

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

DATE: July 21, 2016

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Organizational

MEMBERS PRESENT: Dennis J. Egan, Thomas O’Bryan, George S. Cook, Elizabeth R. Forsell (entered at 7:45 pm), Emily M. Lauzon, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: Donna J. Kissane

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

VISITORS: Jason Jantzi

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.

OATHS OF OFFICE: Oath of office was administered to the following elected members of the Board by District Superintendent Stephen T. Shafer:
Thomas O’Bryan
Elizabeth Forsell (upon arrival at 7:45 pm)

CLERK OF THE BOARD: Mr. Swanston moved, seconded by Dr. Cook that Lisa M. Mastry be appointed Clerk of the Board for the 2016-17 school year for a salary of \$1,900.

Yes - 6
No - 0, motion carried

PRESIDENT: Mr. Egan asked that the Clerk act as temporary Chairperson for the purpose of electing the President. Clerk Mastry called for nominations for President of the Board of Education for the 2016-17 school year. Mr. Egan was nominated by Mr. O’Bryan, seconded by Mr. Swanston. Mrs. Lauzon moved, seconded by Mr. Preston that the polls be closed and the Clerk cast one ballot for Dennis J. Egan .

Yes - 6
No - 0, motion carried

VICE-PRESIDENT:

Mr. Egan called for nominations for the office of Vice-President of the Board of Education for the 2016-17 school year. Mr. O'Bryan was nominated by Mrs. Lauzon, seconded by Mr. Swanston. Dr. Cook moved, seconded by Mr. Swansotn that the polls be closed and the Clerk cast one ballot for Thomas O'Bryan.

Yes - 6
No - 0, motion carried

APPOINTMENTS:

Mrs. Lauzon moved, seconded by Dr. Cook that:

Jamie O'Dell be appointed District Treasurer having authority to sign all BOCES checks for the 2016-17 school year;

Chelsea Glenny be appointed Deputy Treasurer for the 2016-17 school year for a salary of \$450;

Jamie O'Dell be appointed Extra-classroom Activity Fund Auditor for the 2016-17 school year;

Mary Dickerson be appointed Chief Faculty Counselor at NFEC for the 2016-17 school year;

Rick Swanston be appointed Chief Faculty Counselor at AEC for the 2016-17 school year;

the resolution as attached to these minutes appointing Esther M. Debyah as Claims Auditor for the school year 2016-17 be approved;

The resolution as attached to these minutes appointing Diane J. Hellmann as Deputy Claims Auditor for the school year 2016-17 be approved;

The resolution as attached to these minutes appointing Sharon I. Earle as Purchasing Agent for the school year 2016-17 be approved;

The resolution as attached to these minutes appointing Carol M. Burgess as Deputy Purchasing Agent for the school year 2016-17 at a salary of \$450 be approved;

Seyfarth & Seyfarth, CPA's, P.C. be appointed as the BOCES Independent Auditor for the 2015-16 school year and for consultation during the 2016-17 school year;

Hoffman, Eells & Gray, CPA's, P.C. be appointed as the BOCES Internal Auditor to perform the Internal Audit Function for the 2016-17 school year;

Cheryl A. Felt, be appointed as the Combined Civil Rights Compliance Officer for the 2016-17 school year which encompasses the following:

Title II Compliance Officer
Title VI Compliance Officer
Title IX Compliance Officer
Section 504 Compliance Officer;

Cheryl A. Felt, be appointed as the Medicaid Compliance Officer for the 2016-17 school year;

Mary Dickerson, be appointed as Dignity for All Students Act Coordinator for the North End for the 2016-17 school year;

Rick Swanston, be appointed as Dignity for All Students Act Coordinator for the South End for the 2016-17 school year;

Julie Austin-Kormanyos, be appointed as Dignity for All Students Act Coordinator for the Northern Borders Academy for the 2016-17 school year;

Thomas O'Bryan be named as delegate for the NYSSBA Convention and Eilizabeth Forsell be named as Alternate and Legislative Representative;

Yes - 6

No - 0, motion carried

DESIGNATIONS:

Mr. Preston moved, seconded by Mr. Swanston that:

Key Bank be designated as the official bank depository for the 2016-17 school year;

The dates and times of regular meetings of the Board of Education be designated as 7:00 P.M. on the third Thursday of every month with the meetings to alternate between Malone and Saranac Lake **(Videoconference – January – March)**;

The Malone Telegram and Adirondack Daily Enterprise be designated as the official newspapers for the 2016-17 school year.

