

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

DATE: September 15, 2016

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Thomas O’Bryan, Elizabeth R, Forsell, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: George S. Cook, Donna J. Kissane, Emily M. Lauzon, Daniel Mansfield

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

VISITORS: Andy Casue, Hoffman, Eells & Gray, CPA’s, P.C.

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.

RECOGNITION OF ASSEMBLYWOMAN JANET DUPREY: The Board recognized Janet Duprey for her commitment to the education of children in Franklin, Essex and Hamilton Counties.

INTERNAL AUDIT REPORT FROM HOFFMAN, EELLS & GRAY, CPA’S, P.C. Mrs. Forsell moved, seconded by Mr. Swanston that the Internal Audit Report be accepted as annexed to these minutes.
Yes - 5
No - 0, motion carried

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mr. Swanston moved, seconded by Mr. O’Bryan that the minutes of the regular meeting of August 18, 2016 be approved.
Yes - 5
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 August. Following discussion, Mr. Preston moved, seconded by Mr. O'Bryan that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of August be approved.

Yes - 5
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 July 14, 2016 through September 8, 2016. Mrs. Forsell moved, seconded by Mr. Swanston to accept the report as annexed to these minutes.

Yes - 5
No - 0, motion carried

**PRESENTATION ON
PROGRAM STATISTICS &
RESULTS EXTENDED
SCHOOL YEAR
PROGRAM:**

Mrs. Felt presented the Board with information on program statistics and results for extended school year program.

**ABOLISHMENT OF
POSITION:**

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

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

Yes - 5
No - 0, motion carried

CREATION OF POSITION:

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

Interpreter (Currently located Salmon River Central School)

Yes - 5
No - 0, motion carried

RESIGNATIONS:

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

Sandra LaRose – Senior Clerk (Effective 09/16/16)
Sherri McDonald – Account Clerk (Effective 09/08/16)

Yes - 5
No - 0, motion carried

APPOINTMENTS:

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

James Benware, be appointed as a LICENSED PRACTICAL NURSE 80% commencing on 09/01/16, salary to be at Grade 13, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Freb Hunt-Bull, be appointed as a COMPUTER TECHNICAL SUPPORT SPECIALIST commencing on 09/01/16, salary to be at Grade 12, Step 14 of the Non-Instructional Salary Schedule for the school year 2016-17.
Provisional Appointment Pending Final Approval from the Department of Civil Service.

Mandy Jarvis, be appointed as a SENIOR CLERK commencing on 09/19/16, salary to be at Grade 6, Step 3 of the Non-Instructional Salary Schedule for the school year 2016-17. *Provisional Appointment Pending Final Approval from the Department of Civil Service.*

Sandra LaRose, be appointed as an ACCOUNT CLERK commencing on 09/19/16, salary to be at \$25,466 of the Non-Instructional Salary Schedule for the school year 2016-17.

Natalie Richards, be appointed as a TEACHER AIDE commencing on 09/06/16, salary to be at Grade 11, Step 6 of the Non-Instructional Salary Schedule for the school year 2016-17.

Nicole A. Stowell, be appointed as a SECRETARY TO PROGRAM ADMINISTRATOR commencing on 09/12/16, salary to be at Grade 8, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 5
No - 0, motion carried

APPOINTMENT OF INSTRUCTIONAL SUPPORT SERVICES IN SPECIAL EDUCATION

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

Robin B. Douglass, who holds a permanent certificate in Special Education, is hereby appointed to the position of Instructional Support Services in Special Education tenure area for a probationary period commencing on 09/01/16 and anticipated to end on 08/31/19.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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, he will not be eligible for tenure at that time.

Yes - 5
No - 0, motion carried

**CHANGE IN POSITION
STATUS:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. Swanston that the position status be changed for the following individuals:

Mary Rabideau – LPN (80% to 100% Effective 09/01/16)
Joshua Zenger – COTA (85% to 100% Effective 09/01/16)

Yes - 5
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mrs. Forsell that the following individuals be appointed pursuant to Feinerman's Agreements:

David Snyder, be appointed as a Teaching Assistant, 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.

Laice Redman, be appointed as an English Teacher, commencing on 09/01/16, salary to be at Step 1 of the Instructional Salary Schedule for the school year 2016-17.

Yes - 5
No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Part-time School Psychologist - \$35.25 Per Hour
Tara Wright (Up to 80 hours)

Adult Education Instructors

Jon Chodat, Digital Photography Instructor – 25 hours at \$30/hour

Tonny French, EPA Section 608 Technician Certification Instructor – 19 hours at \$40/hour

Tonny French, Hydronic Heating for Homeowners Instructor - 22 hours at \$30/hour

Helen Gibbens, Practices To Quiet Your Mind (Yoga) – 7 hours at \$30/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

Holly Harz, Basic Canning Instructor – 4 hours at \$30/hour

William Hungerford, Adirondack Furniture Building Instructor – 30 hours at \$30/hour

William A. Laymon, Sr., Creative Woodworking Instructor – 25 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

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

Jennifer Sienkiewicz, Child Abuse, Neglect and Maltreatment Certification Instructor – 4 hours at \$40/hour
Judy Winters, Microsoft Office Basics Instructor – 25 hours at \$30/hour
Tim Wood, You Bought Flowers...YAY!!! NOW WHAT??? Instructor – Malone – 13 hours at \$30/hour; Saranac Lake – 13 hours at \$30/hour
Tim Wood, To Have And To Hold Wedding Instructor – Malone – 13 hours at \$30/hour Saranac Lake – 13 hours at \$30/hour

Central Treasurer & Extra Classroom Activity Fund Treasurers (\$1,600)

Lori Davis (NFEC)
Kasey Donahue (AEC)

School Monitor (Bus Duties for Chateaugay Central School) - \$14.34 Per Hour

Susan Leach (Up to 100 Hours 9/1/16 – 6/30/17)
Michelle Farmer (Up to 30 Hours 9/1/16 – 6/30/17)

Extra Program Employment

Kama Seal – Speech & Hearing Handicapped Teacher (Up to 23 Hours through 06/30/17)

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

Susan Syrup (Up to 320 Hours)

Substitute

James Benware (Teaching Assistant/LPN/Aide)

Yes - 5

No - 0, motion carried

LEAVE OF ABSENCE:

Mrs. Forsell moved, seconded by Mr. Swanston that the leave of absence requested by Laice Redman, Teaching Assistant be approved for the 2016-17 school year.

Yes - 5

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:

Employment & Training Assistant *Part-time* (Currently located Quadri-Lakes Area)

Interpreter (Currently locate at Salmon River Central School)

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

Yes - 5

No - 0, motion carried

**REPORT FROM CLAIMS
AUDITOR:**

The Board, acting as the Audit Committee of the Whole, reviewed the written report from the Claims Auditor. Following discussion, Mr. O’Bryan moved, seconded by Mr. Preston that the written report for the period of June 15, 2016 – September 7, 2016 submitted by Esther Debyah, Claims Auditor and dated 09/8/16, be accepted.

Yes - 5
No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT WELDER BID:**

Mr. Shafer and the Board reviewed Auctions International bid for the Welder for the amount of \$47.50. Following discussion, Mrs. Forsell moved, seconded by Mr. Preston that the bid submitted to Auctions International in the total amount of \$47.50 be accepted.

Yes - 5
No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT DELTA SAWBUCK
FRAME & TRIM BID:**

Mr. Shafer and the Board reviewed Auctions International bid for the Delta Sawbuck Frame & Trim for the amount of \$77.50. Following discussion, Mr. Swanston moved, seconded by Mr. O’Bryan that the bid submitted to Auctions International in the total amount of \$77.50 be accepted.

Yes - 5
No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION OF
INCREASE IN 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
Adapter Direct required for Steam Kettle Stand	<u>\$ 620.77</u>
Total amount:	\$6,278.52

Following discussion, Mrs. Forsell moved, seconded by Mr. O’Bryan that the BOCES be authorized to increase the purchase amount from \$5,657.75 to \$6,278.58 for the 12 Gallon Steam Kettle including the Adapter Direct for the CTE Equipment.

Yes - 5
No - 0, motion carried

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

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

Agreement with FEH Teachers Association for APPR (3012-d)
Agreement with The Farrar Home in connection with the CNA Program
Agreement with Adirondack Health – Uihlein Living Center
Agreement with Elderwood of Uihlein at Lake Placid

Yes - 5
No - 0, motion carried

APPROVAL OF DISTRICT-WIDE SCHOOL SAFETY PLAN:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Swanston that the District-Wide School Safety Plan be approved as annexed to these minutes.

Yes - 5
No - 0, motion carried

APPROVAL OF UPCOMING MEETINGS:

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

CEWW School Boards Association Meetings to be held at West Side Ballroom in Plattsburgh:

- November 17, 2016
- January 5, 2017

Yes - 5
No - 0, motion carried

APPROVAL OF DATE CHANGE FOR NOVEMBER BOARD OF EDUCATION MEETING:

Mrs. Forsell moved, seconded by Mr. O'Bryan that the date for the November Board of Education Meeting be changed to Wednesday, November 16, 2016.

Yes - 5
No - 0, motion carried

COMPONENT DISTRICT ADVISORY COMMITTEE – FIRST MEETING, 9/28/16:

There was discussion regarding the first meeting of the Component District Advisory Committee to be held on 9/28/16.

ESSA INVITATIONAL FORUM – 10/26/16:

Mr. Shafer informed the board that an ESSA Invitational Forum will be held on 10/26/16.

CONNECTING BUSINESS AND EDUCATION FALL FORUM – 10/19/16:

Connection Business and Education Fall Forum will be held on 10/19/16 at the Westside Ballroom in Plattsburgh.

HEALTH INSURANCE CONSORTIUM/JOINT GOVERNING BOARD MEETING:

Mr. Shafer gave the Board an update on the Health Insurance Consortium/Joint Governing Board.

ADJOURNMENT:

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

Yes - 5

No - 0, motion carried

Meeting adjourned at 8:38 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk