

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

DATE: March 16, 2017

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

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Thomas O’Bryan, George S. Cook, Elizabeth R. Forsell,
Donna J. Kissane, Richard Retrosi, John G. Swanston, Donald A. Whitmore, III

MEMBERS ABSENT: Emily M. Lauzon

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
Ernest Witkowski, Interim Director of Management and Finance

VISITORS: Jamie O’Dell, Business Manager

**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 member of the Board by District
Superintendent Stephen T. Shafer:
Donald Whitmore

**ACKNOWLEDGEMENT OF
RESIGNATION OF
GEORGE COOK FROM
THE BOARD OF
COOPERATIVE
EDUCATIONAL SERVICES:** The Board acknowledged the resignation of George Cook from the Board of
Cooperative Educational Services.

**APPOINTMENT OF BOARD
MEMBER TO THE BOARD
OF COOPERATIVE
EDUCATIONAL SERVICES:** Mr. Swanston moved, seconded by Mr. O’Bryan that Richard Retrosi be
appointed to the Board of Cooperative Educational Services.
Yes - 8
No - 0, motion carried

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

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 February 16, 2017 be approved.

Yes - 8

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, Mrs. Kissane 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 - 8

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 15, 2016 through March 9, 2017. Mr. Swanston moved, seconded by Mrs. Forsell to accept the report as annexed to these minutes.

Yes - 8

No - 0, motion carried

REVIEW OF REFUND FOR 2015-16 SERVICES:

Mr. Shafer reviewed the refund of services to the component school districts for the 2015-16 school year.

EXECUTIVE SESSION:

Mrs. Forsell moved, seconded by Mrs. Kissane that the Board enter into an executive session to begin the process for completing the evaluation of the District Superintendent, to discuss the status of negotiations with the Teachers' bargaining unit, and potential revisions to the salary and benefits for confidential employees.

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 7:11 P.M.

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

Yes - 8

No - 0, motion carried

The Board left executive session at 7:45 P.M.

CREATION OF POSITIONS:

Upon the recommendation of Mr. Shafer, Mrs. Kissane moved, seconded by Mrs. Forsell that the following positions be created (Effective 07/01/17):

- Living Environmental/Biology Teacher (P-Tech Program)
- Mathematics Teacher (P-Tech Program)
- School Counselor (P-Tech Program)

Yes - 8
No - 0, motion carried

RESIGNATIONS:

Mr. O’Bryan moved, seconded by Mrs. Kissane that the following resignation be accepted:

- Caroline M. Durant – Management Systems Specialist (Due to Retirement – Effective 06/20/17)
- Denise Oakes – Licensed Practical Nurse (Due to Retirement - Effective 06/24/17)
- Mona F. Perry – Teaching Assistant (Due to Retirement – Effective 06/30/17)
- Timothy J. Rock – Auto Technology Teacher (Due to Retirement – Effective 06/30/17)

Yes - 8
No - 0, motion carried

APPOINTMENTS:

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

Michele E. Frazier, be appointed as a MANAGEMENT SYSTEMS SPECIALIST, commencing on 06/19/17, salary to be at \$37,000, based on full-time 12-month salary of the Confidential Contract.

Chelsey Ann Trombley, be appointed as an ACCOUNT CLERK 50% commencing on 03/10/17, salary to be at Grade 6, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 8
No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

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

Substitutes

Bradley Doe (Teacher)

Part-time Adult Education Teacher - \$35.25 Per Hour

Carol Van Riper (Up to 175 Hours from 3/1/17 to 06/30/17)

Part-time Account Clerk - \$13.50 Per Hour

Chelsey Ann Trombley

Extra Program Employment

Susan Johnston – Occupational Therapist (Up to 50 hours from 3/17/17 to 6/23/17)

Joshua Zenger – Occupational Therapist Assistant (Up to 50 hours from 3/17/17 to 6/23/17)

Yes - 8

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:

Auto Technology Teacher (Currently located at AEC – Effective 09/01/17)

Building Trades Instructor (Currently located at NFEC – Effective 09/01/17)

Food Service Manager (Currently located NFCA - Effective 09/01/17)

Director of Management & Finance (Currently located at CAO - Effective 10/01/17)

Interpreter (Currently located Salmon River Central School – Effective Immediately)

Licensed Practical Nurse (Currently located Salmon River Central School – Effective

Operations & Maintenance Coordinator (Currently located BOCES-Wide – Effective 09/01/17)

Teaching Assistant (Currently located NFEC – Effective 09/01/17)

Technology Teacher (Currently located at St. Regis Falls/NFEC – Effective 07/01/17)

Typist (Currently located NFEC – Effective 01/27/17)

Mr. Swanston moved, seconded by Mrs. Kissane that Mr. Shafer be authorized to fill all vacancies.

Yes - 8

No - 0, motion carried

APPROVAL OF REVISED ORGANIZATIONAL STRUCTURE:

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mr. Whitmore that the revised BOCES Organizational Structure as annexed to these minutes be approved.

Yes - 8

No - 0, motion carried

BOCES BUDGET FOR 2017-18:

Mr. Shafer reviewed the tentative 2017-2018 BOCES Administrative Budget with the Board. Mr. O’Bryan moved, seconded by Mrs. Forsell that the tentative Budget for the 2017-2018 school year in the amount of \$22,484,770 be approved for presentation to the component school districts.

Yes - 8

No - 0, motion carried

Arrangements for the Annual Meeting to be held on Thursday, April 6, 2017 beginning at 7:00 P.M. at the Adirondack Educational Center were also discussed. Lisa Mastry reported that the deadline for nominations is March 24 in connection with the Annual Election scheduled for April 25, 2017 for the three (3) BOCES membership vacancies for the three-year terms of July 1, 2017 to June 30, 2020 and the one-year unexpired membership vacancy of July 1, 2017 to June 30, 2018.

President Egan left the meeting at 8:16 PM.

Vice President O'Bryan led the meeting.

**CONSIDERATION OF
CALENDARS FOR FEH
BOCES (NFEC), 12-MONTH
CALENDAR AND
PAYDATES FOR 2017-18:**

Mrs. Kissane moved, seconded by Mrs. Forsell that the 2017-18 Calendar for FEH BOCES (NFEC), the 2017-18 Annual 12-month Calendar and the 2017-18 Paydates be adopted.

Yes - 7
No - 0, motion carried

President Egan returned to the meeting at 8:20.

**REPORT FROM CLAIMS
AUDITOR:**

The Board, acting as the Audit Committee of the Whole, reviewed the written report from the Claims Auditor. Following discussion, Mr. Preston moved, seconded by Mr. Swanston that the written report for the period of December 14, 2016 – March 8, 2017 submitted by Esther Debyah, Claims Auditor and dated 03/9/17, be accepted.

Yes - 8
No - 0, motion carried

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

Mr. Shafer reviewed the Verification of Correction of Violations Cited in Fire Inspections by John Warneck, NCE Environmental Consultants. Following discussion, Mrs. Kissane moved, seconded by Mr. O'Bryan that the Fire Inspection Reports for all BOCES facilities, which are in full compliance, be accepted.

Yes - 8
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 – Puerto Rican/Hispanic Youth Leadership Institute – March 25-17, 2017, Albany, New York

Yes - 8
No - 0, motion carried

AUTHORIZATION TO BID SEVERAL VEHICLES ON AUCTIONS INTERNATIONAL:

Mr. Shafer informed the Board regarding the need to bid a 2004 Chevrolet Impala, 2000 Chevrolet Impala and 2000 Honda Civic for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. O'Bryan moved, seconded by Mr. Retrosi that the notice to bidders be advertised.

Yes - 8
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

Agreements with Adirondack Health in connection with educational programs in Health Occupations at AEC

Yes - 8
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, Mr. Whitmore moved, seconded by Mrs. Kissane that the notice to bidders be advertised.

Yes - 8
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. Swanston 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 - 8
No - 0, motion carried

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 2017-18 school year.

The Board reviewed the tabulation of bids received for Fuel. Following discussion, Mrs. Forsell moved, seconded by Mr. Preston that the low bid meeting specifications for the fixed rate amount of \$2.1862/per gallon (Plan B) submitted by Adirondack Energy Products, Inc. be accepted.

After further discussion, Mr. Swanston moved seconded by Mrs. Kissane to amend the motion to accept the low bid meeting specifications for the fixed rate amount of \$2.1862/per gallon (Plan B) submitted by Adirondack Energy Products, Inc. and to approve the low bid meeting specifications for the fluctuating rate amount of \$1.7919/per gallon (Plan C) submitted by Arnold Oil, Inc.

Yes - 6
No - 2, (Mr. Preston, Mr. Retrosi), motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT BOCES
EQUIPMENT BID:**

Mr. Shafer and the Board reviewed Auctions International bid for the Toner Cartridges for the amount of \$850.00. Following discussion, Mr. O'Bryan moved, seconded by Mr. Whitmore that the bid submitted to Auctions International in the total amount of \$850.00 be accepted.

Yes - 8

No - 0, motion carried

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

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

Academic Excellence Awards Banquet – June 11, 2017, Crowne Plaza, Lake Placid

AEC: CTE, June 12, 9:00 AM, NCCC Gymnasium

New Vision – June 12, 11:00 AM, Adirondack Medical Center (Redfield Room)

NFEC: CTE, June 12, 9:00 AM, Franklin Academy

New Vision (Health), June 14, 9:00 AM, Alice Hyde Medical Center, Conference Room

New Vision (Law & Government), June 15, 9:00 AM, Centenary Methodist Church

New Vision (Gaming & Coding), June 12 (AEC & NFEC)

Yes - 8

No - 0, motion carried

**UPDATE ON NORTHERN
BORDERS ACADEMY:**

Mr. Shafer gave the board an update on the Northern Borders Academy indicating that the program will be located at NFEC beginning September 2017.

**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 6:00 PM, March 30, 2017.

**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 5, 2017.

OTHER BUSINESS:

Mrs. Forsell mentioned the NYSSBA Conference that will be held in Lake Placid in October.

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

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

ADJOURNMENT:

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 8:40 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk