap the 2002 Chevrolet Impala.

Yes - 5

No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETINGS:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

Training for Successful Administration of School Construction Projects – 11/8/17 (9:00 am – 2:30 pm)

Yes - 5

No - 0, motion carried

**AUTHORIZATION TO BID
BOCES EQUIPMENT ON
AUCTIONS
INTERNATIONAL:**

Mr. Shafer informed the Board regarding the need to bid the following on Auctions International:

Clarke Alto Extractor
Mastercraft high speed burnisher
Alto Summit 12
2' x 6' Carpenter Table
22' Adirondack Canoe (partially built)
Snap On Wheel Tire Balancer
Delta Unisaw
4' x 8' Carpenter Table
Clarke Vacuum
Lucent Phones
Flexible Shaft Cement Vibrator

for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Whitmore moved, seconded by Mr. Swanston that the BOCES be authorized to accept bids.

Yes - 5
No - 0, motion carried

**CONSIDERATION OF
AUCTIONS
INTERNATIONAL BID
RESULTS:**

Mr. Shafer and the Board reviewed Auctions International bid for the 2000 Honda Civic in the amount of \$240.00.

Following discussion, Mr. Whitmore moved, seconded by Mr. O'Bryan that the bid submitted to Auctions International in the total amount of \$240.00 be accepted.

Yes - 5
No - 0, motion carried

**AUTHORIZATION TO
PROCEED WITH
ANNEXATION OF AEC
PROPERTY INTO THE
VILLAGE OF SARANAC
LAKE IN CONNECTION
WITH THE CAPITAL
PROJECT:**

Mrs. Forsell moved, seconded by Mr. O'Bryan to proceed with the annexation of AEC property into the village of Saranac Lake in connection with the Capital Project and that the resolution be annexed to these minutes.

Yes - 5
No - 0, motion carried

**DISCUSSION REGARDING
RESIGNATION OF DONNA
KISSANE FROM THE
BOARD OF COOPERATIVE
EDUCATIONAL SERVICES:**

There was discussion regarding the impending resignation of Donna Kissane from the Board of Cooperative Educational Services.

**NFEC EVACUATION AFTER
EVENT REVIEW:**

Mr. Shafer reviewed the NFEC Evacuation held on Friday, October 13, 2017.

**CALENDAR OF BOARD
MEETING
PRESENTATIONS/AGENDA
ITEMS:**

Mr. Shafer shared an updated Calendar of Board Meeting Presentations/Agenda Items with the Board.

BOARD COMMENTS:

Board Members that attended the NYSSBA Convention in Lake Placid expressed their appreciation for the opportunity to attend.

ADJOURNMENT:

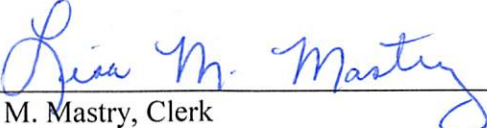
Mrs. Forsell moved, seconded by Mr. Whitmore that the meeting be adjourned.

Yes - 5

No - 0, motion carried

Meeting adjourned at 8:00 P.M.

These minutes approved 11-16-17



Lisa M. Mastry, Clerk