

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

DATE: May 17, 2018

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 (entered the meeting at 7:04 pm), Richard M. Preston, Richard A. Retrosi, Donald A. Whitmore, III

MEMBERS ABSENT: Christine Crossman-Dumas, John G. Swanston

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

VISITORS: Shaun Lawrence, Rick Swanston, Christian Wissler and students (Jackson Carlisto – Saranac Lake, Rayeleigh Shore – Tupper Lake), Bob Lasino

**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.

**PRESENTATION OF
NYSSBA SCHOOL BOARD
ACHIEVEMENT AWARD:** Mr. Shafer presented a certificate of Board Achievement Level I to Dennis Egan.

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mr. Retrosi moved, seconded by Mr. Preston that the minutes of the regular meeting of April 19, 2018 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 Funds as well as the Group Checking and Payroll Checking for the month of April. Following discussion, Mr. Preston moved, seconded by Mr. Whitmore that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of April be approved.

Yes - 6

No - 0, motion carried

Mrs. Forsell entered the meeting at 7:04 P.M.

PRESENTATION:

Christian Wissler and students (Jackson Carlisto – Saranac Lake, Rayeleigh Shore – Tupper Lake) from the Natural Resources Science Program gave a presentation to the board on construction of a Lean To. Bob Lasino, from Lean To Rescue, also gave the board information on the process and his involvement.

EXECUTIVE SESSION:

Mrs. Forsell moved, seconded by Mr. Whitmore, that the Board enter into an executive session for the purpose of discussing an extension and amendment to the Employment Agreement with the District Superintendent.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:30 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 7:59 P.M.

Mrs. Forsell exited the meeting at 7:59 P.M.

**ABOLISHMENT OF
POSITIONS:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. Whitmore that the following positions be abolished effective 06/30/18:

Occupational Therapist Assistant – Joshua Zenger
Speech & Hearing Handicapped Teacher – Kaitlyn Tebo

Yes - 6

No - 0, motion carried

Mrs. Forsell re-entered the meeting at 8:01 P.M.

CALL BACK (Effective 07/01/18):

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Preston that the following positions be called back:

Lisa Clark – Licensed Practical Nurse 80% TO 100%
Bethany Decker – Licensed Practical Nurse
Jonathen Sprague – Teacher Aide

Yes - 7

No - 0, motion carried

RESIGNATIONS:

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

Julie Austin-Kormanyos – P-Tech Principal/Coordinator (Effective 06/08/18)
Jill R. Morgan – Health Occupations Teacher (Effective 05/31/18)
Alisha Wheeler – Library Media Specialist (Effective 06/12/18)

Yes - 7

No - 0, motion carried

APPOINTMENTS:

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

Elizabeth Littlefield, who holds a professional certificate in Students with Disabilities (Grades 1-6), be appointed as a SESIS Coordinator in the Instructional Support Services in Special Education tenure area for a probationary period of four (4) years commencing on 07/01/18 and terminating on 06/30/22, salary to be at Step 10 of the Instructional Salary Schedule for the school year 2018-19.

Alexis M. Perry, be appointed as a CLEANER 50%, commencing on 05/18/18, salary to be at Grade 1, Step 1 of the Non-Instructional Salary Schedule for the school year 2017-18.

Yes - 7

No - 0, motion carried

APPOINTMENT PURSANT TO A FEINERMAN'S AGREEMENT:

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

Deonna Warner, be appointed as a Special Education Teacher (Currently located at NFEC) effective 09/01/18 – 06/30/19, salary to be at Step 3.

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute

Oby LeClair (Teacher/Teaching Assistant/Teacher Aide)
Misty Gobin (Teaching Assistant/Teacher Aide/Monitor)
Nancy Jewtraw (Cleaner)

Summer Laborers - \$10.40 Per Hour (Based on 8 Hours Per Day and a Maximum of 40 Days)

Ted Childs
Nicholas Croteau
John LaHaie III
Thomas Shafer

Extra Program Employment

Kaitlin Tebo (Additional 192 hours through 06/23/18)
Susan Johnston (Additional 50 hours through 06/30/18)

Request for Extra Time

Stephanie Bannon (Up to 20 Hours for the period of 5/4/18 through 7/13/18)
Jamie O'Dell (Up to 20 Hours for the period of 5/4/18 through 7/13/18 – WinCap Conversion)
Jamie O'Dell (Up to 60 Hours for the period 5/7/18 through 6/29/18 – Frontline Work)

Administration of Serve-Safe Exam for Culinary Arts (NFEC) - \$82.00 Per Day

Jeane Santamore (2 Days)

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

June Parmeter (Up to 20 Additional Hours for the period 4/24/18 through 6/30/18)

Assistant Principal (Regional Summer School) - \$6,000

Tim Seymour

Yes - 7

No - 0, motion carried

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

Club Advisors 2018-19

North Franklin Educational Center

New Vision Government & Law Club - Tracy Edwards-Warren - \$200
Northern Borders Academy P-TECH (HOSA) - Tammy Hill - \$200

Adirondack Educational Center

New Vision Club - Alison Riley-Clark - \$200

Yes - 7

No - 0, motion carried

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

Club Advisors 2018-19

Student Council (3 Advisors - \$800 Each)

Barbara Hart

James Lalonde

Jennifer Sienkiewicz

Yes - 7

No - 0, motion carried

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

Acting Principal 2017-18 - \$950 Each

James LaLonde (NFEC)

Joanne Williams (AEC)

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:

Health Occupations Teacher (Currently located at AEC)

Library Media Specialist 2 Positions (Currently located Tupper Lake Central School & North Franklin County Area)

Occupational Therapist (Currently located NFCA – Effective 01/02/19)

P-Tech Principal/Coordinator (Currently located NFEC)

School Psychologist (Currently located Tupper Lake Central School)

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

Yes - 7

No - 0, motion carried

**DISCUSSION REGARDING
ADMINISTRATIVE
STRUCTURE:**

There was discussion regarding the Administrative Structure for the Summer 2018 and the 2018-19 School year and beyond.

**APPROVAL OF DATES
AND LOCATIONS FOR
APRIL MEETINGS:**

Mrs. Forsell moved, seconded by Mr. Preston that President Egan set the following dates for the 2018-19 school year pursuant to Section 1950 of the Education Law:

BOCES Annual Meeting - Thursday, April 4, 2019, Adirondack
Educational Center

BOCES Regular Meeting - Thursday, April 25, 2019, NFEC, Malone

BOCES Annual Election and Vote on Administrative Budget - Tuesday,
April 30, 2019

Yes - 7

No - 0, motion carried

**APPROVAL FOR UPCOMING
MEETING:**

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

NYSSBA's Annual Convention and Education Expo in New York City,
October 25-27, 2018

Yes - 7

No - 0, motion carried

**APPROVAL OF
AMENDMENT AND
EXTENSION OF
EMPLOYMENT
AGREEMENT FOR THE
DISTRICT
SUPERINTENDENT:**

Mr. Preston moved, seconded by Mr. Retrosi that the amendment and extension of employment agreement for the District Superintendent be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED
PROFESSIONAL
DEVELOPMENT PLAN:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that the revised Professional Development Plan be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

**APPROVAL OF ANNUAL
PROFESSIONAL
PERFORMANCE REVIEW
PLAN:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that the Annual Professional Performance Review Plan be approved with no changes.

Yes - 7

No - 0, motion carried

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

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

Cooperative Purchasing Agreement with St. Lawrence-Lewis BOCES
New Health Insurance Consortium Municipal Cooperation Agreement
Transportation Contracts with the following districts: Malone & Saranac Lake
Agreement with OneWorksource for Rental Space

Yes - 7
No - 0, motion carried

**AUTHORIZATION TO
ACCEPT 2018 DODGE RAM
3500 PICK-UP TRUCK BIDS:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Whitmore that the following vehicle be purchased pursuant to state contract with accessories and options listed on the specification sheet, as annexed to these minutes. That Carbone Chrysler Dodge Jeep Ram provided the lowest quote for this vehicle as follows:

2018 RAM 3500 4X4 PICKUP TRUCK\$31,587.00

Yes - 7
No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mrs. Forsell that a vehicle donation from James and Susan Owens be accepted.

Yes - 7
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Retrosi moved, seconded by Mr. Preston 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 - 7
No - 0, motion carried

APPROVAL OF WORK SITES:

Mrs. Forsell moved, seconded by Mr. Whitmore that the attached work sites be approved.

Yes - 7
No - 0, motion carried

**AUTHORIZATIION TO PUT
OUT TO BID FOR BOCES
PERSONAL PROPERTY ON
AUCTIONS
INTERNATIONAL:**

Mr. Shafer informed the Board regarding the need to bid the “Bayley Scales of Infant and Toddler Development Psychology Test Kit” for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Retrosi moved, seconded by Mr. Whitmore that the notice to bidders be advertised.

Yes - 7

No - 0, motion carried

**CONSIDERATION OF BOCES
CTE EQUIPMENT
PURCHASE:**

Upon the recommendation of Stephen Shafer, Mr. Preston moved, seconded by Mrs. Forsell that the following be purchased as follows pursuant to NJPA Contract #032515-JDC, NYS OGS Contract #PC67075 with options listed on the specifications as annexed to these minutes:

John Deere 325G Skid Steer.....\$64,900.75

Yes – 6

No - 1 (Mr. Egan), motion carried

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

The Board received a list of students on the 3rd Quarter Honor Roll for NFEC, AEC and Northern Borders Academy. The board members were pleased with the results.

**REVISED DASA
REGULATIONS:**

Information was given to the Board from Mr. Shafer regarding revised DASA regulations.

PROVING GROUND:

Mr. Shafer gave the Board a brief summation of his trip to Seattle in connection with the State Education Department and Harvard University regarding chronic absenteeism.

**EVALUATION INSTRUMENT
FOR EVALUATING THE
DISTRICT
SUPERINTENDENT:**

The Board discussed using an evaluation instrument for evaluating the District Superintendent. It was decided that a presentation in the fall would be beneficial to make an informed decision.

**DISCUSSION REGARDING
POSSIBLE MOVE TO BOARD
DOCS:**

The Board discussed using Board Docs. It was decided that a presentation in the fall would be beneficial to make an informed decision.

**MAINTAINING A
FLEET/PAYING MILEAGE:**

Stacy Vincent reported that she is gathering information to discuss with the Board the options of maintaining a fleet versus paying mileage. At this time she is processing the data to determine the best route for the future and will update the board once she is prepared to make a recommendation.

LEGISLATIVE UPDATE:

The board was given sample letters to legislators in support of raising the BOCES' District Superintendent salary cap. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Forsell to amend the letters to be sent from the FEH BOCES Board in support of raising the salary cap.

Yes - 7

No - 0, motion carried

**ACADEMIC EXCELLENCE
AWARDS BANQUET/BOCES
AWARDS CEREMONIES:**

The Board was reminded of the following:

Academic Excellence Awards Banquet – June 6, 2018, 6:00 PM,
Crowne Plaza, Lake Placid

2018 Award Ceremony Schedule:

AEC: CTE, June 11, 9:00 AM, NCCC Gymnasium

New Vision – June 7, 11:00 AM, Adirondack Medical Center
(Redfield Room)

NFEC: CTE, June 11, 9:15 AM, Franklin Academy

New Vision (Health), June 12, 9:00 AM, Alice Hyde Medical
Center – Third Street Conference Room (Old Nursing Home
entrance)

New Vision (Government & Law), June 14, 9:00 AM, Court
Room 1

New Vision (Game Design & Development), June 7, 9:00
AM, Paul Smiths College –Pine Room (AEC & NFEC)

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

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

BOARD COMMENTS:

The board requested that an update on the BOCES Capital Project be given next month.

ADJOURNMENT:

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

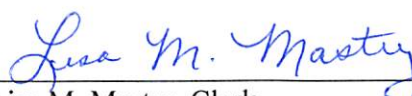
Yes - 7

No - 0, motion carried

Meeting adjourned at 9:05 P.M.

These minutes approved _____

6/21/18



Lisa M. Mastry, Clerk