

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

DATE: August 18, 2016

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Thomas O’Bryan, Elizabeth R. Forsell, Donna J. Kissane
Emily M. Lauzon, John G. Swanston

MEMBERS ABSENT: George S. Cook, Daniel Mansfield, Richard M. Preston

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
Rodney Asse, Director of Management and Finance (excused)
Jamie O’Dell, Business Manager (Left meeting at 7:15 PM)

VISITORS: Daniel Valenzuela, Administrative Intern

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.

APOINTMENT OF DANIEL MANSFIELD TO FILL THE VACANCY ON THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES: Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mrs. Lauzon that Daniel Mansfield be appointed to fill the vacancy on the Board of Cooperative Educational Services through April 25, 2017.
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 Mrs. Lauzon that the minutes of the organizational meeting of July 21, 2016 be approved.
Yes - 5
Abstain - 1 (Donna Kissane)
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 July. Following discussion, Mr. Swanston moved, seconded by Mrs. Forsell that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of July be approved.

Yes - 6

No - 0, motion carried

EXECUTIVE SESSION:

Mr. O'Bryan moved, seconded by Mrs. Lauzon that the Board enter into an executive session for the purpose of discussing APPR and CSEA Negotiations, and the employment status of a specific individual.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 7:15 P.M.

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

Yes - 6

No - 0, motion carried

The Board left executive session at 7:43 P.M.

**ABOLISHMENT OF
POSITION:**

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

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

Yes - 6

No - 0, motion carried

CREATION OF POSITIONS:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mrs. Forsell that the following positions be created:

Mathematics Teacher 70% (CDOS Program – Currently located Quadri-Lakes Area)

Teacher Aide (Currently located NFCA)

Yes – 6

No - 0, motion carried

RESIGNATIONS:

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

- Carol Badgley – Employment & Training Assistant (Effective 08/12/16)
- Carol Burgess – Deputy Purchasing Agent (Effective 08/18/16)
- Roberta J. Bartell – Teacher of the Deaf & Hearing Impaired (Effective 09/09/16)
- Judith A. Winters – Computer Technical Support Specialist (Effective 08/11/16)

Yes - 6
 No - 0, motion carried

APPOINTMENTS:

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

Robin B. Douglass, be appointed as a CDOS Coordinator, commencing on 09/01/16, salary to be at \$56,962 based on a 10-Month Salary for the school year 2016-17.

Marlene McCarthy, be appointed as a Cook Manager, commencing on 09/01/16, salary to be at Grade 12, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 6
 No - 0, motion carried

**APPOINTMENTS
PURSUANT TO
FEINERMAN’S
AGREEMENT:**

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

Alexandria Bevilacqua, be appointed as a Teaching Assistant (*Pending Completion of DASA Workshop*), commencing on 09/01/16 and terminating on 01/27/17, salary to be at Grade 12 of the Non-Instructional Salary Schedule for the school year 2016-17.

Sherry Campbell, be appointed as a Teaching Assistant (*Pending Completion of DASA Workshop*), commencing on 09/01/16 and terminating on 01/27/17, salary to be at Grade 12, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Heather Gonia, be appointed as a School Counselor 80%/Teaching Assistant 20%, commencing on 09/01/16 and terminating on 06/30/17, salary to be at Step 1 of the Instructional Salary Schedule for the school year 2016-17.

Rachel Lawrence, be appointed as a Teaching Assistant (*pending completion of DASA Workshop and School Violence Intervention & Prevention Workshop*), commencing on 09/01/16 and terminating on 01/27/17, salary to be at Grade 12 of the Non-Instructional Salary Schedule for the school year 2016-17.

Michelle Pearlman, be appointed as a Music Teacher 40%, commencing on 09/01/16 and terminating on 06/30/17, salary to be at Step 3 of the Instructional Salary Schedule for the school year 2016-17.

Yes - 6

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

2016 Summer Extra Program Employment/Summer School ESY/RSS

Barbara Hart (Additional 2 Hours through 08/31/16)
Tracy Edwards-Warren (2 Days through 08/31/16)
Bethany Cotten (2 Days through 08/31/16)
Melissa Devirgeles (Daily Rate Change from \$149.20 TO \$180.00)
Rosemary Robinson (Position Change from Teacher Aide TO Teaching Assistant)
Bobbi-Jo Wood (Position Change from Teacher Aide TO Teaching Assistant)
Kerri Keeler (One Additional Day)
Rhonda Shorette Peets (One Additional Day)
Kevin Sigourney (Two Additional Days)
Eric Sanvig (Two Additional Days)
Chris Dillabough (Three Additional Days)
Stacey Maguire (Up to 2 Days)
Alexandria Harris (Up to 3 Days)
Danielle Keating (Up to 2 Days)
Laice Redman (2 Days)

Extra Program Employment

Tracy Lavoie (Up to 240 Hours through 10/31/16)
Joseph Campbell (Up to 280 Hours through 6/30/17)
Marlene McCarthy (2 Days through 08/31/16)
Darci Hart (2 Days through 08/31/16)

Adult Education Instructor (CNA Program) - \$40.00 Per Hour

Mickey Denny (Up to 230 Hours through 08/31/16)

Substitute

Jennifer Beaudette (Teacher; Teaching Assistant)
Sherry Campbell (Teaching Assistant)
Heather Jankins (Teacher; Teaching Assistant)
Diane Helms (Teacher; Teaching Assistant)
Laurie Jock (Cleaner)

TASC Examiner - \$20 Per Hour

Brian Curtain (Up to 140 Hours through 06/30/17)
Rebecca Oey (Up to 120 Hours through 06/30/17)
Maureen Babbie (Up to 120 Hours through 06/30/17)

Disabled Individuals Job Training Assistant - \$13.25 Per Hour

Susan Traynor (Up to 400 Hours through 06/30/17)

Part-time Speech & Hearing Handicapped Teacher

Monalee Siskavich - \$58.67 Per Hour (Up to 60 Hours)

Part-time Secretary to Program Administrator

Susan Kelley - \$16.65 Per Hour (Up to 140 Hours from 09/01/16 – 9/30/16)

Part-time Adult Equivalency Teacher - \$35.25 Per Hour

Marian McGarvey (Up to 240 Hours through 06/30/17)
Deborah McGill (Up to 480 Hours through 6/30/17)

Yes - 6

No - 0, motion carried

LEAVE OF ABSENCE:

Mrs. Forsell moved, seconded by Mrs. Lauzon that the leave of absence requested by Robin Douglass, English Teacher (09/01/16 – 06/30/17) be approved.

