

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

DATE: June 21, 2018

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

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

MEMBERS ABSENT: Thomas O'Bryan, Richard M. Preston, Richard A. Retrosi

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

VISITORS: Esther Debyah, Tina Hammill

**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.

**BIANNUAL
PRESENTATION FROM
CLAIMS AUDITOR:** The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor. Following discussion, Mrs. Forsell moved, seconded by Mr. Whitmore that the Biannual Presentation and Claims Audit Report for the period of March 13 – June 13, 2018 submitted by Esther Debyah, Claims Auditor and dated 6/13/18, be accepted.

Yes - 6
No - 0, motion carried

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mrs. Forsell moved, seconded by Mr. Whitmore that the minutes of the regular meeting of May 17, 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 May. Following discussion, Mr. Swanston moved, seconded by Mr. Brockway that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of May be approved.

Yes - 6

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 March 22, 2018 through June 14, 2018. Mrs. Forsell moved, seconded by Mr. Brockway to accept the report as annexed to these minutes.

Yes - 6

No - 0, motion carried

**ACCEPTANCE OF EXTRA
CLASSROOM AUDIT:**

The Board received a report on the findings of the Extraclassroom Audit. Mrs. Forsell moved, seconded by Mr. Swanston that the report be accepted.

Yes - 6

No - 0, motion carried

**APPROVAL OF
AMENDMENT TO THE
2017-18 BOCES BUDGET:**

Mr. Whitmore moved, seconded by Mr. Brockway that the 2017-18 BOCES Budget be increased in the amount of \$1,200,000 in order to provide appropriations for expenditures based on the services provided to component school districts.

Yes - 6

No - 0, motion carried

EXECUTIVE SESSION:

Mr. Brockway moved, seconded by Mrs. Forsell that the Board enter into an executive session to discuss the employment status of two individuals.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 7:23 P.M.

Mrs. Forsell moved, seconded by Mrs. Crossman-Dumas that the Board leave the executive session.

Yes - 6

No - 0, motion carried

The Board left executive session at 8:02 P.M.

CREATION OF POSITION:

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

Labor Relations Specialist (Currently located BOCES Wide)

Yes - 6

No - 0, motion carried

APPOINTMENTS:

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

Revised Probationary Period from 4 Years to 3 Years

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 three (3) years commencing on 07/01/18 and terminating on 06/30/21, salary to be at Step 10 of the Instructional Salary Schedule for the school year 2018-19.

Erica Soper, who holds an Internship Certificate as a Library Media Specialist is hereby appointed to the position of School Library Media Specialist (Library) tenure area for a probationary period commencing on 09/01/08 and anticipated to end on 08/31/22.

Yes - 6

No - 0, motion carried

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

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

WORKING TOWARDS CERTIFICATION:

Clarence Brockway III, be appointed as a Building Trades Teacher, commencing on 09/01/18 – 06/30/19, salary to be at Step 5 of the Instructional Salary Schedule for the 2018-19 school year.

Mary Ciccone-Cook, be appointed as an English Teacher, commencing on 09/01/18 – 06/30/19, salary to be at Step 11 of the Instructional Salary Schedule for the 2018-19 school year.

Zachary Fredenburg, be appointed as an Auto Technology Teacher, commencing on 09/01/18 – 06/30/19, salary to be at Step 6 of the Instructional Salary Schedule for the 2018-19 school year.

Christopher Gagne, be appointed as a Health/Physical Education Teacher 75%, commencing on 09/01/17 – 06/30/19, salary to be at Step 2 of the Instructional Salary Schedule for the 2018-19 school year.

Heather Gonia, be appointed as a School Counselor 80%/Teaching Assistant 20%, commencing on 09/01/18 – 06/30/19, salary to be at Step 3 of the Instructional Salary Schedule for the 2018-19 school year.

Tamara Hill, be appointed as a Living Environment/Biology Teacher (P-Tech Program), commencing on 09/01/18 – 06/30/19, salary to be at Step 6 of the Instructional Salary Schedule for the 2018-19 school year.

