

AGENDA

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Comments from the Board President**

IV. **Comments from the Executive Officer**

V. **Visitors**

VI. **Executive Officer's/Executive Staff Reports**
(Supporting Information)

- A. Executive Officer
- B. Associate Superintendent for Educational Services
- C. Associate Superintendent for Management Services
- D. Associate Superintendent for Regional Services (Interim)
- E. Executive Director for Administrative Services
- F. Executive Director of Human Resources

VII. **Unfinished Business**

VIII. **Agenda Review**

IX. **Minutes/Financials/Personnel/New Business – Consent Agenda**

- A. **RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, has determined that each of the actions being taken through approval of the consent agenda is a Type II action under the State Environmental Quality Review Act (SEQRA) regulations, 6 NYCRR 617.5, which has no significant impact on the environment.”

B. Recommended Acceptance of Regular Board Meeting Minutes
(Supporting Information)

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the September 30, 2004 Minutes of the Regular Board Meeting.”

C. Recommended Acceptance of Financial Reports
(Supporting Information)

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the following financial reports and approves the budget amendments listed therein:

- Treasurer’s Report for August 2004
- Receivables Report as of August 31, 2004
- Budget Amendment and Budget Transfers Report for August 2004
- Budget Summary as of August 2004
- Schedule of Bills for August 2004”

D. Recommended Approval of Bids

Bid #005-07: Roof Repairs/Replacement
(Supporting Information – Bid Recommendation Memo and Disclosure Form)

The purpose of this bid is for the repair or replacement, and maintenance of building roofing systems at various BOCES locations. It was determined that More Contracting & Consulting, Inc. was the low bidder based on their bid of \$65 per hour and 20% markup of materials over vendor’s cost. This rate reflected an increase of approximately 30% over the current contract. More Contracting & Consulting, Inc. was contacted and a lower rate was negotiated.

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby awards *Bid #005-07: Roof Repairs/Replacement* to More Contracting & Consulting, Inc. of Wading River, New York, the low bidder meeting specifications based on their reduced bid of \$60 per hour and materials markup of 15% over cost as indicated on the attached bid recommendation memo, pursuant to the terms, conditions and pricing contained in its bid.”

Bid #005-13: Aircraft Rental and Instruction
(Supporting Information – Bid Recommendation Memo and Disclosure Form)

The purpose of this bid is for aircraft rental and instruction for a flight orientation and observation experience for pre-pilot high school students in the first-year program and a private pilot license program for pre-pilot high school students in the second-year program at the BOCES Suffolk Aviation Academy at the Brookhaven Calabro Airport.

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby awards *Bid #005-13: Aircraft Rental and Instruction* to Mid Island Air Service, Inc., of Shirley, New York, the sole bidder meeting specifications as indicated on the attached bid recommendation memo, pursuant to the terms, conditions and pricing contained in its bid.”

Bid #005-14: Environmental Laboratory Services
(Supporting Information – Bid Recommendation Memo and Disclosure Forms)

The purpose of this bid is for environmental analytical services. The bid specifications were developed in collaboration with the Health and Safety Office.

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby awards *Bid #005-14: Environmental Laboratory Services* to EMSL Analytical, Inc. of Westmont, New Jersey and Long Island Analytical Laboratories, Inc. of Holbrook, New York, the low bidders meeting specifications as indicated on the attached bid recommendation memo, pursuant to the terms, conditions and pricing contained in their bids.”

E. Recommended Approval of Grants
(Supporting Information)

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the acceptance of new grants and grant adjustments as indicated in the last column of the following tables:

Grant – Fiscal Approval	Division	Total Budget	Previous Budget	New Budget/ Increase
Previous 2004-05 Total				\$3,070,595
IDEA Part B Discretionary Grant Long Island VESID Transition Coordination Site Project #0031-05-0350 7/1/04-1/1/05	Educational Services	\$101,403		101,403
Long Island Regional School Support Center (LIRSSC) VESID – State Improvement Grant (SIG) Project #1031-05-0200 7/1/04-6/30/05	Regional Services	735,316		735,316

Grant – Fiscal Approval	Division	Total Budget	Previous Budget	New Budget/ Increase
Medicaid Reimbursement – IDEA, Part B, Disc. Project #0031-05-4010 7/1/04-8/31/05	Management Services	152,000		152,000
Program Development for School Age Children with Disabilities (Autism) Project #0031-05-4810 7/1/04-6/30/05	Educational Services	48,463		48,463
Title I, Part B, Even Start Early Literacy – Brentwood Project #0024-05-4037 9/1/04-8/31/05	Regional Services	335,000		335,000
Title I, Part B, Even Start Early Literacy – Central Islip Project #0024-05-3024 9/1/04-8/31/05	Regional Services	300,000		300,000
Bilingual/ESL Technical Assistance Center (BETAC) Project #0635-05-5502 7/1/04-6/30/05	Regional Services	\$529,876		529,876
Even Start/Re-Rout Project #0024-05-3003 9/1/04-8/31/05	Regional Services	300,000		300,000
Intensive Teacher Institute in Bilingual Education and English as a Second Language (ITI-BE) Project #0635-05-6520 7/1/04-6/30/05	Regional Services	999,911		999,911
Intensive Teacher Institute – Bilingual Special Education (ITI-BSE) (IDEA, Part B, Disc. Funding) Project #0031-05-0402 7/1/04-6/30/05	Regional Services	699,938		699,938
Records Management (Local Government) Project #0580-05-5476 7/1/04-6/30/05	Management Services	6,358		6,358

Grant – Fiscal Approval	Division	Total Budget	Previous Budget	New Budget/ Increase
VATEA II, Basic Grant Project #8000-05-0014 7/1/04-6/30/05	Educational Services	711,236		711,236
VATEA III, Tech Prep Project #8080-05-0129 7/1/04-6/30/05	Educational Services	160,000		160,000
Welfare Education Program (WEP) – Basic Literacy Project #2396-05-1063 7/1/04-6/30/05	Educational Services	55,727		55,727
Year to Date Total				\$8,205,823”

F. Recommended Approval of Personnel Report
(Supporting Information)

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the actions contained within the following Personnel Report:

1. Leaves of Absence

- (a) Certificated
- (b) Civil Service

2. Resignations

- (a) Certificated
- (b) Civil Service

Terminations

- (a) Certificated
- (b) Civil Service

3. Change of Status

- (a) Certificated
- (b) Civil Service

4. Appointments

- (a) Certificated
- (b) Civil Service

5. Tenure Appointments
 - (a) Certificated
Permanent Status
 - (b) Civil Service

6. Special Appointments
 - (a) Summer Programs
 - (b) Per Diem Substitutes & Hourly/Per Diem Workers
 - (c) Additional Assignments
 - (d) Casual Employees
 - (e) Adult Education
 - (f) Consultants”

New Business

G. Recommended Acceptance of Donations

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the following donations:

Donor	Division	Item
ClaimsCorp. Lake Success, NY	Educational Services	Umax Scanner Serial No. H6901697725
ClaimsCorp. Lake Success, NY	Educational Services	Compaq Server Serial No. 6J1AFSJ1G00V
ClaimsCorp. Lake Success, NY	Educational Services	Linksys EtherFast Cable/DSL 4 Port Router BEFSR41
ClaimsCorp. Lake Success, NY	Educational Services	Linksys EtherFast 16 Port Work Group HUB Model #EFAH16W.V2
ClaimsCorp. Lake Success, NY	Educational Services	APC UPS Personal Powercell 2 Plug S/N C96036814072
ClaimsCorp. Lake Success, NY	Educational Services	APC UPS Personal Powercell 2 Plug S/N C95066080041
ClaimsCorp. Lake Success, NY	Educational Services	APC UPS Personal Powercell 2 Plug S/N C95025381128
ClaimsCorp. Lake Success, NY	Educational Services	APC BU UPS 400 2 Plug S/N PB9739949850

Donor	Division	Item
ClaimsCorp. Lake Success, NY	Educational Services	3Com Office Connect Dual Speed Switch 16 S/N N0101/7RFF111286 (no power plug)
ClaimsCorp. Lake Success, NY	Educational Services	Lacie Pocket USB FDD S/N FDD000003113
ClaimsCorp. Lake Success, NY	Educational Services	Faxphone B640 Bubble Jet Facsimile Machine S/N UWZ141547
ClaimsCorp. Lake Success, NY	Educational Services	Various office supplies including express shipping mailers, copy paper and first class mail envelopes, paper clips, hole punchers, staplers, rolodex card holders, desk calendar holder, hanging files and file folders
Suffolk County Legislature and Sandy River Foundation C/O The Parent-Child Home Program National Center, Port Washington, NY	Regional Services	\$15,600 for the Mobile Outreach Parent-Child Home Program”

H. Recommended Approval of Contracted Services Agreements

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the following contracted services agreements:

2004-2005 School Year					
Consultant	Division	Service	Dates	Amount	Expenses
Carpenter, Jean	Educational Services	Professional development in the areas of NY State standards, curriculum, assessment and mentoring in mathematics	7/1/04- 6/30/05	18,000	none
Contemporary Educational Consultants	Educational Services	Workshops on "Effective Classroom Management Strategies in Grades 6-12" and "Strategies for Math A"; and In- District Math Coaching Work	7/1/04- 6/30/05	11,900	none

2004-2005 School Year					
Consultant	Division	Service	Dates	Amount	Expenses
Diller, Debra A.	Educational Services	"Implementing Literacy Work Stations Grades K-2" and "Implementing Literacy Work Stations Grades 3-6" workshops	7/1/04-6/30/05	4,500	2000
Dowling College Labor-Management Center	Educational Services	Workshops specifically designed for supervisory, managerial, central office and building level administrative personnel	7/1/04-6/30/05	9,000	none
Heinemann	Educational Services	"When Kids Can't Read" Workshop for the Middle Level Literacy Conference	7/1/04-6/30/05	2,625	2,574
Hertberg, Holly	Educational Services	"Differentiation of Instruction in High School Social Studies and English: Workshops for High School English and Social Studies teachers	7/1/04-6/30/05	15,000	5,000
J. Englert Consulting Ltd.	Management Services	Transportation Management Services	9/15/04-6/30/05	7,000	none
JJS Educational Consultants	Educational Services	New York State English Language Arts Assessments Workshops and In-District English Language Arts Workshops	7/1/04-6/30/05	11,700	none
Jorgensen Learning Center, Inc.	Educational Services	Implementation of school change, development of leadership and professional development coaching/workshops	7/1/04-6/30/05	115,000	37,500
Learner-Centered Initiatives, Ltd.	Educational Services	Professional development for teachers and administrators focusing on design and creating curriculum for all grade levels	9/22/04-6/15/05	200,000	none

2004-2005 School Year					
Consultant	Division	Service	Dates	Amount	Expenses
MATHCAMP	Educational Services	Presentation of the MATHCAMP program for teachers in grades 5-6 and 7-8	7/1/04-6/30/05	18,000	1,200
Staff Development Associates*	Educational Services	Test taking strategies for Teaching Assistants taking the NYS Assessment of Teaching Assistant Skills	7/1/04-6/30/05	2,000	300
Vbenson, Inc.	Educational Services	Developmental Steps for Building Comprehension Workshops	7/1/04-6/30/05	4,500	4,700
*Services exceed the \$5,000 fiscal year limit"					

I. Recommended Cancellation of Contracted Service Agreement

At the June 22, 2004 Board Meeting a Contracted Service Agreement for Denis Dougherty was approved for staff development and education advocacy and liaison services regarding the education of homeless children and youth. Mr. Dougherty is now the Interim Director of NYS-TEACHS and responsible for some of the work that was previously done by Kate Ventura. A new Contracted Service Agreement was approved at the August 31, 2004 Board meeting reflecting the additional hours and pay for this position. Therefore, the June 22, 2004 Contracted Service Agreement will have to be cancelled effective August 1, 2004; the date that the new agreement went into effect.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby cancels the June 22, 2004 Contracted Service Agreement for Denis Dougherty effective August 1, 2004."

J. Recommended Appointment of a New Purchasing Agent

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rescinds the appointment of Shane Higuera as Purchasing Agent for 2004-05 and appoints Lorraine Hein as Purchasing Agent for 2004-05."

K. Recommended Appointment of a New Purchasing Agent Pro Tem

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rescinds the appointment of Maureen Kaelin as Purchasing Agent Pro Tem for 2004-05 and appoints Harriet Urlaub as Purchasing Agent Pro Tem for 2004-05."

L. Rescission of Assistant Purchasing Agent

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rescinds the appointment of Lorraine Hein as Assistant Purchasing Agent for 2004-05."

M. Recommended Agreement with Innovative Interfaces, Inc.
(Supporting Information – Agreement)

This agreement with Innovative Interfaces, Inc. is a hardware and software maintenance agreement for the Library Automation, Millennium Catalog and Circulation Systems for the Eastern Suffolk BOCES School Library System. The term of this agreement is from July 1, 2004 through June 30, 2005 and the annual fee is \$33,804. There are currently four school districts and one non-public school participating in this service.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the hardware and software maintenance agreement with Innovative Interfaces, Inc. dated October 12, 2004."

N. Recommended Approval of a Leasehold Space Agreement with the Islip School District
(Supporting Information – Agreement)

This leasehold space agreement provides for the use of five classrooms at the Islip High School and five classrooms at the Commack Road Elementary School in the Islip School District for a one-year period commencing September 1, 2004. The total annual base rent for the 2004-05 year is \$7,425 per classroom plus annual construction costs for four classrooms of \$3,277 per classroom. The base rent is frozen for this year unless the Consumers Price Index exceeds three percent, in which case the base rent shall increase by the amount in excess of three percent.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Leasehold Space Agreement with the Islip School District for the use of five classrooms at the Islip High School and five classrooms at the Commack Road Elementary School for a one-year period commencing September 1, 2004."

O. Recommended Approval of a Leasehold Space Agreement with the Hauppauge School District
(Supporting Information – Agreement)

This leasehold space agreement provides for the use of three classrooms at the Hauppauge High School in the Hauppauge School District for a one-year period commencing September 1, 2004. The total annual base rent for the 2004-05 year is \$7,425 per classroom. The base rent is frozen for this year unless the

Consumers Price Index exceeds three percent, in which case the base rent shall increase by the amount in excess of three percent.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Leasehold Space Agreement with the Hauppauge School District for the use of three classrooms at the Hauppauge High School for a one-year period commencing September 1, 2004."

P. Recommended Approval of an Agreement with the Gale Group
(Supporting Information – Agreement)

The purpose of this two-part agreement with The Gale Group is to make available to participating districts a comprehensive literature online database for use as a research tool in libraries and access to The Gale Group's Literature Resource Center database. The term of this agreement is from October 30, 2004 through October 29, 2006 and the fee for the first year is \$115,710, which includes the purchase price of \$114,000 less a discount of \$6,840 for payment before June 30, 2005 and the access fee of \$17,100 less a first year discount of \$8,550. The access fee for the second year is \$17,100. There are currently thirty school districts and three non-public schools participating in this service.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the agreement with The Gale Group dated October 18, 2004."

Q. Recommended Approval of an Agreement with The Leahy Company
(Supporting Information – Letter of Agreement)

This agreement with The Leahy Company is for Workers' Compensation Insurance Premium Recovery Service. The Leahy Company will review the Workers' Compensation experiences history to look for errors, misassignments and improperly included losses and reserves. The fee for this service is 45% of the recovery. If there are no recoveries, then BOCES is not liable for any fees.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the agreement with The Leahy Company for the Workers' Compensation Insurance Premium Recovery Service dated September 16, 2004."

R. Recommended Acceptance of the Audit Reports for the Year Ended June 30, 2004
(Supporting Information – Audit Reports and Management Letter Under Separate Cover)

Forwarded, under separate cover, are copies of the audit reports for the year ended June 30, 2004 as prepared by Miller Lilly & Pearce, BOCES' independent auditor. The reports include the General Purpose Financial Statements, the Federal Grant Compliance Audit of our Special Aid Fund (Single Audit), the

Extraclassroom Activity Fund Audit, and the Management Letter. A representative from Miller Lilly & Pearce will be present at the meeting to review the reports with the Board.

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the General Purpose Financial Statements, the Federal Grant Compliance Audit of our Special Aid Fund (Single Audit), the Extraclassroom Activity Fund Audit, and the Management Letter for the year ended June 30, 2004, as prepared by Miller Lilly & Pearce.”

- S. Approval of the District Superintendent’s Performance Evaluation Instrument for 2004-05
(Supporting Information – Instrument)

Recommendation is made to approve the District Superintendent’s Performance Evaluation instrument. The instrument will be distributed to the full Board during April, and the individual evaluations will be returned to the President by May 1. The Board President will then prepare a summary that will be distributed to the full Board and the District Superintendent by May 15. The Board will then meet in Executive Session before the end of May to discuss the evaluation summary. This will be followed by a June meeting with the District Superintendent to discuss the Board’s assessment and to set the performance objectives for the following year.

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the District Superintendent’s Performance Instrument for the 2004-05 school year.”

- T. Recommended Approval of the Final Draft of the 2004-2005 Strategic Plan
(Supporting Information – Final Draft)

This is the final draft of the Eastern Suffolk BOCES 2004-05 Strategic Plan. It has been reviewed by the Eastern Suffolk BOCES Strategic Planning Council at the Annual Meeting in August 2005 and reflects their input as well as that of all Cabinet and Administrative Council members.

RECOMMENDED MOTION: “BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the 2004-05 Eastern Suffolk BOCES Strategic Plan which represents the plan of work for the agency through 2009 and emphasizes, in detail, the work to be completed to meet the agency’s goals for the 2004-05 year.”

- U. Recommended Authorization of Payment to Western Suffolk BOCES

It is recommended that the Board authorize the payment of \$6,667 to Western Suffolk BOCES in support of the Long Island School Leadership Center. This payment will support leadership initiatives and enable the Center to receive matching funds from the New York State Education Department. In addition, the

Center has received a legislative grant from the New York State Senate. Nassau BOCES and Western Suffolk BOCES are also supporting the Center on behalf of school districts in their regions.

RECOMMENDED MOTION: "BE IT RESOLVED that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby authorizes the payment of \$6,667 to Western Suffolk BOCES to support the Long Island School Leadership Center."

X. **Additional Items - Separate Vote**

XI. **Presentations and Reports to the Board**

- Fiscal Affairs/Audit Reports

XII. **Board Commentary**

XIII. **Adjournment**