Yes - 6

No - 0, motion carried

AUTHORIZATIONS:

Mrs. Lauzon moved, seconded by Mr. Preston that:

Authorization as annexed to these minutes for Certification of Payrolls - Human Resources Coordinator be approved;

Authorization as annexed to these minutes for Budget Transfers - District Superintendent be approved;

A resolution authorizing the issuance of Revenue Anticipation Notes be approved as annexed to these minutes;

Harris Beach (Bonding Counsel), Ferrara, Fiorenza, P.C., Walsh & Edwards, Joseph Lavorando and Guercio & Guercio be appointed as BOCES Attorneys for the school year 2016-17. Legal matters will be referred to the appropriate attorney at the discretion of the BOCES;

Stephen T. Shafer be appointed as the Board's representative for the F-E-H School Districts' Health Insurance Consortium Joint Governing Board;

Jamie O'Dell be appointed Records Access Officer for the 2016-17 school year;

Rodney Asse be appointed Records Management Officer for the 2016-17 school year;

Charles LaBrake be appointed Asbestos (LEA) Designee for the 2016-17 school year;

All persons and positions required by law or regulation including Educational Communications Delivery be covered under a Faithful Performance Blanket Bond with limits of \$100,000 and an additional \$1,000,000 coverage for the District Treasurer and Deputy Treasurer;

Authorization for memberships as annexed to these minutes be approved for the school year 2016-17;

Committee Membership be approved as follows:

Audit Committee – The Board shall serve as a **Committee of the Whole** for such purpose during a regular or special meeting of the Board.

- Sub-Committee - In those instances when the full Board is not available to meet with the Board's Auditors and/or staff in accordance with applicable laws and regulations an audit subcommittee composed of three Board Members will convene for this purpose. In such instances, the Sub-Committee will make a report to the full Board at a subsequent meeting. The Audit Sub-Committee shall consist of the

following members for the 2016-2017 school year:

Thomas O'Bryan

John Swanston

FEHSBA Executive Committee – Board President & District Superintendent

Negotiations Committee – Thomas O'Bryan, Emily Lauzon, John Swanston, Stephen Shafer & Director of Management and Finance & Stephen Shafer

Sick Leave Pool Committee – Emily Lauzon, John Swanston, & Director of Management & Finance

Safety Committee – Rick Preston

Technology Committee – Thomas O'Bryan, George Cook

Annual Professional Performance Review Committee – George Cook, Thomas O'Bryan

The mileage reimbursement rate for all employees shall be \$0.54 per mile for the 2016-17 school year;

The District Superintendent be authorized to attend District Superintendent meetings at the expense of BOCES and that payment for the District Superintendent Business Account also be authorized;

BOCES be authorized to provide Workers' Compensation Coverage for board members and volunteers in addition to employees;

Advertising and opening bids - District Clerk or Purchasing Agent;

Approval for attendance at conferences, conventions, workshops, etc. -
District Superintendent or designee;

Approval for the accounts annexed to these minutes and authorization to sign checks - District Treasurer and Deputy Treasurer;

Approval for Extra Classroom activity Funds Accounts at AEC/NFEC and authorization to sign checks – Central Treasurers and Principals;

Use of Electronic Check signature disk to authenticate checks issued on the BOCES accounts - District Treasurer and Deputy Treasurer;

Authorization to sign special aid projects - District Superintendent;

Authorization for District Superintendent to sign E-Rate Applications;

Authorization to sign BOCES contracts - President and/or District Clerk;

Authorization to invest funds - District Treasurer and Deputy Treasurer;

Re-adoption of all Board Policies currently in effect;

Establishment of \$50 Petty Cash Fund for Business Office

Yes - 6

No - 0, motion carried

ACKNOWLEDGEMENT OF RESIGNATION OF RALPH RUSSELL FROM THE BOCES AND APPOINTMENT OF NEW BOARD MEMBER:

The Board acknowledged the Resignation of Ralph Russell from the Board of Cooperative Educational Services. Mr. Shafer explained the new procedure for filling a vacancy on the board by appointment.

APPROVAL OF MINUTES:

President Egan asked for a motion concerning the minutes of the previous regular meeting. Mr. O'Bryan moved, seconded by Mr. Swanston that the minutes of the regular meeting of June 16, 2016 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 and Unemployment Insurance Reserve, ERS Retirement Reserve and Capital Funds for the month of June. Following discussion, Mr. O'Bryan moved, seconded by Preston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of June be approved.

Yes - 6

No - 0, motion carried

Elizabeth Forsell entered the meted at 7:45.

**QUARTERLY UPDATE ON
INTERNAL AUDIT
FUNCTION:**

Mr. Asse gave the board a report on the Internal Audit Function. The Board was provided the latest draft of internal business office procedures.

PRESENTATION:

Jason Jantzi, BCA Architects and Engineers gave the Board an update on the Capital Project planning.

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Mrs. Forsell that the Board enter into an executive session for the purpose of discussing employment agreements for the Director of Management and Finance and the Deputy Superintendent and for the purpose of discussing APPR and CSEA Negotiations, and for the purpose of discussing the employment status of specific individuals.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 8:21 P.M.

Mr. Preston moved, seconded by Mrs. Lauzon that the Board leave the executive session.

Yes - 7

No - 0, motion carried

The Board left executive session at 9:15 P.M.

CREATION OF POSITION:

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

Teaching Assistant (To be located NFCA – Effective 09/01/16)

Yes - 7

No - 0, motion carried

RESIGNATION:

Mr. O'Bryan moved, seconded by Mr. Preston that the following resignations be accepted:

Lisa Whyte – Licensed Practical Nurse, Effective 06/30/16

Yes - 7

No - 0, motion carried

APPOINTMENTS:

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

Cassandra McBride, be appointed as an ACCOUNT CLERK commencing on 07/22/16, salary to be at Grade 6, Step 3 of the Non-Instructional Salary Schedule for the school year 2016-17.

Tracy Strack, be appointed as an ACCOUNT CLERK commencing on 07/01/16, salary to be at \$25,477 for the school year 2016-17. (3rd Provisional appointment pending approval from the Dept. of Civil Service)

Yes - 7
No - 0, motion carried

APPOINTMENTS PURSUANT TO FEINERMAN’S AGREEMENT:

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mr. Preston that:

Deona Warner, be appointed as a Special Education Teacher, commencing on 09/01/16 and terminating on 06/30/17, salary to be at Step 1 of the Instructional Salary Schedule.

Yes - 7
No - 0, motion carried

REVISED APPOINTMENT:

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mr. Preston that:

Darci Hart, who holds a Professional Certificate as an At-will Employee in English Language Arts 7-12, is hereby appointed to the position of Adult Education Teacher, commencing on 09/01/16, salary to be at Step **10** of the Instructional Salary Schedule.

Yes - 7
No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

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

2016 Summer Extra Program Employment/Summer School ESY/RSS

- Alexandria Harris - \$233.82 Per Day (Up to 4 Days through 08/31/16)
- Monalee Siskavich - \$58.67 Per Hour (Up to additional 25 Hours through 8/31/16)
- Merrill Pierce - \$277.74 Per Day (Up to 4 Days through 8/31/16)
- Travis Dupuis – Increase from .33 FTE to .50 FTE
- June Parmeter (Up to additional 12 Hours through 8/30/16 in connection with CDOS Work)

Part-time Adult Equivalency Teacher

- Marian McGarvey - \$35.25 Per Hour (Up to 150 Hours for the period of 7/1/16 – 6/30/17)

Substitute

Wally Robert (Add Cleaner)

Job Coach - \$13.25 Per Hour

Loretta Charland (Up to 1,500 Hours for the period of 7/1/16 – 6/30/17)

Employment & Training Assistant - \$18.78 Per Hour

Carol Badgley (Up to 1,500 Hours for the period of 7/1/16 – 6/30/17)

Part-time PTech Program - \$150 Per Day (Up to 3 Days)

Merrill Pierce

Charlene Rydrigen

Part-time School Counselor - \$275 Per Day (Up to 3 Days)

Dustin Stover

Part-time Cook Manager (Pending Final Approval from the Dept. of Civil Service)

Scott Spillane - \$234.78 (Up to 72 Days 2016-17 School Year)

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)

Cook Manager (Currently located NFCA)

Employment & Training Assistant (CDOS Program – Currently located NFCA)

School Counselor (Currently located NFCA)

Secretary to Program Administrator (Currently located NFEC)

Teaching Assistant (Currently located NFCA)

Dr. Cook moved, seconded by Mrs. Lauzon that Mr. Shafer be authorized to fill all vacancies for the 2016-17 school year.

Yes - 7

No - 0, motion carried

APPROVAL OF ORGANIZATIONAL STRUCTURE:

Upon the recommendation of Mr. Shafer, Mrs. Lauzon moved, seconded by Mr. Preston that the BOCES Organizational Structure as annexed to these minutes be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF
EXTENSION OF
COMPENSATION
AGREEMENT AND
SALARY AMENDMENT
FOR CHERYL FELT:**

Mrs. Lauzon moved, seconded by Mrs. Forsell that the Extension of Compensation Agreement and Salary Amendment for Cheryl Felt be approved.

Yes - 7
No - 0, motion carried

**APPROVAL OF
EXTENSION OF
COMPENSATION
AGREEMENT AND
SALARY AMENDMENT
FOR RODNEY ASSE:**

Dr. Cook moved, seconded by Mr. O'Bryan that the Extension of Compensation Agreement and Salary Amendment for Rodney Asse be approved.

Yes - 7
No - 0, motion carried

**APPROVAL OF REVISED
CODE OF CONDUCT:**

Mrs. Lauzon moved, seconded by Mr. O'Bryan that the revised Code of Conduct be approved as annexed to these minutes.

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

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

Contract with Rhonwen Jones, OTR/L in connection with
Occupational Therapy services
Agreement with BCA Architects and Engineers in connection with
Pre-Referendum Services
Agreement with Response, Inc. for Rapid Responder
Agreement with IBM International Foundation in connection with
MentorPlace Grant
Transportation Contracts with Malone, St. Regis Falls, Saranac
Lake
& Tupper Lake

Yes - 7
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:

1993 Chevrolet Suburban
All American Bio-Fuel, Bio-Diesel Processor
WoodChipper
6 Chain Saws

for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the notice to bidders be advertised.

Yes - 7
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT AUCTIONS INTERNATIONAL BID:

Mr. Shafer reviewed the bid results from the auction on Auctions International for the following:

- 1999 GMC Savana School Bus in the amount of \$880.00
- Ideal Bucket 180 Gallon Stock Tank in the amount of \$30.00

Following discussion, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the bids submitted to Auctions International in the total amount of \$910.00 be accepted.

Yes - 6
No - 1 (Mr. Egan), motion carried

CONSIDERATION OF BOCES CTE EQUIPMENT PURCHASE:

Mr. Shafer reviewed considerations and options with the Board regarding the purchase of CTE Equipment in connection with the:

- 12 Gallon Steam Kettle -Culinary Arts Program at AEC - \$5,657.75
- 12 Chain Saws - Natural Conservation at AEC - \$6,394.56
- Car Brake Lathe and Engine Cutaway w/Transmission - Auto Technology at NFEC - \$27,456.19
- Bandsaw - Building Trades at NFEC - \$6,183
- Scissor Sharpener - Cosmetology at NFEC - \$2,693.25

Following discussion, Dr. Cook moved, seconded by Mrs. Lauzon that the BOCES be authorized to purchase the CTE Equipment.

Yes - 7
No - 0, motion carried

CONSIDERATION OF AND AUTHORIZATION FOR PURCHASE OF 2016 CHEVROLET FULL SIZE 3/4 TON CARGO VAN:

Mr. Shafer reviewed the bid tabulation and summary sheets with the Board regarding the purchase of a 2016 Chevrolet Full Size 3/4 Ton Cargo Van in the amount of \$23,220.24.

Following discussions, Mr. O'Bryan moved, seconded by Mrs. Forsell that the low bid meeting specifications submitted by Van Bortel Chevrolet Inc. in the amount of \$23,220.24 be accepted.

Yes - 7
No - 0, motion carried

CONSIDERATION OF AND AUTHORIZATION FOR PURCHASE OF A WOOD-MIZER PORTABLE SAWMILL:

Mr. Shafer reviewed the bid tabulation and summary sheets with the Board regarding the purchase of Wood-Mizer Sawmill in connection with the Natural Conservation program at AEC in the amount of \$23,910.50.

Following discussion, Mrs. Forsell moved, seconded by Mr. Preston that the low bid meeting specifications submitted by Wood-Mizer in the amount of \$23,910.50 be accepted.

Yes - 7
No - 0, motion carried

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

The disposition of BOCES personal property was tabled.

**APPROVAL FOR
UPCOMING MEETING:**

Mr. Mac Donald moved, seconded by Mr. Swanston that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

2016 New School Board Member Academy – Governance and Fiscal Oversight
(various dates)

Yes - 7
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. Preston moved, seconded by Mrs. Forsell that the low bid submitted by Casella Waste Services in the total amount of \$848.00 be accepted.

North Franklin Educational Center	\$542.00
Adirondack Educational Center	<u>\$306.00</u>
TOTAL	\$848.00

Yes - 7
No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT TINY HOUSE BID:**

Mr. Shafer and the Board reviewed Auctions International bid for the Tiny House for the amount of \$12,200.00. Following discussion, Mr. O'Bryan moved, seconded by Mr. Preston that the bid submitted to Auctions International in the total amount of \$12,200.00 be rejected and that the Tiny House be re-bid on Auctions International.

Yes - 7
No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Mrs. Forsell moved, seconded by Mrs. Lauzon that a donation of \$151.80 from George Cook be accepted.

Yes - 7
No - 0, motion carried

**CONSIDERATION OF
NYSSBA DISTRICT
SUPERINTENDENT
SALARY CAP
RESOLUTION: CO-
SPONSORING DISTRICT:**

Mr. O'Bryan moved, seconded by George Cook that it be **RESOLVED**, that the Franklin-Essex-Hamilton Board of Cooperative Educational Services shall place before the New York State School Boards Association a resolution seeking legislation amending Education Law section 1950(4) (a) to amend the limitation on BOCES district superintendent's compensation (full motion attached).

Yes - 7
No - 0, motion carried

OTHER BUSINESS:

Mr. Shafer discussed his meeting with the Lake Placid Board on July 19th. Based on the discussions at the meeting a Component District Advisory Committee will be created to address efficiency and cost containment. The committee will consist of representatives from each district. Suggested participants from districts would include one or more of the following: business official, board member and superintendent.

BOARD COMMENTS:

Mr. Preston thanked Mr. Shafer for attending the Lake Placid Board Meeting.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 10:20 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk