

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

DATE: July 20, 2017

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Organizational

MEMBERS PRESENT: Dennis J. Egan, Thomas O'Bryan, Jason C. Brockway, Elizabeth R. Forsell, Richard M. Preston, John G. Swanston, Donald A. Whitmore, III

MEMBERS ABSENT: Donna J. Kissane, Richard A. Retrosi

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: 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.

OATHS OF OFFICE: Oath of office was administered to the following elected members of the Board by District Superintendent Stephen T. Shafer:
Jason Brockway
John Swanston
Donald Whitmore, III

CLERK OF THE BOARD: Mrs. Forsell moved, seconded by Mr. Brockway that Lisa Mastry be appointed Clerk of the Board for the 2017-18 school year for a salary of \$2,400.

Yes - 7
No - 0, motion carried

**DEPUTY CLERK OF THE
BOARD:** Mr. O'Bryan moved, seconded by Mr. Whitmore that Tina Hammill be appointed Clerk of the Board for the 2017-18 school year for a salary of \$600.

Yes - 7
No - 0, motion carried

PRESIDENT:

Mr. Egan asked that the Clerk act as temporary Chairperson for the purpose of electing the President. Clerk Mastry called for nominations for President of the Board of Education for the 2017-18 school year. Mr. Egan was nominated by Mr. O'Bryan, seconded by Mr. Swanston. Mrs. Forsell moved, seconded by Mr. Whitmore that the polls be closed and the Clerk cast one ballot for Dennis J. Egan.

Yes - 7

No - 0, motion carried

VICE-PRESIDENT:

Mr. Egan called for nominations for the office of Vice-President of the Board of Education for the 2017-18 school year. Mr. O'Bryan was nominated by Mr. Swanston, seconded by Mrs. Forsell. Mr. Preston moved, seconded by Mr. Whitmore that the polls be closed and the Clerk cast one ballot for Mr. O'Bryan.

Yes - 7

No - 0, motion carried

APPOINTMENTS:

Mr. Swanston moved, seconded by Mr. Preston that:

Jamie O'Dell be appointed District Treasurer having authority to sign all BOCES checks for the 2017-18 school year;

Chelsea Glenny be appointed Deputy Treasurer for the 2017-18 school year for a salary of \$500;

Jamie O'Dell be appointed Extra-classroom Activity Fund Auditor for the 2017-18 school year;

Mary Dickerson be appointed Chief Faculty Counselor at NFEC for the 2017-18 school year;

Rick Swanston be appointed Chief Faculty Counselor at AEC for the 2017-18 school year;

The resolution as attached to these minutes appointing Esther M. Debyah as Claims Auditor for the school year 2017-18 be approved;

The resolution as attached to these minutes appointing Angela Mackey as Deputy Claims Auditor for the school year 2017-18 for a salary of \$500 be approved;

The resolution as attached to these minutes appointing Sharon I. Earle as Purchasing Agent for the school year 2017-18 be approved;

The resolution as attached to these minutes appointing Jackie Snyder as Deputy Purchasing Agent for the school year 2017-18 at a salary of \$500 be approved;

Hoffman, Eells & Gray, CPA's, P.C. be appointed as the BOCES Independent Auditor for the 2016-17 school year and for consultation during the 2017-18 school year;

Seyfarth & Seyfarth, CPA's, P.C. be appointed as the BOCES Internal Auditor to perform the Internal Audit Function for the 2017-18 school year;

Cheryl A. Felt, be appointed as the Combined Civil Rights Compliance Officer for the 2017-18 school year which encompasses the following:

Title II Compliance Officer
Title VI Compliance Officer
Title IX Compliance Officer
Section 504 Compliance Officer;

Cheryl A. Felt, be appointed as the Medicaid Compliance Officer for the 2017-18 school year;

Mary Dickerson, be appointed as Dignity for All Students Act Coordinator for the North End for the 2017-18 school year;

Rick Swanston, be appointed as Dignity for All Students Act Coordinator for the South End for the 2017-18 school year;

Julie Austin-Kormanyos, be appointed as Dignity for All Students Act Coordinator for the Northern Borders Academy for the 2017-18 school year;

Yes - 7

No - 0, motion carried

Mr. O'Bryan moved, seconded by Mr. Brockway that Elizabeth Forsell be named as delegate for the NYSSBA Convention.

Yes - 7

No - 0, motion carried

Mrs. Forsell moved, seconded by Mr. Preston that Thomas O'Bryan be named as Alternate and Legislative Representative;

Yes - 7

No - 0, motion carried

DESIGNATIONS:

Mr. Swanston moved, seconded by Mr. Brockway that:

Key Bank be designated as the official bank depository for the 2017-18 school year;

The dates and times of regular meetings of the Board of Education be designated as 7:00 P.M. on the third Thursday of every month with the meetings to alternate between Malone and Saranac Lake
(Videoconference – January – March);

The Malone Telegram and Adirondack Daily Enterprise be designated as the official newspapers for the 2017-18 school year.

Yes - 7

No - 0, motion carried

AUTHORIZATIONS:

Mrs. Forsell moved, seconded by Mr. Preston that:

Authorization as annexed to these minutes for Certification of Payrolls - Human Resources Coordinator be approved;

Authorization as annexed to these minutes for Budget Transfers - District Superintendent be approved;

A resolution authorizing the issuance of Revenue Anticipation Notes be approved as annexed to these minutes;

Harris Beach (Bonding Counsel), Ferrara, Fiorenza, P.C., Walsh & Edwards, Joseph Lavorando and Guercio & Guercio be appointed as BOCES Attorneys for the school year 2017-18. Legal matters will be referred to the appropriate attorney at the discretion of the BOCES;

Stephen T. Shafer be appointed as the Board's representative for the F-E-H School Districts' Health Insurance Consortium Joint Governing Board;

Jamie O'Dell be appointed Records Access Officer for the 2017-18 school year;

Ernest Witkowski be appointed Records Management Officer for the 2017-18 school year (through September 30, 2017);

Charles LaBrake be appointed Asbestos (LEA) Designee for the 2017-18 school year (through August 31, 2017);

All persons and positions required by law or regulation including Educational Communications Delivery be covered under a Faithful Performance Blanket Bond with limits of \$100,000 and an additional \$1,000,000 coverage for the District Treasurer and Deputy Treasurer;

Authorization for memberships as annexed to these minutes be approved for the school year 2017-18

The mileage reimbursement rate for all employees shall be \$0.535 per mile for the 2017-18 school year;

The District Superintendent be authorized to attend District Superintendent meetings at the expense of BOCES and that payment for the District Superintendent Business Account also be authorized;

BOCES be authorized to provide Workers' Compensation Coverage for board members and volunteers in addition to employees;

Advertising and opening bids - District Clerk or Purchasing Agent;

Approval for attendance at conferences, conventions, workshops, etc. - District Superintendent or designee;

Approval for the accounts and authorization to sign checks - District Treasurer and Deputy Treasurer;

Approval for Extra Classroom activity Funds Accounts at AEC/NFEC and authorization to sign checks – Central Treasurers and Principals;

Use of Electronic Check signature process in WinCap to authenticate checks issued on the BOCES accounts - District Treasurer and Deputy Treasurer;

Authorization to sign special aid projects - District Superintendent;

Authorization for District Superintendent to sign E-Rate Applications;

Authorization to sign BOCES contracts - President and/or District Clerk;

Authorization to invest funds - District Treasurer and Deputy Treasurer;

Re-adoption of all Board Policies currently in effect;

Establishment of \$50 Petty Cash Fund for Business Office

Yes - 7

No - 0, motion carried

Mr. Brockway moved, seconded by Mrs. Forsell Committee Membership be approved as follows:

Audit Committee – The Board shall serve as a **Committee of the Whole** for such purpose during a regular or special meeting of the Board.

- Sub-Committee - In those instances when the full Board is not available to meet with the Board's Auditors and/or staff in accordance with applicable laws and regulations an audit subcommittee composed of three Board Members will convene for this purpose. In such instances, the Sub-Committee will make a report to the full Board at a subsequent meeting. The Audit Sub-Committee shall consist of the following members for the 2017-2018 school year:

Dennis Egan

Thomas O'Bryan

John Swanston

FEHSBA Executive Committee – Board President & District Superintendent

Negotiations Committee – Thomas O'Bryan, Jason Brockway, John Swanston, Cheryl Felt & Stephen Shafer

Sick Leave Pool Committee – Elizabeth Forsell, John Swanston, & Cheryl Felt

Safety Committee – Rick Preston

Yes - 7

No - 0, motion carried

APPROVAL OF MINUTES:

President Egan asked for a motion concerning the minutes of the previous regular meeting. Mr. Swanston moved, seconded by Mr. Preston that the minutes of the regular meeting of June 15, 2017 be approved.

Yes - 7

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 and Unemployment Insurance Reserve, ERS Retirement Reserve and Capital Funds for the month of June. Following discussion, Mrs. Forsell moved, seconded by Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of June be approved.

Yes - 7

No - 0, motion carried

APPROVAL OF AMENDMENT TO THE 2016-17 BOCES BUDGET:

Mrs. Forsell moved, seconded by Mr. Swanston that the 2016-17 BOCES Budget be increased in the amount of \$1,700,000 in order to provide appropriations for expenditures based on the services provided to component school districts.

QUARTERLY UPDATE ON INTERNAL AUDIT FUNCTION:

Mr. Witkowski gave the board a report on the Internal Audit Function.

CAPITAL PROJECT ITEMS:

Mr. Witkowski reviewed the Draft Capital Project Brochure with the Board.

Mr. Preston moved, seconded by Mrs. Forsell that the Capital Project Proposition be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

EXECUTIVE SESSION:

Mr. Whitmore moved, seconded by Mrs. Forsell that the Board enter into an executive session for the purpose of discussing the evaluation of and employment agreement with the Deputy Superintendent, potential employment of the new Director of Management and Finance and a brief report on teacher negotiations.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:46 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 8:20 P.M.

CREATION OF POSITION:

Mrs. Forsell moved, seconded by Mr. Swanston that the following position be created:

Special Education Teacher 40% (Currently located NFEC – Effective 09/01/17)

Yes - 7

No - 0, motion carried

RESIGNATION:

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

Aimee Frock-Brockway – Teacher Aide, Effective 08/31/17

Yes - 7

No - 0, motion carried

APPOINTMENTS:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mrs. Forsell that upon the recommendation of the Superintendent, Stephen Shafer:

Stacy Vincent who is Professionally certified as a School District Leader is hereby appointed on probation to the position for a probationary period commencing on September 18, 2017 and anticipated to end on September 17, 2021, salary for the 2017-18 school year is \$87,000 (pro-rated).

In order to be eligible for tenure, individuals receiving a probationary appointment as an administrator must receive annual composite or overall APPR ratings of Highly Effective or Effective in at least three of the four preceding years. If the individual received a rating of Ineffective in the final year of the probationary period, she will not be eligible for tenure at that time.

Yes - 7

No - 0, motion carried

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

Mandy Choiniere, be appointed as a LICENSED PRACTICAL NURSE 80% commencing on 09/01/17, salary to be at Grade 13, Step 1 for the school year 2017-18.

Yes - 7

No - 0, motion carried

**APPOINTMENTS
PURSUANT TO
FEINERMAN'S
AGREEMENT:**

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

Working Towards Certification:

Tamara Hill, be appointed as a Living Environment/Biology Teacher (P-Tech Program), effective 09/01/17 – 06/30/18, salary to be at Step 5 of the Instructional Salary Schedule.

Joshua Weisse, be appointed as a Teaching Assistant (Currently located AEC) effective 09/01/17 – 06/30/18, salary to be at \$22,774.

Yes - 7

No - 0, motion carried

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

Certified But Less Than Full-time:

Michelle Pearlman, be appointed as a Music Teacher 80%(Currently located NFCA) effective 09/01/17 – 06/30/18, salary to be at Step 3 of the Instructional Salary Schedule.

Yes - 7

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:

Extra Program Employment

Kevin St. Hilaire – Heavy Equipment Repair Teacher (Additional 1 day)

Aimee Frock-Brockway – Teaching Assistant (Up to 37.5 Hours 7/17/17 through 07/21/17)

Susan Johnston – Occupational Therapist (Up to 10 Hours 7/10/17 through 08/18/17)

Alison Parent – Behavior Specialist (Up to 17.5 Hours 7/10/17 through 8/18/17)

Joshua Zenger – COTA (Up to 12 Hours 07/10/17 through 08/18/17)

Patricia Ventiquattro – Health Occupations Teacher (Up to 6 days 7/20/17 through 07/30/17)

Substitute (Summer School)

Jen Beaudette

Kortney Cook

Jill Morgan (RN)

Priscilla Rouselle

Rachel Lawrence (Teacher Aide, ESY Program)

Brian Bennett (Teaching Assistant/Teacher Aide)

Heather Gonia (School Counselor)

Consultant ESY Instruction for Homebound Student

June Parmeter (Up to 3 hours 7/1/17 – 8/31/17)

Yes - 7

No - 0, motion carried

**REGIONAL SUMMER
SCHOOL STAFFING
(NORTH END):**

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Swanston that the following be approved:

REGIONAL SUMMER SCHOOL STAFFING (NORTH END)

Kerry Warner – Teacher Aide/Clerical (Up to 20 Hours 6/26/17 – 7/7/17)

Wendy Cross .67 – Middle School Teacher

Caitlin Keefe .67 – English Teacher

Shawn McMahon – Assistant Principal - \$6,000

Yes - 7

No - 0, motion carried

EXECUTIVE SESSION:

Mrs. Forsell moved, seconded by Mr. O'Bryan that the Board enter into an executive session to discuss the employment status of a particular individual.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 8:25 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 8:29 P.M.

LEAVE OF ABSENCE:

Mrs. Forsell moved, seconded by Mr. Whitmore that the leave of absence requested by Michele Farmer, Teaching Assistant (06/15/17 – 06/23/17) be approved.

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:

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

Director of Facilities (Currently located BOCES Wide – Effective 09/01/17)

Interpreter – 2 Positions (Currently located Salmon River Central School)

School Psychologist (Currently located NFCA – Effective 09/01/17)

Secretary to Program Administrator (Currently located P-Tech Program – Effective 07/01/17)

Special Education Teacher 40% (Currently located NFEC – Effective 09/01/17)

Teacher Aide (Currently located at Chateaugay CSD – Effective 09/01/17)

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

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

Yes - 7

No - 0, motion carried

**APPROVAL OF
EXTENSION OF
COMPENSATION
AGREEMENT AND
SALARY AMENDMENT
FOR CHERYL FELT:**

Mr. O'Bryan moved, seconded by Mrs. Forsell that the Extension of Compensation Agreement and Salary Amendment for Cheryl Felt be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF
CORRECTED
EMPLOYMENT
AGREEMENT FOR
SHARLENE PETRO-
DURGAN:**

Mrs. Forsell moved, seconded by that the corrected employment agreement for Sharlene Petro-Durgan be approved.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION
FROM THE AEC NEW
VISION HEALTH CLUB:**

Mrs. Forsell moved, seconded by Mr. Preston that the donation from the AEC New Vision Health Club in connection with the cost of the trip to Boston be accepted.

Yes - 7

No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT BID FOR AEC TINY
HOUSE:**

Mr. Shafer and the Board reviewed Auctions International bid for the AEC Tiny House for the amount of \$19,200.00. Following discussion, Mrs. Forsell moved, seconded by Mr. Swanston that the bid submitted to Auctions International be accepted.

Yes - 7

No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT BID FOR AEC
SHED:**

Mr. Shafer and the Board reviewed Auctions International bid for the AEC Shed for the amount of \$1,725.00. Following discussion, Mrs. Forsell moved, seconded by Mr. O'Bryan that the bid submitted to Auctions International be accepted.

Yes - 6

Abstain - 1 (Mr. Egan)

No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT BID FOR NFEC
ADIRONDACK STYLE
STORAGE STRUCTURE:**

Mr. Shafer and the Board reviewed Auctions International bid for the NFEC Adirondack Style Storage Structure for the amount of \$1,725.00. Following discussion, Mrs. Forsell moved, seconded by Mr. Preston that the bid submitted to Auctions International be accepted.

Yes – 6
Abstain – 1 (Mr. Egan)
No - 0, motion carried

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

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

Addendum to Agreement with North Country Workforce
Development Board in connection with the (WIOA) Out-of-School
Youth Program
Addendum to Agreement with North Country Workforce
Development Board in connection with the (WIOA) In-School
Youth Program
Transportation Contract with Salmon River Central School District

Yes - 7
No - 0, motion carried

**APPROVAL OF
COMPENSATION
AGREEMENT WITH THE
DIRECTOR OF
MANAGEMENT AND
FINANCE:**

Mr. Brockway moved, seconded by Mr. Preston that the Compensation Agreement with the Director of Management and Finance be approved.

Yes - 7
No - 0, motion carried

**NFEC/AEC/NBA HONOR
ROLL:**

The Board received a list of students on the 4th Quarter Honor Roll for NFEC, AEC and Northern Borders Academy.

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

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

BOARD COMMENTS:

Mrs. Forsell mentioned that she enjoyed the speech given by Christian Wissler at the Long Lake High School Graduation.

ADJOURNMENT:

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

Yes - 7
No - 0, motion carried

Meeting adjourned at 8:47 P.M.

These minutes approved 8-17-17

Lisa M. Mastry
Lisa M. Mastry, Clerk