

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

**DATE:** December 21, 2017

**LOCATION:** North Franklin Educational Center, Malone, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Thomas O'Bryan, Jason C. Brockway, Christine Crossman-Dumas, Elizabeth R. Forsell, Richard M. Preston, Richard A. Retrosi, John G. Swanston, Donald A. Whitmore, III

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Lisa M. Mastry, Clerk  
Cheryl A. Felt, Deputy Superintendent  
Stacy M. Vincent, Director of Management and Finance  
Jamie O'Dell, Business Manager

**VISITORS:** Esther Debyah, Mary Dickerson, Karie Doelger, Jennifer Sienkiewicz, April Stemmer

**CALL TO ORDER AND  
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:00 P.M. by President Egan followed by the Pledge of Allegiance.

**OATH OF OFFICE:** Oath of office was administered to the following appointed member of the Board by District Superintendent Stephen T. Shafer:

Christine Crossman-Dumas

**RECOGNITION OF  
JENNIFER SIENKIEWYCZ,  
NFEC TEACHER OF THE  
YEAR:** Mr. Shafer and the Board of Education recognized Jennifer Sienkiewicz, Early Childhood Education Teacher, for her NFEC Malone Rotary Teacher of the Year award.

**BIANNUAL  
PRESENTATION FROM  
CLAIMS AUDITOR:** The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor. Following discussion, Mr. Retrosi moved, seconded by Mr. Whitmore that the Biannual Presentation and Claims Audit Report for the period of September 13 – December 6, 2017 submitted by Esther Debyah, Claims Auditor and dated 12/11/17, be accepted.

Yes - 9

No - 0, motion carried

**PRESENTATION ON THE  
SCHOOL LIBRARY  
SYSTEM BY KARIE  
DOELGER:**

Karie Doelger gave the Board a presentation on the School Library System.

**APPROVAL OF MINUTES:**

President Egan asked for a motion concerning the minutes of the previous meeting. Mr. O'Bryan moved, seconded by Mr. Retrosi that the minutes of the regular meeting of November 16, 2017 be approved.

Yes - 9

No - 0, motion carried

**APPROVAL OF FINANCIAL  
REPORTS:**

The Board, acting as the Audit Committee of the Whole, reviewed the Treasurer's Reports for the Consolidated, Workers' Compensation, Health Insurance, CTE Equipment Reserve, Employee Benefit Accrued Liability Reserve, Unemployment Insurance Reserve and ERS Retirement Reserve Funds as well as the Group Checking and Payroll Checking for the month of November. Following discussion, Mr. Preston moved, seconded by Mr. O'Bryan that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of November be approved.

Yes - 9

No - 0, motion carried

**REPORT ON APPROVED  
EXTRA-TIME AND  
OVERTIME  
COMPENSATION:**

The Board received the report on approved extra-time and overtime compensation for the period of September 21, 2017 through December 14, 2017. Mr. O'Bryan moved, seconded by Mr. Swanston to accept the report as annexed to these minutes.

Yes - 9

No - 0, motion carried

**ACCEPTANCE OF EXTRA  
CLASSROOM AUDIT:**

The Board received a report on the findings of the Extra-Classroom Audit. Mr. Whitmore moved, seconded by Mr. Swanston that the report be accepted.

Yes - 9

No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. Preston moved, seconded by Mrs. Forsell that the Board enter into an executive session to discuss employment status of two specific individuals and a vendor contractual matter.

Yes - 9

No - 0, motion carried

The Board entered into an executive session at 7:25 P.M.

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

Yes - 9

No - 0, motion carried

The Board left executive session at 8:17 P.M.

## **RESIGNATIONS:**

Mr. O'Bryan moved, seconded by Mrs. Forsell that the following resignations be accepted:

Gina A. Trimm – Account Clerk (Effective 12/29/17)

Chelsey Trombley – Account Clerk (Effective 12/28/17)

Yes - 9

No - 0, motion carried

## **PART-TIME & OCCASIONAL EMPLOYEES:**

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

### Extra Program Employment

Christopher Gagne (3 Additional Hours 11/2/17 – 11/8/17)

Kaitlin Tebo (Additional 100 Hours through 06/22/18)

### Substitute

Shanna Cayea (Teacher/Teaching Assistant/Teacher Aide/School Monitor/Clerical)

Mary Ciccone-Cook (Teacher/Teaching Assistant)

Noah Kormanyos (Teacher/Teaching Assistant)

### Substitute Cleaners - \$10.40 Per Hour

Cynthia Adams

Derick Heredia

Shelby Sansone

### Bus Driver Training

Darrin Jock (Additional 8 hours for the 30 hour course)

Charles Perham (Two Hour Refresher)

### Interim Principal - \$400 Per Day

Ernie Witkowski (Up to 40 Days)

Yes - 9

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:

Account Clerk 50% (Currently located at Peru CSD)  
Art Teacher 40% (Currently located BOCES Wide)  
Behavioral Intervention Specialist (Currently located North Franklin County Area)  
Clerk (Anticipated – Currently located BOCES Central Office)  
English Teacher (Currently located North Franklin County Area)  
Library Media Specialist (Currently located BOCES Wide)  
School Psychologist (Currently located NFCA)  
Special Education Teacher 7-12 (Currently located NFCA)  
Special Education Teacher K-6 (Currently located NFCA)  
Teaching Assistant (Currently located at AEC)

Mr. O'Bryan moved, seconded by Mr. Retrosi that Mr. Shafer be authorized to fill all vacancies.

Yes - 9

No - 0, motion carried

**APPROVAL FOR  
UPCOMING MEETING:**

Mr. Retrosi moved, seconded by Mr. Preston that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

BOCES 2018 Advocacy Day, Wednesday, 2/28/18, Cornerstone  
Empire State Plaza 8:00-4:00

Yes - 9

No - 0, motion carried

**APPROVAL OF WORK  
SITE:**

Mr. O'Bryan moved, seconded by Mrs. Forsell that the attached work site be approved.

Yes - 9

No - 0, motion carried

**CONSIDERATION AND  
AUTHORIZATION TO  
SCRAP LUCENT  
PHONES:**

Stephen Shafer reviewed considerations and options with the Board in regard to scrapping the Lucent phones which were used at the Adirondack Educational Center.

Following discussion, Mr. Whitmore moved, seconded by Mr. Swanston that the BOCES be authorized to scrap the Lucent phones.

Yes - 9

No - 0, motion carried

**LEGISLATIVE BREAKFAST  
– FEBRUARY 2, 2018:**

There was discussion regarding the Legislative Breakfast that will be held on February 2, 2018 from 8:00 – 10:30 AM at the Crowne Plaza in Lake Placid.

**OPEN HOUSE DATES FALL  
2018:**

The Open House dates at AEC, 9/20/18 and NFEC, 10/17/18 were discussed.

**OTHER BUSINESS:**

The Board meetings in January, February and March will be held via videoconference between NFEC and AEC.

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

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

**ADJOURNMENT:**

Mr. Retrosi moved, seconded by Mr. Preston that the meeting be adjourned.

Yes - 9

No - 0, motion carried

Meeting adjourned at 8:42 P.M.

These minutes approved 1/18/18

Lisa M. Mastry  
Lisa M. Mastry, Clerk