

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

DATE: March 15, 2007

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Ralph H. Russell, Thomas F. Mac Donald, Jules J. Comeau, William Madden, III, James G. Manson, William A. McConvey, Paula M. Niles, Thomas O’Bryan, John G. Swanston

MEMBERS ABSENT: None

OTHERS PRESENT: David J. DeSantis, District Superintendent
Carol J. Lavoie, Clerk
Nancy M. Montevago, Deputy Superintendent
Rick J. Swanston, Director of Management Services

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to order at 7:06 P.M. by President Russell followed by the Pledge of Allegiance.

APPROVAL OF MINUTES: President Russell asked for a motion concerning the minutes of the previous meeting. Mr. Swanston moved, seconded by Mr. O’Bryan that the minutes of the special meeting of February 20, 2007 be approved.

Yes - 9
No - 0, motion carried

TREASURER'S REPORT: Mr. DeSantis read the Treasurer's Report for the Consolidated Fund, Workers' Compensation and Health Insurance Fund for the month of February. Mr. Manson moved, seconded by Dr. Comeau that the Treasurer's Report, Budget Control Report and Warrant Reports for all funds including 8A in the amount of \$747,654.28 and 8B in the amount of \$114,342.51 for the month of February be approved.

Yes - 9
No - 0, motion carried

PRESENTATION BY Michael Crowley, C.P.A. and Pamela Halloran, C.P.A. from Dragon Benware

**INTERNAL AUDITOR -
PAMELA HALLORAN,
C.P.A. AND MICHAEL
CROWLEY, C.P.A.,
DRAGON BENWARE AND
CROWLEY & CO., P.C.:**

and Crowley & CO., P.C. presented information in connection with the Internal Auditor's duties and provided the Board with a planning document designed to give the district an overview of the initial Risk Assessment they will perform.

EXECUTIVE SESSION:

Mr. Mac Donald moved, seconded by Mr. Swanston that the Board enter into an executive session to discuss personnel matters related to the employment of particular persons.

Yes - 9
No - 0, motion carried

The Board entered into an executive session at 7:45 P.M. to discuss personnel matters related to the employment of particular persons.

Mr. Manson moved, seconded by Mrs. Niles that the Board leave the executive session.

Yes - 9
No - 0, motion carried

The Board left executive session at 8:21 P.M.

RESIGNATIONS:

Dr. Comeau moved, seconded by Mr. Mac Donald that the following resignations be accepted:

Robert A. French - Teaching Assistant
David W. LaClair - Business Manager

Yes - 9
No - 0, motion carried

APPOINTMENTS:

Upon the recommendation of Mr. DeSantis, Mr. Manson moved, seconded by Mr. O'Bryan that:

Tracy A. Lavoie, who holds a continuing license as a Teaching Assistant with tenure granted effective 09/19/06 be reinstated effective 02/26/07, pursuant to her preferred eligibility status as a Teaching Assistant with salary to be at Grade 10, Step D of the Non-Instructional Salary Schedule for the school year 2006-07.

Mandy L. Chambers, be appointed as a TEACHER AIDE commencing on 03/08/07, salary to be at Grade 9, Step A of the Non-Instructional Salary Schedule for the school year 2006-07.

Yes - 9
No - 0, motion carried

**EMERGENCY
CONDITIONAL
APPOINTMENTS:**

The Franklin-Essex-Hamilton Board of Cooperative Educational Services has been unable to fill certain vacancies which existed despite good faith efforts to fill such vacancies in a manner which would have allowed sufficient time for clearance or conditional clearance by the Commissioner of Education.

Therefore, upon the recommendation of the District Superintendent, Mr. McConvey moved, seconded by Mrs. Niles that the following emergency conditional appointments in the areas and on the effective dates indicated be approved for the 2006-07 school year under terms permitted by the Education Law:

School Business Manager Consultant - \$300 Per Day

Kathleen Evans
Gerald Rufa

Substitute Motor Vehicle Operator - \$10.03 Per Hour

Garry Charland
Charles Gerow

Yes - 9

No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. DeSantis, Mr. O'Bryan moved, seconded by Mr. McConvey that the unpaid leave of absence requested by Dorene G. Raimondo, Teaching Assistant be approved with paid Health Insurance through August 31, 2007.

Yes - 9

No - 0, motion carried

POSITIONS TO BE FILLED:

Mr. DeSantis informed the Board that at the present time the following positions are yet to be filled:

Business Manager
Librarian/Media Specialist
Senior Clerk
Teacher of the Blind and Partially Sighted

Mr. Swanston moved, seconded by Mr. Mac Donald that Mr. DeSantis be authorized to fill all vacancies for the 2006-07 school year as well as to advertise the Business Manager position at a salary of \$50,000 for the 2007-08 school year.

Yes - 9

No - 0, motion carried

Mr. McConvey left the meeting at 8:40 P.M.

**CONSIDERATION OF
LEASE WITH BENDIRICK
ASSOCIATES, INC.:**

Mr. Swanston presented the board with information regarding the lease for the Central Administrative Office and Storage Area including a proposal to move the Central Administrative Office and Storage Area to the North Franklin Educational Center by June 30, 2008. Following discussion, Mr. Mac Donald moved, seconded by Dr. Comeau that the F-E-H BOCES extend the Lease with Bendirick Associates through the end of June 30, 2008 at the rates presented and that the President be authorized to execute the extension.

Yes - 8

No - 0, motion carried

Mr. McConvey returned to the meeting at 8:45 P.M.

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

Mr. Swanston reviewed the Verification of Correction of Violations Cited in 2007 Fire Inspections by John Warneck, NCE Environmental Consultants. Following discussion, Mr. Manson moved, seconded by Mr. Swanston that the Fire Inspection Reports for all BOCES facilities, which are in full compliance, be accepted.

Yes - 9

No - 0, motion carried

**REVIEW OF STATUS OF
CAPITAL PROJECT
(ROOFING
REPLACEMENT PROJECT
AT NFEC - UNIT A WING):**

Mr. Swanston reviewed the status of capital projects and indicated that the BOCES is ready to commence the next phase of the Roof Replacement Project (Wing A) at North Franklin Educational Center.

Mr. McConvey moved, seconded by Mr. Madden that the Roof Replacement Project at North Franklin Educational Center (Wing A) be authorized to bid.

Yes - 9

No - 0, motion carried

Mr. Swanston reviewed the cost estimate received from North Woods Engineering for the Roof Replacement Project at North Franklin Educational Center (Wing A). Following discussion, Mr. McConvey moved, seconded by Mr. Mac Donald that engineering costs for services in connection with this project be approved in the amount of \$4,800 and that the President be authorized to sign the Agreement for Professional Services with North Woods Engineering.

Yes - 9

No - 0, motion carried

BOCES BUDGET FOR

The Tentative BOCES Budget for 2007-08 was presented by Mr. DeSantis.

2007-08:

Following discussion, Mr. McConvey moved, seconded by Mr. Manson that the Tentative BOCES budget for the 2007-08 school year in the amount of \$18,188,551 be approved for presentation.

Yes - 9

No - 0, motion carried

Arrangements for the Annual Meeting to be held on Thursday, April 5, 2007 beginning at 7:30 P.M. at the Adirondack Educational Center were also discussed.

**CONSIDERATION OF
BOCES EXTERNAL
AUDITOR FOR 2007-08:**

Upon the recommendation of Mr. DeSantis, Mr. O'Bryan moved, seconded by Mr. McConvey that the quote for services submitted by Seyfarth & Seyfarth, CPAs, P.C. to perform the BOCES External Audit for the year ending June 30, 2007 in the amount of \$12,000 be accepted.

Yes - 9

No - 0, motion carried

**CONSIDERATION OF
DISPOSITION OF BOCES
PERSONAL PROPERTY:**

Upon the recommendation of the District Superintendent, Mr. Swanston moved, seconded by Mr. McConvey 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 disposed of through public bid or auction as well as through the Rochester Computer Recycling & Recovery as indicated.

Yes - 9

No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Mr. Swanston moved, seconded by Mr. Manson that the BOCES accept the following donations to be used in connection with BOCES educational programs and projects:

White Pine Lumber from John Dalphin (\$4,950 value)

Yes - 9

No - 0, motion carried

**AUTHORIZATION FOR
MEMBERSHIPS:**

Mr. O'Bryan moved, seconded by Mr. Manson that authorization for memberships in the New York Association for Continuing/Community Education (NYACCE) and the New York Association for Pupil Transportation be approved for the school year 2006-07.

Yes - 9

No - 0, motion carried

**AUTHORIZATION FOR
PRESIDENT TO SIGN:**

Mr. McConvey moved, seconded by Mr. Swanston that the President be authorized to sign the following:

Edge Contract with New York State Office of Temporary and Disability Assistance
Rental Agreement with Franklin County OneWorkSource

Yes - 9

No - 0, motion carried

**APPROVAL OF WORK
SITES:**

Mr. Swanston moved, seconded by Mr. Madden that the attached work sites be approved.

Yes - 9

No - 0, motion carried

STUDENT TRAVEL:

Mr. Mac Donald moved, seconded by Mr. Manson that the following student activity be approved:

NFEC Building Trades Class Tour of Manufacturing Facility, March 30, 2007 - Ontario, Canada

Yes - 9

No - 0, motion carried

UPCOMING MEETINGS:

Mr. Manson moved, seconded by Mrs. Niles that Board Members and Administrators be authorized to attend the following meetings at the expense of the BOCES:

Awards Ceremonies:

AEC - Thurs., June 7, 2007, 9:00 AM, North Country Community College

NFEC - Tues., June 12, 2007, 9:15 AM, Harison Gym

New Vision (QLA) - Fri., June 8, 2007, 10:00 AM, Adirondack Medical Center

New Vision (NFCA) - Fri., June 15, 2007, Alice Hyde Medical Center

Yes - 9

No - 0, motion carried

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. Madden that the Board enter into an executive session to discuss negotiations with the F-E-H BOCES Administrators' Association.

Yes - 9

No - 0, motion carried

The Board entered into an executive session at 9:26 P.M. to discuss negotiations with the F-E-H BOCES Administrators' Association.

Mr. Madden moved, seconded by Mrs. Niles that the Board leave the executive session.

Yes - 9

No - 0, motion carried

The Board left executive session at 9:37 P.M.

ADJOURNMENT:

Dr. Comeau moved, seconded by Mr. Manson that the meeting be adjourned.

Yes - 9

No - 0, motion carried

Meeting adjourned at 9:50 P.M.

These minutes approved _____.

Carol J. Lavoie, Clerk