

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

DATE: March 15, 2018

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

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Jason C. Brockway, Elizabeth R. Forsell, Richard M. Preston,
Richard A. Retrosi, Donald A. Whitmore, III

MEMBERS ABSENT: Thomas O'Bryan, Christine Crossman-Dumas, John G. Swanston

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
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. Retrosi moved, seconded by Mrs. Forsell that the minutes of the
regular meeting of February 15, 2018 be approved.

Yes - 6
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
February. Following discussion, Mr. Brockway moved, seconded by
Mr. Preston that the Treasurer's Reports, Budget Control and Analysis of
Revenue Reports for all funds for the month of February be approved.

Yes - 6
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 December 28, 2017 through March 8, 2018. Mr. Brockway moved, seconded by Mr. Whitmore to accept the report as annexed to these minutes.

Yes - 6
No - 0, motion carried

**REVIEW OF REFUND FOR
2016-17 SERVICES:**

Mr. Shafer reviewed the refund of services to the component school districts for the 2016-17 school year.

**REQUEST FOR RELEASE
FROM AS-7 CONTRACTS:**

Mrs. Forsell moved, seconded by Mr. Brockway to release Long Lake from AS-7 Contract for Rapid Responder Service.

Yes - 6
No - 0, motion carried

Mr. Brockway moved, seconded by Mr. Preston to release St. Regis Falls from AS-7 Contract for Rapid Responder Service.

Yes - 6
No - 0, motion carried

Mr. Brockway moved, seconded by Mrs. Forsell to release Salmon River from AS-7 Contract for Cook Manager Service.

Yes - 6
No - 0, motion carried

EXECUTIVE SESSION:

Mr. Brockway moved, seconded by Mr. Retrosi that the Board enter into an executive session to begin the process for completing the Evaluation of the District Superintendent and to discuss the employment status of specific individuals.

Yes - 6
No - 0, motion carried

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

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

Yes - 6
No - 0, motion carried

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

ABOLISHMENT OF POSITIONS:

Upon the recommendation of Mr. Shafer, Mr. Retrosi moved, seconded by Mr. Whitmore that the following positions be created (Effective 06/30/18):

Teaching Assistant (2 Positions – Aimee Frock-Brockway/
Michael Gardephe (*Feinerman's Agreement through 06/30/18*)
Teacher Aide (1 Position – Johnathen Sprague)
Licensed Practical Nurse (1 Position – Bethany Decker/Lisa Clark 100% to 80%)

Yes - 6
No - 0, motion carried

RESIGNATIONS:

Mr. Brockway moved, seconded by Mrs. Forsell that the following resignations be accepted:

Tyler Cross – Teaching Assistant (Effective 06/30/18)
Susan Johnston – Occupational Therapist (Due to Retirement – Effective 12/20/18)
Marlene McCarthy – Cook/Manager (Effective 03/27/18)

Yes - 6
No - 0, motion carried

APPOINTMENT:

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. Retrosi that:

Aimee M. Frock-Brockway, who holds a Level I Certificate as a Teaching Assistant is hereby appointed to the position of Teaching Assistant tenure area for a probationary period commencing on 02/22/18 and anticipated to end on 02/21/22.

Crystal Sampica-Manor, be appointed as a Behavior Intervention Specialist, commencing on 40% 03/16/18 – 04/15/18; 100% 04/16/18, salary to be at Step 4 for the school year 2017-18.

Yes - 6
No - 0, motion carried

APPOINTMENT PURSUANT TO FEINERMAN'S AGREEMENT:

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Preston that:

Mary Ciccone-Cook, be appointed as an English Teacher (Currently located at P-Tech) effective 03/16/18 – 06/30/18, salary to be at Step 10.

Yes - 6
No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Adult Education Instructor (CNA Program) - \$40.00 Per Hour
Mickey Denny (Additional 18 Hours)

Substitute

Erica Holtz (Teacher/Teaching Assistant/Aide/Clerical)
Kathleen Leidig (Teacher/Teaching Assistant/Clerical)

Yes - 6

No - 0, motion carried

**ADDITIONAL LEAVE
REQUEST:**

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Retrosi that the request for additional leave by Karie Doelger, School Library System Director be approved.

Yes - 6

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)
Custodian (Currently located at AEC)
Library Media Specialist (Currently located Tupper Lake Central School)
Occupational Therapist (Currently located NFCA – Effective 01/02/19)
School Psychologist (Currently located Tupper Lake Central School)
SEIS Coordinator (Currently located BOCES Wide)

Mrs. Forsell moved, seconded by Mr. Preston that Mr. Shafer be authorized to fill all vacancies.

Yes - 6

No - 0, motion carried

**BOCES BUDGET FOR
2018-19:**

Mr. Shafer reviewed the tentative 2018-2019 BOCES Administrative Budget with the Board. Mr. Preston moved, seconded by Mr. Brockway that the tentative Budget for the 2018-2019 school year in the amount of \$24,412,512 be approved for presentation to the component school districts.

Yes - 6

No - 0, motion carried

Arrangements for the Annual Meeting to be held on Wednesday, April 11, 2018 beginning at 7:00 P.M. at the North Franklin Educational Center were also discussed. Lisa Mastry reported that nominations have been received in connection with the Annual Election scheduled for April 17, 2018 for the three (3) BOCES membership vacancies for the three-year terms of July 1, 2018 to June 30, 2021.

Yes - 6

No - 0, motion carried

**CONSIDERATION OF
CALENDARS FOR FEH
BOCES (NFEC), 12-MONTH
CALENDAR AND
PAYDATES FOR 2018-19:**

Mr. Whitmore moved, seconded by Mr. Brockway that the 2018-19 Calendar for FEH BOCES (NFEC), the 2018-19 Annual 12-month Calendar and the 2018-19 Paydates be adopted.

Yes - 6

No - 0, motion carried

**REPORT FROM CLAIMS
AUDITOR:**

The Board, acting as the Audit Committee of the Whole, reviewed the written report from the Claims Auditor. Following discussion, Mrs. Forsell moved, seconded by Mr. Preston that the written report for the period of December 13, 2017 – March 7, 2018 submitted by Esther Debyah, Claims Auditor and dated 03/7/18, be accepted.

Yes - 6

No - 0, motion carried

STUDENT TRAVEL:

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

New Vision – Health Careers (AEC) – Tour of New England Medical Centers – May 3-4, 2018, Lebanon, NH & Boston, MA

Yes - 6

No - 0, motion carried

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

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

Agreement with UVM/Alice Hyde Medical Center in connection with the Certified Nurse's Aide Refresher Training
Agreement with UVM/Alice Hyde Medical Center in connection with the Certified Nurse's Aide Mini Refresher Training
Agreement with Adirondack Health Network in connection with educational programs in Health Occupations
Agreement with Bernier, Carr for Architectural Services for the Capital Project at AEC and NFEC

Yes - 6

No - 0, motion carried

**AUTHORIZATION SEEK
BIDS FOR A 2005 FORD
F-350 AND 2014 FORD
FOCUS ON AUCTIONS
INTERNATIONAL:**

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

2005 Ford F-350

2014 Ford Focus

for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Brockway moved, seconded by Mr. Whitmore that the notice to bidders be advertised.

Yes - 6

No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Mr. Retrosi moved, seconded by Mr. Preston that a donation from Cheryl Mercurio of various items with an estimated value of \$559.50 be accepted to be used in connection with the Cosmetology Program.

Yes - 6

No - 0, motion carried

**ACADEMIC EXCELLENCE
AWARDS BANQUET/BOCES
AWARDS CEREMONIES:**

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

Academic Excellence Awards Banquet – June 6, 2018, 6:00 PM,
Crowne Plaza, Lake Placid

AEC: CTE, June 11, 9:00 AM, NCCC Gymnasium (*Tentative*)
New Vision – June 7, 11:00 AM, Adirondack Medical Center
(Redfield Room) (*Tentative*)

NFEC: CTE, June 11, 9:00 AM, Franklin Academy
New Vision (Health), June 12, 9:00 AM, Alice Center, New
Conference Room
New Vision (Law & Government), June 14, 9:00 AM, Location is
tentative-Centenary Methodist Church
New Vision (Game Design & Development), June (*TBD*) (AEC &
NFEC)

Yes – 5

Abstain – 1 (Mr. Whitmore)

No - 0, motion carried

**AEC NATIONAL
TECHNICAL HONOR
SOCIETY'S INDUCTION
CEREMONY:**

The AEC National Technical Honor Society's Induction Ceremony will be held at the Adirondack Educational Center at 6:30 PM, March 22, 2018.

**NFEC NATIONAL
TECHNICAL HONOR
SOCIETY'S INDUCTION
CEREMONY:**

The NFEC National Technical Honor Society's Induction Ceremony will be held at the North Franklin Educational Center at 6:30 PM, April 3, 2018.

PUBLIC SAFETY:

Mr. Shafer gave the board a draft memo that he is planning to send out to all BOCES Staff in connection with Safety Enhancements.

**DATA BREACH AND
CYBER LIABILITY
COVERAGE:**

Information from New York Schools Insurance Reciprocal (NYSIR) was given to the board regarding Data Breach and Cyber Liability Coverage.

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

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

ADJOURNMENT:

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

Yes - 6

No - 0, motion carried

Meeting adjourned at 8:17 P.M.

These minutes approved 4-19-18

Lisa M. Mastry
Lisa M. Mastry, Clerk