CERTIFIED, BUT LESS THAN FULL-TIME:

Michelle Pearlman, be appointed as a Music Teacher 80%, commencing on 09/01/18 – 06/30/19, salary to be at Step 5 of the Instructional Salary Schedule for the 2018-19 school year.

Yes - 6

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute

Jackie Collins (Motor Vehicle Operator)
Julie Jacobs (Teacher/Teaching Assistant/Teacher Aide)
Adam Klyczek (Teacher/Teaching Assistant)
Sarah Lennox (Teaching Assistant/Teacher Aide)
Lora Kavanagh (Social Studies Teacher to cover a maternity leave for 5 weeks starting 9/1/18)

Bus Driver Training 2018-19 School Year

Darrin Jock, Dominick Barse, Lenny Barker, Chip Perham, Arthur McCormick, Norman Treptow, Daniel Shumway

Extra Program Employment

Patricia Ventiquattro – Health Occupations Teacher (Up to 28 hours for the period of 6/5/18 – 6/8/18)

Part-time Copy Clerk - \$10.50 Per Hour

Paetynn Heredia (Up to 10 Hours Per Week)
Moriah Smith (Up to 10 Hours Per Week)

Substitute Executive Secretary - \$16.67 Per Hour

Esther Debyah (9 Hours for the period of 6/7/18 to 6/8/18)

Consultant ESY Instruction for Homebound Students - \$57.13 Per Hour

June Parmeter (Up to 6 Hours for the period 7/1/18 through 8/31/18)

Adult Education Classes

| | | | |
|------------------------|---|-------|------|
| Bailey, Donna | Essential Oils (SL) | 9.5 | \$30 |
| Child, Nancy | Jewelry Making | 4 | \$30 |
| Child, Nancy | Let Your Yoga Dance | 10 | \$30 |
| Chodat, Jon | How to take Excellent Photographs | 18 | \$30 |
| Frazier, Michele | Computer Basics | 21 | \$30 |
| Frazier, Michele | Yoga with Cheley | 10.25 | \$30 |
| French, Tonny | Oil Furnaces and Boilers | 10 | \$30 |
| Harz, Holly | Cake Decorating 1 | 10 | \$30 |
| Harz, Holly | Cake Decorating 2 | 10 | \$30 |
| Harz, Holly | Basic Home Canning | 4 | \$30 |
| Harz, Holly | Keto Cooking | 3 | \$30 |
| Hastings, Donna | Paper Piecing | 4 | \$30 |
| Hastings, Donna | Adirondack Landscapes | 4 | \$30 |
| Marshall, Tom | Small Engine Repair 1 | 26 | \$30 |
| Marshall, Tom | Small Engine Repair 2 | 26 | \$30 |
| Morton, Kara Marie | First Time Home Buyer | 4 | \$0 |
| Morton, Kara Marie | The Creative Business Plan | 28 | \$0 |
| Pond, Jenn | Intro to Knitting | 8 | \$30 |
| Russell, David | Welding 1 | 27 | \$30 |
| Shorette-Peets, Rhonda | Crock-It! | 4 | \$30 |
| Shorette-Peets, Rhonda | Soup-It! | 4 | \$30 |
| Sienkieqycz, Jennifer | Child Abuse, Neglect and Maltreatment Certification | 4 | \$40 |
| Wood, Tim | Basic Floral Arranging | 12 | \$30 |

Yes - 6

No - 0, motion carried

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

Extra Program Employment for Summer 2018

Attached

Yes - 6

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mrs. Crossman-Dumas moved,

seconded by Mrs. Forsell that the following be approved:

Summer School Staffing
Attached

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:

Health Occupations Teacher (Currently located at AEC)
Labor Relations Specialist (Currently located BOCES Wide)
Library Media Specialist (Currently located Tupper Lake Central School)
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. Whitmore moved, seconded by Mr. Swanston that Mr. Shafer be authorized to fill all vacancies.

