

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

DATE: January 18, 2018

LOCATION: Adirondack Educational Center, Saranac Lake, New York/
North Franklin Educational Center, Malone, New York
(Videoconference)

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Jason C. Brockway, Christine Crossman-Dumas,
Elizabeth R. Forsell, Richard M. Preston, Richard A. Retrosi,
John G. Swanston, Donald A. Whitmore, III

MEMBERS ABSENT: Thomas O'Bryan

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

VISITORS: Rick Swanston

**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 regular meeting of December 21, 2017 be approved.

Yes - 8
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
Funds as well as the Group Checking and Payroll Checking for the month of
December. Following discussion, Mr. Swanston moved, seconded by
Mr. Preston that the Treasurer's Reports, Budget Control and Analysis of
Revenue Reports for all funds for the month of December be approved.

Yes - 8
No - 0, motion carried

**QUARTERLY REPORT ON
THE INTERNAL AUDIT
FUNCTION:** Stacy Vincent gave the Board an update on the Internal Audit Function.
Mr. Swanston moved, seconded by Mr. Whitmore to accept the updated Internal
Audit Function Update.

Yes - 8
No - 0, motion carried

PRESENTATION:

Rick Swanston gave a presentation to the Board on Adult Education.

EXECUTIVE SESSION:

Mr. Whitmore moved, seconded by Mr. Retrosi that the Board enter into an executive session to discuss a personnel matter.

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 7:38 P.M.

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

Yes - 8

No - 0, motion carried

The Board left executive session at 7:40 P.M.

APPOINTMENTS:

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

Shawn McMahon, who holds a School Building Leader Initial Certificate, is hereby appointed to the position of Principal tenure area for a probationary period commencing on 01/29/18 and anticipated to end on 01/28/22.

In order to be eligible for tenure, individuals receiving a probationary appointment as a principal 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 - 8

No - 0, motion carried

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

Ericka G. Reid, be appointed as a CLERK commencing on 01/02/18, salary to be at Grade 5, Step 1 of the Non-Instructional Salary Schedule for the school year 2017-18.

Yes - 8

No - 0, motion carried

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

Ashley Smith, be appointed as a BEHAVIOR INTERVENTION SPECIALIST commencing on 03/01/18, salary to be at Step 5 of the Instructional Salary Schedule for the school year 2017-18.

Yes - 8

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mrs. Crossman-Dumas moved, seconded by Mrs. Forsell that:

Working Towards Certification:

Michael Gardephe, be appointed as a Teaching Assistant (Currently located at AEC) effective 02/01/18, salary to be at Grade 12, Step 1.

Yes - 8

No - 0, motion carried

RESIGNATION:

Mr. Retrosi moved, seconded by Mrs. Crossman-Dumas that the following resignation be accepted:

Michael Gardephe – Custodian (Effective 01/31/18)

Yes - 8

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Part-time School Psychologist - \$40.00 Per Hour (Revised Rate)

Danielle Matthews (Up to 220 hours for the period of 01/19/18 through 06/30/18)

Substitute

Samantha Monette (Teacher/Teaching Assistant/Aide)

Adult Education Instructors

Jennifer Bilow, Yoga for Mind, Body and Soul Instructor – 8 hours at \$30/hour

Jon Chodat, Introduction to Photography Instructor – 26 hours at \$30/hour

Tonny French, Oil Furnace and Boiler Instructor – 10 hours at \$30/hour

Tonny French, CFC/HVAC Certification (EPA 608) Instructor – 8 hours at \$40/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

James Lalonde, ServSafe Instructor – 10 hours at \$40/hour

James Lalonde, Confident Cooking for Teens – 10 hours at \$30/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 III: DOT Certification Instructor – 49 hours at \$40/hour

Tim Wood, Introduction to Wedding Flowers Instructor, Malone: 6 hours @ \$30/hour

Tim Wood, Introduction to Wedding Flowers Instructor, SL: 6 hours @ \$30/hour
Tim Wood, Basic Floral/Container Arranging Instructor, Malone: 6 hours @ \$30/hour
Tim Wood, Basic Floral/Container Arranging Instructor, SL: 6 hours @ \$30/hour
Nancy Child, Jewelry Making Instructor - 4 at \$30/hour
Michele Frazier, Dharma I Yoga Instructor – 10.25 at \$30/hour
Michele Frazier/Kerri Keeler, Essential Oils 101 Instructors - 7 at \$30/hour
Rhonda Shorette-Peets, Crock-It! Instructor – 4 hours at \$30/hour
Rhonda Shorette-Peets, Soup-It! Instructor – 4 hours at \$30/hour
Rhonda Shorette-Peets, Grill-It! Instructor – 4 hours at \$30/hour

Yes - 8

No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mrs. Forsell that the leave of absence for Michele Farmer, Teaching Assistant be approved effective 01/01/18 through 04/02/18.

Yes - 8

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:

Account Clerk 50% (Currently located at Peru CSD)
Art Teacher 40% (Currently located BOCES Wide)
Custodian (Currently located at AEC)
English Teacher (Currently located North Franklin County Area)
Library Media Specialist (Currently located BOCES Wide)
School Psychologist (Currently located NFCA)
Special Education Teacher 7-12 (Currently located NFCA)
Special Education Teacher K-6 (Currently located NFCA)

Mr. Preston moved, seconded by Mrs. Crossman-Dumas that Mr. Shafer be authorized to fill all vacancies.

Yes - 8

No - 0, motion carried

**APPROVAL OF REVISED
INVESTMENT POLICY:**

Mrs. Forsell moved, seconded by Mrs. Crossman-Dumas that the revised Investment Policy be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

**APPROVAL OF REVISED
COMMITTEE
MEMBERSHIPS:**

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

Yes - 8

No - 0, motion carried

**APPROVAL OF
WORKSITES:**

Mrs. Forsell moved, seconded by Mr. Retrosi that the attached worksites be approved.

Yes - 8

No - 0, motion carried

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

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

Agreement with Franklin County DSS in connection with the School Links Coordinator

Yes - 8

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Swanston 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 - 8

No - 0, motion carried

**LEGISLATIVE
BREAKFAST:**

The Board was reminded of the following:

- Legislative Breakfast – February 2, 2018, 8:00 AM, Crowne Plaza, Lake Placid
- BOCES Legislative Advocacy Day taking place on February 28, 2018

**STATE BUDGET
DEVELOPMENT:**

Mr. Shafer discussed the State Budget Development status with the Board.

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

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

OTHER BUSINESS:

Mr. Egan mentioned the New Vision Government and Law lasagna dinner and said it was a good meal.

There was follow up discussion regarding the gas leak at NFEC.

The waterline issue at AEC was discussed.

ADJOURNMENT:

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 8:10 P.M.

These minutes approved 2/15/18

Lisa M. Mastry
Lisa M. Mastry, Clerk