

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

DATE: February 15, 2018

LOCATION: Adirondack Educational Center, Saranac Lake, New York/
North Franklin Educational Center, Malone, New York
(Videoconference)

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 (Excused)
Stacy M. Vincent, Director of Management and Finance

VISITORS: None

**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.

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mr. Brockway moved, seconded by Mrs. Forsell that the minutes of the regular meeting of January 18, 2018 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 January. Following discussion, Mr. Swanston moved, seconded by Mr. Preston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of January be approved.

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. O'Bryan that the report be accepted.

Yes - 9
No - 0, motion carried

**REQUEST FOR RELEASE
FROM AS-7 CONTRACTS-
CVES BOCES/PERU
CENTRAL SCHOOL:**

Mr. Retrosi moved, seconded by Mr. O'Bryan that the CVES BOCES/Peru Central School be released from the AS-7 contract for the salary and benefit portion of the Payroll Module service of the Shared Business Office effective January 1, 2018.

Yes - 9

No - 0, motion carried

**CAPITAL PROJECTS:
PRE-DEMOLITION OF
HAZARDOUS MATERIALS**

NFEC

Document# PH2-02022018

AEC

Document# PH1-11082017

Mr. Shafer reviewed the Requests for Proposals for Pre-Demolition of Hazardous Materials from Atlantic Testing in connection with the Capital Projects that will take place at the following:

- North Franklin Educational Center - \$28,497
- Adirondack Educational Center - \$17,185

Following discussion, Mr. O'Bryan moved, seconded by Mrs. Forsell that Pre-Demolition of Hazardous Materials from Atlantic Testing for services in connection with this project be approved and that the District Superintendent and/or Board President be authorized to sign the Agreement with Atlantic Testing.

Yes - 9

No - 0, motion carried

**CAPITAL PROJECTS:
SOIL BORINGS AT AEC
Document# PH1-11032017:**

Mr. Shafer reviewed the Requests for Proposals for Soil Borings at the Adirondack Educational Center from Atlantic Testing in connection with the Capital Project as follows:

- Adirondack Educational Center - \$5,833

Following discussion, Mrs. Forsell moved, seconded by Mr. Preston that Soil Borings from Atlantic Testing for services in connection with this project be approved and that the District Superintendent and/or Board President be authorized to sign the Agreement with Atlantic Testing.

Yes - 9

No - 0, motion carried

EXECUTIVE SESSION:

Mr. Brockway moved, seconded by Mr. Whitmore that the Board enter into an executive session to update the Board on pending litigation.

Yes - 9

No - 0, motion carried

The Board entered into an executive session at 7:15 P.M.

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

Yes - 9

No - 0, motion carried

The Board left executive session at 7:18 P.M.

RESIGNATIONS:

Mr. Retrosi moved, seconded by Mr. Whitmore that the following resignations be accepted:

Kelly A. Wight – SESIS Coordinator (due to Retirement – Effective 06/30/18)

Alison S. Parent – Behavior Intervention Specialist (Effective 02/13/18)

Yes - 9

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute

Thomas Garland (Teacher/Teaching Assistant/Aide/Monitor)

Scott Weilacher (Teacher/Teaching Assistant/Aide/Monitor)

Bus Driver Training

Charles Perham (Retro to 12/21/17)

Home Based Tutor - \$35.86 Per Hour

Susan Leach (Up to 70 Hours)

Extra Program Employment

Jamie O'Dell – Business Manager

\$35.36 Per Hour (Up to 82.5 Hours from 2/19/18 – 5/4/18)

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)

Behavior Intervention Specialist (Currently located BOCES Wide)

Custodian (Currently located at AEC)

English Teacher (Currently located North Franklin County Area)

Library Media Specialist (Currently located BOCES Wide)

School Psychologist (Currently located NFCA)

SEIS Coordinator (Currently located BOCES Wide)

Special Education Teacher 7-12 (Currently located NFCA)

Special Education Teacher K-6 (Currently located NFCA)

Mr. Whitmore moved, seconded by Mr. Brockway that Mr. Shafer be authorized to fill all vacancies.

Yes - 9

No - 0, motion carried

**CONSIDERATION OF
TENTATIVE 2018-19 BOCES
ADMINISTRATIVE
BUDGET:**

Mr. Shafer reviewed the tentative 2018-2019 BOCES Administrative Budget with the Board. Mr. Swanston moved, seconded by Mr. Brockway that the tentative BOCES Administrative Budget for the 2018-2019 school year in the amount of \$2,374,439 be approved for presentation to the component school districts.

Yes - 9

No - 0, motion carried

**APPROVAL OF REVISED
ORGANIZATIONAL
STRUCTURE, EFFECTIVE
1/29/18:**

Mr. Swanston moved, seconded by Mrs. Forsell that the attached Organizational Structure be approved as annexed to these minutes.

Yes - 9

No - 0, motion carried

**APPROVAL OF FIRE
INSPECTION REPORTS
FOR ALL BOCES
FACILITIES:**

Mr. Whitmore moved, seconded by Mr. Preston that the Fire Inspection Reports for all BOCES facilities be approved.

Yes - 9

No - 0, motion carried

**APPROVAL OF REVISED
COMMITTEE
MEMBERSHIPS:**

Mr. Retrosi moved, seconded by Mr. O'Bryan that the revised committee memberships be approved as annexed to these minutes.

Yes - 9

No - 0, motion carried

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

Mrs. Crossman-Dumas moved, seconded by Mrs. Forsell that the President and/or District Superintendent be authorized to sign:

NYSED Scope of Proposed Project Form
NYSED Application for Examination and Approval of Final Plans and Specifications
NYSED State Smart Growth Public Infrastructure Impact Statement
Agreement with Akwesasne Boys and Girls Club in connection with Adult Education Programs

Yes - 9

No - 0, motion carried

**AUTHORIZATION TO
ACCEPT VEHICLE
DONATION FROM JAMES
OWENS:**

Mrs. Forsell moved, seconded by Mr. Preston that a donation from James Owens of a 2003 Chevrolet Suburban with an estimated value of \$1,049 be accepted to be used in connection with the Auto Technology Program.

Yes - 9

No - 0, motion carried

STUDENT TRAVEL:

Mr. Swanston moved, seconded by Mr. Retrosi that the following student activity be approved:

New Vision – Government and Law – BOCES Lobby Day – February 27-28, 2018, Albany, NY

Yes - 9

No - 0, motion carried

Mr. Preston moved, seconded by Mr. Swanston that the following student activity be approved:

P-TECH – HOSA (Health Occupations Students of America) State Competition – April 17-19, 2018, Syracuse, NY

Yes - 9

No - 0, motion carried

**NYSSBA RESOLUTIONS
SURVEY:**

There was discussion regarding the NYSSBA Resolutions Survey.

**NFEC/AEC/NBA HONOR
ROLL:**

The Board received a list of students on the 2nd Quarter Honor Roll for NFEC, AEC and Northern Borders Academy. Mr. Egan and the board send their congratulations to the students and the staff.

BOARD REPRESENTATION:

Board representation was discussed.

OTHER BUSINESS:

There was discussion regarding Smart Schools Bond Act money.

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

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

BOARD COMMENTS:

The board members and Mr. Shafer reported on the Legislative Breakfast that was held on February 2.

ADJOURNMENT:

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

Yes - 9

No - 0, motion carried

Meeting adjourned at 7:56 P.M.

These minutes approved 3-15-18

Lisa M. Mastry
Lisa M. Mastry, Clerk