

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

DATE: August 17, 2017

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Thomas O'Bryan, Jason C. Brockway, Donna J. Kissane, Elizabeth R. Forsell, John G. Swanston

MEMBERS ABSENT: Richard M. Preston, Richard A. Retrosi, Donald A. Whitmore, III

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

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.

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mrs. Forsell moved, seconded by Mr. Brockway that the minutes of the organizational meeting of July 20, 2017 be approved.

Yes - 6
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 and Capital Funds as well as the Group Checking and Payroll Checking for the month of July. Following discussion, Mr. Brockway moved, seconded by Mr. O'Bryan that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of July be approved.

Yes - 6
No - 0, motion carried

**APPROVAL OF RATES
AND POLLING STAFF FOR
CAPITAL PROJECT VOTE:**

Mr. Swanston moved, seconded by Mr. Brockway that the rates and polling staff for the Capital Project Vote be approved as annexed to these minutes.

Yes - 6

No - 0, motion carried

**AUTHORIZATION TO SIGN
AGREEMENT WITH C&S
ENGINEERS FOR
CONSTRUCTION
MANAGEMENT SERVICES:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that the District Superintendent and/or Board President be authorized to sign agreement with C&S Engineers for Construction Management Services.

Yes - 6

No - 0, motion carried

EXECUTIVE SESSION:

Mrs. Forsell moved, seconded by Mr. O'Bryan that the Board enter into an executive session for the purpose of discussing response to an EEOC complaint.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 7:07 P.M.

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

Yes - 6

No - 0, motion carried

The Board left executive session at 7:18 P.M.

**ABOLISHMENT OF
POSITION:**

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Brockway that the following position be abolished:

Typist (Currently located at NFEC – Effective 07/01/17)

Yes - 6

No - 0, motion carried

CREATION OF POSITIONS:

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

Health/Physical Education Teacher 50% (Currently located BOCES Wide)
English Teacher 7-12 40% (Currently located North Franklin County Area)
Clerk (Anticipated – Currently located BOCES Central Office)

Yes - 6

No - 0, motion carried

RESIGNATION:

Mrs. Forsell moved, seconded by Mr. Swanston that the following resignation be accepted:

David Snyder – Teaching Assistant (Effective 08/31/17)

Yes - 6

No - 0, motion carried

APPOINTMENTS:

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

Shaun Lawrence, be appointed as Director of Facilities, commencing on 08/21/17, salary to be at \$48,000 for the school year 2017-18. *Provisional Appointment Pending Final Approval from the Dept. of Civil Service.*

Brett Davis, be appointed as a Teacher Aide, commencing on 09/01/17, salary to be at Grade 11, Step 1 of the Non-Instructional Salary Schedule for the school year 2017-18.

Yes - 6

No - 0, motion carried

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

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

Working Towards Certification:

Zachary Fredenburg, be appointed as an Auto Technology Teacher (Currently located AEC) effective 09/01/17 – 06/30/18, salary to be at Step 5 of the Instructional Salary Schedule.

Yes - 6

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute/ (Summer School Program)

Susan Traynor (Up to 10 Hours 07/27/17 through 08/21/17))

Joshua Zenger (Up to 15 Hours 07/31/17 through 08/18/17)

Part-time Maintenance Coordinator - \$211.83 Per Day

Charles LaBrake Jr. (Up to 5 Days from 9/5/17 through 9/14/17)

Extra Program Employment

Tracy Scott – Registered Professional Nurse (Up to 6 Hours)

Christian Wissler – Natural Resources Science Teacher (Up to 2 Days through 08/31/17)

Caryn Legault – Math Teacher (Up to 3 Days for setting up classroom)
Caryn Legault – Math Teacher (1 day for curriculum planning)
Kempton Pierce – ELA/Social Studies Teacher (1 day for curriculum planning)
Robin Douglass, CDOS Coordinator (Up to 4 Days 8/16/17 – 8/21/17)
Patricia Ventiquattro – Health Occupations Teacher (Up to 2 Days through 08/31/17)

Central Treasurer & Extra Classroom Activity Fund Treasurers (\$1,600)

Lori Davis (NFEC)
Kasey Donahue (AEC)

Substitute (Pending Fingerprint Clearance)

Gary Racine (Motor Vehicle Operator)

Part-time Copy Clerk - \$10.50 Per Hour

Moriah Smith (Up to 77 Hours for the period 8/18/17 through 9/1/17)

Part-time Auto Technology Teacher - \$343.77 Per Day

Tim Rock (Up to 4 Days 8/21/17 through 9/15/17 to consult with new Auto Tech Teacher)

Yes - 6

No - 0, motion carried

**SUMMER SCHOOL
STAFFING:**

Mrs. Forsell moved, seconded by Mr. Brockway that the following individuals be approved as part-time and occasional

JoElynn Garvey – Teacher Aide (Terminated 07/27/17)

Casey Young – Teacher Aide (Effective 07/31/17)

Katherine Bennett, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Travis Dupuis, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Lori Staves, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Maureen Gilmore, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Lori Ransom, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Caitlin Keefe, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Wendy Cross, RSS Teacher, 2 days, 8/16-17/17, Administration of August Regents exam.

Linda Sexton, RSS Teacher, 3 days, 8/4, 8/16-17/17, Administration of August Regents exam and one day assisting Denise Luka in Rick Swanston's absence.

Yes - 6

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:

Clerk (Anticipated – Currently located BOCES Central Office)
English Teacher 7-12 40% (Currently located North Franklin County Area)
Health/Physical Education Teacher 50% (Currently located BOCES Wide)
Interpreter – 2 Positions (Currently located Salmon River Central School)
School Psychologist (Currently located NFCA – Effective 09/01/17)
Special Education Teacher 20% (Currently located NFEC – Effective 09/01/17)
Teaching Assistant (Currently located at AEC – Effective 09/01/17)
Typist (Currently located NFEC – Effective 08/01/17)

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

Yes - 6

No - 0, motion carried

**APPROVAL OF
ORGANIZATIONAL
STRUCTURE, EFFECTIVE
9/18/17:**

Mr. Swanston moved, seconded by Mr. Brockway that the organizational structure, effective 9/18/17 be approved as annexed to these minutes.

Yes - 6

No - 0, motion carried

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

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

Transportation Contracts with the following districts:
Brushton-Moira, Lake Placid, Malone, Saranac Lake, St. Regis
Falls and Tupper Lake
Agreement with Rhonwen Jones, OTR/L in connection with
Occupational Therapy Services
Agreement with OneWorksource in connection with the
Certified Nurse's Aide Training
Agreement with The Farrar Home in connection with the CNA
Educational Program
Agreement with THR Staffing, Inc. Youth In-School Program
Agreement with THR Staffing, Inc. Youth Out-Of-School
Program
Agreement with Goff-Nelson Library Rental Space

Yes - 6

No - 0, motion carried

**APPROVAL OF
MEMBERSHIP FOR NYS
ARTS IN EDUCATION
NETWORK:**

Mr. O'Bryan moved, seconded by Mrs. Kissane that a Membership for NYS Arts In Education Network in the amount of \$250 for the 2017-18 school year be approved.

Yes - 6

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Brockway 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 - 6

No - 0, motion carried

**APPROVAL OF
COMPENSATION
AGREEMENT WITH THE
DIRECTOR OF FACILITIES:**

Mr. O'Bryan moved, seconded by Mr. Brockway that the Compensation Agreement with the Director of Facilities be approved.

Yes - 6

No - 0, motion carried

**APPROVAL OF REVISED
COMMITTEE
MEMBERSHIPS:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the revised Committee Memberships be approved as annexed to these minutes.

Yes - 6

No - 0, motion carried

**APPROVAL OF REVISED
CUSTOMER SERVICE
STANDARDS:**

Mrs. Kissane moved, seconded by Mr. O'Bryan that the revised Customer Service Standards be approved as annexed to these minutes.

Yes - 6

No - 0, motion carried

**CONSIDERATION OF
AUCTIONS
INTERNATIONAL BID
RESULTS:**

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

Adirondack Boat - \$25

2 File Cabinets - \$25

Garden Seeder - \$26

2 Open Metal Bookcases - \$25

Painting - \$25

Refrigerator - \$25

Storage cabinet for musical instruments - \$260

Following discussion, Mt. Swanston moved, seconded by Mr. Brockway that the BOCES be authorized to accept the bid on the storage cabinet and reject bids on all other items.

Yes - 6

No - 0, motion carried

**AUTHORIZATION AND
CONSIDERATION TO SELL
ITEMS AT AUCTION BEING
CONDUCTED BY MALONE
CENTRAL SCHOOL
DISTRICT ON 8/19/17:**

Following discussion, Mr. Brockway moved, seconded by Mr. O'Bryan that the following items be sold at Auction being conducted by Malone Central School District on August 19, 2017:

Hobart Commercial Dishwasher
Large Rolling Computer Table
Small Rolling Computer Table
Adirondack Canoe
(8) Chairs
(2) File Cabinets
Garden Seeder
Open Cabinet
Painting
(2) Tables
(3) Desks
Screen
Rockwell Disc Sander
Reliant Disc Belt Sander
Ryobi Table Sander
Rockwell Vertical Belt Sander
Acme Radial Belt Sander
Delta Wood Lathe
(2) Aquariums
(7) Student Desks and (7) Student Tables
(2) Craftsman 12 inch bench drill press with laser
(2) Rikon 6-speed mini wood lathe
(2) Nova Comet II Midi Lathe
(2) Turncrafter Provs Wood Lathe
(1) Reliant Dust Collector

Yes - 6

No - 0, motion carried

OTHER BUSINESS:

The dates and times for the open houses at AEC and NFEC were discussed.

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

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

ADJOURNMENT:

Mrs. Forsell moved, seconded by Mr. O'Bryan that the meeting be adjourned.

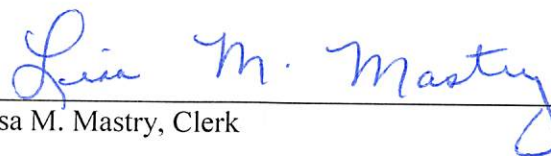
Yes - 6

No - 0, motion carried

Meeting adjourned at 7:47 P.M.

These minutes approved

9-21-17



Lisa M. Mastry, Clerk