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:

Computer Technical Support Specialist (Currently located BOCES Wide)
Employment & Training Assistant *Part-time* (Currently located Quadri-Lakes Area)

English Teacher (Currently located AEC)

Mathematics Teacher 70% (Currently located Quadri-Lakes Area)

Teacher Aide (Currently located NFCA)

Secretary to Program Administrator (Currently located NFEC)

Teacher of the Deaf & Hearing Impaired (Currently located NFCA)

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

Yes - 6

No - 0, motion carried

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

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

Transportation Contracts with the following districts: Brushton-Moira,
Lake Placid and Salmon River
APPR Certification Form
Agreement in Connection with the Career Pathways II Program
Agreement with Goff-Nelson Library for Rental Space
Lease with Salmon River CSD CTE and Special Ed Programs

Yes - 6

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. O'Bryan 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 - 6

No - 0, motion carried

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

Mr. Shafer and the Board reviewed Auctions International bid for the Tiny House for the amount of \$16,100.00. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the bid submitted to Auctions International in the total amount of \$16,100.00 be accepted.

Yes - 6

No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT BID FOR SHED:**

Mr. Shafer and the Board reviewed Auctions International bid for the Shed for the amount of \$1,575.00. Following discussion, Mrs. Lauzon moved, seconded by Mr. O'Bryan that the bid submitted to Auctions International in the total amount of \$1,575.00 be accepted.

Yes - 5

No - 1 (Dennis Egan), motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT BID FOR 1993
CHEVROLET SUBURBAN:**

Mr. Shafer and the Board reviewed Auctions International bid for the 1993 Chevrolet Suburban for the amount of \$890.00. Following discussion, Mrs. Lauzon moved, seconded by Mr. O'Bryan that the bid submitted to Auctions International in the total amount of \$890.00 be accepted.

Yes - 6

No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT BID FOR 2001 CHEVROLET SILVERADO:

Mr. Shafer and the Board reviewed Auctions International bid for the 2001 Chevrolet Silverado for the amount of \$260.00. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the bid submitted to Auctions International in the total amount of \$260.00 be accepted.

Yes - 6
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT BID FOR ALL AMERICAN BIO-FUEL PROCESSOR:

Mr. Shafer and the Board reviewed Auctions International bid for the 55 Gallon Bio-Fuel Processor for the amount of \$160.00. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the bid submitted to Auctions International in the total amount of \$160.00 be accepted.

Yes - 6
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT BID FOR 6 STIHL CHAINSAWS:

Mr. Shafer and the Board reviewed Auctions International bid for the 6 Stihl Chainsaws for the amount of \$1,900.00. Following discussion, Mrs. Lauzon moved, seconded by Mr. O'Bryan that the bid submitted to Auctions International in the total amount of \$1,900.00 be accepted.

Yes - 6
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT BID FOR WOODCHIPPER:

Mr. Shafer and the Board reviewed Auctions International bid for the Woodchipper for the amount of \$160.00. Following discussion, Mrs. Lauzon moved, seconded by Mrs. Forsell that the bid submitted to Auctions International in the total amount of \$160.00 be accepted.

Yes - 6
No - 0, motion carried

APPROVAL OF 2016-17 BOARD MEMBER COMMITTEES:

Mrs. Forsell moved, seconded by Mrs. Lauzon that the 2016-17 Board Member Committees be approved with a revision as annexed to these minutes.

Yes - 6
No - 0, motion carried

APPROVAL OF 2016-17 REVISED COMMITTEE MEMBERSHIPS:

Mrs. Lauzon moved, seconded by Mr. Swanston that the 2016-17 Board Member Committees be approved as corrected annexed to these minutes.

Yes - 6
No - 0, motion carried

APPOINTMENT OF DEPUTY PURCHASING AGENT:

Mrs. Lauzon moved, seconded by Mr. O'Bryan that the resolution as attached to these minutes appointing Jackie Snyder as Deputy Purchasing Agent for the school year 2016-17 be approved with a salary of \$450 to be pro-rated, effective 8/19/16.

Yes - 6
No - 0, motion carried

**DISCUSSION – POTENTIAL
DATE CHANGE FOR
OCTOBER BOARD
MEETING:**

Following discussion, Mrs. Lauzon moved, seconded by Mr. Swanston that the date for the October Board Meeting be changed to Wednesday, October 12, 2016.

Yes - 6

No - 0, motion carried

**COMPONENT DISTRICT
ADVISORY COMMITTEE:**

Mr. Shafer provided the Board with information regarding the Component District Advisory Committee.

NFEC/AEC HONOR ROLL:

The board was given lists of students on the honor roll for NFEC and AEC.

OTHER BUSINESS:

The board discussed the Open House dates scheduled at AEC on 9/15/16, beginning at 4:00 pm and at NFEC on 10/12/16, beginning at 4:00 pm.

ADJOURNMENT:

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

Yes - 6

No - 0, motion carried

Meeting adjourned at 8:44 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk