

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

**DATE:** April 19, 2018

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

**KIND OF MEETING:** Regular

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

**MEMBERS ABSENT:** Jason C. Brockway, Donald A. Whitmore, III

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Lisa M. Mastry, Clerk  
Cheryl A. Felt, Deputy Superintendent  
Stacy Vincent, Director of Management and Finance

**VISITORS:** None

**CALL TO ORDER AND  
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:04 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. Preston moved, seconded by Mrs. Forsell that the minutes of the regular meeting of March 15, 2018 as well as the annual meeting of April 11, 2018 be approved.

Yes – 7 Regular Meeting/6 Annual Meeting  
Abstain – 1 (Mr. Retrosi - Annual Meeting)  
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 March. 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 March be approved.

Yes - 7  
No - 0, motion carried

**ACCEPTANCE OF EXTRA-CLASSROOM AUDIT:**

The Board received a report on the findings of the Extra-Classroom Audit. Mrs. Forsell moved, seconded by Mrs. Crossman-Dumas that the report be accepted.

Yes - 7  
No - 0, motion carried

**QUARTERLY UPDATE ON INTERNAL AUDIT FUNCTION:**

Stacy Vincent gave the board an update on the Internal Audit Function.

**APPROVAL OF AMENDMENT TO THE 2017-18 BOCES BUDGET:**

Mrs. Crossman-Dumas moved, seconded by Mr. Retrosi that the 2017-18 BOCES Budget be increased in the amount of \$500,000 in order to provide appropriations for expenditures based on the services provided to component school districts.

Yes - 7  
No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. Retrosi moved, seconded by Mr. Preston that the Board enter into an executive session for the purpose of conducting the Evaluation of the District Superintendent, discussion of an extension and amendment to the Employment Agreement with the District Superintendent, and to discuss the employment status of specific individuals.

Yes - 7  
No - 0, motion carried

The Board entered into an executive session at 7:13 P.M.

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

Yes - 7  
No - 0, motion carried

The Board left executive session at 8:57 P.M.

**RESIGNATIONS:**

Mrs. Forsell moved, seconded by Mrs. Crossman-Dumas that the following resignations be accepted:

Denise Krawczyk – Special Education Teacher (Due to Retirement – Effective 06/30/18)  
Elizabeth Roulston – Cleaner 50% (Effective 04/19/18)

Yes - 7  
No - 0, motion carried

**APPOINTMENTS:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. O'Bryan that:

Brian Benware, be appointed as a CUSTODIAN commencing on 04/24/18, salary to be at Grade 4, Step 9 of the Non-Instructional Salary Schedule for the school year 2017-18. *Provisional Appointment Pending Final Approval by Civil Service.*

Yes - 7

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

Denise Krawczyk (Teacher/Teaching Assistant) – Effective 07/01/18  
Thomas Letham (Teacher/Teaching Assistant/Teacher Aide)  
Sara Preve (Teaching Assistant/Aide/LPN)  
Alexa Prue (Teacher/Teaching Assistant/Teacher Aide/Monitor)  
Donna Wright (Teacher/Librarian/Teaching Assistant/Aide/Monitor/Clerical)

Yes - 7

No - 0, motion carried

**APPROVAL OF  
SUBSTITUTE/HOURLY  
RATES FOR 2018-19  
SCHOOL YEAR:**

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

Substitute Teacher\*:

\$95 Daily Rate – Certified Teacher  
\$85 Daily Rate – 4-Year Degree  
\$75 Daily Rate – Non-Degree

Substitute Teaching Assistant\*:

\$85 Daily Rate – Certified Teacher  
\$80 Daily Rate – Certified Teaching Assistant  
\$73 Daily Rate – Non-Degree/Uncertified

\*Any teacher/teaching assistant substitute (certified or not) working more than 10 days (day 11 and on) in a single teaching position (for the same teacher) – 1/200 Daily Rate

Substitute Teacher Aide - \$73 Daily Rate  
Substitute School Monitor - \$70 Daily Rate  
Substitute Clerical - \$11.10 Per Hour  
Substitute Registered Professional Nurse - \$135 Daily Rate  
Substitute Licensed Practical Nurse - \$112 Daily Rate  
Substitute Cleaner - \$11.10 Per Hour  
Substitute Laborer - \$11.10 Per Hour

Substitute Motor Vehicle Operator – \$11.35 Per Hour  
Job Coach - \$13.25 Per Hour  
Employment & Training Assistant - \$18.78 Per Hour

Adult and Continuing Education 2018-19

- Classes that lead to the issuance of a formal credential \$40/Hour
- Classes that do not lead to the issuance of a formal credential \$30/Hour

Yes - 7

No - 0, motion carried

**LEAVE OF ABSENCE:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mrs. Crossman-Dumas that the leave of absence for Michele Farmer, Teaching Assistant be approved effective 04/30/18 through 07/02/18.

Yes - 7

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:

Cleaner 50% (Currently located at NFEC)  
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)

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

Yes - 7

No - 0, motion carried

**BOCES BUDGET FOR 2018-19:**

Mr. Shafer reviewed the tentative 2018-2019 BOCES Administrative Budget with the Board. Mr. Swanston moved, seconded by Mrs. Crossman-Dumas that the tentative Budget for the 2018-2019 school year in the amount of \$24,412,512 be approved.

Yes - 7

No - 0, motion carried

**PROPOSED NAME CHANGE FOR GAMING AND CODING:**

Mrs. Forsell moved, seconded by Mr. Preston that the name for the Gaming and Coding Program be changed to Game Design and Development.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO  
APPROVE REVISED  
COMPENSATION  
AGREEMENT FOR FEH  
SCHOOL DISTRICTS'  
HEALTH INSURANCE  
CONSORTIUM PLAN  
COORDINATOR (PART-  
TIME):**

Mr. O'Bryan moved, seconded by Mrs. Crossman-Dumas that the revised compensation agreement for FEH School Districts' Health Insurance Consortium Plan Coordinator (Part-time) be approved.

Yes - 7

No - 0, motion carried

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

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

Agreement with Esther Debyah in connection with Claims Auditing Services  
Agreement with CP Enterprises in connection with miscellaneous electrical services

Agreement with Adirondack Alarms LLC in connection with the monitoring of the Fire System at North Franklin Ed Center

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Agreement with Core Climate Systems in connection with HVAC Maintenance System Contract at NFEC

Agreement with Core Climate Systems in connection with HVAC Maintenance System Contract at AEC

Agreement with Simplex Grinnell, in connection with Fire Alarm System Service Contract with NFEC

Agreement with Simplex Grinnell, in connection with Fire Alarm System Service Contract with AEC

Agreement with Centenary United Methodist Church in connection with New Visions – Government & Law Program

Agreement with Giggles & Wiggles Daycare Center in connection with Early Childhood Education

Agreement with UVM/AHMC, in connection with New Vision Educational Program

Agreement with Citizen Advocates, Inc., in connection with Clinical Work Experience

Agreement with UVM/AHMC in connection with CNA Adult Educational Program

Agreement with UVM/AHMC in connection with Health Occupations Program

Agreement with Press Republican in connection with advertising

Agreement with Adirondack Health in connection with Culinary Arts Program

Yes - 7

No - 0, motion carried

**APPROVAL OF WORK  
SITES:**

Mr. Swanston moved, seconded by Mr. O'Bryan that the attached work sites be approved.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT THE BIDS FOR 2005  
FORD F-350 AND 2014 FORD  
FOCUS ON AUCTIONS  
INTERNATIONAL:**

Mr. Shafer reviewed the bid results from the auction of BOCES equipment on Auctions International:

2005 Ford 3-50 w/Flatbed, dump & plow  
in the amount of \$11,600

2014 Ford Focus in the amount of \$6,100

Following discussion, Mr. O'Bryan moved, seconded by Mrs. Forsell that the BOCES be authorized to accept bids.

Yes - 0

No - 7, motion defeated

**AUTHORIZATION TO  
ACCEPT 2018 FORD FUSION  
S HYBRID BID:**

No action taken.

**APPROVAL OF 5 YEAR CTE  
INSTRUCTIONAL  
EQUIPMENT PLAN 2018-19  
THROUGH 2022-23:**

Mr. O'Bryan moved, seconded by Mrs. Crossman-Dumas that the 5 Year CTE Reserve Plan 2018-19 through 2022-23 be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO BID  
TRASH/RECYCLABLES  
REMOVAL – NFEC & AEC:**

Mr. Shafer informed the Board regarding the need for trash and recyclables removal from the North Franklin Educational Center and the Adirondack Educational Center. Following discussion, Mrs. Crossman-Dumas moved, seconded by Mr. Swanston that the notice to bidders be advertised.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT 2018 FORD F-350  
PICK-UP TRUCK BID:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mrs. Crossman-Dumas that authorization to accept the 2018 FORD F-350 Pick-Up Truck Bid be tabled.

Yes - 0

No - 7, motion defeated

**APPROVAL FOR  
DISPOSITION OF BOCES  
PERSONAL PROPERTY:**

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mrs. Crossman-Dumas that the property itemized on the list annexed to these minutes has been determined to be obsolete or otherwise not needed by the Franklin-Essex-Hamilton BOCES pursuant to the Personal Property Accountability Policy and that the property be recycled pursuant to the NYS Electronic Equipment Recycling and Reuse Law effective April 1, 2011 or disposed of through public bid or auction or sold as scrap to local dealers or disposed of at local landfill as indicated.

Yes - 7

No - 0, motion carried

**CONSIDERATION OF  
PURCHASE AND  
AUTHORIZATION  
TO BID ONE (1)  
2018/19 DODGE RAM  
3500 TRADESMAN 4X4  
PICK UP TRUCK:**

No action taken.

**CONSIDERATION  
OF BIDS FOR  
FUEL:**

Mr. Shafer provided the Board with information regarding the purchase of Fuel to be supplied to the Adirondack Educational Center for the 2018-19 school year.

**OPTION 1 - Fixed:**

The Board reviewed the tabulation of bids received for Fuel. Following discussion, Mrs. Crossman-Dumas moved, seconded by Mr. Preston that the low bid meeting specifications for the fixed rate amount of \$2.1100/per gallon (Plan B) submitted by MX Petroleum Corporation, be accepted.

Yes - 7

No - 0, motion carried

**REVIEW OF BOCES  
ANNUAL MEETING,  
RESULTS OF ANNUAL  
ELECTION OF MEMBERS  
OF THE BOCES, AND VOTE  
ON ADMINISTRATIVE  
BUDGET CONDUCTED ON  
APRIL 17, 2018:**

The Board discussed the BOCES Annual Meeting held on April 11, 2018 and reviewed the results of the Annual Election of members of the BOCES and vote on Administrative Budget conducted on April 17, 2018.

**CAPITAL PROJECT  
UPDATE:**

Stacy Vincent gave the board an update on the Capital Project.

**EVALUATION  
INSTRUMENT FOR  
EVALUATING THE  
DISTRICT  
SUPERINTENDENT:**

An evaluation instrument for Evaluating the District Superintendent will be discussed as the May meeting.

**ELECTRONIC FORMAT  
FOR BOARD MEETING  
DOCUMENTS:**

An electronic format for Board meeting documents will be discussed at the May meeting.

**NYSSBA MEMBER  
RELATIONS:**

Mr. Shafer informed the board that a NYSSBA Representative came for a visit to see if we have any specific needs that they can meet through NYSSBA Member Services.

**CTE/NV PROGRAM GUIDE:**

Cheryl Felt reviewed the CTE/NV Program Guide with the Board. The board was pleased with the brochure.

**NEW VISION  
GOVERNMENT AND LAW  
PROJECT:**

A WPTZ news clip was played for the Board in connection with the New Vision Government and Law Project involving historical markers.

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

The Board was reminded of the following:

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

2018 Award Ceremony Schedule:

AEC: CTE, June 11, 9:00 AM, NCCC Gymnasium (*Tentative*)

New Vision – June 7, 11:00 AM, Adirondack Medical Center (Redfield Room)

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)

**OTHER BUSINESS:**

The board discussed conducting the December board meeting and possibly the April Board meeting via videoconference in addition to January – March meetings. The board will make a decision at the Organizational Meeting in July.

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

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

**BOARD COMMENTS:**

The board discussed the NYSSBA Member Reception that will take place on Wednesday, June 27 at the Wild Center in Tupper Lake.

**ADJOURNMENT:**

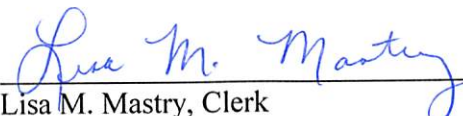
Mr. Preston moved, seconded by Mr. Retrosi that the meeting be adjourned.

Yes - 7

No - 0, motion carried

Meeting adjourned at 9:49 P.M.

These minutes approved 5-17-18

  
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Lisa M. Mastry, Clerk