Yes - 6

No - 0, motion carried

**AUTHORIZATION FOR
TREASURER TO MAKE
DEPOSITS INTO THE
FOLLOWING
ESTABLISHED RESERVES:**

Based on the recommendation of the District Superintendent and following review of the Analysis of Reserve Funds, Mrs. Forsell moved, seconded by Mr. Brockway that the Treasurer be authorized to make deposits into the established reserve funds as follows:

Employee Benefit Accrued Liability Reserve (in the amount of
\$111,627.34)
Career & Technology Equipment Reserve (in the amount of \$150,000.00)
Unemployment Insurance Reserve (in the amount of \$35,750.99)
ERS Retirement Reserve (in the amount of \$10,364.15)

Yes - 6

No - 0, motion carried

**APPROVAL FOR 2018-19
COMMITTEE
MEMBERSHIPS:**

Mrs. Crossman-Dumas moved, seconded by Mr. Swanston that the appointments to the following Committees on the list annexed to these minutes be approved:

Annual Professional Performance Review (APPR) Committee
Code of Conduct Committee
District-Wide Safety Committee
Facilities Committee
Professional Development Plan (PDP) Committee
Technology Committee

Yes - 6

No - 0, motion carried

**ACKNOWLEDGMENT OF
CONSULTANT
COMMITTEES:**

Mrs. Forsell moved, seconded by Mr. Brockway that the Consultant Committees for all Career and Technical Education Programs located at both the Adirondack Educational Center and the North Franklin Educational Center as annexed to these minutes be acknowledged for the 2018-19 school year.

Yes - 6
No - 0, motion carried

**AUTHORIZATION FOR
DEPUTY SUPERINTENDENT
TO SIGN AGREEMENT
WITH GEORGE COOK, M.D.
FOR PHYSICIAN
SERVICES:**

Mr. Whitmore moved, seconded by Mr. Brockway that the BOCES enter into an Agreement with George Cook, M.D. for Physician Services and that Authorization be given for Cheryl Felt, Deputy Superintendent to sign.

Yes - 6
No - 0, motion carried

**APPROVAL OF WORK
SITES FOR 2018-19:**

Mr. Swanston moved, seconded by Mrs. Crossman-Dumas that the attached work sites be approved.

Yes - 6
No - 0, motion carried

**APPROVAL OF REVISED
CODE OF CONDUCT:**

Following review of the proposed changes, Mr. Brockway moved, seconded by Mrs. Forsell that the Code of Conduct be revised as annexed to these minutes.

Yes - 6
No - 0, motion carried

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

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

- Agreement with Auctions International for the Sale of Government Assets by Online Auction
- Agreement with Malone CSD for Lease of School Library System Office Space
- Agreement with Guercio & Guercio LLP
- Agreement with OneWorksource CNA
- Agreement with The Farrar Home CNA Educational Program
- Agreement with UVM Health Network/Alice Hyde Medical Center Physical Therapy
- Agreement with Elderwood of Uihlein at Lake Placid
- Agreement with OneWorksource Home Health Aide
- Transportation Contracts with the following districts: Brushton-Moira & Tupper Lake
- Agreement with Willow Davis – Certified Teacher of the Visually Impaired Services
- Agreement with Rhonwen Jones, OTR/L in connection with Occupational Therapy Services
- Agreement with Anne Kuhl – Certified Orientation and Mobility Specialist and Teacher of the Visually Impaired Services

Yes - 6
No - 0, motion carried

**AUTHORIZATION AND
CONSIDERATION TO BID
BOCES EQUIPMENT ON
AUCTIONS
INTERNATIONAL:**

Mr. Shafer informed the Board regarding the need to bid the following on Auctions International:

2005 Ford F-350
VAT 40 Battery system tester
Two (2) Dustless sanding systems

for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Whitmore moved, seconded by Mrs. Crossman-Dumas that the notice to bidders be advertised.

Yes - 6
No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT TRASH/
RECYCLABLE REMOVAL
BID:**

Mr. Shafer and the Board reviewed the tabulations regarding the Trash/Recyclable Removal bid in connection with the North Franklin Educational Center and Adirondack Educational Center. Following discussion, Mr. Swanston moved, seconded by Mrs. Forsell that the low bid was submitted by Casella Waste in the total amount of \$1,057.00 per month be accepted.

| | |
|-----------------------------------|----------------------------|
| North Franklin Educational Center | \$ 770.00 per month |
| Adirondack Educational Center | <u>\$ 287.00 per month</u> |
| TOTAL | \$1,057.00 per month |

Yes - 6
No - 0, motion carried

**AUTHORIZATION TO SEEK
TINY HOUSE (AEC & NFEC)
BIDS ON AUCTIONS
INTERNATIONAL:**

Mr. Shafer informed the Board regarding the need to seek Tiny House (AEC & NFEC) bids on Auctions International for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Whitmore moved, seconded by Mr. Brockway that the notice to bidders be advertised.

Yes - 6
No - 0, motion carried

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

Mr. Whitmore moved, seconded by Mrs. Forsell that the revised Extension and Amendment to the Employment Agreement for the District Superintendent be approved.

Yes - 6
No - 0, motion carried

**NOMINATION FOR NYSSBA
AREA 6 DIRECTOR:**

Mrs. Crossman-Dumas moved, seconded by Mr. Swanston that Wayne Rogers be nominated for a two year term on the NYSSBA Board of Directors from January 1, 2019 to December 31, 2020.

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:

8 pallets Chimney/Cinder Blocks \$67.50

8 pallets Paper/Card Stock \$310.00

Following discussion, Mrs. Crossman-Dumas moved, seconded by Mrs. Forsell that the BOCES be authorized to accept bids.

Yes - 6

No - 0, motion carried

**APPROVAL OF
RESOLUTION IN
CONNECTION WITH
RESTORATIVE JUSTICE
PRACTICES:**

Mrs. Forsell moved, seconded by Mr. Whitmore that the notice to bidders be advertised.

WHEREAS, Restorative Justice (RJ) practices are used internationally in justice systems, schools and communities to repair harm and build community. Restorative justice can help break down student disparities through the establishment of shared values and the creation of a culture of listening and empathy. When a behavioral disruption occurs the youth is encouraged to be fully accountable and repair the harm as best as possible.

NOW, THEREFORE BE IT RESOLVED that the Franklin-Essex-Hamilton BOCES is fully supportive of its schools investigating Restorative Justice (RJ) practices, including Northern Borders Academy P-TECH Counselor receiving training in order to be a resource not only for our District, but for the entire Franklin-Essex-Hamilton BOCES region.

Yes - 6

No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETING:**

Mrs. Crossman-Dumas moved, seconded by Mr. Whitmore that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

NYSSBA Annual Area 6 Dinner Meeting – Malone Golf Club,
August 8, 2018

Yes - 6

No - 0, motion carried

**ORGANIZATIONAL
MEETING - DATE, TIME
AND LOCATION:**

Mr. Whitmore moved, seconded by Mr. Brockway that the organizational meeting be held on Thursday, July 19, 2018 at the Adirondack Educational Center in Saranac Lake beginning at 7:00 PM.

Yes - 6

No - 0, motion carried

**UPDATE ON CAPITAL
PROJECT:**

Stacy Vincent, Director of Management and Finance gave the board an update on the capital project.

**LILEAD FELLOWS
PROGRAM:**

Mrs. Felt gave the board information regarding the LILEAD Fellows Program

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

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

**REPORT ON AWARDS
CEREMONIES:**

Mr. Egan, Mr. Shafer and Mrs. Felt reported on the Awards Ceremonies.

ADJOURNMENT:

Mr. Swanston moved, seconded by Mrs. Crossman-Dumas that the meeting be adjourned.

Yes - 6

No - 0, motion carried

Meeting adjourned at 9:01 P.M.

These minutes approved 7-19-18

Lisa M. Mastry
Lisa M. Mastry, Clerk