

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

DATE: September 21, 2017

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

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

MEMBERS ABSENT: Donna J. Kissane, John G. Swanston

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

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

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 August 17, 2017 and corrected July 20, 2017 minutes be approved.

Yes - 6
Abstain – 1 (Mr. Retrosi)
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 August. Following discussion, Mrs. Forsell moved, seconded by Mr. Whitmore that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of August be approved.

Yes - 7

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 June 15, 2017 through September 7, 2017. Mr. Retrosi moved, seconded by Mr. Preston to accept the report as annexed to these minutes.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED
POLLING STAFF FOR
CAPITAL PROJECT VOTE:**

Mr. Brockway moved, seconded by Mr. Retrosi to the revised polling staff for the Capital Project Vote be approved.

Yes - 7

No - 0, motion carried

EXECUTIVE SESSION:

Mr. Brockway moved, seconded by Mr. Retrosi that the Board enter into an executive session for the purpose of discussing the status of negotiations with the FEH Teachers' Association and the employment status of a specific individual.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:48 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 8:06 P.M.

CREATION OF POSITION:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Preston that the following position be created:

Custodian (Currently located at AEC)

Yes - 7

No - 0, motion carried

RESIGNATIONS:

Mrs. Forsell moved, seconded by Mr. Retrosi that the following resignations be accepted:

Brett Davis – Teacher Aide (Effective 09/01/17)

Robin B. Douglass – CDOS Coordinator (Effective 08/25/17)

Mandy J. Choiniere – Licensed Practical Nurse 80% (Effective 09/01/17)

Michael Gardephe – Cleaner (Effective 09/22/17)

Yes - 7

No - 0, motion carried

APPOINTMENTS:

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

Eric Ashlaw, who holds a Transitional A Certificate in Carpentry 7-12, is hereby appointed to the position of Trade Subjects (Carpentry 7-12) tenure area for a probationary period commencing on 09/01/17 and anticipated to end on 08/31/21.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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. Preston moved, seconded by Mr. Brockway that:

Tyler Cross, who holds a Continuing Certificate as a Teaching Assistant is hereby appointed to the position of Teaching Assistant tenure area for a probationary period commencing on 09/01/17 and anticipated to end on 08/31/21.

Yes - 7

No - 0, motion carried

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

Laice Redman, who holds an Initial Certificate in English Language Arts, is hereby appointed to the position of English tenure area for a probationary period commencing on 09/01/16 and anticipated to end on 08/31/20.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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. Whitmore moved, seconded by Mr. Brockway that the following be approved:

Mandy J. Choiniere, be appointed as an INTERPRETER commencing on 09/01/17, salary to be at Grade 15, Step 1 of the Non-Instructional Salary Schedule for the school year 2017-18.

Bethany Decker, be appointed as a LICENCED PRACTIAL NURSE 80% commencing on 09/25/17, salary to be at Grade 13, Step 4 of the Non-Instructional Salary Schedule for the school year 2017-18.

Michael Gardephe, be appointed as a CUSTODIAN commencing on 09/25/17, salary to be at Grade 4, Step 1 of the Non-Instructional Salary Schedule for the school year 2017-18.

Jennifer Pond, be appointed as a TYPIST commencing on 09/27/17, salary to be at Grade 6, Step 1 of the Non-Instructional Salary Schedule for the school year 2017-18.

Jonathen Sprague, be appointed as a TEACHER AIDE commencing on 09/25/17, salary to be at Grade 11, Step 4 of the Non-Instructional Salary Schedule for the school year 2017-18.

Tara Ellis, be appointed as a REGISTERED PROFESSIONAL NURSE commencing on 09/25/17, salary to be at Grade 14, Step 5 of the Non-Instructional Salary Schedule for the school year 2017-18.

Yes - 7

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:

Christopher Gagne, be appointed as a Health/Physical Education Teacher 75% (Currently located BOCES Wide) effective 09/01/17 – 06/30/18, salary to be at Step 1 of the Instructional Salary Schedule.

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Extra Program Employment

Joseph Campbell – Adult Equivalency Teacher (Up to 300 hours through 06/30/18)

Part-time Adult Equivalency

Marian McGarvey (Up to 96 hours through 06/30/18)
Deborah McGill (Up to 480 hours through 06/30/18)
Kay-Lynn Bickford (Up to 320 hours through 06/30/18)
Carol Van Riper (Up to 400 hours through 06/30/18)
Susan Syrup (Up to 320 hours through 06/30/18)
Nina Tendler (Up to 320 hours through 06/30/18)

Part-time School Psychologist - \$55.00 Per Hour

Judy Quay (Up to 200 hours 09/18/17 through 06/30/18)

Part-time Special Education Teacher - \$40.00 Per Hour

Kathy Barton-Mongeon (Up to 180 Hours 09/25/17 through 06/27/18)

Adult Education Instructors

Jennifer Bilow, Yoga for Mind, Body and Soul Instructor – 8 hours at \$30/hour
Bruce Bonesteel, Evergreen Wreaths, Kissing Balls Holiday Centerpieces Instructor – 12 hours at \$30/hour
Jon Chodat, Intermediate Photography Instructor – 25 hours at \$30/hour
Tonny French, Oil Furnace and Boiler Instructor – 10 hours at \$30/hour
Holly Harz, Cake Decorating I – Beginner Course Instructor – 10 hours at \$30/hour
Holly Harz, Cake Decorating II – Advanced Course Instructor – 10 hours at \$30/hour
Holly Harz, Basic Canning Instructor – 5 hours at \$30/hour
Donna Hastings, Easy Applique Instructor – 5 hours at \$30/hour
Donna Hastings, Paper Piecing Instructor – 5 hours at \$30/hour
James Lalonde, ServSafe Instructor – 10 hours at \$40/hour

Tom Marshall, Small Engine Repair I-Beginner Course Instructor – 26 hours at \$30/hour
Tom Marshall, Small Engine Repair II – Advanced Course Instructor – 26 hours at \$30/hour
David Russell, Welding I Instructor – 25 hours at \$30/hour
Jennifer Sienkiewicz, Child Abuse, Neglect and Maltreatment Certification Instructor – 5 hours at \$40/hour
Tim Wood, Intro to Holiday Floral Design/Traditional Halloween Flower Arrangements Instructor – Malone - 15 hours at \$30/hour
Tim Wood, Intro to Traditional Thanksgiving/Christmas Flower Arrangements Instructor – Malone - 15 hours at \$30/hour

Substitute

Julie Bushey (Teacher/Teaching Assistant/Aide/Motor Vehicle Operator)
Bethany Berkman (LPN)

Part-time Special Education Teacher - \$57.13 Per Hour

June Parmeter (Up to 30 hours from 09/07/17 through 06/22/18)

Yes - 7

No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Preston that the leave of absence for Michele Farmer, Teaching Assistant be approved effective 09/05/17 through 10/31/17.

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:

CDOS Coordinator (Currently located BOCES Wide)
Clerk (Anticipated – Currently located BOCES Central Office)
English Teacher 7-12 40% (Currently located North Franklin County Area)
School Psychologist (Currently located NFCA – Effective 09/01/17)

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

Yes - 7

No - 0, motion carried

**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. O'Bryan that the written report for the period of June 14, 2017 – September 6, 2017 submitted by Esther Debyah, Claims Auditor and dated 09/11/17, be accepted.

Yes - 7

No - 0, motion carried

APPROVAL OF DISTRICT-WIDE SCHOOL SAFETY PLAN:

Mr. Retrosi moved, seconded by Mr. Whitmore that the District-Wide School Safety Plan be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

APPROVAL OF MEMBERSHIP FOR NYS SCHOOLS FACILITIES ASSOCIATION:

Mr. O'Bryan moved, seconded by Mr. Brockway that a Membership for NYS Schools Facilities Association in the amount of \$125 for the 2017-18 school year be approved.

Yes - 7

No - 0, motion carried

AUTHORIZATION TO APPOINT STACY VINCENT AS RECORDS MANAGEMENT OFFICER:

Mr. O'Bryan moved, seconded by Mrs. Forsell to appoint Stacy Vincent as Records Management Officer for the remainder of the 2017-18 school year effective September 22, 2017.

Yes - 7

No - 0, motion carried

AUTHORIZATION TO APPOINT SHAUN LAWRENCE AS ASBESTOS (LEA) DESIGNEE:

Mr. O'Bryan moved, seconded by Mr. Whitmore to appoint Shaun Lawrence as Asbestos (LEA) Designee for the remainder of the 2017-18 school year effective September 1, 2017.

Yes - 7

No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

Agreement with NCWDB WIOA Out-of-School Youth

Agreement with NCWDB WIOA In-School Youth

Agreement with C & S Companies for Construction Management Services

Yes - 7

No - 0, motion carried

APPROVAL OF REVISED PURCHASING POLICY:

Mr. Preston moved, seconded by Mr. Whitmore that the revised Purchasing Policy be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

APPROVAL OF MEMBERSHIP FOR THE NATIONAL JOINT POWER ALLIANCE:

Mr. Retrosi moved, seconded by Mrs. Forsell that a Membership for the National Joint Power Alliance (no cost) for the 2017-18 school year be approved.

Yes - 7

No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETINGS:**

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

CEWW School Boards Association Meetings to be held at West Side Ballroom in Plattsburgh:

- November 16, 2017
- January 11, 2018

Yes - 7

No - 0, motion carried

**APPROVAL OF THE
MEMORANDUM OF
AGREEMENT WITH THE
FEH TEACHERS
ASSOCIATION FOR A
SUCCESSOR COLLECTIVE
BARGAINING AGREEMENT:**

Mr. Retrosi moved, seconded by Mr. Whitmore that the Memorandum of Agreement with the FEH Teachers Association for a Successor Collective Bargaining Agreement be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

**ACCEPTANCE OF
DONATION:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that a donation from Thomas Scharf of an Electric Piano with an estimated value of \$1,000 be accepted.

Yes - 7

No - 0, motion carried

**APPROVAL OF
MEMBERSHIP FOR
SPEECHPATHOLOGY.
COM:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that a Membership for Speechpathology.com in the amount of \$100 for the 2017-18 school year be approved.

Yes - 7

No - 0, motion carried

**HEALTH INSURANCE
CONSORTIUM/JOINT
GOVERNING BOARD
MEETING – 9/27/17:**

Mr. Shafer informed the board that a Health Insurance Consortium/Joint Governing Board Meeting will be held on 9/27/17.

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

Mr. Shafer gave the board an updated Calendar of Board Meeting Presentations/Agenda Items.

OTHER BUSINESS:

Mrs. Forsell inquired about Adult Education Offerings at Raquette Lake School.

Mr. Witkowski announced the unofficial results of the passing of the Capital Project vote.

ADJOURNMENT:

Mr. Retrosi moved, seconded by Mr. Brockway that the meeting be adjourned.

Yes - 7

No - 0, motion carried

Meeting adjourned at 8:35 P.M.

These minutes approved 10-18-17

Lisa M. Mastry
Lisa M. Mastry, Clerk